



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swansey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

SAU #38 BOARD MEETING

Date: Wednesday, June 6, 2007
Time: 7:00 P.M.
Place: Winchester School in the Library

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan, CAGS
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrsd.org

Judith E. Bischoff, M.Ed.
Director of Student Services

Extension: 417
jbischoff@mrsd.org

Katherine E. Chambers, MBA
Business Manager

Extension: 406
kchambers@mrsd.org

Thomas C. Warner
Director of Computer Technology

Extension: 410
twarner@mrsd.org

- A. Approval of the Board minutes of:
May 2, 2007*
- B. New Business:
 - Adoption of Section 125 Plan update
 - Closing out the JY Health Insurance Plan to SAU Employees
 - Minimum hours worked to receive benefits
- C. Old Business:
 - Health Insurance Bid - Update
 - Property & Liability – Answer to Coverage Question
 - Procedures Manual Review Committee – status update
- D. Citizen Comments
- E. Other Board Business:
- F. RSA 91-A:3 Non Public Meeting:
 - a. RSA 91-A:3 II(b) – hiring, nomination
- H. Return to Public Session
- I. Adjournment

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of May 2, 2007

Attendance:

Monadnock Regional: Susan Oerman, Phyllis Peterson, Jane Fortson, Gene White, Jonathan Kenyon, Colline Dreyfuss and James Carnie

Winchester: Colleen Duquette and Valerie Cole

Hinsdale: Daniel Seymour, and James Mitchell.

SAU Administration: Ken Dassau, Superintendent, Margaret Sullivan, Asst. Superintendent, David Hodgdon, Asst. Superintendent for Curriculum and Instruction, Judith Bischoff, Dir. of Student Services, Katherine Chambers, Business Manager and Tom Warner, Dir. of Technology, Tom O'Connor, Asst. Business Manager, Dan Most, Assistant Business Manager.

- A. Approval of the Minutes of December 6, 2006. MOTION:** S. Oerman **MOVED** to approve the December 6, 2006 Minutes as presented. **SECOND:** C. Duquette. **DISCUSSION:** C. Duquette asked that the voting be recorded as three votes for each district. **VOTE:** Winchester-3, Hinsdale-3 and Monadnock-3. **Motion passes.** **MOTION:** C. Duquette **MOVED** to accept the April 4, 2007 Minutes as presented. **SECOND:** J. Kenyon. **VOTE:** Monadnock-yes, Hinsdale-abstain and Winchester-yes. **Motion passes.** **MOTION:** C. Duquette **MOVED** to accept the April 4, 2007 non-public minutes as presented. **SECOND:** J. Kenyon. **VOTE:** Monadnock-yes, Hinsdale-abstain and Winchester-yes. **Motion passes.** **MOTION:** J. Kenyon. **MOVED** to accept the April 16, 2007 Minutes as presented. **SECOND:** C. Duquette. **DISCUSSION:** C. Duquette commented that she would prefer that the information prior to the meetings be sent by paper not email. **VOTE:** Monadnock-yes, Hinsdale-yes and Winchester-yes. **Motion passes.**
- B. Election of Officers:** K. Dassau called for the election of the Board Chair.
- a. Chairman:** **MOTION:** C. Dreyfuss **MOVED** to nominate C. Duquette as chair. **SECOND:** V. Cole. **VOTE:** Winchester-3, Hinsdale-3 and Monadnock-3. **Motion passes.** C. Duquette called for the following nominations:
 - b. Vice Chair:** **MOTION:** J. Kenyon **MOVED** to nominate C. Dreyfuss as Vice Chair. **SECOND:** D. Seymour. **VOTE:** Winchester-3, Hinsdale-3 and Monadnock-3. **Motion passes.**
 - c. Treasurer:** **MOTION:** C. Dreyfuss. **MOVED** to nominate J. Fortson as treasurer. **SECOND:** J. Kenyon. **VOTE:** Winchester-3, Hinsdale-3 and Monadnock-3. **Motion passes.**
 - d. Vice Treasurer:** **MOTION:** C. Dreyfuss **MOVED** to nominate J. Kenyon as Vice Treasurer. **SECOND:** J. Fortson. **VOTE:** Winchester-3, Hinsdale-3 and Monadnock-3 **Motion passes.** **MOTION:** J. Kenyon **MOVED** to nominate S. Oerman. **SECOND:** P. Peterson. **No vote: J. Kenyon for Vice Treasurer passes.**
 - e. Secretary:** C. Duquette mentioned that the district pays the secretary. The manual should reflect that the position is not voted on each year.

C. Administrative Reports:

Superintendent: C. Duquette mentioned that the superintendent's report was received prior to the meeting and asked if there were any additions or questions. K. Dassau welcomed everyone to Fitzwilliam.

Assistant Superintendent Curriculum and Instruction: The Board had received D. Hodgdon's report and there were no questions or additions from the Board.

Business Manager: The Board had received K. Chamber's report. K. Chambers had additional information for the Board. She passed out the adopted 2007-08 budget with the list of changes. She also passed out the year to date expenditure report. She explained the cash flow at the SAU. The IDEA grant has not been received. There will be a shortage of \$600,000.00. The money is expected in the middle of June. She said that they would need to borrow the money from the districts. There are enough monies for one more payroll.

Assistant Superintendent for Hinsdale and Winchester: The Board received the Asst. Superintendent's report prior to the meeting. M. Sullivan will be retiring and wanted to mention some of her proud achievements at each district. She said that each district has a support staff and teachers contract. The high school made AYP. Both districts have building projects. There are wonderful after school programs in those districts. We have two middle schools and the high school students from Winchester are attending Keene. The landscape has changed and she is very proud of what was accomplished over the past 10 years. C. Duquette thanked M. Sullivan for everything that she has done for both Hinsdale and Winchester.

Director of Technology: the Board had received T. Warner's report. T. Warner informed the Board that a new server was put in at the SAU. He informed the Board that he had applied for a \$10,000.00 grant and a \$5000.00 grant, which Winchester received. C. Duquette thanked T. Warner for everything that he has done for the districts.

Director of Special Services: The Board had received the report from the Dir. of Student Services. The Board had no questions.

C. Duquette commented that the reports were complete and informative.

D. Citizens Comments: K. Craig, principal of the Emerson School, welcomed the Board to Fitzwilliam.

E. Other Board Business:

Request from Town of Surry: K. Dassau updated the Board on the Surry issue. The SAU part of the withdrawal is that Surry would like to leave the Monadnock district

but remain in the SAU making Surry the 4th district. K. Dassau explained that there could be additional resources required to manage a 4th district. There are also state regulations that the SAU is required to keep them in SAU #38. J. Kenyon commented that our administration attends many meetings during the week to add another district will not work. K. Dassau said that this is an SAU decision. J. Carnie asked many questions that needed to be answered as well as Surry's vote on this Board. C. Duquette asked if there is any sort of proposal and C. Dreyfuss said not to the SAU. K. Dassau commented that a formal request to stay in the SAU#38 entitles them to all the services. C. Duquette would like it in writing what they want. J. Fortson commented that the vote has not been put before the voters and Surry is the 4th largest contributor to the district. J. Carnie commented that we would have to look at the implications and the services that the SAU would provide.

Health Insurance Study: K. Chambers reported that all the Boards and the SAU Board approved the Cigna proposal upon the acceptance of the Unions. Presentations to all the districts would be taking place Wednesday –Friday. May 22, 2007 is the deadline for the unions to decide on the changes to Cigna. K. Chambers explained that she is not sure there would not be a skyrocket in prices next year. K. Chambers gave different scenarios if some districts go with the program and some do not.

Property and Liability Insurance: K. Chambers explained that the SAU's insurance does not have to be separate from the districts. The SAU could be placed on the district's policy at no additional cost. She would recommend that the SAU drop their insurance and piggyback Monadnock's insurance and save \$8300.00. K. Chambers will see if it is possible to have all insurers under one policy. She will also check to see if errors and omissions (E&O) is included. **MOTION:** C. Dreyfuss **MOVED** to allow the SAU to obtain liability insurance coverage under Monadnock as an additional insurer contingent upon approval from the Monadnock School Board. **SECOND:** D. Seymour. **VOTE:** Monadnock-3, Hinsdale-3 and Winchester-3. **Motion passes.**

SAU Procedures Manual: K. Chambers explained that a huge amount of effort went into the manual. D. Seymour commented that he did not like the way the chart was set up. C. Duquette suggested that a Board Member from each district forms a committee with K. Chambers and review the manual. **MOTION:** C. Dreyfuss **MOVED** to have 2 members from each Board forms a committee to review the procedure manual. **SECOND:** D. Seymour: **DISCUSSION:** The Board discussed the process and returning to the individual Boards for discussion. J. Carnie is concerned with the SAU functions. **VOTE:** Monadnock-3, Hinsdale-3 and Winchester-3.

F. Setting dates for 2006-2007 SAU #38 Meetings:

November 7, 2007-Winchester
December 5, 2008-Hinsdale
May 7, 2008-Emerson

- G. Motion to enter into non-public session under RSA 91-A:3 II (a): MOTION:** J. Kenyon **MOVED** to enter into non-public session **SECOND:** C. Dreyfuss **VOTE:** **Roll call:** G. White, S. Oerman, C. Dreyfuss, J. Kenyon, J. Fortson, P. Peterson, J. Carnie, V. Cole, D. Seymour, J. Mitchell and C. Duquette. **Motion passes.**
- H. Motion to enter into non-public session under RSA 91-A:3 II c: MOTION:** V. Cole **MOVED** to enter into non-public session. **SECOND:** J. Kenyon **VOTE:** **Roll call:** G. White, S. Oerman, C. Dreyfuss, J. Kenyon, J. Fortson, P. Peterson, J. Carnie, V. Cole, D. Seymour, J. Mitchell and C. Duquette. **Motion passes.**
- I. 9:45 PM Motion to adjourn: MOTION:** J. Carnie **MOVED** to adjourn at 9:45 PM. **SECOND:** J. Kenyon. **VOTE:** Monadnock-3, Hinsdale-3 and Winchester-3. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

School Administrative Unit 38
SAU Board Minutes
May 2, 2007
Non-public Minutes

Board Members Present: Winchester: Colleen Duquette and Valerie Cole **Hinsdale:** James Mitchell and Daniel Seymour. **Monadnock:** Colline Dreyfuss, James Carnie, Jonathan Kenyon, Phyllis Peterson, Susan Oerman, Jane Fortson and Gene White.

Others present: Ken Dassau, Katie Chambers, Judith Bischoff, Margaret Sullivan and Laura Aivaliotis, recording secretary.

MOTION: J. Kenyon **MOVED** to accept the nominations of the SAU Special Ed. Personnel for 2007-2008. **SECOND:** C. Dreyfuss. **DISCUSSION:** J. Bischoff commented that some of the speech positions might change. **VOTE:** Monadnock-3, Hinsdale-3 and Winchester-3. **Motion passes.**

K. Chambers, M. Sullivan and J. Bischoff leave.

Compensation of SAU Central offices: K. Dassau passed out the list and the proposed increases for the SAU employees. **K. Dassau leaves the room.** C. Dreyfuss explained that K. Dassau's evaluation resulted in exceeds expectations. **MOTION:** C. Dreyfuss **MOVED** to increase K. Dassau's salary by 5%, which is \$5,381.00. **SECOND:** J. Kenyon. **DISCUSSION:** J. Fortson asked about the annuity. C. Duquette explained that he had been receiving the annuity for a while. K. Dassau returned to the meeting and explained the annuity. **K. Dassau leaves.** Members of the Board were concerned with the 5% being the largest increase and others commented that it was a reasonable package. J. Carnie commented that 4% was reasonable. C. Dreyfuss commented that the pool of money had already been voted on. C. Duquette asked that the minutes reflect that the salary base is not with the extra pay week. **VOTE:** Monadnock-3, Winchester-3 and Hinsdale-3.

