

SAU 41 GOVERNING BOARD  
DECEMBER 23, 2019  
MEETING MINUTES

A regular meeting of the SAU 41 Governing Board was conducted on Monday, December 23, 2019 at 6:25 p.m. at the Hollis Brookline Middle School.

Cindy VanCoughnett, Vice Chairman, presided:

Members of the Board Present: Tammy Fareed, Treasurer  
Holly Deurloo Babcock, Chairman, COOP School Board  
Kenneth Haag, Vice Chairman, Brookline School Board  
Amy Kellner, Hollis School Board  
Melanie Levesque, COOP School Board (arrived at 6:29 p.m.)  
Matthew Maguire, Chairman, Brookline School Board  
Robert Mann, Chairman, Hollis School Board (arrived at 6:31 p.m.)  
Caryl Roy, Hollis School Board (arrived at 6:29 p.m.)  
Tom Solon, Vice Chairman, COOP School Board  
Krista Whalen, COOP School Board

Members of the Board Absent: Erin Sarris, Chairman  
Brooke Arthur, Secretary  
Elizabeth Brown, COOP School Board  
Rebecca Howie, Secretary, Brookline School Board  
Alison Marsano, Brookline School Board  
Beth Williams, Secretary, COOP School Board

Also in Attendance: Andrew Corey, Superintendent  
Bob Thompson, Assistant Superintendent of Student Services  
Kelly Seeley, Business Administrator  
Linda Sherwood, Assistant Business Administrator

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**APPOINTMENT OF PROCESS OBSERVER**

Vice Chairman VanCoughnett appointed Krista Whalen to serve as Process Observer.

**AGENDA ADJUSTMENTS**

Noted was the desire to table deliberation on policies until the next meeting.

**MOTION BY MEMBER KELLNER TO TABLE THE POLICIES IDENTIFIED UNDER  
DELIBERATION UNTIL THE NEXT REGULARLY SCHEDULED MEETING  
MOTION SECONDED BY MEMBER HAAG  
MOTION CARRIED  
9-0-0**

**CORRESPONDENCE**

Superintendent Corey informed the Board that the Chairman of each of the district school boards is working with the Superintendent Performance Evaluation Committee (SPEC). Boards are beginning to schedule their non-public meetings over the month of January to address that issue.

Having provided information relative to the evaluation under the heading of correspondence, Superintendent Corey suggested the agenda item to provide an update could be removed.

*There being no objection, the agenda was amended as requested.*

**FY21 BUDGET PUBLIC HEARING**

**MOTION BY MEMBER ROY TO RECESS UNTIL THE CONCLUSION OF THE PUBLIC HEARING ON THE PROPOSED FY21 BUDGET**

**MOTION SECONDED BY MEMBER WHALEN**

**MOTION CARRIED**

**9-0**

*The Board recessed at 6:28 p.m.*

*The Board reconvened at 6:51 p.m.*

**PUBLIC INPUT** - None

**APPROVAL OF MEETING MINUTES**

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*The following amendments were offered:*

Page 5, Line 29; “student” should be plural

Page 5, Line 36; delete “and” following “fields”

Page 7, Line 21; replace “the” with “they”

Page 17, Line 12; delete “be” before “comply”

**MOTION BY MEMBER SOLON TO APPROVE, AS AMENDED**

**MOTION SECONDED BY MEMBER WHALEN**

**MOTION CARRIED**

**9-0**

*Members Roy and Whalen Abstained*

**DELIBERATIONS**

- To see what action the Board will take regarding the SAU 41 FY21 Operating Budget

**MOTION BY MEMBER MANN TO APPROVE THE FY21 BUDGET IN THE TOTAL AMOUNT OF ONE MILLION EIGHT HUNDRED SEVEN THOUSAND ONE HUNDRED DOLLARS (\$1,807,100)**

**MOTION SECONDED BY MEMBER SOLON**

ON THE QUESTION

Mr. Maguire questioned whether the apportionment formula utilized differs for a SAU. Kelly Seeley, Business Administrator, stated it to be a combination of Equalized Value (EV) and Average Daily Membership (ADM). Mr. Solon stated the formula to be 50/50 ADM/EV. Ms. Seeley indicated the numbers for the EV are received from the State.

