

**SAU #21 Operations Committee Meeting
Tuesday, May 8, 2012
SAU#21 Central Office
Conference Room
6:00 PM**

Approved by the Committee – September 26, 2012

Members present: M. Chase, H. Marsh (left at 6:20), S. Smylie, C. Muns, N. Considine

Administration present: Dr. R. Sullivan: Superintendent, B. Hopkins: Assistant Superintendent, B. Hickey: Business Administrator

- **Call to Order -**

Superintendent Sullivan called the meeting to order at 6:10 p.m. and opened the meeting.

H. Marsh commented on level of pride regarding Chief Mahoney's service.

- **Reorganization of the Operations Committee -**

Motion: S. Smylie moved to nominate M. Chase as the OC Chair. N. Considine seconded the motion. Motion passed: 4-0.

Motion: M. Chase moved to nominate S. Smylie for Vice Chair. Smylie declined the nomination due to a potential move in early fall.

Motion: C. Muns then motioned to nominate N. Considine for Vice Chair. S. Smylie seconded the motion. Motion passed: 4-0.

Motion: N. Considine motioned to nominate C. Muns for secretary. S. Smylie seconded the motion. Motion passed: 4-0.

- **Approval of minutes -** March 5, 2012, S. Smylie motion to approve minutes. N. Considine seconded the motion. Motion passed: 3-0-1.

- **Proposed Superintendent's Goals for 2012-2013 -**

Superintendent's Evaluation Process:

- H. Marsh suggested during the evaluation process, it would be helpful if each community used an actual numerical score, which seems easier than to try to tabulate an "I", "P", or "E." Actual scoring would then be easier to discuss with Superintendent. One district did not score an area at all under the current process.
- The evaluation process was further discussed for new OC members.
- M. Chase suggested the Superintendent's evaluation to be tabled until the next meeting.

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Superintendent's Proposed Goals:

- Superintendent discussed the 2012-2013 goals and his intent to make them more measureable (goals included in OC handout packet).
- Discussion around goals focused on improved relationship with building principals, student learning outcomes, and facility management over time.
- There was discussion over the relationship of educational needs and technology with buildings' infrastructure.

Motion: S. Smylie recommended Superintendent's new goals to the Joint Board. N. Considine seconded. Motion passed: 4-0.

- **Calendar Survey:** Discussion began around the calendar survey results and opening day.
 - Consensus – keep traditional vacations, but many suggested starting after Labor Day.
 - OC recommends study committee to look at start of school year to possibly change to after Labor Day start in school year 2014-2015. The study committee should include: union representation, representatives from SAU90, and Board Members from districts.
- **Year End Projection:**
 - B. Hickey overviewed the history of year-end SAU fund balance.
 - Projected for the 2011-2012 year will be a balance of \$61,500.

SAU Office Salary Adjustment:

- Recommending 2% increase to staff at SAU office.
- Overview of all districts' history reviewed pertaining to increases in non-union personnel salaries.

Motion: M. Chase motioned to accept the SAU21 increase of 2% (total of \$10,510.00) for support staff. C. Muns seconded the motion. Motion passed: 4-0.

- **Use of Unexpended Funds:**
 - Discussion around SAU recommendations for end of year projects to include:
 - a. Carpets (replace and setting up annual cleaning to maintain). Replacement bid recommended at \$8,395. C. Muns asked if any local businesses within the Winnacunnet Cooperative School District were asked to submit bids. B. Hickey was unsure but would follow-up.

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- b. Roof Building Repairs (~\$800), we should be looking for 3-5 years out for potential replacement.
 - c. B. Hopkins discussed the needs to improve the professional development (PD) system and the work accomplished by the PD Committee this year. The Committee recommends “My Learning Plan” to move antiquated paper process to an electronic system. Associated costs were estimated at \$10,000 for entire SAU set up and professional staff licensing.
- **Questions and Comments:** There were none.
 - **Other Business:** There was discussion around the need for the SAU office to demonstrate what it is doing now, that was not done before.
 - **Non-Public under RSA 91-A:3:** There were none.
 - **Motion to adjourn:** M. Chase motioned to adjourn the meeting. S. Smylie seconded. Motion passed: 4-0. Meeting adjourned at 8:06 p.m.

Respectfully submitted,

Barbara A. Hopkins, C.A.G.S.
Assistant Superintendent