

EXECUTIVE BOARD
AHEAD CONFERENCE ROOM
260 COTTAGE STREET, FIRST FLOOR
LITTLETON, NEW HAMPSHIRE 03561

DATE: September 4, 2018
TIME: 5:30 PM

MEETING MINUTES

PRESENT: Vice Chairman Dale Locke, Board Members Denys Draper, Robert Weir, Robert Adams, Superintendent Pierre Couture and Business Manager Kristin Franklin.

The meeting was called to order at 5:45 PM by Vice Chairman Dale Locke.

PUBLIC INPUT

There was no public input.

APPROVAL OF MINUTES

MOTION BY ROBERT ADAMS, SECONDED BY DENYS DRAPER TO APPROVE THE MINUTES OF THE JUNE 5, 2018 MEETING WITH THE FOLLOWING CORRECTION. ALL IN FAVOR, MOTION CARRIED.

Under Superintendent's Report line 4 AMINISTRATIVE change to ADMINISTRATIVE.

SUPERINTENDENT'S REPORT

a. Staffing Update

Superintendent Couture presented the resignation notification from Payroll Bookkeeper Carmen Houghton.

MOTION BY DENYS DRAPER, SECONDED BY ROBERT WEIR TO ACCEPT WITH REGRET THE RESIGNATION OF CARMEN HOUGHTON. ALL IN FAVOR. MOTION CARRIED.

Superintendent Couture gave a brief overview of the staffing changes in the SAU Office. A Human Resources/Business Manager Assistant position has been created after reviewing the needs of the Business Manager and Human Resources Coordinator and Karen Watson current Accounts Payable Bookkeeper will be moving to this position. Accounts Payable and Federal Grants will be combined and shared between two staff members. Each will do the accounts payable and grants for three Districts. The payroll position has been reduced to 24 hours per week from 32 hours. Interviews will be held Friday for the payroll clerk position and Monday for the accounts payable and grants bookkeeper position that are open. Ann Huddleston current federal grants bookkeeper will move to the other accounts payable and grants bookkeeper position.

Superintendent Couture presented the appointment of Deborah Ferland-Lehmann as the part-time custodian for the SAU Office which is for approximately two hours per week.

MOTION BY ROBERT WEIR, SECONDED BY DENYS DRAPER TO ACCEPT THE APPOINTMENT OF DEBORAH FERLAND LEHMANN AS PART-TIME CUSTODIAN. ALL IN FAVOR. MOTION CARRIED

b. Job description for First Reading

Superintendent Couture presented for first reading the job description for Payroll Clerk.

MOTION BY DALE LOCKE, SECONDED BY ROBERT WEIR TO ACCEPT THE JOB DESCRIPTION FOR PAYROLL CLERK FOR FIRST READING AS PRESENTED. ALL IN FAVOR. MOTION CARRIED.

Superintendent Couture presented for first reading the job description for Accounts Payable and Grants Bookkeeper. A brief discussion followed.

MOTION BY DALE LOCKE, SECONDED BY ROBERT WEIR TO ACCEPT THE JOB DESCRIPTION FOR ACCOUNTS PAYABLE AND GRANTS BOOKKEEPER FOR FIRST READING AS PRESENTED. ALL IN FAVOR. MOTION CARRIED.

c. Job Description for Second Reading

Superintendent Couture presented for second reading and approval the job description for Administrative Assistant to the Superintendent/Human Resources Coordinator. A brief discussion followed.

One change was requested for the job description. On page 2, in the Terms of Employment section, change contracted 260 days to contracted for each twelve month school year.

MOTION BY ROBERT WEIR, SECONDED BY DALE LOCKE TO ACCEPT THE JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT/HUMAN RESOURCES COORDINATOR FOR SECOND READING AND APPROVAL WITH ONE CHANGE. ALL IN FAVOR. MOTION CARRIED.

d. Regional Education Funding Forum September 6, 2018

Superintendent Couture reminded Board members that the forum will be this Thursday. He will be attending the Forum and will report back to the board members.

e. Opening Day Enrollment Report

Superintendent distributed the opening day enrollment report. This reflects the number of students in attendance on the first day of school.

f. SAU 35 Goals

Superintendent Couture distributed a handout with the SAU 35 Goals for the 2018-2019 school year. These are SAUwide goals and were developed with the administrators. Each School District has their own goals for the school year. Superintendent Couture gave a brief explanation on each goal fielding questions as necessary.

