

SAU 41 GOVERNING BOARD

AGENDA

Thursday, October 15, 2020

6:00PM

CSDA

Times are estimates only and subject to change without notice

6:00 Call to Order

Appointment of Process Observer

Agenda Adjustments

Correspondence

6:10 Public Input

6:20 Discussion

- SAU Goals Update
- Update Facilities position
- SAU Fiscal Year 2022 draft budget
- SAU Fiscal Year 2020 budget update
- SAU Facilities – long term lease

7:15 Deliberation

- To see what action the Board will take regarding the policy memo that will be discussed at the meeting

7:30 Approval of Minutes

7:40 Non – Public - under RSA 91-A: 3II (a) Compensation and/or (c) Reputation

8:15 Motion to Adjourn

SAU #41 FY22 Budget Proposal

Draft 3c-- 3% CPI and 10.9% GMR, adding lease (In 94)

ADJUSTED Operating budget authorized the previous year, reduced and increased, as the case may be, and other obligations, and reduced by one time expenditure not likely to recur in the succeeding budget.

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					FY22 Proposed Budget	\$ Change FY22 less FY21		% change over fy21	FY22 Adjusted	adj variance	Notes
Description		FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget						
1	Superintendent										
2	Salary	\$142,900	\$149,331	\$154,550	\$159,187	\$163,963	\$4,776	3.0%	\$163,963		admin contracts: "increase will be avg % change in CPI, between 2 and 4 %"
3	Salary, Admin Assistant	\$29,173	\$0	\$0	\$0	\$0	\$0	-	\$0		fy18 Maryann
4	Conferences	\$125	\$125	\$214	\$500	\$250	-\$250	-50.0%	\$250		
5	Telephone, Contract	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%	\$1,500		\$125 per month
6	Travel, Contract	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0.0%	\$3,000		\$250 per month
7	Travel -Conferences	\$383	\$386	\$494	\$1,000	\$600	-\$400	-40.0%	\$600		
8	Travel-Out of District	\$372	\$1,268	\$448	\$1,000	\$1,000	\$0	0.0%	\$1,000		
9	Dues	\$5,513	\$5,796	\$5,919	\$6,475	\$6,350	-\$125	-1.9%	\$6,350		required, see dues worksheet
10	TOTAL SUPERINTENDENT	\$182,967	\$161,406	\$166,125	\$172,662	\$176,663	\$4,001	2.3%	\$176,663		
11	Asst Superintendent of Curriculum										
12	Salary	\$108,000	\$116,000	\$122,212	\$125,878	\$129,654	\$3,776	3.0%	\$129,654		
13	Conferences	\$538	\$742	\$219	\$800	\$500	-\$300	-37.5%	\$500		
14	Telephone-Contract	\$1,200	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$1,800		\$150/mo
15	Travel -Contract	\$1,200	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$1,800		\$150/mo
16	Travel -Conferences	\$689	\$2,248	\$117	\$1,200	\$500	-\$700	-58.3%	\$500		sometimes use grant \$
17	Travel- Out of District	\$193	\$220	\$133	\$250	\$250	\$0	0.0%	\$250		
18	Dues	\$2,544	\$2,608	\$2,859	\$2,875	\$2,950	\$75	2.6%	\$2,950		required, see dues worksheet
19	TOTAL ASST. SUPERINTENDENT	\$114,364	\$125,417	\$129,140	\$134,603	\$137,454	\$2,851	2.1%	\$137,454		
20	Governing Board										
21	School Board Secretary Stipend	\$700	\$920	\$645	\$920	\$920	\$0	0.0%	\$920		Dawn MacMillan \$20/hr (fy21 46 hrs budget)
22	Treasurer Stipend	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600		Bob Rochford district treasurer
23	TOTAL GOV. BOARD	\$1,300	\$1,520	\$1,245	\$1,520	\$1,520	\$0	0.0%	\$1,520		

