

**SAU #21 Operations Committee Meeting  
Tuesday, September 22, 2015 at 6:00 PM  
SAU #21 Central Office  
Conference Room**

Board Members (5)

David Gandt: Chair, Winnacunnet.  
Gregg Duffy: Vice-Chair North Hampton.  
John Bailly, Hampton Falls.  
Kathleen Cronin; Alternate – Seabrook.

Administration Present: Robert Sullivan, Ed.D;  
Superintendent, Barbara Hopkins C.A.G.S.;  
Assistant Superintendent and Bill Hickey; Business  
Administrator.

Absent:

Mike Kimball - Seabrook, Kim Molin - South  
Hampton, and Pamela Miller: Secretary, Hampton  
Falls.

David Gandt called the meeting to **order** at 6:00 p.m.

**2. Approval of Minutes** -Tabled.

**3. Superintendents' Goal Discussion 2015-2016**

Superintendent Sullivan discussed his future goal:

“Increase the utilization of social media technology to improve our communication to all members of our communities about what is happening in our schools. Districts increasing their use of social media platforms, including but not limited to: Twitter, Facebook, YouTube, and Mobile apps.” The important benefits would include:

- Schools getting our information out to the community to garner support and approval.
- David Hobbs: Education Technology Integrator is knowledgeable of other tools to utilize for technological communications.
- District Principals along with our computer technologists could put together a plan. What are we using now? How fast can we start using some of the tools? The tools are out there, just how do we access them?
- This idea is measurable and will benefit our Districts.
- An example: If something good is going on in the classroom, the teacher can email the twitter person (within the school), then the twitter person will send it out. (The teacher will not have to).
- We will have more of an outline as we approach this further.
- Keeping information flowing onto a one way face book page to keep active so that it does not just sit there.
- Each school and the SAU would have their own information for their own District.
- Twitter information already comes to us through email.

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- All the School Board goals have mention of communications. (All of the School Board goals were listed for the Boards perusal).
- We will glom onto it.

The Board agreed to move forward social media technology to improve our communications goal to the Joint Board and to the October 20, 2015 agenda.

#### **4. Audit Questionnaire**

The OC Board reviewed and agreed to move forward the Plodzik & Sanderson Board Members questionnaire and policies F-1 Investment, F-2 Fund Balance and F-3 Use of Credit Cards forward to the Joint Board and the October 20, 2015 agenda.

#### **5. PRIMEX Program Membership Agreements Worker's Compensation and Property & Liability**

The OC Board reviewed and agreed to move forward the Primex resolution offer to enter Primex<sup>3</sup>: Workers' Compensation Contribution Assurance Program (CAP) and Property & Liability Contribution Assurance Program (CAP) to the Joint Board and place it on the October 20, 2015 agenda.

#### **6. 2016-2017 SAU #21 Calendar**

The Board reviewed and agreed to move forward the proposed School Administrative Unit #21 2016-2017 Calendar to the Joint Board and place it on the October 20, 2015 agenda.

#### **7. 2016-2017 SAU #21 Budget Proposal**

##### **a. Review Budget Timeline**

The Board reviewed and agreed to move forward the proposed Budget Timeline/Calendar of Events to be Deliver to Operations Board – 9/15/2015, and School Board Complete – 09/22/15. Public Hearing Date – November 3, 2015 to the Joint Board and place it on the October 20, 2015 agenda.

##### **Budget Review**

Bill Hickey reviewed the budget: explained the estimated Guaranteed Maximum Rate of 5.5%, Page 53, a historical look back of the GMR rates, presented a District Assessment of SAU Budget graph from 2010-2011 through 2015-2016 for each of the Districts and an Excel spread sheet showing any unspent monies in the account that can be retained (\$150,000) – This is in lieu of an expendable trust. This is our Fund Balance.

Other includes: Salary schedule, and federal funds special projects has been eliminated.

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The Board reviewed the budget line by line.

**1221064 Improvement of Instruction**

Page 2, 1221064-119 Salaries – Other involves: vertical teams and curriculum teams.

