

SAU #21 Operations Committee Meeting

October 9, 2018

SAU #21 Central Office Conference Room

Winnacunnet High School

6:00 PM

Board Members present: Thomas von Jess; OC Chair, North Hampton.
Michael Rabideau; OC Vice-Chair, Seabrook.
Catherine Antonio; OC Secretary, Winnacunnet-At-Large.
Pamela Miller, Hampton Falls.
Rebecca Burdick, South Hampton.

Other: James Sununu; Joint Board Chair, North Hampton.
Erin Milbury; Seabrook Middle School Principal,
and Caroline Arakelian; Winnacunnet Director of
Special Services.

Administration present: Dr. William Lupini, Superintendent, Dr. Ronna
Cadarette, Assistant Superintendent, and Nancy
Tuttle; Finance Manager.

Absent: Matt Ferreira, Business Administrator.

Thomas von Jess called the Operations Committee Meeting to order at 5:08 p.m.

2. Approval of Minutes

a. April 22, 2018 Public Minutes

Motion: Catherine Antonio moved to approve the April 22, 2018 Operations Committee
Public Minutes as amended. Second: Rebecca Burdick. Motion passed 4-0-1.
(Michael Rabideau abstained).

Amendment - Add a 4th bullet point to 8. Presentation of Revised
Superintendent's Evaluation document.

- ❖ Work with Dr. Lupini to help develop superintendent goals, timing, along with
the process of the superintendent's evaluation.

3. Audit Questionnaire

- a. F-1 Investment
- b. F-2 Fund Balance
- c. F-3 Use of Credit Cards

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Motion: Thomas von Jess moved to bring forward the Plodzick and Sanderson FY Audit Questionnaire to the next Joint Board Meeting with the recommendation for the Joint Board Chair to sign the questionnaire on behalf of the Joint Board. Second: Catherine Antonio. Motion passed 5-0-0.

Nancy Tuttle informed that the SAU #21 Office does not have a traditional credit card but uses in-store credit cards.

4. Policy Review

a. A3 Recognition of Organizational and Operation of the School Administration Unit (SAU) School Board.

Motion: Thomas von Jess motioned to move forward A3 Recognition of Organizational and Operation of the School Administration Unit (SAU) School Board to the next Joint Board Meeting as written. Second: Michael Rabideau. Motion passed 5-0-0.

Dr. Lupini reviewed information of what the weighted Joint Board vote looks like if it were requested by a member of the Joint Board. Voting Rights: C. RSA 194-C:7 and RSA 194 – C:8 is also a statutory law.

b. A4 Joint Board Quorum

Motion: Thomas von Jess motioned to move forward A4 Joint Board Quorum to the next Joint Board Meeting as written. Second: Michael Rabideau. Motion passed 5-0-0.

5. Action Items (Recommendations)

a. SAU IT Disaster Recovery Plan

Motion: Catherine Antonio motioned to move forward SAU IT Disaster Recovery Plan with the recommendation that the Joint Board approve the proposed IT Disaster Recovery Plan as written. Second: Michael Rabideau. Motion passed 5-0-0.

Nancy Tuttle informed that the SAU IT Disaster Recovery Plan is not state required, but it is best practice. This was the recommendation of Plodzick and Sanderson Auditors. All of the financial software is housed in the SAU Building and it would be beneficial to have a second records (cloud-based) recovery location. Every district may consider providing a Disaster Recovery Plan as well.

g. Special Education Policy Manual – Out of Order

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Motion: Michael Rabideau motioned to move forward the proposed Special Education Policy Manual – October 2018 to the next Joint Board Meeting. Second: Catherine Antonio. Motion passed 5-0-0.

Caroline Arakelian; Winnacunnet Director of Special Services presented newly updated (as of March 24, 2017) New Hampshire rules and reflected Procedural Safeguards April 2018 version.

b. Competency-Based Education Plan

Motion: Catherine Antonio motioned to move forward the Competency-Based Education Plan to the next Joint Board Meeting with the recommendation to implement the proposed competency-based education timelines as written. Second: Pamela Miller. Motion passed 5-0-0.

Dr. Ronna Cadarette reviewed the proposed competency-based education timelines, the preliminary work that Jonathan Vander Els is accomplishing as he meets with administration, principals and staff within the SAU Districts. Every student will make growth, acknowledges additional discussions on grading and recording student grades are needed, and the idea of an overall curriculum coordinator.

A full-time dedicated curriculum coordinator staff member can reduce the need to contract with outside services, aid with teacher effectiveness, and saving money over time.

