

SCHOOL ADMINISTRATIVE UNIT #38
BOARD MINUTES
THAYER HIGH SCHOOL
Winchester, New Hampshire
December 5, 1989

The Meeting was called to order at 7:00 p.m. by Chairman Kendall Baker.

Present: All SAU #38 Board Members and Administration except Richard Cechvala.

The Board voted to include a Computer Coordinator position in the proposed 1990/91 SAU Budget.

A Public Hearing on the proposed 1990/91 Budget was opened at 7:30 p.m. After discussion and input from the public the Hearing was closed.

At the conclusion of the Public Hearing the SAU #38 Board adopted a 1990/91 Budget of Nine Hundred Twenty Four Thousand Nine Hundred Twenty Three Dollars (\$924,923.00.)

A discussion dealing with funding of N.H. Public Education was held with area legislators.

The Meeting was adjourned at 9:30 p.m.

Respectfully Submitted,



David Ward
Secretary

School Administrative Unit #38
Board Minutes
Fitzwilliam Inn
Fitzwilliam, New Hampshire
November 1, 1989

Present: All SAU #38 Board Members and Administration

The meeting was called to order at 8:00 p.m. by Chairman Kendall Baker.

The minutes of the previous meeting were accepted as presented.

Superintendent Wheeler lead a discussion dealing with State Funding of N. H. Public Education.

Area Legislators will be invited to the December SAU Board Meeting for the purpose of discussing the States funding effort of N.H. Public Education.

A report on the 1988-89 Budget accompanied by the Auditors Report was presented to Board Members for their review.

The Board set the following meeting dates:

Dec. 5, 1989, 7:00 p.m., Thayer High School - A regular meeting followed by a Public Hearing on the proposed 1990/91 Budget. A discussion with area legislators will follow the Public Hearing.

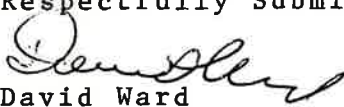
May 2, 1990, 6:30 p.m., Hinsdale Raceway.

A presentation and discussion of the Proposed 1990-1991 SAU#38 Budget was held.

A roll call vote to enter Executive Session for the purpose of discussing personnel was unanimous, with no action taken.

The meeting was adjourned at 10:15 p.m.

Respectfully Submitted,


David Ward
Secretary

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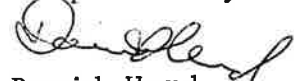
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Respectfully Submitted,


David Ward
Secretary

Wyman House

Swanzey, New Hampshire 03431

MANUAL OF THE BOARD

Article I
Organization

Section 1. The annual meeting for the organization of the New Hampshire School Administrative Unit 38 Board shall be held between the dates of April 1, and June 1.

Section 2. At the annual meeting the Board shall elect its officers, shall adopt its rules of procedure, and reaffirm all existing policies of the Board.

Asst. Treasurer

Section 3. The officers of the Board shall consist of a Chairman, a Vice Chairman, a Secretary, and a Treasurer. These officers shall hold office until the next annual meeting for the organization of the New Hampshire School Administrative Unit 38 Board or until others are chosen in their stead. In the event of a vacancy in any of the offices, it shall be filled by the Board at the next meeting of the Board following notification of the vacancy. The Superintendent shall serve as the Executive Secretary of the Board.

Section 4. The New Hampshire School Administrative Unit ³⁸ Board shall consist of three representatives from Hinsdale, Monadnock Regional, and Winchester School Districts, which representatives shall be designated by said districts.

Each representative shall have voting privileges as provided for by R.S.A. 189:45 and R.S.A. 189:46 as amended (1979). The intent of R.S.A. 189:46, as amended 1979, is to encourage all school board members to attend all School Administrative Unit ³⁸ Board meetings and to fully participate in the discussion and voting.

Purpose
Section 5. An advisory committee consisting of one board representative from each of the 3 school districts, New Hampshire School Administrative Unit ³⁸, will be established. This committee will be advisory in nature and will, when appropriate, make recommendations to the New Hampshire School Administrative Unit ³⁸ Board for action.

Each school board, New Hampshire School Administrative Unit will appoint a member to serve on the advisory committee as well as a delegated alternate not later than thirty (30) days following the annual meeting.

The advisory committee will elect its chairman and vice chairman at its first regularly scheduled meeting following the appointment of membership. The chairman of the New Hampshire School Administrative Unit ³⁸ Board will preside at the organizational meeting.

Additional standing and ad hoc committees may be created by the board as it deems necessary.

Article II
Rules of Order

Section 1. The regular meetings of the New Hampshire School Administrative Unit Board shall be held in September, November/December, and the annual meeting between the dates of April 1, and June 1.

Section 2. Special meetings of the Board shall be held at the call of the Chairman, the Vice Chairman (if the Chairman is incapacitated or absent from the area), at the request of two members of the Board or by the Superintendent of Schools, New Hampshire School Administrative Unit

38 The object of any special meeting shall be specified in the notice thereof and action shall not be taken on other matters.

Section 3. The order of business at the regular meetings shall be as follows:

1. Approval of records of previous regular and and intervening special meetings.
2. Report of the Superintendent of Schools
3. Report of the Advisory Committee
4. Old Business
5. New Business
6. Adjournment
7. Executive Session (if needed).

Section 4. 5 members of the unit board, as defined in Article I, Section 4, shall constitute a quorum for the transaction of all business.

Section 5. Every member present shall vote unless excused by the presiding officer. If a member of the board sits silently by when given an opportunity to vote, he will be recorded as voting with the majority or prevailing side. However, the act of abstention shall be noted in the official minutes.

Section 6. Meeting notices containing a tentative agenda shall be sent to all Board members in advance of the meeting. Minutes of all meetings shall be sent to all board members.

Section 7. Any matter to be discussed and acted upon under items 2-5, with the exception of item 4, under Section 3, shall be forwarded to each member of the board with relevant supporting data, at least, two (2) days prior to the date of the meeting. (This requirement may be waived by majority vote of the members present.)

Section 8. The meeting of the board shall be conducted in accordance with Robert's Rules of Order except where inconsistent with the rules and regulations of the board.

Section 9. An executive session may be called and held for the purpose of discussing one or more subjects as outlined in R.S.A. 91-A Standard Operating Procedures of New Hampshire School Administrative Unit. Any action relative to the executive session must be made in compliance with procedures set forth.

Section 10. The minutes of executive session shall include only the names of the members present; the topic discussed; and the action taken by the board. Minutes of the executive session will be made public within seventy-two hours of the meeting unless two-thirds of the members present vote to withhold information until, in the opinion of the majority of the board members, circumstances no longer apply.

Article III

Duties of the Board, its Officers, Committees and Superintendent

Section 1. The Board is legally responsible as defined in R.S.A. 189:43 through R.S.A. 189:48.

Section 2. The Chairman shall preside at all meetings of the Board when present, unless he asks the Vice Chairman to take the Chair for the purpose of discussion and shall perform the other duties herein specified as well as those common to his office which are not so specified.

Section 3. The Vice Chairman shall discharge the duties of Chairman in his absence and shall preside at any time when so requested by the Chairman.

Section 4. The Secretary shall be responsible for the official minutes of the Board meetings and shall perform such other duties pertaining to this office as are not specified herein.

Section 5. The Treasurer shall have custody of all monies belonging to the New Hampshire School Administrative Unit and shall pay out the same only upon orders of the board, all in accordance with R.S.A. 197:23-a and any other statutes relating thereto.

Section 6. The Superintendent shall keep a full and correct record of the attendance and proceedings of all meetings of the Board and shall have the care and custody of all records, papers and communications relating to the Board. He shall give notice in writing to each member of the Board of all regular and special meetings, at least, one (24 hours) day before the day of such meeting, except in cases of urgent necessity when verbal notice may be considered sufficient. He shall notify members of committees of any special business which may be delegated to them by the Board. He shall be responsible for having copies of the minutes of each Board meeting and all committee meetings prepared and mailed to each member previous to the next regular meeting, following the one for which the minutes are being prepared. He shall be Secretary of the Advisory Committee and other special committees of the New Hampshire School Administrative Unit 38 Board, except that he may, with the consent of the committee concerned, delegate this responsibility to an assistant.

Section 7. The Superintendent has a responsibility to the Board for the total educational and operational program of New Hampshire School Administrative Unit 38 within the framework of state laws and District Board policies. (The administrative power to act is delegated to the Superintendent by the Board with the permissive power to redelegate this authority at his discretion.)

The Superintendent shall serve as the chief executive officer of the New Hampshire School Administrative Unit 38 Board.

HE SHALL....Recommend goals and objectives for the orderly operation of New Hampshire School Administrative Unit

Carry out the policies, procedures and programs adopted by the board.

Direct and supervise the work of all employees of New Hampshire School Administrative Unit 38 and shall have all powers necessary to make such direction effective.

Nominate all certified staff and employ all other personnel in accordance with state statute, the regulations of the State Board of Education and District Board policies.

Report at such times as the Board may designate upon the quality of the work performed by the employees of New Hampshire School Administrative Unit

Without further authorization, make purchase of goods and services provided for in the New Hampshire School Administrative Unit budget.

Keep records and make reports as required by the Board, the regulations of the State Board of Education, state statutes, policies and procedures of New Hampshire School Administrative Unit .

Direct and supervise the work of all staff members of New Hampshire School Administrative Unit 38 and for cause may remove a staff member or other employee of the unit when found by him to be immoral, incompetent, insubordinate or who will not conform to the policies and procedures of New Hampshire School Administrative Unit or those of the State Board of Education as authorized in R.S.A. 189:31.

Whenever necessary, exercise discretion powers not specifically delegated by the Board.

Article IV Legal Counsel

Section 1. The board shall select annually in July, an attorney to act as its legal counsel for the next fiscal year, July 1-June 30. Any member of the Board who wishes to receive advice or information concerning New Hampshire School Administrative Unit 38 matters should first consult the Superintendent of Schools who is responsible for compiling and coordinating legal opinions. If additional clarification is necessary, legal counsel may be contacted and opinions shall be given in writing and circulated to all board members.

Article V Amendments

Section 1. These articles may be altered or amended at any regular meeting provided notice of such alteration or amendment has been given at a previous meeting.

Article VI Suspension of Rules

Section 1. Rules may be suspended by a two-thirds vote of the school board members present and voting.

Article VII Rules of Conduct

Section 1. New Hampshire School Administrative Unit 38 prohibits smoking during its meetings except as the Chairman may call a recess for that purpose.

Section 2. It will be the responsibility of all board members, New Hampshire School Administrative Unit 38 to attend all meetings.

The board chairman of each district, New Hampshire School Administrative Unit 38, will inform the chairman of the New Hampshire School Administrative Unit 38 Board regarding representation at scheduled meetings.

Article VIII
Manifests

Section 1. In the absence of the chairman, any officer or member of the New Hampshire School Administrative Unit 38 Board is authorized to sign manifests.

NEED FOR FINANCIAL ASSISTANCE

Nationally, fifty point three percent (50.3%) of the cost of public education is paid for from state funds. New Hampshire state funds pays seven point six percent (7.6%) of the cost of public education. Nationally, forty-three point four percent (43.4%) of public education's costs are paid for by local property taxes. New Hampshire supports public education with a dependency on local property taxes of ninety point seven percent (90.7%). This information directs attention to New Hampshire's public schools' dependency on the local property tax for funding the educational program.

Nationally, the average expenditure per pupil in 1987-1988 was \$4,209. New Hampshire's average expenditure per pupil for the year was \$3,572, approximately eighty-two percent (82%) of the national average expenditure per pupil. Hinsdale School District's average expenditure per pupil for the year was \$3096, approximately eighty-five percent (85%) of the state average and sixty-four percent (64%) of the national average. Monadnock Regional School District's average per pupil expenditure for the year was \$3063, approximately eighty-three percent (83%) of the state average and sixty-three percent (63%) of the national average. Winchester School District's average per pupil expenditure was \$3032, approximately eighty-two percent (82%) of the state average and sixty-one percent (61%) of the national average. This information directs attention to the consistency of the three districts to fund education as measured by average expenditures per pupil at a considerably lower level than the average for other state and national school districts.

New Hampshire's Department of Revenue Administration provides data to compare the several towns' equalized valuation (EV) of property. The average equalized valuation per pupil for New Hampshire in 1988 was \$451,939. The town of Hinsdale's average equalized valuation per pupil in 1988 was \$225,238 or approximately fifty percent (50%) of the state average. Monadnock Regional School District's average equalized valuation per pupil in 1988 was \$291,612 or approximately sixty-five percent (65%) of the state average. The eight towns served by the Monadnock Regional School District, their equalized valuations per pupil and the percentage of EV to the state average are presented as follows:

Town	Equalized Valuation/pupil	Percent EV to State Average
Fitzwilliam	\$402,455	88%
Gilsum	268,467	60%
Richmond	326,715	72%
Roxbury	319,546	71%
Sullivan	224,748	50%
Surry	410,129	91%
Swanzey	279,876	62%
Troy	211,129	47%

The Town of Winchester's average equalized valuation per pupil was \$189,297 or approximately forty-two percent (42%) of the state average.

The three districts are well below the average expenditure per pupil in the state and nation. Due to the dependency in New Hampshire on local property taxes for financial support of public education and because the towns served by the districts are all below the state average for equalized valuation per pupil, limitations are placed on educational opportunities for students. One of the more severe limitations is in the area of defining new and innovative programs and adequately training certified staff in current educational research. It is difficult to fund an essential, basic educational program with our present funding structure. Our need is to improve curriculum offerings and instructional delivery in the areas defined as Critical Skills Program, Teacher Expectations and Student Achievement, and Effective Lesson Design. Revenues from the FUND FOR IMPROVEMENT AND REFORM OF SCHOOLS AND TEACHING would be of great use to us in accomplishing this task.

TO; S.A.U. #38 SCHOOL BOARD

FROM: S.A.U. OFFICE

SUBJECT: COMPARISON OF S.A.U. 1989-1990 BUDGETS - Gross Budgets, District's Share and Per Pupil Cost.

DATE: NOVEMBER 1, 1989

S.A.U.	GROSS BUDGET	AM'T TO BE SHARED	% OF GROSS BUDGET	# OF PUPILS	PER PUPIL COST
#32 Lebanon	\$509,179.	\$468,553.	92.0	2453	\$ 191.01
#38 Monadnock	800,574.	392,988.	49.1	3868	101.60
#43 Newport	819,026.	516,026.	63.0	3679	140.26
#60 Fall Mt.	517,955.	399,720.	77.2	1877	212.96

AVERAGE	\$661,684.	\$444,322.	67.1	2969	\$ 149.65

COMPARISON OF BUDGET INCREASES

S.A.U.	1987-1988 BUDGET	1988-1989 BUDGET	% OF INCREASE	1987-1988 SHARE	1988-1989 SHARE	% OF INCREASE
#32	\$	\$ 509,179.			\$ 468,553.	
#38	761,651.	800,574.	5.1%	384,570.	392,988.	2.2%
#43	636,002	819,026.	28.8%	471,002.	516,026.	9.6%
#60	445,804.	517,955.	16.2%	338,412.	399,720.	18.1%

School Administrative Unit No. 38

RFD 1, Box 130

Swansey Center, New Hampshire 03431

Telephone (603) 352-6955

HINSDALE

WINCHESTER

MONADNOCK REGIONAL

To: SAU #38 Board Members

Date: October 18, 1989

Topic: Agenda for the fall meeting of the SAU Board

From: Dr. Bill Wheeler

WILLIAM V. WHEELER
SUPERINTENDENT

KENNETH G. HEWITT
ASSISTANT SUPERINTENDENT

RICHARD T. McCARTHY
ASSISTANT SUPERINTENDENT

Meeting to be held in the Fitzwilliam Inn at 6:00 PM, Wednesday, November 1, 1989.

A social (storytelling) gathering will occur at 6:00 PM with dinner to follow at 6:30 PM. The official meeting of the Board will convene following dinner.

AGENDA

1. Call meeting to order
2. Approval of minutes
3. Discussion of the State Funding of public education issue
4. Meeting in December with State Legislators
5. Report on the 1988-1989 budget accompanied by the auditor's report
6. Set the December and May meeting dates
7. Board concerns on other issues
8. Presentation of the 1990-1991 budget proposal
9. Supervision of and direction to the superintendent

This agenda is submitted for your information and action. That part of item #8 dealing with salary and benefits and item #9 are normally discussed in executive session.

A copy of the 1988-1989 budget report, the proposed 1990-1991 budget, and explanations will be provided to you prior to the meeting date.

	SAU #38 1990	BUDGET 1991	ANALYSIS PROPOSAL	TOTAL
FUNCTIONS	100	200	300,400 & 500	600
SALARIES	\$61,275.00	\$14,306.00	\$6,100.00	\$84,921.00
1200 SPEC. EDUC. COORD.	\$50,530.00	\$11,259.00	\$7,460.00	\$70,999.00
1206 WINCHESTER COLLAB.	\$37,103.00	\$12,993.00	\$6,700.00	\$58,071.00
1207 WILCOX COLLAB	\$28,918.00	\$6,981.00	\$600.00	\$37,449.00
1208 DEAF EDUC. COLLAB	\$177,826.00	\$45,539.00	\$20,860.00	\$251,440.00
SUB TOTAL				
2140 PSYCHOLOGICAL SER.	\$35,690.00	\$5,084.00	\$2,500.00	\$44,249.00
2150 SPEECH & LANGUAGE	\$87,398.00	\$16,264.00	\$2,000.00	\$107,412.00
SUB TOTAL	\$123,088.00	\$21,348.00	\$4,500.00	\$151,661.00
2320 MANAGEMENT SERVICES	\$300,020.00	\$69,772.00	\$36,940.00	\$426,972.00
5400 INTERNAL TRANSFER	\$37,900.00	\$1,900.00	\$0.00	\$39,800.00
SUB TOTAL	\$337,920.00	\$71,672.00	\$36,940.00	\$466,772.00
TOTAL	\$638,834.00	\$138,559.00	\$62,300.00	\$869,873.00

SCHOOL ADMIN UNIT #38
OCTOBER 25, 1989

COMMENTS:

Total salaries represent 73.5 % of the total budget.

Special Education salaries represent 71.0 % of the Spec. Educ. budget and 20.4 % of the total budget.

Psych. and Speech salaries represent 81.3 % of the P & S budget and 14.2 % of the total budget.

Management's current salaries represent 70.2 % of the proposed Management budget, less any salary increases.

Internal Transfer proposed position change and salary increases represents 8.1 % of the proposed Management budget and 4.3 % of the total budget.

Total benefits represent 16 % of the total budget.

Purchased Services which include consultant services, maintenance and repair, advertising and travel represents 7.2 % of the total budget.

Supplies represent 2.2 % of the total budget.

The purchase of equipment represents less than 1 % of the total budget, as does Dues & Fees - Other.

ANALYSIS OF ASSESSMENT FACTORS

Increase

EQUALIZED VALUATION

	(1987)	(1988)	(CHANGE)	(PERCENTAGE)
Hinsdale	\$ 126,788,721.	\$ 146,269,742.	\$ 19,481,021.	15.4
Monadnock	526,556,170.	654,843,253.	128,287,083.	24.3 %
Winchester	109,257,438.	139,814,618.	30,571,180.	28.0 %

VALUATION PERCENTAGE

Hinsdale	16.626 %	15.545 %	- 1.08 %	6.5 %
Monadnock	69.047 %	69.596 %	.54 %	0.8 %
Winchester	14.327 %	14.859 %	.53 %	3.7 %

AVERAGE DAILY MEMBERSHIP (ADM)

Hinsdale	637.18	629.53	- 7.65	- 1.2 %
Monadnock	2179.59	2345.74	166.15	7.6 %
Winchester	725.32	757.95	32.63	4.5 %

ADM PERCENTAGE

Hinsdale	17.99 %	16.863 %	- 1.127	- 6.2 %
Monadnock	61.53 %	62.834 %	1.304	2.1 %
Winchester	20.48 %	20.303 %	- 0.177	- 0.8 %

COMBINED PERCENTAGE

Hinsdale	17.308 %	16.204 %	- 1.108	- 6.4 %
Monadnock	65.289 %	66.215 %	0.926	1.4 %
Winchester	17.403 %	17.581 %	0.178	1.02 %

DISTRICTS' ASSESSMENT

	(1989-1990)	(1990-1991)		
Hinsdale	\$ 68,018.	\$ 75,636.	\$ 7,618.	20.03 %
Monadnock	\$ 256,578.	\$ 309,073.	\$ 52,495.	20.46 %
Winchester	\$ 68,392.	\$ 82,063.	\$ 13,671.	19.00 %

SAU #38
10/25/89

SCHOOL ADMINISTRATIVE UNIT #38
1990 - 1991
BUDGET PROPOSAL

	1989 - 1990	1990 - 1991	CHANGE	PERCENTAGE
Gross Budget	\$ 800,574.	\$ 869,873.	\$ 69,299.	8.7 %
Districts' Assessment	392,988.	466,772.	73,784.	18.7 %
Percentage of Budget	49.07 %	53.6 %	4.53 %	9.2 %
 Gross Budget	 \$ 800,574.	 \$ 869,873.	 \$ 69,299.	 8.7 %
Other Revenues	407,586.	403,101.	- 4,485.	- 1.1 %
Percentage of Budget	50.91 %	46.3 %	4.61 %	- 9.1 %

DISTRIBUTION OF ASSESSMENT

DISTRICT	1988 EQUAL. VAL.	VALUATION PERCENT	1988-1989 PUPIL ADM	ADM PERCENT	COMBINED PERCENT	DISTRICT'S SHARE
Hinsdale	\$ 146,269,742.	15.545	629.53	16.863	16.204	\$ 75,636.
Monadnock	\$ 654,843,253.	69.596	2345.74	62.834	66.215	309,073.
Winchester	\$ 139,814,618.	14.859	757.95	20.303	17.581	82,063.
TOTAL	\$ 940,927,613.	100.000	3733.22	100.000	100.000	\$ 466,772.

SAU #38
10/25/89

SCHOOL ADMINISTRATIVE UNIT #38
1990 - 1991
BUDGET PROPOSAL
SUMMARY

APPROPRIATIONS	1989 - 1990 BUDGET	1990 - 1991 PROPOSAL	CHANGE	PERCENT
Spec. Educ. Coord.	\$ 67,602.	\$ 84,921.	\$ 17,319.	25.6
Winchester Collab.	57,026.	70,999.	13,973.	24.5
Wilcox Collab.	56,803.	58,071.	1,268.	2.2
Deaf Collaborative	29,709.	37,449.	7,740.	26.1
Psychological Services	73,125.	44,249.	- 28,876.	- 39.5
Speech & Language Ser.	99,277.	107,412.	8,135.	8.2
TOTAL SPECIAL EDUC. AND PSYCH. & SPEECH	\$ 383,542.	\$ 403,101.	\$ 19,559.	5.1
Management Services & Internal Transfer	\$ 417,032.	\$ 466,772.	\$ 49,740	11.9
TOTAL APPROPRIATIONS	\$ 800,574.	\$ 869,873.	\$ 69,299.	8.7
REVENUES				
Fund Balance	\$ 23,044.	\$ - 0 -	\$- 23,044.	-100.0
Federal Funds (94-142)	70,000.	- 0 -	- 70,000.	-100.0
Tuitions - Collabs	141,140.	251,440.	110,310.	78.2
Psychological Servs.	73,125.	44,249.	- 28,876.	- 39.5
Speech & Lang. Servs.	99,277.	107,412.	8,135.	8.2
Other	1,000.	- 0 -	- 1,000.	-100.0
District Assessments	392,988.	466,772.	73,784.	18.7
TOTAL REVENUES	\$ 800,574.	\$ 869,873.	\$ 69,299.	8.7

Handwritten notes:
 - Next to Psychological Services: "me psychol not 3-5 one in 94-142"
 - Next to Management Services & Internal Transfer: "payroll person 1/2 time pay on full time"

School Administrative Unit No. 38

RFD 1, Box 130

Swansey Center, New Hampshire 03431

Telephone (603) 352-6955

HINSDALE

WINCHESTER

MONADNOCK REGIONAL

WILLIAM V. WHEELER
SUPERINTENDENT

KENNETH G. HEWITT
ASSISTANT SUPERINTENDENT

RICHARD T. McCARTHY
ASSISTANT SUPERINTENDENT

To: SAU #38 Board Members
Date: October 26, 1989
Topic: 1990-1991 SAU Budget Proposal
From: Dr. Bill Wheeler

The attached SAU budget requires certain explanations. An attempt will be made to cover some of them in this note, others are imbedded in the document, and others will require discussion at the meeting. Mr. Menton has constructed the document and has, for our reading comfort, placed certain pertinent descriptors in the document.

The budget is essentially separated into a **Management Section** and a **Special Services Section**. The Management section deals with the superintendents and the business offices of the SAU. The Special Services section deals with special education programs including the collaboratives, psychological services, speech pathologists and the special education administration office.

Overall, the proposal is to increase the budget 8.7 %. The 1989-1990 budget has an appropriated expenditure of \$800,574. The proposal has a proposed expenditure of \$869,873. The difference of \$69,299 contains a proposed 10 % salary and benefits increase. We request to increase the one half-time payroll employee to full-time status and add one associate school psychologist. One of those costs which we seem unable to contain is for Blue Cross/Blue Shield: it will increase by \$12,285 next year. That is an increase in premiums for all employees plus a change in personnel has added members to the coverage. Internal transfers contains the salary and benefits increases which total \$39,800. Adding the Blue Cross/Blue Shield amount of \$12,285 totals \$52,085 leaving all other accounts with a growth of \$17,214 or a 2.2 % increase. Isn't it amazing what one can do with numbers?

We propose that an increase in the administrators' life insurance program from the present \$35,000 benefit to a \$50,000 benefit. Also, we would propose that the Board offer administrators the option of purchasing \$100,000 additional life insurance under the present policy. The present rate is \$2.52 per one thousand of coverage. The change in Federal Law provides that upon retirement employees may stay with the group policy. Therefore, the change for the SAU increase the premium from \$88.20 per year per administrator to \$126.00 per year per administrator a difference of \$37.80. It would cost \$189.00 more to provide this expanded benefit to administrators. This is one of those benefits which administrators will not benefit from; however, the wives feel so much better that it may reduce some stress at home, except in Hewitt's case, he is concerned that Barb will find out about it. Something about being worth more dead than alive.

The revenue side of the budget reflects an increase of \$73,784, an 18.7 % increase, for Districts' Assessment. The increase is due to two major factors: one is the increase in the proposal of expenditures for next year and the other is the fact that we were able to reduce this years Districts' Assessments by a carryover from last year of \$23,044.

Other issues: We are attempting to clean up the paper work on all out-of-compliance students within the Special Education Program. The meaning to the budget is in the area of 94-142 entitlements. At the present time we receive \$70,000± per fiscal year. We could be entitled to as much as \$30,000 more if our preliminary figures are correct, by having all students in- compliance with federal and state rules and regulations. Therefore, we are proposing to provide a separate accounting of revenue and expenditures for the 94-142 entitlement program. We will budget for the additional associate school psychologist from this fund.

The Auditor's report is enclosed for your review. Budgeted management services appropriations for 1988-1989 were \$385,570 with an actual expense of \$416,009. The difference of \$30,439 was generated by the purchase of a copier machine which was not budgeted, advancements and enhancements for the business operating computer system and program, maintenance and leasing agreements, travel and conferences, and certain benefits (such as changes in personnel covered under Blue Cross/Blue Shield). This obligation was taken care of by reducing the fund balance from \$42,166 to \$10,458.

School Administrative Unit No. 38

RFD 1, Box 130

Swansey Center, New Hampshire 03431

Telephone (603) 352-6955

HINSDALE

WINCHESTER

MONADNOCK REGIONAL

WILLIAM V. WHEELER
SUPERINTENDENT

KENNETH G. HEWITT
ASSISTANT SUPERINTENDENT

RICHARD T. MCCARTHY
ASSISTANT SUPERINTENDENT

To: SAU #38 School Board Members

Date: November 27, 1989

Topic: Budget Hearing

From: Dr. Bill Wheeler

The meeting will be held at 7:00 PM, Monday, December 4, 1989 in Thayer High School Cafeteria, Winchester.

Agenda:

7:00 PM Budget Hearing (Budget enclosed)

7:15 PM Meeting with area legislators (A copy of material sent to them is enclosed)

The budget is adjusted from the November meeting presentation by reflecting the addition of a Computer Coordinator for the SAU (\$53,050) and a change in management to include membership in TRACE (\$2,000), a certified employee assistance hiring plan. I feel TRACE to be important in relationship to the advertising we presently do and the difficulty we have had in hiring in certain positions. The additions reflect a additional increase of \$55,050. The \$39,800 provided in internal transfer plus the \$55,050 comprises \$94,850 of the total budget increase of \$124,349. The other \$30,501 is mostly for special education personnel salary and benefits.

