

**NHSAU 29 School Board Meeting**  
**NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29**  
**John W. Day Educational Center**  
**34 West Street**  
**Keene, New Hampshire 03431**  
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**WEBSITE: [www.sau29.org](http://www.sau29.org)**

**COMMITTEE:** Annual Meeting of the New Hampshire School Administrative Unit 29

**DATE:** May 17, 2010

**LOCATION:** Large Group Instruction Area, Keene High School, 43 Arch Street

**CALLED TO ORDER:** 7:08 p.m.

**TIME ADJOURNED:** 9:07 p.m.

**BOARD MEMBERS PRESENT:**

- | <u>TOWN:</u>   | <u>PRESENT:</u>   |
|----------------|---|
| • Chesterfield | <b>Judy Idelkope</b>  |
| • Harrisville  | <b>Earl Horn</b> (arrived 7:27 p.m.)<br>Pamela Thayer   |
| • Keene        | <b>Kathleen O'Donnell</b> (left at 7:58 p.m.)<br>Christopher Coates, SAU Chair<br>Kristin Blais<br>Carl Panza<br>Amy Speas (left at 7:58 p.m.)<br>Mark Nugent<br>Neil Donegan |
| • Marlborough  | <b>Michael Briggs, SAU Vice Chair</b><br>Julie Farhm  |
| • Marlow       | Stephanie Tickner   |
| • Nelson       | <b>Kelly French</b>   |
| • Westmoreland | <b>Justine Fletcher</b><br>Stuart Adams   |

**OTHERS PRESENT:**

- Wayne E. Woolridge, Co-Superintendent
- William B. Gurney, Co-Superintendent
- Paul R. Cooper, Director of Human Resources
- John Harper, Keene and SAU Business Administrator
- Catherine L. Reeves, Director of Special Education
- Meredith Cargill, Director of Curriculum and Assessment (left at 8:12 p.m.)
- Tim Ruehr, Business Administrator-Towns
- Members of the public (2): Paula Miller, Misty Martinez-Bohannon

**1. Introductions** – Chairman Coates called the meeting to order at 7:08 p.m. and introductions were made by members of the 7 boards present as well as SAU 29 administrators.

**2. Approval of Minutes –**

Chairman Coates asked the board for approval of the minutes of the December 21, 2009 Public Hearing and Meeting and the February 10, 2010 Special Meeting.

**MOTION: Mr. Michael Briggs moved to approve, Ms. Julie Farhm seconded. A unanimous voice vote in favor was taken. The minutes of December 21, 2009 and February 10, 2010 were approved as printed and distributed.**

**3. Reports from Individual Boards -**

Chesterfield

- Student council hosted first semi-formal dance, students planned the event with a theme of “Night in Paris” complete with crepes and croissants for refreshments.
- New Hampshire Dance Institute (NHDI) - 26 students participated in the program with an upcoming performance at Keene State College.
- SINI (School in Need of Improvement) and DINI (District in Need of Improvement) for second year in a row (subgroups).
- Study of building facilities and portable classrooms taking place. Portable classrooms have been used well past their advertised life span).

Harrisville

- Upcoming fundraiser for the Monadnock Milers (running club).
- Fourth through sixth grade students participating in NHDI.
- Interviewing for a grades 5/6 teacher.

Keene

- Groundbreaking held for Keene Middle School.
- Ad hoc Elementary Advisory Committee – looking at inequities in system, declining enrollments, etc.
- Community Forum on Wednesday in auditorium at Keene High School with others planned in the coming weeks.

Marlborough

- Quiet year
- Welcomed all but one staff member back for the 2009-2010 year.
- Second year with new principal. Mr. Duncan and staff are working on modernizing curriculum and programs at the school.
- Furniture has been ordered for the new building.
- Will host an open house at the new school inviting parents and community members. All are welcome.

Marlow

- Fourth graders taking NECAP science test.
- Fundraising bake sale for sixth grade field trip.
- June 15 – Sixth grade graduation.
- Last week historical society trip for students, visited historical sites in Marlow.

Nelson

- Completed artist in residence program.
- School auction raised \$2,000.
- Received grants to purchase promethean boards for each classroom.

