

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

DATE: October 2, 2018
TIME: 5:30 PM

MEETING MINUTES

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

The meeting was called to order at 5:32 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. A brief discussion followed.

MOTION BY DENYS DRAPER, SECONDED BY DALE LOCKE TO APPROVE THE MINUTES OF THE SEPTEMBER 4, 2018 MEETING AS WRITTEN. ALL IN FAVOR, MOTION CARRIED.

SUPERINTENDENT'S REPORT

a. Staffing Update

Superintendent Couture presented the appointment of Melissa Elander as Payroll Clerk.

MOTION BY DENYS DRAPER, SECONDED BY ROBERT ADAMS TO ACCEPT THE APPOINTMENT OF MELISSA ELANDER AS PAYROLL CLERK. 3 IN FAVOR/1 NO, MOTION CARRIED.

Superintendent Couture presented the appointment of Dawn Aldrich as Accounts Payable & Grants Bookkeeper.

MOTION MADE BY KIM SHILLIETO, SECONDED BY DALE LOCKE TO ACCEPT THE APPOINTMENT OF DAWN ALDRICH AS ACCOUNTS PAYABLE & GRANTS BOOKKEEPER. ALL IN FAVOR, MOTION CARRIED.

b. SAU Treasurer Appointment

Superintendent Couture presented the appointment of Patsy Wockenfuss as SAU Treasurer replacing Dawn Aldrich who has accepted the accounts payable & grants bookkeeper position.

MOTION MADE BY DALE LOCKE, SECONDED BY KIM SHILLIETO TO ACCEPT THE APPOINTMENT OF PATSY WOCKENFUSS AS SAU TREASURER. 3 IN FAVOR/1 NO, MOTION CARRIED.

c. Setting of Budget Hearing Date

This will be revisited after the preliminary review of the proposed 2019-2020 budget.

d. Superintendent Evaluation Process

Evaluations will be sent out at the end of this week to principals, board members and SAU office staff.

Lafayette Board Member Denys Draper will be collecting the evaluations and compiling the data this year.

e. Job Description for First Reading

Superintendent Couture presented for first reading the job description for Human Resources and Business Manager Assistant.

MOTION BY KIM SHILLIETO, SECONDED BY DENYS DRAPER TO ACCEPT THE JOB DESCRIPTION FOR HUMAN RESOURCES AND BUSINESS MANAGER ASSISTANT FOR FIRST READING AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

f. Job Description for Second Reading

Superintendent Couture presented for second reading and approval the job descriptions for Payroll Clerk and Accounts Payable & Grants Bookkeeper for second reading and approval.

MOTION BY DALE LOCKE, SECONDED BY DENYS DRAPER TO ACCEPT THE JOB DESCRIPTIONS FOR PAYROLL CLERK AND ACCOUNTS PAYABLE & GRANTS BOOKKEEPER FOR SECOND READING AND APPROVAL. ALL IN FAVOR, MOTION CARRIED.

g. General Information

Superintendent distributed the October 1st enrollment report. There was an overall increase of one student from the October 1st enrollment report last year.

APPROVAL OF BILLS/FINANCIAL REPORT

Manifests were distributed for signatures.

a. Financial Report

Business Manager Franklin distributed copies of the Financial Report. The beginning balance for the year is estimated at \$40,000.00 which is higher than originally expected.

Savings in the current year are estimated to be about \$80,000.00 which takes into account staffing changes and insurance savings. Some of the savings will go toward the purchase of new office equipment, including two computers, a vacuum and a shredder.

b. Proposed 2019-2020 Budget, Preliminary Review

Business Manager Franklin distributed copies of the 2019-2020 proposed budget, budget summary overview and the 2019-2020 estimated district distribution.

A brief overview of the information was presented. The budget includes a 2% increase in salary for staff, estimated 10% health increase, estimated 2% dental increase, a reduction in the employer contribution rate for NH retirement system employee classification, an increase in the employer contribution rate for the NH retirement system teacher classification, changes in staffing in the speech department and the addition of a Student Services Coordinator position. A discussion followed.

The GMR's for the health and dental insurance will be set at the HealthTrust board meeting next week and an adjustment will be made to the budget once received.

c. E-Rate Consultant Approval

Business Manager Franklin requested a motion to sign the agreement with Jill Leavenworth of E-Rate Strategies, LLC for our E-Rate Consultant. A brief discussion followed.

MOTION BY DENYS DRAPER, SECONDED BY KIM SHILLIETO TO SIGN THE AGREEMENT WITH E-RATE STRATEGIES, LLC AS OUR ERATE CONSULTANT. ALL IN FAVOR, MOTION CARRIED.

d. General Information

Business Manager Franklin gave a brief update on the internal financial controls that are being put in place regarding student activity accounts and the other smaller bank accounts handled by the schools. Next year these accounts will be included in the audit process. Also, the current handling for the payment of referees is not being done in a consistent manner. Business Manager Franklin will be looking into changing this so that it will be handle the same way at all schools.

Setting of the Budget Hearing Revisit

There was a brief discussion regarding setting the budget hearing date and the next board meeting. The decision was made to change the November E-Board meeting from November 6, 2018 to October 22, 2018 to allow for additional review of the proposed budget before the budget hearing. The budget hearing will be held on November 6, 2018.

NON PUBLIC SESSION

Superintendent Pierre Couture requested that the Board enter into Non-Public Session to discuss personnel issues.

Business Manager Franklin left the meeting.

MOTION BY DENYS DRAPER, SECONDED BY ROBERT ADAMS TO ENTER INTO NON-PUBLIC SESSION AT 6:15 PM UNDER PARAGRAPH II, SECTION 2 OF RSA 91:A:3 OF THE RIGHT TO KNOW LAW TO DISCUSS PERSONNEL ISSUES. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY DENYS DRAPER, SECONDED BY DALE LOCKE TO RETURN TO PUBLIC SESSION AT 6:43 PM. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION MADE BY DENYS DRAPER, SECONDED BY DALE LOCKE TO ACCEPT THE RECOMMENDATION OF SUPERINTENDENT PIERRE COUTURE FOR A 4% SALARY INCREASE FOR THE 2019-2020 SCHOOL YEAR FOR BUSINESS MANAGER KRISTIN FRANKLIN. ALL IN FAVOR, MOTION CARRIED.

MOTION MADE BY DALE LOCKE, SECONDED BY KIM SHILLIETO TO RENEW SUPERINTENDENT PIERRE COUTURE'S CONTRACT FOR THREE YEARS WITH A 3% INCREASE PER YEAR STARTING WITH THE 2019-2020 SCHOOL YEAR. ALL IN FAVOR, MOTION CARRIED.

OTHER BUSINESS

NONE

ADJOURMENT

There being no further business to come before the Board, MOTION BY DALE LOCKE, SECONDED BY DENYS DRAPER TO ADJOURN AT 6:45 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Gabrielle Granger-Clark
Board Clerk