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

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

Strafford:  
Bruce Patrick - absent  
Misty Lowe  
Kerry McMahon  
Debbi Hinrichsen  
Erica Helm

Others:  
Mr. Scott Reuning, Superintendent of Schools, SAU #44  
Ms. Amelia Trapp, Joint Board Secretary, SAU #44

Visitors:  
Sarah Cutting, Tanya Rich

Call to Order:  
Mrs. Levenson called the meeting to order September 9, 2019 meeting to order at 6:17 pm. A quorum was present, and the manifests were reviewed at this time.

No Public Comments at this Time.

Approval of Minutes:  
Mrs. Lowe made a motion to approve the public minutes from the meeting on August 12, 2019. She was seconded by Dr. Chavda. The Board brought grammar changes to the secretary’s attention. 8 members were in favor of the motion with 5 abstentions. Mrs. Dabrieo made a motion to accept the nonpublic minutes of the same meeting and was seconded by Mrs. Lowe. All members were in favor of the motion.

Personnel Report:  
Nominations:  
- Kathleen Scholand, for the position of Mentor Program Coordinator – Northwood, with a stipend of $1,000.  
- Jude Chauvette, for the position of Mentor Program Coordinator - Nottingham, with a stipend of $1,000.  
- Jill LaVallee, for the position of Mentor Program Coordinator – SAU, with a stipend of $1,000.
All of these positions are paid out of the local operating budget (LOB). Mrs. Hinrichsen made a motion to accept the three nominations and was seconded by Dr. Chavda. All members were in favor of the motion.

Goals Finalized Discussion:

The Board reviewed the goals and discussed changes with the Superintendent. Mrs. Levenson said that any item pertaining to the local districts was removed. Mr. McGuigan said that there should be goals for each individual district and goals for the SAU as a whole. Mrs. Levenson said they were also statutes, and should they be reinstated anyway. Mr. McGuigan said removing goals was a part of the process.

Dr. Chavda said the Superintendent manages the building principals but the rest of the goal did not seem to encompass the rest of the idea that was written. Mrs. Levenson said it was something to discuss. Mrs. Gordon asked why they needed individual district goals and separate SAU goals. Mr. McGuigan said it was so they could receive three different evaluations to produce a score. Each district would create a set of goals for the Superintendent. Mrs. Hinrichsen said the goals echoed the academic success.

Dr. Chavda asked how they are operating the security and safety portion of the SAU goals. Mrs. Levenson said the data security portion should be reflected in the technology statements and each Board has an emergency plan. The Board agreed to post the 2019-2020 goals as amended. Mrs. Hinrichsen made a motion to accept the SAU #44 Joint Board and Superintendent Goals 2019-2020 as discussed, amended and documented. Mr. Winslow seconded the motion. The Board thanked the Management Committee for their work on the goals. All members were in favor of the motion.

Mrs. Levenson wondered if the Board should develop a policy for the Joint Board meeting times, for example, that they end at a certain time in the evening; she also spoke on having a preschool policy and said it would be spoken of again at the next discussion.

Preschool Lease Agreement Discussion:

Mrs. Levenson brought the Management Committee notes from their meeting and presented them to the Board. They are below:

They met on September 6, 2019 at 5 pm. They discussed how the Joint Board oversees the Preschool. There are no written or founding documents, however, there needs to be a written procedure for preschool matters as well as a separation agreement and an agreement for oversight.

The Committee discussed creating an Executive Committee that would consist of the Boards participating in the preschool. This committee would meet before the scheduled Joint Board meeting to govern the preschool.

The Committee also discussed the SAU #44 Joint Board and Superintendent Goals. They agreed that the goals needed to be just for the SAU and wished to consider an evaluation tool to align future goals to the evaluation document.

The Committee received a legal response from the Attorney regarding the Student Services discussion. The additional questions they wished to ask the attorney were (1) build a governance structure for the preschool and (2) create a separation agreement and documented agreement for the preschool operation.
The Committee will be meeting and making recommendations for the evaluation tool and provide it for the Joint Board meeting in October.

The Board discussed the lease agreement and how the future meetings would be if Strafford was no longer a part of the Preschool. Mr. McGuigan said that even though Preschool is a separate budget, it still has a cost to the SAU.

Mrs. Hinrichsen said Strafford is entitled to 1/3 of the Preschool’s assets as they had paid in for them, however, she would like to hear the Board’s decision before having an opinion. Mrs. Levenson felt that item should be part of the separation agreement. Mrs. Dabrieo asked how the rent was determined and Mrs. Hinrichsen said Northwood had set it in 2009. Mr. McGuigan said it rises by 2% or so every year.

