

SAU 41 GOVERNING BOARD

AGENDA

Thursday, October 13, 2022

6:00PM

**Hollis Brookline Middle School**

Times are estimates only and subject to change without notice.

- 6:00 Call to Order, Appointment of Process Observer, Agenda Adjustments
- 6:10 Approval of Minutes, Recess the SAU meeting for a public hearing on the unreserved fund balance
- 6:15 Public Hearing – Unreserved fund balance
  - Public Input on the unreserved fund balance
- 6:30 Public Input
- 7:00 Discussion
  - Presentation of the FY 2024 SAU draft budget – Superintendent Corey
    - FY 2022 Final Report
    - FY 2023 Quarterly report
  - Insurance update – Preliminary GMR
  - 4 Lund Lane update
  - National Superintendent’s conference
- 7:45 **Deliberations**
  - To see what action the SAU Board will take regarding the Superintendent’s attendance at the National Conference in February
  - To see what action the SAU Board will take regarding the Administrations recommendation regarding the unreserved fund balance
  - To see what action the SAU Board will take regarding CBI-F1 Evaluation of the Superintendent, first reading and adopt
  - To see what action the SAU Board will take regarding CBI-F2 Evaluation of the Superintendent, first reading and adopt
  - To see what action the SAU Board will take regarding BBBH: Organization and Operation of SAU Governing Board - second reading
  - To see what action the SAU Board will take regarding ECAF - Audio and video surveillance on school buses - second reading
- 8:00 Non – Public - under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 8:15 Motion for the SAU Board to Adjourn

# SAU 41

## Revenue and Expense Report

### FY22 - YEAR END

6/30/2022

Expense				
Expense Category	Budget	YTD Expense	Encumbered	Balance
Superintendent	\$ 175,389	\$ 174,920		\$ 469
Assistant Superintendent	\$ 138,800	\$ 138,786		\$ 14
Student Services	\$ 251,019	\$ 243,823		\$ 7,196
Business Office	\$ 503,139	\$ 494,791		\$ 8,348
Facility/ Maintenance	\$ 143,578	\$ 138,638		\$ 4,940
Network Admin/Technology	\$ 93,560	\$ 94,755		\$ (1,195)
General	\$ 72,617	\$ 70,850		\$ 1,767
Benefits	\$ 577,635	\$ 524,141		\$ 53,494
School Board	\$ 1,520	\$ 1,221		\$ 299
<b>Total Expenses</b>	<b>\$ 1,957,257</b>	<b>\$ 1,881,925</b>	<b>\$ -</b>	<b>\$ 75,332</b>
Plus FY21 Carryover	\$4,464	\$2,464		\$ 2,000
<b>Total Expenses + Carryover</b>	<b>\$ 1,961,721</b>	<b>\$ 1,884,390</b>	<b>\$ -</b>	<b>\$ 77,332</b>

  

Revenue				
Revenue Source	Budget	YTD Revenue	Expected	Balance
Assessments:				
Brookline	\$361,236	\$361,236		\$0
Hollis	\$594,122	\$594,122		\$0
Coop	\$997,899	\$997,899		\$0
Health Trust Surplus	\$0	\$16,793		(\$16,793)
Federal Grants	\$4,000	\$6,506		(\$2,506)
Miscellaneous	\$0	\$732		(\$732)
Use of Fund Balance as Revenue	\$0	\$0		\$0
<b>Total Revenue</b>	<b>\$ 1,957,257</b>	<b>\$ 1,977,288</b>	<b>\$0</b>	<b>(\$20,031)</b>

  

<b>FY22 Actual Net Income/(Loss)</b>	<b>\$ 92,898</b>
--------------------------------------	------------------

Fund Balance Projection		
Beginning Fund Balance as of 7/1/2021	\$	167,487
FY22 Actual Net Income/(Loss)	\$	92,898
Ending Fund Balance as of 6/30/22	\$	260,385

As % of Expense Budget      13.3%  
Target 7 to 10%

## Explanation of Expense Balances

Category	Balance	Under Budget (Savings)
General	\$ 1,767	Savings in legal services and partial year vacancy office mgr
Facility/ Maintenance	\$ 4,940	Savings in heating oil and various other accounts
Student Services	\$ 7,196	Partial year vacant position and unused travel funds
Business Office	\$ 8,348	Partial year vacant position
Benefits	\$ 53,494	Savings in taxes, insurance, retirement due to vacancies

Category	Balance	Over Budget
Network Admin/ Tech	(\$1,195)	Replacement computers


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

# SAU 41

## Revenue and Expense Report

### FY23

as of 10/3/2022

Expense				
Expense Category	Budget/Approved Expense*	YTD Expense	Encumbered	Balance
Superintendent	\$ 190,800	\$ 49,191	\$ 140,327	\$ 1,282
Assistant Superintendent	\$ 150,350	\$ 42,267	\$ 108,035	\$ 48
Student Services	\$ 264,450	\$ 48,104	\$ 204,313	\$ 12,033
Business Office	\$ 550,427	\$ 136,393	\$ 415,741	\$ (1,707)
Facility/ Maintenance	\$ 153,736	\$ 31,198	\$ 124,148	\$ (1,610)
Technology	\$ 107,659	\$ 31,231	\$ 76,404	\$ 24
General	\$ 122,677	\$ 21,947	\$ 97,671	\$ 3,059
Benefits	\$ 617,682	\$ 147,548	\$ 461,029	\$ 9,105
School Board	\$ 1,520	\$ -	\$ 1,520	\$ -
<b>Total Expenses</b>	<b>\$ 2,159,301</b>	<b>\$ 507,879</b>	<b>\$ 1,629,188</b>	<b>\$ 22,234</b>
<b>Plus FY22 Carryover</b>	<b>\$7,517</b>	<b>\$0</b>	<b>\$7,517</b>	<b>\$ -</b>
<b>Total Expenses + Carryover</b>	<b>\$ 2,166,818</b>	<b>\$ 507,879</b>	<b>\$ 1,636,705</b>	<b>\$ 22,234</b>

  

Revenue				
Revenue Source	Budget	YTD Revenue	Expected	Balance
Assessments:				
Brookline	\$407,208	\$101,802	\$305,406	\$0
Hollis	\$625,021	\$156,255	\$468,766	\$0
Coop	\$1,070,947	\$267,737	\$803,210	\$0
Federal Grants	\$4,000	\$0	\$4,000	\$0
Miscellaneous	\$0	\$0	\$0	\$0
FY22 Carryover	\$7,517		\$7,517	\$0
Use of Fund Balance as Revenue	\$52,125		\$29,891	(\$22,234)
<b>Total Revenue</b>	<b>\$ 2,166,818</b>	<b>\$ 525,794</b>	<b>\$1,618,790</b>	<b>(\$22,234)</b>

  

