

NHSAU 29 School Board Meeting
NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29
John W. Day Educational Center
34 West Street
Keene, New Hampshire 03431
PHONE: (603) 357-9002 FAX: (603) 357-9012
WEBSITE: www.sau29.org

COMMITTEE: Special Meeting of the New Hampshire School Administrative Unit 29

DATE: November 29, 2010

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

CALLED TO ORDER: 7:04 p.m.

TIME ADJOURNED: 8:24 p.m.

BOARD MEMBERS PRESENT:

TOWN:

PRESENT:

- | | |
|----------------|--|
| • Chesterfield | Judy Idelkope
Deb Clemente
Marty Mahoney
Ege Cordell |
| • Harrisville | Earl Horn
Jack Calhoun |
| • Keene | Kathleen O'Donnell
Kristin Blais
Carter Chamberlain
Chris Coates
Neil Donegan
Carl Panza
Ann Szot (left 8:13 p.m.) |
| • Marlborough | Michael Briggs, Chair
Kristen Hill
Julie Farhm |
| • Marlow | Ken Dassau
Stephanie Tickner (arrived 7:09 p.m.) |
| • Nelson | Kelly M. French (arrived 7:09 p.m.) |
| • Westmoreland | Tina Fletcher |

OTHERS PRESENT:

- Wayne E. Woolridge, Co-Superintendent
- William B. Gurney, Co-Superintendent
- Paul R. Cooper, Director of Human Resources

- John R. Harper, Business Administrator
- Catherine Woods, Director of Special Education
- Chris Carreira, Interim Director of Technology
- Sarah Palermo, Keene Sentinel

1. **Introductions:** Chair Briggs called the meeting to order at 7:04 p.m. and introductions were made by members of the 7 boards present.
2. **Approval of Minutes:** Chair Briggs asked the board for approval of the minutes of the May 17, 2010 NHSAU 29 Board meeting.

MOTION: Mr. Neil Donegan moved to approve the minutes of May 17, 2010 as printed and distributed. Ms. Judy Idelkope seconded. A unanimous voice vote in favor was taken. The minutes of May 17, 2010 were approved.

3. **SAU Board Vice Chair**

Mr. Briggs stated that Mark Nugent, Keene Board of Education member, elected as Vice Chair at the May 17, 2010 SAU Board Meeting has resigned from the position as Vice Chair of the SAU Board. Mr. Briggs entertained a motion to accept Mr. Nugent's resignation and stated that a replacement from the Keene Board of Education was necessary.

MOTION: Ms. Kathleen O'Donnell moved, Mr. Neil Donegan seconded, to accept Mark Nugent's resignation as Vice Chair of the SAU Board. A unanimous voice vote in favor was taken.

MOTION: Ms. Kathleen O'Donnell placed in nomination Mr. Carl Panza, Keene Board of Education member, as Vice Chair of the NHSAU 29 School Board for the remainder of the 2010-2011 school year. Mr. Neil Donegan seconded.

There being no further nominations or discussion, a unanimous voice vote in favor was taken.

4. **NHSAU 29 Financial Report** – *Mr. John Harper*

Mr. Harper reported that revenues are fully encumbered at the budget level. Salary and benefit accounts have been encumbered for the remainder of the fiscal year. The benefits line represents a slight projected balance due to health insurance savings as premiums came in lower than expected. The expenditure line represents \$149,131 available currently though it will trend downward as the year progresses.

Mr. Harper also reported savings in building operating expenses as reflected on the financial report for fiscal year 2010-2011 as distributed to members of the Board.

There being no questions of Mr. Harper, the board proceeded to entertain a motion to approve the financial report.

MOTION: Mr. Jack Calhoun moved to accept the financial report as presented. Mr. Neil Donegan seconded. By a unanimous voice vote, the financial report was accepted as presented.

5. Proposed NHSAU 29 Budget 2011-2012 – Mr. Michael Briggs

Mr. Briggs turned the floor over to Mr. Harper to review the highlights of the proposed 2011-2012 budget. Mr. Harper reminded the Board that details of the proposed 2011-2012 budget were reviewed at the November 1, 2010 Advisory Committee meeting attended by the majority of members in attendance this evening.

Mr. Harper reviewed section one of the budget noting that the Advisory Committee voted on November 1, 2010 to reduce the proposed budget by \$25,000. Mr. Harper briefly reviewed the highlights of the amended budget based on the Advisory Committee's recommendation. The operating expenditure budget totals \$2,743,328, an increase of \$81,029 or 3.04% for the year. The total impact of this budget that will be paid directly by the member SAU 29 school districts is \$2,401,698, an increase for the year of \$37,196, or 1.57%. Mr. Harper noted that the figure is less than the \$2,442,795 paid by member districts to support the 2009-2010 budget.

Mr. Harper noted that the budget includes the recommendations of the SAU Compensation Committee including the cost of living adjustments of 2% for administrative and 2.5% for hourly staff, inclusion of a \$2,500 staff equity pool, early retirement stipends for two administrators as well as a decrease of employer health insurance premiums from 88% to 85%.

