

SAU 41 GOVERNING BOARD
MAY 11, 2023
MEETING MINUTES

The Organizational Meeting of the SAU 41 Governing Board was conducted on Thursday, May 11, 2023 at 6:06 p.m. at the Captain Samuel Douglass Academy, Brookline, NH.

Andrew Corey, Superintendent, presided:

Members of the Board Present: Holly Deurloo Babcock, Chairman, COOP School Board
Tammy Fareed, Secretary, Hollis School Board
Kenneth Haag, Chairman, Brookline School Board
Amy Kellner, Chairman, Hollis School Board
Andrea Levesque, Hollis School Board
Alyson Manion, Brookline School Board
Robert Mann, COOP School Board (arrived at 6:35 p.m.)
Tracy Perry, Secretary, Brookline School Board
Tom Solon, COOP School Board
Kate Stoll, Vice Chairman, COOP School Board
Cindy VanCoughnett, Secretary, COOP School Board
Krista Whalen, COOP School Board
Kelly Zakar, Brookline School Board

Members of the Board Absent: Colleen Micavich, Vice Chairman, Brookline School Board
Carryl Roy, Vice Chairman, Hollis School Board
Anne Wake-De Pasquale, Hollis School Board
Beth Janine Williams, COOP School Board

Also in Attendance: Gina Bergskaug, Assistant Superintendent

ORGANIZATION OF SAU 41 GOVERNING BOARD

CHAIRMAN

Superintendent Corey called for nominations for Chairman of the SAU 41 Governing Board for the 2023-2024 term.

**MEMBER WHALEN NOMINATED MEMBER SOLON
SECONDED BY MEMBER DEURLOO BABCOCK**

ON THE QUESTION

Member Whalen spoke of Member Solon being an experienced member of the Board, that he has served in leadership roles in the past, and that she believes he will serve the Board well in this role.

**VOTE ON ELECTION OF TOM SOLON TO THE POSITION OF CHAIRMAN OF THE SAU 41
GOVERNING BOARD FOR THE 2023-2024 TERM
MOTION CARRIED**

9-0

1
2 *Superintendent Corey declared Tom Solon Chairman of the SAU 41 Governing Board for the 2023-2024 term.*

3
4 *Superintendent Corey stepped down and Chairman Solon presided.*

5 **VICE CHAIRMAN**

6
7 Chairman Solon called for nominations for Vice Chairman of the SAU 41 Governing Board for the 2023-2024
8 term. Noted was that the Vice Chairman facilitates (chairs) the Superintendent Performance Evaluation
9 Committee (SPEC).

10
11 **MEMBER KELLNER NOMINATED MEMBER ROY**
12 **SECONDED BY MEMBER FAREED**

13
14 **ON THE QUESTION**

15
16 Member Kellner stated although Member Roy was unable to be in attendance, she has stated a willingness to
17 serve in this capacity. She is entering her second year as Vice Chairman of the Hollis School Board and also
18 served on the SPEC last year as well as the SAU Policy Committee. She has experience and it is believed she
19 will serve the Board well in this role.

20
21 **VOTE ON ELECTION OF CARRYL ROY TO THE POSITION OF VICE CHAIRMAN OF THE SAU**
22 **41 GOVERNING BOARD FOR THE 2023-2024 TERM**

23 **MOTION CARRIED**

24 **9-0**

25
26 *Carryl Roy declared Vice Chairman of the SAU 41 Governing Board for the 2023-2024 term.*

27
28 **SECRETARY**

29
30 Chairman Solon called for nominations for Secretary of the SAU 41 Governing Board for the 2023-2024 term.

31
32 **MEMBER ZAKAR VOLUNTEERED TO SERVE AS SECRETARY**
33 **SECONDED BY MEMBER FAREED**

34
35 **VOTE ON ELECTION OF KELLY ZAKAR TO THE POSITION OF SECRETARY OF THE SAU 41**
36 **GOVERNING BOARD FOR THE 2023-2024 TERM**

37 **MOTION CARRIED**

38 **9-0**

39
40 *Kelly Zakar declared Secretary of the SAU 41 Governing Board for the 2023-2024 term.*

