Approved  
School Administrative Unit #44  
Joint School Board  
Public Session  
August 27, 2018  
6:15 pm

**Northwood:**
Keith McGuigan, Vice Chair - absent
Dave Ruth
Shane Wells - absent
Amy Hanavan
Brian Winslow

**Nottingham:**
Susan Levenson, Joint Board Chair
Christine Dabrieo
Kathryn Brosnan - absent
Roslyn K. Chavda
Kelley Gordon

**Strafford:**
Bruce Patrick - absent
Misty Lowe
Kerry McMahon - absent
Debbi Hinrichsen
Erica Helm - absent

**Others:**
Mr. Scott Reuning, Superintendent of Schools, SAU #44
Mr. Nate Byrne, Director of Student Services, SAU #44
Mr. Robert O’Sullivan, Business Administrator, SAU #44
Ms. Amelia Trapp, Interim Secretary, SAU #44

No Visitors Present for Comment(s).

Call to Order:
Ms. Levenson called the Joint Board Meeting to order at 6:19 as a quorum was now present. The manifests with their supporting documentation circled the table for the members’ review.

Approval of Minutes:
Mr. Ruth made a motion to accept the minutes from the meeting on July 16, 2018 both public and nonpublic; he was seconded by Ms. Lowe. The joint board brought grammar changes to the secretary’s attention. 8 members were in favor of the minutes as revised, with one abstention, being Ms. Dabrieo. Dr. Chavda asked if the meeting would continue to be videotaped and Ms. Levenson said Mr. Garnett would not be able to be at this meeting due to a scheduling
conflict. The board discussed the possibility of having another individual videotape the meeting.

Mr. Ruth said that the Joint Board did not originally request Mr. Garnett to videotape, as it was the Northwood residents who had asked Mr. Garnett to videotape the joint board meeting. Ms. Levenson asked if the board would like to pursue a search and possible hire. Mr. Reuning said he would research the information.

Dr. Chavda made a motion to have the chair contact Mr. Garnett to see if he or an assistant would be attending the meetings. If not, that the joint board pursue opening a position and accepting applicants. Mr. Ruth seconded the motion. Mr. Winslow asked if there was a possibility to do a digital camera and Mr. Reuning said there were no funds to do so, but it was a projected $950. Ms. Hinrichsen asked if the administration would consider changing the meeting schedule to accommodate Mr. Garnett’s schedule. Mr. O’Sullivan said there was not an available line item until the next fiscal year. Mr. Ruth said that if it the meeting date were changed to the 3rd Monday of the month, then the administration would be attending 3 meetings total in that week. All members were in favor of the motion to have the chair contact Mr. Garnett regarding the videotaping of the meetings. Mr. Ruth had a question for Mr. Reuning regarding a line in the manifest.

**Business Administrator’s Report:**

Mr. O’Sullivan gave his report to the Joint Board. He reviewed the financial reports and said there is currently a healthy fund surplus. Based on the amount, the Board could fund a videographer either with a digital camera or by a new position. There is not a specific line and description for that at this time. He reminded the Board of a discussion that took place in January regarding an adjustment made for grants that were performed and the offsetting billings had never occurred. The adjustment is shown on this report; however it shows as revenue. The auditors say that it is immaterial and even Tyler Technology said it might be an error in their system(s). Mr. O’Sullivan shared the Tyler Technology Proposal and broke the ice, saying it would cost $60,000. Ms. Hinrichsen asked that the proposal be sent to the board members so they can peruse it before the next meeting. Mr. Ruth asked if there was a savings to change the software from ADS to the new software. Ms. Hinrichsen said the initial cost would be $57,677 and the licensing fee of $15,905. Mr. O’Sullivan said he would negotiate the licensing fee to the cost they pay currently, which is $12,000. Every year after, they would only be paying the licensing fee.

