

SAU #13 JOINT BOARD MEETING  
APPROVED MINUTES  
JULY 26, 2012, 6:00 PM  
MADISON ELEMENTARY SCHOOL

Board members attending: Chairperson Ray O'Brien, Bruce Brooks, James Curran, Todd Desmarais, Wendy Grzesik, Carolyn Hemingway, Sloane Jarell, Brandon Knox, Marie Labrie, Charlie Pugh, Brett Taylor, Jack Waldron

Others attending: Superintendent Lou Goscinski, Student Services Director Raina Shearer Chick, Mike O'Neil, MRI, Superintendent Carl Nelson

CALL TO ORDER: PUBLIC SESSION BEGINS: Chairperson Ray O'Brien called the meeting to order at 6:00 PM. All present pledged allegiance to the flag.

APPROVAL OF AGENDA: Motion to approve the agenda by Jim Curran, seconded by Brandon Knox. The motion passed unanimously.

APPROVAL OF MINUTES: 6/27/12 SAU #13 Joint Board Meeting: Motion by Sloane Jarell to approve the minutes, seconded by Todd Desmarais. The motion passed unanimously and the minutes of 6/27/12 were approved and accepted.

PUBLIC INPUT: None.

GENERAL ITEMS:

- A. Report from SAU #9 Superintendent Dr. Carl Nelson: Ray O'Brien introduced Dr. Nelson to the board members. Dr. Nelson handed out several SAU #9 documents, including a *Report Card and Mission Statement; Spring 2012 Newsletter; Target Goals for 2009 – 2014; Program of Studies, Kennett High School; and Program of Studies, Eagle Academy.*

Dr. Nelson said he was here to answer any questions that board members might have. He said the target goals for SAU #9 will be reviewed at the summer retreat in August and that dropout rate reduction will move from goal #1 to goal #3 due to the success of the program. He said goal #2 will be to focus on common core standards. He said there will be a 10-minute presentation on common core standards at the joint board meeting in September. He said the principals from Tamworth, Conway, and Bartlett have been working this summer on the transition of students from eighth grade to ninth grade, which is a critical period for dropouts; that is when they get behind in credits. He said they are bringing the ninth graders in on August 25 for orientation, which should help with the transition. Several board members asked for feedback on how their town's kids are doing, saying that they have been asked for feedback by townspeople. Dr. Nelson said he would work on getting that information but he said it is not an easy process. Superintendent Lou Goscinski asked him to speak briefly about the consolidation of elementary schools in Conway. Dr. Nelson said they have had two responses to RFPs and

it is wide open at this point. Board members thanked Dr. Nelson for attending the meeting and for the information that he provided.

**CHAIRPERSON'S REPORT:** Ray O'Brien said that the chairs of the boards of the three SAU #13 districts had a breakfast meeting which went well.

**A. Calendar**

1. Set Next SAU #13 Board Meeting: August 21, 6:00 PM in Tamworth.
2. Set Future SAU #13 Board Meetings: After August the next joint board meetings will be September in Freedom, October in Tamworth, and November in Madison. There was a discussion of consolidating meetings so there is not a meeting every week. Lou Goscinski will work on this and send out a calendar.

- B. Other Matters:** Board training was discussed. Lou Goscinski will put something together for the next meeting. Charlie Pugh noted that it is important for all board members to be present at board training sessions. Jim Curran suggested inviting board members from SAU #9 as well.

**SPECIAL EDUCATION ADMINISTRATOR'S REPORT**

- A. IDEA Grant: Understanding How it Works:** Student Services Director Raina Chick handed out some information to the board and gave a summary explanation of the benefits of having a consolidated grant, including how we use the money and how it fits in with transportation. She said a consolidated grant gives more flexibility to meet unanticipated student needs and the money, which goes toward children with disabilities, is allocated on a district level. Lou Goscinski said the only way to predict how the money will be spent is to split it out and dedicate it to personnel. Charlie Pugh requested an inventory of hardware that has been purchased with IDEA money.
- B. Special Education Transportation: FYI:** In her summary above, Raina said that special education transportation costs are very hard to predict.
- C. Other Matters:** Jim Curran requested a financial report of total expenditures in 2012, SAU-wide.

**FINANCE MANAGER'S REPORT**

- A. 2011-2012 Budget Expenditure and Revenue Reports:** Mike O'Neil handed out the budget expenditure and revenue report. Mike explained that they are working toward having everything on purchase orders. Several budget adjustments on the expenditure report were discussed.
- B. FY 12 Fund Equity Estimate:** Balance of \$51,029.15 as of June 2012; \$31,000 will go back to reduce districts' assessments.