41
42 **MOTION BY MEMBER ZAKAR TO TABLE NOMINATIONS FOR TREASURER UNTIL AFTER**
43 **THE NON-PUBLIC SESSION**

44 **MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

45 **MOTION CARRIED**

46 **9-0**

1 **NON-PUBLIC SESSION**
2

3 **MOTION BY MEMBER DEURLOO BABCOCK THAT THE BOARD, BY ROLL CALL, GO INTO**
4 **NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR**
5 **COMPENSATION OF ANY PUBLIC EMPLOYEE AND (c) TO DISCUSS A MATTER, WHICH IF**
6 **DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A**
7 **PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF**
8 **MOTION SECONDED BY MEMBER ZAKAR**

9
10 *A Viva Voce Roll Call Vote was taken, which resulted as follows:*

11
12 Yea: Tammy Fareed, Allyson Manion, Kelly Zakar, Kenneth Haag, Tom Solon, Andrea Levesque,
13 Krista Whalen, Kate Stoll, Amy Kellner, Holly Deurloo Babcock, Cindy VanCoughnett

14 11

15 Nay: 0

16 **MOTION CARRIED**

17
18 *The Board entered non-public session at 6:20 p.m.*

19
20 Member Perry departed at 6:22 p.m.

21
22 *The Board came out of non-public session at 8:08 p.m.*

23
24 **TREASURER**

25
26 **MOTION BY MEMBER WHALEN TO TAKE FROM THE TABLE NOMINATION(S) FOR**
27 **TREASURER**

28 **MOTION SECONDED BY MEMBER HAAG**

29 **MOTION CARRIED**

30 **9-0**

31
32 Chairman Solon called for nominations for Treasurer of the SAU 41 Governing Board for the 2023-2024 term.

33
34 **MEMBER DEURLOO BABCOCK NOMINATED MEMBER MANN**
35 **SECONDED BY MEMBER STOLL**

36
37 **VOTE ON ELECTION OF ROB MANN TO THE POSITION OF TREASURER OF THE SAU 41**
38 **GOVERNING BOARD FOR THE 2023-2024 TERM**

39 **MOTION CARRIED**

40 **9-0**

41 *Member Mann Abstained*

42
43 *Rob Mann declared Treasurer of the SAU 41 Governing Board for the 2023-2024 term.*

44
45 Members Kellner and Stoll agreed to serve as signers of the Manifests with Member Manion as an alternate
46 signer.

1 **APPOINTMENT OF PROCESS OBSERVER**

2
3 Chairman Solon appointed Kenneth Haag to serve as Process Observer.

4
5 **AGENDA ADJUSTMENTS** - None

6
7 **NOMINATIONS, RESIGNATIONS, AND CORRESPONDENCE**

8
9 Superintendent Corey informed the Board Ms. White will be starting as the Communications and Compliance
10 Director mid-late June.

11
12 **APPROVAL OF MEETING MINUTES**

13
14 SAU 41 Governing Board [February 16, 2023](#)

15
16 **MOTION BY MEMBER WHALEN TO APPROVE, AS PRESENTED**

17 **MOTION SECONDED BY MEMBER HAAG**

18 **MOTION CARRIED**

19 **9-0**

20 *Members Haag, Manion and Levesque Abstained*

21
22 SAU 41 Governing Board – **Non-Public** February 16, 2023

23
24 **MOTION BY MEMBER HAAG TO APPROVE, AS PRESENTED**

25 **MOTION SECONDED BY MEMBER WHALEN**

26 **MOTION CARRIED**

27 **9-0**

28 *Members Haag, Manion and Levesque Abstained*

29
30 **PUBLIC INPUT** - None

31
32 **DISCUSSION**

- 33 ● Revenue and Expense Report for FY23

34
35 As of 5-1-23, on the expense side of the ledger, the balance is \$104,156 with a FY22 carryover of \$2,300 for a
36 total of \$106,456. On the revenue side, shown is a negative balance of (\$50,628). The result is a projected
37 budget balance of \$55,828.

38
39 Adding the budget balance to the beginning fund balance (as of 7-1-22) of \$260,385, the total ending fund
40 balance as of 6-30-23 is projected to be \$316,213 or 14.6%. The target range is 7-10%.

41
42 Fund balance will be looked to for costs of items such as consulting services related to strategic planning. The
43 surplus is the result of the benefits line, which is under budget by \$57,054. Part of that is the result of the
44 vacancy for the position of Assistant Director of Special Education.

