

Notice of Meeting  
**SCHOOL ADMINISTRATIVE UNIT #43**  
**BOARD MEETING**

**NMHS – Media Center**

**November 20, 2013**

**6:00 P.M.**

**AGENDA**

- I. Call to Order: L. Hennig
- II. Roll Call: L. Hennig
- III. Pledge of Allegiance: L. Hennig
- IV. Adjustments to Agenda: L. Hennig
- V. Minutes: 5-30-2013 and 10-23-2013
- VI. Information:
  - A. Legislative Update – L. Wadensten
  - B. Evaluation Committee Report – L. Wadensten
- VII. Action:
  - A. FY15 Budget – C. Stuart
- VIII. Non-Public under RSA 91-A:
- IX. Agenda Items for Next Meeting: Thursday, January 16, 2014
- X. Adjournment

## NONPUBLIC SESSION WORKSHEET

SAU #43 Board Meeting  
November 20, 2013

**Motion By:** \_\_\_\_\_

I move that this Board go into Nonpublic Session to act upon a matter or matters referenced in the following provisions of RSA 91-A:2 I and/or RSA 91-A:3 II (check appropriate provision.)

- 91-A:2 I (a) Strategy or negotiations with respect to collective bargaining;
- 91-A:2 I (b) Consultation with legal counsel;
- 91-A:2 I (d) Circulation of draft documents which, when finalized, are intended only to formalize decisions previously made in a meeting; provided, that nothing in this subparagraph shall be construed to alter or affect the application of any other section of RSA 91-A to such documents to related communications.
  
- 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- 91-A:3 II (b) The hiring of any person as a public employee.
- 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting;
- 91-A:3 II (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- 91-A:3 II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.
- 91-A:3 II (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

**Seconded by:** \_\_\_\_\_

**Roll Call Vote:** (list Board members by name and indicate yes or no vote for each member.)

**Minutes/Decisions Reached:** (identify decisions by Motion, Second, and vote.)

**Motion By:** \_\_\_\_\_

I move that the minutes of this Nonpublic session be sealed, because divulgence of the information likely would adversely affect the reputation of any person other than a member of this board or render the proposed action ineffective, until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

**Second By:** \_\_\_\_\_

**Roll Call Vote:** (2/3 vote required; list Board members by name, indicate yes or no vote for each member)

**Motion By:** \_\_\_\_\_

**I move that this Board return to public session.**

**Second By:** \_\_\_\_\_

**Vote:** \_\_\_\_\_

# V. Minutes

5-30-2013

**Meeting of the SAU #43 School Board  
Selectmen's Room, Town Office  
Newport, NH 03773  
Minutes of Thursday, May 30, 2013**

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**I. Call to Order:**

Ms. Hennig called the meeting to order at 5:35 PM.

**SAU Representatives Present Were:**

**Newport School Board Members:** Lizabeth Hennig, SAU 43 Chair; Leo Paquin, Karen Little, SAU 43 Vice Chair; Linda Wadensten.

**Croydon School Board Members:** Jody Underwood, and Emily Owens, SAU 43 Treasurer. Angi Beaulieu arrived later in the meeting.

**Also:** Irwin Sussman, Superintendent

**II. Pledge of Allegiance:**

Ms. Hennig led all in the Pledge of Allegiance.

**III. Adjustments to the Agenda:**

Mr. Paquin asked that "A. Future Administrative contract renewal timeline", "B. SAU Employee Physical locations for 2013-2014 School Year and plans going forward", and "C. SAU Manager input" under "IX. Action" be moved to "VI. Information" since no action is required for those items. The agenda was reordered.

**V. Approval of Minutes: April 4, 2013**

*Mr. Paquin moved that the Minutes of April 4, 2013 be approved as submitted. Upon a second by Ms. Wadensten the motion carried. (5 Yes, 0 No, 1 abstention – J. Underwood). Ms. Underwood was not present at the April 4<sup>th</sup> meeting.*

**VI. Information**

**A. Completion of Previously Developed Superintendent Evaluation Form by June 20, and Officer Review by July 20:**

Ms. Hennig asked for final input from Board and she and Vice Chair will consolidate and present to Mr. Sussman by July 20. Ms. Underwood expressed concern that she did not know the answer to a number of the questions and would like an opportunity to learn more about those areas. Mr. Sussman said that she or anyone else could contact him with questions. Mr. Paquin said that there is also a "Not Observed" response that should be used if answers are not known. Ms. Little said it is important to know if certain areas are not being communicated. Question was raised about the completion of the Superintendent's self-evaluation. Ms. Hennig said that Mr. Sussman will complete a self-evaluation before the July review. Ms. Underwood and Ms. Beaulieu had emailed their evaluations when first requested earlier in the spring. Ms. Hennig had been unable to find them so they will resend.

