

SAU #21 Operations Committee Meeting
Tuesday, May 7, 2014
SAU#21 Central Office
Conference Room 6:00 p.m.

Approved by the Committee – September 23, 2014

Members Present: Wayne Skoglund (Hampton Falls), David Gandt (Winnacunnet)
Tamara Le (North Hampton), Mike Kimball (Seabrook)

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.

David Gandt made a motion to nominate Tamara Le as Chair. Mike Kimball seconded. Motion passed 4:0.

Mike Kimball made a motion to nominate Wayne Skoglund as Vice Chair. David Gandt seconded. Motion passed 4:0.

David Gandt made a motion to nominate Mike Kimball as Secretary. Tamara Le seconded. Motion passed 4:0.

The committee discussed the last Joint Board meeting of March 5 and the absence of a quorum at the meeting. The agenda for the March 5, Joint Board Meeting was added to the items for the upcoming meeting.

Dr. Sullivan offered a brief overview of Operations Committee responsibilities:

Time Table

September- SAU Budget
Fall- Approve Budget/Public Hearing
February- Election
May – Superintendent’s Evaluation

Purpose of O.C.

Sets Agenda for Joint Board
Assist with Agenda Items
Advises SAU additional meeting needs
Reviews annually approved policies

Wayne Skoglund made a motion to approve the minutes of February 12, 2014. Tamara Le seconded. Motion passed 2:0:2. (MK and DG abstained as they were not on O.C. Committee Feb. 12, 2014)

Finance Report

Bill Hickey gave overview of finance report. Discussion of actuarial review needed for the impact of post-retirement purchase of secondary Health Care by our respective retirees. OC suggested that we bring RSA 100-A:2 for availability at the Joint Board meeting. The actuarial work is valid for 2 years and is needed to address deficiency reported by our auditors. \$5 K cost for all districts and SAU 21 Review of Health Care costs.

Discussion of Accounts

Fund Balance - \$60 K to date in pool. Discussion ensued regarding use (need for safety or unforeseen expenses), current budget changes and why it might be needed. The causes for an end-of-year balance in the budget were discussed (Health Care changes by employees,

Technology support person hired later in the year, and labor relations expenses were encumbered in the previous year). Mr. Hickey also reviewed budget transfers and long range planning (relative to building maintenance). The walkway and the ability to tag it with major paving at the high school was discussed (Curb Out and signage to improve handicap access). The roof was also discussed since its life span is coming to an end point (2015). Tamara Le urged the Boards to be thinking about larger ticket items regarding the facility such as the roof.

Superintendent's Evaluation was to take place at the last Joint Board meeting. Victoria Kilroy will handle at Joint Board meeting. Recommended that the O.C. Chair contact the Joint Board Chair regarding how the Superintendent's evaluation will be communicated.

Superintendent's Goal Review:

- First- reflect on current year goals and student data.
- Ongoing Visits with all Principals – either bi-weekly or weekly
- Leadership Meetings twice a month for productive actions, share information, agenda set by all participants
- Alignment of District/School goals
- Improvement of the Principals' Evaluation- use of State Tool Kit.
- More pro-active with Boards.
- Communication with Public and Community – Superintendent participation on community/school committees which include transportation, bullying, enrichment. Helps to make SAU21 Visible to Public.

Tamara Le suggested that the Superintendent's Evaluation be moved toward the end of the fiscal year (April Joint Board meeting instead of February/March). Timing/Schedule would need to be adjusted in the policy. The O.C. is essentially the subcommittee of Joint Board which could mark-up the current policy to be discussed by individual Boards in preparation for a vote at the fall 2014 Joint Board meeting.

There was a brief discussion about the Internet/Acceptable Use that was adopted by individual districts and is now going forward for the SAU. Also the policy addressing the use of district vehicles to be adopted for the SAU will go forward to all districts.

David Gandt made a motion to accept immediately the 3 adoptions policies for the Joint Board to consider since there isn't a policy on First Reads and all boards already adopted them.

Tamara Le made a motion to move Agenda from March 5 to the May 14th Joint Board Agenda. Mike Kimball seconded. Motion passed 4:0.

David Gandt made a motion to adjourn meeting at 8:12 p.m. Wayne Skoglund seconded. Motion passed 4:0.

Respectfully submitted,

Barbara A. Hopkins
Assistant Superintendent