

**MINUTES**  
**SAU SCHOOL BOARD MEETING MINUTES**  
**December 11, 2007**  
**Souhegan High School Annex, Room A222**

John Schwope called the board meeting to order at 6:08 p.m.

**I. CALL TO ORDER**

Present:

**ATTENDANCE**

Souhegan Cooperative School Board: Steve Coughlan, Dan Foley, and Dana Redmond

Amherst School Board: Dwight Brew, Pam Dudoff, Nancy Head and Jim O'Mara (left at 7:15 p.m.)

Mont Vernon School Board: Howard Brown, Jayson Darula, Bruce Schmidt, and John Schwope

Administrative Team: Nicole Heimarck, Dr. Mary Jennings, Betty Shankel, and Renee Sparks

Finance Committee: Charlene Carper and Fran Harrow

Minutes Recorder: Lyn Jennings

John Schwope told board members they had an important meeting ahead of them for the evening. John said they would be receiving the Budget Committee's report and then review and approve the budget later in the evening.

**II. ANNOUNCEMENTS**

John said he would be presenting the final results of the Superintendent's Evaluation. John said the board had discovered the process for the Superintendent's review rather late in the year this year however, they will be delivering the Superintendent's evaluation on time. John said the packet created was done by a lot of people who spent a lot of time on outlining the process for the Superintendents Evaluation. John said they did an excellent job. John said the board would discuss the process they've used on a future agenda to determine what worked, and what didn't. John said they would discuss the evaluation process as a future topic to further refine the process.

Dr. Jennings thanked the Amherst School board for hosting

an Open House with cider and Dunkin munchkins on Sunday, December 9, 2007, at the Brick School from 3:30 p.m. until 5:00 p.m. prior to the Tree Lighting Ceremony.

John Schwope invited comments from the Public but none were forthcoming.

### III. PUBLIC TIME

The A 1. Minutes – November 29, 2007, were pulled from the Consent Agenda.

### IV. CONSENT AGENDA

**A motion was made by Dwight Brew to approve the minutes of November 29, 2007, as amended. Steve Coughlan seconded the motion. The motion passed unanimously. (11-0)**

- A. Report from Budget Advisory Committee –**  
Charlene Carper presented the Committees recommendation for the FY09 Budget. The Budget Committee consisted of: Peggy Stokes, Fran Harrow, Dave Citarelli, and Charlene Carper.

### V. ACTION ITEMS

Charlene said the SAU Budget Advisory Committee, recommends the proposed FY09 SAU Budget with reservation. Charlene said the committee continues to be concerned about the amount budgeted in the Set Aside Account for raises. Charlene said the committee was looking for a percent between 3.4 and 3.9. Charlene said in the future the committee would like to propose a timeline that would give them adequate opportunity to compare the individual school district's budgets and the SAU Budget.

Charlene said the committee wanted to thank Betty Shankel for incorporating their suggestions into the budget format.

Dr. Jennings thanked Betty Shankel and Lisa Ambrosio for all the work they did putting the budget together.

Dr. Jennings told board members they divided the budget into different areas. Mary said the format remains the same as last time however; there are breaks in it separating Special Education, the Superintendent's Office, etc.

Dr. Jennings told board members the overall budget increase on page four of the SAU 39 Proposed FY09 Budget is 3.30%.

Dr. Jennings highlighted the changes made to the budget based on the last SAU Board meeting on November 29, 2007. The overall decrease in the budget was \$12,300. The decreases were in the following accounts: 10.2310.100 Proposed Increases/Reclassification - \$7,000, 10.2321.328 – Consultant Cost, \$5,000 and 10.2321.640 – Periodicals & Reference Books, \$300.

The proposed budget for FY09 on November 29, 2007, was \$1,854,065 and with the board approved decreases, the budget presented on December 11, 2007, was for \$1,841,765, which represented the \$12,300 decrease.

Dr. Jennings pointed out the last page of the handout board members received was the School Administrative Unit No. 39 Distribution of Amount of SAU Budget to be Shared by Districts for FY 2008 – 2009 Proposal for Adoption.

The handout showed the following:

SAU Proposed Budget for FY08 – 09 \$1,841,765 less Available Fund Balance / Projected Revenue of \$89,154 leaving a balance amount of \$1,752,611 in the SAU Budget to be Shared, representing a Net Increase of 4.82%.

Based on the formula, Amherst's share for 2008-2009 is 55.530% or \$973,225, Mont Vernon's share is 8.556% or \$149,953, and Souhegan Coop is 35.914% or \$629,433.

The percentage change as compared to 2007-2008 for each district is as follows:

Amherst - .663% or \$55,869  
 Mont Vernon - .059% or \$7,880  
 Souhegan Coop – (0.722%) or \$16,898

Steve Coughlan said he was very concerned with the cut

made at the last meeting. Steve said he is concerned they will lose the Director of Technology.