**B. Plan for Principal Support Services for Croydon by Sep. 1:**

Mr. Sussman said that the plan for Croydon Principal support will first be discussed at the next Croydon School Board meeting. They will discuss a transition plan for 2013-14 school year and a

plan for regular support in 2014-15. He will bring the results of that discussion to the July SAU meeting. He said they will be exploring the concept of Lead Teachers. Ms. Underwood asked why this was on this meeting's agenda and if a decision had already been made at the last meeting. Mr. Paquin said no decision had been made. Ms. Owens and Ms. Beaulieu also expressed concern about this item which they said seemed to indicate that a decision had already been made. Discussion ensued regarding the genesis of the Superintendent as principal in Croydon and the time involved and the roles filled. Ms. Beaulieu would like the two Croydon teachers to be invited to the Croydon School Board meeting to provide input. Ms. Christine Downing, present in the audience, suggested that the administrators be there also since they provide support services. Ms. Hennig said that we should know what services are being provided to Croydon and by whom. Vice Chair could review that information from administration on roles provided by the Superintendent. It was agreed that the discussion will take place at the Croydon level first with whomever the Croydon Board and the superintendent decides should provide input.

**C. Presentation by the Evaluation Committee regarding development of avenues of public feedback regarding District:** Ms. Wadensten distributed a summary of the committee's findings. Committee members are L. Wadensten, E. Owens, and H. North.

**VII. Recess at 6:20 PM & VIII Reconvene at 7:00 PM** – The meeting was scheduled to recess at 6:20 PM for the Newport Middle & High School chorus concert. Discussion ensued about whether to break at this point as scheduled and reconvene at 7:00 PM. It was agreed to continue the meeting and attend the end of the concert.

**C. (Continued From Above):** Ms. Wadensten said the many other Boards that the committee contacted were happy to be contacted and provided a lot of information. She said Ms. North went to the Dept. of Education and spoke with Santina Thibodeau (Special Education Bureau) about who could do the evaluations. She was told there is no legal ramification as to who could do the evaluation as long as the contract does not have a conflict with this. The Superintendent has to have knowledge of what evaluation tools are being used and it cannot be changed during the evaluation process. Ms. Wadensten went over the report summary and recommendations. Ms. Hennig thanked the committee for their work. Questions were asked about the role of administration in the evaluation of the Superintendent. Should they provide feedback for professional growth but not be factored into the evaluation results? What happens to the evaluation data, and the importance of a self-evaluation. The committee will continue discussions with Mr. Sussman and address the questions and comments and will report back to the Board. This report is to help form the evaluation process for the 2014-15 school year.

**D. Future Administrative contract renewal timeline:**

Mr. Sussman said that the timeline will be tied to the multi-year contracts. Increases and terms have already been set for 2013-14 and next year the merit-based increase and review process will begin. The evaluations will be completed per contract by May 2014 and merit pay increases will be reviewed in June 2014 by the respective school boards, with decisions by the end of June. Mr. Sussman suggested that a committee work with him on the merit pay process. It was agreed that the already-established Evaluation Committee will help develop this process with Mr. Sussman.

**E. SAU Employee Physical Locations for 2013-2014 School Year and Plans going forward:**

Mr. Sussman said there is one year left on the SAU building lease. He said the physical location of personnel will be different this coming school year. Heather Worthen and Rose Darrow will be at Richards School, and Christine Downing will be at Towle. He said that the Finance office and the

Superintendent's office will switch locations and all will have more room and more privacy. The following year the SAU office will be in a different location yet to be determined. Mr. Stuart is looking into this.

**F. SAU Office Manager input:**

Ms. Hennig asked for input to be emailed to the vice chair regarding thoughts on the role and responsibilities of an Office Manager that could enhance the SAU office environment in a way that we think would best serve the public. Ms. Hennig said that the Board will then present the recommendations to the Superintendent for his review. She said that the recommendations are not directives and ultimately Mr. Sussman will do what he feels is best for the office.

**IX. Public Forum** –Ms. Hennig noted that Public Forum was not included in the agenda as published and offered the opportunity at this point. Ms. Christine Downing was the only member of the public present and had no comment.

**X. Action**

**A. SY 2013 – 2014 Board Meeting Calendar**

It was noted that the previous meeting's approved adjustments to the calendar had not made it into the final version. The previous adjustments were reviewed and were not changed. Ms. Hennig will ask for the final version to be presented at the July meeting.

