

SAU 41 GOVERNING BOARD
JUNE 4, 2014
MEETING MINUTES

A meeting of the SAU 41 Governing Board was conducted on Wednesday, June 4, 2014 at 6:45 p.m. at the Captain Samuel Douglass Academy Cafeteria.

Chairman Tom Solon presided.

Members of the Board Present: Tammy Fareed, Secretary
Patricia Lynch, Treasurer
Gina Bergskaug, Hollis/Brookline COOP
Elizabeth Brown, Secretary, Hollis/Brookline COOP
Matthew Maguire, Secretary, Brookline School Board
Robert Mann, Vice Chairman, Hollis School Board
James O'Shea, MD, Hollis School Board, Chairman, Hollis/Brookline COOP
Eric Pauer, Hollis/Brookline COOP
Krista Whalen, Hollis/Brookline COOP
Cindy VanCoughnett, Hollis/Brookline COOP

Members of the Board Absent: Christopher Adams, Vice Chairman
Skip Snyder, Chairman, Hollis School Board
Rosemary Mezzocchi, Hollis School Board
Forrest Milkowski, Brookline School Board
Ernie Pistor, Chairman, Brookline School Board

Also in Attendance: Dr. John Moody, Interim Superintendent
Cindy Matte, Assistant Superintendent
Andrew Corey, Incoming Superintendent
Eric Horton, Business Administrator

APPOINTMENT OF PROCESS OBSERVER

Chairman Solon appointed James O'Shea, MD, as the process observer.

AGENDA ADJUSTMENTS

Dr. Moody stated the desire for the Board to consider a motion to authorize the Superintendent to accept resignations, etc. during the summer months.

Mr. Mann stated a desire for the agenda to be amended by reversing the order of the discussion on Common Core State Standards (CCSS) and Strategic Plan updates. He stated his reasoning to be that any Strategic Plan updates to this body might be material to the discussion of Common Core. Chairman Solon stated the agenda item relative to the CCSS is intended for the Board to reach consensus on whether or not Common Core should be addressed by this body. It was first initiated as a discussion point within the Strategic Plan; however, this body does not address instructional practices within individual districts. Therefore, there is a question of whether or not Common Core should be discussed. In that context, he is not sure whether they should even be viewed as separate items. The link between the Common Core and this body is the Strategic Plan. Mr. Mann withdrew the request.

COMMUNICATIONS

MOTION BY MEMBER O'SHEA THAT THE SAU GOVERNING BOARD AUTHORIZE THE SUPERINTENDENT TO ACCEPT RESIGNATIONS AND TO HIRE STAFF OVER THE SUMMER CONTINGENT UPON SAU GOVERNING BOARD APPROVAL AT ITS NEXT REGULARLY SCHEDULED MEETING
MOTION SECONDED BY MEMBER WHALEN

ON THE QUESTION

When asked if the motion pertained exclusively to SAU staff, Dr. Moody stated it did. Dr. O'Shea questioned whether the motion would stay in effect after the June 30/July 1 transition of Superintendent, and was informed it would. Mr. Pauer

questioned whether this is a motion the Board considers each year or an action that typically occurs in the absence of a motion of the Board. Dr. Moody responded it is customary to make such a request of the Board annually. Although he does not anticipate any openings at the SAU level, should that occur, the motion would provide the Superintendent with the authority to accept the resignation and move forward with advertising, interviewing, and hiring. Member Mann questioned whether it would be helpful to consider providing such authority through policy. Dr. Moody responded that would be a decision of the Board. Mr. Mann requested the Chairman consider charging the Policy Committee to set that into policy.

MOTION CARRIED

7.07 - 1.93

Members Lynch and Pauer voted in Opposition

Chairman Solon stated it to be Dr. Moody's last opportunity to gather with the SAU41 Governing Board in an official capacity. He commented Dr. Moody's contributions to our communities, schools, and boards, have been enormous. He added the impact Dr. Moody has had on him personally and he believes on many of his colleagues, has been profound. He thanked him sincerely for his service, and wished him the best in his future endeavors.

PUBLIC INPUT

Maryanne Shanley, 7 Buttonwood Drive, Hollis

Ms. Shanley spoke of having had the opportunity to attend the Common Core debate conducted on May 19, 2014 at the St. Anselm College, and remarked it did not alarm her at all. She thought good points were made by those not opposed to Common Core and some not so good points made by those opposed. It is her opinion the Administration and teaching staff can handle whatever bumps come their way.

With regard to the Strategic Plan, she commented she has heard discussion regarding consideration being given to expanding offerings to something less college preparatory and more hands on such as tech classes, e.g., automotive, etc. As a public high school consideration should be given to such offerings. Students traveling to the Milford High School and Nashua North lose at least three periods a day in doing so.

With regard to contracts; the Hollis School Board and the Hollis Budget Committee have begun discussions of where the district wants to be in regard to the salary range within the State. She stated her desire for the SAU to be in the 70th – 75th percentile.