Westmoreland

- Finishing second year with new principal, Dr. Morris, good reception from parents, staff and board.
- Bldg project underway for elementary wing to address safety issues, addition of new storm windows and ceiling tiles will increase efficiency of the building.
- Annual talent show produced by music teacher, Carlson Barrett was a success.
- 50<sup>th</sup> celebration of the school included weeklong activities involving alumni, past principals, etc. culminating with a sock hop at the school.
- Next week annual traditional dinner for 8<sup>th</sup> and 12<sup>th</sup> graders, board participates in the dinner.

**4. Election of SAU Officers, 2010-2011**

Mr. Woolridge stated that he would entertain nominations for SAU Board officers. The chair and vice chair are rotated between Keene and towns. It is the town's turn as chair and Keene's for vice chair.

**MOTION: Chair** – Ms. Julie Farhm placed Mr. Michael Briggs, Marlborough School Board member in nomination as Chair of the NHSAU 29 School Board for 2010-2011. Ms. Kathleen O'Donnell seconded.

**There being no additional nominations, by a unanimous show of hands in favor, Mr. Michael Briggs was declared elected as chair.**

**Vice Chair**

Mr. Neil Donegan nominated Ms. Kristin Blais. Ms. Blais declined.  
Ms. Amy Speas nominated Mr. Carl Panza. Mr. Panza declined.  
Ms. Amy Speas nominated Mr. Mark Nugent.

Mr. Nugent asked for clarification of the responsibilities of the position. Mr. Michael Briggs (current Vice Chair) informed Mr. Nugent that the Vice Chair is responsible for chairing the SAU Advisory Board which meets twice a year and that the Vice Chair will assume the role of Chair the following year. Mr. Briggs further stated that there is time to grow into the position and that the position of Vice Chair prepares one for the Chair position.

**MOTION: Vice Chair** – Ms. Amy Speas placed in nomination Mr. Mark Nugent, Keene Board of Education member, as Vice Chair of the NHSAU 29 School Board for 2010-2011. Mr. Chris Coates seconded.

**There being no additional nominations, by a show of hands, with one opposed (Mr. Nugent), Mr. Mark Nugent was declared elected as Vice Chair.**

**5. Financial Report – Mr. Harper**

Mr. Harper distributed the financial report (Fiscal Year 2009-2010).

Mr. Harper highlighted the following items in review of the financial report:

- The net available balance is \$177,436
- \$5,545 in available revenues
- The majority of the SAU budget is comprised of salaries and benefits
- Of note under salaries – in the business office, one employee has been out on disability all year which created a balance
- Savings in health insurance reflected under benefits
- Under building operating capital expense, \$40,000 originally budgeted to replace the air conditioning unit at 34 West Street. The unit stopped functioning a year ago resulting in replacement out of last year's budget. The \$40,000 budgeted for building operating capital expenses will not be expended.

Questions –

Ms. Blais stated that at the recent Elementary Ad Hoc Community Forums, the question comes up repeatedly as to how the per pupil (administrative) cost of the Central Office compares to other districts.

Mr. Woolridge responded that statewide the average cost is approximately \$2,000 per student and that in SAU 29 it is approximately \$700 per student. Mr. Woolridge further stated that there are different economies of scale given that SAU 29 is the largest multi-district SAU in the state. The size of the SAU helps with negotiating agreements with vendor such as transportation, etc. Mr. Woolridge stated that the administrators could review the other districts identified in the task report and compare to SAU 29. Mr. Woolridge will provide the comparison information to Ms. Blais prior to the June 22 community forum.

**MOTION: Mr. Neil Donegan moved, Mr. Mike Briggs seconded, that the NHSAU 29 School Board accept the financial report of the SAU, as of May 17, 2010, as presented by the administration. By a unanimous show of hands, the motion carries.**

a. Certify Apportionment of Salaries and Benefits for 2010-2011 – Mr. Harper

Mr. Harper distributed and reviewed a memo dated 5/17/10 in regard to salary and benefit apportionments for fiscal year 2010-2011. The information provided in the memo represents information apportioned as part of the SAU budget process in November and December 2009.

