

**MINUTES OF MEETING
SAU #9 BOARD
Whitney Community Center, Jackson
March 4, 2010**

Attending:

Jane Gray, Eaton	Dr. Carl Nelson, SAU #9 Superintendent
Pat Philbrick, Eaton	James Sabina, Albany
Judi Goss, Eaton	Colleen Cormack, Albany
Joseph Kopitsky, Jackson	Vicki Harlow, Bartlett
Keith Bradley, Jackson	Dan Perley, Bartlett
Jerry Dougherty, Jackson	Nancy Holmes, Hart's Location
Genn Anzaldi, Jackson	George Holmes, Hart's Location
Andrew Kearns, Jackson	
Sheryl Kovalik, Conway	
Dick Klement, Conway	
Randy Davison, Conway	
Janine McLauchlan, Conway	

Recording Secretary: Gail T. Currier	Audience: 0
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1. **Call to Order:** The meeting was called to order by Chairman Gray at 6:30 p.m.
2. **Public Comments:** None.
3. **Approval of Minutes (12-10-09):** Motion by Mr. Kopitsky, second by Ms. Goss, that the Minutes of the Dec. 10, 2009 meeting be approved as circulated. Motion carried with 16 votes in the affirmative and 2 abstentions (Ms. McLauchlan and Mr. Bradley).
4. **Personnel:** None.
5. **Business Affairs:**
 - A. **FYI – 2009-10 Budget Status Report** – A copy of the current budget was provided.
 - B. **Consider Approval of Resolution to Enter Primex Health 1% Extra Discount Program – Motion by Ms. Philbrick, second by Ms. Kovalik, to approve entering into Primex Health 1% extra discount program.** Dr. Nelson stated the majority of SAU 9 employees, as well as Conway and Jackson, are under the Primex Health Insurance Program and will accept this Board's resolution to go forward for this year, which gives a 1% discount for everyone in Primex.

Ms. Kovalik pointed out the guaranteed maximum can go down, but this would be 1% off whatever that number is (this is 14.9%), but can pay for something else. She questioned

whether it hurts us to continue to do this without considering competitive bids from other sources. Dr. Nelson stated we could do that. Dr. Nelson said in Conway we have to get three union approvals to change plans; in Jackson the Board controls that.

Mr. Klement questioned whether there is a special rate that these “thieves” give for non smokers. Dr. Nelson said he has not heard of it, but will ask. Mr. Dougherty said it is not a bad question to ask, but they do not typically offer it. **Motion carried by unanimous vote.**

6. Administrators’ Reports:

A. Next Meeting – April 29, 2010, 6:30 p.m., Albany Town Hall.

B. Next Executive Board Meeting – Dr. Nelson suggested if one is needed it be scheduled just prior to the regular Board meeting on April 29th, noting at this point there is nothing specific on the agenda.

7. Any Other Business:

A. FYI – Final Report of the Madison SAU Withdrawal Planning Committee

B. FYI – Report of Tamworth SAU Withdrawal Committee

C. FYI – News from the Tamworth School Board

Ms. Gray stated this covers various reports from Madison and Tamworth and she does not see that there is much for this Board to do other than to be aware of what happened.

Mr. Davison said he takes exception to Tamworth’s statement that SAU 9 has been unwilling to accept either option. He stated SAU 9 was willing and did indicate they were willing. Ms. Gray commented that she also does not agree to many of the statements made in that report, but they are *their* statements, not ours and she does not see that it serves any purpose to keep arguing about it. Mr. Davison said he wished his exception to be on record.

Ms. Kovalik said she felt it is interesting that Tamworth decided that was the feeling they needed to portray, and questioned whether there is something this Board needs to be doing, from a relationship point of view, to have a conversation, given the fact that this is not *our* perception. She said she does not know how that would take place, but it fosters bad feelings to have the sentiments not match.

Ms. Gray stated when it came up at the Joint Board meeting we made our position clear, and we believed we had provided as much as was possible to provide. We heard from the people there that they were not disagreeing with that, but this is what they wanted to state. Their Superintendent said they had gotten the cooperation they asked for, and the only financial information they did not get was what could not be supplied based on the information available - what they have here, is the spin on it for their voters. She noted we offered to open discussions and were told they were not interested in discussing it

with us; we have made our position clear to the public at several Board meetings, and that is all we can do at this point. Ms. Harlow agreed it was made clear at that meeting.

Ms. Goss said what she was hearing was that it was financial projections they wanted. Mr. Dougherty stated that is how it went down, so any further conversation would sidestep their Board. It was Ms. Gray's opinion that we have done what we can do by making our position clear; if they come and ask questions, we are willing to provide whatever we can.

