

SAU 41

Governing Board

Review of FY21 Budget Proposal

Draft #7

12/12/2019

SAU 41 GOVERNING BOARD

AGENDA

Monday, December 23, 2019

6:30PM

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

Correspondence

6:30 Motion to recess SAU Meeting

- Open Public Hearing – SAU 41 – Fiscal Year 2021 budget presentation

7:00 Public Input

Approval of Minutes

7:15 **Deliberations**

- To see what action the Board will take regarding the SAU 41 Fiscal Year 2020 budget
- To see what action the Board will take regarding Policy GBEF- SCHOOL DISTRICT INTERNET ACCESS FOR STAFF – First Reading
- To see what action the Board will take regarding Policy EHAA – COMPUTER SECURITY, E-MAIL, INTERNET COMMUNICATIONS – First Reading
- To see what action the Board will take regarding Policy ECAF – AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES – First Reading
- To see what action the Board will take regarding Policy BBBH – ORGANIZATION AND OPERATION OF SAU JOINT BOARD – First Reading
- To see what action the Board will take regarding Policy JICL – SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS – Rescind

7:35 Superintendent's Evaluation

- Timeline, Confirm assignments, explain process

8:00 Non – Public - under RSA 91-A: 3II (a) Compensation and/or (c) Reputation

8:25 Motion to Adjourn

SAU #41 FY21 Budget Proposal

Draft #7 -12/12: SAU Governing Board Public Hearing

	Description	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Proposed Budget	\$ Change FY21 less FY20	% change	FY21 ADJUSTED
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 ADJUSTED
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	-\$54,202	-100.0%	\$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	-\$50,712	-16.7%	\$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 ADJUSTED
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	\$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	\$65,380	101.6%	\$64,220

	Description	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Proposed Budget	\$ Change FY21 less FY20	% change	FY21 ADJUSTED
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	Contingency: Facility Director Salary Adj.					\$10,000	\$10,000	-	\$0
117	Professional Development-Series-NHSAA	\$1,950	\$1,850	\$1,950	\$2,100	\$2,250	\$150	7.1%	\$2,250
118	TOTAL GENERAL	\$57,930	\$51,741	\$57,186	\$70,169	\$83,939	\$13,770	19.6%	\$73,239

	Description	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Proposed Budget	\$ Change FY21 less FY20	% change	FY21 ADJUSTED
119	Benefits								
120	Support Staff Salary Increases-CPI	\$0	\$0	\$0	\$0	\$7,795	\$7,795	-	\$0
121	Year End Merit Pool	\$10,000	\$11,000	\$11,000	\$15,000	\$15,000	\$0	0.0%	\$15,000
122	Admin Vacation Benefit	\$5,269	\$6,595	\$15,407	\$15,988	\$21,618	\$5,630	35.2%	\$21,618
123	Health Insurance	\$131,723	\$151,928	\$118,131	\$147,660	\$156,451	\$8,791	6.0%	\$156,451
124	Dental Insurance	\$8,949	\$12,268	\$12,847	\$14,892	\$15,195	\$303	2.0%	\$15,195
125	Life, LTD, and ADD insurance	\$5,668	\$5,743	\$6,591	\$7,440	\$8,145	\$705	9.5%	\$8,145
126	Flex Benefit Spending	-\$4	-\$672	-\$383	\$0	\$0	\$0	-	\$0
127	403b Employer Contribution	\$5,000	\$5,000	\$5,000	\$11,000	\$11,000	\$0	0.0%	\$11,000
128	FICA/Medicare	\$71,674	\$71,428	\$76,034	\$84,718	\$89,458	\$4,740	5.6%	\$89,458
129	NH Retirement	\$88,077	\$94,228	\$113,419	\$126,038	\$132,867	\$6,829	5.4%	\$132,867
130	Unemployment Compensation	\$750	\$500	\$555	\$550	\$670	\$120	21.8%	\$670
131	Workers' Compensation	\$3,091	\$3,164	\$3,163	\$3,400	\$3,400	\$0	0.0%	\$3,400
132	Contracted Services-GASB 75	\$0	\$6,500	\$15,000	\$21,500	\$11,500	-\$10,000	-46.5%	\$11,500
133	ADA-Accomodations	\$0	\$269	\$0	\$0	\$0	\$0	-	\$0
134	TOTAL BENEFITS	\$330,197	\$367,951	\$376,764	\$448,186	\$473,100	\$24,914	5.6%	\$465,305
Total Expenses		\$1,432,101	\$1,488,777	\$1,531,987	\$1,731,611	\$1,807,100	\$75,489	4.4%	\$1,718,104
Less Revenue									
	Grants				-\$4,000	-\$4,000			
	Use of Fund Balance				-\$12,297	-\$20,000			
Total Budget					\$1,715,314	\$1,783,100	\$67,786	4.0%	

