Northwood:  
Brian Winslow, Vice Chair  
Stephanie Arroyo  
Shane Wells - absent  
Amy Hanavan  
Keith McGuigan

Nottingham:  
Susan Levenson, Chair  
Christine Fabrieo  
Kathryn Brosnan  
Roslyn K. Chavda – arr.  
6:18 pm  
Kelley Gordon

Strafford:  
Bruce Patrick - absent  
Misty Lowe - absent  
Kerry McMahon  
Debbi Hinrichsen – arr.  
6:39 pm  
Erica Helm – arr. 6:25 pm

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, School Board Secretary, SAU #44

No Public Present

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

Approval of Minutes:  
Mr. McGuigan made a motion to approve the minutes both public and nonpublic from the meeting on April 8, 2019. He was seconded by Mrs. Hanavan. The Board brought grammar changes to the secretary’s attention. Mr. McGuigan made a motion to accept the minutes as amended by the Board and was seconded by Mrs. Hanavan. All members were in favor of the change. 8 members were in favor of the motion with 2 abstentions.

Business Administrator’s Report:  
Mr. O’Sullivan gave his report. The reports remain in order. The reports included in the packet are for the SAU #44 administrative office, the SAU #44 Preschool, and the IDEA Grants. The SAU 44 Office will not exceed the budget for 2019. The SAU 44 Preschool also has a positive balance and after the close-out at the end of June, will be returned to the three districts at a pro-rated basis with the assumption of it remaining in a positive balance.

The purchase orders are continuing to be closed out in the preparation of the end of June 30th fiscal year. The financial software conversion project with Infinite Visions continues on time and within budget. Training is currently putting maximum stress on the SAU 44 financial staff as they continue to implement the new software while completing daily functions. July 1, 2019
remains the “go-live” date. All updates to the chart of accounts are complete for 2020. The next item on the agenda is to convert 2017-2018 data for compliance to the correct chart of account codes.

**Student Services’ Report:**

Mr. Byrne said he had given the correct reports to the local levels and there was nothing of emergence at this time. He said the Board was welcome to ask any questions regarding the information he had given to them as well. Mrs. Hinrichsen asked Mr. Byrne to bring a report to the June meeting that gave a breakdown of the Special Education students from each district and that they also be broken down by high school, elementary and kindergarten. Mr. Byrne said it would be in the June packet.

**Personnel Report:**

**Nominations:**

- Ms. Danielle Doughty, for the position of First Aid Training, with the salary of $86.16.
- Ms. Amy Bilideau, for the position of First Aid Training, with the salary of $90.30.
- Ms. Jennifer Cronshaw, for the position of First Aid Training, with the salary of $89.88.
- Ms. Jennifer Call, for the position of First Aid Training, with the salary of $127.56.

These positions are funded through the IDEA Grant. Mr. Reuning said these individuals are already staff members, however, they are needing to be trained in First Aid. The training would be done on a day where the students are not there. **Mrs. Brosnan made a motion to accept the personnel report as presented and was seconded by Mrs. Arroyo.**

Mr. McGuigan asked if this salary amount was to pay the staff members to attend the training rather than paying for the training period. Mr. Reuning said that was correct. Mr. Byrne said the training had already been completed through a consulting nurse that had been brought in. Mr. McGuigan asked if the nurse at Northwood School could have been used instead as that was part of the job description and Mr. Reuning said it was an option they would keep in mind for future. Mr. McMahon asked if the training included CPR and Mr. Byrne said that it did. **All members were in favor of the motion.**

**Joint Board Governance Policy Discussion:**

Mrs. Levenson said the Management Committee had not been able to meet until this meeting. She said they had received much information from each local board regarding their thoughts on the governance policy and thought it would be beneficial to take the time to discuss it at this meeting. Mr. McGuigan had sent in a different proposal on Sunday and the local boards had sent in their input on the policy. The general consensus was that the members wished for fewer meetings. Mr. McMahon brought RSA 194-C:7 to the Boards’ attention and shared his proposal:
Each district in the school administration unit is allocated 3 votes at a joint board meeting. Each school district board member present shall have a proportionate share of the school district’s votes, divided equally among the district’s board members present and cast as each member present decides on any issue.

