

**SAU 18 School Board**  
**Jennie D. Blake School, Cafeteria - Hill**  
**May 26, 2009**  
**7:00 PM**

**Meeting Minutes**

**SAU Board Members Present:**

Chairwoman Toni Dooley, Harry Graves, Donna Gilbreth, M. Katharine Fuller, Kathleen Russo, Karen Grzelak, Carlos Cardona, Tracy Goldthwaite, Karen Hildreth, Ray Yonaitis,

**Not Present:**

Steve Barton and Shelly Henry

**Administration:**

Superintendent Jo Ellen Divoll, Assistant Superintendent Amy Cammack, Director of Technology and Curriculum Assessment Rebecca Gagnon, Principal Alice Farris

**Others:**

Mr. Russo (Franklin Community Member), Paula McDonough (parent), Lisa Rousseau (parent), Gerard Desrochers (Hill Community Member), Student Council Representatives Alex Palermo and Kaitlin Gagnon, School Board Secretary Cathy Viau

**MOTION:**            Karen Hildreth moved and Carlos Cardona seconded to hold the SAU #18 Board Meeting due to a posting violation 91A:3.

Some discussion took place amongst the board to be sure that the meetings are posted clearly, timely and properly on the website, school signs and that times are also placed on all Notices of Meeting. It was also entertained that the SAU Meetings be posted on the Town of Hill website. It was also discussed and agreed upon by the Board and Superintendent Jo Ellen Divoll would mark clear linked pathways to the board agenda and meeting minutes or be placed on the front pages of the website of each school and main page.

Motion Carried – UNANIMOUS

Salute to the Flag

Approval of Minutes of May 7, 2009

**Approval of Minutes**

**MOTION:**            Karen Grzelak moved and Karen Hildreth seconded to accept the minutes of May 7, 2009 as presented

Board Member Kathleen Russo asked that the submitted e-mail from Kathleen Russo, replied to all, be attached to the May 7, 2009 meeting minutes.

**Motion Carried – UNANIMOUS**

**Recognitions** (Recognition of individuals and organizations)

Kathleen Russo recognized Bessie Rowell School Principal Kevin Barbour for his hospitality, openness, and accommodations during a tour of the school.

Carlos Cardona recognized Art Ellis for doing a great job on the budget along with the other administration.

**Discussion, SAU Office/Sub-Committee's Reports**

**MOTION:** Kathleen Russo moved and Ray Yonaitas seconded to move agenda #1 Discussion, SAU Office/Sub-Committee's Reports to be combined with agenda #7 Discussion, Creation of Sub-Committees (include board member, teacher, community member, parent (not a teacher-parent from the school district))

**Motion Carried – UNANIMOUS**

**Old Business**

**Discussion, Communication of SAU School Board meetings and agendas.**

Discussion of the timeline for posting meeting minute drafts to be posted within 72 hours with non-public and within six (6) days without non-public was held. Superintendent Divoll explained that we will do our best to follow this but that it becomes very time consuming when there are multiple extra meetings for each board within such a small time frame. Again, some discussion took place regarding more clear placement of the meeting minutes and agendas.

Discussion was also held regarding the Communication Committee and the entities that it covers. As explained, this is a Franklin Committee which all parents of Franklin and Hill are encouraged to participate in. It is however, formed and based upon Franklin Policies, guidelines, handbooks, etc. This does include those Hill students who attend the FMS and FHS. Parental Complaint chain of command would be followed by both Franklin and Hill. Jennie D. Blake Elementary School students would be referred to the Hill School Board whereas Paul Smith, Bessie Rowell, Franklin Middle and Franklin High School Students would be reporting to the Franklin School Board as one of the final commands. Middle and High School Students, whether Franklin or Hill, would go through the Franklin School Board due to the fact that it refers to the school and district of origin.

Carlos Cardona requested that the Communications Committee send a report to the SAU so that the Hill Board can also be aware of what is occurring even though it is a Franklin Committee. It does affect the Middle School and High School Hill Students. Ray Yonaitis asked that the board be e-mailed regarding the meetings, minutes and agenda, as well.