School Administrative Unit No. 38

RFD 1, BOX 130

Swanzey Center, New Hampshire 03431

Telephone (603) 352-6955

(TO SAU BOARD MEMBERS: THIS IS A COPY OF THE LETTER THAT WAS SENT OUT TO AREA LEGISLATIVE REPRESENTATIVES ON 11/28/89. JOANNE MORSE, JOHN J. LAURENT, DANIEL A. EATON, ROBERT DELANO, IRENE PRATT, KEN COLE, KATHLEEN METZGER, STEPHEN AVERY, STACEY COLE, DAVID PERRY, WILLIAM MATSON, DONALD CRUTCHLEY AND IRV GORDON)

Dear :

Recently you received a letter from School Administrative Unit #38 Administrator, Dick McCarthy inviting you to meet with the Unit's and Districts' Board members. The meeting is set for Monday, December 4, 1989, 7:15 PM at the Thayer High School Cafeteria in Winchester. That is the same night as the SAU #38 public budget hearing and will follow the hearing.

The primary goal of the meeting is to discuss the issue of State funding support for public education. In this letter I will attempt to convey our concern for the present dependency on the local property tax for the support of public education. It is information which you may be well aware of, but bears repeating by the nature of its importance.

The question is one of equity of funding for the education of our public school age youngsters from district to district. The richest district in the state has an equalized valuation of \$12,079,941 per student while the poorest district has an equalized valuation of \$100,655 per student. The state's average equalized valuation is \$451,939 per student. The three districts served by SAU #38 record the following equalized valuation per student: Hinsdale was \$232,348 or just fifty-one percent of the state average; Monadnock is \$279,163 or just sixty-two percent of the state average; and Winchester is \$184,297 or just forty-one percent of the state average.

The foundation aid program was designed to correct the inequity of the local property tax's ability to fairly fund educational programs for the boys and girls in the several districts of the state. The present state funding support to the foundation aid program is seven percent: not enough to correct the inequity of the local property tax's ability to support public education.

The result is that for the eight town's comprising Monadnock Regional School District, for Hinsdale School District, and for Winchester School District, the tax burden is far greater than for most all other school districts in the state. The state's average cost per student is \$4,334. The three districts' average cost per student approaches \$3,500. In plain words, we spend considerably less per student in the three districts

and there is a far greater burden on the individual local property taxpayer to accomplish that level than in most districts in the state.

Money does not educate youngsters, programs and people do that. Our expenditures for educating youngsters is not the concern of this Administration or Boards. The association of underfunded schools, based on state average expenses per student, and excessive tax burden on local property owners is the problem. Our schools need help and our taxpayers deserve relief. Action must be forthcoming from the State Legislature to correct this inequity.

Movement toward solving the inequity could be realized with twenty percent state funding of public education through the present foundation aid program. If the state were to fund education at this level (FY 90) it would mean increasing the state contribution to \$145,000,000. Presently the state contribution is \$45,000,000. What would this mean to the three districts? If we had received the \$145,000,000 this year (FY 90) instead of the \$45,000,000: Hinsdale would have received \$902,723 instead of the \$513,400 received; Monadnock would have received \$2,643,839 instead of the \$1,325,196 received; and Winchester would have received \$1,985,566 instead of the \$1,509,947 received. Assuming the spending budgets would have remained as is the difference would have been applied to reduce local taxes for the support of schools.

It is obvious to me that the state must redirect its efforts to tap other sources of revenue in order to create an equitable horizontal tax structure within the state. The two common sources discussed at this time in the state are a sales tax and a state income tax. The boards and myself will be interested in your point of view on how we collectively may approach this problem.

I am sure that you have concerns about the operation of the schools. Board members and administrators will be ready and anxious to discuss any concerns you have.

Thank you for your assistance to public education issues in the past and a salute to your continued concern for the educational welfare of this great state.

Sincerely yours,

Bill Wheeler, Ed. D.
Superintendent of Schools

Enclosures

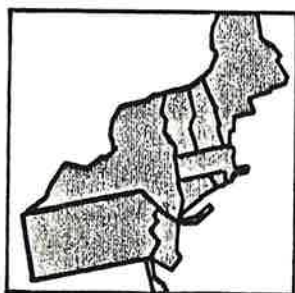


Chart 20 ■ Northeast

Finances	Conn.	Del.	Maine	Mass.	N.H.	N.J.	N.Y.	Pa.	R.I.	Vt.
Per pupil expenditures										
1983-84	\$ 4,061	\$ 3,735	\$ 2,829	\$ 3,176	\$ 2,796	\$ 4,943	\$ 4,845	\$ 3,725	\$ 3,720	\$ 3,148
1988-89	\$ 7,199	\$ 5,506	\$ 4,845	\$ 5,818	\$ 4,334	\$ 7,571	\$ 7,338	\$ 5,621	\$ 5,939	\$ 5,057
Average teacher salaries										
1983-84	\$22,624	\$20,925	\$17,328	\$22,500	\$17,376	\$23,044	\$26,750	\$22,800	\$24,641	\$17,931
1988-89	\$37,339	\$31,605	\$24,933	\$31,670	\$26,703	\$32,923	\$36,500	\$30,720	\$34,233	\$26,861
Funding percentages										
1983-84										
Federal	5.2	9.4	7.8	4.5	3.7	3.8	3.8	4.3	4.6	5.7
State	38.2	67.6	50.9	41.3	7.1	39.3	41.3	45.4	35.8	33.8
Local	56.7	23.1	41.3	54.1	89.2	57.0	55.0	50.3	59.5	60.5
1988-89										
Federal	4.0	8.0	6.8	4.9	2.9	4.0	5.0	4.5	4.0	5.8
State	45.7	68.1	53.5	45.1	7.0	43.6	44.7	46.6	45.5	41.4
Local	50.3	23.9	39.7	50.0	90.0	52.4	50.3	49.0	50.4	52.8
Per-capita income										
1987	\$22,761	\$17,699	\$14,976	\$20,701	\$19,701	\$21,882	\$19,299	\$16,168	\$16,793	\$15,382
Classroom characteristics										
Pupil/teacher ratios										
1982	15.0	17.8	18.0	15.2	16.8	15.9	17.6	17.3	16.1	15.3
1988	13.3	16.1	14.9	13.9	16.0	14.0	15.2	16.2	15.0	13.4
Graduation rate										
1982	70.6	68.2	70.1	76.4	77.0	76.5	63.4	76.0	72.7	79.6
1987	80.5	70.1	79.3	76.5	72.7	77.2	62.9	78.7	69.4	78.0
Enrollment										
Fall, 1983-84										
Elementary	325,936	45,545	144,500	586,482	92,948	725,703	1,285,800	844,640	68,642	47,415
Secondary	161,464	45,861	62,500	292,619	65,649	422,138	1,347,800	891,860	67,537	43,623
Total	487,400	91,406	207,000	879,101	158,597	1,147,841	2,633,600	1,736,500	136,179	91,038
Fall, 1988-89										
Elementary	328,496	54,934	148,916	547,263	108,305	728,476	1,401,600	890,580	77,686	56,679
Secondary	136,223	41,744	59,488	269,548	61,110	352,392	1,178,400	764,000	55,899	38,370
Total	464,719	96,678	208,404	816,811	169,415	1,080,868	2,580,000	1,654,580	133,585	95,049
Minority characteristics										
%Am. Ind.	0	0	0	0	0	0	0	0	0	1
Asian	2	1	1	3	1	3	3	1	2	1
Hispanic	9	2	0	6	0	11	12	2	4	0
Black	12	28	1	7	1	17	17	13	6	0
Total % minority	23	31	2	16	2	31	32	16	12	2
%Handicapped	13.8	15.3	13.3	17.7	10.1	15.8	11.1	12.5	14.8	12.9
Mean S.A.T. Scores										
1978 Verbal	438	436	429	430	446	419	431	427	425	434
Math	469	477	467	465	486	451	471	467	463	473
1988 Verbal	436	433	430	432	446	424	420	424	431	437
Math	472	466	466	474	487	469	469	462	469	472
% of Graduates										
Taking S.A.T.-1988	81	62	59	73	68	69	72	63	64	64

Per-pupil expenditures, average teacher salaries, funding percentages, and enrollments: National Education Association, *Estimates of School Statistics*, 1983-84 and 1988-89

Per-capita income: U.S. Department of Commerce, Bureau of Economic Analysis

Pupil-teacher ratios, graduation rates, and percentage handicapped: U.S. Department of Education, *State Education Performance Chart*, 1989

Minority characteristics: U.S. Department of Education, Office for Civil Rights, *1986 Elementary and Secondary Schools Civil Rights Survey* (based on data projected from reported data of 37,298 schools with 23,386,577 enrollment)

S.A.T. scores and percentage of graduates taking test: College Entrance Examination Board

FOUNDATION AID HISTORY

SAU #38 SCHOOL DISTRICTS

November 27, 1989

BY: Dr. Bill Wheeler

Introduction:

The eight towns which cooperatively form the Monadnock Regional School District, the Towns of Hinsdale and Winchester vary in equalized valuation, student numbers, and weighted pupils. Due to these factors the foundation aid for each town and district differs. Information provided below describes the history for the past five years of the districts' foundation aid entitlement, . The last column describes what the districts' foundation aid entitlement would be if the state funded the operational cost at a twenty percent level. The twenty percent computation is based on the Augenblick Formula for school fund distribution. This would be true using current data (FY 90).

<u>TOWN</u>	<u>1985-1986</u>	<u>1986-1987</u>	<u>1987-1988</u>	<u>1988-1989</u>	<u>1989-1990</u>	<u>20% ST FUND</u>
<u>MONADNOCK REGIONAL</u>	<u>\$638,594.10</u>	<u>686,351.91</u>	<u>905,668.15</u>	<u>1,064,914.09</u>	<u>1,325,196.32</u>	<u>2,643,839.00</u>
<u>FITZWILLIAM</u>	<u>19,006.58</u>	<u>12,671.69</u>	<u>25,438.53</u>	<u>40,952.34</u>	<u>55,458.55</u>	<u>252,034.00</u>
<u>GILSUM</u>	<u>21,456.30</u>	<u>25,895.66</u>	<u>39,296.49</u>	<u>75,213.15</u>	<u>53,995.98</u>	<u>123,400.00</u>
<u>RICHMOND</u>	<u>16,426.38</u>	<u>18,411.89</u>	<u>28,217.01</u>	<u>47,320.40</u>	<u>56,733.61</u>	<u>137,118.00</u>
<u>ROXBURY</u>	<u>6,558.58</u>	<u>6,917.16</u>	<u>11,587.68</u>	<u>13,624.34</u>	<u>20,780.50</u>	<u>45,788.00</u>
<u>SULLIVAN</u>	<u>56,211.90</u>	<u>71,184.29</u>	<u>103,125.60</u>	<u>136,402.40</u>	<u>182,913.98</u>	<u>263,525.00</u>
<u>SURRY</u>	<u>7,323.72</u>	<u>6,299.19</u>	<u>16,166.23</u>	<u>13,888.76</u>	<u>19,822.85</u>	<u>75,371.00</u>
<u>SWANZEY</u>	<u>252,377.84</u>	<u>257,731.90</u>	<u>369,190.46</u>	<u>423,640.15</u>	<u>527,823.72</u>	<u>1,118,205.00</u>
<u>TROY</u>	<u>259,232.80</u>	<u>287,240.13</u>	<u>312,646.15</u>	<u>313,872.91</u>	<u>407,627.13</u>	<u>628,398.00</u>
<u>HINSDALE</u>	<u>322,165.00</u>	<u>423,791.00</u>	<u>435,424.00</u>	<u>477,559.00</u>	<u>513,401.00</u>	<u>902,723.00</u>
<u>WINCHESTER</u>	<u>791,866.00</u>	<u>797,831.00</u>	<u>1,014,222.00</u>	<u>928,934.00</u>	<u>1,509,947.00</u>	<u>1,985,566.00</u>

School Administrative Unit No. 38

RFD 1, Box 130

Swanzy Center, New Hampshire 03431

Telephone (603) 352-6955

HINSDALE

WINCHESTER

MONADNOCK REGIONAL

WILLIAM V. WHEELER
SUPERINTENDENT

KENNETH G. HEWITT
ASSISTANT SUPERINTENDENT

RICHARD T. MCCARTHY
ASSISTANT SUPERINTENDENT

To: SAU #38 Board Members

Date: April 26, 1989

Topic: Agenda and materials for the Board Meeting

From: Dr. Bill Wheeler

Our next meeting will be held in the Board Room (Community Meeting Room) at Hinsdale Raceway at 6:30 PM, Wednesday, May 10, 1989. In Wyoming we use to say "Let er Rip" when the little doggies came out of the chute - what do we say at Hinsdale?

2. The minutes for the November 2, 1988 meeting and notes from the December 5, 1988 Public Budget Hearing will be distributed at the meeting for your review and action.
3. A copy of the adopted school calendar (by the three district boards) is enclosed for your official action.
4. Wednesday, November 1, 1989 would be a corresponding date to hold the fall SAU #38 meeting.
5. The superintendent's report will include a current review of the SAU #38's status. I would like to share a document concerning the State funding effort for public schools. A copy of the report will be completed on the morning of the Board meeting, so it may still be in rough form when I arrive at the meeting. Essentially it will be a resolution which will be proposed for action by the NHASA to support State funding for public education at the 20% level. Included in the preliminary report is a proposal on revenues to fund the issue and a method of capping local property taxes used for public education. It is one of the key issues in New Hampshire education which needs addressing and you need to know what my role has been, is, and will hopefully be.

The three districts are proceeding through exciting and trying times. It would seem appropriate that we may take some time to share some issues

which are generating interest: such as, curriculum (at-risk students, AIDS education), parent involvement in the schools, Special Education legal issues, and instructional supervision improvement plans for the districts.

6. The Board is required to elect officers and organize for the 1989-1990 school year.

7. PERSONNEL: During the November meeting we discussed the issue of a Superintendent's evaluation. I have enclosed copies of the form which was agreed to at that time. Monadnock will have completed their evaluation of the superintendent at the May 2 meeting. Their form is longer and more detailed than the SAU form. I would appreciate any feedback you wish to provide me.

COMPENSATION OF SAU #38 EMPLOYEES: As you may recall a budgeted amount of money was established for salary and benefit increases for the SAU employees. I will submit a proposal for the changes at the time of the meeting. It will be within the confines of the appropriated amount.

SCHOOL ADMINISTRATION UNIT #38
MAY 10, 1989

Business meeting in the Board Room (Community Meeting Room) at Hinsdale Raceway, 8:00 PM, Wednesday, May 10, 1989.

1. Call to Order W. Wright
2. Minutes of Previous Meetings K. Baker
3. School Calendar, 1989-1990 W. Wright
4. Date for November meeting W. Wright
5. Superintendent's Report B. Wheeler
6. Election of Officers, 1989-1990

Chairman _____

Vice-Chairman _____

Secretary _____

Treasurer _____

Assistant Treasurer _____

7. Executive Session

- a. Personnel
- b. Compensation of Employees

8. Adjournment

form A
SAU #38 Superintendent's Evaluation

Evaluate the superintendent's performance on the the following characteristics.

mark either a (1 - poor), (2 - fair), (3 - good), (4 - very good), or (5 - outstanding).

Date: _____

1 2 3 4 5

1. Administrative Organization and Management

— — — — —

2. Public and Staff Relations

— — — — —

3. Business and Fiscal Management

— — — — —

4. Personal and Professional Characteristics

— — — — —

5. Board of Trustees/Superintendent Relations

— — — — —

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 38
FOR THE MONADNOCK REGIONAL SCHOOL DISTRICT
1989 - 1990 CALENDAR

	M	T	W	TH	F		M	T	W	TH	F
				W	W						
AUGUST and SEPTEMBER	W	W	30	31	1	FEBRUARY				1	2
	X	5	6	7	8		5	6	7	8	9
	11	12	13	14	15		12	13	14	15	16
(22)	18	19	20	21	22	(15)	X	X	X	X	X
	25	26	27	28	29		26	27	28		
OCTOBER	2	3	4	5	6	MARCH				1	2
	9	10	11	12	X		5	6	7	8	9
(21)	16	17	18	19	20	(22)	12	13	14	15	16
	23	24	25	26	27		19	20	21	22	23
	30	31					26	27	28	29	30/
NOVEMBER			1	2	W/	APRIL	2	3	4	5	W
	6	7	8	9	W		9	10	11	12	13
(18)	13	14	15	16	17	(15)	16	17	18	19	20
	20	21	22	X	X		X	X	X	X	X
	27	28	29	30			30				
DECEMBER					1	MAY		1	2	3	4
	4	5	6	7	8		7	8	9	10	11
(16)	11	12	13	14	15	(22)	14	15	16	17	18
	18	19	20	21	22		21	22	23	24	25
	X	X	X	X	X		28	29	X	31	
JANUARY	X	2	3	4	5	JUNE					1
	8	9	10	11	12		4	5	6	7	8
(22)	15	16	17	18	19/	(7)	11	W	13	14	15
	22	23	24	25	26		18	19			
	29	30	31								

September through January-99 days February through June-81 days
180th day - June 11

Aug 23	New Staff Orientation	Dec 25 -	Christmas
Aug 24	Teachers' Workshop	Jan 2	Vacation
Aug 25	Teachers' Workshop	Jan 15	Curriculum Emphasis Day-
Aug 28	Teachers' Workshop		Martin Luther King
Aug 29	Teachers' Workshop	Feb 19-23	Winter Vacation
Sept 4	Labor Day	Apr 6	Teachers' Workshop
Oct 13	Teachers' Convention	Apr 23-27	Spring Vacation
Nov 3	Teachers' Workshop	May 30	Memorial Day
Nov 10	Veteran's Day	June 12	Teachers' Workshop
Nov 23-24	Thanksgiving Recess		

180 Days Required Attendance for Instructional Purposes
(Eight Teacher Workshop Days - Aug 24, 25, 28 & 29, Nov 3, 10,
April 6, June 12)

(August 24, 25, 28 & November 10 will be assigned curriculum development
and/or Instructional Improvement days)

Calendar is subject to change by the School Administrative Unit 38 Offices
because of storms, emergencies, etc.

190 DAYS HAVE BEEN SCHEDULED

Approved: 2/21/89

SCHOOL ADMINISTRATIVE UNIT 38
WYMAN HOUSE
SWANZEY CENTER, NEW HAMPSHIRE
DECEMBER 15, 1988
PUBLIC HEARING ON THE SAU #38 1989-1990 BUDGET

Present: Richard Worden, Larry Wright, David Ward-Hinsdale;
Winston Wright, William Hamill, Kathleen Allen-Monadnock; Kendall
Baker, Richard Cechvala, Marcia Ammann-Winchester.
Superintendent William V. Wheeler, Assist. Superintendents
Kenneth Hewitt and Richard McCarthy, and Business Manager John
Menton were also present.

The meeting was called to order at 7:00 P.M. by Chairman Winston
Wright.

A total budget showing a sum to be raised by taxes of
\$392,988.00 - a 5.11% increase - was approved.

Meeting adjourned at 7:08 P.M.

Respectfully submitted,



Kendall Baker
Secretary

New Hampshire Department of Education
Division of Standards and Certification
Bureau of School Approval, Construction and Finance
Concord, N.H.

38

School Administrative Unit

1989-90 SCHOOL ADMINISTRATIVE UNIT BUDGET

ESTIMATED REVENUES

Account Number	Description	
770	Unreserved Fund Balance, June 30, 1989.....	\$23,044.
3000	REVENUE FROM STATE SOURCES.....	XXXXXXXXXXXXXXX
3150	School Administrative Unit Support.....	
	Other	
4000	REVENUE FROM FEDERAL SOURCES.....	XXXXXXXXXXXXXXX
4410	Elementary and Secondary Education Act - Title I...	
4420	Elementary and Secondary Education Act - Other.....	
4430	Vocational Education - Sub Part 2.....	
4450	Adult Education.....	
4470	Handicapped Program (P.L. 94-142).....	70,000.
	Other	
1000	LOCAL REVENUE EXCLUSIVE OF DISTRICT SHARE	
	Itemize below	XXXXXXXXXXXXXXX
	Special Education Collaborative	141,130.
	Psychological & Speech & Lang. Serv.	172,412.
	Insurance Refund	1,000.
	TOTAL REVENUE- Exclusive of District Share	407,586.

ESTIMATED EXPENDITURES

Function	Object	Purpose of Expenditure
1000		Instruction.....
	1100	All Regular Programs.....
	1200	All Special Programs.....
	1300	All Vocational Programs.....
	1400	All Other Instructional Programs.....
	1600	All Adult/Continuing Education Programs.....
		383,542.

ESTIMATED EXPENDITURES

Function	Object	Purpose of Expenditure	
2000		SUPPORT SERVICES	XXXXXXXXXXXXXXXX
	2100	Pupil Services	XXXXXXXXXXXXXXXX
	2110 All	Attendance and Social Work.....	-----
	2120 All	Guidance.....	-----
	2130 All	Health.....	-----
	2140 All	Psychological.....	-----
	2150 All	Speech Pathology and Audiology.....	-----
	2190 All	Other Pupil Services.....	-----
	2200	INSTRUCTIONAL STAFF SERVICES	XXXXXXXXXXXXXXXX
	2210 All	Improvement of Instruction.....	-----
	2220 All	Educational Media.....	-----
	2290 All	Other Instructional Staff Services.....	-----
	2300	GENERAL ADMINISTRATION SERVICES	XXXXXXXXXXXXXXXX
	2310 All	School Administrative Unit Board.....	-----
	2320 All	Office of the Superintendent.....	251,540.
	2330 All	Special Area Administration Services.....	-----
	2390 All	Other General Administration Services.....	-----
	2500	BUSINESS SERVICES	XXXXXXXXXXXXXXXX
	2520 All	Fiscal.....	147,112.
	2540 All	Operation and Maintenance of Plant.....	18,380.
	2550 All	Pupil Transportation.....	-----
	2570 All	Procurement.....	-----
	2590 All	Other Business Services.....	-----
	2600	All	MANAGERIAL SERVICES.....
	2900	All	OTHER SUPPORT SERVICES.....
5000		OTHER OUTLAYS.....	-----
	5200	Fund Transfers.....	-----
	5220	880 Transfers to Federal Projects Fund.....	-----
		TOTAL EXPENDITURES.....	800,574.
		LESS ESTIMATED REVENUES - from above.....	407,586.
		AMOUNT TO BE SHARED BY DISTRICTS.....	392,988.
		Distribution of \$ _____*to be raised by Districts.	

*Entries marked with asterisks must be the same.

New Hampshire Department of Education
Division of Standards and Certification
Bureau of School Approval, Construction and Finance
Concord, N.H.

38

School Administrative Unit

DISTRIBUTION OF AMOUNT TO BE SHARED BY DISTRICTS

DISTRICT	1987 EQUALIZED VALUATION	VALUATION PERCENTAGE	1987-88 PUPILS	PUPIL PERCENT	COMBINED PERCENT	DISTRICT SHARE
Hinsdale	\$126,788,721	16.626	637.18	17.99	17.308	\$ 68,018.
Monadnock	526,556,170	69.047	2179.59	61.53	65.289	256,578.
Winchester	109,257,438	14.327	725.32	20.48	17.403	68,392.
TOTAL	\$762,602,329	100.00	3542.09	100.00	100.00	\$392,988

January 9, 1989

Date

Chairman, School Administrative Unit Board

DHB:eh
9-11-87
200

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT #38
OFFICE OF OF THE SUPERINTENDENT OF SCHOOLS
1989-1990 BUDGET

REVENUES: (Exclusive of District Assessments)

Unreserved Fund Balance (June 30, 1988)	\$ 23,044.
Local Revenues - Tuition and Support for Special Education Serv.	313,542.
Insurance Refund	1,000.
Handicapped Program (PL94-142)	<u>70,000.</u>
Revenue (Exclusive of District Assessments)	\$ 407,586.
District Assessments	392,988.

REVENUES - TOTAL-----\$ 800,574.

EXPENDITURES:

Instruction - Special Programs

Special Education Services	\$ 67,602.
Winchester Collaborative	57,026.
Wilcox Collaborative	56,803.
Deaf Education Collaborative	29,709.
Psychological Services	73,125.
Speech & Language Dev. Service	<u>99,277.</u>

Sub-Total - Special Programs \$ 383,542.

Support Services -

Office of the Superintendent	\$ 234,001.
Business Services	127,112.
Operation and Maint. of Plant	18,380.

Other Outlays - Internal Transfer Account 37,539.

Sub-Total Administrative & Business Ser. \$ 417,032.

EXPENDITURES - TOTAL-----\$ 800,574.

DISTRIBUTION OF ASSESSMENTS

DISTRICT	VALUATION %	ADM %	COMBINED %	DISTRICT SHARE
Hindsale	16.626	17.99	17.308	\$ 68,018.
Monadnock	69.047	61.53	65.289	256,578.
Winchester	14.327	20.48	17.403	68,392.

NOTICE OF PUBLIC HEARING

The School Board of School Administrative Unit #38, consisting of the Hinsdale, Monadnock and Winchester School Districts, will hold a public hearing at the Wyman House on Monday, December 19, 1988 at 6:45 PM for the purposes of a public hearing relative to the proposed 1989-1990 School Administrative Unit #38 budget. A meeting of the SAU #38 School Board will follow the public hearing.

School Administrative Unit No. 38

RFD 1, Box 130

Swanzey Center, New Hampshire 03431

Telephone (603) 352-6955

HINSDALE

WINCHESTER

MONADNOCK REGIONAL

WILLIAM V. WHEELER
SUPERINTENDENT

KENNETH G. HEWITT
ASSISTANT SUPERINTENDENT

RICHARD T. McCARTHY
ASSISTANT SUPERINTENDENT

TO: SAU BOARD

FROM: DR. BILL WHEELER

DATE: DECEMBER 15, 1988

SUBJECT: SAU PUBLIC HEARING AND BOARD MEETING

Knowing how busy you all are at this time of year preparing for the holiday I just wanted to take a minute to wish you all a very Merry Christmas and a Happy New Year.

There is also a more serious side to this memo, I must remind you:

SCHOOL ADMINISTRATIVE UNIT 38

PUBLIC HEARING

DECEMBER 19, 1988

HEARING 6:45 PM

BOARD MEETING 7:00 PM

BOTH TO BE HELD AT

WYMAN HOUSE BOARD ROOM

SCHOOL ADMINISTRATIVE UNIT 38
APRIL 10, 1988
WYMAN HOUSE BOARD ROOM

Meeting was called to order at 6:40 P.M. by Chairman Winston A. Wright.

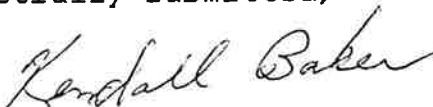
Attending: Winston Wright, Marilee Ballou, Laura Barrett, Kathleen Allen, William Hamill, Mark Pride - Monadnock; David Ward, Richard Worden, Larry Wright - Hinsdale, Ruth Norton, Marcia Ammann, Marian Polaski, Kendall Baker - Winchester. Observing Dr. Hugh Watson from NHSBA.

A roll call vote was unanimous to go into executive session, for the purpose of interviewing William C. Symmons Jr. for the position of Superintendent of Schools.

No action was taken.

The meeting adjourned at 8:15 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kendall Baker".

Kendall Baker
Secretary

School Administrative Unit No. 38

RFD 1, Box 130

Swanzey Center, New Hampshire 03431

Telephone (603) 352-6955

HINSDALE

WINCHESTER

MONADNOCK REGIONAL

WILLIAM V. WHEELER
SUPERINTENDENT

KENNETH G. HEWITT
ASSISTANT SUPERINTENDENT

RICHARD T. McCARTHY
ASSISTANT SUPERINTENDENT

To: SAU #38 Board Members

Date: November 29, 1988

Topic: Agenda for December 5, 1988 meeting

From: Dr. Bill Wheeler

Meeting to be held in the Wyman House on Monday, December 5, 1988.