**B. Audit –**

The Board reviewed the letter dated May 7, 2013 from Virginia Barry, Commissioner of Education regarding our proposed corrective actions addressing two areas of concern in the 2012 Financial Audit. No action was needed as the corrective action plan had been accepted and the 2012 Audit requirements were successfully completed

Mr. Paquin requested that the required policies be brought forward for adoption as stipulated in the corrective action plan.

**IX. Non-public under RSA 91-A: 3 II**

*No non-public session was needed*

**IX. Agenda Items for the next meeting**

- Required audit corrective action policies
- Evaluation Committee report
- Results of Croydon meeting Re: principal recommendations
- Office Manager Recommendations

**X. Adjournment**

*It was moved by Ms. Beaulieu and seconded by Mr. Paquin to adjourn the meeting. The motion carried by unanimous vote in favor and the meeting adjourned at 7:20 PM. (7 Yes, 0 No, 0 Abstentions)*

Respectfully submitted,

Karen Little, Acting SAU#43 Board Secretary

# V. Minutes

10-23-2013



**SCHOOL ADMINISTRATIVE UNIT #43**  
**School Board Meeting Minutes**

October 23, 2013

**I. Call to order**

Chairperson Liz Hennig called to order the regular meeting of the School Administrative Unit #43 School Board at 6:00 p.m. on October 23, 2013 at the Sugar River Valley Regional Technical Center, Lou Thompson Room.

**II. Roll call**

L. Hennig, Chair, conducted a roll call. The following persons were present: Karen Little, Liz Hennig, Linda Wadensten, Emily Owens and Leo Paquin.

Also Present: Superintendent Sussman, Heather Worthen, and Charles Stuart, Business Administrator.

**III. Pledge of Allegiance**

L. Hennig, Chair, led the Board in the Pledge of Allegiance.

**IV. Adjustments to Agenda**

The following item will be added as VI. A: Summary on Evaluation Process for Superintendent -- Ms. Wadensten

**V. Minutes**

a. Minutes of May 30, 2013

Mrs. Little told the Board that attached to the minutes should be a report from the Evaluation Committee on the Superintendent Evaluation presented in May. The report was handed out and will be Attachment A. Other changes were emailed.

Mr. Paquin moved to accept the minutes with Attachment A and Ms. Wadensten seconded the motion.

Mrs. Owens disagreed with the minutes, saying she did not believe Ms. Wadensten said what was in the minutes under VI. B. "... That while we do share the services of superintendent and coordinator of student services we need them to focus on their job descriptions to continue the positive work begun so that Croydon will want to send their kids to Newport rather than sending them elsewhere. Ms. Wadensten with the expansion of 4<sup>th</sup> grade Croydon needs to advertise for a principal, it not a

Newport's taxpayer responsibility, especially since Croydon is not paying for the service." (Stet)

Mr. Paquin requested the Chair to get clarification on how to handle these minutes for the next meeting. L. Hennig, Chair, is happy to hear any issues Mrs. Owen has, and will confirm with NHSBA what should be done.

b. Minutes of July 24, 2013

Correction to Minutes: The last sentence in VII. C. should read: This solution was not clear to all at the last meeting.

ON A MOTION BY MR. PAQUIN AND A SECOND BY MRS. OWENS, THE BOARD VOTED UNANIMOUSLY TO ACCEPT THE MINUTES OF JULY 24, 2013 WITH CHANGES.

**VI. Information**

a) Legislative Update

Ms. Wadensten told the Board that according to HB142 it is the Board's responsibility to put in place the evaluation. Newport is looking at the Danielson model. NHSBA is holding another Law Update in November in Concord and Keene, and Ms. Wadensten will be attending and will have more follow-up information.

b) Student Services Update

Ms. Worthen informed the Board of work on:

- Parent Literacy Night which is scheduled for November 19 at Richards
- Behavioral/Autism staff and parent training
- Special Olympics
- Friends and Social Groups
- Parent/Teacher Groups
- Inclusive Community (including students with special needs at the Recreation Center)
- Special Ed committee for Croydon parents

Mr. Paquin asked if there was any financial impact on the Waiver at the SAU level, and Mr. Stuart told him that due to sequestration the SAU was not charging indirect costs so more money would go to students.

c) Evaluation Committee Report

Ms. Wadensten provided information on the final document -- Superintendent Evaluation Tool and Evaluation Form. She had gone through the Chairs at other SAU's, received a wide response and collaboration, coming to a real understanding. Evaluations tended to be somewhat vague. The committee went through evaluations picking the best and also went through other education modeling tools offered by various companies.

The Evaluation Tool analyzes leadership, problem solving, communication, and professional development of self and others. Ms. Wadensten and Mrs. North went over the Evaluation Form and set it up to be an anonymous evaluation, which is a development tool that points out gaps. The Superintendent does a self-evaluation also and the two are looked over together for gaps and discrepancies.

