

SAU #2 BOARD MEETING
Humiston Building – Conference Room
103 Main Street, Meredith NH
May 28, 2024 @ 6:00 PM

AGENDA

- I. CALL MEETING TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECORD ROLL

Members Present:

Members Absent:

Others Present:

- IV. PUBLIC COMMENT – *Opened at _____ p.m.*
- V. REORGANIZATION OF THE SAU #2 BOARD (*Attachment #1*)

A. Chair

Motion to elect the Chair of the SAU #2 Board.

Moved by: _____ Second: _____

Vote: _____

B. Vice-Chair

Motion to elect the Vice-Chair of the SAU #2 Board.

Moved by: _____ Second: _____

Vote: _____

C. Secretary

Motion to elect the Secretary of the SAU #2 Board.

Moved by: _____ Second: _____

Vote: _____

VI. MINUTES

- A. Public Hearing and Board Meeting – December 13, 2023 (Action Item)
Mrs. Moriarty (*Attachment #2*)

Motion to approve the minutes of the Board Meeting of December 13, 2023.

Moved by: _____ Second: _____

Vote: _____

VII. COMMUNICATIONS / CORRESPONDENCE

- A. Secretary of the SAU #2 Board
- B. Members of the SAU #2 Board

VIII. FINANCIAL REPORT

- A. Review of Financial Reports (Information Item) Mrs. Dolloff (*Attachment #3*)

IX. NEW BUSINESS

- A. Nominations (Action Item) Mrs. Moriarty (*Attachment #4*)

X. ADDITIONAL BUSINESS

- A. Members of the SAU #2 Board
- B. Members of the Administration

XI. PUBLIC COMMENT – *Closed at _____ p.m.*

XII. ANNOUNCEMENTS

A. Tuesday, June 4, 2024

Ashland School Board @ Ashland Elementary School – Heffernan Media Center

- Policy Review Committee – **5:30 p.m.**
- School Board Meeting – **6:00 p.m.**

B. Tuesday, June 11, 2024

Inter-Lakes School Board @ Humiston Building – Conference Room

- Regular School Board Meeting – **6:00 p.m.**

XIII. NON-PUBLIC SESSION

RSA 91-A:3 II(a) – Includes matters related to the dismissal, promotion, or compensation of any public employee or the disciplining of such employee.

RSA 91-A:3 II(c) – Includes matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this Board, unless such a person requests an open meeting.

Motion to move into Non-Public Session.

Moved by: _____ Second: _____

Vote: _____

Motion to return to Public Session.

Moved by: _____ Second: _____

Vote: _____

XIII. ADJOURNMENT (Action Item)

Motion to adjourn the meeting at _____p.m.

Moved by: _____ Second: _____

Vote_____

- MEMORANDUM -

To: SAU #2 Board
From: Mary Moriarty, Superintendent
Date: May 28, 2024
Re: Reorganization of the Board

As this is the first meeting after School Board elections, it is the time when the SAU #2 Board elects a Chair, Vice-Chair and Secretary. Presently, Mr. Billings is Chair; Mr. Porter-Zuckerman, Vice-Chair; and Ms. Foote, Secretary.

The process is similar to what both School Boards have just recently completed. I will open the meeting and will take nominations for Chair and votes on the nomination(s). Once the Chair is elected, the Chair will take nominations and votes for Vice-Chair and for Secretary.

DRAFT

**SAU #2
Budget Public Hearing and Board Meeting
Humiston Building – Conference Room
103 Main Street, Meredith, NH
December 13, 2023 @ 6:00 PM**

MINUTES

- I. CALL TO ORDER
Chair Billings called the meeting to order at 6:00 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. RECORD ROLL
- | | |
|--|---|
| <p>Members Present:
Mr. Mark Billings, Chair
Mr. Duncan Porter-Zuckerman, Vice-Chair
Mr. Craig Baker
Ms. Siobhan Connelly
Mr. Stephen Felton
Mr. Charley Hanson
Mr. Stephen Heath
Mrs. Lisa Merrill (left at 6:19 p.m.)</p> <p>Members Absent (with notice):
Mrs. Sandra Coleman
Mr. Jesse Farris
Mrs. Jennifer Foote
Mrs. Nancy Starmer</p> | <p>Administrators Present:
Mrs. Mary Moriarty, Superintendent
Mrs. Ashley Dolloff, Business Administrator</p> <p>Others Present:
None</p> |
|--|---|
- IV. PUBLIC HEARING
- A. **Public Input on the Proposed SAU #2 Budget for Fiscal Year 2024-2025**
Chair Billings called the Public Hearing to Order at 6:04 p.m. No public comment was made.