7:00 PM Public Hearing on the 1989-1990 SAU #38 budget

7:30 PM Board meeting to approve, alter, or disapprove the SAU #38 budget

7:45 PM Meeting with the legislators

Adjournment

SCHOOL ADMINISTRATIVE UNIT #38
1988-1989
BUDGET PROPOSAL

	<u>1988-1989</u>	<u>1989-1990</u>	<u>INCREASE DECREASE</u>	<u>%</u>
Gross Budget	\$761,651	\$800,574	\$ 38,923	5.11
District Assessment	384,570	392,988	8,418	2.18
Assessment % of Gross	50.05%	49.08%	-0.97%	-0.98

DISTRIBUTION OF ASSESSMENT

<u>DISTRICT</u>	<u>1987 EQUAL.VAL.</u>	<u>VALUATION PERCENTAGE</u>	<u>1987-1988 PUPIL ADM</u>	<u>ADM PERCENT</u>	<u>COMBINED PERCENT</u>	<u>DISTRICT SHARE</u>
Hinsdale	\$126,788,721	16.626	637.18	17.99	17.308	\$ 68,018
Monadnock	526,556,170	69.047	2,179.59	61.53	65.289	256,578
Winchester	<u>109,257,438</u>	<u>14.327</u>	<u>725.32</u>	<u>20.48</u>	<u>17.403</u>	<u>68,392</u>
TOTAL	\$762,602,329	100.00	3,542.09	100.00	100.000	\$ 392,988

SAU #38
10-17-88
REVISED: 11/4/88
FINAL: 12/5/88

SCHOOL ADMINISTRATIVE UNIT 38
1989-1990
BUDGET PROPOSAL
SUMMARY

EXPENDITURES	1988-1989 BUDGET	1989-1990 PROPOSAL	INCREASE DECREASE	%
Spec. Educ. Coord.	\$ 56,886	\$ 67,602	\$ 10,716	18.83
Winch. Collab.	55,923	57,026	1,103	1.97
Wilcox Collab.	78,941	56,803	- 22,138	-28.04
Deaf Collab.	26,018	29,709	3,691	14.18
Psych. Service	78,030	73,125	- 4,905	- 6.28
Speech & Lang. Ser.	<u>80,283</u>	<u>99,277</u>	<u>18,994</u>	<u>23.65</u>
TOTAL SPEC. EDUC. PSYCH & LANG SER.	\$376,081	\$383,542	\$ 7,461	1.98
Management Serv.	\$385,570	\$379,493	\$ -6,077	- 1.57
Internal Transfer Account	<u>-0-</u>	<u>37,539</u>	<u>37,539</u>	<u>100.00</u>
TOTAL MANAGEMENT AND INTERNAL TRANS.	\$385,570	\$417,032	\$ 31,462	8.15
GROSS BUDGET	\$761,651	\$800,574	\$ 38,923	5.11

SAU #38
10-17-88
REVISED: 11/4/88
FINAL: 12/5/88

1989-1990
BUDGET PROPOSAL
SUMMARY

<u>REVENUES</u>	<u>1988-1989 BUDGET .</u>	<u>1989-1990 PROPOSAL</u>	<u>INCREASE DECREASE</u>	<u>%</u>
Fund Balance	\$ -0-	\$ 23,044	\$ 23,044	100.00
State Sources	-0-	-0-	-0-	-0-
Federal Sources (PL 94-142)	65,000	70,000	5,000	7.7
Collab.-Tuition and Serv.	311,081	313,542	2,461	.79
Misc.	1,000	1,000	-0-	-0-
District Assess.	<u>384,570</u>	<u>392,988</u>	<u>8,418</u>	<u>2.18</u>
TOTAL REVENUES	\$761,651	\$800,574	\$ 38,923	5.11

PROOF OF DISTRICT ASSESSMENTS:

GROSS BUDGET		\$ 800,574
LESS - TUITIONS	\$313,542	
PL 94-142	<u>70,000</u>	
		<u>\$ 383,542</u>
GROSS ADJUSTED BUDGET		\$ 417,032
LESS - FUND BAL.	\$ 23,044	
MISC.	<u>1,000</u>	
		<u>24,044</u>
DISTRICT ASSESSMENT		\$ 392,988

SAU #38
10-17-88.
REVISED: 11/4/88
FINAL: 12/5/88

School Administrative Unit No. 38

RFD 1, Box 130

Swansey Center, New Hampshire 03431

Telephone (603) 352-6955

HINSDALE

WINCHESTER

MONADNOCK REGIONAL

WILLIAM V. WHEELER
SUPERINTENDENT

KENNETH G. HEWITT
ASSISTANT SUPERINTENDENT

RICHARD T. McCARTHY
ASSISTANT SUPERINTENDENT

To: SAU #38 Board Members

Date: November 7, 1988

Topic: Information for December 5, 1988 SAU board meeting

From: Dr. Bill Wheeler

The SAU Board will meet in the Wyman House at 7:00 PM, Monday, December 5, 1988 for a public budget hearing. A meeting of the board will follow at 7:30 PM. Action on the budget will be taken at that time. A meeting with the Cheshire County legislators and the Senator from Claremont is scheduled for 7:45 PM.

Budget: A reworked copy of the 1989-1990 budget is attached for your review. Changes between this copy and the copy you received at the November 2 meeting are underlined. The dollar amount of the change is printed in the appropriate line. Dollar amounts from the November 2 copy are hand written either immediately above the entry or just to the right of the entry.

The large changes are: (from November 2 proposal to present proposal)

Districts' share changes from \$381,636 to \$392,988. (Revenue)
Special Education and related services from \$359,542 to \$383,542. (Cost)
Management and Internal Transfers from \$405,680 to \$417,032. (cost)

Superintendent's Evaluation: I have attached two evaluation forms for your review and consideration. Form A is a short version of the document I presented to you at the November 2 meeting. Form B is a item correlate to the superintendent's job description. Each has a rating scale as well as a area for written evaluative responses.

SCHOOL ADMINISTRATIVE UNIT #38
1988-1989
BUDGET PROPOSAL

	<u>1988-1989</u>	<u>1989-1990</u>	<u>INCREASE DECREASE</u>	<u>%</u>
Gross Budget	\$761,651	<u>765,222</u>	<u>3,571</u>	<u>0.46</u>
District Assessment	384,570	<u>\$800,574</u>	<u>\$ 38,923</u>	<u>5.11</u>
Assessment % of Gross	50.05%	<u>392,988 381,636</u>	<u>8,418 - 2.934</u>	<u>2.18 - .76</u>
		<u>49.08% 49.87</u>	<u>-0.97% -0.8</u>	<u>-0.98 - .35</u>

DISTRIBUTION OF ASSESSMENT

<u>DISTRICT</u>	<u>1987 EQUAL.VAL.</u>	<u>VALUATION PERCENTAGE</u>	<u>1987-1988 PUPIL ADM</u>	<u>ADM PERCENT</u>	<u>COMBINED PERCENT</u>	<u>DISTRICT SHARE</u>
Hinsdale	\$126,788,721	16.626	637.18	17.99	17.308	<u>66,054</u> <u>\$ 68,018</u>
Monadnock	526,556,170	69.047	2,179.59	61.53	65.289	<u>249,166</u> <u>256,578</u>
Winchester	<u>109,257,438</u>	<u>14.327</u>	<u>725.32</u>	<u>20.48</u>	<u>17.403</u>	<u>66,416</u> <u>68,392</u>
TOTAL	\$762,602,329	100.00	3,542.09	100.00	100.000	<u>381,636</u> <u>\$ 392,988</u>

SAU #38
10-17-88
REVISED: 11/4/88

AN ANALYSIS OF ASSESSMENT FACTORS

	HINSDALE	MONADNOCK	WINCHESTER
Equalized			
Valuation % - 1986	16.110	68.090	15.800
Equalized			
Valuation % - 1987	<u>16.626</u>	<u>69.047</u>	<u>14.327</u>
Increase/Decrease	0.516	0.957	-1.473
1986-1987			
Percentage ADM	18.49	60.30	21.21
1987-1988			
Percentage ADM	<u>17.99</u>	<u>61.53</u>	<u>20.48</u>
Increase/Decrease	-0.50	1.23	-0.73
Combined Percentage			
F.Y.'88	17.300	64.190	18.510
Combined Percentage			
F.Y.'89	<u>17.308</u>	<u>64.280</u>	<u>17.403</u>
Increase/Decrease	.008	1.099	-1.107
District Share			
F.Y.'88	\$66,531	\$246,855	\$71,184
District Share	<i>66,054</i>	<i>249,166</i>	<i>66,416</i>
F.Y.;89	<u>68,018</u>	<u>256,578</u>	<u>68,392</u>
	<i>- 477</i>	<i>2,311</i>	<i>- 4,768</i>
Increase/Decrease	<u>\$ 1,487</u>	<u>\$ 9,723</u>	<u>\$-2,792</u>
% of Increase	2.23%	3.93%	-3.92%

SCHOOL ADMINISTRATIVE UNIT 38
1989-1990
BUDGET PROPOSAL
SUMMARY

EXPENDITURES	1988-1989 BUDGET	1989-1990 PROPOSAL	INCREASE DECREASE	%
Spec. Educ. Coord.	\$ 56,886	\$ 67,602	\$ 10,716	18.83
Winch. Collab.	55,923	57,026	1,103	1.97
Wilcox Collab.	78,941	56,803 44,803	- 22,138 -34,138	-28.04 -42.24
Deaf Collab.	26,018	29,709	3,691	14.18
Psych. Service	78,030	73,125	- 4,905	- 6.28
Speech & Lang. Ser.	80,283	99,277 87,277	18,994 6,994	23.65 8.71
		359,542	-16,539	- 4.39
TOTAL SPEC. EDUC. PSYCH & LANG SER.	\$376,081	\$383,542	\$ 7,461	1.98
		374,141	-11,429	- 2.96
Management Serv.	\$385,570	\$379,493	\$ -6,077	- 1.57
Internal Transfer		31,539	31,539	
Account	-0-	37,539	37,539	100.00
		405,680	20,110	5.2
TOTAL MANAGEMENT AND INTERNAL TRANS.	\$385,570	\$417,032	\$ 31,462	8.15
		765,222	3,571	0.46
GROSS BUDGET	\$761,651	\$800,574	\$ 38,923	5.11

1989-1990
BUDGET PROPOSAL
SUMMARY

<u>REVENUES</u>	<u>1988-1989 BUDGET</u>	<u>1989-1990 PROPOSAL</u>	<u>INCREASE DECREASE</u>	<u>%</u>	
Fund Balance	\$ -0-	\$ 23,044	\$ 23,044	100.00	
State Sources	-0-	-0-	-0-	-0-	
Federal Sources (PL 94-142)	65,000	70,000	5,000	7.7	
Collab.-Tuition and Serv.	311,081	<u>289,542</u> 313,542	-21,539 2,461	-6.9 .79	
Misc.	1,000	1,000	-0-	-0-	
District Assess.	<u>384,570</u>	<u>392,988</u> 381,636	<u>8,418</u> -2,934	<u>2.18</u>	-7.6
TOTAL REVENUES	\$761,651	<u>\$800,574</u> 765,222	<u>\$ 38,923</u> -3,571	<u>5.11</u>	0.46

PROOF OF DISTRICT ASSESSMENTS:

GROSS BUDGET	289,542	\$ 800,574 765,222
LESS - TUITIONS	<u>\$313,542</u>	
PL 94-142	<u>70,000</u>	359,542
		<u>\$ 383,542</u>
GROSS ADJUSTED BUDGET		\$ 417,032 405,680
LESS - FUND BAL.	\$ 23,044	
MISC.	<u>1,000</u>	
		<u>24,044</u>
DISTRICT ASSESSMENT		<u>\$ 392,988 381,636</u>

B U D G E T P R O P O S A L

T# & TITLE	ACTUAL 1987-1988	APPROPRIATED 1988-1989	ANTICIP. EXP. 1988-1989	\$ CHG FROM APPROPRIATED 1988-1989	PROPOSAL 1989-1990	\$ CHG FROM APPROPRIATED 1988-1989	% CHG FROM APPROPRIATED 1988-1989
SPEC. EDUC. COORDINATOR							
Office insures compliance of all schools with State and Federal regulations; coordinates out-of-district placement; supervises collaborative classes and related services; consults with staff throughout SAU #38 regarding SPED problems and prepares and monitors SAU SPED budget.							
1200-110 DIRECTOR'S SALARY	30,000.00	32,000.00	32,000.00	.00	36,100.00	4,100.00	12.81
1200-125 SECY. SALARY	9,246.04	12,528.00	12,528.00	.00	13,428.00	900.00	7.18
1200-200 BENEFITS	4,375.29	.00	.00	.00	.00	.00	.00
1200-211 BC/BS	.00	4,232.00	4,091.00	141.00-	4,232.00	.00	.00
1200-212 DENTAL	.00	482.00	537.00	55.00	482.00	.00	.00
1 213 LIFE INSURANCE	.00	72.00	132.00	60.00	132.00	60.00	83.33
1200-214 WORKERS' COMP	.00	200.00	213.00	13.00	238.00	38.00	19.00
1200-220 RETIREMENT	.00	488.00	316.00	172.00-	324.00	164.00-	33.60-
1200-230 FICA	.00	3,344.00	3,344.00	.00	3,726.00	382.00	11.42
1200-531 TELEPHONE	193.00	600.00	600.00	.00	600.00	.00	.00
1200-532 POSTAGE	.00	100.00	100.00	.00	250.00	150.00	150.00
1200-540 PRINTING	.00	300.00	200.00	100.00-	300.00	.00	.00
1200-580 TRAVEL & CONF.	2,118.00	2,000.00	2,000.00	.00	2,200.00	200.00	10.00
1200-610 SUPPLIES	15.00	400.00	400.00	.00	400.00	.00	.00
1200-640 SUBSCRIPTIONS	140.00	140.00	140.00	.00	140.00	.00	.00
1200-742 EQUIPMENT	.00	.00	.00	.00	5,050.00	5,050.00	100.00
SUB TOTAL SPEC. EDUC. COORD.	46,087.33	56,886.00	56,601.00	285.00-	67,602.00	10,716.00	18.83

WINCHESTER COLLAB.

Provides special education for moderately to severely handicapped students
ages 9 -12. Serves up tp 12 students with teacher, two aides and various
related service providers. Emphasis is on skills of daily living, communica-
tion, and community integration. The program is available on a tuition bases
to other school districts.

-1206-200	BENEFITS	4,460.00	.00	.00	.00	.00	.00	.00
-1206-115	AIDE SALARIES	7,227.00	23,238.00	9,712.00	13,526.00-	10,680.00	12,558.00-	54.04-

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SAU #38
B U D G E T P R O P O S A L

PAGE 2

CT# & TITLE	ACTUAL 1987-1988	APPROPRIATED 1988-1989	ANTICIP. EXP. 1988-1989	\$ CHG FROM APPROPRIATED 1988-1989	PROPOSAL 1989-1990	\$ CHG FROM APPROPRIATED 1988-1989	% CHG FROM APPROPRIATED 1988-1989
-1206-211 BC/BS	.00	4,032.00	.00	4,032.00-	2,900.00	1,132.00-	28.07-
-1206-212 DENTAL	.00	1,440.00	416.00	1,024.00-	600.00	840.00-	58.33-
-1206-214 WORKERS' COMP	.00	115.00	100.00	15.00-	116.00	1.00	.86
-1206-220 RETIREMENT	.00	1,130.00	382.00	748.00-	483.00	647.00-	57.25-
-1206-230 FICA	.00	3,088.00	2,631.00	457.00-	3,047.00	41.00-	1.32-
-1206-300 OT SERVICES	.00	5,200.00	5,200.00	.00	5,900.00	700.00	13.46
-1206-514 FIELD TRIPS	713.00	400.00	400.00	.00	800.00	400.00	100.00
-1206-531 TELEPHONE	420.00	480.00	700.00	220.00	500.00	20.00	4.16
-1206-580 TRAVEL	713.00	200.00	200.00	.00	200.00	.00	.00
-1206-610 SUPPLIES	1,042.00	1,200.00	1,200.00	.00	1,400.00	200.00	16.66
-1206-741 NEW EQUIPMENT	.00	400.00	400.00	.00	800.00	400.00	100.00
SUB TOTAL WIN. COLLAB.	40,734.00	55,923.00	46,341.00	9,582.00-	57,026.00	1,103.00	1.97

WILCOX COLLAB.

Serves up to 16 mild to moderately handicapped preschool age children in split sessions. A teacher plus one or two aides provide instruction in self care skills, beginning academics, language and socialization. Program is available on a tuition basis to other school districts.

-1207-110	TEACHER SALARIES	24,410.00	39,376.00	19,393.00	19,983.00	21,310.00	18,066.00	45.83
1207-115	AIDE SALARIES	3,964.00	18,303.00	31,393.00	7,983.00-	33,310.00	6,066.00-	15.40-
1207-200	BENEFITS	4,460.00	.00	.00	.00	.00	.00	.00
1207-211	BC/BS	.00	5,286.00	3,300.00	1,986.00-	3,600.00	1,686.00-	31.89-
1207-212	DENTAL	.00	1,322.00	416.00	906.00-	601.00	721.00-	54.53-
1207-213	LIFE INSURANCE	.00	120.00	392.00	272.00	392.00	272.00	226.66
1207-214	WORKERS' COMP	.00	155.00	75.00	80.00-	83.00	72.00-	46.45-
1207-220	RETIREMENT	.00	1,272.00	307.00	965.00-	360.00	912.00-	71.69-
1207-230	FICA	.00	4,457.00	1,935.00	2,522.00-	2,201.00	2,256.00-	50.61-

-1207-514	FIELD TRIPS	.00	150.00	150.00	.00	400.00	250.00	166.66
-1207-580	TRAVEL & CONF.	2,111.00	400.00	400.00	.00	400.00	.00	.00

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SAU #38

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BUDGET PROPOSAL

		\$ CHG FROM			\$ CHG FROM		% CHG FROM	
LT# & TITLE	ACTUAL 1987-1988	APPROPRIATED 1988-1989	ANTICIP. EXP. 1988-1989	APPROPRIATED 1988-1989	PROPOSAL 1989-1990	APPROPRIATED 1988-1989	APPROPRIATED 1988-1989	
1207-610	SUPPLIES	1,480.00	500.00	500.00	.00	800.00	300.00	60.00
1207-741	NEW EQUIPMENT	.00	1,600.00	600.00	1,000.00-	1,200.00	400.00-	25.00-
SUB TOTAL WILCOX COLLAB		41,079.00	78,941.00	39,840.00	39,101.00	44,803	34,138	43.24
				51,840.00	27,101.00-	56,803.00	22,138.00-	28.04-

COLLAB. DEAF EDUC.

One certified teacher of the deaf serves two preschool students. Students are based in the Wilcox Collaborative preschool and a private preschool. The teacher provides all of the students' educational needs and helps them to integrate into settings with their hearing peers. This program is also available to othe school districts on a tuition basis.

1208-110	TEACHER SALARY	18,700.00	20,576.00	20,575.00	1.00-	22,427.00	1,851.00	8.99
-200	BENEFITS	2,796.00	.00	.00	.00	.00	.00	.00
1208-211	BC/BS	.00	1,813.00	2,397.00	584.00	2,400.00	587.00	32.37
1208-212	DENTAL	.00	400.00	248.00	152.00-	400.00	.00	.00
1208-213	LIFE INSURANCE	.00	60.00	66.00	6.00	196.00	136.00	226.66
1208-214	WORKERS' COMP	.00	58.00	101.00	43.00	110.00	52.00	89.65
1208-220	RETIREMENT	.00	566.00	146.00	420.00-	160.00	406.00-	71.73-
1208-230	FICA	.00	1,545.00	1,545.00	.00	1,716.00	171.00	11.06
1208-580	TRAVEL	341.00	300.00	300.00	.00	300.00	.00	.00
1208-610	SUPPLIES	.00	500.00	500.00	.00	500.00	.00	.00
1208-741	NEW EQUIPMENT	.00	200.00	200.00	.00	1,500.00	1,300.00	650.00
SUB TOTAL DEAF COLLAB.		21,837.00	26,018.00	26,078.00	60.00	29,709.00	3,691.00	14.18
TOTAL SPECIAL EDUC.		149,737.33	217,768.00	168,860.00	48,908	199,140	18,628	8.55-
				180,860.00	36,908.00-	211,140.00	6,628.00-	3.04-

PSYCHOLOGICAL SERVICES

The equivalent of two and one half psychologists provide initial evaluations for students referred for special education and triennial evaluations for continuing students. Psychologists consult with school evaluation and place-

-2140-110	PSYCH. SALARIES	25,000.00	62,400.00	53,547.00	8,853.00-	57,831.00	4,569.00-	7.32-
-2140-200	BENEFITS	3,178.00	.00	.00	.00	.00	.00	.00

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BUDGET PROPOSAL

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CT# & TITLE	ACTUAL 1987-1988	APPROPRIATED 1988-1989	ANTICIP. EXP. 1988-1989	\$ CHG FROM APPROPRIATED 1988-1989	PROPOSAL 1989-1990	\$ CHG FROM APPROPRIATED 1988-1989	% CHG FROM APPROPRIATED 1988-1989
-2140-211 BC/BS	.00	4,083.00	3,596.00	487.00-	4,083.00	.00	.00
-2140-212 DENTAL	.00	1,440.00	538.00	902.00-	800.00	640.00-	44.44-
-2140-213 LIFE INSURANCE	.00	180.00	392.00	212.00	392.00	212.00	117.77
-2140-214 WORKERS' COMP.	.00	175.00	260.00	85.00	284.00	109.00	62.28
-2140-220 RETIREMENT	.00	1,716.00	381.00	1,335.00-	411.00	1,305.00-	76.04-
-2140-230 FICA	.00	4,686.00	4,058.00	628.00-	4,424.00	262.00-	5.59-
-2140-300 CONSULTANT SER.	23,236.00	750.00	1,000.00	250.00	1,000.00	250.00	33.33
-2140-580 TRAVEL & CONF.	616.00	2,000.00	2,000.00	.00	3,000.00	1,000.00	50.00
-2140-610 SUPPLIES	972.00	100.00	100.00	.00	100.00	.00	.00
-2140-613 TEST MATERIALS	.00	500.00	500.00	.00	600.00	100.00	20.00
-2140-741 NEW EQUIPMENT	290.00	.00	.00	.00	200.00	200.00	100.00

SUB TOTAL PSYCH & CLINCL SER.	53,292.00	78,030.00	66,372.00	11,658.00-	73,125.00	4,905.00-	6.28-
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SPEECH & LANG. DEV. SER

Three speech pathologists provide articulation and language therapy for over 120 students. In addition to individual and small group therapy, the pathologists complete new and triennial evaluations and consult extensively with teachers and parents.

2150-110 SALARIES	77,385.00	64,550.00	64,639.00	89.00	68,870.00 80,870.00	4,320 16,320.00	6.69 25.28
2150-200 BENEFITS	12,224.00	.00	.00	.00	.00	.00	.00
2150-211 BC/BS	.00	3,400.00	5,298.00	1,898.00	6,355.00	2,955.00	86.91
2150-212 DENTAL	.00	1,440.00	658.00	782.00-	769.00	671.00-	46.59-
2150-213 LIFE INSURANCE	.00	120.00	588.00	468.00	588.00	468.00	390.00
2150-214 WORKERS' COMP	.00	180.00	317.00	137.00	337.00	157.00	87.22
2150-220 RETIREMENT	.00	1,775.00	457.00	1,318.00-	489.00	1,286.00-	72.45-
2150-230 FICA	.00	4,848.00	4,899.00	51.00	5,269.00	421.00	8.68
2150-580 TRAVEL	2,063.00	2,800.00	2,800.00	.00	3,000.00	200.00	7.14

-2150-612	INSTRUCT. AIDS	.00	900.00	900.00	.00	1,200.00	300.00	33.33
-2150-613	TEST MATERIALS	.00	150.00	150.00	.00	200.00	50.00	33.33

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BUDGET PROPOSAL

CT# & TITLE	ACTUAL 1987-1988	APPROPRIATED 1988-1989	ANTICIP. EXP. 1988-1989	\$ CHG FROM APPROPRIATED 1988-1989	PROPOSAL 1989-1990	\$ CHG FROM APPROPRIATED 1988-1989	% CHG FROM APPROPRIATED 1988-1989
CT# & TITLE	1987-1988	1988-1989	1988-1989	1988-1989	1989-1990	1988-1989	1988-1989
SUB TOTAL SPEECH & LANG					87,277.00	6,994.00	8.71
	92,763.00	80,283.00	80,826.00	543.00	99,277.00	18,994.00	23.65

-2100-910	TOTAL PSYCH, SPEECH & LANG				160,402	2,089	1.31
	146,055.00	150,313.00	147,198.00	11,115.00-	172,402.00	14,089.00	8.89

MANAGEMENT SERVICES

-2320-125	OFFICE SALARIES	77,752.00	83,458.00	83,458.00	.00	83,458.00	.00	.00
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*
SALARY PROPOSALS HAVE BEEN ENTERED AT THE CURRENT APPROPRIATION LEVEL.
*

-2320-126	ADMIN. SALRIES	164,032.00	186,370.00	186,370.00	.00	186,370.00	.00	.00
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*
SALARY PROPOSALS HAVE BEEN ENTERED AT THE CURRENT APPROPRIATION LEVEL.
*

-2320-200	BENEFITS	41,187.00	.00	.00	.00			
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*
ALL BENEFITS WERE CHARGED TO A SINGLE LINE ITEM IN FY88 - ACCT. 200.
SEE THE 88-89 APPROPRIATION FOR SPECIFIC COSTS.
*

2320-211	BC/BS	.00	19,052.00	18,292.00	760.00-	20,300.00	1,248.00	6.55
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*
THE REQUEST FOR BLUE CROSS/ BLUE SHIELD IS AS FOLLOWS:
3 FAMILY @ \$2900. EACH -----\$ 8,700.
4 TWO PERSON @ \$2900. EACH -----\$11,600.
TOTAL-----\$20,300.
*

2320-212	DENTAL	.00	2,900.00	2,487.00	413.00-	2,600.00	300.00-	10.34-
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*
THE REQUEST FOR DENTAL INSURANCE IS AS FOLLOWS:
3 FAMILY @ \$400. EACH -----\$1,200.
5 TWO PERSON @ 280. EACH -----\$1,400.
TOTAL -----\$2,600.
*

2320-213	LIFE INSURANCE	.00	1,170.00	1,764.00	594.00	1,764.00	594.00	50.76
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*
9 EMPLOYEES @ \$66. EACH - \$594.00 FOR LIFE INSURANCE.
9 EMPLOYEES @ \$130. EACH - \$1170.00 FOR DISABILITY INSURANCE.
*

2320-214	WORKER'S COMP.
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TOTAL PROPOSED SALARIES - \$269,828. INSURED AT THE RATE OF \$0.49
PER HUNDRED DOLLARS OF SALARY, \$1322.00

*

DATE 11/03/89
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BUDGET PROPOSAL

CT# & TITLE	ACTUAL 1987-1988	APPROPRIATED 1988-1989	ANTICIP. EXP. 1988-1989	\$ CHG FROM APPROPRIATED 1988-1989	PROPOSAL 1989-1990	\$ CHG FROM APPROPRIATED 1988-1989	% CHG FROM APPROPRIATED 1988-1989
-2320-221 RETIRE. STAFF	.00	801.00	2,228.00	1,427.00	2,228.00	1,427.00	178.15
* RETIREMENT RATE FOR NON-TEACHERS IS 2.67% OF THE GROSS SALARIES - GROSS SALARIES \$83,458. @ 2.67% = TO \$2228.00							
-2320-222 RETIRE. ADMIN.	.00	4,191.00	1,324 4,976.00	2,867 - 785.00	1,324 4,976.00	2,876 - 785.00	68.4 - 18.73
* THE RETIREMENT RATE FOR ADMINISTRATORS IS THE SAME AS THE NON-TEACHER RATE, 2.67%. TOTAL ADMIN SALARIES \$186,370. @ 2.67% = \$4976.00							
-2320-230 FICA	.00	20,865.00	20,453.00	412.00-	20,641.00	224.00-	1.07-
* THE CURRENT FICA RATE OF 7.51% WILL CHANGE TO 7.65% AS 1/1/89. TOTAL SALARIES OF \$269,828. @ THE RATE OF 7.65% = \$20,641.							
-2320-300 CONTRACTED SER.	7,589.00	7,040.00	9,095.00	2,055.00	10,475.00	3,435.00	48.79
* CONTRACTED SERVICES INCLUDE THE FOLLOWING: COMPUTER MAINT. - UNISYS \$ 3,200. COPY MACHINE MAINT (2) 1,645. COMPUTER TRAINING @ \$45. PER HR. 1,800. AUDITORS SERVICES 2,800. ADVERTISING 450. CONTINGENCY @ 8% 580. TOTAL-----\$10,475.							
-2320-430 CUSTODIAL SER.	3,000.00	3,000.00	3,000.00	.00	3,000.00	.00	.00
* THIS IS A FLAT RATE TO PAY FOR THE CUSTODIAL SERVICES PROVIDED BY THE MONADNOCK SCHOOL DISTRICT.							
-2320-440 REPAIRS & MAINT.	5,332.00	4,295.00	1,500.00	2,795.00-	1,365.00	2,930.00-	68.21-
* THE REQUEST FOR REPAIRS & MAINT. IS AS FOLLOWS: PEST CONTROL \$ 80.00 TYPEWRITER REPAIR 225.00 COMPUTER REPAIR - MACS 560.00 GEN. MAINT 500.00 TOTAL-----\$1365.00							
2320-520 GENERAL INSURANCE	.00	500.00	812.00	312.00	812.00	312.00	62.40
* THIS ITEM IS INTENDED TO COVER THE COST OF ANY UNEMPLOYMENT INSURANCE.							

