

SAU 41 GOVERNING BOARD

AGENDA

Thursday, October 11, 2018

6:00PM

**Captain Samuel Douglas Academy**

Times are estimates only and subject to change without notice

6:00 Call to Order

Appointment of Process Observer  
Agenda Adjustments

6:10 Non – Public - under RSA 91-A: 3II (a) Compensation and/or (c) Reputation

6:40 Public Input  
Approval of Minutes

6:55 Discussion

- Presentation of the FY 20 SAU draft budget – SAU Administration
  - FY 2018 Final Report
  - FY 2019 Revenue and Expense quarterly update
- Included in your packet is information regarding the goals and objectives of the SAU and our administrative teams
- Insurance update – Preliminary GMR
- SAU feasibility study – informational purposes only

**8:30 Deliberations**

- To see what action the Board will take regarding the Administrations recommendation to request proposals for student transportation

9:00 Adjourn

# SAU #41 FY20 Budget Proposal

Draft #3, 9/28/18 [Budget Subcommittee first review]

Description		FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Proposed Budget	FY20 less FY19	% change	FY20 DEFAULT
<b>Superintendent</b>									
1									
2	Salary	\$138,107	\$136,992	\$142,900	\$149,331	\$153,810	\$4,480	3.0%	\$153,810
3	Salary, Contract-Vacation Benefit		\$5,269	\$6,595	\$6,197	\$7,099	\$902	14.6%	\$7,099
4	Salary, Admin Assistant	\$41,439	\$27,421	\$29,173	\$0	\$0	\$0	-	\$0
5	Conferences	\$85	\$0	\$125	\$500	\$500	\$0	0.0%	\$500
6	Telephone, Contract		\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%	\$1,500
7	Travel, Contract	\$3,253	\$3,360	\$3,000	\$3,000	\$3,000	\$0	0.0%	\$3,000
8	Travel - Conferences			\$383	\$100	\$100	\$0	0.0%	\$100
9	Travel-Out of District	\$590	\$281	\$372	\$500	\$500	\$0	0.0%	\$500
10	Dues	\$5,329	\$5,351	\$5,513	\$5,675	\$6,350	\$675	11.9%	\$6,350
11	<b>TOTAL SUPERINTENDENT</b>	<b>\$188,803</b>	<b>\$180,174</b>	<b>\$189,562</b>	<b>\$166,802</b>	<b>\$172,859</b>	<b>\$6,057</b>	<b>3.6%</b>	<b>\$172,859</b>
<b>Assistant Superintendent</b>									
12									
13	Salary	\$124,907	\$104,750	\$108,000	\$116,000	\$119,480	\$3,480	3.0%	\$119,480
14	Course Reimbursement	\$25		\$0	\$0	\$0	\$0	-	\$0
15	Conferences	\$768		\$538	\$1,000	\$1,000	\$0	0.0%	\$1,000
16	Telephone-Contract	\$1,200	\$1,200	\$1,200	\$1,800	\$1,800	\$0	0.0%	\$1,800
17	Travel -Contract	\$1,200	\$1,200	\$1,200	\$1,800	\$1,800	\$0	0.0%	\$1,800
18	Travel - Conferences		\$605	\$689	\$550	\$800	\$250	45.5%	\$550
19	Travel- Out of District	\$504	\$407	\$193	\$500	\$250	-\$250	-50.0%	\$500
20	Dues	\$2,614	\$2,462	\$2,544	\$2,600	\$2,794	\$194	7.5%	\$2,794
21	<b>TOTAL ASST. SUPERINTENDENT</b>	<b>\$131,218</b>	<b>\$110,623</b>	<b>\$114,364</b>	<b>\$124,250</b>	<b>\$127,924</b>	<b>\$3,674</b>	<b>3.0%</b>	<b>\$127,924</b>
<b>Governing Board</b>									
22									
23	School Board Secretary Stipend	\$842	\$490	\$700	\$800	\$800	\$0	0.0%	\$800
24	Treasurer Stipend	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600
25	<b>TOTAL GOV. BOARD</b>	<b>\$1,442</b>	<b>\$1,090</b>	<b>\$1,300</b>	<b>\$1,400</b>	<b>\$1,400</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$1,400</b>

Description		FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Proposed Budget	FY20 less FY19	% change	FY20 DEFAULT
<b>Student Services</b>									
26									
27	Salary, Student Services Director	\$99,330	\$105,379	\$105,350	\$108,405	\$111,657	\$3,252	3.0%	\$111,657
28	Salary - Asst. Director of Student Services	\$39,501	\$71,000	\$72,775	\$74,885	\$77,132	\$2,247	3.0%	\$77,132
29	Salary, Student Services Admin Asst.	\$42,067	\$42,771	\$43,680	\$44,948	\$44,948	\$0	0.0%	\$44,948
30	Course Reimbursement		\$6,740	\$11,878	\$0	\$0	\$0	-	\$0
31	Conferences- DSS/ADSS	\$1,029	\$1,150	\$1,270	\$850	\$2,770	\$1,920	225.9%	\$850
32	Contracted Services	\$19,529		\$7,225	\$0	\$0	\$0	-	\$0
33	Telephone-DSS/ADSS-Contract	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$1,800
34	Travel-DSS In District- contract	\$900	\$900	\$900	\$900	\$900	\$0	0.0%	\$900
35	Travel-ADSS- Out of District	\$1,534	\$1,972	\$1,888	\$2,200	\$2,000	-\$200	-9.1%	\$2,000
36	Travel- Conferences	\$891	\$452	\$361	\$550	\$550	\$0	0.0%	\$550
37	Travel- DSS- Out of District	\$501	\$2,315	\$1,809	\$2,600	\$2,600	\$0	0.0%	\$2,600
38	Travel- Professional Development			\$1,375	\$0	\$500	\$500	-	\$0
39	Equipment	\$713		\$0	\$0	\$0	\$0	-	\$0
40	Dues	\$1,490	\$1,340	\$1,540	\$1,400	\$1,690	\$290	20.7%	\$1,690
41	<b>TOTAL STUDENT SERVICES</b>	<b>\$209,284</b>	<b>\$235,819</b>	<b>\$251,852</b>	<b>\$238,538</b>	<b>\$246,547</b>	<b>\$8,009</b>	<b>3.4%</b>	<b>\$244,127</b>
<b>Network Administrator</b>									
42									
43	Salary, Network Administrator	\$74,775	\$78,559	\$78,178	\$80,445	\$82,858	\$2,413	3.0%	\$82,858
44	Course Reimbursement - Network Admin	\$224		\$0	\$0	\$0	\$0	-	\$0
45	Conferences-Network Administrator	\$298	\$793	\$0	\$900	\$900	\$0	0.0%	\$900
46	Telephone-Contract	\$510	\$600	\$600	\$600	\$600	\$0	0.0%	\$600
47	Travel	\$350		\$0	\$500	\$500	\$0	0.0%	\$500
48	Travel- Conferences		\$634	\$0	\$750	\$750	\$0	0.0%	\$750
49	<b>TOTAL NETWORK ADMINISTRATOR</b>	<b>\$76,157</b>	<b>\$80,586</b>	<b>\$78,778</b>	<b>\$83,195</b>	<b>\$85,608</b>	<b>\$2,413</b>	<b>2.9%</b>	<b>\$85,608</b>
<b>Technology</b>									
50									
51	Contracted Scvs-Tyler Technologies	\$27,892	\$29,287	\$31,251	\$0	\$0	\$0	-	\$0
52	Technology Supplies			\$86	\$400	\$400	\$0	0.0%	\$400
53	Support Contracts/Hosted Services	\$500	\$836	\$505	\$836	\$1,000	\$164	19.6%	\$1,000
54	Site Licenses	\$496	\$496	\$496	\$550	\$550	\$0	0.0%	\$550
55	Additional Computer Equipment		\$1,046	\$140	\$900	\$900	\$0	0.0%	\$900
56	Replacement Computers	\$22,296		\$0	\$850	\$1,000	\$150	17.6%	\$850
57	<b>TOTAL TECHNOLOGY</b>	<b>\$51,183</b>	<b>\$31,664</b>	<b>\$32,477</b>	<b>\$3,536</b>	<b>\$3,850</b>	<b>\$314</b>	<b>8.9%</b>	<b>\$3,700</b>

	Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Proposed Budget	FY19	% change	FY20 DEFAULT
58	<b>Business Office</b>								
59	Salary, Business Administrator	\$94,000	\$98,756	\$99,000	\$105,378	\$108,539	\$3,161	3.0%	\$108,539
60	Salary, Asst. Business Administrators (2)	\$85,655	\$98,855	\$103,269	\$110,472	\$118,787	\$8,315	7.5%	\$113,787
61	Contract End Stipend				\$1,105	\$0	-\$1,105	-100.0%	\$0
62	Salary, Business Office Staff (AS/ HR)	\$134,570	\$152,106	\$135,615	\$189,969	\$198,199	\$8,230	4.3%	\$195,199
63	Wages- Archiving		\$2,940			\$0	\$0	-	\$0
64	Course Reimbursement - BA			\$257	\$2,000	\$1,000	-\$1,000	-50.0%	\$1,000
65	Conferences-BA/ABA	\$220		\$225	\$500	\$500	\$0	0.0%	\$500
66	Conferences-Bus Off		\$175	\$180	\$300	\$300	\$0	0.0%	\$300
67	Professional Services- Training		\$1,100	\$1,100	\$3,500	\$3,500	\$0	0.0%	\$3,500
68	Audit	\$5,050	\$3,950	\$4,500	\$4,600	\$4,600	\$0	0.0%	\$4,600
69	Other Professional Services	\$5,483	\$100	-\$47	\$120	\$120	\$0	0.0%	\$120
70	Temp Agency		\$11,570	\$19,760	\$17,277	\$0	-\$17,277	-100.0%	\$0
71	Telephone-BA-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600
72	Travel-BA-Contract	\$1,878	\$600	\$600	\$600	\$600	\$0	0.0%	\$600
73	Travel- Conferences- Bus Office	\$100	\$190	\$0	\$200	\$200	\$0	0.0%	\$200
74	Travel- Conferences- BA/ABA	\$50		\$53	\$200	\$200	\$0	0.0%	\$200
75	Travel- ABA/Bus Office		\$765	\$1,002	\$1,100	\$1,200	\$100	9.1%	\$1,200
76	Dues-BA	\$1,222	\$1,471	\$1,662	\$1,775	\$1,871	\$96	5.4%	\$1,871
77	<b>TOTAL BUSINESS OFFICE</b>	<b>\$328,828</b>	<b>\$373,178</b>	<b>\$367,776</b>	<b>\$439,696</b>	<b>\$440,216</b>	<b>\$520</b>	<b>0.1%</b>	<b>\$432,216</b>
78	<b>Maintenance</b>								
79	PT Custodian	\$4,391	\$4,478	\$4,502	\$8,500	\$8,500	\$0	0.0%	\$8,500
80	Maintenance Stipend-Hinckley	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%	\$1,500
81	Inspections		\$1,084	\$604	\$1,250	\$700	-\$550	-44.0%	\$700
82	Septic	\$600	\$600	\$300	\$650	\$650	\$0	0.0%	\$650
83	Furnace	\$450	\$0	\$405	\$500	\$500	\$0	0.0%	\$500
84	Snow Removal	\$2,483	\$7,393	\$5,261	\$8,500	\$8,500	\$0	0.0%	\$8,500
85	Mowing/ Landscaping	\$519	\$17	\$0	\$1,000	\$3,500	\$2,500	250.0%	\$1,000
86	General Maintenance	\$8,348	\$2,540	\$2,590	\$3,550	\$3,550	\$0	0.0%	\$3,550
87	Rent	\$8,000	\$8,000	\$13,000	\$18,970	\$23,970	\$5,001	26.4%	\$23,970
88	Maintenance Service Contracts		\$736	\$948	\$800	\$1,050	\$250	31.3%	\$1,050
89	Property Liability Insurance		\$2,818	\$2,912	\$2,970	\$3,120	\$150	5.1%	\$3,120
90	Utilities	\$4,337	\$4,923	\$5,538	\$5,500	\$6,200	\$700	12.7%	\$6,200
91	Heating Oil	\$2,057	\$2,019	\$2,011	\$2,600	\$2,600	\$0	0.0%	\$2,600
92	<b>TOTAL MAINTENANCE</b>	<b>\$32,684</b>	<b>\$36,108</b>	<b>\$39,573</b>	<b>\$56,290</b>	<b>\$64,340</b>	<b>\$8,051</b>	<b>14.3%</b>	<b>\$61,840</b>

