

SAU 41 GOVERNING BOARD
AGENDA
Thursday, December 14, 2017
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
- 6:05 Motion to recess SAU Meeting
- Open Public Hearing – SAU 41 – Fiscal Year 2018 budget presentation
- 6:35 Public Input
- Approval of Minutes
- 6:50 Discussion
- SAU Goals/Staffing
- 7:15 **Deliberations**
- To see what action the Board will take regarding the SAU 41 Fiscal Year 2019 budget
- 7:40 Transportation
- 7:55 Superintendent's Evaluation
- Timeline, Confirm assignments, explain process
- Non – Public - under RSA 91-A: 3II (a) Compensation and/or (c) Reputation (if needed)
- 8:25 Motion to Adjourn

December 8, 2017

Via E-mail and U.S. Mail

Andrew Corey, Superintendent
Hollis-Brookline Cooperative School District
4 Lund Lane
Hollis, NH 03049

Re: School Bus Transportation Status

Dear Superintendent Corey:

I write regarding the current status of school bus transportation in the three school districts supported by SAU 41. I was directed by the SAU 41 Board to meet with you and Hollis Transportation to resolve ongoing concerns about the ability of the school districts to provide consistent and reliable transportation to students throughout Hollis and Brookline. By way of background, on October 20, 2017, we met at the SAU office with Kelly Seeley to discuss the current transportation problems and to review the routes and the number of bus drivers in the SAU. Next, on November 7, 2017, all three of us met with Kim from Hollis Transportation at the SAU office to continue the discussion, receive an update on the status of the bus routes and the number of drivers, and develop strategies for improving the transportation issues in SAU. During that meeting we identified three primary causes to the school bus transportation problem in SAU 41.

The first and most significant problem is the lack of licensed school bus drivers in New Hampshire. This is a state-wide issue that received a lot of media coverage this fall. Accordingly, there are a number of strategies being implemented across the state, both at the General Court and at the NH Department of Safety to resolve this issue. It is my understanding that there are changes already being proposed to expedite the process for conducting criminal background checks as well as other strategies.

The second problem we identified is that the process for licensing new drivers takes too long and is unnecessarily difficult. There is no reciprocity with other states, like Massachusetts, and the current regulations require drivers to learn information about the components of a bus engine that are irrelevant and outmoded. This along with several other factors has resulted in a lack of incentive or motivation for people in the workforce to consider applying for and training to become school bus drivers. Superintendent Corey and I will be taking steps to reach out to the leaders at NHSTA (NH School Transportation Association) and the NH Department of Safety to come up with some strategies to possibly improve this process.

Third, we concluded that the reliability of the workforce itself is an ongoing problem that is difficult to address, primarily as a result of the low wages paid to school bus drivers as well as the irregular schedule imposed on a school bus driver. The type of applicant that is often attracted to this position tends to be more transient and unreliable, resulting in significant turnover.

After identifying the primary causes for the problems, at the November 20th meeting also talked about the current status of transportation in SAU 41. It was the general consensus from both the Hollis Transportation representative and the Superintendent that many of the problems that had been occurring in the beginning of the year had been resolved. This is primarily the result of Hollis Transportation recently hiring three new bus drivers. Additionally, they are in the process of training their mechanic to be a backup school bus driver. At the time of the November meeting, there was one additional bus driver who was in training and was expected to receive his or her license in December. Additionally, we were informed that Hollis Transportation expected to transition two additional drivers into training in the very near future.

Other strategies Hollis Transportation discussed was making a deliberate effort to transition drivers of special education buses over to driving school buses. In the past it has been difficult to motivate special education drivers to make this transition, but Hollis Transportation indicated a willingness to create more incentives to attract school buses drivers. Additionally, the Superintendent indicated that there were discussing the possibility of licensing a building or central office administrator to drive a school bus for back up situations.

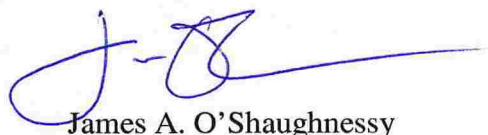
Hollis Transportation also reassured the District that it is reimbursing the school districts when routes are combined, and although that does not resolve the issues of late drop offs and pick-ups, they have taken responsibility for those shortcomings and intend to remediate future problems to stay in compliance with their agreement with the SAU.

From the perspective of counsel for the SAU, it is clear that your transportation contractor has struggled this past year to find and retain qualified bus drivers this past fall. That shortfall is the direct result of a statewide workforce problem, and a problem with finding school bus drivers in particular. It also seems that the problem was recognized after it was too late. Regardless, the Superintendent and Business Administrator had good reason to feel reassured that the ongoing problems which existed in the early fall had been more or less resolved to a significant extent by the time we met with Hollis Transportation in mid-November. I remain ready and willing to provide assistance to the SAU and the School Boards should circumstances deteriorate again or should you need my assistance in the future.

Andrew Corey, Superintendent
Hollis-Brookline Cooperative School District
December 8, 2017
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Please do not hesitate to reach out to me if you have any questions or would like me to follow up in any way.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J-O', with a long horizontal flourish extending to the right.

James A. O'Shaughnessy

JAO/df

SAU #41

**Hollis Brookline
School District**

**Budget
2018-2019 School Year**



**Public Presentation
December 14, 2017**

SAU 41 Budget Subcommittee

❖ SAU:

- ❖ Andy Corey, Superintendent
- ❖ Kelly Seeley, Business Administrator
- ❖ Linda Sherwood, Assistant Business Administrator

❖ BROOKLINE:

- ❖ Lauren DiGennaro, Brookline School Board
- ❖ Brian Rater, Brookline Finance Committee

❖ HOLLIS:

- ❖ Michelle St. John, Hollis School Board
- ❖ Michael Harris, Hollis Budget Committee

❖ COOP:

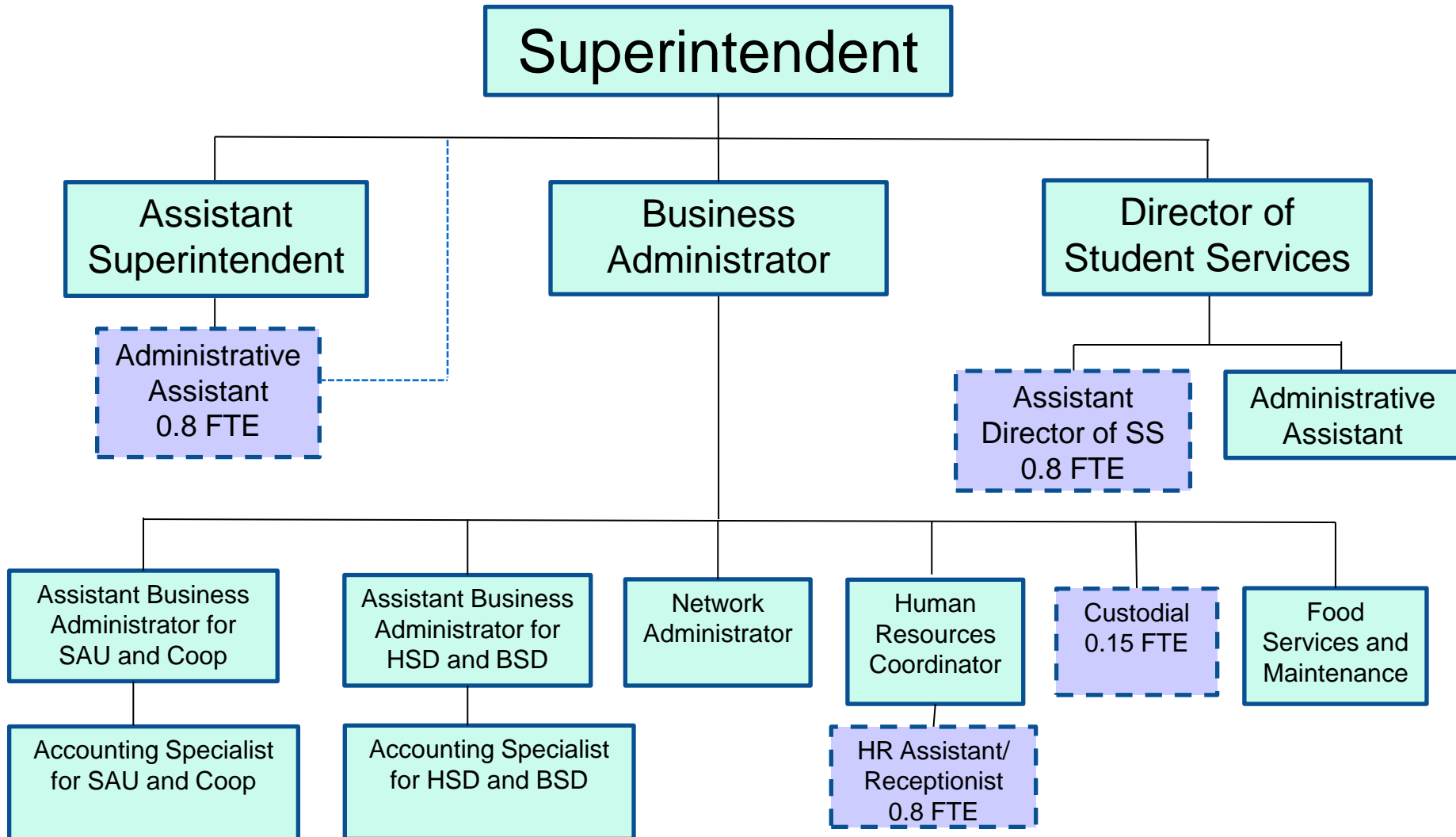
- ❖ Krista Whalen, Coop School Board
- ❖ Darlene Mann, Coop Budget Committee

Agenda - Review of SAU Budget

- SAU 41 Organizational Structure
- FY19 Budget
 - Overview: Proposed Budget and Adjusted Budget
 - Significant Drivers for FY19
 - Budget Breakdown by Category
 - Business Office Needs
 - Unassigned Fund Balance
 - Revenue
 - Budget Apportionment by District
- Warrant Article
- Questions & Answers

SAU 41 ORGANIZATIONAL STRUCTURE

Part-Time Full-Time



FY19 Budget

Last Year FY18 Budget

FY18 Adopted Budget	\$ 1,498,630	
FY18 Budget after use of fund balance and revenue	\$ 1,467,526	

Proposed FY19 Budget

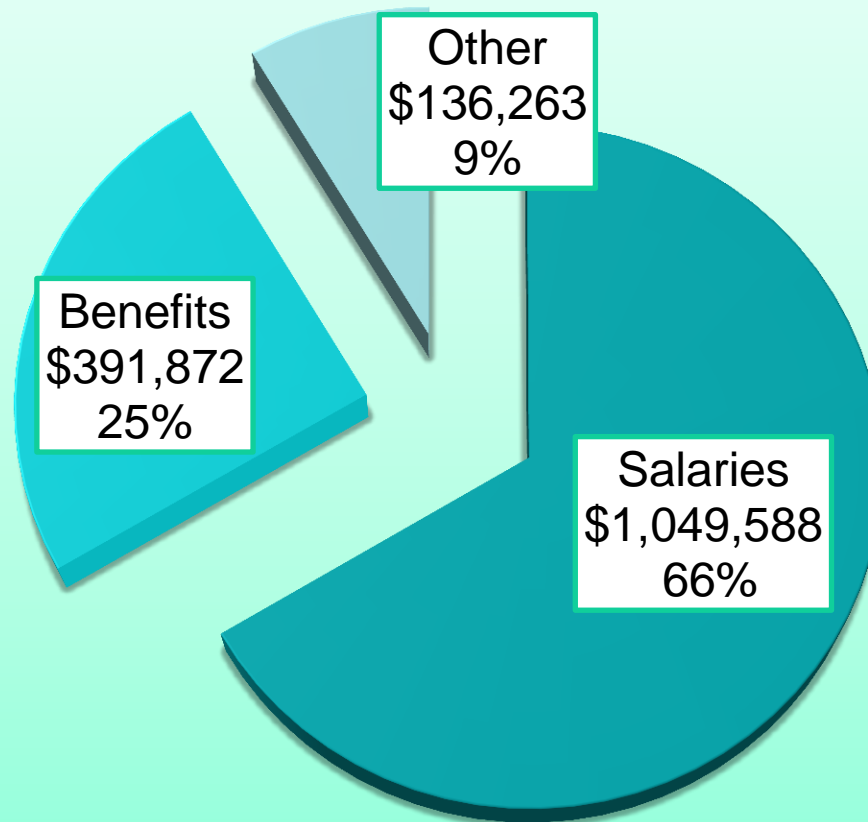
FY19 Proposed Budget	\$ 1,577,723	+ 5.3 % over FY18
FY19 Total Expense after use of fund balance and revenue	\$ 1,567,072	+ 6.8 % over FY18

