

SAU 41 GOVERNING BOARD  
AGENDA  
Thursday, December 15, 2016  
6:00PM

**Hollis Brookline Middle School**

Times are estimates only and subject to change without notice

- 6:00 Call to Order
- Appointment of Process Observer  
Agenda Adjustments
- 6:10 Public Input  
Approval of Minutes
- 6:25 Motion to recess SAU Meeting
- Open Public Hearing – SAU 41 – Fiscal Year 2018 budget presentation
- 7:10 Discussion
- SAU 41 - 4 Lund Lane property – Rental discussion update
  - Update on SAU staffing
- 7:15 Deliberations
- To see what action the Board will take regarding policy GAA – Job descriptions and GAA-P job description procedures – Second and final reading
  - To see what action the Board will take regarding the SAU 41 Fiscal Year 2018 budget
- 7:40 Agenda Building
- 8:00 Non – Public - under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 8:30 Adjourn

The chart represents our present square foot cost (1.36) and how increasing that cost would impact the fee charged to the SAU for rental of the 4 Lund Lane property. I have provided the Board with incremental increase (.25 square foot). I also have suggested how to phase in those increase over a three year period.

	Sq. footage	Cost per/sq. foot	Annual Cost	Present cost	year 1 increase	year 2 increase	year 3 increase	Annual Cost
4 Lund Lane	5868	1.36	8,000					8000
4 Lund Lane	5868	4	23,472	8,000	5000	5,236	5,236	23,472
4 Lund Lane	5868	4.25	24,939	8,000	5000	5,969	5,970	24,939
4 Lund Lane	5868	4.5	26,406	8,000	5000	6,703	6,703	26,406
4 Lund Lane	5868	4.75	27,873	8,000	5000	7,436	7,437	27,873
4 Lund Lane	5868	5	29,340	8,000	5000	8,170	8,170	29,340
4 Lund Lane	5868	5.25	30,807	8,000	5000	8,903	8,904	30,807
4 Lund Lane	5868	5.5	32,274	8,000	5000	9,637	9,637	32,274
4 Lund Lane	5868	5.75	33,741	8,000	5000	10,370	10,371	33,741
4 Lund Lane	5868	6	35,208	8,000	5000	11,104	11,104	35,208

**GAA**

## **Job Descriptions**

### **Requirements**

A written job description shall be prepared for each position to ensure that every employee has a clear and concise explanation of the tasks that the employer is expecting him/her to perform.

Job descriptions will be developed by the supervisor with input from the employee. The format of all job descriptions will be determined by the Human Resources Coordinator and all job descriptions will be maintained by the Human Resources office. All job descriptions will be reviewed periodically in accordance with GAA-P, Job Description Procedures.

The goal of each job description is to provide clear and easily understood requirements of the position. If there is a duty or responsibility in the job description the employee does not understand, it is the employee's responsibility to seek clarification from the supervisor.

Every job description should include the essential duties and responsibilities that an employee is expected to perform, the skills, competencies and physical/cognitive abilities needed to do the work, and the conditions and term of employment.

### **Approvals**

Final approval of all new and revised job descriptions resides with the Superintendent. Job description content will not be part of the negotiations for collective bargaining agreements.

### **Procedures**

GAA-P, Job Description Procedures, as developed and maintained by the Superintendent, describes the creation, revision, approval and distribution of all job descriptions.

First Reading: October 13, 2016

## **Job Description Procedures**

These procedures were developed in accordance with Policy GAA.

### **New Job Description Creation and Approval Procedures**

1. A new job description will be created by the position's supervisor with input from other employees as needed possibly including , but not limited to, employees in the position, the human resources coordinator, the building administrator, SAU administration and, for positions within a collective bargaining agreement, the union president.
2. The job description will conform to the format determined by the human resources coordinator.
3. Drafts will be distributed to the appropriate persons by the human resources coordinator for comments and suggested changes.
4. Once all applicable feedback has been captured and the appropriate changes have been made, the final draft will be submitted to the superintendent for his/her review.
5. Following any changes requested by the superintendent, the final, original job description will be signed and dated by the superintendent and filed in the business office with the other official current job descriptions.

