

AGENDA  
SCHOOL ADMINISTRATIVE UNIT 70 BOARD  
REGULAR MEETING  
AUGUST 28, 2012  
6:00 P.M., HANOVER HIGH SCHOOL LIBRARY  
PUBLIC WELCOME

*This meeting will be convened in a public session. Other topics arising after the posting of this notice may be discussed and acted upon.*

1. Call to order - 6:00 p.m., Hanover High School Library
2. Public Input
3. Agenda review/additional items
4. Business requiring legal discussion
  - a. Superintendent Performance Evaluation Committee membership
5. Business requiring action
  - a. Approve minutes of nonpublic meeting of May 14 and the regular and nonpublic meetings of June 12, 2012
  - b. Revised proposal for formation of Four Chairs Committee
6. Reports and Communications
  - a. Report of the Chair
  - b. Superintendent's report
  - c. Report of the Assistant Superintendent for Business
  - d. Committee Reports
7. Nonpublic session in accordance with RSA 91-A:3 (II.a.) for discussion of personnel matters
8. Future agenda topics
  - a. November: Consider deletion of selected policies for placement in Administrative Procedures Manual and Personnel handbook
  - b. November: SAU 2013-14 budget presentation
9. Adjournment

NEXT SAU 70 MEETING: 7:00 p.m., Tuesday, November 13, 2012

*Minutes of this meeting will be available for public inspection within five business days after the meeting (RSA 91-A:2). Such minutes may be reviewed in the office of the Superintendent of Schools, 41 Lebanon Street, Suite 2, Hanover, NH.*

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***DRAFT***  
SAU 70 SCHOOL BOARD  
NONPUBLIC MEETING  
MONDAY, MAY 14, 2012  
HANOVER HIGH SCHOOL CLASSROOM

Minutes

Present: Board members Addante, Brisson, Callaghan, Carpenter, Cotter, Day, Kubik, Odell, Rhim (via phone), Spaeth, Tarnowski

Board member Asmus joined the meeting at 7:10 p.m.

1. The meeting convened at 6:30 pm
2. The Superintendent Performance Evaluation Committee reported to the board on this year's superintendent performance evaluation.
3. Board members discussed the 2011-12 superintendent's performance evaluation report and identified possible performance goals for next year.
4. Dr. Frank Bass was invited to join the executive session at 7:05 p.m. The board and Superintendent Bass discussed the report and his performance goals for 2012-13.
5. The meeting was adjourned at 7:50 p.m.

Respectfully submitted by Linda Addante, Superintendent Performance Evaluation  
Committee Chair

SAU 70 SCHOOL BOARD  
REGULAR MEETING  
TUESDAY, JUNE 12, 2012  
6:00 PM, HANOVER HIGH SCHOOL LIBRARY

Minutes

Present: Board members Addante, Asmus, Callaghan, Carpenter, Day, Kubik, Odell, Rhim, Spaeth and Tarnowski; Administrators Bass, Aubin. Recorded by R. Lohr

1. Call to Order – Chair Day called the meeting to order at 6:05 PM.

2. Agenda Reorder - Business Requiring Action

It was decided that the Board would go into nonpublic session after considering Approval of the Minutes and the Consent Agenda.

**Carey Callaghan made a motion that was seconded by Neil Odell to approve the minutes of the SAU 70 meeting and retreat of May 14, 2012, as submitted and amended. The motion passed unanimously.** The change in the regular meeting minutes in item 5 is to replace the word “negotiations” with “personnel matters.”

There was a request that a copy of the nonpublic meeting minutes of May 14, 2012, be submitted to the Board for approval at the next SAU meeting.

**Robin Carpenter made a motion that was seconded by Linda Addante to approve Policy DIA – Fund Balance Policy as submitted. The motion passed unanimously.**

**Robin Carpenter made a motion that was seconded by Linda Addante to approve the meeting schedule as submitted. The motion passed unanimously.**

**Robin Carpenter made a motion that was seconded by Linda to approve the meeting agenda template as submitted. The motion passed unanimously.**

3. Nonpublic Session

The Board will convene in nonpublic session to review information included in a confidential packet and to hear a report from the Superintendent’s Performance Evaluation Committee.