It was requested that the Board look over the documents -- they're on Google Share -- and get back to her. The Committee felt it was not a bad tool for administrators, too. Mr. Paquin commented that the evaluation of administrators and teachers is outside the Board's responsibility. Their responsibility to hire and evaluate the Superintendent.

Ms. Wadensten thought administration evaluations of the Superintendent were important because of the Board's limited contact with the Superintendent. Mr. Paquin said he heard a lot from staff, parents, and community members and felt his evaluation should be his perception of how the Superintendent is doing his job. Mrs. Little commented that based on what she and Mrs. Hennig went through on evaluations, they have to be managed very tightly because of confidentiality and to ensure there is no misinterpretation of the data. It was felt that perhaps there should be another conversation on process.

Ms. Wadensten does not feel there will be a true evaluation of the Superintendent without input from other people.

Mrs. Hennig anticipated that it would be a more balanced committee with Croydon, saying that they had an isolated proposal. Mrs. Owens explained her inability to make the committee meetings.

The Board continued to discuss the evaluation process of the Superintendent being evaluated only by the Board or by the Board and some subordinates. Mrs. Hennig mentioned that they could not have a system where one individual is evaluated by the Board without it being systems-wide approach, and her recommendation would be to take this information and consider it a potential system.

The “who evaluates whom” conversation continued with confidentiality issues brought up. Mr. Paquin said the Committee did everything they should do and presented it to the Board.

Ms. Wadensten asked that this item be on the next meeting’s agenda so Mrs. North has an opportunity to speak on it.

d) Summary of the Evaluation Process of the Superintendent

Mrs. Little distributed a handout on CGB-R, Superintendent’s Evaluation Form, Attachment A.

She told the Board they met with the Superintendent and had a dialogue – no written information – and then met with the Board and presented to the Board. The written evaluation was presented to the Superintendent who did not receive a copy of the scoring. Written copies will be distributed in non-public, collected, and destroyed.

At 7:21 Heather Worthen left the meeting.

e) Evaluation Committee Update

Mr. Sussman passed out a sample policy. He said that 20% of the teacher’s evaluations will be based on multiple measures of student outcomes, and the sample policy becomes part of negotiations. The teacher evaluation will roll out in the following years:

- 2013-2014: Working on an evaluation system in a collaborative way.
- 2014-2015: The new system will be piloted.
- 2015-2016: The new system will be implemented.
- 2016-2017: Personnel decisions based on this will be made. We will be working on this.

Mrs. Hennig requested that Board members read over the document and get back to her with their questions.

Mrs. Owen felt the evaluation used for the Superintendent was very professionally oriented and the one developed by Ms. Wadensten was missing this. It was brought up that the School Board is a policy maker while the Superintendent oversees teacher evaluations.

e) SAU Office Personnel Update

Mr. Sussman handed out updated job descriptions for everyone in the SAU and went over each position with the Board.

Mr. Paquin asked that the Annual Reports and other documents be scanned electronically if one of the staff members has time.

In answer to a question on how the reorganization of the SAU office space worked out, Mr. Stuart replied that it was very effective with the only problem being that Ms. Worthen's secretary's office should be closer to hers.

**VII. Action**

a) FY15 Budget

Mr. Stuart told the Board that a 3% raise was factored in for all SAU employees.

He also factored in an 8% increase for health and dental, but received word from LGC that health insurance would increase .8% and there would be no increase for dental.

Budget questions should be emailed to Mr. Stuart, with a copy to Mrs. Henning, Chair, and Mr. Stuart will answer them at the next meeting. The SAU will send out three possible meeting dates in mid-November. The SAU budget must be approved before January.

**VIII. Agenda Items for Next Meeting**

- Continued discussion on minutes of May 30, 2013
- FY15 Budget
- Superintendent's Evaluation

At this time, Mrs. Owen was asked about a newspaper article on Croydon's Open House and school choice. Mr. Paquin clarified that Croydon had pulled out of the Area

Agreement but was still part of the SAU. Mrs. Hennig will email the article to Mrs. Owen so it can be discussed at a later date.

Note: At 7:55 pm Mrs. Little left the meeting.

**IX. Non-Public under RSA 91-A:2 (1)d**

Mr. Paquin moved that the Board enter non-public and Ms. Wadensten seconded the motion. There was not a quorum at this time so Ms. Wadensten withdrew her second; Mr. Paquin withdrew his motion.

**X. Adjournment**

ON A MOTION BY MR. PAQUIN AND A SECOND BY MS. WADENSTEN, THE BOARD ADJOURNED AT 8:00 PM.

Respectfully submitted,



Joan Strully