

SAU 41 GOVERNING BOARD AGENDA

Tuesday, December 29, 2020

ZOOM: <https://zoom.us/j/97998003424?pwd=Tk5sL1ZqcFpVRi9lWkZTaXI4SC9OUT09>

6:00PM

Times are estimates only and subject to change without notice

6:00 Call to Order

Appointment of Process Observer

Agenda Adjustments

Correspondence

6:05 Approval of Minutes

6:10 Public Input

6:15 **Public Hearing – The SAU Board will be conducting two public hearings:** The unreserved fund balance public hearing will be immediately followed by the public hearing on the Fiscal Year 2022 SAU proposed operating budget

7:00 Discussion

- SAU Facilities – long term lease
- Conflict of Interest Memo regarding a potential SAU lease of 4 Lund Lane

8:00 **Deliberation**

- To see what action the Board will take regarding policy EHAA; Computer Security, email, Internet Communications – Third Reading and Adoption
- To see what action the Board will take regarding policy CBI; Superintendent's Evaluation – Second Reading
- To see what action the Board will take regarding policy CBI-R; Instructions for Superintendent's Performance Review – Second Reading
- To see what action the Board will take regarding the Proposed Fiscal Year 2022 SAU 41 operating budget

8:15 Report out from Process Observer

8:15 Non – Public - under RSA 91-A: 3II (a) Compensation and/or (c) Reputation

8:30 Motion to Adjourn

SAU #41 FY22 Budget Proposal

Draft 5-- For Public Hearing

The FY22 SAU Adjusted Budget is the FY21 approved budget plus any increases due to debt service, contracts or other obligations previously incurred or mandated, minus any one time expenditures.

line	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22	\$ Change		FY22 Adjusted	adj variance	Notes
						Proposed Budget	FY22 less FY21	% change over fy21			
1	Superintendent										
2	Salary	\$142,900	\$149,331	\$154,550	\$159,187	\$162,371	\$3,184	2.0%	\$162,371		admin contracts: "increase will be avg % change in CPI, between 2 and 4 %"
3	Salary, Admin Assistant	\$29,173	\$0	\$0	\$0	\$0	\$0	-	\$0		fy18 Maryann
4	Conferences	\$125	\$125	\$214	\$500	\$250	-\$250	-50.0%	\$250		
5	Telephone, Contract	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%	\$1,500		\$125 per month
6	Travel, Contract	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0.0%	\$3,000		\$250 per month
7	Travel -Conferences	\$383	\$386	\$494	\$1,000	\$600	-\$400	-40.0%	\$600		
8	Travel-Out of District	\$372	\$1,268	\$448	\$1,000	\$1,000	\$0	0.0%	\$1,000		
9	Dues	\$5,513	\$5,796	\$5,919	\$6,475	\$6,350	-\$125	-1.9%	\$6,350		required, see dues worksheet
10	TOTAL SUPERINTENDENT	\$182,967	\$161,406	\$166,125	\$172,662	\$175,071	\$2,409	1.4%	\$175,071		
11	Asst Superintendent of Curriculum										
12	Salary	\$108,000	\$116,000	\$122,212	\$125,878	\$129,654	\$3,776	3.0%	\$129,654		
13	Conferences	\$538	\$742	\$219	\$800	\$500	-\$300	-37.5%	\$500		
14	Telephone-Contract	\$1,200	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$1,800		\$150/mo
15	Travel -Contract	\$1,200	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$1,800		\$150/mo
16	Travel -Conferences	\$689	\$2,248	\$117	\$1,200	\$500	-\$700	-58.3%	\$500		sometimes use grant \$
17	Travel- Out of District	\$193	\$220	\$133	\$250	\$250	\$0	0.0%	\$250		
18	Dues	\$2,544	\$2,608	\$2,859	\$2,875	\$2,950	\$75	2.6%	\$2,950		required, see dues worksheet
19	TOTAL ASST. SUPERINTENDENT	\$114,364	\$125,417	\$129,140	\$134,603	\$137,454	\$2,851	2.1%	\$137,454		
20	Governing Board										
21	School Board Secretary Stipend	\$700	\$920	\$645	\$920	\$920	\$0	0.0%	\$920		Dawn MacMillan \$20/hr (fy21 46 hrs budget)
22	District Treasurer Stipend	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600		Bob Rochford, appointed
23	TOTAL GOV. BOARD	\$1,300	\$1,520	\$1,245	\$1,520	\$1,520	\$0	0.0%	\$1,520		

<i>line</i>	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
24	Student Services										
25	Salary, Asst. Super of Student Services	\$105,350	\$108,405	\$114,338	\$119,223	\$122,800	\$3,577	3.0%	\$122,800		
26	Salary, Transition Coordinator			\$54,202	\$0	\$0	\$0	-	\$0		fy20 Amy transition to Bob
27	Salary - Asst. Director of Student Services	\$72,775	\$74,885	\$50,700	\$80,700	\$82,314	\$1,614	2.0%	\$82,314		fy21 Amy sal 78K + \$2700 mentoring stipend
28	Salary, Student Services Admin Asst.	\$43,680	\$44,948	\$46,747	\$47,959	\$47,959	\$0	0.0%	\$47,959		support staff raises reported on line 124
29	Course Reimbursement	\$11,878	\$130	\$6,515	\$0	\$0	\$0	-	\$0		fy19 Amy's certification
30	Conferences	\$1,270	\$775	\$846	\$2,770	\$1,000	-\$1,770	-63.9%	\$1,000		
31	Contracted Services	\$7,225	\$0	\$0	\$0	\$0	\$0	-	\$0		fy18 Jenn Dolloff help for Amy Rowe
32	Telephone-Contract	\$1,800	\$1,800	\$2,500	\$1,800	\$2,400	\$600	33.3%	\$2,400		Bob 1200 +Amy 1200; + in fy20 Anne E \$100; was 1200 Amy + 600 Anne
33	Travel- In District- contract	\$900	\$900	\$1,800	\$900	\$1,800	\$900	100.0%	\$1,800		Bob 900 +Amy 900; was 900 just for Bob
34	Travel- ADSS Out of District	\$1,888	\$1,816	\$348	\$0	\$500	\$500	-	\$500		
35	Travel- Conferences	\$361	\$457	\$88	\$1,000	\$500	-\$500	-50.0%	\$500		
36	Travel- DSS- Out of District	\$1,809	\$1,154	\$796	\$3,000	\$2,000	-\$1,000	-33.3%	\$2,000		
37	Travel- Professional Development	\$1,375	\$519		\$500	\$500	\$0	0.0%	\$500		
38	Dues	\$1,540	\$1,510	\$1,710	\$1,700	\$1,800	\$100	5.9%	\$1,800		
39	TOTAL STUDENT SERVICES	\$251,852	\$237,299	\$280,590	\$259,552	\$263,573	\$4,021	1.5%	\$263,573		
40	Network Administrator										
41	Salary	\$78,178	\$80,445	\$83,019	\$85,510	\$87,220	\$1,711	2.0%	\$87,220		
42	Conferences	\$0	\$0		\$900	\$0	-\$900	-100.0%	\$0		
43	Telephone-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600		\$50/mo
44	Travel	\$0	\$24		\$500	\$500	\$0	0.0%	\$500		
45	Travel- Conferences	\$0	\$89		\$500	\$250	-\$250	-50.0%	\$250		
46	TOTAL NETWORK ADMINISTRATOR	\$78,778	\$81,157	\$83,619	\$88,010	\$88,570	\$561	0.6%	\$88,570		

