Call to Order:

Ms. Levenson called the Joint Board Meeting to order at 6:15. 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 August 27, 2018; he was seconded by Ms. Helm. The joint board brought grammar changes to the secretary’s attention. 10 members were in favor of the minutes as revised, with 3 abstaining. Ms. Brosnan arrived at 6:20 p.m.

Business Administrator’s Report:

Mr. O’Sullivan gave his report to the Joint Board. He had no concerns at this time. The projected rate of expenses was showing the surplus amount to be $45,000. That will increase closer to the $65,000 amount shown on the line item. This is due to not having all the revenues in to the office at this time. The preschool is in excellent condition at this time. The revenue under the Alt. Funds is less than expected at this time due to line items whose funds have not come in yet. Ms. Levenson asked the Board if they had any questions for Mr. O’Sullivan. Ms. Hinrichsen asked if they could have a copy of the unassigned general fund balance as it stands, from June 30, 2013 to June 30, 2018. Mr. Reuning said they would have it at the next meeting. Ms.
Levenson said they would not be able to see any adjustments until after the audit committee reviewed it.

Mr. Reuning spoke on the SAU 44 Bid Results for the Financial Software. He said he did not recommend the Board make a decision this evening, but rather take the information home for review in preparation to discuss and vote at the next meeting. The bid had closed on the 18th at 2 pm and the SAU had received two bidders, Power School and Tyler Technologies. There were inquiries received from other companies asking questions, such as “Was it appropriate to have the tech support from out of the country?” Mr. Reuning kept the iPortal bid in the packet as it was part of the bid, but the SAU would not necessarily use that part of the tech services. Tyler Technologies also offered an internal hosting option. Mr. Reuning said that if the Board wished to proceed, they would need to have Tyler Technologies present to give their presentation. Mr. O’Sullivan said the prospective bid number from the previous meeting was mirror image to the number presented this evening. Mr. Reuning said that the important part of the iPortal system was the ESS system (employee service system) which follows an approval function for timesheets and other items, causing a paper reduction and increases efficiency.

Ms. Hinrichsen spoke on the presentation from the last meeting regarding Infinite Visions and the fact that ADS is reducing its engineering support. Mr. O’Sullivan and Mr. Reuning gave examples. The DOE 25 and MS 25 forms were done with an independent part of the audit because there were not enough hands in the office. The audit was attempting to work with Tyler Technologies to retrieve the information they needed for these forms to auto-populate, however the charts of accounts were not correctly set up in any of the three districts to do so. The auditor told Mr. Reuning that it took 4 hours to receive a ‘no’ answer. Subsequently, all the DOE 25 and MS 25 forms had to be done manually; they had had to be completed manually for a time period and that is not how the financial software is meant to handle the input. The ADS system used to be able to export files, but that is no longer an applicable option. Mr. Reuning showed a few issues to the Board using the budget lines.

Ms. Dabrieo asked if the office had had the chance to review the Power School bid in comparison with Tyler Technologies; Mr. Reuning said that he, Mr. O’Sullivan and Ms. Osborne reviewed the bids. There is a significant cost difference between them. Mr. Reuning said he would be able to go into more detail in nonpublic. Mr. McGuigan asked if there were cost efficiencies to the hosting portion for both companies and Mr. Reuning said they were listed in the bid. Mr. Reuning said the cost to host the software themselves was $9,225.00 more. Mr. McGuigan asked if they needed any certification from their current hardware to be able to host this new software. Mr. O’Sullivan said the current hardware they had was adequate; however, they would need to update the Microsoft query logic. Tyler Technologies supports 2012 and the office is on 2008. Mr. McGuigan said the ability to host externally was a good idea and the Board should consider it due to the fact that hardware ages and either the SAU will have to cover the impending costs to do it internally or hire a company to do the hosting to reduce costs overall. Ms. Hinrichsen said she had spoken with the bookkeeper who relayed some information about Tyler Technologies; they have a helpful customer service line.

