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

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

Strafford:
Bruce Patrick - absent
Misty Lowe
Debbi Hinrichsen

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, Joint Board Secretary, SAU #44

No Visitors Present for Comment.

Call to Order:
Ms. Levenson called the Joint Board Meeting to order at 6:18 and the Board had a quorum with 10 members 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 September 24, 2018; he was seconded by Ms. Helm. The board brought grammar changes to the secretary’s attention. 9 members accepted the motion, with 1 abstention, being Mr. Winslow. Mr. Ruth made a motion to accept the nonpublic minutes of the same meeting and Ms. Lowe seconded. 8 members accepted the motion, with 2 abstentions, being Mr. Winslow and Dr. Chavda.

Business Administrator’s Report:
Mr. O’Sullivan gave his report to the Joint Board. Mr. O’Sullivan said there was nothing of significance to report; the current surplus was $61,948.00. The preschool is doing well and Mr. O’Sullivan spoke on the surplus allocation that traditionally went back to the three districts at the end of the school year. The members reviewed the report at this time. Ms. Hinrichsen had a question regarding the refreshment line in the financials. She asked where the money for the administrative retreat had come from and Mr. Reuning said it depended on the admin that hosted the retreat. If the SAU hosted, it would come from the SAU refreshment line, etc. Dr. Chavda
had a question regarding the bank fees line. Mr. O’Sullivan said a bank fee would be a late fee or a bounced check from a vendor and Mr. Reuning said the line item had not been used yet this year. Mr. Reuning passed out the updated proposed 2020 budgets. They first discussed the SAU budget. The Guaranteed Maximum Rates (GMR) came back at 8.1%. Mr. Reuning reviewed the retirement numbers on the buyouts. A memo from the NH Retirement system went out last May and that information was reviewed as well when he was adjusting the budget. Ms. Levenson asked for clarification on the information. Mr. Reuning said the Superintendent, Assistant Superintendent and staff were billed an 11.7% retirement percentage whereas Special Education and staff were billed at a 17.8% retirement percentage. However, the employee rate had decreased and the teacher rate had increased. Mr. O’Sullivan said he also needed to update the local budgets with the new allocations. Ms. Levenson said the board should review the information and bring any questions to the November meeting for follow-up. Mr. McGuigan asked for clarification on a salary percentage for the ChildFind position and Mr. Reuning said the salary difference was shown in the preschool side of the salaries.

The board moved onto the Preschool Budget. The GMR was updated to this budget as well. Ms. Levenson again said the information was very new and the board would have a chance to further discuss the proposed budget at the next meeting.

**Director of Student Services Report:**

Mr. Byrne gave his report to the Board. He included a preschool teacher salary comparison spreadsheet in the board’s packet. It includes a recommendation regarding the salary discrepancies. Mr. Byrne and Ms. LaVallee had also attended a NHDOE special education workshop that was hosted by Rochester School District as well as a workshop on October 19. Currently, 9 students are participating in the Alt. Education program and each district has 3 students in that program. Mr. Byrne said none of the students were in the program for disciplinary reasons. 70% of the students would remain in the program throughout the entire school year. Mr. Reuning said the cost would be divided against the three districts at the end of the year. Ms. Hinrichsen asked what program the students used and Mr. Byrne said it was GradPoint. Dr. Chavda asked if VLACS was used and Mr. Reuning said one student was using it, however, GradPoint tended to be more flexible. Ms. Dabrieo asked if it were possible to use the program for enrichment in the three districts and Mr. Reuning said it would be an interesting presentation.

Mr. Byrne spoke on the salary differences between the SAU Preschool staff and districts’ staff. The proposed budget has a 3% increase but the salary increase that would bring the salary to the SAU 44 average would be an additional $14,043.39. Mr. Byrne said the recommendation would be to increase the salary over a 2-year period. Ms. Dabrieo said they had started this program 2 years ago as the preschool teachers are not in a collective bargaining agreement and their salaries were not rising at the general rate of other teachers in the districts. Ms. Hinrichsen said they had already increased the salary line over $10,000 in the past 2 years. Ms. Dabrieo said it was because the preschool teachers were underpaid. Mr. Reuning said the teachers are not in a teacher’s union, however, they are dually certified in Early Childhood (Pre-K-3) and General Special Education. The two employees in the discussion have a Masters’ and a Bachelors’ respectively.

Ms. Hinrichsen asked whether it was right to pay a higher salary to a teacher not in a union versus staff who were part of a union. Mr. Ruth said Northwood had had a season when
salary budgets were not approved so for four years, the salaries were not being adjusted. Mr. Reuning said there had also been a period of time where teachers were not being given any sort of percentage raise per year. Mr. McGuigan said the percent increase the board would need to decide on is a 13.3% for the first employee listed and 15.95% for the second employee listed. Ms. Dabrieo asked if the board should take the information to review and possibly vote in the next meeting. Mr. Byrne said that would be best. Mr. Reuning said neither teacher had approached them regarding this information. Mr. Byrne also gave positive information regarding the teachers’ work ethics and enthusiasm.

**Superintendent’s Report:**

Mr. Reuning gave the software update. Tyler Technologies will be giving a digital presentation on November 16th at 9:30 am. The Tech Committee will then update the board and Mr. Reuning will send the information to Ms. Hinrichsen so she can update the social media pages. Mr. Reuning gave the Preschool Lease update and said there is a proposed 2% increase. Mr. McGuigan said he is abstaining from the vote and advised the other Northwood Board members to do the same as he felt it was unfair to vote from both sides of the contract. **Ms. Dabrieo made a motion to approve the rental contract for the preschool years of 2019-2020 and 2020-2021 with a 2% increase and Ms. Lowe seconded the motion.** 6 members were in favor with 4 abstentions, being Mr. Ruth, Ms. Hanavan, Mr. McGuigan and Mr. Winslow.

