SAU 41 GOVERNING BOARD

AGENDA

Thursday, October 3, 2019

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

6:05 Public Input

6:15 Presentation – SAU 41 Goals and Objectives for the 2019-2020 School year – Presented by the Leadership Team

6:20 Discussion

- Transportation Update
- Presentation of the FY 21 SAU draft budget – SAU Administration
- FY 19 Final Year-End Report
- SAU feasibility study – update

7:20 Deliberations

- To see what action the Board will take regarding Policy CBI – Superintendent's evaluation
- To see what action the Board will take regarding CBI R – Superintendent's evaluation procedures

7:45 Non – Public - under RSA 91-A: 3II (a) Compensation and/or (c) Reputation

8:00 Motion to Adjourn

SAU41 Governing Board Meeting:
October 3, 2019

Brookline School District
Hollis School District
Hollis Brookline Cooperative School District

Beginning of Year Presentation 2019-2020

Where We Were...

Our unifying theme...the child in the chair

NHASP Conference Presenters:

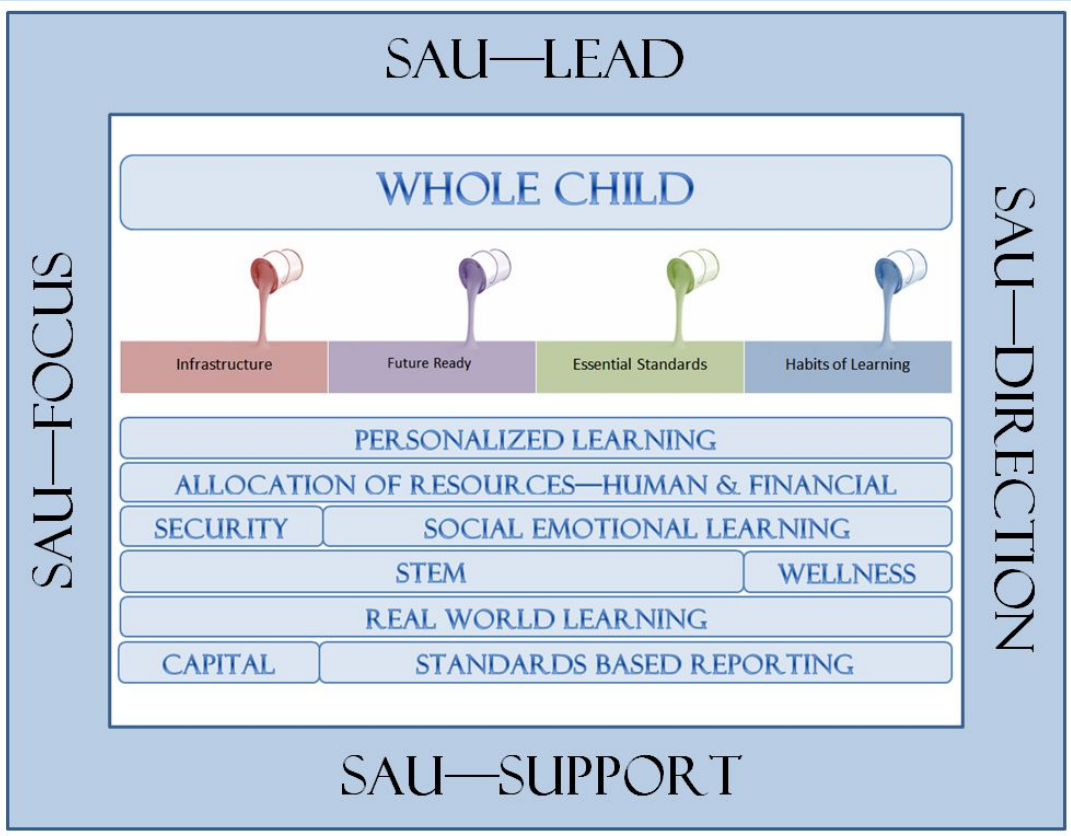
Juggling Leading, Learning, & Laughing:

how to help your district support professionals (teaching & learning)

Presentation Overview

- Mission/Vision Statement
- Theme for 2019-2020
    - * Bucket
    - * Goals
    - * Action Steps
    - * Vision
- Essential Standards
- Infrastructure
- Future Ready
- Habits of Learning

The mission of SAU 41 is to ensure a strong, supportive learning environment focused on academic excellence.



Essential Standards

Essential Standards Goal

Essential Standards (STEM, Personalized Learning, Standards)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	To ensure curriculum is delivered in accordance with diverse needs of the learning community and to meet the standards for the 21st Century Learner
Action Steps	1. Research - Social Studies - Review current practice /Align with new standards 2. Research - systematic approach to Word Study / Phonics / Vocabulary development 3. Implement - district wide writing curriculum work 4. Monitor and provide professional development in these curriculum areas as needed
How does this specific goal reflect your long-term vision for your school/district?	To clearly articulate, implement and assess a preK-6 curriculum both horizontally and vertically.

Essential Standards Goal

Essential Standards (STEM, Personalized Learning, Standards)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	To ensure curriculum is delivered in accordance with diverse needs of the learning community and to meet the standards for the 21st Century Learner
Action Steps	1. Recommend common goals for paraprofessionals and offer job-embedded PD that is relevant to building their skills to meet our school-community's need. 2. Review and refine methods for integrating para support in the classroom to support student skill building and support in supplemental instruction of classroom objectives. 3. Continue to encourage staff to present at workshops and conferences locally and nationally. 4. Explore opportunities for professional growth in which teams learn emerging trends in education and best practices.
How does this specific goal reflect your long-term vision for your school/district?	To clearly articulate, implement and assess a preK-6 curriculum both horizontally and vertically.