	*							
2320-653	HEATING OIL							
		479 00	1 000 00	550 00	450 00-	650 00	250 00-	25 00-

WHILE THE REQUEST FOR \$650. IS LESS THAN THE 88-89 APPROPRIATION BUT MORE THAN THE 87-88 ACTUAL COST, IT DOES INCLUDE A SAFE-GUARD AGAINST SEVERE WINTER CONDITIONS.

*

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SAU #38
BUDGET PROPOSAL

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CT# & TITLE	ACTUAL 1987-1988	APPROPRIATED 1988-1989	ANTICIP. EXP. 1988-1989	\$ CHG FROM APPROPRIATED 1988-1989	PROPOSAL 1989-1990	\$ CHG FROM APPROPRIATED 1988-1989	% CHG FROM APPROPRIATED 1988-1989
-2320-742 EQUIPMENT	.00	26,000.00	42,457.00	16,457.00	8,885.00	17,115.00-	65.82-

*

THE REQUEST FOR EQUIPMENT IS AS FOLLOWS:

COPY MACHINE LEASE	\$6915.
OFFICE EQUIPMENT	795.
COMPUTER EQUIPMENT	1175.
TOTAL	\$8885.

*

-2320-810 DUES & FEES	1,426.00	1,100.00	1,540.00	440.00	1,689.00	589.00	53.54
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*

DUES AND FEES ARE AS FOLLOWS:

NH SCH. ADMIN. ASSOC.	\$ 938.00
AMER ASSOC OF SCH ADMIN	495.00
ASSOC. SUPER & CURR DEV	106.00
AMER. SCH BUS ORG.	150.00
TOTAL-----	\$ 1689.00

*

TOTAL MANAGEMENT SER.	324,174.00	385,570.00	405,704.00	20,134.00	379,493.00	6,077.00-	1.57-
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5400-100 INTERNAL TRANSFER - SALARY RESERVE	.00	.00	.00	.00	31,539	31,539	
					37,539.00	37,539.00	100.00

*

THE SALARY RESERVE ACCOUNT CONSISTS OF THE FOLLOWING:

1. A PROVISION FOR SALARY INCREASES - 8% OF THE OFFICE AND ADMINISTRATIVE SALARIES	\$27,586.
2. ADDITIONAL BENEFITS - FICA, RETIREMENT AND ETC.	2,590.
3. SALARY AND BENEFITS FOR AN ADDITIONAL PART-TIME SECRETARY	7,363.
TOTAL SALARY RESERVE-----	\$37,539.

*

TOTAL INTERNAL TRANSFER	.00	.00	.00	.00	31,539.00	31,539.00	
					37,539.00	37,539.00	100.00

GROSS BUDGET	619,966.33	761,651.00	714,110	43,541	765,222	3,571.	.46
			733,762.00	27,889.00-	800,574.00	38,923.00	5.11

form A
SAU #38 Superintendent's Evaluation

Evaluate the superintendent's performance on the the following characteristics.

mark either a (1 - poor), (2 - fair), (3 - good), (4 - very good), or (5 - outstanding).

Date: _____

1 2 3 4 5

1. Administrative Organization and Management

— — — — —

2. Public and Staff Relations

— — — — —

3. Business and Fiscal Management

— — — — —

4. Personal and Professional Characteristics

— — — — —

5. Board of Trustees/Superintendent Relations

— — — — —

form B
SAU #38 Superintendent's Evaluation

Evaluate the superintendent's performance on the the following characteristics.

mark either a (1 - poor), (2 - fair), (3 - good), (4 - very good), or (5 - outstanding).

Date: _____

1 2 3 4 5

1. Attends and participates in meeting of the Board
and its committees

— — — — —

2. Recommends new and revised policies and sees that all
policies of the Board are implemented

— — — — —

3. Prepares and submits to the Board necessary facts,
information, reports and recommendations necessary
to make informed decisions

— — — — —

4. Secures and nominates for employment the best qualified
teachers, supervisory, and administrative personnel

— — — — —

5. Assigns and transfers employees as the best interest
of the district dictates

— — — — —

6. Keeps the public informed about educational practices,
policies and problems in the districts' schools

— — — — —

7. Delegates to other employees the exercise of any powers
or the discharge of duties with the knowledge that
the superintendent has the final responsibility for
the action taken under such delegation

— — — — —

8. Keeps informed of education practices and trends and keeps the Board informed of those practices and trends — — — — —

9. Makes recommendations with reference to the location and size of new school sites and or additions to existing sites; the location and size of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in buildings and equipment of the district — — — — —

10. Recommends to the Board for its adoption all courses of study, curriculum guides, major changes in texts and time schedules — — — — —

11. Prepares, submits and recommends the school budget for the Board's consideration. — — — — —

12. Maintains adequate records, including a system of financial accounts, business and property records and personnel, school population and scholastic records. Acts as custodian of such records and all contracts, securities, documents, titles, and other papers belonging to the board. — — — — —

13. Provides suitable instruction and regulations to govern the use and care of the school properties — — — — —

14. Attends, or delegates a representative to attend, all meetings called by the Commissioner of Education or other agencies at which matters pertaining to the schools are to be raised. — — — — —

SCHOOL ADMINISTRATIVE UNIT #38
FITZWILLIAM INN
FITZWILLIAM, NEW HAMPSHIRE
NOVEMBER 2, 1988

Present: Richard Worden, Larry Wright, David Ward-Hinsdale; Winston Wright, William Hamill, Kathleen Allen-Monadnock; Kendall Baker, Richard Cechvala, Marcia Ammann-Winchester. Superintendent William V. Wheeler, Assistant Superintendents Kenneth Hewitt and Richard McCarthy, and Business Manager John Menton were also present.

The meeting was called to order at 8:15 P.M. by Chairman Winston A. Wright.

Minutes of the previous meetings were accepted as presented.

A date for the SAU #38 1989-1990 budget hearing was set for December 5, 1988 at the Wyman House.

A date for the SAU #38 Spring meeting was set for May 3, 1989 at the Hinsdale Raceway.

No action was taken on a Business Manager's job description.

A superintendent's evaluation was to be revised for the December 5, 1988 meeting.

Discussion of the SAU #38 budget was held, with no action taken.

It was decided to meet with area legislators of December 5, 1988 after the regular SAU #38 meeting.

A roll call vote to go into executive session, for the purpose of discussing salaries was unanimous. No action taken.

Meeting adjourned at 10:28 P.M.

Respectfully submitted,



Kenall Baker
Secretary

SCHOOL ADMINISTRATIVE UNIT #38
MAY 4, 1988
BOARD ROOM, HINSDALE RACEWAY

Meeting was called to order at 8:35 P.M. by Chairman Winston A. Wright.

Attending: Richard Worden, Larry Wright, David Ward - Hinsdale; Winston Wright, William Hamill, Kathleen Allen - Monadnock; Kendall Baker, Richard Cechvala, Marcia Ammann - Winchester. Superintendent Roger Sundstrom, Assistant Superintendents Kenneth Hewitt and Richard McCarthy.

Motion by R. Worden, seconded by L. Wright that the minutes of the previous meetings on November 4, 1987; December 7, 1987; April 10, 1988; and April 11, 1988 be accepted as presented. Motion passed.

Motion by L. Wright, seconded by M. Ammann that the SAU #38 School Calendar for 1988-1989 be accepted as presented. Motion passed.

The next regular SAU #38 meeting was set for November 2, 1988, at the Fitzwilliam Inn.

Superintendent R. Sundstrom explained the 1988-1989 budget and gave a report of expenditures to date on the 1987-1988 budget. The 1988-1989 SAU #38 budget having been approved at the December 7, 1987 meeting was accepted as presented.

The following SAU #38 personnel were elected as officers for 1988-1989: Chairman-W. Wright, Vice Chairman-D. Ward, Secretary-K. Baker, Treasurer-R. Worden and Assistant Treasurer-W. Hamill.

A roll call vote was unanimous to go into executive session for discussion of hiring a business manager and employee compensation. K. Allen left the meeting at this time. John Allen and John Menton were discussed as candidates. Motion by W. Hamill, seconded by D. Ward, to elect John Menton as business manger. K. Allen rejoined the meeting.

Motion by D. Ward, seconded by M. Ammann that the business manager's salary be increased by \$500., for a total of \$30,000. per year. Motion passed. All other salary increases were accepted as presented. The new total for office salaries is \$113,417.

Motion by L. Wright, seconded D. Ward that salaries for Assistant Superintendent K. Hewitt (\$49,370.) and Assistant Superintendent R. McCarthy (\$49,000.) be set for the calendar year. The new Superintendent William V. Wheeler was previously set at \$58,000. per year. Motion passed. The total for administrative salaries stayed the same \$156,370.

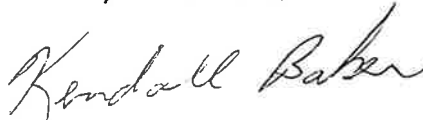
Motion by R. Worden, seconded by W. Hamill that the Assistant Superintendents be offered three year contracts. The vote was unanimous.

A policy for SAU #38 non-certificated staff was presented by Superintendent R. Sundstrom. Motion by D. Ward, seconded by L. Wright, to accept the policy as presented. The vote was unanimous.

Those present expressed their appreciation for the years that R. Sundstrom has devoted to the three districts as a teacher, principal, assistant superintendent and superintendent; a total of 37 years.

Meeting adjourned at 10:22 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kendall Baker".

Kendall Baker
Secretary

SCHOOL ADMINISTRATIVE UNIT 38
APRIL 11, 1988
WYMAN HOUSE BOARD ROOM

Meeting was called to order at 6:40 P.M. by Chairman Winston A. Wright.

Attending: Winston Wright, Marilee Ballou, Laura Barrett, Kathleen Allen, William Hamill, Mark Pride - Monadnock; David Ward, Richard Worden, Larry Wright - Hinsdale; Ruth Norton, Marcia Ammann, Marian Polaski, Kendall Baker, Richard Cechvala - Winchester. Observing Dr. Hugh Watson from the NHSBA.

A roll call vote was unanimous to go into executive session, for the purpose of interviewing William V. Wheeler for the position of Superintendent of Schools. A non-binding show of hands showed Mr. Symmons 5 votes, Mr. Wheeler 8 votes with 1 abstaining. After contacting Mr. Wheeler to hear if he was still interested in the position, the roll call vote to go into open session was unanimous. After further discussion, a motion by Larry Wright, seconded by Richard Worden, Mr. Wheeler was nominated as the new Superintendent of Schools to replace Mr. R. Sundstrom who is retiring June 30, 1988. The vote was unanimous.

Upon being certified by the New Hampshire State Board of Education, the position will pay \$58,000 per year., with a 3-year contract and all other benefits presently received by Mr. R. Sundstrom. A sum not to exceed \$2,500 will be allowed for moving expenses.

Meeting adjourned at 9:50 P.M.

Respectfully submitted,



Kendall Baker
Secretary

SCHOOL ADMINISTRATIVE UNIT 38
DECEMBER 7, 1987
WYMAN HOUSE BOARD ROOM

Meeting was called to order by Chairman Winston A. Wright at 7:00 P.M.

Attending: Lawrence Enright, Richard Worden - Hinsdale; Winston Wright, William Hamill, Kathleen Allen - Monadnock; Ruth Norton, Richard Cechvala, Kendall Baker - Winchester. Superintendent Roger Sundstrom, Assistant Superintendents Kenneth Hewitt and Richard McCarthy.

One member of the press was present.

Superintendent R. Sundstrom presented a revised net budget of \$384,570.00 for 1988-89 year for SAU #38. The apportionment for each district were Hinsdale - 17.3%; Monadnock - 64.19%; Winchester - 18.51%.

Public Hearing closed at 7:20 P.M.

The regular meeting of SAU #38 opened at 7:30 P.M. with the same above members being present.

The meeting was opened by Chairman Winston A. Wright. With no discussion a motion was made by W. Hamill, seconded by R. Worden that \$384,570.00 be set as the SAU #38 budget for the 1988-89 school year. Motion passed.

Meeting adjourned at 7:35 P.M.

Respectfully submitted,



Kendall Baker
Secretary

SCHOOL ADMINISTRATIVE UNIT 38
NOVEMBER 4, 1987
FITZWILLIAM INN

Meeting was called to order at 7:50 P.M. by Chairman Winston A. Wright.

Attending: Richard Worden, David Ward - Hinsdale; Winston Wright, William Hamill - Monadnock; Kendall Baker, Ruth Norton, Richard Cechvala - Winchester. Superintendent Roger Sundstrom, Assistant Superintendents Kenneth Hewitt and Richard McCarthy.

Motion by W. Hamill, seconded by R. Worden that the minutes of the previous meeting be accepted as presented. Motion passed.

Motion by R. Worden, seconded by W. Hamill that the public hearing on the SAU #38 Budget be December 7, 1987 at the Wyman House with the SAU #38 meeting to follow. Motion passed.

Motion by R. Worden, seconded by W. Hamill, that the next regular meeting of the SAU #38 Board be held May 4, 1988 at the Board Room, Hinsdale Raceway. Motion passed.

Mr. R. Sundstrom presented a proposed SAU #38 budget, without administrative and office salary increases.

Roll call vote to go into executive session to discuss salaries was unanimous.

Motion by W. Hamill, seconded by D. Ward that 8% be added to the present salary structure. Final approval to be given at the May 4, 1988 meeting.

Mr. R. Sundstrom announced his retirement as of July 1, 1988. After discussion a motion by W. Hamill, seconded by R. Worden that a sum of six thousand dollars (\$6,000) be added to the budget to conduct a search for a replacement. The Search Committee will have two members from each board. New budget figures will be included at the public hearing. Motion passed.

Meeting adjourned at 9:40 P.M.

Respectfully submitted,



Kendall Baker
Secretary

SCHOOL ADMINISTRATIVE UNIT #38

MAY 13, 1987

BOARD ROOM, HINSDALE RACEWAY

ATTENDING: Lawrence Enright, Richard Worden, Larry Wright-Hinsdale; Winston Wright, William Hamill, Kathleen Allen-Monadnock; Kendall Baker, Alan Barton-Winchester; Superintendent Roger Sundstrom; Assistant Superintendents Kenneth Hewitt and Richard McCarthy and Board member from Hinsdale, David Ward.

Meeting was called to order by Chairman L. Enright at 7:55 P.M.

The 1987-88 calendar was presented by R. Sundstrom, after meeting with three area SAUs. Motion made by L. Wright, seconded by R. Worden to accept the proposed calendar, motion passed.

Motion made by W. Hamill, seconded by L. Wright that the next SAU #38 meeting be held on November 4, 1987 at the Fitzwilliam Inn. Motion carried.

Superintendent R. Sundstrom reported on the budget to date; does not expect an overdraft at this time. Two flood dates were waived by the Governor, with the last day of school being June 23, 1987.

Assistant Superintendent R. McCarthy gave a report on a 5 year plan for staff development, covering the years 1987 to 1992. Motion made by L. Wright, seconded by W. Hamill, that the report with changes noted be accepted, motion passed.

Motion made by R. Worden, seconded by W. Wright, that R. Sundstrom as superintendent and R. McCarthy as Assistant Superintendent be elected to the same positions, motion passed.

It was the opinion of the SAU #38 voting members that no changes of the administrative organization be made at this time.

L. Wright expressed his thanks for all that R. McCarthy has done in his role as Assistant Superintendent for SAU #38.

The following members were elected to office for the 1987-1988 school year:

Chairman - Winston Wright
Vice Chairman - Lawrence Enright
Secretary - Kendall Baker
Treasurer - Richard Worden
Assistant Treasurer - William Hamill

At 8:55 P.M. a motion was made by R. Worden, seconded by W. Hamill, to go into executive session, the subject being compensation of employees. The roll call vote was unanimous.

Motion made by K. Baker, seconded by L. Wright, that total office salaries be set at \$104,571.00 for the 1987-1988 school year. Motion passed.

Motion made by A. Barton, seconded by K. Baker, that the superintendent's and assistant superintendents' total salaries be set at \$145,340.00 for the 1987-1988 school year. Motion passed.

Motion made by L. Wright, seconded by A. Barton, that the meeting be adjourned. Time 9:22 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kendall Baker".

Kendall Baker
Secretary

SCHOOL ADMINISTRATIVE UNIT #38
NOVEMBER 5, 1986
FITZWILLIAM INN

ATTENDING: Lawrence Enright, Richard Worden, Larry Wright-Hinsdale; Winston Wright, William Hamill, Kathleen Allen-Monadnock; Kendall Baker-Winchester; Roger Sundstrom, Superintendent; Kenneth Hewitt, Richard McCarthy, Assistant Superintendents.

Meeting was called to order by the chairman, L. Enright at 7:10 P.M.

Minutes of the May 7, 1986 meeting were accepted as presented.

A date of December 11, 1986 at 7:00 P.M. at the Wyman House was set by the SAU Board for a public hearing on the SAU 1987-88 Budget.

A date of May 6, 1987 at the Board Room, Hinsdale Raceway was set for the spring meeting.

R. Sundstrom will meet on November 19, 1986 with the Superintendents of Keene and Fall Mountain to work on a 1987-88 School Calendar.

After a review of the 1987-88 SAU #38 Budget, presented by R. Sundstrom, a motion was made by R. Worden and seconded by W. Wright to present a total budget of \$323,950.00 at the public hearing. Motion passed unanimously.

In a motion by R. Worden and seconded by W. Hamill, the sick leave policy for the Superintendent and Assistant Superintendents was dropped and the Administrators are to be placed on a regular salary, eliminating the need for sick leave. Motion passed unanimously.

Meeting adjourned at 10:00 P.M.

Respectfully submitted, 

Kendall Baker

**SCHOOL ADMINISTRATIVE UNIT #38
THE WYMAN HOUSE
DECEMBER 11, 1986**

The public hearing on the SAU #38 proposed budget for the school year 1987-88 was called to order by Mr. Lawrence Enright at 7:10 P.M.

Superintendent Roger Sundstrom reveiwed the budget for the SAU members, as no one from the public or press were present.

At 7:21 P.M. the following members of SAU #38 Board: Lawrence Enright, Richard Worden, Larry Wright-Hinsdale; Winston Wright, Kathleen Allen-Monadnock; Kendall Baker, Marcia Ammann-Winchester; met to take action on the budget. Also present were Superintendent Roger Sundstrom; Assistant Superintendent Kenneth Hewitt and Assistant Superintendent Richard McCarthy.

On a motion by W. Wright, seconded by L. Enright, \$2,700.00 was added to the administrative account to increase the salary of the superintendent; for a total operating budget of \$326,650.00. Motion passed unanimously.

It was pointed out by Superintendent R. Sundstrom that the percentage for the three districts were: Hinsdale 18.4%; Monadnock 64.2%; Winchester 17.4%.

Meeting adjourned at 7:30 P.M.

Respectfully submitted, *Kendall Baker*

Kendall Baker

SCHOOL ADMINISTRATIVE UNIT #38
BOARD ROOM, HINSDALE RACEWAY
MAY 7, 1986

ATTENDING: Lawrence Enright, David Ward, Larry Wright-Hinsdale; Winston Wright, William Hamill, Kathleen Allen-Monadnock; Sue Winter, Kendall Baker; Winchester; Roger Sundstrom, Superintendent, Kenneth Hewitt, Richard MaCarthy, Assistant Superintendents; Claude Lavoie, Office Manager.

Meeting was called to order by the chairman, L. Enright at 8:39 P.M.

Minutes of the November 6, 1985 and the December 9, 1985 meetings were accepted as presented.

The following were elected as officers for the 1986-87 year: Chairman, L. Enright; Vice-Chairman, W. Wright; Secretary, K. Baker; Treasurer, R. Worden.

The Keene School Board voted at their February meeting to adopt the current calendar without changes. Motion by W. Wright, seconded by L. Wright that S.A.U. #38 adopt the 1986-87 school calendar as presented. Motion passed unanimously.

Motion by L. Wright, seconded by S. Winter that the next S.A.U. #38 meeting be November 5, 1986. Motion passed unanimously.

Motion by L. Wright, seconded by W. Wright that the meeting of S.A.U. #38 be held at the Fitzwilliam Inn. Motion passed unanimously.

On a motion by L. Enright and seconded by S. Winter, R. Sundstrom was elected Superintendent and R. McCarthy was elected Assistant Superintendent of S.A.U. #38. Motion passed unanimously. (K. Hewitt is on continuing contract.)

Superintendent R. Sundstrom gave a report on the current state of S.A.U. expenditures and the 1986-87 budget and the upcoming joint annual meeting of the C.V.C.

The Board adopted the S.A.U. #38 fringe benefit policy as presented by Superintendent R. Sundstrom with the following change, that three weeks vacation will be granted after 8 years of service, four weeks vacation after 15 years of service.

The Board authorized W. Hamill to sign checks on behalf of the S.A.U. #38 Board.

C. Lavoie gave a report on our current computer system and the need to update the system and equipment needed.

A roll call vote to go into executive session at 9:48 P.M. was unanimous for the discussion of employees compensation.

Motion made by D. Ward, seconded by L. Wright that a total figure of \$97,455. be set for office salaries. Motion passed unanimously.

Motion made by W. Wright, seconded by L. Wright that a total figure of \$134,640. be set for the superintendent and assistant superintendents' salaries. Motion passed unanimously.

The meeting adjourned at 10:12 P.M.

Respectfully submitted,


Kendall Baker

1985-1986

SEPTEMBER	M	T	W	TH	F	FEBRUARY	M	T	W	TH	F
20	X	3	4	5	6	15	3	4	5	6	7
	9	10	11	12	13		10	11	12	13	14
	16	17	18	19	20		X	X	X	X	X
	23	24	25	26	27		24	25	26	27	28
	30										
OCTOBER		1	2	3	4	MARCH	3	4	5	6	7
	7	8	9	10	11		10	11	12	13	14
22	14	15	16	17	X	21	17	18	19	20	21
	21	22	23	24	25		24	25	26	27	28
	28	29	30	31			31				
NOVEMBER					1	APRIL		1	2	3	W /
	4	5	6	7	W /		7	8	9	10	11
17	X	12	13	14	15	18	14	15	16	17	18
	18	19	20	21	22		21	22	23	24	25
	25	26	27	X	X		X	X	X		
DECEMBER	2	3	4	5	6	MAY				X	X
	9	10	11	12	13		5	6	7	8	9
15	16	17	18	19	20	19	12	13	14	15	16
	X	X	X	X	X		19	20	21	22	23
	X	X					26	27	28	29	X
JANUARY			X	2	3	JUNE	2	3	4	5	6
	6	7	8	9	10		9	10	11	12	13
22	13	14	15	16	17	13	16	17	18	W	
	20	21	22	23	24 /						
	27	28	29	30	31						

September through January - 96 days

February through June - 86 days

August	29-30	Teachers' Workshop	December	23	Christmas
September	2	Labor Day	January	- 1	Vacation
October	18	Teachers' Convention	February	17-21	Winter Vacation
November	8	Teachers' Workshop	April	4	Teachers' Workshop
November	11	Veterans Day	April/May	29- 3	Spring Vacation
November	28-29	Thanksgiving Recess	May	30	Memorial Day
			June	19	Teachers' Workshop

180 Days Required Attendance for Instructional Purposes

Five Teacher Workshop Days (August 29, August 30, November 8, April 4, June 19).

Calendar is subject to change by the School Administrative Unit 29 Office because of storms, emergencies, etc.

182 DAYS HAVE BEEN SCHEDULED

1985-1986

(B)

SEPTEMBER	M	T	W	TH	F	FEBRUARY	M	T	W	TH	F
20	X	3	4	5	6	18	3	4	5	6	7
	9	10	11	12	13		10	11	12	13	14
	16	17	18	19	20		X	X	19	20	21
	23	24	25	26	27		24	25	26	27	28
	30										
OCTOBER		1	2	3	4	MARCH	3	4	5	6	7
	7	8	9	10	11		10	11	12	13	14
22	14	15	16	17	X	16	X	X	X	X	X
	21	22	23	24	25		24	25	26	27	28
	28	29	30	31			31				
NOVEMBER					1	APRIL		1	2	3	W /
	4	5	6	7	W /		7	8	9	10	11
17	X	12	13	14	15	19	14	15	16	17	18
	18	19	20	21	22		21	22	23	24	25
	25	26	27	X	X		X	X	30		
DECEMBER	2	3	4	5	6	MAY				1	2
	9	10	11	12	13		5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16
	X	X	X	X	X		19	20	21	22	23
	X	X					26	27	28	29	X
JANUARY			X	2	3	JUNE	2	3	4	5	6
	6	7	8	9	10		9	10	11	12	13
22	13	14	15	16	17	12	16	17	W		
	20	21	22	23	24 /						
	27	28	29	30	31						

September through January - 96 days

February through June - 86 days

August	29-30	Teachers' Workshop	December	23	Christmas
September	2	Labor Day	January	-1	Vacation
October	18	Teachers' Convention	February	17-18	President's Day Recess
November	8	Teachers' Workshop	March	17-21	Mid-winter Vacation
November	11	Veterans Day	April	4	Teachers' Workshop
			April	28-29	Fast Day Recess
			May	30	Memorial Day
			June	18	Teachers' Workshop

180 Days Required Attendance for Instructional Purposes

Five Teacher Workshop Days (August 29, August 30, November 8, April 4, June 18).

Calendar is subject to change by the School Administrative Unit 29 Office because of storms, emergencies, etc.

182 DAYS HAVE BEEN SCHEDULED

RLC ch

School Administrative Unit No. 38

RFD 1, Box 130

Swanzy Center, New Hampshire 03431

Telephone (603) 352-6955

HINSDALE

WINCHESTER

MONADNOCK REGIONAL

May 27, 1985

AUSTIN E. FRAIN
SUPERINTENDENT

KENNETH G. HEWITT
ASSISTANT SUPERINTENDENT

ROGER L. SUNDSTROM
ASSISTANT SUPERINTENDENT

Dr. Robert L. Brunelle, Commissioner
Department of Education
101 Pleasant Street
Concord, New Hampshire 03301

Dear Commissioner,

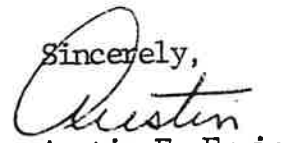
At a special meeting on May 23, 1985, the school boards involved in School Administrative Unit 38 met to discuss the internal organization and structure of the SAU for the coming year.

In the course of the discussion, it was decided to promote from within in filling the remaining vacancy in the office. Consequently, Richard T. McCarthy was nominated as assistant superintendent, and the nomination was approved by the board.

I am writing at this time, then, to indicate the board's wish to have Richard T. McCarthy confirmed as an assistant superintendent. You may recall that he has been the very effective principal of Hinsdale High School these many years and is certified by the department as an assistant superintendent. The salary set for the position was \$37,000.

In other action, the board adjusted the salary of Kenneth Hewitt, an assistant superintendent, raising it to \$40,000 for 1985-86. Roger L. Sundstrom, the new superintendent, will be earning \$45,400.

Sincerely,


Austin E. Frain

SCHOOL ADMINISTRATIVE UNIT #38 MEETING
THE WYMAN HOUSE
DECEMBER 9, 1985

The public hearing on the SAU #38 proposed budget for the school year 1986-87 was called to order by Mr. Lawrence Enright at 7:05 P.M.

Supt. Roger Sundstrom explained the budget to a few members of the public and media. After answering a few questions on the budget the meeting was closed at 7:28 P.M.

The following members of SAU #38; Winston Wright; William Hamill; Lawrence Enright; Richard Worden; Larry Wright and Kendall Baker met to take action on the budget. Also present were Supt. Roger Sundstrom; Assistant Supt. Kenneth Hewitt and Assistant Supt. Richard McCarthy.

On a motion by William Hamill, seconded by Larry Wright, a total operating budget of \$309,502.00 for SAU #38, along with the school calendar for 1986-87 was passed unanimously by the SAU #38 Board.

The meeting was adjourned at 7:30 P.M.

Respectfully submitted,



Kendall Baker

SCHOOL ADMINISTRATIVE UNIT #38 MEETING
WINDING BROOK LODGE, KEENE
NOVEMBER 6, 1985

ATTENDING: Lawrence Enright, Richard Worden-Hinsdale; George Whitham, Winston Wright, William Hamill-Monadnock; Sue Winter, Kendall Baker-Winchester; Roger Sundstrom, Superintendent; Kenneth Hewitt, Richard McCarthy, Assistant Superintendents.

Minutes of the May 23rd meeting were accepted as presented.

Motion made by R. Worden, seconded by G. Whitham that the date for the public hearing on the S.A.U. #38 Budget be December 9th, 7:00 P.M. at the Wyman House in Swanzey Center. The motion passed unanimously.