### **Current Job Description Revision and Approval Procedures**

1. All job descriptions will be reviewed by the appropriate supervisors 5 years after their latest approval or review dates. If it is determined that revisions are needed, the revisions will be documented and used to create a new draft of the job description.
2. Drafts will be distributed to the appropriate persons by the human resources coordinator for comments and suggested changes.
3. The final draft will be submitted to the superintendent and if approved, the superintendent will sign and date the final revision which will be filed in the human resources office along with the documentation supporting the revision. The revision shall capture all previous revision dates.
4. If no revisions are made based on the review process, the date of the review will be noted on the current official job description as maintained in the business office.
5. If the need for a revision arises outside the review process, a written request, in the form determined by the human resources coordinator, will be submitted to the human resources coordinator documenting the desired revisions.
6. If the human resource coordinator accepts the revision request, a new draft will be created and the process, as described in #2 and #3 above, will be followed to completion.

### **Job Description Distribution Procedures**

1. All newly created or revised job descriptions shall be filed with the others in the human resources office and distributed to the affected employee(s) supervisor(s) and building administrator(s). A copy of each newly created or revised job description, signed by each employee to indicate receipt, shall be retained in each affected employee's personnel file.
2. The most current job description for each position under the SAU umbrella will be on the SAU website.
3. All individuals interviewing for a job under the SAU umbrella will receive the most current job description prior to their interview.

SAU #41  
Budget FY18



Public Presentation  
December 15, 2016

## SAU 41 Budget Subcommittee

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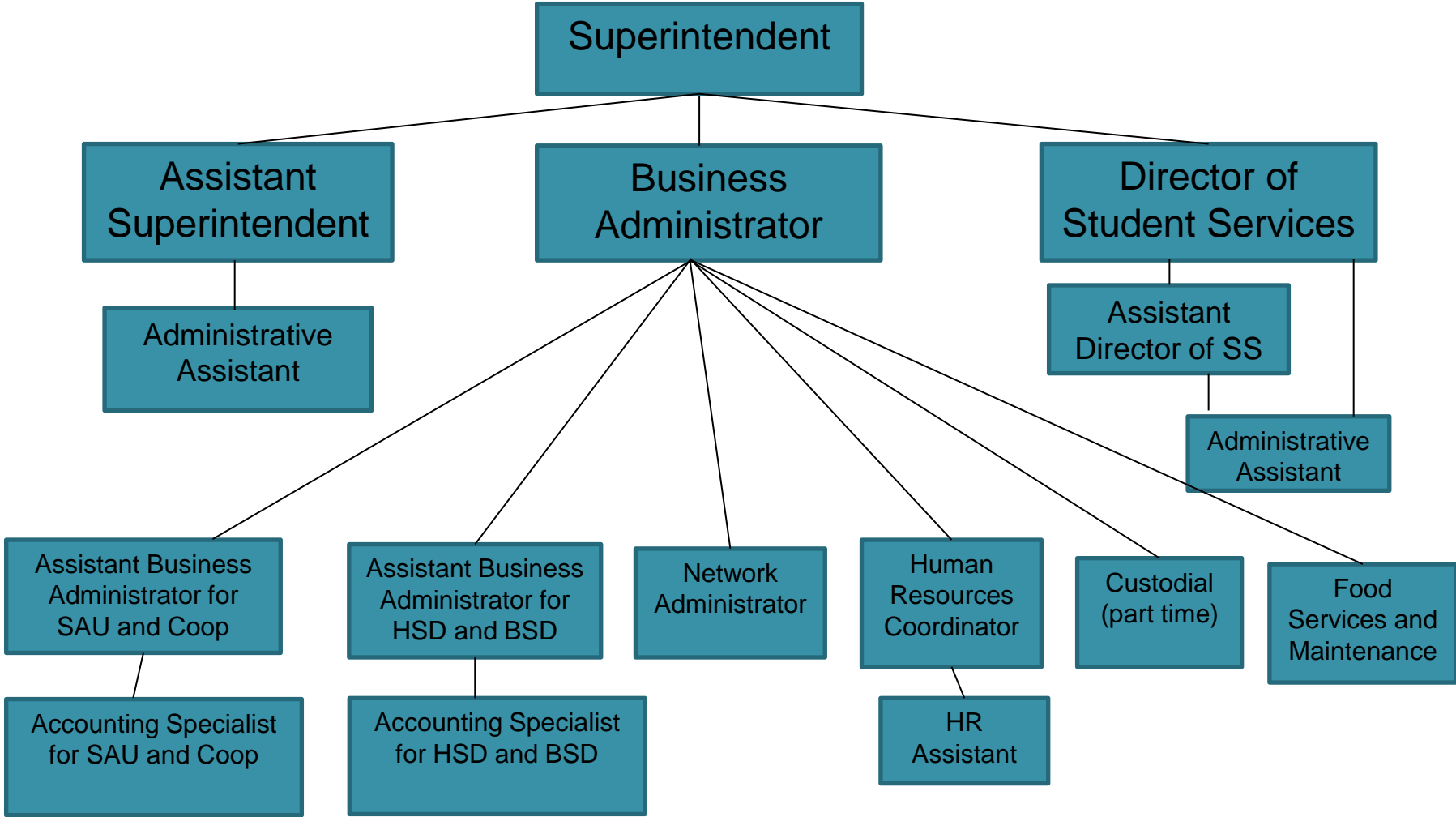
- Andy Corey, Superintendent
- Kelly Seeley, Business Administrator
- Linda Sherwood, Assistant Business Administrator
  