Superintendent Divoll suggested that once the final report is complete the Committee could come to the SAU Board and the recommendations could be adopted as a process for all SAU business. More work would need to be done in Hill to bring them up to the same level. There is concern that Hill and Franklin will not have the same

communication process unless it is brought to the SAU level. Chairwoman Fuller welcomed the past procedure of having one board member from Hill (one consistent or rotating) attend all of the Franklin Communication Committee meetings or other committees as an official representative. This would allow Hill to obtain all of the information provided.

The agenda for the next Communication Meeting being held on June 3 at 6 PM in the Middle School Library is: modes of communication for various issues, a sense of what parents want, when a parent enrolls their student demographics will be inquired about and if there are two parents that share custody and communication should be done with both parents, handbook consistency for 2009-2010, process, etc.

**MOTION:** Kathleen Russo moved and Karen Grzelak seconded to have the SAU Board request the Superintendent ask the chairperson of the Communication Committee to e-mail or otherwise directly contact the Hill Board Members of meetings, minutes and attach them to the Hill agenda.

**Motion Carried – UNANIMOUS**

**Discussion, Status of the Legality of the SAU Treasurer, Karen Grzelak to sign OMB Forms**

Jo Ellen Divoll, Superintendent, explained the OMB Forms and the signing process. Superintendent Divoll explained, by referencing a blank OMB Form, who is legally allowed to sign the forms. She stated that it must be someone who is responsible for the day to day financial operation of the School. Superintendent Divoll also explained that when the SAU Board meets, the people who are allowed to sign are appointed at that time. This was done in the April Meeting. She also reminded them that the SAU Office will be providing each district with monthly updates and information in regards to the grants to keep the boards informed.

**Discussion, Policies for the SAU School Board – subcommittee reporting at board meetings**

Currently, there are no policies to discuss at this time.

**MOTION:** Karen Hildreth moved and Ray Yonaitas seconded to move this agenda item number 4 to be added to agenda items number 1 and 7.

**Motion Carried – UNANIMOUS**

**Approval, Emergency Plans**

Superintendent Divoll explained the emergency plan packet in color. In this explanation she discussed the different topics included, how each classroom and all other rooms will have one available in plastic inserts, and how they are used in an emergency situation. For every incident that happens, there are four responses (evacuation, reverse evacuation, lockdown, and shelter in place). Examples of each of these were given. Once approved, Superintendent Divoll will be holding an in-service regarding the use of these books prior to the next school year. She also explained that each school is obligated to hold these drills to ensure that proper procedures are followed. One drill that has not been done yet is one that takes the children to another destination. Walkie Talkies are used for communication purposes as well. “The priority of the teacher is the children,” stated by Superintendent Divoll.

This booklet was developed with the assistance of Homeland Security (Greg Champlain), the prior Fire Chief, the Franklin Police Department and ideas from another company who has developed this type of Emergency Plans. The Hill Police Department was not available at that time. The new Franklin Fire Chief will be contacted.

Some of the concerns the board discussed were more information and follow-up is needed for the utility portion (i.e. natural gas used at three of the schools, etc.), confidentiality of students' information when students are moved to another facility, release of children to the appropriate person with caution regarding custody issues (listings to be supplied with this information), substitute situations and student listings. Principals are responsible for the MMS demographics of the students and would go where the children are brought to. Jo Ellen Divoll also explained that there is more documentation that will go with the booklet. Jo Ellen Divoll and Ray Yonaitis will be following up with the Fire Department and Utility companies for more information.

**MOTION:** Katharine Fuller moved and Karen Grzelak seconded to accept the Emergency Plans as presented subject to any additions and revisions recommended by the Gas, Safety Officers and Fire Departments' experts.

Some more discussion took place regarding this and staff responsibilities. Superintendent Divoll will follow-up with the proper people such as the Fire Department and Gas Company. The Emergency Plan will be brought up to the board at the SAU Meetings to keep everyone updated regarding changes.

**AMENDMENT:** Karen Hildreth moved and Karen Grzelak seconded that the SAU Board would be presented with any revisions no later than the end of December 2009.

**Amendment Failed – 4 in favor, 5 opposing, and 1 abstention**

**ORIGINAL MOTION PASSES: 7 in favor, 2 opposing, and 1 abstention**

#### **Discussion, Winnisquam Lawsuit**

Superintendent Divoll explained that currently we are not named in the Winnisquam Lawsuit. She also stated that she would contact each board member should something arise in the future. This will be presented in a non-public session.

