

**SAU #21 Operations Committee Meeting**  
**Wednesday, September 21, 2011**  
**SAU#21 Central Office**  
**Conference Room**  
**6:00 PM**

**Members present:**

M. Chase; Chair, H. Marsh, N. Considine, W. Skoglund and V. Kilroy.

**Administration present:**

Dr. R. Sullivan: Superintendent, B. Hopkins: Assistant Superintendent and B. Hickey: Business Administrator

1. **Call to Order**

M. Chase called the meeting to order at 6:10 p.m.

2. **Approval of minutes** – April 20, 2011 - Tabled until the next meeting.

H. Marsh explained that the basic function of the Operations Committee Meeting is to act as an Advisory Board and to make recommendations to the SAU Administration and to the Joint Board. The OC Board has been in existence for four years.

3. **2012-2013 SAU 21 Calendar** – Discussions included:

- The possibility of school opening after Labor Day.
- Each District Board approves for their District; Professional Development, half day schedules, and the school calendar.
- Some considerations involving the calendar include snow days, possible Saturday sessions, vacations, and Winnacunnet's relationship with the SST.
- Technically each District must meet the hours needed to complete their educational needs, teachers are obligated to work for 188 days and students are obligated to attend school for 182 days.

The Board recommended that two calendar models be prepared. The first calendar model would show the school opening before Labor Day and how it would affect the 2012-2013 school years calendar. The second calendar model would show the school opening after Labor Day and how it would affect the 2012-2013 school years calendar.

4. **2012-2013 SAU 21 Budget Overview** – The Board discussed and reviewed the budget book page by page.

H. Marsh excused himself from the meeting at 7:04 p.m.

The Board extended their gratitude and commended the SAU21 Office Staff members for all their participation during the budget process.

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5. **Joint Board Policy Manual**

The Board agreed to verbally present a minimally updated Joint Board Policy Manual to the Joint Board.

- The Hampton components of the manual have been removed, and the first levels of changes that are required by law have already been completed.

The Board recommended the possibility of forming a committee to explore the elements of the policy manual that need to be updated. The committee and the Superintendent can work together throughout the year to produce an updated and completed new Joint Board Policy Manual.

**Superintendent's Evaluation Document** – Discussed.

The Board agreed to re-send the survey to the District Boards and will continue this discussion at the next meeting.

6. **Questions and Comments from those in Attendance:**

The next Joint Board meeting is October 26, 2011.

The SAU Budget Public Hearing and Joint Board Meeting is November 16, 2011.

The next Operations Committee Meeting is January 25, 2012.

7. **Other Business** – none discussed.

**Motion:** W. Skoglund moved to move into non-public session under RSA 91-A: 3 (a-e) at 7:45 p.m. Seconded by V. Kilroy. Roll Call vote. M. Chase says yes, N. Considine says yes, V. Kilroy says yes and W. Skoglund says yes.

Respectfully submitted,

Maureen Hastings

Clerk