

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

**SRVRTC – Lou Thompson Room**

**Wednesday, July 24, 2013**

**6:00 P.M.**  
**AGENDA**

- I. Call to Order: K. Little
- II. Roll Call: K. Little
- III. Pledge of Allegiance: K. Little
- IV. Adjustments to Agenda: K. Little
- V. Approval of Minutes: May 30, 2013
- VI. Information:
  - A. Legislative Update
  - B. Evaluation Committee Report
  - C. Croydon Supervision Report
  - D. Office Manager Update
  - E. Audit corrective action
  - F. Tentative Meeting Calendar
- VII. Non-Public under RSA 91-A:
- VIII. Agenda Items for Next Meeting:
- IX. Adjournment

NONPUBLIC SESSION WORKSHEET

SAU #43 Board Meeting  
July 24, 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: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, 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 body or agency 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 body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

----- 91-A:2 I(b) - Strategy or negotiations with respect to collective bargaining.

----- 91-A:2 I(c) - Consultation with legal counsel.

SECOND BY: \_\_\_\_\_

ROLL CALL VOTE: (list board members by name, indicate yes or no vote for each member)

MINUTES/DECISIONS REACHED: (identify decisions by Motion, second & 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 tool is 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

# VI. Information

## F. Tentative Meeting Calendar



Tentative 2013 – 2014  
**SAU Board Meeting Schedule**

6:00 p.m.

Lou Thompson Room – SRVRTC

July 24, 2013

October 23, 2013

January 16, 2014

March 6, 2014

May 15, 2014

SAU Board approved \_\_\_\_\_

2013 – 2014

## **SAU Board Meeting Schedule**

6:00 p.m.

Lou Thompson Room – SRVRTC

July 24, 2013

September 19, 2013

November 21, 2013 (start time to be determined)

January 16, 2014

March 6, 2014

May 15, 2014

SAU Board approved 4-4-2013