Adjusted (Default) FY19 Budget

FY19 Adjusted Budget	\$ 1,543,057	+ 3.0 % over FY18
FY19 Adjusted Budget offset by revenue	\$ 1,539,057	+ 4.9 % over FY18

FY19 Budget

Budget Components



FY19 Budget

Significant Changes	Increase over FY18	
Wages: 2 new hires	+\$ 52,600	<ul style="list-style-type: none"> Additional 1.5 FTE for business office
Benefits: 2 new hires	+\$ 27,684	<ul style="list-style-type: none"> Estimated benefits for 1.5 FTE for business office
Wage Increases	+\$35,238	<ul style="list-style-type: none"> \$17,718: 2.5% increase to salaried employees \$ 9,520: 2.5% increases for hourly employees and merit pool (0.5% of total admin salaries) \$ 8,000: Market rate adjustments to four business office employees
Rent	+\$ 5,970	<ul style="list-style-type: none"> Second in series of increases: <ul style="list-style-type: none"> FY10 to FY17 Rent = \$8,000 (\$1.36 sq/ft) FY18 Rent = \$13,000 FY19 Rent= \$18,970 End goal = \$24,939 (\$4.25 sq/ft)
Custodial Services	+\$ 3,900	<ul style="list-style-type: none"> Increased custodial services <ul style="list-style-type: none"> From 6 hours/week to 10.5 hours/week

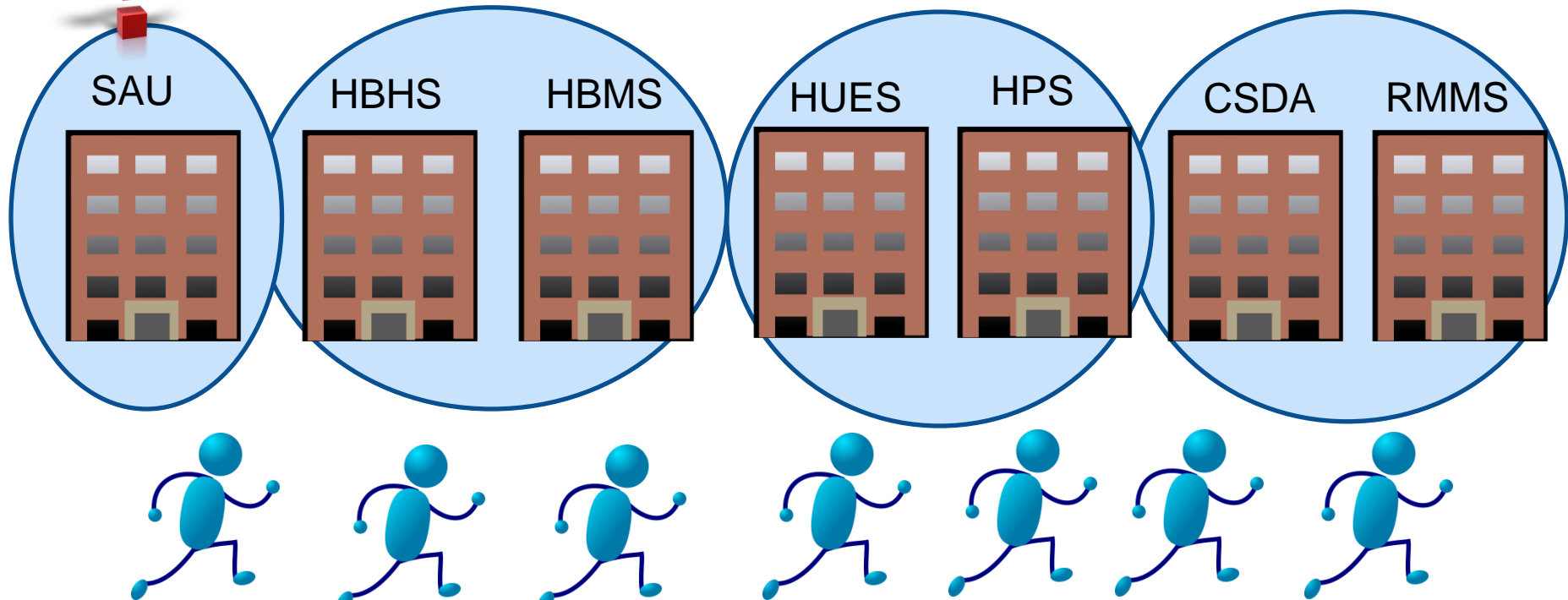
FY19 Budget

Category	FY18 Budget	FY19 Proposed	\$ Change	% Change
Wages	971,643	1,040,068	68,425	7.04%
Benefits	358,522	391,872	33,350	9.30%
Operations & Maintenance	38,980	46,520	7,540	19.34%
Professional Development	35,670	24,600	- 11,070	- 31.03%
Services	19,935	20,783	848	4.25%
Travel	15,750	15,560	- 190	- 1.21%
Expendables	14,320	14,600	280	1.96%
Equipment & Software	41,966	14,200	- 27,766	- 66.16%
Merit Increase	1,844	9,520	7,676	416.27%
Total	\$ 1,498,630	\$ 1,577,723	\$ 79,093	5.28%
<i>Adjusted Budget (RSA 194-C:9-b)*</i>	\$ 1,498,630	\$ 1,543,057	\$ 44,427	2.96%

**If budget fails after district meeting vote, then the Adjusted Budget will be adopted.*

FY19 Budget

 Why does the business office need more help?