K. Dassau returned to the meeting. The board asked about evaluations. K. Dassau commented that they have not been done except for the Spec. Ed. staff in the past. **MOTION:** C. Dreyfuss **MOVED** to accept the list of increase for the SAU staff members as proposed by the Superintendent for 2007-2008. **SECOND:** J. Kenyon. **DISCUSSION:** D. Seymour commented that he has a problem with the annuities. **MOTION:** J. Carnie **MOVED to amend** to accept the SAU staff increases without K. Chambers, which is a new annuity. **SECOND:** J. Fortson. **DISCUSSION:** K. Dassau commented that he was recommending the annuity because of her performance. **VOTE on amendment:** Monadnock-(3/3/1) Hinsdale-3-no and Winchester-3-no. **Motion fails. VOTE on original motion:** Monadnock-3, Hinsdale-3 and Winchester-3. **Motion passes.**

MOTION: J. Carnie **MOVED** to go back to public session. **SECOND:** G. White. **VOTE:** Monadnock-3, Hinsdale-3 and Winchester-3. **Motion passes.**

Respectfully submitted,

Laura Aivaliotis
MRSD Recording Secretary

School Administrative Unit 38
SAU Board Minutes
May 2, 2007
Non-public Minutes

Board Members Present: Winchester: Colleen Duquette and Valerie Cole **Hinsdale:** James Mitchell and Daniel Seymour. **Monadnock:** Colline Dreyfuss, James Carnie, Jonathan Kenyon, Phyllis Peterson, Susan Oerman, Jane Fortson and Gene White.
Others present: Ken Dassau and Laura Aivaliotis, recording secretary.

K. Dassau explained that Terry Stepenuck would be retiring on June 30, 2007 and has asked for a retirement package as presented totaling \$9000.00. **MOTION:** G. White. **MOVED** to accept the retirement and retirement package for T. Stepenuck as presented by K. Dassau. **SECOND:** J. Fortson. **DISCUSSION:** The Board questioned whether she was involved in the NH Retirement System litigation. J. Carnie suggested that the Board table the decision until it is resolved. K. Dassau explained that one does not affect the other. **VOTE:** Monadnock-3, Winchester-3 and Hinsdale-3. **Motion passes.**

MOTION: J. Carnie **MOVED** to go back to public session. **SECOND:** J. Kenyon.
VOTE: Monadnock-3, Hinsdale-3 and Winchester-3. **Motion passes.**

Respectfully submitted,

Laura Aivaliotis
MRSD Recording Secretary

CAFETERIA PLAN
PREMIUM REDUCTION OPTION

PLAN DOCUMENT

AS ADOPTED BY
SCHOOL ADMINISTRATIVE UNIT No. 38

TABLE OF CONTENTS

SECTION 125 CAFETERIA PLAN.....1

1. INTRODUCTION	1
1.1 Purpose of Plan.....	1
1.2 Intention of Plan.	1
2. DEFINITIONS	1
2.1 Administrator.....	1
2.2 Affiliated Employer.....	1
2.3 Anniversary Date.....	1
2.4 Benefit Waiver Form.....	1
2.5 Benefit Package Options	1
2.6 Board of Directors.	2
2.7 Change in Status.	2
2.8 Code.....	2
2.9 Company.....	2
2.10 Compensation.	2
2.11 Contributions.	2
2.12 Dependent.....	3
2.13 Effective Date.	3
2.14 Election Period.	3
2.15 Eligible Employee.	3
2.16 Eligibility Requirements.....	3
2.17 Employee.....	3
2.18 Employer.	3
2.19 Entry Date.....	3
2.20 Highly Compensated Individual	3
2.21 Insurance Benefits.	3
2.22 Key Employee.	3
2.23 Participant.....	4
2.24 Plan.....	4
2.25 Plan Year.	4
2.26 Policy.....	4
2.27 Qualified Benefits.....	4
2.28 Spouse.	4
3. ELIGIBILITY AND PARTICIPATION	4
3.1 Eligibility Requirements.....	4
3.2 Participation Termination.....	4
3.3 Leave of Absence.	4
3.4 Qualified Leave under Family and Medical Leave Act.....	5
3.5 Automatic termination of election and reinstatement of participation.	5
3.6 Continuation of Coverage.	5
4. ELECTION OF BENEFITS	5
4.1 Election of Benefits.....	5
4.2 Election Period Prior to Effective Date.....	6
4.3 Annual Election Period	6

4.4	Initial Election Period.....	6
4.5	Changes by Administrators.....	6
4.6	Revocation of Elections.....	6
5.	CONTRIBUTIONS	10
5.1	After-Tax Option.....	10
5.2	Source of Contributions.....	10
5.3	Benefit Credits.....	10
5.4	Allocations Irrevocable During Plan Year.....	10
5.5	Reduction of Certain Elections to Prevent Discrimination.....	10
5.6	Adjustment of Elections due to Contribution Changes.....	10
6.	BENEFIT PACKAGE OPTIONS	11
6.1	Insurance Benefits.....	11
6.2	After-Tax Premiums.....	11
7.	PLAN ADMINISTRATION	11
7.1	Appointment of Administrators.....	11
7.2	Allocation of Responsibility for Administration.....	11
7.3	Provision for Third-Party Service Providers.....	11
7.4	Fiduciary Liability.....	12
7.5	Compensation of Plan Administrator.....	12
7.6	Bonding.....	12
7.7	Payment of Administrative Expenses.....	12
7.8	Funding Policy.....	12
7.9	Indemnification.....	12
8.	PLAN AMENDMENT AND TERMINATION	12
8.1	Permanency.....	12
8.2	Employer's Right to Amend.....	12
8.3	Employer's Right to Terminate.....	13
8.4	Determination of Effective Date of Amendment or Termination.....	13
9.	MISCELLANEOUS PROVISIONS	13
9.1	Information to be Furnished.....	13
9.2	Limitation of Rights.....	13
9.3	Not an Employment Contract.....	13
9.4	Governing Law.....	13
9.5	Non-alienation of Benefits.....	13
9.6	Requirement for Proper Forms.....	13
9.7	Multiple Functions.....	13
9.8	Tax Effects.....	13
9.9	Gender, Number and Headings.....	13
9.10	Incorporation by Reference.....	14
9.11	Severability.....	14

Section 125 Cafeteria Plan

1. INTRODUCTION

1.1 PURPOSE OF PLAN

The purpose of this Plan (as defined in Section 2.27) is to provide Employees of the District a choice between taxable and the non-taxable Benefit Package Options referenced herein under Section 5.

1.2 INTENTION OF PLAN.

The Plan is intended to qualify as a "cafeteria plan" under Section 125 of the Internal Revenue Code, as amended from time to time. This Plan is intended to be maintained for the exclusive benefit of the District's Eligible Employees (as defined in Section 2.18 herein), their Dependents, and their beneficiaries. The Employer further intends that the terms of this Plan, including those relating to the underlying insurance premium benefits, be legally enforceable by Eligible Employees.

2. DEFINITIONS

The following words and phrases are used in this Plan and will have the meanings set forth unless a different meaning is clearly required by the context.

2.1 ADMINISTRATOR.

Employer and/or other person or committee who has been so designated by the Employer. Also referred to as Plan Administrator.

2.2 AFFILIATED EMPLOYER.

Any Employer who, within the context of Code Section 414(b), (c), or (m) of the Code, will be treated with the Employer as a single employer for purposes of Code Section 125.

2.3 ANNIVERSARY DATE.

The first day of any subsequent Plan Year. The Anniversary Date will be July 1st.

2.4 BENEFIT WAIVER FORM.

Agreement whereby the Eligible Employee waives participation by electing not to reduce and/or deduct from the Employee's Compensation so as to receive selected benefits under Section 6 below.

2.5 BENEFIT PACKAGE OPTIONS

Those Qualified Benefits available to a Participant under this Plan.

2.6 BOARD OF DIRECTORS.

The duly elected Board of Directors of the Employer, as constituted from time to time.

2.7 CHANGE IN STATUS.

Means any of the events described below, as well as any other events which the Plan Administrator (in its sole discretion) determines are permitted under subsequent changes to Code Section 125 or regulations issued under Code Section 125:

- (a) *Legal Marital Status.* A change in a Participant's legal marital status, including marriage, death of a Spouse, divorce, legal separation, or annulment;
- (b) *Change in Number of Tax Dependents.* A change in the Participant's number of tax Dependents, including the birth of a child, the adoption or placement for adoption of a Dependent, or the death of a Dependent;
- (c) *Change in Employment Status.* Any change in employment status of the Participant, the Participant's Spouse, or the Participant's Dependents that affects benefit eligibility under a cafeteria plan (including this Plan) or other employee benefit plan (including any underlying Benefit Plans or Policies) of the employer of the Participant, the Spouse, or Dependents. Such events include any of the following changes in the employment status of the Participant, the Participant's

Spouse, or the Participant's Dependent: termination or commencement of employment, a strike or lockout, a commencement of or return from an unpaid leave of absence, a change in worksite, switching from salaried to hourly-paid, union to non-union, or part-time to full-time; incurring a reduction or increase in hours of employment; or any other similar change which makes the individual become (or cease to be) eligible for a particular employee benefit;

- (d) *Dependent Eligibility Requirements.* An event that causes a Participant's Dependent to satisfy or cease to satisfy the Dependent eligibility requirements for a particular benefit, such as attaining a specified age, getting married, or ceasing to be a Student;
- (e) *Change in Residence.* A change in the place of residence of the Participant, the Participant's Spouse, or the Participant's Dependent.

See Section 4.6 herein for requirements that must be met to permit certain mid-year election changes on account of a Change in Status described above.

2.8 CODE.

The Internal Revenue Code as amended from time to time.

2.9 COMPANY.

The Organization named as the "Employer."

2.10 COMPENSATION.

The cash wages paid to an Employee by the Employer determined prior to:

- (a) Any salary deferral elections made under Code Sec. 401(k), 403(b), 408(k) or 457 (if any) plans,
- (b) Any salary reduction elections made under this Plan, and
- (c) Any salary reduction elections made under a Code Section 132 transportation fringe benefit plan maintained by the Employer.

2.11 CONTRIBUTIONS.

Amounts withheld from a Participant's Compensation before any applicable state and federal taxes have been deducted or, if permitted by the Employer, after all applicable state and federal taxes have been deducted, in accordance with the Participant's Salary Reduction Agreement, to apply towards the cost of the Benefit Package Options selected by the Participant.