The information is provided as per R.S.A. 194-C:5 III which states that “ the school board of each school administrative unit shall fix the salaries of all school administrative unit personnel, shall apportion the expense of the salaries and benefits among the several districts, and shall certify the apportionment to their respective treasurers and to the state board of education.”

Mr. Harper proceeded to review the various apportionments included in his report.

Discussion –

Ms. Idelkope (Chesterfield) spoke to reiterate that the Chesterfield Board feels it is inequitable for the town districts to pay a portion of the salary for both Superintendents given that only one

Superintendent serves the town districts. Ms. Idelkope stated that the Chesterfield Board would prefer that the salary for the Co-Superintendent serving the towns be shared 70/30 (as is done for the SAU Business Administrator). Ms. Idelkope would like to once again request that consideration be given to this structure for the next budget cycle.

**MOTION: Mr. Neil Donegan moved, Mr. Carl Panza seconded that the NHSAU 29 School Board certify apportionment of salaries and benefits for 2010-2011. By a show of hands with one opposed (Ms. Idelkope), the motion carries.**

Mr. Harper spoke to one other item of business, informing the Board that the auditors discovered an error on page 4 of their previously distributed audit report. Mr. Harper distributed a revised report to each district's board chair.

#### **6. Report of the Co-Superintendent of Schools – Mr. Wayne Woolridge**

As another school year draws to a close, I would like to take this opportunity to recognize the efforts of board members and staff in SAU 29. Thank you for sharing your time and talents with our students. Collectively we have accomplished much this past year, with many exciting opportunities on the horizon. One of the initiatives in place in SAU 29 and continuing to take shape is that of Professional Learning Communities or PLCs. Most of my 2009 opening day speech given to all SAU 29 staff focused on the message that we must move forward with the professional learning community approach. Since then, many SAU 29 staff have created professional learning communities. Great leadership has been shown by the SAU 29 Professional Development Committee which has made PLCs one of two multi-year goals. The committee members believe strongly in the merits of protecting common time for teachers to dialogue about best practice, review student assessment data, ask the “four critical questions” of PLCs, and collaborate to tailor instruction for the learner.

The four critical questions are:

- What do we want students to know?
- How will we know when they have learned it?
- What will we do when they haven't learned it?
- What will we do when they already know it?

There is abundant research to support the contention that Professional Learning Communities boost student learning and increase staff morale.

To cite a few examples:

Newman & Wehlage, said:

“If schools want to enhance their organizational capacity to boost student learning, they should work on building a professional community that is characterized by shared purpose, collaborative activity, and collective responsibility among staff.”

Support for this model is widespread. In 2004, renowned educational researcher Schmoker wrote, “Such a tipping point, from reform to true collaboration, could represent the most dramatic shift in the history of educational practice.”

A comprehensive report compiled in 2004 by The Annenberg Institute encourages the use of professional learning communities as a central element for effective professional development and a comprehensive reform initiative. In addition, the National Board for Professional Teaching Standards,

the National Middle School Association, and the National Association of Secondary School Principals all urge the development of learning communities and increased collaboration to improve student learning.

Outcomes for both staff and students have been improved by organizing professional learning communities. For **staff**, the results include:

- Shared responsibility for the total development of students and collective responsibility for students' success
- More satisfaction and higher morale.
- Commitment to making significant and lasting changes

For **students**, the results include:

- Decreased dropout rate and fewer classes "cut"
- Lower rates of absenteeism
- Smaller achievement gaps between students from different backgrounds

I believe that the use of a professional learning communities approach coupled with an individual student growth model is the best, least expensive, and most professionally rewarding way for SAU 29 schools to ensure continuous improvement.

Celebration is an important part of the culture of professional learning communities. For example, in a school that embraces PLCs faculty meetings celebrate the efforts and achievements of individuals and teams.

In SAU 29 we have great cause to celebrate our progress since this time last year...

First, we should celebrate the tremendous support shown for our schools at the 2010 District Meetings and at the polls in Keene. All budgets, bonds, and contracts passed in SAU 29. This strong level of community trust stems in large part from our willingness to work hard to communicate our successes and plans for continuous school improvement.