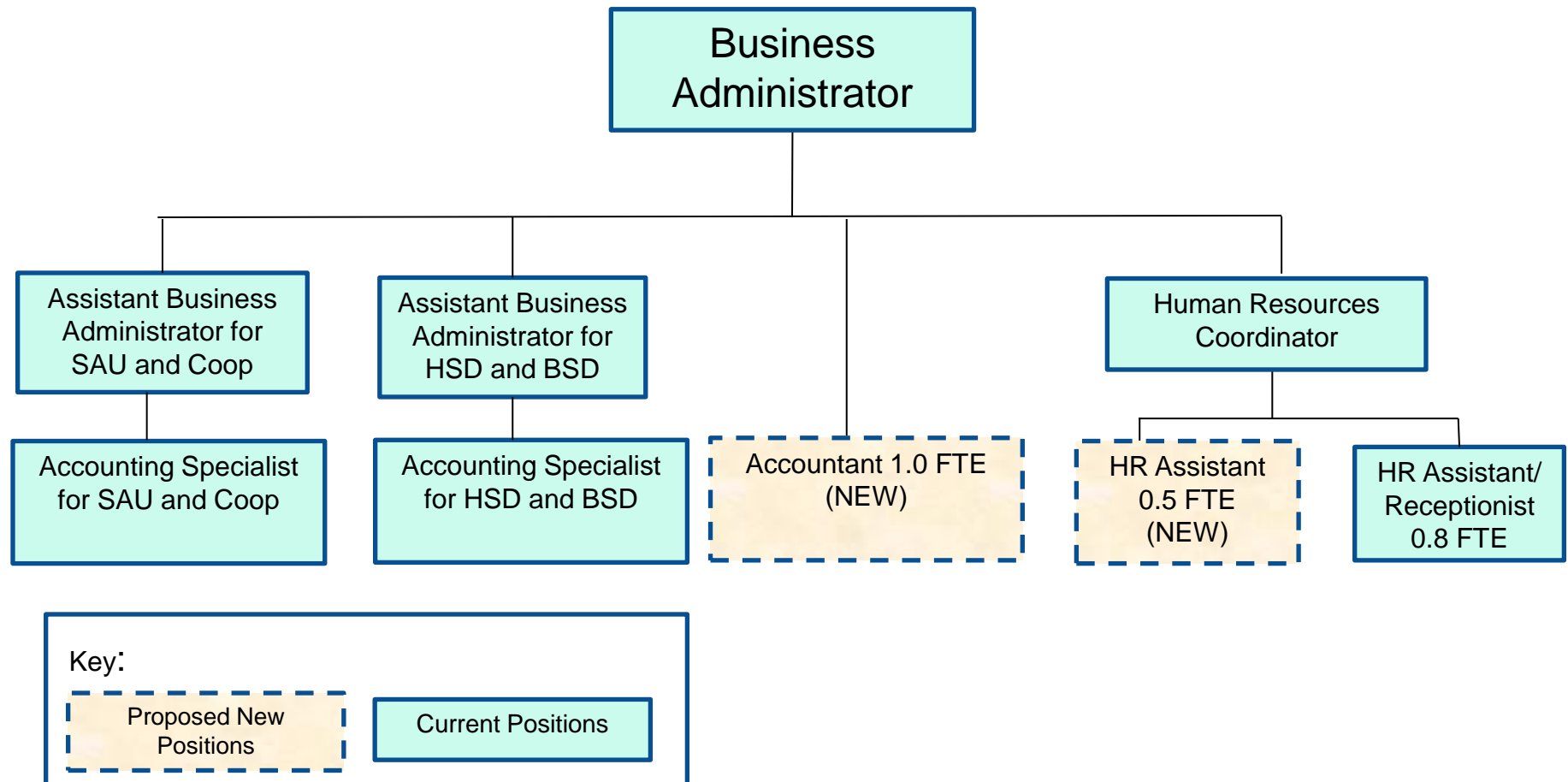


7 employees manage all business components for 4 separate legal entities, in 7 buildings— including banking, budgeting, reporting, purchasing, payables, payroll, taxes, human resources, employee contracts, benefits, business analysis, accounting, and the annual audit.

Everything we do, we do X 4 !

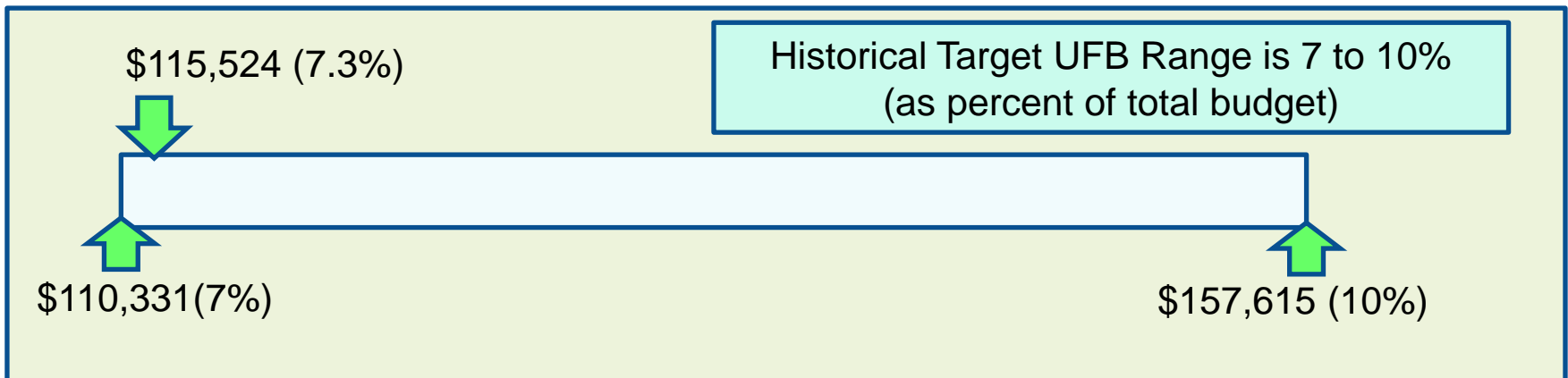
SAU 41 BUSINESS OFFICE RE-STRUCTURE

The current SAU business office of 7 employees currently supports 4 districts with 7 buildings.



FY19 Budget

<h2>UNASSIGNED FUND BALANCE</h2> <p>When revenue exceeds expenses at year end, the balance goes into this unassigned fund.</p>	
	Balance
FY18 Unassigned Fund Ending Balance	\$122,175
FY19 Expenses covered by fund balance <ul style="list-style-type: none"> • Network Administrator retiring • One month salary to overlap with new hire for transition help 	(\$6,651)
FY19 Projected Unassigned Fund Ending Balance	\$115,524



FY19 Budget

REVENUE

Grants/Indirect Costs	\$ 4,000
Use of Fund Balance	\$ 6,651
<hr/>	
Total Revenue	\$10,651

FY19 Budget

Distribution of Funds to be Raised by Districts

	2017-2018	2018-2019	
Expenses	\$ 1,498,630	\$ 1,577,723	
Revenue	<u>\$ 31,104</u>	<u>\$ 10,651</u>	
Total Appropriation	\$ 1,467,526	\$ 1,567,072	
School District	2017-2018 District Share	2018-2019 District Share	2018-2019 District %
Brookline	\$ 271,051	\$ 279,152	17.8%
Hollis	\$ 441,827	\$ 481,112	30.7%
COOP	<u>\$ 754,648</u>	<u>\$ 806,808</u>	<u>51.5%</u>
Total Appropriation	\$ 1,467,526	\$ 1,567,072	100.0%

Distribution is determined by a calculation using equalized valuation as provided by the state and the average daily membership of students.