<i>line</i>	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
47	Technology										
48	Contracted Scvs-Tyler Technologies	\$31,251	\$500	\$0	\$0	\$0	\$0	-	\$0		Accounting software - allocate expenses to districts; fy19 included rollover expense
49	Computer Repairs	\$0	\$402	\$0	\$0	\$0	\$0	-	\$0		cheaper to replace
50	Technology Supplies	\$86	\$40	\$0	\$400	\$300	-\$100	-25.0%	\$300		
51	Support Contracts/Hosted Services	\$505	\$0	\$1,837	\$0	\$0	\$0	-	\$0		fy18 veritime NOW WE ALLOCATE to districts
52	Site Licenses	\$496	\$0	\$551	\$550	\$550	\$0	0.0%	\$550		paid by coop, sau reimbursed coop; for Microsoft license
53	Additional Equipment	\$140	\$817	\$0	\$900	\$0	-\$900	-100.0%	\$0		\$2500 outside security camera- taken back out
54	Replacement Computers	\$0	\$689	\$1,213	\$1,000	\$900	-\$100	-10.0%	\$900		\$900 for new laptop
55	TOTAL TECHNOLOGY	\$32,477	\$2,448	\$3,600	\$2,850	\$1,750	-\$1,100	-38.6%	\$1,750		
56	Business Office										
57	Salary, Business Administrator	\$99,000	\$105,378	\$111,250	\$114,588	\$116,880	\$2,292	2.0%	\$116,880		
58	Salary, Asst. Business Administrators	\$103,269	\$110,472	\$137,589	\$130,000	\$142,600	\$12,600	9.7%	\$132,600 *		fy20 ABA to end of contract (4mos.); fy21, fy22 and fy23 Sr ABA promotion split
59	Contract End Stipend		\$1,110		\$0	\$0	\$0	-	\$0		discontinued
60	Salary, Business Office Staff	\$135,615	\$187,342	\$217,575	\$231,611	\$232,425	\$814	0.4%	\$232,425		Incl HR admin with 2%; support no increase
61	Course Reimbursement - BA	\$257	\$550		\$250	\$250	\$0	0.0%	\$250		
62	Conferences-BA/ABA	\$225	\$80		\$500	\$250	-\$250	-50.0%	\$250		
63	Conferences-Bus Off	\$180	\$0		\$300	\$0	-\$300	-100.0%	\$0		
64	Professional Services- Training	\$1,100	\$0		\$2,000	\$1,100	-\$900	-45.0%	\$1,100		Tyler training \$1100 ea
65	Audit	\$4,500	\$4,600	\$4,600	\$4,600	\$4,750	\$150	3.3%	\$4,750		Roberts & Greene; agree to 3 year pricing fy22,23, 24
66	Other Professional Services	-\$47	\$145		\$0	\$0	\$0	-	\$0		Criminal Records background checks to State of NH
67	Temp Agency	\$19,760	\$30,310		\$0	\$0	\$0	-	\$0		Paid Nagler for Jenn in fy18; fy19 paying for Neva and office managers
68	Telephone-BA-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600		\$50/mo
69	Travel-BA-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600		\$50/mo
70	Travel- Conferences- Bus Office	\$0	\$0		\$200	\$0	-\$200	-100.0%	\$0		
71	Travel- Conferences- BA/ABA	\$53	\$0		\$200	\$200	\$0	0.0%	\$200		
72	Travel- ABA/Bus Office	\$1,002	\$916	\$523	\$1,200	\$1,200	\$0	0.0%	\$1,200		bank, board mtgs, schools
73	Dues-BA	\$1,662	\$1,795	\$1,876	\$2,000	\$2,000	\$0	0.0%	\$2,000		
74	TOTAL BUSINESS OFFICE	\$367,776	\$443,898	\$474,615	\$488,649	\$502,855	\$14,206	2.9%	\$492,855		