We continue to see good results from our recruiting efforts. The outcome is high quality hires. A web-based applicant tracking system has resulted in better usability for the applicant and the search committees.

Community and parental involvement remain high in all SAU schools, and set an outstanding example for other communities in neighboring SAUs. This is one reason for our success. Another is our dedicated school board members and the fact that we continue to have seasoned boards.

We have accomplished a great many of our goals thus far:

We were awarded a \$100,000 New Hampshire Science Partnership grant and as a result of the grant, over fifty SAU 29 teachers participated in the Science Partnership Grant professional development held at Keene State College. This grant allowed teachers in SAU 29 and Winchester to receive grade-level intense professional development in a seven-day institute format. Eleven SAU teachers served as institute instructors, thus building the cadre of science teacher leaders within our organization

We completed the World Language curriculum revision this past summer. Additionally, we welcomed Ms. Zhou Ling, the new Mandarin teacher who is working with SAU 29 schools as part of the Chinese Guest Teacher program. She has worked on articulating K-12 curriculum, created co-curricular opportunities for students at Keene Middle School, and has tutored a student in Chesterfield. In just one year, the Mandarin program has grown beyond our expectations, and Zhou Ling's enrollment for the upcoming year quadrupled.

We completed a Keene Administrative Task Force review. The Administrative Structure Review Task Force Committee began work in September and concluded with a presentation to the community on December 15. The report provided research and data that painted a larger context, reflected on effective and efficient practices, and offered recommendations for change. We had an outstanding team working on this project; in particular, I would like to thank Keene Board of Education member Kristin Blais for her work on the task force.

In the area of technology we have many reasons to celebrate. Our business software program, Munis, has been outsourced. The result freed up two servers within the SAU and a technician who was needed to support Munis. We have installed the latest versions of Munis. In addition, we have just installed the new employee module that will position the SAU for automated benefits selection, electronic timecards, and a variety of employee enhancements.

A completely new network infrastructure has been installed for Keene and our towns. The purpose was to reduce network cost and increase bandwidth to all of the schools. The renegotiated contracts with the vendors have resulted in a savings of over \$20,000 and increased bandwidth to an unlimited proportional fiber network. The proportionality of the network will allow the SAU to support after hours classes and open the media centers to the community.

A new datacenter was built at the Cheshire Career Center to house all servers and provide a central location for support, providing the SAU with a secure location for data storage, emergency generator backup, and a central drop for fiber. Locating critical application servers in a central location also provides secure and fast backups. It also provides the shortest network links for the largest workload of school technology resources. We have also upgraded switching capabilities in the data center to support switch upgrades planned for all schools. Cost savings associated with closing CIRTT and energy efficiencies with locating the data center at a central location will save money for many years to come.

A new Information Communications Technology or ICT server is located in the datacenter. This will eliminate 14 different file servers, one at each school housing ICT portfolio data for students. A central server for ICT data will provide a platform for standardized software that will follow the student from elementary school through high school. Power School has been upgraded and installed on a new server to support the new Parent Portal and grading modules. The Parent Portal is now available to all schools and parents with Internet access.

Fiber optic cable has been installed at the Marlborough School. This will be transferred to the new school which will also support a new server and switch configurations.

Thin Client technology is being introduced and is expected to reduce hardware purchases by 40% and decrease power consumption by 80%.

Thirty-nine high speed copiers have been added to the SAU network. They will be used in conjunction with desktop printers to reduce the overall cost of printed material. The expense of a single sheet of black and white copy can be reduced from 7 cents per copy to .007 cents per copy.

Other reasons to celebrate include the lease of new headquarters for the Central Office on Maple Avenue and the groundbreaking of the new Keene Middle School. Construction of the new Keene Middle School is on time and under budget.

The Business Department successfully arranged interim financing for the early stages of the project which allowed the District to avoid budgeting for a bond payment in 2009-10 and only budget for a half-payment in 2010-11. This phasing in was important both in the selling of the project initially as well as allowing the taxpayers to accommodate the actual payment in a graduated fashion – critical in economic times such as these.