D. Consider Approval of 2010-11 School Calendar – Motion by Mr. Klement, second by Mr. Davison, to approve the school calendar as presented. Mr. Klement said he did not know the Committee had been meeting, he has a problem with the early release days and would like to eliminate all of them, noting there are more this year than last. He said he would like to go back and ask the Calendar Committee to give it another try.

Mr. Davison said the early release days need to stay in because the staff utilizes those days to look at curriculum development, go over test scores, etc. Mr. Klement said in the teachers' contract there is a provision for certain hours after school - with early release we are shortchanging our children. Ms. McLauchlan noted the contract calls for seven teacher workshop days and Mr. Davison is saying they are also using early release days for teacher workshops. Dr. Nelson said they are also using them for parent/teacher conferences.

Mr. Dougherty stated it does not make much sense for this Board to debate the calendar; we have no input from the Principals and staff as to what they mean or do not mean, we are given recommendations from the Calendar Committee, it does not make much sense from a process standpoint - we have nothing to base our discussion on.

Mr. Klement questioned who represented the SAU Board on the Calendar Committee and was told it was Mr. Davison. Mr. Davison stated these early release days are utilized for parent conferences, curriculum development, evaluation of test scores. He agrees with Mr. Dougherty; it is a huge Committee, they look at all avenues, this is what they came up with.

Ms. Kovalik said she concurs with Mr. Dougherty as well, and would suggest a motion that as a Board we direct next year's Calendar Committee to review the exact agenda of what was in the workshops and early release days, and see whether we can reduce the number of early release days in agreement with the contract. She said they need to come up with a schedule for teacher professional development.

Ms. Harlow questioned whether there was discussion around early release days. Mr. Kopitsky said everything in there was discussed, they actually wanted more early release days, there is a lesser number from the year before. Mr. Bradley said they were strategically placed on Fridays (for a long weekend), except one in May because of spring sports. Ms. Kovalik said the calendar we have now had a lot of early release days

cut from it in order to meet the requirements. Note was made also that we were starting later in the year (after Labor Day.) Ms. Kovalik noted there was a snow day issue - the resulting calendar evolved because of balance of teacher workshop days against snow days. She felt before we charge the Calendar Committee next year we should set some parameters. Ms. Harlow said she had brought up the issue of the additional cost due to the buses going back and forth rather than for the whole day (the instructional day is already limited with the early release), but she does not recall the cost involved.

Dr. Nelson said if you want to eliminate those days you would need to negotiate into your contract more professional development time. Mr. Perley questioned also, with the scheduling change at the high school, how that is going to impact any change. Dr. Nelson said it would affect that as well; the Calendar Committee did not consider that as they did not have that information at the time.

Mr. Klement said the contract specifies a certain number of hours after school, these could easily be used for that, then would not effect our children's school day. Ms. Cormack noted our teachers are working long after they leave the building, correcting papers, attending family events going on. She added that she got a lot of feedback last year about the Wednesday before Thanksgiving missing, and is glad to see that in here this year. Mr. Davison said we are starting school prior to Labor Day, a positive thing on this calendar.

Ms. Anzaldi questioned, regarding February vacation, whether that is now in alignment with the rest of NH? Dr. Nelson said it was supposed to align with the Mass. vacation, but he does not know whether that took place; regarding President's Day, it should align with it.

Motion carried with 15 votes in the affirmative and 3 negative votes (Messrs. Klement and Perley, and Ms. McLauchlan).

Motion was made by Ms. Kovalik, seconded by Mr. Dougherty, that this Board agree upon a series of directives to charge the Calendar Committee with before they begin their work next year. Mr. Dougherty suggested it might be something that would be good to discuss in Executive Board, and also possibly a subcommittee should be formed, perhaps for the SAU, Principals, and staff to figure out. Mr. Klement said he agrees with providing that guidance - the School Board feels they want their children to get a full 180 days of education. Ms. Cormack wished to be notified of the Calendar Committee meeting days. Dr. Nelson suggested it be put on the agenda to advise members for the Sept. meeting, also for the Executive Board meeting previous to that. Ms. Kovalik said she feels it would be good for the individual Boards to have a conversation prior to the September meeting for input to the Committee.

Mr. Davison said there was a lot of discussion regarding early release days always being on Friday because some of the specials (art, music, etc.) would always be missing that day. Also, if it is built into a contract you have seven teacher workshop days, that has to

be taken into consideration, his feeling being that seven teacher workshop days is an exorbitant number of days.