1 Member Haag questioned the timeline for the strategic planning work and was told there are a few proposals. It
2 is likely the cost will come between \$60-90/hour. The hope is to kick the project off in the coming weeks and
3 conclude by early summer.

- 4
- 5 ● Discussion regarding the use of the long or short form for the Superintendent’s evaluation (decided yearly)
- 6

7 Chairman Solon noted there are two forms identified within policy. The long form is very granular for elements
8 of performance in a number of different areas. The short form was created during Superintendent Corey’s
9 tenure. With long-term employees it is often easier to steer things than to try and figure out where you are as a
10 baseline. The thought has been that each year we produce some specific goals and areas of focus, and, in the
11 past, have used the review time and the short form to really look into those more on the level of commentary
12 and less on the real nitty gritty details.

13

14 During the last evaluation we had some very valuable input from new members who had not gone through the
15 long form process before. He was not advocating utilizing the long form specifically because of that, but with
16 the percentage of Board membership that has never done a long form, the question should be asked as to
17 whether we want to revert to it. At the same time, Superintendent Corey has been with us for 9 years and it is
18 felt we are in a mode of dealing with subtleties of his performance as opposed to gross changes, and the short
19 form, at least for those who have been doing it for a while, is a much more efficient way. He welcomed any
20 input from members.

21

22 Member Haag advocated for use of the short form given Superintendent Corey’s tenure with the SAU. He
23 believes that to be effective and efficient. He would advocate for use of the short form until such a time as
24 Superintendent Corey is no longer with the SAU. He has earned that right.

25

26 Member Zakar commented one of the reasons she volunteered to serve on the SPEC again is she now
27 understands the process. Not really understanding the nuances between the short form and the long form going
28 into the process last year, she agrees it makes sense to continue this process unless we reach a point where a
29 problem is identified, or we need to establish a baseline.

30

31 Chairman Solon suggested those who are asked to go through the review process for the first time this coming
32 year look through the long form to see the types of questions asked. If there are questions or concerns, he
33 encouraged them to speak with their district board chair to discuss how these things impact, how the
34 information is rolled up into the short form, etc.

35

36 Member Stoll stated she is open if someone feels strongly about the long form. She has never done it and is
37 unaware of all of the questions that are on there. She is more than comfortable continuing to use the short form
38 and believes it adequately covers what we need it to.

39

40 Member Fareed commented that she and two other members who are no longer on any of the boards worked
41 closely with Superintendent Corey beginning about 6 months into his tenure. He was incredibly helpful in
42 advising them to create any evaluation form. There had never been an evaluation form for the SAU Governing
43 Board prior to that year. His advice to them, as well as the advice from legal counsel that they checked in with
44 from time to time, was that we give the long form (which was the only form we were going to have) a great deal
45 of redundancy because there were nuances to a Superintendent’s service that were difficult for any one
46 individual to really grapple and the desire was to approach a question like an event diagram kind of form. That
47 is the reason it seems so wordy and redundant.

1 It became unnecessary to have these very nuanced looks at different elements of Superintendent Corey's
2 performance, which is why the short form came to be. The long form is available if boards ever want it.

3
4 **DELIBERATIONS**

- 5
6 ● To see what action the Board will take regarding the Superintendent's recommendations for SAU employee
7 compensation for FY24

8
9 **MOTION BY MEMBER HAAG TO APPROVE THE SUPERINTENDENT'S RECOMMENDATIONS**
10 **FOR CONTRACT/COMPENSATION FOR SAU STAFF MEMBERS**
11 **MOTION SECONDED BY MEMBER ZAKAR**

12
13 **ON THE QUESTION**

14
15 Member Fareed stated she believes it fair to say all Board members she listened to in the non-public session
16 when considering the merits of performance of the individuals on the Superintendent's list, felt very strongly
17 that the staff performance over this past year has been superlative. Also discussed extensively were economic
18 changes that have taken place over the past 12-18 months.

19
20 Member Haag remarked the Board discussed the budgeting process for the future as well and trying to left shift
21 the timing a little so that there is a greater budget allocation, which would allow for a bit more transparency for
22 those who don't follow the budget cycle every year to be able to see that budget line up front for both salary
23 pool as well as a bonus/merit pool. For future years that allocated pool can be pulled from and then distributed
24 as the managers of the personnel see fit.

