

# SAU #21 Operations Committee Meeting

February 11, 2019  
SAU #21 Central Office Conference Room  
Winnacunnet High School  
6:30 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, North Hampton School Board
Administration present:	Dr. William Lupini, Superintendent, Matt Ferreira, Business Administrator.
Absent:	Dr. Ronna Cadarette, Assistant Superintendent.

Thomas von Jess called the Operations Committee Meeting to **order** at 6:30 p.m.

## 2. Approval of Minutes

### a. October 9, 2018 Public Minutes

Motion: Michael Rabideau moved to approve the October 9, 2018 Operations Committee Public Minutes as written. Second: Pamela Miller. Motion passed 5-0-0.

## 3. Action Items

### a. 504 Handbook Presentation

Dr. Lupini introduced the draft Section 504 Handbook.

Motion: Catherine Antonio motioned to move forward the proposed Section 504 Handbook to the Joint Board Meeting with the recommendation to implement the Section 504 Handbook subject to a clarification of the parental role in the permission process. Second: Michael Rabideau. Motion passed 5-0.

- ✚ The building 504 Coordinator (or other designated person) is in reference that depending on the individual 504 plans can be supervised by an occupational therapist, physical therapist, nurse or guidance counselor.

Dr. Lupini agreed to clarify Section 504 (approximately page 13) in regard to how does the section 504 process work? Clarifications on *why changes happen* - does that require the permission of the parent, and *termination of the plan* - does that require the permission of the parent?

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## **b. Superintendent Evaluation Process**

Dr. Lupini presented proposed new language updates for the Superintendent Evaluation process where the descriptors can be incorporated onto the pages of the work book. The Board read the proposed new language page by page.

Thomas von Jess informed that the Superintendent Evaluation Process will be circulated electronically for the Joint Board Members to peruse prior to the Joint Board meeting.

Motion: Thomas von Jess motioned to advance the proposed new language updates as discussed for the Superintendent Evaluation Process to the Joint Board for approval. Second: Catherine Antonio. Motion passed 5-0-0.

## **c. Resignation**

Motion: Thomas von Jess motioned to advance the proposed resignation of Dr. Ronna Cadarette effective June 30, 2019 to the Joint Board for their approval. Second: Michael Rabideau. Motion passed 5-0.

## **d. Business Administrator Contract**

Motion: Michael Rabideau motioned to advance the proposed Business Administrator Contract for 2019-2022 to the Joint Board for approval. Second: Pamela Miller. Motion passed 5-0.

## **4. Discussion Items**

### **a. Search Process – Update**

Dr. Lupini interviewed great candidates and is in the process of conducting reference checks.

### **b. SAU 21 Champion for Children Award**

Kim Molin was nominated as our SAU21 Champion for Children Award. More information will be forthcoming.

### **c. NHSBA Training Dates**

Proposed NHSBA training group dates will be introduced during the March 4<sup>th</sup> Joint Board meeting. The Board requested meeting protocol be included in the training sessions.

### **d. Superintendent's Entry Plan**

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Dr. Lupini reviewed his proposed SAU21 Superintendent Entry Plan and informed that a power point presentation will be included during the Joint Board meeting.

Motion: Michael Rabideau moved to forward the proposed Entry Plan to the Joint Board.  
Second: Thomas von Jess. Motion passed 5-0.

### **e. Personnel**

#### **i. Assistant Superintendent Contract ii. Director of Student Services Contract**

Dr. Lupini presented proposed drafts of the salary range and language of the contracts.

**5. Questions and Comments from Those in Attendance – None**

**6. Other Business -** The SAU21 Expenditure Report was included for the Board's perusal.

### **7. Future Meetings**

a. Monday, March 4, 2019 at 7:00 p.m. – Joint Board Meeting

### **Adjourn**

Motion: Catherine Antonio moved to adjourn the meeting at 8:06 p.m. Second: Thomas von Jess. Motion passed 5-0.

Respectfully submitted, Maureen Hastings, Recording Secretary (Approved April 10, 2019)