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	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
24	Student Services										
25	Salary, Asst. Super of Student Services	\$105,350	\$108,405	\$114,338	\$119,223	\$122,800	\$3,577	3.0%	\$122,800		
26	Salary, Transition Coordinator			\$54,202	\$0	\$0	\$0	-	\$0		fy20 Amy transition to Bob
27	Salary - Asst. Director of Student Services	\$72,775	\$74,885	\$50,700	\$80,700	\$83,121	\$2,421	3.0%	\$83,121		fy21 Amy sal 78K + \$2700 mentoring stipend
28	Salary, Student Services Admin Asst.	\$43,680	\$44,948	\$46,747	\$47,959	\$47,959	\$0	0.0%	\$47,959		support staff raises reported on line 123
29	Course Reimbursement	\$11,878	\$130	\$6,515	\$0	\$0	\$0	-	\$0		fy19 Amy's certification
30	Conferences	\$1,270	\$775	\$846	\$2,770	\$1,000	-\$1,770	-63.9%	\$1,000		
31	Contracted Services	\$7,225	\$0	\$0	\$0	\$0	\$0	-	\$0		fy18 Jenn Dolloff help for Amy Rowe
32	Telephone-Contract	\$1,800	\$1,800	\$2,500	\$1,800	\$2,400	\$600	33.3%	\$2,400		Bob 1200 +Amy 1200; + in fy20 Anne E \$100; was 1200 Amy + 600 Anne
33	Travel- In District- contract	\$900	\$900	\$1,800	\$900	\$1,800	\$900	100.0%	\$1,800		Bob 900 +Amy 900; was 900 just for Bob
34	Travel- ADSS Out of District	\$1,888	\$1,816	\$348	\$0	\$500	\$500	-	\$500		
35	Travel- Conferences	\$361	\$457	\$88	\$1,000	\$500	-\$500	-50.0%	\$500		
36	Travel- DSS- Out of District	\$1,809	\$1,154	\$796	\$3,000	\$2,000	-\$1,000	-33.3%	\$2,000		
37	Travel- Professional Development	\$1,375	\$519		\$500	\$500	\$0	0.0%	\$500		
38	Dues	\$1,540	\$1,510	\$1,710	\$1,700	\$1,800	\$100	5.9%	\$1,800		
39	TOTAL STUDENT SERVICES	\$251,852	\$237,299	\$280,590	\$259,552	\$264,380	\$4,828	1.9%	\$264,380		
40	Network Administrator										
41	Salary	\$78,178	\$80,445	\$83,019	\$85,510	\$88,075	\$2,566	3.0%	\$88,075		
42	Conferences	\$0	\$0		\$900	\$0	-\$900	-100.0%	\$0		
43	Telephone-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600		\$50/mo
44	Travel	\$0	\$24		\$500	\$500	\$0	0.0%	\$500		
45	Travel- Conferences	\$0	\$89		\$500	\$250	-\$250	-50.0%	\$250		
46	TOTAL NETWORK ADMINISTRATOR	\$78,778	\$81,157	\$83,619	\$88,010	\$89,425	\$1,416	1.6%	\$89,425		

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	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
47	Technology										
48	Contracted Scvs-Tyler Technologies	\$31,251	\$500	\$0	\$0	\$0	\$0	-	\$0		Accounting software - allocate expenses to districts; fy19 included rollover expense
49	Computer Repairs	\$0	\$402	\$0	\$0	\$0	\$0	-	\$0		cheaper to replace
50	Technology Supplies	\$86	\$40	\$0	\$400	\$300	-\$100	-25.0%	\$300		
51	Support Contracts/Hosted Services	\$505	\$0	\$1,837	\$0	\$0	\$0	-	\$0		fy18 veritime NOW WE ALLOCATE to districts
52	Site Licenses	\$496	\$0	\$551	\$550	\$550	\$0	0.0%	\$550		paid by coop, sau reimbursed coop; for Microsoft license
53	Additional Equipment	\$140	\$817	\$0	\$900	\$0	-\$900	-100.0%	\$0		\$2500 outside security camera- taken back out
54	Replacement Computers	\$0	\$689	\$1,213	\$1,000	\$900	-\$100	-10.0%	\$900		\$900 for new laptop
55	TOTAL TECHNOLOGY	\$32,477	\$2,448	\$3,600	\$2,850	\$1,750	-\$1,100	-38.6%	\$1,750		
56	Business Office										
57	Salary, Business Administrator	\$99,000	\$105,378	\$111,250	\$114,588	\$118,026	\$3,438	3.0%	\$118,026		
58	Salary, Asst. Business Administrators	\$103,269	\$110,472	\$137,589	\$130,000	\$143,900	\$13,900	10.7%	\$133,900 *		fy20 paid Kristen and Donna 4 mo.; fy21, fy22 and fy23 Linda promotion split
59	Contract End Stipend		\$1,110		\$0	\$0	\$0	-	\$0		discontinued
60	Salary, Business Office Staff	\$135,615	\$187,342	\$217,575	\$231,611	\$232,985	\$1,374	0.6%	\$232,985		Carrie (w/raise), Jenn, Meghan, Amanda, Danielle
61	Course Reimbursement - BA	\$257	\$550		\$250	\$250	\$0	0.0%	\$250		
62	Conferences-BA/ABA	\$225	\$80		\$500	\$250	-\$250	-50.0%	\$250		
63	Conferences-Bus Off	\$180	\$0		\$300	\$0	-\$300	-100.0%	\$0		
64	Professional Services- Training	\$1,100	\$0		\$2,000	\$1,100	-\$900	-45.0%	\$1,100		Tyler training \$1100 ea
65	Audit	\$4,500	\$4,600	\$4,600	\$4,600	\$4,750	\$150	3.3%	\$4,750		Roberts & Greene; agree to 3 year pricing fy22,23, 24
66	Other Professional Services	-\$47	\$145		\$0	\$0	\$0	-	\$0		Criminal Records background checks to State of NH
67	Temp Agency	\$19,760	\$30,310		\$0	\$0	\$0	-	\$0		Paid Nagler for Jenn in fy18; fy19 paying for Neva and office managers
68	Telephone-BA-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600		\$50/mo
69	Travel-BA-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600		\$50/mo
70	Travel- Conferences- Bus Office	\$0	\$0		\$200	\$0	-\$200	-100.0%	\$0		
71	Travel- Conferences- BA/ABA	\$53	\$0		\$200	\$200	\$0	0.0%	\$200		
72	Travel- ABA/Bus Office	\$1,002	\$916	\$523	\$1,200	\$1,200	\$0	0.0%	\$1,200		bank, board mtgs, schools
73	Dues-BA	\$1,662	\$1,795	\$1,876	\$2,000	\$2,000	\$0	0.0%	\$2,000		
74	TOTAL BUSINESS OFFICE	\$367,776	\$443,898	\$474,615	\$488,649	\$505,861	\$17,212	3.5%	\$495,861		