<b>Budget Balance</b>	<b>\$ 0</b>
-----------------------	-------------

Fund Balance Projection	
Beginning Fund Balance as of 7/1/2022	\$ 260,385
FY23 Net Income/(Loss)	\$ 0
Expected use of fund balance	\$ (29,891)
Ending Fund Balance as of 6/30/23	\$ 230,494

As % of Expense Budget 10.7%

\*Assumes proposed \$18k will be approved by the Governing Board

Target 7 to 10%

## Explanation of Expense Balances

Category	Balance	Notes
Superintendent	\$ 1,282	
Assistant Superintendent	\$ 48	
Student Services	\$ 12,033	Unfilled Asst Director of Student Services position
Business Office	\$ (1,707)	
Facility/ Maintenance	\$ (1,610)	
Network Admin/Technology	\$ 24	
General	\$ 3,059	Unfilled office manager position
Benefits	\$ 9,105	Savings related to unfilled positions
School Board	\$ -	

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

# FUND BALANCE

Draft 3

Proposed Fund Balance Use	FY23	FY24
* December proposed hourly personnel salary adjustments	\$ (18,318)	
FY23 Board Approved Salary Adjustments	\$ (33,807)	
"Society for HR Management" course		\$ -
<b>Total</b>	<b>\$ (52,125)</b>	<b>\$ -</b>
* FB Use to be addressed at October Public Hearing		

FUND BALANCE PROJECTION	FY23	FY24
Beginning Balance	\$ 260,385	\$ 208,260
Anticipated Use	\$ (52,125)	\$ -
Ending Balance	\$ 208,260	\$ 208,260
As % of Budget (Target 7 to 10%)	9.9%	9.2%
Budget	\$ 2,107,176	\$ 2,268,410

# SAU 41 Budget Subcommittee

---

- ❖ SAU:
  - ❖ Andy Corey, Superintendent
  - ❖ Gina Bergskaug, Assistant Superintendent
  - ❖ Kelly Seeley, Business Administrator
  - ❖ Linda Sherwood, Senior Assistant Business Administrator
- ❖ BROOKLINE:
  - ❖ Alison Marsano, Brookline School Board
  - ❖ Brian Rater, Brookline Finance Committee
- ❖ HOLLIS:
  - ❖ Carryl Roy, Hollis School Board
  - ❖ Michael Harris, Hollis Budget Committee
- ❖ COOP:
  - ❖ Krista Whalen, Coop School Board
  - ❖ Darlene Mann, Coop Budget Committee

# FY24: SAU #41 Budget Proposal

*Draft #3a- for SAU Governing Board*

<i>line</i>	Account	Description	FY21 Actual	FY22 Actual	FY23 Adopted Budget	FY23 Additional Expenses	FY24 Budget	\$ Change FY24 less FY23 Budget	% change over FY23 Budget	FY24 Adjusted	Comparison to FY24 Budget
1	<b>Superintendent</b>										
2	10.2320.111.0	Salary	\$159,187	\$162,689	\$167,570		\$184,230	\$16,660	9.9%	\$184,230	
3	10.2320.243	Conferences	\$0	\$338	\$250		\$250	\$0	0.0%	\$250	
4	10.2320.531.0	Telephone, Contract	\$1,500	\$1,500	\$1,500		\$1,500	\$0	0.0%	\$1,500	
5	10.2320.580.0	Travel, Contract	\$3,000	\$3,000	\$3,000		\$3,000	\$0	0.0%	\$3,000	
6	10.2320.583	Travel -Conferences	\$0	\$848	\$600		\$600	\$0	0.0%	\$600	
7	10.2320.584	Travel-Out of District	\$0	\$364	\$1,000		\$1,000	\$0	0.0%	\$1,000	
8	10.2320.810.0	Dues	\$6,054	\$6,180	\$6,450		\$6,650	\$200	3.1%	\$6,650	
9	<b>TOTAL SUPERINTENDENT</b>		<b>\$169,741</b>	<b>\$174,920</b>	<b>\$180,370</b>	<b>\$0</b>	<b>\$197,230</b>	<b>\$16,860</b>	<b>9.3%</b>	<b>\$197,230</b>	
10	<b>Asst Superintendent of Curriculum</b>										
11	10.2210.115.0	Salary	\$125,878	\$131,000	\$134,930		\$147,488	\$12,558	9.3%	\$147,488	
12	10.2210.243	Conferences	\$51	\$142	\$500		\$500	\$0	0.0%	\$500	
13	10.2210.531.0	Telephone-Contract	\$1,800	\$1,800	\$1,800		\$1,800	\$0	0.0%	\$1,800	
14	10.2210.580.0	Travel -Contract	\$1,800	\$1,800	\$1,800		\$1,800	\$0	0.0%	\$1,800	
15	10.2210.583.	Travel -Conferences	\$0	\$918	\$500		\$1,000	\$500	100.0%	\$500	-\$500
16	10.2210.584.	Travel- Out of District	\$0	\$322	\$250		\$250	\$0	0.0%	\$250	
17	10.2210.810.0	Dues	\$2,776	\$2,803	\$3,000		\$3,100	\$100	3.3%	\$3,100	
18	<b>TOTAL ASST. SUPERINTENDENT</b>		<b>\$132,306</b>	<b>\$138,786</b>	<b>\$142,780</b>	<b>\$0</b>	<b>\$155,938</b>	<b>\$13,158</b>	<b>9.2%</b>	<b>\$155,438</b>	<b>-\$500</b>
19	<b>Governing Board</b>										
20	10.2312.310.0	School Board Secretary Stipend	\$545	\$621	\$920		\$920	\$0	0.0%	\$920	
21	10.2313.110.0	District Treasurer Stipend	\$600	\$600	\$600		\$600	\$0	0.0%	\$600	
22	<b>TOTAL GOV. BOARD</b>		<b>\$1,145</b>	<b>\$1,221</b>	<b>\$1,520</b>	<b>\$0</b>	<b>\$1,520</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$1,520</b>	