- Lauren DiGennaro, SAU Governing Board and Brookline School Board
  
- Pat Lynch, Brookline School Board
- Brian Rater, Brookline Finance Committee
  
- Tammy Fareed, Hollis School Board
- Michael Harris, Hollis Budget Committee
  
- Darlene Mann, Coop Budget Committee
- Krista Whalen, Coop School Board

# Agenda - Review of SAU Budget

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- SAU 41 Organizational Structure
- FY18 Budget
  - Overview
  - Budget Components
  - Budget Category Details
  - Significant Factors
  - Unassigned Fund Balance
  - Revenue
  - Budget Apportionment by District
- Warrant Article
- Questions & Answers

**SAU 41 ORGANIZATIONAL STRUCTURE**





# FY18 Budget

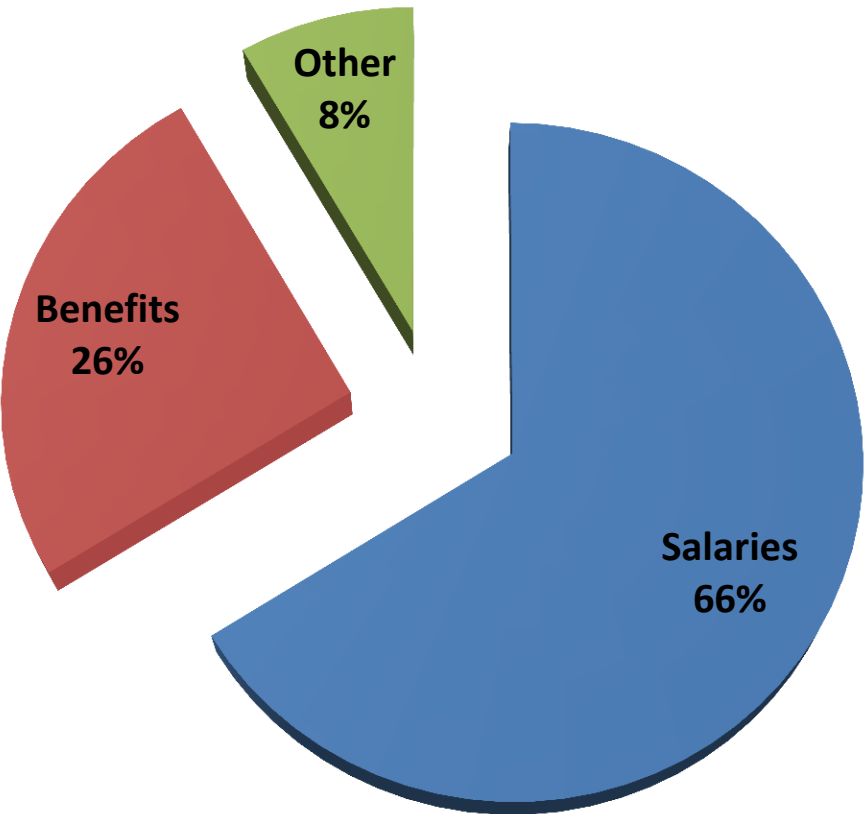
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## Overview