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	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
75	Facilities Director- NEW										
76	Salary				\$66,230	\$71,070	\$4,840	7.3%	\$71,070		fy21 \$61569 prorated for part year; fy22 \$69k + 3%
77	Course Reimbursement					\$800	\$800	-	\$0	*	online course
78	Conferences					\$0	\$0	-	\$0		
	Telephone-contract					\$1,200	\$1,200	-	\$0	*	fy21 = 600
79	Travel- Contract					\$1,200	\$1,200	-	\$0	*	fy21 = 600
80	Travel- Conferences					\$0	\$0	-	\$0		
81	Dues					\$0	\$0	-	\$0		
82	TOTAL FACILITIES DIRECTOR	\$0	\$0	\$0	\$66,230	\$74,270	\$8,040	12.1%	\$71,070		
83	Maintenance										
84	PT Custodian	\$4,502	\$4,642	\$889	\$0	\$0	\$0	-	\$0		Pro City
85	Maintenance Stipend	\$1,500	\$1,500	\$1,500	\$0	\$0	\$0	-	\$0		Was Ed/ now facility director
86	Custodial Services			\$6,255	\$8,415	\$8,500	\$85	1.0%	\$8,415	*	was pt custodian
87	Inspections	\$604	\$700	\$587	\$800	\$800	\$0	0.0%	\$800		ASAP Fire (alarms and fire extinguishers) and State of NH boiler inspection
88	Septic	\$300	\$600	\$600	\$700	\$700	\$0	0.0%	\$700		Bancroft 2 x year
89	Furnace	\$405	\$0	\$0	\$500	\$500	\$0	0.0%	\$500		
90	Snow Removal	\$5,261	\$4,161	\$7,985	\$8,500	\$8,500	\$0	0.0%	\$8,500		
91	Mowing/ Landscaping	\$0	\$0	\$0	\$1,500	\$1,500	\$0	0.0%	\$1,500		
92	General Maintenance	\$2,590	\$2,385	\$1,832	\$2,650	\$2,650	\$0	0.0%	\$2,650		Skillings, Absolute Mech service calls
93	Rent	\$13,000	\$18,970	\$23,970	\$23,970	\$23,970	\$0	0.0%	\$23,970		possible increase
94	Eagle Leasing portable unit					\$3,588			\$3,588		\$299/mo 10' portable storage unit
95	Maintenance Service Contracts	\$948	\$1,018	\$998	\$1,100	\$1,100	\$0	0.0%	\$1,100		Pest control; Absolute Mechanical boiler preventive maint.
96	Property Liability Insurance	\$2,912	\$2,970	\$2,761	\$2,972	\$3,000	\$28	0.9%	\$3,000		Primex. 10% max increase.
97	Utilities	\$5,538	\$5,792	\$5,869	\$6,500	\$6,500	\$0	0.0%	\$6,500		Eversource electric
98	Heating Oil	\$2,011	\$2,153	\$2,548	\$2,700	\$3,000	\$300	11.1%	\$3,000		
99	TOTAL MAINTENANCE	\$39,573	\$44,891	\$55,794	\$60,307	\$64,308	\$4,001	6.6%	\$64,223		

