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

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

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

Others:
Mr. Scott Reuning, Superintendent of Schools, SAU #44
Mr. Nate Byrne, Student Services Director, SAU #44
Ms. Amelia Trapp, Joint Board Secretary, SAU #44

Public Present: Tanya Rich

Call to Order:
Mrs. Levenson called the December 9, 2019 meeting to order at 6:26 pm. A quorum was present, and the manifests were reviewed at this time. A brief nonpublic session was needed at the beginning of the meeting. Mr. Reuning dismissed the public, Mr. Byrne and Ms. Trapp at this time.

Nonpublic Session:
Mr. McGuigan made a motion to enter nonpublic session under RSA 91-A:3, II (a, c) and was seconded by Mrs. Brosnan. Roll Call was held, and 11 members were present. The Board entered nonpublic at 6:28 p.m. and personnel matters were discussed. Mrs. Dabrieo made a motion to re-enter public session and was seconded by Mr. Winslow. The Board came back into the public session at 7:00 p.m. No votes were taken.

Return to Public Session:
Mrs. Dabrieo made a motion to allow the SAU to pay the Student Services Director a stipend of $4,000 for the extra time spent covering in the business office. Mrs. Lowe seconded the motion. Mrs. Hinrichsen clarified that it was a one-time stipend and Mrs. Dabrieo said that was how her motion was stated. Mrs. Hinrichsen asked where the money was coming from to be used and Mr. Reuning said there were funds in the Business Administrator line to cover the funds. Mr. Reuning said the certification would not be done this year by Mr.
O’Sullivan, so there were funds available to cover this stipend. **All members were in favor of the motion.**

**Mrs. Dabrieo made a motion to direct Mr. Reuning to engage a contracted service with municipal resources incorporated; Mrs. Lowe seconded.** Mrs. Hinrichsen said it would be for Business Administrator services and would start on January 1 and end June 30. Mr. Reuning budgeted for 88 days. The money would be coming from the Business Administrator’s salary, retirement and FICA. **All members were in favor of the motion.**

Mrs. Levenson asked Mr. Reuning if he needed additional funds for Tyler Technologies consulting and he said he would discuss it a bit in the meeting this evening, but a decision would be made at the January meeting.

Mrs. Levenson noted that they were running behind the agenda and said they would begin to discuss the budgets. Mrs. Hinrichsen asked if the review of the minutes should be completed first and Mrs. Levenson said they were on a tight timeline based on their public hearing posting. They would return to the review of the minutes after the session of the public hearing.

**Review of Preschool & SAU Budgets:**

Mr. Reuning distributed the updated SAU #44 Proposed 2020-21 Budget. They had made minor changes to the budget as requested by the Board at the previous meeting. Mr. Reuning had placed a marker for his salary. He noted that he had found an option in the financial system to show the revenues and he had printed out a copy and attached it to each budget. The Board reviewed it at this time.

**The total amount of the proposed budget is $1,268,230.44.** The Board had requested time to review the changes before the public hearing was opened at 7:15 pm as noted in the Board’s meeting agenda for the evening. Mrs. Hinrichsen asked if they could ask questions about the budget. Mrs. Levenson said they would first enter a public hearing and review the budgets line by line. By statute, they will identify each cost and highlight the points needed. The revenue, expenses, and bottom line will be thoroughly discussed. The Public Session will then be closed and at that time, the committee that recessed their preschool meeting would vote and or have conversation on the preschool budget.

The SAU budget discussion would follow where there would be a vote and or conversation as well. Mrs. Levenson asked Mr. McGuigan if that timeline was acceptable and he said it was fine.

Mrs. Hinrichsen asked Mr. Reuning to review the indirect costs on the front page. Mr. Reuning said that was the amount of money that were part of their grants. The DOE sets a cost rate based on the DOE 25 and it was portioned out evenly in the three districts. The indirect cost revenue is used to offset the grant coordinator’s salary. The grant coordinator managed all the grants as well.

Mrs. Hinrichsen said they managed a grant for Coe-Brown. Mr. Reuning said that specific grant information was noted in the line showing a reimbursement of $1,000. That amount was charged to Coe-Brown for their Title II.