A majority of votes is required to be present to for the joint board to maintain a quorum or take any action. All actions require an affirmative majority vote.

The SAU administration shall provide an agenda and any supporting documents to each district’s board at a district board meeting prior to the joint board meeting. The joint board may table any motions or actions if such information was not previously presented to the district’s boards.

He had not had time to share it with the policy committee yet, but the Board read and discussed it this evening. Each district receives representation and even partial representation was appropriate. Each district receives 3 votes regardless of how many from each local board are present. It is a bit difficult of the chair having to count votes when they are 1/5 or 1/3 but it allowed power to be given back to the local boards.

Mr. Reuning responded to the third paragraph. He said he would need to review the current board meeting calendar before giving the Joint Board an answer. He thought that Strafford would be receiving information late, based on how their meetings fell. Mrs. Levenson said she had spoke to Will Phillips, from the NHSBA that afternoon. He had referred her to the documents below: (1) 2015 New Hampshire Revised Statutes Title XV – EDUCATION Chapter 194-C – School Administrative Units – Section 194-C:7 – Representation, and (2) NHSBA Policy #BBBH-R – Recognition of Operation and Organization of the School Administrative Unit (SAU) School Board.

Mr. Phillips thought the quorum would need to remain with 15 members, but a board could perhaps determine based on policy what they defined a quorum to be. He said that it was typical around the state that the second caveat for a quorum was that there needed to be representation from every board. Mr. Phillips said many boards have been holding their meetings similar to Joint Board SAU #44; even though it is different from what 194-C:7 states, it is working well. He said the reason for that is that there could be a Joint Board that had 7 members from one district, and another district that had only 3; it doesn’t matter how many members from each board attended the meeting, because the allowed vote count of 3 remained the same. The Board also discussed 194-C:8, which discussed weighted voting.

Mrs. Hinrichsen said that information was sent to the members in April when they had expressed questions on the topic. On a vote by vote basis, if one district asked for weighted voting and the majority of their members agreed, then the motion would be carried under the weighted vote and it falls under the ADM. Each district receives one vote per sixteen students in their district. The weighted vote isn’t usually used as a Joint Board is similar to a marriage. Dr. Chavda clarified the count and Mrs. Hinrichsen said that it in laymen’s terms, it said that the district who had the most students held the most power. The leftover students that don’t add to sixteen rounds to that number and are counted an additional vote.

Mrs. Hinrichsen shared her disappointment that Strafford’s representative’s, Mrs. Misty Lowe, had not been heard or her comments been considered regarding the governance policy, even though she was a member of the governance policy’s committee. It showed through the further discussion of this governance policy. Mrs. Levenson said the document they were reviewing this evening had not been brought to the meeting and the policy had also been tabled as the committee felt it was best to discuss it openly with the Joint Board. Mrs. Hinrichsen said
she understood that the majority of the members wished for fewer meetings; she and the other Strafford members had discussed the possibility of this happening and reviewed six or seven possible meetings that they needed to discuss, budget, reorganization and contract reviews. They had asked Mrs. Lowe to bring their findings to the next governance policy committee meeting.

Mrs. Hinrichsen said the Board has discussed this multiple times over the years and she felt it was time to take control and make a calendar for the changes that the Board wanted. Mrs. Levenson asked if she wanted the boards to discuss it and bring it back in June for a vote; Mrs. Hinrichsen said Strafford had already discussed this information and was disappointed that the other boards seemed behind in their discussions regarding the change as well.

Mrs. Gordon said she was concerned that the fewer meetings would result in longer meetings. She said she preferred more frequent, shorter meetings to fewer longer meetings. Mrs. Levenson said she had been working on keeping the meetings and agenda items discussions continue in a timely manner. Other members agreed that this was a favorable change that they had experienced. Mrs. Hinrichsen said if they decided a weighted vote, they would need to consider RSA 194-C:7,8.

Mrs. Hinrichsen said the item under #7 that would allow members not to attend the meeting as their vote was the same regardless of members attending was not best practice. She said that board members were elected and should not feel comfortable shirking their duty to their community. Mrs. Gordon responded saying that if district members felt comfortable with their local board members voting in their place in certain circumstances, that should be acceptable.

