

SAU 41 GOVERNING BOARD

MAY 9, 2019

MEETING MINUTES

The Organizational meeting of the SAU 41 Governing Board was conducted on Thursday, May 9, 2019 at 6:10 p.m. at the Captain Samuel Douglass Academy.

Andrew Corey, Superintendent, presided:

Members of the Board Present: Holly Deurloo Babcock, Chairman, COOP School Board
Tammy Fareed, Vice Chairman, Hollis School Board
Kenneth Haag, Vice Chairman, Brookline School Board (arrived at 6:39 p.m.)
Amy Kellner, Hollis School Board
Melanie Levesque, COOP School Board
Robert Mann, Chairman, Hollis School Board
Alison Marsano, Brookline School Board
Erin Sarris, Brookline School Board
Tom Solon, Vice Chairman, COOP School Board
Krista Whalen, COOP School Board (arrived at 6:25 p.m.)
Cindy VanCoughnett, COOP School Board

Members of the Board Absent: Brooke Arthur, Secretary, Hollis School Board
Elizabeth Brown, COOP School Board
Rebecca Howie, Secretary, Brookline School Board
Matthew Maguire, Chairman, Brookline School Board
Carryl Roy, Hollis School Board
Beth Williams, Secretary, COOP School Board

Also in Attendance: Gina Bergskaug, Assistant Superintendent
Linda Sherwood, Assistant Business Administrator

ORGANIZATION OF SAU 41 GOVERNING BOARD

CHAIRMAN

Superintendent Corey called for nominations for Chairman of the SAU 41 Governing Board for the 2019-2020 term.

**MEMBER VANCOUGHNETT NOMINATED MEMBER SARRIS
SECONDED BY MEMBER LEVESQUE**

**MEMBER MANN NOMINATED MEMBER FAREED
SECONDED BY MEMBER SARRIS**

Superintendent Corey invited each of the nominees to indicate acceptance of the nomination.

Ms. Sarris stated she would accept the nomination. She remarked, given the Governing Board has so few meetings, she likes the idea of continuity into a second year. She supports the nomination of Ms. Fareed as well. She stated her appreciation and respect for the Board, and that she would support its will. Ms. Fareed spoke of the remarkable job Ms. Sarris did with the evaluation process and her opinion the Board could not have a better Chair. She would enjoy another term as Chairman as she believes there to be additional work she could learn from and contribute to; however she would support the will of the Board.

Ms. VanCoughnett spoke of having worked on committees with Ms. Sarris over the past 4-6 years, commenting she has a great eye for some things that others do not. It has been a while since a Brookline resident has been in the Chair position. That has been an issue in the past. She believes Ms. Sarris has a tremendous leadership quality.

Member Levesque stated her support of both nominations.

VOTE ON ELECTION OF ERIN SARRIS TO THE POSITION OF CHAIRMAN OF THE SAU 41 GOVERNING BOARD FOR THE 2019-2020 TERM

MOTION CARRIED

9-0

VOTE ON ELECTION OF TAMMY FAREED TO THE POSITION OF CHAIRMAN OF THE SAU 41 GOVERNING BOARD FOR THE 2019-2020 TERM

MOTION CARRIED

6.75-2.25

Superintendent Corey declared Erin Sarris Chairman of the SAU 41 Governing Board for the 2019-2020 term.

Superintendent Corey stepped down and Chairman Sarris presided.

VICE CHAIRMAN

Chairman Sarris called for nominations for Vice Chairman of the SAU 41 Governing Board for the 2019-2020 term.

**MEMBER MANN NOMINATED MEMBER FAREED
SECONDED BY MEMBER SARRIS**

**MEMBER DEURLOO BABCOCK NOMINATED MEMBER VANCOUGHNETT
SECONDED BY MEMBER MARSANO**

Chairman Sarris invited each of the nominees to indicate acceptance of the nomination.

Member Fareed spoke of having just completed the evaluation process, she has chaired the Policy Committee of the Hollis School Board for several years, and is aware the Vice Chairman has a role in policy work around the evaluation process. She is happy to accept the nomination, and happy to support the nomination of Cindy VanCoughnett.

Member VanCoughnett stated appreciation for the nomination. She commented Ms. Fareed would do a wonderful job; she was organized and did a lot for the Governing Board over the past year.

Ms. VanCoughnett has sat on the SAU Policy Committee for several years and worked on the evaluation process, which will be the primary role for the position. Ms. VanCoughnett indicated her support of Tammy Fareed as well.

VOTE ON ELECTION OF TAMMY FAREED TO THE POSITION OF VICE CHAIRMAN OF THE SAU 41 GOVERNING BOARD FOR THE 2019-2020 TERM

MOTION CARRIED

7.5-1.5

**VOTE ON ELECTION OF CINDY VANCOUGHNETT TO THE POSITION OF VICE CHAIRMAN
OF THE SAU 41 GOVERNING BOARD FOR THE 2019-2020 TERM**

MOTION CARRIED

8-1

Cindy VanCoughnett declared Vice Chairman of the SAU 41 Governing Board for the 2019-2020 term.