Warrant Article

Shall the voters of the _____ School District adopt a school administrative unit budget of \$1,577,723 for the forthcoming fiscal year in which \$XXXX is assigned to the school budget of this school district? This year's adjusted budget of \$1,543,057, 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 !*

FY19 SAU Budget Proposal

Draft version 7.1, 12/11/2017

					FY18 Adopted	FY19 Proposed		\$ Change	% Change
Description		FY15 Actual	FY16 Actual	FY17 Actual	Budget	Budget	FY19 DEFAULT	FY19 less FY18	\$chg / FY18
Superintendent									
1	Salary	\$130,000	\$145,607	\$140,492	\$142,900	\$146,473	\$146,473	\$3,573	2.5%
2	Salary, Contract-Vacation Benefit			\$5,269	\$6,595	\$6,197	\$6,197	-\$399	-6.0%
3	Salary, Admin Assistant	\$56,124	\$41,439	\$27,421	\$27,503	\$27,503	\$27,609	\$0	0.0%
4	Course Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
5	Conferences	\$0	\$85	\$0	\$500	\$500	\$500	\$0	0.0%
6	Summer Leadership Planning Session		\$2,919	\$997	\$1,500	\$1,500	\$1,500	\$0	0.0%
7	Telephone, Contract	\$1,200		\$1,500	\$1,500	\$1,500	\$1,200	\$0	0.0%
8	Travel, Contract	\$2,807	\$3,253	\$3,360	\$3,000	\$3,000	\$3,000	\$0	0.0%
9	Travel -Conferences				\$100	\$100	\$100	\$0	0.0%
10	Travel-Out of District		\$590	\$281	\$600	\$500	\$600	-\$100	-16.7%
11	Publications	\$493			\$100	\$0	\$100	-\$100	-100.0%
12	Dues	\$5,035	\$5,329	\$5,351	\$5,725	\$5,675	\$5,725	-\$50	-0.9%
13	TOTAL SUPERINTENDENT	\$195,659	\$199,222	\$184,671	\$190,023	\$192,948	\$193,004	\$2,924	1.5%
Assistant Superintendent									
14	Salary	\$114,200	\$124,907	\$106,750	\$108,000	\$110,700	\$110,700	\$2,700	2.5%
15	Course Reimbursement	\$0	\$25		\$0	\$0	\$0	\$0	-
16	Conferences	\$703	\$768		\$1,000	\$1,000	\$1,000	\$0	0.0%
17	Telephone-Contract	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$0	0.0%
18	Travel -Contract	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$0	0.0%
19	Travel -Conferences			\$605	\$500	\$550	\$500	\$50	10.0%
20	Travel- Out of District	\$3,005	\$504	\$407	\$500	\$500	\$500	\$0	0.0%
21	Dues	\$2,858	\$2,614	\$2,462	\$2,800	\$2,600	\$2,800	-\$200	-7.1%
22	TOTAL ASST. SUPERINTENDENT	\$123,166	\$131,218	\$112,623	\$115,200	\$117,750	\$117,900	\$2,550	2.2%
Gov Board									
23	School Board Secretary Stipend	\$871	\$842	\$490	\$850	\$800	\$850	-\$50	-5.9%
24	Treasurer Stipend	\$600	\$600	\$600	\$600	\$600	\$600	\$0	0.0%
25	TOTAL GOV. BOARD	\$1,471	\$1,442	\$1,090	\$1,450	\$1,400	\$1,450	-\$50	-3.4%

					FY18 Adopted	FY19 Proposed		\$ Change	% Change
Description		FY15 Actual	FY16 Actual	FY17 Actual	Budget	Budget	FY19 DEFAULT	FY19 less FY18	\$chg / FY18
Student Services									
26	Salary, Student Services Director	\$98,374	\$102,330	\$106,879	\$105,350	\$107,984	\$107,984	\$2,634	2.5%
27	Contract End Stipend						\$0	\$0	-
28	Salary - Asst. Director of Student Services	\$33,052	\$39,501	\$71,000	\$72,775	\$74,594	\$74,594	\$1,819	2.5%
29	Salary, Student Services Admin Asst.	\$41,129	\$42,067	\$42,771	\$43,680	\$43,680	\$42,771	\$0	0.0%
	Temp help for DSS								
30	Course Reimbursement	\$0		\$6,740	\$3,400	\$0	\$12,610	-\$3,400	-100.0%
31	Conferences- DSS/ADSS	\$400	\$1,029	\$1,150	\$1,270	\$850	\$1,270	-\$420	-33.1%
32	Legal Services	\$1,513				\$0	\$0	\$0	-
33	Contracted Services	\$17,150	\$19,529			\$0	\$0	\$0	-
34	Telephone-DSS/ADSS-Contract	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%
35	Travel-DSS In District- contract	\$900	\$900	\$900	\$900	\$900	\$900	\$0	0.0%
36	Travel-ADSS- Out of District	\$2,096	\$1,534	\$1,972	\$2,000	\$2,200	\$1,500	\$200	10.0%
37	Travel- Conferences		\$891	\$452	\$1,000	\$550	\$1,000	-\$450	-45.0%
38	Travel- DSS- Out of District		\$501	\$2,315	\$2,500	\$2,600	\$500	\$100	4.0%
39	Travel- Professional Development					\$0	\$0	\$0	-
40	Equipment		\$713			\$0	\$0	\$0	-
41	Dues	\$1,340	\$1,490	\$1,340	\$1,400	\$1,400	\$2,850	\$0	0.0%
42	TOTAL STUDENT SERVICES	\$197,754	\$212,284	\$237,319	\$236,075	\$236,558	\$247,779	\$483	0.2%

