

**SAU 56 School Board  
Public Hearing/Board Meeting  
CTC-Engineering Room #128**

**December 4<sup>th</sup> 2017**

**6:30 pm**

- 1. CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE:** Hanlon called the meeting to order at 6:30pm upon call of the roll the following members were present: Austin, Pepin, Bolduc, Rivers, Leach, Hanlon, Kunz, Hiller, Brennan, Cavanaugh, Smith, Yoder and Nelson. Absent: Anderson

**Public Hearing**

Hanlon opened the public hearing at 6:30pm. There were no public comments. Hanlon closed the public hearing at 6:35pm.

**2. CONSENT CALENDAR**

**2.1 Removal of items from the consent calendar:** Bolduc asked that the minutes from November 13<sup>th</sup> budget workshop be removed from the consent calendar.

**2.2 Approval of consent calendar:** A motion made by Austin seconded by Yoder to accept the consent calendar as amended. VOTE: motion passed, unanimously.

- Minutes of the November 13<sup>th</sup> 2017 SAU 56 Board Meeting

**3. GENERAL CORRESPONDENCE:** None

**4. BUSINESS AND FINANCIAL**

**4.1 Budget:** A motion made by Nelson seconded by Kunz to accept version two of the 2018-2019 budget as presented. VOTE: motion passed, unanimously.

**5. Employees**

**6. Old Business**

**6.1 Minutes of the November 13<sup>th</sup> 2017 SAU 56 Budget Workshop:** Bolduc stated that under item 4.1 it says \$100,000 and \$205,000 out of reserves and it should be corrected to say \$105,000. A motion made by Austin seconded by Yoder to approve the minutes as amended. VOTE: motion passed, unanimously.

**7. New Business:** Nelson stated that she brought up at the last meeting the possibility of SAU policies to govern the SAU level. She stated that when she was doing research on policies it came to her attention that there was no employee handbook to govern any employees that aren't covered under a contract. She stated that it is important to think about an employee handbook, start with the SAU employees, and then go out to others. We have an HR person at the SAU so we can see if Melinda can start looking into handbooks. She stated that she thinks that it is important to move forward with. Austin stated that he apologized, he received an email on the policies and he didn't forward it on but he will do that. He stated that we need a working committee for the SAU board to look at the policies and do all the nuts and bolts work. Nelson stated that the policies are one thing and the new thing is the employee handbook. She stated that we did say at our last meeting that we would try to form a committee. She stated that the town of Rollinsford just put together an employee handbook and it becomes important for employees to have things spelled out. Hanlon stated that if it is the consensus that there is a need for this to exist. Nelson stated that we don't need a committee to do the handbook. Hanlon stated to start the policy committee. Leach asked if they can address Judy's point first. A motion made by Leach seconded by Kunz to direct Dr. Brown to direct HR to look into an employee handbook. VOTE: motion passed, unanimously. Hanlon stated that in terms of the policy committee he thinks that four is good, two from each board. Rivers stated that four of us will be gone come January. Hiller stated that three might be a better number, the chair of the SAU board and one from each district. Joanne Pepin stated that she likes four. Nelson stated that it is this board and it doesn't need any further authority by each district. She stated that things have become oral history and it would be nice to have information in a policy. She stated that things like what the executive team is comprised of and switching chairs, it would be nice to have a place where people can find things. Austin stated that he thinks it was about 20 policies that pertain to the operation of this board. He stated that the distinction between Somersworth and Rollinsford is not important when it comes to that committee. He stated that three is a workable number, it is easier to get together and keep the process moving along. He stated that he wouldn't go much higher than four. He stated that if there are people here that are continuing on this board it is a good time to raise your hand so we can get it formed and gain a few weeks or a month. Nelson stated that she would volunteer seeing it was her idea. Kunz stated that he will join her. Hanlon stated that he will do it. Kunz asked if they should talk about

parameters. Nelson stated that NHSBA has put together a list, which will give us an idea of the types of things, and then we can see what is missing pertaining to us. Austin stated that the policy piece is the easy piece; the employee handbooks may be harder.