Chair Billings closed the Public Hearing at 6:14 p.m.
- V. MINUTES
- A. **Board Meeting & Budget Work Session Minutes**
Mrs. Merrill moved, seconded by Mr. Porter-Zuckerman, to approve the minutes of the Regular Meeting/Budget Work Session of November 20, 2023.

The motion carried 7-0-1, Stephen Heath abstaining.
- VI. COMMUNICATIONS / CORRESPONDENCE
- A. **Secretary of the SAU #2 Board**
None.

B. Members of the SAU #2 Board

None.

VII. BOARD BUSINESS**A. Approval of the SAU #2 Budget for Fiscal Year 2024-2025**

Mr. Baker moved, seconded by Mr. Hanson, to approve the SAU #2 Budget for Fiscal Year 2024-2025 as presented, in the amount of \$1,398,832.

The motion carried 8-0.

B. Selection of May Meeting Date

The Board reached consensus to schedule the next SAU #2 Board meeting for May 21, 2024, to be held at the Humiston Building.

VIII. ADDITIONAL BUSINESS**A. Members of the SAU #2 Board**

None

B. Members of the Administration

None

IX. ANNOUNCEMENTS**A. Tuesday, January 3, 2023**

Ashland School Board at Ashland Elementary School, Heffernan Media

- Regular School Board Meeting – **6:00 p.m.**

B. Thursday, January 4, 2023

Town of Ashland Budget Committee – 9 Collins Street, Ashland, NH

- Budget Committee Meeting – **6:00 p.m.**

C. Tuesday, January 9, 2023

Inter-Lakes School Board @ Humiston Building Conference Room

- Regular School Board Meeting – **6:00 p.m.**

D. Tuesday, May 21, 2024

SAU #2 Board Meeting @ Humiston Building Conference Room, Meredith

- SAU #2 Regular Board Meeting – **6:00 p.m.**

X. ADJOURNMENT

Mr. Baker moved, seconded by Mr. Hanson, to adjourn the meeting at 6:33 p.m. The motion carried 8-0.

*Respectfully Submitted,
Heather Bullimore, Recording Secretary*

SCHOOL ADMINISTRATIVE UNIT #2 MEMORANDUM

To: SAU Board Members
From: Ashley Dolloff, Business Administrator
Subject: 2023 – 2024 Anticipated Change in Fund Balance
Date: May 20, 2024

The SAU Office is a multi-district joint venture between school districts as allowed under NH RSA 194 and Governmental Accounting Standards Board (GASB) Statement 14. It is implied that the SAU does not accumulate significant financial resources and assets. Generally, the unassigned fund balance is used by the SAU Board to even out assessment impact and fund unanticipated expenses. Over the last year, our transition in staffing has had a significant impact on the SAU budget. For the 2023-2024 budget year, we anticipate using approximately \$35,000 from fund balance as previously approved by the Board. Additionally, please be aware that there have been recent staffing changes that may impact the 2024-2025 budget which may require the use of fund balance.