					FY18 Adopted	FY19 Proposed		\$ Change	% Change
Description		FY15 Actual	FY16 Actual	FY17 Actual	Budget	Budget	FY19 DEFAULT	FY19 less FY18	Schg / FY18
Business Office									
43	Salary, Business Administrator	\$100,289	\$96,500	\$100,256	\$99,000	\$101,475	\$101,475	\$2,475	2.5%
44	Contract End Stipend						\$0	\$0	0.0%
45	Salary, Asst. Business Administrators (2)	\$78,665	\$86,155	\$100,355	\$102,500	\$110,062	\$102,500	\$7,562	7.4%
46	Contract End Stipend				\$769	\$1,051	\$1,051	\$282	-
47	Salary, Business Office Staff (AS/ HR)	\$149,186	\$135,570	\$152,106	\$131,731	\$130,955	\$138,405	-\$776	-0.6%
48	Salary, New full time bus. office employee					\$39,000	\$0	\$39,000	-
49	Salary, Consulting/Transition temp help				\$16,000	\$13,600	\$16,000	-\$2,400	-15.0%
50	Wages- Archiving			\$2,940			\$0	\$0	-
51	Course Reimbursement - BA	\$1,885			\$2,000	\$2,000	\$2,000	\$0	0.0%
52	Conferences-BA/ABA	\$0	\$220		\$500	\$500	\$500	\$0	0.0%
53	Conferences-Bus Off	\$139		\$175	\$500	\$300	\$500	-\$200	-40.0%
54	Professional Services- Training	\$0		\$1,100	\$5,000	\$3,500	\$0	-\$1,500	-30.0%
55	Audit	\$5,000	\$5,050	\$3,950	\$5,100	\$5,100	\$5,100	\$0	0.0%
56	Other Professional Services	\$2,601	\$5,483	\$100	\$110	\$120	\$110	\$10	9.1%
57	Temp Agency			\$11,570			\$0	\$0	-
58	Telephone-BA-Contract	\$500	\$600	\$600	\$600	\$600	\$600	\$0	0.0%
59	Travel-BA-Contract	\$1,000	\$1,878	\$600	\$600	\$600	\$600	\$0	0.0%
60	Travel- Conferences- Bus Office		\$100	\$190	\$200	\$200	\$200	\$0	0.0%
61	Travel- Conferences- BA/ABA		\$50		\$200	\$200	\$200	\$0	0.0%
62	Travel- ABA/Bus Office			\$765	\$1,050	\$1,100	\$900	\$50	4.8%
63	Dues-BA	\$1,509	\$1,222	\$1,471	\$1,675	\$1,775	\$1,675	\$100	6.0%
64	TOTAL BUSINESS OFFICE	\$340,774	\$332,828	\$376,178	\$367,535	\$412,138	\$371,816	\$44,603	12.1%

					FY18 Adopted	FY19 Proposed		\$ Change	% Change
Description		FY15 Actual	FY16 Actual	FY17 Actual	Budget	Budget	FY19 DEFAULT	FY19 less FY18	\$chg / FY18
Network Administrator									
65	Salary, Network Administrator	\$75,104	\$74,775	\$78,559	\$78,178	\$80,132	\$80,132	\$1,954	2.5%
66	Salary, 1 month overlap Network Admin					\$6,651	\$0	\$6,651	-
67	Contract End Stipend					\$0	\$0	\$0	-
68	Course Reimbursement - Network Admin	\$0	\$224			\$0	\$0	\$0	-
69	Conferences-Network Administrator	\$398	\$298	\$793	\$550	\$900	\$550	\$350	63.6%
70	Telephone-Contract		\$510	\$600	\$600	\$600	\$600	\$0	0.0%
71	Travel	\$114	\$350		\$500	\$500	\$500	\$0	0.0%
72	Travel- Conferences			\$634	\$750	\$750	\$750	\$0	0.0%
73	TOTAL NETWORK ADMINISTRATOR	\$75,617	\$76,157	\$80,586	\$80,578	\$89,533	\$82,532	\$8,955	11.1%
Technology									
74	Contracted Scvs-Tyler Technologies	\$26,564	\$27,892	\$29,287	\$30,755	\$0	\$30,755	-\$30,755	-100.0%
75	Computer Repairs					\$0	\$0	\$0	-
76	Technology Supplies	\$0			\$500	\$400	\$500	-\$100	-20.0%
77	Support Contracts/Hosted Services	\$974	\$500	\$836	\$836	\$836	\$0	\$0	0.0%
79	Site Licenses		\$496	\$496	\$500	\$550	\$500	\$50	10.0%
80	Additional Computer Equipment	\$876		\$1,046	\$600	\$900	\$600	\$300	50.0%
81	Replacement Computers	\$0	\$22,296			\$850	\$0	\$850	-
82	TOTAL TECHNOLOGY	\$28,414	\$51,183	\$31,664	\$33,191	\$3,536	\$32,355	-\$29,655	-89.3%

					FY18 Adopted	FY19 Proposed	\$ Change		% Change
Description		FY15 Actual	FY16 Actual	FY17 Actual	Budget	Budget	FY19 DEFAULT	FY19 less FY18	\$chg / FY18
General									
83	Salary, Office Mgr/HR Assist	\$26,074	\$26,831	\$27,300	\$27,612	\$27,612	\$27,721	\$0	0.0%
84	Office Substitutes	\$195	\$1,463		\$1,500	\$1,000	\$1,500	-\$500	-33.3%
85	Coursework Reimbursement-Pooled					\$0	\$0	\$0	-
86	Course Reimbursement- new opps				\$1,000	\$0	\$1,000	-\$1,000	-100.0%
87	Legal Services	\$410	\$625	\$138	\$1,000	\$1,000	\$1,000	\$0	0.0%
88	Contracted Services	\$0	\$11,492	\$481	\$275	\$788	\$200	\$513	186.5%
89	Attic Recycling		\$1,907		\$700	\$0	\$0	-\$700	-100.0%
90	Print management			\$1,040	\$1,525	\$1,718	\$1,600	\$193	12.7%
91	Contracted Services/ Equip Maint	\$791				\$0	\$0	\$0	-
92	Copier Service/ Leases	\$3,869	\$3,527	\$3,250	\$3,250	\$5,446	\$2,400	\$2,196	67.6%
93	Internet-eRate Funded	\$3,949	\$0		\$0	\$0	\$0	\$0	-
94	Telephone		\$4,734	\$5,779	\$5,800	\$6,300	\$3,800	\$500	8.6%
95	Postage	\$5,227	\$6,952	\$5,929	\$5,993	\$6,500	\$6,500	\$507	8.5%
96	Advertising	\$712	\$450	\$1,443	\$1,000	\$1,500	\$1,000	\$500	50.0%
97	Printing	\$527	\$238	\$248	\$250	\$275	\$250	\$25	10.0%
98	Travel, Clerical Staff	\$545	\$887	\$90	\$150	\$110	\$150	-\$40	-26.7%
99	Office Hospitality	\$679	\$606	\$423	\$600	\$600	\$600	\$0	0.0%
100	Expendable Supplies	\$3,400	\$4,785	\$4,600	\$4,689	\$4,800	\$5,000	\$111	2.4%
101	Beginning of Year Kick Off	\$350	\$1,342	\$1,343	\$1,638	\$1,400	\$1,400	-\$238	-14.5%
102	New Hire Orientation	\$811	\$1,520	\$758	\$1,300	\$1,300	\$1,300	\$0	0.0%
103	Equipment Repair/Replacement	\$932	\$999	\$401	\$2,500	\$2,000	\$2,500	-\$500	-20.0%
104	Office Equipment			\$1,760	\$1,500	\$1,500	\$1,500	\$0	0.0%
105	Bank Fees	\$672	\$76	\$0	\$0	\$0	\$0	\$0	-
106	Professional Development-Series-NHSAA	\$2,080	\$1,950	\$1,950	\$1,850	\$2,100	\$2,000	\$250	13.5%
107	TOTAL GENERAL	\$49,143	\$68,433	\$56,933	\$64,132	\$65,949	\$59,421	\$1,817	2.8%

