Call to Order: Mr. Reuning 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.

Board Reorganization: Ms. Hinrichsen nominated Ms. Levenson for Joint Board Chair and was seconded by Mr. McGuigan. No discussion. 11 members were in favor with Ms. Levenson abstaining. Mr. McGuigan nominated Mr. Winslow for Joint Board Vice Chair and was seconded by Mr. McMahon. No discussion. 11 members were in favor. Ms. Helm nominated Ms. Trapp for Joint Board Secretary and was seconded by Ms. Hinrichsen. No discussion. All members were in favor of the motion. Mr. Patrick nominated Ms. Hinrichsen for Joint Board Treasurer and was seconded by Ms. Helm. 11 members were in favor with Ms. Hinrichsen abstaining. Ms. Hinrichsen nominated Ms. West for Assistant Treasurer and was seconded by Ms. Lowe. All members were in favor of the motion. Mr. Patrick made a motion to approve the request to allow the SAU to apply/receive/expend all federal funds and was seconded by Ms. Helm. All members were in favor of the motion. Mr. McGuigan asked if they needed to approve State funds as well and Mr. Reuning said they were essentially federal money based on the money was given.

The Board discussed the Committee Appointments at this time.
- Ms. Dabrieo will be the Board’s representative for the SAU #44 Staff Development Committee.
- The Board chose to assign the Board representative(s) locally for the Curriculum Advisory Committee.
- Dr. Chavda will be the Board’s representative for the Evaluation Committee.
- Mr. McMahon will be the Board’s representative for the Strafford Learning Center Committee.
- Dr. Chavda, Ms. Levenson, Mr. McGuigan and Mr. Patrick are the locally assigned representatives for the Superintendent Evaluation Committee.
- The Joint Facilities Planning Committee was tabled as it is not needed at this time.
- Ms. Lowe, Mr. McGuigan and Ms. Levenson are the locally assigned representatives for the SAU Management Committee.
- Dr. Chavda and Mr. McGuigan will be the Board’s representatives for the SAU Technology Committee.
- Ms. Gordon, Ms. Arroyo and Ms. Helm are the locally assigned representatives for the SAU Alt. Education Committee.
- Ms. Levenson, Ms. Hinrichsen and Ms. Hanavan will be the Board’s representatives for the SAU Audit Committee.


**Plodzik & Sanderson Audit Report**

Mr. Campo was present to give the audit report. He said the SAU has met all the requirements under GASB and had a clean audit. Pages 33-35 showed how the revenues and expenditures went through the budget as well as the fund balance rising and falling as a result of those balances. Page 35 showed a surplus was maintained throughout the budget year and there was also an overdraft of appropriations for $452,000. Mr. Campo said this portion was a little difficult to receive information about as the Business Office had done a switch-out of management before the audit began. The original intention that was conveyed was to reduce fund balance in the SAU by appropriating less from the individual districts and keeping expenditures on the lines they should be. They reduced the fund balance by $36,517. Ms. Levenson confirmed the numbers given and said some of the numbers were understood because of the staff buyouts that had occurred. She was surprised at the amount of the budget deficit though. She said they should look at the year-end budget to see where those numbers came out of and Mr. Campo agreed.

Ms. Levenson said it was fair to say that the Board felt that the unassigned fund balance seemed higher than anticipated. Ms. Hinrichsen agreed and said that it should be turned back to the towns as much as possible to reduce the tax impact on the communities. Mr. Campo said that needed to be based on the Joint Board’s philosophy and how they wished to achieve that. He said he had seen other districts assess the taxes less than the current rate based on the funding already available in the fund balance. The districts will end up contributing less the following year(s). Instead of turning money back, they reduce the amount that the town is assessed proportionately. Page 9 showed the general sum activity for the year. The $36,517 is also listed in this chart. He showed them the goal that GASB had for the year; it was to show how the government and private sector accounts were similar based on long-term and short-term accounts.