Motion by Charlie Pugh to have the administration come back with a recommendation to the policy to reserve \$20,000 in the SAU budget general fund. Jim Curran seconded the motion. The motion passed unanimously.

- C. FY 11 Audit Status Report: Mike O'Neil said they are struggling to get the FY 2011 audit complete. He said they have most of the information they need, but accounts payable is holding them up at this point. He said it helped that on June 30 he cut off the ability to enter data into databases, so everything will be cleaner and all accounts reconciled. He said in two weeks they will be starting on the 2012 audit. He said we are in better shape for FY 2012 than FY 2011. Lou Goscinski said all districts need to have draft statements in for MS 24 and MS 25 by September 1. Brett Taylor asked when audits typically get done, and Mike O'Neil said it should be starting August 15 to have it done in the fall, with a goal of being completed by the end of November. He said the main thing is getting in the practice of having everything reconciled by August 15. He said accounts should be reconciled every month and a district should be able to publish the audit report in the annual school report. Carolyn Hemingway asked if there was any indication that things were not going to look good, and Mike said he found some double postings but nothing major. There was a discussion of changing auditing firms and Mike said it wouldn't hurt to send out an RFP for June 2013.
- D. SAU Copier: New Lease Agreement Recommendation: Lou Goscinski handed out information on copy machines, saying that it is time for a new copier. He pointed out to the board the one he was most interested in, with a 60-month lease term, which provides more functions than the one currently in use.

Brett Taylor moved to accept Superintendent Goscinski's recommendation for a copier. Jim Curran seconded the motion. The motion passed unanimously.

- E. Other Matters: Jim Curran brought up a discussion of time clocks, electronic or otherwise, and expressed the frustration of those who try to read hourly timesheets. Mike O'Neil said he will look into it.

#### SUPERINTENDENT'S REPORT

- A. Improvements to SAU Physical Plant: FYI: Lou Goscinski outlined the improvements that have been made to the physical plant at the SAU office.
- B. ADA Concerns: Lou expressed concern about being sure the SAU office and the school are ADA-compliant.
  - 1. Ramps: Todd Desmarais said ramps and railings need to be built in compliance, and Lou asked him to provide advice on that.
  - 2. Fire Exit: Lou said there need to be push bars on the doors of the SAU office as well as the Brett School.
- C. Storage of Files: FYI: Lou said there are boxes that can be tossed to make space near the door. There was a discussion of storage and whether offsite storage would make sense. Lou said there are a lot of options. Lou and Mike O'Neil will have a recommendation about this at the next meeting. Charlie Pugh asked what is being thrown out, and Mike O'Neil said they are disposing of old meeting minutes and old financial records beyond the record retention schedule. They are working on getting a records retentions list from the state.

- D. Update on Summer Curriculum Work: The principals, Lou Goscinski and Raina Chick planned days one and two of curriculum work with a focus on language arts. Lou said we also scheduled two SAU technology workdays, August 1 and August 2, and your principals will give you updated information.
- E. Update on New Hire: Lead Accountant: Mike O'Neil gave an update on Susan Wheeler, who is completing her second week and is knowledgeable about financial process. Mike said we need to have a process manual, which will help to save time and to be more efficient
- F. Approval of Contracted Special Education Administrative Assistant Services from Madison School District: Lou said the service agreement has been proposed to the Madison Board and they have approved it, depending on what happens here. Lou explained the proposed contributions of the cost of the employee from the SAU and the Madison School District, as well as bringing in an IDEA grant contribution, according to percentages as outlined in his handout. He said it would be 40% from the SAU, 38% from Madison, and 22% from the IDEA grant. He said this would free up about \$9,300 to, for instance, make the SAU office more ADA compliant. Brett Taylor noted that the sharing of the IDEA grant is no different than if it came out of the SAU office and he didn't see any negative side to this.

Motion by Brett Taylor to accept the SAU recommendation for the position of special education administrative assistant, seconded by Brandon Knox. The motion passed unanimously.

Looking at the draft contract, Lou Goscinski noted that the amount of \$25,419 for the SAU contribution would change to \$16,652.56. Bruce Brooks asked if the IDEA grant would be included in a supplemental contract, and Lou said that Raina will have to do a revised contract if the board is okay with the draft.

Motion by Bruce Brooks and seconded by Todd Desmarais to accept the proposed special education assistant services agreement and to authorize Jim Curran to sign the contract. The motion passed unanimously.