Motion made by R. Worden, seconded by K. Baker that the spring meeting of the S.A.U. #38 Board be May 7th in the Board Room at Hinsdale Raceway. Motion passed unanimously.

Motion made by G. Whitham, seconded by S. Winter that the proposed calendar for the 1986-87 school year as presented by R. Sundstrom be adopted by SAU #38. Motion passed unanimously. Calendar attached to minutes.

A tentative net budget of \$309,502 was set by the S.A.U. #38 members to be presented at the public hearing on December 9th. Action on the budget will be taken after the public hearing.

Meeting adjourned at 8:52 P.M.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Kendall Baker".

Kendall Baker

PROPOSED SCHOOL CALENDAR 1986-87

SEPTEMBER (21)	M	T	W	T	F
	X	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

OCTOBER (22)			1	2	3
	6	7	8	9	10
	13	14	15	16	X
	20	21	22	23	24
	27	28	29	30	31

NOVEMBER (16)	3	4	5	6	7
	W	X	12	13	14
	17	18	19	20	21
	24	25	26	X	X

DECEMBER (15)	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	X	X	X	X	X
	X	X	X		

JANUARY (20)				X	X
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

FEBRUARY (15)	M	T	W	T	F
	2	3	4	5	6
	9	10	11	12	13
	X	X	X	X	X
	23	24	25	26	27

MARCH (22)	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

APRIL (17)			1	2	W
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	X	X	X	X	

MAY (19)					X
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	X

JUNE (15)	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	W	X	X		

SEPTEMBER THROUGH JANUARY 94 DAYS

August 27-28	Teachers' Workshop
September 1	Labor Day
October 17	Teachers' Convention
November 10	Teachers' Workshop
November 11	Veteran's Day
November 27-28	Thanksgiving Recess

FEBRUARY THROUGH JUNE 88 DAYS

Dec. 23 - Jan. 2	Christmas Recess
February 16-20	Winter Vacation
April 3	Teachers' Workshop
April 27 - May 1	Spring Vacation
May 29	Memorial Day
June 22	Teachers' Workshop

Calendar is subject to change by the School Administrative Unit Office because of storms, emergencies, etc.

NOTE: April 28, 29, 30 are reserved for possible use as make-up days, should storms cause us to lose more than the 2 make-up days already built into the calendar.

SCHOOL ADMINISTRATIVE UNIT #38 MEETING
THE WYMAN HOUSE, SWANZEY CENTER
MAY 23, 1985

ATTENDING: James Carnie, Richmond; Mark Pride, Troy; Glenn White, Roxbury; George Whitham, Sullivan; Marilee Ballou, Gilsum; Robert Ballou, Swanze; Winston Wright, Fitzwilliam; Lawrence Enright, David Ward, Larry Wright, Richard Worden, Hinsdale; Robert Secord, William Strenkert, Kendall Baker, Winchester; Roger Sundstrom, Asst. Superintendent. No Press or public were present.

The meeting was called to order at 7:30 P.M. by Mr. L. Enright.

Mr. Sundstrom presented four options or combinations of those options to organize the central office. Options one and three were discussed. Mr. Ballou and Mr. Carnie seconded to retain option one, current organization, with Mr. Sundstrom being Superintendent of Mondnock Regional High School with other duties, Mr. Hewitt staying as Assistant Superintendent covering Mondnock Regional Elementary with other duties and the new Assistant Superintendent to cover the schools in Hinsdale, Winchester and other duties. The vote was 11 yes, 1 no and 1 abstained.

Mr. Worden moved and Mr. L. Wright seconded a motion to go into executive session on a roll call vote. The motion passed unanimously. After discussing persons who might be interested in the position, Mr. Sundstrom was asked to telephone Mr. Richard McCarthy, Principal of Hinsdale High School, to determine if he would be interested. Mr. Sundstrom reported that Mr. McCarthy would accept the position.

Mr. Ballou moved and Mr. L. Wright seconded a motion to return to the regular meeting. The motion passed unanimously.

Mr. Worden moved and Mr. Ward seconded a motion to nominate Mr. McCarthy as Assistant Superintendent of the Hinsdale and Winchester School Districts. The motion passed unanimously. Mr. Sundstrom was asked to call Mr. McCarthy to inform him that he has been elected.

After a discussion on salaries Mr. Ward moved and Mr. L. Wright seconded a motion that the salary of Mr. Hewitt be forty thousand per year and Mr. McCarthy thirty-seven thousand per year. Motion passed unanimously.

The meeting adjourned at 9:00 P.M.

Respectfully submitted,

Kendall Baker



School Administrative Unit No. 38

RFD 1, Box 130

Swanzy Center, New Hampshire 03431

Telephone (603) 352-6955

HINSDALE

WINCHESTER

MONADNOCK REGIONAL

AUSTIN E. FRAIN
SUPERINTENDENT

KENNETH G. HEWITT
ASSISTANT SUPERINTENDENT

ROGER L. SUNDSTROM
ASSISTANT SUPERINTENDENT

- ✓ 1. Call to order at 7:30 P.M., Thursday, May 23, 1985,
The Wyman House, Swanzy Center

Mr. Enright

Minutes of previous meeting accepted

- ✓ 2. SAU 38 organization/pattern
Types, roles and responsibilities, school
board expectations, need to restructure or
not, etc.

Mr. Sundstrom

*Motion to stay with option 1. 11-1-1
Ass't. Supt. for Hinsdale, Winchester*

- ✓ 3. Executive session
Personnel matters

Mr. Enright

*Gift from SAU for Austin Frain retirement
Larry Enright to present - Authorize up to \$300.-*

- ✓ 4. Adjournment

*Ass't. Supt. search (for Hinsdale, Winchester)
open up? NO
promote from within? YES*

9:00

5/15/85

School Administrative Unit No. 38

RFD 1, Box 130

Swanzey Center, New Hampshire 03431

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HINSDALE

WINCHESTER

MONADNOCK REGIONAL

AUSTIN E. FRAIN
SUPERINTENDENT

KENNETH G. HEWITT
ASSISTANT SUPERINTENDENT

ROGER L. SUNDSTROM
ASSISTANT SUPERINTENDENT

1. Call to Order at 7:30 P.M. on Tuesday, May 14, 1985,
at The Wyman House (Swanzey Center) L. Enright
2. Usual Procedure in Advertising an Opening,
Screening Candidates, Selection, etc. A. Frain
3. EXECUTIVE SESSION
 Personnel Matters L. Enright
4. Adjournment

TUESDAY, MAY 14, 1985

The board members from Hinsdale, Monadnock Regional, and Winchester, all 20 strong, are invited to The Wyman House in Swanzey Center on the 14th at 7:30 P.M.

The Wyman House is the superintendent's office.

It is a 2½ storey white dwelling between the Monadnock Regional High School and the Swanzey Town Hall.

The purpose of the meeting ?

With the superintendent retiring at the end of the current fiscal year (June 30) or sometime thereafter, depending on the needs of the boards and the districts, some decisions need to be made about staffing the School Administrative Unit 38 office.

The superintendent will explain the usual procedure in filling vacancies.

There will be time for questions and answers.

Then the boards may want to meet alone to talk over personalities, possible changes, etc.

The superintendent will be available in the building for questions and answers, but does not plan to be at the executive session.

That is the agenda for the 14th.

Attendance by all members is urgent for some preliminary decisions and direction will have to be arrived at.

TUESDAY

MAY 14, 1985

7:30 P.M.

THE WYMAN HOUSE (in Swanzey Center)

School Administrative Unit No. 38 Meeting
The Wyman House, Swanzey Center
May 14, 1985

Attending: Sheila Phillips, Surry; James Carnie, Richmond; Glenn White, Roxbury; Winston Wright, Fitzwilliam; Bill Hamill, Swanzey; George Whitham, Sullivan; Mark Pride, Troy; Lawrence Enright, Hinsdale; Richard Worden, Hinsdale; Larry Wright, Hinsdale; David Ward, Hinsdale; Al Barton, Winchester; Susan Winter, Winchester; Robert Secord, Winchester; William P. Strenkert, Winchester; Austin Frain, Superintendent. John Sheehan, WKBK; no public was present.

The meeting was called to order at 7:30 p.m. by Mr. Enright.

Mr. Frain distributed and then explained the requirements and certification for educational leadership and administration, the chapter on "selecting the superintendent" contained in "Becoming A Better Board Member", an example of an employment ad, and the history of the SAU and the "weighted vote".

The board voted to go into executive session. In executive session Mr. Secord moved and Mr. Worden seconded a motion to nominate Roger Sundstrom for the position of Superintendent at the present Superintendent's expected 1985-86 salary. Vote: 14 yes, 1 no.

Mr. Ward moved and Mr. Secord seconded a motion to return to the regular meeting. The motion passed unanimously.

Mr. Secord moved and Mr. Worden seconded a motion to offer Mr. Sundstrom the position of Superintendent at the established 1985-86 salary level. The motion passed unanimously.

Mr. Winston Wright moved and Mr. Strenkert seconded a motion to set May 23, 1985 as the date for all school board members to meet with Mr. Sundstrom to discuss various issues. The time will be 7:30 p.m. at The Wyman House. The motion passed unanimously.

Mr. Larry Wright was asked to telephone Mr. Sundstrom to tender the job offer. Mr. Larry Wright reported that Mr. Sundstrom would accept with pleasure.

The meeting adjourned at 8:55 p.m.

Respectfully submitted,



William P. Strenkert
Acting Secretary

School Administrative Unit No. 38

RFD 1, Box 130

Swanzy Center, New Hampshire 03431

Telephone (603) 352-6955

HINSDALE

WINCHESTER

MONADNOCK REGIONAL

May 16, 1985

AUSTIN E. FRAIN
SUPERINTENDENT

KENNETH G. HEWITT
ASSISTANT SUPERINTENDENT

ROGER L. SUNDSTROM
ASSISTANT SUPERINTENDENT

Dr. Robert L. Brunelle, Commissioner
Department of Education
101 Pleasant Street
Concord, New Hampshire

Dear Commissioner,

At a meeting on May 14, 1985, the school board members from Hinsdale, Winchester, and the Monadnock Regional School District met to consider filling the opening for superintendent in SAU 38.

They voted unanimously to nominate Roger L. Sundstrom to become superintendent effective July 1, 1985, at a salary of forty five thousand four hundred dollars (\$45,400).

As you know, there is no question about Roger's certification and qualifications. He was the superintendent of Supervisory Union 25 before it was dissolved by the State. At that time, in 1967, he joined our office as an assistant superintendent working with Hinsdale and Winchester, two of the larger districts in old Union 25. He knows the area, the operation of SAU 38, and the responsibilities of a superintendent.

If there are any details which need to be tended to, either Roger or I would be most willing to see to them.

Sincerely,


Austin E. Frain

SCHOOL ADMINISTRATIVE UNIT 38

May 1, 1985

8:00 P.M. Business Meeting in the Board Room (Community Meeting Room) at Hinsdale Raceway

- ✓ 1. Call to Order 8:27 L. Enright
- ✓ 2. Minutes of the Previous Meetings *Accepted* L. Enright
- ✓ 3. School Calendar, 1985-86 L. Enright
- ✓ 4. Date of the November Meeting L. Enright
Wed. Nov. 6
- ✓ 5. Superintendent's Report *\$2000 surplus to be carried over* A. Frain
Byest reported to end in black
- ✓ 6. Election of Officers, 1985-86 *Future Austin announcement that will retire at end of current year.*
Boards to get together May 14
SAV office 7:30

Chairman	<u>Larry Enright</u>
Vice Chairman	<u>Winston Wright</u>
Secretary	<u>Kendall Baker</u>
Treasurer	<u>Richard Warden</u>
Vice Treas.	<u>Wm. Hamill</u>
- ✓ 7. Authorization to Sign Checks A. Frain
- ✓ 8. EXECUTIVE SESSION

Compensation of Employees	 A. Frain
---------------------------	----------------
- ✓ 9. Adjournment

The Board of SAU 38 voted to hold its May meeting on May 1, 1985, at the Hinsdale Raceway.

Further voting indicated

{ Social hour at 6:00 P.M.
{ Dinner at 6:30 P.M.
{ Business meeting to follow the dinner (see agenda)

MINUTES OF PREVIOUS MEETINGS

Enclosed are the minutes of the previous meetings (the business meeting held on November 14, 1984, and the public hearing held on December 10, 1984).

SCHOOL CALENDAR

As usual, the superintendents from SAU 38, SAU 29 (Keene), and SAU 60 (Fall Mountain) got together to work out a calendar for 1985-86, since all districts send students to the Cheshire Vocational Center and ought to share a common school calendar.

One slight snag developed: making up days lost because of winter storms.

Other than that, perfect agreement.

We should take a look at the 1985-86 calendar and then look ahead to 1986-87.

NOVEMBER MEETING

One item of business at each meeting is setting the date of the next meeting.

So on a warm evening in May, the board should pick out when it will get together in November, 1985.

SUPERINTENDENT'S REPORT

As always, there will be a report from the superintendent on what has been happening, what lies ahead, and possible courses of action for our districts.

ELECTIONS

In May, the board selects its officers for the next 12 months.

SIGNING CHECKS

The board has named two people to sign checks, with only one name required. That provides a principal and a backup to ensure that the business of the SAU runs smoothly between meetings.

COMPENSATION OF EMPLOYEES

The superintendent needs to talk with the board about the way raises will be allocated for the coming year.

Minutes of Meeting of May 1, 1985

The Board of SAU 38 met in the Community Room at the Hinsdale Raceway at 8:30 P.M.

Present: Enright, Worden, Wright from Hinsdale; Baker from Winchester; Hamill and Wright from Monadnock, 3 superintendents.

MOVED BY WORDEN, SECONDED BY L. WRIGHT, THAT THE MINUTES OF NOVEMBER 14, 1984, AND OF DECEMBER 10, 1984, BE APPROVED AS PRINTED.
VOTED UNANIMOUSLY.

Austin Frain reviewed the 1985-86 school calendar, noting that the April vacation had been set aside for possible use in making up snow days.

MOVED BY WORDEN, SECONDED BY L. WRIGHT, THAT THE NOVEMBER, 1985, MEETING BE HELD ON NOVEMBER 6 IN KEENE. VOTED WITHOUT DISSENT.

Austin Frain reviewed the 1984-85 budget, indicating it will end in the black. The \$12,000 capital reserve fund for capital equipment will be available for 1985-86, as planned.

Austin Frain said he would retire at the end of the present school year, but that the date would be flexible enough to accommodate the boards. There was some discussion as to how the board goes about securing a new superintendent.
Frain thanked all for their help and thoughtfulness during the years. Larry Enright acknowledged the appreciation of the boards for fine service. THE RESIGNATION FOR RETIREMENT PURPOSES WAS ACCEPTED WITH REGRET. The 3 boards will meet at the Wyman House on May 14 to begin the working of selecting a new superintendent.
The board then elected officers for the coming year.
MOVED BY L. WRIGHT, SECONDED BY BAKER, THAT LARRY ENRIGHT BE ELECTED CHAIRMAN. NOMINATIONS CEASED AND ENRIGHT WAS ELECTED UNANIMOUSLY.

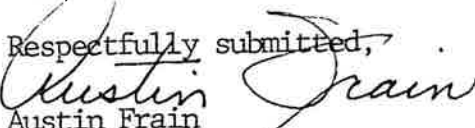
MOVED BY HAMILL, SECONDED BY WORDEN, THAT WIN WRIGHT BE ELECTED VICE CHAIRMAN. LARRY WRIGHT MOVED THAT NOMINATIONS CEASE AND THE SECRETARY CAST ONE BALLOT FOR WRIGHT. SECONDED AND VOTED UNANIMOUSLY.

MOVED BY WORDEN SECONDED BY HAMILL THAT KENDALL BAKER BE ELECTED SECRETARY. L. WRIGHT MOVED THAT NOMINATIONS CEASE, THAT THE SECRETARY CAST ONE BALLOT FOR BAKER. WIN WRIGHT SECONDED, AND THE MOTION CARRIED UNANIMOUSLY.

MOVED BY ENRIGHT, SECONDED BY BAKER, THAT RICH WORDEN BE ELECTED TREASURER. LARRY WRIGHT MOVED THAT NOMINATIONS CEASE, SECONDED BY BAKER, AND MOTION CARRIED WITHOUT DISSENT.

MOVED BY LARRY WRIGHT, SECONDED BY WIN WRIGHT, THAT BILL HAMILL BE ELECTED ASSISTANT TREASURER, AND THAT EITHER WORDEN OR HAMILL BE AUTHORIZED TO SIGN CHECKS. HAVING TWO PEOPLE AVAILABLE AND ELIGIBLE WILL PREVENT ANY SNAGS DURING THE YEAR. LARRY WRIGHT MOVED THAT NOMINATIONS CEASE, AND BAKER SECONDED. VOTED UNANIMOUSLY.

The board then voted to go into executive session to consider the compensation of employees.

Respectfully submitted,

Austin Frain

Executive Session Notes
May 1, 1985
SAU 38

Austin Frain passed out sheets showing what the office employees earn and showing a 45¢ an hour raise for office workers, a 7.5% raise for the office manager.

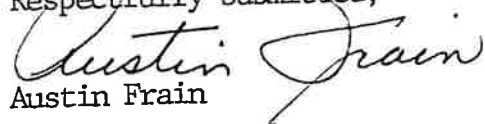
There was some discussion about merit raises, rather than across-the-board increases. Frain indicated he had tried different approaches, but the overall differences would be small since the money was limited.

Frain recommended that Hewitt and Sundstrom receive raises of \$3,000 each for the coming year. OK'd by the board.
There was discussion of their interest in the superintendency.

Frain recommended that a higher differential for the superintendent be set, that fringe benefits for the superintendents be looked at, for they may fall below benefits given to principals. He suggested the board look each year at the salaries paid to central office people, the list provided by the State Dept.

Meeting adjourned at 9:26 P.M.

Respectfully submitted,


Austin Frain

School Administrative Unit No. 38

RFD 1, Box 130

Swanzey Center, New Hampshire 03431

Telephone (603) 352-6955

HINSDALE

WINCHESTER

MONADNOCK REGIONAL

AUSTIN E. FRAIN
SUPERINTENDENT

KENNETH G. HEWITT
ASSISTANT SUPERINTENDENT

ROGER L. SUNDSTROM
ASSISTANT SUPERINTENDENT

The board of School Administrative Unit 38 has nominated Richard T. McCarthy, principal of Hinsdale High School, as assistant superintendent of SAU 38 beginning July 1, 1985. He succeeds Roger L. Sundstrom, who will become superintendent of schools in July.

McCarthy, a graduate of Plymouth State College, holds a master's degree in school administration from Boston University. He began his career in education as a teacher of history and a coach at Walpole High School in 1958. He remained at Walpole from 1958 to 1966, when the Fall Mt. Regional School District was formed. He served at Fall Mt. Regional High School in 1966-67 as director of physical education and varsity basketball coach. McCarthy went to Hinsdale High School in 1967 as principal, and has been at Hinsdale until his nomination as assistant superintendent of the administrative district which oversees schools in Hinsdale, Winchester, and the Monadnock Regional School District.

He lives in North Hinsdale with his wife, Ann, and four children.

The nominations of McCarthy and Sundstrom have been sent to the State Board of Education in Concord, which must confirm all nominations for assistant superintendents and superintendents.

McCarthy has been active in the New England Association of Schools and Colleges, serving on the executive board for six years, and has been associated with the N. H. Interscholastic Athletic Association for many years, where he is currently chairman of the basketball committee.

ASSIGNMENT OF RESPONSIBILITIES
FOR
CENTRAL OFFICE ADMINISTRATORS

OPTIONS:

1. Current Organization

Superintendent - Monadnock Regional High School & other duties
Assist. Superintendent - Monadnock Regional Elementary & other duties
Assist. Superintendent - Hinsdale, Winchester & other duties

2. Assign three districts among three superintendents

Superintendent - Monadnock Regional & other duties
Assist. Superintendent - for Hinsdale & other duties
Assist. Superintendent - for Winchester & other duties

3. Assign according to areas of responsibility with all three Superintendents serving all three districts.

Superintendent - General responsibility for over all operation.
Assist. Superintendent - for elementary schools
Assist. Superintendent - for secondary schools

4. Assign according to specialty, serving all three districts.

Superintendent - general responsibility for over all operations.
Assist. Superintendent - for instruction
Assist. Superintendent - for business and finance

5. Other combinations of the above.

Salaries

Budget

$$\text{Supt} - 41,400 + 4000 - 45,400$$

$$\text{Asst. Supt} - 35,700 + 3000 - 38,700$$

$$\text{Asst. Supt.} - 39,000 + 3000 - \underline{42,000}$$

126,100

Ken 38,700

40,000

McCarthy 32,055

37,000

122,400

unannounced

Roger,

The following is a response to the assignment of responsibilities and possible reorganization of SAU 38.

1. Current organization

The current organization has been in effect for over 20 years, and it is one in which I am very comfortable. The eight elementary schools plus special assignments: i.e. handling the bond issue for the high school roof, the new telephone system, initiating the staff development program, etc., in addition to school nurses, school lunch program, maintainance, consume my time. There are some changes that could be done internally within this organization, however minor they might be.

Hinsdale and Winchester are similar districts in size, population as well as budget and appear to respond well to having one person oversee their operations. The similarities of their programs to Monadnock are few due to size thus providing few opportunities to standardize or coordinate, if indeed that is desirable. Monadnock Regional High School does need someone from the central office to provide direction and oversee its operation. Numerous problems would have come to the surface if this had not been done in the past.

It is my personal feeling that the schools need exposure to administrators in the central office. I have been told this many times by staff members. They need to know that we are interested in them, that we know what they are doing and that we understand their problems. Frequent exposure does eliminate many communication problems and taking the time to talk with individual staff members fulfills a need to know that "someone in the white house understands".

In brief, I think the current organization is effective with each administrator having a definite responsibility.

2. Assign three districts among three superintendents.

I do not see this organization as being terribly effective. There would be a major burden upon the superintendent who had Monadnock Regional, and for a person to have only Hinsdale or only Winchester would be looking for "other duties" to fill up his time. In effect 1/2 of the unit would be with one person, and the other two would each have 1/4 of the unit. One person would have 9 schools, the other two would have 2 each. These assignments would be disproportionate also in terms of staff and in terms of budgets.

3. Assign according to areas of responsibility with all three superintendents serving all three districts.

This type of reorganization certainly has possibilities. It would increase responsibilities for at least the person serving the elementary schools, adding two more schools and another 40 +/- staff members. What it would also do is to commit all three administrators to become actively involved in all three districts and at all school board meetings. What would be the position of the local principals in this type of situation? At school board meetings? Board members at the present time have dealt directly with principals at the local level-would this change? How would principals feel having to report directly to two superintendents rather than one? I think there are a host of other questions that should be raised and answered by not only myself and you but by board members and principals. I would certainly want to know what general expectations the board would have if this were the organization in terms of responsibilities and decision-making.

Roger-Assignment of responsibilities

4. Assign according to specialty, serving all three districts.

Very frankly, this organization has little appeal to me. The positions of the two superintendents would be extremely difficult to manage effectively. It would be difficult to find someone who would be well-versed in instruction K-12; that person would also be actively involved in 13 schools, thereby spreading himself/herself into a multitude of programs since all three districts are different. Who would handle negotiations? What would be the role of department chairmen? How about coordination? The assistant in charge of finance would assume responsibilities for budgets in excess of \$10,000,000. no small assignment considering it is made up of four different budgets. For years we have been operating as general school administrators with assignments in an area of speciality; for example, my specific assignment in elementary education which includes organization, budgets, curriculum, etc. To put your total effort into a singular assignment would require major changes.

I wish I had had more time to respond to each of the above in a more detailed fashion, but with only one week filled with interviews, Monadnock and family changes, I can only briefly outline my sentiments at this time. If I were to rate them in order of preference, they would be 1,3,2,4 for what it is worth.

In order to assure as smooth a transition as possible or insure continuity, I would not be opposed to assuming more responsibilities for the Monadnock District since I am familiar with its operation.

Ken

5/22/85

CHESTERFIELD
HARRISVILLE
KEENE

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29
John W. Day Educational Center
34 West Street
Keene, New Hampshire 03431

MARLBOROUGH
NELSON
WESTMORELAND

February 11, 1985

MEMORANDUM TO: Harry Westcott
Austin Frain

FROM: Richard L. Champagne

SUBJECT: School Calendar, 1985-1986

I am enclosing our final rendering of the 1985-1986 school calendar as approved by the Keene Board of Education and others.

I did call to the district boards' attention the requirement of the State Board of Education for a 190-day school calendar for 1985-1986, and the fact that unless I heard differently I would tack on three additional snow days at the end of the school year to meet this requirement.

The Keene Board of Education, at its January meeting, unanimously voted not to approve my 190-day calendar, and reaffirmed the calendar previously approved in December (see attached).

I discussed this matter with Charlie Marston. He informed me that my response should be 180 days required for pupil attendance, 5 additional contract days for teachers, two snow days; total 187 days. Any days required to be made up during the 1985-1986 school year will be added in June.

RLC ch
cc: J. Harper

Superintendent
352-0820

Assistant for
Keene
352-1911

Assistant for
Towns
357-3364

Business
Administrator
352-0136

Educational
Consultant
352-4773

Data Processing
Manager
352-3464

Personnel
Manager
352-8611

Equal Educational Opportunity — Equal Employment Opportunity

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

1985-1986

(A)

SEPTEMBER	M	T	W	TH	F	FEBRUARY	M	T	W	TH	F
20	X	3	4	5	6	15	3	4	5	6	7
	9	10	11	12	13		10	11	12	13	14
	16	17	18	19	20		X	X	X	X	X
	23	24	25	26	27		24	25	26	27	28
	30										
OCTOBER		1	2	3	4	MARCH	3	4	5	6	7
	7	8	9	10	11		10	11	12	13	14
22	14	15	16	17	X	21	17	18	19	20	21
	21	22	23	24	25		24	25	26	27	28
	28	29	30	31			31				
NOVEMBER					1	APRIL		1	2	3	W /
	4	5	6	7	W /		7	8	9	10	11
17	X	12	13	14	15	18	14	15	16	17	18
	18	19	20	21	22		21	22	23	24	25
	25	26	27	X	X		X	X	X		
DECEMBER	2	3	4	5	6	MAY				X	X
	9	10	11	12	13		5	6	7	8	9
15	16	17	18	19	20	19	12	13	14	15	16
	X	X	X	X	X		19	20	21	22	23
	X	X					26	27	28	29	X
JANUARY			X	2	3	JUNE	2	3	4	5	6
	6	7	8	9	10		9	10	11	12	13
22	13	14	15	16	17	13	16	17	18	W	
	20	21	22	23	24 /						
	27	28	29	30	31						

September through January - 96 days

February through June - 86 days

August	29-30	Teachers' Workshop	December	23	Christmas
September	2	Labor Day	January	- 1	Vacation
October	18	Teachers' Convention	February	17-21	Winter Vacation
November	8	Teachers' Workshop	April	4	Teachers' Workshop
November	11	Veterans Day	April/May	29- 3	Spring Vacation
November	28-29	Thanksgiving Recess	May	30	Memorial Day
			June	19	Teachers' Workshop

180 Days Required Attendance for Instructional Purposes

Five Teacher Workshop Days (August 29, August 30, November 8, April 4, June 19).

Calendar is subject to change by the School Administrative Unit 29 Office because of storms, emergencies, etc.

182 DAYS HAVE BEEN SCHEDULED

RLC ch

SCHOOL ADMINISTRATIVE UNIT #38

1984-1985

SEPTEMBER M T W TH F

19 X 4 5 6 7
10 11 12 13 14
17 18 19 20 21
24 25 26 27 28

OCTOBER 1 2 3 4 5

22 8 9 10 11 12
15 16 17 18 X
22 23 24 25 26
29 30 31

NOVEMBER 1 2

18 5 6 7 8 W /
X 13 14 15 16
19 20 21 X X
26 27 28 29 30

DECEMBER 3 4 5 6 7

15 10 11 12 13 14
17 18 19 20 21
X X X X X

JANUARY X X 2 3 4

22 7 8 9 10 11
14 15 16 17 18
21 22 23 24 25 /
28 29 30 31

FEBRUARY M T W TH F

15 1
4 5 6 7 8
11 12 13 14 15
X X X X X
25 26 27 28

MARCH 1

21 4 5 6 7 8
11 12 13 14 15
18 19 20 21 22
25 26 27 28 29

APRIL 1 2 3 4 W

16 8 9 10 11 12 /
15 16 17 18 19
X X X X X
29 30

MAY 1 2 3

22 6 7 8 9 10
13 14 15 16 17
20 21 22 23 24
27 28 29 X 31

JUNE 3 4 5 6 7

12 10 11 12 13 14
17 18 W

September through January - 96 days

August 30 Teachers' Workshop
August 31 Teachers' Workshop
September 3 Labor Day
October 19 Teachers' Convention
November 9 Teachers' Workshop
November 12 Veterans Day
November 22-23 Thanksgiving Recess

February through June - 86 days

December 24 - Christmas
January 1 Vacation
February 18 - 22 Winter Vacation
April 22 - 26 Spring Vacation
May 30 Memorial Day
June 19 Teachers' Workshop

180 Days Required Attendance for Instructional Purposes

Five Teacher Workshop Days (August 30, August 31, November 9, April 5, June 19)

Calendar is subject to change by the School Administrative Unit 38 Office because of storms, emergencies, etc.

