

SAU #35 EXECUTIVE BOARD
AHEAD CONFERENCE ROOM
260 COTTAGE STREET, 1st FLR.
LITTLETON, NH 03561

DATE: SEPT. 6, 2016
TIME: 5:30 PM

MINUTES

PRESENT: Board Chairman Luther Kinney; Board Members Christine Ash, Chrissy Smith, Denys Draper, Robert Weir; Superintendent Pierre Couture; Business Manager Tina Peabody.

Chairman Kinney called the meeting to order at 5:37 PM.

PUBLIC INPUT – None

MOTION BY CHRISTINE ASH, SECONDED BY DENYS DRAPER TO APPROVE THE MINUTES OF THE APRIL 5 AND JUNE 7, 2016 MEETINGS AS WRITTEN. ALL IN FAVOR, MOTION CARRIED. It was noted that the spelling of Rhianna Miscio's name in the June 7th minutes had already been corrected.

SUPERINTENDENT'S REPORT

Superintendent Couture distributed copies of the Executive Board meeting calendar for the 2016-2017 school year noting that the meetings will remain on the first Tuesday of each month at 5:30 PM. The Full Board meetings will be on the first Wednesdays in December and June at 6:00 PM. All will take place in the AHEAD Conference Room.

Superintendent Couture called the Board's attention to the Opening Day Enrollment Report included in their Agenda packets noting that the overall enrollment is down seventeen students. Superintendent Couture noted that, in particular, Profile's enrollment has dropped by twenty-seven students. The drop in enrollment is becoming a problem statewide. A recent demographic study of residents in NH ages 24 to 35 showed a sharp decline. A brief discussion ensued.

Superintendent Couture updated the Board on the Administrative Team advising that the retreat held in August was extremely successful. The administrators in SAU 35 are a fantastic group who interact and work well together. Changes in administration positions this year included Ben Jellison moving to Profile as Principal, Paula Frank moving to Lisbon as Dean of Students/English Teacher and a new Guidance Counselor, Cindy McLaren, at Profile.

Superintendent Couture updated the Board on PACE (Performance Assessment of Competency Education) development. SAU 35 has joined other districts statewide to work on the development of the PACE program which eventually will take the place of Smarter Balanced. Superintendent Couture distributed copies of the PACE overview from the NHDOE entitled Moving From Good to Great in New Hampshire for Board information and review. He called the Board's attention to the last page of the handout which outlines the Student Learning Accountability System Assessment Map. PACE will take the place of the majority of the assessments with SAT's remaining in grade 11. There is no particular testing period set aside for PACE, it is accessible at any time a competency is reached. A brief discussion ensued. The SAU has formed their PACE team who will be attending four meetings throughout the year, two in Concord and two here in the North Country. Shelli Roberts of Bethlehem is the District Leader in this initiative.

Superintendent Couture advised the Board that it is time for approval of the goals set for 2016-2017 by the Administrative Team. The Goals are:

- Goal 1 - Continue competency and assessment development with the implementation of Performance Assessment of Competency Education (PACE) in all schools in SAU 35.

- Goal 2 - Develop an Emergency Operations Plan (EOP) for SAU 35 particularly to support each school in SAU 35 in the event of an emergency.

Following a brief discussion, MOTION BY DENYS DRAPER, SECONDED BY CHRISSY SMITH TO APPROVE THE SAU GOALS FOR THE 2016-2017 SCHOOL YEAR AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture advised the Board that preliminary development of the proposed budget for the 2017-2018 school year has begun. A draft of the proposed budget will be forwarded to members prior to the October meeting for their review and preparation for discussion. Business Manager Peabody requested Board input is to the percentage they would like her to use as a place holder for salary increases. In the past the Board has requested scenarios of cost factors for a 1%, 2% and 3% increase. It was the consensus of the Board to use a 2% place holder for budgeting purposes.

Business Manager Peabody advised the Board that she is looking for the following items to be given consideration in the development of the budget; carpet replacement, phone system replacement, document retention system, possible specific salary increases, and adjustment in the IT coordinator position. It was noted that Ben Jellison is no longer involved in the IT position since assuming the Profile Principal position. A brief discussion ensued.

Superintendent Couture advised the Board that he has been asked for there to be a firmer handle on individual Board's yearend surplus. Superintendent Couture has spoken to Chairman Kinney pertaining to this matter. The Superintendent is suggesting that the following changes be instituted in order to address this issue. All purchase orders must be submitted prior to May 1st; Principals & Secretaries will fine tune all encumbrances, closing purchase orders when it is ascertained that these funds will not be utilized; and develop better tracking of revenues. A brief discussion ensued.

Superintendent Couture distributed copies of the Superintendent's Evaluation Form for Board input and possible updates. This form does not include the updated goals approved this evening. He is requesting members to review the form and let his office know of any additions and/or corrections they would like to see included in this process. The evaluation format is normally distributed prior to the November meeting with a due date provided to be sure that the evaluation results are available for the December Full Board meeting.

Chairman Kinney requested a comparison of SAU Office personnel salaries be made available to the Board prior to the October meeting.

FINANCIAL REPORT

Manifests were circulated for Board review and approval.

Business Manager Tina Peabody recommended Board approval of the Primex Resolution to enter a Property & Liability Contribution Assurance Program and Workers Compensation Contribution Assurance Program (CAP) .Following a brief discussion, MOTION DENYS DRAPER, SECONDED BY CHRISTINE ASH TO APPROVE THE CAP RESOLUTION AND AUTHORIZE CHAIRMAN KINNEY TO SIGN ON BEHALF OF THE BOARD.

RESOLUTION TO ENTER PRIMEX Property & Liability Contribution Assurance Program (CAP) Worker's Compensation Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Property & Liability and Workers Compensation Contribution Assurance program (CAP) as of the date of adoption of this resolution, and to be contractually bound to all of the terms and conditions Primex risk management pool membership during the term of the Property &

Liability Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.

ALL IN FAVOR, MOTION CARRIED.

Business Manager Peabody requested Board approval for the engagement letter for Vachon, Clukay and Company for the recently completed audit and to authorize Chairman Kinney to sign on behalf of the Board. Following a brief discussion, MOTION BY CHRISTINE ASH, SECONDED BY ROBERT WEIR TO APPROVE THE ACCEPTANCE OF THE VACHON, CLUKAY AND CO. ENGAGEMENT LETTER AS PRESENTED AND AUUTHORIZE CHAIRMAN KINNEY TO SIGN ON BEHALF OF THE BOARD. ALL IN FAVOR, MOTION CARRIED.

Business Manger Peabody distributed copies of the final Financial Report for the 2015-2016 school year noting that the yearend balance was \$33,487.00. It was noted that, unlike the individual districts, the yearend balance at the SAU can be rolled over to the New Year. This reduces the district shares proportionately by this amount. A brief discussion ensued.

There being no further business to come before the Board, MOTION BY DENYS DRAPER, SECONDED BY CHRISTINE ASH E TO ADJOURN AT 6:17 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Marjorie Brown
Board Clerk