The accounting change restatement also breaks down the financial statements as well. Mr. Campo reviewed the management letter with the Board. He gave the recommendations and
updated them on the items that had been addressed. Copies of the Governance Letter were
distributed to the rest of the members as only the Audit Committee had copies. The Chart of
Accounts structure did not align across districts and that causes inefficiencies especially when
filing state reports. Schedule 2 showed expenditures were not aligned with appropriations and
Management is addressing it going forward. Fund Balance Policy needs to be put in place based
on GASB 54 and they should rotate based on a 3-5-year financial basis. The Board also needs to
be aware of it. Cross-Training also needs to be done in the office to maintain efficient time
frames. Mr. Campo said that Mr. O'Sullivan would be writing the MDNA instead of the
auditors. Ms. Hinrichsen said the Audit Committee had had a discussion last week about the
audit that had just been completed and one of the members was concerned with the adjustments
made that was shown at the back of the letter. Ms. Levenson said that he would like additional
information and explanation at the meeting this Friday. Mr. Campo said each account had their
own materiality and the fund balance isn’t necessarily the same. Some balance sheet items could
carry forward while others could not. This period, some amounts could not be adjusted because
of incorrect journal entries. Ms. Hinrichsen said they could then report back to the Board on what
the conversation focused on at the next meeting. Ms. Levenson asked what the restatement was
for and Mr. Campo said it was based on a change to the accounting principle with GASB 54. The
Board thanked him for his report, and he left at this time.

**Professional Development Master Plan Presentation:**

Ms. Conway-Frangione was present to give the presentation. She is a teacher at
Nottingham as well as the Chair of the PDE committee. She reviewed the updates with the
Board. The Master Plan had the following changes to the document:

- Table of Contents
- Certification changed to License; Recertification changed to License Renewal and all
corrected throughout the document.
- Pages 3-6 ‘Individual PD Plans through Recertification of Paraeducators’ was changed in
  pages 5-7.
- Revised Activity Options with CEU Guidelines on pp. 10-12.
- Updated Management Responsibilities for Professional Development on pp. 12-16.
- Appendix A Matrices, pp. 19-47.
- Appendix B Forms – Frontline Screenshots of Forms on pp. 48-59 including Coe-Brown
  Forms on pp. 60-65.
- Updated list of PDC members on p. 74.

Ms. Conway-Frangione said the Joint Board Chair needed to sign the signature page included
with the master plan packet this evening as well. She gave information to the Board on what
kinds of changes the paraeducators had from the State of NH regarding education renewals. Coe-
Brown is not adopting the online Frontline process and continues to keep everything on hard
copies. Ms. Levenson asked questions about the 3-year plan and Ms. Conway-Frangione gave
additional information regarding the continuing education units (CEUs) needed for
recertification as well as personal growth projects for career goals. There are both teacher
representatives and paraprofessional representatives as well as a Joint Board representative
present on the committee. The committee needs to meet at least 6 times per year to meet State
requirements. Mr. Patrick asked how the stipends used to pay mentors for paraprofessionals was
also counted toward the requirements in this committee and Ms. Conway-Frangione said that it did. Each year, the numbers changed slightly based on how many hours were needed to fulfill requirements for CEUs.

Mr. Patrick asked Mr. Reuning to check into the possibility of paraprofessionals being paid for the credit hours they are already being credited for. Ms. Conway-Frangione said the guidelines are adopted from the State DOE. The action item needed was that the Board would vote on the master plan and that the Chair would sign the signature page to continue the steps of getting it to the State for approval. The hard deadline for this plan is the end of June 2019 though they would like to be in by May as they are not the only school working on their Master Plan(s). Ms. Levenson asked the Board if they wished to vote on it tonight or if they needed more time. Ms. Dabrieo said she had read through the packet and thought it was well-written. Dr. Chavda agreed. **Ms. Hinrichsen made a motion to accept the Professional Development Master Plan as presented to include any grammar changes brought to Ms. Conway-Frangione’s attention and was seconded by Ms. Helm.**

