

Board Attendees: Deborah Brown – Chairperson, December Fortin – Vice Chairperson, Nancy Coffin, Scott Burns (at 7:25 PM), Shelly Henry, Tim Dow, Susan Hallett-Cook

Absent Board Members: Robin Gargano, Lisa Tremblay, Greg Husband, Marisa Carter,

Administration/Faculty: Daniel LeGallo – Superintendent and Amanda Bergquist – Business Administrator; Jule Finley – Curriculum Director, Brian Connelly – JDDBS Principal

Others: Gerard Desrochers (Hill Resident), Cathy Viau (School Board Clerk)

Deborah Brown, School Board Chairperson, called the meeting to order at 7:18 pm.

Salute to the Flag

The agenda was done out of order to discuss non-voting items until a quorum of 7 out 11 was met. It was agreed upon by the board members present.

PUBLIC PARTICIPATION – None

RECOGNITIONS:

Dan LeGallo recognized Scott Burns and Susan Hallett-Cook for doing a nice job presenting information about the Strategic Plan at the Choose Franklin Meeting.

NEW BUSINESS

Update, SAU Audit

Amanda Bergquist, Business Administrator, shared with the board that the auditors are coming in on October 14, 2016 for the day. The SAU Audits for years 2012, 2013 and 2014 are completed but under review for the compliance component with the Department of Education and Auditors. The grant process of compliance review was explained. It was requested by the board to have administration contact the DOE to see if the process to review and approve these audit years could be expedited. It was also requested to have the auditors come in to do a presentation to give a summary and overview.

The Joint Finance Committee is meeting at the SAU Office – Professional Development Center on October 18, 2016 at 6:00 pm.

Superintendent Goals Update

Daniel LeGallo, Superintendent, presented his goals for school year 2016-17 in writing and also gave an overview of his nine (9) goals:

1. Continue to engage with staff and community members by participating in event in each school to show that the Superintendent has a vested interest in the district and when available to attend community events. Report to each respective board meeting regarding observations.
2. Conduct monthly building walkthroughs in Hill and Franklin to ensure needs of the building are being met.
3. Research professional development opportunities across the curriculum including but not limited to emotional and behavioral support, bullying, and drug abuse, etc. and collaborate with the Curriculum

Director.

4. Continue to monitor financial worthiness of the district and keep the SAU, Franklin, and Hill School Boards up to date of items of concern. Continue to ensure the completion of the SAU, Franklin, and Hill audits within a reasonable amount of time.
5. Work to increase collaboration and communication between the Franklin City Council, stakeholders and Franklin School Board.
6. Work to increase collaboration between the Hill public and the Hill School Board.
7. Work with Committee Chairs to ensure that all committees are working toward their vision and goals.
8. Create a policy and evaluation form or survey for Staff including the SAU staff to evaluate the Superintendent of Schools.
9. Gain mentor support from other Superintendents and continue to attend Superintendent training.

Each topic contained more specific information as to how each topic is addressed and what has been done to move them forward.

Discussion was held regarding grants being filtered through the SAU Office and the email was verbally shared with the board citing the appropriate RSA stating that the current practice is legal and valid.

The evaluation proposed has been piloted through the Paul Smith Elementary School. In the future, if accepted, the surveys would be completed and returned to the Board Chairperson. It will also be attached to the appropriate policy for posting purposes.

Approval, SAU School Board Meeting May 19, 2016

MOTION: Tim Dow moved to accept the minutes of the SAU School Board Meeting of May 19, 2016 as corrected, seconded by December Fortin.

On page 3, the words “Policy Participation” was changed to “Public Participation”.

Motion Passes – 6 in Favor and 1 Abstained (Shelly Henry was not present for the meeting discussed)

Approval, SAU School Board Meeting August 25, 2016

MOTION: Tim Dow moved to accept the minutes of the SAU Board Meeting of August 25, 2016 as corrected, seconded by Nancy Coffin.

On motion #2, page 1, Peter Heath should be replaced with Scott Burns. The second to the last motion Deborah Brown should be added as the one who opposed.

Motion Passes – 5 in Favor and 2 Abstained (Nancy Coffin and December Fortin as they were not present for that meeting)

PRESENTATION –

Professional Development Plan – 2016 thru 2021

Jule Finley, Curriculum Director, presented the Leading the Learning Professional Development Plan to the Board. Although Mrs. Finley did not formulate the plan she did state that most of the planners are still employed within the districts. Those who are not in district have been replaced with people who are in district.

She has met with the Professional Development Team twice already. The goals unify a complete unit to include both Hill and Franklin School Districts. Discussion was held regarding the three options for recertification in-depth. Every staff member receives a copy at the beginning of the school year. Option 1 is Professional Development Activity Choices; Option 2 is Action Research is an ongoing process of systemic study; and Option 3 is Portfolio Specifics. The forms needed for professional development were also included in the plan. Mrs. Finley did provide a copy of the form that was missing named SAU 18 Professional Development Activity Form. Discussion was held regarding the need for staff to provide a follow-up plan, separate form to be completed with a self-assessment and reflection of conferences to help benefits others in their professional learning. The goal is to eventually move forward to be completely digital. The process of approval through the Department of Education was discussed. The staff are very excited about the new and more user friendly plan.

MOTION: Tim Dow moved to accept SAU 18 Franklin and Hill School Districts Leading the Learning 2016-2021 Professional Development Plan as presented, seconded by Scott Burns.

Motion Carried – Unanimous

NEW BUSINESS - continued

Approval, 2017-18 SAU School Board Meeting Schedule

MOTION: Tim Dow moved to approve the 2017-18 SAU School Board Meeting Schedule as corrected, seconded by Scott Burns.

