

SAU #21 Operations Committee Meeting

April 11, 2018

SAU #21 Central Office Conference Room

Winnacunnet High School

6:00 PM

Board Members
Pamela Miller, Hampton Falls.
Catherine Antonio, Winnacunnet At-Large.
Becky Burdick, South Hampton.
Michael Chase, Seabrook.
Thomas von Jess, North Hampton.

Administration Present: Dr. Ronna Cadarette, Assistant Superintendent.

Other: Dr. William Lupini

Absent: Dr. Robert Sullivan, Superintendent, and Matt Ferreira; Business Administrator.

Dr. Ronna Cadarette called the SAU #21 Operations Committee Meeting to **order** at 6:00 p.m. and entertained nominations for a new Chair.

2. Reorganization of the Operations Committee

Motion: Catherine Antonio moved to nominate Thomas von Jess as Operations Committee Chair for the 2018-2019 school year. Second: Pamela Miller. Motion passed 5-0-0.

Motion: Michael Chase moved to nominate Michael Rabideau as Operations Committee Vice-Chair for the 2018-2019 school year. Second: Pamela Miller. Motion passed 5-0-0.

Motion: Michael Chase moved to nominate Catherine Antonio as Operations Committee Secretary for the 2018-2019 school year. Second: Thomas von Jess. Motion passed 5-0-0.

Discussion included that it will be a member turn from the North Hampton District to be the 2018-2019 Joint Board Chair.

3. Approval of Minutes

Motion: Catherine Antonio moved to accept the September 25, 2017 Public minutes as written. Second: Pamela Miller. Motion passed 3-0-2. (Michael Chase and Thomas von Jess abstained).

Motion: Michael Chase moved to accept the January 8, 2018 Public and Non-Public minutes as amended. Second: Thomas von Jess. Motion passed 4-0-1. (Becky Burdick abstained).

Amendment to Non-Public minutes – Add Michael Chase to present under Committee Members.

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4. Annual Review of Financial Policies

a. F-1 Investment

b. F-1 Fund Balance

The Board reviewed and agreed to move forward the Annual Review of Financial Policies to the next Joint Board meeting.

5. Finance Report

The Board reviewed the FY2017-2018 expenditure report.

The Board requested that the new 2018-2019 budget reflect allocated funds needed for the Superintendent, Assistant Superintendent, Business Administration, and Administration Conferences, detailed spending on where we take funds, and where funds are appropriated.

The Board agreed to move forward the FY 2017-2018 Expenditure Report to the Joint Board meeting in May 2018.

a. Audit Governance Letter

The Board reviewed the Plodzick and Sanderson Governance Letter in regard to the 2016-2017 Annual Financial Audit. The full audit can be viewed on the SAU21 website.

The Board reviewed and agreed to move forward the Audit Governance Letter to the next Joint Board Meeting.

6. 2018-2019 Calendar

Motion: Michael Chase motioned to approve the revised written draft School Administrative Unit #21 2018-2019 Calendar as written. Second: Pamela Miller. Motion passed 5-0-0.

An amendment for October 11, 2018 was revised in March 2018.

The Board reviewed and agreed to move forward the proposed 2018-2019 Calendar to the next Joint Board meeting.

7. Competency Based Learning – Professional Development Vendor’s

Dr. Cadarette informed two vendors will be present during the Joint Board meeting to talk about their competency-based learning – professional development programs.

The Board discussed and reviewed the proposals and inquired if the Administration could recommend a vendor based on the District needs. Dr. Lupini offered to assist with making a recommendation of a vendor, with reasons for that choice to be presented to the Joint Board.

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The Board agreed to move forward Competency Based Learning – Professional Development Vendor RFP's, with the proposals included in the packets, to the Joint Board May 2018 meeting.

8. Presentation of Revised Superintendent's Evaluation – Mr. Tom von Jess

Thomas von Jess gave a quick background on the previous superintendent evaluation tool, and the reasons for the revisal. Discussion included: Summary – discipline, Visionary Leadership, Personnel Management, Resource Management and Budgeting, Instructional Leadership, Resource Management and Budgeting, Policy and Governance, Curriculum Planning and Development, Board Relations, Staff Relations, Community Relations, and Superintendent Goal 1, Superintendent Goal 2, Superintendent 3.

There are no prescribed New Hampshire Superintendent Evaluations, so each SAU determines their own superintendent evaluation tool.

The Board agreed:

- ❖ To replace the board member names with a number instead, add a portfolio review, and to include information from the SAU21 staff.
- ❖ To include a 4-point scale, a score of 1 for below expectations, a score of 2 for developing, a score of 3 for continuing to meet expectations and a score of 4 for exceeding expectations.
- ❖ Newly elected school board members who have not worked with the superintendent at least in a years-time, can be exempt from evaluating the superintendent.
- ❖ To work with Dr. Lupini to help develop superintendent goals, timing, along with the process of the superintendent's evaluation.

The Board agreed to move forward with Revised Superintendent's Evaluation to the May Joint Board meeting.

Dr. Sullivan Evaluation

The Board agreed to evaluate Dr. Sullivan for his last year. We are required to provide Dr. Sullivan with our feedback, and this is a great opportunity to practice our new evaluation document.

Thomas von Jess agreed to send an updated revised copy of the Revised Superintendent's Evaluation to the Operations Committee for their consideration.

The Board agreed to move forward the Revised Superintendent's Evaluation with revisions to the May Joint Board meeting.

9. Superintendent's Entry Plan Proposal – Dr. William Lupini

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Dr. Lupini presented and discussed his Entry Plan Process Proposal. This document was well-received by the Board who expressed their appreciation to Lupini for taking the time and effort with this comprehensive communication tool.

The Board reviewed and agreed to move forward the Superintendent's Entry Plan Proposal to the next Joint Board meeting.

10. Questions and Comments from Those in Attendance – No comments.

11. Other Business

12. Future Meeting

a. Wednesday, May 9, 2018 at 7:00 p.m. – Joint Board

7. Competency Based Learning – Professional Development Vendor's (Continued)

The Board reviewed the RFP with vendors/consultant applications and submissions for Competency Based Learning – Professional Development programs.

Discussion included the primary focus to vision a backwards design of where we want to be from a Kindergarten through Winnacunnet High School Graduate. We will start with a consultant, a development of action plans, and then sustainability when the districts will be sufficient and independent.

Motion: Michael Chase moved to adjourn the meeting at 7:56 p.m. Second: Catherine Antonio. Motion passed 5-0-0.

Submitted by Maureen Hastings, Recording Secretary (Approved October 9, 2018)