We were able to successfully negotiate two contracts this past year: Keene Association of Principals and Supervisors (KAPS) and the Association of Keene Tutors.

One project that was started this year that will be implemented next year is the para-educator certification project. While looking for ways to increase student learning it became clear that the para-educator group could benefit from increased training focused on student needs.

The lack of current job descriptions impacts our ability to recruit qualified staff, establish and evaluate performance, and increase student learning. Mr. Cooper reported real progress in addressing this concern. With the exception of Special Education, all groups across Keene engaged in writing and reviewing job descriptions. Of the 63 identified positions within the Keene School District, 35 job descriptions are either completed or in the final review process. Content specialist teams are working on the 28 remaining job descriptions. Mr. Cooper hopes to have all 64 identified positions completed and in the final review process by the end of this school year. Once we have these job descriptions in place we can take them to the towns to have them reviewed, adapted where appropriate, and adopted.

Human Resources is scheduled to begin the training for an automated substitute recruiting software program on June 3<sup>rd</sup>. This system solves several problems for the district including ensuring that qualified teachers are in the classroom, thus increasing student learning, as well as improving organizational efficiencies by improving our ability to hire qualified substitutes at less expense. We will be able to save a position at the high school by putting this system in place and that position will completely fund the first year software and the implementation/training costs.

In the area of curriculum and assessment we have made numerous steps forward. Last summer, the SAU 29 World Language and Social Studies curricula were completed. The new SAU 29 Art Curriculum will be completed this summer. The new art curriculum includes a visual artifact component by grade level and domain. Work is being planned for this summer to create a sequenced math and English language arts curriculum based off of the new Common Core Standards initiative.

We have consulted with a national specialist on Differentiated Instruction to present common vocabulary and techniques to all Keene Elementary teachers, staff, and principals.

Working with a teacher leader in SAU 29, Ms. Cargill piloted a grade-specific training for all SAU 29 fifth grade teachers in how to implement the changes in the curriculum. Rather than American History, teachers now cover four major units: Government, U.S. Regions, Latin America, and Canada. Grade-specific professional development allows teachers to collaborate as they deepen their content knowledge. This model is being replicated both internally and with outside organizations.

Ms. Cargill helped train additional staff and groups in action research basics to impact student learning.

Starting with fall 2009 NWEA testing, all students in grades 2-8 were assessed in both the fall and spring in reading and math. Engaging in these two testing dates allows us to capitalize on an important reporting software (Dynamic Reporting Suite) that measures student growth, projects NECAP proficiency, and allows teachers to better use data to inform instruction. Additionally, at the December (parent/teacher) conferences, teachers shared with parents the NWEA generated goal sheet with target scores for this spring's testing. At the high school level, limits in technology (specifically computers to take the test on) negate the functionality of NWEA. There, students only take the assessment once per year – depending on the semester that they have math and English language arts classes. Working with the technology director to acquire two more mobile labs will allow us to start to test in both the fall and the spring. Department chairs can then use the information as one metric to identify students who are below grade level, tailor interventions or remediation, and reassess their efforts.

**Wonderful things** have happened in all of our schools this past year.

#### CHESTERFIELD

- Students raised over \$1800 for Haitian Relief efforts by making and selling Haiti House pins
- Students in Chesterfield are making substantial progress towards the Board goal that 100 % of K - 8 Chesterfield students meet or exceed their NWEA growth targets for reading and math for the 2009-2010 school year.

#### HARRISVILLE

- Harrisville is one of two schools in SAU 29 to make Adequate Yearly Progress every year.
- A community forum was held in Harrisville where 53 residents met to provide input related to challenges associated with declining enrollment.

#### MARLBOROUGH

- Teachers have been working on identifying power standards and are looking at ways of developing standards-based personal learning plans.
- The new Marlborough School is on time and under budget.

#### MARLOW

- Marlow made significant progress on NECAP in reading and math from last year to this year
- Marlow students raised \$523 to help children with Leukemia through the Pennies for Patients Program.

#### NELSON

- Nelson students scored 1<sup>st</sup> in reading and 1<sup>st</sup> in math out of the 14 districts in the region on the NECAP assessment.
- Teachers working in a professional learning community looked at writing programs and possible action research that monitors the success of the 6 traits writing model.