October 6, 2017 was changed to October 5, 2017 and the date on the bottom of the page will be revised to reflect today's date of approval.

Motion Carried - Unanimous

Approval, Title IX Coordinator for 2016-17 (Superintendent or Designee) – Dan Sylvester

MOTION: Tim Dow moved to approve the Title IX Coordinator for 2016-17 (Superintendent or Designee – Dan Sylvester), seconded by Nancy Coffin.

It was stated that this covers sexual harassment.

Motion Carried - Unanimous

Approval, ESL Contact Person for 2016-17 (Superintendent or Designee) – Mike Hoyt

MOTION: Tim Dow moved to approve the ESL Contact Person for 2016-17 (Superintendent or Designee – Mike Hoyt), seconded by Scott Burns.

Discussion was held regarding the number students in district and the need for a part-time ESL Teacher or contracted service provider.

Motion Carried - Unanimous

Approval, Homeless Liaison for 2016-17 (Superintendent or Designee) – Paul Borsh

MOTION: Tim Dow moved to approve the Homeless Liaison for 2016-17 (Superintendent or Designee – Paul Borsh), seconded by Scott Burns.

Motion Carried - Unanimous

Approval, 504 Coordinator for 2016-17 (Superintendent or Designee) – Paul Borsh

MOTION: Tim Dow moved to approve the 504 Coordinator for 2016-17 (Superintendent or Designee – Paul Borsh), seconded by Scott Burns.

Motion Carried - Unanimous

Approval, 2016-17 Authorization of Fiscal Agent (Superintendent or Designee) – Amanda Bergquist

MOTION: Tim Dow moved to approve Authorization of Fiscal Agent for 2016-17 (Superintendent or Designee – Amanda Bergquist), seconded by Scott Burns.

Motion Carried - Unanimous

Approval, Thursday, November 3, 2016 Budget Work Session for 2017-18

MOTION: Tim Dow moved approve Thursday, November 3, 2016 as the SAU Budget Work Session for the 2017-18 Budget in the Franklin Middle School – Library in Franklin, NH at 7:00 PM, seconded by Peter Heath.

This is tentative depending on the October 24, 2016 Franklin City Council vote for the Franklin School District withdrawal from the SAU. Each District may meet anyway that day.

Motion Carried – Unanimous

Approval, Confirmation of Public Hearing and Business Meeting Date, Time and Place

MOTION: Tim Dow moved to confirm December 1, 2016 as the date for the public hearing/business meeting to be held in the Jennie D. Blake Elementary School- Cafeteria in Hill, NH, seconded by December Fortin.

Motion Carried - Unanimous

Discussion of Strategic Plan and its implementation

Discussion was held regarding where the committee is in the process. Susan Hallett-Cook, Scott Burns, and Nancy Coffin are the Board Members on the Committee. Their mission is get as much input from the parents, staff and community to help develop for more balance, transparency, social/emotional/academic success of students. Discussion was held regarding the development of a subcommittee, ways to get more community involvement, core values, and increase in academic offerings, mission/vision and the possibility of getting a facilitator. Discussion was also held regarding the potential withdrawal of Franklin. The importance of Metrics

to success, smart goals, form community engagement, and needing buy in from all parties involved. There is a need to reach out to all bordering towns. Discussion was held regarding the phases involved in the strategic planning process. It must be incremental steps, measurable, smart, specific, achievable and realistic.

OTHER –

Discussion was held regarding foster homes and the high demand. There have been 20 children removed from Franklin, 2 from Hill and 4 on watch. Many of them are sent out of district. It is a very expensive process and would be less disruptive to the children if they could remain in their district. There is allot of discussion regarding this topic and the need for more foster homes.

FINANCE

Finance Report/Expenditure Report

Workers Comp had several claims last year at the SAU level which may affect the increase of cost to workers comp. These events are usually slips and falls. There are quarterly risk management meetings. Reviews of claims are done as well. Discussion was held regarding the need to encumber as much of the known funds as possible to give better accuracy to what the potential of the balance may be.

Audit

Once the audits are done, the auditors will send a letter regarding their recommendations and findings. They will also come in to do a presentation regarding the audits to the full board.

Budget Process 2017-18

The desire is to potentially level fund the budget but it will be dependent upon insurance premiums, retirement, etc. This is at a standstill until after the October 24th Franklin City Council vote. A Franklin resident requested that the board consider financial consolidation.

Non-Public Session – RSA 91A:2, paragraph IIa (personnel)

MOTION: Tim Dow moved to go into Non-Public Session in accordance with RSA 91A:2, paragraph IIa (personnel) at 8:33 PM, seconded by Nancy Coffin.

Only the Board, Superintendent and Business Administrator were permitted to be in Non-Public.

Roll Call Vote – All in Favor

Motion Carried – Unanimous

MOTION: Tim Dow moved to come out of Non-Public at 8:55 PM, seconded by Scott Burns.

Roll Call Vote – All in Favor

Motion Carried – Unanimous

MOTION: Tim Dow moved to accept the resignation of the Technology Director, seconded by Scott Burns.

Motion Carried – Unanimous

MOTION: Nancy Coffin moved to seal the non-public meeting minutes for a period of 5 years from today's meeting, seconded by Tim Dow.

Motion Carried – Unanimous

A committee will be formed to interview applicants and will bring back two viable applicants in November for Non-Public interviews beginning at 6:00 PM. Application have been received.

Adjournment

MOTION: Tim Dow moved to adjourn the meeting at 9:00 PM, Scott Burns seconded.

Motion Carried - Unanimous