G. MRI Performance Goals:

Charlie Pugh moved to have MRI goals as part of the MRI contract. Jack Waldron seconded the motion. Discussion:

Charlie Pugh said he liked the format of the contract. Asked about the proposed deadline of September 1, Mike O'Neil said he had put out a date of September 15 because we need to sacrifice deadline for accuracy of information. Jack Waldron said it is great to have goals but you don't have to have measurements. Lou Goscinski said he wanted to get some benchmarks out here to get the job done, but he wanted to have some involvement from the board. Charlie Pugh said he liked the measurement goals because they give confidence to the board. Brett Taylor agreed with this. Ray O'Brien said the consequences of not meeting a goal are not dire. Lou said if he got a motion to adopt the

MRI performance goals, specific dates for such things as training sessions could be worked out between MRI and the superintendent.

The motion passed with one opposed (Jack Waldron).

Brett Taylor said he thought Attorney Matt Upton was going to take a look at the MRI contract. Lou Goscinski said Attorney Upton had no problems with the contract and just said to get the board to approve.

Jim Curran moved to authorize Lou Goscinski to sign the MRI contract. Carolyn Hemingway seconded the motion. The motion passed unanimously.

- H. Non-Functional SAU #13 Office Equipment: Lou explained that there were unusable items stored in an old classroom in Tamworth that needed to be disposed of.

Jim Curran moved to authorize Lou Goscinski to dispose of the unusable leftovers in storage at the Brett school. Sloane Jarell seconded the motion. The motion passed unanimously.

- I. Other Matters: Lou said that Apple is making an e-mail exchange system available free of charge to SAU #13. He said this would enable him to have e-mail groups set up at no cost, a way to codify e-mail accounts. The board was happy with that and no action was required. Correspondence from Primex was reviewed and Lou said a credit of \$1,468 will go towards this year's worker's compensation program: for the information of the board. No action required. Lou said he is meeting with board chairs and hopes to have a preliminary budget to the board by September.

## SCHOOL BOARD BUSINESS

### *Old Business*

- A. NCES Status: We are not joining them.

### *New Business:*

- A. SAU Resources Spread Among Three Districts: Jack Waldron raised this issue. He said each district asks for 50% of SAU resources and he was looking for some way of modulating our demands on the SAU so we make it doable. He said the breakfast meeting of board chairs gave them some awareness at the joint board level. He said as a board we need to be thinking ahead and not be in reactive mode; we should be getting information in advance and thinking long term. Wendy Grzesik commented that someone needs to be saying what is happening in the three districts, good and bad. She said it should be an agenda item. Jim Curran brought up, as an example, the three different reading programs in three different districts. Lou Goscinski said you can pull people together with the common core standards. Ray O'Brien said we don't have to have a meeting for every single decision. Lou gave personnel as an example. He said unless

you want to screen every resume, he could pick up the phone and poll the board and then at the next meeting you take the vote. Todd said we are struggling with communicating with the community as well; maybe we should try to put on information on our webpage and copy everybody.

- B. Seeking SAU Board Member Volunteers for School Board Policy Work Group: Lou suggested instead of creating another committee, we have an administrative team that meets twice a month and works on five to ten policies. He said one of those meetings could be committed to working with board members to review policies to bring to your meetings so the work is already done and you are there to approve or disapprove. He said he was looking for one volunteer from each board; the principal and board member could meet and bring it to Lou. The other option would be to empower the administrative team. Todd Desmarais volunteered for Freedom. Brett asked if the meeting could proceed if a board member doesn't show up. Jim Curran said by empowering this work group we are going to trust what comes out of it. Wendy Grzesik volunteered for Madison.
- C. Student Exchange among SAU #13 School Districts: The idea is if one district is overcrowded, to help each other out. Jack Waldron thought it was an interesting concept that was worth exploring.
- D. Meeting of SAU #13, Freedom, Madison, and Tamworth School Board Chairpersons: Already covered.

SAU #13 BOARD COMMITTEE REPORTS: None.

PUBLIC INPUT: None.

NON-PUBLIC SESSION: RSA 91-A: 3 II (a), (b), (c) No non-public session.

ADJOURNMENT: Todd Desmarais moved to adjourn at 8:45 PM. Jim Curran seconded the motion. The meeting was adjourned.

SAU #13 Joint Board Meeting  
July 26, 2012  
Approved Minutes  
Respectfully submitted,

Patricia Ambrose  
Recording Secretary