<b>FY18 Total Expenses</b>	<b>\$1,498,630</b>	<b>+3.54% over FY17</b>
<b>Less expenses to be covered by fund balance</b>	<b><u>\$ 17,610</u></b>	
<b>Final FY18 SAU 41 Budget</b>	<b>\$1,481,020</b>	<b>+2.32% over FY17</b>

# FY18 Budget

**Budget Components**



# FY18 Budget

Category	FY17 Budget	FY18 Proposed	% Change
Wages	951,149	969,686	1.95%
Benefits	332,163	353,955	6.56%
Equipment & Software	40,533	40,355	-0.44%
Operations & Maintenance	33,568	38,100	13.50%
Professional Development	32,747	23,870	-27.11%
Services	19,465	17,560	-9.79%
Expendables	14,581	14,900	2.19%
Travel	14,031	13,100	-6.64%
Merit Increase	9,140	9,494	3.87%
<b>Total</b>	<b>1,447,377</b>	<b>1,481,020</b>	<b>2.32%</b>
<i>Adjusted Budget (RSA 194-C:9-b)*</i>		1,468,177	1.44%

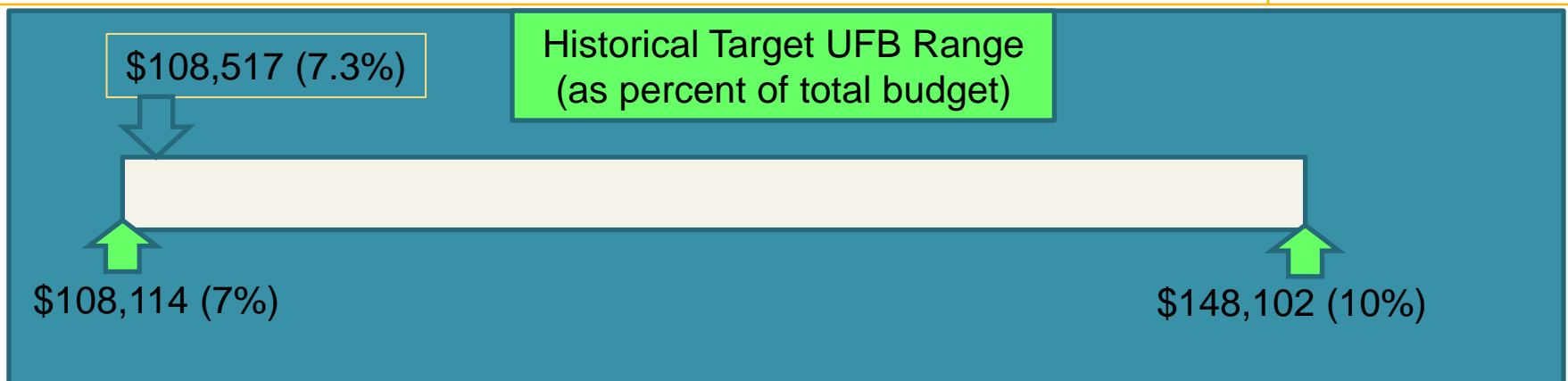
*\*If budget fails after vote consolidated from each district meeting, then the Adjusted Budget will be adopted*