2.12 DEPENDENT.

Any individual who is a tax dependent of the Participant as defined in Code Section 152(a), or who is determined to be an alternate recipient of a Plan Participant under an order determined to be a qualified medical child support order (QMCSO) by the Plan Administrator; provided, however, that in the case of a divorced Employee, for purposes of health coverage, a child shall be considered a Dependent of both parents. Nothing in this Section 2.15 is intended to override the definition of Dependent established by each Benefit Package Option.

2.13 EFFECTIVE DATE.

Date specified on which the Plan is applicable to the Participating Employees. The Effective Date is set as July 1st, 1996.

2.14 ELECTION PERIOD.

The period established by the Plan Administrator during which an election is made to participate in the Plan pursuant to Sections 4.2, 4.3, and 4.4 herein.

2.15 ELIGIBLE EMPLOYEE.

An Employee who meets the Eligibility Requirements referenced under the associated Insurance Benefits.

2.16 ELIGIBILITY REQUIREMENTS.

The eligibility and participation criteria for the Premium Reduction Option are the same as for SAU #38's Medical Insurance Plan.

2.17 EMPLOYEE.

Any individual who is considered to be in a legal employer-employee relationship with the Employer for federal withholding tax purposes. Such term includes "former employees" for the limited purpose of allowing continued eligibility for benefits hereunder for the remainder of the Plan Year in which an employee ceases to be employed by the Employer provided the component Benefit Package Option allows for such continuation and any required contributions are made. The term "Employee" shall not include any leased employee (as Code Section 414(n) defines that term) or an individual classified by the employer as a contract worker, independent contractor, temporary employee, seasonal or casual employee, whether or not any such persons deemed by a court to be in a legal employer-employee relationship with the Employer. In addition, the term "Employee" shall not include any self-employed individual who receives from the Employer "net earnings from self employment" within the meaning of Code Section 401(c)(2) unless such individual is also an Employee or covered under a collective bargaining agreement unless the collective bargaining agreement specifically provides for participation herein.

2.18 EMPLOYER.

The District and any Affiliated Employer that adopts the Plan pursuant to the District's authorization, namely School Administrative Unit No. 38 with an operating address of 600 Old Homestead Highway, Swanzey, NH 03446. When the Plan provides that the "Employer" has a certain power (e.g., the appointment of an Plan Administrator, entering into a contract with a third party Insurer, or amendment or termination of the Plan), the term "Employer" shall mean only the District. Affiliated Employers who adopt the Plan shall be bound by the Plan as adopted and subsequently amended unless they clearly withdraw from participation herein.

2.19 ENTRY DATE.

The date participation in the Plan actually commences after the Eligibility Requirements have been met.

2.20 HIGHLY COMPENSATED INDIVIDUAL.

An individual defined under Section 105(h), 125(e)(2) and 414(q) of the Code as a "highly compensated individual" or a "highly compensated employee".

2.21 INSURANCE BENEFITS.

Employer-sponsored Benefit Package Options provided pursuant to one or more insurance policies or pursuant to a self-funded arrangement.

2.22 KEY EMPLOYEE.

An individual who is a "key employee" as defined in Section 125(b)(2) of the Code.

2.23 PARTICIPANT.

Any Eligible Employee participating in the Plan in accordance with Section 3 below.

2.24 PLAN.

This document as set forth herein, together with any and all documents incorporated by reference including the amendments, and supplements hereto, will be known by the name and number set forth herein.

2.25 PLAN YEAR.

Twelve-month period commencing on July 1st and ending on June 30th and each anniversary thereof. The first Plan Year will commence on the Effective Date of the Plan and may be for less than twelve months. A period of less than twelve months may be a Plan Year for the initial or final Plan Years, and a transition period to a different Plan Year.

2.26 POLICY.

Insurance Policy issued pursuant to this Plan under a Benefit Package Option referenced in Section 6 herein.

2.27 QUALIFIED BENEFITS.

Any benefit not included in the gross income of the Employee by reason of an express provision of Chapter 1 of the Code (other than Sections 106(b), 117, 124, 127, or 132), including (a) any group-term life insurance coverage that is includible in gross income only by virtue of exceeding the dollar limitation on nontaxable coverage under Code Sec. 79; and (b) any other benefit permitted by the Income Tax Regulations. Long-Term Care insurance shall not be a qualified benefit hereunder.

2.28 SPOUSE.

An individual who is legally married to a Participant (and who is treated as a spouse under the Code).

3. ELIGIBILITY AND PARTICIPATION**3.1 ELIGIBILITY REQUIREMENTS.**

Each Employee who has satisfied the Eligibility Requirements is eligible to participate in the Plan on the Employee Entry Date or the Effective Date of the Plan, whichever is later. An Eligible Employee will become a Participant by electing at least one Benefit Package Option each Plan Year pursuant to either Section 4.2, 4.3 or 4.4 below, as applicable. Eligibility for the component Benefit Package Options is subject to the additional requirements, if any, specified in the applicable governing documents for the Benefit Package Options. The provisions of this Plan are not intended to override any exclusion, eligibility requirement, or waiting period specified in the applicable Benefit Package Options.

3.2 PARTICIPATION TERMINATION.

A Participant will cease to be a Participant as of the earlier of:

- (a) The date the Plan terminates or is amended to exclude the Employee;
- (b) The date the Participant ceases to be an Eligible Employee under Section 3.1 above;
- (c) The effective date of the Employee's election not to participate in accordance with 4.3 and 4.6 herein.
- (d) The date of Participant's separation from service (e.g., termination of employment or layoff).

3.3 LEAVE OF ABSENCE.

Subject to any specific limitations for any particular benefit which the Employee has elected and subject to the terms of Section 3.4 herein:

- (a) Participation will be continued during a leave of absence for which the Employee continues to receive a salary from the Employer; and
- (b) Participation during an unpaid non-FMLA leave of absence will cease (except as provided in 3.4 below).

3.4 QUALIFIED LEAVE UNDER FAMILY AND MEDICAL LEAVE ACT.

- (a) Notwithstanding any provision to the contrary in this Plan, if an Employee goes on a qualifying unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), to the extent required by the FMLA, the Employer will continue to maintain the Employee's Benefit Package Options providing health coverage (including the Medical Expense Reimbursement Plan) on the same terms and conditions as though the Employee was still an active Employee (i.e., the Employer will continue to pay its share of the premium to the extent the Employee opts to continue his/her coverage).
- (b) If the Employee opts to continue his/her group health coverage, the Employee may pay his/her share of the premium with after-tax dollars while on leave (or pre-tax dollars to the extent s/he receives compensation during the leave), or the Employee may be given the option to pre-pay all or a portion of his/her share of the premium for the expected duration of the leave on a pre-tax salary reduction basis out of his/her pre-leave Compensation by making a special election to that effect before the date such Compensation would normally be made available to him/her (provided, however, that pre-tax dollars may not be utilized to fund coverage during the next Plan Year), or by other arrangements agreed upon between the Employee and the Plan Administrator (e.g., the Plan Administrator may fund coverage during the leave and withhold amounts upon the Employee's return). If the Employer requires all Participants to continue coverage during the leave, the Participant may elect to discontinue the Employee's required contributions until the Participant returns from leave. Upon return from such leave, the Employee will be permitted to reenter the Plan on the same basis the Employee was participating in the Plan before his/her leave, or as otherwise required by the FMLA. Notwithstanding the preceding sentence, Employees whose coverage terminated during the leave may be automatically reinstated provided that coverage for Employees on non-FMLA leave is automatically reinstated upon return from leave.
- (c) The Employer may, on a uniform and consistent basis, continue the Employee's group health coverage for the duration of the leave following a failure to pay the required Contribution. Upon return from leave, the Participant will be required to repay the Contributions not paid by the Employee during the leave in a manner agreed upon by the Employer and Employee.

- (d) With respect to a Participant commencing and returning from an unpaid FMLA leave, the Employee's election under this Plan for Benefit Package Option providing non-health benefits shall be treated in the same manner that elections for non-health Benefit Package Options are treated with respect to Participants commencing and returning from an unpaid non-FMLA leave.

3.5 AUTOMATIC TERMINATION OF ELECTION AND REINSTATEMENT OF PARTICIPATION.

Elections made under this Plan (or deemed to be made under Section 4.3 below) will automatically terminate on the day the Participant ceases to be a Participant in the Plan as described in Section 3.2; however, any coverage provided by the underlying Benefit Package Options may continue if and to the extent provided therein. Except as otherwise provided in the applicable Benefit Package Options, former Participants who are rehired within 30 days or less of the date of termination of employment will be reinstated with the same election(s) such individual had before termination. If a former Participant is rehired more than 30 days following termination of employment and is otherwise eligible to participate in the Plan, the individual may make a new election. The Employer may, on a uniform and nondiscriminatory basis, impose similar requirements on an Employee who returns from a leave of absence described in Section 3.3 herein.

3.6 CONTINUATION OF COVERAGE.

Pursuant to Section 4980B of the Code, any qualified beneficiary (as defined in Section 4980B(g)(1) of the Code), who would lose health coverage under a Benefit Package Option providing group health benefits as a result of a qualifying event (as defined in Section 4980B(f)(3) of the Code) can elect, continuation coverage of benefits previously received under the Benefit Package Option pursuant to Section 4980B of the Code ("COBRA"). If a qualified beneficiary timely elects COBRA continuation coverage, the health benefits elected will be available outside the Plan for the time period prescribed by law.

4. ELECTION OF BENEFITS

4.1 ELECTION OF BENEFITS.

To become a Participant, an Eligible Employee must elect under to receive one or more of the Benefit Package Options referenced in Section 6 below or sign a Benefit Waiver Form electing to waive payment of pre-tax premiums in favor of after-tax premiums. An enrollment form for the Benefit Package Option may be required by the Plan Administrators in accordance with the procedure described in Sections 4.2, 4.3, and 4.4 below.

4.2 ELECTION PERIOD PRIOR TO EFFECTIVE DATE

An Employee who has satisfied the Eligibility Requirements on the Effective Date of the Plan may complete a Benefit Waiver Form during the Election Period immediately preceding the Effective Date of the Plan. If the Plan is amended and restated during a Plan Year, Participants' elections (either to participate or not to participate) in effect immediately preceding the amended and restated Effective Date shall be continued for the remainder of the Plan Year (except as otherwise provided herein).

4.3 ANNUAL ELECTION PERIOD

Each Employee who is a Participant in this Plan or who is eligible to become a Participant in this Plan shall be notified, prior to each Anniversary Date of this Plan, of his/her right to (i) become a Participant in this Plan, (ii) continue participation in this Plan, or (iii) modify or to cease participation in this Plan, and shall be given a reasonable period of time in which to exercise such right: such period of time shall be known as the "Annual Election Period." The Annual Election Period shall be June 1st through June 30th of each year. An Eligible Employee who has made a previous election and who fails to return a completed Benefit Waiver Form to the Plan Administrator changing the Employee's benefit elections on or before the end of the Annual Election Period will be deemed to have made the same election of Benefit Package Options in the subsequent Plan Year as was in effect in the current year.

