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:
Mr. Winslow made a motion to accept the minutes from December 10, 2018 and was seconded by Ms. Brosnan. These minutes had been tabled at the previous meeting for additional clarifying information. The Board reviewed the minutes and brought changes to the secretary’s attention. All members were in favor of the minutes as amended.

Ms. Lowe made a motion to accept the minutes from January 14, 2019 and was seconded by Ms. Helm. The Board reviewed the minutes and brought changes to the secretary’s attention. All members were in favor of the minutes as amended. Mr. McGuigan made a motion to accept the nonpublic minutes from January 14, 2019 and was seconded by Dr. Chavda. All members were in favor of the minutes as presented.

Business Administrator’s Report:
Mr. O’Sullivan said the SAU budget had a $35,000 fund balance. The Preschool was doing very well and had a $79,000 fund balance. He said they had discussed the fund balance with the auditors and explained that process to the Board. The revenue will be moving from one budget year to the next to complete the billings. Ms. Hinrichsen asked if the $68,000 would correlate with the expected billings and Mr. O’Sullivan said it was a percentage ratio. Mr. O’Sullivan gave the report on the Tyler Technologies Infinite Vision Project.

- Project budget: $85,532 ($68,402 from fund balance & $17,130 annual fee for year 2020).
- Current Cost: $82,538 with amendment to the contract.
July 1, 2019 is the start-up date. The project remains in budget and on schedule for application.

Mr. O’Sullivan said they had decided not to self-host but rather to have Tyler Technologies host the financial system because it would have been too expensive for the SAU to update certain systems to connect to Tyler. He said that it seemed that Tyler Technologies had given them a generic quote without doing enough research on what the SAU had for hosting providers. Ms. Levenson said she knew it was a large process. She said in the beginning of the process that the use of the fund balance in this way was approved by the auditors and the attorneys. Ms. Hinrichsen asked if the attorney should look at the new contract as it wasn’t quite what the Board had originally agreed to. Mr. Reuning said they could have the attorney review it, however, Mr. O’Sullivan had already negotiated the original cost down $3,000 and continues to manage the process.

Ms. Hinrichsen said she would like a specific running balance of the fund balance account. Mr. O’Sullivan said they would provide the Board with a monthly report. Ms. Levenson asked if the contract was changing and Mr. O’Sullivan said it was; they hoped to discuss it tonight and sign it the next day. Ms. Hinrichsen and Ms. Levenson said they wanted to see the new contract. Mr. Reuning stepped out to retrieve it. The Board reviewed the amended contract at this time. Mr. McGuigan said they didn’t vote on the original contract, but rather a budget to fund a contract. Ms. Levenson said they voted to approve a budget, the use of the unassigned fund balance and to have the Tyler Tech hosted at the SAU. Ms. Hinrichsen said that was changed. Mr. McGuigan said he didn’t think it was necessary to vote on the amended contract. The Board votes on the budget and it is up to the administration how they use the money. Ms. Hinrichsen said it will now impact future budgets because of the additional $6,000 hosting fee. Mr. Reuning said it was $2,500 based on a $3500 removal fee. Ms. Levenson said she was pleased with the administration’s efforts to keep the costs down, but she recognized that the Board had voted for something different. Mr. McGuigan made a motion to approve the amended contract that was negotiated by Mr. O’Sullivan and was seconded by Mr. Winslow. Ms. Hinrichsen said she would like to continue reviewing the contract. Ms. Levenson said they would come back to that item and asked Mr. O’Sullivan to continue with his report.

Mr. O’Sullivan spoke on the allocations and the average distributions for each district. Ms. Hinrichsen made a motion to accept the $150,000 fund balance that was voted to be returned to the districts by using a 5-year average of SAU 44 budget allocations. Mr. McGuigan seconded. All members were in favor of the motion.

- Northwood is receiving $46,827.22.
- Nottingham is receiving $56,524.11.
- Strafford is receiving $46,648.67.

He thanked the members of the audit committee for their work with this. Ms. Levenson said she appreciated the work of the community members as well and Ms. Hinrichsen agreed. Ms. Levenson said the auditors still had much to do and Ms. Hinrichsen said the audit committee also had to write the policy.

Ms. Levenson went back to the discussion regarding the Tyler Technologies contract. No other discussion was presented. The Board voted to approve the amended contract and the vote carried 8-1 with Ms. Levenson abstaining. Ms. Dabrieo had a question regarding the line for Preschool with other schools and Mr. Reuning said it was based on identified students that are foster placed. Mr. Reuning said there were 26 children on the waitlist for the upcoming year for typicals. The goal is 50% based on special education mandates.
Superintendent’s Report:
Mr. Reuning updated the Board on the Primex items. Ms. Hinrichsen made a motion to accept the 1st calendar year premium holiday distribution of $1,716.67 in the form of a check to be reported as unanticipated revenue and is placed into the fund balance. She was seconded by Mr. McGuigan. Ms. Lowe asked Mr. Reuning if this was the right motion and Mr. Reuning said the money would be put in their fund balance eventually. All members were in favor of the motion. Mr. McGuigan made a motion to accept the 2nd calendar year premium holiday distribution and requested to have it refunded by check in the amount of $6,705. He was seconded by Dr. Chavda. All members were in favor of the motion.

