

SAU 35 FULL BOARD MEETING
AHEAD CONFERENCE ROOM
260 COTTAGE STREET, FIRST FLOOR
LITTLETON, NH 03561

DATE: DECEMBER 3, 2019
TIME: 5:30 PM

Meeting Minutes - Draft

Call to Order

Chairman Kinney called the meeting to order at 5:31 pm.

Roll Call of SAU #35 School Board Members

The following board members were present.

Bethlehem School Board: Timothy Fleury, Rebecca Beno, Jennifer Lucas, James Noyes,
Robert Weir arrived at 5:39pm

Lafayette School Board: Luther Kinney, Christie Gignac, Denys Draper, Amy Mullins,
Chris Thayer

Landaff School Board: Cecily Yarosh, Meghan Hamilton

Lisbon School Board: Owen Clark, Robert Adams, Nina Brown, Scott Peterson,
Stephen Sherry, Lori Williams

Profile School Board: Kimberly Koprowski, Adam Boyer, April Hibberd, Timothy Wennrich

Also present Superintendent Pierre Couture, Business Manager Kristin Franklin, Director of
Student Services Jennifer Watson

Public Input

None

Approval of the Minutes of the June 3, 2019 Meeting

Chairman Kinney called for a motion to approve the minutes from the June 3, 2019 meeting.
Kimberly Koprowski requested that in the Superintendent's Report that the spelling be corrected
from "chose" to "choose" also add an "in" after is in the sentence "Work with Ammonoosuc
Community Health Services is its second year...."

MOTION BY KIMBERLY KOPROWSKI, SECONDED BY DENYS DRAPER TO APPROVE THE
MINUTES AS AMENDED. ALL IN FAVOR, MOTION PASSED.

SAU #35 Proposed 2020-2021 Budget

Business Manager Franklin distributed manifests for review and signature.

Copies of the budget summary were distributed.

Business Manager Franklin gave a brief overview of the budget summary. She called attention to
Fiscal Year 19 and indicated that the student services position was new this year and was the
special education consultant position in FY19.

She also discussed that next year the SAU will be outsourcing Occupational Therapy service.

Kimberly Koprowski asked why it is being outsourced. Jennifer Watson addressed this question.

She has been working on evaluation procedures and reviewing caseloads. Caseloads have

changed and are not as robust as in the past and it would be more cost effective to outsource. Kimberly Koprowski asked how the caseload has changed. Jennifer Watson said that there are now more consult services than direct services. By switching to a contracted service it would save approximately half the cost. Still in the process of comparing costs for outsourcing and doing due diligence on which will provide the best services.

Nina Brown asked what kind of companies are being looked at. Jennifer Watson replied that are looking at contracting the services. Nicole Fitzpatrick offers OT services and there is also a company from Plymouth.

Business Manager Franklin called for a motion to approve the SAU budget for 2020-2021.

Amy Mullins asked if a decision had been made regarding speech services. Business Manager Franklin indicated that the speech services will be incorporated into the District shares moving forward.

April Hibberd asked about physical therapy services. Business Manager Franklin indicated that Physical Therapy services are a contracted service.

MOTION BY TIMOTHY WENNRICH, SECONDED BY ADAM BOYER TO APPROVE THE SAU BUDGET AS PRESENTED FOR THE 2020-2021 SCHOOL YEAR. ALL IN FAVOR. MOTION PASSED.

Approval for the Executive Board to act on behalf of SAU #35 School Board Members until the next semi-annual SAU #35 Full Board Meeting

Chairman Kinney called for a motion for the Executive Board to act on behalf of the SAU #35 School Board members until the next semi-annual SAU #35 full board meeting.

MOTION BY DENYS DRAPER, SECONDED BY CHRIS THAYER TO APPROVE THE EXECUTIVE BOARD TO ACT ON BEHALF OF SAU #35 SCHOOL BOARD MEMBERS UNTIL THE NEXT SEMI-ANNUAL SAU#35 FULL BOARD MEETING. ALL IN FAVOR. MOTION PASSED.

Student Services Report

Director of Student services Jennifer Watson distributed a copy of her duties that she has been working on since coming on board in July and gave a brief overview.

Created an SEL (Social Emotional Learning) committee for SAU 35 members from all districts.

Discussed emergency rule regarding Medicaid. Working on ways to proceed in the future because the reimbursements will be changing and will affect the districts. Emergency rule will be effective on February 24, 2020.

Would like to move forward with a plan working with special education staff to strengthen relationships with family and students. Would like to create a parent advisory council for the SAU later this year for special education.

Superintendent's Report

Superintendent Couture distributed his written report and gave a brief overview.

Three teachers in the SAU have received awards. Bryan Smith, fourth grade teacher at Bethlehem Elementary was the recipient of the National Presidential Award for excellence in Mathematics and Science Teaching. He went to Washington D.C. to receive the award.

Kristin Bruno, physical education teacher at Bethlehem Elementary school received the Governor's Council on physical education teacher of the year award for elementary schools.

Jesse Lyman, physical education teacher at Lafayette Regional School received the teacher of the year award by the New Hampshire Association of Health and Physical Education, Recreation and Dance.

SEL goal - Jennifer Watson is working on the SEL goal and has formed a committee made up of representatives from each school in the SAU.

Communication goal – administrators have created a survey to send out to parents and will bring to the December board meetings for board review and comment.

Still working on last year's business office goal even though not listed as a goal for this year.

