

**NHSAU29 School Board Meeting  
NEW HAMPSHIRE SCHOOL ADVISORY UNIT 29  
Central Office  
193 Maple Avenue  
Keene, New Hampshire  
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**COMMITTEE:** Advisory Committee of the N.H. School Administrative Unit 29 School Board

**DATE:** September 19, 2011

**LOCATION:** Central Office Conference Room 100, 193 Maple Avenue

**CALLED TO ORDER:** 7:19 PM

**TIME ADJOURNED:** 8:11 PM

**COMMITTEE MEMBERS PRESENT:**

- Earl Horn, Chair – Harrisville
- Kelly French – Nelson
- Ege Cordell – Chesterfield
- Stephanie Tickner – Marlow (arrived 7:18 pm)

**OTHERS PRESENT:**

- Carl Panza – Keene
- Michael Acerno – Westmoreland
- William Gurney – Co-Superintendent
- Wayne Woolridge – Co-Superintendent
- Paul Cooper – Human Resources Director

Chair Earl Horn called the meeting to order at 7:19 pm. Brief introductions followed.

**1. Approval of Minutes – June 27, 2011**

Ms. Kelly French made a motion to approve the minutes from June 27, 2011. Ms. Ege Cordell seconded the motion, and it passed by unanimous vote.

**2. Update on Transition to New Central Office Building**

Mr. Wayne Woolridge updated the committee on the recent Central Office move from 34 West Street to 193 Maple Avenue. Following the two-day move, the office reopened on August 15 with all technology and phone service up and running. There continue to be a few items on the punch list to be resolved. Mr. Woolridge reported that employees are noticing renewed energy in the afternoon – perhaps attributable to the better lighting and air quality in the new building. Having the staff all on one floor has resulted in more interaction between departments and staff reported feeling more a part of the school system being on the same campus as JD and KMS.

Mr. Bill Gurney agrees, noting that staff pitched in to pack up the West Street building and to unpack at the new office. The conference room chairs are not permanent ones as the chairs that had been ordered were delayed. Two employee desks that had also been delayed arrived today.

Ms. French asked if the conference room chairs would be returned to the vendor. Mr. Gurney replied that they may or if the company offers a good deal, he will let folks know if they are interested in purchasing.

### **3. Compensation Committee Report**

Mr. Michael Acerno (Westmoreland) reported on the recent work of the Compensation Committee. The committee met three times this summer and discussed recommendations for hourly staff, professional staff and the Superintendents. The committee also discussed insurance, tuition reimbursement, retirement stipends and the discretionary equity pool.

The Compensation Committee is making the following recommendations:

- Board contribution to health benefits changed to 83% of the HMO1 plan.
- 2% salary increase for administrators excluding Mr. Woolridge and Mr. Gurney and anyone who would exceed the top of their salary range.
- 2.5% increase for hourly staff.
- 1% increase for Wayne Woolridge
- 0% for Bill Gurney
- Continue the SAU Board's practice of not paying anyone over the top of their salary range.
- No change to tuition reimbursement.
- Opt not to use the discretionary equity pool.

The committee also discussed early retirement and recommend to the full SAU board that any employee hired on or before July 2002 with a minimum of 10 years service would qualify.

The committee also recommends the full SAU board review and make a decision regarding loan repayment.

Mr. Acerno pointed out that the committee did not make their decisions and recommendations without conducting their due diligence. Though they could not discuss labor negotiations, they did speak with their town representatives to find out the going rate for raises and found that 2% would be tolerated by most community members.

Mr. Paul Cooper noted that he has the minutes from the Compensation Committee meetings and that he would compile a summary prior to the next Advisory Committee meeting. Mr. Cooper has shared the recommendations with Mr. John Harper, Business Administrator, as he develops the 2012-2013 SAU budget.

Ms. French noted that the SAU Board may need to put together a policy review committee to revise SAU policies that have not been revised in a number of years.

Mr. Cooper noted that loan repayment and early retirement are a part of the employee benefits policy that is approved each year in May by the SAU board.

Mr. Cooper left the room briefly to make copies of the Compensation Committee recommendations.

**4. Superintendent Evaluation Update**

Mr. Carl Panza (Keene) spoke to the Superintendent evaluation form. Mr. Panza also distributed a draft of a new Superintendent Evaluation policy. The policy includes a timeline and indicates the responsible party for each timeline item.

Mr. Panza felt it was necessary to have a policy in place as well as an evaluation procedure for each Superintendent.

The evaluations will be distributed electronically to all board members. It will be optional for town board members to evaluate Mr. Gurney and optional for Keene members to evaluate Mr. Woolridge.