TREASURER

Chairman Sarris called for nominations for Treasurer of the SAU 41 Governing Board for the 2019-2020 term.

**MEMBER LEVESQUE NOMINATED MEMBER FAREED
SECONDED BY MEMBER MANN**

Member Fareed indicated a willingness to serve.

**VOTE ON ELECTION OF TAMMY FAREED TO THE POSITION OF TREASURER OF THE SAU
41 GOVERNING BOARD FOR THE 2019-2020 TERM**

MOTION CARRIED

9-0

Tammy Fareed declared Treasurer of the SAU 41 Governing Board for the 2019-2020 term.

SECRETARY

Chairman Sarris called for nominations for Secretary of the SAU 41 Governing Board for the 2019-2020 term.

Historically, the position is filled by a member new to the Board. It was noted Beth Williams is the Secretary for the COOP School Board, Brooke Arthur for the Hollis School Board and Rebecca Howie for the Brookline School Board. Member Mann spoke of the various responsibilities Ms. Roy has related to her role on the Hollis School. He respectfully requested her workload not be increased any further.

**MEMBER FAREED NOMINATED MEMBER ARTHUR
SECONDED BY MEMBER MANN**

**VOTE ON ELECTION OF BROOKE ARTHUR TO THE POSITION OF SECRETARY OF THE SAU
41 GOVERNING BOARD FOR THE 2019-2020 TERM**

MOTION CARRIED

9-0

Brooke Arthur declared Secretary of the SAU 41 Governing Board for the 2019-2020 term.

**Members Fareed, Marsano, and VanCoughnett (alternate) agreed to be the signers of the Manifests.
APPOINTMENT OF PROCESS OBSERVER**

Chairman Sarris appointed Melanie Levesque to serve as Process Observer.

SAU 41 Policy Committee

The following Members were appointed by the individual school boards to serve on the SAU 41 Policy Committee:

Brookline School Board – Erin Sarris
Hollis School Board – Amy Kellner / Carryl Roy (Alternate)
COOP School Board – Cindy VanCoughnett

Additionally, the Vice-Chairperson shall lead the Superintendent Performance Evaluation Committee (SPEC).

The following members were appointed by the individual school boards to serve on the SAU 41 Budget Committee:

Brookline School Board – Alison Marsano
Hollis School Board – Amy Kellner
COOP School Board - TBD

AGENDA ADJUSTMENTS

Superintendent Corey requested the agenda be amended by moving Discussion and the first two items under Deliberation ahead of the Public Hearing.

MOTION BY MEMBER FAREED THAT THE AGENDA BE AMENDED AS REQUESTED

MOTION SECONDED BY MEMBER MANN

MOTION CARRIED

9-0

DISCUSSION

- Review of Revenue and Expense Report

Linda Sherwood, Assistant Business Administrator, noted little change in regard to expenses since last reported (2-12-19; projected balance of \$31,413). Current projected balance is \$34,286. She spoke of the amount budgeted for snow removal (\$8,500) and the amount remaining in that line item (\$4,131). There have been no changes in revenue since the last report. Adding the FY19 projected balance to the beginning fund balance results in a projected FY19 ending fund balance of \$163,795 (10.4% of the total budget). The targeted range 7-10%.

- Review of Meeting Dates for 2019-2020

Assistant Superintendent Bergskaug noted the proposed meeting dates are similar to the current schedule; October 10, 2019, December 12, 2019, February 6, 2020, and May 14, 2020.

Mr. Solon stated a desire to avoid meeting on a Thursday during the winter. Assistant Superintendent Bergskaug noted the possibility the February 6th meeting could conflict with a required date for a public hearing in one of the districts, and suggested the Board consider any changes at the October meeting. Mr. Solon stated the desire for the placeholder date to be on a day other than a Thursday. The Board discussed Yom Kippur being October 9, 2019. The Board agreed to the placeholder date of Tuesday, February 4th and changing the October meeting date to the 3rd.

DELIBERATIONS

- To see what action the Board will take regarding recommended SAU Board meeting dates for the 2019-2020 school year

The following dates reflect those agreed upon by the Board:

<u>Date</u>	<u>Location</u>	<u>Major Purpose</u>
October 3, 2019	CSDA	Budget Preparation / Goals for 2019-2020
December 12, 2019	HBMS	Budget Public Hearing / Superintendent Evaluation Discussion
February 4, 2020	HBMS	Superintendent Evaluation
May 14, 2020	CSDA	Organizational Meeting

MOTION BY MEMBER FAREED TO ACCEPT THE MEETING DATES, AS LISTED

MOTION SECONDED BY MEMBER MARSANO

MOTION CARRIED

9-0

Member Haag Abstained

- To see what action the Board will take regarding the acceptance of the votes cast on the SAU41 FY20 Budget Warrant Articles

Chairman Sarris stated The SAU Budget Petition Warrant Article passed with a collective vote of the three districts; 806 in favor and 491 against.