Ms. Levenson asked the Board if they wished to have either bidders present at the next meeting to present their technologies. Dr. Chavda said she would like to see them in October, especially since Tyler Technologies needed a commitment before December 31, 2018. Mr. Ruth agreed and said they needed to make their decision soon based on the budget meeting in December. Ms. Hinrichsen said that Frontline was another software that was in use for other evaluations and she thought they were working on their own accounting software. Mr. Reuning
said Frontline was working on Medicaid and EFInance so far. He has not seen anything extra in regards to accounting software. Frontline can integrate with Tyler Technologies, but Frontline will not integrate with Power School. This is not a critical matter, but it is preferred. Ms. Levenson asked again if the Board wanted presentations from both parties and Dr. Chavda said she would like to see Power School’s presentation as well as the possibility to ask better questions of Tyler Technologies. Mr. McGuigan asked if there were advantages to Power School over Tyler Technologies and Mr. Reuning said he had not found expansive advantages from Power School over Tyler Technologies, but would prefer to discuss further in a nonpublic session.

Dr. Chavda said she was also concerned with how high the cost comparison was and Mr. Reuning said it was charged per district. Mr. O’Sullivan said another SAU had chosen not to use Power School for financial reasons. Ms. Levenson said that any further discussion should be placed in nonpublic. Ms. Hinrichsen said the technology should be investigated further as the cost was much to consider. Ms. Levenson said the Tech Committee should review the information as well. Ms. Dabrieo asked if it were better for the presentations to be given to the Tech Committee as opposed to the Joint Board; Ms. Levenson said she felt there was a lot of information for the Tech Committee to review to make a decision. Ms. Dabrieo said she would be in favor of making a decision based on the Tech Committee’s review of the presentation as well as the SAU staff who uses the technology on a daily basis. Mr. McGuigan said he thought the Superintendent was the best judge of who should attend the presentation for information.

Ms. Levenson said the Tech Committee will have meetings as needed until the next meeting and review the presentations from both vendors; she asked the committee to post their meetings so that any other board member(s) that would like to attend has the opportunity. The next step would be that the committee would then bring their recommendations to the Board. Ms. Hinrichsen asked that the committee bring samples to the Board along with their recommendations so the Board could have the best understanding of all the information. Ms. Levenson said she would be interested to see how many other school communities continue to use ADS and how pressing the decision was. Mr. Reuning said he would retrieve the Superintendent Report from across the state that would show how many districts are still using ADS, how many districts have switched to different software and if so, why have they switched and are they satisfied with their choice. Dr. Chavda left at 7 p.m. Mr. Patrick asked Mr. Reuning why the timesheets and student activity reports needed to be driven to the individuals to be signed; he also wanted to know why the items could not have been faxed over instead and Mr. Reuning said that would be a more efficient option.

Mr. Reuning spoke on the Initial Budget Discussion. He started with the Preschool 2020 Proposed Budget. He covered a few prominent items on each page. The revenue is not up-to-date, as the number has not been split for the 3-year average. The salary for the Childfind Coordinator was adapted by combining the coordinator and assistant director position last year. $50,770 was budgeted from a grant for this position; He had left half of the amount from the preschool and other half from the SAU. Previously, IDEA funds were used to obtain preschool supplies; they were not used and have since accumulated. Mr. Reuning said there was a $14,000 preschool allocation each year due to not having to pay Strafford Learning Center. These funds will now be used for PT and supplies to reduce the burden on the local districts.

Mr. Reuning explained the rotating budget regarding the para that moved between the three districts every year. Strafford has $6,055 this year in preschool contracted services that pays for the half-time aid at the preschool along with the others that are budgeted. Last year it
was Nottingham and next year, it will be Northwood who will receive the rotating funds. Both Mr. McGuigan and Ms. Hinrichsen shared their surprise with the news, saying they were not aware of the rotating funds. Mr. Byrne said his best guess was that it had been based on an unexpected student specific need that had occurred over a 2 year period; it was possible the districts continued the practice in that budgeted rotation. Ms. Dabrieo asked if the funds could be put back into the budget; she also said there should be a part-time para to cover those funds. Mr. Reuning said it could be changed; Mr. Byrne clarified that it would remain changed unless there was a district student specific need. Mr. Reuning continued the budget review.