School Administrative Unit #2
Central Office Anticipated Change in Fund
Position For Year Ending June 30, 2024

date prepared 5/20/24

July 1, 2023	Beginning Fund Equity	\$ 170,047
	Reserve for Encumbrances	<u>\$ 1</u>
	Total Fund Equity	\$ 170,049
2023/2024	Anticipated Revenues	\$ 1,354,529
	Expenses	\$ (1,246,448)
	Encumbrances	<u>\$ (142,335)</u>
		\$ (1,388,783)
June 30, 2024	Anticipated Fund Balance	\$ 135,795

School Administrative Unit #2
Central Office Budget Expenses Worksheet

2023/2024

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Account #	Description	Budget 2023/2024	FY23 Encumb	Y-T-D	Balance	Current Encumb	Budget Balance
100	Superintendent	140,000		123,846	16,154	16,154	-
102	Assistant Superintendent	138,500		23,083	115,417	-	115,417
103	Business Administrator	-		101,731	(101,731)	13,269	(115,000)
107	Director of Student Services	115,000		101,731	13,269	13,269	-
112	Accountant	-		51,538	(51,538)	8,654	(60,192)
113	Business Office Staff	161,005		150,372	10,633	20,090	(9,457)
113	Business Office Staff Over-Time	10,000		-	10,000	-	10,000
114	Human Resources Director	90,000		40,588	49,412	5,538	43,873
115	Administrative Support	102,648		81,595	21,053	15,860	5,193
118	Treasurer	1,000		1,000	-	-	-
119	Merit	-		-	-	-	-
123	Temp/Part Time Salaries	51,000		40,324	10,676	-	10,676
124	Recognition of Service	41,000		66,431	(25,431)	-	(25,431)
210	Retirees Health & Dental Insurance	48,056		46,632	1,424	4,547	(3,122)
211	Health Insurance	166,754		147,153	19,601	19,945	(344)
212	Dental Insurance	11,953		9,640	2,313	1,378	935
213	Life Insurance	3,188		620	2,568	37	2,531
214	Disability Insurance	2,770		2,842	(72)	285	(357)
220	FICA	62,798		57,904	4,894	6,689	(1,796)
231	NHRS-E	92,546		84,681	7,865	9,858	(1,994)
232	NHRS-T (Director of Student Services)	22,586		19,980	2,606	2,606	-
250	Unemployment Compensation Ins.	500		500	-	-	-
260	Workers Compensation Ins.	1,599		1,599	-	-	-
290	Other Employee Benefits	850		142	708	-	708
318	Legal Fees	400		165	235	400	(165)
320	Audit	7,250		4,675	2,575	1,575	1,000
330	Software Support Contract	55,991		53,113	2,878	-	2,878
331	Other Support Contracts	4,683		12,793	(8,110)	177	(8,287)
430	Repairs	300		487	(187)	184	(371)
441	Rent	2,000		2,000	-	-	-
442	Equipment Lease	720		720	-	-	-
520	Insurance	500		500	-	-	-
531	Telephone	1,250	1	1,133	119	155	(37)
534	Postage	3,000		3,000	0	-	0
540	Advertising	1,350		3,027	(1,677)	462	(2,139)
550	Printing & Binding	350		-	350	-	350
582	Conference Staff Dev and Training	9,000		474	8,526	-	8,526
585	Mileage Reimbursement	2,500		845	1,655	-	1,655
610	Supplies	6,500		6,052	448	1,158	(710)
640	Books	-		-	-	-	-
650	Software Miscellaneous	-		-	-	-	-
731	New Equipment	-		-	-	-	-
735	Replacement Equipement	-		-	-	-	-
737	Replacement Furniture	-		-	-	-	-
738	Replacement Computers	-		-	-	-	-
750	Capital Software	-		-	-	-	-
810	Dues & Fees	4,717		3,532	1,185	45	1,140
	Total	1,364,264	1	1,246,448	117,817	142,335	(24,518)

School Administrative Unit #2
Central Office Revenue
For Year Ending June 30, 2024

Date Prepared 5/20/2024

Account #	Revenue	Budget	Actual	Anticipated	Variance
401111	Appropriations	\$ 1,303,764	\$ 1,303,764	\$ 1,303,764	\$ -
401510	Interest Earned	\$ 500	\$ 665	\$ 765	\$ 265
401960	Indirect Costs	\$ 60,000	\$ 47,398	\$ 50,000	\$ (10,000)
401990	Other Income	\$ -	\$ -	\$ -	\$ -
	Total Revenue	\$ 1,364,264	\$ 1,351,827	\$ 1,354,529	\$ (9,735)