

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

**Newport Town Office**  
**Selectman's Room**

**Thursday, May 30, 2013**

**5:30 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. Approval of Minutes: April 4, 2013
- VI. Information:
  - A. Completion of Previously Developed Superintendent Evaluation Form by June 20, and Officer Review by July 20.
  - B. Plan for Principal Support Services for Croydon by Sep. 1.
  - C. Presentation from Evaluation Committee regarding development of avenues of public feedback regarding District.
- VII. Recess at 6:20 pm.
- VIII. Reconvene at 7:00 pm.
- IX. Action:
  - A. Future Administrative contract renewal timeline.
  - B. SAU Employee Physical locations for 2013-2014 School Year and plans going forward
  - C. SAU Office Manager input
  - D. SY 2013-2014 Board Meeting Calendar
  - E. Audit
- X. Non-Public under RSA 91-A:
- XI. Agenda Items for Next Meeting:
- XII. Adjournment

NONPUBLIC SESSION WORKSHEET

SAU #43 Board Meeting  
May 30, 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

April 4, 2013

**Meeting of the SAU #43 School Board  
Lou Thompson Room SRVRTC  
Newport, NH 03773  
Minutes of Thursday, April 4, 2013**

---

**I. Call to Order:**

Superintendent Sussman called the reorganizational meeting to order at 6:10 PM

**SAU Representatives Present Were:**

**Newport School Board Members:** Lizabeth Hennig, Leo Paquin, Karen Little, Linda Wadensten, Heidi North

**Croydon School Board Members:** Angi Beaulieu and Emily Owens.

**Also:** Irwin Sussman, Superintendent; and Charles Stuart, Business Administrator.

**II. Pledge of Allegiance:**

Superintendent Sussman led all in the Pledge of Allegiance.

**III. Chair/Vice Chair Nominations:**

**Superintendent Sussman called for nominations for Chair of SAU#43.** *Ms. Little nominated Ms. Hennig as Chair, seconded by Ms. Owens. Ms. Hennig agreed to the nomination. Upon hearing no further nominations, Mr. Sussman called for a vote and Ms. Hennig was elected Chair of SAU#43 by a unanimous vote in favor. (7 Yes, 0 No, 0 Abstentions).*

**Ms. Hennig assumed control of the meeting and called for nominations for Vice Chair of SAU#43.** *Ms. Owens nominated Mr. Paquin. Mr. Paquin respectfully refused, as he felt that his duties as Chair of the Newport School Board were his priority. Ms. Owens withdrew her nomination. Mr. Paquin then nominated Ms. Little as Vice Chair, seconded by Ms. Wadensten. Ms. Little agreed to the nomination. Upon hearing no further nominations, Mrs. Hennig called for a vote and Ms. Little was elected Vice Chair of SAU#43 with a unanimous vote in favor (7 Yes, 0 No, 0 Abstentions)*

**Ms. Hennig called for nominations for Treasurer of SAU#43.** Upon question, Mr. Stuart explained that the Treasurer's duties include signing particular forms and signing manifests. *Mr. Paquin nominated Ms. Owens as Treasurer, seconded by Ms. Beaulieu. Ms. Owens agreed to the nomination. Upon no further nominations, Ms. Hennig called for a vote and Ms. Owens was elected Treasurer of SAU#43 by a unanimous vote in favor. (7 Yes, 0 No, 0 Abstentions).*

**Ms. Hennig called for nominations for Board Secretary of SAU#43.** *Mr. Paquin nominated Ms. North as Board Secretary, seconded by Ms. Little. Ms. North agreed to the nomination. Upon no further nominations, Ms. Hennig called for a vote and Ms. North was elected Board Secretary of SAU#43 by a unanimous vote in favor. (7 Yes, 0 No, 0 Abstentions). The Board agreed that Ms. Little, past SAU Secretary, would record the minutes for this meeting, since she had already begun to do that. Ms. Little said she would email a template to Ms. North for the minutes.*

#### **IV. Adjustments to the Agenda**

Mr. Paquin asked that **Ethics Policy GBEA be added to VIII. Action.**

Ms. Wadensten asked for a Roll Call Vote to add an Action Item per Roberts Rules of Order. *Ms. Hennig asked for a Roll Call Vote to add Action Item C. Ethics Policy to the agenda and the addition of said Item was approved by a unanimous vote in favor. (7 Yes, 0 No, 0 Abstentions).*

Mr. Paquin asked that **Item D. Budget Timeline under VI. Information be deleted** as this was a Newport School District timeline. Ms. Little stated that the SAU Board would still need to hear an SAU Budget timeline. Mr. Paquin said that timeline would be much shorter as there are fewer items to consider.