4.4 INITIAL ELECTION PERIOD

An Employee who becomes eligible to become a Participant in this Plan after the Effective Date must complete, sign, and file a Benefit Waiver Form with the Plan Administrator during the Election Period established by the Employer in order to waive the pre-tax premium option and pay with after-tax premiums. This period shall be known as the Initial Election Period. Except as provided in Section 4.6(b) for HIPAA special enrollment rights in the event of birth, adoption, or placement for adoption, the Contribution elections made by the Participant during the Initial Election Period shall be prospectively effective as of the Plan Entry Date and shall end on the last day of the Plan Year in which such participation began, subject to Sections 4.3 and 4.6

herein. Coverage under the component Benefit Package Options will be effective in accordance with the eligibility requirements contained in such Benefit Package Options. An Eligible Employee who fails to make an election during this Initial Election Period may elect to participate at a later date in accordance with Sections 4.3 and 4.6 herein.

4.5 CHANGES BY ADMINISTRATORS.

If the Plan Administrator determines, before or during any Plan Year, that the Plan may fail to satisfy any nondiscrimination requirement imposed by the Code or any limitation on benefits provided to Key Employees, the Plan Administrator will take such action as the Plan Administrator deems appropriate, under rules uniformly applicable to similarly situated Participants, to assure compliance with such requirement or limitation. Such action may include, with limitation, a modification of elections by Highly Compensated and/or Key Employees with or without the consent of such Employees.

4.6 REVOCATION OF ELECTIONS.

A Participant shall not make any changes to his/her Contribution election under the Plan, or to the Participant's elected allocation of Benefit Credits (if applicable), except for election changes permitted under this Section 4.6, for changes made during the Annual Election Period (Section 4.3), changes caused by termination of participation (Section 3.2) and changes pursuant to the Family and Medical Leave Act (Section 3.4).

Except as provided in Section 4.6(b) for HIPAA special enrollment rights in the event of birth, adoption, or placement for adoption, all election changes shall be effective on a prospective basis only (i.e., election changes will become effective no earlier than the first day of the first pay period coinciding with or immediately following the date that the election change was filed), but, as determined by the Plan Administrator, election changes may become effective later to the extent the coverage in the applicable component plan commences later.

- (a) *Change in Status.* A Participant may change his/her actual or deemed election under the Plan upon the occurrence of a Change in Status (as defined in Section 2.10), but only if such election change is made on account of and corresponds with a Change in Status which affects eligibility for coverage under a plan of the Employer or a plan of the Participant's Spouse's or the Participant's Dependent's employer (referred to as the general consistency requirement). A Change in Status that affects eligibility for coverage under an employer's plan includes a Change in Status that results in an increase or decrease in the number of an Employee's family members (i.e., a Spouse and/or Dependents) who may benefit from the coverage. The Plan Administrator (in its sole discretion) shall determine, based on prevailing IRS guidance, whether a requested change is on account of and corresponds with a Change in Status.

Assuming the general consistency requirement is satisfied, a requested election change must also satisfy the following specific consistency requirements in order for a Participant to be able to alter his/her election based on the specified Change in Status:

- (1) *Loss of Dependent Eligibility.* For a Change in Status involving a Participant's divorce, annulment, or legal separation from a Spouse, the death of a Spouse or a Dependent, or a Dependent ceasing to satisfy the eligibility requirements for coverage, a Participant may only elect to cancel health insurance coverage for the Spouse involved in the divorce, annulment, or legal separation, the deceased Spouse or Dependent, or the Dependent that ceased to satisfy the eligibility requirements. Canceling coverage for any other individual under these circumstances would fail to correspond with that Change in Status. Notwithstanding the foregoing, if the Participant, the Participant's Spouse, or the Participant's Dependent becomes eligible for COBRA (or similar health plan continuation coverage under state law) under the Employer's Plan, the Participant may increase his/her election to pay for such coverage. (This rule does not apply to a Participant's Spouse who becomes eligible for COBRA or similar coverage as a result of divorce).
 - (2) *Gain of Coverage Eligibility under Another Employer's Plan.* For a Change in Status in which a Participant, a Participant's Spouse, or a Participant's Dependent gains eligibility for coverage under another employer's cafeteria plan (or another employer's qualified benefit plan) as a result of a change in marital status or a change in employment status, a Participant may elect to cease or decrease coverage for that individual only if coverage for that individual becomes effective or is increased under the other employer's plan. The Plan Administrator may rely on a Participant's certification that the Participant has obtained or will obtain coverage under the other employer's plan, unless the Employer has reason to believe that the Participant's certification is incorrect.
- (b) *HIPAA Special Enrollment Rights.* If a Participant, a Participant's Spouse, or a Participant's Dependent is entitled to special enrollment rights under a group health plan, as required by HIPAA under Section 9801(f) of the Code, then a Participant may revoke a prior election for group health plan coverage and make a new election provided that the election

change corresponds with such HIPAA special enrollment right. As required by HIPAA, a special enrollment right will arise if:

- (1) A Participant or Spouse or Dependent declined to enroll in group health plan coverage because s/he or she had other coverage and eligibility for such other coverage is subsequently lost due to legal separation, divorce, death, termination of employment, reduction in hours, exhaustion of the maximum COBRA period, or the other coverage was non-COBRA coverage and employer contributions for such coverage were terminated; or
 - (2) A new Dependent is acquired as a result of marriage, birth, adoption, or placement for adoption. An election to add previously eligible Dependents as a result of the acquisition of a new Spouse or Dependent child shall be considered to be consistent with the special enrollment right. An election change on account of a HIPAA special enrollment attributable to the birth, adoption, or placement for adoption of a new Dependent child may, subject to the provisions of the underlying group health plan, be effective retroactively (up to 30 days).
- (c) *Certain Judgments, Decrees, and Orders.* If a judgment, decree, or order (an "Order") resulting from a divorce, legal separation, annulment, or change in legal custody (including a qualified medical child support order) requires health coverage for a Participant's Dependent child (including a foster child who is a Dependent of the Participant), a Participant may (i) change his/her election to provide coverage for the Dependent child (provided that the Order requires the Participant to provide coverage), or (ii) change his/her election to revoke coverage for the Dependent child if the Order requires that another individual (including the Participant's Spouse or former Spouse) provide coverage under that individual's plan and such coverage is actually provided.
- (d) *Medicare and Medicaid.* If a Participant, a Participant's Spouse, or a Participant's Dependent who is enrolled in a health plan under this Plan becomes entitled to Medicare or Medicaid (other than coverage consisting solely of benefits under Section 1928 of the Social Security Act providing for pediatric vaccines), the Participant may prospectively reduce or cancel the health coverage of the person becoming entitled to Medicare or Medicaid. Further, if a Participant, a Participant's Spouse, or a Participant's Dependent who has been entitled to Medicare or Medicaid loses eligibility for such coverage, the Participant may prospectively elect to commence or increase the health coverage of that individual who loses Medicare or Medicaid eligibility.
- (e) *Change in Cost*

For purposes of this Section 4.6(e), "similar coverage" means coverage for the same category of benefits for the same individuals (e.g., family to family or single to single). For example, two plans that provide coverage for major medical are considered to be similar coverage. This Plan may, in the Plan Administrator's discretion, treat coverage by another employer, such as a Spouse's or Dependent's employer, as similar coverage.

- (1) *Increase or Decrease for Insignificant Cost Changes.* Participants are required to increase their elective contributions (by increasing salary reductions or decreasing cash-out amounts, if applicable) to reflect insignificant increases in their required contribution for their Benefit Package Option(s) and decrease their elective contributions to reflect insignificant decreases in their required contribution. The Plan Administrator in its sole discretion, on a uniform and consistent basis, will determine whether an increase or decrease is insignificant based upon all the surrounding facts and circumstances, including, but not limited to, the dollar amount or percentage of the cost change. The Plan Administrator, on a reasonable and consistent basis, will automatically effectuate this increase or decrease in affected employees' elective contributions on a prospective basis.
- (2) *Significant Cost Increases.* If the Plan Administrator determines that the cost charged to an Employee of a Participant's Benefit Package Option(s) significantly increases during a Plan Year, the Participant may either (i) make a corresponding prospective increase in his/her elective contributions (by increasing salary reductions or decreasing cash-out amounts, if applicable), (ii) revoke his/her election for that coverage, and in lieu thereof, receive on a prospective basis coverage under another Benefit Package Option that provides similar coverage, or (iii) drop coverage prospectively if there is no other Benefit Package Option available that provides similar coverage. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, on a uniform and consistent basis, whether a cost increase is significant.
- (3) *Significant Cost Decreases.* If the Plan Administrator determines that the cost of any Benefit Package Option significantly decreases during a Plan Year, the Plan Administrator may permit the following election changes: (i) Participants who are enrolled in a Benefit Package Option (other than the Benefit Package Option that has decreased in cost) may change their election on a prospective basis to elect a Benefit Package Option that has decreased in cost,

and (ii) Employees who are otherwise eligible under Section 3.1 may elect the Benefit Package Option that has decreased in cost on a prospective basis, subject to the terms and limitations of the Benefit Package Option. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance and on a uniform and consistent basis, whether a cost decrease is significant.

(f) Change in Coverage

The definition of "similar coverage" under Section 4.6(e) also applies to this Section 4.6(f).

- (1) *Significant Curtailment.* If coverage is "significantly curtailed" (as defined in subsection (i) below), Participants may elect similar coverage. In addition, as set forth in subsection (ii) below, if the coverage curtailment results in a "Loss of Coverage" (as defined in subsection (iii) below), Participants may drop coverage if no similar coverage is available. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, on a uniform and consistent basis, whether a curtailment is "significant", and whether a Loss in Coverage has occurred.
 - (i) *Significant Curtailment without Loss of Coverage.* If the Plan Administrator determines that a Participant's coverage under a Benefit Package Option under this Plan (or the Participant's Spouse's or Dependent's coverage under his/her employer's plan) is significantly curtailed without a Loss of Coverage (for example, when there is a significant increase in the deductible, the co-pay, or the out-of-pocket cost sharing limit under a health plan) during a Plan Year, the Participant may revoke his/her election for the affected coverage, and in lieu thereof, prospectively elect coverage under another Benefit Package Option that provides similar coverage. Coverage under a plan is deemed "significantly curtailed" only if there is an overall reduction in coverage provided under the Plan so as to constitute reduced coverage generally.
 - (ii) *Significant Curtailment with a Loss of Coverage.* If the Plan Administrator determines that a Participant's Benefit Package Option under this Plan (or the Participant's Spouse's or Dependent's coverage under his/her employer's plan) is significantly curtailed, and such curtailment results in a Loss of Coverage during a Plan Year, the Participant may revoke his/her election for the affected coverage, and may either prospectively elect coverage under another Benefit Package Option that provides similar coverage, or drop coverage if no other Benefit Package Option providing similar coverage is available.
 - (iii) *Loss of Coverage Defined.* For purposes of this Section 4.6(f)(1), a "Loss of Coverage" means a complete loss of coverage (including the elimination of a Benefit Package Option; an HMO ceasing to be available where the Participant, Participant's Spouse or Dependent resides; or a Participant, Spouse, or Dependent losing all coverage under the Benefit Package Option by reason of an overall lifetime or annual limitation). In addition, the Plan Administrator, in its discretion, may treat the following as a Loss of Coverage:
 - a. A substantial decrease in the medical care providers available under the Benefit Package Option (such as a major hospital ceasing to be a member of a preferred provider network or a substantial decrease in the number of physicians participating in a preferred provider network or an HMO);
 - b. A reduction in benefits for a specific type of medical condition or treatment with respect to which the Participant, the Participant's Spouse, or the Participant's Dependent is currently in a course of treatment; or
 - c. Any other similar fundamental loss of coverage.
- (2) *Addition or Significant Improvement of a Benefit Package Option.* If, during a Plan Year, the Plan adds a new Benefit Package Option or significantly improves an existing Benefit Package Option, the Plan Administrator may permit the following election changes:
 - (i) Participants who are enrolled in a Benefit Package Option other than the newly added or significantly improved Benefit Package Option may change their election on a prospective basis to elect the newly added or significantly improved Benefit Package Option, and
 - (ii) Employees who are otherwise eligible under Section 3.1 may elect the newly added or significantly improved Benefit Package Option on a prospective basis, subject to the terms and limitations of the Benefit Package Option.