<i>line</i>	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
75	Facilities Director- NEW										
76	Salary				\$66,230	\$70,380	\$4,150	6.3%	\$70,380		fy21 \$61569 prorated for part year; fy22 \$69k + 2%
77	Course Reimbursement					\$800	\$800	-	\$0 *		online course
78	Conferences					\$0	\$0	-	\$0		
	Telephone-contract					\$1,200	\$1,200	-	\$0 *		fy21 = 600
79	Travel- Contract					\$1,200	\$1,200	-	\$0 *		fy21 = 600
80	Travel- Conferences					\$0	\$0	-	\$0		
81	Dues					\$0	\$0	-	\$0		
82	TOTAL FACILITIES DIRECTOR	\$0	\$0	\$0	\$66,230	\$73,580	\$7,350	11.1%	\$70,380		
83	Maintenance										
84	PT Custodian	\$4,502	\$4,642	\$889	\$0	\$0	\$0	-	\$0		change to Pro City line 86
85	Maintenance Stipend	\$1,500	\$1,500	\$1,500	\$0	\$0	\$0	-	\$0		Shift to facilities director
86	Custodial Services			\$6,255	\$8,415	\$8,500	\$85	1.0%	\$8,415 *		FY20 assume duties of PT custodian
87	Inspections	\$604	\$700	\$587	\$800	\$800	\$0	0.0%	\$800		ASAP Fire (alarms and fire extinguishers) and State of NH boiler inspection
88	Septic	\$300	\$600	\$600	\$700	\$700	\$0	0.0%	\$700		Bancroft 2 x year
89	Furnace	\$405	\$0	\$0	\$500	\$500	\$0	0.0%	\$500		
90	Snow Removal	\$5,261	\$4,161	\$7,985	\$8,500	\$8,500	\$0	0.0%	\$8,500		
91	Mowing/ Landscaping	\$0	\$0	\$0	\$1,500	\$1,500	\$0	0.0%	\$1,500		
92	General Maintenance	\$2,590	\$2,385	\$1,832	\$2,650	\$2,650	\$0	0.0%	\$2,650		Skillings, Absolute Mech service calls
93	Rent	\$13,000	\$18,970	\$23,970	\$23,970	\$23,970	\$0	0.0%	\$23,970		possible increase
94	Eagle Leasing portable unit					\$3,588			\$3,588		\$299/mo 10' portable storage unit
95	Maintenance Service Contracts	\$948	\$1,018	\$998	\$1,100	\$1,100	\$0	0.0%	\$1,100		Pest control; Absolute Mechanical boiler preventive maint.
96	Property Liability Insurance	\$2,912	\$2,970	\$2,761	\$2,972	\$3,000	\$28	0.9%	\$3,000		Primex
97	Utilities	\$5,538	\$5,792	\$5,869	\$6,500	\$6,500	\$0	0.0%	\$6,500		Eversource electric
98	Heating Oil	\$2,011	\$2,153	\$2,548	\$2,700	\$3,000	\$300	11.1%	\$3,000		
99	TOTAL MAINTENANCE	\$39,573	\$44,891	\$55,794	\$60,307	\$64,308	\$4,001	6.6%	\$64,223		

<i>line</i>	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
100	General										
101	Salary, Office Mgr	\$25,696	\$26,286	\$33,730	\$34,628	\$34,628	\$0	0.0%	\$34,628		
102	Coursework Reimbursement-Pooled	\$0	\$0	\$0	\$0	\$0	\$0	-	\$0		
103	Summer Leadership Planning Session	\$997	\$557	\$1,810	\$1,200	\$1,200	\$0	0.0%	\$1,200		2.5 day planning; breakfast & lunch
104	Legal Services	\$341	\$2,002	\$3,044	\$2,000	\$3,000	\$1,000	50.0%	\$3,000		
105	Contracted Services	\$211	\$544	\$639	\$1,500	\$750	-\$750	-50.0%	\$750		water cooler & shredding; fy19 Dawn MacMillan updating policy manuals
106	Print management	\$1,445	\$1,391	\$1,573	\$2,000	\$1,700	-\$300	-15.0%	\$1,700		
107	Copier Service/ Leases	\$2,409	\$4,081	\$3,981	\$5,000	\$4,500	-\$500	-10.0%	\$4,500		copy machines; postage machine
108	Internet-eRate Funded	\$0	\$0	\$0	\$0	\$0	\$0	-	\$0		Erate is federal grant money to reimburse for internet, phone, long distance, and wireless.
109	Telephone	\$6,224	\$5,820	\$11,122	\$6,400	\$6,400	\$0	0.0%	\$6,400		Nuso (svc); Windstream (long distance); TDS (physical lines); fy20 \$4500 phone conversion
110	Postage	\$3,582	\$4,576	\$4,236	\$5,100	\$5,000	-\$100	-2.0%	\$5,000		prepaid postage and supplies
111	Advertising	\$653	\$892	\$328	\$1,500	\$1,000	-\$500	-33.3%	\$1,000		job postings and public hearings
112	Printing	\$277	\$19	\$100	\$300	\$150	-\$150	-50.0%	\$150		W2s, envelopes, 1099s (other districts pay portion)
113	Travel, Clerical Staff	\$78	\$67	\$112	\$150	\$150	\$0	0.0%	\$150		
114	Office Hospitality	\$797	\$532	\$378	\$800	\$700	-\$100	-12.5%	\$700		SAU meeting staff lunches; SAU support staff appreciation lunch (SAU admin pays 50%)
115	Expendable Supplies	\$3,987	\$5,080	\$5,003	\$5,500	\$5,500	\$0	0.0%	\$5,500		paper, supplies, microtoner
116	Annual Start of Year Assembly	\$1,638	\$1,701	\$2,135	\$1,800	\$2,200	\$400	22.2%	\$2,200		staff longevity awards and breakfast
117	New Hire Orientation	\$1,203	\$763	\$0	\$1,200	\$1,200	\$0	0.0%	\$1,200		food only; fy20 Kelly allocated all to schools
118	Office Equipment Repair/Replacement	\$353	\$625	\$1,951	\$2,000	\$2,000	\$0	0.0%	\$2,000		desks, blinds
119	Office Equipment	\$0	\$299	\$1,334	\$1,500	\$1,500	\$0	0.0%	\$1,500		scanners, printer, safe, projector
120	Contingency: Facility Director Salary Adj.				\$0	\$0	\$0	-	\$0		
121	NHSAA Admin Membership	\$1,850	\$1,950	\$1,995	\$2,250	\$2,250	\$0	0.0%	\$2,250		Andy, Gina, Bob and Kelly
122	TOTAL GENERAL	\$51,741	\$57,186	\$73,470	\$74,828	\$73,828	-\$1,000	-1.3%	\$73,828		