Description		FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Proposed Budget	FY20 less FY19	% change	FY20 DEFAULT
<b>General</b>									
93									
94	Salary, Office Mgr	\$26,831	\$27,300	\$25,696	\$26,880	\$32,663	\$5,783	21.5%	\$32,663
95	Office Substitutes	\$1,463		\$0	\$1,000	\$1,000	\$0	0.0%	\$1,000
96	Coursework Reimbursement-Pooled			\$0	\$0	\$0	\$0	-	\$0
97	Course Reimbursement- new opps			\$0	\$0	\$0	\$0	-	\$0
98	Summer Leadership Planning Session	\$2,919	\$997	\$997	\$1,500	\$1,200	-\$300	-20.0%	\$1,200
99	Legal Services	\$625	\$138	\$341	\$1,000	\$1,000	\$0	0.0%	\$1,000
100	Contracted Services	\$11,492	\$481	\$211	\$788	\$600	-\$188	-23.9%	\$600
101	Attic Recycling	\$1,907		\$0	\$0	\$0	\$0	-	\$0
102	Print management		\$1,040	\$1,445	\$1,718	\$1,800	\$82	4.8%	\$1,800
103	Copier Service/ Leases	\$3,527	\$3,250	\$2,409	\$5,446	\$5,000	-\$446	-8.2%	\$5,000
104	Internet-eRate Funded	\$0	\$0	\$0	\$0	\$0	\$0	-	\$0
105	Telephone	\$4,734	\$5,779	\$6,224	\$6,300	\$7,000	\$700	11.1%	\$7,000
106	Postage	\$6,952	\$5,929	\$3,582	\$6,500	\$4,500	-\$2,000	-30.8%	\$4,500
107	Advertising	\$450	\$1,443	\$653	\$1,500	\$1,500	\$0	0.0%	\$1,500
108	Printing	\$238	\$248	\$277	\$275	\$300	\$25	9.1%	\$300
109	Travel, Clerical Staff	\$887	\$90	\$78	\$110	\$150	\$40	36.4%	\$150
110	Office Hospitality	\$606	\$423	\$797	\$600	\$800	\$200	33.3%	\$600
111	Expendable Supplies	\$4,785	\$4,600	\$3,987	\$4,800	\$4,800	\$0	0.0%	\$4,800
112	Beginning of Year Kick Off	\$1,342	\$1,343	\$1,638	\$1,400	\$1,800	\$400	28.6%	\$1,400
113	New Hire Orientation	\$1,520	\$758	\$1,203	\$1,300	\$1,300	\$0	0.0%	\$1,300
114	Equipment Repair/Replacement	\$999	\$401	\$353	\$2,000	\$2,000	\$0	0.0%	\$2,000
115	Office Equipment		\$1,760	\$0	\$1,500	\$1,500	\$0	0.0%	\$1,500
116	Bank Fees	\$76	\$0	\$0	\$0	\$0	\$0	-	\$0
117	Professional Development-Series-NHSAA	\$1,950	\$1,950	\$1,850	\$2,100	\$2,100	\$0	0.0%	\$2,100
118	<b>TOTAL GENERAL</b>	<b>\$73,302</b>	<b>\$57,930</b>	<b>\$51,741</b>	<b>\$66,717</b>	<b>\$71,013</b>	<b>\$4,296</b>	<b>6.4%</b>	<b>\$70,413</b>

	Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Proposed Budget	FY20 less FY19	% change	FY20 DEFAULT
119	<b>Benefits</b>								
120	Hourly Salary Increases-CPI			\$0	\$0	\$6,938	\$6,938	-	\$0
121	Year End Merit Pool	\$14,500	\$10,000	\$11,000	\$3,686	\$15,000	\$11,314	306.9%	\$3,686
122	Health Insurance	\$111,062	\$131,723	\$151,928	\$153,785	\$166,291	\$12,506	8.1%	\$166,291
123	Dental Insurance	\$8,734	\$8,949	\$12,268	\$15,213	\$13,552	-\$1,661	-10.9%	\$13,552
124	Life, LTD, and ADD Insurance	\$5,002	\$5,668	\$5,743	\$6,921	\$7,379	\$458	6.6%	\$7,379
125	Flex Benefit Spending	-\$44	-\$4	-\$672	\$0	\$0	\$0	-	\$0
126	Superintendent 403b Match	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.0%	\$5,000
127	FICA/Medicare	\$65,930	\$71,674	\$71,428	\$79,826	\$82,955	\$3,129	3.9%	\$82,955
128	NH Retirement	\$89,397	\$88,077	\$94,228	\$130,355	\$136,418	\$6,063	4.7%	\$136,418
129	Unemployment Compensation	\$1,413	\$750	\$500	\$550	\$550	\$0	0.0%	\$550
130	Workers' Compensation	\$4,790	\$3,091	\$3,164	\$3,163	\$3,400	\$237	7.5%	\$3,400
131	Contracted Services-GASB 75	\$4,500	\$0	\$6,500	\$0	\$6,500	\$6,500	-	\$6,500
132	ADA-Accommodations	\$0	\$0	\$269	\$0	\$0	\$0	-	\$0
133	Fy19 Board approved benefits	\$0	\$0	\$0	\$23,770	\$23,770	\$0	0.0%	\$23,770
134	<b>TOTAL BENEFITS</b>	<b>\$310,284</b>	<b>\$324,928</b>	<b>\$361,356</b>	<b>\$422,269</b>	<b>\$467,753</b>	<b>\$45,484</b>	<b>10.8%</b>	<b>\$449,501</b>

## Total Expenses

\$1,403,186 \$1,432,101 \$1,488,777 \$1,602,693 \$1,681,510 \$78,817 4.9% \$1,649,588

Less FY19 Board approved benefits

\$24,970

Original FY19 Budget

\$1,577,723

COMPARISON  
(FY20 to FY19)

FY20 Proposed	\$1,681,510
less FY 19 Budget	\$1,602,693
Difference	\$78,817
Difference as % of FY19	4.9%

FY19 Board approved additions to budget	
Salaries	\$19,000 (included in salaries)
Reimbursements	\$24,970
Total	\$43,970

COMPARISON  
(FY20 to Default)

FY20 Proposed	\$1,681,510
less FY20 Default	\$1,649,588
Difference	\$31,922
Difference as % of Proposed	1.9%

As % of FY20 Budget

FY19 Beginning Balance	\$129,509
FY19 approved use	\$43,970
Projected FY19 Ending Bal.	\$85,539

5.1%

FUND BALANCE

# FY20 SAU BUDGET PROPOSAL

## BY CATEGORY

CATEGORY	FY20 Proposed	% of Total
Wages	\$ 1,067,572	63.5%
Benefits	\$ 445,815	26.5%
Operation & Maintenance of Plant	\$ 54,340	3.2%
Professional Development	\$ 26,475	1.6%
Merit Increase	\$ 21,938	1.3%
Services	\$ 21,420	1.3%
Travel	\$ 16,600	1.0%
Equipment & Software	\$ 14,150	0.8%
Expendables	\$ 13,200	0.8%
<b>Total SAU</b>	<b>\$ 1,681,510</b>	<b>100.0%</b>