The budget also reflects the change from a 70% contracted position for the director of technology, to a full-time staff position in 2011-2012. Additional salary and benefits costs associated with this change increased the budget by \$44,217. There are no increases in budgeted hours for any positions.

Other items noted include an additional \$31,373 in budgeted assessments to the New Hampshire Retirement System as well as the continuation of \$10,000 included in the current budget to assist in costs related to the move to the new central office building on Maple Avenue, slated for early in the 2011-2012 fiscal year.

Mr. Harper distributed a memo relative to the concerns addressed at the November 1, 2010 Advisory Committee meeting. The first item addressed as a follow up to discussion at the November meeting, is that of the supplies and materials budget. Mr. Harper provided a breakdown of the spending in these areas over the past four fiscal years as follows:

2009-2010	\$26,560
2008-2009	\$38,354
2007-2008	\$27,336
2006-2007	\$29,841

Mr. Harper noted that the four-year spending average for supplies is \$30,523. As directed by the Advisory Committee, Mr. Harper reduced the general supplies budget from \$24,000 to \$19,000 and the technology supplies budget from \$8,500 to \$3,500.

The second item addressed, building operating expenses were reduced from \$97,500 to \$82,500 in anticipation of savings to be realized from the new more energy efficient SAU office building. Mr. Harper also engaged Mr. Frank Marinace (architect) to estimate the energy cost savings in the new building. Mr. Briggs noted that any estimates on such savings should be taken as an estimate or best guess by the architect with only actual numbers being understood once the central office relocates to the new building.

Finally Mr. Harper spoke to the early retirement stipend for both he and Mr. Woolridge, Co-Superintendent as they will be retiring effective June 30, 2014. As noted in SAU policy #7430:

“Any full-time SAU 29 central office administrator with a minimum of ten years of service whose age plus years of service equal 70 shall be paid additional compensation in up to the final three years of employment with SAU 29 in accordance with the following formula: $.005 \times \text{years of service} \times \text{annual salary}$.”

Due to the election of this benefit, the 2% salary cost-of-living increases granted to other SAU administrators were recommended to be withheld by the Compensation Committee for 2011-2012 for Mr. Harper and Mr. Woolridge. Mr. Harper noted that the early retirement stipend is identical to that of current Keene administrators in the KAPS group with the intent of encouraging Keene administrators to move to central office positions without losing this benefit. Mr. Harper stated that he feels that a change in the retirement stipend procedure would serve as a deterrent for attracting current Keene administrators to move to central office administrator positions. He also noted that KAPS administrators receive the retirement benefit without forfeit of the cost of living adjustment as have previous SAU administrators who have opted for the retirement benefit in the past.

Mr. Briggs asked for questions of Mr. Harper or comments relative to the expenditure budget.

Mr. Calhoun noted that the full-time director of technology position had been discussed several years ago with an understanding that a full-time position was necessary.

Mr. Woolridge commented that the recent Department of Education visitations (as part of Senate Bill 180), supported the need for a full-time dedicated director of technology for the SAU. Mr. Woolridge stated the importance of a director of technology to the process of aligning curriculum to the Common Core Standards. Mr. Woolridge further stated that the position will be opened with a search committee formed, and that the current contract person would be encouraged to apply.

Mr. Harper continued to review the budget by section, noting the general distribution and special apportionment shares, etc.

Discussion ensued.

MOTION: Mr. Neil Donegan moved to accept the NHSAU 29 Budget for 2011-2012 as presented and to move forward to the public hearing on December 20, 2010. Mr. Carl Panza seconded.

Discussion ensued regarding the retirement stipends and removal of cost of living adjustments for Mr. John Harper and Mr. Wayne Woolridge. Members spoke both in support of and against the policies in place regarding retirement incentives, salary caps and cost of living increases.

MOTION: Mr. Chris Coates moved to increase the Co-Superintendent of Towns base salary to \$126,438 to reflect a 2% cost of living increase plus additional benefits. Mr. Neil Donegan seconded.

Discussion ensued.

By a show of hands, with 4 votes in favor and 15 opposed, the motion fails.

MOTION: Mr. Earl Horn moved to reduce building operating expenses by \$7,000. Ms. Kelly French seconded.

Discussion ensued.

By a vote of 17-2 the motion passes.

By a unanimous show of hands in favor, the Board votes to accept the budget as amended, in the amount of \$2,736,328 and to move the budget forward to the public hearing on December 20, 2010. Motion passes.

6. Winchester/Surry Request for Study Committee – Mr. Michael Briggs

Mr. Briggs stated that given current circumstances involving the Monadnock Region SAU, it may be prudent to table discussion at this point regarding Winchester and Surry joining SAU 29 until things settle down in their current SAU structure.

MOTION: Mr. Carl Panza moved to table the proposal to create a Winchester/Surry study committee until the November 2011 SAU board meeting. Mr. Neil Donegan seconded. By a unanimous voice vote in favor, the motion passes.

MOTION: There being no further business to come before the Board, Mr. Carl Panza moved to adjourn the meeting. Mr. Earl Horn seconded. The meeting was adjourned at 8:24 p.m.

*Respectfully submitted,
Cathy Dieter*

APPROVED: 12/20/10