Call to Order:

Ms. Levenson, Joint Chairwoman, called the meeting to order at 6:18 p.m. The following individuals responded to roll call: Ms. Dabrieo – yea, Ms. Brosnan – yea, Dr. Chavda – yea, Mr. Ruth – yea, Ms. Levenson – yea, Ms. Hanavan – yea, Mr. Winslow – yea, Ms. Hinrichsen – yea, Ms. Gordon – yea, Ms. Lowe – yea, Ms. Helm – yea. Mr. McGuigan, Mr. Wells, Mr. Patrick and Mr. McMahon were absent. The Board had a quorum and began the meeting.

Ms. Levenson introduced Mr. Byrne to the Joint Board and asked Mr. Reuning if he wished to share updates on the new year, starting July 2018. Mr. Reuning said the first two days of moving, the offices were painted; the business administrator, Mr. O’Sullivan, has started. He was unable to make it this evening due to a previously scheduled obligation. Mr. O’Sullivan recognizes that he has a steep learning curve, but has been adapting well thus far. The auditors
were at the office today and will return at the beginning of September to finish their reports. Mr. Reuning said the office is working well together and he said he would continue the update during the business administrator report that he will give later into the meeting. Mr. Reuning said he is thankful that Mr. Byrne and Ms. LaVallee were at the office for a year before taking over the Special Education Bureau, as it has made the changing of hands much easier.

Mr. Byrne also assisted in orienting Mr. O’Sullivan to the office while Mr. Reuning was on vacation. Today is the true full office day since vacation and the office is running smoothly. Ms. Hinrichsen asked which individuals from the audit committee were in the office today and Mr. Reuning said the principal, Mr. Campo was present as well as 8 other employees. Ms. Levenson said the Joint Board would be meeting with the audit committee soon as well. Ms. Levenson thanked Gary, the videographer, for being able to change his schedule to tape the meeting, as the date was changed. The Joint Board gave their thanks as well. Gary said he would be having an intern soon so it would make the overall filming easier.

Ms. Levenson said she had a contract folder with her that needed signatures: SAU employees, extended school year items that had been approved, bookkeeper and speech pathologist as well as Mr. O’Sullivan’s contract. Ms. Levenson said she would read through the documents before signing. Ms. Hinrichsen asked Ms. Levenson if the Board members could also review the documents and Ms. Levenson said that she could hand them over as they are completed. Ms. Hinrichsen confirmed that the Board had not agreed to the paid sick leave that was in the previous contract and Ms. Levenson said only one employee had had that option in the contract. Mr. Reuning said there was a bold-faced line on the first part of the contract to explain that.

No Public was available to make comment. Ms. Levenson said she might ask for a nonpublic session to discuss the Superintendent evaluation that is done in September. Ms. Levenson also shared with the Board that she had compiled a hard copy of policies that are on the Joint Board website and plans to bring them to each meeting so the Board can preview them for any questions and discussions on policies. Mr. Reuning said that there was a hard copy of Strafford policies being built as well. Ms. Hinrichsen said she had a question regarding the manifest for the mileage reimbursement for staff members. She wondered if mileage reimbursement qualified for in-district events versus conference events.

Ms. Brosnan said the federal guidelines said the address of the SAU was the point of employment. Traveling from the office to a satellite location allows the employee(s) to be reimbursed for mileage. Dr. Chavda said most employees are static and remain at the office for the entire 8-hour period; however, if the job description showed travel, it was expected to allow travel reimbursement. Ms. Hinrichsen shared a personal experience, stating that her husband was self-employed and was not allowed to charge travel reimbursement going to different job sites. Ms. Helm said that if the employee were to travel from their home to a conference, they are federally allowed to receive mileage reimbursement.

Ms. Levenson said it would be a question of whether the individual was commuting versus doing an item in addition to their job description. She said the policy should be reviewed; Ms. Hinrichsen said the auditor should be asked about this as well. Mr. Reuning said his personal expectation for mileage is based on driving to an event from the office. He calculates the distance and submits the smaller number. Mr. Reuning said he takes mileage when driving to different schools as well as both ways if he were traveling from the office to a school, but if he were to leave the school to go home, he does not take mileage on his travel home. Ms. Levenson said there is a difference between commuting and work travel.
Dr. Chavda said there should be an understanding that no individual should be paying to do their job. There is a reason everyone is a tax payer and contributes to the system. Funds are given to the Board and Joint Boards, etc. If an individual is doing work for the school and/or boards, that person should be receiving mileage reimbursement. Ms. Helm said there is no accurate read either. Ms. Levenson said it was a good conversation, but she believed there were federal laws in regards to this conversation.

