

SAU #21 Operations Committee Meeting
Wednesday, September 26, 2012
SAU#21 Central Office
Conference Room
6:03 p.m.

Approved by the Committee – January 29, 2013

Members Present:

Chris Muns (Winnacunnet), Susan Smylie, (Hampton Falls)
Tamara Le (North Hampton) Michael Chase, (Seabrook)
Nancy Considine (South Hampton)

Administration Present:

Dr. Robert Sullivan, Superintendent
Barbara Hopkins, Assistant Superintendent
Bill Hickey, Business Administrator

Call to Order:

Chair called the meeting to order at 6:03 p.m.

Susan Smylie moved to approve the minutes. Nancy Considine seconded. Tamara Le abstained.
Motion passed: 4-0-1.

Calendar Discussion:

There was discussion reflecting on the last Joint Board meeting regarding changes to the calendar for 2014-2015. That would necessitate a study to begin now, so recommendations could be made a year from now. SAU90 should be asked if they would entertain a later start to the school year.

Susan Smylie made a motion to move the calendar question to the Joint Board. Tamara Le seconded. Motion passed: 5-0.

Robert Sullivan will follow-up with Superintendent Kathleen Murphy (SAU90).

Budget:

Robert Sullivan discussed 1.5% increase in salary for all positions at SAU21. Dr. Sullivan also noted that all three of his contracts, Mrs. Hopkins' contract and Mr. Hickey's contract expire at the end of this school year June 30, 2013.

In the case of Dr. Sullivan, the SAU must notify him in writing no later than December 31, 2012 whether it wishes to enter into a successor employment agreement.

In the case of Mrs. Hopkins and Mr. Hickey, the SAU must notify her and him in writing no later than November 1, 2012 whether it wishes to enter into a successor employment agreement.

The Secretary for Robert Sullivan was previously moved to part-time, but full-time is needed. Health Insurance and retirement issues were also discussed.

Michael Chase clarified action to support and move recommendation of 1.5% salary increase to Joint Board. Robert Sullivan affirmed that the Operations Committee sets the tone for changes and feedback to the SAU administration is vital.

The 2013-2014 Budget discussion ensued line by line, with questions and responses on a few items. Suggestions and discussions included:

- Addition of \$10,000 for tuition support to Acct# 1221064-336
- Wording change of "in the process of soliciting pricing" to "out to bid" for the annual financial audit. Acct# 1231000-334
- Consider moving the Applitrack costs from Advertising Acct# 1231000-540 to Tech Licensing, Acct# 1284022-644
- Change "Secretary for Superintendent (AK)" to "Secretary for Assistant Superintendent (AK)" Acct# 1232165-110
- Provide greater detail to Acct# 1232165-610 such as paper, 3-ring binders, etc.
- Eliminate handwritten notes at the bottom of Acct# 1251067-114
- Provide additional detail to Acct# 1251067-650 explaining increase in proposed budget from \$25,000 to \$32,000; related to an update to a data management package that was not budgeted for.
- Include discussion of possible 16% increase in fees in Acct# 1262026-411
- Acct# 1262026-432 Eliminate interior painting to consider upcoming needs for roof repairs - \$10,000 will not be removed from unreserved fund balance to pay for painting and will instead remain in reserve for possible roof repairs.
- Acct# 1284022-431 It was agreed that administration would look to reduce # of printers.
- Acct# 1284022-734 History of servers...which is being replaced. What was replaced last year?

- Acct# 1290000-211 history of GMR with actual.
- Acct# 1290000-230 discussion of retirement costs in terms of history.

Robert Sullivan discussed administrative contracts which include 1.5% increase for SAU Leadership. This is included for only the first year for the Superintendent's contract since language includes review annually. The need for specific courses should be given to support \$10,000 tuition reimbursement for the Assistant Superintendent.

Susan Smylie motioned to move the 3 administrative contracts to Joint Board. Tamara Le seconded the motion. Motion passed: 5-0.

Discussion of School District School Bus Contracts:

One year from now we will need to have new contracts in place and a number for 2014-2015 budget. By June 2013, final numbers for contracts should be in the hands of Boards. Everyone uses the same company, but requirement may differ slightly (i.e. cameras, etc.). Susan Smylie suggested that we should be thinking out of the box to curb transportation costs.

Investment Fund Policy: Brief discussion of annual needs to approve this policy.

Fund Balance Policy: This is consistent with local school boards.

New Business: There was a brief discussion about Manifest signing and how some board members have difficulty with going to the school to sign the manifest between school board meetings. Suggestions included possible electronic sharing of manifest and electronic signatures.

Susan Smylie moved to adjourn meeting at 9 p.m. Nancy Considine seconded. Motion passed: 5-0.

Respectfully Submitted,

Barbara Hopkins, C.A.G.S.
Assistant Superintendent