<i>line</i>	Account	Description	FY21 Actual	FY22 Actual	FY23 Adopted Budget	FY23 Additional Expenses	FY24 Budget	\$ Change FY24 less FY23 Budget	% change over FY23 Budget	FY24 Adjusted	Comparison to FY24 Budget
23	<b>Student Services</b>										
24	10.2329.111.0	Salary, Director of Student Services	\$133,298	\$108,000	\$111,240		\$117,369	\$6,129	5.5%	\$117,369	
25	10.2329.112	Salary, Asst. Director of Student Services	\$80,700	\$78,882	\$82,750		\$93,150	\$10,400	12.6%	\$93,150	
26	10.2329.115.0	Salary, Student Services Admin Asst.	\$48,023	\$49,409	\$49,407		\$49,407	\$0	0.0%	\$49,407	
27	10.2329.243 (	Conferences	\$0	\$1,450	\$525		\$1,500	\$975	185.7%	\$525	-\$975
28	10.2329.531.0	Telephone-Contract	\$2,400	\$2,300	\$2,400		\$2,400	\$0	0.0%	\$2,400	
29	10.2329.580.0	Travel- In District- contract	\$1,800	\$1,725	\$1,800		\$1,800	\$0	0.0%	\$1,800	
30	10.2329.582	Travel- ADSS Out of District	\$211	\$720	\$500		\$500	\$0	0.0%	\$500	
31	10.2329.583.0	Travel- Conferences	\$0	\$242	\$250		\$250	\$0	0.0%	\$250	
32	10.2329.584	Travel- DSS- Out of District	\$0	\$0	\$1,000		\$500	-\$500	-50.0%	\$500	
33	10.2329.585	Travel- Professional Development	\$0	\$0	\$500		\$500	\$0	0.0%	\$500	
34	10.2329.810.0	Dues	\$250	\$1,095	\$1,900		\$1,900	\$0	0.0%	\$1,900	
35	<b>TOTAL STUDENT SERVICES</b>		<b>\$266,682</b>	<b>\$243,823</b>	<b>\$252,272</b>	<b>\$0</b>	<b>\$269,276</b>	<b>\$17,004</b>	<b>6.7%</b>	<b>\$268,301</b>	<b>-\$975</b>
36	<b>Director of Technology</b>										
37	10.2840.112.0	Salary, Director of Technology	\$85,510	\$89,460	\$97,144		\$105,058	\$105,058	8.1%	\$105,058	
38	10.2840.243	Conferences	\$0	\$0	\$1,000		\$2,000	\$2,000	100.0%	\$1,000	-\$1,000
39	10.2840.531.0	Telephone-Contract	\$600	\$1,200	\$600		\$600	\$600	0.0%	\$600	
40	10.2840.580.0	Travel - Contract	\$0	\$503	\$600		\$600	\$600	0.0%	\$600	
41	10.2840.583	Travel- Conferences	\$0	\$0	\$1,000		\$1,000	\$1,000	0.0%	\$1,000	
42	10.2840.584	Travel- Out of District	\$0	\$0	\$500		\$500	\$500	0.0%	\$500	
43	10.2840.810	Dues	\$0	\$340	\$340		\$340	\$340	0.0%	\$340	
44	<b>TOTAL DIRECTOR OF TECHNOLOGY</b>		<b>\$86,110</b>	<b>\$91,503</b>	<b>\$101,184</b>	<b>\$0</b>	<b>\$110,098</b>	<b>\$110,098</b>	<b>8.8%</b>	<b>\$109,098</b>	<b>-\$1,000</b>

							\$ Change	% change			
line	Account	Description	FY21 Actual	FY22 Actual	FY23 Adopted Budget	FY23 Additional Expenses	FY24 Budget	FY24 less FY23 Budget	over FY23 Budget	FY24 Adjusted	Comparison to FY24 Budget
45	Technology										
46	10.2840.434	Computer Repairs	\$0	\$0	\$400		\$400	\$400	0.0%	\$400	
47	10.2840.614.0	Technology Supplies	\$78	\$96	\$300		\$300	\$300	0.0%	\$300	
48	10.2840.658.0	Site Licenses	\$0	\$0	\$550		\$600	\$600	9.1%	\$600	
49	10.2840.734.0	Additional Equipment	\$713	\$0	\$750		\$750	\$750	0.0%	\$750	
50	10.2840.738.0	Replacement Computers	\$511	\$3,157	\$4,475		\$3,000	\$3,000	-33.0%	\$3,000	
51	TOTAL TECHNOLOGY		\$1,302	\$3,252	\$6,475	\$0	\$5,050	\$5,050	-22.0%	\$5,050	\$0
52	Business Office										
53	10.2510.111.0	Salary, Business Administrator	\$114,588	\$118,026	\$121,567		\$128,264	\$128,264	5.5%	\$128,264	
54	10.2510.112.0	Salary, Asst. Business Administrators	\$130,000	\$143,150	\$147,445		\$166,746	\$166,746	13.1%	\$166,746	
55	10.2510.115.0	Salary, Accounting Specialists (3)	\$130,158	\$129,913	\$127,154		\$127,154	\$127,154	0.0%	\$127,154	
56		Salary, HR Director	\$55,978	\$57,657	\$61,500		\$63,653	\$63,653	3.5%	\$63,653	
57		Salary, HR Assistant	\$35,392	\$36,449	\$43,065		\$43,065	\$43,065	0.0%	\$43,065	
58	10.2510.240.0	Course Reimbursement	\$25	\$25	\$500		\$500	\$500	0.0%	\$500	
59	10.2510.243.0	Conferences	\$0	\$0	\$250		\$250	\$250	0.0%	\$250	
60	10.2510.301.0	Professional Services- Training	\$1,595	\$1,050	\$1,800		\$3,300	\$3,300	83.3%	\$3,300	
61	10.2510.330.0	Audit	\$4,600	\$4,750	\$4,750		\$4,750	\$4,750	0.0%	\$4,750	
62	10.2510.331.0	Other Professional Services	\$48	\$0	\$0		\$0	\$0	0.0%	\$0	
63	10.2510.531.0	Telephone-BA-Contract	\$600	\$600	\$600		\$600	\$600	0.0%	\$600	
64	10.2510.580.0	Travel-BA-Contract	\$600	\$600	\$600		\$600	\$600	0.0%	\$600	
65	10.2510.583.0	Travel- Conferences	\$0	\$0	\$200		\$200	\$200	0.0%	\$200	
66	10.2510.584	Travel- ABA/Bus Office	\$63	\$597	\$1,200		\$1,200	\$1,200	0.0%	\$1,200	
67	10.2580.110	Covid Related Payroll	\$1,662	\$0	\$0		\$0	\$0	0.0%	\$0	
68	10.2510.810.0	Dues-BA	\$2,005	\$1,974	\$2,500		\$2,200	\$2,200	-12.0%	\$2,200	
69	TOTAL BUSINESS OFFICE		\$477,314	\$494,791	\$513,131	\$0	\$542,482	\$542,482	5.7%	\$542,482	\$0

