

NHSAU 29 School Board Meeting
NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29
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COMMITTEE: Special Meeting of the New Hampshire School Administrative Unit 29

DATE: November 21, 2011

LOCATION: Large Group Instruction Area, Keene High School, 43 Arch Street

CALLED TO ORDER: 7:01 p.m.

TIME ADJOURNED: 7:54 p.m.

BOARD MEMBERS PRESENT:

<u>TOWN:</u>	<u>PRESENT:</u>
• Chesterfield	Ege Cordell Judy Idelkope
• Harrisville	Erik Anderson
• Keene	Kristin Blais Chris Coates Carl Panza, Chair Ann Szot
• Marlborough	<i>No members present</i>
• Marlow	Stephanie Tickner
• Nelson	Allison Aldrich
• Westmoreland	Tina Fletcher

OTHERS PRESENT:

- Wayne E. Woolridge, Co-Superintendent
- William B. Gurney, Co-Superintendent
- Paul R. Cooper, Director of Human Resources
- Tim Ruehr, Business Administrator
- Mustafa Zwebti, Director of Technology
- Abby Spegman, Keene Sentinel

1. **Introductions:** Chair Panza called the meeting to order at 7:01 p.m. and introductions were made by members of the 6 boards present.
2. **Approval of Minutes:** Chair Panza asked the board for approval of the minutes of the May 23, 2011 NHSAU 29 Board meeting.

MOTION: Mr. Coates moved to approve the minutes of May 23, 2011 as printed and distributed. Ms. Szot seconded. A unanimous voice vote in favor was taken. The minutes of May 23, 2011 were approved.

3. NHSAU 29 Financial Report – Mr. John Harper

Financial report to be presented at December 19 Public Hearing and Meeting as Mr. Harper is absent this evening due to illness.

4. Proposed NHSAU 29 Budget 2012-2013 – Mr. Wayne Woolridge and Mr. Tim Ruehr

Mr. Woolridge spoke to the budget overview of the Advisory Committee's 2012-2013 Budget Recommendation. Mr. Woolridge noted that the operating expenditure budget totals \$2,801,566, an increase of \$65, 238 or 2.38% for the year. The total impact of this budget that will be paid directly by the member SAU school districts is \$2,503,172, an increase for the year of \$108,474, or 4.53%.

Mr. Woolridge noted that changes in employee salary and benefits reflect the recommendations of the SAU Compensation Committee. Those recommendations include cost of living adjustments of 2% for the majority of administrators and 2.5% for hourly staff, early retirement stipends for four administrators as well as a decrease of employer health insurance contributions from 85% to 83%. Health premiums are projected to decrease 0.5% based on the guaranteed maximum price from the health insurance provider. There are no increases in budgeted hours for any positions.

As noted in the budget overview, at the October 24, 2011 meeting of the Advisory Committee, the proposed budget was increased by \$40,000 to address anticipated changes in senior management at SAU 29. The Committee allocated \$5,000 of these funds to hire a facilitator to assist the SAU Board in determining the future staffing model for the organization. The remaining \$35,000 was earmarked to fund recruitment services to assist the Board in locating qualified candidates to fill future leadership positions.

Mr. Woolridge then turned the floor over to Mr. Tim Ruehr, Business Administrator, who sat in for Mr. John Harper who was unable to attend due to illness. Mr. Ruehr reminded the group of the budgeting process; that the administration proposes a budget to the SAU Advisory Committee; the Advisory Committee then makes adjustments/recommendations and moves their recommendation forward to the full SAU Board. This evening the board has the opportunity to approve the budget as recommended by the Advisory Committee or make further revisions before moving forward to the SAU Board Public Hearing and Meeting on December 19, 2011.

Mr. Ruehr began by reviewing section 1, the overview of the expense budget summary. This section reflects the actual budget 2010-2011, the current budget 2011-2012, and the proposed budget for 2012-2013.

Mr. Ruehr next referred to page 3 of 16, section 2 and the impact of the budget on individual districts. He noted that in the general apportionment, Keene pays 70% and the town percentages are allocated based on their share of the general apportionment. Page 3 also reflects the 2011-2012 shares for each district.

Page 5 of 16 represents the 50/50 apportionment and the shares by district. The 50/50 apportionments reflect the salaries of the Superintendents and their administrative assistants.

Mr. Ruehr noted that the budget is based on the overall percentage of students and property valuation relative to all districts in the SAU.

