

SAU 56 BOARD MEETING

September 19th, 2011 **CTC Conference Room** **7:00PM**

ADMINISTRATORS PRESENT: Marie D'Agostino, Jeni Mosca, Bob Marquis, Pam MacDonald

VISITORS

PRESS

1. **CALL TO ORDER:** Chairman Rivers called the meeting to order at 7:00PM. Upon call of the roll the following members were present: Riotto, Rivers, Hanlon, Bolduc, Knowles, Austin, Kunz, Perkins, Gibson, and Irving. Absent: Cowan and Nash.

2. **Comments By Visitors:** None

3. **Consent Calendar**

3.1 Removal of Items from the consent calendar: None

3.2 Approval of the Consent Calendar: A motion made by Austin seconded by Riotto to approve the consent calendar as presented. VOTE: motion passed, unanimously.

4. **Approval of Minutes of**

4.1 Minutes of the SAU Special Board Meeting-June 8, 2011

4.2 Minutes of the SAU 56 Non Public Meeting-July 21, 2011

5. **General Correspondence:**

6. **Business and Financial:**

6.1 Financial Report: D'Agostino stated that included in your packet there is a financial report as of June 30th, 2011. She stated that we had expenditures of \$1,132,602.55 and revenues of \$1,111,432.52 which results in an estimated fund balance as of June 30th in the amount of \$138,020.97. She stated that we have only paid 50% for the financial software so that will still need to come out of there. She stated that the overages in the accounts came from unanticipated legal and superintendent search expenses as well copier expenses and unemployment expenses. Knowles asked for more of an explanation on the superintendent expenses. D'Agostino stated that we had a buyout for the superintendent as well as expenses for the interim superintendent. She stated that Karen notified us after the budget was passed. Rivers asked about the propane costs. D'Agostino stated that they are higher than the previous year so we will have to keep an eye on it. Knowles asked about the unemployment expenses. D'Agostino stated that we had a secretary and special education liaison leave. Knowles stated that she doesn't know if that is right that if they were laid off that they can collect. Austin stated that the district has to certify whether they qualify. Mosca stated that in this case she is not sure the reasons, but it would be an administrative issue. Riotto stated that the bottom line is that we have a positive \$31,000 so if we were over running on some accounts we were still being frugal

to have a \$31,000 surplus. She stated that she is a little concerned but overall we had money left over. Perkins stated that while overall it comes in at \$31,000 the bulk of the money we have not spent on the finance software, so if you take the \$18,000 away that is really where we would have ended up.

6.2 Approved Budget Schedule: (Informational) Perkins asked if the board wanted to give some direction on the budget or just have the administration put it together. Rivers stated that he and Jeni talked about this and we thought no, that they will put together a budget and we will go forward from there. Austin asked if the information will be mailed prior to the workshop. Mosca stated that if we give it to you ahead of time is it as valuable without discussion or is it better to walk you through it and have time to ask questions. Gibson stated that he prefers to have it beforehand because he likes to be prepared with questions before hand. Mosca stated that we could put it in the packet when it goes out. Riotto asked if we were going to offer any suggestions ahead of time so we don't have eight budgets. Mosca stated that if you have ideas it might be easier now as a group instead of getting emails because each person may want something different so if as a group you can come to a consensus. Gibson stated that if you take from the contracts that Somersworth negotiated to stay within an average of 2% increase within all the different contracts. He stated that the SAU administration knows what services they need. Bolduc stated that he feels that the superintendent is charged with bringing us a budget, it is the job of her and her staff to come in with a budget and if anything doesn't look right it can be brought up at that time. He stated that he doesn't like to interfere with that. Riotto stated that she is thinking about benefits and at that time we agreed the SAU staff would get a break on changes but we have been pursuing with contract groups, do we at least want to give a suggestion on the health plan. Gibson stated that the contracts should be a guideline going forward. He stated that all benefits should be trying to line up close to each other. He stated that the SAU staff is all at will. He stated that it's easier to control pay raises than benefits. He stated that we need to try to bring the benefits side in line and get costs under control. Perkins stated that the previous superintendent and staff approach to salary increases were presented across the board. The board was different between executive and non-executive. He stated that he hears what you are saying about insurance, this board would need to go into nonpublic and need to know what the different situations are. He stated that something we need to look at is the issue of the Somersworth building administrators are at the same rates as the SAU staff. He stated that if we are going to give direction we need to get together and come to some consensus and give a range to work on. He stated that maybe we need to set another meeting to get the information together to come up with a direction. Austin stated that between now and November 14th is a long time, maybe we need another meeting. Rivers stated that it would be a nonpublic meeting between now and the 14th. Kunz stated that he would find it helpful. Rivers stated that we would look at salary and insurance parameters. Mosca asked if they would like them at that meeting or not. Knowles stated that she doesn't think that any SAU members should be here. Riotto stated that we could have Marie on call in case of any financial questions come up. Knowles stated that she is not sure that we are going