MOTION BY MEMBER MARSANO TO ACCEPT THE RESULTS OF THE VOTES CAST ON THE SAU 41 FY20 BUDGET WARRANT ARTICLE, AS STATED

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

9-0

PUBLIC HEARING

MOTION BY MEMBER FAREED THAT THE BOARD RECESS UNTIL THE CONCLUSION OF THE PUBLIC HEARING ON THE UNASSIGNED FUND BALANCE

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

9-0

The Board recessed at 6:42 p.m.

The Board reconvened at 6:47 p.m.

PUBLIC INPUT – None

APPROVAL OF MEETING MINUTES

SAU 41 Governing Board [February 19, 2019](#)

MOTION BY MEMBER FAREED TO APPROVE, AS PRESENTED

MOTION SECONDED BY MEMBER MANN

MOTION CARRIED

9-0

Members Haag, Levesque, and Solon Abstained

SAU 41 Governing Board – **Non-Public** [February 19, 2019](#)

MOTION BY MEMBER FAREED TO APPROVE AS PRESENTED

MOTION SECONDED BY MEMBER MANN

MOTION CARRIED

9-0

Members Haag, Levesque, and Solon Abstained

NON-PUBLIC SESSION

MOTION BY MEMBER FAREED THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE, 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, AND RSA 91-A:3 II (I) CONSIDERATION OF LEGAL ADVICE PROVIDED BY LEGAL COUNSEL, EITHER IN WRITING OR ORALLY, TO ONE OR MORE MEMBERS OF THE PUBLIC BODY, EVEN WHERE LEGAL COUNSEL IS NOT PRESENT

MOTION SECONDED BY MEMBER MANN

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

Yeah: Erin Sarris, Tammy Fareed, Cindy VanCoughnett, Holly Deurloo Babcock, Tom Solon,
Melanie Levesque, Amy Kellner, Alison Marsano, Krista Whalen, Robert Mann, Kenneth Haag

11

Nay: 0

MOTION CARRIED

The Board entered non-public session at 6:50 p.m.

The Board came out of non-public session at 8:09 p.m.

DELIBERATIONS

- To see what action the Board will take regarding the Superintendent’s recommendations for contract/compensation for SAU staff members

**MOTION BY MEMBER FAREED TO APPROVE THE SUPERINTENDENT'S
RECOMMENDATIONS FOR CONTRACT/COMPENSATION FOR SAU STAFF MEMBERS
MOTION SECONDED BY MEMBER MANN
MOTION CARRIED
9-0**

**MOTION BY MEMBER FAREED TO UTILIZE THE FY19 OPERATING BUDGET TO FUND UP TO
SEVEN THOUSAND FIVE HUNDRED FORTY-EIGHT DOLLARS (\$7,548) AS IDENTIFIED BY
THE SUPERINTENDENT FOR SAU STAFF COMPENSATION
MOTION SECONDED BY MEMBER MANN
MOTION CARRIED
9-0**

**MOTION BY MEMBER FAREED THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC
SESSION PURSUANT TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR COMPENSATION
OF ANY PUBLIC EMPLOYEE
MOTION SECONDED BY MEMBER MARSANO**

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

Yea: Erin Sarris, Tammy Fareed, Cindy VanCoughnett, Holly Deurloo Babcock, Tom Solon,
Melanie Levesque, Amy Kellner, Alison Marsano, Krista Whalen, Robert Mann, Kenneth Haag
11
Nay: 0
MOTION CARRIED

*The Board entered non-public session at 8:09 p.m.
The Board came out of non-public session at 9:40 p.m.*

**MOTION BY MEMBER SOLON THAT THE BOARD SEAL THE MINUTES OF THE SECOND
NON-PUBLIC SESSION UNTIL JULY 1, 2019
MOTION SECONDED BY MEMBER LEVESQUE**

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

Yea: Kenneth Haag, Alison Marsano, Erin Sarris, Tammy Fareed, Amy Kellner, Robert Mann,
Holly Deurloo Babcock, Melanie Levesque, Tom Solon, Krista Whalen, Cindy VanCoughnett
11
Nay: 0
MOTION CARRIED

**MOTION BY MEMBER FAREED TO AUTHORIZE THE USE OF UP TO FIFTEEN THOUSAND
DOLLARS (\$15,000) FROM THE FY20 UNASSIGNED FUND BALANCE FOR THE PURPOSE OF
FUNDING THE COMPENSATION OF THE SAU STAFF
MOTION SECONDED BY MEMBER WHALEN
MOTION CARRIED
9-0**

ADJOURNMENT

**MOTION BY MEMBER MANN TO ADJOURN
MOTION SECONDED BY MEMBER WHALEN
MOTION CARRIED
9-0**

The May 9, 2019 Organizational meeting of the SAU41 Governing Board was adjourned at 9:56 p.m.

Date _____ Signed _____