Mrs. Levenson noted account notes based on a 10% increase. Mr. Reuning said it was a decrease; Mr. Byrne said it was an unemployment note because they were separated out instead of being placed into one line as done in the old system. Mrs. Levenson noted the New Hampshire
Pension Rate as well. Mrs. Levenson asked if the Board was willing to enter the public hearing as it was now 7:13. She said if the community member had questions, they would answer them at the end of each section. Mrs. Levenson said they would then close the hearing after fulfilling the obligations of the RSA. The floor would then open to questions of the Board members.

The Joint Board recessed the meeting at 7:15 p.m. to enter the public hearing of the SAU 44 2020-21 proposed budget and the Step-By-Step Preschool 2020-21 proposed budget of both revenue and expenses.

SAU 44 Proposed 20-21 budget:

≠ Northwood’s allocation of the 20-21 budget is 29.42% with a total of $392,892.62 with a 1.88% increase.
≠ Nottingham’s allocation of the 20-21 budget is 39.21% with a total of $490,939.88 with a 4.00% increase.
≠ Strafford’s allocation of the 20-21 budget is 31.38% with a total of $15,000 with a 0.00% increase.
≠ The grand total of the SAU 44 Proposed 20-21 budget is $1,268,230.44 with a 2.31% increase.

Mrs. Levenson read the entire budget line-by-line. She asked if there was anything she had missed or needed to further discuss. Mrs. Helm and Mrs. Arroyo gave grammar changes to the Superintendent.

Mrs. Rich asked if the $68,000 was the portion that was meant to be turned back toStrafford at the end of the year. Mrs. Hinrichsen said there was some confusion in this question. It was not a portion of the IDEA Grant. Mr. Reuning said they would not have the grant information before they received the audit report back.

Mrs. Levenson said the $68,000 was an amount from the unassigned fund balance, which carries a balance year over year, that was used to pay for the new Infinite Visions/Tyler Technologies accounting system software. Mrs. Hinrichsen told Mrs. Rich that the amount did come out of the fund balance last year. The amount left in the fund balance is an estimate because they do not have the previous year’s fiscal audit at this time. Mrs. Hinrichsen asked if the $68,000 was included in the 2020-21 budget. Mrs. Rich thanked the Board for the information.

Step-By-Step Preschool Proposed 20-21 budget:

≠ Northwood’s tuition is $28,250 with a 25.56% increase.
≠ Nottingham’s tuition is $17,900 with a 47.33% increase.

These costs increased due to Strafford School District’s children attending their local program.

Mrs. Levenson asked Mr. Byrne if he would be able to review the Preschool budget and he said he would. Mr. Byrne reviewed the Preschool budget line-by-line. The revenue total is $46,150. This amount is from tuition students. He asked after each section if there were any questions. The staff salaries held a 3% increase subject to review.
The grand total of the Step-by-Step Preschool Proposed 20-21 budget is $321,228.98 with a 25.06% decrease. These changes were made due to Strafford no longer participating in the preschool program.

Mrs. Levenson asked Mrs. Rich if she had any further questions. Mrs. Rich declined; the public hearing was closed at 7:39 p.m.

**Preschool Committee Discussion:**
The Preschool Committee had held a meeting before the beginning of the Joint Board meeting and had recessed it due to the timeline of the Joint Board meeting and the discussion of the Preschool budget in the public hearing.

The recessed meeting continued at 7:40 for the purpose of deliberation and discussion of the Step-by-Step Preschool. Mr. McGuigan made a motion to finalize the preschool budget of $321,228.98 and was seconded by Mrs. Arroyo. The 7 governance body members were in favor.

Mr. McGuigan made a motion to adjourn the Preschool Committee meeting and was seconded by Mrs. Arroyo. The 7 governance body members were in favor. The meeting was adjourned at 7:42 pm.

**Deliberative Discussion of SAU 44 Proposed 20-21 budget:**
Mrs. Hinrichsen said that the note under the Tyler Technologies line that spoke of the purchase of the Infinite Visions accounting software needed to be written that it was paid out of the SAU fund balance. She said it needed to be done this way because otherwise there would not be a history behind the appropriations.

Mr. McGuigan and Mrs. Hinrichsen noted an issue on the Superintendent Salary line. Mr. Byrne thought it might be a rounding issue in the computer. They checked the line; Mr. McGuigan realized he had used the wrong number. Mrs. Gordon asked how longevity was accounted for at the SAU. Mr. Reuning said if a staff member was there for 10 years, they received a $1,000 per year after their 10th year; it was not a cumulative amount. Mrs. Helm asked if the notes on the student services director’s assistant salary reflected the salary change based on the preschool change. Mr. Reuning said it could be noted.