Essential Standards Goal

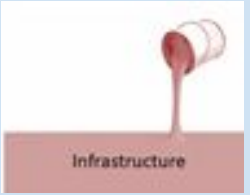
Essential Standards (STEM, Personalized Learning, Standards)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	To ensure curriculum is delivered in accordance with diverse needs of the learning community and to meet the standards for the 21st Century Learner
Action Steps	1. Implementation of a Multi-Tiered System of Supports (MTSS) and student assistance team procedures 2. Develop common structure and procedures for Common Planning Time (CPT) to improve student performance and more effectively meet student needs 3. Research and explore alternative programming and opportunities for students to include a 7-12 vision.
How does this specific goal reflect your long-term vision for your school/district?	To develop a collective vision of teaching and learning amongst all HBMS Community Members.

Essential Standards Goal

Essential Standards (STEM, Personalized Learning, Standards)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	To ensure curriculum is delivered in accordance with diverse needs of the learning community and to meet the standards for the 21st Century Learner
Action Steps	1. Implement - Shift in Robotics One Curriculum--implement in courses 2. Review / Refine - Vertical Alignment/Joint Department Meetings--review current or newly adopted standards and how our courses align 7-12 to appropriately meet them 3. Research/ Recommend - Instructional Practices Committee (IPC)--recommendations for policy development and school procedures
How does this specific goal reflect your long-term vision for your school/district?	As we seek to meet the needs of increasingly diverse learners with a range of post-secondary opportunities, we need to re-assess the design of the high school experience to better address this diversity and personalization.

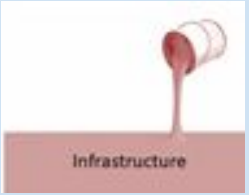
Infrastructure

Infrastructure Goal



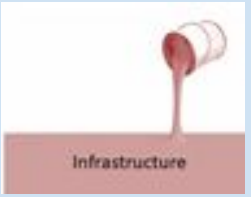
Infrastructure (Security/Capital)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	Brookline will manage to keep in good repair its physical assets in order to keep students and safe to optimize student learning.
Action Steps	1. Research - Outside Cameras, Energy study- BSD 2. Recommend - CIP projects: Office, basement, roof replacement - RMMS 3. Recommend - CIP projects: Exterior doors, site erosion, tile ramp replacement - CSDA 4. Review and monitor - District alignment of EOP/Crisis Plan 5. Refine and monitor - Safety committee work including PD, Preparation, Communication and Practice
How does this specific goal reflect your long-term vision for your school/district?	Partner and collaborate with local and state emergency service agencies to further the continuity and effectiveness of emergency response procedures, ensuring best practices are adopted for school safety.

Infrastructure Goal



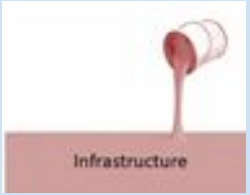
Infrastructure (Security/Capital)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	Hollis will manage and keep in good repair its physical assets in order to optimize student learning. To explore and study ways to make better use of our school district's land with regards to traffic and student access.
Action Steps	1. Research the traffic flow, bussing, carpool usage at HPS and HUES 2. Research bike and walking usage 3. Research crosswalks/bike paths on state roads 4. Research site survey of recess/ play areas 5. Research outside safety with regards to vehicles and traffic patterns and additional parking options
How does this specific goal reflect your long-term vision for your school/district?	Partner and collaborate with local and state emergency service agencies to further the continuity and effectiveness of emergency response procedures, ensuring best practices are adopted for school safety.

Infrastructure Goal



Infrastructure (Security/Capital)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	HBMS will manage and keep in good repair its physical assets in order to optimize student learning.
Action Steps	1. Research - health and safety needs of the North End wing of the building 2. Research - areas of the building in need of improved safety preparedness 3. Refine - Train and rehearse reunification plans 4. Monitor - Training of students, school staff and admin (involving school resource officer, and fire department) on all safety procedures and drills.
How does this specific goal reflect your long-term vision for your school/district?	Partner and collaborate with local and state emergency agencies to further the continuity and effectiveness of emergency response procedures, ensuring best practices are adopted for school safety.

Infrastructure Goal



Infrastructure (Security/Capital)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	HBHS will manage and keep in good repair its physical assets in order to keep students and staff safe and optimize student learning
Action Steps	1. Recommend - 5 Year Tech Plan - building a plan based on needs and budget 2. Research Front Office Reconfigure - allow for better control of main entry to the building 3. Review and Refine - Cameras - what is monitored 4. Implementation - Field - under construction
How does this specific goal reflect your long-term vision for your school/district?	In order for students to learn, both staff and students need to be safe and have access to the necessary tools.