Combined Wages & Benefits  
90%

CATEGORY	FY19 Budget	FY20 Proposed	\$ Change
Benefits	\$ 391,872	\$ 445,815	\$ 53,943
Wages	\$ 1,040,068	\$ 1,067,572	\$ 27,504
Merit Increase	\$ 9,520	\$ 21,938	\$ 12,418
Operation & Maintenance of Plant	\$ 46,520	\$ 54,340	\$ 7,820
Professional Development	\$ 24,600	\$ 26,475	\$ 1,875
Travel	\$ 15,560	\$ 16,600	\$ 1,040
Services	\$ 20,783	\$ 21,420	\$ 637
Equipment & Software	\$ 14,200	\$ 14,150	\$ (50)
Expendables	\$ 14,600	\$ 13,200	\$ (1,400)
Board Approved Increase	\$ 24,970	\$ -	\$ (24,970)
<b>Total SAU</b>	<b>\$ 1,602,693</b>	<b>\$ 1,681,510</b>	<b>\$ 78,817</b>

# FY20 SAU BUDGET PROPOSAL

## BY FUNCTION

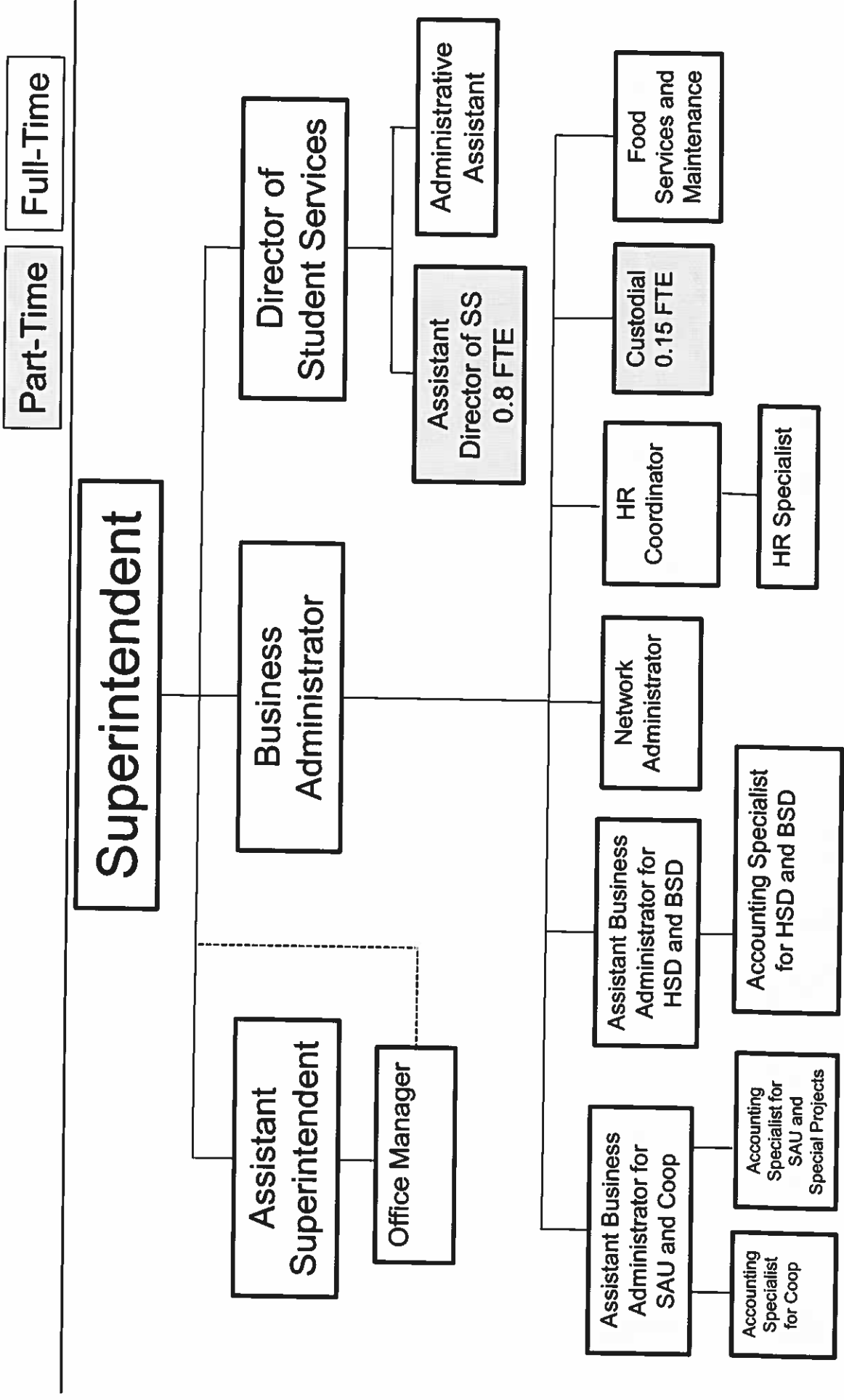
Function	FY18		FY19		FY20	
	Actual		Budget		Proposed	
Employee Benefits	\$ 361,356		\$ 422,269		\$ 467,753	
Office of Fiscal Services	\$ 367,776		\$ 439,696		\$ 440,216	
Office of Student Services	\$ 251,852		\$ 238,538		\$ 246,547	
Office of the Superintendent	\$ 189,562		\$ 166,802		\$ 172,859	
Operating and Building Services	\$ 91,313		\$ 123,007		\$ 135,353	
Office of the Assistant Superintendent	\$ 114,364		\$ 124,250		\$ 127,924	
Information Management Services	\$ 111,255		\$ 86,731		\$ 89,458	
Governing Board	\$ 1,300		\$ 1,400		\$ 1,400	
<b>Totals</b>	<b>\$ 1,488,777</b>		<b>\$ 1,602,693</b>		<b>\$ 1,681,510</b>	



SAU #41

Hollis - Brookline

## SAU 41 ORGANIZATIONAL STRUCTURE



**SAU 41**  
**Revenue and Expense Report**  
**FY18 YEAR END**  
as of 6/30/18

<b>Expense</b>				
Description	Budget	YTD Expense	Encumbered	Balance
Superintendent	\$ 252,624	\$ 239,453		\$ 13,171
Assistant Superintendent	\$ 115,240	\$ 114,364		\$ 876
School Board	\$ 1,450	\$ 1,300		\$ 150
Student Services	\$ 236,616	\$ 251,852		\$ (15,236)
Business Office	\$ 368,892	\$ 367,776		\$ 1,116
Maintenance	\$ 46,965	\$ 39,573		\$ 7,393
Technology	\$ 114,365	\$ 111,255		\$ 3,110
Benefits	\$ 362,478	\$ 356,706		\$ 5,773
TOTAL FY18 EXPENSES	\$1,498,630	\$1,482,277	\$0	\$16,353
Plus FY17 Expense Carryover	\$300	\$300	\$0	
<b>Total Expenses</b>	<b>\$1,498,930</b>	<b>\$1,482,577</b>	<b>\$0</b>	<b>\$16,353</b>