Mr. Patrick asked for the difference between an athletic coach receiving a stipend for a project in addition to receiving CEU credits and Ms. Conway-Frangione said that if that were the case, it would need to be brought to the committee for approval. Also, their goals needed to tie in with their activities of mentorship. Professional responsibility is largely different from team building projects regarding earning CEU credits. Ms. Gordon said there needed to be a balance of earning stipends for certain items as well as receiving credit hours. Ms. Conway-Frangione said most professional development projects are done during the school day and though the paraprofessional is receiving learning credits, they are also being paid for the school day. Mr. Reuning said the activity also goes through an extensive approval process through the administration to include the professional’s reflection of what they had learned and done. He has also not approved activities based on the professional’s true interest in the activity. Mr. Reuning said there are no conversion scales for taking professional credits and using them to increase the Step in salary. **All members were in favor of the motion.** Ms. Dabrieo said she did not see the Professional Development Committee in the committee list and Ms. Hinrichsen said it was considered the Staff Development Committee. Ms. Conway-Frangione left at this time.

**Approval of Minutes:**

Ms. Lowe made a motion to approve the minutes both public and nonpublic from the meeting on February 11, 2019. She was seconded by Dr. Chavda. The Board brought grammar changes to the secretary’s attention. **10 members were in favor of the motion with 2 abstentions.**

**Business Administrator’s Report:**

Mr. O’Sullivan gave his report. He said the revenues are within expectations. All the district payments for the SAU 44 budget have been received. In addition, many revenue lines that are shown in the report are what he called “pass-through” monies and reflect the district payments for different special education specialists that are paid through the SAU budget. The expenses remain within budget expectations. The disbursement of the $150,000 from the SAU fund balance is complete. All three districts have received their allocated amounts. The daily cash balances are checked and reviewed regarding upcoming expense and payroll obligations.
**Student Service’s Report:**

Mr. Byrne gave his report. He gave summaries for three grants as requested by the Board:

- **2017-18 IDEA Grant Summary** – The total for the year is $417,436.28. This amount had a $.27 error that was reported to the State and resulted in the district receiving an extra $.27.

- **2017-18 Preschool IDEA Grant Summary** – He used the Step by Step allocations to calculate the districts’ expenses for the direct student need in the Preschool. $5,305.05 remains unspent. The projected expenses for each district based on Step by Step allocations are 34.92% for Northwood, 39.62% for Nottingham, and 25.46% for Strafford.

- **2017-18 IDEA** – Mr. Byrne gave the activities based on their percentage calculations.
  - 75298 & 60069: These are based on the number of evaluations per district.
  - 75297 & 61686: These are based on the number of days at each school.
  - 61689: These are based on each district’s overall IDEA allocation.
  - 60559: These are based on each district paying for 1/3 of half of the salary since the staff member works with all special education students as a paraprofessional while the remaining half of the salary is student specific based on the CBI class.

  Northwood has 4 students and Strafford has 1.

The overall allocations continued with the projected costs are that Northwood will be **$166.69**, Nottingham will be **<$622.53>** and Strafford will be **$456.13**. Mr. Byrne also attached a Preschool Salary and Benefit Comparison between Step by Step and other similar preschool models as requested by the Board. The Board discussed making a policy for paying their teachers to not be in the same situation in the past of teachers’ salaries not increasing per year, etc. Ms. Dabrieo said the policy would determine how the salary was adjusted at a fair rate. Mr. Reuning said he was concerned with the history that revolved around this issue.

**Superintendent’s Report:**

Mr. Reuning asked if the Board wished to discuss the 2019-2020 nomination list in public or nonpublic session. Ms. Lowe said she would like to enter nonpublic session to discuss items before nominating positions. The Board moved the list to the end of the meeting. Mr. Reuning discussed the General Assurances with the Joint Board and said he found an item in them that was concerning. They are working to use policy #DFA, a 27-page grant policy that also tied into the fiscal policies. The signing by the Board is expected to be done in June.