Mr. Solon questioned if the COOP portion is then reapportioned by the COOP formula. Superintendent Corey stated the \$910,255 becomes the dollar amount that is assigned to the COOP budget. Following passage by the voters, the calculations are done relative to reducing the budget amount by the offsetting revenue, and the remaining dollars are funded through the apportionment formula, which will be voted on January 29<sup>th</sup>.

Mr. Solon asked for additional clarification of the \$9,000 (of the \$11,100) increase under the heading of services; specifically, where the cost was previously listed, and was told it was formerly included under the heading of wages as it was an employee performing the function.

Asked why the cost of professional development would be decreased, Superintendent Corey stated it to be based on coursework, etc. employees will participate in.

Mr. Mann questioned the reduction in the line item for professional services - training (\$1,500 or 42.9%). Superintendent Corey responded that is similar to the reduction in professional development; monies are allocated depending on the needs of the district in a given year.

Asked about the merit pool (monies set aside to cover the cost of increases to merit employees), Superintendent Corey stated his belief it is adequately funded. The Board established the process of it being a funded option out of the UFB. There is the ability for the Board to look to the UFB for additional funds should the desire exist to exceed what is allocated. A vote of the Board would be required for such action. Asked what the current balance allows for in terms of an increase, he indicated it is in the area of 2% per person.

Mr. Solon questioned where the rental cost of the building appears in the budget, and was informed it is under the heading of Maintenance – Rent (\$23,970). He questioned if FY21 would be a year with an increase, and was informed it is the second year it is at a flat rate.

Ms. Levesque questioned the typical use of UFB. Ms. Fareed reiterated the intended use of UFB as noted in the Public Hearing; \$10,000 for the hiring contingency, \$2,500 travel line item, computer purchases \$1,000, and approx. \$6,500 for the Government Accounting Standards Board (GASB) end-of-year post employment report.

Superintendent Corey commented during lean years, the Board has allocated monies from the UFB to offset the tax rate. For the past few years, the Board has identified 7-10% as the range for the percentage of the budget to be retained, and has utilized the fund for one-time expenses. The projected FY21 ending balance would represent 7.8%. He noted when utilizing funds from the UFB to offset the tax rate in one year, in the following year that amount represents a revenue item that is not available and ultimately results in a spike in the amount that has to be raised through taxes.

Asked if there would be savings achieved by the individual districts as a result of the new position of Facilities Director, Superintendent Corey responded, in the COOP District, with the new facilities person

coming on board, there would be the elimination of the administrator in the custodial staff. Long-term savings should be achieved through efficiencies, e.g., the position would aid with the Capital Improvement Plans, expertise around boilers, etc.

**MOTION CARRIED**

**9-0**

- To see what action the Board will take regarding Policy **GBEF** - School District Internet Access for Staff
- To see what action the Board will take regarding Policy **EHAA** - Computer Security, E-Mail, Internet Communications
- To see what action the Board will take regarding Policy **ECAF** - Audio and Video Surveillance on School Buses
- To see what action the Board will take regarding Policy **BBBH** - Organization and Operation of SAU Joint Board
- To see what action the Board will take regarding Policy **JICL** – School District Internet Access for Students

**REPORT OUT BY PROCESS OBSERVER**

Ms. Whalen spoke of the efficiency with which the meeting was run.

**ADJOURNMENT**

**MOTION BY MEMBER WHALEN TO ADJOURN**

**MOTION SECONDED BY MEMBER SOLON**

**MOTION CARRIED**

**9-0**

The December 23, 2019 meeting of the SAU 41 Governing Board was adjourned at 7:06 p.m.

Date \_\_\_\_\_ Signed \_\_\_\_\_