

SCHOOL ADMINISTRATIVE UNIT #13  
SCHOOL BOARD MEETING  
THURSDAY, APRIL 10, 2014 – 5:45 PM  
K.A. BRETT SCHOOL LIBRARY  
APPROVED MINUTES

Board members attending: Bruce Brooks, Jim Curran, Todd Desmarais [by telephone], Michael Douglass, Wendy Grzesik, Dan Micciulla, Charlie Pugh, Dennis Quinn, Helen Steele, Brett Taylor, Jack Waldron

Others attending: Superintendent Lou Goscinski, Accountant Susan Wheeler

CALL TO ORDER: Superintendent Lou Goscinski called the meeting to order at 5:45 PM with 10 board members present and Todd Desmarais participating by telephone. All present pledged allegiance to the flag.

SCHOOL BOARD REORGANIZATION

- A. Election of School Board Chair: Motion by Charlie Pugh to nominate Ray O'Brien as School Board Chair, seconded by Jack Waldron. The motion passed unanimously.
- B. Election of School Board Vice-Chair: Motion by Brett Taylor to nominate Michael Douglass as School Board Vice-Chair, seconded by Jack Waldron. The motion passed unanimously.

Motion by Bruce Brooks to approve Todd Desmarais' participation by telephone, seconded by Jim Curran. The motion passed unanimously.

APPROVAL OF AGENDA: Motion by Jim Curran to approve the agenda, seconded by Dan Micciulla. There were two changes: Add "SAU 13 & 9 May 22 Meeting" under Calendar and add "Discussion of Charter School" in non-public session. With these changes the amended agenda was approved unanimously.

APPROVAL OF MINUTES: 11-12-13: Motion by Bruce Brooks to approve the minutes of 11-12-13, seconded by Charlie Pugh. The motion passed 7-0 with 4 abstentions.

PUBLIC INPUT: None

CHAIRPERSON'S REPORT:

- A. Welcome New Members & Thanks to Former Members:

In the absence of Chair Ray O'Brien, Vice-Chair Michael Douglass and Superintendent Lou Goscinski welcomed board members and introduced new members. Former members were thanked for their service.

- B. Calendar:

1. Next SAU Board Meeting: 5-13-14 (changed to 6-10-14) @ 6:00 PM, K. A. Brett School, Tamworth.  
Superintendent Lou Goscinski suggested changing the meeting from May 13 to June 10 to allow time to finalize some things such as evaluations and recommendations for staff.

Motion by Brett Taylor to change the date of the next SAU joint board meeting from May 13 to June 10, 2014. Seconded by Jim Curran. The motion passed unanimously.

C. Proposed Future Meetings:

1. 8-19-14 (Madison)
2. 10-14-14 (Freedom)
3. 11-18-14 (Tamworth)

- D. May 22 SAU 13 & 9 Meeting. Lou Goscinski said there is a scheduling conflict requiring a change of date from May 22 to May 21, 2014 at 6:00 PM.

Motion by Jim Curran to accept the new date of May 21, seconded by Brett Taylor. The motion passed unanimously.

**BUSINESS ADMINISTRATOR'S REPORT:**

- A. 2013-2014 Budget Expenditure Report: In the board packet: Accountant Sue Wheeler said we've gotten some new updates and backup support that weren't included in the budget so the hardware and software support lines are a little out of whack. Jim Curran asked if we are willing to change providers. Lou Goscinski said he is exploring that and will have a recommendation in the future.
- B. Projected Fund Equity Balance: Sue Wheeler said the remaining projected revenues are up about \$8,000 for indirect costs and expenditures. There is a remaining fund balance of \$49,664. Jim Curran asked about the fund balance for this year. She said it is about \$1,000 or less. Brett Taylor asked if we changed the amount we could use to offset next year's budget. Jim Curran said \$50,000 is the highest we can carry. He said in previous years we were backlogged with audits and didn't know what we actually had.
- C. Final Payment to Current Audit Firm: Lou Goscinski said the auditing firm has been paid and we are just waiting for a legal letter to get the final report. Charlie Pugh asked about the audits that were left open and how that will affect the new auditor. Sue Wheeler said they are going to start fresh and go forward with what's in the books.

D. Review Recommendations & Take Action on Audit Bid:

Motion by Jim Curran to accept the audit bid of Grzelak & Co., seconded by Brett Taylor. The motion passed unanimously.

- E. Follow-up on Unclassified Expenditures: Lou Goscinski noted that in the November minutes there was a discussion about the auditor's unclassified expenditures. He said Mike O'Neill has investigated this and we need to put those audits behind us and move on.

Motion by Jim Curran to put the audits behind us and move on, seconded by Jack Waldron. The motion passed unanimously.

- F. Cooperative Purchasing: Lou Goscinski said Mike O'Neill has been working on cooperative purchasing with oil and electricity and is looking at other options with supplies and other opportunities and we are going to continue down that road.