**A motion was made by Steve Coughlan to offer an amendment to line 14 10.2310.100.00 Proposed Increases/Position Reclassification to increase it from \$61,000 to \$64,500. Jim O'Mara seconded the motion.**

Discussion regarding the motion followed amongst board members.

Steve said he didn't think they would get another Director of Technology like this one, if they lose him.

Dwight Brew asked for the Superintendent's opinion regarding the motion made by Steve, and how it would affect the balance of the staff at the SAU and their raises. Dwight also asked if they could get the \$3,500 from another section in the budget.

Dr. Jennings said she could not speak to the cut and how it would affect the balance of the staff at the SAU and their raises.

Dr. Jennings said she believes 4% is a reasonable figure to work with at this time for the staff at the SAU Office. Dr. Jennings said she has \$8,000 to work with for raises for 20 people. Dr. Jennings said she does not see where she could get an additional \$3,500 in the budget.

Dr. Jennings told board members Oyster River had just posted a Director of Technology position and the top of the salary range was \$87,000.

Jim O'Mara asked if Oyster River posted the position with a range. Dr. Jennings said yes, they did, but she could not recall the range or the low end of it.

Jim O'Mara asked when Dr. Jennings would be dispersing the \$8,000 in raises. Dr. Jennings said reviews are done and completed prior to July 1<sup>st</sup>, and the raises are dispersed on July 1<sup>st</sup>.

Jim said based on the Superintendent's proposal, it would move the Director of Technology position from a proposed increase of \$6,700 more than his current salary to an increase of \$10,200 based on Steve Coughlan's motion, if the motion passes.

Jim said he wanted to restate his position – a person's worth is reflected in their proposed salary and should not include a COLA in the same year.

Bruce Schmidt said his concern is with the overall increase in the Proposed Increases/Position Reclassification bucket.

Bruce said based on Mary's handout at the last board meeting the lowest paid individuals are paid the lowest increase, but he believes they should get the same increase as the highest paid employees. Bruce said if the performance is just as good by the lower paid employees as the highest paid employees, he believes the raises as presented in draft form would be inequitable.

Pam Dudoff said she would support Steve Coughlan's motion because she believes it's correcting something done wrong in the past.

Dr. Jennings said the Director of Technology position would be moving from 193 days to 215 days. Dr. Jennings said in order for the Director of Technology to be working full time, they should be working 225 days.

Pam Dudoff said so they would not be correcting the problem in one year, and Dr. Jennings agreed with Pam.

Jim O'Mara pointed out that the projected available fund balance / revenue in 08-09 is \$89,154, which could be used via a budget transfer and placed in the salary set aside account for future use if requested by the Superintendent.

Pam Dudoff moved the question for a vote. All board members voted to vote on Steve Coughlan's motion. The motion was as follows:

**A motion was made by Steve Coughlan to offer an amendment to line 14 10.2310.100.00 Proposed Increases/Position Reclassification to increase it from \$61,000 to \$64,500. Jim O'Mara seconded the motion.**

**Board members voted 3 in favor 7 opposed to the motion, the motion failed.**

Dwight Brew said he had asked for clarification at the last meeting regarding the district's share of the SAU Budget. Dwight said if Amherst's enrollment is declining why is their SAU share always increasing. Betty Shankel agreed to review the figures again. Betty also told board members she would provide them with the backup sheet, which shows the calculation. Betty said she and Lisa went over the calculation and are both in agreement but would have no problem with board members reviewing it as well.

**A motion was made by Jim O'Mara and seconded by Steve Coughlan to adopt the SAU 39 FY09 Operating Budget of \$1,841,765. All board members voted in favor of the motion and the motion passed. (10-0)**

John Schwope called the Public Hearing to order at 7:10 p.m.

## **VI. PUBLIC HEARING**

There were no comments from the public regarding the FY09 proposed budget.

John Schwope closed the Public Hearing at 7:11 p.m.

- A. **FY07 Audit Report** – Cheryl from Melanson, Heath & Company presented the SAU Audit results to members of the board.

## **VII. PRESENTATIONS**

Cheryl said the SAU Audit was a very clean audit; they had no audit adjustments.

Cheryl said the Management Letter addresses the new audit standards, which has required Melanson Heath to change how they've approached the audit process.

Cheryl highlighted the Current Year Recommendations on page four of the Management Report. The first recommendation was for the District to Improve Controls over Disbursements. The second recommendation was to Consider Implementing Internal Control Improvements.

Steve Coughlan asked Cheryl what level of internal audit would pass.

Cheryl said an internal audit should be conducted on a monthly basis, by making it a part of the close process.

Betty Shankel said the School Board does a lot of internal auditing.

Cheryl said a lot of internal auditing could be accomplished by just monitoring what you already have in place.