# FY18 Budget

<b>Category with Increase</b>	<b>FY18 vs FY17</b>	<b>Significant Factors</b>
Operations & Maintenance	+13.50%	<ul style="list-style-type: none"> <li>• Rent increase \$5,000 (+62.5%) First in series of increases:               <ul style="list-style-type: none"> <li>• Currently \$8,000 or \$1.36/ sq ft</li> <li>• FY18 \$13,000 or \$2.22/sq ft</li> <li>• End goal \$24,939 or \$4.25 sq/ft</li> </ul> </li> </ul>
Benefits	+6.56%	<ul style="list-style-type: none"> <li>• Health Insurance               <ul style="list-style-type: none"> <li>• \$157,703 - Guaranteed Maximum Health Care Rate +15.9%</li> </ul> </li> <li>• NH Retirement               <ul style="list-style-type: none"> <li>• \$100,982 +11.38%</li> </ul> </li> </ul>
Wages	+1.95%	<ul style="list-style-type: none"> <li>• HR Coordinator + \$5,952 for additional duties and supervisory role</li> <li>• Accounting Specialist + \$3,079 to change from .93 FTE to 1.0 FTE</li> <li>• Temporary Business Office help \$16,148</li> <li>• Salary/Hourly Raises 2.5%</li> </ul>

# FY18 Budget

<b>UNASSIGNED FUND BALANCE</b>	
	<b>Balance</b>
FY17 Unassigned Fund Balance	\$126,127
FY18 Expenses covered by fund balance	
<ul style="list-style-type: none"> <li>• "GASB 45" Required post employment benefits analysis done every other year</li> <li>• Student Services Director Course Reimbursement To earn her BCBA – Board Certified Behavior Analyst Certification</li> </ul>	(\$5,000)
	(\$12,610)
FY18 Projected Ending Unassigned Fund Balance	<b>\$108,517</b>



# FY18 Budget

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## REVENUE

<b>Grants/Indirect Costs</b>	<b>\$ 4,000</b>
Use of Fund Balance as Revenue	<u>\$17,610</u>
Total Revenue	\$21,610

# FY18 Budget

Districts	Combined %	2016-2017 Share	2017-2018 Share
Total Expenses		1,447,877	1,498,630
Revenue		500	21,610
Brookline Share	18.47%	271,120	272,804
Hollis Share	30.11%	428,886	444,685
HB Coop Share	51.42%	<u>747,371</u>	<u>759,531</u>
<b>Total Appropriation</b>	<b>100.00%</b>	<b>1,447,377</b>	<b>1,477,020</b>

## Background Calculation for % Splits

Districts	Equalized Valuation	Valuation %	2015-2016 ADM	Pupils %	Combined
Brookline	260,524,195	14.15%	537.9	22.79%	<b>18.47%</b>
Hollis	629,679,955	34.20%	614.0	26.01%	<b>30.11%</b>
HB Coop	950,997,311	51.65%	1,208.3	51.20%	<b>51.42%</b>
Total:	1,841,201,461	100%	2,360.2	100%	100%

## Warrant Article

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Shall the voters of the \_\_\_\_\_ School District adopt a school administrative unit budget of \$ XXXXX for the forthcoming fiscal year in which \$XXXXX is assigned to the school budget of this school district? This year's adjusted budget of \$ XXXX, with \$ XXXX assigned to the school budget of this school district, will be adopted if the article does not receive a majority vote of all the school district voters voting in this school administrative unit. The budget committee **does/does not** recommend this appropriation. The school board **does/does not** recommend this appropriation.



## Questions & Answers

*We thank you for your support  
of our Hollis Brookline  
school districts!*