APPROVAL OF MEETING MINUTES

MOTION BY MEMBER MANN TO TAKE FROM THE TABLE THE MEETING MINUTES OF FEBRUARY 6, 2014, FEBRUARY 10, 2014, FEBRUARY 17, 2014, AND FEBRUARY 20, 2014 AND TO APPROVE, AS WRITTEN, THE MEETING MINUTES OF THE BOARD'S REGULAR MEETING AND THE FIRST NON-PUBLIC SESSION CONDUCTED ON FEBRUARY 6, 2014
MOTION SECONDED BY MEMBER O'SHEA

Special SAU 41 Governing Board February 6, 2014

SAU 41 Governing Board – **1st Non-Public Session** February 6, 2014

MOTION CARRIED

6 - 0

Members Brown, Fareed, Maguire, Mann, Pauer, and VanCoughnett Abstained

SAU 41 Governing Board – **2nd Non-Public Session**. February 6, 2014

MOTION BY MEMBER MANN TO APPROVE AS WRITTEN

MOTION SECONDED BY MEMBER O'SHEA

MOTION CARRIED

6 - 0

Members Bergskaug, Brown, Fareed, Maguire, Mann, Mezzocchi, Pauer, Pistor, and VanCoughnett Abstained

Special SAU 41 Governing Board February 10, 2014

Special SAU 41 Governing Board February 17, 2014

Special SAU 41 Governing Board February 20, 2014

MOTION BY MEMBER MANN TO APPROVE, AS WRITTEN, THE REGULAR MEETING MINUTES OF FEBRUARY 10, 2014, FEBRUARY 17, 2014, AND FEBRUARY 20, 2014

MOTION SECONDED BY MEMBER O’SHEA

MOTION CARRIED

6 - 0

Members Brown, Fareed, Maguire, Mann, Pauer, and VanCoughnett Abstained

SAU 41 Governing Board April 7, 2014

SAU 41 Governing Board - **Non-Public**. April 7, 2014

Chairman Solon stated a desire for the minutes to be amended, at the end of the first paragraph, to include the following language: “, which is a 2% increase over current salary, in accordance with CPI; compensation for FY2015-2016 would include an increase based on CPI but “not less than 2% and no more than 3%”. In addition there would be a performance bonus equivalent to 3% of her salary if she completes the second contractual year.” Mr. Horton stated agreement with the language proposed as an amendment to the minutes.

MOTION BY MEMBER MANN TO ACCEPT THE MINUTES OF THE REGULAR MEETING CONDUCTED ON APRIL 7, 2014 AS WRITTEN, TO AMEND THE NON-PUBLIC MEETING MINUTES OF APRIL 7, 2014 BY ADDING THE FOLLOWING LANGUAGE AFTER THE WORDS “FY 2014-2015” “, WHICH IS A 2% INCREASE OVER CURRENT SALARY, IN ACCORDANCE WITH CPI; COMPENSATION FOR FY 2015-2016 WOULD INCLUDE AN INCREASE BASED ON CPI BUT “NOT LESS THAN 2% AND NO MORE THAN 3%”. IN ADDITION THERE WOULD BE A PERFORMANCE BONUS EQUIVALENT TO 3% OF HER SALARY IF SHE COMPLETES THE SECOND CONTRACTUAL YEAR.”, AND ACCEPT AS AMENDED

MOTION SECONDED BY MEMBER O’SHEA

MOTION CARRIED

9 - 0

9 - 0

Member VanCoughnett Abstained

Member VanCoughnett Abstained

MEETING DATES 2014-2015

Dr. Moody distributed a communication containing his recommendation for meeting dates for 2014-2015 (copy attached). As detailed in the communication, the recommended dates were based upon requirements of Policy BBBH – Recognition of Organization and Operation of the School Administrative Unit (SAU) School Board, which states “The SAU Board shall meet at least (4) times a year unless otherwise determined by the Board.” and identifies various responsibilities of the Board, e.g., conduct budget hearing, perform Superintendent evaluation, etc. and Policy CBI-R – Superintendent Evaluation and Goal Setting.

Dr. Moody noted the responsibilities were discussed during the year in terms of the Board actually designing and conducting its own Board self-evaluation in addition to having clearly articulated goals with the Superintendent. It was his opinion the earlier timeframe for evaluating the Superintendent (September) wouldn’t be appropriate as there would not be sufficient time to work with the Incoming Superintendent and provide legitimate feedback. His recommendation is for the mid-year evaluation to take place in January.

Dr. Moody spoke of language in the Articles of Agreement for the COOP School District: “Article 13: It will be the responsibility of the Cooperative School Board to plan a minimum of two joint meetings per year with the Hollis and Brookline School Boards for the purpose of discussing issues of mutual interest.”

When asked, Dr. Moody stated the proposed dates were checked against the various district calendars in an attempt to avoid conflict. The dates are designed to fall in the first week of the month. When asked if she believed the dates proposed for budget development and the budget Public Hearing were acceptable, Ms. Lynch noted it is difficult, at this time, to know whether or not conflicts would arise.