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	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
100	General										
101	Salary, Office Mgr	\$25,696	\$26,286	\$33,730	\$34,628	\$34,628	\$0	0.0%	\$34,628		
102	Coursework Reimbursement-Pooled	\$0	\$0	\$0	\$0	\$0	\$0	-	\$0		
103	Summer Leadership Planning Session	\$997	\$557	\$1,810	\$1,200	\$1,200	\$0	0.0%	\$1,200		2.5 day planning; breakfast & lunch
104	Legal Services	\$341	\$2,002	\$3,044	\$2,000	\$3,000	\$1,000	50.0%	\$3,000		
105	Contracted Services	\$211	\$544	\$639	\$1,500	\$750	-\$750	-50.0%	\$750		water cooler & shredding; fy19 Dawn MacMillan updating policy manuals
106	Print management	\$1,445	\$1,391	\$1,573	\$2,000	\$1,700	-\$300	-15.0%	\$1,700		
107	Copier Service/ Leases	\$2,409	\$4,081	\$3,981	\$5,000	\$4,500	-\$500	-10.0%	\$4,500		copy machines; postage machine
108	Internet-eRate Funded	\$0	\$0	\$0	\$0	\$0	\$0	-	\$0		Erate is federal grant money to reimburse for internet, phone, long distance, and wireless.
109	Telephone	\$6,224	\$5,820	\$11,122	\$6,400	\$6,400	\$0	0.0%	\$6,400		Nuso (svc); Windstream (long distance); TDS (physical lines); fy20 \$4500 MS miscoded
110	Postage	\$3,582	\$4,576	\$4,236	\$5,100	\$5,000	-\$100	-2.0%	\$5,000		prepaid postage and supplies
111	Advertising	\$653	\$892	\$328	\$1,500	\$1,000	-\$500	-33.3%	\$1,000		job postings and public hearings
112	Printing	\$277	\$19	\$100	\$300	\$150	-\$150	-50.0%	\$150		W2s, envelopes, 1099s (other districts pay portion)
113	Travel, Clerical Staff	\$78	\$67	\$112	\$150	\$150	\$0	0.0%	\$150		
114	Office Hospitality	\$797	\$532	\$378	\$800	\$700	-\$100	-12.5%	\$700		staff lunch during SAU meetings; staff appreciation lunch
115	Expendable Supplies	\$3,987	\$5,080	\$5,003	\$5,500	\$5,500	\$0	0.0%	\$5,500		paper, supplies, microtoner
116	Beginning of Year Kick Off	\$1,638	\$1,701	\$2,135	\$1,800	\$2,200	\$400	22.2%	\$2,200		gift cards, awards, breakfast
117	New Hire Orientation	\$1,203	\$763	\$0	\$1,200	\$1,200	\$0	0.0%	\$1,200		food only; fy20 Kelly allocated all to schools
118	Office Equipment Repair/Replacement	\$353	\$625	\$1,951	\$2,000	\$2,000	\$0	0.0%	\$2,000		desks, blinds
119	Office Equipment	\$0	\$299	\$1,334	\$1,500	\$1,500	\$0	0.0%	\$1,500		scanners, printer, safe, projector
120	Contingency: Facility Director Salary Adj.				\$0	\$0	\$0	-	\$0		
121	Professional Development-Series-NHSAA	\$1,850	\$1,950	\$1,995	\$2,250	\$2,250	\$0	0.0%	\$2,250		season tickets for Andy, Gina, Bob and Kelly to NHSAA
122	TOTAL GENERAL	\$51,741	\$57,186	\$73,470	\$74,828	\$73,828	-\$1,000	-1.3%	\$73,828		