**Andrea Tarnowski made a motion that was seconded by Chris Kubik to enter nonpublic session in accordance with RSA 91-A:3 for discussion of personnel matters. The motion passed unanimously.** The roll call was taken and the Board entered nonpublic session at 6:12 PM.

The Board reconvened at 7:10 PM.

There was a motion made by Kari Asmus and seconded by Linda Addante to table the consideration of a motion to reestablish the Four Chairs Committee.

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4. Communications and Reports

Chair's Report

Chair Day announced that the next Board meeting will be held at 6:00 PM or 6:30 PM on August 28 prior to the scheduled Dresden meeting. The following SAU 70 Board meeting is scheduled for 7:00 PM Tuesday, November 13, 2012.

5. Adjournment

**Andrea Tarnowski made a motion that was seconded by Chris Kubik to adjourn. The motion passed unanimously.**

The meeting adjourned at 7:12 PM.

*DRAFT*  
SAU 70 SCHOOL BOARD  
NONPUBLIC MEETING  
TUESDAY, JUNE 12, 2012  
6:12 PM, HANOVER HIGH SCHOOL CLASSROOM

Minutes

Present: Board members Addante, Asmus, Callaghan, Carpenter, Day, Kubik, Odell, Rhim, Spaeth and Tarnowski; Superintendent Bass.

1. The meeting convened at 6:12 PM.
2. Kari Asmus moved and Carey Callaghan seconded a motion to adopt the June 12th evaluation report of Superintendent Frank Bass, along with attending conversations. The motion passed unanimously.
3. Superintendent Bass discussed his goals for the 2012-13 year with the Board.
4. Robin Carpenter moved and Linda Addante seconded a motion to adopt the 2012-13 goals presented by Superintendent Frank Bass. The motion passed unanimously.
5. Carey Callaghan moved and Kari Asmus seconded a motion to return to public session. The motion passed unanimously. The nonpublic meeting adjourned at 7:10 PM.

To: SAU Board Members  
From: Anne Day  
Date: June 6, 2012

Re: Charge for Four Chairs Committee

As you may recall, at our executive session with Frank on May 14th regarding his evaluation, Frank indicated that he thought it would be useful to have regular meetings with the chairs of each of the boards within the SAU to discuss efficiently issues relevant to all of the boards and to get feedback regarding his performance in meeting his goals.

While it might be possible for such a committee to function informally, there could be advantages to structuring this group as a formal committee of the SAU. First, as an SAU committee, the SAU board would delineate explicitly what the committee can and cannot do. Second, there would be transparency for the public regarding what this group does since it would unquestionably be subject to NH Open Meetings laws. Finally, doing so would document the Board's support for Frank's efforts to satisfy our goals for him.

Attached is a draft of what the charge to the committee could look like. It is thought that should the committee be formed, that it would initially meet monthly but that the meeting intervals could be adjusted in the future if necessary. We will be discussing the formation of the committee in open session at our meeting on the 12<sup>th</sup>.

**SAU Four Chairs Committee  
Draft Charge of the Committee**

The Four Chairs Committee will consist of the Chairs from the SAU, Dresden, Norwich and Hanover Boards and the Superintendent. The purpose of the committee will be to act as a sounding board for the Superintendent, to allow for transmittal of information relevant to all boards, to provide feedback to the Superintendent regarding his performance, and, when necessary, to discuss personnel issues in executive session. The Committee will meet on a set schedule. Any board member may attend the meetings. Committee meetings will be subject to New Hampshire Open Meeting laws for matters pertaining to the Dresden, SAU 70 and Hanover School Districts, as well as the schools located in Hanover and any general matters; they will be subject to Vermont Opening Meeting laws for matters pertaining to the Marion Cross School and the Norwich School District specifically.

The Committee will have no decision-making authority. If a decision needs to be made regarding a topic discussed at a committee meeting, the appropriate Chair will take the item back to his or her board for discussion and, if appropriate, action. If a topic affects more than one district, the SAU chair will bring it before the SAU board. Each Chair will regularly report to his or her board on the substance of matters discussed at Committee meetings.