Description	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Proposed Budget	\$ Change FY21 less FY20	% change	FY21 ADJUSTED
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COMPARISON to Adjusted	FY21 Proposed	\$1,807,100						
	FY21 Adjusted	\$1,718,104						
	Difference	\$88,995						
	Difference as % of Proposed	4.9%						

		As % of FY21 Budget		
FY 20 FUND BALANCE PROJECTION	7/1/2019	\$173,118		From audit
	Board Approved Use in FY20	-\$12,297		
	6/30/2020	\$160,821	9.0%	[Target 7 to 10%]

		As % of FY21 Budget		
FY 21 FUND BALANCE PROJECTION	7/1/2020	\$160,821		
	Use in FY21	-\$20,000		
	6/30/2021	\$140,821	7.9%	[Target 7 to 10%]

SAU #41
Hollis - Brookline

SAU #41

School Administrative Unit

Serving the towns of
Brookline and Hollis, NH

Budget
2020-2021 School Year



SAU Governing Board Meeting
December 12, 2019

SAU 41 Budget Subcommittee

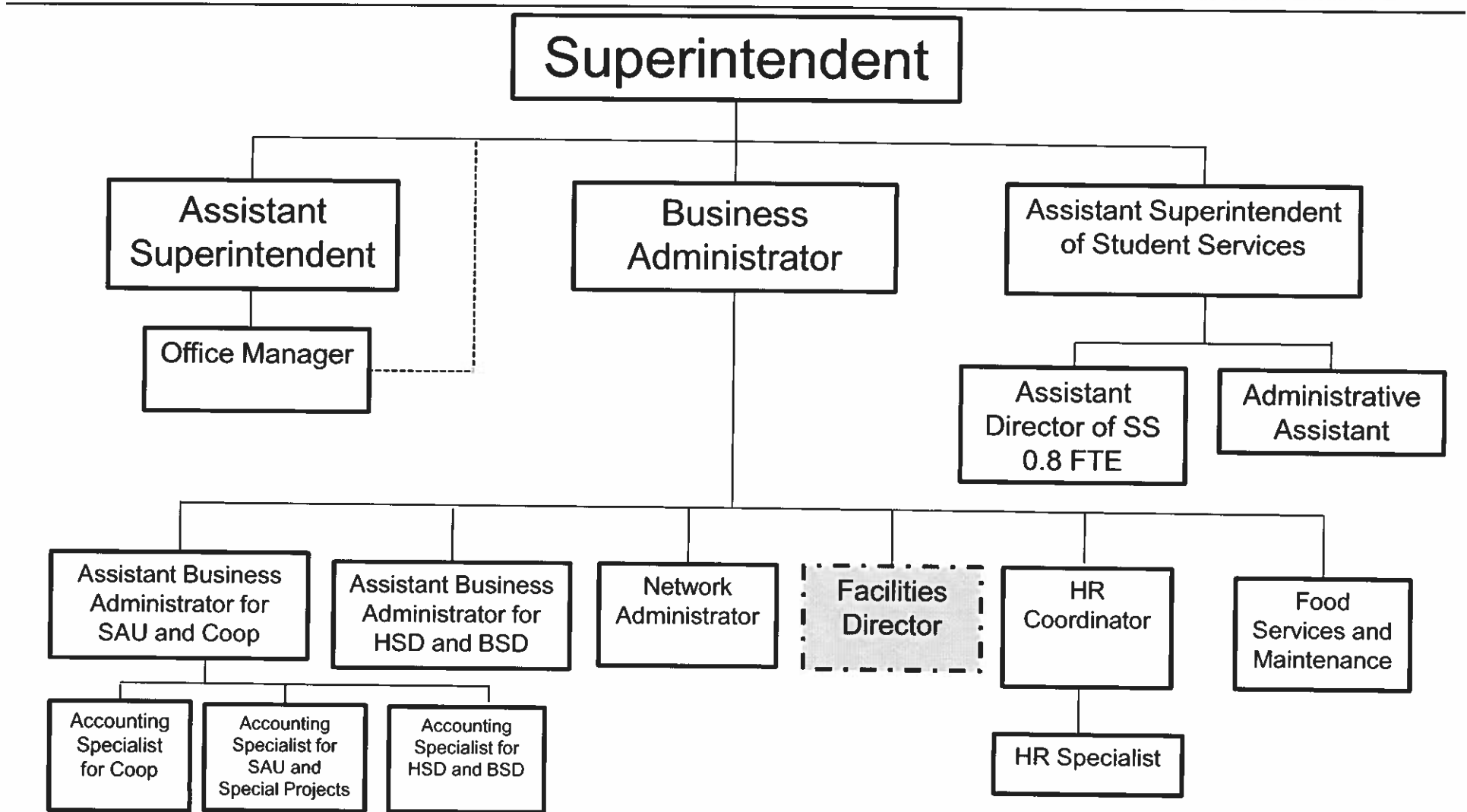
- ❖ SAU:
 - ❖ Andy Corey, Superintendent
 - ❖ Gina Bergskaug, Assistant Superintendent
 - ❖ Kelly Seeley, Business Administrator
 - ❖ Linda Sherwood, Assistant Business Administrator
- ❖ TREASURER, SAU Governing Board
 - ❖ Tammy Fareed
- ❖ BROOKLINE:
 - ❖ Alison Marsano, Brookline School Board
 - ❖ Brian 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