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	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
123	Benefits										
124	Support Staff Salary Increases-CPI	\$0	\$0	\$0	\$0	\$7,662	\$7,662	-	\$0	*	6 support staff
125	FY22 Board approved salary adjustments					\$16,000	\$16,000	-	\$0	*	
126	Year End Merit Pool	\$11,000	\$11,000	\$20,000	\$15,000	\$10,000	-\$5,000	-33.3%	\$15,000	*	was paid out of fund balance so now we budget
127	Admin Vacation Benefit	\$6,595	\$15,407	\$20,472	\$21,618	\$25,929	\$4,310	19.9%	\$25,929		fy21 add Bob, also Andy, Gina, Kelly
128	Health Insurance	\$151,928	\$118,131	\$150,113	\$156,451	\$175,276	\$18,826	12.0%	\$175,276		10.9% GMR
129	Dental Insurance	\$12,268	\$12,847	\$14,346	\$15,195	\$17,045	\$1,850	12.2%	\$17,045		10.9% GMR
130	Life, LTD, and ADD insurance	\$5,743	\$6,591	\$7,011	\$8,145	\$8,000	-\$145	-1.8%	\$8,000		
131	Flex Benefit Spending	-\$672	-\$383	-\$202	\$0	\$0	\$0	-	\$0		
132	403b Employer Contribution	\$5,000	\$5,000	\$11,000	\$11,000	\$11,000	\$0	0.0%	\$11,000		SAU pays directly to 403b acct for Andy, Gina, Bob, Kelly
133	FICA/Medicare	\$71,428	\$76,034	\$86,510	\$91,263	\$99,974	\$8,710	9.5%	\$99,974		
134	NH Retirement	\$94,228	\$113,419	\$131,004	\$135,502	\$192,569	\$57,066	42.1%	\$192,569		Employee 11.17 to 14.06; teacher (Kelly) 17.8 to 21.02; \$42K due to rate increase
135	Unemployment Compensation	\$500	\$555	\$829	\$670	\$850	\$180	26.9%	\$850		Primex
136	Workers' Compensation	\$3,164	\$3,163	\$3,069	\$3,400	\$3,400	\$0	0.0%	\$3,400		Primex
137	Contracted Services-GASB 75	\$6,500	\$15,000	\$15,000	\$6,500	\$6,500	\$0	0.0%	\$6,500		report calculates post employment benefits and liability of our retirees (KMS Actuaries)
138	ADA-Accomodations	\$269	\$0	\$0	\$0	\$0	\$0	-	\$0		
139	TOTAL BENEFITS	\$367,951	\$376,764	\$459,153	\$464,745	\$574,205	\$109,460	23.6%	\$555,542		
141	Total Expenses	\$1,488,777	\$1,531,987	\$1,727,352	\$1,813,954	\$1,963,663	\$149,709	8.3%	\$1,931,716		(Last year our proposal was a 4.4% increase)
142	Less Revenue			Grants	-\$4,000	-\$4,000					
143				Use of Fund Balance	-\$26,854	\$0					
144	Total Budget				\$1,783,100	\$1,959,663	\$176,563	9.9%			* Every 1% change reflects about \$17,800
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	FY22	\$ Change				
FY21	Proposed	FY22 less	% change	FY22	adj	
Budget	Budget	FY21	over fy21	Adjusted	variance	Notes

COMPARISON to Adjusted		% chg over fy21	
FY22 Expenses	\$1,963,663	8.3%	
FY22 Adjusted	\$1,931,716	6.5%	
Difference	\$31,947		

FY 21 FUND BALANCE PROJECTION		As % of FY21 Expense Budget	
Beginning Balance	\$167,064		
Anticipated Use	-\$26,854		
FY21 Ending Balance	\$140,210	7.7%	[Target 7 to 10%]

FY 22 FUND BALANCE PROJECTION		As % of FY22 Expense Budget	
Beginning Balance	\$140,210		
Anticipated Use	\$0		
FY22 Ending Balance	\$140,210	7.1%	[Target 7 to 10%]

ADJUSTMENT HISTORY				
Draft #	Changes	Total Budget	% Chg	Notes
2a		\$ 1,975,209	8.9%	Reviewed with subcommittee
3	\$ (21,220)	\$ 1,953,989	7.7%	reduced 19 lines highlighted above
3a	\$ (13,628)	\$ 1,940,361	7.0%	CPI raises from 3% to 2% for all
3b	\$ 4,768	\$ 1,945,129	7.2%	Health & Dental from 8% to GMR 10.9%
3c	\$ 18,534	\$ 1,963,663	8.3%	CPI raises back to 3%; add portable storage rental (\$3588)

Significant drivers to the increase:	
Wages + \$75k	
NHRS rate increase \$42k	
Total Benefits + \$90k	