## 8. FUTURE MEETING DATES/SUGGESTED AGENDA ITEMS:

- **May 8 2017- SAU Board Meeting 6:30pm**

## 9. CLOSING COMMENTS

### 9.1 Visitors: None

**9.2 Board Members:** Nelson stated that we haven't talked about the Superintendent search and the dates so everyone is clear. She stated that we did the first site visit and we will be doing the second one this week. She stated that they are full and exhausting days. She stated that December 11<sup>th</sup> the candidates will be here in the SAU visiting the schools and meeting with people and then that night they will have a public meet and greet at 5:30 followed by the public forum from 6-8. Austin stated that is the night of elementary parent teacher conferences but we did our best to make it work. Hanlon stated that they will have child care from 5-10 in the library for the forum only. Hiller asked when they will vote. Nelson stated that the 18<sup>th</sup> will be the final interviews with the board. Austin stated that we need to have a way to get information from the site visits and the public forum. He stated that the easiest way is to come up with a form with maybe a general idea of who they are such as teacher, parent etc. and then ask pointed questions and open questions on what did you think and who would you pick and why. He stated that someone mentioned survey monkey. Hiller stated that you would need their email addresses. Joanne Pepin stated that at the forum you could have a paper form there for people to fill out. Hiller stated that you could hand them out as they come in and collect them as they leave. Austin stated that we could put them in the schools for people to fill out and a paper form is the easiest way to do that. Leach stated that the paper form is best for the forum and you could also send an all staff email out. Joanne Pepin asked if an announcement can go out on the alert system. Austin stated that it is a good idea. Nelson stated that they will put it on the Rollinsford town website. Hiller stated that you can make up a Gmail account. Leach stated that it should be more secure than that and the SAU email is more secure. Austin stated that we could set a temporary email or send it to the board chairs. Nelson stated that you can have the paper form with the emails and questions and how to get in touch. Bolduc stated that you can advertise in Fosters. Hanlon stated that he will talk to Judy. Kunz asked what happens to the emails when they are received. Nelson stated that they will be printed out and bring them to the 18<sup>th</sup> meeting. She stated that it is a very aggressive schedule and even if we make a decision on the 18<sup>th</sup> we still need an agreement before we can make an announcement. Austin stated that we can announce that someone has been selected subject to the negotiation of a contract. Hiller stated that the problem is if the first person can't do it then you don't want to tell the second one right away. Austin stated that you can't leave the second one in limbo. Hiller stated that people drop out all the time, you don't want to make anything public. Hanlon stated that we are putting the cart before the horse; people know what they are getting into before they apply. Leach asked if there is a reason to get the information out before the negotiation process. Hanlon stated no. Leach stated that there is no reason that we have to do it before the first of the year. Hiller stated that the person we are offering the job to may be interested in another job so nothing should be made public until we have an agreement. Rivers stated that one time he was selected for a position and the mail went out first and the people knew that didn't get it knew before I did. Hanlon stated that this is not carved in stone. Smith asked if they could have ten other resumes out there. Hanlon stated that nothing stops us from asking. Kunz asked if that was true. Nelson stated that they could refuse to answer. Kunz stated that he can see the issue, he agrees with Karen's concerns, and we should set now what our plan is. Austin stated that they have already been told that we are meeting on the 18<sup>th</sup> for finalist's interviews and there is no reason to expect that a decision won't be made that evening. He stated that you can't leave a person hanging. Whether or not we put it in the paper is a separate discussion but we can't leave the other candidate hanging. Kunz asked if we are planning on putting it in the paper the next day. Hanlon stated that the last time we waited for NHSBA to contact the person and then we put it in the paper immediately and that is the way it would go. Kunz stated NHSBA makes the contact. Hanlon stated that the last time we did this

we went through the salary range with them and they negotiated within those parameters. Austin stated that they didn't negotiate the contract, they gave us the background of salaries in the area but the negotiation with an incoming superintendent is our responsibility. Kunz stated that he doesn't understand why we wouldn't be contacting the person who didn't get it. Hiller asked why do we have to know that night. Kunz stated that Don said the expectation is that night. Austin stated that there is no reason to drag it out. He stated that Barrett will be here on the 18<sup>th</sup> and they will notify the finalist of the decision and then the negotiation starts. Kunz asked what Barrett's role is that evening. Hanlon stated to facilitate the conversation. Nelson stated that we have not received any of the final reference checks from him so that night he would provide them to us. Hiller stated that what happens if we offer it and they say that they were offered something else, what about the other person. She stated that the chairs like both people but what if they like one more than the other. Austin stated that it wouldn't be the first time that we offer it to the second person and if they are professional, they would understand that. Bolduc stated that it is the responsibility of this board to notify both people of the outcome not NHSBA. He stated that he doesn't care that is the way we have always done it. The responsibility is with this board. He stated that NHSBA sent us people to interview but notifying them is the responsibility of this board. Hanlon stated that we can do that if the board chooses but NHSBA has called for all the different parts in the process so that is why. A motion made by Bolduc seconded by Kunz to have this board notify the candidates of the outcome. Brennan stated that she would agree, if you use a recruiter they don't call you it is the business that calls. She stated that it is not a personal or professional way to handle it to have NHSBA make the call. Hanlon stated that the phone call is the smallest part of this. VOTE: motion passed, 12-1 with Austin opposed.

**10. Non-Public Session:** A motion made by Yoder seconded by Bolduc to exit into nonpublic session in accordance with chapter 91-A: 3 II (b) personnel. Austin asked why we are going into nonpublic. Hanlon stated to discuss a letter they received through the mail. VOTE: motion passed, unanimously. Exited into nonpublic session at 7:14pm. A motion made by Austin seconded by Joanne Pepin to exit nonpublic session. VOTE: motion passed, unanimously. Exited out of nonpublic session at 9:14pm.

**11. ADJOURNMENT:** A motion made by Austin seconded by Joanne Pepin to adjourn. VOTE: motion passed, unanimously. Meeting adjourned at 9:15pm.