## WESTMORELAND

- Westmoreland students earned the 4<sup>th</sup> highest reading scores and 4<sup>th</sup> highest math scores out of 14 area districts.
- Several former principals and alumni attended an assembly this past Friday to commemorate the school's 50<sup>th</sup> birthday. In addition, the PTA coordinated refreshments and a multigenerational sock-hop, reminding us of the life-long impact a community committed to schooling can make.

## KEENE HIGH SCHOOL

- Krista Sullivan was recently named as the Jostens Renaissance Eagle Scholar. This is a nationally competitive scholarship. This year 15 students from across the United States applied. Krista will receive a \$10,000.00 scholarship
- Staff and students raised \$2,600 for Haitian relief.
- KHS has been selected as one of only ten high schools in the state to be eligible for a \$1,000 scholarship through the Red Sox organization.
- On May 6, 7, and 8 over 100 KHS students took part in Nostalgia 2010. This year's performance was outstanding and marks the 35<sup>th</sup> consecutive year of performances.

## KEENE MIDDLE SCHOOL

- **Dominic DiBenedetto**, 8<sup>th</sup> grade English teacher at KMS was named one of three "promising practitioners" by the New England League of Middle Schools at a recent annual conference. The award is given to teachers who have fewer than three years of experience.
- KMS students and staff raised approximately \$3500 for Haitian relief efforts with various fundraising activities.
- The new middle school is on schedule and under budget.

## JONATHAN DANIELS

- The JD Safe Routes to School Program continues.
- JD raised over \$300 for Haitian Relief

## FRANKLIN

- Franklin students raised \$1000 for Haitian Relief
- Franklin School sponsored a high school student in El Salvador to attend high school for two years.

## FULLER

- Presented a school-wide show entitled "Fuller Goes Green!" with each grade performing songs and dances about helping our Earth.
- Fourth graders have been learning about NH Government and recently hosted visitors from each of the three state government branches.

## SYMONDS

- The Symonds student council raised \$764 for Pennies for Patients fundraiser.

- Symonds has started an afterschool homework club to support academics.

## WHEELLOCK

- Principal Gwen Mitchell was a finalist for the New Hampshire Elementary Principal of the Year.
- *Pennies for Peace* author Greg Mortenson visited the school and the students presented him with a check for \$1000 raised in pennies.

We also have challenges across the SAU that are a result of declining student enrollment; these issues are of particular importance to our three smallest towns: Harrisville, Nelson, and Marlow. We anticipate spending a great deal of time in the coming year to help them deal with the challenges related to declining enrollment.

We continue to have some issues in SAU 29 that are related to facility concerns; these must be addressed. If they are not, student achievement would eventually be impacted.

The Keene Elementary Ad Hoc Advisory Committee has been charged with framing the conversation for the community regarding the future structure of our elementary program as well as a shorter term goal of identifying means for increasing financial efficiency in a difficult economic climate.

Not all our students are realizing their academic target growth. Individual student goals need to be developed for each student. These goals would include annual target scores on the state assessments. We need to evaluate individual students by analyzing student performance data and we need to use that data to inform instruction. The establishment of professional learning communities is crucial to that outcome.

A recent audit of Keene Elementary School Special Education reveals the need to have clearly-articulated, accessible regular education curriculum for teachers, administrators, special educators, student support services, and related service providers. Improving our regular education curriculum will help out with the large task of addressing special education issues.

The Central Office Leadership Team and the Joint Principals have been working on organizational goals. We are developing a systems approach to goal development, with school goals linked to SAU goals and to state standards.

The work is centered around the following SAU goals:

### **Increase Student Learning**

SAU 29 will increase student learning and support student growth through curricular and extracurricular programs and operational functions. Students are at the heart of the work of SAU 29. All work—whether in the classroom, on the playing fields, in district offices, or in maintaining the infrastructure—should ultimately support student learning and achievement.

- Engage SAU and district efforts in the development of professional learning communities in schools and in central office
- Direct SAU and district work toward achieving adequate yearly progress for all students and subgroups
- Continue making progress towards aligning district curriculum to ensure that students access a *guaranteed and viable curriculum*.