**MOTION BY MEMBER MANN TO ACCEPT THE SUPERINTENDENT'S RECOMMENDATION FOR MEETING DATES FOR THE SAU GOVERNING BOARD FOR 2014-2015
MOTION SECONDED BY MEMBER O'SHEA**

ON THE QUESTION

Mr. Mann stated concern with the April 1st date for conducting the Superintendent's evaluation; the makeup of the Board would likely be different from that which existed during the time period for which the evaluation is being performed. He suggested the evaluation occur in advance of a potential change in membership. Chairman Solon noted that would be in the February timeframe. Mr. Pauer acknowledged the January timeframe for the mid-year evaluation. Mr. Pauer noted, this year, the district meetings extended late into March. An April 1st date for an Organizational meeting could be problematic. Ms. Lynch commented the Board has the opportunity, at a later date, to make a change to meeting dates. Dr. Moody stated agreement; however, recommended, if that were to occur, that it be done with sufficient lead time for planning purposes.

Chairman Solon suggested, with a new Superintendent coming on board July 1st, the Board accept the recommended meeting dates as a starting point, schedule a meeting for the beginning of July for the purpose of welcoming the Incoming Superintendent, and vote on a calendar at that point.

**MOTION BY MEMBER O'SHEA TO MOVE THE QUESTION
MOTION SECONDED BY MEMBER LYNCH
MOTION CARRIED**

7.14 - 1.86

Members Solon, Pauer, and Fareed voted in opposition.

Vote on the main motion.

MOTION CARRIED

7.14 - 1.86

Members Solon, Pauer, and Fareed voted in opposition.

**MOTION BY MEMBER LYNCH TO SCHEDULE A REGULAR MEETING OF THE SAU41 GOVERNING BOARD FOR JULY 2, 2014 AT 6:30 PM
MOTION SECONDED BY MEMBER MANN**

ON THE QUESTION

Incoming Superintendent Corey suggested a meeting in July would allow him the opportunity to receive instruction. With an administrative retreat planned for August, he would then be able to come before the Board, at its next meeting, with vision and direction. He reiterated his desire to be provided with the direction the Board would like him to establish with the SAU staff so that when they meet again he can provide a more detailed explanation of what the objectives are, which would line up better with the formulation of goals.

MOTION CARRIED

8.57 - .43

Member Solon voted in opposition

A brief discussion ensued regarding the meeting location. Dr. Moody questioned whether the intent was that meeting locations alternate between Brookline and Hollis. The suggestion was made the meeting be held in the Hollis/Brookline Middle School Library (air conditioned). It was noted, although the library location does not provide the ability to broadcast on Channel 13, live streaming over the Internet is available. Chairman Solon questioned whether CSDA is open during the summer months, and was informed employees generally work a 6:00 a.m. - 2:30 p.m. shift and closes the schools down for the evening.

It was suggested, moving forward, agendas include an item to identify the next meeting date/location.

MOTION BY MEMBER LYNCH TO SET THE MEETING LOCATION FOR THE SAU41 GOVERNING BOARD MEETING OF JULY 2, 2014 AS THE HOLLIS/BROOKLINE MIDDLE SCHOOL LIBRARY
MOTION SECONDED BY MEMBER O'SHEA
MOTION CARRIED
9 - 0

COMMON CORE STATE STANDARDS

Chairman Solon stated there to be a line in the Strategic Plan (Plan) that references the CCSS as part of the Plan. He stated the desire to discuss, as a Board, in what capacity the SAU Governing Board, whose duties are restricted to SAU matters, should take up the topic of CCSS. Dr. O'Shea suggested it to be an important area for input to be requested from Dr. Moody, Incoming Superintendent Corey, and legal counsel. He commented it is such a fundamental instruction and learning topic, and given both elementary school districts feed into the high school, it seems to beg for coordination at the SAU level. He remarked one could envision where one elementary school would accept Common Core, another would not, and they both feed into a high school that does or does not accept Common Core; how do you align instruction and learning.

Mr. Pauer stated his opinion each of the individual school boards/districts should decide on the issue of CCSS for themselves. The SAU Governing Board should not dictate direction. He spoke of ongoing discussions by the Brookline School Board and the warrant article (advisory) passed in the COOP School District to reject the CCSS.

Chairman Solon questioned where one of the elements of Common Core implementation has been linked to funding, e.g., requiring certain assessments, etc. be conducted to maintain eligibility for State funding, does the State look at Hollis and Brookline as an SAU or as individual districts. Mr. Horton responded State aid, State grants, Federal grants, etc. are district specific.

Incoming Superintendent Corey stated a desire for the July 2nd meeting to include discussion of the Strategic Plan. He remarked in some ways the three separate districts need to be recognized and unique within the plan and fall under the umbrella of the SAU. There are specific things that are K-6 educational issues and those that are 7-12 educational issues. They need to fall within the SAU, but each board has the authority in their own entity. He would like to bring forward some items for discussion regarding not changing the Plan but restructuring of how it is done. He stated a concern with identifying specific items such as the Common Core within the Plan. He would rather move away from such language and make it more discussion around curriculum.