Superintendent’s Evaluation Cycle Timeline as Outlined in Proposed Policy:

<b>MONTH</b>	<b>SAU 29 – SUPERINTENDENT’S EVALUATION CYCLE</b>	<b>RESPONSIBILITY</b>
May	Superintendents develop finalized strategic goals Staff nomination (Superintendent, All Professional Staff) Goals updated at district board and/or SAU 29 Board levels SAU 29 Chair compiles all scores from Supt. Evaluation to derive performance rating Annual SAU 29 Board Meeting (financial report/election of staff/adopt policies)	Superintendents  SAU 29 Board (Non-Public for Supt.) Superintendents SAU 29 Board Chair  SAU 29 Board/Superintendents/SAU 29 Business Administrator
June	Superintendent reviews new goals with staff Goals Update at district board and/or SAU 29 Board levels  SAU 29 Board Chair meets with Superintendents in closed session to deliver and discuss completed evaluation	Superintendents Superintendents  SAU 29 Board Chair
July	Implementation of goals	Self-sustaining
August	Implementation of goals	Self-sustaining
September	SAU 29 Advisory Committee (or appropriate board members) begin budget process with Superintendents  Goals update at district board and/or SAU 29 Board levels	Advisory Committee Chair with Supt. [formerly Compensation Committee]  Superintendents
October	SAU 29 Advisory Committee votes on recommended budget	SAU 29 Advisory Committee with Supt.

	Goals update at district board and/or SAU 29 Board levels	Superintendents
November	SAU 29 Advisory Committee presents SAU 29 Board recommended budget (SAU 29 budget incorporated in respective district budgets)  SAU 29 Board votes on recommended budget	SAU 29 Advisory/SAU 29 Board  SAU 29 Board
	Goals update at district board and/or SAU 29 Board levels	Superintendents
December	SAU 29 Public Hearing & Meeting on Final SAU 29 Budget	SAU 29 Business Manager/Superintendents/SAU 29 Board (adopts final budget after public hearing)
	Goals update at district board and/or SAU 29 Board levels	Superintendents
January	Goals update at district board and/or SAU 29 Board levels	Superintendents
February	Goals update at district board and/or SAU 29 Board levels	Superintendents
March	Goals update at district board and/or SAU 29 Board levels	Superintendents
April	Superintendents complete self-evaluations on common Board/Superintendent evaluation review form  Board reviews Superintendents' evaluation instrument, cycle timelines and begins Supt. evaluation process	SAU 29 Board Chair  SAU 29 Board Chair
	Goals update at district board and/or SAU 29 Board levels	Superintendents

Discussion ensued regarding Superintendent goals. Mr. Panza noted that the Keene Board of Education has established goals for their Superintendent. Mr. Woolridge noted that the 6 town boards have or will have shortly, developed their individual set of goals for the Superintendent of Towns.

Ms. French inquired as to whether or not the SAU Board works with the Superintendents to set goals or does the Superintendent set their own goals.

Mr. Woolridge noted that there are umbrella goals at the SAU level (advocacy, learning, and efficiency), which guide the individual district goals.

Ms. French feels that the board and the Superintendents should collaborate on goals.

Ms. Cordell feels that there should be one set of SAU goals and that the SAU Board goals should be the focus of the SAU Board, not individual district goals.

Ms. French noted that on the timeline for May is for the Superintendent to develop final goals, and suggested that an agenda item at the May SAU Board meeting would be to ratify, discuss or solicit information regarding the goals for the Superintendents.

Discussion continued regarding the timeline, when new board members are best equipped to complete, and whether outgoing board members will be willing to complete the evaluations.

By a consensus of the committee, it was agreed upon to distribute the evaluations to board members in February with the Superintendent self-evaluation remaining in April on the timeline and due to the board chair in May. All board member evaluations would be due back in April, giving new members who are elected in March a month to complete.

Mr. Cooper returned to the room and distributed the Compensation Committee recommendations. Discussion ensued briefly and Mr. Cooper noted that the committee made sure no employee would lose money due to the change in contribution to health insurance.

Mr. Cooper noted that a couple of employees are at the top of their salary range.

Mr. Panza asked how the compensation compares to last year. Mr. Cooper noted that it is a 1.76% increase.

#### **5. Determination of Next Advisory Committee Meeting (For Presentation of NHSAU 29 Proposed Budget: 2012-2013)**

Mr. Woolridge proposed Monday, October 24 at 7:00 pm for the next Advisory Committee meeting. The date was agreed upon by the 4 committee members present.

#### **6. Other**

Mr. Panza noted that both superintendents have announced their retirement and questioned when the board begins the search for new superintendents.

Mr. Woolridge stated that the process to replace Mr. Gurney would begin next fall (retiring June 30, 2013). The following fall the process to replace Mr. Woolridge would begin (retiring June 30, 2014).

Mr. Woolridge noted that if the economy improves, the board may want to reconsider the superintendent structure going forward.

Mr. Woolridge also noted that the organization would continue with two superintendents through next year and that the board will not need to search for two superintendents in the same year and that there would be time to consider a different model to the superintendent structure if they choose.

#### **7. Adjourn**

There being no further business to come before the committee, Ms. French moved to adjourn, Ms. Cordell seconded. By a unanimous voice vote in favor, the meeting adjourned at 8:11 p.m.

*Respectfully Submitted,  
Cathy Dieter*

**APPROVED: 10/24/11**