182 DAYS HAVE BEEN SCHEDULED

SCHOOL ADMINISTRATIVE UNIT 38
Proposed Budget, 1984-85

	1983-84	1984-85	+ / -
SALARIES	181,183	193,354	12,171
Administrative Salaries	104,700	111,517	116,217
Office Salaries	76,483	81,837	
FRINGE BENEFITS	9,760	12,400	2,640
Disability Insurance	495	525	
Dental Insurance	909	1,075	
Blue Cross=Blue Shield	8,356	10,800	
FIXED CHARGES	19,168	21,650	2,482
F. I. C. A.	11,932	13,631	
State Retirement	6,031	6,304	
Workmen's Compensation	0	200	
Unemployment Compensation	405	315	
General Insurance	800	1,200	
OPERATION OF BUILDING	6,915	6,515	- 400
Oil Burner Maintenance	45	45	
Custodial Services	2,600	2,600	
Heat	2,000	1,900	
Electricity	2,200	1,900	
Exterminator	70	70	

GRAND TOTAL	478,784	516,999	38,215
Federal Revenue	-230,000	-250,000	20,000
Insurance Refund	0	920	920
Equipment Reserve	- 10,000	0	-10,000
NET BUDGET	238,784	266,079	27,295

Hinsdale 19.105% = \$ 50,834

Monadnock Regional 63.245% = \$ 168,282

Winchester 17.650% = \$ 46,963

Swanzey, New Hampshire 03431

MANUAL OF THE BOARD

Article I
Organization

Section 1. The annual meeting for the organization of the New Hampshire School Administrative Unit 38 Board shall be held between the dates of April 1, and June 1.

Section 2. At the annual meeting the Board shall elect its officers, shall adopt its rules of procedure, and reaffirm all existing policies of the Board.

Section 3. The officers of the Board shall consist of a Chairman, a Vice Chairman, a Secretary, and a Treasurer. These officers shall hold office until the next annual meeting for the organization of the New Hampshire School Administrative Unit 38 Board or until others are chosen in their stead. In the event of a vacancy in any of the offices, it shall be filled by the Board at the next meeting of the Board following notification of the vacancy. The Superintendent shall serve as the Executive Secretary of the Board.

Section 4. The New Hampshire School Administrative Unit ~~38~~ Board shall consist of three representatives from Hinsdale, Monadnock Regional, and Winchester School Districts, which representatives shall be designated by said districts.

Each representative shall have voting privileges as provided for by R.S.A. 189:45 and R.S.A. 189:46 as amended (1979). The intent of R.S.A. 189:46, as amended 1979, is to encourage all school board members to attend all School Administrative Unit ~~38~~ Board meetings and to fully participate in the discussion and voting.

Section 5. An advisory committee consisting of one board representative from each of the 3 school districts, New Hampshire School Administrative Unit ~~38~~, will be established. This committee will be advisory in nature and will, when appropriate, make recommendations to the New Hampshire School Administrative Unit ~~38~~ Board for action.

Each school board, New Hampshire School Administrative Unit will appoint a member to serve on the advisory committee as well as a delegated alternate not later than thirty (30) days following the annual meeting.

The advisory committee will elect its chairman and vice chairman at its first regularly scheduled meeting following the appointment of membership. The chairman of the New Hampshire School Administrative Unit ~~38~~ Board will preside at the organizational meeting.

Additional standing and ad hoc committees may be created by the board as it deems necessary.

Article II
Rules of Order

Section 1. The regular meetings of the New Hampshire School Administrative Unit Board shall be held in September, November/December, and the annual meeting between the dates of April 1, and June 1.

Section 2. Special meetings of the Board shall be held at the call of the Chairman, the Vice Chairman (if the Chairman is incapacitated or absent from the area), at the request of two members of the Board or by the Superintendent of Schools, New Hampshire School Administrative Unit
38 The object of any special meeting shall be specified in the notice thereof and action shall not be taken on other matters.

Section 3. The order of business at the regular meetings shall be as follows:

1. Approval of records of previous regular and and intervening special meetings.
2. Report of the Superintendent of Schools
3. Report of the Advisory Committee
4. Old Business
5. New Business
6. Adjournment
7. Executive Session (if needed).

Section 4. 5 members of the unit board, as defined in Article I, Section 4, shall constitute a quorum for the transaction of all business.

Section 5. Every member present shall vote unless excused by the presiding officer. If a member of the board sits silently by when given an opportunity to vote, he will be recorded as voting with the majority or prevailing side. However, the act of abstention shall be noted in the official minutes.

Section 6. Meeting notices containing a tentative agenda shall be sent to all Board members in advance of the meeting. Minutes of all meetings shall be sent to all board members.

Section 7. Any matter to be discussed and acted upon under items 2-5, with the exception of item 4, under Section 3, shall be forwarded to each member of the board with relevant supporting data, at least, two (2) days prior to the date of the meeting. (This requirement may be waived by majority vote of the members present.)

Section 8. The meeting of the board shall be conducted in accordance with Robert's Rules of Order except where inconsistent with the rules and regulations of the board.

Section 9. An executive session may be called and held for the purpose of discussing one or more subjects as outlined in R.S.A. 91-A Standard Operating Procedures of New Hampshire School Administrative Unit. Any action relative to the executive session must be made in compliance with procedures set forth.

Section 10. The minutes of executive session shall include only the names of the members present; the topic discussed; and the action taken by the board. Minutes of the executive session will be made public within seventy-two hours of the meeting unless two-thirds of the members present vote to withhold information until, in the opinion of the majority of the board members, circumstances no longer apply.

Article III

Duties of the Board, its Officers, Committees and Superintendent

Section 1. The Board is legally responsible as defined in R.S.A. 189:43 through R.S.A. 189:48.

Section 2. The Chairman shall preside at all meetings of the Board when present, unless he asks the Vice Chairman to take the Chair for the purpose of discussion and shall perform the other duties herein specified as well as those common to his office which are not so specified.

Section 3. The Vice Chairman shall discharge the duties of Chairman in his absence and shall preside at any time when so requested by the Chairman.

Section 4. The Secretary shall be responsible for the official minutes of the Board meetings and shall perform such other duties pertaining to this office as are not specified herein.

Section 5. The Treasurer shall have custody of all monies belonging to the New Hampshire School Administrative Unit and shall pay out the same only upon orders of the board, all in accordance with R.S.A. 197:23-a and any other statutes relating thereto.

Section 6. The Superintendent shall keep a full and correct record of the attendance and proceedings of all meetings of the Board and shall have the care and custody of all records, papers and communications relating to the Board. He shall give notice in writing to each member of the Board of all regular and special meetings, at least, one (24 hours) day before the day of such meeting, except in cases of urgent necessity when verbal notice may be considered sufficient. He shall notify members of committees of any special business which may be delegated to them by the Board. He shall be responsible for having copies of the minutes of each Board meeting and all committee meetings prepared and mailed to each member previous to the next regular meeting, following the one for which the minutes are being prepared. He shall be Secretary of the Advisory Committee and other special committees of the New Hampshire School Administrative Unit 38 Board, except that he may, with the consent of the committee concerned, delegate this responsibility to an assistant.

Section 7. The Superintendent has a responsibility to the Board for the total educational and operational program of New Hampshire School Administrative Unit 38 within the framework of state laws and District Board policies. (The administrative power to act is delegated to the Superintendent by the Board with the permissive power to redelegate this authority at his discretion.)

The Superintendent shall serve as the chief executive officer of the New Hampshire School Administrative Unit 38 Board.

HE SHALL....Recommend goals and objectives for the
orderly operation of New Hampshire
School Administrative Unit

Carry out the policies, procedures and
programs adopted by the board.

Direct and supervise the work of all employees of New Hampshire School Administrative Unit 38 and shall have all powers necessary to make such direction effective.

Nominate all certified staff and employ all other personnel in accordance with state statute, the regulations of the State Board of Education and District Board policies.

Report at such times as the Board may designate upon the quality of the work performed by the employees of New Hampshire School Administrative Unit

Without further authorization, make purchase of goods and services provided for in the New Hampshire School Administrative Unit budget.

Keep records and make reports as required by the Board, the regulations of the State Board of Education, state statutes, policies and procedures of New Hampshire School Administrative Unit .

Direct and supervise the work of all staff members of New Hampshire School Administrative Unit 38 and for cause may remove a staff member or other employee of the unit when found by him to be immoral, incompetent, insubordinate or who will not conform to the policies and procedures of New Hampshire School Administrative Unit or those of the State Board of Education as authorized in R.S.A. 189:31.

Whenever necessary, exercise discretion powers not specifically delegated by the Board.

Article IV Legal Counsel

Section 1. The board shall select annually in July, an attorney to act as its legal counsel for the next fiscal year, July 1-June 30. Any member of the Board who wishes to receive advice or information concerning New Hampshire School Administrative Unit 38 matters should first consult the Superintendent of Schools who is responsible for compiling and coordinating legal opinions. If additional clarification is necessary, legal counsel may be contacted and opinions shall be given in writing and circulated to all board members.

Article V Amendments

Section 1. These articles may be altered or amended at any regular meeting provided notice of such alteration or amendment has been given at a previous meeting.

Article VI Suspension of Rules

Section 1. Rules may be suspended by a two-thirds vote of the school board members present and voting.

Article VII Rules of Conduct

Section 1. New Hampshire School Administrative Unit 38 prohibits smoking during its meetings except as the Chairman may call a recess for that purpose.

Section 2. It will be the responsibility of all board members, New Hampshire School Administrative Unit 38 to attend all meetings.

The board chairman of each district, New Hampshire School Administrative Unit 38, will inform the chairman of the New Hampshire School Administrative Unit 38 Board regarding representation at scheduled meetings.

Article VIII
Manifests

Section 1. In the absence of the chairman, any officer or member of the New Hampshire School Administrative Unit 38 Board is authorized to sign manifests.

1. The annual meeting for the organization of the New Hampshire School Administrative Unit 38 Board shall be held between the dates of April 1 and June 1.
2. At the annual meeting the Board shall elect its officers, shall adopt its rules of procedure, and reaffirm all existing policies of the Board.
3. The officers of the Board shall consist of a Chairman, a Vice Chairman, a Secretary, and a Treasurer.
These officers shall hold office until the next annual meeting for the organization of the New Hampshire School Administrative Unit 38 Board or until others are chosen in their stead.
In the event of a vacancy in any of the offices, it shall be filled at the next meeting of the Board following notification of the vacancy.
The Superintendent shall serve as the Executive Secretary of the Board.
4. The New Hampshire School Administrative Unit 38 Board shall consist of three representatives from Hinsdale, Monadnock Regional, and Winchester School Districts, which representatives shall be designated by said districts.

Each representative shall have voting privileges as provided for by RSA 189:45 and RSA 189:46 as amended (1979). The intent of RSA 189:46 as amended (1979) is to encourage all school board members to attend all School Administrative Unit 38 Board meetings and to fully participate in the discussion and voting.

"The Board of School Administrative Unit 38 shall meet to organize for the ensuing year between April 1 and June 1 each year."

"At the organizational meeting each year, the SAU Board shall elect its officers for the ensuing fiscal year, adopt its rules of procedure, and reaffirm or revise all existing policies of the SAU Board."

"The officers of the SAU Board shall consist of a Chairman, a Vice Chairman, a Secretary, and a Treasurer."

"These officers shall hold office during the ensuing fiscal year following the organizational meeting of the SAU Board, or until others are chosen in their stead."

"In the event of a vacancy in any of the offices, the vacancy shall be filled by the SAU Board at the next meeting following the notification of the vacancy."

"The Superintendent shall serve as the Executive Secretary of the SAU Board."

"The Board of SAU 38 shall consist of nine members: three representatives of the Hinsdale School Board, three representatives of the Monadnock Regional School Board, and three representatives of the Winchester School Board."

Each school board shall designate its three representatives to the SAU Board."

There is a question as to whether we should be trying to explain State laws.

If the SAU Board wants to encourage participation, it can say so on its own.

Better to cite the RSA without all of the amendments, since there can be future amendments too.

If this article is needed, then this wording might serve:

"Each representative to the SAU Board shall have voting privileges as provided for by RSA 189:45 and RSA 189:46.

"All school board members, whether representatives to the SAU Board or not, are encouraged to attend the SAU meetings and to take part fully in the discussion and voting."

5. An advisory committee consisting of one board representative from each of the three school districts, New Hampshire School Administrative Unit 38, will be established. This committee will be advisory in nature and will, when appropriate, make recommendations to the New Hampshire School Administrative Unit 38 Board for action.

Each school board, New Hampshire School Administrative Unit, will appoint a member to serve on the advisory committee as well as a delegated alternate not later than thirty (30) days following the annual meeting.

In an SAU made up of only 3 school districts, one wonders why this advisory committee is needed. In SAU 29 (Keene), with 6 separate districts, there may be a need. Or in an SAU with 9 separate districts, the need can be seen. If this committee is going to serve as a finance committee, fine. Let it be called a finance committee.

Assuming the need is established, the article might be worded:

"An advisory committee will be established and composed of three persons, one from each school board in the SAU.

"The committee will be advisory in nature and will, when appropriate, make recommendations to the Board of SAU 38 for action."

Will the delegate be a representative to the SAU or can the delegate be any member of the school board from that district?

What of the alternate? Must he be a representative to the SAU Board or can he be a regular school board member?

That needs to be cleared up.

When that decision is made, the language can be tidied up.

(Eliminate New Hampshire, for that is unnecessary)
(Change annual meeting to organizational meeting, for there is no annual meeting as such).

The advisory committee will elect its chairman and vice chairman at its first regularly scheduled meeting following the appointment of membership. The chairman of the New Hampshire School Administrative Unit 38 Board will preside at the organizational meeting.

Additional standing and ad hoc committees may be created by the Board as it deems necessary.

ARTICLE II

RULES OF ORDER

1. The regular meetings of the New Hampshire School Administrative Unit Board shall be held in September, November/December, and the annual meeting between the dates of April 1 and June 1.

Here, with an SAU made up of just 3 school districts, the gates are becoming bigger than the city. A chairman and vice chairman for a board of three people?

The term 'at its first regular scheduled meeting' raises questions, for it is not clear.

The chairman of SAU 38 presides at the organizational meeting. He might even call the meeting to start things moving.

Why not keep it simple?

"The chairman of the SAU 38 Board will call the first meeting of the advisory committee, which shall then organize itself for the coming year."

"The Board of SAU 38 may create additional standing and ad hoc committees as it deems necessary."

This isn't too clear, and it should be clear.

Are we talking about 3 meetings a year:

September, November/December, April/May?

Instead of the vagueness inherent in November/December, and in April/May, can we just settle for November and May?

November is preferable to December to allow time for a public hearing, to wrap up the SAU budget for inclusion in the school district budget, and to get everything done by the deadline of January 1st.

May has always been the spring date, because district meetings have been held and it is a good time to look ahead to the new fiscal year.

What about some straight-forward language?

"The Board of SAU 38 will meet during the months of November and May, and at other time when required to do so."

2. Special meetings of the Board shall be held at the call of the Chairman, the Vice Chairman (when the chairman is incapacitated or absent from the area, at the request of two members of the Board, or by the Superintendent of Schools, New Hampshire School Administrative Unit 38.
The object of any special meeting shall be specified in the notice thereof and action shall not be taken on other matters.
3. The order of business at the regular meetings shall be as follows:
 1. Approval of the records of previous regular and intervening special meetings
 2. Report of the Supt. of Schools
 3. Report of the Advisory Committee
 4. Old Business
 5. New Business
 6. Adjournment
 7. Executive Session (if needed)
4. 5 members of the unit board, as defined in Article i, Section 4, shall constitute a quorum for the transaction of all business.
5. Every member present shall vote unless excused by the presiding officer. If a member of the board sits silently by when given an opportunity to vote, he will be recorded as voting with the majority or prevailing side. However, the act of abstention shall be noted in the official minutes.
6. Meeting notices containing a tentative agenda shall be sent to all Board members in advance of the meeting. Minutes of all meetings shall be sent to all Board members.

Special meetings shall be held at the call of the Chairman, or the Vice Chairman (when the Chairman is ill or absent from the area), or at the request of two members of the SAU Board, or at the request of the Superintendent of Schools of SAU 38.

The object of the special meeting shall be specified in the agenda for the meeting, and action shall not be taken on other matters.

- "The order of business at the November and May meetings shall be as follows:
1. Approval of the minutes of previous regular or special meetings
 2. Report of the Supt. of Schools
 3. Report of Committees
 4. Old Business
 5. New Business
 6. Executive Session (if needed)
 7. Adjournment

"Five(5) members of the SAU Board, as defined in Article I, Section 4, shall constitute a quorum for the transaction of ~~the~~ business."

This is not entirely clear.

It appears to set requirements which the individual school boards do not demand.

There is some murkiness in 'he will be recorded as voting with the majority' and 'the act of abstention will be noted.'

The need for this section should be examined.

We ought to clear up which meetings and which board members.

"SAU meeting notices containing a tentative agenda shall be sent to all school board members in advance of the SAU meeting. Minutes of all SAU meetings shall be sent to all school board members."

7. Any matter to be discussed and acted upon under items 2-5, with the exception of item 4 under section 3, shall be forwarded to each member of the board with relevant supporting data at least two (2) days prior to the date of the meeting. (this requirement may be waived by majority vote of the members present)

8. The meeting of the board shall be conducted in accordance with Robert's Rules of Order except where inconsistent with the rules and regulations of the board.

9. An executive session may be called and held for the purpose of discussing one or more subjects as outlined in RSA 91 A Standard Operating Procedures of New Hampshire School Administrative Unit. Any action relative to the executive session must be made in compliance with the procedures set forth.

10. The minutes of executive session shall include only the name of the members present; the topic discussed; and the action taken by the board. Minutes of the executive session will be made public within seventy-two hours of the meeting unless two-thirds of the members present vote to withhold information until, in the opinion of the majority of the board members, circumstances no longer apply.

This part can be simplified a bit.

"Any item to be discussed and acted upon under Article II, Section 3, with the exception of Old Business, shall be forwarded to each member of the SAU Board with relevant data at least two (2) days before the date of the meeting. However, this requirement may be waived by majority vote of the SAU Board members present at the meeting."

Here we need to clarify "board" to eliminate any misunderstanding.

Whether the board should commit itself to Robert's Rules or not is a question to be decided.

If the board favors having Robert's Rules, then the wording might run,

"The meeting of the SAU Board shall be conducted in accordance with Robert's Rules of Order, except where inconsistent with the rules and regulations of the SAU Board, in which case the SAU procedures shall govern."

Unnecessary.

The law is the law whether the SAU recognizes it or not.

If some reference to the law must be made, then the reference should be brief, for the law can be changed and there is no point in redoing local policies every time Concord makes a change.

If some reference must be made to the law, then keep it simple.

"Executive sessions may be called in accordance with the provisions of RSA 91-A."

Same objection: no need to include the law.

It was changed in the last session so 72 hours is now 144 hours.

If reference must be made, then settle for, "Minutes of executive session shall meet the requirements of RSA 91-A."

ARTICLE III DUTIES OF BOARD, OFFICERS, & TITLES, SUPERINTENDENT

1. The Board is legally responsible as defined in RSA 189:43 through RSA 189:48.
2. The chairman shall preside at all meetings of the Board when present, unless he asks the Vice Chairman to take the chair for the purpose of discussion and shall perform the other duties specified as well as those common to his office which are not so specified.
3. The Vice Chairman shall discharge the duties of Chairman in his absence and shall preside at any time when so requested by the Chairman.
4. The Secretary shall be responsible for the official minutes of the Board meetings and shall perform such other duties pertaining to this office as are not specified herein.
5. The treasurer shall have custody of all monies belonging to the New Hampshire School Administrative Unit and shall pay out the same only upon orders of the board, all in accordance with RSA 197:23-a and any other statutes relating thereto.

Once again, citing the law neither adds to the power or importance of the law, nor detracts from it. If it be necessary, then "The SAU Board has responsibilities and powers cited in RSA 189:43 through RSA 189:48.

Sounds like a lawyer's field day.

It could be simplified:

"The Chairman shall preside at ~~all~~ meetings of the ~~SAU~~ SAU Board.

"He may, for cause, stand down and ask the Vice Chairman to replace him at a meeting.

"The Chairman shall perform the duties common to the office as well as any specific duties cited in the policy manual."

"The Vice Chairman shall perform the duties of the Chairman in the Chairman's absence and shall ~~stand~~ stand in for the Chairman at the latter's request."

Needs clearing up.

"The Secretary shall be responsible for the official minutes of the SAU Board meetings and shall perform other duties which may be assigned."

This material really refers to the treasurer of a school district, and there is a terrific difference. Since the SAU meets just twice a year, using 197:23-a would raise hell with biweekly payrolls, bills, statutory obligations, etc.

Why not, "The treasurer shall have custody of all SAU monies and shall pay monies in accordance with SAU policy."

6. The Superintendent shall keep a full and correct record of the attendance and proceedings of all meetings of the Board and shall have the care and custody of all records, papers, communications relating to the Board.

He shall give notice in writing to each member of the Board of all regular and special meetings at least one day (24 hours) before the day of the meeting, except in case of urgent necessity when verbal notice may be considered sufficient.

He shall notify members of committees of any special business which may be delegated to them by the Board.

He shall be responsible for having copies of the minutes of each Board meeting and all committee meetings prepared and mailed to each member previous to the next regular meeting, following the one for which the minutes are being prepared.

He shall be Secretary of the Advisory Committee and other special committees of the New Hampshire School Administrative Unit 38 Board, except that he may, with the consent of the committee concerned, delegate this responsibility to an assistant.

7. The Supt. has the responsibility to the Board for the total educational and operational program of N. H. School Administrative Unit 38 within the framework of state laws and District Board policies. The administrative power to act is delegated to the Supt. by the Board with the permissive power to redelegate this authority at his discretion.

There's some confusion here as to what the Supt. does and what the Secretary does. Normally the Secretary keeps the record and attendance for SAU Board meetings, but the Superintendent's office worries about the care and custody of all records, papers, etc. Two people shouldn't work the same side of the street.
Clarification needed.

One question.

No problem with sending notices to members of the SAU Board, but should notices also be sent to school board members in Hinsdale, Monadnock, and Winchester ?
That point should be addressed.

Needs to be positive.

"He shall notify members of SAU committees of any special business delegated to them by the SAU Board."

A little complicated.

"He shall mail out minutes of each SAU Board meeting and all SAU committee meetings to each member before the next regular meeting."
(Skip the preparing and mailing, etc. and get to the meat, he'll see that minutes are sent out before the next meeting).

What decision was made on the Advisory Committee ?
If it stays or reappears as a Finance Committee, then the wording might be, "He shall be secretary of the _____ Committee of the SAU Board and other special committees of the SAU Board, except that, with the consent of the appropriate committee, he may delegate the responsibility to an assistant."

Some clarification needed.

We should refer to SAU Board in 1st sentence. And we should scrub "N.H." for its is unnecessary. What is meant by the total educational and operational in SAU 38 ? Does that include the constituent school districts or just the SAU operation itself ? No quarrel with the "framework of state laws", but do we mean "District Board policies" or do we really mean "SAU Board policies" or do we mean both "SAU and District Board policies"?

The Supt. shall serve as the chief executive officer of the N. H. School Administrative Unit 38 Board.

He shall recommend goals and objectives for the orderly operation of New Hampshire School Administrative Unit

He shall carry out the policies, procedures, and programs adopted by the Board.

He shall ~~be~~ direct and supervise the work of all employees of N. H. S. A. U. 38 and shall have all powers necessary to make such direction effective.

He shall nominate all certified staff and employ all other personnel in accordance with state statute, the regulations of the State Board of Education, and District Board policies.

He shall report at such times as the Board may designate upon the quality of the work performed by the employees of New Hampshire School Administrative Unit

He shall, without further authorization, make purchase of goods and services provided for in the N. H. School Administrative Unit 38 budget.

He shall keep records and make reports as required by the Board, the regulations of the State Board of Education, state statutes, policies and procedures of N. H. School Administrative Unit

There is some confusion or possibility of confusion and it should be faced.

"The Supt. shall serve as chief executive officer of the Board of SAU 38."

"He shall recommend goals and objectives for the orderly operation of the SAU."

"He shall.... by the SAU Board."

"He shall direct..... of SAU 38.....effective."

Where will these people work ? In the SAU office, in individual districts ?

Certified people come under state wings and there is no choice.

Do we want local school board policies injected here or in local policy manuals ?

This needs clearing up, for the intent is not not evident.

In addition, it looks like a lot of words (the law, state board rules, local policies).

"He shall report at such times as the SAU Board may designate upon the quality of the work performed by employees of the SAU."

"He shall provided for in the SAU budget."

Once again, we are bringing in references to just about every agency in N.H. We do not need to cite state laws, for all are required to conform. If it must be included, shorten it to "He shall keep records and make reports as required by the SAU Board, SAU policies, state laws and regulations."

He shall direct and supervise the work of all staff members of the N. H. School Administrative Unit 38 and for cause may remove a staff member or employee of the unit when found by him to be immoral, incompetent, insubordinate or who will not conform to the policies and procedures of N. H. School Administrative Unit 38 or those of the the State Board of Education as authorized in RSA 189:31.

He shall, whenever necessary, exercise discretionary powers not specifically delegated by the Board.

This needs drastic revision.
It is a reworking of the law on dismissing teachers and is not relevant (for most SAU employees are secretarial or clerical or accounting workers, not teachers). There are more grounds for removing such employees than the reasons cited for removing teachers.
If there are teachers working for the SAU, they'll come under the law whether we mention it or not.
Keep it simple.

"He shall direct and supervise the work of all employees of the SAU and may, for cause, remove an employee."

Not sure of whether this is needed or not, since the previous article confers the right to direct and supervise employees.

But it will not harm anyone or anything to include it.

ARTICLE IV

LEGAL COUNSEL

1. The Board shall select annually in July, an attorney to act as its legal counsel for the next fiscal year, July 1-June 30. Any member of the Board who wishes to receive advice or information concerning N. H. School Administrative Unit 38 matters should first consult the Superintendent of Schools who is responsible for compiling and coordinating legal opinions. If additional clarification is necessary, legal counsel may be contacted and opinions shall be given in writing and circulated to all board members.

Unnecessary.

In all our years, we've never hired a lawyer. The issues surface at the district level first and they are answered at that level.

If a lawyer must be selected, then he should be selected at the May meeting when officers are chosen for the ensuing year.

Individual members, in most districts, do not ask for legal opinions. Legal opinions are sought by vote of a committee or by vote of the SAU Board. You can't have 9 individuals running around looking for legal opinions.

Clarification needed for the two sentences beginning with "Any member of the Board..... to all board members."

Again, if any of this remains, skip the N. H. business and refer to plain old "SAU" and to "SAU Board members."

ARTICLE V

AMENDMENTS

1. These articles may be altered or amended at any regular meeting provided notice of such alteration or amendment has been given at a previous meeting.

Too restrictive.

Needs to be flexible to meet changes in the law or in circumstances.

Notice should be given so many days or weeks before the meeting, but not at a previous meeting.

"These articles may be amended at any regular meeting provided notice of such proposed amendment is sent to the SAU Board at least ____ days before the regular meeting."

ARTICLE VI

SUSPENSION OF THE RULES

1. Rules may be suspended by two-thirds vote of the school board members present and voting.

We should refer to SAU Board and not to school board members present and voting.

"Rules may be suspended by a two-thirds vote of the SAU Board members present and voting."

ARTICLE VII

RULES OF CONDUCT

1. N. H. School Administrative Unit 38 prohibits smoking during its meetings except as the Chairman may call a recess for that purpose.

Need for this section.

The manual should be filled with policies and rules needed for the efficient and effective operation of the SAU.

That's all.

The manual should not be bogged down by dragging in every state law or regulation.

No smoking is the law. It doesn't need to be included here.

If the members want to smoke, then someone can ask for a recess and there can be a recess. But it doesn't need to be included in the manual, for it just lards up the manual and makes it harder to find the things which are important.

Keep the manual to the essential so it will be useful and convenient to use.