<i>line</i>	Account	Description	FY21 Actual	FY22 Actual	FY23 Adopted Budget	FY23 Additional Expenses	FY24 Budget	\$ Change FY24 less FY23 Budget	% change over FY23 Budget	FY24 Adjusted	Comparison to FY24 Budget
70	<b>Facilities Director</b>								-		
71	10.2620.112	Salary, Facilities Director	\$61,569	\$76,070	\$78,352		\$89,254	\$89,254	13.9%	\$89,254	
72	10.2620.240	Course Reimbursement		\$0	\$800		\$800	\$800	0.0%	\$800	
73	10.2620.531	Telephone-contract	\$500	\$1,200	\$1,200		\$1,200	\$1,200	0.0%	\$1,200	
74	10.2620.580	Travel- Contract	\$500	\$1,200	\$1,200		\$1,200	\$1,200	0.0%	\$1,200	
75	<b>TOTAL FACILITIES DIRECTOR</b>		<b>\$62,569</b>	<b>\$78,470</b>	<b>\$81,552</b>	<b>\$0</b>	<b>\$92,454</b>	<b>\$92,454</b>	13.4%	<b>\$92,454</b>	<b>\$0</b>
76	<b>Maintenance</b>										
77	10.2620.118.0	Maintenance Work	\$250	\$0	\$0		\$0	\$0	0.0%	\$0	
78	10.2620.330	Custodial Services	\$7,645	\$8,640	\$9,000		\$9,500	\$9,500	5.6%	\$9,500	
79	10.2620.391	Inspections	\$393	\$453	\$800		\$600	\$600	-25.0%	\$600	
80	10.2620.411.0	Septic	\$640	\$320	\$700		\$750	\$750	7.1%	\$750	
81	10.2620.412.0	Furnace	\$0	\$0	\$500		\$500	\$500	0.0%	\$500	
82	10.2620.422.0	Snow Removal	\$9,755	\$8,435	\$10,000		\$10,000	\$10,000	0.0%	\$10,000	
83	10.2620.424.0	Landscaping	\$0	\$0	\$1,000		\$1,000	\$1,000	0.0%	\$1,000	
84	10.2620.430.0	General Maintenance	\$1,638	\$2,059	\$3,000		\$3,000	\$3,000	0.0%	\$3,000	
85	10.2620.441.0	Rent	\$23,970	\$23,970	\$23,970		\$23,970	\$23,970	0.0%	\$23,970	
86	10.2620.442	Portable unit [records storage]	\$9,432	\$3,887	\$3,720		\$3,900	\$3,900	4.8%	\$3,900	
87	10.2620.490	Maintenance Service Contracts	\$876	\$986	\$1,100		\$1,100	\$1,100	0.0%	\$1,100	
88	10.2620.520	Property Liability Insurance	\$2,972	\$2,461	\$3,000		\$3,000	\$3,000	0.0%	\$3,000	
89	10.2620.600	Custodial Supplies	\$76	\$162	\$500		\$500	\$500	0.0%	\$500	
90	10.2620.619	Supplies- Response to Covid	\$988	\$0	\$0		\$0	\$0	0.0%	\$0	
91	10.2620.622.0	Utilities	\$6,302	\$6,987	\$7,000		\$8,000	\$8,000	14.3%	\$8,000	
92	10.2620.624.0	Heating Oil	\$1,582	\$1,808	\$3,000		\$3,500	\$3,500	16.7%	\$3,500	
93	<b>TOTAL MAINTENANCE</b>		<b>\$66,520</b>	<b>\$60,168</b>	<b>\$67,290</b>	<b>\$0</b>	<b>\$69,320</b>	<b>\$69,320</b>	3.0%	<b>\$69,320</b>	<b>\$0</b>

<i>line</i>	Account	Description	FY21 Actual	FY22 Actual	FY23 Adopted Budget	FY23 Additional Expenses	FY24 Budget	\$ Change FY24 less FY23 Budget	% change over FY23 Budget	FY24 Adjusted	Comparison to FY24 Budget
94	<b>General</b>										
95	10.2320.116.f	Salary, Administrative Asst	\$34,364	\$30,175	\$32,299		\$32,299	\$32,299	0.0%	\$32,299	
96	2320.117	Office Substitutes	\$85	\$0	\$0		\$2,000	\$2,000	0.0%	\$0	-\$2,000
97	2320.118	Compliance and Communications Specialist		\$0	\$45,000		\$45,000	\$45,000	0.0%	\$45,000	
98	10.2320.244	Summer Leadership Planning Session	\$1,399	\$485	\$1,500		\$1,500	\$1,500	0.0%	\$1,500	
99	10.2320.330.f	Legal Services	\$855	\$299	\$3,000		\$3,000	\$3,000	0.0%	\$3,000	
100	10.2320.331.f	Contracted Services	\$479	\$297	\$700		\$500	\$500	-28.6%	\$500	
101	10.2320.340	Print management	\$1,848	\$1,983	\$2,000		\$2,200	\$2,200	10.0%	\$2,200	
102	10.2320.442.f	Copier Service/ Leases	\$3,932	\$3,959	\$4,500		\$4,700	\$4,700	4.4%	\$4,700	
103	10.2320.532.f	Internet-eRate Funded	-\$238	\$4,852	\$0		\$0	\$0	0.0%	\$0	
104	10.2320.533.f	Telephone	\$6,662	\$6,225	\$6,900		\$7,000	\$7,000	1.4%	\$7,000	
105	10.2320.534.f	Postage	\$3,855	\$4,709	\$5,000		\$5,500	\$5,500	10.0%	\$5,500	
106	10.2320.540.f	Advertising	\$3,719	\$4,915	\$1,000		\$5,000	\$5,000	400.0%	\$5,000	
107	10.2320.550.f	Printing supplies	\$758	\$575	\$800		\$800	\$800	0.0%	\$800	
108	10.2320.581.f	Travel, Clerical Staff	\$61	\$0	\$150		\$150	\$150	0.0%	\$150	
109	10.2320.590.f	Office Hospitality	\$195	\$997	\$500		\$500	\$500	0.0%	\$500	
110	10.2320.614.f	Expendable Supplies	\$6,096	\$4,229	\$6,500		\$6,500	\$6,500	0.0%	\$6,500	
111	10.2320.616.f	Annual Start of Year Assembly	\$1,179	\$1,634	\$2,200		\$2,200	\$2,200	0.0%	\$2,200	
112	10.2320.617.f	New Hire Orientation	\$918	\$1,465	\$1,500		\$1,600	\$1,600	6.7%	\$1,500	-\$100
113	10.2320.730	Office Equipment Repair/Replacement	\$1,996	\$1,989	\$2,000		\$2,000	\$2,000	0.0%	\$2,000	
114	10.2320.733	Office Equipment	\$2,166	\$2,062	\$1,500		\$1,500	\$1,500	0.0%	\$1,500	
115	10.2900.242.f	NHSAA Admin Membership	\$1,995	\$1,995	\$2,250		\$2,250	\$2,250	0.0%	\$2,250	
116	<b>TOTAL GENERAL</b>		<b>\$72,322</b>	<b>\$72,845</b>	<b>\$119,299</b>	<b>\$0</b>	<b>\$126,199</b>	<b>\$126,199</b>	<b>5.8%</b>	<b>\$124,099</b>	<b>-\$2,100</b>