to get that detailed. Perkins stated that we would need to know the current members if we start talking about contribution rates she needs to crunch it for us. Bolduc stated that he doesn't think she needs to be there, we can put ideas on paper and she can come up with the numbers. Kunz stated that he agrees that the figures would need to be worked out. Gibson stated that he is looking at it as coming up with a philosophical concept and trying to develop where we want to be with this budget. He stated that he doesn't want to start pushing numbers. Hanlon stated that he agrees with Bob, they are asking for direction. We can brainstorm and come up with ideas for the original meeting. Austin stated that he thinks we still need a starting point and need to have current stats. Riotto stated that she agrees with that if we all agree to be philosophical. Gibson stated that the only thing that he can see we would need for hard numbers are last year's budget and contribution figures. He stated that he doesn't want to get into crunching numbers that is what we pay them to do, only give them where we would like to be. Knowles stated that she could give us spreadsheets on what every 1% would be; at least we would have something to look at. Perkins stated that personally to get together and talk philosophically will do no good because we won't know the cost of the direction. Kunz stated that if we're going to have a meeting just to have a feel good session we might as well dig right in. He stated that it is his first budget so he needs experience from it and will get more out of it. Gibson stated that he doesn't see the point in getting together until we have hard numbers. Perkins asked if the first budget being presented will have the new rates. D'Agostino stated no, we would project 10% increase and then the next meeting we would have the rates. Riotto stated that she thinks that it might be helpful to talk with Rollinsford on their direction and then blend them for the SAU. She stated that we could get Marie to give us current figures and rates with different scenarios; she stated that she does think it's worth getting together. Austin stated that the alternative is to wait until the 14th and discuss at length. Riotto stated that we can have the meeting on the 14th, have the presentation on the budget and then send the SAU staff on their way and have a discussion.

7. Employees:

8. Old Business:

8.1 School Calendar Committee 3-4 Members: Mosca stated that we are looking for three to four members to sit on a calendar review committee to review the school calendar. She stated that she is going to ask administration, teachers, and parents to also sit on the committee. The board members that will sit on this committee will be Carol, Ken, Bob, Denise and Stephanie.

8.2 SAU Joint Board Governance (Draft): Mosca stated that the question came up as the function of the SAU board. This was to put pieces into place and they are bringing it back to the board to see the pleasure of the board. Knowles stated that they need to change three Rollinsford Board members to five. Bolduc stated that if we weren't in the agreement with Rollinsford and if the districts had their own schools would the SAU still exist. Knowles stated that it would still be joint for k-6. Gibson stated that the original concept for SAU's joining multiple communities is to lower cost of operation. He stated that the

original question was the lack of policies for the SAU; it wasn't so much the governance. Mosca stated that there are no specific policies for the SAU. In this governance you sit as a joint body so this is what we tried to establish. Knowles stated that how the chair is appointed is not addressed in this document. Gibson stated that it should be Somersworth year 1 and 2 and then Rollinsford year 3. Riotto asked what happens when they go to five members. Knowles stated that when they increase to five it maybe doesn't have to be that way. Gibson stated theoretically if Rollinsford said were going to have 11 people on the board they would take over the SAU board. Mosca stated that what the SAU board governs is the SAU office, not the individual districts. Gibson stated that this joint governance does not take into account the relative contribution. Mosca stated that this is the governance over the staff of the SAU not over the contribution to each district. Austin stated that any topic for governance on here has nothing to do with how Somersworth operates and how Rollinsford operates. How the budget gets split out has nothing to do with the SAU. Perkins stated that the way he understands pursuing this is that we had no policy and no governance and we were trying to define governance. He stated that how the budget is paid becomes paramount to him. He stated that the question is do we continue to maintain how we pay for the SAU. D'Agostino stated that it is based on valuation and ADM. Gibson asked if we need to establish how future membership be constituted. Perkins stated that if the RSA identifies how it's paid for then it takes it away from the governance so it wouldn't matter the number of board members. Mosca stated that you don't have to do anything with this.

