Call to Order:

Mrs. Levenson called the October 21, 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:

Mr. Winslow made a motion to approve the minutes from the meeting on September 9, 2019. Mrs. Hinrichsen seconded. The secretary was unavailable at this time; Mrs. Helm took notes of the changes per Board approval. The Board chose not to approve the minutes until the changes were made. The motion was withdrawn.

Policies: Corrections and Reaffirmations

Policy #GBEAB: Mandatory Code of Conduct Reporting – Second Reading

Mr. Winslow made a motion to move Policy GBEAB to final draft and was seconded by Mrs. Hinrichsen. Mr. Reuning said they had revised one item but had possibly missed another. He asked the Board to review the optional provisions on page 2 of the policy. They had a choice of either:
Any initial reporting made relative to A. 1 or A. 2 above, may be made orally in the first instance, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than two business days. Upon request of the Covered Individual, the recipient of the report shall provide a copy of said report to the Covered Individual with a signed “received” annotation, such that the Covered Individual may document his/her State mandated obligation to report;

OR

Covered Individuals are encouraged to make their reports in writing. Doing so will provide the Covered Individuals with evidence that they have complied with the requirements of this Policy and the NH Code of Conduct (if applicable).

Mrs. Helm preferred #2 because a report submitting in writing always tended to be better in most circumstances. Mrs. Dabrieo preferred #1 because it might take longer or be overlooked. Mrs. Helm realized that both choices involved a written report. She withdrew her suggestion. Mrs. Levenson took an informal poll to decide and the majority were in favor of #1. All members were in favor of the motion.

Policy #GBEB: Staff Conduct – Second Reading

Mr. Winslow made a motion to move Policy GBEB to final draft and was seconded by Mrs. Arroyo. Mrs. Dabrieo asked if there was a separate sexual harassment policy and Mr. Reuning said they did. Mrs. Helm asked if tobacco use of any kind included vaping and Mr. Reuning said there was a whole new tobacco use policy that would be reviewed soon. All members were in favor of the motion.

Policy #BCA: Code of Ethics Policy – First Reading

Mrs. Hinrichsen asked if point 11 “Display and demonstrate courtesy and decorum toward fellow Board members at all public meetings and in all public statements” was also in reference to social media use and the Board agreed that it did. The Board reaffirmed the policy. Mrs. Hinrichsen made a motion to accept the policy for second reading and was seconded by Mr. Winslow. Mr. Winslow noted that point 4 “Work respectfully with other Board members to achieve the educational goals of the school district by encouraging the free expression of opinions by all Board members” also included social media. Mrs. Levenson said she did not think they would discuss Board items on social media.

Mrs. Hinrichsen said it might refer more to actual Board meetings, where the free expression of opinion is encouraged. Mrs. Levenson asked the Board if they wished to take up Board business on social media, i.e. campaigning, collaborating with others, etc. Mr. McGuigan reminded the Board that regardless of any policy, there is a no way to enforce what individuals say or do in public or meetings. Mrs. Hinrichsen asked Mr. McGuigan if he thought the ethics policy was wrong; Mr. McGuigan thought they did not need this policy and referred to point 10 “Recognize that final Board actions will be supported by all members of the Joint Board; take no private action that will compromise the Board or administration; and refrain from private actions which undermine or compromise official Board action.” Mrs. Gordon said policy is important to be stated even if it is not enforceable as it is used as guidance. Mr. McGuigan stated
that policy can set expectations even if they are not enforceable. All members were in favor of the motion to accept the policy for reaffirmation.

Committee Updates:

Management: The committee was unable to meet to review the evaluations. Mrs. Levenson said she had not scheduled a meeting due to the rollout issues they had been having with the new software as well as other members’ schedules being full of other meeting dates that she did not feel it was appropriate to fulfill this item until a later date.

Audit: Mrs. Levenson said they are having preliminary conversations.

Student Service Director Discussion (per individual Board report):

The individual boards did discuss the withdrawal of Student Services Director.