<i>line</i>	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
123	Benefits										
124	Support Staff Salary Increases-CPI	\$0	\$0	\$0	\$0	\$5,108	\$5,108	-	\$0	*	6 support staff @ 2%
125	FY22 Board approved salary adjustments					\$16,000	\$16,000	-	\$0	*	
126	Year End Merit Pool	\$11,000	\$11,000	\$20,000	\$15,000	\$15,000	\$0	0.0%	\$15,000		
127	Admin Vacation Benefit	\$6,595	\$15,407	\$20,472	\$21,618	\$25,790	\$4,171	19.3%	\$25,790		fy21 add Bob, also Andy, Gina, Kelly
128	Health Insurance	\$151,928	\$118,131	\$150,113	\$156,451	\$175,277	\$18,826	12.0%	\$175,277		10.9% GMR
129	Dental Insurance	\$12,268	\$12,847	\$14,346	\$15,195	\$16,390	\$1,195	7.9%	\$16,390		No rate increase
130	Life, LTD, and ADD insurance	\$5,743	\$6,591	\$7,011	\$8,145	\$8,000	-\$145	-1.8%	\$8,000		
131	Flex Benefit Spending	-\$672	-\$383	-\$202	\$0	\$0	\$0	-	\$0		
132	403b Employer Contribution	\$5,000	\$5,000	\$11,000	\$11,000	\$11,000	\$0	0.0%	\$11,000		SAU pays directly to 403b accts for Andy, Gina, Bob, Kelly
133	FICA/Medicare	\$71,428	\$76,034	\$86,510	\$91,263	\$99,613	\$8,349	9.1%	\$99,613		
134	NH Retirement	\$94,228	\$113,419	\$131,004	\$135,502	\$191,821	\$56,318	41.6%	\$191,821		Employee 11.17 to 14.06; teacher (Kelly) 17.8 to 21.02; \$42K due to rate increase
135	Unemployment Compensation	\$500	\$555	\$829	\$670	\$850	\$180	26.9%	\$850		Primex
136	Workers' Compensation	\$3,164	\$3,163	\$3,069	\$3,400	\$3,400	\$0	0.0%	\$3,400		Primex
137	Contracted Services-GASB 75	\$6,500	\$15,000	\$15,000	\$6,500	\$6,500	\$0	0.0%	\$6,500		report calculates post employment benefits and liability of our retirees (KMS Actuaries)
138	ADA-Accomodations	\$269	\$0	\$0	\$0	\$0	\$0	-	\$0		
139	TOTAL BENEFITS	\$367,951	\$376,764	\$459,153	\$464,745	\$574,748	\$110,003	23.7%	\$553,640		
140											
141	Total Expenses	\$1,488,777	\$1,531,987	\$1,727,352	\$1,813,954	\$1,957,257	\$143,302	7.9%	\$1,922,864	6.0%	
142	Less Revenue			<i>Grants</i>	-\$4,000	-\$4,000			-\$4,000		
143				<i>Use of Fund Balance</i>	-\$26,854	\$0					* Every 1% change reflects about \$17,800
144	Total Budget				\$1,783,100	\$1,953,257	\$170,156	9.5%	\$1,918,864		These budgets go on the warrant article.
145											

<i>line</i>	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
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146

147	COMPARISON to Adjusted		% chg over fy21	
148	FY22 Expenses	\$1,957,257	7.9%	
149	FY22 Adjusted	<u>\$1,922,864</u>	6.0%	
150	Difference	\$34,393		

What is driving the Increase?	
Salaries	\$68K increase over FY21
NHRS	\$56K increase over FY21
Health Ins.	\$19K increase over FY21

151

152	FY 21 FUND BALANCE PROJECTION		As % of FY21 Expense Budget	
153	Beginning Balance	\$167,064		
154	Anticipated Use	<u>-\$26,854</u>		
155	FY21 Ending Balance	<u>\$140,210</u>	7.7%	[Target 7 to 10%]

156

157	FY 22 FUND BALANCE PROJECTION		As % of FY22 Expense Budget	
158	Beginning Balance	\$140,210		
159	Anticipated Use	<u>\$0</u>		
160	FY22 Ending Balance	<u>\$140,210</u>	7.2%	[Target 7 to 10%]

SAU #41

School Administrative Unit

Serving the towns of
Brookline and Hollis, NH

FY22 Budget
2021-2022 School Year



SAU Governing Board Meeting
December 17, 2020

SAU 41 Budget Subcommittee

- ❖ SAU:
 - ❖ Andy Corey, Superintendent
 - ❖ Gina Bergskaug, Assistant Superintendent
 - ❖ Kelly Seeley, Business Administrator
 - ❖ Linda Sherwood, Senior Assistant Business Administrator
- ❖ TREASURER, SAU Governing Board
 - ❖ Tammy Fareed
- ❖ BROOKLINE:
 - ❖ Alison Marsano, Brookline School Board
 - ❖ Dennis Comeau, 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 Snapshot
- FY22 SAU #41 Budget
 - Budget Comparisons to Last Year
 - Budget Drivers
 - Budget Components
 - Budget Breakdown by Category
 - Unassigned Fund Balance
 - Revenue
 - Budget Apportionment by District
- Warrant Article
- Questions & Answers

SAU #41 Snapshot

- Current Year Operating Budgets -- Over \$51 MILLION COMBINED
 - SAU \$ 1,813,954
 - Brookline \$10,111,220
 - Hollis \$14,498,423
 - COOP \$24,882,466
- Number of Students 2,410
- Number of Staff 444
- Number of Volunteers 478
- Number of Coaching Positions 100
- Number of Active Substitutes 90
- Number of Invoices Processed Annually About 10,000

FY22 Budget Comparisons

*Comparison to
FY21 Budget*



FY21 Adopted Budget	FY22 Proposed Budget	Difference
\$ 1,813,954	\$ 1,957,257	+ \$143,303 + 7.9 %