<b>Revenue</b>				
	Budget	YTD Revenue	Encumbered	Balance
Assessments:				
Brookline	\$271,051	\$271,051		(\$0)
Hollis	\$441,827	\$441,827		(\$0)
Coop	\$754,648	\$754,648		(\$0)
Federal Grants	\$4,000	\$4,088		\$88
Other	\$0	\$953		\$953
Use of Fund Balance	\$27,104	\$9,710		(\$17,394)
<b>Total Revenue</b>	<b>\$1,498,630</b>	<b>\$1,482,277</b>	<b>\$0</b>	<b>(\$16,353)</b>

**6/30/18 Budget Balance** **(\$0)**

<b>Fund Balance Projection</b>	
FY18 Beginning Balance	\$ 149,279
FY18 board approved use of fund balance:	
Actual Fund Balance Used as Revenue	\$ (9,710)
*Additional Fund Balance Needed to Cover Expected Expenses	\$ (10,060)
Projected FY18 Ending Balance	\$ 129,509

\* Spaulding Outdoor Services and GASB-75 Report

## FY18 Year End: Explanation of Budget Balances

Category	Balance	Under Budget (Savings)	Over Budget
Superintendent	\$13,171	Equipment repair/replacement; office mgr turnover	
Assistant Superintendent	\$876	Conferences & travel	
School Board	\$150	Board secretary	
Student Services	(\$15,236)		Temp help for DSS; DSS course reimbursement
Business Office	\$1,116	Training	
Maintenance	\$7,393	Snow removal; heating oil	
Technology	\$3,110	Conferences & travel	
Benefits	\$5,773	Turnover in AS position-- savings in wages and benefits	

Total	\$16,353		
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**SAU 41**  
**Revenue and Expense Report**  
**FY19**  
as of 10/1/2018

<b>Expense</b>				
Description	Budget	YTD Expense	Encumbered	Balance
Superintendent	\$ 229,120	\$ 59,388	\$ 170,440	\$ (708)
Assistant Superintendent	\$ 123,050	\$ 41,333	\$ 87,969	\$ (6,253)
School Board	\$ 1,400	\$ 100	\$ 1,300	\$ -
Student Services	\$ 244,029	\$ 62,727	\$ 181,162	\$ 140
Business Office	\$ 436,997	\$ 117,555	\$ 322,878	\$ (3,436)
Maintenance	\$ 55,798	\$ 6,348	\$ 54,768	\$ (5,318)
Technology	\$ 86,731	\$ 22,148	\$ 65,533	\$ (950)
Benefits	\$ 400,599	\$ 93,352	\$ 331,693	\$ (24,445)
Total Expense	\$ 1,577,723	\$ 402,950	\$ 1,215,742	<b>(\$40,969)</b>
Plus FY18 Carryover	\$10,060	\$7,740	\$320	\$2,000
<b>Total Expenses</b>	<b>\$ 1,587,783</b>	<b>\$ 410,690</b>	<b>\$1,216,062</b>	<b>(\$38,969)</b>

<b>Revenue</b>				
	Budget	YTD Revenue	Encumbered	Balance
Assessments:				
Brookline	\$279,152	\$69,788	\$209,364	\$0
Hollis	\$481,112	\$120,278	\$360,834	<b>(\$0)</b>
Coop	\$806,808	\$201,702	\$605,106	\$0
Federal Grants (indirect cost)	\$4,000	\$0	\$4,000	\$0
Use of Fund Balance as Revenue	\$6,651	\$0	\$6,651	\$0
Total Revenue	\$ 1,577,723	\$ 391,768	\$1,185,955	<b>(\$0)</b>
Additional Revenue (Board approved use of fund balance)	\$43,970			\$43,970
<b>Total Revenue</b>	<b>\$ 1,621,693</b>	<b>\$ 391,768</b>	<b>\$1,185,955</b>	<b>\$43,970</b>

**FY19 Projected Balance (Revenue less Expense)**

**\$5,000**

**Fund Balance Projection**

FY19 Beginning Balance	\$ 129,509
Board approved use of fund balance:	\$ 43,970
Projected FY19 Ending Balance	<u>\$ 85,539</u>

