

SAU 41 GOVERNING BOARD  
FEBRUARY 4, 2020  
**MEETING MINUTES**

A regular meeting of the SAU 41 Governing Board was conducted on Tuesday, February 4, 2020 at 6:00 p.m. at the Hollis Brookline Middle School.

Erin Sarris, Chairman, presided:

Members of the Board Present:      Cindy VanCoughnett, Vice Chairman  
   Tammy Fareed, Treasurer  
   Brooke Arthur, Secretary  
   Holly Deurloo Babcock, Chairman, COOP School Board  
   Elizabeth Brown, COOP School Board  
   Rebecca Howie, Secretary, Brookline School Board  
   Amy Kellner, Hollis School Board  
   Robert Mann, Chairman, Hollis School Board  
   Alison Marsano, Brookline School Board (arrived at 6:24 p.m.)  
   Carryl Roy, Hollis School Board  
   Tom Solon, Vice Chairman, COOP School Board  
   Krista Whalen, COOP School Board  
   Beth Williams, Secretary, COOP School Board

Members of the Board Absent:      Kenneth Haag, Vice Chairman, Brookline School Board  
   Melanie Levesque, COOP School Board  
   Matthew Maguire, Chairman, Brookline School Board

Also in Attendance:                      Andrew Corey, Superintendent  
   Bob Thompson, Assistant Superintendent of Student Services

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**APPOINTMENT OF PROCESS OBSERVER**

Chairman Sarris appointed Holly Deurloo Babcock to serve as Process Observer.

**AGENDA ADJUSTMENTS** - None

**CORRESPONDENCE**

Superintendent Corey spoke of the apportionment meeting conducted by the COOP School Board during which the proposed formula was approved by a 73% vote.

The Brookline Deliberative Session was conducted the prior evening. All proposed Articles were moved to the Ballot at the amounts recommended by the School Board.

At the SAU, Neva Williamson, Accounts Payable/Receivable, has moved to the Cape. Her position has been filled by Daniel O’Grady. Lily Chavez, Accounts Receivable/Payable will be moving on in the very near future having obtained a job closer to her residence. Her position will be filled by Meghan Mercier, parent and resident of Brookline.

The Board was provided a handout containing information on 3 Citizen Petitions filed earlier in the day. Two are specific to the COOP School District, asking for SB2 (ballot voting) and the other for a 2% tax cap. The COOP School District will conduct Public Hearings on those Petitions.

The 3<sup>rd</sup> is a Petition Warrant Article that goes to the Town of Brookline. He wished the Governing Board to be made aware as it is a Petition Warrant Article to ask the COOP School Board to begin a study regarding the feasibility and suitability to withdraw Brookline from the Cooperative School District.

After a ten-year period of being a COOP, a Town can decide they may want to withdraw. The request is handled at a town meeting, and it is the Town that would request withdrawal; Phase I is a study. The COOP School Board would be mandated to put a committee together and conduct a study, which would be forwarded to the Governor's Executive Council.

Mr. Mann spoke of having sat on the committee that was created several years ago, and questioned the ability to reference the work of the prior committee. Superintendent Corey stated his belief information gained from that prior effort could be utilized; however, if the article is approved, there would be an obligation to undergo the process again. The work product of the COOP School Board would be to provide the study to the State along with a recommendation.

Ms. Brown stated, if approved, there to be 60 days to start the committee, within 180 days after the committee's first meeting, a report is to be issued, which shall indicate whether withdrawal from one or more towns is recommended, not recommended, or whether more time and information is needed to make a determination. There is some leeway there in the appropriate response.

Ms. Deurloo Babcock stated her recollection the last time a similar effort was undertaken it was not triggered by the Statute, but instead put forward as an advisory study. Ms. Brown stated the Statute was a little different at that time. It also came forward differently. The prior statute allowed a town to dissolve, and the first step was to go into town meeting and have the dissolution started. That is what Hollis was faced with. At that meeting, there was an amendment to the warrant and the request that rather than it be the first step of an actual dissolution process that the Town create a committee to study the potential for dissolution. The Town Selectmen put together a committee, which included representation from each of the school boards, Selectmen, and members of the public. That committee was not necessarily formed based on the Statute.

**PUBLIC INPUT** - None

## **DISCUSSION**

- SAU Revenue and Expense Report

Superintendent Corey spoke of the information provided with the [agenda](#) packet. At present, expenses are projected to come in \$8,611 below budget. The anticipation is the unexpended fund balance would be transferred into the Fund Balance. The balance as of 7-1-19 was \$173,118. The Board approved the use of \$12,297. The anticipated unexpended fund balance of \$8,611 would be added and \$4,000 is listed as additional fund balance to cover FY19 expenses rolled over (reduction), which results in an anticipated ending balance (as of 6-30-20) of \$165,432.

