

## SAU 56 School Board

### Board Meeting

May 7, 2018

CTC-Mulligans Grill

5:30 pm

- 1. CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE:** Lane called the meeting to order at 5:30 pm. Upon call of the roll the following members were present: Hanlon, Anderson, Austin, Richardson, Yoder, Brennan, Larson, Nelson, Leach, and Cavanaugh Absent: McCallion, Cannon, Hiller and Kunz
  - 1.1 Elections:** Lane stated that the first thing they needed to do this evening was to elect officers for the upcoming school year. She stated that she was looking for a motion for the Chair of the SAU Board. Hanlon stated that it had to be someone from Rollinsford. Nelson stated that it was Rollinsford's turn. She stated that every other year it switches from Somersworth and Rollinsford and this has been done by convention. She stated that they are a small board and she has a loathing for nominating someone who isn't present. She stated that they all came in thinking they would nominate Kunz but he is not present. She stated that perhaps a discussion for another time would be how to deal with the election of Chairs and Vice Chairs of the SAU Board. She asked if any of the Board members from Rollinsford were interested. She stated that it would be the job to chair three to four meetings over the next school year. She stated that the Chair would serve with Austin and herself as the Executive Board. Brennan stated that it really was not a lot to take on and that's what she found when she was the Chair. Nelson stated that if we had to, we could nominate Kunz and if he did not want to serve, we would have a discussion at the next meeting. Austin stated that if they were not prepared to make a firm nomination that it could be tabled until the next meeting and allow the Vice Chair to assume the responsibilities until then. Nelson stated that that was a wonderful idea.

**Chairperson:** Tabled for further discussion at next meeting

**Vice Chairperson:** Hanlon stated he would nominate Austin for Vice Chair. Austin stated that he did not know if he could accept that nomination as Chair of the Somersworth School Board. He stated if there was a reason the Chair could not serve; the Vice Chair could not be the Chair of another Board. Austin made a motion, seconded by Hanlon to appoint Richardson as Vice Chairperson of the SAU Board. VOTE: motion passed, unanimously.

**Secretary:** Austin stated that the Secretary did not have a lot of responsibility on this Board except at times she or he would be directed to write a letter of correspondence. Nelson stated that they had done away with the position in Rollinsford. Leach made a motion, seconded by Hanlon to nominate Cavanaugh to the position of Secretary of the SAU Board. VOTE: motion passed, unanimously.
- 2. CONSENT CALENDAR**
  - 2.1 Removal of items from the consent calendar:** None
  - 2.2 Approval of consent calendar:** A motion made by Hanlon seconded by Yoder to accept the consent calendar as presented. VOTE: motion passed, unanimously.
    - March 22, 2018-SAU 56 Board Meeting Minutes
- 3. GENERAL CORRESPONDENCE:** Lane stated that we had Bob Godomski at the meeting tonight and that he would be taking over as Superintendent on July 1<sup>st</sup>. She asked if he had anything he would like to share. Gadomski stated that he is looking forward to getting to SAU 56 and getting started. He stated that he had set up several times to be down here, tonight being one of them and he would be going to Rollinsford on Thursday and then Somersworth next week. He stated that he wanted to apologize for not being able to get down more in June but his calendar is booked. He stated that he had been talking to Lane every other week and that she fills me in on what's going on and I want to thank her for keeping you afloat.
- 4. BUSINESS AND FINANCIAL**
  - 4.1 Budget:** Krauss stated that we are still waiting for reimbursement on the IDEA grant which helps fund Tom Hayward's position, the Special Education Liaison. She stated that in the 23-20 code where you see the negative \$19,000 that will go away once we get that reimbursement. She stated that we are still waiting for some indirect costs to come in. She stated that under Legal there is a very large negative balance which represents the investigations that have happened in this current

year, which were quite substantial. Austin stated that if he reads the budget correctly, we should not anticipate much going into the fund balance this year. Krauss stated that was correct. Nelson stated that the fund balance looks like it might be up around \$100,000. Krauss stated that would be only if we received all of our indirect costs. She stated that we are waiting on \$42,000 in revenue. Nelson asked if the contingency we have in fund balance is not really a contingency. She asked if there were things that had not been encumbered yet. Krauss stated that there were things not encumbered like utilities. We will have a better idea at the next meeting what our indirect costs are that have come in. She stated that you can only bill on the indirect cost on what we have spent. Nelson stated that we would discuss where we want our fund balance to be as we used a bit more of it this year than we anticipated.