2. It will be responsibility of all board members, N. H. School Administrative Unit 38, to attend all meetings.

This goes without saying, but it could be said, "It is the responsibility of SAU Board members to attend all meetings." (That is not clear, since "all meetings" implies all meetings. Are members expected to attend meetings of committees to which they do not belong? Do we mean committee meetings, or just the November and May meetings of the SAU?)

- 3x The Board chairman of each district, N. H. School Administrative Unit 38, will inform the chairman of the N. H. School Administrative Unit 38 Board regarding representation at scheduled meetings.

"The chairman of each school board in the SAU will inform the chairman of the SAU Board about representation at scheduled meetings."

article viii

manifests

1. In the absence of the chairman, any officer or member of the N. H. School Administrative Unit 38 Board is authorized to sign manifests.

Manual should provide for an alternate, but this is too broad. For one thing, bank must know who signs and signature cards must be filed with the bank. Banks would not look kindly on any of 9 signatures being OK.

Better to limit the number.

As it is, the treasurer signs the manifests. In his absence, we need a replacement.

"In the absence of the treasurer, the chairman of the SAU
Bx 1 is authorized to sign manifests and checks."

SCHOOL ADMINISTRATIVE UNIT 38

December 10, 1984

The members of School Administrative Unit 38 met at The Wyman House in Swanzey Center at 7:00 P.M. on December 10, 1984, to conduct a public hearing on the proposed budget for 1985-86.

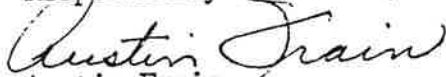
Present: Worden, Enright (Hinsdale);
Nelson, Strenkert (Winchester);
Kimball, Felton (Monadnock Regional).

Austin Frain used transparencies to show the proposed budget for the coming year.

Worden moved that the board of SAU 38 adopt a budget of \$529,020 for the coming year, and Felton seconded the motion. Motion was voted.

Worden moved adjournment, and Felton seconded. Motion voted at 7:15 P.M.

Respectfully submitted,


Austin Frain
Acting Secretary

SCHOOL ADMINISTRATIVE UNIT 38

November 14, 1984---

7, mbrs

(search
sixth
nixon)

(weight
warbin)

(Lymball
fellow)

Fall meeting will be held at Winding Brook Lodge.
Dinner at 6:30 P.M.
Business meeting will follow.

1. Call to Order C. Nelson
2. Minutes of the Previous Meeting *W f + rw, sec be structure. ok'd* L. Enright
3. Date for Public Hearing on Budget *12/10/84 rw + ls - Wynman Hance* C. Nelson *7:00*
4. Date of the May, 1985, Meeting *Wed, May 1, - Penskele* C. Nelson *6 30 dinner*
5. Proposed Calendar, 1985-86 *ok'd* A. Frain
6. Proposed Budget, 1985-86 A. Frain
7. Executive Session
 - a) Compensation of Employees C. Nelson
8. Adjournment

we said chair appt sec, ~~sec~~ Vatek. ~~ok~~ assembled.
strenuous as secretary.

Non Certified Tchrs - problem / not?

Ex Session, roll call, ~~W f~~ + ~~rw~~ + ~~rw~~

7-0.

SCHOOL ADMINISTRATIVE UNIT 38

November 14, 1984

Fall meeting will be held at Winding Brook Lodge.
Dinner at 6:30 P.M.
Business meeting will follow.

- ✓ 1. Call to Order C. Nelson
- ✓ 2. Minutes of the Previous Meeting L. Enright
- ✓ 3. *Accepted moved that Chair appoint a secretary - Bill Shanker*
Date for Public Hearing on Budget C. Nelson
Monday Dec 10 7:00 P.M. SAU Office
- ✓ 4. Date of the May, 1985, Meeting C. Nelson
Wed. May 1 6:00 Social hr. Dinner 6:30 Hors d'oeuvres
- ✓ 5. Proposed Calendar, 1985-86 A. Frain
Calendar A adopted 4-3
- ✓ 6. Proposed Budget, 1985-86 A. Frain
Snow days made up in Apr. 29, 30, May 1 after 182 day
- ✓ 7. Executive Session *9:00*
 - a) Compensation of Employees C. Nelson
8. Adjournment

NOVEMBER 14 AT WINDING BROOK LODGE

+++++

The fall meeting of SAU 38 will occur at Winding Brook Lodge in Keene.

Social hour at 6:00 P.M. with dinner at 6:30 P.M.

If the usual tradition prevails, some of the routine items may be handled during the meal (minutes, meeting dates, etc.) with the more important items following the meal.

PUBLIC HEARING

+++++

The law requires a public hearing on the SAU budget. The date is up to the SAU Board, but enough time must be allowed between the meeting on the 14th and the date of the hearing to let us get an ad in the paper. That can't be done overnight.

MAY MEETING

+++++

At this time of year, every date in May looks great. However, some date ought to be selected on the 14th.

PROPOSED CALENDAR

+++++

The superintendents have met and worked out two distinct calendars. We've run them off in different colors so they will really stand out.

Some decision ought to be made on a calendar.

PROPOSED BUDGET

+++++

The big item on the fall agenda is the budget for the coming year.

We'll have that rounded into shape by this coming Wednesday.

Executive Session has been set aside for compensation of employees, since decisions will need to be made about salaries and benefits for the coming year.

School Administrative Unit 38 Meeting
Winding Brook Lodge
Wednesday, November 14, 1984

Present:

Hinsdale: Richard Worden, Lawrence Enright
Monadnock: Forrest Kimball, William Felton
Winchester: Cynthia Nelson, Robert Secord, William Strenkert (reporting)
Administration: Austin Frain, Kenneth Hewitt, Roger Sundstrom

The meeting was called to order by Chairman Nelson at 7 p.m.

Nelson raised the issue about Kendall Baker, who was elected secretary at the May 16 meeting, but was not a permanent representative and as such needs to be replaced. Felton moved that Baker's name be stricken, Kimball seconded. Voted unanimously. Strenkert was appointed secretary.

Felton moved and Worden seconded a motion that Monday, December 10th be chosen as the date for the open hearing regarding the proposed budget. The hearing will be at the SAU office and will be from 7 to 7:30. Vote unanimous.

Felton moved and Kimball seconded a motion that the May meeting be held on May 1st Wednesday at the Hinsdale Community Room. Hospitality at 6 p.m. dinner at 6:30. Vote unanimous.

The 1985-86 school calendar was discussed. Two versions were presented by Frain with "A" being recommended. Enright moved and Kimball seconded a motion to accept version "A". Vote 4 yes, 3 no, motion passed.

Felton moved and Worden seconded a motion to make up snow days during April to insure that school ends on June 18. Snow days are to be made up on April 29, 30 and May 1, in this order. Vote unanimous.

Kimball moved and Felton seconded a motion to go into executive session for the purpose of discussing compensation of employees. Vote unanimous.

Enright moved and Felton seconded a motion to accept the data presented on the "green" sheet regarding blue cross-blue shield. Vote unanimous.

Felton moved and Kimball seconded a motion to increase office salaries by 8 1/2% or \$7,000. Vote 3 yes, 3 no, chairperson voted no, motion lost.

Felton moved and Kimball seconded a motion to increase the budget to \$88,400 or 8%. Vote 2 yes, 4 no, motion lost.

Secord moved to increase the salaries by 6%. No second.

Enright moved and Felton seconded a motion to raise the budget to \$88,000 (7.5%) Vote 4 yes, 1 no. Motion passed.

Secord moved and Enright seconded a motion to change the office hours to 8 a.m. to 4:30 p.m. with 30 minutes for lunch. Vote unanimous.

Felton moved and Kimball seconded a motion to raise the superintendents salaries by \$12,000 with the individual increases determined by Frain. Vote 2 yes, 4 no, motion lost.

Secord moved and Worden seconded a motion to raise the superintendent's salaries by \$10,000 (8.6%) with the individual increases determined by Frain. Vote 4 yes, 2 no, motion passed.

Meeting adjourned at 10:25.

Respectfully submitted,



William P. Strenkert

November 14, 1984

	1983-84	1984-85	1985-86
SALARIES	181,183	198,054	214,217 ✓
Administrative salaries	104,700	116,217	126,217
Office salaries	76,483	81,837	88,000
FRINGE BENEFITS	9,760	12,400	12,740 ✓
Disability insurance	495	525	600
Dental insurance	909	1,075	940
Blue Cross	8,356	10,800	11,200
FIXED CHARGES	19,168	22,103	23,063 ✓
F I C A	11,932	13,962	14,768
State Retirement	6,031	6,426	6,844
Workmen's Comp. Ins.	0	200	200
Unemployment Comp. Ins.	405	315	351
General insurance	800	1,200	900
OPERATION OF BUILDING	6,915	6,515	6,315
Oil burner maintenance	45	45	45
Custodial service	2,600	2,600	2,600
Heating oil	2,000	1,900	1,600
Electricity	2,200	1,900	2,000
Exterminator	70	70	70

	1983-84	1984-85	1985-86
PURCHASED SERVICES	11,350	11,950	10,050
Typewriter maintenance	250	250	250
Mimeograph maintenance	75	0	0
Duplicator maintenance	75	0	0
Computer maintenance	2,100	3,000	3,000
Computer programs	2,000	2,000	0
Travel	4,600	4,600	4,400
Auditor	250	300	400
Copier rental	2,000	1,800	2,000
OFFICE EXPENSES	16,875	17,450	23,935
Telephone	2,875	3,500	3,200
Postage	1,800	1,800	1,800
Ads / legal notices	0	100	75
Supplies	5,000	5,000	5,900
Equipment replacement	6,000	6,000	12,000
Books, materials	1,200	1,050	960
OTHER EXPENSES	3,533	3,680	3,700
Meetings, conferences	1,530	1,580	1,600
Dues	1,003	1,100	1,100
Staff Development	1,000	1,000	1,000
TRANSFERS	230,000	250,000	235,000

	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>
Sub-total	248,784	272,152	294,020
Transfer programs	230,000	250,000	235,000
GRAND TOTAL	478,784	522,152	529,020
Federal Revenue	230,000	250,000	235,000
Insurance Refund	0	922	1,162
Equipment Reserve	10,000	0	12,000
NET BUDGET	<u>238,784</u>	<u>271,230</u>	<u>280,858</u>

Sub-total 272,152 $\rightarrow$ 294,020 = \$21,868 (8.0%)
 Transfers 250,000 $\rightarrow$ 235,000 = -\$15,000 (-6.0%)
 Grand Total 522,152 $\rightarrow$ 529,020 = \$6,868 (1.3%)

Revenue 250,000 $\rightarrow$ 235,000
 922 $\rightarrow$ 1,162
 0 $\rightarrow$ 12,000
 250,922 $\rightarrow$ 248,162 = -\$2,760 (-1.1%)

Net 271,230 $\rightarrow$ 280,858 = \$9,628 (3.5%)

N.H. DEPARTMENT OF EDUCATION
SPECIAL EDUCATION SECTION
61 PLEASANT STREET
CONCORD, N.H. 03301

STUDENT CENSUS OF FY85 94-142 COMPLIANCE
FOR
DISTRICT: (255/38) HINSDALE

SEARCH START DATE: 12/ 1/84
SEARCH END DATE: 12/ 1/84
COMPLIANCE DATE: 12/ 1/84
TUE, JAN 29 1985

PRIMARY HANDICAP	AGE AS OF 12/ 1/84																					TOTAL
	0-3	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
MR	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	0	0	0	0	0	3
ARD OF HEARING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEAF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPEECH-LANGUAGE	0	0	0	0	1	2	3	1	0	1	0	0	0	0	0	0	0	0	0	0	0	8
VISUAL HANDICAP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERIOUS E.D.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
ORTHO. IMPAIRED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER HEALTH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPECIFIC L.D.	0	0	0	0	0	0	3	3	5	5	7	2	2	1	3	0	0	0	0	0	0	31
DEAF-BLIND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MULTIHANDICAPPED	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
POTENTIAL HCP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NO EVALUATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	1	3	6	5	5	6	7	2	2	1	5	2	0	0	0	0	0	45

SUMMARY OF ALL 94-142 ELIGIBLE STUDENTS

ELIGIBILITY	COMPLIANCE	NON-COMPLIANCE	TOTAL
94-142	45	1	46

SA V Budget

N.H. DEPARTMENT OF EDUCATION
SPECIAL EDUCATION SECTION
101 PLEASANT STREET
CONCORD, N.H. 03301

STUDENT CENSUS OF FY85 94-142 COMPLIANCE
FOR
DISTRICT: (573/38) WINCHESTER

SEARCH START DATE: 12/ 1/84
SEARCH END DATE: 12/ 1/84
COMPLIANCE DATE: 12/ 1/84
TUE, JAN 29 1985

PRIMARY HANDICAP	AGE AS OF 12/ 1/84																						TOTAL
	0-3	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22		
MR	0	0	0	0	0	1	0	0	0	1	0	1	2	0	4	3	0	0	0	0	0	12	
HARD OF HEARING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
DEAF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SPEECH-LANGUAGE	0	0	0	2	7	3	2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	15	
VISUAL HANDICAP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SERIOUS E.D.	0	0	0	0	0	0	2	1	1	1	1	4	1	3	2	0	0	0	0	0	0	14	
ORTHO. IMPAIRED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
OTHER HEALTH	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	41	
SPECIFIC L.D.	0	0	0	0	0	0	1	7	3	5	6	5	4	2	5	0	2	0	0	0	0	0	
DEAF-BLIND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
MULTIHANDICAPPED	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
POTENTIAL MCP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
NO EVALUATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS	0	0	0	3	8	5	5	8	4	7	7	11	7	5	10	3	2	0	0	0	0	95	

SUMMARY OF ALL 94-142 ELIGIBLE STUDENTS

ELIGIBILITY	COMPLIANCE	NON-COMPLIANCE	TOTAL
94-142	85	4	89

Roger:

These improved compliance totals will result in an increase in 94-142 revenue for Winchester of \$4825.

There is no change in Hinesdale as they had 45 students in compliance last year.

SAU Br 85-8

School Administrative Unit No. 38

HINSDALE

WINCHESTER

MONADNOCK REGIONAL

May Meeting of School Administrative Unit 38
Community Room, Hinsdale Clubhouse
May 16, 1984

- ✓ 1. Call to Order at 8:30 P.M. G. Whitham
- ✓ 2. Minutes of the Previous Meeting L. Enright
- ✓ 3. School Calendar, 1984-85 A. Frain
190 day calendar (180 school days, 10 others) full days
- ✓ 4. S. A. U. Budget, 1984-85 A. Frain
Stands as voted
- ✓ 5. Date of November Meeting G. Whitham
Nov 14. 6:30 Wandering Brook
- ✓ 6. Superintendent's Report A. Frain
*Shared maintenance service
auditing of federal accounts*
- ✓ 7. Election of Officers, 1984-85

Chairman Cyndy Nelson

Vice Chairman Garry Enright

Treasurer William Felton

Secretary Kendall Baker

Deputy Treasurer - Richard Worden

- ✓ 8. Adjournment

9:25

Letter of commendation

SCHOOL ADMINISTRATIVE UNIT 38

Minutes

May 16, 1984

The meeting was called to order in Hinsdale by Chairman Whitham.

Present were nine board members:

Winchester: Cynthia Nelson, William Strenkert, Kendall Baker.

Hinsdale: Lawrence Enright, David Ward, Lawrence Wright.

Monadnock: George Whitham, William Felton, Peter Hanrahan.

It was moved by W. Felton and seconded by C. Nelson that the minutes of November 14, 1983, and December 12, 1983, be accepted as printed. Voted Unanimously.

Austin Frain passed out copies of the 1984-85 calendar. He said that the State may require a 190 day calendar (180 school days + 5 workshop days + 5 storm days), which would not be a problem. However, the State may insist on full school days, eliminating delayed openings in winter and early closings. This may require revising future calendars so the school year can still end early in June.

It was suggested that the possibility of adding time might be explored (delayed opening but a later closing) and amending the April vacation for 1984-85 to indicate the use of some days for makeup. These possibilities will be looked into. Final word from the State should be sent along soon.

The budget for the current year should show a surplus, and this is used to support the equipment fund, since the computer may have to be replaced in the next few years. The 1984-85 budget was amended and corrected at the public hearing in December, 1983, correcting the misunderstanding which had arisen.

The board decided to hold its next meeting at Winding Brook Lodge on Wednesday, November 14, 1984, at about 6:30 P.M.

The superintendent reported that an audit of federal accounts will be contracted for, since these accounts must be done every two years. A firm experienced in federal accounting will be sought.

The superintendent passed out copies of some proposed SAU policies. Chairman Whitham had prepared these, and the superintendent edited them for clarity and brevity. It had been agreed earlier that each school board chairman would appoint a board member to serve on a SAU policy committee to review these policies and prepare an appropriate list of policies. This may be done by the November, 1984 meeting.

The superintendent announced that shared maintenance services will begin in 1984-85. Charles Roosa from Monadnock will visit Hinsdale and Winchester and talk with the custodians and look over their lists of repairs. In all likelihood, everything will not be done at once.

The first year will be a time for working out the bugs in the plan. Eventually it should help all three districts.

Officers were elected for the coming year:

chairman: Cynthia Nelson

vice chairman: Lawrence Enright

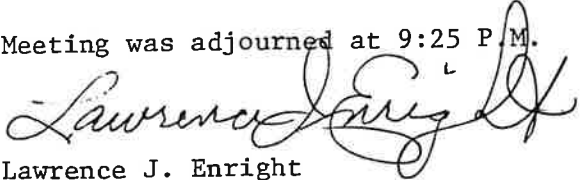
treasurer: William Felton

secretary: Kendall Baker

deputy treasurer: Richard Worden

The Board voted to send a letter of appreciation to Eugene Gaffey for his service to the SAU and to present him with an appropriate gift.

Meeting was adjourned at 9:25 P.M.


Lawrence J. Enright

Secretary

Minutes
SCHOOL ADMINISTRATIVE UNIT 38
December 12, 1983

The Board of School Administrative Unit 38 met at The Thayer School in Winchester to hold a public hearing on the proposed budget for 1984-85 and to approve a budget for the coming year.

Present: Gardner, Polaski, Ryder (from Winchester); Gaffey, Worden, Enright (from Hinsdale); Felton (from Monadnock), plus superintendent, reporter, Winchester principal.

Vice Chairman Gaffey opened the public hearing at 7:40 P.M.
Supt. Frain passed out copies of the proposed budget and explained the line items.
The superintendent answered questions about items in the budget.

Board members noticed an error in the printed copy of the proposed budget. The figure for administrative salaries (\$111,517) did not agree with the amount approved by the Board at its budget session. The figure for 1984-85 should represent an increase of \$11,517 over the 1983-84 figure, rather than being \$111,517.

The figure for administrative salaries for 1984-85 was amended to read \$116,217 (an increase of \$11,517 over the current allocation of \$104,700). \$453 was added to Fixed Charges to take care of FICA and State Retirement charges to go along with the administrative salary increase.

There being no more questions, the public hearing was ended. The business meeting began. Vice Chairman Gaffey called for a vote on the motion to approve a total amended budget of \$522,152 for the coming year. Members of the Winchester Board indicated they were not anti-administrative raises, but wished they could see such increases for principals in their district. Following comments from several Board members, including a statement that SAU salaries were below state levels, the Board voted on the amended budget.

YES: Worden, Enright, Felton.

NO: Gardner, Ryder, Polaski.

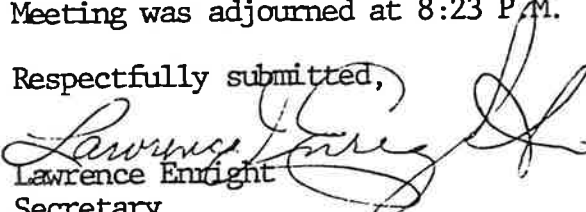
Vice Chairman Gaffey broke the tie, by voting YES.

Amended budget was approved, 4 YES to 3 NO.

It was voted to hold the May meeting on Wednesday, May 16, 1984, at the Community Room in Hinsdale. Business meeting will follow a dinner.

Meeting was adjourned at 8:23 P.M.

Respectfully submitted,


Lawrence Enright
Secretary

SCHOOL ADMINISTRATIVE UNIT 38

November 14, 1983

1. Call to Order at 8:00 P. M. at Winding Brook Lodge Mr. Whitham
2. Minutes of the Previous Meeting *Accepted* Mr. Enright
3. S. A. U. Policy Manual Mr. Whitham
Chairman empowered to appoint a committee to study & bring back recommendations to SAU Board
4. Superintendent's Report Mr. Frain
5. Proposed Budget, 1984-85 Mr. Frain
6. Date of the Public Hearing *Mon Dec. 12 7:30 Thayer H.S.* Mr. Whitham
7. Date of the May Meeting *May 9th 6:30 dinner 8:00 meeting* Mr. Whitham
8. Executive Session
Sharing of maintenance services
Compensation of Employees Mr. Frain
9. Adjournment

*Will
Employee count
for R. Warden*

Delegates to the SAU Meeting:

The usual format will prevail.

There will be a social hour beginning at 6:00 P. M. in The Hunt Room at Winding Brook Lodge.

Dinner will be served at 6:30 P.M.

The business meeting will begin at 8:00 P.M.

The agenda:

George Whitham will explain the proposed SAU Policy Manual. You will recall that copies were passed out to all board members some time ago.

Austin will have a few words to say about the computer operation in SAU 38, and the financial aspects of the budget.

The rough draft of a budget for the coming year has been received by everyone.

As always, there will be dates to settle.

In executive session, you will need to arrive at some decisions about salaries.

In executive session, Austin wants to say a word about Monadnock sharing maintenance services with Hinsdale and Winchester provided there is still interest in that proposal.

The topic has been reserved for executive session since it will involve people, and the people need to hear it first (if any decisions are made) and not read it about it first in the paper or hear it bandied about on radio.

The recap:

MONDAY EVENING, NOVEMBER 14, 1983

WINDING BROOK LODGE

SCHOOL ADMINISTRATIVE UNIT 38
November 14, 1983

Meeting was called to order at Winding Brook Lodge by Chairman Whitham.
Present: Ryder, Baker, Nelson from Winchester; Gaffey, Enright, Worden
from Hinsdale; Whitham, Felton from Monadnock Regional.

Minutes of the previous meeting were approved as printed.

The Board discussed having a policy manual for the SAU. The intent is having
written policies available.

It was decided that a committee from the SAU should work on such policies,
with the chairmen of the three separate school boards appointing a committee
to develop policies.

The superintendent reported that Monadnock Regional was ready to provide
some maintenance services to Hinsdale and Winchester. Monadnock could
provide some carpentry, plumbing, electrical help. The first year would
be more difficult, but the advantages to all three districts made it worth
trying. The Board members expressed their interest in the proposal.

The superintendent reviewed a proposed budget for 1984-85 with the Board.
The Board approved \$6,515 for operation of the building, \$11,950 for
purchased services, \$17,450 for office expenses, \$3,680 for other
expenses.

The Board approved staff raises of 7%, and voted to support disability
insurance at a cost of \$75 a person, dental insurance at a cost of up
to \$240 a person, and Blue Cross assistance of up to \$1,500 a person.
Professional dues for superintendents will be supported up to a total
of \$1,100.

The Board will consider superintendents' salaries in executive session.
When a determination is made, the necessary retirement and FICA will
be computed by the SAU office and added on.

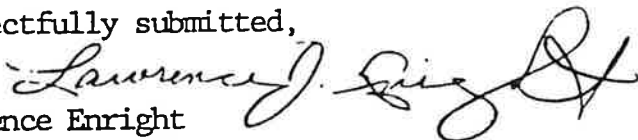
The Board decided to hold a public hearing on the 1984-85 budget at
the Thayer School on December 12, 1983, at 7:30 P.M.

The May meeting will be held in Hinsdale on May 16, 1984.
Arrangements for the dinner will be firmed by December 12, 1983, in
case some adjustment is needed.

In executive session, the Board considered administrative salaries and
decided to increase the administrative salary account by 11% for 1984-85.
Meeting adjourned at 9:17 P.M.

Respectfully submitted,

Lawrence Enright
Secretary



	Spent 82-83	Budgeted 3-84	Proposed 84-85
Administrative Salaries	98,700	104,700	<u> </u>
Office Salaries	71,044	76,483	<u> </u>
TOTAL SALARIES	169,744	181,183	<u> </u>
Benefits	26,778	29,131	<u> </u>
Purchased Services	20,362	22,070	22,945
Supplies	10,761	10,400	9,850
Property	11,758	6,000	2,000 6000
SUB-TOTAL	239,403	248,784	<u> </u>
Federal Programs	245,081	230,000	250,000
GRAND TOTAL	484,484	478,784	<u> </u>
Revenue	-245,081	-230,000	-250,000
Insurance Rebate	0	0	0
Equipment Reserve	0	- 10,000	0
NET BUDGET	239,403	238,784	<u> </u>

PURCHASED SERVICES
+++++

	Spent 82-83	Budgeted 83-84	Proposed 84-85
Mileage	4,402	4,600	4,600
Conferences and Meetings	903	1,030	1,030
Secretary Meetings & Conferences	87	200	200
Staff Development	0	1,000	1,000
SAU Meetings	352	300	350
Telephone	3,117	2,875	3,500
Auditor	250	250	300
Copier Rental	2,056	2,000	1,800
Typewriter Maintenance	0	250	250
Mimeograph Maintenance	62	75	0
Duplicator Maintenance	30	75	0
Exterminator	65	70	70
Oil Burner Maintenance	36	45	45
Computer Maintenance	3,953	2,100	3,000
Computer Programs	0	2,000	2,000
Postage	1,377	1,800	1,800
General Insurance	1,197	800	1,200
Custodian	2,377	2,600	2,600
Advertising	98	0	100
 T O T A L	 20,362	 22,070	 22,945

EQUIPMENT
++++++

	Spent 82-83	Budgeted 83-84	Proposed 84-85
--	----------------	-------------------	-------------------

Replacement, & New Equipment	11,758	6,000	2,000 6000	<i>Record storage system 4000 reserves</i>
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SUPPLIES
++++++

	Spent 82-83	Budgeted 83-84	Proposed 84-85
--	----------------	-------------------	-------------------

Publications	1,786	1,200	1,050
Heating Oil	1,558	2,000	1,900
Electricity	1,530	2,200	1,900
Office Supplies	5,789	5,000	5,000
TOTAL	10,663	10,400	9,850

TO: SUPERVISORY UNIT BOARD #38

FROM: Monadnock Regional School Board (Robert Ballou (Swanzey); James Carney (Richmond); Millard Edwards (Surry); William Hamill (Roxbury); Peter Hanrahan (Gilsom); Betty Harling (Troy); George Whitham (Sullivan); Winston Wright (Fitzwilliam); William Felton, (Swanzey) Vice-Chairman; Forrest Kimball, (Troy) Chairman.)

DATE: May 9, 1983

RE: Superintendent Evaluation Form and the Evaluation Process

Enclosed you will find an Evaluation Form that was used by the Monadnock Regional School Board as a part of the process of their evaluation on the Superintendent of Schools Austin Frain. This evaluation process extended over approximately three months time. There were three separate steps in this evaluation process.

The first step involved work by the School Board Administration Evaluation Committee, composed of three members (Edwards, Carney and Felton), toward the development of the enclosed evaluation form. This form was subsequently submitted to and approved by the School Board.

The second step was initiated by a request to each School Board member to complete the evaluation form and return it to the Committee. The Committee in turn went over the returned forms and submitted a written report to the School Board, based on the responses that were returned. In executive session (only School Board members present), the School Board discussed, modified and added to the Committee Report. A revised Committee report, incorporating these changes, was submitted and approved at a subsequent School Board meeting.

The third step took place when the School Board discussed this evaluation with the Superintendent in executive session. The final evaluation report had been forwarded to the Superintendent almost a month prior to its discussion with him. This executive session meeting was exclusively devoted to the discussion of this evaluation. This is suggestive of the importance placed by the School Board in the area of personnel evaluation. The discussion involved an exchange of various points of view on a number subject areas of concern to both School Board members and the Superintendent. There were also comments on the significance of the various sections of the evaluation. Also included were clarifications and interpretations of a number of the statements contained in the report. The general feeling among Board members was that this evaluation process worked well and constituted an appropriate way to obtain an information base upon which personnel recommendations may be developed for presentation to the Supervisory Unit Board #38 at its meeting in November 1983.

The Monadnock Regional School Board is pleased enough with this evaluation form that they wish to share this form with the other members of Supervisory Unit #38. We have requested the Superintendent to place this item on the agenda for the next meeting of SU #38.

However, all things are never what we would like them to be. In regard to this evaluation form we have a cautionary note to offer. In the process of discussing the various evaluative comments offered by Board members, we find that a number of statements were made, particularly in reference to the improvement areas, that lacked the specific references necessary to give them substance or credibility. They are essentially allegations rather than statements of fact. Unfortunately, School Board members who contributed some of these statements were not present at the meeting with the Superintendent at which these evaluations were discussed. In order that an evaluation process be fair and just, it would appear crucial that specifics be provided to substantiate such evaluative statements as are made. In addition, it is important that all School Board members be present when evaluations of a Superintendent are discussed with him.