Chairman Solon questioned whether, in the context of acceptance of the CCSS and the assessment mechanisms currently tied to it, Incoming Superintendent Corey had a recommendation as to whether the Governing Board, as a whole, should take up the question or that it be addressed at the individual district level. Incoming Superintendent Corey responded it is difficult to separate the two. He would rather receive direction from the Governing Board during the July 2nd meeting through discussion of what the Board would like the Strategic Plan to look like, come back with a document that represents that direction, and then go to the individual boards. He would like to look at it from the student perspective; one system that results in a diploma at the end of 12th grade. He spoke of the importance of a coordinated curriculum. He reiterated concern with identifying a specific piece such as Common Core, NECAP, etc. This is constantly changing in education, but the topic it falls under is curriculum. He remarked the Plan is the financial picture. Once that is decided upon, it is a matter of can it be funded.

In terms of goal setting for administrators, the Plan will ultimately be the goals. If quality time can be spent on that issue on July 2nd, he believes the Administration and the Board can work collaboratively towards a document that will assist in keeping focus moving forward. It would also ultimately help new board members as they would have a roadmap to work from.

Chairman Solon commented one aspect that has come up and he believes to be viewed as a relatively time critical issue is whether or not the Smarter Balanced assessment mechanism will be advocated and/or implemented. He questioned whether that could be addressed in the early stages, and whether it should be addressed at the SAU Governing Board level or at the individual boards/districts. Incoming Superintendent Corey responded if at the SAU Governing Board we didn't offend the uniqueness of each individual board and could have more of an open and honest discussion it would be beneficial. He remarked ultimately it goes back to the individual board/district. It would have to be understood what is being discussed on July 2nd may be something that an individual board may support or not support, but the reality is there are times when the boards needs to come together as a governing board to hash out those bigger issues.

Speaking specifically to the Smarter Balanced Assessment, Incoming Superintendent Corey stated there are still factors that are not determined yet. He does not believe any district in the State knows exactly what Smarter Balanced is going to mean even though it is coming in the spring of 2015. On July 2nd he will bring forth all of the information he has. He noted Londonderry has been proposing a different direction. If another district was granted that permission and this district wanted to participate in that, there would be the potential to do that.

Chairman Solon questioned the will of the Board relative to continuing the discussion on July 2nd. He stated he would, in the interim, reach out to Attorney Christina for a legal opinion as to whether there are overriding legal limitations on what the Governing Board is permitted to address.

Dr. Moody commented this discussion is the conundrum that is at the crux of the discussions around individual districts and the SAU. SAU employees have multiple bosses. Primarily they signed a contract with SAU41 and take direction from the Governing Board. The Plan guided the work of the Administrators from the SAU and the local districts around the Plan, which included aligning the districts with Common Core.

Dr. Moody stated Attorney Christina has been asked the question of the relationship between the SAU Governing Board, which is comprised of all of the members of the individual school boards, and the individual boards. Together the Governing Board represents that PreK - 12 perspective in terms of ensuring some sort of alignment that the students of Brookline and Hollis have a similar experience in terms of curriculum, instruction, and assessment that will help them to be successful when they get to the middle school and subsequently to the high school. That is critical.

He stated his impression the discussion is what the members want to do as an SAU Governing Board. It was the Governing Board that made the decisions on the Plan that guided the work and direction of the central office staff, which is responsible to answer to the State. Their direction comes from the New Hampshire Department of Education (NHDOE). As the instructional leaders, they follow the mandates of the Department of Education, and have done what they have been instructed to do. A part of that work has come into question; legitimately so. It puts them in a difficult position where they are trying to follow the mandates of the NHDOE while there is conflict between the local boards. He reiterated those lively discussions should take place; but it is the Governing Board that constructed and approved the Plan. He suggested the Governing Board reconstruct or re-authorize a Strategic Planning Committee to work with Incoming Superintendent Corey to review the Plan and determine whether it fits today what was thought four years ago. In doing so, the Brookline, Hollis, and COOP districts can bring their ideas about it to the table and have a discussion.

Those discussions should culminate in an understanding the Brookline School District wants to go in this direction with this item, the Hollis School Board wants to go in this direction, etc. keeping in mind that PreK-12 perspective. When you create a discrepancy that if you look at it carefully says there will be some disadvantage here to any student moving to the middle school or the high school, it should be examined and thoroughly discussed. He stated there to be one simple solution; one single district SAU.