**4.2 Primex Property and Liability and Workers Comp Rate Renewals:** Krauss stated that Primex is offering to lock in our rates for the next three years at a maximum increase of 7%. She stated it could go lower than the 7% but it gives us the opportunity to lock it in at 7%. She stated that the last time we renewed with Primex we locked in for the three years. She stated that this is for both the Property Liability and Workers Comp. Austin stated that if we do not accept this arrangement, we will be subject to whatever the increases are over the three years. Krauss stated that was correct and it is 7% for the Property Liability and 8% for Workers Comp. Austin made a motion seconded by Hanlon to accept the arrangement offered by Primex for both the Property Liability and Workers Comp. rates. VOTE: motion passed, unanimously.

**4.3 SAU Roof Estimate:** Lane stated that at the last SAU Meeting in March there had been a discussion about replacing the roof at the SAU Office. She stated that they had one quote at that time of just under \$23,000. She stated that the Board asked for some other quotes. She stated that Andy Lucier reached out to four other companies and got one other quote which was just under \$28,000. She stated she had not made copies for everyone but would pass the quotes around. She stated that one of the questions was what are we paying for. She stated that we are not experiencing any issues at this point and knowing where the fund balance is, do we need to do something now. She stated that it will have to be done eventually as it is 23 years old. She stated that this was not a budgeted item but you had asked us to bring this back to you for discussion with additional quotes. Nelson asked if anyone had asked how much it would be to do minimal repairs on it. Krauss stated that Lucier had mentioned that the nail holes are starting to show through and after a windy day, there were a few shingles on the front yard. She stated that there is no leaking and Lucier had mentioned just patching around the nail holes. Hanlon stated that both quotes were for architectural shingles and not for the three-tab shingles that are on there now. He stated that architectural shingles are more expensive and he does not know if they are necessarily needed. He asked if the two people who did quotes could go back and quote what using three-tab shingles would look like. Nelson stated that they have a shingled roof at Rollinsford Grade School and could ask Dick Fortier about it. She stated that she had put a metal roof on her house last year for less than either of these quotes. Hanlon stated that what he was seeing included in the quotes was the most expensive materials that he knows of for roofing. He stated he use to sell roofing. Larson asked if the students at the CTC could do something. Hanlon stated that they need to make sure it is done by a professional. Richardson asked if the Board wanted to look at alternative roofing. Nelson stated that this is not in next year's budget right now so it needs to be carried forward into the following years budget. Lane stated that they would further investigate other options.

## 5. EMPLOYEES:

**5.1 Maternity Leave Notification:** Lane stated that she wanted to make the Board aware that one of the school psychologists, Kris Wiggins, is expecting and she will be out from the beginning of school in August until November 26<sup>th</sup>. Larson asked if there would be someone filling in for her. Lane stated that Priscilla Abbott, who is one of the current psychologists, is retiring in June but will be staying on until Kris Wiggins comes back and then she will drop to part time and Kris Wiggins will come back part time and we are in the process of hiring another full time school psychologist.

**5.2 Update: Accounts Payable/Payroll Position:** Krauss stated that we have received five applications, two which had interviewed previously and she would not bring back. She stated that it would be

worthwhile to get the other three to come in for an interview. Austin made a motion seconded by Anderson to give the Superintendent the authority to hire for the Accounts Payable/Payroll Position if the right candidate was found prior to the next SAU Board Meeting. VOTE: motion passed, unanimously.