Superintendent Corey noted funds set aside to address filling of vacated positions. Chairman Sarris questioned the amount of time expected to fill the position(s), and how the Superintendent feels about the Business Administrator taking on the additional duties in the interim. Superintendent Corey spoke of one position where the individual leaving the SAU is currently training her replacement (encumbered funds to cover the cost of two

individuals during the transition). He commented on having met with the Business Administrator earlier in the day and of their comfort level. They are pleased with the new hires.

Mr. Mann questioned the percentage of the overall budget the balance represents. Superintendent Corey noted the goal of retaining a 7-10% balance. The anticipated balance is 10%. He reminded the Board of the prior approval to expend additional funds, if needed, to fill the position of Facility Director should that position be approved by the voters.

### **DELIBERATIONS**

**MOTION BY MEMBER DEURLOO BABCOCK TO TAKE FROM THE TABLE POLICIES GBEF, EHAA, ECAF, BBBH, AND JICL**

**MOTION SECONDED BY MEMBER WHALEN**

**MOTION CARRIED**

**9-0**

- To see what action the Board will take regarding Policy **GBEF** - School District Internet Access for Staff  
*Given its first reading;*

**MOTION BY MEMBER DEURLOO BABCOCK TO ACCEPT THE FIRST READING OF POLICY GBEF - SCHOOL DISTRICT INTERNET ACCESS FOR STAFF, AS PRESENTED**

**MOTION SECONDED BY MEMBER WHALEN**

### **ON THE QUESTION**

The policy, as presented, included the deletion of the last paragraph.

Noted was that the word “Board”, when meaning the SAU Governing Board, should be capitalized as should the word “Superintendent” as it is the position title.

**MOTION CARRIED**

**9-0**

- To see what action the Board will take regarding Policy **EHAA** - Computer Security, E-Mail, Internet Communications

*Given its first reading;*

**MOTION BY MEMBER KELLNER TO ACCEPT THE FIRST READING OF POLICY EHAA - COMPUTER SECURITY, E-MAIL, INTERNET COMMUNICATIONS, AS AMENDED**

**MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

### **ON THE QUESTION**

Asked for the rationale behind changing the start of the paragraph from “The Board” to “The SAU”, Ms. Kellner commented the Policy Committee struggled with the language, which was changed throughout the document, as it was felt more fitting that the SAU would be implementing and enforcing.

Ms. Deurloo Babcock remarked it should state “SAU Governing Board”, which is why “Board” had been used. The SAU cannot establish policy.

After a brief discussion, the following changes to the proposed policy were agreed upon:

The first paragraph should begin “The Board”

The second paragraph should begin “The SAU Administration”

“his/her” should be replaced with “their”

#4; the 1<sup>st</sup> sentence should begin “The Board”, in the second sentence, remove “gender specific comments”, and insert “gender identity” following “sexual orientation”

#6, replace “his/her” with “their” and replace “coded or passworded” with “encrypted or password protected”

#7; delete the last sentence that reads “All passwords must be disclosed to the computer administrator.”

#s 11 and 13 should begin “The SAU Administration”

**MOTION CARRIED**

**9-0**

- To see what action the Board will take regarding Policy **ECAF** - Audio and Video Surveillance on School Buses

*Given its first reading;*

**MOTION BY MEMBER KELLNER TO ACCEPT THE FIRST READING OF POLICY ECAF - AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES, AS PRESENTED  
MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

ON THE QUESTION

Ms. Howie noted the language that states “all requests by parents/legal guardians to view recordings....” and pointed out the list of individuals who can view recordings does not include parents/legal guardians.

Superintendent Corey clarified a parent/legal guardian cannot view the video as they have no right to see the actions of other children on the bus. The request would be to have the recording viewed.

The consensus of the Board was for that language to be clarified.

**MOTION CARRIED**

**9-0**

- To see what action the Board will take regarding Policy **BBBH** - Organization and Operation of SAU Joint Board

*Given its first reading;*

**MOTION BY MEMBER KELLNER TO ACCEPT THE FIRST READING OF POLICY BBBH - ORGANIZATION AND OPERATION OF SAU JOINT BOARD, AS PRESENTED  
MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

ON THE QUESTION

The following amendments were offered:

Replace “Joint Board” with “Governing Board”

Insert “any” before “district”

“District” should be lowercase

**MOTION CARRIED**

**8.57-.43**

*Member Brown voted in opposition*

Ms. Brown requested the Statute be reviewed, believing the policy is not necessary.

- To see what action the Board will take regarding Policy **BBBH-S** - Organization and Operation of SAU Joint Board

*Given its first reading;*

**MOTION BY MEMBER KELLNER TO ACCEPT THE FIRST READING OF POLICY BBBH-S - ORGANIZATION AND OPERATION OF SAU JOINT BOARD, AS PRESENTED  
MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

ON THE QUESTION

Ms. Roy questioned whether there is a hyphen in the proper name when referring to Hollis Brookline Cooperative School District, Hollis Brookline Middle School, or Hollis Brookline High School. The response was that there is not.