Ms. Fareed commented if there is not some kind of element of Common Core in the function of the Governing Board there would be no forum for all three boards to talk at the same time about it. She questioned whether it has to be a discussion about financial obligations. She remarked on the one hand the Board is responsible for the SAU itself, but on the other the Board is the SAU. Chairman Solon commented he does not question whether or not it would be a good thing; he simply wishes to ensure the Governing Board is not overstepping its bounds legally in such a way that anything done would then be jeopardized. In terms of the degree to which the Board jumps in, he believes it will be a combination of the desires of the Superintendent and his staff as well as the wishes of the Board. Not doing it under the auspices of the Governing Board does not prevent doing it collaboratively; a concerted effort would have to be made to do so.

Mr. Pauer remarked he understands the SAU has to take guidance from the NHDOE and there are certain regulatory requirements. He added his understanding is the Smarter Balanced Assessment is an obligatory item, but the adoption of CCSS is not. Dr. Moody responded that has been said consistently. You do not have to adopt the CCSS. Mr. Pauer reiterated his opinion each district has to make that choice. Dr. Moody remarked if the State is requiring the Smarter Balanced Assessment the districts have to decide if there is a willingness to give up State and Federal funds. Chairman Solon stated the contract between the SAU and the Superintendent dictates compliance with the NHDOE. Mr. Pauer reiterated each of the boards has certain latitude in decision making.

Chairman Solon noted the boards can, and have in the past, had joint meetings where the three district boards get together (calling individual board meetings) and work as a group. The technicality of it does not prevent collaboration. He

stated he is looking to identify to what degree decisions can be made as a collective governing board. Dr. Moody stated he would re-phrase the question to Attorney Christina; however, his recollection of the prior opinion received was that this board can make its decision and the individual boards can make contrary decisions.

Ms. Fareed commented the Board answers to the public, and the public wants to know the position of the Governing Board. She is unsure the public would give the same weight to a mutually collaborative decision as it would to a Governing Board decision. She suggested a function where the public statement is we are working to align the decisions of the three districts so that they accomplish the PreK-12 continuity. She is of the belief that would have a different public impact. Chairman Solon provided a hypothetical; the COOP School District could seek approval for an alternate testing method such as SATs, PSATs, etc., which would not be applicable to an elementary school. The elementary school districts might opt for assessment methods that are different than the COOP. Those decisions would be made on an individual district level, but we would want to ensure there is recognition of each district's intent so that, to the degree possible, they can intertwine properly.

Chairman Solon remarked the July 2, 2014 meeting will be an opportunity for a few special topics, which are likely to focus on the Strategic Plan and, to the degree which it is appropriate, Common Core. Dr. O'Shea suggested, in the spirit of the comments made by Incoming Superintendent Corey, perhaps rather than Common Core, the topic be mutually agreed upon language of the items the three boards share on the PreK-12 single SAU continuum such as curriculum, instruction, and assessment.

Mr. Maguire requested all boards be asked to share data on board discussions and/or information sessions taking place around the topic of CCSS in each of the districts to allow the opportunity for greater participation. Chairman Solon suggested board Chairmen share with the SAU distribution information on discussions scheduled on the topic. It was noted a community public forum has been scheduled for 7:00 p.m. on June 16, 2014 at the Hollis/Brookline High School. The forum is being coordinated by Representatives Melanie Levesque, Brookline and Carolyn Gargas, Hollis. Chairman Solon requested information on such sessions be shared amongst the boards.

STRATEGIC PLAN - Update

Assistant Superintendent Matte informed the Board she is working with district level Administrators on a document that will identify each of the goals and strategies and list actions and a brief update for each. It is anticipated that document will be ready for distribution at the beginning of the following week.

The goal for this year was to keep things going in a positive direction. She stated a great deal of progress has been made. Some items were pushed out to next year such as creation of a newly developed evaluation and supervision model that uses 20% of the criteria in the evaluation model that is supposed to be piloted this coming year. She will work on that over the summer months for implementation of a pilot program next year. The following year the requirement is for a plan to be filed with the State for approval.

With regard to curriculum mapping, the Plan calls for 20% to be completed each year. At present, approximately 80% is complete. That involves mapping the curriculum, determining the core essential learnings, and getting information loaded into the software program for each and every course at each and every level. For Professional Learning Communities (PLCs) the Plan states teachers will be given time each week to work collaboratively within curriculum teams. This has been implemented at all schools. Teachers meet and develop common assessments. After the assessments have been administered, the data is reviewed and instruction based on information obtained. Response to Intervention (RTI) is a big initiative in the Plan. Over the past year each school has developed a clearly defined RTI program. Individual student data is reviewed in different areas, e.g., math, science, etc. For students requiring intensive support (Tier III), individual plans are developed. Their progress is tracked, and in the event progress is not achieved, the interventions are adapted. All three districts have an RTI summer program offered to students meeting a certain criteria.

Common assessments (formative) are given during each of the classes. A formative assessment could be as simple as an exit ticket; as the students are leaving class teachers question what was learned and what might be an area of confusion. The teacher can gather data on a particular area where students may have struggled and can re-teach that the following day. Teachers are working on common formative assessments so that when they meet with their PLCs they can discuss what is and is not working in their classes. They continue to develop and redefine the summative assessments, which are given at the end of each course. For example, if looking at English Language Arts in Brookline in 4th grade and in Hollis in 4th grade, they will both take the same common assessment. The Principals and teachers meet to look at how they are doing not only within the district but across districts.