**6. OLD BUSINESS: None**

**7. NEW BUSINESS:**

**7.1 SAU 56: 2018-2019 Board Meeting Schedule:** Lane stated that this was a proposed schedule based on prior years. She stated that they had added in a March date for a meeting. She stated that she would encourage the Board to keep that date for a meeting as it is a long time between December and May. Austin stated that the Board use to have a March meeting but that was always the one meeting that there was no business to address. He stated with everything going on this year he could understand why it may seem it is a good idea to have a March meeting but he is just not sure it is needed going forward. Nelson stated that it had been dropped from the calendar but we had an unusual year this year. She stated that it could be a tentative meeting and drop it if not needed. She stated that both dates would be after the Rollinsford election. Austin made a motion, seconded by Anderson to accept the SAU Board Meeting Schedule with the March 25<sup>th</sup> date kept as a tentative meeting and if not needed we will cancel. VOTE: motion passed, unanimously.

**7.2 Summer Hours:** Lane stated that once school is out for the summer the SAU typically has closed at 1:00 on Fridays. She stated that the staff make up the hours and take vacation time. She stated that the request is being made again for this summer. She stated the first Friday would be June 29<sup>th</sup> and the last would be August 17<sup>th</sup>. She stated that new staff orientation is on Friday, August 24<sup>th</sup> so we would want to be back at full staff on that day. Gadomski stated that they do summer hours in SAU 44 and they are a bit more flexible as there are more staff. He stated that they can work four 10 hour days or they can work like you are doing here as long as they have their allotted number of hours in. He stated it was a good idea to give staff the flexibility in the summertime. Hanlon made a motion seconded by Anderson to approve the summer schedule for the SAU Office. VOTE: motion passed, unanimously.

**7.3 Nomination List of Certified and Non-Certified Staff:** Lane stated that the lists of certified staff and support staff were in the packets. Nelson stated that she had a question on the hire dates for the Assistant Superintendent and the Business Administrator. She stated that Krauss had been at the SAU much longer than the date of hire suggested and that Lane joined the Central Office in 2015 but did not become Assistant Superintendent until 2017. Lane stated that she has always been a part of the certified staff at the SAU whereas Krauss did not become part of the certified staff until she was nominated and approved by the SAU Board in March, 2018 as Business Administrator. She stated that Krauss had formally been a part of the support staff. Hanlon made a motion seconded by Cavanaugh to approve the list of certified and non-certified staff at the SAU Office. VOTE: motion passed, unanimously.

**8. FUTURE MEETING DATES/SUGGESTED AGENDA ITEMS**

**September 17, 2018-SAU Board Meeting- 6:30 PM- Mulligans Grill, Somersworth CTC**

Richardson asked if anyone had suggested agenda items for future meetings. Cavanaugh stated she would like to discuss where we post jobs, how that is funded and what kinds of approvals do we need for changing this. Lane stated that we currently do not use SchoolSpring and the question came up during the search for the Rollinsford Principal if we should consider it as a place to advertise any job. She stated that another question had been whether or not to continue to use newspapers which is an old medium. Larson stated that she would like to discuss the possibility of having an SAU Calendar which would allow the schools, the City, sporting events, etc. to all be on one calendar. She stated that it would be more accessible for everyone. Hanlon stated that if this would be a discussion item, there should be some research done as there are things in the City that could not be on that calendar and we ran into that on the Vision 20/20 Committee. He stated that he assumed that the school would fall under the same rules that you could not just put anything on the calendar. Nelson stated that there are no policies at the SAU level. She stated that she felt an SAU Handbook might be an answer as they are not covered under any contract. She stated that she had started working with Melinda Sullivan on putting an employee handbook together for the SAU Staff only, both certified and non-certified.

**9. CLOSING COMMENTS**

**9.1 Visitors:** None

**9.2 Board Members:** None

**10. Non-Public Session:** None

**11. ADJOURNMENT:** A motion made by Hanlon seconded by Yoder to adjourn. VOTE: motion passed, unanimously. Meeting adjourned at 6:05 pm.