Call to Order:
Ms. Levenson called the Joint Board Meeting to order at 6:17. Roll call was taken and a quorum was present. Manifests were reviewed by each member.

Approval of Minutes:
The board tabled the minutes from the December 10 meeting based on pending review.

Audit Committee Report:
Ms. Levenson gave the board the update on the Audit Committee. Mr. Hadley and Mr. Batchelder, two community members who are also audit committee members were present for this meeting. Ms. Levenson introduced them to the board and gave their credentials as well. Mr. Hadley has his master’s in public administration and was also certified as a School Business Administrator. He works for the State of Massachusetts as a Grants Manager. Mr. Batchelder is an Accountant and has audited the books in many municipalities in the area. He was also the CEO of the NH State Hospital in Concord for many years. He also has his master’s in business administration and has been a budget committee member for many years.

The Audit Committee has conducted a thorough review of the unassigned fund balance history, cash flow statements prepared by Melanson Heath, the financials of prior periods and analysis of returns made to the districts. The committee has consulted with Plodzik Sanderson, Melanson Heath and administration. At this time, the Audit Committee recommends the retention of two months of the approved SAU operating budget, which is $218,000, and the return of $150,000 to the districts.
The committee will continue to review the cash flow improvements being implemented by the SAU administration to include timely submission of Maintenance efforts and Excess Cost Calculator reports and bill backs to the districts’ six employees among other cash flow improvements. They are also considering changing district payments from quarterly to monthly, but will advise the Board in the future.

The committee is also working on a policy to recommend a maximum two months retention, holding a public hearing prior to expending from the unassigned fund balance, returning funds in excess of the necessary amount to the local districts and discussing whether a super majority should be required in order to spend from the balance.

**Mr. Patrick made a motion to accept the recommended analysis of the unassigned fund balance and was seconded by Mr. McGuigan. All members were in favor of the motion.** The Board thanked the gentlemen for their service. They exited the meeting at 6:45 p.m. Mr. McGuigan thanked the audit committee for their work and Ms. Hinrichsen also extended their gratitude to Mr. O’Sullivan and Mr. Reuning for their efforts as well.

**Business Administrator’s Report:**

Mr. Reuning gave the financials report. Primex has granted a premium holiday for workmen’s compensation and unemployment depending on the district. At least each district is receiving one of those holidays. Regarding the SAU, it would put $8,700 back into the current budget and the individual district notifications will be brought in the next packet. The rates are based on the current employees. Employees shifted and experience ratings were down so the extra funds were processed as a credit. Revenues are currently in good shape. Grant monies have not been billed out yet, including Coe Brown additions. He asked the Board if they had any questions regarding the financials and said that Mr. O’Sullivan can give a more detailed response at the next meeting as well. Mr. Reuning gave the Preschool numbers as well. Ms. Levenson said they would be discussing the $68,000 at the next meeting and how it will flow into the assigned areas. Preschool revenues are coming in; currently, there are $2,800 of projected revenue to collect. The expenses have not changed very much from the previous month.

**Personnel Report:**

**Nominations:**

- Caren Brown, for the position of Mentor Coordinator – Northwood, with a stipend of $1,000 for the school year July 2018-June 2019.
- Jude Chauvette, for the position of Mentor Coordinator – Nottingham, with a stipend of $1,000 for the school year July 2018-June 2019.

**Ms. Dabrieo made a motion to accept the nominations as presented and was seconded by Ms. Lowe.** Ms. Hinrichsen asked why the board was receiving this personnel report at this time and Mr. Reuning said it was an oversight. **All members were in favor of the motion.**
**Policies: Corrections and Reaffirmations**

**#DIH: Fraud Prevention & Fiscal Management Whistleblower Policy – First Reading**

Ms. Dabrieo made a motion to accept the First Reading of policy #DIH with the noted amendments and was seconded by Ms. Lowe. All members were in favor of the motion. Mr. Patrick said that after reading the policy, he noticed that the Whistleblower reports to the Business Administrator or the Superintendent. He said that wording should be added that “in the event of the fraud being done by the roles above that the Whistleblower report to the Joint Chair.” Ms. Levenson agreed. Mr. McGuigan said it already lists that as part of the policy. Ms. Levenson read the policy line “If the report involves the business administrator, employee(s) shall report his or her suspicions to the Joint Chair.” Mr. Patrick said he thought it should be changed to “business administrator or Superintendent.” The Board agreed.

**#DJF: Bidding Requirements – First Reading**

Ms. Dabrieo made a motion to accept the First Reading of policy #DJF with noted amendment and was seconded by Ms. Lowe. All members were in favor of the motion.

**#EHAB: Data Governance & Security – Second Reading**

This policy will come back to the Board with corrections before being approved.