<i>line</i>	Account	Description	FY21 Actual	FY22 Actual	FY23 Adopted Budget	FY23 Additional Expenses	FY24 Budget	\$ Change FY24 less FY23 Budget	% change over FY23 Budget	FY24 Adjusted	Comparison to FY24 Budget
117	<b>Benefits</b>										
118	10.2900.117.	Budgeted End of Year Support Staff Increases			\$7,621		\$9,630	\$9,630	26.4%	\$0	-\$9,630
119		Pending December Support Salary Adjustments			\$0	\$11,583	\$11,583			\$11,583	
120		Pending December Admin Salary Adjustments			\$0	\$6,736	\$6,736			\$6,736	
121		May 2022 Board Salary Actual Increases			\$16,000	\$33,806	\$33,806			\$33,806	
122	10.2900.118	Year End Merit Pool	\$21,179	\$30,100	\$15,000		\$15,000	\$15,000	0.0%	\$15,000	
123	10.2900.119;	Admin Vacation Benefit	\$20,209	\$17,021	\$21,794		\$18,591	\$18,591	-14.7%	\$18,591	
124	10.2900.211.(	Health Insurance	\$147,305	\$160,477	\$223,541		\$223,604	\$223,604	0.0%	\$223,604	
125	10.2900.212.(	Dental Insurance	\$14,646	\$13,338	\$15,710		\$18,734	\$18,734	19.3%	\$18,734	
126	10.2900.213.(	Life, LTD, and ADD insurance	\$7,560	\$7,801	\$8,600		\$8,600	\$8,600	0.0%	\$8,600	
127	10.2900.215.(	Flex Benefit Spending	\$27	\$30	\$0		\$0	\$0	0.0%	\$0	
128	10.2900.216.(	403b Employer Contribution	\$10,949	\$11,000	\$11,000		\$11,000	\$11,000	0.0%	\$11,000	
129	10.2900.220.(	FICA/Medicare	\$91,873	\$94,137	\$103,645		\$114,680	\$114,680	10.6%	\$114,680	
130	10.2900.231.(	NH Retirement	\$141,856	\$185,632	\$207,593		\$218,572	\$218,572	5.3%	\$218,572	
131	10.2900.250.(	Unemployment Compensation	\$829	\$810	\$900		\$900	\$900	0.0%	\$900	
132	10.2900.260.(	Workers' Compensation	\$2,660	\$1,799	\$3,400		\$3,400	\$3,400	0.0%	\$3,400	
133	10.2900.330.(	Contracted Services-GASB 75	\$2,500	\$0	\$6,500		\$6,500	\$6,500	0.0%	\$6,500	
134	<b>TOTAL BENEFITS</b>		<b>\$461,592</b>	<b>\$522,146</b>	<b>\$641,303</b>	<b>\$52,125</b>	<b>\$701,337</b>	<b>\$649,212</b>	<b>9.4%</b>	<b>\$691,707</b>	<b>-\$9,630</b>
135	<b>Total Expenses</b>		<b>\$1,797,603</b>	<b>\$1,881,925</b>	<b>\$2,107,176</b>	<b>\$52,125</b>	<b>\$2,270,904</b>	<b>\$163,727</b>	<b>7.8%</b>	<b>\$2,256,699</b>	<b>-\$14,205</b>

## SAU #41 Budget as Portion of Total

---

District	FY23 Budget	As % to Total
Brookline	\$11,032,555	19.8%
Hollis	\$15,573,557	28.0%
Hollis Brookline COOP	\$26,898,442	48.4%
SAU	\$ 2,107,176	3.8%
Total	\$55,611,730	

---

## **SAU 41 Governing Board**

### **Policy** CBI-F1 EVALUATION OF THE SUPERINTENDENT (LONG FORM)

---

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

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. 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.

#### Online Implementation

1. Form CBI-F1 will be utilized as the review format for a superintendent's initial contract period. In subsequent years, the School Administrative Unit (SAU) Governing Board will determine, at the May meeting, whether CBI-F1 or CBI-F2 will be utilized.
2. Form CBI-F1 will be implemented using Google Forms on the SAU 41 domain.
3. Form CBI-F1 will be shared with each district school board member by their chair or their designee. Members will complete CBI-F1 online and must use their assigned SAU41 account.
  - one form will be submitted to the Superintendent Performance Evaluation Committee (SPEC) for each district.
  - all subsections must be answered ("N/A" can be used as an answer).
  - any subsection receiving a "1" or "2" requires comments.
  - members can review and change their responses until submission deadline set by the board chair or designee.
  - only the chair or their designee can access another members responses for compilation in an organized database form.

Once districts ratify their district-level evaluation, chairs enter their evaluation data into the SAU-level form by 31 December. The District level responses are compiled by the SPEC and presented to the SAU Governing Board to be ratified for the final evaluation no later than 28 February.

### **Scoring Key**

5 – Consistently exceeded minimum requirements

- Performance is clearly outstanding
- Performance is always exceptional on a regular or continuous basis – the superintendent far outperforms relative to minimum expectations, while always meeting minimum requirements

4 – Exceeded some minimum requirements

- Performance is superior, far exceeding expectations
- Performance is exceptional on a frequent basis – the superintendent typically outperforms relative to minimum expectations while always meeting minimum requirements

3 – Achieved minimum requirements

- Adequately performs all functions within the role, meeting expectations
- Performance is adequate, meeting standards or expectations generally associated with performance

2 – Met some requirements

- Periodically fails to meet expectations associated with assigned tasks, targeted goals, or professional competencies
- Performance is less than adequate on a periodic or frequent basis; the superintendent may be developing within the position, but needs to improve to be considered proficient

1 – Did not meet minimum requirements

- Performance is below acceptable levels

- Fails to meet basic expectations associated with the role of superintendent - substantial professional improvement is needed before the superintendent can be considered proficient in the role

***Rating scale :***

*1= Did not meet minimum requirements      2= Met some requirements*

*3= Achieved minimum requirements      4= Exceeded some minimum requirements*

*5= Consistently exceeded minimum requirements*

## **PART I. FISCAL MANAGEMENT**

### **Legal References:**

- RSA 194-C:4, II(a), (j), (p)
- Ed 302.01(d)(2); Ed 302.02(d), (e)
- NHSBA *Sample Policies* DA, DB, DBC, DCI, DI

### **Indicators of Success:**

- Budgets reflect district goals for student achievement.
- District expenses do not exceed revenues. If this occurs, a plan is developed and presented to the applicable board for remediation within an acceptable timeline.
- Finances are managed in accordance with applicable accounting standards.
- The annual audit shows no material deficiencies and audit recommendations are effectively implemented.
- Multi-year budget plans are used for planning purposes.