Ms. Levenson asked if the technology program provides any enhancement in contrast to the current software and Mr. O’Sullivan said he did not know. They know of school districts that use the software, but have yet to see it live. Mr. O’Sullivan said that FrontLine would integrate into the new software. Ms. Levenson said the three districts would have advantages when using the new software, especially in regards to time management. Mr. O’Sullivan said the proposal was both a large endeavor and a large cost. Ms. Hinrichsen said she would like to see what other districts had to say in regards to the benefits of the new software. Dr. Chavda said that they are no longer able to stay with ADS as the software was outdated. Mr. O’Sullivan said he is not asking for approval this evening, but rather encouragement to continue researching the product. Mr. Reuning said there were alternative software within Tyler, but not as futuristically projected as Infinite Visions.

Ms. Hinrichsen asked the technology committee to bring back any information regarding the technology to the board after the proposal meeting. Ms. Levenson asked if the Board were to submit an RFP, were they of the understanding that there were no other options. Ms. Hinrichsen
asked when the ADS software would end and Mr. O’Sullivan said it would take a few years, but they do not have the personnel to continue customer service. Ms. Hinrichsen said she would like to see a list of the school districts that Tyler Technology services in NH. Ms. Levenson gave the policy of DJE: Bidding Requirements to the Board in regards to the technology information. Mr. Reuning recommended that based on the discussion from the meeting that they go out to bid and their questions will be answered when the bids are received. Mr. Byrne said they should go out to bid for comprehensive school software and keep the bid open.

**Director of Student Services Report:**

Mr. Byrne met with the Alt. Education Committee in the newly renovated classroom in the SAU. They were thankful for the updating that was able to be done in that classroom. Ms. Lowe continued the report, saying the committee had discussed how many students were enrolled and how the enrollment was fluid based on the needs. The program is different for each student and the end goal is that the student re-enters the public school. The trend is 3-5 students out of school and 7-10 students during the school year to school in that classroom.

Ms. Hinrichsen said the trend had declined over the past 8 years. Mr. Reuning said there used to be students in that classroom learning for years at a time, however, the classroom has become more of an environment of personalized learning and the student is expected to be in that setting for a quarter of the school year.

**Superintendent’s Report:**

Mr. Reuning gave his report to the Board. He showed the organizational chart to the board regarding the information that is projected to be discussed at the upcoming meetings. He also informed the board that the SAU has a twitter account and the first posting was in regards to the bus routes. The Facebook page is also up as well as the SAU newsletter is going out to the community. Ms. Hinrichsen asked if there would be a link on the Facebook page so she could share it and Mr. Reuning said he would get the information to her. The grants are being put into ADS and are being approved. The SAU grant report will be presented monthly.

Mr. Reuning shared the welcome letter to the SAU staff with the Board. He is going to each school’s beginning of the year staff meeting to discuss expectations and updating them on the changes that were made. Mr. Reuning informed the Board that he would need to authorize overtime for a staff member to complete authorizations that had been requested by the NH Retirement System. The SAU office will be closed early on Friday in anticipation of the three-day weekend. Mr. Reuning shared with the Board that he had received an invitation for a Superintendent Summit that is on October 24-26, 2018. It is fully paid for and he is going to Bonita Springs, Florida. He shared some of the topics that would be discussed at the summit. The Board shared their excitement regarding the news.

Ms. Dabrieo made a motion to have Ms. Levenson, the Board Chair, sign the engagement letter from Plodzik and Sanderson, Professional Association/Accountants and Auditors. She was seconded by Ms. Hinrichsen. Mr. Reuning said they were in the office yesterday and worked all day. Mr. O’Sullivan said he wished to terminate the purchase order process as the outstanding purchase orders were draining the fund balance and needed the Board’s support to do so. All members were in favor of Ms. Levenson signing the letter.

Ms. Levenson brought the open items to the Joint Board’s attention:

- Management Committee working on meeting schedules and Joint Board format.
Audit Committee working with Melanson and Plodzik on audit and Agreed upon Procedure engagement on funds and required filings.