Agenda

- SAU 41 Organizational Structure
- FY21 SAU 41 Budget
 - Overview: Proposed Budget and Adjusted Budget
 - Budget Drivers
 - New Position: Facility Director
 - Budget Components
 - Budget Breakdown by Category
 - Unassigned Fund Balance
 - Revenue
 - Budget Apportionment by District
- Warrant Article
- Questions & Answers

SAU 41 ORGANIZATIONAL STRUCTURE

FY21 Change



FY21 Budget Comparisons

*Comparison to
 FY20 Budget*



FY20 Budget (Expenses)	FY21 Proposed Budget (Expenses)	Difference
\$ 1,731,611	\$ 1,807,100	+ \$75,489 + 4.4 %

*Comparison to
 Adjusted Budget*



FY21 Proposed Budget	FY21 Adjusted Budget	Difference
\$ 1,807,100	\$ 1,718,104	+ \$88,996 + 4.9 %

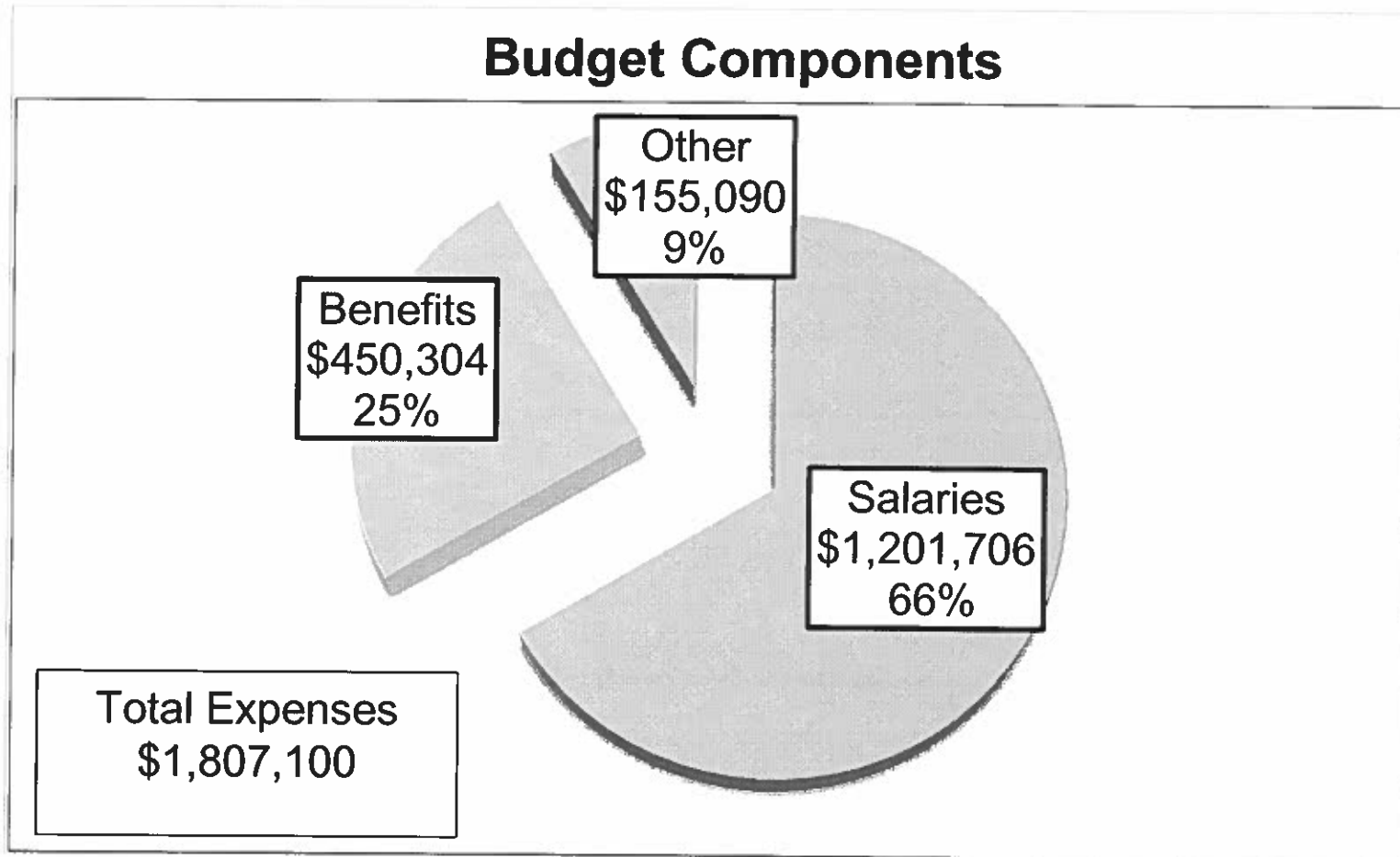
FY21 Budget Drivers

Budget Drivers	Increase over FY20 Budget	
Salaries	+\$ 37,333	<ul style="list-style-type: none"> • Salaried employees +3.0% (+ \$22,333) • HR Coordinator move to administrator (+\$5,000) • Hiring Contingency (+ \$10,000)
Benefits	+\$ 24,914	<ul style="list-style-type: none"> • Health Insurance GMR +4.1% • Dental Insurance GMR +3.9% • Hourly employees +3.0%
New Position: Facilities Director	+ \$ 66,500	<ul style="list-style-type: none"> • Salary of \$66,500
Student Services Transition Coordinator	- \$ 54,202	<ul style="list-style-type: none"> • One year position ended in FY20

FY21 Budget: Facility Director

Responsibilities	Benefits to our District
Supervision of maintenance staff	Workload shift from administration; increased consistency and quality
Facility physical audit	Increased quality and expertise
Budgeting	Increased accuracy
Managing capital improvements	Increased quality and expertise/ workload shift
Managing contractors	Increased efficiency and expertise/ workload shift
Responding to emergencies	Increased consistency and expertise
Building inspections	Increased quality and expertise
Consolidating purchasing	Increased efficiency, cost savings, and consistency
Scheduling services	Increased efficiency, cost savings, and consistency; Proactivity