Asked about the connection to BBBH, Vice Chairman VanCoughnett stated it to be SAU specific based on the new policy BBBH. Ms. Kellner noted this policy contains the language of the former BBBH with a few amendments. The New Hampshire School Board Association recommended the “-S” be added to indicate it as a SAU Governing Board policy.

Mr. Solon noted the Governing Board has not utilized that designation on any other policy.

Superintendent Corey indicated the policy would be located/housed in a separate policy manual. There are times when regulations are identified as are procedures, and adding another designation could result in confusion. He does not believe the “-S” is needed.

*The suggestion was that the two policies be merged, and a review of the Statute conducted.*

Additional amendments agreed to include:

Removal of “School Board” in the title

Insert “Governing” between “SAU” and “Board” in Section B

The question was asked of whether “Administration” should be added in Section A.

Noted was that language added to the paragraph on RSA 194-C:8 is simply to make the policy language mirror the Statute.

A discussion ensued regarding the mechanism for weighted voting.

Mr. Solon stated objection to accepting the first reading restating his position the policy should be identified as BBBH.

**MOTION FAILED**

**0-9**

- To see what action the Board will take regarding Policy **JICL** – School District Internet Access for Students

**MOTION BY MEMBER KELLNER TO RESCIND POLICY JICL – SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS**

**MOTION SECONDED BY MEMBER ROY**

ON THE QUESTION

Ms. Kellner noted the recommendation to rescind being the result of discussion with legal counsel regarding this policy not being applicable because there are no students in the SAU.

**MOTION CARRIED**

**9-0**

Mr. Mann spoke of Policy EHAB questioning if that is a policy that needs to be in place at the Governing Board level. Vice Chairman VanCoughnett stated legal counsel has stated it is not a SAU level policy. The Policy Committee can review the policy.

Superintendent Corey stated the policy that governs staff will remain (GBEF).

**APPROVAL OF MEETING MINUTES**

SAU 41 Governing Board . . . . . [December 23, 2019](#)

**MOTION BY MEMBER VANCOUGHNETT TO APPROVE, AS PRESENTED**

**MOTION SECONDED BY MEMBER WHALEN**

**MOTION CARRIED**

**9-0**

*Members Sarris, Arthur, Brown, Howie, Marsano, and Williams Abstained*

SAU 41 Governing Board – **Public Hearing** . . . . . [December 23, 2019](#)

**MOTION BY MEMBER VANCOUGHNETT TO APPROVE, AS PRESENTED**

**MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

**MOTION CARRIED**

**9-0**

*Members Sarris, Arthur, Brown, Howie, Marsano, and Williams Abstained*

**NON-PUBLIC SESSION**

**MOTION BY MEMBER VANCOUGHNETT THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF**

**MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

*A Viva Voce Roll Call was taken, which resulted as follows:*

Yea: Erin Sarris, Amy Kellner, Rebecca Howie, Brooke Arthur, Elizabeth Brown, Tom Solon, Robert Mann,  
Tammy Fareed, Cindy VanCoughnett, Carryl Roy, Holly Deurloo Babcock, Alison Marsano,  
Krista Whalen, Elizabeth Williams

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Nay:

0

**MOTION CARRIED**

*The Board entered non-public session at 7:17 p.m.*

*The Board came out of non-public session at 8:00 p.m.*

**MOTION BY MEMBER KELLNER THAT THE BOARD SEAL THE MINUTES OF THE NON-PUBLIC SESSION UNTIL SUCH TIME AS THE MAJORITY OF THE BOARD VOTES THAT THE PURPOSE OF THE CONFIDENTIALITY WOULD NO LONGER BE SERVED  
MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

*A Viva Voce Roll Call was taken, which resulted as follows:*

Yea: Erin Sarris, Amy Kellner, Rebecca Howie, Brooke Arthur, Elizabeth Brown, Tom Solon, Robert Mann,  
Tammy Fareed, Cindy VanCoughnett, Carryl Roy, Holly Deurloo Babcock, Alison Marsano,  
Krista Whalen, Elizabeth Williams

14

Nay:

0

**MOTION CARRIED**

**MOTION BY MEMBER VANCOUGHNETT TO APPROVE THE SUPERINTENDENT'S EVALUATION**

**MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

**MOTION CARRIED**

**9-0**

**ADJOURNMENT**

**MOTION BY MEMBER KELLNER TO ADJOURN**

**MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

**MOTION CARRIED**

**9-0**

The February 4, 2020 meeting of the SAU 41 Governing Board was adjourned at 8:00 p.m.

Date \_\_\_\_\_

Signed \_\_\_\_\_