**Approval of Minutes:**

Mr. Ruth made a motion to approve the minutes both public and nonpublic from the Joint Board meeting on June 18, 2018. Ms. Helm seconded the motion. The Board requested that the minutes show the correct location where the meeting was held. Ms. Levenson agreed to change the minutes to show that the meeting was held at Coe-Brown Academy, Northwood. The changes to the minutes are below:

- Line 161/Page 9 – insert “do not have the authority”.
- Line 33/Page 5 – correct the word “absent”.

All members were in favor of the minutes as revised.

**Business Administrator’s Report:**

The new business administrator, Mr. O’Sullivan was unable to attend the meeting due to previous obligations. Mr. Reuning gave the financials update. The SAU has overspent the budget due to unforecasted payouts to the Superintendent and the Business Administrator. The books are also expected to close on July 31, 2018. Ms. Hinrichsen and Ms. Levenson gave the history of the past fund balances. Ms. Levenson said they are looking into a policy to help with the taxes in each district. Mr. Ruth said the treasurer used to review everything and Ms. Hinrichsen would then just make marks on the budget lines if there were changes noted. The Board continued to discuss the grants and budget. Mr. Reuning said he would check with Ms. Hodgston about the manifests and if they could be brought to each meeting.

The Joint Board voted to ask Ms. Hodgston if it were possible, and 8 members were in favor of the motion with one against, being Mr. Ruth. Ms. Hinrichsen asked what the average of $8,000 was on the buyout of the health insurance line. Mr. Reuning said the health insurance line and the buyout line’s explanation was that an individual had taken the buyout instead of the health insurance plan. Mr. Ruth said the state accounting system was easily misunderstood; many of the line numbers could be moved around so the information is better understood.

Ms. Levenson brought the conversation to a close by giving the recap. The amounts in the packet show an $83,393.68 overspent; however, the board believes it will be closer to $39,000 based on the adjustments made to lines 8 and 15. There will be a different number on the financials in August when the final budget is closed and the encumbrances are released. The financials for preschool will also be released in August.