SAU 41

Revenue and Expense Report

FY20 - YEAR END SUMMARY

as of 6/30/20

Expense				
Expense Category	Budget	YTD Expense	Encumbered	Balance
Superintendent	\$ 236,669	\$ 244,679	\$ -	\$ (8,010)
Assistant Superintendent	\$ 130,656	\$ 129,140	\$ -	\$ 1,516
School Board	\$ 1,400	\$ 1,245	\$ -	\$ 155
Student Services	\$ 303,442	\$ 280,590	\$ -	\$ 22,852
Business Office	\$ 458,299	\$ 474,615	\$ -	\$ (16,316)
Maintenance	\$ 64,340	\$ 55,794	\$ -	\$ 8,546
Technology	\$ 88,619	\$ 87,219	\$ -	\$ 1,400
Benefits	\$ 448,186	\$ 454,069	\$ -	\$ (5,883)
Total	\$ 1,731,611	\$ 1,727,352		\$ 4,259
FY19 Expense Carryover	\$ 4,000	\$ 2,000		\$ 2,000
Total Expenses	\$ 1,735,611	\$ 1,729,352	\$ -	\$ 6,259
Revenue				
Revenue Source	Budget	YTD Revenue	Encumbered	Balance
Assessments:				
Brookline	\$302,679	\$302,679		\$0
Hollis	\$534,271	\$534,271		\$0
Coop	\$878,364	\$878,364		\$0
Federal Grants	\$4,000	\$3,000		(\$1,000)
Miscellaneous	\$0	\$984		\$984
Use of Fund Balance as Revenue	\$12,297			(\$12,297)
Total Revenue	\$ 1,731,611	\$ 1,719,298	\$0	(\$12,313)
FY20 Use of Fund Balance based on actuals		\$ (10,054)		

Fund Balance		
Beginning Fund Balance as of 7/1/2019	\$	177,118
Use of fund balance	\$	(10,054)
Ending Fund Balance as of 6/30/20	* \$	167,064
* 9.6 % of Budget (\$1,731,611)		
Traditional target is 7-10%		

Explanation of Budget Balances

as of 6/30/20

Expense Category

Balance

Under Budget (Savings)

Assistant Superintendent	\$ 1,516	Conferences/travel savings
School Board	\$ 155	School Board Secretary (fewer meetings)
Student Services	\$ 22,852	Asst Director SS position not filled; unused travel funds
Maintenance	\$ 8,546	Miscellaneous savings in mowing, snow plowing, general maint.
Technology	\$ 1,400	Conferences/travel savings

Over Budget

Superintendent/General	(\$8,010)	Telephone change over expense; legal services
Business Office	(\$16,316)	Position Replacement Costs
Benefits	<u>(\$5,883)</u>	Health insurance and retirement savings with new hires/changes

SAU 41

Revenue and Expense Report

FY21

as of 10/2/2020

Expense				
Expense Category	Budget	YTD Expense	Encumbered	Balance
Superintendent	\$ 172,662	\$ 46,052	\$ 124,979	\$ 1,631
Assistant Superintendent	\$ 134,603	\$ 36,427	\$ 96,204	\$ 1,972
School Board	\$ 1,520	\$ -	\$ 1,520	\$ -
Student Services	\$ 261,552	\$ 70,817	\$ 190,398	\$ 338
Business Office	\$ 488,649	\$ 126,023	\$ 360,998	\$ 1,628
Maintenance	\$ 126,537	\$ 23,492	\$ 109,239	\$ (6,195)
Network Admin/Technology	\$ 90,860	\$ 24,082	\$ 64,891	\$ 1,887
General	\$ 74,828	\$ 16,739	\$ 55,640	\$ 2,449
Benefits	\$ 462,743	\$ 134,311	\$ 338,552	\$ (10,119)
Total	\$ 1,813,954	\$ 477,942	\$ 1,342,421	\$ (6,409)
Plus FY20 Carryover	\$ 7,246	\$ 1,536	\$ 5,710	\$ -
Total Expenses + Carryover	\$ 1,821,200	\$ 479,478	\$ 1,348,131	\$ (6,409)
Revenue				
Revenue Source	Budget	YTD Revenue	Expected	Balance
Assessments:				
Brookline	\$319,460	\$79,865	\$239,595	\$0
Hollis	\$553,385	\$138,346	\$415,039	\$0
Coop	\$910,255	\$227,563	\$682,692	\$0
Federal Grants	\$4,000	\$0	\$4,000	\$0
Use of Fund Balance as Revenue	\$26,854		\$26,854	\$0
Total Revenue	\$ 1,813,954	\$ 445,774	\$1,368,180	\$0
FY21 Budget Balance				
				\$ (6,409)

Fund Balance	
Beginning Fund Balance as of 7/1/2020	\$ 167,064
FY21 Budget Balance	\$ (6,409)
Expected use of fund balance	\$ (26,854)
Ending Fund Balance as of 6/30/21	\$ 133,801

As % of Budget 7.4%
Target 7 to 10%

Explanation of Expense Balances

Category	Balance	Under Budget (Savings)
Superintendent/ General	\$1,631	Conferences/travel
Assistant Superintendent	\$1,972	Conferences/travel
Business Office	\$1,628	Conferences/travel
Technology	\$1,887	Conferences/travel
General	\$2,449	Summer Leadership planning; copy machine service
Over Budget		
Maintenance	(\$6,195)	New storage unit leased
Benefits	(\$10,119)	Higher retirement, insurance, taxes due to staff changes and board approved salary increases