FY21 Budget Components



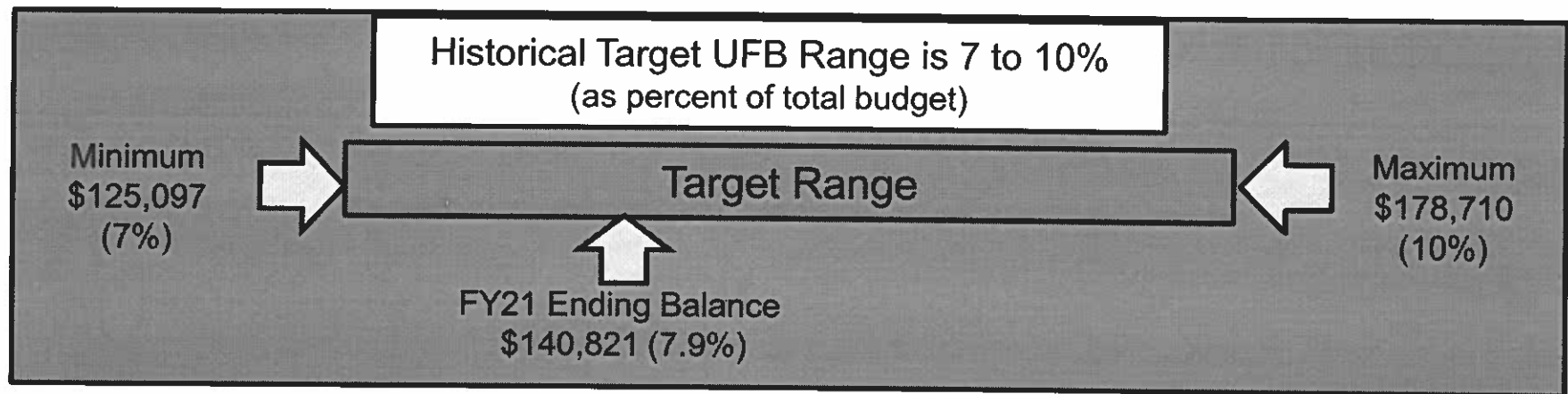
FY21 Budget Categories

Category	FY20 Budget	FY21 Proposed	\$ Change
Wages	1,132,222	1,178,911	39,751
Benefits	433,186	450,304	17,118
Operations & Maintenance	54,340	54,220	-120
Services	20,500	31,600	11,100
Professional Development	26,475	24,520	-1,955
Merit Increase	21,938	22,795	857
Travel	16,600	17,000	400
Expendables	13,200	14,400	1,200
Equipment & Software	13,150	13,350	200
Total	\$ 1,731,611	\$ 1,807,100	\$ 75,489

+4.4%

FY21 Budget: Unassigned Fund Balance

UNASSIGNED FUND BALANCE When revenue exceeds expenses at year end, the balance goes into this unassigned fund.	Balance
FY20 Beginning Balance (7/1/2019)	\$173,118
FY20 Projected use of fund balance	- \$12,297
FY20 Projected Ending Balance (6/30/2020)	\$160,821
FY21 Projected use of fund balance	- \$20,000
FY21 Projected Ending Balance (6/30/2021)	\$140,821



FY21 Budget: Revenue

REVENUE

Grants/Indirect Costs	\$ 4,000
Use of Fund Balance	\$ 20,000
<hr/>	
Total Revenue	\$ 24,000

FY21 Budget: Apportionment

Distribution of Funds to be Raised by Districts

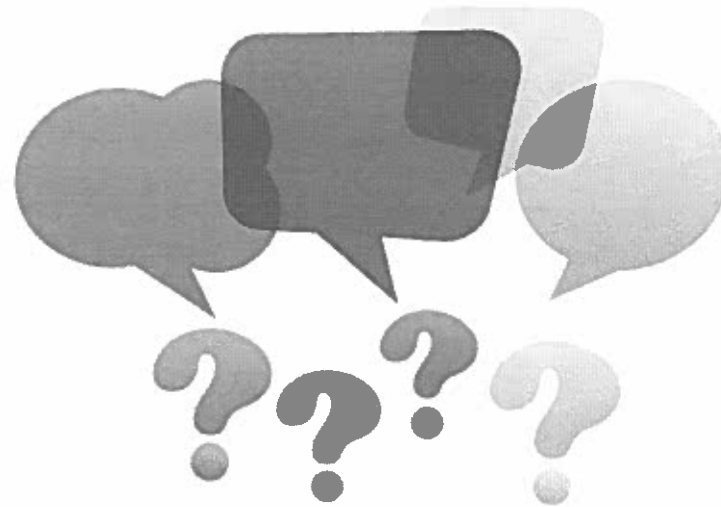
	2019-2020	2020-2021	
Expenses	\$ 1,719,314	\$ 1,807,100	
Revenue	\$ <u>4,000</u>	\$ <u>24,000</u>	
Total Appropriation	\$ 1,715,314	\$ 1,783,100	
School District	2019-2020 District Share	2020-2021 District Share	2020-2021 District %
Brookline	\$ 302,679	\$ 319,460	17.6%
Hollis	\$ 534,271	\$ 553,385	31.2%
COOP	\$ <u>878,364</u>	\$ <u>910,255</u>	<u>51.2%</u>
Total Appropriation	\$ 1,715,314	\$ 1,783,100	100.0%

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

FY21 Warrant Article

Shall the voters of the _____ School District adopt a School Administrative Unit budget of \$1,807,100 for the forthcoming fiscal year in which \$XXXX is assigned to the school budget of this school district? This year's adjusted budget of \$1,718,104, 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 !*

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

Category: Priority/Required by

Law See also EHAA;

HCL

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

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

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

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

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

~~Any Association postings via email have to be authorized or originated by the Association president or other authorized person. All materials placed in email by the Association shall bear the name of the Association. A copy of the posting shall be provided to the building principal.~~

