

# SAU #21 Operations Committee Meeting

Tuesday, April 11, 2017 at 6:00 PM

SAU #21 Central Office

Conference Room

Board Members (5)

Catherine Antonio, Winnacunnet  
Thomas von Jess, North Hampton  
Kim Molin, South Hampton  
Pamela Miller, Hampton Falls  
Keith Sanborn, Seabrook

Administration Present:

Robert Sullivan, Ed.D; Superintendent, Ronna  
Cadarette, D.A.; Assistant Superintendent, and  
Matt Ferreira; Business Administrator.

Pamela Miller called the SAU #21 Operations Committee Meeting to **order** at 6:00 p.m.

**2. Reorganization of the Operations Committee** was postponed until May 23, 2017

**3. Annual Review of Investment Policy** was postponed until May 23, 2017

The reorganization of the OC was postponed until the Hampton Falls School Board has the opportunity to reorganize on April 13, 2017.

## 4. Approval of Minutes

The September 20, 2016 Operations Committee Public meeting minutes will be presented at a posted OC meeting on May 2, 2017, the same night as the next Joint Board Meeting, for the purpose of achieving a quorum and approving the meeting minutes.

To achieve a quorum would include the following members to be present: Pamela Miller – Hampton Falls, Jessica Brown; -Alternate- Seabrook, Catherine Antonio – Winnacunnet, and Greg Duffy; Alternate, North Hampton.

The Board agreed to move forward with an OC posted meeting for the approval of the September 20, 2017 minutes on May 2, 2017.

## 5. Finance Report

Matt Ferreira provided the year to date FY2016-17 expense report for the SAU #21 office and reviewed line item appropriations and expenditures.

Insurance revised GMR is 13.57% with a 9.1% in significant savings. We currently use HealthTrust- Anthem as our insurance provider.

Matt Ferreira informed that he investigated other insurance health quotes and found no reason to pursue other providers:

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School Care – Sigma is close to what Health Care can provide, Minuteman- cannot provide a service, Tufts and Inter Local Trust did not provide a quote. The CBA outlines Anthem as the significant health provider.

The Board agreed to move forward this information to the Joint Board.

## **a. Audit Governance Letter**

Matt Ferreira reviewed the Plodzik and Sanderson Governance Letter in regards to the 2015-2016 Annual Financial Audit. The full audit can be viewed on the SAU21 website.

The Board agreed to move forward the Audit Governance Letter to the next Joint Board Meeting.

## **6. Timeline for Superintendent’s Evaluation**

Superintendent Sullivan presented and discussed the timeline for the Superintendent’s Evaluation Process:

The Board agreed to move forward the timeline developed for the Superintendents Evaluation Process, Superintendent Evaluation Compilation and Summary Appraisal Report, and Compiled Summary Appraisal Report that will be given to the Board Chairs, to the Joint Board.

Superintendent Sullivan distributed:

- A written copy of the timeline developed for the Superintendent’s Evaluation Process.
- Superintendent Evaluation Compilation and Summary Appraisal Report.
- Compiled Summary Appraisal Report that will be given to the Board Chairs.

Discussion: Remove the letters on the evaluation and just use the numbers, take out the proposed rating scale E, P, I.

Tom von Jess proposed to bring forth suggestions to review future Superintendents evaluation instruments and processes used at the next OC meeting.

## **7. Questions and Comments from Those in Attendance - None.**

## **8. Other Business – None.**

## **9. Future Meeting**

A. May 2, 2017 - 6:00 p.m. - Joint Board and posted Operations Committee Meeting

B. May 23, 2017 at 6:00 p.m. - Operations Committee Meeting

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C. May 31, 2017 – 6:00 p.m. – Joint Board Meeting

Motion: Kim Molin moved to adjourn the meeting at 6:48 p.m. Second: Catherine Antonio. Motion passed 5-0-0.

Respectfully submitted,

Maureen Hastings

Recording Secretary

(Approved May 23, 2017)