Any Chair or the Superintendent may place an item on the agenda, though the SAU chair will coordinate development of the agenda and will chair the meetings.

**SCHOOL ADMINISTRATIVE UNIT #70**  
**Dresden, Hanover, and Norwich School Districts**

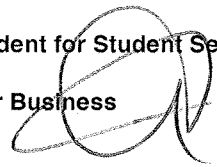
**Memorandum**

**To:** SAU School Board  
 Franklyn G. Bass, PhD, Superintendent  
 Joanne Roberts, EdD, Assistant Superintendent for Student Services

**From:** John P. Aubin, Assistant Superintendent for Business

**Re:** SAU Year End Financial Statement

**Date:** August 22, 2012



I am attaching pages showing the year-end financial position of the SAU. These reports are not yet audited. The below table shows the SAU's statement of fund balance as of June 30, 2012. This table shows that the beginning fund balance used to reduce district assessments was budgeted at \$32,400. The actual fund balance for July 1, 2011 was \$114,680. Against a revenue budget for the current year of \$1,155,440 the SAU received \$1,169,488, a favorable variance of \$14,048. Against an expense budget of \$1,187,991, the SAU expended \$1,154,394, a favorable balance of \$33,597. Adding the actual revenues, and subtracting the actual expenditures from the beginning year fund balance results in a total year-end fund balance of \$129,774. The adopted budget for 2012-13 anticipated the use of \$66,946 from fund balance.

**SCHOOL ADMINISTRATIVE UNIT #70**  
 Financial Report  
 for the Year 2011-12 as of  
 June 30, 2012

	Budget	Unaudited Year-End Actual	Variance favorable/ (unfavorable)
<b>Beginning Year Balance</b>	\$32,400	\$114,680	\$82,280
plus Revenues	\$1,155,440	\$1,169,488	\$14,048
less Expenditures	\$1,187,991	\$1,154,394	\$33,597
<b>equals Ending Year Balance</b>	(\$151)	\$129,774	\$129,925

Attached pages 2 through 4 detail revenue and expense activity for the SAU. The biggest single revenue variance is income from the "retiree drug subsidy". Income from this source totaled \$24,865, \$14,408 over the budget estimate. Other revenue variances are minor. Most expense variances are minor, the larger are:

<u>Account</u>	<u>Object</u>	<u>Variance</u>
• <b>Medical Insurance</b>	211	\$5,464
• <b>Retirement</b>	221	\$14,155
• <b>Other Professional Services</b>	340	\$8,563



SCHOOL ADMINISTRATIVE UNIT #70		2011-12		2011-12	Balance
Revenue Report as of		Adopted	YTD	Anticipated	Favorable/
June 30, 2012		Budget		Actual	(Unfavorable)
<b>REVENUES</b>					
<b>District Assessments:</b>					
1121	Dresden	\$692,241	\$692,241	\$692,241	\$0
1122	Hanover	280,593	280,593	280,593	0
1123	Norwich	170,856	170,856	170,856	0
	<b>Subtotal</b>	<b>1,143,690</b>	<b>1,143,690</b>	<b>1,143,690</b>	<b>0</b>
<b>Other Income:</b>					
1510	Interest Income	1,000	505	505	(495)
1980	Refund of Prior Year Expense	500	128	128	(372)
1990	Miscellaneous Income	250	300	300	50
1990	Retiree Drug Subsidy	10,000	24,865	24,865	14,865
	<b>Subtotal</b>	<b>11,750</b>	<b>25,798</b>	<b>25,798</b>	<b>14,048</b>
<b>Total Current Year Revenues</b>		<b>\$1,155,440</b>	<b>\$1,169,488</b>	<b>\$1,169,488</b>	<b>\$14,048</b>