Nottingham: The public is aware, although not all of the discussion by the Nottingham Board was in public session; some of it was done in nonpublic session. Nottingham said they will review the information again in public session. Nottingham said they did not wish to move forward with separate student service director(s) as they had too much going on currently.

Northwood: The Board met in nonpublic session because the discussion of withdrawing the student services director drifts into personnel issues. Northwood decided the current structure serves students and taxpayers well.

Personnel Report:

Nominations:

- Sara Furrer, for overtime hours in the bookkeeper’s office, of $25.45 per hour, funded through the local operating budget.

Mr. Reuning nominated Sara Furrer, for extra time to help with coverage in the financial office. She would be working 7.5 hours per week at $25.45 per hour until further notice. Mrs. Hinrichsen made a motion to authorize the overtime as needed until further notice and was seconded by Mrs. Helm. All members were in favor of the motion.

DOE 25 Payment:

The Board asked whether it was best to keep the payment split between the local districts or have it come entirely from the SAU. Mrs. Hinrichsen asked what is going on with the current budget. Mr. Reuning said there is around $214,000 left in the SAU budget. Now that the load of budget development is over, there will be a focus on the miscodes for what has been entered. Mrs. Hinrichsen asked Mr. Reuning if he knew for sure that there was $214,000 left and Mr. Reuning said he was not sure because there are items not yet encumbered, but the account is current and not overdrawn.

Mrs. Hinrichsen noted the current bills for Tyler in the manifest stack. One of them was $4,600 and the other was $3,200, another was $1,700 and another was $2,500. Mrs. Hinrichsen asked if they had exceeded the training amount budgeted for Tyler. Mr. Byrne said that all the time he has spent has been online with tech support at no cost.
Mr. Reuning said that overtime at the SAU was not budgeted and MRI is not budgeted, however, everything else is in budget. Mrs. Hinrichsen asked if they were in danger of going over and Mr. Reuning said they were not. The SAU has attempted to assign the financial work between staff to keep things going.

Mrs. Levenson suggested that the Board focus on the numbers more than formatting, bold or font issues. The local audits are paid locally; The Board discussed whether the local town’s portion should be taken out of the SAU or the local operating budget. Mr. Byrne said the Mr. O’Sullivan recommends that DOE 25 be done by each town individually; he felt it was the appropriate process.

Mr. Winslow made a motion to have the DOE 25 payment be taken from the SAU with the understanding that the SAU budget is not overdrawn. Mrs. Hinrichsen seconded, and all members were in favor.

Professional Development Plan:
Mr. Reuning received a letter from the Department of Education, stating that the Professional Development Plan for SAU #44 has been approved according to the criteria for state approval of local master plans and will be in effect through June 30, 2024. The next due date for the professional development master plan revision is April 30, 2024. The review team under Mr. William Ross, thanked Mr. Reuning and the Professional Development Committee for their time and effort devoted to completing the document.

Business Report:
Mr. Reuning said that other than his own salary, he did include a 3% marker subject to review. He also included, based on the current configuration in the Student Services’ Office and the need that Strafford will have for preschool and child-find coordination, he took 50% of the child-find monies out of the Preschool budget and moved it into the SAU budget. Mr. Reuning said he did it because he was unsure how to portion out it for Strafford services.

Mrs. Hinrichsen said Strafford had budgeted for their own Preschool Coordinator, as they had promised their administrators that they would have an individual in the building as support one day per week, full time to help with additional IEPS, using the Child-Find software, etc. Mr. Reuning said he was wanting to be considerate of Strafford while they were still in the SAU though their preschool was elsewhere.

The Budget has been segmented by department. The last account note, two lines under health insurance, shows the segments. Mr. Reuning asked the Board to let him know if they wished to have it read differently. The proposed budget is $1,333,915.91 with a $24,910.48 increase and would still be divided three ways. Last year’s budget included the Tyler Technologies purchase. There is an additional $14,875 and the note is for Tyler Technologies hosting. $24,715 is also budgeted for Frontline; Mrs. Levenson thought they had implemented Frontline in the previous budget. Mr. Reuning noted it and said it would be reviewed.