Future Ready

Future Ready Goal

Future Ready (Personalized Learning, Real-World Learning)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	SAU41 will strive to continuously improve each student's level of achievement and growth
Action Steps	1. Review/Refine - Personalized learning - ex. PLC, positive behavior system, data days 2. Review/Refine - Real-World Learning - ex. STEM room, skills program, performance tasks, problem-based learning, workshop model 3. Refine student action plans and planning systems for individual or personalized learning 4. Refine/Monitor - Innovative learning spaces - learning commons, outdoor learning space, STEP - (Success Through Engaging Partnerships) 5. Monitor - Community partnerships - ex. Playground, Scouting Projects
How does this specific goal reflect your long-term vision for your school/district?	Promote future personal success and happiness, as well as responsible citizenship and positive contribution to society.

Future Ready Goal

Future Ready (Personalized Learning, Real-World Learning)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	SAU41 will strive to continuously improve each student's level of achievement and growth
Action Steps	1. Implement bookstudies with the faculty that focus on the common goal of raising successful students, in conjunction with families, who have a variety of skills so they can become independent contributing members of society. 2. Review and Refine implementation of learning commons, outdoor learning space, and environmental science 3. Review and Refine skills that "modern learners" need to have and how we can explore/develop these skills while in elementary school. 4. Review and Refine RTI (MTSS - Multi-Tiered System of Support) practices to identify specific areas for student growth and explore unique programming to meet students needs.
How does this specific goal reflect your long-term vision for your school/district?	Promote future personal success and happiness, as well as responsible citizenship and positive contribution to society.

Future Ready Goal

Future Ready (Personalized Learning, Real-World Learning)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	SAU41 will strive to continuously improve each student's level of achievement and growth
Action Steps	1. Research best practices in assessment and grading as part of the Instructional Practices Committee (IPC) 2. Review/Refine - integration of Naviance with a 7-12 vision 3. Review/Refine - the new schedule's ability to meet the needs of all learners. 4. Pilot and implement - Tech- ed curriculum
How does this specific goal reflect your long-term vision for your school/district?	Promote future personal success and happiness, as well as responsible citizenship and positive contribution to society.

Future Ready Goal

Future Ready (Personalized Learning, Real-World Learning)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	SAU41 will strive to continuously improve each student's level of achievement and growth
Action Steps	1. Research/Recommend - Instructional Practices Committee (IPC)--recommendations for policy development and school procedures 2. Pilot - Adaptive Scheduler/CavBlock --allow students to schedule their own instructional support 3. Pilot - Continue to develop MTSS (multi-tiered system of supports) and SIT (student intervention team) procedures and interventions 4. Review/Refine - Continue to expand and enhance CHOICE programming and opportunities, including 7-12 vision.
How does this specific goal reflect your long-term vision for your school/district?	The paradigm of education is changing at an increasingly rapid pace. As such, research and recommendations to our current practice are necessary to prepare all students for the future.

Habits of Learning

Habits of Learning Goal

Habits of Learning (Social-Emotional Learning, Personalized Learning, Wellness)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	SAU41 will strive to continuously improve each student's level of achievement and growth
Action Steps	1. Research and Recommend systems to create/select content and resources to promote whole child program implementation 2. Pilot whole child lessons within all classrooms 3. Review and Refine current systems to promote character development, school citizenship, positive behavioral programs, and student and staff wellness. 4. Participate in and contribute actively to our district-wide whole child initiative
How does this specific goal reflect your long-term vision for your school/district?	In SAU-41 we are committed to the development of the 'Whole Child', and continue to build our school system to support student academic and personal growth.

Habits of Learning Goal

Habits of Learning (Social-Emotional Learning, Personalized Learning, Wellness)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	SAU41 will strive to continuously improve each student's level of achievement and growth.
Action Steps	1. Pilot lessons focused on self- awareness and self-management (our SAU 41 focus PK - 12) 2. Implement bookstudies with the faculty focused on growth mindsets, social emotional learning, and instructional strategies that foster process over product 3. Review and Refine school resources to access for support
How does this specific goal reflect your long-term vision for your school/district?	In SAU-41 we are committed to the development of the 'Whole Child', and continue to build our school system to support student academic and personal growth.

Habits of Learning Goal

Habits of Learning (Social-Emotional Learning, Personalized Learning, Wellness)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	SAU41 will strive to continuously improve each student's level of achievement and growth
Action Steps	1. Review/Refine - Reading, Organization, Communication and Knowledge (ROCK) curriculum 2. Monitor - staff training in Mental Health First Aid 3. Monitor - comprehensive and research based attendance and truancy action plans
How does this specific goal reflect your long-term vision for your school/district?	Self- awareness / self- management

Habits of Learning Goal

Habits of Learning (Social-Emotional Learning, Personalized Learning, Wellness)	In what stage is your district? 1. Research/Recommend 2. Pilot 3. Implement 4. Review/Refine 5. Monitor
Goal 2019-2020	SAU41 will strive to continuously improve each student's level of achievement and growth
Action Steps	1. Research/Recommend - resources to support whole child learning 2. Research/Recommend - classroom and counseling tools 3. Implement - counselors integrating into Wellness classes 4. Review/Refine - creation of counseling groups during Cavblock
How does this specific goal reflect your long-term vision for your school/district?	Our vision seeks to expand learning opportunities for our students as well as provide students the ability to take charge of their own learning. This goal will address our vision to educate the whole child and allow students to develop a greater sense of self-awareness and self-management while engaging in and exploring personalized learning.