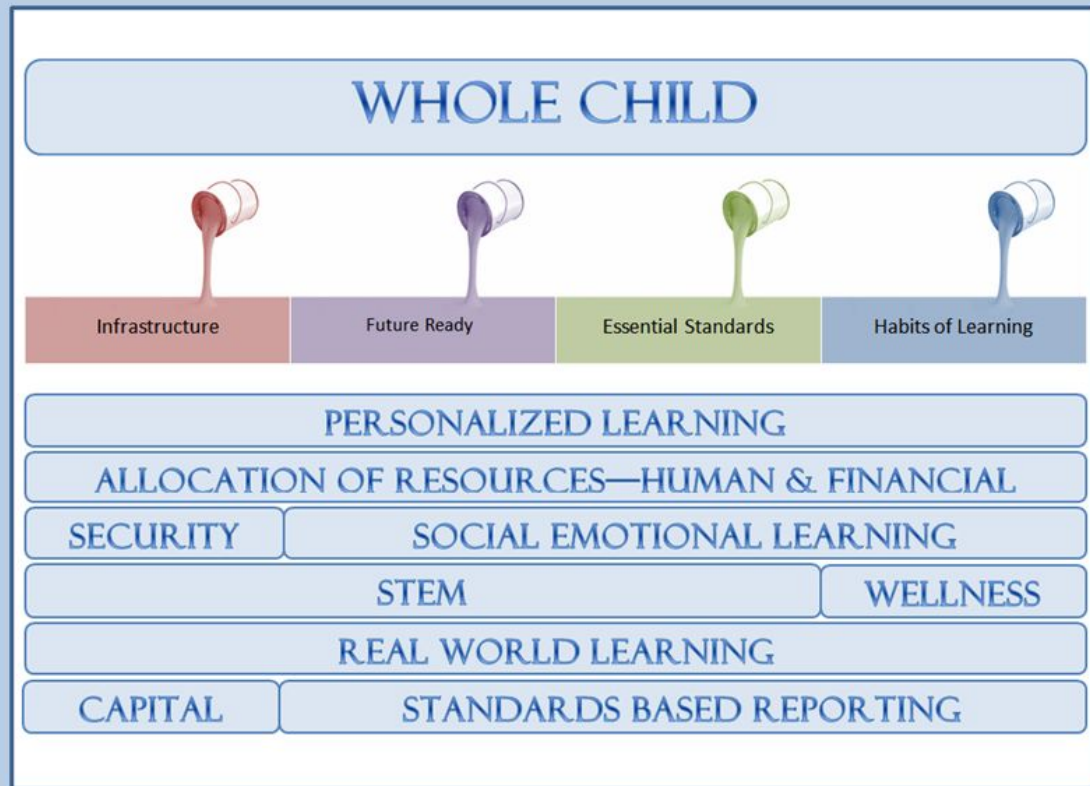
## Explanation of Budget Balances

as of 10/1/2018

Category	Balance	Under Budget (Savings)	Over Budget
Superintendent	(\$708)		Vacation buyout (at higher per diem)
Assistant Superintendent	(\$6,253)		Board approved salary & benefits increase
School Board	\$0		
Student Services	\$140		
Business Office	(\$3,436)		Board approved salary increase (BA) & temp service
Maintenance	(\$5,318)		Heating oil, grounds maintenance
Technology	(\$950)		Tyler (software) support
Benefits	(\$24,445)		Board approved expenses

# Role of SAU

SAU—FOCUS



SAU—DIRECTION

SAU—SUPPORT

1. Strategic Plan –
  - a. We are refining Gina’s presentation for the SAU meeting in the fall.
  - b. We have constructed an implementation plan for each District (SAU COMMITTEE to review) based on the SAU strategic objectives. The implementation plan will be used by our administrative team to establish our goals and objectives and priorities for 18-19. Principal’s goals and building objectives will be developed to align with implementation plan (Aug 14-15).
  - c. To examine various Dashboard solutions to display progress on strategic plan
  - d. To review our facilities plans based on a priority matrix
  - e. To review our technology infrastructure for each District (wireless network, phone systems, security cameras)
2. Continuation of 21<sup>st</sup> Century Objectives
  - a. To continue to integrate the 4 C into our curriculum (collaboration, communication, critical thinking and creativity)
  - b. Brookline and Hollis has implemented Google Apps for education the Coop plans to again review how Google Classroom can be expanded to deliver content
  - c. To monitor the continued progress of Project Lead the Way at all levels. HBHS will be continuing the PLTW program to increase our dual credit offerings.
  - d. To review the STEM facilities proposal and determine how to move forward for the FY20 annual meeting (Coop)
3. Continue the work with regards to a standards based report card at the elementary level
4. To continue our discussions/planning regarding social emotional learning
5. To implement the PSAT testing at HBMS to provide another data point
6. To continue to seek positive educational outcomes while pursuing efficiencies in the area of special education (cross sharing of costs for allied health positions).
7. To continue to monitor the performance and retention of our staff. When opening occur we will seek to evaluate positions and hire to meet the needs of students. As we begin to experience the retirement of a number of our master teachers we will review/monitor our mentor coach position(s) to provide consistency and enhance teacher retention.
8. To continue to work with HB Elevates to further establish/integrate their role into the Coop District
9. We will continue with our new teacher supervision model that requires administrator’s to be in classrooms on a more regular basis. The union and administration are pleased with this walk through model.
10. We will continue to bring forth budgets which allow us to move forward as an SAU while recognizing the budget constraints of the communities (Brookline SB2 form of Government). We will continue to work closely with the Budget committees and finance communities of the respective Districts.

11. To mentor our two new individuals at the SAU office. One in the business office and one administrative support person.
12. To conduct a field study for the SAU to determine how to maximize usage for our schools and potentially the recreation department
13. To begin continue with the intentional job redundancy for the Director of Technology at the SAU (Carol Tyler – BOY/EOY)
14. The Hollis District will enter into contract negotiations with their teachers and support staff unions.
15. We will continue to examine policies and procedures to enhance our performance.
  - a. Training for administrators and supervisors, criminal backgrounds requirements, audits, facilities (asbestos Nov. 6)
16. We will examine the horizontal and vertical acceleration opportunities for our elementary students. The staffing is in place and we must ensure that our elementary districts are consistent with their acceleration. How will the new accelerated program at the Middle School impact our decisions?
17. We will utilize meaningful Monday's to review our writing curriculum grades K-12
18. We will examine the SAU facilities as well as the staffing levels via the SAU committee (Mann, Saris, and Leveque) to ensure they are appropriate to support the strategic plan. (Facilities coordinator, SAU wide substitute nurse, food service substitute)
19. We will find opportunities to celebrate the successes across the SAU.
20. We will examine the facilities issues in the Brookline, Coop and Hollis and bring forth potential solutions (Hollis – complete energy projects) (Coop – space for robotics, roofing plan) (Brookline RMMS roofing).
21. We have formed a study committee to determine if we should recommend full day K to the voters in Brookline.
22. We will examine class size and entertain discussions regarding the optimal ways to utilize staff and when needed expansion of staff (Hollis K).
23. To continue our outreach to the various Boards, community organizations and students whenever possible.
24. We will reflect on our hiring season once we open the school year (to date we seem to be a District of choice).
25. We will reflect upon our new structure for student services and the HS guidance department.
26. We will continue to monitor the Turf Field issue. Plans are being developed to move forward this winter.
27. To evaluate ways to further assist the SAU with meeting coverage.
28. To continue to foster the development of our administrative teams across the District(s) (New members in Coop and Brookline).
29. To evaluate the compensation for our SAU/ building leadership in light of the shallow talent pool and the likelihood of pilfering or members of our team moving into District roles (403b, merit pool, salary, contracted days).
30. To discuss transition plan for all senior leadership roles as we plan for the next decade.
31. To review the Superintendent's evaluation process as we proceed forward.





Windy Hill Associates

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David Ely, AIA ■ 243 Clark Hill Rd., New Boston, NH 03070 ■ 603-487-5252

## Hollis SAU 41 District Office Barn Feasibility Study

September 13, 2018





At the request of SAU 41 *Windy Hill Associates* has investigated the possibility of renovating the existing barn at the SAU office to be used as office space. The character of the barn is intriguing and condition is such that with repairs and renovations it should serve well for the intended use. This report consists of summary, in-depth discussion of salient issues, proposed floor plans, and timber frame evaluation by Glenn Dodge of Dodgeco Timber Framing.