Goal 1: Develop supports to create safe learning environments by connecting schools, families and community resources.

Goal 2: Continue competency and assessment collaboration within the SAU.

Goal 3: To restructure the SAU business office to accurately complete tasks in a timely, transparent fashion. To implement a system of accounting practices in the SAU Office as well as the schools in order to maintain internal controls and compliance with accounting

standards and NH RSA's while providing effective support to the school districts. Professional development will be provided to all business office staff in order to support this goal.

Superintendent Couture asked for a motion to accept the goals for SAU 35 for the 2018-2019 school year.

MOTION MADE BY DENYS DRAPER, SECONDED BY DALE LOCKE TO ACCEPT THE GOALS AS PRESENT FOR SAU 35 FOR THE 2018-2019 SCHOOL YEAR. ALL IN FAVOR. MOTION CARRIED.

g. General Information

Superintendent Couture gave a brief explanation on the SAU budget process for this year which will be the focus of the October board meeting. There are some changes that will be being made and Superintendent Couture will be bringing forward a request to change the current special education consultant position to a fulltime student services coordinator position. There will also be some changes in the Speech department.

Superintendent Couture distributed copies of the Executive Board Meeting Calendar. A brief discussion followed regarding the January board meeting date.

APPROVAL OF BILLS/FINANCIAL REPORT

a. Employer Retirement Obligations Actuary Study

Business Manager Franklin gave a brief overview of what the Employer Retirement Obligations Actuary Study is for. This has already been reviewed at the District level and now needs to be discussed for the SAU Office. The study would cost \$600 - \$1200 and would be good for two years. All school boards in the SAU have chosen not to have the study done at this time. After a brief discussion the board decided to not do the study.

b. Audit Engagement Letter

After a brief explanation Business Manager Franklin requested a motion for Vice Chairman Dale Locke and Superintendent Couture to sign the audit engagement letter,

MOTION BY ROBERT WEIR, SECONDED BY DENYS DRAPER TO HAVE VICE CHAIRMAN DALE LOCKE AND SUPERINTENDENT COUTURE SIGN THE AUDIT ENGAGEMENT LETTER. ALL IN FAVOR. MOTION CARRIED.

c. Bank Change Request

Business Manager Franklin requested permission from the Board to change the SAU bank from Bank of NH to Woodsville Guaranty Bank or Mascoma Bank. She explained that currently SAUwide there are three banks being used and would like to minimize the number of banks that the SAU works with. Bank of NH has high fees and is difficult to work with. A brief discussion ensued.

MOTION BY DENYS DRAPER, SECONDED BY ROBERT ADAMS TO ALLOW BUSINESS MANAGER FRANKLIN TO USE HER DISCRETION IN CHOOSING A NEW BANK FOR THE SAU OFFICE BANK ACCOUNTS AND TO MAKE THE CHANGE. ALL IN FAVOR. MOTION CARRIED.

d. General Information

Business Manager Franklin distributed copies of the financial report. The estimated opening balance is \$40,000.00. The audit has not been completed so this number may change. The School Psychologist line budgeted for this year only included payroll and travel expenses. It did not include supplies or membership fees. Business Manager Franklin believes that with the staffing changes in the SAU Office this is not a concern. A brief discussion followed.

NON PUBLIC SESSION

NONE

OTHER BUSINESS

There was brief discussion regarding the enrollment report. Dale Locke requested if he could have a breakdown of the Landaff students attending Lisbon. Denys Draper requested if she could have a breakdown of the Easton students attending Lafayette and Profile.

There being no further business to come before the Board, MOTION BY ROBERT WIER, SECONDED BY DENYS DRAPER TO ADJOURN AT 6:40 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Gabrielle Granger-Clark
Board Clerk