SUPERINTENDENT EVALUATION

Evaluator: _____

I. PERSONNEL

A. STAFF EVALUATION PROCEDURES

Evaluation: _____

Positive characteristics:

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
- 2.
- 3.
- 4.

.....
B. PERSONNEL PRACTICES AND PROCEDURES

Evaluation: _____

Positive characteristics:

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
- 2.
- 3.
- 4.

.....
C. PROMOTES GOOD MORALE (among staff, teachers & principals)

Evaluation: _____

Positive characteristics:

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
- 2.
- 3.
- 4.

.....
D. DELEGATION OF WORK RESPONSIBILITIES

Evaluation: _____

Positive characteristics:

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
- 2.
- 3.
- 4.

II. SCHOOL OPERATIONS

A. CURRICULUM DEVELOPMENT

Evaluation: _____

Positive characteristics:

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
 - 2.
 - 3.
 - 4.
-

B. SCHOOL BUILDINGS AND EQUIPMENT

Evaluation: _____

Positive characteristics

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
 - 2.
 - 3.
 - 4.
-

C. BUDGET MANAGEMENT

Evaluation: _____

Positive characteristics:

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
 - 2.
 - 3.
 - 4.
-

D. CAPITAL IMPROVEMENTS (Identification, planning & implementation)

Evaluation: _____

Positive characteristics:

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
- 2.
- 3.
- 4.

III. SCHOOL BOARD/SUPERINTENDENT RELATIONS

A. KEEPS SCHOOL BOARD INFORMED

Evaluation: _____

Positive characteristics

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
- 2.
- 3.
- 4.

.....
B. QUALITY OF PROFESSIONAL ADVICE TO THE SCHOOL BOARD

Evaluation: _____

Positive characteristics:

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
- 2.
- 3.
- 4.

.....
C. RELATIONSHIP WITH SCHOOL BOARD MEMBERS

Evaluation: _____

Positive characteristics:

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
- 2.
- 3.
- 4.

.....
D. ADMINISTRATIVE AGENT OF THE SCHOOL BOARD

Evaluation: _____

Positive characteristics:

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
- 2.
- 3.
- 4.

IV. SCHOOL/COMMUNITY RELATIONS

A. NEWS MEDIA RELATIONS

Evaluation: _____

Positive characteristics:

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
- 2.
- 3.
- 4.

.....
B. SUPERINTENDENT'S COMMUNITY/PROFESSIONAL IMAGE

Evaluation: _____

Positive characteristics:

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
- 2.
- 3.
- 4.

.....
V. PROFESSIONAL CHARACTERISTICS

A. PROBLEM SOLVING ABILITIES

Evaluation: _____

Positive characteristics:

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
- 2.
- 3.
- 4.

.....
B. PROFESSIONAL DEVELOPMENT

Evaluation: _____

Positive characteristics:

- 1.
- 2.
- 3.
- 4.

Improvement areas:

- 1.
- 2.
- 3.
- 4.

NON CERTIFICATED STAFF

SAU #38

Immediate Supervisor

The superintendent shall be regarded as the supervisor.
However, he may delegate duties to the office manager.

Holidays

Eleven paid holidays will be allowed:

New Year's Day
Washington's Birthday
Fast Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving
Day After Thanksgiving
Christmas

The superintendent is authorized to make adjustments for holidays caused by changes in the school calendar from year to year, or because of emergencies, by substituting days for the paid holidays listed above.

In addition, the staff will be allowed $\frac{1}{2}$ day before Christmas and $\frac{1}{2}$ day before New Year's, or may take one full day before either holiday, with the decision to be made by the superintendent having consulted with the staff.

If a holiday falls on Sunday, then Monday will be the paid holiday. If a holiday falls on Saturday, then Friday will be the paid holiday, provided that school is not in session on that Friday. In the event that the schools are in session on Friday or Monday, then compensatory time will be arranged by the supervisor.

To qualify for holiday pay, the individual must work the working day preceding the holiday and the working day immediately following the holiday.

However employees on sick leave will not be charged for an absence on a holiday.

Employees on vacation will not be charged for an absence on a paid holiday.

There will be no loss of vacation day when a paid holiday falls in a vacation period.

Vacations

Paid vacations will be granted based on the continuous service of the employee.

After one full year, two weeks of vacation.
After eight years, three weeks of vacation.

No vacation is awarded for the first year of work (52 weeks).
Thereafter, an individual works 50 weeks out of every 52 weeks
until eligible for three weeks vacation when the person works
49 weeks out of every 52.

With the prior approval of the supervisor, an employee may
accumulate vacation days up to a maximum of 15 days.

All requests for vacation days must be approved in advance by the
supervisor.

Normally vacation days are taken during the summer when schools
are closed.

The supervisor shall prepare a vacation schedule, after consulting
with the employees in the department or section.

Upon written notice to the supervisor at least 15 days before
ending employment with the SAU office, an employee will be paid
for unused vacation time on retirement or on leaving employment.

Sick Leave *****

Employees shall receive 1 sick day a month cumulative to 12 days
a year, and cumulative to a total of 60 days overall.

During the first year, an employee's sick leave shall not be
considered exhausted until it exceeds 12 days.
Should an employee leave the employ of the SAU before earning
the 12 days, the individual shall reimburse the SAU for the
difference between the paid sick leave and the earned sick leave.

Personal Leave *****

Paid leave to take care of emergencies and for death in the immediate
family may be granted by the superintendent.

Emergency shall be interpreted to mean sickness in the immediate
family or urgent business which cannot be conducted at any other time.

Bereavement leave shall take care of death in the immediate family.

Immediate family shall be interpreted to mean mother, father, brother,
sister, spouse, children, grandparents, and grandchildren of the
employee, and the same relative of the employee's spouse.

Paid or unpaid leave for other purposes may be granted by the
superintendent.

Working Hours

The normal working week is made up of five, eight hour days, for a total of forty hours.

The supervisor shall arrange work schedules to ensure that the SAU office functions properly.

The supervisor shall arrange for compensatory time for work performed by an employee on a holiday.

Overtime work will not be undertaken without the expressed approval of the supervisor, who shall complete a written authorization for the payroll department to confirm the approval. .

Overtime work is paid at the rate of 1½ times the normal hourly rate.

The normal week is 8:00 A.M. until 5:00 P.M. with an hour for lunch. After the closing of school in June and before the opening of school in September, the office hours will be 8:00 A.M. until 4:30 P.M. with thirty minutes for lunch.

Absences

The employee has the following responsibilities:

When the need for being absent is known in advance, the employee must notify the supervisor as far ahead of time as possible, using the LEAVE REQUEST FORM.

When an individual who has not given advance notice finds that he cannot report for work, he must notify his immediate supervisor before starting time.

Failure to give notice shall serve as cause for an appropriate disciplinary penalty, which may include denial of pay. .

The office manager and the superintendent have responsibilities as well:

To grant or deny the advance request of an employee to be absent.

To verify absences.

To deny pay allowances for absences which violate Board policy.

To impose disciplinary penalties on individuals who abuse leave privileges or who violate the provision of the Responsibilities of an Employee.

Returning to Work After Illness

When an individual returns to work after an absence of 3 days or more, the superintendent may require a doctor's certificate certifying that the person is well enough to work.

Physical Examination

The SAU may require a physical examination prior to being hired.

A doctor's statement may be required during the individual's employment when determined by the superintendent.

Salaries

The SAU Board will review salaries and fringe benefits annually in time to include adjustments in its proposed budget for the ensuing year.

Schedule of Fringe Benefits 1983-84

SICK LEAVE: see SAU Policy.

BEREAVEMENT / EMERGENCY LEAVE: see SAU policy.

VACATIONS: see SAU policy.

PAID HOLIDAYS: see SAU policy.

BLUE CROSS-BLUE SHIELD: SAU will pay up to \$1,200 an employee toward BC-BS coverage.

DENTAL INSURANCE: SAU will pay up to \$101 an employee toward dental coverage.

DISABILITY INSURANCE: SAU will pay up to \$55 an employee toward disability insurance coverage.

SALARIES: individual salaries approved for 1983-84.

	1982-83 *****	1983-84 *****	Increase *****	% Increase *****
Office Salaries	72,808	76,483	3,675	5.05%
Administrative Salaries	98,700	104,700	6,000	6.1
TOTAL SALARIES	171,508	181,183	9,675	5.6%
Benefits	26,436	29,131	2,695	10.2
Purchased Services	19,767	22,070	2,303	11.7
Supplies	11,263	10,400	- 863	- 7.7
Property	17,800	6,000	-11,800	-66.3
SUB-TOTAL	246,774	248,784	2,010	.8
FEDERAL Flow Through \$\$	250,000	230,000	-20,000	- 8.0
TOTAL	496,774	478,784	-17,990	- 3.6
Handicapped Revenue, etc.....	-250,000	-230,000	-20,000	- 8.0
Insurance refund	- 300	0	- 300	
Equipment Reserve	- 10,500	- 10,000	- 500	- 5.0
N E T B U D G E T	235,974	238,784	2,810	1.2

	82-3	83-4	Inc.	%
Admin. Sal.	98700	104700	6000	6.1
Office Sal.	72808	76483	3675	5.05
Total Salaries	171,508	181,183	9675	5.6
Benefits	26436	29131	2695	10.2
Purch. Ass.	19767	22070	2303	11.7
Supplies	11263	10400	-863	-7.7
Property	17800	6000	-11800	-66.3
Sub-Total	246,774	248,784	2010	.8
Federal \$	250,000	230,000	-20000	-8.0
TOTAL	496,774	478,784	-17990	-3.6
Handicapped Revenue	-250,000	-230,000	-20000	-8.0
Insurance rebate	-300	0	-300	∞
Equip. Reserve	-10,500	-10,000	-500	5
NET	235974	238784	2810	1.2%

Administrative Salaries

Austin

Ken

Roger

	82-3	83-4	Increase	% Increase
Austin	35,000	37,300	2300	6.6
Ken	30,500	32,200	1700	5.6
Roger	33,200	35,200	2000	6.0
	98700	104,700	6000	6.1

Office Salaries

	82-3	83-4	Increase	% Increase
Mary Ann	10294	11129	835	8.1
Arlene	12737	13572	835	6.6
Ann	9605	10440	835	8.7
Sandy	9292	10127	835	9.0
Esther	11380	12215	835	7.3
Part Time	2000	0	- 2000	- ∞
Claude	17500	19000	1500	8.6
	72,808	76483	3675	5.05

Computation: Office Salaries

Mary Ann

$$82-83 = 4.93$$

$$83-84, 4.93 + .40 = 5.33 = \$11,129$$

$$5.33 \times 2088 = \$11,129.04$$

Arlene

$$82-3 = \$6.10$$

$$83-4, 6.10 + .40 = 6.50$$

$$6.50 \times 2088 = 13,572$$

13,572

Ann

$$82-3, \$4.60$$

$$83-4, \$4.60 + .40 = \$5.00$$

$$5.00 \times 2088 = 10,440$$

10,440

Sandy

$$82-3 = \$4.45$$

$$83-4 = 4.45 + .40 = 4.85$$

$$4.85 \times 2088 = \$10,126.80$$

10,127

Esther

$$82-3 = \$5.45$$

$$83-4 = 5.45 + .40 = 5.85$$

$$5.85 \times 2088 = 12,214.80$$

12,215

Claude

$$82-3 = \$175.00$$

$$83-4 = \$175.00 + 15.00$$

$$83-4 = \$19,000$$

19,000

76,483

Benefits

	82-3	83-4	Increase	% Increase
<u>FICA</u>	11264	11932	668	5.9
<u>State Retirement</u>	5780	6031	251	4.3
<u>Unemploy. Comp.</u>	476	405	- 71	- 15%
<u>Disability Ins.</u>	495	495	0	0
<u>Dental Ins.</u>	0	909	909	∞
<u>Blue Cross</u>	7502	8356	854	11.4
<u>Dues</u>	919	1003	84	9.1
	26,436	29,131	2,695	10.2
Mandated Benefits FICA St. Retirement U. Comp.	17520	18368	848	4.8
Optional Benefits Disability Dental BC-BS Dues	8916	10763	1847	20.7

Benefit Computations

82-3

FICA

w/ a wage limit of \$32,400
subject to taxes,

austin	32400
roger	32400
ken	30520
office	72808
	<hr/>
	168,128 x 6.7%

83-4

Tax ceiling is now \$34,700

austin	34,700
ken	32,200
roger	34,700
office	76,483
	<hr/>
	178,083
	x 6.7%
	<hr/>
	11,932

State Retirement

all SAM wages (office plus
administrative except for
\$2000 for p.t. help)
 $169,617 \times 2.8\% = 4750$

Accrued liability for Stella
& Dot

Stella	$65.80 \times 12 = 790$
DPW	$19.99 \times 12 = 240$
	<hr/>
	1030

Total	4750
	<hr/>
	1030
	<hr/>
	5780

all office salaries & administrative
salaries are taxed.

off.	76483
adm.	104700
	<hr/>
	181,183
	x 2.76%
	<hr/>

Accrued Liability

Stella	$65.80 \times 12 = 790$
DPW	$19.99 \times 12 = 240$
	<hr/>
	1030

Total	5001
	<hr/>
	1030
	<hr/>
	6031

Unemployment Comp.

.85% of first \$6000 wages
9 people at \$6000 x .85% = 459
1 p.t. at \$2000 x .85% = 17

476

Now .75% of first \$6000 for
each employee.
 $9 \times 6000 \times .75\% = 405$

82-3

Disability Insurance

MRSD pays up to \$55
an employee a yr.
SAU did the same.
 $9 \times \$55 = 495$

83-4

$\$55 \text{ a yr} \times 9 \text{ people} = \495

Dental Insurance

SAU paid nothing
toward dental ins.
in 82-83

SAU will pay cost of single
person membership in
Delta Dental.
Cost set at \$101 a person.
 $9 \times \$101 = 909$

Blue Cross. Blue Shield

SAU pays up to \$1000
a person.
 $1 \text{ single} \times \$502 = 502$
 $7 \times \$1000 = 7000$
7502

SAU pays up to \$1200
a person.

1 non member	0
2 singles (578)	1156
4 two person	4800
2 family	2400
	<u>8356</u>

Dues

AASA: $3 \times \$125 = 375$
NHSA: dues for 3 = 544
(544 was based on 81.2 salaries,
since this was a requested
benefit had to be estimated in
advance)

$\begin{array}{r} 375 \\ 544 \\ \hline 919 \end{array}$

AASA: $3 \times 125 = 375$
NHSA: $\$104,701 \times .006 = 628$
1003

Purchased Services

	82-3	83-4	Increase or Decrease	%
Mileage	4600	4600	0	
Conferences, Meetings	1030	1030	0	
Secretary meetings	200	200	0	
Staff Development	1000	1000	0	
SAU Meetings	300	300	0	
Telephone	2900	2875	- 25	
Auditor	250	250	0	
Copier Rental	1800	2000	200	
Typewriter Maint.	500	250	- 250	
Trucks. Maint.	105	75	- 30	
Duplicator Maint.	100	75	- 25	
Exterminator	65	70	5	
Oil Burner Maint.	40	45	5	

Done

	82-3	83-4	Inc/dec	%
Burroughs Maint (now computer maint)	3000	2100	-900	
Burroughs programs (now computer programs)	0	2000	2000	
Postage	800	1800	1000	
Gen'l Insurance	700	800	100	
Custodian	2377	2600	223	
	19767	22070	2303	11.7

Computation of Purchased Svs.

<u>82-3</u>	<u>83-4</u>
Mileage (23,000 miles $\times$ 20¢) = 4600 less 8000 reg 10000 aust 5000	23,000 miles $\times$ 20¢ = 4600
Conferences, meetings = 1030 June 3 $\times$ 3 $\times$ 75 = 675 Oct 1 $\times$ 2 $\times$ 90 = 180 other = 175	1030
Secretary meetings = 200 conference 1 $\times$ 2 $\times$ 70 = 140 dinners 3 $\times$ 2 $\times$ 10 = 60	200
Staff Development = 1000 AASA Seminars & Institutes	1000
SAU Meetings 300	300
Telephone 2900 Basic (147.50 $\times$ 12 = 1770) tolls (1100) rounded off to 2900	2875 (basic 154.30 $\times$ 12 = 1851.60) (tolls, avg 111 $\times$ 12 = 1332) rounded off at 3200 spec. serv. pays -325 net cost 2875
Auditor 250	250
Copier Rental 1800	2000 {anticipate rental at 2400} sp. serv. pays -400 net cost to SAU 2000
Typewriter Maint. 500	250 (no service contracts w/ IBM) (use local firm when needed)
Muries Maint. 105	75 (use muries less w/ new copier)

Duplicator Maint.	100	75 (used less of new copier)
Exterminator	65	70
Oil Burner Maint	40	45
Computer Maint.	3000	2100 (new equipment) (local firm does maintenance)
Computer Progs.	0	2000
Postage	800	1800 (underestimated badly) (spent \$1788 in 81-2)
Gen'l Ins.	700	800 (our share of MRSID + SARU coverage is 800)
Custodian 520 hrs x \$4.25 = 2210 fica = 148 U-C = 19	2377	2600 (520 x 4.50 = 2340) (fica = 157) (U-C = 20) (supplies = 83)

Supplies

Publications

Heating Oil

Electricity

Office Supplies

82-3	83-4	Increase or Decrease	%
1713	1200	- 513	- 30
2400	2000	- 400	- 16.7
1950	2200	250	12.8
5200	5000	- 200	3.8
11,263	10,400	- 863	- 7.7

Computations for Supplies

Publications

ASB Jnl
Sentinel
Law Jnl
Negot. Serv.
Edl. Res. Serv.
NHSBA Policies
Miscell.

96
72
300
400
245
500
100
1713

83-84

96
72
300
400
245
0
87
1200

Heating Oil

$$1750 \text{ gals} \times \$1.35 = \$2400$$

$$1700 \times \$1.15 = \$1955 \quad \$2000$$

preceding four years we
burned an avg. of 1675 gals.
a year.

Electricity

$$17800 \text{ kWh} \times 10.9¢ = 1950$$

$$17900 \text{ (cold winter expected)} \\ \times 12.6¢ = \underline{2255} \\ \$2200$$

Office Supplies

5200

5000

Property

82-3	83-4	Increase or Decrease	%
17,800	6000	- 11,800	
17800	6000	- 11,800	

Replacement of Equip.
 CRT \$1300
 Computer \$16,500

For 83-4, the \$6000 will
 buy a word processor &
 start a cap. reserve
 fund for computer
 replacement.

Flow Through \$

	82-3	83-4	Increase or Decrease	%
Federal (89-313)	5,000	15,000	10,000	
Title IV-C (94-142)	43,000	48,000	5,000	
Title IV-B	34,000	0	-34,000	
Board. of App. Pro.	27,000	30,000	3,000	
Collaborative Class	60,000	50,000	-10,000	
Occupth & Phys. Therapy	8,000	10,000	2,000	
Psychological Pro.	30,000	33,000	3,000	
Speech Therapy	43,000	43,000	0	
	<u>250,000</u>	<u>229,000 230,000</u>	<u>-20,000</u>	

Apportionment of Costs

82-3

1980 Eq. Valuation

H 65,042,982 = 17.90 %
MR 243,876,154 = 67.13
W 54,372,510 = 14.97

1980-81 Pupils

H 759.9 = 21.20
MR 2139.3 = 59.67
W 685.9 = 19.13

Avg %

H 19.55
MR 63.40
W 17.05

difference

236,083

H 46,154
MR 149,677
W 40,252

83-4

1981 Eq. Val

H 64,843,005 = 17.98
MR 240,124,232 = 66.60
W 55,602,953 = 15.42
360,570,190

1981-82 Pupils

H 726.0 = 20.51
MR 2095.7 = 59.20
W 718.2 = 20.29
3539.9

Avg %

H 19.245
MR 62.900
W 17.855

H - .305
MR - .50
W + .805

238,784

H 45,954 (-200)
MR 150,195 (518)
W 42,635 (2383)

S.A.U. #38

FINANCIAL REPORT AS OF 6-30-83

ASSETS

Cash in General Account	\$ 523.72
Cash in Payroll Account	1000.00
Receivable - Hinsdale	5592.23
Receivable - Winchester	7701.23
Receivable - Federal	<u>3654.34</u>
 TOTAL ASSETS	 <u>\$ 18471.52</u>

LIABILITIES

Payable	\$ 4116.82
Accrued Expenses	<u>1543.19</u>
	<u>\$ 5660.01</u>

EQUITY

Retained Earnings 7/1/82	\$12006.02
Gain FYE 6-30-83	<u>805.49</u>
	<u>\$12811.51</u>

TOTAL LIABILITIES & EQUITY	<u>\$18471.52</u>
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REVENUE

District Appropriation

\$236,083.00

TOTAL REVENUE

\$236,083.00

EXPENSES

Salaries, Superintendents

\$ 98,700.00

Salaries, Office

71,044.00

Fringe Benefits

22,044.29

Purchased Services

6,840.42

Travel

5,794.13

Fuel & Electricity

3,091.28

Supplies

5,417.80

Insurance

1,197.00

Equipment

11,758.14

Telephone & Postage

4,484.91

Subscriptions, dues & fees

2,849.20

Copier rental

2,056.34

\$235,277.51

NET GAIN - SAU

\$ 805.49

FLOW-THROUGH PROGRAMS

FYE 6-30-83

Special Education Coordination

Monadnock Regional School District	\$17,523.00
Winchester School District	4,712.00
Hinsdale School District	<u>5,403.00</u>
	<u>\$27,638.00</u>

Collaborative

Winchester	<u>\$44,204.00</u>
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Psychologist

Monadnock Regional School District	\$ 5,950.00
Winchester School District	11,165.00
Hinsdale School District	<u>4,785.00</u>
	<u>\$21,900.00</u>

Speech Therapy

Monadnock Regional School District	\$28,958.41
Hinsdale School District	6,689.23
Winchester School District	<u>6,689.23</u>
	<u>\$42,336.87</u>

May 18, 1983

6:30 P.M. Representatives meet for dinner in the Club House Restaurant,
Hinsdale, N. H.

8:00 P.M. Business Meeting in the Board Room (the community meeting room)

1. Call to Order E. Gaffey
2. Minutes of the Previous Meeting W. Felton
3. M. R. S. D. School Board
Recommendations on Meetings, Evaluation ... W. Felton
4. 1983-84 Budget A. Frain
5. Policies for SAU Employees A. Frain
6. Date of November Meeting E. Gaffey
7. Election of Officers, 1983-84

a) Chairman _____

b) Vice Chairman _____

c) Secretary _____

d) Treasurer _____

8. Adjournment

Present

*{ gaffey
w. arden
enright }*

*{ palaski
nelson
baker }*

*{ Lauriolan
whitlam
felton }*

New Hampshire State Department of Education
Concord

38

School Administrative Unit
(Name & No.)

REPORT OF THE ANNUAL MEETING

SCHOOL ADMINISTRATIVE UNIT BOARD

To the State Board of Education:

This is to certify that the _____ School Administrative
Unit Board No. 38 met at Hinsdale on May 18, 1983
and elected the following officers:

	<u>Name</u>	<u>Address</u>
Chairman	<u>George Whitham</u>	<u>P. O. Box Gilsun, New Hampshire</u>
Secretary	<u>Lawrence Enright</u>	<u>Butler Avenue Hinsdale, N.H.</u>
Treasurer	<u>Richard Worden</u>	<u>Brattleboro Road Hinsdale, N.H.</u>

The next annual budget meeting was set for November 14, 1983
(Date)

The districts represented at the meeting and the number of board members present from each were:

<u>District</u>	<u>Number of Board Members</u>	<u>District</u>	<u>Number of Board Members</u>
<u>Hinsdale</u>	<u>3</u>	_____	_____
<u>Monadnock Reg.</u>	<u>3</u>	_____	_____
<u>Winchester</u>	<u>3</u>	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The School Administrative Unit Board voted to fix the salaries of administrative and supervisory personnel for the school year 1983-84 as indicated below:

<u>Name</u>	<u>Salary*</u>
<u>Austin E. Frain</u> Superintendent	<u>37,300</u>
<u>Roger L. Sundstrom</u> Assistant Superintendent	<u>35,200</u>
<u>Kenneth G. Hewitt</u> Assistant Superintendent	<u>32,200</u>
_____	_____
<u>Teacher Consultant</u>	_____
_____	_____
<u>Business Administrator</u>	_____

*Include both state and local share of each salary.

*mailed to
State
5/19/83*

Admin Sal 104700

Off 76483

Benef. 29131

P. Srs. 22070

Supp 10400

Prop 6000

248,784

Fed. Prog 230000

478,784

Handi Lev - 230000

Eg. Res. -10000

238,784

h 45954

w 42635

MR 150195

5/18/83

Agenda L Enright as Sec, not W Felton
Minutes

(May 18 mtg not date printed)
(PH & LE moved. OK'd.)

MRSB

{ Dept. evaluated. Pass for pub review in Nov.
{ Form gd enough + pass on to SAU.
{ Results summarized upon last page - might
be useful to SAU.
(SAU might use / not)

MRSB prefers publicity of SAU mtgs
(agendas - esp. pub. hrg on budget -
(budget review by indiv. bds before Nov
mtg + instruct reps), maybe
H&W want to look over proposed
budget ahead

(PH - agendas + approved minutes to
selectmen in towns -
give people chance to attend
pub hrg -

EEG: ~~SAU~~³⁸ like County Budget, few attend

Ask admin to advise media of mtgs.

Preview Budget before Nov. mtg.
present major items
salary up to SAU Bd

Evaluation
(ultimately like written goal of all 3 supts
(all depts bring in " " "

83-4 Index
Fed + st revenue union

KEENE, W.B. Lodge.

6:15 Cook
6:30 dinner
8:10 mtg

(routine items during dinner)

P.H. - rotating chairmanship may be gd idea.
 Chron William 5 Jaffey 4

V. Chouin: gaffey

sec: Eight

teers: worden

asst tr: Felton

PH = thanked EG as outstanding chmn -
Commended for Excellent Pers as Chmn. Remain in bk -

* Which join MR's maintenance prog /
form a maint collab between H + Which -
RLS will study (paint, elect wks, carpentry,
plumbing)
discuss at H. sch bd mtg -

Adjourned , PH + WF.

School Administrative Unit 38

Minutes

May 18, 1983

Present: Eugene Gaffey, Richard Worden, Lawrence Enright, Marion Polaski, Cynthia Nelson, Kendall Baker, Peter Hanrahan, George Whitham, William Felton.

Meeting was called to order in Hinsdale, N. H., by Chairman Gaffey.

Minutes of November 8, 1982, and November 29, 1982, were accepted as printed on motion by Peter Hanrahan, seconded by Lawrence Enright. Voted.

The Monadnock Regional representatives have developed a form for evaluating the superintendent. The form was felt to be good enough to be passed on to the other boards in the SAU. The SAU may or may not wish to adopt this form.

The Monadnock Regional School Board prefers publicity for SAU meetings. Agendas should be sent out, especially for the public hearing on the budget. Monadnock would like to see budget review by the individual school boards before the November SAU meeting so that representatives might be instructed. Possibly Hinsdale and Winchester boards would like to look over the proposed budget in advance, too.

Peter Hanrahan recommended that agendas and approved minutes be sent to the selectmen in the towns. People should be given a chance to attend the public hearing.

It was decided that the administration be asked to advise the media about the meetings.

Further, the administration will be asked to preview the budget before the SAU meeting in November.

On evaluation, the SAU ultimately would like written evaluations on all administrators, and each district will bring in its written evaluation.

Austin Frain indicated federal and state revenues in 1983-84 are still uncertain. The 1983-84 budget of \$478,784 was ratified, and salaries confirmed.

The Board decided to meet on November 14, 1983, at Winding Brook Lodge in Keene. Dinner will be scheduled for 6:30 P.M. The meeting will begin at 8:00 P.M. with routine items seen to during the dinner.

George Whitham was elected chairman, and Eugene Gaffey vice-chairman. Lawrence Enright was elected secretary, and Richard Worden treasurer. William Felton was elected assistant treasurer, and was authorized to sign checks in the absence of the treasurer.

Peter Hanrahan praised Eugene Gaffey as an outstanding chairman and commended him for his excellent service to the SAU.

Winchester indicated a desire to join Monadnock's maintenance program. If that is not possible, perhaps Hinsdale and Winchester could form a joint maintenance service. Roger Sundstrom will study the possibility and report back.

Adjournment was moved by Peter Hanrahan, seconded by William Felton. Voted. Respectfully submitted,

Lawrence J. Enright
Lawrence Enright