SCHOOL ADMINISTRATIVE UNIT #70		2011-12		Variance
Financial Report as of		Adopted	Exp	favorable
May 10, 2012		Budget	YTD	(unfavorable)
<b>EXPENDITURES</b>				
<b>1xx</b>	<b>Salaries</b>			
110	Administrator Salaries	418,907	418,043	864
111	Office Support Staff	94,214	94,243	(29)
112	Admin Support Staff	227,569	229,510	(1,941)
119	Asst Supt/Admin Help	20,000	18,080	1,920
118	Subs & Overtime	1,000	400	600
120	Accrued Vacation Leave	2,000	0	2,000
200	Retiree Wages	0	0	0
	<b>Subtotal</b>	763,690	760,276	3,414
<b>2xx</b>	<b>Payroll Tax &amp; Employee Benefits</b>			
211	Medical Insurance	120,153	114,689	5,464
212	Dental Insurance	7,802	11,283	(3,481)
213	Life Insurance	1,829	2,035	(206)
214	Workers Comp Ins	2,111	1,787	324
215	Disability Insurance	2,904	2,290	614
216	Flex Plan Fees	0	0	0
220	Annuity	20,224	24,880	(4,656)
221	Retirement	76,560	62,405	14,155
230	FICA	53,766	53,986	(220)
260	Unemp Comp Ins	401	500	(99)
	<b>Subtotal</b>	285,750	273,854	11,896
<b>272</b>	<b>Conferences &amp; Staff Development</b>			
0000	Support Staff	2,500	2,839	(339)
0100	Superintendent	2,500	492	2,008
0200	Asst Supt/Business	2,250	2,649	(399)
0300	Asst Supt/Spec Svcs	1,000	2,138	(1,138)
0400	Technology Director	2,000	0	2,000
	<b>Subtotal</b>	10,250	8,118	2,132
<b>3xx</b>	<b>Professional/Technical Services</b>	0		
340	Other Professional Services	10,710	2,147	8,563
390	Auditors	5,000	5,362	(362)
391	Legal Fees	2,500	5,037	(2,537)
	<b>Subtotal</b>	18,210	12,545	5,665
<b>4xx</b>	<b>Contract Services</b>			
0000	Other Prof Services	0	0	0
0100	Equip Maint Contr	18,000	14,828	3,172
0200	Computer Programming	2,000	3,318	(1,318)
0300	Curriculum Resources	500	450	50
0400	SAU Wide Meetings	1,200	3,686	(2,486)
0500	On Line Services	2,400	252	2,148
452	Copy Machine	13,000	11,408	1,592
	<b>Subtotal</b>	37,501	33,943	3,558
<b>515</b>	<b>Travel &amp; Other Local Expenses</b>			
0000	Support Staff	2,750	1,675	1,075
0100	Superintendent	750	1,275	(525)
0200	Asst Supt/Business	2,400	3,391	(991)
0300	Asst Supt/Spec Svcs	2,500	847	1,653
0400	Tech Director	1,500	0	1,500
	<b>Subtotal</b>	9,900	7,188	2,712
<b>5xx</b>	<b>Other Purchased Services</b>			
520	Insurance--P&L	2,790	2,791	(1)
531	Telephone	2,250	2,021	229
532	Postage	5,200	5,194	6
540	Advertising	5,000	6,595	(1,595)
541	Recruitment	15,000	10,396	4,604
610	Supplies	16,000	16,541	(541)
630	Publications	2,000	664	1,336
	<b>Subtotal</b>	48,240	44,203	4,037
<b>730</b>	<b>Equipment</b>			
0000	Equipment	5,000	2,931	2,069
	<b>Subtotal</b>	5,000	2,931	2,069

SCHOOL ADMINISTRATIVE UNIT #70		2011-12		Variance
Financial Report as of		Adopted	Exp	favorable
May 10, 2012		Budget	YTD	(unfavorable)
<b>810</b>	<b>Professional Dues</b>			
0000	Support Staff	400	325	75
0100	Superintendent	4,500	5,547	(1,047)
0200	Asst Supt/Business	500	474	26
0300	Asst Supt/Spec Svcs	1,900	1,688	213
400	Board Expenses	150	1,233	(1,083)
400	Tech Director	500	0	500
811	Organizational Dues:	1,500	2,070	(570)
	<i>Subtotal</i>	9,450	11,336	(1,886)
870	Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>		\$1,187,991	\$1,154,394	\$33,597