*Comparison to
Adjusted Budget



FY22 Proposed Budget	FY22 Adjusted Budget	Difference
\$ 1,957,257	\$ 1,922,864	+ \$34,393 + 6.0 %

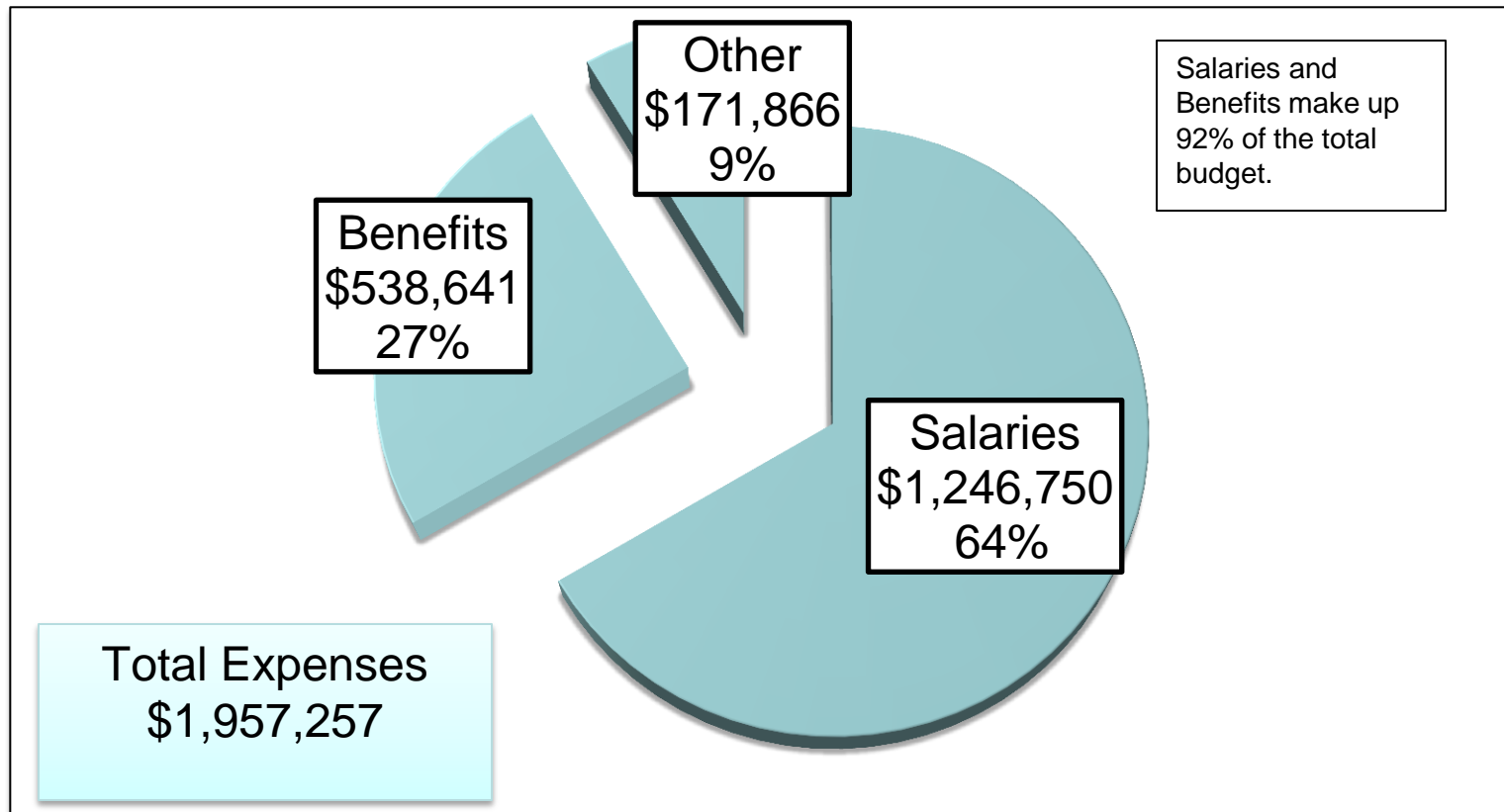
** The FY22 SAU Adjusted Budget is the FY21 approved budget plus any increases due to debt service, contracts or other obligations previously incurred or mandated, minus any one time expenditures.*

FY22 Budget Drivers

Budget Drivers	Increase over FY21 Budget	
Salaries	+\$ 67,839	<ul style="list-style-type: none"> • Two Asst Superintendents @ 3.0% increase • All others @ 2.0% increase • \$ 16,000 Board approved salary adjustments
Benefits: NH Retirement	+\$ 56,318	<ul style="list-style-type: none"> • NHRS Teacher Rate 17.8% to 21.02% • NHRS Employee Rate 11.17% to 14.06%
Benefits: Health Insurance	+\$ 18,826	<ul style="list-style-type: none"> • GMR 10.9% Increase
Benefits: Taxes	+ \$ 8,349	<ul style="list-style-type: none"> • Corresponding to higher salaries