- Train and engage building-level supervisors to monitor curriculum implementation and utilize multiple data points to set responsive school goals
- Training and supporting a Response to Intervention (RTI) model that will provide individual intervention to students whose skills are not at the proficient level
- Expand professional development to strengthen curriculum K-12
- Adopt the eighth grade integrated science curriculum at Keene Middle School
- Focus on curricular revision in English language arts, health and physical education, and art
- Use assessment and data analysis to measure progress in implementation of curricular initiatives
- Use data to determine the proficiency of students entering into Keene High School and Keene Middle School from sending schools.
- Provide more opportunities for students to use technology to deepen and broaden their learning
- Continue to provide staff training on the use of interactive white boards.

**Improve efficiencies and effectiveness of operational systems**

SAU 29 will provide effective and efficient oversight and support for operational systems' needs of the SAU central office and school districts comprising our SAU.

- Oversee construction and ongoing facility improvement in SAU member districts, ensuring that all facilities continue to support student learning at high levels
- Improve communication within the SAU
- Use the website to communicate SAU and district information and to serve as the point of contact for further research by constituents
- Make staffing decisions based upon student enrollments, learning needs assessments, and efficient use of resources.
- Focus on best practices in all operational aspects of the organization: hiring, staff retention, supervision and evaluation, information technology, budgeting, custodial/maintenance services, transportation, food services, etc.
- Implement technology guidelines supported in the 2008-09 technology study and sanctioned by the boards

**Be informed advocates for education, students, and the districts, communicating effectively to constituents and influencing policy, practice, and regulations at the local, state, and federal levels.**

SAU 29 will meet all mandates, regulations and laws in a timely and responsive manner; SAU 29 administrative staff will serve as advocates for students, the district, and public education within the community and at state and federal levels.

- Keep knowledge base current and be progressive in practices
- Be more involved in applicable professional organizations
- Influence the creation, revision and evaluation of laws and regulations
- Inform board members and committees about pending staff legislation
- Create action plans to influence potential legislation
- Review and revise district-wide policies to ensure compliance and relevance

The Central Office staff, Bill and I thank you for your hard work on behalf of the community you represent. We acknowledge that we could not achieve our vision without the support and service shown by each board member who gives of his or her time and talent to help ensure that students in SAU 29 have the best educational experience possible. It continues to be a privilege to serve you, the students, and the staff of SAU 29.

**7. Adoption of the Manual of the Board, 2010-2011**

Mr. Woolridge stated that the manual of the board speaks to the bylaws of the organization and that the administration does not recommend any changes at this time. The manual was first established in 1973 and last revised in 1995. The manual continues to meet the needs of the organization.

**MOTION: Mr. Neil Donegan moved, Ms. Kelly French seconded, that the NHSAU 29 School Board reaffirm the Manual of the Board for 2010-2011. By a unanimous show of hands, the motion carries.**

**8. New Business**

- a. Authorization for Superintendent of Schools/Business Administrator to Sign Any and All Contracts, Grants-in-Aid, etc.

**MOTION: Mr. Neil Donegan moved, Ms. Kelly French seconded, that the NHSAU 29 School Board authorize the Business Administrator and the Co-Superintendent of Schools, or their designee, to sign all necessary documents entered into by NHSAU 29 and that this authorization be for the ensuing fiscal year (2010-2011) or until the Board takes other action. By a unanimous show of hands, the motion carries.**

- b. Reaffirmation of Existing Policies

**MOTION: Mr. Neil Donegan moved, Ms. Kelly French seconded, that the NHSAU 29 School Board reaffirm its existing policies for the 2010-2011 school year. By a unanimous show of hands, the motion carries.**

- c. Appointment of Legal Counsel for SAU 29

Mr. Woolridge nominated Attorney Paul Apple as legal counsel for SAU 29 for the 2010-2011 school year.