The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance and on a uniform and consistent basis, whether there has been an addition or a significant improvement of a Benefit Package Option.

- (3) *Loss of Coverage under other Group Health Coverage.* A Participant may prospectively change his/her election to add group health coverage for the Participant, the Participant's Spouse, or the Participant's Dependent, if such individual(s) loses coverage under any group health coverage sponsored by a governmental or educational institution, including (but not limited to) the following:
- (i) State children's health insurance program ("CHIP") under Title XXI of the Social Security Act;
 - (ii) Medical care program of an Indian Tribal government (as defined in section 7701(a)(4)), the Indian Health Service, or a tribal organization;
 - (iii) State health benefits risk pool; or
 - (iv) Foreign government group health plan, subject to the terms and limitations of the applicable Benefit Package Option(s).
- (4) *Change in Coverage under another Employer Plan.* A Participant may make a prospective election change that is on account of and corresponds with a change made under another employer plan (including a plan of the Employer or another employer), so long as:
- (i) The other cafeteria plan or qualified benefits plan permits its participants to make an election change that would be permitted under applicable IRS regulations; or
 - (ii) The Plan permits Participants to make an election for a Plan Year which is different from the plan year under the other cafeteria plan or qualified benefits plan.

The Plan Administrator shall determine, based on prevailing IRS guidance, whether a requested change is on account of and corresponds with a change made under the other employer plan.

An Employee who is eligible to become a Participant but declined to become a Participant during the Initial Election Period or the Annual Election Period may become a Participant and file an election within thirty (30) days of the occurrence of an event described in Section 4.6 above, but only if the election is made on account of and corresponds with the event (as described above). A Participant otherwise entitled to make a new election under this Section must do so within thirty (30) days of the event (e.g., Change in Status, significant change in cost or coverage, Medicare or Medicaid eligibility, special enrollment right, or judgment, decree, or order).

5. CONTRIBUTIONS

5.1 AFTER-TAX OPTION.

By signing and completing the Benefit Election Form, the Participant agrees to waive the pre-tax premium option and pay after-tax premiums.

5.2 SOURCE OF CONTRIBUTIONS.

The Employer shall withhold Contributions equal to the cost of the elected Benefit Package Options less any applicable Benefit Credits for coverage of the Participant and/or the Participant's Spouse or Dependents. The required Contributions thereunder shall be set forth in the enrollment material. Contributions shall be applied to fund benefits as soon as administratively feasible. The maximum amount of Contributions plus any available Benefit Credits shall not exceed the aggregate cost of the Benefit Package Options elected.

5.3 BENEFIT CREDITS.

The Employer may, but is not required to, make available Benefit Credits. The amount of such Benefit Credits, if any, and the manner in which they may be used, will be described in the enrollment material.

5.4 ALLOCATIONS IRREVOCABLE DURING PLAN YEAR.

Except as provided in Sections 3.2, 4.6, and 5.5, neither the Contributions withheld nor the Benefit Credits (if applicable) allocated towards the cost of Benefit Package Options by the Participant can be changed during the Plan Year.

5.5 REDUCTION OF CERTAIN ELECTIONS TO PREVENT DISCRIMINATION.

If the Plan Administrator determines, before or during any Plan Year, that the Plan may fail to satisfy for such Plan Year any requirement imposed by the Code or any limitation on Pre-tax Contributions allocable to Key Employees or to Highly Compensated Individuals, the Plan Administrator shall take such action(s) as s/he deems appropriate, under rules uniformly applicable to similarly situated Participants, to assure compliance with such requirement or limitation. Such action may include, without limitation, a modification or revocation of a Highly Compensated Individual's or Key Employee's election without the consent of such Employee.

5.6 ADJUSTMENT OF ELECTIONS DUE TO CONTRIBUTION CHANGES.

The Plan Administrator may automatically increase or decrease the amount of a Participant's Salary Reduction during the Plan Year in response to an insignificant change (as determined by the Plan Administrator) in the Contribution required for the Insurance Benefits elected hereunder, commensurate with the time that the change is effective.

If the Plan Administrator determines a Contribution increase to be significant, the Plan Administrator will notify the Participants of their permitted actions as set forth under Section 4.6(e)(2) above. Unless the Participant is entitled to and makes a change of election under Section 4.6(e)(2) above, the adjusted Contribution amount will be in effect until the end of the Plan Year.

6. BENEFIT PACKAGE OPTIONS

The maximum benefit a Participant may elect under this Plan shall not exceed the sum of the following Benefit Package Options:

6.1 INSURANCE BENEFITS.

The Employer shall withhold from a Participant's Compensation an amount equal to the contributions required from the Participant (less any applicable Benefit Credits) for coverage of the Participant or the Participant's Spouse or Dependents, under the Insurance Benefits elected by the Participant and maintained by the Employer. The benefits are subject to the terms and conditions of the applicable Benefit Package Options, which are incorporated herein.

6.2 AFTER-TAX PREMIUMS.

To the extent that a Participant does not elect to have the maximum amount of his/her Compensation contributed as a pre-tax Contribution, such amount not elected shall be paid to the Participant in the form of normal Compensation payments. The Participant may elect to pay for Insurance Benefits with after-tax contributions.

7. PLAN ADMINISTRATION**7.1 APPOINTMENT OF ADMINISTRATORS.**

The Plan will be administered by the Plan Administrator as named. If a Plan Administrator is not named, the Employer shall be the Plan Administrator.

7.2 ALLOCATION OF RESPONSIBILITY FOR ADMINISTRATION.

The Plan Administrator shall have the exclusive right to interpret the Plan and to decide all matters arising thereunder, including the right to make determinations of fact, and construe and interpret possible ambiguities, inconsistencies, or omissions in the Plan and the Summary Plan Description issued in connection with the Plan. In the case of an insured Benefit Package Option, the insurer shall be the named fiduciary with respect to benefit claim determinations thereunder, and with respect to benefit claims shall have all of the powers of the Plan Administrator described herein. All determinations of the Plan Administrator with respect to any matter hereunder shall be conclusive and binding on all persons. Without limiting the generality of the foregoing, the Plan Administrator shall have the following powers and duties:

- (a) To require any person to furnish such reasonable information as s/he may request for the purpose of the proper administration of the Plan as a condition to receiving any benefits under the Plan;

- (b) To make and enforce such rules and regulations and prescribe the use of such forms as s/he shall deem necessary for the efficient administration of the Plan;
- (c) To decide on questions concerning the Plan and the eligibility of any Employee to participate in the Plan and to make or revoke elections under the Plan, in accordance with the provisions of the Plan;
- (d) To determine the amount of benefits which shall be payable to any person in accordance with the provisions of the Plan; to inform the Employer, insurer as appropriate, of the amount of such benefits; and to provide a full and fair review to any Participant whose claim for benefits has been denied in whole or in part;
- (e) To designate other persons to carry out any duty or power which may or may not otherwise be a fiduciary responsibility of the Plan Administrator, under the terms of the Plan;
- (f) To keep records of all acts and determinations, and to keep all such records, books of account, data and other documents as may be necessary for the proper administration of the Plan; and
- (g) To do all things necessary to operate and administer the Plan in accordance with its provisions.

7.3 PROVISION FOR THIRD-PARTY SERVICE PROVIDERS

The Plan Administrator, subject to approval of the Employer, may employ the services of such persons as it may deem necessary or desirable in connection with the operation of the Plan and to rely upon all tables, valuations, certificates, reports, and opinions furnished thereby. Unless otherwise provided in the service agreement, obligations under this Plan shall remain the obligation of the Employer.

7.4 FIDUCIARY LIABILITY.

To the extent permitted by law, the Plan Administrator shall not incur any liability for any acts or for failure to act except for their own willful misconduct or willful breach of this Plan.

7.5 COMPENSATION OF PLAN ADMINISTRATOR.

Unless otherwise determined by the Employer and permitted by law, any Plan Administrator who is also an employee of the Employer shall serve without compensation for services rendered in such capacity, but all reasonable expenses incurred in the performance of their duties shall be paid by the Employer.

7.6 BONDING.

Unless otherwise determined by the Employer, or unless required by any federal or state law, the Plan Administrator shall not be required to give any bond or other security in any jurisdiction in connection with the administration of this Plan.

7.7 PAYMENT OF ADMINISTRATIVE EXPENSES.

All reasonable expenses incurred in administering the Plan are currently paid by the Employer.

7.8 FUNDING POLICY.

The Employer shall have the right to enter into a contract with one or more insurance companies for the purposes of providing any benefits under the Plan and to replace any of such insurance companies or contracts. Any dividends, retroactive rate adjustments, or other refunds of any type which may become payable under any such insurance contract shall not be assets of the Plan, but shall be the property of and shall be retained by the Employer. The Employer will not be liable for any loss or obligation relating to any insurance coverage except as is expressly provided by this plan. Such limitation shall include, but not be limited to, losses or obligations which pertain to the following:

- (a) Once insurance is applied for or obtained, the Employer will not be liable for any loss which may result from the failure to pay premiums to the extent premium notices are not received by the Employer.
- (b) To the extent premium notices are received by the Employer, the Employer's liability for the payment of such premiums will be limited to such premiums and will not include liability for any other loss which result from such failure.
- (c) The Employer will not be liable for the payment of any insurance premium or any loss which may result from the failure to pay an insurance premium if the benefits available under this plan are not enough to provide for such premium cost at the time it is due. In such circumstances, the Employee will be responsible for and see to the payment of such premiums. The

Employer will undertake to notify a Participant if available benefits under this plan are not enough to provide for an insurance premium, but will not be liable for any failure to make such notification.

- (d) When employment ends, the Employer will have no liability to take any step to maintain any policy in force except as may be specifically required otherwise in this plan, and the Employer will not be liable for or responsible to see to the payment of any premium after employment ends.

7.9 INDEMNIFICATION.

The Plan Administrator shall be indemnified by the Employer against claims, and the expenses of defending against such claims, resulting from any action or conduct relating to the administration of the Plan except claims arising from gross negligence, willful neglect, or willful misconduct.

8. PLAN AMENDMENT AND TERMINATION

8.1 PERMANENCY.

While the Employer fully expects that this Plan will continue indefinitely, permanency of the Plan will be subject to the Employer's right to amend or terminate the Plan, as provided in Sections 8.2 and 8.3 below.

8.2 EMPLOYER'S RIGHT TO AMEND.

The Employer reserves the right to:

- (a) Amend the Plan at any time and from time-to-time, and retroactively, if deemed necessary or appropriate for any reason whatsoever; and
- (b) Modify or amend in whole; or in part any or all of the provisions of the Plan; provided, however, that, no such modification or amendment shall make it possible for any unused Contributions to be used for, or diverted to, purposes other than for the exclusive benefit of the Participants and their beneficiaries under the Plan.