Page 3, 1221064-336 - Professional Development

Page 4, 1221064 -890 Other

**1231000 Board of Education**

Page 6, 1231000-117 Salary-Other

Page 7, 1231000-117 Salary – Other

Page 8, 1231000-330 Labor Relations Services

Page 9, 1231000-333 Legal

Page 10, 1231000-334 – Audit

Barbara Hopkins arrived to the meeting at 7:00 p.m.

Page 11, 1231000-540 Advertising

**1232165 Office of the Superintendent**

Contract discussions would be needed. To be discussed on October 20, 2015 and again in November, 2015.

Page 13, 1232165-101 Salaries-Supt., Asst. Supt.

Page 14, 1232165-110 Salaries-Secretaries & Receptionists

Page 15, 1232165-119 Salary – Driver

Page 16, 1232165-329 In-Service Training

Page 17, 1232165-430 Repair/Maintain-Equipment

Page 18, 1232165-436 Vehicle Expenses

Page 19, 1232165-531 Telephone

Page 20, 1232165-534 Postage

Page 21, 1232165-580 Workshop Travel

Page 22, 1232165-610 Supplies – Office

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Page 23, 1232165-641 Books/Print Media

Page 24, 1232165-810 Dues and Fees

Page 25, 1232165-890 Other

**1232566 Personnel**

Page 27, 1232166-102 Salaries, Human Resources Salary

Page 28, 1232166-110 Salary – Secretary

**1251067- Fiscal Services**

Page 30, 1251067-101 Salary Business Administrator

Page 31, 1251067-110 Salary Finance Manager

Page 32, 1251067-114 Salaries Account Payable and Payroll

Page 33, 1251067-130 Overtime

Page 34, 1251067-650 Software License/Support

Page 35, 1251067-739 Equipment

**1262026 Building**

Page 37, 1262026-111 Salary- Custodian

Page 38, 1262026-411 Water

Page 39, 1262026-432 Repair/Maintenance Services – The Board recommended \$15,750, and to re-address the LED lighting at the Joint Board.

Bill Hickey agreed to provide information of LED lighting for the Joint Board.

Page 40, SAU #21 Office Building Long Range Planning – 5 year from October, 2014. Some areas that might need to be addressed.

Page 41, 1262026-520 Insurance

Page 42, 1262026-610 Supplies

Page 43, 1262026-622 Electricity

Page 44, 1262026-733 Furniture

Page 45, 1262026-739 Equipment

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**1284022 Technology**

Page 47, 1284022-109 Information Technologist

Page 48, 1284022-431 Repair/Maintain Computers

Page 49, 1284022-643 Information Access Fee

Page 50, 1284-22-644 Software License/Support

Page 51, 1284022-734 New Technology Equipment

**129000 Employee Benefits**

Page 53, 1290000-211 Health Insurance

How does this compare to other districts? Help to extrapolate when all units will be at 80/20.

Page 54, 1290000-212 Dental Insurance

Page 55, 1290000-213 Life Insurance

Page 56, 1290000-214 L.T.D. Insurance (Long Term Disability)

Page 57, 1290000-220 FICA

Page 58, 1290000-230 Retirement

Page 59, 1290000-250 Unemployment Insurance

Page 60, 1290000-260 Workers' Compensation

Page 61, 1290000-285 403B

Total Budget – SAU #21 \$1,400,809.

The Board agreed to move forward the proposed 2016-2017 SAU Budget to the Joint Board and the October 20, 2015 agenda.

Bill Hickey agreed to run scenarios for the fund balance. (\$154,000). See the list of updates needed for the SAU Building.

Motion: Kathy Cronin moved to present the proposed 2016-2017 budget to the Joint Board and the October 20, 2015 agenda. Second: John Bailly. Motion passed 4-0-0. (In favor: Kathy Cronin, John Bailly, David Gandt and Gregg Duffy).

**8. Questions and Comments from Those in Attendance - None.**

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**9. Other Business – None.**

**10. Future Meeting**

a. Joint Board Meeting is scheduled for Tuesday, October 20, 2015.

Motion: Gregg Duffy moved to adjourn the meeting at 8:12 p.m. Second: John Bailly.  
Motion passed 4-0-0.

Respectfully submitted,

Maureen Hastings

Recording Secretary

(Approved May 25, 2016)