Mrs. Levenson said the Board knew what Strafford wished to do and the last discussion they needed to overcome was regarding the lease. The Board would need to bill it out to 2 parties instead of 3. Dr. Chavda asked the Strafford Board if they had thought about the lease when they discussed the possibility of leaving the SAU. She asked if Strafford had intended to pay their 1/3 of the rent. Mrs. Hinrichsen said it had not come up in any of the discussions, even in meetings with Mr. Reuning. She said she was surprised that it was an issue. Mrs. Hinrichsen expected, that as sister districts, they would have understood that Strafford was making this decision in the best interest of their students. Mrs. Hinrichsen had reviewed the preschool budget and crunched numbers to determine the individual cost per student to attend. She distributed the document at this time. It is below:

She said there is a benefit to housing the Preschool in Northwood, as there would be more students attending because of it being in the community. Mrs. Hinrichsen reviewed the
numbers with the Board. The number of students attending the preschool are 16 students. The document she had distributed showed the students being broken down by cost per district. Mrs. Hinrichsen said it was common to only review the numbers of identified students, however the others could no longer be overlooked in terms of budgeting funds.

The parents of the students pay $100-$150 per month but the Board understands that is in no way enough to pay to educate students. The revenue that Northwood is making is written on the page. It is double the revenue that the other two districts are making. The cost per student is also noted. Nottingham pays a lot of money to house their students at Northwood for preschool. They are paying close to $10,000 per student to attend. The typicals use the same services; they have the same teachers, paraprofessionals, facility and equipment. When the costs are broken down by how many students actually attend, the costs are great. Mrs. Hinrichsen said Northwood should be making money because it is their community and many more students would want to attend their community school; however, it was a commute for the other districts to attend.

Mrs. Hinrichsen said it was a great school giving a great education, but the costs were large. The benefits that Northwood has reaped from housing the preschool is shown in the revenue amount. Northwood is making twice as much revenue as the other two districts, Nottingham and Strafford. Mrs. Levenson said Strafford has made their decision based on numbers but what the other Joint Board members are trying to decide is the preschool lease. Mrs. Hinrichsen said she was trying to answer Dr. Chavda’s question about the preschool lease and whether it was considered in the discussions of their individual preschool being hosted at Strafford. Mrs. Hinrichsen said that as sister districts, she was surprised that the question had even been asked.

Mrs. Hinrichsen said the facilities part of the lease didn’t make sense as the building had to be heated or cooled anyway. The $8,000 that Northwood is receiving is used to pay the salaries of the teachers. They are receiving a large revenue also from the students that are coming in. The revenue that Northwood is making coupled with the low cost of their own students seems to balance out the concern of the lease payment.

Dr. Chavda said she appreciated everything that Mrs. Hinrichsen has said, but the Joint Board shares a contract. Strafford is entitled to remove themselves from it, but the remaining cost and allocation must be discussed as it will be raising the cost for the two remaining districts. The initial contract plans were made based on the idea that the three districts would remain together. Mr. McMahon asked why the preschool lease was for a two-year contract and Dr. Chavda said that was a good question that should have also been discussed. Mr. McMahon said the signature page of the preschool lease was also missing a stamped seal with initials from the appropriate individuals who signed the document.

Dr. Chavda said they do not have a problem with the lease; the three districts followed the decision process together and legally they are in it together. Mr. McMahon said the lease should be one year at a time. Dr. Chavda said she is not disagreeing with Mr. McMahon, but now was not the time to dissect the lease. Mrs. Hinrichsen said the frustration arose from the paying of the lease.

Dr. Chavda said she is hesitant to go back to her town’s voters to say that the three districts were in an agreement and lease together for the preschool, however one district has pulled out and the remaining towns must now pay Strafford’s amount. Mrs. Hinrichsen said the lease amount could be adjusted by the landlord. Mrs. Dabrieo said she understood the frustrations; she asked the Strafford Board members who are feeling frustrated to pause and review the roles as if they were reversed.
None of the Board members are against anything that Strafford is wanting to do, but they are needing to figure out this item together. Mrs. Hinrichsen said she agreed, however, the lease amount is controlled by the landlord (Northwood) and the costs can be negotiated. Mr. McGuigan said this discussion has been going for 10-15 minutes and the costs are $4,000 extra for each of the remaining districts. It seems a lot of money, but the math shows it is less than 400ths of a percent in the budgets. If the budget was a couch that had pennies falling from the cushions, not many would bother to look for and pocket them.

It would take 100 years for the tax rate to move by $.01; Dr. Chavda said the only issue is that they had sat at the Joint Board table, arguing about the budget costs. Mr. McGuigan agreed, but he said that the budgets, preschool and SAU included, that the local district budgets are 10x more than any of the budgets spoken of here. He said this discussion was a great waste of time in light of where the time used could be spent on other things. He said there are too many people in the room and it was not worth the Joint Board members to be here for this length of time discussing values that are so miniscule that they will not be noticed in the local budgets.

Mrs. Levenson said they needed a separation agreement, whether it be one-page that all the Board members acknowledge; the party that wishes to leave would agree with the governance structure, agree that they will no longer vote or participate otherwise with the Preschool, agree they are not removing assets from the Preschool, etc.