					FY18 Adopted	FY19 Proposed		\$ Change	% Change
Description		FY15 Actual	FY16 Actual	FY17 Actual	Budget	Budget	FY19 DEFAULT	FY19 less FY18	\$chg / FY18
Maintenance									
108	PT Custodian	\$3,952	\$4,391	\$4,478	\$4,600	\$8,500	\$4,471	\$3,900	84.8%
109	Maintenance Stipend-Hinckley		\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%
110	Inspections			\$1,084	\$1,150	\$1,250	\$1,150	\$100	8.7%
111	Septic	\$600	\$600	\$600	\$600	\$650	\$600	\$50	8.3%
112	Furnace		\$450	\$0	\$500	\$500	\$500	\$0	0.0%
113	Snow Removal	\$12,916	\$2,483	\$7,393	\$7,500	\$8,500	\$5,000	\$1,000	13.3%
114	Mowing/ Landscaping	\$0	\$519	\$17	\$1,500	\$1,000	\$1,500	-\$500	-33.3%
115	General Maintenance	\$6,669	\$8,348	\$2,540	\$3,550	\$3,550	\$6,250	\$0	0.0%
116	Rent	\$8,000	\$8,000	\$8,000	\$13,000	\$18,970	\$18,970	\$5,970	45.9%
117	Maintenance Service Contracts			\$736	\$768	\$800	\$0	\$32	4.2%
118	Property Liability Insurance			\$2,818	\$2,912	\$3,200	\$3,100	\$288	9.9%
119	Utilities	\$3,724	\$4,337	\$4,923	\$5,000	\$5,500	\$4,500	\$500	10.0%
120	Heating Oil	\$5,447	\$2,057	\$2,019	\$2,500	\$2,600	\$2,500	\$100	4.0%
121	TOTAL MAINTENANCE	\$41,308	\$32,684	\$36,108	\$45,080	\$56,520	\$50,041	\$11,440	25.4%

					FY18 Adopted	FY19 Proposed	\$ Change		% Change
Description		FY15 Actual	FY16 Actual	FY17 Actual	Budget	Budget	FY19 DEFAULT	FY19 less FY18	\$chg / FY18
Benefits									
122	Hourly Salary Increases-CPI				\$1,844	\$5,834	\$5,972	\$3,990	216.4%
123	Salary Increases-Merit Pool					\$3,686	\$3,522	\$3,686	-
124	Health Insurance	\$129,489	\$111,062	\$131,723	\$158,828	\$178,189	\$163,712	\$19,361	12.2%
125	Dental Insurance	\$12,999	\$8,734	\$8,949	\$10,149	\$13,806	\$13,610	\$3,657	36.0%
126	Life, LTD, and ADD insurance	\$4,847	\$5,002	\$5,668	\$5,844	\$6,921	\$6,688	\$1,077	18.4%
127	Flex Benefit Spending	-\$666	-\$44	-\$4		\$0	\$0	\$0	-
128	Superintendent 403b Match	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.0%
129	FICA/403(b)	\$67,272	\$65,930	\$71,674	\$73,688	\$79,554	\$76,942	\$5,866	8.0%
130	NH Retirement	\$87,606	\$89,397	\$88,077	\$101,149	\$104,552	\$102,213	\$3,403	3.4%
131	Unemployment Compensation	\$1,681	\$1,413	\$750	\$700	\$550	\$700	-\$150	-21.4%
132	Workers' Compensation	\$4,822	\$4,790	\$3,091	\$3,164	\$3,300	\$3,400	\$136	4.3%
133	Contracted Services-GASB 45		\$4,500		\$5,000	\$0	\$5,000	-\$5,000	-100.0%
134	TOTAL BENEFITS	\$313,050	\$295,784	\$314,928	\$365,366	\$401,392	\$386,759	\$36,026	9.9%

Total Expense Budget		\$1,366,354	\$1,401,236	\$1,432,101	\$1,498,630	\$1,577,723	\$1,543,057	\$79,093	5.28%
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USING REVENUE TO REDUCE EXPENSES

		FY18 Adopted Budget	FY19 Proposed Budget	FY19 OBLIGATIONS
REVENUE DETAILS:	Indirect Cost- Grants	\$4,000	\$4,000	\$4,000
	Use of Fund Balance:			
	GASB 45, line 133	\$5,000	\$0	
	New printer and copy machines		\$0	
	Dir Student Service course work/travel, line 30+39	\$12,610	\$0	
	Merit and salary increases, lines 122 and 123	\$9,494	\$0	
	IT one month transition salary, line 66		\$6,651	
	Total use of Fund Balance	\$27,104	\$6,651	
	Total Revenue to reduce Expense	\$31,104	\$10,651	\$4,000
Draft #4 Total Expense Budget- due from taxpayers		\$1,467,526	\$1,567,072	\$1,539,057
			\$99,546	6.8%

FUND BALANCE			
Proposed Budget		\$1,577,723	
			% of total budget
Fund Balance as of 6/30/17	\$ 149,279		9.5%
Use of Fund Balance as revenue for fy18	\$ 27,104		
Fund Balance as of 6/30/18	\$ 122,175		7.7%
Use of Fund Balance as revenue for FY19	\$ 6,651		
Fund Balance as of 6/30/19	\$ 115,524		7.3%
* Target Fund Balance Range Historically: 7 to 10%			