Ms. Henning asked that **Item E. Newport Update be added under VI. Information.**

Ms. Owens asked for introductions of the new members. Ms. Hennig asked that introductions happen at this point. Ms. Owens and Ms. Beaulieu introduced themselves along with a brief bio to the new members. Ms. Wadensten and Ms. North then did the same.

*The agenda was renumbered to account for the adjustments.*

#### **V. Approval of Minutes: February 28, 2013**

*It was noted by Ms. Beaulieu that the spelling of Jody Underwood was incorrect (Jody not "Jodie"). Ms. Beaulieu moved that the Minutes of February 28, 2013 be approved as amended. Upon a second by Ms. Owens, the motion carried. (5 Yes, 0 No, 2 abstentions - L. Wadensten, H. North). The members abstaining were newly elected Board members not present at the February 28<sup>th</sup> meeting.*

#### **VI. Information**

**A. Legislative Update:** Ms. Wadensten highlighted NH legislation that looks likely to pass including an "Opt Out" for Sex Education, mandated School Board oversight of teacher evaluations, and defined competencies for allowing students to pass to the next grade. Much discussion followed on the potential impact those changes might have. All agreed that it is important to be informed on these issues and thanked Ms. Wadensten for the update. She said that a bill becomes law 60 days after being passed and signed by the governor. She said Jim Grenier from Goshen and Andrew Schmidt from Grantham are local state representatives and that they are receptive to any feedback we might give them on upcoming legislation.

**B. Regionalization, Consolidation, and Collaboration Regarding Resources:** Superintendent Sussman said that he and the team will be looking at many areas where we can combine with other districts. They have met with other schools already about creating local programs and sharing resources, including personnel for special needs and for gifted and talented which would include each student. To serve more special needs students locally will give more local control over services and cost and that will help to offset mandated cost increases that we can't control such as insurance, retirement. We share resources already for our career courses and will expand as appropriate into other areas. They will develop a strategic plan and will keep the Board informed as more is known. A regional meeting of schools will happen later in April.

**C. Croydon Update:** Ms. Beaulieu said that the article passed keeping grade 4 in Croydon. She said students will stay in Croydon one extra year minimizing transitions. Transitions to a large

school are difficult for students coming from a much smaller school. Croydon's next Board meeting is next week. Ms. Owens said the budget passed with very small changes and that parental support was very good at the meeting. Superintendent Sussman has continued to act as Principal for Croydon.

Discussion followed regarding the additional duties of Principal and the impact on Mr. Sussman's duties as Superintendent. Ms. Beaulieu and Ms. Owens said that this is helping the connection of the Croydon teachers to the SAU and the Newport district, something that has been lacking in the past. Croydon teachers also now go to the new teacher orientation in Newport. They also feel that their teachers are more supported with the Superintendent as Principal and that the time spent on disciplinary measures is minimal. Mr. Paquin said that the time requirements might change next year with the addition of 4<sup>th</sup> grade. All agreed that was an important point and that this should be discussed further at the end of the school year.

Ms. Owens asked for the status of the SAU contracts and Mr. Sussman stated that they have all been signed.

#### **D. Newport Update:**

Ms. Hennig talked about the competency based system. The Board would like more information on this. She said April 20 is the Newport School Board retreat beginning at 8 AM with breakfast and then Attorney Barrett Christina from NH School Boards Association. The afternoon session will be other topics. This is an open meeting. The sprinklers at Richards are fixed but more permanent repairs will be done, possibly during April vacation according to Mr. Stuart. Ms. Hennig said the NSB meetings are on Vimeo through NCTV. Ms. Hennig noted that all SAU Board members should have been invited to the professional development days in Newport on April 5.

#### **E. Ethics Policy:**

Mr. Paquin present proposed Policy GBEA Staff Ethics. He said that the SAU needs this policy to be able to include confidentiality language in upcoming contracts. He said that SAU policy BEC states that a minimum of 30 days should elapse between 1<sup>st</sup> and 2<sup>nd</sup> readings but that under Emergency Procedures BSC that the Board can adopt a policy without those restrictions. Ms. North asked if the language had been reviewed for legality. Ms. Little said that the policy is from a template developed by the NHSBA. *Mr. Paquin moved that under emergency procedures of Policy BSC that the Board adopt Staff Ethics Policy GBDA as presented. The motion was seconded by Ms. Beaulieu. Ms. Little asked for a Roll Call vote. Ms. Hennig called for a Roll Call vote and the motion carried with a unanimous vote in favor (7 Yes, 0 No, 0 Abstentions).*

### **VII. Public Forum**

Archie Mountain, Eagle-Times/Argus Champion, was the only member in the audience. He said the Newport students are doing a great job on their student newspaper under the leadership of Michele Caccavaro, featured periodically in the Argus.