Mr. Ruehr next referred to section 3, noting that in the pages that follow the total shares are broken out by district. The special notes at the bottom of the page detail how each district's budget impact has changed from the previous year.

Mr. Ruehr noted that the Advisory Committee, upon recommendation from the Compensation Committee, has agreed to a 2% increase for administrators and a 2.5% increase for hourly staff. There are currently four administrators who have put in for the retirement benefit, details of which may be found as a separate line item within the budget.

Mr. Ruehr noted that the advertising budget was increased from \$20,000 to \$55,000. The Advisory Committee added \$35,000 for a search to replace Co-Superintendent Gurney who is scheduled to retire June 30, 2013. He also referenced page 3 of the MUNIS budget where the two additional retirement stipends for next year are reflected.

Questions –

Mr. Coates asked about the special education employee whose salary is split between the special education line and Medicaid billing.

Mr. Ruehr replied that only half of this person's position is reflected in the special education budget and the other half comes from Medicaid reimbursements.

Ms. Szot asked who is the fourth administrator seeking the early retirement stipend?

Mr. Ruehr replied that Dr. Ken DeVoid (Special Education Administrator, Towns) is the fourth administrator.

Ms. Szot also asked why the tuition reimbursement is up \$10,000 from \$0 in 2011.

Mr. Ruehr replied that the money was not utilized last year, however the money is allocated in the budget as it is provided for in policy to pay for college tuition/college course reimbursement.

Mr. Coates asked for clarification on the retirement stipend.

Mr. Ruehr replied that under the employee benefit policy, administrators are allowed to put in for retirement the last three years to receive an additional stipend based on age and years of service.

Discussion ensued.

MOTION: Ms. Szot moved to accept the NHTSA 29 Budget for 2012-2013 as presented and to move forward to the public hearing on December 19, 2011. Mr. Coates seconded. By a unanimous voice vote in favor, motion passes.

5. Superintendent Evaluation Policy #7434, 1st Reading – Mr. Panza

MOTION: Ms. Ege Cordell moved to accept the Superintendent Evaluation Policy #7434 as presented. Ms. Szot Seconded.

Discussion ensued.

Ms. Idelkope noted that at the district level, policies generally receive two readings.

Mr. Woolridge confirmed that the SAU policies should also receive two readings and that this policy should move forward for a second reading at the December 19 SAU meeting.

Ms. Cordell withdrew her motion with the support of Ms. Szot who seconded the original motion.

MOTION: Ms. Szot moved to move policy #7434, Superintendent Evaluation, as presented forward to the December 19, 2011 SAU Board meeting. By a unanimous voice vote in favor, motion passes.

6. Superintendent Evaluation Procedure – Mr. Panza

No action taken.

7. Other

Ms. Idelkope wishes to discuss a search committee for Co-Superintendent Bill Gurney's replacement and would like to hear the thoughts of others.

Discussion ensued.

Ms. Aldrich noted that the Board needs to be mindful of what is proposed in order to be responsible to the public and to the budget process.

Ms. Fletcher noted that she believes an outside consultant is needed as board members come to the process with different levels of experience.

Ms. Idelkope noted that there need to be rules in place as to who the representatives are on the committee and whether or not each board appoints representatives or if the Chair does so. She would like the charge of the committee to be clear.

Ms. Cordell noted that \$5,000 was added to the 2012-2013 budget and that Mr. Harper was going to find \$2,000 in the current budget in order to begin the process.

Discussion ensued regarding the formation of the search committee, the use of a facilitator vs. consultant and how the committee will be represented.

Discussion continued regarding the determination of the administrative structure going forward. It was determined that prior to the December 19 SAU Board meeting, it will be necessary to have a plan in place as to moving forward with the organization of the administrative structure.

Mr. Panza and Mr. Woolridge will work with SAU Advisory Chair, Earl Horn to set up a special meeting of the SAU Advisory Committee to make progress toward this end.

On another matter, Ms. Idelkope spoke to the retirement stipend for administrators and that the Compensation Committee is recommending that the policy be revisited.

Mr. Woolridge noted that the opportunity to do so would be at the May SAU Board meeting when policies are revised or reaffirmed.

MOTION: There being no further business to come before the Board, Ms. Aldrich moved to adjourn the meeting. Ms. Szot seconded. The meeting was adjourned at 7:54 p.m.

*Respectfully submitted,
Cathy Dieter*

APPROVED: 12/19/11