8.3 EMPLOYER'S RIGHT TO TERMINATE.

The Employer reserves the right to discontinue or terminate the Plan without prejudice at any time without prior notice. Such decision to terminate the Plan shall be made in writing and shall be approved by the Board of Directors (or a duly authorized officer) in accordance with its normal procedures for transacting business.

8.4 DETERMINATION OF EFFECTIVE DATE OF AMENDMENT OR TERMINATION.

Any such amendment, discontinuance, or termination shall be effective as of such date as the Board of Directors (or a duly authorized officer) shall determine.

9. MISCELLANEOUS PROVISIONS

9.1 INFORMATION TO BE FURNISHED.

As may reasonably be requested from time to time for the purpose of administration of the Plan, Participants will sign documents and provide the District and Plan Administrators with pertinent information and evidence.

9.2 LIMITATION OF RIGHTS.

Neither the establishment of the Plan nor any amendment thereof nor the payment of any benefits will be construed as giving to any Participant or other person any legal or equitable right against the District or Plan Administrator except as provided herein.

9.3 NOT AN EMPLOYMENT CONTRACT.

Neither this Plan nor any action taken with respect to it confers upon any person the right of employment or continued employment with any Employer.

9.4 GOVERNING LAW.

This Plan will be construed, administered, and enforced according to applicable federal law and, unless preempted by ERISA, the laws of the state of New Hampshire.

9.5 NON-ALIENATION OF BENEFITS.

No benefit under the Plan will be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance, or charge; and any attempt to do so will be void.

9.6 REQUIREMENT FOR PROPER FORMS.

All communications in connection with the Plan made by a Participant will become effective only when duly executed on any forms as may be required and furnished by, and filed with, the Plan Administrator.

9.7 MULTIPLE FUNCTIONS.

Any person or group of persons may serve in more than one fiduciary capacity with respect to the Plan.

9.8 TAX EFFECTS.

Neither the Employer nor the Plan Administrator makes any warranty or other representation as to whether any payments made to or on behalf of any Participant hereunder will be treated as excludable from gross income for state or federal income tax purposes.

9.9 GENDER, NUMBER AND HEADINGS.

Masculine pronouns include the feminine as well as the neuter genders, and the singular shall include the plural, unless indicated otherwise by the context. The Section headings contained herein are for convenience of reference only, and are not to be construed as defining or limiting the matter contained thereunder.

9.10 INCORPORATION BY REFERENCE.

The actual terms and conditions of the separate Benefit Package Options offered under this Plan are contained in separate, written documents governing each respective benefit, and will govern in the event of a conflict between the individual plan document and this Agreement as to substantive content. To that end, each such separate document, as amended or subsequently replaced, is hereby incorporated by reference as if fully recited herein.

9.11 SEVERABILITY.

Should a court of competent jurisdiction subsequently invalidate any part of this Plan, the remainder thereof shall be given effect to the maximum extent possible.

CAFETERIA PLAN
PREMIUM REDUCTION OPTION

PLAN DESCRIPTION

AS ADOPTED BY
NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT #38

TABLE OF CONTENTS

PART 1. INTRODUCTION	1
PART 2. GENERAL INFORMATION ABOUT THE PLAN	1
Q-1. What is the purpose of the plan?	1
Q-2. What benefits are offered through the Plan?	1
Q-3. What tax advantages can I gain by participating in the Plan?	1
Q-4. Who can participate in the Plan?	2
Q-5. How do I become a Participant?	2
Q-6. What are the enrollment periods?	2
Q-7. How long am I committing to if I elect to be a participant?	2
Q-8. What happens if I fail to return my Benefit Waiver Form?	2
Q-9. Can I change my election during the Plan Year?	2
Q-10. What happens if I go on leave of absence?	4
Q-11. What happens if I go on a Qualified Leave under Family and Medical Leave Act?	5
PART 3. INSURANCE PREMIUM BENEFITS.....	5
Q-1. What Insurance Premiums Benefits are offered under the Plan?	5
Q-2. Who can elect an Insurance Premium Benefit?	5
Q-3. How do I become a Participant?	5
Q-4. What happens if the insurance premiums change?	5
PART 4. AFTER-TAX BENEFITS.....	5
Q-1. What is a "Cash-in-lieu-of" program and how do I participate?	5
PART 5. ERISA RIGHTS.....	5

Section 125 Cafeteria Plan

Part 1. INTRODUCTION

Your employer (Employer) is pleased to sponsor an employee benefit program known as a Cafeteria Plan (Plan) for you and your fellow employees. It is called a cafeteria plan because you can choose from a selection of different insurance and fringe benefit programs according to your needs. Your Employer gives you this opportunity to use a salary conversion arrangement through which you can use pre-tax dollars to pay for your benefits instead of paying for the benefits through after-tax payroll deductions. By paying for the benefits with pre-tax dollars, you save money by not having to pay income and FICA taxes on your salary reduction. However, you still have the option of paying for your benefits with after-tax dollars.

This Plan Description describes the basic features of the Plan; how it operates, and how you can get the maximum advantage from it. It only summarizes the Plan's key parts and briefly describes your rights as a Participant, and is not designed to be the official Plan Document. If a conflict exists between the Plan Document and this piece, the Plan Document will apply.

Part 2. GENERAL INFORMATION ABOUT THE PLAN

Q-1. What is the purpose of the plan?

This Plan is designed to allow eligible employees to choose one or more of the benefits offered through the Plan and, using funds provided through employee salary reduction, to pay for the selected benefits with pre-tax dollars. It is established for the exclusive benefit of Participants, their covered dependents, and their beneficiaries.

Q-2. What benefits are offered through the Plan?

The Plan can offer Insurance premium benefits for health (medical and dental) policies. You will receive information materials before each enrollment period explaining the various benefit options. Additionally, you may be eligible to receive cash in lieu of electing an Insurance Premium Benefit. Please check with your union contract to determine if you are eligible.

Q-3. What tax advantages can I gain by participating in the Plan?

By participating in the Plan, you will not have to pay income tax or FICA on your elections. Following is an illustration of how one employee saved on taxes by participating in the employer's plan. The employee makes \$1500 each month and has 15% withheld for Federal withholding and 7.65% for FICA. The take-home pay before participating in the Plan was \$812.25 a month. Out of that, \$348 a month was paid for family medical insurance. Here's the result:

BREAKDOWN OF PAY CHECK AND DEDUCTIONS	NOT PARTICIPATING IN CAFETERIA PLAN	PARTICIPATING IN CAFETERIA PLAN
Gross Monthly Pay	\$1,500.00	\$1,500.00
Less Premium for Major Medical		(348.00)
Taxable Income	1,500.00	1,152.00
Less 15% Federal Withholding	(225.00)	(172.80)
Less 7.65% FICA Tax	(114.75)	(88.13)
Less Premium for Major Medical	(348.00)	
Spendable Income	\$812.25	\$891.07

The employee saved \$79 a month or \$946 a year by participating in Plan!

This extra spendable income resulted from the employee being able to pay for the premium *before* the taxes were withheld. This is just one example of the possible tax savings under the Plan.

Q-4. Who can participate in the Plan?

Any employee of the SAU who satisfies the minimum conditions set in the associated medical insurance plans is eligible to participate in this Plan. An eligible employee can become a Participant by electing at least one benefit offered under the Plan (see Part 2, Q-2 above).

A Participant will cease to be a Participant if (1) the Plan terminates, (2) the Participant ceases to be eligible for the Plan (except for continuation coverage under COBRA), (3) the Participant elects not to participate for the next Plan Year, or (4) the Participant's employment is terminated.

Q-5. How do I become a Participant?

You become a Participant simply by signing up for medical and/or dental insurance. The Plan is designed to assume that you elect to pay the associated insurance premiums with pre-tax dollars. If you wish to pay the associated insurance premiums with after-tax dollars, you will need to submit a Benefit Waiver Form to your Employer during the open enrollment period or, if you are a new employee, during the enrollment period set for a new employee. A Benefit Waiver Form allows you to use after-tax dollars to pay the associated insurance premiums.

Q-6. What are the enrollment periods?

The enrollment periods typically begin at least 30 days before a covered insurance renewal. If you have the ability to enroll by phone or internet, separate enrollment periods may be set for paper, telephone, and internet. Your Employer will tell you what enrollment periods are established for each. If you are a new employee, your Employer will also tell you the Enrollment Period established for new employees.

Q-7. How long am I committing to if I elect to be a participant?

You will be signing up for a Plan Year which is usually 12 months. The first Plan Year and the last Plan Year may be for a shorter period.

Q-8. What happens if I fail to return my Benefit Waiver Form?

The only participants who need to return a Benefit Waiver Form are those wishing to pay premiums with after-tax dollars. The only exception to this is if you have experienced one of the qualifying events listed in Q-9 below. If so, you must submit a Change of Status form within 30 days of the event to enroll.

If you have previously submitted a Benefit Waiver Form, it will be assumed that you want to continue your current elections for the next Plan Year.

Q-9. Can I change my election during the Plan Year?

Generally, you cannot change your election to participate in the Plan or vary the benefits you have selected during the Plan Year, although your election will terminate if you are no longer working for the Employer. Otherwise, you may change your elections only during the Annual Enrollment Period, and then the change will not be effective until the beginning of the next Plan Year.

There are several important exceptions to this general rule. You may change or revoke your previous elections during the Plan Year if you experience one of the events listed below.

1. Change in Status. If one or more of the following Changes in Status Event occur, you may revoke your old benefit election and make a new benefit election if both the revocation and new election are on account of and correspond with the Change in Status Event (as described below). Those events qualifying as a valid Change in Status Event include the events described below and any other events the Plan Administrator determines to be permitted under any subsequent IRS regulations:
 - Change in your legal marital status (such as marriage, legal separation, annulment, divorce or death of your Spouse)
 - Change in the number of your tax Dependents (such as the birth of a child, adoption or placement for adoption of a Dependent, or death of a Dependent)

- Any of the following events that change the employment status of you, your Spouse, or your Dependent and that affect benefit eligibility under a cafeteria plan (including this Plan) or other employee benefit plan of yours, your Spouse, or your Dependents. Such events include any of the following changes in employment status: termination or commencement of employment, a commencement of or return from an unpaid leave of absence, a change in worksite, switching from salaried to hourly-paid or part-time to full-time; incurring a reduction or increase in hours of employment; or any other similar change which makes the individual become (or cease to be) eligible for a particular employee benefit.
- Event that causes your Dependent to satisfy or cease to satisfy an eligibility requirement for a particular benefit (such as attaining a specified age, getting married, or ceasing to be a student)
- Change in your, your Spouse's or your Dependent's place of residence

If a Change in Status Event occurs, you must inform the Plan Administrator within 30 days of the event by submitting a letter and accompanying substantiation.