Mr. Reuning also shared information from the New Hampshire Retirement System (NHRS). Mr. Reuning said he hoped to have the 2nd newsletter out by Friday.

Policies: Corrections and Reaffirmations

#DIH: Fraud Prevention & Fiscal Management Whistleblower Policy – Second Reading
Mr. Winslow made a motion to adopt policy #DIH and was seconded by Ms. Helm. All members were in favor of the motion.

#DJE: Bidding Requirements – Second Reading
Mr. Winslow made a motion to adopt policy #DJE and was seconded by Ms. Lowe. All members were in favor of the motion.

#EHAB: Data Governance & Security – First Reading
Mr. Winslow made a motion to move policy #EHAB to Second Reading and was seconded by Ms. Lowe. Mr. McGuigan asked if it was a new policy and Mr. Reuning said it was based on an older policy. All members were in favor of the motion.

#DN: Equipment and Supplies Sales – First Reading
Mr. Winslow made a motion to reaffirm policy #DN and was seconded by Dr. Chavda. Ms. Levenson said that reaffirming a policy meant they were keeping the same policy except for changing the date on the bottom. Mr. Reuning said the Board reaffirms policies every 3 years so new members have the chance to review them. All members were in favor of the motion.

Committee Updates:
Ms. Levenson said the audit committee had not met since the last meeting and were waiting for the auditors to finish their process so the committee could review and begin writing policies. Ms. Hinrichsen thought they were behind, and Mr. O’Sullivan said they were behind from the beginning, but the auditors said they would be done by the end of the month. Mr. Reuning asked if the audit committee wanted to schedule their audit presentations for each Board and Ms. Levenson said they would do that.

Mr. McGuigan gave the update on the management committee. He said they had met tonight with Superintendent Reuning regarding his contract. Mr. McGuigan shared his policy
that he had written for the SAU #44 Joint Board Governance Policy. He asked the Board to read and give feedback as to the logistics of the Board.

SAU #44 Joint Board Governance Policy:

A. All SAU Business will be conducted by either the full SAU #44 Joint Board, which consists of all Board members from the constituent school districts, or by the Executive Committee, which will consist of three members, one representative from each constituent school district.

B. The SAU Joint Board will schedule a full Board meeting semi-annually, with additional full joint Board meetings scheduled upon request by:
   a. The Joint Board itself
   b. The Executive Committee
   c. Any individual school district

C. Each school district will assign one member and one alternate to sit on the Executive Committee. In the case that an Executive Committee member is unable to attend a scheduled meeting, the alternate may take their place at the committee meeting to represent the district.

D. Executive Committee Meeting By-Laws
   a. A quorum of at least 2 is required to conduct any business
   b. The committee will elect a Chair and Vice-Chair. The Chair is responsible for calling meetings, setting a meeting agenda, and presiding over the meetings. The Vice-Chair will step in for the Chair if the Chair is unavailable.
   c. Meetings shall be posted at least 24 hours in advance and are open to the public. A non-public portion of the meeting may occur following the rules of RSA:91-A.
      i. Any SAU Joint Board members in attendance of an Executive Committee meeting has a right to attend a nonpublic session.
   d. The Executive Committee may, at their option, chose to schedule regularly-occurring meetings at a time that is convenient to their membership and the administration.
   e. Each constituent district is entitled to one (1) vote on all matters, to be cast by the district representative or an alternate representative assigned by the local district.

E. Delegation of Power
   a. The Executive Committee acts on behalf of, and with the authority of, the SAU #44 Joint Board, provided that:
      i. Agendas, background information/packets, and any upcoming decisions are made available ahead of time to all Joint Board members, AND
      ii. Individual districts have had an opportunity to deliberate these issues at their regularly-scheduled school Board meetings, prior to the Executive Committee meeting AND
      iii. The Executive Committee representative for the district votes to represent the decisions of the individual district’s Board.
   b. The Executive Committee cannot act on or approve the following items as these issues are exclusively the purview of the SAU #44 Joint Board:
i. Personnel decisions involving the Superintendent
ii. Approval of final budgets
iii. Any Board judiciary issues (hearings, grievances, etc.)
iv. Legal proceedings or advisories
v. Governance or SAU membership

Ms. Hinrichsen said she thought they should have fewer meetings, but that there should be Joint Board meetings at least 4-5 times per year, especially for budget season and re-organizations. Ms. Levenson agreed. Ms. Hinrichsen thought there should be 2 members from each Board in the smaller groups for accountability reasons. Mr. McGuigan said he thought the local Boards should take this policy and build from it. He said the next step would be to give it to the policy committee to re-work it. Ms. Hinrichsen said she would like to take the draft to her local Board as Strafford was missing a few members at this meeting. Mr. McGuigan said he did not think they needed to rush this policy but rather to review and research everything they needed to first. The Joint Board agreed to bring the policy to their local Boards to gather feedback and present their items at the next Joint Board meeting. The management committee will then attempt to draft a policy.