Mr. Reuning brought a letter from SAU #56 to the Board’s attention. The Somersworth School District has formed a committee to study the feasibility of withdrawing from SAU #56 and they are gathering information regarding future options of having SAU services elsewhere for both the Somersworth and Rollinsford districts. Their Superintendent, Robert Gadomski, is inquiring whether SAU #44 is interested in allowing these districts to have central office services from this SAU.

Mr. McMahon asked Mr. Reuning what his thoughts were, and Mr. Reuning said he agreed with the Board’s thoughts on geographical feasibility. Somersworth is 17.3 miles away from the SAU building. Mr. Reuning said he can get to all three current schools and Coe-Brown...
in one day. Mr. McGuigan said they could have an assistant superintendent at the Somersworth location and Mr. Reuning said that was a possibility if they had the office space. Mr. McGuigan said they shouldn’t dismiss this idea based on geography and other logistics when there might be a possibility of saving the districts money by joining other school districts. He said they should think about serving their taxpayers instead of basing decisions on convenience.

Ms. Helm said it seemed like a nightmare. Ms. Hinrichsen said she could not see them saving money by picking up Somersworth. Mr. McMahon asked if their high school was a true core curriculum base as he had heard rumors that they had lost their accreditation. Mr. Reuning wasn’t sure about that. Mr. McGuigan said Rollinsford matched them a little better as they only had an elementary school.

Ms. Helm said they incurred liability issues when crossing state lines though. Mr. Reuning said the only services that Rollinsford gives to Marshwood are LEA services. Mr. McGuigan again reiterated they should not base their decision from not having enough data to prove otherwise. Mr. Reuning asked him what kind of data he would like to see, and Mr. McGuigan said he wasn’t sure.

Ms. Hinrichsen made a motion to not accept the request and wished them well. Mr. Patrick seconded the motion. Ms. Levenson asked Mr. Patrick for his thoughts and Mr. Patrick said the demographics were not agreeable with the three districts already under SAU #44. He also did not see any benefit financially to the taxpayers. Mr. McGuigan asked why he thought that, and Mr. McMahon said they already pay high taxes. Ms. Hinrichsen said the Somersworth district had many needs and Mr. Patrick said they would also be taking on multiple schools. Mr. McGuigan thought that Rollinsford and Somersworth were separating so taking on multiple schools wasn’t too concerning if only one district was looking to join SAU #44.

Ms. Helm said she understood the letter to say that they were asking to contract services and not necessarily to join SAU #44. Ms. Dabrieo said she thought they were asking for future conversations and many of the Board members had questions about what they needed. She said they should consider asking for clarification about what Rollinsford and Somersworth were asking for before deciding. 7 members were in favor of declining the request with 3 members against the motion.

Mr. Reuning presented the Step by Step Preschool Calendar for 2019-2020 school year.

Ms. Lowe made a motion to accept the calendar as presented and was seconded by Ms. Helm. The motion carried 10-0.

**Personnel Report:**

**Nominations:**

- Ms. Jennifer Cronshaw, for the position of Para-Dramatic Play Prep with the salary $13.92 per hour, 2 hrs. per month for 5 months. This position is funded through the IDEA Grant.
- Ms. Jennifer Cronshaw, for the position of ESY PK Para – Rehab Assistant, with the salary $16.50 per hour, 3 hrs. per day, 3 days per week, for 4 weeks.
- Ms. Emily Solominides, for the position of ESY PK Teacher with the salary of $30 per hour, 12 hrs. per week, for 4 weeks. The ESY PK positions are funded through the local operating budget.
Ms. Hinrichsen said that when she was a teacher, she was expected to set up her classroom for special events, etc. and she did not see the need to add a position to a teacher’s already assigned duties. Mr. McGuigan said he took offense to her comment because he had a family member who was a teacher and they valued work and family time. Ms. Hanavan agreed with Mr. McGuigan. Mr. McMahon asked if the Board could accept the nominations separately.