Thank You

SAU 41

Governing Board

Review of FY21 Budget Proposal

Draft #5

10/3/2019

SAU #41
Hollis - Brookline

SAU 41 Budget Subcommittee

- SAU:
  - Andy Corey, Superintendent
  - Gina Bergskaug, Assistant Superintendent
  - Kelly Seeley, Business Administrator
  - Linda Sherwood, Assistant Business Administrator
- TREASURER, SAU Governing Board
  - Tammy Fareed
- BROOKLINE:
  - Alison Marsano, Brookline School Board
  - Brian Rater, Brookline Finance Committee
- HOLLIS:
  - Amy Kellner, Hollis School Board
  - Michael Harris, Hollis Budget Committee
- COOP:
  - Beth Williams, Coop School Board
  - Darlene Mann, Coop Budget Committee

SAU #41 FY21 BUDGET PROPOSAL

VARIABLES

Known Variables

Salaries

Part time employee replaced by cleaning company

Retirement

No Changes to NHRS rates from fy20
SUPPORT RATE: 11.17% support
TEACHER RATE: 17.8% teacher (BA)
403b employer contributions for 4 administrators

Estimated Variables

Salaries

Admin salaries @ 3% increase
Support salaries @ 3.0% increase, with 261 days instead of 262
Payment for Unused Vacation Days, using board approved maximum # of days
New Position: Facility Director
HR coordinator moving to admin with $5K increase

Insurance

Health 10% increase
Dental- 10% increase
Asst. Director of Student Services replacement @ 2 person plans
Facility Director @ 2 person plans

Other Changes- with no impact to proposed budget

SAU Support Staff Increase to # of Vacation Days

See Appendix A

SAU #41 FY21 Budget Proposal

Draft #5, 10/03/19: Presented to SAU Governing Board

	Description	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Proposed Budget	$ Change FY21 less FY20	% change	FY21 DEFAULT
1	**Superintendent**								
2	Salary	$136,992	$142,900	$149,331	$154,550	$159,187	$4,637	3.0%	$159,187
3	Salary, Admin Assistant	$27,421	$29,173	$0	$0	$0	$0	-	$0
4	Conferences	$0	$125	$125	$500	$500	$0	0.0%	$500
5	Telephone, Contract	$1,500	$1,500	$1,500	$1,500	$1,500	$0	0.0%	$1,500
6	Travel, Contract	$3,360	$3,000	$3,000	$3,000	$3,000	$0	0.0%	$3,000
7	Travel -Conferences	$0	$383	$386	$100	$1,000	$900	900.0%	$1,000
8	Travel-Out of District	$281	$372	$1,268	$500	$1,000	$500	100.0%	$1,000
9	Dues	$5,351	$5,513	$5,796	$6,350	$6,475	$125	2.0%	$6,475
10	**TOTAL SUPERINTENDENT**	**$174,905**	**$182,967**	**$161,406**	**$166,500**	**$172,662**	**$6,162**	3.7%	**$172,662**
11	**Assistant Superintendent**								
12	Salary	$104,750	$108,000	$116,000	$122,212	$125,878	$3,666	3.0%	$125,878
13	Course Reimbursement	$0	$0	$0	$0	$0	$0	-	$0
14	Conferences	$0	$538	$742	$1,000	$800	-$200	-20.0%	$800
15	Telephone-Contract	$1,200	$1,200	$1,800	$1,800	$1,800	$0	0.0%	$1,800
16	Travel -Contract	$1,200	$1,200	$1,800	$1,800	$1,800	$0	0.0%	$1,800
17	Travel -Conferences	$605	$689	$2,248	$800	$1,200	$400	50.0%	$1,200
18	Travel- Out of District	$407	$193	$220	$250	$250	$0	0.0%	$250
19	Dues	$2,462	$2,544	$2,608	$2,794	$2,875	$81	2.9%	$2,875
20	**TOTAL ASST. SUPERINTENDENT**	**$110,623**	**$114,364**	**$125,417**	**$130,656**	**$134,603**	**$3,947**	3.0%	**$134,603**
21	**Governing Board**								
22	School Board Secretary Stipend	$490	$700	$920	$800	$920	$120	15.0%	$920
23	Treasurer Stipend	$600	$600	$600	$600	$600	$0	0.0%	$600
24	**TOTAL GOV. BOARD**	**$1,090**	**$1,300**	**$1,520**	**$1,400**	**$1,520**	**$120**	8.6%	**$1,520**