If you wish to change your benefit election based on a Change in Status Event, you must establish that the revocation is on account of and corresponds with the Change in Status Event. The Plan Administrator (in its sole discretion) shall determine whether a requested change is on account of and corresponds with a Change in Status. As a general rule, a desired election change will be found to be consistent with a Change in Status event if the event affects coverage eligibility. In addition, you must also satisfy the following specific requirements in order to change your benefit election based on that Change in Status Event:

- *Loss of Dependent Eligibility.* For health benefits (e.g., health, dental and vision coverage, or accidental death and dismemberment coverage), a special rule governs which type of election changes are consistent with the Change in Status. For a Change in Status involving your divorce, annulment or legal separation from your Spouse, the death of your Spouse or your Dependent, or your Dependent ceasing to satisfy the eligibility requirements for coverage, your election to cancel health benefits for any individual other than your Spouse involved in the divorce, annulment, or legal separation, your deceased Spouse or Dependent, or your Dependent that ceased to satisfy the eligibility requirements, would fail to correspond with that Change in Status. Hence, you may only cancel health coverage for the affected Spouse or Dependent.

Example: Employee Mike is married to Sharon, and they have one child. The employer offers a calendar year cafeteria plan that allows employees to elect no health coverage, employee-only coverage, employee-plus-one-dependent coverage, or family coverage. Before the plan year, Mike elects family coverage for himself, his wife Sharon, and their child. Mike and Sharon subsequently divorce during the plan year; Sharon loses eligibility for coverage under the plan, but the child is still eligible for coverage under the plan. Mike now wishes to cancel his previous election and elect no health coverage. The divorce between Mike and Sharon constitutes a Change in Status. An election to cancel coverage for Sharon is consistent with this Change in Status Event. However, a benefit election to cancel coverage for Mike and/or the child is not consistent with this Change in Status Event. A benefit election to change to employee-plus-one-dependent coverage would be the only change consistent with this Change in Status Event.

If your Spouse or Dependent elect COBRA continuation coverage under your Employer's plan, you may be able to increase your contribution to pay for such coverage.

- *Gain of Coverage Eligibility Under Another Employer's Plan.* For a Change in Status in which you, your Spouse, or your Dependent gain eligibility for coverage under another employer's cafeteria plan (or qualified benefit plan) as a result of a change in your marital status or a change in your, your Spouse's, or your Dependent's employment status, your election to cease or decrease coverage for that individual under the Plan would correspond with that Change in Status *only* if coverage for that individual becomes effective or is increased under the other employer's plan.
2. *Special Enrollment Rights.* If you, your Spouse or a Dependent are entitled to special enrollment rights under a group health plan, you may change your election to correspond with the special enrollment right. Thus, for example, if you declined enrollment in medical coverage for yourself or your eligible Dependents because of outside medical coverage, and eligibility for such coverage is subsequently lost due to certain reasons (i.e., due to legal separation, divorce, death, termination of employment, reduction in hours, or exhaustion of COBRA period), you may be able to elect medical coverage under the Plan for yourself and your eligible Dependents who lost such coverage. Furthermore, if you have a new Dependent as a result of marriage, birth, adoption, or placement for adoption, you may also be able to enroll

yourself, your spouse, and your newly acquired Dependents, provided that you request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption. Please refer to the group health plan description for an explanation of special enrollment rights.

3. *Certain Judgments and Orders.* If a judgment, decree or order from a divorce, separation, annulment or custody change requires your Dependent child (including a foster child who is your tax Dependent) to be covered under this Plan, you may change your election to provide coverage for the Dependent child. If the order requires that another individual (such as your former spouse) cover the Dependent child, you may change your election to revoke coverage for the Dependent child.
4. *Entitlement to Medicare or Medicaid.* If you, your Spouse, or a Dependent becomes entitled to Medicare or Medicaid, you may cancel that person's health coverage. Similarly, if you, your Spouse, or a Dependent who has been entitled to Medicare or Medicaid loses eligibility for such, you may, subject to the terms of the underlying plan, elect to begin or increase that person's health coverage.
5. *Change in Cost.* If the Plan Administrator notifies you that the cost of your coverage under the Plan *significantly* increases during the Plan Year, you may choose either to make an increase in your contributions or revoke your election and elect coverage under another Plan option which provides similar coverage. If no similar coverage is available (as determined by Plan Administrator), you may drop the coverage. However, if the Plan Administrator deems the increases or decreases in the cost of the benefits to be *insignificant*, the Plan Administrator will automatically adjust your election contributions to reflect the minor change in cost

Example: Employee Mike is covered under an indemnity option of his employer's health insurance coverage. If the cost of this option significantly increases during a period of coverage, the employee may either make a corresponding increase in his payments or revoke his election and elect coverage under an HMO option.

6. *Change in Coverage.* If the Plan Administrator notifies you that your coverage under the Plan is significantly curtailed, you may revoke your election and elect coverage under another Plan option which provides similar coverage. If no similar coverage is available (as determined by Plan Administrator), you may drop the coverage. Also, if during the Plan Year the Plan adds or eliminates a coverage option, you may elect the newly-added option or elect another Plan option (when a Plan option has been eliminated), and may do so on a pre-tax basis by making a corresponding election change under another Plan option which provides similar coverage. Furthermore, you may make an election change that is on account of and corresponds with a change made under the plan of your Spouse's, former Spouse's, or Dependent's employer, so long as: (a) his or her employer's plan permits its Participants to make an election change permitted under the IRS regulations; or (b) this Plan permits you to make an election for a period of coverage which is different from the period of coverage under his or her employer's plan.

Q-10. What happens if I go on leave of absence?

If you go on leave of absence *with* pay, your participation in the Plan will continue and your contributions to the Plan will continue to be deducted from your pay check.

If you go on leave of absence *without* pay (LWOP), your participation in the Plan will cease. If you return within 30 days of the beginning of the leave, your elections will continue as they were before you started LWOP. If you return after more than 30 days, you can make new elections.

Q-11. What happens if I go on a Qualified Leave under Family and Medical Leave Act?

If your Employer falls under the Qualified Family and Medical Leave Act of 1993 (FMLA) provisions and you go on a qualifying unpaid leave under the FMLA (to the extent required by the FMLA), your Employer will continue to maintain your health insurance plan benefits on the same terms and conditions as though you were still an active Employee (that is, the Employer will continue to pay its share of the premium to the extent you opt to continue your coverage).

If you opt to continue your coverage, you may pay your share of the premium with after-tax dollars while on leave (or pre-tax dollars to the extent you receive compensation during the leave), or you may be given the option to pre-pay all or a portion of your share of the premium for the expected duration of the leave on a pre-tax salary reduction basis out of your pre-leave Compensation by making a special election to that effect before the date such Compensation would normally be made available to you (provided, however, that pre-tax dollars may not be utilized to fund coverage during the next Plan Year), or through other arrangements agreed upon between you and the Plan Administrator (for instance, the Plan Administrator may

fund coverage during the leave and withhold amounts upon your return). Upon return from such leave, you will be permitted to reenter the Plan on the same basis you were participating in the Plan prior to your leave, or as otherwise required by the FMLA.

Part 3. INSURANCE PREMIUM BENEFITS

Q-1. What Insurance Premiums Benefits are offered under the Plan?

Following are the benefits eligible under your Section 125 Cafeteria Plan.

1. **Core and Non-Core Health Benefits.** This benefit provides comprehensive major medical, hospitalization, prescription drug, and/or dental benefits to Participants.

For the details of the terms, conditions, and limitations of each insurance benefit offered, please refer to plan summaries of each separate insurance plan.

Q-2. Who can elect an Insurance Premium Benefit?

If you are eligible to be a participant in the Cafeteria Plan and you meet the requirements of the underlying insurance benefit, you can participate in any insurance premium benefits set forth below.

Q-3. How do I become a Participant?

If you satisfy the requirements of the underlying insurance benefit, you elect to participate unless you submit a Benefit Waiver Form during the Initial or the Annual Enrollment Period.

Q-4. What happens if the insurance premiums change?

If the insurance premiums change, your employer will automatically change your deductions to the new premium amount. If your employer considers the changes in premiums to be significant, you will be given an opportunity to elect another benefit which your employer considers to be similar. If no other benefit is similar, you may drop the benefit altogether. (See Part 2.Q-9, Paragraph 5 for further discussion.)

If the coverage has changed and the employer considers the change to be a significant curtailment of coverage, you will be given an opportunity to elect another benefit which your employer considers to be similar. If no other benefit is similar, you may drop the benefit altogether. (See Part 2.Q-9, Paragraph 6 for further discussion.)

Part 4. AFTER-TAX BENEFITS

During any one Plan Year, the total of tax-free benefits a Participant can elect cannot exceed the Maximum Contribution Amount. Any part of this annual benefit limit you do not apply toward tax-free benefits (or the remainder of your annual pay if less than the unused portion of the Maximum Contribution Amount) is paid to you as regular, taxable salary.

Q-1. What is a "Cash-in-lieu-of" program and how do I participate?

As stated in Part 2.Q-2, you may be eligible to receive additional cash in lieu of electing an Insurance Premium Benefit. If you choose this option, you will be required to provide proof of other insurance to your Human Resource department or other appropriate party. Details of the program, including amount of benefit and terms of payment, will be described in enrollment materials distributed prior to the beginning of each year. Lump Sum payments are made in late-May of each year.

Part 5. ERISA RIGHTS

This Plan is not a welfare benefit plan as defined in the Employee Retirement Income Security Act (ERISA). However, Plan participation may affect your rights or benefits under the component plans you may pre-tax under the Plan. To the limited extent that the Plan may have an impact on any component welfare benefit plans, we have included the statement of ERISA rights below and the claims procedure specified in .

ERISA provides that all plan participants will be entitled to:

1. Examine, without charge, at the Plan Administrator's office and at other specified locations, such as work-sites, all plan documents, including insurance contracts, collective bargaining agreements, and copies of all documents filed by the plan with the U.S. Department of Labor, such as detailed annual reports and Plan descriptions;
2. Obtain copies of all plan documents and other plan information on written request to the Plan Administrator. The Plan Administrator may charge a reasonable price for the copies, and
3. Receive a summary of the Plan's annual financial report. The Plan Administrator is required by law to furnish each participant with a copy of this summary annual report.

In addition to creating rights for Plan Participants, ERISA imposes duties upon the people responsible for operating the employee benefit Plan. The people who operate your Plan, known as Plan "fiduciaries", have a duty to operate the Plan prudently and in the interest of the Plan Participants and beneficiaries. No one, including your employer or any other person, can fire you or otherwise discriminate against you in any way to prevent you from obtaining a benefit from the Plan or from exercising your rights under ERISA.

If your claim for a benefit is denied in whole or in part, you must receive a written explanation of the reason for the denial. You have the right to have the claim reviewed and reconsidered. Under ERISA, you can take steps to enforce the above rights. For instance, if you request materials from the Plan and do not receive them within 30 days, you can file suit in a Federal court. In such a case, the court can require the Plan Administrator to provide the materials and pay you up to \$110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the Administrator's control. If you have a claim for benefits which is denied or ignored in whole or in part, you can file suit in a state or federal court.

If Plan fiduciaries misuse the Plan's money or if you are discriminated against for asserting your rights, you can seek assistance from the U.S. Department of Labor or file suit in a federal court. The court will decide who should pay court costs and legal fees. If you are successful, the court can order the person you have sued to pay these costs and fees. If you lose (for example, if the court finds your claim frivolous), the court can order you to pay these costs and fees.

