

School Administrative Unit No. 9  
Meeting Minutes  
May 2, 2019

The May 2, 2019 meeting of the SAU #9 School Board was called to order at 6:00 PM at the Professional Development Center at Kennett Middle School. In attendance were: Chair Nancy Kelemen, Bartlett; Vice-Chair Dr. Michelle Capozzoli, Conway; Joe Lentini, Conway; Randy Davison, Conway; Joe Mosca, Conway; Timothy Sorgi, Albany; Joe Ferris, Albany; Jerry Dougherty, Jackson; Genn Anzaldi, Jackson; Scott Grant, Bartlett; Dr. Ivette Emery, Bartlett; Rob Clark, Bartlett; Chris Kennedy, Eaton. Also, present: Kevin Richard, Superintendent SAU #9; Kadie Wilson, Assistant Superintendent SAU #9; Pam Stimpson, Director of Special Services; Jim Hill, Director of Administrative Services; and Lisa Towle, recording secretary.

1. CALL TO ORDER: 6:00 P.M by Superintendent Richard
2. INTRODUCTIONS:
3. REORGANIZATION OF BOARD:
  - A. Election of Chairperson: (Ms. Kelemen)  
**Mr. Grant moved, seconded by Ms. Anzaldi to nominate Nancy Kelemen as Chairperson. Motion Carries. (12-0-1[Ms. Kelemen])**
  - B. Election of Vice-Chairperson: (Dr. Capozzoli)  
**Mr. Lentini moved, seconded by Mr. Grant to nominate Dr. Michelle Capozzoli as Vice-Chairperson. Motion Carries. (12-0-1[Dr. Capozzoli])**
  - C. Election of Treasurer and Assistant Treasurer: (Ms. Burnell and Ms. Chase)  
**Mr. Dougherty moved, seconded by Mr. Grant to elect Laurie Burnell as Treasurer and Sirii Chase as Assistant Treasurer. Motion Carries. (13-0-0)**
  - D. Set Meeting Dates and Time  
The 2<sup>nd</sup> Thursday of every other month at 6 PM and the Executive Board every other month, the opposite month for the chairs.  
**Mr. Ferris moved, seconded by Mr. Lentini to continue meeting dates and time as previously set. Motion Carries. (13-0-0)**
  - E. Vote to Participate and Accept Grant Funds  
**Mr. Dougherty moved, seconded by Dr. Emery for the Superintendent to participate and accept grant funds. Motion Carries. (13-0-0)**
  - F. Representative to Conway Policy and Budget Committee & SAU 9 Wellness Committee
    - Policy Committee: Ms. Kelemen
    - Budget Committee: Mr. Sorgi
    - Wellness Committee: Dr. Emery is interested; however, the dates pose a conflict.  
If anyone else is interested email Kevin.

**Mr. Grant** inquired if each town having a wellness committee is duplicating efforts. **Ms. Stimpson** noted the towns are more localized, where the SAU 9 is focused on working with the community and collaboratively with each town.

4. PUBLIC COMMENTS: None

5. APPROVAL OF MINUTES (2/14/19):

**Mr. Grant moved, seconded by Mr. Lentini to approve the minutes from February 14, 2019. Motion Carries (13-0-0)**

6. PERSONNEL:

**Mr. Ferris moved, seconded by Mr. Mosca to open all business affairs and vote on them individually. Motion Carries. (13-0-0)**

A. Consider Contract Extension for Kathryn Wilson, Assistant Superintendent. **(12-0-0)**

B. Consider Election of Contracted Staff for 2019-20 and Approval of Salaries. **(12-0-0)**

C. Consider Election of Support Staff for 2019-20 and Approval of Salaries. **(13-0-0)**

D. Consider Election of Richard Marston as Director of Budget and Finance. **(13-0-0)**

**Ms. Kelemen** commented there were 13 applications received, the committee chose to interview 4, and one of the 4 candidates withdrew. It was determined that Mr. Marston was the most qualified and would be the best fit. He will begin July 1, 2019; however, he is eager to learn as much as he can from Ms. Jefferson and is willing to come in June without pay.

E. Consider Accepting Resignation of Jackie Dziedzic. **(13-0-0)**

F. Consider Approval of Revisions to Personnel Policies. **(13-0-0)**

**Mr. Mosca** suggested the health insurance policy and language recently negotiated into the CESP contract be incorporated into the health insurance policy. **Ms. Kelemen** advised the insurance for next year will be looked at.

G. Consider Approval of Transition Hours for Becky Jefferson for 2019-20. **(13-0-0)**

H. Consider Approval of Revised Performance Pay System for Administrators. **(13-0-0)**

I. Election of Janice Andrews as part-time Receptionist. **(13-0-0)**

7. BUSINESS AFFAIRS:

A. FYI – 2018-19 Budget Status Report

B. FYI – Audit Letter

C. Consider Authorizing Contract for Document Scanning and Disposal.

**Mr. Grant moved, seconded by Ms. Anzaldi to authorize document scanning and disposal. Motion Carries. (13-0-0).**

**Mr. Hill** Explained there are approximately 200,000 stored documents of individuals who are no longer employed within the district. As it is the State Law these documents be retained, he has researched companies to digitize and shred the documents. The proposed facility was determined to be the most professional, secure, and detail oriented. The plan is to start with all personnel files and move to special education.

8. ADMINISTRATOR'S REPORT:

A. Next Meeting (June 13, 2019)

B. Next Executive Board Meeting (~~May 9, 2019~~)

C. Updated on SAU Study Committee

- A summary report of the SAU 9 Study Committee was provided to board members, noting objectives/targets, information sharing, presentations, and discussions. All meetings are open to the public and those who have been attending the meetings are engaged in timely and good dialog, providing people with a good understanding of the complexity of the contracts, government issues, and working collaboratively for what is best in the interest of the community and students.
- Committee members commented on their opinion of how the committee is proceeding.
- Wednesday, May 15, 2019 John Tobin, Esq. and Doug Hall, Esq. will be presenting NH School Funding 101 in the Loynd Auditorium at KHS.

D. Discussion of Organizational Study by Outside Consultant

- After speaking with other superintendents, it is worthy to have an outside audit to determine where the efficiencies or inefficiencies are. Additionally, there are a lot of changes that will be taking place over the next year, including retirements of long-term employees.
- **Mr. Dougherty** commented even though the SAU has maintained everything well, it is a good idea to have someone look at things that may make it less stressful for all.

E. FYI – Program Assurances for Federal Formula Grants.

- All boards signed off on the Federal Assurance pieces, now they are very specific to grants which is part of the ESSA (Every Student Succeeds Act).

**Ms. Stimpson** discussed the presentation of the Resilience film screening being held on May 22, 2019.

9. ANY OTHER BUSINESS:

- **Chair Kelemen** noted the importance of full attendance and asked all Chairs encourage their board members to participate on the SAU 9 meeting.
- **Mr. Richard** advised that in accordance to Robert's Rules everyone can vote on approval of the minutes even if they were not in attendance. **Mr. Dougherty** noted it is part of the RSA as the members can read the minutes and approve the minutes.

10. PUBLIC COMMENT: - None

11. NONPUBLIC SESSION – RSA 91-A:3 II: - None

12. ADJOURN:

**Mr. Grant moved, seconded by Dr. Emery to adjourn the meeting at 6:36 PM. Motion Carries. (13-0-0)**

Respectfully Submitted,

Lisa Towle  
Recording Secretary