A full-time dedicated Power School SAU21 Coordinator can work together among the schools, and coordinate with Power School programming, enhance parent communication, continue work on the grading philosophy, and teacher assessment.

Suggestions included to make public announcements on Channel 22, provide links to the website, and to express what the intent of the plan is with an outcome, in a simplistic way for parents to understand.

c. 2019-2020 SAU #21 Budget Proposal

Motion: Catherine Antonio motioned to move the proposed 2019-2020 SAU#21 budget proposal plan forward to the Joint Board as presented. Second: Rebecca Burdick. Motion passed 5-0-0.

Nancy Tuttle advised of upcoming initiatives being proposed: SAU Level Director of Student Services and Administrative Assistant, Implementation of PowerSchool across the SAU, Competency Based Education (CBE) Implementation – Year 3, Technology Upgrades, Cost of

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Living Adjustments, and the Board reviewed the proposed 2019-2020 SAU #21 Budget Proposal Plan function by function.

d. Superintendent Goals and Evaluation

Dr. Lupini provided and discussed his written report.

Motion: Thomas von Jess motioned to move forward the proposed Superintendent Goals and Evaluation to the next Joint Board Meeting as presented. Second: Michael Rabideau. Motion passed 5-0-0.

e. SAU #21 Board Training (NHSBA) New Hampshire School Board Association

Motion: Thomas von Jess motioned to move forward the proposed SAU #21 Board Training (NHSBA) to the Joint Board meeting. Second: Michael Rabideau. Motion passed 5-0-0.

Dr. Lupini explained that there could be two date offerings for meetings with the NHSBA that could accommodate all of the SAU21 school board members with enough time for questioning.

f. Policy Development Proposal (NHSBA)

Motion: Michael Rabideau motioned to move forward a policy development proposal to the next Joint Board Meeting. Second: Pamela Miller. Motion passed 5-0-0.


Dr. Lupini suggested that a policy development proposal would provide a structure for updating the districts policies, procedures and action plans. Aligning five district policies into one SAU21 policy to provide core policies, and other specific policies for each district. This structure insures a regular review of policies across the SAU21 and balancing the same language among the school board members.

h. Personnel - Compensation

Motion: Michael Rabideau motioned to move forward the proposed Personnel - Compensation – Work Prior to July 1, 2018 - to the next Joint Board Meeting as presented and with support. Second: Thomas von Jess. Motion passed 5-0-0.

i. Consulting Services

Nancy Tuttle proposed two unbudgeted consulting services:

-  Teacher Evaluation Consultant for a cost of \$5,000 for the development and implementation of a teacher evaluation process.

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- ✚ Emergency Response Planning Consultant for a cost of \$5,000 for the development and implementation of an emergency plan for the safety, security of our school environment.

Motion: Pamela Miller motioned to move forward the proposed teacher evaluation and emergency response planning consulting services to the next Joint Board meeting with the recommendation that the Joint Board recognize the savings from the health insurance account. Second: Michael Rabideau. Motion passed 5-0-0.

6. Other Joint Board Agenda Items

a. Superintendent's Entry Plan – Preliminary Findings

Motion: Pamela Miller motioned to move forward the proposed superintendent's Entry Plan – Preliminary Findings to the next Joint Board meeting. Second: Michael Rabideau. Motion passed 5-0-0.

b. Personnel – Administrative Contracts

Dr. Lupini respectfully requested from the Board consideration of administrative contract renewals prior to November 1, 2018.

Motion: Michael Rabideau motioned to move Personnel – Administrative Contracts to the next Joint Board meeting. Second: Pamela Miller. Motion passed 5-0-0.

7. Questions and Comments from Those in Attendance - None

8. Other Business

Questions from the Board:

- ✚ What is the cost per student spending as compared to what is the cost per student for other like-size SAU's in New Hampshire?
- ✚ What are the projected student enrollment numbers?
- ✚ Why we need Power School, what is the return on Power School, and what are the benefits for parents, teachers, and students?
- ✚ Breaking out the expenses for the SAU-level Director of Student Services?
- ✚ Special Education - how much money is spent on out of district placements, transportations costs and other needs?

9. Future Meetings

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a. Tuesday, October 23, 2018 at 7:00 p.m. – Joint Board Meetings

b. Monday, November 5, 2018 at 5:00 p.m. – Joint Board Public Hearing and Meeting.

Motion: Pamela Miller moved to adjourn the meeting at 7:43 p.m. Second: Catherine Antonio. Motion passed 5-0-0.

Respectfully submitted, Maureen Hastings, Recording Secretary. (Approved February 11, 2019)