

SAU #21 Operations Committee Meeting
Tuesday, May 5, 2015
SAU #21 Central Office
Conference Room
6:00 PM

Present:

Board Members

David Gandt: Chair - (Winnacunnet)
Gregg Duffy: Vice-Chair (North Hampton)
Pamela Miller: Secretary (Hampton Falls)
Kim Molin - (South Hampton),
Bruce Casassa; Alternate - (Seabrook)
Catherine Antonio: Alternate - (Winnacunnet)

Administration Present:

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

Absent:

Mike Kimball (Seabrook).

1. Superintendent Sullivan called the meeting of the Operations Committee to **order** at 6:10 p.m.

3. Finance Report (Out of order)

Bill Hickey provided and discussed:

- FY 15 Expense Report and the Revenue update which will be updated before the Joint Board Meeting.
- LGC refund on health and dental insurance – \$17,000 was forecasted for and we realized just over \$12,000 for a \$5,000 variance.

a. Payroll Expenses

Gina McLaughlin has agreed to assist Charlene Sears with the year-end payroll processing to include yearly balloon checks, closing the current fiscal year and opening the new fiscal year. This will be funded from the current year budget for approximately \$1,200.

Motion: David Gandt moved to bring forward the recommendation to have Gina McLaughlin to assist Charlene Sears with the year-end payroll process. Second: Bruce Casassa. Motion passed 4-0-0.

In favor: Bruce Casassa, Pamela Miller, David Gandt and Kim Molin.

Superintendent Sullivan expressed his appreciation to Charlene Sears as Payroll Bookkeeper.

4. Purchase of Time Clock System

We are looking at “Attendance on Demand” of Cincinnati Time of Maine as a solution for hourly employee time and attendance recording.

- The cost quote is \$23,075.00 with monthly payments to be \$552.50.

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- \$8,500 would be seed money for the initial start-up costs and then Districts will pick up the costs.
- 115 people, 15 time clocks, training, and software related expenses.
- Another option for timekeeping included: Munis. It was thought that this product would work with the payroll system but it didn't, resulting with the \$8,500 refund.

The Board discussed if Attendance on Demand could be rented to own? Could time clocks be rented as opposed to purchasing? Are there additional computer or software based methods that could be brought forward? Are there other systems and what are the reasons for not proposing them?

Bill Hickey agreed to bring forward additional details at the Joint Board meeting.

Motion: David Gandt moved to bring this discussion on the Cincinnati Time of Maine proposal to the Joint Board. Second: Kim Molin. Motion passed 4-0-0.

In favor: Pamela Miller, David Gandt, Bruce Casassa and Kim Molin.

Bill Hickey agreed to bring the determined number of time clock locations needed for each school, how many time clocks are needed, a map of each building and the location of where the funding choices to be brought forward to the Joint Board.

Gregg Duffy arrived at the meeting at 6:23 p.m. (5)

Re-Organization of the Board

Motion: Kim Molin moved to nominate David Gandt as Chair. Second: Gregg Duffy. Motion passed 4-0-1. (David Gandt abstained).

Motion: Kim Molin moved to nominate Greg Duffy as Vice-Chair. Second: Pamela Miller. Motion passed 4-0-1. (Gregg Duffy abstained).

Motion: Kim Molin moved to nominate Pamela Miller as Board Secretary. Second: Gregg Duffy. Motion passed 4-0-1. (Pamela Miller abstained).

Position (Elected)

Board Chair: David Gandt

Board Vice-chair: Gregg Duffy

Secretary: Pamela Miller

2. Approval of Minutes

Motion: Kim Molin moved to accept the March 24, 2015 minutes as written. Second: Gregg Duffy. Motion passed 3-0-2.

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In Favor: Gregg Duffy, Kim Molin and David Gandt.
Abstain: Bruce Casassa and Pamela Miller.

5. Audit Governance Letter

The Board reviewed the Audit Governance Letter from Plodzick and Sanderson Auditors. The entire 2013-2014 audit report will be posted on our website.

All in all the auditors were pleased with the audit results.

6. Policy – Second Read

a. A-3 Recognition of Organization and Operation of the SAU School Board

The Board reviewed the policy and agreed to move A-3 Recognition of Organization and Operation of the SAU School Board for presentation to the Joint Board. The administration will bring forward to the Joint Board as requested.

b. B-4 Superintendent Evaluation

The Board agreed to bring forward B-4 Evaluation of Superintendent for presentation to the Joint Board as requested.

Changes include:

It is the intent of the Joint Board to evaluate the Superintendent on a yearly basis. The evaluation will be completed at a Special Meeting held following the Spring Joint Board meeting.

The Superintendent's annual performance objectives will be presented at the Fall Joint Board meeting and will be reviewed at a Special Meeting held following the Spring Joint Board Meeting and prior to the end of the school year.

The composite evaluation will be discussed by the Full Board and the Superintendent prior to a Special Meeting held following the Spring Joint Board Meeting and prior to the end of the school year.

7. Superintendent's Evaluation – deferred to non-public session.

8. Questions and Comments from Those in Attendance – none.

9. Other Business – none.

10 Future Meetings

a. Joint Board, Wednesday, May 27, 2015

Motion: Gregg Duffy moved to move into Non-public RSA 91-A: 3 II session for the purpose of (c) at 6:52 p.m. Seconded by Pamela Miller. Roll call vote. Bruce Casassa says yes,

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Pamela Miller says yes, Greg Duffy says yes, David Gandt says yes and Kim Molin says yes. Motion passed 5-0-0.

The Board invited Catherine Antonio – Winnacunnet Alternate to observe the discussion.

Respectfully submitted,

Maureen Hastings

Recording Secretary

(Approved May 25, 2016)