Mr. Reuning said it was a healthy conversation to have even though it was a complicated topic especially in application. He asked the Board to receive an analysis based on legal opinion to continue the discussion. Strafford would end up with more votes under a weighted ADM vote. Mrs. Hinrichsen hoped that at the next committee meeting, that Strafford’s representing voice would be heard. Mr. McGuigan invited her to the next meeting as well.

Mrs. Levenson asked the Board for guidance for the June meeting regarding a vote. Mrs. Hinrichsen said she would like to look at a calendar of the months where it would be possible to eliminate meetings; she didn’t feel there needed to be a meeting every month. Dr. Chavda asked if they had reviewed this a year or so ago and Mrs. Hinrichsen said they had but had failed to follow through.

Mr. Winslow said he was intrigued with the idea and would appreciate an analysis from the Superintendent as well for the management committee. He would also like a legal opinion regarding the third paragraph of RSA 194-C:7. The Board discussed the agenda turn-around and how that would change for the meetings. Mrs. Dabrieo asked if they could receive the information in June to act on the policy in July. The Board discussed the calendar and the next local board dates to determine information received.

Mrs. Hinrichsen wondered if the Superintendent could submit a schedule to the Joint Board that could accommodate the changes. The Board chose to be ready to vote on a meeting plan at the next meeting. Mr. Reuning asked if the legal opinion could be given to the management committee before the next Joint Board meeting and Mrs. Hinrichsen asked if the other board members would be receiving the raw copies as well. Mr. Reuning said they would be receiving everything, but he needed a vote to get it done. **Mr. McGuigan made a motion to authorize Mr. Reuning to release the legal opinion he obtains about the governance policy to the management committee prior to the Joint Board’s next meeting. Mrs. Helm seconded. All members were in favor of the motion.** Dr. Chavda reviewed the weighted vote information.
Review of Superintendent Goals:

The management committee reviewed the goals at their last meeting, and they felt it was best to bring them to the Joint Board for their review as well. Mrs. Levenson asked Mr. McGuigan to assist in her presentation of the goals. The committee felt the goals should not feed into the local board’s responsibilities but should be a separate entity. The committee also felt it was feasible to approve the goals at the end of June to have them ready for implementation in July. Mrs. Helm commented that the goals read like a job description and Mrs. Levenson said that was interesting as there was a separate statute for a job description. Mrs. Hinrichsen said it would be a good idea to have measurement criteria reflected in the Superintendent goals.

Mrs. Dabrieo said the academic goals were more of a local board, individual district position and she thought these goals should be more aligned with the Superintendent Review. Mr. McGuigan echoed Mrs. Dabrieo’s comment, saying that the goal layout would read better aligned with and measurable to the Superintendent Review to be used with the evaluation tool. Mrs. Hinrichsen said the communication should be a heading instead as it was a very important item. Dr. Chavda thought it had to do with family and community engagement. Mr. Reuning said he would check it tomorrow.

Policies: Corrections and Reaffirmations

Mr. Reuning reminded the Board that these policies supported their Grant Assurances. He asked the Board to review Policy #DJC: Petty Cash Accounts. Mr. Reuning said they are looking to change these accounts as 50% of the district has petty cash while the other 50% do not. Mr. McGuigan asked if the Board could review the policies in order and discuss them as they come up. The Board began their review again starting with Policy #DAF.

#DAF: Administration of Federal Grants – First Reading

Mrs. Hinrichsen asked that SAU be substituted for the word District and Mr. Reuning noted the change for revision. Mr. Winslow noticed that the policy was #DAF but noted as #DAR in the packet. Mr. Reuning checked and said he was correct. Mrs. Dabrieo accept the Policy #DAF with the amendments and moved it to second reading. Mrs. Brosnan seconded. All members were in favor of the motion.

#DI: Fiscal Accounting & Reporting – First Reading

Mr. Winslow made a motion to move Policy #DI to second reading and was seconded by Mrs. Hanavan. All members were in favor of the motion.