FY22 Budget Components

Budget Components

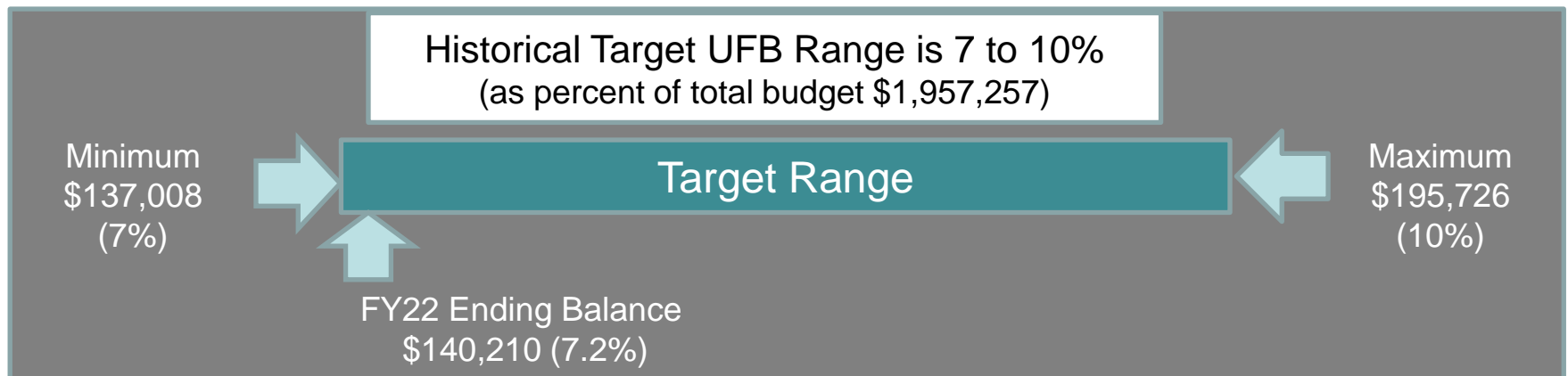


FY22 Budget Categories

Category	FY21	FY22 Proposed	\$ Change	
Benefits	450,304	538,641	88,337	
Wages	1,185,765	1,246,750	60,985	
Operations & Maintenance	54,220	55,808	1,588	
Services	31,600	32,650	1,050	
Expendables	14,400	14,600	200	
Travel	17,000	16,550	- 450	
Equipment & Software	13,350	11,450	-1,900	
Merit Increase	22,795	20,108	-2,687	
Professional Development	24,520	20,700	-3,820	
Total	\$ 1,813,954	\$ 1,957,257	\$ 143,303	+7.9%

FY22 Budget: Unassigned Fund Balance

UNASSIGNED FUND BALANCE When revenue exceeds expenses at year end, the balance goes into this unassigned fund.	
	Balance
FY21 Beginning Balance (7/1/2020)	\$167,064
FY21 Projected use of fund balance	- \$26,854
FY21 Projected Ending Balance (6/30/2021)	\$140,210
FY22 Projected use of fund balance	0
FY22 Projected Ending Balance (6/30/2022)	\$140,210



FY22 Budget: Revenue

REVENUE

Grants/Indirect Costs	\$ 4,000
Use of Fund Balance	0
<hr/>	
Total Revenue	\$ 4,000

FY22 Budget: Apportionment

Distribution of Funds to be Raised by Districts

	2020-2021	2021-2022	
Expenses	\$ 1,813,954	\$ 1,957,257	
Revenue	<u>\$ 30,854</u>	<u>\$ 4,000</u>	
Total Appropriation	\$ 1,783,100	\$1,953,257	
School District	2020-2021 District Share	2021-2022 District Share	2021-2022 District %
Brookline	\$ 319,460	\$361,236	19%
Hollis	\$ 553,385	\$594,122	30%
COOP	<u>\$ 910,255</u>	<u>\$997,899</u>	<u>51%</u>
Total Appropriation	\$ 1,783,100	\$1,953,257	100.0%

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

FY22 Warrant Article

Shall the voters of the _____ School District adopt a School Administrative Unit budget of \$1,953,257 for the forthcoming fiscal year in which \$XXXX is assigned to the school budget of this school district? This year's adjusted budget of \$1,918,864, 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 !*

