

SAU #35 EXECUTIVE BOARD  
AHEAD CONFERENCE ROOM  
260 COTTAGE STREET, LEVEL 1  
LITTLETON, NH 03561

DATE: October 1, 2019  
TIME: 5:30 PM

## MEETING MINUTES

Present: Chairman Luther Kinney, Denys Draper, Kimberly Koprowski, Owen Clark, Tim Fleury, Superintendent Pierre Couture, Business Manager Kristin Franklin

### CALL TO ORDER

The meeting was called to order at 5:31pm by Chairman Luther Kinney

### APPROVAL OF THE SEPTEMBER 3, 2019 MINUTES

Chairman Kinney called for a motion to approve the minutes from September 3, 2019.

MOTION BY KIMBERLY KOPROWSKI, SECONDED BY OWEN CLARK TO APPROVE THE MINUTES FROM SEPTEMBER 3, 2019 AS WRITTEN. ALL IN FAVOR, MOTION PASSED.

### FINANCIAL REPORT

Business Manager Franklin distributed manifests for review and signature.

#### A. 20-21 Draft Budget

Business Manager Franklin distributed copies of the draft budget for review and discussion. Budget is divided into two parts – pass through services (occupational therapist, Lisbon nurse, homeless coordinator, speech therapist & assistants, psychologist) which are billed out to the Districts and the core budget.

Most of the savings in core expenditures is from a reduction in the audit line. It has been over budgeted for the past couple of years so for next year that expense amount has been lowered. The student services coordinator line is down @\$15,000; this falls in insurance savings – last year it was budgeted for the most expensive plan since it was a new position.

Support staff has one less position since the payroll position was absorbed by current positions and not filled.

The accounting software has been under budgeted for last couple of years; the invoice does not come in until after the budget is set so it has been estimated at a higher cost for next year to also include the time and attendance module which was added this year. Firewall expenses have increased and have also added the frontline timekeeping software costs. The increase should not be as big for the 2021-2022 year after the catch up next year.

Salary for staff is budgeted at a 3% increase, health insurance at an estimated 5.6% increase and dental at an estimated 2.3% increase currently. Healthtrust will set the GMR's for health and dental insurance on October 7<sup>th</sup>. Karen Watson attended the Healthtrust public hearing last week and they indicated that they were recommending a lower percentage increase than what is currently in the budget. As soon as the GMR's are received this will be updated in the budget.

District shares are determined by 50% ADM and 50% equalized valuation. Bethlehem & Lafayette are down for next year and Lisbon, Landaff and Profile are up.

There was a brief discussion regarding how the shares are determined for each district.

November 5<sup>th</sup> is the next scheduled SAU meeting there was a discussion regarding when the budget hearing should be. November 18<sup>th</sup> at 5:30 pm was selected for the budget hearing.

#### B. General Information

Business Manager Franklin gave an update on Medicaid, we are still waiting for guidance but are limited for what we can bill for now and this will affect the districts.

## SUPERINTENDENT REPORT

### A. 2020-2021 Calendar

Superintendent Couture distributed draft copies of the school calendar for the 2020-2021 school year. It has been shared with the administrators and he will bring it to the next North Country Superintendent's meeting for review. The calendar will be brought to the full board meeting in December for approval. Early release days will be determined by the Principals at a later date to coordinate bussing. There was a brief discussion.

### B. SAU Goals/Action plans

Superintendent Couture distributed copies of the SAU 35 goals/action plans.

The administrative team met and worked on action plans for the SAU goals that were approved at the last board meeting.

Goal 1: The student services coordinator Jennifer Watson will be heading up a committee addressing this. The role of the committee will be to support the effective implementation of SEL programs. Our school psychologist is also a key member of this group to understand what is going on in each school and their needs. Three administrators are currently on the NCES committee for SEL which is developing competencies for SEL implementation in all schools. Trauma sensitive training for paraprofessionals will be provided by Cassie Yackley, Psy. D.

Goal 2: A survey will be developed for students, staff, parents and board members to help learn their needs and desires for communication from the schools and SAU office. Will also work on developing communication protocols which meet the needs of everyone and are consistent with best practices for schools in New Hampshire.

### C. General Information

Superintendent Couture gave a brief update on how he handles snow days and delayed openings. He contacts the road agents of each district and works with them to determine if a decision needs to be made to close or delay school.

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

None

## OTHER BUSINESS

### A. Superintendent's Evaluation

Superintendent Couture distributed copies of the evaluation form. He questioned whether or not question number 17 is relevant and maybe should be removed from the evaluation form.

Chairman Kinney reviewed the discussion from last month's meeting of doing an online survey. The survey has been setup in a google form and permissions can be given to Chairman Kinney so that he will see the survey answers.

There was a brief discussion. It was decided to move forward with the google form survey and to see if participation increases with the online survey.

## ADJOURNMENT

MOTION BY DENYS DRAPER, SECONDED BY OWEN CLARK TO ADJOURN THE MEETING AT 6:12 PM. ALL IN FAVOR, MOTION PASSED.

Respectfully Submitted,

Gabrielle Granger-Clark  
Board Clerk