Mrs. Hinrichsen said Strafford needed to review how much they are being charged for their share of the student services coordinator versus how much they had budgeted. Mrs. Dabrieo asked why the preschool line seemed to be missing funds and Mr. Byrne said it was the portion that was moved to the SAU. Mrs. Levenson said the budgeted impact to Northwood and
Nottingham is difficult to understand. Mrs. Hinrichsen said the Strafford lines will reduce the position portion lines in the budget.

The guaranteed maximum on health and dental insurance is 3.9%; this amount is for everyone employed within the SAU and all three districts. Mrs. Hinrichsen asked why the Tyler line for the annual fee was more than $15,000. Mr. Reuning said the amount of $17,xxx was due to the hosting fee(s). Mr. McGuigan remembered that conversation. Mr. Reuning did not bring a justification to the tech coordinator line where he had added an additional 5 hours per week. The Board can discuss it when he brings the written justification at the next meeting.

Mrs. Hinrichsen couldn’t find the Business Manager’s salary. Mr. Byrne said it was on page 6, halfway down the page. The line item includes 3% and an additional $4,000 upon re-certification. Mrs. Levenson reviewed the Finance Manager’s line. It included a 3% increase for 85% with the other 15% being billed through the preschool. Mr. Reuning asked Mrs. Hinrichsen if the Strafford board has considered how their preschool billings would be done and Mrs. Hinrichsen said it was still part of the business function. Mr. Reuning said they would then have to move that 15% out of the preschool and back into the SAU.

The Board discussed the change in format in the budget. Mr. McGuigan said he would like the changes made to be summarized with each revised budget report. Mrs. Levenson said she would like to make a comment and wished to separate the SAU from her comment. She said they had purchased Tyler Technologies because ADS was being removed due to outdating. Tyler was promoted to be a more robust system and would provide to them, at least on the same level and in many cases, a higher function than ADS. The Board agreed.

Mr. Reuning said they had already said that very statement to Tyler Technologies. Mrs. Levenson said she is not seeing flexibility or an upgrade as described by their company. She reviewed them based on SAP and Oracle; she was disappointed in the reporting portion. Mrs. Hinrichsen wondered if the issues were because they were still having difficulty learning and or using the program. Mr. Reuning said that was not the case. Every other district using Tyler Technology has a similar budget format. Mrs. Gordon said she could not fathom presenting this information at a budget committee meeting because it was difficult to both read and understand.

Mr. Byrne said it was a more robust system for data entry and encumbering items, but once the Business Office understands how to truly use the system, Tyler is far better than ADS. However, Tyler software will not allow the office to customize the reports. Mr. Byrne even spent hours on the phone with the tech department and pulled past reports for a screen side-by-side comparison to no avail.

Mr. Byrne even asked if the SAU could pay $5,000 to have a separate, customized report created and Tyler refused because they would then need to manage that separate report. Tyler Technologies said that if they had further strong feelings of change that they express them in the Tyler community online forum; if enough others collaborated similar needs of change, then the company would express an interest in doing so.

Mr. Reuning said the benefits to IVisions versus ADS was the ability to export data and create supplemental budgets and chart materials off that data. Mr. Winslow asked if they could export data to make it easier to read in their own districts and Mr. Reuning said that if they were to export data, they would not receive notes in that new file. If they export the data as excel, they receive notes, but the formatting is difficult to realign. Mrs. Levenson asked if they could use tableau. Mr. Reuning said that at this point, he was more concerned with having the budget complete versus the formatting issues they were experiencing in reading the budget.
Mr. Byrne said he could create a page break at each function. However, it would make a 20-page document into a 45-page document. Dover has a budget that is over 100 pages long because they choose to use page breaks. Mrs. Gordon said it would be easier to discuss in that format and might be a considerable option towards the end of the budget season. Mr. McGuigan said they might be able to put an empty line below the account notes to further break up the items for easier reading. The Board was interested, and Mr. Reuning made a note of it.