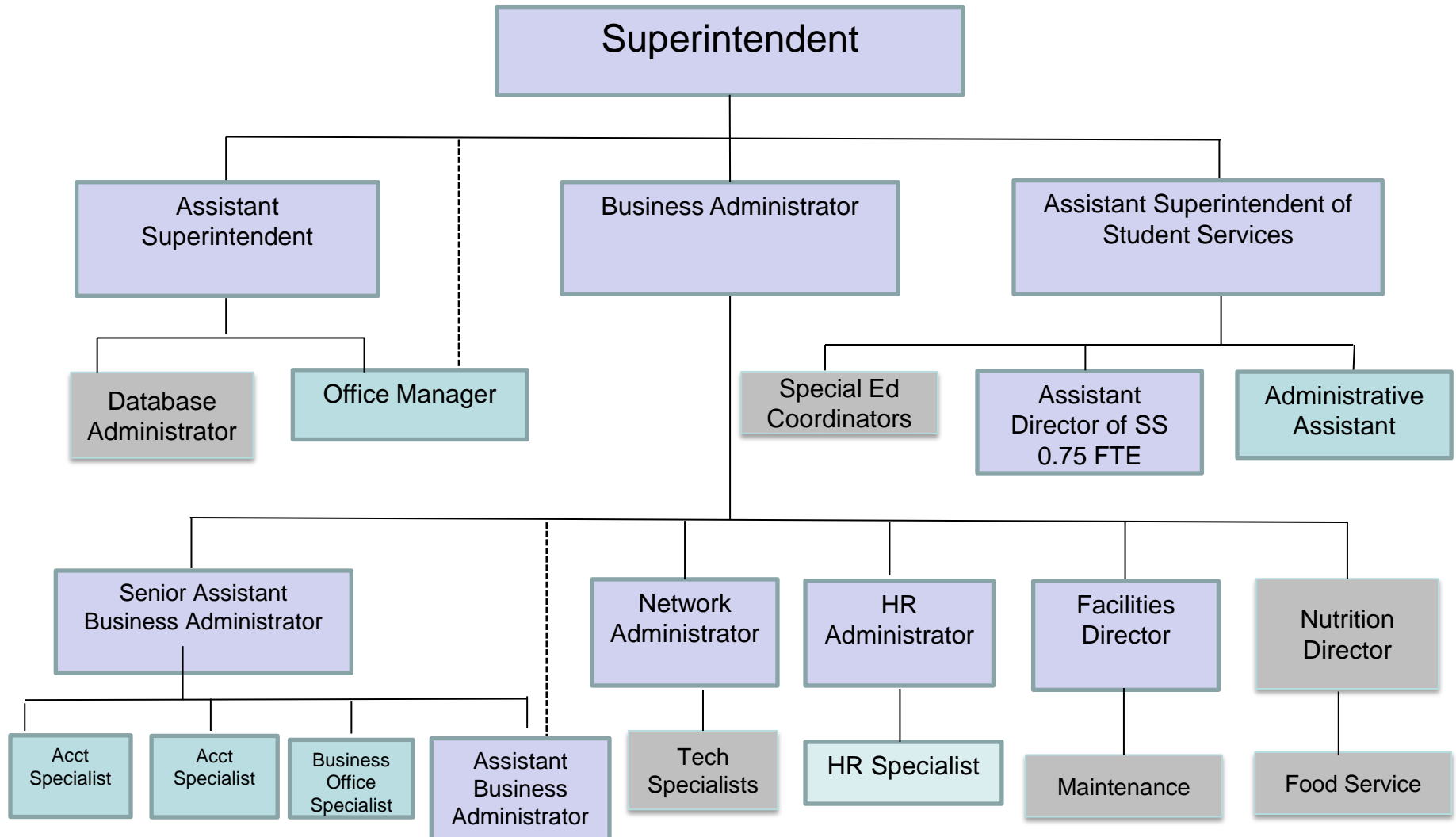
SAU 41 ORGANIZATIONAL STRUCTURE

SAU #41
Hollis - Brookline

SAU Administrator

SAU Support Staff

In Schools' Budgets



SAU 41

Revenue and Expense Report

FY21

as of 12/2/2020

Expense				
Expense Category	Budget	YTD Expense	Encumbered	Balance
Superintendent	\$ 172,662	\$ 75,653	\$ 95,189	\$ 1,821
Assistant Superintendent	\$ 134,603	\$ 57,809	\$ 74,722	\$ 2,072
School Board	\$ 1,520	\$ 480	\$ 1,040	\$ -
Student Services	\$ 259,552	\$ 110,037	\$ 146,240	\$ 3,275
Business Office	\$ 488,649	\$ 195,757	\$ 288,276	\$ 4,616
Facility/ Maintenance	\$ 126,537	\$ 63,086	\$ 77,159	\$ (13,709)
Network Admin/Technology	\$ 90,860	\$ 37,387	\$ 51,773	\$ 1,700
General	\$ 74,828	\$ 28,565	\$ 43,401	\$ 2,862
Benefits	\$ 464,745	\$ 200,089	\$ 255,941	\$ 8,715
Total	\$ 1,813,954	\$ 768,862	\$ 1,033,741	\$ 11,351
Plus FY20 Carryover	\$ 7,246	\$ 3,853	\$ 3,386	\$ 7
Total Expenses + Carryover	\$ 1,821,200	\$ 772,715	\$ 1,037,127	\$ 11,358

Revenue				
Revenue Source	Budget	YTD Revenue	Expected	Balance
Assessments:				
Brookline	\$319,460	\$133,108	\$186,352	\$0
Hollis	\$553,385	\$230,577	\$322,808	\$0
Coop	\$910,255	\$379,273	\$530,982	\$0
Federal Grants	\$4,000	\$0	\$4,000	\$0
FY20 Carryover	\$7,246		\$7,246	\$0
Use of Fund Balance as Revenue	\$26,854		\$26,854	\$0
Total Revenue	\$ 1,821,200	\$ 742,958	\$1,078,242	\$0

FY21 Budget Balance	\$ 11,358
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Fund Balance	
Beginning Fund Balance as of 7/1/2020	\$ 167,064
FY21 Budget Balance	\$ 11,358
Expected use of fund balance	\$ (26,854)
Ending Fund Balance as of 6/30/21	\$ 151,568

As % of Budget 8.4%

Target 7 to 10%

Explanation of Expense Balances

Category	Balance	Under Budget (Savings)
Business Office	\$4,616	Vacant position and hiring savings
Benefits	\$8,715	Health insurance savings due to enrollment changes
Student Services	\$3,275	Conferences/travel
General	\$2,862	Various small savings
Technology	\$1,700	Conferences/travel
Assistant Superintendent	\$2,072	Conferences/travel
Superintendent	\$1,821	Conferences/travel
Category	Balance	Over Budget

Maintenance	(\$13,709)	New storage unit leased
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Total Expense Balance	\$11,351
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Expense Category	Includes
Superintendent	Salary, contractual benefits, conferences, dues
Assistant Superintendent	Salary, contractual benefits, conferences, dues
School Board	Treasurer and Secretary stipends
Student Services	Salary, contractual benefits, conferences, dues
Business Office	Salary, contractual benefits, conferences, dues & audit
Maintenance	Salary, contractual benefits, conferences, inspections, furnace, septic, mowing, snow removal, insurance, utilities, etc.
Network Admin/Technology	Salary, contractual benefits, conferences, computers, site licenses
General	Office mgr, legal, copiers, printers, postage, expendables, advertising, building phone
Benefits	Insurance, retirement, taxes, vacation payouts, merit bonuses

FY21 SAU Governing Board
Approved Increase Use of Fund Balance

FY21 Budgeted Salaries	June 2020 Approved FY21 Salaries	Diff
\$1,185,186	\$1,192,040	\$6,854

DrummondWoodsum
ATTORNEYS AT LAW

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November 23, 2020

Ms. Erin Sarris
Board Chair
SAU 41
4 Lund Lane
Hollis, NH 03049

Mr. Robert Mann
School Board Chair
Hollis School District
4 Lund Lane
Hollis, NH 03049

RE: Conflict Waiver Request to SAU 41 and Hollis School District

Dear Ms. Sarris and Mr. Mann:

SAU 41 (the "SAU") has asked our firm to represent the SAU in the matter of negotiating a lease agreement for use of the SAU administrative building, which is owned by the Hollis School District (the "District"). Because our firm is general counsel to both the SAU and the District, our representation of the SAU in this matter would be adverse to the District and thus would constitute a conflict of interest under the NH Rules of Professional Responsibility for lawyers. Notwithstanding the conflict, we believe that we will be able to provide competent and diligent representation of the SAU in this matter and to the District in all other unrelated matters. Under these circumstances, the Rules permit us to represent the SAU in this matter provided that both parties consent to the representation.