**#GADA: Employment References & Assistance for Employees Accused of Sexual Misconduct with Minors or Students – Second Reading**

Ms. Dabrieo said she understood the policy to be saying that employees can still be given recommendations for other school assignments even if the investigation is closed regardless of probable cause. Dr. Chavda said she understands it and it is a due process issue. Dr. Chavda asked Mr. Reuning what it meant for a case to be ‘officially closed’ and Mr. Reuning said DCYF would close a case if there was not enough evidence to pursue. Ms. Dabrieo made a motion to accept policy #GADA with 3a removed. Mr. Winslow seconded the motion. All members were in favor of the policy as amended.

**#KEE: Website Accessibility & Grievance: Second Reading**

Mr. McGuigan made a motion to adopt policy #KEE as amended with the change in role and was seconded by Mr. Winslow. All members were in favor of the motion.

**Committee Updates:**

The Management Committee gave their report. They had met before this meeting tonight to continue their discussion reorganizing how decisions are made in the SAU board by streamlining the meetings and possibly holding shorter meetings with fewer individuals. Mr. McGuigan presented their initial plan for the Board’s review. The initial plan is to define three separate decision-making forums. One forum is a full board meeting that would meet quarterly; the second forum is a created executive board with one person from each district that would be voted on by the individual districts and would meet monthly or even twice per month. The third forum would be considered a virtual forum for SAU items that needed to be focused on and the information would be given to the individual local boards for a vote; they would also direct their representative to vote a certain way.
Mr. McGuigan said they would also need to review what types of decisions the Board makes and what is appropriate for each forum. Superintendent evaluations and budget reviews would be a full board decision whereas smaller items like stipends, etc. would be assigned to the executive board. The categories need to be figured out before the final project is brought to the Board for final approval. If the Board approves, it will then be put into a policy.

Ms. Hinrichsen said she did appreciate that the local boards would be included in the decision-making, however she looks at the local board and the executive board to be one and the same because all decisions that are needing to be made would go to the local boards to be discussed and direct their individual how to vote. She said that if they leave the decision up to one person in the board without input results in little to no involvement from that district regardless of how streamlined the meeting may be.

The Board agreed with Ms. Hinrichsen’s input. Ms. Levenson said she also had concerns with local control and allowing one person to have the final decision. She liked the idea of fewer meetings and was happy with the current meetings become more streamlined, but budget decisions needed to have the local boards’ input as well. Historically, the SAU meetings met less frequently but they also only discussed SAU items. The local boards held on to their local governance.

Mr. Patrick said that when he had first come to the SAU board, they were meeting twice per year and discussed Board Re-organization and the budget. Mr. Patrick said that if there were new hires or any other such changes, they would call a meeting at that point. Ms. Levenson said she preferred the entire board focus and discuss the budget as it was a significant amount of money being taken from the districts and the voters. Mr. Patrick said he appreciated this new idea and said it should be fast-tracked to be presented at the March 2019 meeting when the new members come one to start fresh with the new format. Mr. McGuigan said he did not think it would be ready by that time. Mr. Patrick said that ideas like this had been presented to the board in the past but had lost ground as the year went on.

**Future Agenda Items:**

Joint Board timeline is being updated. Mr. Reuning said he would review them with the management committee. Ms. Levenson explained the Superintendent Evaluation information. Ms. Dabrieo said they had discussed a policy regarding the preschool teachers’ payment issues; Ms. Levenson said they could review it at the next meeting. The Board discussed the possible rescheduling of the March meeting. Ms. Hinrichsen asked if they could do the reorganization process in April instead of March and Mr. Patrick said it was a good idea. The Board discussed reviewing these possibilities in February.

**Future Meeting Dates:**

- February 11, 2019   6:15 p.m. Joint Board Meeting: SAU Office
- March 11, 2019       6:15 p.m. Joint Board Meeting: SAU Office
- April 8, 2019         6:15 p.m. Joint Board Meeting: SAU Office

**Motion to Adjourn:**

Ms. Dabrieo made the motion to adjourn and was seconded by Mr. McGuigan. All members were in favor. The Joint Board Meeting on January 14, 2019 was adjourned 8:28 pm.
January 14, 2018

SAU #44
23A Mountain Ave.
Strafford, NH 03884
7:52 p.m.

Documentation of the Nonpublic Session


Specific Statutory Reason cited as foundation: RSA 91:3 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.

Mr. McGuigan made a motion to enter nonpublic and was seconded by Ms. Dabrieo. Roll Call was held, and 11 members were present. The board entered nonpublic at 7:52 p.m. and personnel matters were discussed. Ms. Dabrieo made a motion to re-enter public session and was seconded by Mr. Patrick. The Board came back into the public session at 8:26 p.m.