A number of teachers are integrating current digital tools to assist student learning. Many teachers have gone out on professional development opportunities to look at new technologies, applications, tools, etc. Teachers are continuing to look at digital technologies and integrating them into teaching and learning.

Chairman Solon questioned mechanisms/tools used to assess the success of the efforts. Assistant Superintendent Matte responded teachers review individual student data at the classroom and grade level to view progress over time. This data includes local common assessments created in-house, standardized tests at the elementary level such as NWEA, etc. The data is maintained at the building level. Teachers collect data individually, but there is also a database that holds all of that information. At the State level, NECAP data is stored and accessible.

When asked if there is a mechanism in place for review of grade level across districts, Assistant Superintendent Matte stated that to be work performed by teachers during workshop days. The building Principals do comparisons as well. Chairman Solon clarified he wished to understand if the data is used to identify whether the SAU is meeting its strategic goals, e.g., what can be reviewed to identify whether we are making progress at the SAU level? Assistant Superintendent Matte stated she works with the Principals who work within their building. They review data on common assessments, formative assessments, standardized testing, etc. Chairman Solon questioned whether that data is tracked and analyzed. Assistant Superintendent Matte stated they look at trends from year to year. She commented when you look at different cohorts it is not an apples-to-apples comparison. In order to achieve that it would be necessary to track students from grade to grade.

Chairman Solon remarked the SAU has had several years of PLCs, and some of these tests have been around for a few years and are at risk of disappearing. Having had the opportunity for a few years of different cohorts at the same level and an opportunity to see a given cohort move through the program, he would like to understand how all of the data collected is being processed in such a way that it provides insight as to what we are doing well and where we need to make improvements. Dr. Moody stated that to be an area where he believes significant improvement could take place. The data collection/analysis is effective at the classroom and likely the building level; however, the collection mechanism for looking at all of the independent units into the big unit is an area which requires significant improvement. He stated his belief the information is available, but there is the need to determine a way of collecting it to be able to identify patterns and trends.

Assistant Superintendent Matte commented discussions have taken place around the possibility of a sub-committee to identify what information should be reviewed. Chairman Solon stated his recollection the discussion was somewhat a question of whether or not people outside of the administration are qualified to answer that question. Ms. Fareed commented she has had numerous conversations around this topic with the Principals in the Hollis School District. The Hollis School Board has struggled with the subject of how to fund early intervention. The fundamental question is how we have measured to see on what basis we make this decision, and the answer provided has been it is very difficult to measure because every cohort is different.

Assistant Superintendent Matte stated a willingness to spearhead a sub-committee with representation from each school board to ensure the desired information is gathered. Chairman Solon suggested the Chairman of each of the school boards be asked to participate. Mr. Mann commented he served on the committee that put the Plan together, and made the statement when the Plan was adopted; the bottom line is that document is this Board's property. It is up to the Board to evaluate the outcomes and show the public where we are. He stated it to be critical for the Board to stay on top of where we are with that Plan. If on trajectory great, if not, we need to ask the questions of how we get back there. It is the job of the Board to evaluate the outcome. The administrators help by providing the necessary data. That sub-committee may be a good idea, but being good custodians of that Plan is critical. Chairman Solon stated agreement; however, commented he feels challenged to make any kind of judgment because the only thing he has is a qualitative statement nothing quantitative from which to form his own opinion.

Mr. Pauer commented he is unsure what form PLCs take at the middle and elementary school level; however, at the high school with PLCs, over a four-year career of a high school student, you basically sacrifice a credit worth of instruction. He commented the running joke is everyone comes in late on Friday because that is when teachers have PLCs. With CavBlock, which is three times a week, it is 3 credits worth of instruction over four years. Chairman Solon stated it is not being sacrificed because it is instruction. Mr. Pauer commented people have differing ideas on that. Chairman Solon remarked you can debate whether the classroom is instruction too because if the student doesn't pay attention they are not learning. The fact is instruction is given in a structured time. It is just not the traditional regimen. Chairman Solon stated he is in agreement with regard to the PLCs in terms of we are overdue to find out the benefit.

Assistant Superintendent Matte remarked one of the large goals is around 21st Century Learning. There is a committee that has been together since last October, and has worked all year on developing basically a three-year strategic plan for 21st Century learning. A lot of what is in the Plan will be covered by that. She stated a draft document would be available in the July timeframe. She would like to place that on the agenda of each of the individual school boards in September.

Mr. Horton informed the Board job description reviews have been completed for all districts. They are currently in limbo as the union is going back and forth as to whether job descriptions are a component of negotiations or not. Pay scale data has been collected from 14 districts, and a report is being compiled.

A new hire process has been established, and with that a two-day new hire orientation this coming August. Feedback provided from the previous year's orientation was positive.