### **VIII. Action**

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

*Adjustments made as attached.*

**B. Superintendent Evaluation** – Ms. Hennig will re-email the evaluation sheets that need to be filled out if you haven't already. She will collect and summarize the information so that no names are used and will present it to the Board at the next meeting for presentation to Mr. Sussman. The board decided to follow up on a request for anonymous feedback from other parties

including teachers/parents/students/staff. Ms. Hennig called for an Ad Hoc Electronic Feedback Committee of Ms. Wadensten, Ms. Owens, and Ms. North to examine the legality of types of evaluation feedback. They will bring any recommendations back to the Board at the next meeting.

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

*No non-public session was needed.*

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

- Ad Hoc Committee evaluation report
- SAU office priorities (with physical location of personnel, organizational structure, roles to follow later after priorities are addressed)
- Internal SAU communication plan (who what when where how) and any needed
- Equipment/technology
- Plans for possible SAU retreat?

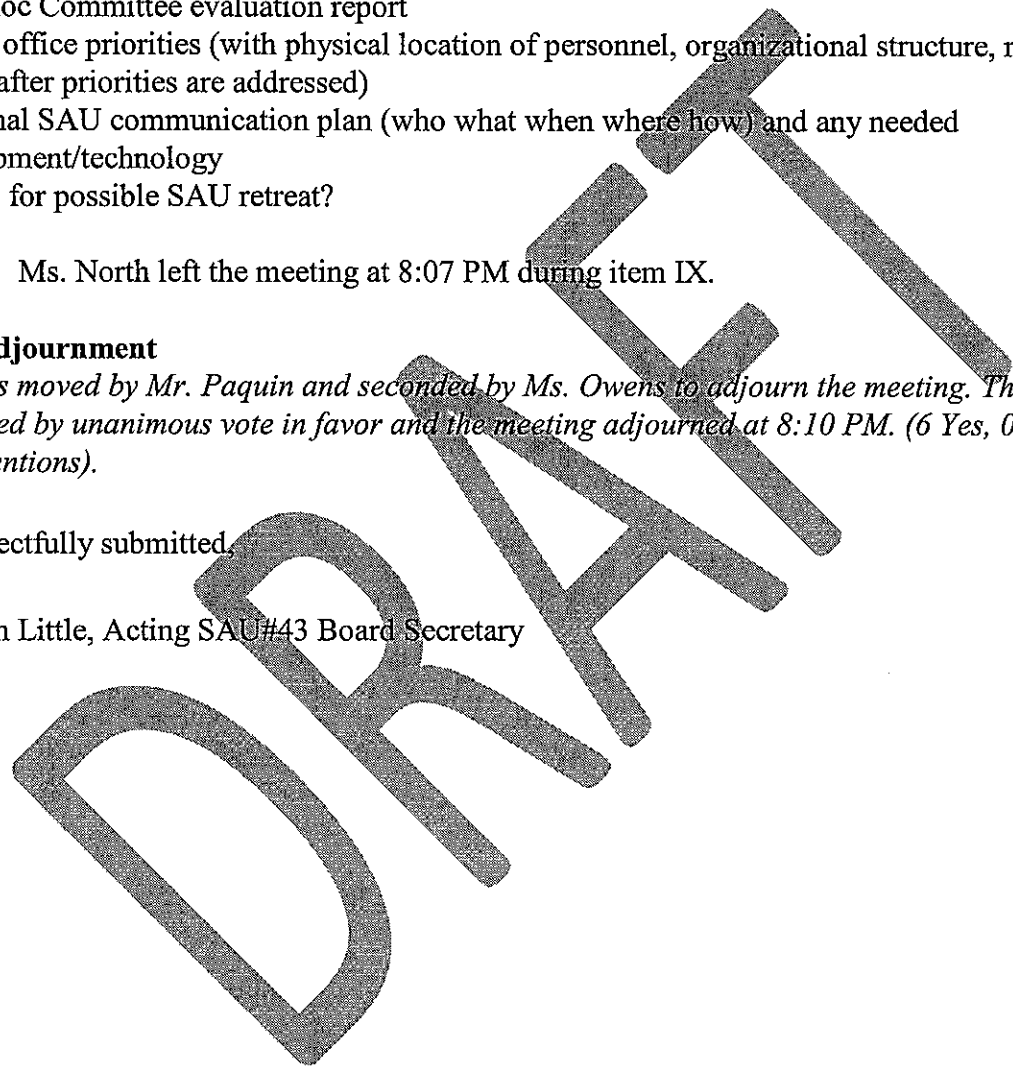
Note: Ms. North left the meeting at 8:07 PM during item IX.