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Legal References:

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

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

First Reading: November 5, 2012
Second Reading: December 11, 2012
Third Reading: April 1, 2013
Adopted: April 1, 2013

First Reading: December, 12, 2019

SAU 41 Governing Board

Policy EHAA COMPUTER SECURITY, E-MAIL, INTERNET COMMUNICATIONS

Category:

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

The following shall apply:

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

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

9. Notwithstanding the SAU #41's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
10. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
11. The SAU has the authority to terminate or limit access to any program at any time.
~~Time sensitive information should not be communicated solely by electronic mail since there is no guarantee that an addressee will receive, read and/or respond to a message in a timely manner.~~
12. Personal data storage devices cannot be used on the system unless pre-authorized by the computer coordinator.
13. The SAU will take all necessary measures to maintain student and employee privacy relative to SAU#41's website, online information and storage of student personally identifiable information as, required by state and federal law.

Legal References:

RSA 189:68-a, Student Online Personal Information

RSA 194:3-d, School District Computer Networks

First Reading: November 5, 2012

Second Reading: December 11, 2012

Third Reading: April 1, 2013

Adopted: April 1, 2013

First Reading: December 12, 2019

DRAFT

SAU41 Governing Board
Policy ECAF - AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES

I. PURPOSE

The Board authorizes the use of video recording equipment (i.e. cameras) by the districts on school buses to assist in providing a safe and secure environment for all passengers. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2(k)(l).

II. PROCEDURE

1. Communication/Notice -Notice of this policy shall be given annually in student/parent handbooks accompanied by the Family Education and Privacy Act (FERPA) statement. The presence of recording equipment on a bus/vehicle shall be clearly labeled by signage displayed prominently on that bus/vehicle; stating that students are subject to being recorded on the school bus at any time in accordance with the provisions of RSA 570-A:2(k)(l).

2. Confidentiality - All recordings are to be considered confidential. The Governing Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention and viewing of the recordings. The Business Administrator will conduct periodic audits to ensure that the recordings are being handled in accordance with this policy.

Comment [AK1]: or designee

Comment [AK2]: may

3. Retention - The digital recordings will be stored for a period not to exceed ten (10) school days, unless the Superintendent determines that the recording is relevant to a disciplinary proceeding. After 10 school days the digital recording will be overwritten by newer recordings and/or erased.

4. Viewing - All requests by parents/legal guardians to view recordings must be made in writing to the Superintendent, SAU Transportation Coordinator. Recordings may be viewed only by the following persons and only after expressly authorized by the Superintendent:

- Superintendent or designee
- Governing Board or its agents
- ~~-Business Administrator~~
- Transportation Contractor
- Law Enforcement Officers

Comment [AK3]: Building Administrators

~~All parents/legal guardians, whose children ride the route in question, may request a viewing with the intent to observe a specific problem or incident in an effort to work toward a resolution of that problem or incident.~~

5. Custody - Recordings shall be stored in a secure location by the appropriate official designated by the Superintendent. All recordings are to be locked in cameras while in operation on the school bus and the custody of these recordings shall not be delegated to any bus/vehicle driver.

Legal References: RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

First Reading: November 15, 2011

| Second Reading: November 5, 2012

Third Reading: December 11, 2012

| Amended and Adopted: December 11, 2012

First Reading: December 12, 2019

DRAFT

BBBH - ORGANIZATION AND OPERATION OF SAU JOINT BOARD

Category: Optional

Related Policy: SAU Policy BBBH-S

Policies and procedures relating to the Joint Board of the School Administrative Unit (SAU) are independent of those of the District. SAU policies generally will have the same code, as District policies covering the same subject matter, but may differ in substance according to the determination of the SAU Joint Board.

SAU Policy History:

First reading: December 12, 2019

Second reading/adopted: _____

SAU revision history:

Legal References:

RSA 194-C, School Administrative Units

SAU41 Governing Board
Policy JICL - SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

Category: Priority/Required by Law
See also EHAA, GBEF

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

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

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

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

This policy is referenced in all student handbooks. Students and his/her Parent/Guardian shall be required to acknowledge in writing that they have read and understood the SAU #41's Acceptable Use Agreement.

Legal References:

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

Appendix: SAU #41 Networks & Internet Acceptable Use Procedure Appendix I & II
First Reading: November 5, 2012
Second Reading: December 11, 2012
Third Reading: April 1, 2013
Adopted: April 1, 2013
Motion to Rescind: December 12, 2019