

SCHOOL ADMINISTRATIVE UNIT #13
SCHOOL BOARD MEETING
TUESDAY, AUGUST 18, 2015 – 6:00 PM
CAMP CALUMET, MICAH ROOM
APPROVED MINUTES

Board members attending: Gail Bizer, Lisa Charrette, Jim Curran, Dave Farley, Wendy Grzesik, Sloane Jarell, Cheryl Littlefield, Dennis Quinn, Helen Steele, Jen Viger, Jack Waldron

Others attending: Superintendent Lou Goscinski, Business Administrator Chuck Bates

CALL TO ORDER: Jack Waldron called the meeting to order at 6:03 PM. All present pledged allegiance to the flag. There was a moment of silence in honor of Ray O'Brien.

APPROVAL OF AGENDA: Motion by Jim Curran to approve the agenda, seconded by Cheryl Littlefield. There was one addition under Superintendent's Report, "G. Announcement Regarding Food Service Director." With this addition the amended agenda was approved unanimously.

APPROVAL OF MINUTES

1. SAU #13 Board Meeting: June 16, 2015: Motion by Jim Curran to approve the minutes, seconded by Dennis Quinn. The motion passed unanimously.

ACCEPTANCE OF CONSENT AGENDA: Motion by Jim Curran to accept the Consent Agenda, seconded by Lisa Charrette. The motion passed unanimously.

- A. A. 2015-2016 Expenditure Report

PUBLIC INPUT: None

CHAIRPERSON'S REPORT

- A. Future SAU #13 Joint Board Meetings

1. 10-13-15 (Madison) @6:00 PM: Final budget to move to public hearing.
2. 11-17-15 (Tamworth): **(Note: Public Hearing on 2016-2017 Budget)** @6:00 PM
3. 3-22-16 (Freedom) @6:00 PM
4. 6-21-16 (Madison) @6:00 PM

BUSINESS ADMINISTRATOR'S REPORT

- A. 2014-2015 Fund Balance Report

Business Administrator Chuck Bates reviewed the Fund Balance Projection which was updated from the June meeting. He said the bottom line is now a projected remaining fund balance of \$28,195.88. He said the amount returned to offset taxes last year was \$22,500. There was a discussion concerning using approximately \$4,000 to update

technology and for storage cabinets in the SAU office. The superintendent noted that there would have to be a public hearing if the board would support the request. Several board members expressed support. Jim Curran said he would first like to see a tech plan in place.

Motion by Jim Curran that the board be provided a tech plan at the next meeting to manage the replacement of computers over time. Seconded by Gail Bizer. The motion passed unanimously.

Sloane Jarell arrived at the meeting.

- B. FY 14 Audit: Chuck Bates said Freedom is almost done, to be followed by Madison and Tamworth. He said there had been some unforeseen distractions at the auditing company that had caused unanticipated delays. But he said it should be done in the next two weeks.

DIRECTOR OF STUDENT SERVICES' REPORT: No report tonight.

SUPERINTENDENT'S REPORT

A. Summary of SAU-Wide Building & Grounds Projects

Superintendent Lou Goscinski said there have been many projects going on this summer in the districts and many of them are completed. He said next week in Madison there will be breaking of ground for the fuel pipelines; Tamworth is waiting for parts to complete a project; and they are still trying to schedule the seal-coating in Freedom.

- B. Primex Worker's Compensation: Three-Year Commitment for 10% Discount: There was a discussion of the Primex contract. Jack Waldron asked what our increases have been in worker's comp and Chuck said he will get those figures.

Motion by Jim Curran to approve the Primex Worker's Compensation contract, seconded by Dave Farley. The motion passed unanimously.

Wendy Grzesik arrived at the meeting.

SCHOOL BOARD BUSINESS

- C. Approval of Superintendent Signature Authorization: Lou Goscinski said he had received documentation for the NH Department of Education and other applicable governmental agencies requesting signature authorization to have on file in order for the superintendent to sign documents on behalf of the school districts and SAU #13 as chief administrator. Lou said SAU policy allows him to sign documents but there is no authorization form; this would just codify that. After discussion it was decided to suspend this topic temporarily.

- D. Contract Length for SAU #13 Administrators: Discussion: Jack Waldron noted that the superintendent, business administrator, and special education administrator each receive a 3-year contract. Jim Curran noted that we have talked about

staggering those contracts. Lou said Raina has asked for a one year contract, Chuck Bates has 2 years to go, and Lou 3 years.

Motion by Jim Curran per the superintendent's recommendation to give Raina Chick a one-year contract, Chuck Bates a 2-year contract, and then as contracts are up to renew the three administrators on 3-year contracts. Seconded by Cheryl Littlefield. The motion passed unanimously. Jim thanked the superintendent for bringing this recommendation to the board.

- E. Guidelines for Wages & Salaries: Discussion: Lou Goscinski noted that the biggest part of the budget is personnel and he wanted to get some direction from the board on salaries. Jack said what we are looking for from the board is a guideline on percentages so the budget can be worked on, that is, a guideline on the total salary line.