**X. Adjournment**

*It was moved by Mr. Paquin and seconded by Ms. Owens to adjourn the meeting. The motion carried by unanimous vote in favor and the meeting adjourned at 8:10 PM. (6 Yes, 0 No, 0 Abstentions).*

Respectfully submitted,

Karen Little, Acting SAU#43 Board Secretary





# **IX. Action**

**D. SY 2013–2014 SAU  
Board Meeting Calendar**

Tentative

2013 – 2014

## **SAU Board Meeting Schedule**

Wednesday's at 6:00 p.m.

Lou Thompson Room – SRVRTC

July 17, 2013

September 18, 2013

November 20, 2013

January 15, 2014

March 5, 2014

May 14, 2014

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

2013-2014  
Croydon School Board Meeting Dates  
(2<sup>nd</sup> Wednesday of the Month)

2013

July 17 (3<sup>rd</sup> Weds)  
August 14  
September 11  
October 9  
November 13  
December 11

2014

January 8  
February 4 (*Budget Hearing*) \*  
March 11 (*Election of Officers Only – No Meeting*) \*\*  
March 15 – School District Annual Meeting \*\*\*  
April 9  
May 14  
June 11

- \* RSA 32:5 Budget Hearing to be at least 25 days prior to annual meeting
- \*\* 2<sup>nd</sup> Tuesday in March Election Balloting
- \*\*\* Saturday following 2<sup>nd</sup> Tuesday

2013-2014 NSB Meeting Dates

2<sup>nd</sup> and 4<sup>th</sup> Thursday's of the month

<u>2013</u>	<u>2014</u>
July 11	January 9 (Public Budget Hearing)
July 25	January 23
August 8	February 4 (Deliberative Session)
August 22	<del>February 27</del> (Winter Break)
September 12	February 20 (Alternate for Winter Break)
September 26	March 11 (Ballot Voting)
October 10	March 27
October 24	April 10
November 14	<del>April 24</del> (Spring Break)
<del>November 28</del> (Thanksgiving Day)	April 17 (Alternate for Spring Break)
November 21 (Alternate day)	May 8
December 12 (Budget Review Workshop)	May 22
<del>December 26</del> (BAC/Board Budget Review)	June 12
December 19 (Alternate)	June 26

Suggested Dates:

Jan. 9 – Budget Hearing must be held before 3<sup>rd</sup> Tuesday in January.

Jan. 27 – Last day to post budget and warrant (last Monday in January) RSA 40:13, II (d).

Feb. 4 – Deliberative Session (RSA 40:13, II) to be held in the gym at NMHS.

NSB approved 3-28-2013.

# IX. Action

## E. Audit

Virginia M. Barry, Ph.D.  
Commissioner of Education  
Tel. 603-271-3144



Paul Leather  
Deputy Commissioner of Education  
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

May 7, 2013

MAY 10 2013

Mr. Irwin Sussman  
Superintendent of SAU #43  
9 Depot Street Suite 2  
Newport, N.H. 03773-1533

Dear Superintendent Sussman:

We have received the 2012 Annual Financial Report and Independent Auditor's Report for SAU #43, including the School Districts of Newport and Croydon.

Upon our review of those documents we do have some areas of concern. You have provided us with responses to each issue as follows:

- Audit Finding #12-01 – Within Newport's Student Activity Fund, all transactions must be approved for payment, and contain supporting documents prior to any checks being issued. A summary of all activities related to this fund should be forwarded to the SAU on a quarterly basis, and the Business Administrator should review all details of this account.

- Your Response: *We have added new personnel and they are monitoring this account. The Business Administrator will review the accounts on a monthly basis.*

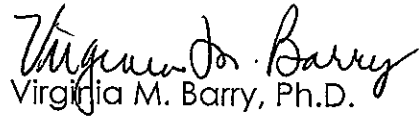
- Audit Finding #12-02 – This finding relates to both Title 1 and the Special Education federal grants. The School District needs to have in place policies and procedures regarding the acquisition, management and disposition of all equipment purchased with federal funds.

Your Response: *The School District will develop and adopt policies that meet or exceed Federal Guidelines.*

Superintendent Sussman, we appreciate the inclusion of your Corrective Action Plan for each of the above-noted areas of concern. Based upon the information provided, our decision is that you have met your audit requirements for fiscal year ending June 30, 2012.

Thank you for your continuing cooperation.

Sincerely,



Virginia M. Barry, Ph.D.  
Commissioner of Education

Cc: Ms. Deborah Connell, Administrator, Bureau of Integrated Programs  
NLH/kjf  
SAU #43-2011