

**SAU #21 Operations Committee Meeting**  
**Tuesday, March 24, 2015**  
**SAU #21 Central Office**  
**Conference Room**  
**6:00 PM**

Members Present: Mike Kimball (Seabrook), Kim Molin (South Hampton), Greg Parish (Hampton Falls), David Gandt (Winnacunnet), Catherine Antonio (Winnacunnet Alternate) and Gregg Duffy (North Hampton).

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

1. Superintendent Sullivan called the meeting to **order** at 6:10 p.m., congratulated and expressed a warm welcome to new Board members Greg Duffy (North Hampton) and Catherine Antonio (Winnacunnet).

The Superintendent agreed to act as the Chair until all of the Boards have reorganized in their individual districts. He then reviewed the following policies:

SAU #21 Joint Board Policy A- 5 SAU #21 Operations Committee meeting states “ An Operations Committee may be formed to aid in the development of Joint Board Agendas to discuss information to be presented to the individual Boards and then to the Joint Board, and to deal with SAU contracts and benefits for their recommendation to the Joint Board.

SAU#21 Operations Committee Roles and Responsibilities Policy A- 5-R

1. Review and recommend policies to the Joint Board.
2. Work with Joint Board Chairman and Superintendent on agenda preparation.
3. Serve as a communications vehicle to the individual School Boards on SAU-wide issues.
4. Make SAU salary and SAU contract recommendations to the Joint Board.
5. Make SAU budgetary recommendations to the Joint Boards.
6. Make recommendations on SAU #21 school calendar.
7. Develop and implement an evaluations process for the SAU #21 Superintendent.

Three meetings are required per Joint Board Policy A-3:

- 1 Spring Joint Board meeting which is to be held annually between April 1 and June 1 at a time and place fixed by the Chairperson in each year for the purpose of organizing the following officers: Chair, Vice-Chair, Treasurer and Secretary.
- 2 Fall Joint Board meeting between October 15 and December 15, for the purpose of preparing a recommended budget for the next fiscal year for the expenses of the SAU.
- 3 Public Hearing-Public: There shall be held within the SAU at a time and place specified by the SAU Board Chairman, a public hearing upon the recommended budget. The SAU Board shall adopt a budget, following the public hearing, for the next fiscal year. The

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previously stated provisions do not apply to School Administrative Units comprising only one District.

- 4 Special Meetings: The SAU Board may hold special meetings at the call of the Chairperson or at the request of any one of the member School Boards.

**2. Approval of Minutes**

- a. Motion: Mike Kimball moved to approve the September 23, 2014 SAU #21 Operations Committee Meeting Minutes as written. Second: Kim Molin. Motion held until every District was represented.

David Gandt and Greg Parish arrived to the meeting at 6:30 p.m.

- Amended Motion: David Gandt moved to approve the September 23, 2014 SAU #21 Operations Committee meeting minutes as amended. Second: Kim Molin. Motion passed 3-0-3.

In Favor: Kim Molen, Mike Kimball and David Gandt.  
Abstained: Greg Parish, Greg Duffy and Catherine Antonio.

Amendment: Spelling correction of Dr. Scott Mantie on page 3 – Add e.

**3. Finance Report**

Bill Hickey provided the SAU #21 FY 15 Expense Report and discussed:

- Page 2- The available budget – The Assistant Superintendent’s assistant end balance can be used to offset the district assessment of our office.
- Unlike district budgets, the SAU 21 Expendable Trust Fund can be used to keep any leftover funds.
- Page 3 – Fiscal services include bookkeeper salary - a change in personnel, and buildings/electricity for \$300. This is the only source of heat in the building.
- Water running off the back hill permeates our exterior wall and floods the kitchen.
- Page 4 – Access Fee which has a deficit. We are moving away from landlines giving access to available funds there, employee benefits changed, health care was changed for one individual who opted for a family plan, a retirement with a personnel change to include a deficit.

Bill Hickey will not be available to attend the Tuesday, April 7, 2015 Joint Board meeting. Please call him for any questions that come up.