### Summary

The barn is 36' x 40', 1,440 sq ft footprint. First floor, second floor and basement could be developed, basement space only usable as storage due to low headroom. Third floor space is available, but due to fire code and structural issues probably not usable.

The framing is probably mid-19<sup>th</sup> century, and the majority of framing members are in good condition because the roof has been maintained. Most members are hand hewn pine which would be attractive when cleaned and left exposed. Siding is original and is showing signs of age and rot. There are some areas where timbers and siding have rotted due to proximity to grade or past roof leaks. Flooring is uneven but mostly sound. Because barns were used to house animals the lower level flooring is probably not usable.

The first floor level is 5" above the existing office floor, and the overlap of barn to existing office wall is narrow, not enough for a proper door. Second floor is lower than the existing office second floor of the office, but no second floor in the "ell" makes that a moot point. There is 7' from floors to bottom of the lowest beams, and almost 8' from floor to bottom of upper floor which is taller than most barns of this vintage, and is suitable for office space.

Some repair will be required to replace rotted timber sills. To prevent further deterioration we recommend raising the structure at least a foot. Shifting the structure a foot to the north will accommodate a door from the current conference room. These relatively small movements have a slightly higher cost than just raising it enough to replace sills. It will also provide better headroom in the basement storage area. A few other members require repair, mostly around the southwest corner where leaks have caused wood rot. Office floor design loads will require some members to be "beefed up". The foundation is not in good condition and we recommend replacing it with a new concrete foundation.

To make the space comfortable insulation will be required. We recommend insulated panels applied to the outside with new siding and roofing. Exterior details will be re-created and interior character preserved.

In-depth observations, recommendations and plans follow. Next steps include more detailed plans and structural design leading to cost estimates.

Respectfully submitted,  
David Ely, AIA

## Character

This barn has typical proportions for a building used to house livestock and hay. The proportions are familiar to those who live in New England and often see these structures attached pre-20<sup>th</sup> century homes. This barn is somewhat unique because it is slightly taller than many affording better headroom on the main and second floors. Beams are 7' above the first and second floors which will be diminished a bit when new flooring is installed. The second floor beams can be raised, but it will sacrifice height on the second floor. Angled "knee braces" impinge the headroom in a few locations on the second floor at each column. Most of the beams are hand-hewn and have a lovely aged dark brown color.

Exterior adornments are sparse as was typical. The siding is board-and-batten meaning the joints between wide vertical boards are covered by narrow boards known as battens. Windows are only enough to let in light for milking or haying. High windows were used to provide a bit of ventilation during hay harvesting. Red boards and white trim were typical of the era.

The siding boards show signs of deterioration especially near grade. The inside face of the boards are in better condition and could serve as the finished wall in some areas after repairs. We recommend removing the battens and covering over the boards and roof deck with insulated panels. This will insulate and air seal the building making it much easier to heat and cool, and will provide better comfort for the occupants. New siding can be similar to the existing in character. The historic commission will be interested in our efforts, and we'll be happy to work with them.

Windows will be added to provide light into all offices. The east sliding doors will be replaced with siding to mimic the doors but with additional windows. The windows could be a combination of fixed and double-hung, all insulated and air sealed.





## Structure

Please see also Glenn Dodge's timber frame report, attached, which goes into detail about the timber frame and areas of concern.

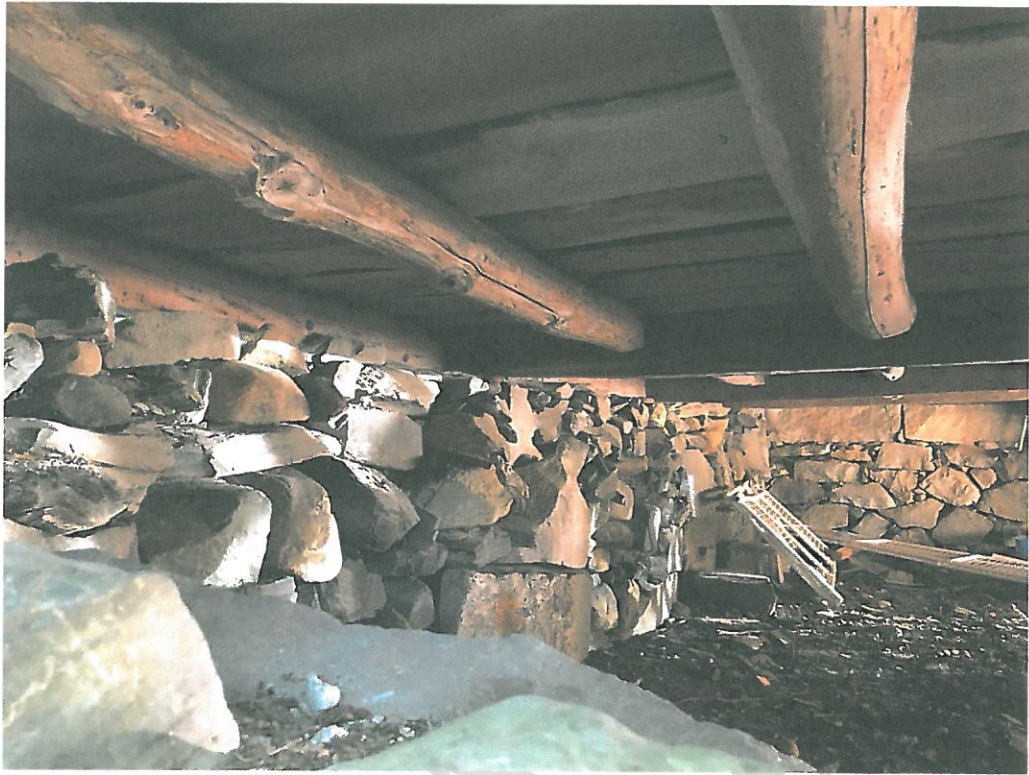
The structure is typical of mid-19<sup>th</sup> century barns. It is framed with primarily 8"x8" or 8"x7" hand hewn white pine posts and beams and half-round log joists. Generally the frame is in good condition, and will be attractive when cleaned up. Joints are mostly tight even after 150 years.

The foundation is dry-laid granite stones. It is not in good condition and we recommend removing and replacing it with a concrete foundation when the structure is raised to replace sills. The first floor is supported by newer steel posts on concrete piers in the basement. To accommodate required office floor loading additional posts may be required. The floor joists have deteriorated probably due to animal waste, and are not sufficient to support new office loading so they should be replaced. Some sills have rotted, and those, especially on the north side, need to be replaced.

The beams above the first floor are generally in good condition and will continue to serve after repairs as noted in Glenn's attached report. Second floor and roof framing will need some augmentation to handle the required loading. This could mean that in some areas there will be newer members spliced to the existing beams. The top plates where the roof rafters land has rotated and will need to be stabilized.