Expense Category	Includes
Superintendent	Salary, contractual benefits, conferences, dues
Assistant Superintendent	Salary, contractual benefits, conferences, dues
School Board	Treasurer and Secretary stipends
Student Services	Salary, contractual benefits, conferences, dues
Business Office	Salary, contractual benefits, conferences, dues & audit
Maintenance	Salary, contractual benefits, conferences, inspections, furnace, septic, mowing, snow removal, insurance, utilities, etc.
Network Admin/Technology	Salary, contractual benefits, conferences, computers, site licenses
General	Office mgr, legal, copiers, printers, postage, expendables, advertising, building phone
Benefits	Insurance, retirement, taxes, vacation payouts, merit bonuses

SAU41 Governing Board**Policy GBEF- SCHOOL DISTRICT INTERNET ACCESS FOR STAFF**

Category: Priority/Required by Law

See also EHAA

The **B**oard recognizes that technological resources can enhance teacher performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting SAU #41 and school operations, and improving access to and exchange of information. The **B**oard expects all staff to learn to use the available technological resources that will assist them in the performance of their education. As needed, staff shall receive training, lessons and instruction in the appropriate use of these resources.

Staff shall be responsible for the appropriate use of technology and shall use the SAU #41's technological resources primarily for purposes related to their professional and educational duties. Staffs are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The **S**uperintendent or designee shall ensure that all SAU #41 computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The **S**uperintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The **S**uperintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines staff obligations and responsibilities related to the use of SAU #41 technologies. ~~He/she~~ **They** also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the staff member's user privileges, disciplinary action, and/or legal action in accordance with law, **B**oard policy, and administrative regulations.

The **S**uperintendent or designee shall provide copies of related policies, regulations, and guidelines to all staff. Staff shall be required to acknowledge in writing that they have read and understood the SAU #41's Acceptable Use Agreement.

Legal References:

RSA 194:3-d, School District Computer Networks
47 U.S.C. §254, Requirements for Certain Schools - Internet Safety
20 U.S.C. §6777, Enhancing Education through Technology- Internet Safety

Appendix: SAU #41 Networks & Internet Acceptable Use Procedure Appendix III

First Reading: November 5, 2012
Second Reading: December 11, 2012
Third Reading: April 1, 2013
Adopted: April 1, 2013
First Reading: February 4, 2020
Second Reading: October 15, 2020 (as amended)

EHAA - COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS

The Board SAU has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the SAU #41 computer systems. This policy is designed to protect the safety and security of the SAU #41 computer systems including email and internet use.

The SAU-Administration intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and email system are owned by the SAU #41, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the SAU #41. They are not the property of the employee.
2. The computer and email system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system shall not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.
4. The Board SAU prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender specific comments or any other comments that offensively address someone's age, sexual orientation, gender identity, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The Superintendent or his/her-their designee reserves and intends to exercise without prior notice the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if encrypted coded or password ed-protected.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the Board or Superintendent will not retrieve it. All passwords must be disclosed to the computer administrator.
8. Any communications created, sent, or retrieved using email may be read by individuals other than the intended recipient.
9. Notwithstanding the SAU #41's right to retrieve and monitor any email messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any email that is not sent to them. Any exception to this policy must receive prior approval by the superintendent.

10. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
11. The Administration SAU has the authority to terminate or limit access to any program at any time.
12. Personal data storage devices cannot be used on the system unless pre-authorized by the computer coordinator.
13. The Administration SAU will take all necessary measures to maintain student privacy relative to SAU #41's website, online information and storage of student personally identifiable information, as required by state and federal law.

Legal References:

RSA 189:68-a, Student Online Personal Information

RSA 194:3-d, School District Computer Networks

First Reading: November 5, 2012

Second Reading: December 11, 2012

Third Reading: April 1, 2013

Adopted: April 1, 2013

First Reading: February 4, 2020

Second Reading: October 15, 2020 (as amended)

CBI - Superintendent Evaluation

The SAU Governing Board shall conduct an annual formal evaluation of the Superintendent of the SAU. CBI-F1 will be utilized for the superintendent's initial contract period. In subsequent years, the SAU Governing Board will determine, at the May meeting, whether CBI-F1 or CBI-F2 will be utilized. Through this evaluation, the SAU Governing Board will strive to accomplish the following in accordance with Section 194-C:4

- Evaluate the performance of the superintendent in the areas of student growth and achievement; organizational leadership; district operations and fiscal management; communication and community relations; human resource management; professionalism; and achievement of annual goals.
- Each district shall perform an annual review of the goals from the prior evaluation process with a target completion date no later than 30 September of each year.

