

**SAU #21 Operations Committee Meeting**  
**Tuesday, September 23, 2014**  
**SAU #21 Central Office**  
**Conference Room**  
**6:00 p.m.**

**Members Present:** Wayne Skoglund; Vice-Chair (Hampton Falls), Henry Marsh (North Hampton), Mike Kimball; Secretary (Seabrook) and David Gandt; (Winnacunnet) and Kim Molin (South Hampton).

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

**Absent:** Tamara Le; Chair (North Hampton).

**1. Call to Order (4-0)**

Mike Kimball called the meeting to order at 6:10 p.m.

**2. Audit Questionnaire**

The OC Board reviewed and agreed to move 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 21, 2014 agenda.

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

Wayne Skoglund arrived to the meeting at 6:12 p.m.

**3. Joint Study Committee for Review of Health Insurance Benefit**

The Board reviewed the Health Insurance 15-1.1., discussed forming a Joint Study committee to review the health insurance benefits and recommending any changes in it to the School Board and Association.

The Board agreed to bring forward: forming a Joint Study Committee for the Review of Health Insurance Benefits, to the Joint Board and October 21, 2014 agenda.

Discussion: To bring onto the committee Board Members, Administrators and Insurance experts to determine what is in the best interest of the community.

Bill Hickey agreed to be on the committee.

**4. Approval of the Minutes – Out of Order**

**SAU #21 Operations Committee Meeting**  
**Tuesday, September 23, 2014**  
**SAU #21 Central Office**  
**Conference Room**  
**6:00 p.m.**

**Motion:** David Gandt moved to accept the May 7, 2014 minutes as amended. Seconded by Mike Kimball. Motion passed 3-0-2. (Abstained - Henry Marsh and Kim Molin).

Change to Wayne Skoglund - Hampton Falls and David Gandt -Winnacunnet

**5. 2015-2016 SAU #21 Calendar**

**Motion:** Henry Marsh moved to move the School Administrative Unit #21 2015-2016 Calendar as presented to the Joint Board and the October 21, 2014 agenda. Seconded by David Gandt. Motion passed 5-0-0.

- S. Hampton is aligning their calendar with Amesbury, MA.
- Boards are allowed to determine their own calendars within the district and there is a template where individual Boards can have modifications.
- Exeter SST and SAU21 align their calendars so that students can consistently participate with SST programing.
- Two SAU PD days are built into the calendar.

**6. 2015-2016 SAU#21 Budget Proposal**

The Board agreed to move forward the Timeline for the 2015-2016 Budget Development. 9/17/2014 OC and 10/14/14 JTBD Deliver to School Board, 9/24/14 OC and 10/21/14 JTBD School Board Complete and 11/4/14 Public Hearing Date to the Joint Board and the October 21, 2014 agenda.

Assistant Superintendent Hopkins arrived at the meeting at 7:03 p.m.

The Board reviewed and discussed the SAU21 budget line by line.

- Budgeted benefits are included for a retirement/vacancy and budgeted for the replacement.
- Budget discussions - Page 32 and Page 2.

Project 1 discussion involves looking to install heat pump units to replace the old problematic wall units. These wall units are inefficient and cold during the winter.

- The heat pumps are energy efficient. If the weather is excessively bitter then the baseboard system would be used.
- Financing would involve parceling jobs out over a few years, or fund it out with the Unreserved Fund Balance.

**SAU #21 Operations Committee Meeting**  
**Tuesday, September 23, 2014**  
**SAU #21 Central Office**  
**Conference Room**  
**6:00 p.m.**

- Electricity is the only option here at the SAU21.
- Concrete will be used to seal the holes where the old air conditioners are. Carpentry and concrete work is built into the budget number. If the job is done all together, savings are gained on labor costs.

Project 2 - The rain water runs down the hill capturing the grass and fill, right up against the kitchen side of the building. Then it continues to flow into the kitchen. The project cost is \$4,000. The Unreserved Fund Balance could be used but the budget has \$4,264 that could be used for this water project.

- The cost for both projects is approximately \$24,000.
- The HVAC project will be projected in the 2015-16 Budget.

The Board agreed to move forward Project 1 – heat pumps, Project 2 – Water and HVAC to the Joint Board and October 21, 2014 agenda.

The Board requested roofing estimates for the SAU21 building.

- Page 52 – Employee

Request for decreasing the Health Insurance split to 15% for SAU21 employees – Several years ago, the SAU21 employees agreed to pay 20% of the premium for the purpose of keeping the budget as low as possible.

The Board commended the SAU21 Staff for their hard work, answering questions efficiently and readily. This is a group that works. The 15% figure is an available benefit for the employees.

The Board agreed to move forward the 15% Health Insurance split for the SAU21 employees to the Joint Board and October 21, 2014 agenda.

**Motion:** Henry Marsh moved to move the SAU21 2015-2016 budget proposal to the Joint Board on October 21, 2014. Seconded by Mike Kimball. Motion passed 5-0-0.

Page 58 – Retirement – The employers side have been increasing.

Barbara Hopkins requested extending an invitation to Dr. Scott Mantie from the NHDOE to attend and speak before the Joint Board on October 21, 2014 in regards to Smarter Balance.

Employee personal computers can be taken for investigations when SAU 21 emails are sent to personal home computer email.

**SAU #21 Operations Committee Meeting**  
**Tuesday, September 23, 2014**  
**SAU #21 Central Office**  
**Conference Room**  
**6:00 p.m.**

The Board agreed to move forward an LGC Update to the Joint Board and October 21, 2014 agenda.

**7. Other Business**

Since Superintendent Sullivan arrived five years ago, the salary increase process has been:

- The OC Board meeting process is to place a salary increase number in the budget book for the Superintendent.
- The Joint Board is responsible to make the salary increase decisions with the knowledge of what the Superintendent does.
- The Superintendent makes the salary increase decisions for SAU21 staff.

It has been suggestion that the Spring OT Board meet to approve the budget that passes through the communities and the Spring Joint Board just requests all the raises. We generally do that based on knowing SAU21 office staff.

The SAU21 budget is approved by the Joint Board. The Public Hearing is when the public votes and then it is broken down to the communities for their budget. Then the community votes on their own individual budget where it goes to default or approval.

It is the authority of the School Boards to decide what is going to be in the budget. When the public hearing is completed, then any modifications will be done and then put into the individual town budgets.

During the June meeting the number or % will be placed. During the fall budget, the number will be at the % that the Board asked for as well as the % for the SAU21 staff.

The Board agreed to move forward the budgetary process to the Joint Board and October 21, 2014 agenda.

**8. Future Meetings**

- a. Tuesday, October 21, 2014 – Joint Board

**Motion:** Henry Marsh moved to adjourn the meeting at 7:39 p.m. Seconded by David Gandt. Motion passed 5-0-0.

Respectfully submitted,

Maureen Hastings

School Board Secretary (Minutes approved March 24, 2015)