John Schwope and the rest of the board thanked Cheryl for her presentation.

A. **Introduction of Policies** –

**VIII. DISCUSSION ITEMS**

School Community Relations Policies

KA – School, Community and Home Relations – board members had no comments regarding this policy.

Student Policies

JH – Student Absences and Expenses – board members had no comments regarding this policy.

JI – Student Rights and Responsibilities - board members had no comments regarding this policy.

JLDBA – Behavior Management and Intervention - board members had no comments regarding this policy.

JLCF – Pam Dudoff said the Policy Committee has requested from Mary, the financial impact regarding this new Wellness Policy.

Dr. Jennings said she spoke to Francine and she said to expect a 3% increase due to the food they need to provide because of the new Wellness Policy. Dr. Jennings said Francine sees the increase going up about 6% per year due to the Wellness Policy. Dr. Jennings said Francine has a five-year plan to get Souhegan in compliance with the Wellness Policy.

Bruce Schmidt said he sees a substantial financial impact on providing Breakfast in addition to the already established lunch programs.

Under D. Meal Times and Scheduling – Bruce Schmidt suggested and Board members agreed to insert the words whenever possible after the word Schools and to remove the words whenever possible from the second and third bullet.

Bruce Schmidt said under F. Fundraising Activities and G. Rewards, it is very confusing to determine what can be sold for Fundraising Activities with regards to food in Section F. and under Section G. what food if any can be served as a reward in the classroom.

Pam Dudoff suggested inserting the word “Sponsored” under Fundraising Activities so that it would read school sponsored fundraising activities. Bruce said he still found this confusing, as did other board members.

Pam said altering the way they’ve provided food as a reward in the past may need to be phased out and it should be left to the administration since they have until 2011-2012 to comply with the Policy. Pam said there is a lot of other options you can use as rewards rather than food, the administration needs to help teachers find alternative rewards.

Under Section K. Extra-Curricular Meals – The paragraph will read as follows now: When arrangements can be made through the food service program, food and beverage items that meet the guidelines of this policy will be made

available to students. Examples of activities include but are not limited to: Athletic teams and clubs.

Under the Plan for Measuring Implementation, change the sentence beginning with the words “The SAU #39” to read as follows: The SAU #39 Wellness Committee will periodically assess the nutrition and physical activity environment throughout the SAU and provide input to each Building Principal and the Superintendent regarding progress on the current targets, recommend any new targets and identify strategies in support of the goals stated in this Policy.

Under Community Involvement change the second sentence to read as follows: This group will assess progress on the current goal targets; recommend any new goal targets and identify strategies for achieving them.

**A motion was made by Pam Dudoff and seconded by Bruce Schmidt to enter into Non Public Session under RSA 91-A:3 II. (2). By roll call vote, Dudoff-yes, Schwope-yes, Coughlan-yes, Brew-yes, Redmond-yes, Brown-yes, Darula-yes, Head-yes, Schmidt-yes and Foley-yes. The Board entered into Non Public Session at 8:15 p.m.**

**IX. NON PUBLIC SESSION  
RSA: 91-A:3 II. (a)**

The board discussed the Superintendent's evaluation.

**Discussion of Superintendent salary for 08-09**

- Decided to separate the "direct report "360" interview" part of Superintendent review process from the rest of evaluation process which is used to determine Superintendent salary/compensation adjustments. This was done because of time constraints in this year's schedule. On an ongoing basis, it was suggested that we keep the interview process separate so that direct reports might be more willing to express their true feelings without concern for adversely affecting the Superintendent's compensation. The intention is to use the knowledge obtained in the interviews to help guide the annual Superintendent goals setting process as appropriate. John Schwope will attempt to conduct direct report "360" interviews with Mary's direct reports before the end of January, 2008. He will then write a summary report of these interviews and present them to the Superintendent for discussion.
- Agreed on a 4.5% salary increase for the 2008-2009 school year
- All agreed that Mary's performance over the past year "Exceeded Expectations", and that we are fortunate to have her here at SAU 39.

**Motion to increase Mary's salary by 4.5% of the 2008-2009 school year**

Made: Steve Coughlan, Seconded Jason Darula,  
Unanimous

**A motion was made by Steve Coughlan and seconded by Dana Redmond to come out of Non Public Session under RSA 91-A:3 II. (2). By roll call vote, Dudoff-yes, Schwope-yes, Coughlan-yes, Brew-yes, Redmond-yes, Brown-yes, Darula-yes, Head-yes, Schmidt-yes and Foley-yes.**

**A motion was made by Dwight Brew to adjourn the meeting. Nancy Head seconded the motion. The motion passed unanimously. (10-0) The meeting adjourned at 9:58 p.m.**

**X. REVIEW OF  
MEETING/ADJOURN**