She asked that the members keep the items in mind and continue to bring information to the Board’s attention. The Joint School Board Responsibilities template was also shown to the Board with the understanding that it would be used to catch and retain data for future meetings. Ms. Levenson asked the Board when they would prefer to have the public hearing for the budget. Mr. Reuning said that it is usual to have the hearing in December. He said a budget form would be presented at the next meeting.

Ms. Hinrichsen made a motion to accept the Joint Board Goals for the Superintendent goals as presented in the packet. She was seconded by Mr. Ruth. Dr. Chavda asked when the goals would be assessed and Ms. Levenson said they would be reviewed at the Superintendent Review. Dr. Chavda said that the motion to be changed to accepting the additional point instead of the entire goals that are already being implemented. Ms. Hinrichsen and Mr. Ruth rescinded their votes. Ms. Hinrichsen made a revised motion to accept the additional point to the Joint Board Goals under the bullet point of Facility Security and Safety. She was seconded by Mr. Ruth. The additional point was added at the request of the Superintendent. All members were in favor of the motion.

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

Nomination:

- Ms. Jill LaVallee, for the position of Mentor Program SAU Coordinator with the stipend of $1,000.

Ms. Hinrichsen made a motion to accept the nomination and was seconded by Mr. Ruth. All members were in favor of the nomination. Ms. Levenson signed the stipend sheet at this time.

**Policies: Corrections and Reaffirmations**

- **#DFA: Investment – First Reading**
  
  Category P

  The School Board authorizes the School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

  **OBJECTIVES**

  The three objectives of investment activities shall be safety, liquidity, and yield.

  1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable laws.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.

3. Yield. The Investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent, or his/her designee involved in the investment process, shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA* Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.

2. Ethics and conflicts of interest. The School District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.

3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

The investment of funds will be left to the discretion of the Finance Committee without prior approval of the Board. The Board will periodically review the investment policy.

Discussion: Mr. Reuning said this policy was a model that needed to have action taken on it, as the auditors need it to continue. Ms. Dabrieo made a motion to accept the first reading of policy #DFA and was seconded by Dr. Chavda. All members were in favor of the motion.

Committee Updates:

Dr. Chavda said the technology committee was not sure how to explain the update and asked Mr. Reuning to continue. Mr. Reuning said the network had a few viruses that were bots that had gotten into the server and had shut it down for 2-3 days. The bug occurred due to an open port. The outside access to ADS was compromised and there was a denial of service. They are hoping to have access back into the buildings soon. Mr. Reuning said there was an overall cost of $1500 that was covered in the technology line. Dr. Chavda said that she and Mr. McGuigan had accepted the plan to resolve the issue.
Ms. Dabrieo shared a request from the local board regarding training for the budget process. She said it would be a valuable tool for the boards to consider. September 11 and 13, 2018 would be the training days. Ms. Lowe said she and Ms. Helm had registered for the free training in September that was in Concord as well as another training that was in November. Ms. Lowe said she was interested in learning wherever possible. Ms. Levenson said training at the SAU would be feasible. Dr. Chavda said that offering budget training at the SAU may not be the best idea when it was already being offered in other towns. Ms. Levenson agreed and said she would pursue other items for the board members to be able to train on and with.

Ms. Hinrichsen asked if it could be possible to push policies into the new year to give time to discuss the budget conversations. Ms. Levenson said they should approach policies according to state law. Mr. Reuning said he was not too concerned with SAU policies as they had the majority of them already set.

**Future Meeting Dates:**
September 24, 2018  6:15 p.m.  Joint Board Meeting: SAU Office

**Motion to Adjourn:**
Motion to adjourn was made by Ms. Hinrichsen and seconded by Ms. Dabrieo. All members were in favor. The Joint School Board Meeting on August 27, 2018 was adjourned at 9:00 p.m.

Respectfully Submitted,
Ms. Amelia Trapp
Interim Secretary