25
26 The conversation was had that the Budget Sub-committee would look at that moving forward. The way we are
27 doing it this year is a little different from what we are talking about for future years.

28 **MOTION CARRIED**

29 **9-0**

- 30
31 ● To see what action the Board will take regarding the proposed meeting dates for the SAU 41 Governing
32 Board

33 *The following dates were proposed by the Administration:*

34
35

| <u>Date</u> | <u>Location</u> | <u>Major Purpose</u> |
|--------------------|------------------------|--|
| October 12, 2023 | RMMS | Budget Preparation / Goals for 2023-2024 |
| December 14, 2023 | HBMS | Budget Public Hearing |
| February 15, 2024 | HBMS | Superintendent Evaluation |
| May 9, 2024 | RMMS | Organizational Meeting |

36
37
38
39
40

41
42 **MOTION BY MEMBER KELLNER TO APPROVE THE MEETING DATES, AS STATED**
43 **MOTION SECONDED BY MEMBER STOLL**

44 **MOTION CARRIED**

45 **9-0**

- 1 • To see what action the Board will take regarding the approval of the SAU budget by the voters at the three
2 annual meetings

3
4 Chairman Solon stated the SAU Budget Warrant Article passed with a collective vote of the three districts; 722
5 in favor and 489 opposed.

6
7 **MOTION BY MEMBER KELLNER TO ACCEPT THE RESULTS OF THE VOTES CAST ON THE**
8 **SAU 41 FY24 BUDGET WARRANT ARTICLE, AS STATED**
9 **MOTION SECONDED BY MEMBER MANION**

10
11 ON THE QUESTION

12
13 The question was asked of whether a super-majority or simple majority vote is required to pass the budget.
14 Member Fareed stated the Moderator, who ran the recount, announced aloud that a0 simple majority was
15 required.

16
17 Asked if there was a substantive reason the SAU received a request for a recount when there was a 300 vote
18 delta, Member Fareed stated she could report that the Moderator let those recounting know that he had
19 contacted the citizen who had requested the recount to ask if we could simply recount the vote that was very
20 close (COOP district), and the individual did not reply or attend the recount.

21
22 Member Deurloo Babcock stated the individual did in fact reply and the request was that all of the votes needed
23 to be recounted believing that would be the fair and appropriate thing to do.

24
25 Asked if any cost was incurred as a result of the recount, Superintendent Corey stated there to be time and effort
26 and a \$10 fee that the individual was billed.

27
28 Chairman Solon stated there to have been significant time spent by personnel within multiple districts preparing
29 for the recount.

30
31 Member Deurloo Babcock stated there were volunteers, but, in this case, the Moderator is not a volunteer nor is
32 the Town Clerk. It is really disrespectful of their time to make the request in such a way given the margin. She
33 commented, the individual has the right to make the request, but she also has a right to her opinion, and felt it
34 was disrespectful.

35
36 Member Mann added it casts doubt that somehow the process is in defect that even after a 300 and some odd
37 differential that we somehow need to revalidate. What else is someone in the community to think?

38
39 Member Deurloo Babcock commented there was 1 vote that was changed, and that vote was in the Brookline
40 district. The secret ballot votes that go into the box were 100% accurate.

41 **MOTION CARRIED**

42 **9-0**

- To see what action the Board will take to comply with policy ([CBI – Superintendent Evaluation](#)) in selecting **CBI-F1** or **CBI-F2** for the Superintendent Evaluation for the upcoming 2023-2024 school year.

MOTION BY MEMBER KELLNER THAT THE BOARD UTILIZE THE SHORT FORM, CBI-F2, FOR THE SUPERINTENDENT EVALUATION FOR THE UPCOMING 2023-2024 SCHOOL YEAR

MOTION SECONDED BY MEMBER HAAG

MOTION CARRIED

9-0

REPORT OUT BY PROCESS OBSERVER

Member Haag stated he was pleased with the expediency, the process, and discussion.

ADJOURNMENT

MOTION BY MEMBER MANN TO ADJOURN

MOTION SECONDED BY MEMBER KELLNER

MOTION CARRIED

9-0

The May 11, 2023 Organizational Meeting of the SAU41 Governing Board was adjourned at 8:33 p.m.

Date _____

Signed _____