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

Nottingham:  
Susan Levenson, Chair  
Christine Dabrieo  
Kathryn Brosnan - absent  
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  
Mr. Nate Byrne, Student Services Director, SAU #44  
Mr. Robert O’Sullivan, Business Administrator, SAU #44  
Ms. Amelia Trapp, Joint Board Secretary, SAU #44

No Visitors Present or Public Comments.

Call to Order:  
Mrs. Levenson called the November 18, 2019 meeting to order at 6:18 pm. A quorum was present, and the manifests were reviewed at this time.

Approval of Minutes:  
- September 9, 2019: Mrs. Hinrichsen made a motion to approve the amended minutes, both public and nonpublic. Mrs. Lowe seconded the motion; All members were in favor.

- October 21, 2019: Mrs. Hinrichsen made a motion to approve the public minutes and was seconded by Mrs. Helm. 7 members were in favor with 2 abstentions and 0 against. Mrs. Dabrieo made a motion to approve the amended nonpublic minutes and was seconded by Mrs. Helm. 7 members were in favor with 2 abstentions.

Business Administrator’s Report:  
Mr. O’Sullivan gave his report. The monthly financial report was hand carried to the meeting and distributed to the Board members at this time. They have completed the Tyler Technology purchase of services in the billing department and came in just under budget. Mr.
O’Sullivan said they were not quite finished with implementing Infinite Visions though. The work that remains is due to the system’s way of reporting. They are still sorting line items and putting the correct encumbrances in the correct line. The budget last year was developed by position whereas this system looks specifically for the position and lists each benefit by separate line instead of having position and benefits be two separate lines in the budget.

The histories of the districts were also not reconciled to the new chart of accounts. They are quickly entering revenues on the Preschool financial side and it will be available at the next meeting. Mrs. Hinrichsen asked Mr. O’Sullivan if he was confident in the budget and he said he was not. He said the bottom line was accurate, but there were payroll issues they were dealing with. Some of the data entry was incorrect and though the money was there, the entries needed to be corrected to reflect the expenses. Mrs. Levenson said she didn’t understand what Mrs. Hinrichsen was asking regarding the budget.

The Board was concerned that they could not make an accurate assumption on the amount of money left over to return back to the towns. They were concerned with where the finances were because the budget was difficult to understand. The Board reviewed the budget and noticed many of the items did not make sense against the total.

Mrs. Hinrichsen said the surplus amount was not correct because the retirement amounts had not been encumbered. Mr. O’Sullivan said that in the previous year, the SAU had returned a total of $150,000 to the districts while the Infinite Visions cost was paid out using the SAU’s fund balance.

Mr. O’Sullivan said the surplus amount would be similar this year, but the loose ends that Mrs. Hinrichsen had noticed in her previous question still needed to be taken care of. The other Board members began to add up the line amounts that were different and the total found was dissimilar to the total presented. Mr. O’Sullivan said, again, that items still needed to be encumbered, but the bottom line was around $30,000.

Mrs. Hinrichsen asked Mr. O’Sullivan again if he was confident in the budget and he said that he was not. Mr. O’Sullivan thanked the Board for their patience and support during this learning period regarding Infinite Visions. He said he was happy to return from his medical leave to take care of the business office once more.

Dr. Chavda asked if the range to date column will remain in the report and Mr. O’Sullivan said it was the amount of money that has been spent from July to present day. Range to date and year to date hold the same information, but if one wished to pull data on a computer, the range to date box is used to retrieve it.

Mr. O’Sullivan said when the budget was developed this year, a separate revenue line was created to house the $68,402 that would be deducted and not charged back to the district level. Dr. Chavda asked Mr. O’Sullivan if it were fair to say that it is difficult for the Board to know where they stood financially. He said it was very fair; she asked him what the purpose was to review the monthly financials this evening. He said he wished for them to see that they are finished with Tyler and see the accounting of that as well as how the report is coming along.

Mr. Reuning asked if the function totals are accurate and Mr. O’Sullivan said he believed they were. Mr. Reuning said the Board should be careful to say if the SAU has overdrawn as there are systems that they draw out of that haven’t reconciled yet. He said their balance should be around $30,000. Mr. O’Sullivan said the audits were finally done as well. The three districts were fine; the auditors had a quick report on Northwood before they left and shared information on the past practice of encumbrances that is no longer being used.
Mr. O’Sullivan said the Board will receive the Preschool Financial review and the revenue reports at the next meeting.

Superintendent’s Report:
Mr. Reuning had emailed the budgets to the Board last week and Mr. Byrne had annotated changes of the budget in that email as well. Those changes in the SAU 44 20-21 Proposed Budget are reflected below:
- The descriptions have been edited to meet the character limits.
- Account line 10.2520.54300.00 has been reduced based on a Tyler reduction.
- All the Finance Manager lines have been adjusted to include the full amounts for this position (15% had previously been in the Step by Step budget).
- Miscellaneous notes changed were made to clarify expenses and make the totals of each function easier to understand.