SAU FY19 BUDGET PROPOSALS

FY18 Adopted Budget:
\$ 1,498,630

	Default	Draft #4 9/26/2017	Draft #5 10/12/2017	Draft #6 10/26/2017	Draft #7 10/31/2017
		Presented to Gov Board Includes: - New hire - full time business office - New Hire- Director of Technology - New printer and copy machine - Health & Dental Ins @ 2 person for 3 new hires	With Recommendations from Gov Board Includes: - New hire - full time business office - New Hire- Director of Technology - New printer and copy machine - Health & Dental Ins @ 2 person for new AS - Health & Dental Ins @ family for 2 new hires - New Hire - part time business office - Salary adjust to AS and ABA, market rate - Increase cleaning services	Sub-Committee Challenge Includes: - New hire - full time business office - New Hire- Director of Technology-lower salary - Lease instead of purchase- New printer and copy machine - Health & Dental Ins @ 2 person for new AS - Health & Dental Ins back to 2- person for 2 new hires - New Hire - part time business office - Delete salary adjust to AS and ABA, market rate - Less of an increase for cleaning services - Defer DSS coursework and associated travel	Superintendent's Final Draft Includes: - New hire - 1.5 FTE for business office - New Hire- Director of Technology-lower salary + only one month transition - New printer and copy machine on 4 year lease plans - Health & Dental Ins @ 2 person for new hires - New Hire - part time business office-reduced hrs - Salary adjust to AS and ABA -Increased cleaning services - Delete attic recycling
Fy19 Budget	\$ 1,543,757	\$ 1,584,834	\$ 1,633,695	\$ 1,601,423	\$ 1,577,723
\$ Change over fy18	\$ 45,127	\$ 86,204	\$ 135,065	\$ 102,793	\$ 79,093
% Change over fy18	3.0%	5.8%	9.0%	6.9%	5.3%
Change from previous version			\$ 48,861	\$ (32,272)	\$ (23,700)

Discussion Items	Expense	<i>included in Draft #4</i>	<i>included in Draft #5</i>	<i>included in Draft #6</i>	<i>included in Draft #7</i>
		<i>x = included</i>	<i>adjustment from v. 4</i>	<i>adjustment from v. 5</i>	<i>adjustment from v. 6</i>
New Hire: Business FT salary	\$ 39,000	X			
New Hire: Business PT salary	\$ 17,680		17,680		-4080
Dir of Tech salary differential	\$ 7,822	X		-1,000	-4868
Dir of Tech transition salary-2 months	\$ 13,030	X			-6379
Printer	\$ 814	X		-614	
Copy machine	\$ 7,130	X		-5,344	
Rent	\$ 5,970	X			
Additional Cleaning	\$ 5,400		5,400	-1,500	
Acct Specialist market rate adjustment	\$ 3,000	X	1,992		-1992
ABA market rate adjustment	\$ 5,000	X	5,000		-5000
DSS Coursework + travel	\$ 8,300	X		-8,300	
Attic Recycling	\$ 700	X			-700
Benefits related to new hires/ salary diffs, other		x	18,789	-15,514	-681
Change from previous version			\$ 48,861	\$ (32,272)	\$ (23,700)

FY19 SAU BUDGET PROPOSAL BY CATEGORY

CATEGORY	FY19 Proposed	% of Total
Wages	\$ 1,040,068	65.9%
Benefits	\$ 391,872	24.8%
Operation & Maintenance of Plant	\$ 46,520	2.9%
Professional Development	\$ 24,600	1.6%
Services	\$ 20,783	1.3%
Travel	\$ 15,560	1.0%
Expendables	\$ 14,600	0.9%
Equipment & Software	\$ 14,200	0.9%
Merit Increase	\$ 9,520	0.6%
Total SAU	\$ 1,577,723	100.0%

CATEGORY	FY18 Budget	FY19 Proposed	% Change
Wages	\$ 971,643	\$ 1,040,068	7.04%
Benefits	\$ 358,522	\$ 391,872	9.30%
Operation & Maintenance of Plant	\$ 38,980	\$ 46,520	19.34%
Professional Development	\$ 35,670	\$ 24,600	-31.03%
Services	\$ 19,935	\$ 20,783	4.25%
Equipment & Software	\$ 41,966	\$ 14,200	-66.16%
Travel	\$ 15,750	\$ 15,560	-1.21%
Expendables	\$ 14,320	\$ 14,600	1.96%
Merit Increase	\$ 1,844	\$ 9,520	416.27%
Total SAU	\$ 1,498,630	\$ 1,577,723	5.28%

FY19 SAU BUDGET PROPOSAL BY FUNCTION

Function	FY17 Actual	FY18 Budget	FY19 Proposed
Office of Fiscal Services	\$ 376,178	\$ 367,535	\$ 412,138
Employee Benefits	\$ 314,928	\$ 365,366	\$ 401,392
Office of Student Services	\$ 237,319	\$ 236,075	\$ 236,558
Office of the Superintendent	\$ 184,671	\$ 190,023	\$ 192,948
Operating and Building Services	\$ 93,041	\$ 109,212	\$ 122,469
Office of the Assistant Superintendent	\$ 112,623	\$ 115,200	\$ 117,750
Information Management Services	\$ 112,251	\$ 113,769	\$ 93,069
School Board	\$ 1,090	\$ 1,450	\$ 1,400
Totals	\$ 1,432,101	\$ 1,498,630	\$ 1,577,723

SAU 41
Revenue and Expense Report
FY18
as of 12/4/2017

Expense				
Description	Budget	YTD Expense	Encumbered	Balance
Superintendent	\$253,516	\$119,665	\$131,654	\$2,196
Assistant Superintendent	\$115,200	\$52,319	\$62,785	\$96
School Board	\$1,450	\$520	\$930	\$0
Student Services	\$236,476	\$106,613	\$154,802	(\$24,939)
Business Office	\$362,895	\$164,118	\$206,386	(\$7,609)
Maintenance	\$44,905	\$23,921	\$20,733	\$251
Technology	\$114,265	\$67,083	\$46,682	\$500
Benefits	\$369,924	\$153,244	\$204,736	\$11,943
TOTAL EXPENSE	\$1,498,630	\$687,483	\$828,709	(\$17,562)
Revenue				
	Budget	YTD Revenue	Encumbered	Balance
Assessments:				
Brookline	\$271,051	\$135,525	\$135,526	\$0
Hollis	\$441,827	\$220,913	\$220,914	\$0
Coop	\$754,648	\$314,436	\$440,212	\$0
Other:				
Federal Grants	\$4,000		\$4,000	\$0
Use of Fund Balance	\$27,104		\$27,104	\$0
TOTAL REVENUE	\$1,498,630	\$670,874	\$827,756	\$0

Anticipated 6/30/18 Balance (Revenue less Expense) (\$17,562)

Fund Balance Projection

FY18 Beginning Balance	\$	149,279
FY18 approved use of fund balance	\$	(27,104)
* FY18 additional approved use of fund balance	\$	(17,562)
Projected FY18 Ending Balance	\$	104,613

* Governing Board approved additional use of fund balance up to \$25,000.