	Description	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Proposed Budget	$ Change FY21 less FY20	% change	FY21 DEFAULT
25	**Student Services**								
26	Salary, Asst. Super of Student Services	$105,379	$105,350	$108,405	$112,926	$116,314	$3,388	3.0%	$116,314
27	Salary, Transition Coordinator				$54,202	$0			$0
28	Salary - Asst. Director of Student Services	$71,000	$72,775	$74,885	$76,757	$78,000	$1,243	1.6%	$78,000
29	Salary, Student Services Admin Asst.	$42,771	$43,680	$44,948	$46,747	$46,747	$0	0.0%	$46,747
30	Course Reimbursement	$6,740	$11,878	$130	$0	$0	$0	-	$0
31	Conferences- DSS/ADSS	$1,150	$1,270	$775	$2,770	$2,770	$0	0.0%	$2,770
32	Contracted Services	$0	$7,225	$0	$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	$1,972	$1,888	$1,816	$0	$1,000	$1,000	-	$1,000
36	Travel- Conferences	$452	$361	$457	$550	$1,000	$450	81.8%	$1,000
37	Travel- DSS- Out of District	$2,315	$1,809	$1,154	$4,600	$2,000	-$2,600	-56.5%	$2,000
38	Travel- Professional Development	$0	$1,375	$519	$500	$500	$0	0.0%	$500
39	Dues	$1,340	$1,540	$1,510	$1,690	$1,700	$10	0.6%	$1,700
40	**TOTAL STUDENT SERVICES**	**$235,819**	**$251,852**	**$237,299**	**$303,442**	**$252,731**	**$3,490**	1.2%	**$252,731**
41	**Network Administrator**								
42	Salary, Network Administrator	$78,559	$78,178	$80,445	$83,019	$85,510	$2,491	3.0%	$85,510
43	Course Reimbursement - Network Admin	$0	$0	$0	$0	$0	$0	-	$0
44	Conferences-Network Administrator	$793	$0	$0	$900	$900	$0	0.0%	$900
45	Telephone-Contract	$600	$600	$600	$600	$600	$0	0.0%	$600
46	Travel	$0	$0	$24	$500	$500	$0	0.0%	$500
47	Travel- Conferences	$634	$0	$89	$750	$500	-$250	-33.3%	$500
48	**TOTAL NETWORK ADMINISTRATOR**	**$80,586**	**$78,778**	**$81,157**	**$85,769**	**$88,010**	**$2,241**	2.6%	**$88,010**
49	**Technology**								
50	Contracted Scvs-Tyler Technologies	$29,287	$31,251	$500	$0	$0	$0	-	$0
51	Computer Repairs	$0	$0	$402	$0	$0	$0	-	$0
52	Technology Supplies	$0	$86	$40	$400	$400	$0	0.0%	$400
53	Support Contracts/Hosted Services	$836	$505	$0	$0	$0	$0	-	$0
54	Site Licenses	$496	$496	$0	$550	$550	$0	0.0%	$550
55	Additional Computer Equipment	$1,046	$140	$817	$900	$900	$0	0.0%	$900
56	Replacement Computers	$0	$0	$689	$1,000	$1,000	$0	0.0%	$1,000
57	**TOTAL TECHNOLOGY**	**$31,664**	**$32,477**	**$2,448**	**$2,850**	**$2,850**	**$0**	0.0%	**$2,850**

	Description	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Proposed Budget	$ Change FY21 less FY20	% change	FY21 DEFAULT
58	**Business Office**								
59	Salary, Business Administrator	$98,756	$99,000	$105,378	$111,250	$114,588	$3,338	3.0%	$114,588
60	Salary, Asst. Business Administrators (2)	$98,855	$103,269	$110,472	$119,008	$122,578	$3,570	3.0%	$122,578
61	Contract End Stipend			$1,110	$0	$0	$0	-	$0
62	Salary, Business Office Staff	$152,106	$135,615	$187,342	$213,350	$218,350	$5,000	2.3%	$213,350
63	Wages- Archiving	$2,940		$0	$0	$0	$0	-	$0
64	Course Reimbursement - BA		$257	$550	$1,000	$250	-$750	-75.0%	$250
65	Conferences-BA/ABA		$225	$80	$500	$500	$0	0.0%	$500
66	Conferences-Bus Off	$175	$180	$0	$300	$300	$0	0.0%	$300
67	Professional Services- Training	$1,100	$1,100	$0	$3,500	$2,000	-$1,500	-42.9%	$2,000
68	Audit	$3,950	$4,500	$4,600	$4,600	$4,600	$0	0.0%	$4,600
69	Other Professional Services	$100	-$47	$145	$120	$0	-$120	-100.0%	$0
70	Temp Agency	$11,570	$19,760	$30,310	$0	$0	$0	-	$0
71	Telephone-BA-Contract	$600	$600	$600	$600	$600	$0	0.0%	$600
72	Travel-BA-Contract	$600	$600	$600	$600	$600	$0	0.0%	$600
73	Travel- Conferences- Bus Office	$190	$0	$0	$200	$200	$0	0.0%	$200
74	Travel- Conferences- BA/ABA		$53	$0	$200	$200	$0	0.0%	$200
75	Travel- ABA/Bus Office	$765	$1,002	$916	$1,200	$1,200	$0	0.0%	$1,200
76	Dues-BA	$1,471	$1,662	$1,795	$1,871	$2,000	$129	6.9%	$2,000
77	**TOTAL BUSINESS OFFICE**	**$373,178**	**$367,776**	**$443,898**	**$458,299**	**$467,966**	**$9,667**	2.1%	**$462,966**
78	**Maintenance**								
79	Facilities Director					$66,500	$66,500	-	$1,500
80	PT Custodian	$4,478	$4,502	$4,642	$8,500	$0	-$8,500	-100.0%	$8,500
81	Maintenance Stipend-Hinckley	$1,500	$1,500	$1,500	$1,500	$0	-$1,500	-100.0%	$0
82	Cleaning Services					$9,000			$0
83	Inspections	$1,084	$604	$700	$700	$800	$100	14.3%	$800
84	Septic	$600	$300	$600	$650	$700	$50	7.7%	$700
85	Furnace	$0	$405	$0	$500	$500	$0	0.0%	$500
86	Snow Removal	$7,393	$5,261	$4,161	$8,500	$8,500	$0	0.0%	$8,500
87	Mowing/ Landscaping	$17	$0	$0	$3,500	$3,500	$0	0.0%	$3,500
88	General Maintenance	$2,540	$2,590	$2,385	$3,550	$2,650	-$900	-25.4%	$2,650
89	Rent	$8,000	$13,000	$18,970	$23,970	$23,970	$0	0.0%	$23,970
90	Maintenance Service Contracts	$736	$948	$1,018	$1,050	$1,100	$50	4.8%	$1,100
91	Property Liability Insurance	$2,818	$2,912	$2,970	$3,120	$3,300	$180	5.8%	$3,300
92	Utilities	$4,923	$5,538	$5,792	$6,200	$6,500	$300	4.8%	$6,500
93	Heating Oil	$2,019	$2,011	$2,153	$2,600	$2,700	$100	3.8%	$2,700
94	**TOTAL MAINTENANCE**	**$36,108**	**$39,573**	**$44,891**	**$64,340**	**$129,720**	**$56,380**	87.6%	**$64,220**