#DID: Fixed Assets – First Reading

Mr. Winslow made a motion to move Policy #DID to second reading and was seconded by Mrs. Hanavan. Mr. Reuning said this was a gap policy. The auditors were providing the audit committee with sample policies to review and implement, however, that is holding up the grant assurances. This policy is holding the line until they are approved so the grants can be approved. Mrs. Hinrichsen asked if the technology items were asset tagged and Mr. Reuning said they were tagged as soon as they were received. Mrs. Hinrichsen said Strafford had
had an issue with missing iPads and Mr. Reuning said that was an issue that many schools dealt with. All members were in favor of the motion.

### #DJ: Purchasing – First Reading

Mr. Winslow made Policy #DJ to second reading and was seconded by Ms. Helm. Mrs. Levenson said her local board had just reviewed this policy and thought that each local board had this policy implemented. Mrs. Gordon asked if they could title the policy “SAU Purchasing” and Mrs. Hinrichsen said that change clarified the policy. All members were in favor of moving the policy to second reading as amended.

### #DJC: Petty Cash Accounts – First Reading

Mr. Winslow made a motion to move Policy #DJC to second reading and was seconded by Mrs. Hinrichsen. Mrs. Hinrichsen said each district had petty cash and did not understand why the SAU needed this policy. The Board made grammar changes to reflect that the Business Administrator have emergency authority. Mr. Reuning said the SAU was also looking to remove petty cash altogether. All members were in favor of moving Policy #DJC to second reading as amended.

### #DJF: Local Purchasing – First Reading

Mr. Winslow made a motion to move Policy #DJF to second reading and was seconded by Ms. Helm. Mr. Reuning noted the grammar change as passed down from the previous policies. All members were in favor of moving Policy #DJC to second reading as amended.

### #DK: Payment Procedures – First Reading

Mr. Winslow made a motion to move Policy #DK to second reading and was seconded by Mrs. Hanavan. Ms. Helm said they did not sign the manifests as that was a treasurer responsibility. Mr. Reuning said he would like to discuss the options with the finance office. Mrs. Levenson asked if Mr. Reuning wished the Board to move the policy to second reading subject to procedure. Mr. Reuning said he did not want the policy tabled as it was tied to the grant assurances. Mrs. Hinrichsen and Mr. Reuning discussed having a 2nd board member available to sign the manifests. The wording “District” was changed to “SAU Treasury”. All members were in favor of the moving Policy #DK to second reading with the stipulation of it being subject to procedure.

### #JICI: Prohibiting Weapons, Incendiary Devices, Chemicals – First Reading

Mrs. Dabrivo said that she had printed Nottingham’s version of the policy as she preferred the wording better. She asked if Mr. Reuning would be willing to table the policy to review it; Mr. Reuning said he was not comfortable tableing it as it was tied to the grant assurances. He said it was not a good use of his time to go upstairs to print off Northwood’s policy for the board to review. Mr. McGuigan pulled it up on his computer and sent it to Mr. Reuning. The policy would be discussed after the nonpublic session when Mr. Reuning would have a chance to print off copies for the Board.

The Board reviewed Policy #JICI after the nonpublic session. Mrs. Dabrivo said she appreciated the clarification that states “Visitors, faculty, staff, students, and volunteers are strictly prohibited from bringing any firearm or weapon, whether visible or concealed, into any
school building, onto school property or a school bus, or to any school-sponsored event.” Mrs. Hinrichsen asked if the concealed carry law in NH contested their policy based on individuals walking by a school who might be carrying concealed. Dr. Chavda compared the knowledge of concealed carry to an individual who had been charged with a sex crime. Mrs. Hinrichsen asked if the individuals who attended the yoga studio below the SAU were in violation of the federal law against weapons on school property and the Board agreed. Ms. Helm said the policy then needed to be posted or there needed to be signs posted saying it was school property. Mr. Reuning gave clarification on the policy and its jurisdiction. Mrs. Levenson asked Mr. Reuning to receive additional clarification on the policy from the attorney. Mrs. Hinrichsen agreed. Mrs. Dabrieo said they need to understand the definition of a school zone and their jurisdiction within that understanding. Mrs. Dabrieo made a motion to move Policy #JICI from Northwood to second reading with the understanding that changes would need to be made with assistance from the attorney. Dr. Chavda seconded and all members were in favor of the motion.