#### **Public Participation**

Paula McDonough, Hill parent, had questions regarding the Communication Committee. She also asked for clarification of Hill parental participation and its validity in each district. It was clarified that this is a Franklin School Board developed committee and Hill parents are welcome to be a part of this. These questions were addressed and explained by several of the board members and Superintendent Divoll.

Lisa Rousseau and Paula McDonough asked for clarification of the chain of command for parental issues for Hill and Franklin Students. Superintendent Divoll and board members explained the process of the chain of command for parental issues follow the school and its district accordingly.

Some discussion was held regarding the area agreement between Hill and Franklin School Districts.

#### **New Business**

**Discussion,** Creation of Sub-Committees (include board member, teacher, community member, parent (not a teacher-parent from the school district) ~ Toni Dooley

- a. Policy Committee
- b. Superintendent Evaluation Committee

- c. Strategic Planning Committee
- d. DINI Report
- e. Evaluation Report

Discussion was held regarding each of these items. There was some concern about the wording of the final part of “not a teacher-parent from the school district.” It is recommended that the Policy Committee and Superintendent Evaluation Committee be made up of the Board Members. This may include input from outside of the board such as teachers, administrators, parents, etc. It was found that the DINI Report is strictly Franklin School District. There is already a Strategic Planning Committee but it is in need of adding members to this since some the prior members have left the board. The Evaluation Report is the same as the Superintendent Evaluation Committee. Carlos Cardona recommended that board work directly with Superintendent Divoll to better address any issues as they may arise rather than wait until evaluation time to bridge the gap and in fairness to all.

Previous procedures of the Superintendent Evaluation Committee were discussed both positively and negatively. It was suggested to do things slightly different to be fair to both sides by some board members. It was also mentioned that decisions regarding issues, such as the superintendent evaluations, need to be made by vote from the board as a whole and not by individuals or less than a quorum according to the School Board Association. It was also recognized this information may not be on minutes since this would take place in non-public session and records may be sealed. It was also addressed that the following should be done as well: Strategic Planning Goals, SAU Policies, and Goals from the Board. Superintendent Jo Ellen Divoll suggested that a special meeting or retreat needs to be held to finish the Strategic Plan Update for the upcoming school year with the aid of an outside facilitator. Since the School Board has not, at this time, provided the superintendent with goals, Superintendent Divoll developed some goals. Once the strategic goals are in place, both the Board and the Superintendent will have something to base the evaluations and performance of the Districts and the Superintendent.

**MOTION:** Katharine Fuller moved and Ray Yonaitis seconded to table the motion and go into non-public session RSA 91A:3, II Paragraph IIa Superintendent Evaluation at 9:05 PM.

**Roll Call – All in Favor**

**MOTION:** Tracy Goldthwaite moved and Karen Grzelak seconded to end the non-public session at 9:30 PM.

**Motion Carried – UNANIMOUS**

**MOTION:** Katharine Fuller moved and Karen Grzelaz seconded to move that the SAU Board give direction to the Superintendent to set up a date and a team to assist the entire SAU Board in the development of the Strategic Planning Goals in way of a retreat.

Superintendent Divoll will be looking for a facilitator, get some dates, then she will send them out to all of the board for this meeting per the SAU School Board. The facilitator would be paid from the SAU Budget. This meeting will last until the goals have been completely established regardless of how long it takes. The board agrees that this needs to take place as soon as possible, prior to the beginning of school. Kathleen Russo also offered to get the name of a facilitator.

**Motion Carried - UNANIMOUS**

**MOTION:** Carlos Cardona moved and Kathleen Russo seconded to have the retreat locally and as soon as possible.

**Motion Carried – UNANIMOUS**

**MOTION:** Kathleen Russo moved and Tracy Goldthwaite seconded that the SAU Board create the Policy Committee and Superintendent Evaluation Committee that we elect the people who wish to be on each of these boards.