8.3 Superintendent Evaluation Process Approval: Rivers stated that at the last meeting we handed out two options for evaluations and we need to pick one. Austin stated that when doing evaluations it's good to have some objective measurements and he's sees none here in terms of ratio or numbers you need to achieve. These are all subjective measurements. Perkins stated that one objective measurement is budget. Ultimately, the Superintendent has overall responsibility for that. Kunz stated that there are so many variables for a budget. Riotto asked the difference between budget and test scores. Gibson stated that the building administrators are held accountable for the test scores. Hanlon stated that he has no objection to using one of these as presented. Knowles stated that historically these don't get done, so she doesn't want to make it too difficult. Rivers stated that he remembers Caroline was pulling her hair out doing these and they are important to Bob and Jeni. Perkins stated that personally he likes the second one. Riotto stated she agrees. A motion made by Perkins seconded by Hanlon to approve the second proposal for the superintendent evaluation. VOTE: motion passed, unanimously.

8.4 Job Descriptions-SAU Staff: Mosca stated that these are just informational for you to see the job descriptions for the SAU staff. Gibson stated that he didn't see anything on here listing who they report to. Mosca stated that it is on the back. Austin stated that some people have two people to report to, that is inefficient. Mosca stated that the people who have two there is one person to lead. The first person listed will evaluate. Austin stated that the Superintendent has no requirement for teaching experience. Hanlon stated that if you have an

outstanding person he would hate to not give it to them if they don't have teaching experience. Riotto stated that she would not hire them if they weren't a teacher. Kunz stated that if you are overseeing teachers you should have ideas of what it's like to be in a classroom. Perkins stated that he is surprised that on the BA and accounting assistant that we didn't have technical skills on the new software. Mosca stated that it limits people to apply if they don't have experience. Bolduc stated that some stuff has to do with qualifications and not job descriptions maybe have two separate documents.

8.5 Superintendent Goals: Mosca stated that she created goals for this year trying to stay current with a mission and looking at the district and SAU office and trying to hit on various things that you are looking for. Riotto stated that in reference to community, she asked if all board members are members of the chamber. Mosca stated that the SAU belongs to the chamber. Riotto stated that if we are all welcome she had a very negative discussion with the chamber president and it was stated that we don't support the chamber. Mosca stated that the SAU is a member and she has attended a few events. She stated that Jennifer asked her to sit on the board. Gibson stated that certain members of the chamber have issues with the schools.

9. New Business

10. Future Meeting Dates/Suggested Agenda Items:

- September 27, 2011-Somersworth School Board Meeting-7:00 PM-City Hall Chambers
- October 11, 2011-Somersworth School Board Meeting-7:00 PM-City Hall Chambers
- October 13, 2011-Thurs. -Rollinsford School Board Meeting-6:30 PM-Rollinsford Grade School
- November 14, 2011-Monday-SAU 56 Board Budget Workshop-7 PM-Career Tech Center-1st Fl. Conf. Room

11. Closing Comments

11.1 Visitors: None

11.2 Board Members: Perkins thanked Jeni for the job descriptions, there were a number of positions at the SAU that he didn't know what they did and he appreciates that. Irving seconded that and thanked Jeni. Gibson stated that the whole SAU staff is valuable and he apologized for bringing up things that got out of hand. Riotto stated that relative to the relationship on the board with Rollinsford she considers all of us equal partners and she appreciates how they work so well together.

12. Non-Public Session: None

13. ADJOURNMENT: A motion by Perkins seconded by Riotto to adjourn.

VOTE: motion passed, unanimously. Meeting adjourned at 9:00PM.

Katie Krauss

Pending Board Approval

Recording Secretary