Covering the existing siding with insulated panels as stated above will have the added benefit of stiffening the frame and provide a substrate for installing new vertical board siding. The overhangs will need to be extended when the walls are thickened, and can be done by extending the insulated panels.





## Function

The existing building is comprised of approximately 2,198 sq. ft. first floor, 1,637 sq. ft. second floor, total 3,835 sq ft. The barn as designed will have about 1,547 sq. ft. first floor, 1,420 sq. ft. second floor, total 2,967 sq. ft.; building total 6,802 sq. ft.

Converting the function from barn to office has a few obstacles, but is mostly doable with minimal frame revisions. We recommend raising the structure by at least a foot (see below Structure and Glenn's report). This will elevate the first floor above the existing office floor and require a ramp. The ramp/corridor will take space away from the current conference room to be replaced by a new conference room in the barn. While the building is raised it will need to be moved about a foot to the north to gain enough width for a doorway between the existing conference room and the barn; there is currently only 27" clear which does not meet code.

A new stair will be required in the barn to connect all floors. If this is considered to be a public building an elevator should be considered to comply with the ADA Code. This could be required by the Governor's Council on Disability. The ADA code requires an elevator to floors which are in public buildings serving more than 5 occupants on the upper floor. There are exceptions for registered historic buildings and where the cost of the elevator exceeds 20% of the cost of renovations. Rough cost estimate for an elevator is \$100,000.

As can be seen from the attached floor plans, the first floor is laid out with 3 offices, 3 cubicles and a conference room. The lobby is open to the second floor and all the way up to the roof structure which expresses the character of the original barn. The second floor is comprised of 4 offices, 3 cubicles and an open meeting area. The open meeting area is open to the lobby below and to the roof structure above.

The following pages show floor plans and elevations of proposed renovations to create additional office and storage space.



## Infrastructure

The building currently has no HVAC system which must be added. We will consider various approaches to provide comfort for the occupants. Robust insulation and air sealing will make this less expensive.

There is minimal electrical power to the barn. This will need to be upgraded. There are no data or communications lines into the barn that we are aware of, so these will need to be added, or wireless system provided.

There is no water to the barn, although there is a "two holer" near the northeast corner (which will be removed). Toilets, sinks and drinking water must be provided.

## Code Compliance

After renovations the building areas will be 3,745 sq. ft. first floor, 3,057 sq. ft. second floor, 6,082 sq. ft. total. The barn is a combination of Heavy Timber and light wood frame construction which is allowable for this use up to 9,000 sq. ft. per floor, and 2 stories max height. A sprinkler system is not required for this use unless required by the authority having jurisdiction.

Codes in effect for this building include the International Building Code, NFPA 101 Fire Code, 2010 ADA Standards for Accessible Design, International Existing Building Code, International Energy Conservation Code, and others. Use is "Business". The building is publicly owned which triggers Title II of the ADA Standards.

The facility must be accessible per the 2010 ADA Standards, Title II for State and Local Government Facilities. An elevator may be required depending on a review by the Governor's Council on Disability. The code requires an elevator to stories with more than 5 person capacity unless the building is on the National Registry of historic sites, or the elevator costs more than 20% of the renovation cost.

Occupant capacity is determined by use and area. Business use is 1 person per 100 sq. ft. of floor area: First floor = 37, second floor = 31, total = 68. Occupant capacity is used in calculating exit element widths such as stairs and doors, and determining how many exits are required.

The barn portion is not large enough to require a second means of egress. The new stair will be enclosed in fire rated walls providing a safe means of egress from all floors to the exterior. If the 'El' is not renovated there will be no direct path from the existing second floor to the new second floor. If the 'El' is renovated and a second floor added the existing stair in the 'El' can be removed in favor of the existing center stair and new enclosed stair in the barn.

Floor structures for offices are required to carry 50 lbs. per sq. ft., 80 lbs. per sq. ft. for upper floor corridors and 100 lbs. per sq. ft. in lobbies and first floor corridors. Current carrying



At the 2<sup>nd</sup> floor level, the joists are likewise undersized but as they overlay the carrying members (girts) it would be easier to add more of them to achieve the code requirement. The girts on the exterior wall of the building are undersized but are given their location are fairly easily augmented with relatively little cost or limitation. The girts along the aisle present a more difficult challenge. Like most members in the building they are healthy but undersized. Though replacing it with an appropriately sized timber is an option, the most effective solution is to shorten the span. There are many ways of achieving this but load path, headroom, traffic patterns and aesthetic concerns will have to be considered. Of some concern is the 7' distance from the 1<sup>st</sup> floor framing to the underside of the girts before the application of flooring. While the distance between floors is larger than normal, it is in part due to the vertical separation of the girt and the joists they support. There may be a headroom issue that could only be corrected by raising the aisle girts or raising the posts off of the 1<sup>st</sup> floor tiebeams that support them.

As the third floor is not expected to serve a use it would seem best to remove the existing floor boards and leave the joists for aesthetic purposes. The rafters are supported by canted posts and purlin plates that are scarfed at the midpoint on the north and one brace west of the midpoint on the south. They too will need intermediate support but given the location there are many options to augment the structure without worry of interfering with the use and that if tastefully done will blend in with the existing framework. A preliminary FEA structural analysis suggests that there may need to be some further work to counter the horizontal and vertical loads imparted on the rafter plate by the rafters at the eaves. With the application of SIP panels to the walls and roof, the solution will likely be just additional fasteners from the rafters to the purlin and wall plates and an additional strut from tiebeam to purlin post. The common rafters, as mentioned before, are simply long slender trees that have been debarked and flattened on the top side. They are over 25' long and naturally taper from eave to peak. They are undersized as they near the ridge but if SIP panels are used for sheathing and insulation, should not need additional rafters to achieve compliance with the code. It would be best to keep the roof boards in place and either wash, or sandblast the surface before applying a finish. The siding likewise could be cleaned and remain as a wall finish, or could be removed before the application of SIP panels.

Though the transformation of the barn into office space would require structural modification or augmentation; that work should not overwhelm the value of the existing frame. The most expensive of the modifications are the repairs to the foundation and sills which will need to be performed at some time in the near future if the building is to be maintained regardless of the use.

This survey was completed over the course of two visits and however careful, cannot assess all members with complete certainty. All the sheathings and floorboards would need to be completely removed so that all surfaces could be inspected and would be impractical at this time. Instead observations of that which is visible and experience and interactions with similar buildings through the years guides the conclusions expressed in this narrative

Respectfully,  
Glenn Dodge