Mr. Reuning moved on to the SAU 2020 Proposed Budget and said there is a 3% marker for salary increases. He said he did not make any proposed changes to the superintendent line as he felt that he and the Board would discuss such changes. Mr. McGuigan had a question regarding the board secretary line item and Mr. Reuning said the JB had a secretary choice that he would be nominating later on in the meeting. Ms. Hinrichsen said that the current secretary spends more time on the minutes than the JB has been used to, so the hours will accumulate, but the work is more than what they used to put in. Mr. Reuning said he would review the budget line and have an answer at the next meeting. Mr. Reuning reviewed the Budget by line items and the Board members asked corresponding questions and gave their comments. Ms. Levenson said the budget was a starting point and changes would be presented in October, continuing any discussion. Ms. Hinrichsen clarified that the proposed funds for the technology bids were not included in the proposed budget and Mr. Reuning said they were not. Ms. Hinrichsen asked for the final numbers for this past budget and Mr. O’Sullivan stepped away to print it off the system in the office. Mr. McGuigan had a question about the supplementary request regarding the bookkeeper position moving to full-time. Mr. Reuning said they have been compiling succession planning as a few retirements were due. The bookkeeper position increased because the hours gained made the individual benefit eligible.

**Director of Student Services Report:**

Mr. Byrne gave his report to the Board. He reviewed a question from the previous JB meeting regarding community based instruction at Coe-Brown based on the IDEA allocation. He spoke with Headmaster Smith who shared information regarding this. The para taught 2 courses for community based instruction as well as overseeing 3 additional language arts classes and 2 social studies classes. There were 3 students learning with this para and they were all from SAU 44 districts. However, the Headmaster did not have specifics on those services. Mr. Byrne said this individual is classified higher than a para and is called an associate teacher. Mr. Reuning said that in the early 2000s, there had been a request from the SAU to take the highest paid professional at Coe-Brown and put it into the IDEA grant to reduce the financial cost on the local districts. Mr. Patrick recalled this occurring. It morphed over time into the highest paid para would take over the responsibilities under the IDEA grant based on student specific. Headmaster Smith and Mr. Reuning have decided to meet twice per year, during November and April to review the IEPs and ascertain whether bill-backs needed to be accomplished. Mr. O’Sullivan returned at this time with the 2018 Adopted SAU Budget that is currently being audited. Ms. Levenson wrapped up any further budget discussion by saying that the financial process would continue to be discussed at future meetings.
Superintendent’s Report:
Mr. Reuning gave the Videographer update. He said Mr. Garnett would be able to do the Joint Board meeting on the 2nd Monday or Tuesday of the month as well as the 4th Tuesday of the month. Mr. Ruth was concerned that the Northwood Selectmen meeting would conflict with the proposed meeting changes. Ms. Hinrichsen said they should keep the tradition of the meeting being held on Mondays by meeting on the 2nd Monday of the month. Ms. Levenson said the conversation was initiated from the research of costs for the SAU to either obtain a video system or cut costs by speaking to Mr. Garnett to schedule possible availability for him to videotape the Joint Board meetings. Ms. Helm asked Mr. Reuning how the change would impact the administration’s schedule. Mr. Reuning said the administration would be attending 2 meetings the first week, 1 meeting the second week, 2 meetings the third week and 2 meetings the fourth week. Mr. Reuning said it was possible and Ms. Hinrichsen thanked him for his honesty. Ms. Hinrichsen said they had been discussing this dilemma for over two years; she made a motion to move the JB meeting to the 2nd Monday of the month beginning in December. Mr. McMahon seconded the motion. The Board discussed the motion and change. Mr. Ruth shared that the change would conflict with his schedule, so he would not be able to attend any JB meetings starting in December. 9 members were in favor, with 2 opposed. Mr. Reuning spoke on the committees and reminded the JB members to be involved in their committees. Mr. McMahon said he would represent Strafford on the Curriculum Committee. Mr. Reuning spoke on the Infrastructure Grants for Nottingham and Strafford. He had received a vague email that morning, so he will update the respective members of their news tomorrow morning.