Motion by Jim Curran for a salary guideline cap of 2.5%, seconded by Wendy Grzesik. The motion was rescinded and the discussion was suspended temporarily.

- F. Process for Negotiating Superintendent's Contract: Discussion: Jack Waldron asked the board for their thoughts on how to proceed. He said last year Ray O'Brien sat in as moderator and did not vote, and Jack would be willing to do that as well. He said it would be the decision of each district to appoint a representative to the meeting. The timeframe would be mid-September.
- G. Announcement Regarding Food Service Director: Lou Goscinski notified the board that Food Service Director Vicky Wasson would appear on the TV show Cook's Corner on Saturday.

SCHOOL BOARD BUSINESS

New Business

- A. Board Chair & Vice Chair Positions: Discussion

Motion by Jim Curran to nominate Jack Waldron as chair of the SAU #13 Joint Board, seconded by Cheryl Littlefield. The motion passed unanimously.

Motion by Gail Bizer to nominate Jim Curran as vice chair of the SAU #13 Joint Board, seconded by Cheryl Littlefield. The motion passed unanimously.

The board resumed the discussion under "C. Approval of Superintendent Signature Authorization." Jack Waldron asked if we need to discuss this at each district meeting. Jim Curran said this meeting was posted for SAU and he would like to have it discussed at a meeting posted for Madison as well, just to cover all bases.

Motion by Cheryl Littlefield to strike four words from the authorization form: "and its member districts." Seconded by Wendy Grzesik. The motion passed 9-0-2.

Motion by Cheryl Littlefield to approve the Superintendent's Signature Authorization form as amended to read "on behalf of SAU #13." Seconded by Wendy Grzesik. The motion passed unanimously.

- B. Review First Draft of SAU #13 FY 17 Budget Proposal (exclusive of salary): Chuck Bates reviewed the first draft of the budget line by line, saying that he took the current budget and made adjustments. Jim Curran suggested adding a line item for secretary under board services. The board agreed. Jim asked for an account note at the top of page 4, hardware and software. The grand total increase was .27% increase.

The board then resumed the discussion that was suspended under “E. Guidelines for Wages & Salaries.”

Motion by Jim Curran for a salary guideline cap of 2.5%, seconded by Wendy Grzesik. The motion passed unanimously.

Old Business

- A. SAU #13 Joint Board Representative to SAU #9 Budget Committee: On as a placeholder. Jim Curran noted that we also need a rep to the Career and Tech Board.

PUBLIC INPUT: None.

NON-PUBLIC SESSION: Motion by Gail Bizer to enter non-public session pursuant to RSA 91-A: 3, II (a), (b), & (c), seconded by Cheryl Littlefield. On a roll call vote, the board entered non-public session at 7:43 PM:

Gail Bizer – Aye
Lisa Charrette - Aye
Jim Curran – Aye
Dave Farley – Aye
Wendy Grzesik – Aye
Sloane Jarell – Aye
Cheryl Littlefield – Aye
Dennis Quinn – Aye
Helen Steele – Aye
Jen Viger – Aye
Jack Waldron – Aye

A. Personnel Matters

1. Motion by Wendy Grzesik to give an SAU employee a pro-rated vacation schedule, seconded by Jim Curran. The motion passed unanimously.
2. The consensus of the board was to give an SAU employee 5 days’ vacation time in lieu of a portion of a raise.
3. The board discussed a retirement stipend.

Motion by Jim Curran for the superintendent to negotiate an employee’s contract to include a raise within salary guidelines including the shift from family plan to 2-person plan to include within that salary, with the provision that the contract needs to come before the board. Seconded by Cheryl Littlefield. The motion passed 6 - 5.

4. Discussion of a health insurance plan. Jack Waldron suggested waiting till the budget season is over to continue this discussion. The consensus of the board was to have this discussion at the March meeting, to be continued at the June and August meetings.

5. There was a discussion of SAU employer contribution to health care.

Motion by Wendy Grzesik to change the SAU employer contribution to health insurance from 90% to 88%, seconded by Jim Curran. The motion failed with 7 opposed, 4 in favor, and 1 abstention.

6. Superintendent Goals: Superintendent Goscinski outlined his goals. These will be discussed with each board in January in non-public.

Motion by Gail Bizer to come out of non-public session, seconded by Jim Curran. The motion passed unanimously and the board came out of non-public session at 8:45 PM.

ACTION AS A RESULT OF NON-PUBLIC SESSION:

A. ANNOUNCEMENTS:

1. The board agreed to a pro-rated vacation schedule for an SAU employee.
2. The board agreed to give an SAU employee 5 days' vacation time in lieu of a portion of a raise.
3. The board discussed a retirement stipend.
4. The board discussed a health insurance plan.
5. The board discussed SAU employer contribution to health care.
6. The superintendent outlined his goals.

ADJOURNMENT: Motion by Jim Curran to adjourn, seconded by Gail Bizer. The meeting adjourned at 8:45 PM.

SAU #13 Joint Board Meeting

Approved Minutes

Respectfully submitted,

Patricia Ambrose

Patricia Ambrose

Recording Secretary