Discussion took place to decide, by name, the people who would be on each of these committees. Kathleen Russo expressed that she would like to establish the members of these boards this evening. While Katharine Fuller expressed that what ever the board creates becomes public (in regards to the process) and so it is up to the board to communicate to the people that they are more than welcome to come to these committees and participate by given their input but that they are “Board” Committees. Mrs. Fuller reminded them that anything that discusses personnel and the specifics needs to be non-public. Carlos Cardona recommended that they wait on developing a Superintendent Evaluation Committee until after the development of the Strategic Plan and goals are in place. Ray Yonaitis was concerned about time constraints in regards to the evaluation committee. Harry Graves suggested that the Strategic Plans will only have been in place for a couple of months and may not be the only source used for evaluation. Mr. Graves felt that this was unfair to the Superintendent and her staff to be evaluated on progress within such a short period of time. Kathleen Russo expressed her concern that if the evaluation committee is not developed quickly, this may inhibit the time constraints. Katharine Fuller suggested that the board accept, for consideration, the Superintendents Evaluation Timeline Recommendation, the Evaluation Committee, made up of Board Members, using the existing evaluation tools that need to be modified, the existing goals that were voted on in April, along with the tools discussed regarding the duties and responsibilities of the Superintendent.

Mrs. Fuller continued to discuss that using this timeline, existing goals, laws, responsibilities, and other tools available to evaluate. Karen Hildreth proposed that the evaluation should be one that not only fits the current situation but should be standard so that it may used for anyone in the position of Superintendent in the future. Ray Yonaitis also recommended that the Board update the Superintendent Job Description which goes July 1<sup>st</sup> thru June 31<sup>st</sup>. Chairwoman Toni Dooley recommended that the Board and Superintendent Divoll work together to develop the goals.

**Motion Carried – UNANIMOUS**

**MOTION:** Katharine Fuller moved and Harry Graves seconded that the Superintendent Evaluation Committee follow the timeline as amended with the following changes: (1) that the initial review occur no later than September 1<sup>st</sup> to include; (2) a bullet under October: The Superintendent provide the board with the provided contract copies and letter , (3) no later than December 31<sup>st</sup> , the board would meet with Superintendent and reviews evaluation, the Superintendent responds and the Superintendent prepares new goals and that the SAU Board adopts new goals; (4) January’s meeting be removed.

Kathleen Russo recommended that they move this up due to time constraints to coincide with the contract. She also recommended that October 30, that they would need a copy and a letter with that. Mrs. Russo recommended that the Superintendent’s response to the evaluation, she suggested, should be moved to be by December 31<sup>st</sup>, that way it is measureable. Her other suggestion was that the goals be developed in January for school year 2010-2011.

It was the consensus that the Board Members that they will contact, either by e-mail or phone, Superintendent Divoll to volunteer for the committee that they wish to participate in. Superintendent Divoll will then send an e-mail out or call (mail) with the updated list of who is on each of the committees. This will also be attached to the meeting minutes.

**Motion Carried – UNANIMOUS**

**Discussion, Hiring Practices/Policies**

No discussion took place regarding this since there are no SAU Policies in place at this time. This is to be placed under the policy committee.

**Personnel**

**Approval**, to accept the nomination of Arthur Ellis as Business Administrator with a salary of \$70,128 (PhD). (Contract Included)

**MOTION:** Karen Grzelak moved and Carlos Cardona seconded to accept the nomination of Arthur Ellis as Business Administrator with a salary of \$70,128 (PhD). (Contract Included)

Karen Grzelak gave an update since she and Toni Dooley were part of the Interview Committee. There were three (3) candidates interviewed and many more resumes sent.

Clarification was made that this is an eight (8) hours per day five (5) days per week, vacation time allotted, benefits and meetings (as needed and pertained). After asked, it was also stated that Hill pays 9.9 to 10% of this amount. One change does need to be made to the job description of the Business Administrator. This change is that letter (b) regarding the hiring of custodial staff be removed.

**Motion Carried – UNANIMOUS**

**Discussion, Superintendent Evaluation Timeline.**

This was discussed previously in the minutes and agenda.

**Adjournment**

On a motion by Karen Grzelak, seconded by Carlos Cardona, the meeting adjourned at 10:15 PM

Information:

1. OMB Form
2. Expenditure Report
3. Letter to Melanson Heath & Company, PC