Mr. Reuning said there were additional changes made to the SAU 44 20-21 Proposed Budget after the email was sent. Mr. Byrne again gave that information. It is below:
- Indirect Cost Revenue line was added to show that $15,000 was adopted in year 19-20 budget and proposed in the 20-21 budget as well.
- Health insurance for the HR Manager was reflected in the budget in the amount of $19,102.72 with a difference of $716.98 which is a 3.90% increase.

The following items have been changed in the Step by Step 20-21 Proposed Budget:
- The descriptions have been edited to meet the character limits.
- All the Finance Manager lines have been adjusted to include the full amounts for this position (15% had previously been in the Step by Step budget).
- Miscellaneous notes changes were made to clarify expenses and make the totals of each function easier to understand.

Mrs. Hinrichsen said Strafford had their answer regarding the Preschool Coordinator. Mrs. Lowe said the Preschool Committee had met; she said she is concerned with Strafford withdrawing and asked if that was a discussion they needed to revisit. Mrs. Hinrichsen said Strafford would be hiring their own Preschool Director so the Board could then move the fund from the SAU back into the Preschool budget.

Mr. Byrne said the lawyers had cautioned the Board not to ‘ala carte the SAU’, or to use bits and pieces without using the whole. Mrs. Hinrichsen said it was not a part of the budget; it had been added by Mr. Byrne.

Mrs. Hinrichsen made a motion to remove the Preschool Coordinator’s salary and all related lines from the SAU budget and move it back to the Preschool budget. Mrs. Lowe seconded the motion. Mrs. Levenson said she wished to see the primary line before voting. Mrs. Dabrieo agreed. Mrs. Hinrichsen said the line they were discussing was only a portion of the amount. The budgeted line item had two positions in one so only a portion of that line amount would be going back to the preschool budget. She said the whole total of Strafford’s portion was around $50,000 with benefits. The $39,655 from last year was ½ of the total amount.
Mrs. Dabrieo said that as much as she would like to vote in favor of that motion because she understood how it impacts the greater picture; however, they had not discussed how it impacts the Preschool budget and what remains for the remaining two districts, she is uncomfortable with the motion.

Mrs. Hinrichsen asked if she should amend her motion to say how much of that portion would be placed into the preschool budget and Mrs. Dabrieo declined. Mrs. Levenson said she thought they were voting on the consistency piece and the fact the Joint Board had already agreed that Strafford has initiated and is removing itself from the Preschool. The cost has definitely increased to the Preschool and the administration would need to present numbers and discuss on what the preschool will be like with two districts instead of three.

Mrs. Gordon said she would like the Board to see what is going to happen based on the action of the motion. Mrs. Hinrichsen agreed that the remaining districts needed to discuss it. Dr. Chavda asked why they were not discussing this all at once and Mrs. Levenson said the reality was that there was a beginning cost that was moved to a different spot, alleviating the conversation in a way.

Mrs. Hinrichsen said she would ask for a proposal from the administration asking how much time the preschool coordinator needed for two districts instead of three thus adjusting the salary and hours. Mr. Winslow asked Strafford if they were still billing through the business administrator for the preschool and Mrs. Hinrichsen said they were because they were still a part of the preschool until the next year. He asked if there were any other details that had not been split apart. Mrs. Hinrichsen said there was not.

Mrs. Levenson asked if Strafford would be taking over every part of the preschool in their own district except for the business billing which would be done through the business office at the SAU. Mrs. Hinrichsen said they would be. Mrs. Levenson said that based on the town’s decision in March that the Joint Board needed to understand what other budget lines would be changing in light of that vote. 9 members were in favor of the motion and the motion carried unanimously.

Mrs. Dabrieo asked a question about the technology coordinator line that had a note saying, “includes 25 hours per week based on needed computer work.” Mrs. Levenson said she understood that the position was intended to be a support system for the SAU and was not intended as a district position as each district had their own. Mr. Reuning agreed and said the individual met with the other three districts’ tech coordinators to discuss how to support each other in the SAU. Mrs. Levenson said the position pushed into the SAU taking control and a leadership role of each district’s data software when they already paid their own areas.

Mrs. Dabrieo asked what the original hours were, and Mr. Reuning said they were 20 hours. Mrs. Hinrichsen asked when the hours would require benefits and Mr. Reuning said it was 29 hours to use the New Hampshire Retirement system.

Mrs. Dabrieo asked if the SAU had a tech plan for their computer replacements. Mr. Reuning said they do not have a tech plan, but they generally try to replace two units per year, however, no replacements were made last year or the year before. The SAU has machines that are reaching end-of-life as well as having to trade out to Windows 10 software.