The SAU will be moving to Windows 7. That will occur over the summer months. Bandwidth has been monitored. The bandwidth is pegged daily. The precipitate drop-off occurs at 2:24 p.m. when the high school day ends. We have 40 megabits/second and peak at about 48-50 all the time. We are moving up to 100 beginning July 1st. That will continue to be monitored.

Mr. Pauer spoke of a story that appeared in the Nashua Telegraph on how Hollis was one of the first towns in the country to have Gigabit Ethernet. It was noted that was through TDS. He questioned whether there is a way to take advantage of that new bandwidth. Mr. Horton stated there is fiber to the High School and between all of the buildings so good throughput is already in place, but that is extremely pricey. If the decision were to move to Gigabit coming into the High School the cost would easily be ten times the current cost.

Mr. Horton noted one of the big sections under Goal 5 is reviewing the buildings. A building facility maintenance manual has been issued, which will now be the standard maintenance/custodial approach across all buildings. This will help with both ensuring employees are aware of expectations, consistency between districts, and will serve as an evaluation tool. Tied in with that are things such as integrated pest management protocol, custodial standards, staffing, and preventative maintenance, which is tied in through SchoolDude, the web-based maintenance and I.T. trouble ticket reporting system. Asbestos monitoring is done regularly. The indoor air quality assessments required by the State are done on a yearly basis. One of the things being pushed forward is Personal Protective Equipment (PPE) for all custodians to ensure they have and are utilizing the proper gear in the performance of their functions, and are in compliance with the recommendations of the Material Safety Data Sheets (MSDS) for the various chemicals used in the buildings, e.g., cleaning, etc. That will begin over the summer.

Speaking to the issue of security, Mr. Horton stated there to be two buildings remaining that are not on the door access system; CSDA and Hollis/Brookline Middle School. Although visitors are required to be buzzed in, the buildings do not utilize the key fobs. The schools utilizing key fobs have been linked into the core security system that is at the High School. There is funding in the Brookline budget this year to do some of that at CSDA. The intent is to standardize the security practices across all buildings, and ties in with the security plans for schools to ensure consistency.

Mr. Horton noted the Five-Year Technology Plan for the State is near completion. He does not view it as a true technology plan, but rather a State plan. The State mandates include a lot of fluffy things about how technology will support education. Submission of the plan is a requirement for receiving State and Federal grant money. It has to be in the form they desire, approved, and on file. It is in the process of being finalized and submitted.

Chairman Solon spoke of the request by the Assistant Superintendent for the formation of a committee to work with her on identifying a metrics the Board would like in support of evaluation of the Strategic Plan's effectiveness. Chairman Solon questioned the will of the Board with regard to his specifying that, by default, the committee be made up of Chairmen from each of the school boards unless they choose to designate an alternate. The Board stated agreement. Chairman Solon noted he would send an e-mail out to the individual school board chairmen the following day.

END-OF-YEAR BUDGET REVIEW

Mr. Horton stated his expectation the fund balance at year end would be approximately \$57,000. Although, back in November, he had anticipated a year-end balance of \$76,000, there were areas that ran heavy such as snow plowing and oil. The porch repair at the SAU Office was completed as were the floors in the kitchen and bathrooms. Those were replaced as they were becoming safety concerns. Dr. O'Shea questioned whether the maintenance items addressed

were funding outside of the Hollis Expendable Trust Fund. Mr. Horton stated funds within the operating budget have been used for general maintenance, and the Expendable Trust Fund for major repairs. Mr. Horton remarked there were savings over what was anticipated due to the timing of filling the Assistant Superintendent position.

Dr. O'Shea asked for acknowledgment no staff were added for the year we are ending and no staff is being added for the following year to the SAU Office. Mr. Horton stated that to be accurate.

Mr. Pauer questioned whether the fund balance would stay within the SAU. Mr. Horton stated it would. When asked if that would defray the SAU appropriations for next year, Mr. Horton explained the Board set the budget at \$1.348 million, but were only raising \$1.338 million through the assessment to the districts, and \$10,000 is coming from the fund balance to offset that cost. The fund balance carries from year to year and stays with the SAU. When asked what the total balance would be after the \$47,000 is added, he responded approximately \$155,000. He stated his opinion that is a reasonable position for the SAU budget because the SAU, unlike the schools, cannot ask for additional funding, take out a loan, etc.

BUS CONTRACT (Transportation Committee)

Mr. Horton stated the SAU has contracted with Hollis Transportation for the past 36 years. There was a year when the SAU went with another provider; however, ended up going back to Hollis Transportation when the company awarded the contract did not perform. Hollis Transportation has a solid record of performance and works well with the SAU staff and Principals with regard to managing routes, etc. The current contract has two years remaining. Mr. Horton stated a desire for a representative from each of the school boards to sit on a committee to review the contract and the direction to take moving forward.