Mr. Reuning noted to create a separation agreement with the Attorney’s perusal and would bring it to the next meeting. Mrs. Levenson thanked the Board for maintaining professionalism during the difficult discussions.

**Student Services Discussion/Legal Opinion**

Mrs. Hinrichsen distributed a document that listed the costs and savings of a student services director in each district. She requested that the Board not decide this evening, but rather to take the information back to their individual boards for discussion, review and then to return to the Joint Board with their results. The document is below:

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**Student Service Director/Special Education Services**

Student Service Director, Assistant Student Service Director, Special Education Secretary and related costs’ portion of the 2019 SAU Budget is **approximately $258,119.**

**Approximate Proportioned Costs to Individual Districts:**

Nottingham: $103,248  
Strafford - $78,000  
Northwood - $76,871

**June 2019 Total Special Education Numbers**

Nottingham – 85  
$103,248 divided by 85 = **$1,214.68 per student** for SSD services provided by the SAU.

Strafford – 87  
$78,000 divided by 87 = **$896.55 per student** for SSD services provided by the SAU.

Northwood – 116
$76,871 divided by 116 = **662.68 per student** for SSD services provided by the SAU.

**Costs Eliminated with Individual Student Service Director Positions**
Northwood and Nottingham each share the cost of a Special Education Coordinator for a cost of approximately **$50,000 each**. Strafford pays a stipend of **$10,000** for LEA responsibilities.

**Funding Sources for Individual District Student Service Director Positions**
Nottingham $103,248 + $50,000 = $153,248

Strafford $78,000 + $10,000 + $20,000 (budget for preschool coordinator) = $108,000

Northwood $76,871 + $50,000 = $126,871

**Benefits of Individual District Student Service Directors**
Write and manage your own IDEA Grant
Good understanding of students and their needs in your district.
Assist Local Administration in supervision of Special Education Staff
Local Control

*Special Education duties and responsibilities as related to the Student Service Director and Assistant Student Service Director

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**Policies: Corrections and Reaffirmations**

**Policy #GBEAB: Mandatory Code of Conduct Reporting – First Reading**
Mr. Winslow made a motion to move Policy #GBEAB to second reading and was seconded by Mrs. Helm. Mr. Reuning gave information on how a report would be filed with the DOE. All members were in favor of the motion.

**Policy #GBEB: Staff Conduct – First Reading**
Mr. Winslow made a motion to move Policy #GBEB to second reading and was seconded by Mrs. Lowe. All members were in favor of the motion.

**Board Member Request:**
Mrs. Hinrichsen said the Board should consider reviewing and writing an ethics policy for social media. Mr. Reuning said the Joint Board doesn’t have a social media presence, but the SAU does. Mrs. Dabrieo said that it might be best to add a bullet point to the available Ethics Policy regarding social media. Mr. Reuning said he would bring the policy back to the next meeting and he would draft a bullet point for the Board to review.

Mr. McGuigan said Northwood had received feedback from their town regarding this item and said it was a violation of their 1st Amendment Rights. Mrs. Hinrichsen said it should still be noted that Board members be respectful on social media sites involving the school and...
board items. Mrs. Hanavan said it was important to be specific on who the Board wished to keep accountable for social media ethics.

Mr. Reuning said that the Board should follow Mrs. Dabrieo’s suggestion if they wished to continue the discussion. Mrs. Hinrichsen requested that the Board review the policy at the next meeting.

**Future Meeting Agenda/Other Items:**
- SAU & Preschool Budget
- Legal Responses
- Separation Agreement

**Future Meeting Date:**
October 21, 2019 6:15 p.m. Joint Board Meeting: SAU Office

**Public Comments:**
Sarah Cutting: She spoke on a policy of harassment that she had reviewed at work; The perception of harassment is not being offended by an opinion but rather harm caused to an individual.

**Nonpublic Session:**
Mr. McGuigan made a motion to enter nonpublic under RSA 91-A:3, II (a, c) and was seconded by Mr. Winslow. Roll Call was held, and 12 members were present. The Board entered nonpublic at 8:07 p.m. and personnel matters were discussed. Mrs. Dabrieo made a motion to re-enter public session and was seconded by Mrs. Brosnan. The Board came back into the public session at 8:13 p.m. No votes were taken.

**Return to Public Session:**
Mr. Reuning suggested a salary adjustment for Ed Carlson of $527.35, funded through the local operating budget (LOB).

Mrs. Dabrieo made a motion to accept the suggestion as presented and was seconded by Mr. Winslow. All members were in favor of the motion.

**Motion to Adjourn:**
Mrs. Hinrichsen made the motion to adjourn and was seconded by Mrs. Helm. All members were in favor. The Joint Board Meeting on September 9, 2019 was adjourned at 8:15 pm.