Mr. Reuning had the money totals for the SAU 44 proposed budget with the preschool coordinator change that was discussed earlier.

SAU 44 proposed budget: $66,233.01 would be subtracted from $1,329,949.35 giving the budget a new total of $1,263,716.34 resulting in a 2.27% overall decrease.
Mr. Reuning said there wasn’t anything missing from the budget; positions had changed over the year showing a reduction in salaries based on new positions.

**Preschool Budget Discussion:**
- SAU 44 Preschool proposed budget: $66,233.01 added to $323,583.58 for a total of $389,815.59 with a 9.72% decrease.

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<thead>
<tr>
<th>STEP BY STEP SPECIAL EDUCATION ENROLLMENT DATA</th>
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<tbody>
<tr>
<td><strong>Town</strong></td>
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<tr>
<td>Northwood</td>
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<tr>
<td>Nottingham</td>
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<td><strong>Total</strong></td>
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<th><strong>District Liability based on 3-year Trend:</strong></th>
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<tr>
<td>Northwood: 50.78%</td>
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<tr>
<td>Nottingham: 49.22%</td>
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Nottingham members discussed how they would need to review the numbers on their end to see the increases. Mrs. Levenson wondered if the Joint Board could have a short meeting before the public hearing on the budget to tie up loose ends about the Preschool changes. Dr. Chavda asked how they could make changes to the preschool budget in that time frame and Mrs. Levenson said it was possible. Mrs. Helm asked if they could not do it this evening by quickly finishing the remaining agenda items and Strafford members would then leave so the remaining district board members could discuss the preschool. Mr. Winslow agreed with that idea. Mr. Reuning said Mrs. Dabrieo is leaving soon so that would reduce the members to not having a quorum and they could only go into an informational session.

Mr. Reuning asked Mrs. Lowe if there were any other items in the Preschool budget that pertained to Strafford and she said there were not. The Board discussed how to hold a meeting without having posted a public session. Mr. Winslow asked if they could do a committee work session and Mr. Reuning said they could not because it wasn’t posted. Mrs. Levenson said that if they wanted to have a nonpublic session, Strafford would need to stay in order to have a quorum, even if they abstained from discussion.

**Legal Response for Preschool Governance:**

Mrs. Hinrichsen said the lawyer doesn’t discuss the lease of the preschool. Mrs. Dabrieo thought they had voted on that already. The secretary and Mrs. Levenson looked back at the minutes from the past meetings. It was determined no motion had been made for Strafford to officially leave the Preschool. **Mrs. Hinrichsen made a motion that Strafford will discontinue their arrangement with the other members of the SAU for the Preschool and that Strafford will relinquish their rights to the current assets within the Preschool and also not be responsible for any other fees related to the Preschool Lease at the Northwood location.**
Strafford also relinquishes governing rights of the Preschool. Mrs. Lowe seconded the motion. All members were in favor of the motion.

Mr. Byrne gave the apportionment numbers of how the SAU would be distributed between the three districts. They are: Northwood 29.43%; Nottingham 39.21% and Strafford 31.38%.

Mr. Winslow made a motion to create a Preschool Governance subcommittee for Northwood and Nottingham Board Members to the preschool. Dr. Chavda seconded and all members were in favor. Mr. O’Sullivan left at this time.

**Superintendent Evaluation:**

Mrs. Levenson said the Management Committee had created a new format and it was in the packet for the Board’s review. Mrs. Hinrichsen said she didn’t notice any section that could be used to evaluate the community involvement and professional behavior. Mrs. Levenson said she would review the statute and return to the SAU Management Committee to make sure the evaluation reflected the statute which these documents are a part of.

Mrs. Hinrichsen said it was much easier to use than the last one. The format that is being recommended to use has been placed into a policy format and was included in the packet. They are hoping to replace the old tool with this new tool. The polices spoken of in the packet did not need action on them as they are tied to the evaluation tool.

- Policy #CBI: Superintendent Evaluation and Goal Setting
- Policy #CBI-R: Superintendent Evaluation and Goal Setting Form

Mrs. Dabrieo left at 8:10 pm. Mrs. Hinrichsen left at 8:16 pm. The Joint Board meeting lost its quorum at 8:16 and moved into an informational only meeting.

**Future Meeting Date:**

<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>November 20, 2019</td>
<td>6:00 p.m.</td>
<td>Joint Meeting with Coe-Brown: CBNA Library</td>
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<tr>
<td>December 9, 2019</td>
<td>6:15 p.m.</td>
<td>Joint Board Meeting: SAU Office</td>
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**Informational Discussion:**

The Board entered an informational session for discussion purposes only. The remaining Board members of Nottingham and Northwood remained for discussion about preschool.