Mr. McGuigan made a motion to approve the budget in its entirety and was seconded by Mrs. Dabrieo. 10 members were in favor with 1 opposed, being Mrs. Hinrichsen.

**Approval of Minutes:**
Mrs. Hinrichsen made a motion to approve the public minutes from the Joint Board meeting on November 18, 2019. Mrs. Lowe seconded the motion. The Board reviewed the minutes and brought extensive changes to the secretary’s attention. The Board chose to table the minutes until they were amended. The motion was withdrawn.
**Business Administrator’s Report:**

Mr. O’Sullivan was not present to give the report. Mr. Reuning said he had the SAU financial report on the current budget with expenses, but he did not have the preschool financial report at this meeting. Mrs. Levenson asked if the financial reports could be in the packet for January, as there is a policy that states they needed to be there. Mr. Reuning said they would be. He said the balance was around $35,000 but the water bill hadn’t arrived yet. He expected the balance to be closer to $20,000 once that occurred.

He gave the Board examples of items that he questioned in the financial report. He said the health insurance lines had a hanging encumbrance that would be taken care of. Mrs. Osburn is working on the LTD lines at this time. The money is in the budget, but not in the appropriate places to show correct entries. The audit line is on page 1.

Mrs. Levenson asked where the money was for the DOE 25 and Mr. Reuning said he would check on that. Mrs. Hinrichsen said they had voted on it coming out of the SAU budget; Mr. Reuning said he needed to see where it had been paid.

Mrs. Hinrichsen asked if they needed to freeze the budget to prevent from going over and Mr. Reuning said he didn’t think that was necessary. He said based on the lines that had missing encumbrances that would put money back into the budget that it would balance out. Mrs. Levenson agreed that it seemed to be getting close and that they should revisit the concern in January.

Mrs. Hinrichsen said it was close when it was around $20,000. Mr. Reuning said that was generally where they ended their fiscal year anyway. Mrs. Hinrichsen said they should be cautious, and Mr. Levenson said again that they could revisit it in January.

**The Policies were moved to the next meeting in January**

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

**Committee Updates:**

Mrs. Levenson said the SAU Management Committee did not meet. They would try before the next meeting in January to review the policies and the statute for the evaluation tools.

Mrs. Levenson said the Audit Committee did not meet. The auditors are finalizing the audit. The draft will be sent to the audit committee soon. She guessed it would occur in January or as late as February before this occurs.

Mrs. Levenson asked if the Professional Development Committee had met and Mrs. Brosnan, the Joint Board representative, said they had. Mrs. Brosnan said they had all the information and had put their packet together for the day in March. They are still asking about doing Bridge Team groups; the day is already scheduled out.

Mr. Reuning would be speaking at this event as well. Mr. Reuning said the March PD day would be focused on Social-Emotional learning. Scarlett Lewis, from the Choose Love Movement, would be the special speaker at this event and would be working with the staff. She is a parent from Newtown, Connecticut.

Mr. Byrne and Mr. Sousa would be hosting a parent night with her that evening as well. The PD Committee have completed a survey that has been put out to all the staff in the three schools, asking them for their thoughts on Bridges and Breakout sessions on facilitated social
emotional learning discussions. Once that data comes back and the staff has chosen Breakouts, Mr. Reuning would be asking Mr. Byrne to assign it to the guidance counselor to facilitate small groups.

Mrs. Hinrichsen said that in the past, they had had to cancel this Professional Development Day due to making up snow days and she hoped that did not occur this year. Mr. Reuning said he had avoided the cancellation at all costs last year. It is an incredibly valuable day for setting a positive tone in the three districts. It is also the only day Mr. Reuning is able to see all of the staff at the same time.

**Future Meeting Date:**
January 13, 2020 6:15 p.m. Joint Board Meeting: SAU Office

**Meeting Adjourned:**
Mrs. Hinrichsen made a motion to adjourn and was seconded by Mrs. Arroyo. All members were in favor. The Joint Board Meeting on December 9, 2019 was adjourned at 8:16 p.m.