The advantage to providing consent is that we are familiar with the SAU and the District and the situation necessitating the lease agreement. In addition, the consent will avoid the SAU having to find new counsel (I understand that the District has arranged for separate counsel for this matter). Note that either party may withdraw its consent at any time.

If you agree to our representation of the SAU with respect to this discrete matter, our understanding is that, if issues concerning the lease agreement arise between the parties, we will represent the SAU for those issues, and the District will obtain separate counsel.

Please call me if you have any questions about this letter. On behalf of your respective school boards, if you agree to waive the above conflict of interest and consent to our representation as described herein, please confirm by countersigning this letter and returning a copy to me.

Very truly yours,

/s/ James A. O'Shaughnessy

James A. O'Shaughnessy

Gregory Im

JAO/GI/dmf

cc: Andrew Corey, Superintendent

The Board 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 email and internet use.

The Administration 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 email system are owned by the SAU #41, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the SAU #41. They are not the property of the employee.
2. The computer and email 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.
4. The Board 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, or any other comments that offensively address someone's age, sexual orientation, gender identity, 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 Superintendent or their designee reserves and intends to exercise without prior notice 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 encrypted or password protected.
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.
8. Any communications created, sent, or retrieved using email may be read by individuals other than the intended recipient.
9. Notwithstanding the SAU #41's right to retrieve and monitor any email 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 email 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 Administration has the authority to terminate or limit access to any program at any time.

12. Personal data storage devices cannot be used on the system unless pre-authorized by the computer coordinator.

13. The Administration will take all necessary measures to maintain student 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: February 4, 2020

Second Reading: October 15, 2020 (as amended)

Third Reading: December 17, 2020 (as amended)

Adopted: December 17, 2020

SAU 41 Governing Board

Policy CBI - SUPERINTENDENT EVALUATION

Category: Recommended

See also CBI-R, CBI-F1, CBI-F2

The ~~SAU Governing~~ Board shall conduct an annual formal evaluation of the Superintendent of the SAU. CBI-F1 will be utilized for the superintendent's initial contract period. In subsequent years, the ~~SAU Governing~~ Board will determine, at the May meeting, whether CBI-F1 or CBI-F2 will be utilized. Through this evaluation, the ~~SAU Governing~~ 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 achievement of annual goals.
- Each school district shall perform an annual review of the goals from the prior evaluation process with a target completion date no later than 30 September of each year.

The ~~SAU Governing~~ 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 Governing~~ Board chair, ~~SAU Governing~~ Board vice-chair, and the chair of each school district board, or their individual designee.

Before December 31 of each year, each school district board member shall evaluate the superintendent using either form CBI-F1 or CBI F2 as adopted by the ~~SAU Governing~~ Board for this purpose and submit the same to their school district board chair or their designee. Each school district ~~school~~ board chair, or their designee, will submit a composite/summary evaluation report using CBI-F1 or CBI-F2 to the SPEC by 31 January. ~~On or before 15-28 February, +~~ 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 staff feedback and the final evaluation assessment is to be voted upon by the ~~SAU~~ Board by February 28th, prior to presentation to the superintendent.

The SPEC will hold a meeting to present the evaluation to the superintendent before the last school district deliberative session. The SPEC will give the superintendent a written copy of ~~his/her~~ their 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-Governing~~ Board, each of the school 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: September 3, 2014

Second Reading: October 1, 2014

Third Reading: Waived

Adopted: October 1, 2014

Amended First Reading: October 3, 2019

Adopted: October 3, 2019

First Reading: October 15, 2020 (as amended)

(as amended)

Second Reading: December 17, 2020

SAU 41 Governing Board

**Policy CBI-R INSTRUCTIONS FOR SUPERINTENDENT PERFORMANCE REVIEW
PROCESS SCHOOL DISTRICT BOARDS**

Category: Recommended

See also CBI, CBI-F1, CBI-F2

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 1 December. Each member will determine a numerical score for each section and sub-section of the evaluation. Members are encouraged to supply written comments, including observations and evidence, to support their ratings. Two (2) members of the Superintendent Performance Evaluation Committee (SPEC) will meet with each of the superintendent's direct reports to evaluate the superintendent's performance.

No later than 31 January, each school district board will meet to perform a section-by-section discussion and deliberation of member evaluations. Chairs will facilitate consensus on their school district boards' ratings and comments for each sub-section and section, redacting information protected under RSA 91A:3, and compiling their members' evaluations into a single School District Superintendent Evaluation in the format of CBI-F1 or CBI-F2.

Once each school district board ratifies 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 28th of each year for the sole purpose of finalizing the superintendent evaluation.

The input from each school district board chair will be ~~his/her~~ their board's approved School District Superintendent Evaluation. The ~~SAU Governing Board's~~ Vice-Chair, or their designee, will facilitate the compiling of the three school district boards' evaluations and the input obtained from the superintendent's direct reports, redacting information protected under RSA 91A:3.

SAU Governing Board - Superintendent Performance Review

The SPEC will schedule a Superintendent Performance Review Session, during a non-public meeting under RSA 91A:3, to review the completed SAU 41 Superintendent Evaluation and approve the final SAU 41 Superintendent Evaluation. This session is to be concurrent with a regularly scheduled ~~SAU Governing~~ Board meeting held prior to the school districts' annual deliberative meetings. Once the SAU Superintendent Evaluation is approved and signed by the ~~SAU~~ Board Chair, the individual school district 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 deliberative sessions/meetings. ~~He or she~~ They will sign the evaluation to acknowledge receipt and may include written comments if so desired.

Adopted: October 1, 2014

First Reading: October 13, 2016 (as amended)

Second Reading: Waived

Third Reading: Waived
Adopted: October 13, 2016
First Reading: October 3, 2019 (as amended)
Second Reading: Waived
Third Reading: Waived
Adopted: October 3, 2019
First Reading: October 15, 2020 (as
amended)
(as amended)

Second Reading: December 17, 2020