**4. Policy – First Read**

**a. A-1 Chair Rotation**

Superintendent Sullivan discussed the updates to the policy A: Code 1 Chair rotations up to the years 2022.

South Hampton	2010-2011	2015-2016	Current rotation
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Hampton Falls	2012-2013	2017-2018	Future rotations.
North Hampton	2013-2014	2018-2019	
Seabrook	2014-2015	2019-2020	
South Hampton	2015-2016	2020-2021	
Winnacunnet	2016-2017	2021-2022	

The Board agreed to move A-1 Chair Rotation to the Joint Board on April 7, 2015.

**b. B - 4 Superintendent’s Evaluation**

The Superintendent requested to formalize the changes in the policy to reflect the conversation from May 14, 2014 as written below:

**8. Superintendent’s Evaluation (May 14, 2014 – Joint Board Meeting Minutes Excerpt)**

- Discussion included moving the evaluation calendar prior to the General Election as opposed to after, providing time for Superintendent Goal Reflections.

The Board agreed to revising and creating a new Superintendent Policy for the evaluation of the Superintendent. A compilation of components may include: discussions between each individual Board and the Superintendent, creating a defined procedure, determining what the evaluation should look like and providing consistency from year to year.

New language includes: The Superintendent’s evaluation would be completed by the sitting Board members before the Board turnover due to elections. This would be called the Semi-Annual meeting (Fall). The Superintendent evaluation will be completed in the first week of March.

**The new policy language as of May, 2014**

Giving goals to the Joint Board in mid-October, Then on the other side of it, the Superintendent evaluation will be completed by the first week of March. The Superintendent should have some time to work on the goals.

The Superintendent requested to extend the goals until April and present in May.

- The Superintendent would be in attendance at each Joint Board meeting.
- 2015 Joint Board meeting is in June. Do we change this language? Then extend the goals to January, when it is sent to the Board? The composite evaluation will be discussed by the full Board and the Superintendent prior to a Special Meeting held following the Annual Meeting and prior to the end of the school year.

Semi-annual (Fall) Joint Board meeting (October 15-December 15) is when the goals would be brought to the OC and where the Public Hearing and Joint Board meetings would be set. This meeting would be to recommend the SAU21 budget.

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Second highlighted paragraph: The Superintendent's annual performance objectives will be presented at the fall (Semi-Annual) Joint Board meeting and will be reviewed at a Special Meeting held following the spring (Annual) Meeting and prior to the end of the school year.

May - would hold special meetings at the request of the members, evaluations will be completed during the spring meeting.

**Superintendent Evaluation Compilation and Summary Appraisal Report**

Superintended Sullivan presented a copy for each member to peruse.

- Every person fills out their own evaluation, passes it to the Joint Board Chair who will summarize the results/questions and then pass the result to the OC.
- Superintendent Sullivan Goals that were written last year were responses to what I saw from the evaluation.
- There are no changes to the Cover letter, so it will be kept the same.

The Board reviewed the new revision of Policy B-4 Evaluation of the Superintendent and agreed to move forward to the Joint Board.

1. The Superintendent annual performance objectives will be presented at the (Fall) Semi-Annual Joint Board Meeting and will be reviewed at a Special Meeting held following the (Spring) Annual Meeting and prior to the end of the school year.
2. The composite evaluation will be discussed by the Full Joint Board and the Superintendent prior to a Special Meeting held following the (spring) Annual Meeting and prior to the end of the school year.

**5. Questions and comments for Those in Attendance - None**

**6. Other Business -** The Board talked about a Health Committee.

**7. Future Meetings** Do the evaluation in this sequence. Annual Spring Meeting

- a. Joint Board, Tuesday, April 7, 2015
- b. OC, Tuesday, May 5, 2015
- c. Joint Board, Wednesday, May 27, 2015

Motion: David Gandt moved to adjourn the meeting at 6:58 p.m. Second: Greg Duffy. Motion passed 5-0-0.

Respectfully submitted,

Maureen Hastings

Recording Secretary

(Minutes approved May 5, 2015)