- 1.1. Developed and recommended the annual budget for the support of the educational program and for the operation and maintenance of schools within each district

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.2. Developed and maintained an accounting system and financial reporting procedures for all funds.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.3. Regularly assessed state of district facilities and equipment and developed replacement and updating schedules as appropriate for Board consideration.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.4. To the extent practicable transfers among budgetary line items were limited to unexpected or unanticipated expenses.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.5. Worked with the applicable boards to develop budgets designed to achieve the greatest educational returns and the greatest contributions to the educational programs.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.6. Developed contingency plans designed to address anticipated and unanticipated budgetary necessities.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.7. Provided regular and requested financial and budget reports to the board.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.8. Established and implemented efficient procedures for accounting, audit, risk management, investing, purchasing and receiving, payroll, payment of vendors and contractors, and all

other areas of fiscal management.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Sec 1.**

Composite Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Goals for Next Evaluation Cycle:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **PART II. CURRICULUM, DELIVERY OF INSTRUCTION AND PUPIL ACHIEVEMENT**

### **Legal References:**

- RSA 194-C:4, II(c)
- Ed 302.01(d)(6); 302.02(f)
- NHSBA Sample Policies; IGA, IGD
- RSA 194-C:4, II(e)
- Ed 302.01(d)(8); Ed 302.02(f)
- NHSBA Sample Policies ILBA, ILBAA
- RSA 194-C:4, II(c)
- Ed 302.01(d)(7); Ed 302.02(f)
- NHSBA Sample Policy IF

### **Indicators of Success:**

- Preparing students for post-secondary education and/or entrance into the job market.
- Specific progress is evident.
- Student learning is defined based on the knowledge and skills necessary to be successful.

- Data and information collected is reliable and valid.
- Data is disaggregated, analyzed, and explained.
- Data is regularly presented and is communicated in understandable format.
- Data is used for future planning and improvement.
- Effective methods of providing, monitoring, evaluating, and reporting student achievement are used.

2.1. Used appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.2. Aligned and implemented the educational programs, plans, actions, and resources with the district's vision and goals.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.3. Developed assessment and accountability systems to monitor and evaluate the effectiveness of curriculum, instruction and assessment.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.4. Ensured that district performance goals were satisfied.

Evaluation Score: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.5. Identified areas of academic strength and areas of academic weakness within the District and has implemented strategies to address areas of academic weakness.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

2.6. Curriculum is aligned from grade-to-grade and from school-to-school as appropriate.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

2.7. Appropriately monitored and evaluated student achievement and developed strategies and methods for improving student achievement.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

2.8 Promoted the use of the most effective and appropriate technologies to support teaching and learning.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

2.9 Performed all duties in a manner consistent with the values and expectations of the board and the community at large.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

Sec 2.

Composite Evaluation Score: \_\_\_\_\_

**Goals for Next Evaluation Cycle:**

---

---

---



### **III. RELATIONSHIP WITH THE SCHOOL BOARD**

#### **Legal References:**

- RSA 194-C:4, II(i)
- NHSBA Sample Policy BDD

#### **Indicators of Success:**

- The superintendent assists the board in developing clear policies that meet federal and state requirements.
- The superintendent understands and communicates legal liability to the district.
- The superintendent supports the board chair to maximize the effectiveness of board operations.
- The superintendent regularly informs the board about the business of the district and alerts the board about critical issues and areas that may have impact on the district.
- The superintendent follows agreed upon board-superintendent guidelines.
- The superintendent meets deadlines and follows up on commitments and assignments.

- 3.1. Worked collaboratively with the Board to develop, implement and monitor district policy.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 3.2. Is skilled in identifying, analyzing and resolving problems that impact the district, and keeps the Board informed on issues, operations and needs of the school district.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 3.3. Provided the Board with reports and information that enable the Board to sufficiently review the operations of the district.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 3.4. Gave constructive advice and guidance to the Board regarding possibilities for District improvement.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 3.5. Demonstrated clear understanding of board/superintendent relationship including appropriate roles and responsibilities.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 3.6. Offered professional advice to the Board and ensured compliance with all applicable local, state and federal laws and regulations.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

Sec 3.

Composite Evaluation Score: \_\_\_\_\_

**Goals for Next Evaluation Cycle:**

---

---

---



**IV. ADMINISTRATION OF SCHOOL FACILITIES:**

**Legal References:**

- RSA 194-C:4, II(k)
- Ed 302.01(d)(5); Ed 302.02(m); Ed 302.02(p)
- NHSBA Sample Policies CA, CF, EC, FA

**Indicators of Success:**

- All buildings meet safety, health, and construction codes.
- Facilities and equipment are not subject to improper wear or insufficient maintenance.
- Multi-year plans for maintenance, repairs, and facility upgrades are in place.
- Ongoing inspection and reporting systems are utilized.

- 4.1. Developed and Recommended to the school board, an annual maintenance program and long-term capital improvement plan.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 4.2. Provided appropriate recommendations regarding facilities which support the district's educational philosophy and instructional goals.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 4.3. Ensured all safety requirements were met for facilities and grounds.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 4.4. Keeps the Board informed about the condition of district facilities and anticipated needs in

the areas of capital improvement.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

4.5 Promoted and protected the welfare and safety of students and staff.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

Sec 4.

Composite Evaluation Score:\_\_\_\_\_

**Goals for Next Evaluation Cycle:**

---

---

---



**Legal References:**

- RSA 194-C:4, II(c); RSA 194-C:4, II(j); RSA 194-C:4, II(n)
- Ed 302.01(e); Ed 302.02(a); Ed 302.02(h)
- NHSBA Sample Policies – Section G – Personnel

**Indicators of Success:**

- Staff are treated fairly.
- Teachers work effectively within their classrooms, throughout the school, across district schools, and with the community.
- Operations are clearly defined, communicated, and implemented.
- Personnel contracts are adhered to.
- Effective collective bargaining strategies advance and promote student learning.

- 5.1. Recruited and assigned the best available personnel in terms of their competencies. Recommended for employment personnel who have proper certification and skills for the position.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 5.2. Effectively worked with the board to develop and monitor district policy and administrative regulations that supports a standards based approach to governance, leadership, instruction and human resource management.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 5.3. Implemented sound employee relations programs to improve relationships between staff members, administration and the respective Board.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 5.4. Effectively monitored all aspects of the collective bargaining agreements in the district.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 5.5. Included the participation of faculty and staff in the establishment and the implementation of District-wide goals, objectives, and programs.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 5.6 Facilitated evaluation of staff performance as required by state law and by Board policy.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 5.7. Promoted training and professional development opportunities for all professional staff to ensure development of the instructional and leadership capacity of staff.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

- 5.8. Managed direct reports, assigned functions, delegated effectively and determined accountability as necessary to optimize staff effectiveness.

Evaluation Score: \_\_\_\_\_

Comments:

---

- 5.9 Nurtured and sustained a culture of collaboration, trust, learning, and high expectations. Instituted sound employee relationships programs to improve relationships between staff members and developed a culture designed to foster collaboration, professional growth, and high achievement.