### #JRA: Student Records – Second Reading

Mr. Winslow made a motion to adopt Policy #JRA and was seconded by Mrs. Hanavan. Mr. Reuning brought a few grammar changes to the Board’s attention as the policy needs to be updated every year. All members were in favor of the adoption.

### Committee Reports:

The Audit Committee met with Mr. Campo and reviewed every adjusting entry. They had resulted from inter-company transactions within the SAU. The journal entries were not transferred to the balance sheet. They spent over an hour discussing the entries and they are meeting again to discuss the policy.

### New Business:

Mrs. Hinrichsen asked that the individuals interested in signing the manifests review the previous documents from the past six months to understand the funds and grants. It took her six months to understand all the codes and items that correlated with the signature line. Mr. McGuigan said the Board should be filling in the Joint Board Calendar, especially since May was empty. He thought finalizing goals should be done during this month.

Mrs. Levenson said the goals would be done in June. Mrs. Levenson asked if the Board was preparing not to have a meeting in July and March. Mrs. Dabrieo reminded the Board of the late meeting they had had in April, ending at 9:42 p.m. Mrs. Hinrichsen said the audit presentation was done at that meeting and it would never be presented that late in the year again.

### Old Business/Open Items:

Mrs. Levenson reviewed the items and said each bullet point had had a good discussion at this meeting. The timeline is continuing to be developed. She asked for the Board’s agenda items for June.

- Calendar items
- Review audit committee policy on funds
- Review the procedure for the treasurer’s signing of the manifests
- Reviewing the Superintendent Goals
- Reviewing the policies.
Future Meeting Dates:
June 10, 2019  6:15 p.m. Joint Board Meeting: SAU Office

Nonpublic Session:
Mrs. Dabrieo made a motion to enter nonpublic under RSA 91-A:3, II (a, c) and was seconded by Mr. McGuigan. Roll Call was held, and 12 members were present. The Board entered nonpublic at 8:15 p.m. and personnel matters were discussed. Ms. Dabrieo made a motion to re-enter public session and was seconded by Mr. Winslow. The Board came back into the public session at 8:30 p.m. Superintendent’s Contract was discussed, and no votes were taken.

Return to Public Session:
Mr. McGuigan made a motion to authorize the Board Chair to sign the professional employee contract with the Superintendent as presented with the change to 4-I and was seconded by Mrs. Hanavan. Dr. Chavda asked if the Board would consider renaming Columbus Day to Indigenous Peoples Day in the contract. Mr. Winslow said he supported that. Mr. McGuigan and Mrs. Helm asked if it were an official holiday in New Hampshire. Mrs. Hinrichsen said it was still referred to Columbus Day in Strafford. Dr. Chavda said Nottingham had changed it already.

Dr. Chavda made a motion to change Columbus Day to Indigenous Peoples Day in the contract which does not have the effect to take or add anything, but rather to make a name change. Mr. McGuigan amended his original motion to reflect the change and was seconded by Mr. Winslow. 10 members were in favor of the holiday name change with 2 members against. The motion carried. All members were in favor of the contract.

Motion to Adjourn:
Mrs. Hinrichsen made the motion to adjourn and was seconded by Dr. Chavda. All members were in favor. The Joint Board Meeting on May 13, 2019 was adjourned at 8:45 pm.
May 13, 2019

SAU #44
23A Mountain Ave.
Strafford, NH 03884
8:15 p.m.

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. Winslow, Vice Chair – yea, Mrs. Brosnan – yea, Dr. Chavda – yea, Mrs. Hanavan – yea. Mr. McMahon – yea, Mrs. Hinrichsen – yea, Ms. Gordon – yea. Mr. Wells, Mrs. Lowe and Mr. Patrick 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.

Mrs. Dabrieo made a motion to enter nonpublic under RSA 91-A:3, II (a, c) and was seconded by Mr. McGuigan. Roll Call was held, and 12 members were present. The Board entered nonpublic at 8:15 p.m. and personnel matters were discussed. Ms. Dabrieo made a motion to re-enter public session and was seconded by Mr. Winslow. The Board came back into the public session at 8:30 p.m. No votes were taken.