

**SAU #21 Operations Committee Meeting**  
**Tuesday, January 7, 2014**  
**SAU#21 Central Office**  
**Conference Room**  
**6:00 p.m.**

*Approved by the Committee – February 12, 2014*

**Members Present:**

Wayne Skoglund (Winnacunnet), James Stevens (Hampton Falls), Nancy Considine (South Hampton) and Tamara Le (North Hampton).

Mike Chase (Seabrook) was absent.

**Administration Present:**

Dr. Robert Sullivan, Superintendent  
Bill Hickey, Business Administrator

**Call to Order**

Chairman Wayne Skoglund called the meeting to order at 6:02 p.m.

**Minutes**

There was a brief discussion on the minutes. James Stevens moved to approve the minutes of September 25, 2013. Tamara Le seconded. Motion passed: 4-0.

**Finance Report**

The Finance Report was reviewed and discussed.

Discussion held on the telephone contract and also on the average yearly cost of software.

**Superintendent's Evaluation**

A proposed timeline was presented for the Superintendent's Evaluation Process. Discussion was held on the yearly timeline. James Stevens moved to change the evaluation period to be based on a completed school year beginning with the 2014-2015 school year. Tamara Le seconded. Motion passed: 4-0.

For the current 2013-2014 school year, the evaluation instrument will be distributed to all the Joint Board members to be completed individually and submitted to their board chair. The individual board chairs will compile a single document from each board to submit to the Joint Board Chair who along with the Operations Committee will meet on February 12, 2014 to compile the results into one document.

**Future Meeting**

The Operations Committee will meet with the Joint Board Chair on Wednesday, February 12, 2014 at 6:00 p.m.

The Joint Board will meet on Wednesday, March 5, 2014 at 7:00 p.m. to review and discuss the composite evaluation with the Superintendent prior to the March election.

**Adjourn**

James Stevens made a motion to adjourn meeting at 7:28 p.m. Tamara Le seconded. Motion passed: 4-0.

*Respectfully submitted,*

*Robert M. Sullivan, Ed.D  
Superintendent of Schools*