Personnel Report:
Mr. Reuning gave the personnel report:
Nomination:
- Ms. Amelia Trapp, for the position of Joint School Board Secretary, with the salary of $20 per hour.

Ms. Hinrichsen made a motion to accept the nomination and was seconded by Mr. Patrick. Ms. Hinrichsen said that Ms. Trapp has been working with Strafford’s School Board for the past year and has been doing a great job as well as has an open and teachable personality. All members were in favor of the nomination.

Resignation:
- Ms. Denise Doyon, from the position of Receptionist, beginning October 4, 2018.

Ms. Hinrichsen made a motion to accept the resignation with regret and was seconded by Ms. Helm. All members were in favor of the resignation.

Policies: Corrections and Reaffirmations

- #DFA: Investment – Second 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: Ms. Brosnan asked if the SAU had investments and Mr. Reuning said their bank account was considered an investment, so they needed the policy. Mr. McGuigan moved to accept the policy and was seconded by Ms. Brosnan. All members were in favor of the motion.
Open Items:
- The Management Committee is working on their meeting schedules as well as the Joint Board format.
- The Audit Committee continues to work with the Melanson and Plodzik auditing and the required filings.
- The Joint Board Timeline is continuously being updated.
- The final format for the Superintendent goals are being updated as well.

Mr. McGuigan said it would be helpful to have separate JB and Superintendent goals; he realized that the current goals were unmeasurable. Ms. Hinrichsen said the goals were items that the Superintendent was already accomplishing. Ms. Helm said the ‘goals’ were really job descriptions and the JB should be more collaborative and descriptive in the future. Ms. Dabrieo asked for future clarification and Mr. Reuning said the goals should be attached to the evaluation tool. Ms. Helm asked if rubrics were used to set goals and Mr. Reuning said that the staff met with him at a specified date, they bring goals and Mr. Reuning might add one or a few, depending on his evaluation. Ms. Levenson agreed that the evaluation tool is too expansive.

Other:
Ms. Levenson said the Kidder Law Conference is on October 3, 2018 and asked if any JB members were attending. She informed the Nottingham members that she would be attending. She had enjoyed the last few times she had attended and encouraged the members to consider it.

No Committee Updates at this time.

Future Meeting Dates:
October 22, 2018 6:15 p.m. Joint Board Meeting: SAU Office
November 26, 2018 6:15 p.m. Joint Board Meeting: SAU Office

Return to Public Session:
Ms. Dabrieo made the motion to come out of nonpublic and was seconded by Mr. Ruth. The Board came back into the public session at 9:35 pm. No votes were taken.

Motion to Adjourn:
Motion to adjourn was made by Mr. Ruth and seconded by Mr. Patrick. All members were in favor. The Joint School Board Meeting on September 24, 2018 was adjourned at 9:36 p.m.
September 24, 2018

SAU #44
23 Mountain Ave. #A
Northwood, NH 03261
8:35 p.m.

Documentation of the Nonpublic Session

Members present: Mr. Bruce Patrick, Chair – yea, Ms. Erica Helm – yea, Mr. McMahon – yea, Ms. Hinrichsen – yea, Ms. Lowe – yea, Mr. Ruth – yea, Ms. Hanavan – yea, Mr. McGuigan – yea, Ms. Dabrieo – yea, Ms. Brosnan – yea, Ms. Levenson – yea, Ms. Gordon – yea. Dr. Chavda, Mr. Wells and Mr. Winslow were absent.
Specific Statutory Reason cited as foundation: RSA 91-A:3, II.

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

Ms. Dabrieo made the motion to open the session and was seconded by Mr. McGuigan. Non-public session entered at 8:35 pm. Matters regarding budget and personnel were discussed. Ms. Dabrieo made the motion to come out of nonpublic and was seconded by Mr. Ruth. The Board came back into the public session at 9:35 pm. No votes were taken.