Dr. Moody added Hollis Transportation has an opportunity to purchase additional buses, which is a significant investment. It would not be effective payback in a two-year period. They would likely wish to discuss whether the terms of the current contract could be lengthened to a period that would allow them to gain sufficient payback on their investment in the new buses. Before committing to such an extension, it was believed prudent for a transportation committee to begin discussions and/or explore other options. It was noted the contract is let by the SAU. When asked if the contract encompasses regular transportation, special education transportation, athletic events, field trips, etc., Mr. Horton stated, at present, all rates are identified within the one contract.

The consensus of the Board was that a committee be formed, and for each school board to identify a member to participate.

SAU STAFFING

Mr. Horton was charged with gathering information on salaries, etc. for comparable SAUs. There are some difficulties because of differing titles, responsibilities, etc. He is working on a way to provide the Board information on similar SAUs.

DUTIES OF ASSISTANT SUPERINTENDENT IN ABSENCE OF SUPERINTENDENT

Dr. Moody informed the Board he contacted Attorney Christina who assured him, in writing, the Assistant Superintendent, who is a fully certified Superintendent, has the same authority as the Superintendent in his/her absence (automatic). If the individual holding the position of Assistant Superintendent were not certified, he/she would have to gain that certification.

AGENDA BUILDING

Items to appear on the agenda for the Board's July 2, 2014 meeting include a discussion of the Strategic Plan, identification of the location of the next meeting, and discussion of a policy to address language that would put in place the authority for the Superintendent to accept resignations/retirements, and begin the hiring process during the summer months contingent upon SAU Governing Board approval at its next regularly scheduled meeting.

NON-PUBLIC SESSION

**MOTION BY MEMBER O'SHEA THAT THE BOARD GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE AND 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 LYNCH**

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

Yea: Patricia Lynch, Matthew Maguire, Elizabeth Brown, Cindy VanCoughnett, Krista Whalen, James O'Shea, MD, Gina Bergskaug, Tom Solon, Eric Pauer, Tammy Fareed, James O'Shea, MD, Robert Mann

12
0

Nay:
MOTION CARRIED

The Board went into non-public session at 9:14 p.m.

The Board Came out of non-public session at 10:22 p.m.

OTHER BUSINESS

**MOTION BY MEMBER MANN TO ACCEPT THE AMENDED RECOMMENDATION FOR COMPENSATION ADJUSTMENTS FOR THE SAU STAFF
MOTION SECONDED BY MEMBER LYNCH
MOTION CARRIED
9 - 0**

TABLED

CBI-F - Superintendent Evaluation and Goal Setting Form
• First Reading (Amended; previously had acronym CBI-R) 10-29-13
• Tabled 11-21-13

BDD-F – Board/Superintendent Relations
• Tabled 2-6-14

BCA – School Board Member Ethics
• Tabled 4-7-14

BCA-F – Acknowledgment of School Board Ethics Policy
• Tabled 4-7-14

ADJOURNMENT

**MOTION BY MEMBER FAREED TO ADJOURN
MOTION SECONDED BY MEMBER MANN
MOTION CARRIED
9 – 0**

The June 4, 2014 meeting of the SAU 41 Governing Board was adjourned at 10:31 p.m.

SAU Governing Board Chair _____ Date: _____

ACTION ITEMS (Date Assigned/**Date Due**)

Chairman

Include on the agenda of the next regularly scheduled meeting a discussion of the formation of a legislative committee (9-23-13)

Superintendent

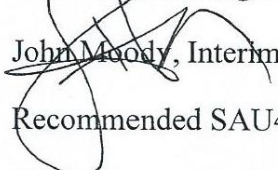
Review regulation CBI-R to consider possible amendments to bring before the Board and Form CBI-F to ensure the evaluation process follows the industry standard (12-5-13)

Policy Committee

Research the NHSBA and neighboring school district policies utilized to govern the procedures under which their websites are maintained, e.g., permission levels, approval processes for posting information, etc. (4-5-12)

June 3, 2014

TO: SAU41 Governing Board

FM:  Interim Superintendent

RE: Recommended SAU41 GB Meetings 2014-15

I have reviewed policies CBI-R Superintendent Evaluation and Goal Setting and BBBH Recognition of organizational and operation of the School Administrative Unit (SAU) School Board and recommend the following meeting dates for the SAU GB for the 2014-15 school year:

September 3 Superintendent Goal Setting

November 5 Budget Development
(**December 3** Budget Hearing)

January 7 Semi-Annual Meeting - Superintendent's Mid-Year evaluation

April 1 Organization and Superintendent Evaluation

June 3 SAU Staff Evaluations/Board Self Evaluation

BBBH H. Meetings requires 4 meetings and other special meetings at the call of the SAU Board Chair, or other members of the school boards .Annual Meeting, Semi-Annual Meeting, Budget Hearing, Supt Evaluation

I recommend January 7th Meeting to meet the requirement for a mid-year feedback mechanism for the Superintendent.

The minimum number of meetings is four, but I have included what I think will be critical points for the board to formally interact with the Superintendent.