

**SAU #15 Board Meeting
Wednesday, October 12, 2016 - 6:30 p.m.
Henry W. Moore School Media Center**

These minutes have been approved.

CALL TO ORDER

Board Chair, Mark Comeau, called the SAU Board meeting to order at 6:30 p.m. Those in attendance were Board members, Maureen Murgo, Keith Leclair, Alan Villeneuve, Samantha Belcourt, Amy Boilard, Becky Cronk, Karyn Yeatman, Nicole LaFlamme, Matt Woodrow, and Kim Royer (6:32 p.m.); Superintendent, Charles P. (Phil) Littlefield; Assistant Superintendent, Marge Polak; and Business Administrator, Karen Lessard.

Mark Comeau led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Dr. Littlefield provided proof of posting.

Mark Comeau asked that those present introduce themselves.

APPROVAL OF MINUTES

A motion by Alan Villeneuve, seconded by Amy Boilard, to approve the minutes for the SAU Board meeting on June 8, 2016. With Alan Villeneuve abstaining, all others in favor, the motion carried in the affirmative. Motion by Becky Cronk, seconded by Amy Boilard, to amend the June 8, 2016 minutes by adding Matt Woodrow to those in attendance. With Alan Villeneuve abstaining, all others in favor, the motion carried in the affirmative.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

There was no participation.

NEW BUSINESS

Succession Plan

Dr. Littlefield stated that time passes quickly, and because the Board only meets four times a year, they ought to begin to craft a plan for succession. He said things to consider would be to budget for contracting a firm to find possible candidates, decide on the degree of public input, develop a timeline, establish a subcommittee, and meet more often as a group. Dr. Littlefield said if they contracted out, the firm would host a community forum, but the Board would drive the process. Amy Boilard asked if anyone was interested from the district. Dr. Littlefield said he could divulge this information in a non-public meeting. Kim Royer said it will be difficult to find a good candidate to lead three different districts who run as three separate entities. Considerable discussion ensued relative to finding someone with experience, budgeting, marketing or hiring within, timeline, rules and responsibilities, and deciding if the full-board or a subcommittee would bring forth a candidate.

Motion by Amy Boilard, seconded by Becky Cronk, to form a search committee for the next Superintendent of SAU #15, consisting of two people from each district, and the motion carried unanimously.

The Board considered forming a Superintendent's Evaluation committee.

Alan Villeneuve stated that Auburn would be hard-pressed to find volunteers for four positions. All Boards represented stated that their Boards are equally busy, and, after discussion, it was decided that an Evaluation Committee could be established at a later date.

SAU #15 Board Collaboration

Samantha Belcourt stated that it would be nice for the three districts to collaborate to see they are doing, and what is and isn't working for them. Amy Boilard stated that Hooksett started the goals process last fiscal year and that is has allowed the Board to be much more goal oriented. She said it has been very successful and that she is a big proponent. Kim Royer said it looks like a good tool that would give tangible direction. Maureen Murgo stated that Auburn, Candia and Hooksett make great allies with the commonality of having Pinkerton as their high school. This could be a springboard for discussion to consider SAU goals. Kim

Royer stated that Candia could consider the goals sheet at their next Leadership Seminar, but that wouldn't prohibit them from collaborating beforehand.

Policy DFA-1st Reading

Karen Lessard explained that this policy mirrors individual policies in all three districts, but the auditors request an SAU one every year. She explained the internal procedure used by the SAU staff. She will attach an internal controls procedure to Policy DFA as one is required.

Motion by Amy Boilard, seconded by Karyn Yeatman, to approve the first reading of Policy DFA and the motion carried unanimously.

Proposed SAU Budget 2017-2018

Karen Lessard stated this budget includes a file server, fire wall, web filter, switch, and five workstations. Matt Woodrow asked if ERate money could be used. Karen stated that because ERate allocations are based upon expenditures, the SAU doesn't get much. Alan Villeneuve asked if the SAU would be changing auditors, to which Karen Lessard stated that it will go out to bid next month. Alan would like to see a change, and Karen stated that the first year with a new auditing firm will be at a higher cost. Alan asked if the salary line showed a 2% increase, to which Karen stated that it does. Amy Boilard asked about the health insurance at the SAU. Karen said there have been no discussions yet. Dr. Littlefield stated that they have the analysis and recommendations, but negotiations are ongoing. SAU staff health insurance information will be presented at the next SAU #15 Board Meeting, and will show a reduction in SAU health insurance.

Motion by Amy Boilard, seconded by Maureen Murgo, to add \$30,000 to the contracted service line item for a Superintendent search for 2017. With Matt Woodrow, Keith Leclair, and Alan Villeneuve voting no, all others in favor, the motion carried. Discussion ensued relative to the amount of money needed to fund the Superintendent search. Keith Leclair said the Board should be cognizant of the increase in the budget. Alan Villeneuve said he is not in favor of \$30,000. Matt Woodrow would rather consider \$20,000.

Expenditure Report

The expenditure report was reviewed.

Budget Adjustments

None.

NON PUBLIC SESSION

At 8:20 a.m., motion by Amy Boilard, seconded by Karyn Yeatman, to enter into a non-public session RSA 91-A:3 Section II c. A roll call vote was taken. With Alan Villeneuve voting no, all others in favor, the motion carried in the affirmative.

The Board reconvened into a public session at 8:40 p.m.

INFORMATIONAL ITEMS AND CORRESPONDENCE

Goals for Auburn

Goals for Hooksett

SAU #15 Board Meeting Schedule 2016-2017

SAU #15 Board Member List

SAU #15 Rotation of Officers

ADJOURNMENT

Motion by Amy Boilard, seconded by Becky Cronk, to adjourn at 8:40 p.m., and the motion carried unanimously.

The next regularly scheduled SAU #15 School Board Meeting will be Wednesday, November 16, 2016 at 6:30 p.m. at the David R. Cawley Middle School Media Center in Hooksett, NH.

Respectfully submitted,

Rebecca SJ McCarthy
Recording Secretary