Business Manager Franklin is working on GASB 84 to bring us in to compliance. This has involved a lot of work regarding student activity accounts and uniform accounting practices across the SAU.

Continue to work on the new time clock system implementation which will be coming out soon.

Working on the data security plan. This is to protect student privacy on all internet sites.

Companies are required to be vetted to protect student privacy. We are using the New Hampshire Chief Technology Officer's association for this. Companies are required to sign a privacy statement in order to be approved. If they do not sign the statement then they cannot be approved and cannot be used by the schools. Adobe suite – one of the most popular sites is not going to sign the statement and a new company will need to be found.

Senate bill 282 – requires suicide prevention training and education to be provided to all employees and contracted service providers. Emily Russell, our school psychologist, can provide the training. She will train the guidance counselors to be able to assist her in providing the training at individual schools.

There have been changes from the Department of Education regarding federal grant administration and Business Manager Franklin has been working on these changes.

This is the third year partnering with Ammonoosuc Health Services (ACHS) to provide counseling services to students. Approximately 70 students are currently receiving services. Last week spoke about the partnership with ACHS at the Littleton Chamber of Commerce meeting.

Superintendent Couture thanked the board members for their dedicated service and thanked the SAU staff for all the work they do.

2020-2021 Proposed School Calendar

Superintendent Couture distributed copies of the proposed 2020-2021 school calendar and provided a brief summary of the process. We are the first SAU in north country to approve the calendar. Met with north country superintendents to discuss calendar to coordinate vacations and staff development days in October and May. Also, received feedback from principals regarding the calendar.

Superintendent Couture called for motion to approve the 2020-2021 School Calendar.

MOTION BY AMY MULLINS, SECONDED BY CHRISTIE GIGNAC TO APPROVE THE 2020-2021 SCHOOL CALENDAR. ALL IN FAVOR. MOTION PASSED.

Chairman Kinney asked if there was any other business to discuss before the Superintendent Evaluation results as he will dismiss the SAU staff for this.

Other Business

Kimberly Koprowski questioned a late fee for nonpayment for insurance for MMG – Franconia insurance agency. Business Manager Franklin indicated that this invoice was for the Adult Learners Services which is a grant funded program. The grant money was delayed in being released due to the delay in the approval of the state budget. Per the federal grant administration rules, the invoice could not be paid until the grant money was approved.

Superintendent Couture, Business Manager Franklin and Director of Student Services Watson left the meeting at 6:03pm.

Superintendent's Evaluation Results

Chairman Kinney shared a powerpoint presentation with the results of the Superintendent's evaluation. Had a good response with a total of 29 responding to the survey. Responses were well represented across the districts.

Chairman Kinney gave a brief summary of how the superintendent review has been done in the past. At the E-Board level there was no discussion to change the process. He did receive an email request to release the comments after the last E-Board meeting and decided that he could not make that decision on his own, that it should be the E- Board that makes that decision. He indicated that he is not taking a position either way regarding releasing the comments. The request has been added to the agenda for the January E- Board meeting.

Profile board chair Kimberly Koprowski read a letter from Profile board member Alice Rocke to Chairman Kinney regarding not releasing the comments. In the letter she expressed her displeasure with the decision to not release the comments and feels that they should be released.

Chairman Kinney indicated that he had received the letter and had already responded to her. The request to release the comments came outside of a public meeting and he feels that it should be addressed at an E-Board meeting and has been placed on the agenda for the January meeting.

Kimberly Koprowski indicated that the Profile board has their own attorney who she consulted regarding releasing the comments. The attorney sent a letter to Chairman Kinney requesting that he release the comments.

Chairman Kinney indicated he would prefer that past practice regarding the superintendent evaluation be addressed at the next E-Board meeting. At this time there have been no issues that have been brought to the E-Board.

Adam Boyer asked about the past practice. Chairman Kinney responded that the same survey used this year online is the same one that has been used in the past in paper format. An E-Board member received the completed surveys and compiled the results which were then given to the E-Board chair to review and share with the superintendent. The results are discussed at an E-Board meeting after the survey is completed.

April Hibberd commented that RSA's are required to be followed.

Chairman Kinney indicated that he was not going to make a decision in between board meetings regarding this and it should be discussed by the E-Board at the January E-Board meeting.

Denys Draper commented on last year's survey which she compiled the results for last year. She feels that they cannot effectively make a decision without all the information.

April Hibberd asked if the E-Board members reflect the decision of the school board that they represent and should there be an E-Board policy.

Owen Clark commented on the lengthy discussion regarding releasing the comments – if a board has an issue with the Superintendent it should be discussed at the board level and then their board chair should bring their concerns to the E-Board.

Chris Thayer commented that we just charged the E-Board to act on behalf of the full board and releasing the comments is on the next E-Board meeting agenda. He is confident that the next E-

Board meeting is the place for discussion.

Denys Draper commented that there is not always full attendance at the E-Board meeting.

Christie Gignac commented that individual boards should make sure they are making the correct decision for their board chair. Everybody has had a chance for comment and she agrees that it should be discussed at the next E-Board meeting.

Non-Public Session per RSA 91:3A 1, II (if needed)

None

Adjournment

MOTION BY OWEN CLARK, SECONDED BY LORI WILLIAMS TO ADJOURN THE MEETING
AT 6:42 PM.

Respectfully submitted,

Gabrielle Granger-Clark
Board Clerk