- **Ms. Dabrieo made a motion to accept the 1st position and was seconded by Mr. McGuigan. 7 members were in favor with 4 against.**
- **Ms. Dabrieo made a motion to accept the 2nd position and was seconded by Mr. McGuigan. The motion carried 11-0 with all members in favor.**
- **Ms. Dabrieo made a motion to accept the 3rd position and was seconded by Mr. McGuigan. The motion carried 11-0 with all members in favor.**

**Resignation**


Ms. Dabrieo made a motion to accept the resignation with regret and was seconded by Mr. McGuigan. The motion carried 11-0 with all members in favor.

**Nomination**

- Ms. Mary Bulgar, for the position of SAU Receptionist, with the salary of $14.00 per hour, 5 hrs. per day, 5 days per week. This position is funded through the local operating budget.

Ms. Hinrichsen made a motion to accept the nomination and was seconded by Ms. Helm. Ms. Lowe asked Mr. Reuning for clarification on the salary and he said the old position was hired at $13.50 per hour and would increase to $14.00 per hour after review, however, the receptionist resigned. Mr. Reuning said that upon interview with the nominee, he said the $14.00 per hour was an appropriate amount. **The motion carried 11-0 with all members in favor.**

**Policies: Corrections and Reaffirmations**

**#DFA: Investment**

Mr. McGuigan made a motion to reaffirm Policy #DFA: Investment as written and was seconded by Ms. Dabrieo. 9 members were in favor with 1 abstention.

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

Mr. McGuigan made a motion to move Policy #EHAB: Data Governance & Security to Second Reading with the board member change on the bottom of the policy. He was seconded by Ms. Dabrieo. The motion carried with all 10 members in favor.

**2019-2020 Nomination List:**

Mr. Reuning modified the list by changing the nomination of Amy West, Admin Assistant to the Superintendent/Webmaster to the hourly rate of $20.10. Other than that, the list
remains as written. **Ms. Helm made a motion to accept the 2019-2020 Nomination List as presented and was seconded by Mr. McGuigan. All 9 members were in favor of the motion.**

**Future Meeting Dates:**
May 13, 2019  6:15 p.m. Joint Board Meeting: SAU Office
June 10, 2019  6:15 p.m. Joint Board Meeting: SAU Office

**Nonpublic Session:**
Mr. McGuigan made a motion to enter nonpublic under RSA 91-A:3, II (a&c) and was seconded by Ms. Dabrieo. Roll Call was taken, and 9 members were present. The Board entered nonpublic at 9:07 p.m. and personnel matters were discussed. **Ms. Dabrieo made a motion to re-enter public session and was seconded by Ms. Helm.** The Board came back into the public session at 9:42 p.m. No votes were taken.

**Motion to Adjourn:**
Mr. McGuigan made the motion to adjourn and was seconded by Ms. Dabrieo. All members were in favor. The Joint Board Meeting on April 8, 2019 was adjourned at 9:44 pm.
Documentation of the Nonpublic Session

Present Members: Ms. Levenson, Chair – yea, Ms. Arroyo – yea, Mr. McGuigan – yea, Ms. Lowe – yea, Ms. Helm – yea, Ms. Dabrieo – yea, Mr. McMahon – yea, Ms. Hinrichsen – yea, Ms. Gordon – yea. Mr. Wells, Mr. Winslow, Ms. Brosnan, Mr. Patrick, Ms. Hanavan and Dr. Chavda 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.

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 9 members were present. The Board entered nonpublic at 9:07 p.m. and personnel matters were discussed. Ms. Dabrieo made a motion to re-enter public session and was seconded by Ms. Helm. The Board came back into the public session at 9:42 p.m. No votes were taken.