**New Business:**

Ms. Dabrieo said they should have a Preschool Teacher Pay policy, so they don’t need to discuss it every year. This issue had risen due to the teachers being underpaid. Mr. Winslow said that they are not covered by a CBA but rather the Joint Board who are preparing the budget. Mr. Winslow said they should be averaged against the three districts. Mr. Reuning said the issue with that is the three districts’ pay scales are a little different. The three were averaged this past budget season and currently one preschool teacher is making $900 less and the other preschool teacher was making $1400 more because of the way the scales were built. Mr. Byrne gave an update on the current Preschool Salaries. Mr. Byrne said the scales were not completely averaged because the averaging would have been too high, so they chose to break it up one more time. There is a $600 difference between the district salaries. Ms. Levenson said they should consider what other districts are paying as well. Ms. Lowe said she had received information from her own school district and the current pay is very comparable. Ms. Lowe said they are not tenured positions who rely on evaluations to receive raises and therefore may not need a policy.

Ms. Dabrieo said she is mainly concerned with their salaries not continuing at a comparable rate with the other districts as shown in time past. Mr. Reuning said the issue began during a few years in the early 2000s where the preschool teachers were given a 0% raise over 2-3 years and as time went on, that gap grew. Ms. Dabrieo asked if the teachers could join the union and Mr. Reuning said they could not due to not having enough employees to have an association. Ms. Helm said they would need to be attached to a single district. Ms. Brosnan asked why they couldn’t join their building’s CBA and Mr. Reuning said they were not part of the recognition clause. Mr. Reuning said the special education department evaluates the preschool teachers. Mr. McGuigan said that if they fell under their building’s CBA, then they would be known as the “Northwood Preschool” and that district would control their pay. Ms. Dabrieo wondered how other joint districts handled the situation. Mr. Reuning said the previous district he had worked with had put the teachers on the scale in the building they were in. Everyone was employed by the SAU, but the preschool teachers were put on a separate scale. Equitably, it seemed a better approach. Ms. Helm said it worked until the school outgrows the space. Mr. Reuning said that if that were to happen, then they should evaluate where most of the preschool
services are going to and have the districts start their own programs if they have the room in addition to being similarly cost effective.

Ms. Levenson thanked Ms. Lowe for her research. Ms. Lowe said her district’s preschool was non-CBA and was managed by Strafford Learning Center. Mr. Reuning said they had used Strafford Learning Center in the past, but it proved to be more expensive than what the current costs are today. The two concerns were that the teachers were not being paid enough but also that they are being paid more than the districts. Mr. McGuigan said he did not think that they are being paid more should be an issue as it was common for people to make different salaries in similar positions. Mr. Winslow said as they work for the three school districts, their salaries should be averaged against those districts. Ms. Levenson said they should research other scenarios and revisit the discussion at the next meeting.

Ms. Levenson asked if the Board wished to discuss School Board goals that were currently in place. She said there was a policy for self-assessment for each district that they could use as a guide. Ms. Dabrieo asked for a copy of the goals that had been set for this past year to review at the next meeting as well. Mr. Reuning said he would email the goals out to the Board members in the morning.

Ms. Levenson said they usually re-organize the Board in March. Ms. Hinrichsen asked if they needed to meet in March. Ms. Levenson said they could do an abbreviated meeting to discuss the self-assessment and the goals and then choose to re-organize in April. Mr. McGuigan agreed. Ms. Levenson asked how many members wished to skip the March meeting and re-organize in April. 6 members were in favor of that option. The Board decided to hold the re-organization in April.

Mr. Reuning asked the Board if the staff could start removing old documentation to make room for current items. Ms. Hinrichsen asked if the auditors needed anything and Mr. Reuning said they would retain all grant information. The Board agreed to the document removal process.

**Future Meeting Dates:**
April 8, 2019 6:15 p.m.  Joint Board Meeting: SAU Office

**Return to Public Session:**
Mr. McGuigan made a motion to enter nonpublic under RSA: 91-A:3, II (a & c) and was seconded by Ms. Lowe. Roll Call was held, and the 9 members present voted into the nonpublic session. The Board entered nonpublic at 8:25 p.m. and personnel matters were discussed. Ms. Dabrieo made a motion to re-enter public session and was seconded by Dr. Chavda. The Board came back into the public session at 9:17 p.m. Superintendent Contract was discussed, and no votes were taken.

**Motion to Adjourn:**
Ms. Helm made the motion to adjourn and was seconded by Mr. Winslow. All members were in favor. The Joint Board Meeting on February 11, 2019 was adjourned at 9:20 pm.
February 11, 2019

SAU #44
23A Mountain Ave.
Strafford, NH 03884
8:25 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. Lowe. Roll Call was held, and 9 members were present. The Board entered nonpublic at 8:25 p.m. and personnel matters were discussed. Ms. Dabrieo made a motion to re-enter public session and was seconded by Dr. Chavda. The Board came back into the public session at 9:17 p.m. Superintendent Contract was discussed and no votes were taken.