The motion carried by unanimous vote.

E. Consider Approval of Revised Job Descriptions – Motion by Ms. Harlow, second by Ms. Philbrick, that the Board approve job descriptions as provided.

[Superintendent of Schools, Assistant Superintendent, Director of Administrative Services, Preschool Coordinator, Director of Budget and Finance, Director of Special Services]

Dr. Nelson explained they took the job descriptions already in place and asked those in those positions to compare them to what they are doing currently. He reported that Ms. Harlow has submitted editorial changes to him which he will incorporate into the draft descriptions.

Mr. Davison said he has an issue with qualifications for Director of Budget and Finance as he believes that person should have a degree in business “or something.” It was Mr. Dougherty’s opinion that a person would have those qualifications when they walk in the door. Ms. Kovalik said in general, in order to keep flexibility open, when post secondary is asked for it includes “equivalent experience.” She suggested when going for replacement, we take Mr. Davison’s suggestion to require at least a 2-year degree in finance or business administration or equivalent experience. Mr. Klement said the SAU annual budget is \$50 million, it is not inordinate to mandate that for this position. Ms. Kovalik acknowledged that the perfect candidate many not have an MBA, so it is wise to state what your preference is. Mr. Dougherty said he knows of a lot of people who have no degree and still function perfectly for their position. Dr. Nelson suggested adding the wording “a degree in business administration or equivalent job experience” gives your preference and allows the door to stay open. Ms. Gray asked if all agree with altering it. General agreement was noted, and there was no opposition expressed.

Ms. Kovalik said the issue was, requiring the degree. Ms. Gray said from past experience on this Board, a degree does not necessarily give you what you are looking for a person to do - there are instances where that has not been the case. Mr. Klement said it would be of assistance if we could have a chart of SAU positions making it easier to figure out. Dr. Nelson said we have that chart.

Ms. Cormack said with regard to the qualifications for Superintendent of Schools, she would like to add “public relations” to item #3. Acknowledging that it is also part of the job description under item #13, she said she feels *people skills* and public relations skills are different. Ms. Harlow noted that all the other job descriptions include the wording “represent the SAU favorably,” except that of the Supt., and felt it should be added. Mr. Klement said regarding representing the SAU favorably, that appears to be a morals clause issue, would be cause for dismissal – it appears it could be construed that way. Ms. Kovalik said our policies give us all of those particular clauses; they have to sign and there is certain language – we would go back to the policies and declare insubordination.

Ms. Harlow said the only job description that states “demonstrate ability to work with others in a positive and productive manner” is that of the Finance Director. Ms. Cormack said her concern with the public relations piece of it is that the Supt.’s position is really the “face of the entire school district.” Ms. Gray said every time we have interviewed for the Supt. position that has been a large part of the kind of questions that have been asked because it is so important to us. Ms. Cormack argued that then it should be part of the qualifications. Ms. Gray said it is a given that those are the types of questions you are going to ask when conducting the interviews. She invited Board members to look at those questions, which are on file at the Administrative Office.

Ms. Kovalik said in the list of qualifications those are demonstrable criteria on a resume. #13: “Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, affecting a wholesome and cooperative working relationship between the schools and the community.” puts them in direct responsibility for that. She said she is comfortable that the bases are covered. Ms. Cormack reiterated her desire to include in Item #3 after the words “Demonstrated ability in leadership,” *public relations* .

Mr. Davison made note that the Transportation Coordinator evaluates the people under him/her (bus drivers) Ms. Gray said this is in the process of being reviewed.

Ms. Anzaldi suggested it would be helpful to have highlighted changes when reviewing job descriptions so we will know what we are supposed to be narrowing in on.

Motion to approve job descriptions as revised carried with 17 votes in the affirmative and one abstention (Ms. Cormack).

8. Non Public Session – None.

Dr. Nelson, noting this is the last meeting for Jerry Dougherty and Sheryl Kovalik, acknowledged the great job they have done. Ms. Harlow agreed, acknowledging Ms. Kovalik’s sensitivity to feedback from other Boards and for always including all members, making sure we are part of whatever Conway is doing as much as possible. Mr. Dougherty echoed her comments. Ms. Cormack stated Ms. Kovalik has been not only welcoming, but has invited input and it is very much appreciated.

9. Adjourn: Motion was made by Ms. Kovalik, seconded by Ms. Goss and carried, that the meeting be adjourned at 7:25 p.m.

Respectfully submitted,

Gail T. Currier, Recording Secretary