

**SAU #21 Operations Committee Meeting**  
**Wednesday, May 8, 2013**  
**SAU#21 Central Office**  
**Conference Room**  
**6:05 p.m.**

*Approved by the Committee – September 25, 2013*

**Members Present:** Wayne Skoglund (Winnacunnet), James Stevens (Hampton Falls)  
Tamara Le (North Hampton) Jon Moore (Seabrook)  
Nancy Considine (South Hampton)

**Administration Present:** Dr. Robert Sullivan, Superintendent  
Barbara Hopkins, Assistant Superintendent  
Bill Hickey, Business Administrator

**Call to Order:**

Robert Sullivan called the meeting to order at 6:05 p.m.

James Stevens made a motion to approve Wayne Skoglund as Chair. Jon Moore seconded.  
Motion passed 5:0.

Jon Moore made a motion to approve James Stevens as Vice Chair. Tamara Le seconded.  
Motion passed 5:0.

Wayne Skoglund made a motion to approve Nancy Considine as Secretary. Tamara Le seconded.  
Motion passed 5:0.

SAU21 administration recommended that the Joint Board reappoint Gay Brown as Treasurer for an additional 3-year period. James Stevens made a motion to move recommendation forward for the SAU#21 Treasurer. Tamara Le seconded. Motion passed 5:0.

Bill Hickey discussed the annual approval requirement for the Investment Policy for the Joint Board. Bill Hickey recommended it be moved to the Joint Board. James Stevens made a motion to move the annual approval requirement for the Investment Policy to the Joint Board. Jon Moore seconded. Motion passed 5:0.

James Stevens made a motion to accept the minutes of January 29, 2013. Tamara Le seconded.  
Motion passed 3:0:2 (WSkoglund & JMoore abstained).

James Stevens made a motion to accept the minutes of March 4, 2013. Nancy Considine seconded.  
Motion passed 3:0:2 (WSkoglund & JMoore abstained).

## **Superintendent's Goals:**

1. Review of 2012-2013 Goals:
  - a. The 10% improvement goal was not achieved and was set too high since it was set in May and testing took place in October.
  - b. The scheduled meetings with principals at schools has worked very well and helped to achieve a greater understanding with each school.
    - i. Change up schedule for school/principal visits so there is a greater variety to the classes and events experienced.
    - ii. Also meetings held with each administrator to understand their other roles in the schools.
  - c. Leadership Team discussions and meetings have also contributed to a greater degree of sharing and cooperative problem solving:
    - i. Highlights of the agenda and discussions were shared.
    - ii. Commendations – suggested bringing them forward to respective Boards, perhaps through monthly reports.
  - d. Discussion of facilities and maintenance planning.
    - i. Wayne Skoglund would like to see more discussion around the facility needs and wants discussions to take place during budget process so priorities can be set.
    - ii. Help Boards and Districts to prioritize. Help Boards to plan for ongoing maintenance issues.

### Going Forward: 2013-2014 Goals

1. 2-3% as an adjusted gain in student results focusing on proficient and proficient with distinction.
2. Personnel similar but try to change up the times of visits
3. New: School/Board Goals alignment- they wouldn't be identical but, should in some way mutually support each other. Goal trajectory similar to strategic planning but not limiting Principals to just Board Goals. Focus in similar direction - School Goals pay attention to one or more Board Goals as appropriate.

These are aggressive goals which may take 2-3 years to achieve. The OC has and can assist with the discussion in moving things forward.

Wayne Skoglund made a motion to move Superintendent's Goals forward to the Joint Board. Tamara Le seconded. Motion passed 5:0.

## **Finance Report:**

Discussion of current budget status and itemized discussion of budget transfers which amounts to approximately 1% of budget.

James Stevens made a motion to accept budget transfers and move forward to Joint Board. Nancy Considine seconded. Motion passed 5:0.

2<sup>nd</sup> Read DIA Fund Balance Policy. Similar to individual districts.

Tamara Le made a motion to move DIA policy to Joint Board for final approval.

Audit services went out to bid. There were 4 Responses to the RFP. There was a discussion of how to look comprehensively with other districts. Plodzick & Sanderson was recommended for SAU21 and we

recommend them for all districts. We have confidence in their abilities and insight as to how we can do better.

Recommend audit service move forward to Joint Board. Jon Moore made a motion to move audit service forward to the Joint Board. Nancy Considine seconded. Motion passed 5:0.

Next Joint Board Meeting is on May 22, 2013 at 7pm.

Jon Moore made a motion to adjourn meeting at 7:39 p.m. James Stevens seconded. Motion passed 5:0.

Respectfully Submitted,