

SAU #35 EXECUTIVE BOARD  
AHEAD CONFERENCE ROOM  
260 COTTAGE STREET, 1<sup>st</sup> FLOOR  
LITTLETON, NH 03561

DATE: April 2, 2019  
TIME: 5:30 PM

## MEETING MINUTES

PRESENT: Chairman Luther Kinney, Board Members Denys Draper, Robert Adams, Richard Larcom, Superintendent Pierre Couture and Business Manager Kristin Franklin.

The meeting was called to order at 5:33 PM by Chairman Luther Kinney.

### PUBLIC INPUT

There was no public input.

### APPROVAL OF MINUTES

Chairman Luther Kinney called for a motion for approval of the minutes from the January 16, 2019 meeting.

MOTION BY ROBERT ADAMS, SECONDED BY DENYS DRAPER TO APPROVE THE MINUTES OF THE JANUARY 16, 2019 MEETING AS WRITTEN. ALL INFAVOR, MOTION CARRIED.

### SUPERINTENDENT'S REPORT

#### a. Staff Resignation

Superintendent Couture notified the board that Payroll Clerk Melissa Elander has submitted her resignation effective for April 5, 2019. The position will be discussed later by Business Manager Franklin. He requested a motion to accept the resignation.

MOTION BY RICHARD LARCOM, SECONDED BY DENYS DRAPER TO ACCEPT THE RESIGNATION OF PAYROLL CLERK MELISSA ELANDER. ALL IN FAVOR, MOTION CARRIED.

#### b. Staff Nomination

Superintendent Couture presented Jennifer Watson as the candidate for nomination for the new Student Services Coordinator position. The hiring committee for the position was made up of administration and staff across the SAU and board member Denys Draper. A brief discussion followed.

MOTION BY DENYS DRAPER, SECONDED BY RICHARD LARCOM TO ACCEPT THE NOMINATION OF JENNIFER WATSON AS THE STUDENT SERVICE COORDINATOR. ALL IN FAVOR, MOTION CARRIED.

#### c. SAU 35 Student Services Coordinator Job Description-1<sup>st</sup> Reading

Superintendent Couture presented the job description for the Student Service Coordinator for first reading. The job description was created with input from the building administration. A brief discussion followed.

MOTION BY RICHARD LARCOM, SECONDED BY DENYS DRAPER TO APPROVE THE JOB DESCRIPTION FOR STUDENT SERVICE COORDINATOR FOR FIRST READING. ALL IN FAVOR, MOTION CARRIED.

d. General Information

Superintendent Couture notified the board that barring any additional snow days, the last day of school would be June 14, 2019. We had three snow days that will be made up.

Superintendent Couture reminded board members that the SAU Full Board meeting will be on Wednesday, May 1, 2019. He will have a presentation on the New Educator Code of Conduct and Code of Ethics by Nicole Heimark from the NH School Board Association.

Superintendent Couture updated the board on the office space search. Currently talking with Gerald Winn about the Century 21 office space on Meadow Street. It is a good location and the space would fit the needs for the SAU office, including combining Adult Learners Services into the office space. A discussion followed.

## APPROVAL OF BILLS/FINANCIAL REPORT

Manifests were distributed for signatures.

a. Financial Report

Business Manager Franklin distributed copies of the financial report answering questions as needed. Currently, Speech and Psychologist services are coming in less than anticipated which lowers the revenue. The Projected yearend balance is looking good. A brief discussion followed.

b. Primex Property & Liability Contribution Assurance Program

c. Primex Workers Compensation Contribution Assurance Program

Business Manager Franklin informed the board that Primex is looking to have all the Districts on the same schedule for workers compensation and property and liability insurance and would like to extend the current three year agreement by one year. She called for a motion to approve extending the agreement and to authorize Chairman Kinney to sign the agreement.

**MOTION BY RICHARD LARCOM, SECONDED BY DENYS DRAPER TO EXTEND THE PRIMEX PROPERTY & LIABILITY AND WORKERS COMPENSATION CONTRIBUTION ASSURANCE PROGRAMS AND AUTHORIZE CHAIRMAN LUTHER KINNEY TO SIGN THE AGREEMENT. ALL IN FAVOR, MOTION CARRIED.**

d. General Information

Business Manager Franklin discussed the audit findings and indicated that changes are being made to address them. One finding was that there currently is not a record for the Board Officials Stipend amounts. This was addressed last month at the district board meetings and now needs to be addressed for the SAU. Currently the Board clerk receives a stipend of \$75.00 per board meeting and \$75.00 per budget hearing. The SAU treasurer receives an annual stipend of \$900.00.

**MOTION BY RICHARD LARCOM, SECONDED BY ROBERT ADAMS TO REAFFIRM THE STIPENDS FOR THE BOARD CLERK AND TREASURER. ALL IN FAVOR, MOTION CARRIED.**

Business Manager Franklin discussed the payroll clerk position and indicated that for now Accounts Payable & Federal Grants Bookkeepers Dawn Aldrich and Ann Huddleston will take over payroll for the districts they currently are responsible with assistance from her. The payroll clerk had indicated that on most non-payroll weeks the position was not a twenty-four hour position and both Dawn and Ann felt that had the capacity to add payroll to their workload. In addition to this the SAU is looking at adding a timekeeping system that integrates with our current software which would help streamline payroll further and reduce errors that can occur with manual data entry. Profile has offered to a pilot program with the time clock system for one year before rolling it out to the other districts. A discussion followed.

Business Manager Franklin indicated that in the near future she is going to discuss streamlining the Financial Report that is used for the Board meetings. Currently, there is a lot a

manual data entry to create the current report used. She would like to be able to use a report created from the software to help streamline the process and reduce possible errors. A brief discussion followed.

NON-PUBLIC SESSION AS PER RSA 91A:3, I, II (if needed)

None

OTHER BUSINESS

None

ADJOURNMENT

There being no further business to come before the Board, MOTION BY RICHARD LARCOM, SECONDED BY DENYS DRAPER TO ADJOURN AT 6:14 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Gabrielle Granger-Clark  
Board Clerk