Evaluation Score: \_\_\_\_\_

Comments:

---

---

---

**Sec 5.**

Composite Evaluation Score: \_\_\_\_\_

**Goals for Next Evaluation Cycle:**

---

---

---

**Thank you for participating in the Superintendent Evaluation and Goal Setting process.**

**Composite Scores and final ratings: To be completed by SPEC**

	<b>BSD</b>	<b>HSD</b>	<b>HB COOP</b>	<b>Average</b>
<b>Sec 1</b>				
<b>Sec 2</b>				
<b>Sec 3</b>				
<b>Sec 4</b>				
<b>Sec 5</b>				
			<b>Rating:</b>	

**\*This should be a Live Document and reviewed annually!**

**First Reading:** October 29, 2013  
**Tabled:** November 21, 2013  
**Second Reading:** September 3, 2014, As Amended  
**Third Reading:** October 1, 2014, As Amended  
**First Reading:** June 23, 2020, As Amended  
**Second Reading:** Waived  
**Third Reading:** Waived  
**Adopted:** June 23, 2020  
**First Reading:** **October 13, 2022 As Amended**  
**Second Reading:** **Waived**  
**Third Reading:** **Waived**  
**Adopted:** **October 13, 2022**

---

## **SAU 41 Governing Board**

### **Policy CBI-F2 EVALUATION OF THE SUPERINTENDENT (Short Form)**

---

The SAU Governing 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 form adopted by the SAU Governing Board for this purpose. The SAU Governing Board will convene to discuss the assessments and to prepare a composite evaluation. The composite evaluation will be reviewed and voted on by the full SAU Governing Board and presented by the Superintendent Performance Evaluation Committee (SPEC) to the superintendent. 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. 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.

### **ONLINE IMPLEMENTATION**

1. Form CBI-F1 will be utilized as the review format for a superintendent's initial contract period. In subsequent years, the School Administrative Unit (SAU) Governing Board will determine, at the May meeting, whether CBI-F1 or CBI-F2 will be utilized.
2. Form CBI-F2 will be implemented using Google Forms on the SAU 41 domain.
3. Form CBI-F2 will be shared with each district school board member by their chair or their designee. Members will complete CBI-F2 online and must use their assigned SAU41 account.
  - one form will be submitted to the Superintendent Performance Evaluation Committee (SPEC) for each district.
  - all subsections must be answered ("N/A" can be used as an answer).
  - all items receiving a "1" or "2" require comments.
  - members can review and change their responses until submission deadline set by the board chair or designee.
  - only the chair or their designee can access another members responses for compilation in an organized database form.

Once districts ratify their district-level evaluation, chairs enter their evaluation data into the SAU-level form by 31 December. The District level responses are compiled by the SPEC and

presented to the SAU Governing Board to be ratified for the final evaluation no later than 28 February.

### Scoring Key

#### 5 – Consistently exceeded minimum requirements

- Performance is clearly outstanding
- Performance is always exceptional on a regular or continuous basis – the superintendent far outperforms relative to minimum expectations, while always meeting minimum requirements

#### 4 – Exceeded some minimum requirements

- Performance is superior, far exceeding expectations
- Performance is exceptional on a frequent basis – the superintendent typically outperforms relative to minimum expectations while always meeting minimum requirements

#### 3 – Achieved minimum requirements

- Adequately performs all functions within the role, meeting expectations
- Performance is adequate, meeting standards or expectations generally associated with performance

#### 2 – Met some requirements

- Periodically fails to meet expectations associated with assigned tasks, targeted goals, or professional competencies
- Performance is less than adequate on a periodic or frequent basis; the superintendent may be developing within the position, but needs to improve to be considered proficient

#### 1 – Did not meet minimum requirements

- Performance is below acceptable levels
- Fails to meet basic expectations associated with the role of superintendent - substantial professional improvement is needed before the superintendent can be considered proficient in the role

**Rating scale:** 1= Did not meet minimum requirements      2= Met some requirements

3= Achieved minimum requirements      4= Exceeded some minimum requirements

5= Consistently exceeded minimum requirements

**~~\*\*\*All items with a “1 or 2” require additional comments\*\*\*~~**

## 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 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 the 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. \_\_\_\_\_~~
2. 3. Promotes programs for staff growth and development. \_\_\_\_\_
3. 4. Meets and confers with employee groups representing the interests and directives of the board \_\_\_\_\_
4. 5. Communicates effectively the concerns of employee groups to the board and, conversely, the board responses to the concerns to employee groups. \_\_\_\_\_

**\*\*\*\*\*Rating for this Category \_\_\_\_\_**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OVERALL COMMENTS:

\_\_\_\_\_

***DISTRICT OVERVIEW (Composite scores to be completed by SPEC):***

	<b><i>BSD</i></b>	<b><i>HSD</i></b>	<b><i>HB COOP</i></b>	<b><i>Average</i></b>
<b><i>Administration</i></b>				
<b><i>Instruction</i></b>				
<b><i>Relationship with Board</i></b>				
<b><i>Relationship with Staff</i></b>				
<b><i>Relationship with the Community</i></b>				
<b><i>Personal Qualities</i></b>				
<b><i>Financial</i></b>				

---

**GOALS:**

Signed: \_\_\_\_\_  
SAU #41 Governing Board Chair

\_\_\_\_\_  
SAU #41 Superintendent

Date: \_\_\_\_\_

Adopted: October 3, 2019  
1st Reading: October 13, 2022  
2nd Reading: Waived  
3rd Reading: Waived  
Adopted: October 13, 2022



**Category:** *Optional*

**Related Policy:** ~~SAU Policy BBBH-S~~

Policies and procedures relating to the ~~Joint~~ Governing Board of the School Administrative Unit (SAU) are independent of those of ~~the any 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~~ Governing Board.

A. SAU SCHOOL DISTRICTS: The School District(s) of Brookline, Hollis and Hollis Brookline Cooperative shall constitute SAU # 41.

B. SAU **GOVERNING** BOARD: The combined school boards of the school districts. [L] [SEP]

C. VOTING RIGHTS: [L] [SEP]

RSA 194-C:7 Representation. Every school district maintaining one or more public schools shall be entitled to 3 votes on the joint board of school administrative units, plus additional votes as provided in RSA 194-C:8. Districts not maintaining schools shall have one representative on said joint board who shall be entitled to one vote. Each school district board member present shall be entitled to have a proportionate share of the school district's votes provided that the total votes per district shall be equally divided among said district's board members present and cast as each member present decides on any issue.