**Director of Student Services Report:**

Mr. Byrne gave his report to the Board. He is beginning to write the grant for the IDEA allocations and anticipates bringing the finished copy to Mr. Reuning for review. The Child Find numbers for the past month (June 2018) and the overall school year (17-18) are attached to his report in this meeting’s packet. He answered questions regarding the preschool numbers and the age waitlist. Mr. Reuning said the IDEA Grant used to rollover remaining funds into the next
year, but that has changed to giving schools the opportunity to spend the remainder over the
138 course of 18 months. However, the SAU currently has 3 grants open.
139
140 Ms. Hinrichsen gave information to the new board members regarding the IDEA
141 Grant(s). Ms. Levenson asked if the districts now have more time in the 18 months to spend and
142 close existing grants. Mr. Byrne said they have less time, as the grant expires instead of
143 continuing the rollover. Mr. Ruth asked Mr. Byrne questions regarding the process of
144 transferring in-town versus out-of-town students. Mr. Hinrichsen said if there are concerns, a
145 truant officer is sent out to verify residency and school attendance. Mr. Byrne also said he and
146 Ms. LaVallee are attending professional development courses to stay informed on current
147 changes.
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154 truant officer is sent out to verify residency and school attendance. Mr. Byrne also said he and
155 Ms. LaVallee are attending professional development courses to stay informed on current
156 changes.
157
158 Ms. Chavda asked why the numbers seemed to be fluctuating greatly and Mr. Byrne said
159 he had spoken with Ms. LaVallee and she had said it is difficult to determine the enrollment in 3
160 years versus 20 years. Ms. Hinrichsen said it also stops when families with young children do not
161 move into the town(s). Ms. Helm said that every district has distinctions in behavior. Mr. Byrne
162 also said that there are instances where parents refuse the early intervention for their students in
163 regards to special education. Mr. Byrne also asked to schedule the Alt-Ed. Committee. He is
164 sending an email to the Board members this month to schedule the meeting with Kelly, Erica,
165 Misty and Brian.
166
167 Ms. Lowe asked why there was a waitlist for 4-year olds, but the district was also looking
168 for 3-year olds. Mr. Byrne said they were looking for 3-year olds for technical developing for
169 model students. This matching of skills helps the preschool to be more inclusive. Ms. Lowe
170 asked if the preschool was free or had cost. Mr. Byrne said there was a small tuition, but he did
171 not have those numbers this evening. He said Ms. LaVallee would have the answer. Ms. Chavda
172 said the tuition was affordable; Mr. Byrne said there was also a scholarship program available.
173 Ms. Hinrichsen asked if the preschool information should be made public on the towns’ social
174 media pages. Mr. Byrne said they are rebuilding the preschool website to make it more
175 interactive.
176
177 Superintendent’s Report:
178 Mr. Reuning gave an update on the SAU Office and the positions that have changed for
179 the 2018-2019 school year. The office received permission from the landlord to make cosmetic
180 changes, so Mr. Reuning and Mr. Byrne painted the offices for the first two days. Today was the
181 real full office day and Mr. Reuning shared his appreciation for how smoothly everything was
182 going.
183
184 Mr. Reuning shared a timeline report that Mrs. West and Mrs. Osbourne are making sure
185 all the information is in the reports. They wish to use a different template to show position
186 changes in the district for the school year. Ms. Chavda said she would like to add the previous
187 salary and the budget impact to the form. Ms. Levenson asked if this timeline report would
188 replace the nomination document while still including the resume of the nominated individual.
189 Mr. Reuning said the issue with the intent to hire form was used to build the personnel report, but
190 it is clearer for the Board and administration to see it as a table instead of having to review many
191 documents for the same information.
192
193 Mr. Reuning said he is working with the administrators during the admin retreat
194 regarding the hire forms with the grants. He would like the line number from the grant in the hire
195 forms. This way is much easier for Ms. Kerivan when she has to send out payroll. All the
196 documents presented in the packet are multi-use, but if it is possible to make them all easier to
apply information for the clerical staff, the better the office will run. Ms. Levenson made a
motion to approve changing the personnel report form that indicates nomination to the report
shown on page 28 of the packet that shows name, position, school, replacing, salary, and track
information to have in addition the budget line and impact. Ms. Hinrichsen seconded the motion
and all members were in favor.

Mr. Reuning gave the secretary update. He said there have not been any applications
submitted to the SAU for the position of Joint Board Secretary. He did meet with Mrs. Osbourne
today and asked her to place an ad in Fosters as a final reach. Ms. Hinrichsen said it might help
to post the job to the schools’ social media pages to reach others as well. Ms. Levenson asked
what the salary was and Mr. Reuning said it was currently $18-$20 per hour. It was refreshed in
Ed Jobs today. Ms. Hinrichsen said she thought the District would have a better response when
they post it to the social media. Mr. Reuning said he would email the job to the Joint Board’s
administrators to place onto their social media pages. Ms. Levenson asked if the asking rate was
adequate. Mr. Reuning said if there are no applicants after this round of updates, then it should
be discussed to boost. Ms. Helm said it would be a good idea to send the job to employment
security as well.

Mr. Reuning gave a request for new furniture for the SAU office. The Board reviewed
the items. Ms. Hinrichsen asked if the furniture needed to be purchased all at once or if they
could do a few pieces per year. Mr. Ruth said the furniture that is currently in use was moved
from the old building and no expenditures were used on furniture in the past 10-12 years. He said
it was important for the District building to be professional as well. Ms. Brosnan said it showed
much of an employer to provide decent office areas for the employees. The Board said they
would like to look at the financial list before making a decision.

Mr. Reuning discussed the Absence and Substitute Management software. The $3,200 for
the Employee Evaluation Management software could be paid for through the REAP grant
contributed by the three districts. The recurring cost of $9,200 is a yearly cost that would be
divided equally between the three districts. Ms. Hinrichsen said she was concerned with using
the REAP grant for this instead of using it for the children. Mr. Byrne said the students would
benefit from the software because it freed up the administration and gave them extra time to
spend with students. It boosted morale and school culture. Mr. Winslow said he used the
software at his school and it was incredibly time-saving by allowing the secretary more time
without having to manually search for substitutes, etc. Mr. Reuning said it would definitely
decrease labor costs over time. Ms. Levenson confirmed the numbers: $28,916.04 remains in the
budget and Mr. Reuning requested to use $6400 for furniture throughout the SAU Office and
$8,000 for the FrontLine Management Software. Ms. Hinrichsen asked again if it was feasible to
purchase all the furniture now and Ms. Chavda said the furniture conversation has gone on for a
few years.