The SAU Governing Board will provide the superintendent with periodic opportunities to discuss superintendent-board relationships and will inform him/her, at least annually, of its assessment of his/her performance. Members of the Superintendent Performance Evaluation Committee (SPEC) will perform the superintendent evaluation. The SPEC will be composed of the SAU Governing Board chair, SAU Governing Board vice-chair, the chair of each district board, or their individual designee.

Before December 31 of each year, each district board member shall evaluate the superintendent using either form CBI-F1 or CBI F2 as adopted by the SAU Governing Board for this purpose and submit the same to their district board chair or their designee. Each district school board chair, or their designee, will submit a composite/summary evaluation report using CBI-F1 or CBI-F2 to the SPEC by 31 January. On or before ~~15~~ 28 February, the SPEC will prepare the final evaluation of the superintendent pursuant to the procedure (CBI-R), utilizing the school district board chairs' evaluation reports and staff feedback. The final evaluation assessment is to be voted upon by the SAU board prior to presentation to the superintendent.

The SPEC will hold a meeting to present the evaluation to the superintendent before the last district deliberative session. The SPEC will give the superintendent a written copy of his/her evaluation after incorporating the superintendent's comments. A copy of the evaluation, signed by the superintendent, will be given to the SAU office and retained in the superintendent's personnel record. Evaluation of the superintendent shall be conducted in such a manner as to:

1. Provide positive and constructive feedback to the superintendent that will support and promote the superintendent's professional growth and development;
2. Strengthen the working relationship between the SAU Governing Board, each of the district boards, and the superintendent by providing a comprehensive vehicle for communication and to promote effective administrative leadership.

Should any area of the evaluation be found to be in need of improvement, the SPEC may develop a Personal Improvement Plan with the superintendent, which contains specific objectives to be met and a timeline for completion of each objective.

First Reading: September 3, 2014

Second Reading: October 1, 2014

Third Reading: Waived

Adopted: October 1, 2014

Amended First Reading: October 3, 2019

Adopted: October 3, 2019

CBI-R -Instructions for Superintendent Performance Review Process School District Boards

All members of each school district board will be provided with the most recently updated CBI-F1 or CBI-F2 Superintendent Evaluation Form no later than 1 December. Each member will determine a numerical score for each section and sub-section of the evaluation. Members are encouraged to supply written comments, including observations and evidence, to support their ratings. Two (2) members of the Superintendent Performance Evaluation Committee (SPEC) will meet with each of the superintendent's direct reports to evaluate the superintendent's performance.

No later than 31 ~~December~~ *January*, each district board will meet to perform a section-by-section discussion and deliberation of member evaluations. Chairs will facilitate consensus on their boards' ratings and comments for each sub-section and section, redacting information protected under RSA 91A:3, and compiling their members' evaluations into a single School District Superintendent Evaluation in the format of CBI-F1 or CBI-F2.

Once each board ratifies its School District Superintendent Evaluation, individual member evaluations will no longer be valid.

SAU Governing Board - Superintendent Performance Evaluation Committee (SPEC)

The SPEC will convene a non-public meeting, under RSA 91A:3, no later than February 28th of each year for the sole purpose of finalizing the superintendent evaluation.

The input from each school board chair will be his/her board's approved School District Superintendent Evaluation. The SAU Governing Board Vice-Chair, or their designee, will facilitate the compiling of the three school boards' evaluations and the input obtained from the superintendent's direct reports, redacting information protected under RSA 91A:3.

SAU Governing Board - Superintendent Performance Review

The SPEC will schedule a Superintendent Performance Review Session, during a non-public meeting under RSA 91A:3, to review the completed SAU 41 Superintendent Evaluation and approve the final SAU 41 Superintendent Evaluation. This session is to be concurrent with a regularly scheduled SAU Governing Board meeting held prior to the school districts' annual deliberative meetings. Once the SAU Superintendent Evaluation is approved and signed by the

SAU Board Chair, the individual school board evaluations are no longer valid. The completed SAU Superintendent Evaluation must be presented to the superintendent prior to the last of the school district deliberative sessions/meetings. He or she will sign the evaluation to acknowledge receipt and may include written comments if so desired.

Adopted: October 1, 2014

First Reading: October 13, 2016 (as amended)

Second Reading: Waived

Third Reading: Waived

Adopted: October 13, 2016

Amended First Reading: October 3, 2019

Adopted: October 3, 2019