RSA 194-C:8 Weighted Voting. In all votes regarding school administrative unit affairs, including organizing of such unit school board and selection of officers, each district shall be entitled to one additional vote for each 16 resident pupils attending school within the SAU. A balance of 8 or more students shall entitle that district to an additional vote. A balance of fewer than 8 students shall have no net effect on a district's vote. Enrollments shall be based on the average daily membership in residence of each district for the school year which ended in the preceding June. Weighted votes shall only be used upon the demand of a majority of the members of any board present and voting in the school administrative unit. The school board

members present at a school administrative unit school board meeting shall be entitled to cast the entire number of votes assigned to their school districts, provided that each representative present shall be entitled to a proportionate share of the total to be cast as provided in RSA 194-C:7.

D. POWERS AND DUTIES: The SAU Governing Board is empowered to:

1. Elect, when necessary, a Superintendent.
2. Act upon the Superintendent's nominations for SAU professional staff. <sup>[L]</sup><sub>[SEP]</sub>
3. Fix the salaries of all SAU personnel. <sup>[L]</sup><sub>[SEP]</sub>
4. Adopt a budget for the expenses of the SAU. <sup>[L]</sup><sub>[SEP]</sub>
5. Adopt policies affecting the SAU. <sup>[L]</sup><sub>[SEP]</sub>
6. Evaluate the Superintendent. <sup>[L]</sup><sub>[SEP]</sub>
7. Remove when necessary, a Superintendent. <sup>[L]</sup><sub>[SEP]</sub>
8. Exercise all other powers vested to the SAU Governing Board by statute or regulation.

<sup>[L]</sup><sub>[SEP]</sub>

E. VACANCY ON THE BOARD: Any vacancy on the SAU Governing Board shall be filled in <sup>[L]</sup><sub>[SEP]</sub> accordance with the statute governing the Board of the school district of the resigned member.

F. ELECTION OF SAU PROFESSIONAL STAFF: When a vacancy occurs in the SAU professional staff, the Superintendent shall develop a process for recruiting and interviewing candidates, except if the Superintendent's position is being vacated.

G. EMPLOYMENT OF OFFICE PERSONNEL: All other SAU personnel shall be nominated for employment by the Superintendent of Schools. Any new permanent position(s) either part-time or full-time shall require SAU Governing Board approval.

H. MEETINGS:<sup>[L]</sup><sub>[SEP]</sub> The SAU Governing Board shall meet at least (4) times a year unless otherwise determined by the Board.

1. Annual: The SAU Governing Board shall meet annually between April 1 and June 1 in each year, at a time and place fixed by the Chairperson. The Board shall organize by electing the following officers:

a. Chairperson

<sup>[SEP]</sup>b. Vice-Chairperson

c. Treasurer<sup>[SEP]</sup>

d. Secretary

The Board shall elect the professional staff members for the next fiscal year and fix the salaries of all SAU personnel. In addition, the SAU Governing Board shall formally evaluate the Superintendent's performance. The Board shall certify the vote on the budget. The Board shall perform its self-evaluation.

2. Semi-Annual: The SAU Governing Board shall hold a meeting between October 15 and December 15 in each year for the purpose of preparing a recommended budget for the next fiscal year for the expenses of the SAU. This meeting will also include the formative mid-year evaluation of the Superintendent.

3. Budget Hearing - Public: There shall be held within the SAU at a time and place specified by the SAU Governing Board Chairman, a public hearing upon the recommended budget. The SAU Governing Board shall adopt a budget, following the public hearing, for the next fiscal year per RSA 194-C: 10.

4. Special Meetings: The SAU Governing Board may hold special meetings at the call of the Chairperson or at the request of any one of the member school boards.

5. Notification of Meetings and Procedure:

a. Except in emergencies, written notice of each meeting shall be in accordance with RSA 91-A:2.

- b. The public budget hearing shall be held in an appropriate facility centrally located.
- c. An agenda and supporting information shall be prepared by the Superintendent of Schools and the SAU #41 Chairpersons for each Board member prior to the meeting. Items will not be included for action of the SAU Governing Board at a meeting unless submitted to the Superintendent of Schools ten days prior to the day of the meeting.
- d. The SAU Governing Board may go into non-public session by a majority vote of the members, in accordance with RSA 91-A:3.
- e. A caucus of five minutes may be called by any one of the member school boards. The SAU Governing Board will recess while individual boards are holding a caucus.

I. QUORUM: A simple majority of the SAU Governing Board shall constitute a quorum. <sup>[L]</sup><sub>[SEP]</sub>

J. ANNUAL AUDIT: The SAU Governing Board shall authorize an audit of the SAU accounts annually.

K. <sup>[L]</sup><sub>[SEP]</sub> NON-DISCRIMINATION POLICY: The SAU Governing Board does not discriminate on the basis of race, religion, color, sex, age, marital status, handicap, *gender identity*, or national origin in the educational programs or activities which it operates and which are required by Titles VI and IX.

L. ADMINISTRATIVE AUTHORITY: The Superintendent of Schools is the chief executive officer of the School Districts and, in ~~his/her~~ *their* absence, ~~an Assistant Superintendent~~ *designee* will act as deputy chief administrative officer with the same power and responsibilities as vested in the Superintendent to the extent permitted by law.

M. BUDGET APPROVAL: Per RSA-194-C:5(c), Other administrative positions may be established, but only after 50% or more of the school districts in the school administrative unit representing 60 percent of the total pupils in the school administrative unit has voted favorably upon the establishment of the position.

**Legal References:**

*RSA 194-C, School Administrative Units*

First Reading: September 23, 2013

Second Reading: October 29, 2013

Third Reading: November 21, 2013

Adopted: November 21, 2013

Recoded from BBBH-R to BBBH and Adopted: December 5, 2013

First Reading: February 2, 2020

*Second reading: October 13, 2022 (as amended)*

**Policy ECAF - AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES**

---

*Category: Optional*

**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 or their designee may ~~will~~ conduct periodic audits to ensure that the recordings are being handled in accordance with this policy.

**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 ~~have view~~ recordings viewed must be made in writing to the Superintendent. Recordings may be viewed only by the following persons and only after expressly authorized by the Superintendent or their designee:

- Superintendent or designee
- ~~-Governing Board or its agents~~
- Building Administrators
- Transportation Contractor
- Investigators or attorneys retained by the District
- Law Enforcement Officers

*The Superintendent is authorized to consult the District's attorney relative to the use and retention of an audio and video recording either generally or in reference to a particular occurrence.*

#### *5. Student Records*

*In the event an audio or video recording is used as part of a student discipline proceeding, such recording may become part of a student's educational record. If an audio or video recording does become part of a student's education record, the provisions of the individual district's Policy JRA shall apply.*

**6.5.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  
*34 C.F.R. Part 99, Family Education Rights and Privacy Act Regulations*

First Reading: November 15, 2011

Second Reading: November 5, 2012

Third Reading: December 11, 2012

Amended and Adopted: December 11, 2012

First Reading: February 4, 2020 (as amended)

*Second Reading:* October 13, 2022 (as amended)