Mrs. Levenson asked if Strafford wished to be present for the Preschool budget discussion; Mrs. Hinrichsen said they could be present to discuss it this year, however, next year, they probably would not be present. The portion of the buyout was reduced; it was a part of occupational therapy services and was removed due to Strafford going to their own preschool. The Child-find coordinator line was also reduced. The preschool teacher line had a marker of a 3% increase as well as the speech pathologist line. Health insurance, retirement and FICA reduction is the portion that moved to the SAU budget.

The books and manipulative line of $2,400 is a preschool math curriculum that the preschool currently does not have. Mr. Byrne said the past curriculum has been cycled and this is the next curriculum that needed to be purchased. Mrs. Hinrichsen said there is no change in the NH Retirement line. Mr. Reuning said the line is in the summer services and the salary rates are the same. The overtime salary was reduced, as well as other benefit lines because Strafford is withdrawing. The preschool advertising line was reduced as Mrs. LaVallee said she did not use it much, but rather relied on online postings. The new equipment furniture line was reduced.

The proposed budget is $378,234.99 with a difference of $99,565.99 with a 20.84% decrease. That amount will reduce further as an additional $8,900 will also be coming out so the proposed budget will be closer to $369,634.99 with a difference of $108,165.99. The liability and workman’s compensation lines are also included in the SAU budget and will not be shown on the preschool lines.

Student Services Report:

Mr. Byrne reviewed the Quarterly Child Find Report. It is below:

<table>
<thead>
<tr>
<th></th>
<th>Northwood</th>
<th>Nottingham</th>
<th>Strafford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of new referrals</td>
<td>4</td>
<td>11</td>
<td>3</td>
</tr>
<tr>
<td>Parent Referrals</td>
<td>3</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>ESS Referrals</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Doctor Referrals</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Teacher Referrals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCYF Referrals</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Moved into District</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Speech Concerns</td>
<td>2</td>
<td>10</td>
<td></td>
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<tr>
<td>Speech and/or other</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>developmental concerns</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Mrs. Levenson said that Nottingham had 11 referrals and they are not noted in the census; Mr. Byrne agreed, saying they are not there at this time. It takes 60 days for the system to update the changes. Mrs. Hinrichsen said it seemed the changes were more toward speech and not speech and language. Mr. Byrne said it was the same thing. The 3-year average is lower in September because of the rolling average. Mrs. Dabrieo said they needed to know what these percentages looked like for next year. Mr. Reuning said he and Mr. Byrne were working on that portion of the math for the next report.

Legal Responses:
Mrs. Levenson said the legal response was in regard to the governance of the Preschool. Mr. Reuning said it also included how to continue without a separation agreement. The Board reviewed the document. Mr. Reuning said he had not had time to review it either. Mrs. Levenson asked the Board if they wished to review it and discuss it at the next meeting. The Board agreed. Mrs. Hinrichsen asked a question about one of the manifests; she thought it was a bill for the SAU about limiting a budget. It was in the October set. Mr. Reuning said it was about whether they could take student services out.

Future Meeting Date:
November 18, 2019       6:15 p.m. Joint Board Meeting: SAU Office
November 20, 2019       6:00 p.m. Joint Meeting with Coe-Brown: CBNA Library
**Nonpublic Session:**

Mrs. Dabrieo made a motion to enter nonpublic under RSA 91-A:3, II (a, c) and was seconded by Mrs. Hinrichsen. Roll Call was held, and 10 members were present. The Board entered nonpublic at 8:03 p.m. and personnel matters were discussed. Mrs. Hinrichsen made a motion to re-enter public session and was seconded by Mr. Winslow. The Board came back into the public session at 8:18 p.m. No votes were taken.

**Motion to Adjourn:**

Mrs. Hinrichsen made the motion to adjourn and was seconded by Mr. Winslow. All members were in favor. The Joint Board Meeting on October 21, 2019 was adjourned at 8:19 p.m.