Mr. Reuning gave the unaudited unreserved fund balance information that was requested at the last meeting. The SAU amount is $432,727.09.

Mr. Reuning said he was meeting tomorrow morning at 11 am to discuss the Strafford budget before the Strafford Board meeting on Wednesday, as he was scheduled to attend a conference that day. Ms. Levenson gave information to the board regarding the Kidder Law conference and a written piece by Gordon Graham. Mr. O’Sullivan gave information regarding the budget hearings as well. Mr. Reuning said there is a training session on November 2nd regarding the budget hearings if any board member wished to attend. He also testified at the State House to the Commission on School Bus Safety. Mr. Byrne went along for support. The stories from the SAU #44 districts were shared and feedback was received as well as a thank you letter. Mr. Reuning was also told that his testimony was referenced to throughout the day.

**Personnel Report:**

Mr. Reuning gave the personnel report:

Nomination:

- Ms. Danielle Kemp, for the position of Preschool Paraprofessional, with the salary of $13.34 per hour for 12 hours per week.

**Ms. Dabrieo made a motion to accept the personnel report dated October 22 as presented and was seconded by Mr. McGuigan. This position is a 1:1 and the cost is being taken from Northwood. All members were in favor of the motion.**

Mr. Reuning gave the proposed plan for the new receptionist at the SAU. He gave the possibility of reducing the receptionist position to part-time and changes the bookkeeping position to full-time. He would have the changed bookkeeping position to fill receptionist position from 3-5 pm and have the remaining morning hours of 10a-3p be filled by a part-time individual who would need to be hired. Ms. Dabrieo was concerned with finding individuals
interested in the part-time receptionist position. Mr. Reuning said he had already received four applications and was going to begin interviews.  **Ms. Hinrichsen made a motion to increase the hours of the part-time bookkeeper to full-time hours of bookkeeper and receptionist at the current rate of pay. Ms. Helm seconded the motion and all members were in favor of the motion.**

**Policies: Corrections and Reaffirmations**

- **#EHAB: Data Governance and Security – First Reading**
  Mr. McGuigan made a motion to accept the policy for First Reading and move the policy to Second Reading as written and was seconded by Ms. Dabrieo. All members were in favor of the motion.

- **#GADA: Employment References and Verification – First Reading**
  Mr. Reuning said this policy was brand new based on a letter from the State of NH regarding giving felons a positive employment reference. Ms. Dabrieo highlighted grammar issues in the policy. The board discussed the policy and Mr. Reuning said he would have the attorney write a new policy in place of this one. Mr. Ruth did not agree, as the NH State and attorneys had written the policy. Mr. Reuning said there were cases where the local districts would change the policy(s) to make it more restrictive.
  Mr. McGuigan said removing portions of the policy does not necessarily remove the power of the policy. Ms. Hinrichsen agreed with having the attorney review and possibly re-writes the policy. Mr. Reuning said the purpose of the guidance was to reduce the possibility of a teacher union responding unprofessionally in case of a felon issue.

- **#KEE: Website Accessibility and Grievance – First Reading**
  Mr. Reuning said the policy covered both the SAU and district level. Ms. Dabrieo made a motion to accept the policy for First Reading and move the policy to Second Reading. She was seconded by Mr. McGuigan. All members were in favor of the motion.

**Open Items:**
- The Management committee is working on meeting schedules.
- The Joint Board timeline is being reviewed.

**Other Items:**
Ms. Helm gave an update on the school board webinar she had attended and said the speaker had touched frequently on using personal emails as opposed to the assigned emails. Ms. Dabrieo said she had listened to the webinar as well and said that it also applied to committees; committees are to follow the same rules about quorums and board should use the same caution with emails. She had asked if it were possible to use Google Docs for information retention instead of emails and an answer to her question would be responded to shortly. Dr. Chavda said she was concerned with that as she knows of committees that do business via Google Docs.
Mr. McGuigan asked when they would see the policy for the unassigned fund balance. Ms. Levenson said she projected another two months for completion. Mr. Reuning said he saw the grant review process having a turn-around with a better rate, but they still need to see the outcome.

Mr. McGuigan said the Other agenda tab should be changed to Future Agenda Items. Ms. Levenson agreed.

Ms. Hinrichsen asked that no other policies be added as she wanted the board to focus on the budget during the November meeting. Mr. Reuning said that was possible. Ms. Levenson asked that the supplementary requests be put on the bottom of the budget as notes instead of changing the entire budget. Mr. McGuigan said it would be interesting to see the SAU and the Preschool budgets combined.

**Committee Updates:**
The Audit Committee met with Melanson Heath. The brief information was a review of the MS filings and they had found an error in the Northwood MS filings of $96,000. Northwood is handling it. Ms. Levenson said the districts had already filed their unaudited financials so they are hoping to have the audit done earlier in the year. Recommendations given were for procedural items, grants, processes, and also that Tyler Communications were said to be a relevant item for the District. Ms. Hanavan and Ms. Levenson had shared the error with Northwood as well. Ms. Hinrichsen said the auditor had also spoken on grant items being completed in a timely manner.

**Future Meeting Dates:**
November 26, 2018 6:15 p.m. Joint Board Meeting: SAU Office
December 10, 2018 6:15 p.m. Joint Board Meeting: SAU Office

**Motion to Adjourn:**
Motion to adjourn was made by Ms. Hinrichsen and seconded by Dr. Chavda. All members were in favor. The Joint School Board Meeting on October 22, 2018 was adjourned at 8:55 p.m.