	Description	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Proposed Budget	$ Change FY21 less FY20	% change	FY21 DEFAULT
95	**General**								
96	Salary, Office Mgr	$27,300	$25,696	$26,286	$33,739	$33,739	$0	0.0%	$33,739
97	Office Substitutes	$0	$0	$0	$0	$0	$0	-	$0
98	Coursework Reimbursement-Pooled	$0	$0	$0	$0	$0	$0	-	$0
99	Summer Leadership Planning Session	$997	$997	$557	$1,200	$1,200	$0	0.0%	$1,200
100	Legal Services	$138	$341	$2,002	$1,000	$2,000	$1,000	100.0%	$2,000
101	Contracted Services	$481	$211	$544	$600	$1,500	$900	150.0%	$1,500
102	Print management	$1,040	$1,445	$1,391	$1,800	$2,000	$200	11.1%	$2,000
103	Copier Service/ Leases	$3,250	$2,409	$4,081	$5,000	$5,000	$0	0.0%	$5,000
104	Internet-eRate Funded	$0	$0	$0	$0	$0	$0	-	$0
105	Telephone	$5,779	$6,224	$5,820	$6,080	$6,400	$320	5.3%	$6,400
106	Postage	$5,929	$3,582	$4,576	$4,500	$5,100	$600	13.3%	$5,100
107	Advertising	$1,443	$653	$892	$1,500	$1,500	$0	0.0%	$1,500
108	Printing	$248	$277	$19	$300	$300	$0	0.0%	$300
109	Travel, Clerical Staff	$90	$78	$67	$150	$150	$0	0.0%	$150
110	Office Hospitality	$423	$797	$532	$800	$800	$0	0.0%	$800
111	Expendable Supplies	$4,600	$3,987	$5,080	$4,800	$5,500	$700	14.6%	$4,800
112	Beginning of Year Kick Off	$1,343	$1,638	$1,701	$1,800	$1,800	$0	0.0%	$1,800
113	New Hire Orientation	$758	$1,203	$763	$1,300	$1,200	-$100	-7.7%	$1,200
114	Office Equipment Repair/Replacement	$401	$353	$625	$2,000	$2,000	$0	0.0%	$2,000
115	Office Equipment	$1,760	$0	$299	$1,500	$1,500	$0	0.0%	$1,500
116	Professional Development-Series-NHSAA	$1,950	$1,850	$1,950	$2,100	$2,250	$150	7.1%	$2,250
117	**TOTAL GENERAL**	**$57,930**	**$51,741**	**$57,186**	**$70,169**	**$73,939**	**$3,770**	5.4%	**$73,239**

	Description	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Proposed Budget	$ Change FY21 less FY20	% change	FY21 DEFAULT
118	**Benefits**								
119	Support Staff Salary Increases-CPI	$0	$0	$0	$0	$7,795	$7,795	-	$0
120	Year End Merit Pool	$10,000	$11,000	$11,000	$15,000	$15,000	$0	0.0%	$15,000
121	Admin Vacation Benefit	$5,269	$6,595	$15,407	$15,988	$21,618	$5,630	35.2%	$21,618
122	Health Insurance	$131,723	$151,928	$118,131	$147,660	$172,624	$24,964	16.9%	$172,624
123	Dental Insurance	$8,949	$12,268	$12,847	$14,892	$16,573	$1,682	11.3%	$16,573
124	Life, LTD, and ADD insurance	$5,668	$5,743	$6,591	$7,440	$8,154	$714	9.6%	$8,154
125	Flex Benefit Spending	-$4	-$672	-$383	$0	$0	$0	-	$0
126	403b Employer Contribution	$5,000	$5,000	$5,000	$11,000	$11,000	$0	0.0%	$11,000
127	FICA/Medicare	$71,674	$71,428	$76,034	$84,718	$89,539	$4,821	5.7%	$89,539
128	NH Retirement	$88,077	$94,228	$113,419	$126,038	$141,698	$15,660	12.4%	$141,698
129	Unemployment Compensation	$750	$500	$555	$550	$670	$120	21.8%	$670
130	Workers' Compensation	$3,091	$3,164	$3,163	$3,400	$3,400	$0	0.0%	$3,400
131	Contracted Services-GASB 75	$0	$6,500	$15,000	$21,500	$6,500	-$15,000	-69.8%	$6,500
132	ADA-Accomodations	$0	$269	$0	$0	$0	$0	-	$0
133	**TOTAL BENEFITS**	**$330,197**	**$367,951**	**$376,764**	**$448,186**	**$494,573**	**$46,387**	10.4%	**$486,778**
134	Less Board Approved use of Fund Balance				-$12,297				
	Total Expenses	**$1,432,101**	**$1,488,777**	**$1,531,987**	**$1,719,314**	**$1,818,573**	**$99,259**	5.8%	**$1,739,578**
			check	*$1,531,987*	*$1,719,314*				