Ms. Hinrichsen said the furniture discussion was tabled often in preparation of moving to
another business office, etc. Mr. Winslow made a motion to accept the request for $14,400 for
furniture and software; he was seconded by Ms. Lowe. Ms. Levenson said the Board should
think about improving the office as it was a central location and they were not moving the SAU
office any time soon. The Joint Board moved to accept the request to spend the $14,400 and the
motion carried 9-1, with Ms. Hinrichsen against. Ms. Levenson asked if the SAU office was
changing their office hours and Mr. Reuning explained that the staff had the option of working 4
10-hour days or 5 8-hour days, however, the support staff has agreed to rotate their schedules to
have an individual available on Mondays and Fridays. Mr. Reuning said the office staff was
working very well together in spite of the changes. Ms. Levenson said the Joint Board also worked hard in staying positive and current.

**Personnel Report:**
Mr. Reuning gave the personnel report.

**Nomination:**
- Ms. Viola Cannella for the position of Bookkeeper with the salary of an increase of hours, not to exceed 40 hours per week.

Ms. Chavda made a motion to accept the nomination as presented and was seconded by Ms. Brosnan. Ms. Hinrichsen asked how long this position change would be used and Mr. Reuning said it would be complete at the end of the month. All members were in favor of the nomination.

**Policies: Corrections and Reaffirmations**

**First Readings:**

- **#ADC: Tobacco Products – Ban Use and Possession in and on School Facilities and Grounds**
- **#BCA: Board Member Ethics**
- **#BEDB: Agenda Preparation and Dissemination**
- **#EHB: Data/Records Retention**
- **#BBAB: Roles and Duties of the Board Chairperson**

**Second Readings:**

- **#JRA: Student Records and Access**

Ms. Hinrichsen asked if the Board could table the policies until the next meeting as there were many of them and the meeting was going late. Mr. Reuning said the auditor had mentioned one of the policies needed to be accepted and posted as it had to do with investments. Mr. Reuning passed out the investment policy to the Board. He asked the Board to take it home and read it; he would address it at the next meet. Ms. Levenson allowed the policies to be tabled.
Committee Updates:
Ms. Levenson said she hopes that the Management Committee would meet during the interim of the Joint Board. They are preparing and discussing the final format for goals with Mr. Reuning. Mr. Reuning said his focus has been on school safety; he would like it to be a focus on the goal sheet as well. Ms. Levenson asked if the Board wished her to continue working with Mr. Reuning on the goals and the Board gave their approval. Ms. Chavda asked who was on the management committee and how the decision was given. Ms. Levenson said it was initially decided and voted on at the reorganization meeting. Ms. Levenson, Mr. McGuigan, and Ms. Lowe are on the Management Committee.

Future Meeting Dates Set/Approved:
August 27, 2018  6:15 p.m.  Joint Board Meeting: SAU Office
September 24, 2018  6:15 p.m.  Joint Board Meeting: SAU Office

Ms. Levenson encouraged the Board to review the NHSBA information as they are holding board member training over the summer regarding policies and budgeting. Ms. Lowe said that she and Ms. Helm were attending a workshop in October. Ms. Helm asked what happens when the NHSBA hosts board member workshops that are not free. Mr. Reuning said he has never seen a local board not allow its members to attend because of cost. Ms. Chavda asked if Mr. Reuning had goals in place and Ms. Levenson said they were voted on at the last meeting. Ms. Lowe said Mr. Reuning was asking to add a goal, school safety, to the goal sheet. The goals sheets would be in the next packet.

Motion to Adjourn:
Motion to adjourn was made by Ms. Hinrichsen and seconded by Ms. Lowe. All members were in favor. The Joint School Board Meeting on July 16, 2018 was adjourned at 8:43 p.m.

Respectfully Submitted,
Ms. Amelia Trapp
Interim Secretary