**MOTION: Mr. Neil Donegan moved, Ms. Kelly French seconded, that the NHSAU 29 School Board appoint Mr. Paul Apple as legal counsel for the SAU for the 2010-2011 school year. By a unanimous show of hands, the motion carries.**

- d. Appointment of NHSAU 29 Treasurer

**MOTION: Mr. Neil Donegan moved, Ms. Kelly French seconded, that the NHSAU 29 School Board appoint Mr. Daniel Antosiewicz as treasurer for the SAU for the 2010-2011 fiscal year. By a unanimous show of hands, the motion carries.**

- e. Central Office Administrative and Hourly Ranges 2010-2011

**MOTION: Mr. Neil Donegan moved, Ms. Kelly French seconded, that the NHSAU 29 School Board accept the Central Office Administrative and Hourly Ranges 2010-2011 as presented. By a unanimous show of hands, the motion carries.**

Mr. Woolridge distributed a handout of the salary ranges. Mr. Cooper stated that the ranges remain the same as last year.

Mr. Donegan asked if the central office is fully staffed. Mr. Woolridge responded in the affirmative with the exception of the business office employee who is out on medical leave. Mr. Donegan asked if any additional hiring was anticipated for new positions. Mr. Woolridge responded that no hiring for new positions was anticipated.

- f. Establish SAU Committee to Review the Advantages of Pooling Insurance with Municipalities

**MOTION: Mr. Neil Donegan moved, Ms. Kelly French seconded, that the NHSAU 29 School Board establish an SAU Committee to review the advantages of pooling insurance with municipalities.**

Mr. Ruehr spoke to the reason for establishing a committee to review the options for pooling insurance with municipalities. The Westmoreland School Board was approached by the town selectmen regarding the possibility of pooling school employee insurance with that of town employees in order to achieve a better rate. The Westmoreland Board felt it was worth bringing to the SAU board for further exploration.

Mr. Ruehr stated that the administrators brought this item forward to gauge the interest of the board in pursuing information to bring to a committee to discuss further. By agreeing to move forward, the board is directing the administrators to research rates and options to present to a committee should it be discovered that it would be advantageous for districts to pool insurance with municipalities.

Discussion ensued.

If deemed appropriate, information would be brought forward to the SAU Advisory Committee in the fall.

## **9. Old Business –**

Mr. Horn suggested it may be helpful for new board members if the administrators developed a document outlining the responsibilities of the board, including the role of each individual as a member of the SAU Board.

Mr. Horn suggested it may also be helpful to board members to receive a timeline for the budget development process so that board members are better able to review documents and make informed decisions.

Mr. Coates stated that there are important issues facing the SAU including the structure of the organization and how it will look in three years. Mr. Coates stated that he would like the board to begin looking at the structure in the fall.

Mr. Briggs agreed that it makes sense that as the Chair he moves the discussion forward. Mr. Coates stated he would be willing to work with Mr. Horn and Mr. Briggs on this initiative.

Mr. Horn suggested that the SAU Advisory board begin to tackle the issue prior to the fall. He also suggested that the compensation and benefits committee meet prior to the fall in order to have more time for the process in preparation for the budget schedule.

**MOTION:** At 8:16 p.m., following a short recess, Mr. Earl Horn moved, Ms. Kelly French seconded, that the NHSAU 29 School Board move into non-public session under R.S.A. 91-A:3 for the purpose of discussing staff personnel. A unanimous roll call vote was taken. Messieurs Cooper, Gurney and Woolridge were invited to be present.

**PUBLIC SESSION – Returned at 9:05 p.m.**

**MOTION:** Mr. Neil Donegan moved, Ms. Kelly French seconded, that the NHSAU 29 School Board accept the recommendation for nominations of SAU administrative staff (beginning with Ms. Meredith Cargill) as presented. By a show of hands in favor, the motion carries.

**MOTION:** Mr. Neil Donegan moved, Ms. Kelly French seconded, that the NHSAU 29 School Board accept the 2010-2011 nominations as Co-Superintendents for Mr. Wayne Woolridge and Mr. William Gurney as presented. By a show of hands in favor, the motion carries.

There being no further business to come before the Board, the meeting was adjourned at 9:07 p.m.

*Respectfully submitted,  
Cathy Dieter*

**APPROVED: 11/29/10**