COMPARISON to Default	
FY21 Proposed	$1,818,573
FY21 Default	$1,739,578
Difference	$78,995
Difference as % of Proposed	4.3%

FUND BALANCE			As % of FY21 Budget	
	7/1/2019	$173,118		From audit
	Board Approved Use in FY20	-$12,297		from line 134 above
	7/1/2020	$160,821	8.8%	[Target 7 to 10%]

SAU SUPPORT STAFF VACATION

Appendix A

SAU SUPORT VACATION: PROPOSAL FY21

Years	Current Days	Proposed Days	# of FY20 Employees
1	10	10	1
2	10	13	3
3	10	15	1
4	12	15	0
5	12	15	0
6	12	17	1
7	12	17	1
8	15	17	0
9	15	17	0
10	18	18	0
11	18	18	0
12	18	18	0
13	18	18	0
14	18	18	0
15	20	20	0
16	20	20	0
17	20	20	0
18	20	20	0
19	20	20	0
20	20	20	0
			7

SAU 41

Revenue and Expense Report

FY19

Year End as of 6/30/19

Expense

Expense Category	Budget	YTD Expense	Encumbered	Balance
Superintendent	$ 230,242	$ 223,534		$ 6,708
Assistant Superintendent	$ 123,050	$ 129,879		$ (6,829)
School Board	$ 1,400	$ 1,520		$ (120)
Student Services	$ 243,341	$ 237,299		$ 6,042
Business Office	$ 440,247	$ 447,951		$ (7,703)
Maintenance	$ 55,798	$ 44,891		$ 10,907
Technology	$ 86,731	$ 83,606		$ 3,125
Benefits	$ 396,913	$ 363,307		$ 33,606
Total Expense	$ 1,577,723	$ 1,531,987		$ 45,736
Plus FY18 Expense Carryover	$10,060	$7,740		$2,320
Total Expenses	**$ 1,587,783**	**$ 1,539,727**	**$ -**	**$ 48,056**

Revenue

Revenue Source	Budget	YTD Revenue	Encumbered	Balance
Assessments:				
Brookline	$279,152	$279,152		$0
Hollis	$481,112	$481,114		$0
Coop	$806,808	$806,808		$0
Federal Grants	$4,000	$7,183		$3,183
Miscellaneous	$0	$3,019		$3,019
Use of Fund Balance as Revenue	$6,649			($6,649)
Total Revenue	**$ 1,577,721**	**$ 1,577,276**	**$0**	**($447)**

FY19 Budget Balance	**$ 47,609**

Fund Balance Projection

Beginning Fund Balance as of 7/1/2018	$ 129,509
Add FY19 Budget Balance	$ 47,609
Additional Fund Balance to cover fy19 expenses rolled over	$ (4,000)
Fund Balance as of 6/30/19	$ 173,118

Explanation of Budget Balances

as of 6/30/2019

Expense Category	Balance	Under Budget (Savings)
Superintendent	$6,708	No substitutes; new office manager savings
Student Services	$6,042	Course reimbursement paid in FY18
Maintenance	$10,907	Snow removal; custodial work transition delay
Technology	$3,125	Conference/Mileage reimbursement not needed
Benefits	$33,606	Health insurance and retirement savings with new hires/changes
		Over Budget
Assistant Superintendent	($6,829)	Board approved salary & benefits increase
School Board	($120)	Extra hours for board secretary
Business Office	($7,703)	Temp Agency Services
FY19 Expense Budget Balance	**$45,736**	

CBI - Superintendent Evaluation

The SAU Board shall conduct an annual formal evaluation of the Superintendent of SAU #41. Through this evaluation, the SAU 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 annual goals.

- Perform an annual review of the goals from evaluation process for each district with a target completion date no later than September 30 of each year.

The SAU 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 Board Chair, SAU Vice-Chair and the Chair or designee of each district board.

Before December 31 of each year, each District Board member shall evaluate the Superintendent using the form adopted by the Board for this purpose (see CBI-F1 or CBI-F2) and submit same to their District Board Chair or designee. Each District School Board Chair or designee will submit a composite/summary evaluation report using CBI-F1 or CBI-F2 to the SPEC by January 31st. On or before February 15th, 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 direct reports 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 Board, and 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: October 3, 2019

Updated 9.20.2019

DRAFT

EVALUATION OF THE SUPERINTENDENT

The SAU Board shall conduct a minimum of one (1) annual formal evaluation of the Superintendent.

Members of the Board will first evaluate the Superintendent independently, using a written form adopted by the SAU Board for this purpose. The SAU Board will convene to discuss the assessments and to prepare a composite evaluation. The composite evaluation will be discussed by the full Board and presented by the SPEC to the Superintendent. The SAU Board Chair and the Superintendent will each retain a copy of the written evaluation report.