#### SUPERINTENDENT'S REPORT

- A. Board Member Training in Concord: Lou reminded board members to let the SAU office know if they are interested in attending.
- B. Staff Nominations: May Meeting: Lou said this will be brought forward in June.
- C. Business Office Recommendations

Superintendent Goscinski put forth his recommendations for a proposed business office restructuring and business office transition timeline. Lou presented his analysis of the positives of the current business office structure and areas which need to be worked on. Discussion followed.

Lou said he would like to recommend that we work on a goal of building on what we have now and provide the staff with the necessary training to take on some of Mike O'Neill's responsibilities over time as he is phased out. Lou suggested that the NH DOE and NH DRA could provide some of this training. He said over time he would like to see Mike Wade promoted to accountant and Sue Wheeler promoted to finance manager and then to bring in a part-time finance clerk to do what Mike Wade does now. In terms of timeline, he said we've already started planning for training from May to October in anticipation of this. He said by the end of the next fiscal year Mike O'Neill could reduce to 50 days a year on a consultant basis and help us out in budget crunch times. He said Sue Wheeler could participate in board meetings.

Lou presented a review of business administrators' salaries that Mike O'Neill had researched and put together to illustrate what it would cost to hire a business administrator. He said based on these findings the average salary would be about \$86-87,000 and with all the compensation included it would come to about \$122,000. Lou said to do this we would have to reduce a current staff member. Lou said his recommendation was to support the concept of building on the capacity that we have.

There was a discussion of the contract with MRI and how this would be affected. Lou said we have a year to explore that. Wendy Grzesik said she was uncomfortable with going back to MRI. There was a discussion of the training of the staff and how Mike O'Neill has talked in the past about providing that training but finding the time was a problem. Lou said the key is bringing in other trainers and also for Mike to share more of his responsibilities. He said we've started having consistent meetings within the office.

Charlie Pugh said one of Mike's strengths is he knows everyone in the state and this would be hard to train someone to do. Lou said that's why he'd like to keep him here on a consultant basis.

Brett Taylor noted that one of the recommendations of the Dominico Report was to hire a full-time business administrator. This was discussed. Several board members expressed apprehension about slipping backwards. Todd Desmarais said he would rather increase the budget to cover a full-time business administrator.

Jack Waldron said his perspective was that this is a 15-month plan and the next step is to look at how things are progressing between now and then. He said if it looks like we would have to increase the budget for a full-time business administrator, we make that decision at that time. Lou said what he needed was the assurance from the board to let this plan take place and see how it goes.

Jim Curran said he liked the plan to use the current staff but he thought we still needed the option for a full-time business administrator. Todd Desmarais agreed with this. Charlie Pugh also agreed that all this money has to be managed well and it's got to be done right.

Motion by Dan Micciulla that we pursue this plan and consider adding in a full-time business administrator as part of the budget process for next year. Seconded by Charlie Pugh. The motion passed unanimously. The superintendent said he appreciated the support of the board.

Motion by Brett Taylor to add "Manifest Signings" after the Business Office Recommendations, seconded by Jim Curran. The motion passed unanimously.

D. Manifest Signings:

Motion by Brett Taylor for Wendy Grzesik and Jim Curran to be the main signers of manifests with Dennis Quinn and Dan Micciulla as alternates. Seconded by Helen Steele. The motion passed unanimously.

Todd Desmarais left the meeting at 6:50 PM.

PUBLIC INPUT: None.

NON-PUBLIC SESSION: Motion by Jim Curran to move into non-public session pursuant to RSA 91-A:3, II (a), (b), and (c), seconded by Brett Taylor. On a roll call vote the board moved into non-public session at 7:00 PM.

Bruce Brooks – Aye

Jim Curran – Aye

Michael Douglass – Aye

Wendy Grzesik – Aye

Dan Micciulla – Aye

Charlie Pugh – Aye

Dennis Quinn – Aye

Helen Steele – Aye

Brett Taylor – Aye

Jack Waldron – Aye

The Ayes have it.

A. Discussion of Charter School: Discussed.

B. Evaluation of Superintendent: Discussed.

Motion by Jim Curran to move out of non-public session, seconded by Helen Steele. On a roll call vote the board came out of non-public session at 7:25 PM.

Bruce Brooks – Aye

Jim Curran – Aye

Michael Douglass – Aye

Wendy Grzesik – Aye

Dan Micciulla – Aye

Charlie Pugh – Aye

Dennis Quinn – Aye

Helen Steele – Aye

Brett Taylor – Aye

Jack Waldron – Aye

The Ayes have it.

**ACTION AS A RESULT OF NON PUBLIC:** Motion by Jim Curran to authorize the superintendent to pursue the acquisition of Family Educational Rights and Privacy Act (FERPA) information from a charter school. Seconded by Helen Steele. The motion passed unanimously.

**ADJOURNMENT:** Motion by Jim Curran to adjourn, seconded by Helen Steele. The motion passed unanimously and the meeting adjourned at 7:30 PM.

SAU #13 Joint Board Meeting April 10, 2014

Approved Minutes

Respectfully submitted,

*Patricia Ambrose*

Patricia Ambrose

Recording Secretary