Evaluation of the Superintendent shall be conducted in such 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. Help the Board evaluate its work in planning the educational program in this community;
3. Strengthen the working relationship between the Board and the Superintendent by providing a comprehensive vehicle of communication;
4. Identify strengths and weaknesses of the Superintendent, and make appropriate recommendations.

Rating scale: *1= Unsatisfactory 2= Improvement needed*

3= Meets expectations 4= Exceeds expectations 5= Exceptional

*****All items with a "1 or 2" require additional comments*****

DRAFT

SUPERINTENDENT EVALUATION FORM

Name of Superintendent _____
Date _____

ADMINISTRATION

1. Exerts strong educational leadership, develops a strong management team, and delegates responsibility. _____
2 Demonstrates skill in developing long-range planning activities based on program needs and enrollment projections. _____
3. Employs a team effort in analyzing, planning, implementing, and evaluating policies, programs, and personnel. _____
4. Organizes the roles and responsibilities of staff members so as to optimize their effectiveness and to encourage harmonious relationships among various segments of the school system. _____

*******Rating for this Category _____**

COMMENTS:_____
_____
_____

INSTRUCTION

1. Provides overall leadership in the development and implementation of a productive instructional delivery system. _____
2. Provides for continued monitoring and evaluation instructional activities. _____
3. Promotes high academic expectations and standards for students. _____
4. Maintains a working knowledge of current educational research, reports useful new concepts and shares that information with the Board. _____
5. Keeps the community informed of the curriculum and plans for improvement. _____

*******Rating for this Category _____**

COMMENTS:_____
_____
_____

DRAFT

RELATIONSHIP WITH THE BOARD

1. Works with the Board in the areas of analyzing, planning, implementing and evaluating policies. _____
2. Informs the Board on issues, operations, the curriculum and needs of the school system. _____
3. Has a harmonious working relationship and maintains a professional relationship with members of the Board. _____
4. Provides the Board members with reports and information which will enable them to sufficiently review the operations of the district. _____
5. Gives constructive advice and guidance to the Board regarding possibilities for District improvement. _____
6. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis. _____

*******Rating for this Category _____**

COMMENTS:_____
_____
_____

RELATIONSHIP WITH THE STAFF

1. Includes the participation of faculty and staff in the establishment and the implementation of District-wide goals, objectives, and programs. _____
2. Facilitates two-way communication and interaction with staff. _____
3. Promotes programs for staff growth and development._____
4. Meets and confers with employee groups representing the interests and directives of the Board _____
5. Communicates effectively the concerns of employee groups to the Board and Board responses to these concerns to employee groups. _____

*******Rating for this Category _____**

COMMENTS: _____
_____
_____

DRAFT

RELATIONSHIP WITH THE COMMUNITY

1. Facilitates communication within the community through an effective public information program based on the needs and successes of the district. _____
2. Establishes a procedure for studying and acting on complaints, criticisms, and concerns of individuals and/or community. _____
3. Maintains a professional posture with other public officials and community leaders. _____
4. Has the ability to face controversy and work effectively with it. _____
5. Accepts and solicits input from interested groups and individuals in the decision-making process. _____

*******Rating for this Category _____**

COMMENTS:_____
_____
_____

PERSONAL QUALITIES

1. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters. _____
2. Speaks well before large and small groups, expressing ideas in a logical and forthright manner. _____
3. Accepts and shares failure as well as success. _____
4 Is able to identify and discuss own strengths and weaknesses. _____
5. Welcomes questions and open discussion when presenting ideas. _____

*******Rating for this Category _____**

COMMENTS: _____
_____
_____

DRAFT

FINANCIAL

1. Keeps informed of the needs of the school program -- supplies, equipment, and facilities._____
2. Assumes responsibility for overall financial planning for the District, including short-term priorities and long-range planning. _____
3. Coordinates the preparation of the annual budget utilizing teacher and staff input; submits the budget to the Board for input and approval. _____
4. Determines that funds are spent and invested wisely; ensures that adequate controls and accounting is achieved. _____

******Rating for this Category**_____

Comments_____
_____
_____
_____

Signed: _____ _____
SAU #41 Board Chair Superintendent

Date: _____

DRAFT

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 December 1st. Each member will determine a numerical score for each sub-section and section of the evaluation. Members are encouraged to supply written comments including observations and evidence to support their ratings. Two members of the SPEC committee will meet with the Superintendent's direct reports and building Principals.

No later than December 31st, each board will meet to perform a section-by-section discussion 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 School District Superintendent Evaluations in the format of CBI-F1 or CBI F2.

Once each board votes to ratify 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 15 of each year for the sole purpose of finalizing the superintendent evaluation. The input from each school board Chair, or their designee, will be his or her board's ratified School District Superintendent Evaluation.
The SPEC will facilitate the compiling of the three school boards' Evaluations along with the input obtained from the Superintendent's direct reports and building Principals.

SAU Governing Board - Superintendent Performance Review

The SPEC will schedule a Superintendent Performance Review Session, in Non-Public meeting under RSA 91A:3, to vote on the SAU 41 Superintendent Evaluation. This session is to be concurrent with a regularly scheduled SAU Board meeting held prior to the school districts' annual deliberative meetings. Once the SAU Evaluation is ratified 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 meetings. He or she will sign the Evaluation to acknowledge receipt and may include written comments, if so desired.

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: October 3, 2019
Second Reading:

Updated 9:20:19

DRAFT