If you have any questions about the Plan, contact the Plan Administrator. If you have any questions about this part of the Summary Plan Description or about your rights under ERISA, contact the nearest Office of the Pension and Welfare Benefits Administration, U.S. Department of Labor, or the Division of Technical Assistance and Inquiries, Pension and Welfare Benefits Administration, U.S. Department of Labor, 200 Constitution Avenue, Washington, D.C. 20210.

CERTIFIED COPY

BOARD RESOLUTIONS ADOPTING

Section 125 Plan

By action of the Board of School Administrative Unit #38, taken on this _____ day of _____, 2007, the following resolutions were duly adopted:

NOW, THEREFORE, BE IT RESOLVED, that the Board of School Administrative Unit #38 does hereby adopt a plan to be known as the **SAU #38 Section 125 Plan** substantially in the form presented to this Board, which Plan is effective as of _____, 2007, and a copy of which Plan will be attached hereto and made a part of the minutes; and

RESOLVED, that full-power and authority are hereby conferred upon the Chair of this Board to execute amendments to such Plan within the general intent and purpose thereof in order that the Plan shall qualify under the provisions of Section 125 of the Internal Revenue Code of 1954, as amended.

I HEREBY certify that the foregoing is a true and exact copy of resolutions adopted by the Board of Directors of this entity and that such resolutions have not been amended, modified, or revoked and are still in full force and effect.

IN WITNESS WHEREOF, I have signed this Certificate this _____ day of _____, 2007.

By: Chair

 *** MULTI TX/RX REPORT ***

TX/RX NO	3885
PGS.	7
TX/RX INCOMPLETE	-----
TRANSACTION OK	[26]5857744
	[27]3520845
	[28]2399994
	[29]8479154
	[30]3574890
	[31]3526250
ERROR INFORMATION	[32]2423430

fitz town
 gilsum town
 richmond town
 sullivan town
 surry town
 swanzen town
 troy town

PLEASE POST



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
 Swanzen, New Hampshire 03446
 Telephone: (603)352-6955 · Fax: (603)358-6708
 www.sau38.org

SAU #38 BOARD MEETING

Date: Wednesday, June 6, 2007
 Time: 7:00 P.M.
 Place: Winchester School in the Library

Kenneth R. Dassau, Ed.D.
 Superintendent

Telephone: 352-6955
 Extension: 405
 kdassau@mrdsd.org

Margaret A. Sullivan, CAGS
 Assistant Superintendent
 for Winchester and Hinsdale

Extension: 407
 masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
 Assistant Superintendent for
 Curriculum and Instruction

Extension: 409
 dhodgdon@mrdsd.org

Judith E. Bischoff, M.Ed.
 Director of Student Services

Extension: 417
 jbischoff@mrdsd.org

Katherine E. Chambers, MBA
 Business Manager

- A. Approval of the Board minutes of:
 May 2, 2007*
- B. New Business:
 - o Adoption of Section 125 Plan update
 - o Closing out the JY Health Insurance Plan to SAU Employees
 - o Minimum hours worked to receive benefits
- C. Old Business:
 - o Health Insurance Bid - Update
 - o Property & Liability - Answer to Coverage Question
 - o Procedures Manual Review Committee - status update
- D. Citizen Comments
- E. Other Board Business:
- F. RSA 91-A:3 Non Public Meeting:
 - a. RSA 91-A:3 II(b) - hiring, nomination - if needed
- H. Return to Public Session
- I. Adjournment

N. H. SCHOOL ADMINISTRATIVE UNIT NO. 38
600 Old Homestead Highway
Swanzey, New Hampshire 03446
Telephone: (603) 352-6955 Fax: (603) 358-6708
www.mrsd.org

To: All SAU #38 Board Members
Fr: Ken Dassau, Superintendent
Sb: Superintendent Summary Report 2006-2007
Dt: April 27, 2007

As you will read from the attached group of administrative reports the 2006 -2007 school year was another busy year full of success and challenge for the central office staff of SAU 38.

I'd like to begin my report by acknowledging and honoring our retiring administrators - Margaret Sullivan and Tom Warner for their years of service within SAU 38.

This year the SAU conducted two searches. The SAU has hired Dr. David Crisafulli as the Assistant Superintendent for Winchester and Hinsdale. Dr. Crisafulli was the unanimous choice of the search committee. The central office staff is looking forward to David's joining our team.

The SAU 38 Director of Technology search has been reopened and is on-going at this time.

SAU 38 business manager, Katie Chambers, has had a busy first year! Her effort to address and refocus many of our business applications will be apparent as you review the SAU 38 Procedures Manual 2007.

Dr. Dave Hodgdon was the primary writer and architect of the New Hampshire Public School of Choice grant. The MRSD Board has adopted a policy regarding school choice for its students. An abstract and a copy of the full grant are available on the district web page. We should be notified in early June if SAU 38 and its partners, SAU 29 and the NH Dept. of Education, have received the grant award.

SAU 38 Administrative Team has tried to adhere to a monthly meeting schedule. The SAU administrative team and support staff have been meeting monthly.

As the superintendent, since the fall of 2006, I have been participating in a Lean Enterprise certification program at the NH Community Technical College at Claremont. The program is run by the NH Manufacturers Extension Partnership. My participation has been fully funded by the MARKEM Corporation in Keene. One outcome of this work has been an independent "Voice-of-the-Customer" survey within the eight towns of the Monadnock school district. The results of the survey are anticipated to be available in the fall.

The SAU 38 warrant article was supported in eight of the ten towns.

Our challenges are the perennial challenges of public schools. Such as the annual adequate yearly progress (AYP) requirement under the federal No Child Left Behind act and the federal requirement and funding of our special education programs. And, within the Monadnock District, the issue of maintaining its high school accreditation is being addressed. Our best response to meet these challenges is to use our knowledge and resources in a collective and collaborative manner.

Two non-public sessions are scheduled. Nominations of SAU Special Services personnel will be done in accordance with RSA 91-A:3,II(b) – hiring of a public employee.

Compensation of SAU personnel will be in accordance with RSA 91-A:3,II(a) – setting compensation for public employees.

Hinsdale/Winchester: Where they are today

During the last ten years the landscape of the two districts (Hinsdale and Winchester) has changed dramatically. School buildings in Winchester and Hinsdale are (will be) new, renovated, brightened, and very welcoming to students, parents, and community. Lots of hard work by lots of dedicated people has gotten us to this point. The curriculum has grown to meet the needs of Hinsdale and Winchester students for a bright, successful future, something for us all to be very proud of. Winchester/Hinsdale budgets, teacher and support staff contracts, and warrant articles have been overwhelmingly supported at the polls by the communities every year, as the reputation of the both school districts and the good work done by many, despite challenges, have been enhanced over the years.

1. Preschool, Several years ago, Hinsdale Elementary School joined Winchester School in offering Pre School. Our Schools have pre-school for 3 year olds and for 4 year olds. There is a focus on the importance of play. Play provides children with the opportunity to actively explore, manipulate, and interact with their environment. It encourages children to investigate, create, discover and motivates them to take risks and add to their understanding of the world

2. Full day kindergarten – Both Hinsdale and Winchester school districts offer full day kindergarten at a time when kindergarten is not mandated in NH. Pre-literacy skills, language development and group learning skills are some of the focus areas of full-day kindergarten

3. Special Education. Programs to help keep some of our students in district HES offers the Wings Program for its younger students and Winchester School offers two PDD programs, for younger and older students.

4. MAP Testing Using test data to inform decisions about instruction, teachers altered or re-focused their curricular plans to meet the identified needs. Measures of Academic Progress (MAP) are state-aligned computerized adaptive tests that accurately reflect the instructional level of each student and measure growth over time.

5. After School Programs Numerous after-school programs extend the educational opportunities for all of our students and strengthen the school's focus on establishing a caring, safe environment in Hinsdale and Winchester School Districts. Winchester was awarded 1 Million dollars, over a five year period for the before and after school program which began in the fall of 2003.

6. Building Projects Winchester and Hinsdale School Districts both experienced building programs that created new construction and renovation.

The Winchester School District completed new construction for the library, cafeteria, and main office complex and renovated the entire Thayer building. Pre K – 8 expanded into the entire facility after Winchester high school students were tuitioned to Keene High School. Now the complex is spacious and sparkles like new. Systematic upkeep is our goal so that our building will be maintained and not fall into disrepair. It must remain a source of pride for the community.

Hinsdale School District is completing a 13.5 million dollar new construction and renovation of all its facilities. The multipurpose building is nearing completion and the new middle school wing should be complete by next Christmas. The HS will be completely a wired for the technology of the future. So many community people, board

members, teachers, administrators, and staff have been a bulwark of positive support since the dream began in 2001.

7. Middle Schools The Hinsdale/Winchester School Districts have made great strides in establishing middle school curriculum and Instruction. We began actively implementing a vision for a middle school in both districts during the spring of 2000 at the Best Schools Conferences. Winchester's new construction allowed full expansion into a separate middle school wing. All the 6/7/8 grade teachers are currently together on the same floor, making interdisciplinary units and team meetings more workable and now, of course, in Hinsdale, we eagerly await the new middle school addition to house all this.

8. Expanded curriculum offerings. In Winchester, high school students attend Keene High School and participate in a large and varied curriculum, along with being having the Cheshire Career Center's programs at their fingertips. In Hinsdale our high school students now attend The Windham Career Center in Brattleboro, rather than the Cheshire Center in Keene for vocational classes. Travel is reduced and many more students find that vocational classes are available in their schedule. Graduation requirements are increased, and more courses are offered through Virtual High School, where our students corresponded with others in classes all over the world

9. New 3 year teachers' contracts and a support staff contracts. Winchester and Hinsdale successfully passed 3 year teacher contracts March 2007 and our teachers are vigorously involved in curriculum work and activities for our students. In addition Hinsdale and Winchester have always (in the last ten years) passed their budgets and support staff contracts.

10. Successful State Testing. The Hinsdale High School and Winchester School made Adequate Yearly Progress (AYP). Most noteworthy in our elementary schools has been the upward movement in reading and mathematics at the elementary level as measured by the New Hampshire state testing program (NECAP).

11. Good working relationships with Select Boards and Budget Committees. Hinsdale and Winchester School Districts have good relationships with the Select Boards and Budget Committees in district, sharing information and exchanging meetings,

12. Staff Development districts place a good deal of emphasis on professional development to support and improve instructional practices in the classroom for all students. We are very proud of our Mentoring Programs supporting teachers new to the district, our professional development training, helping teachers integrate technology into the classroom, our strong reading, mathematics and social curriculum initiatives, and our blossoming data teams at all levels.

13. Technology The Districts continue to support the growth of our technology infrastructure to improve student learning by integrating technology into all classrooms. In both districts, we added a technology coordinator position to help us rigorously raise standards, align them to the NH Frameworks, and to find more and more ways to integrate technology into student learning, preparing students for the world they will meet after high school.

14. Policies – Each month the Boards work on review of old policies, developing new policies, and adding state mandated policies to keep our school districts policies current.

15 NEASC Hinsdale High School has been recently hosting a visiting committee and is fully accredited.



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swanzey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrsd.org

Judith E. Bischoff, M.Ed.
Director of Special Services

Extension: 417
jbischoff@mrsd.org

Katherine E. L. Chambers
Business Manager

Extension: 406
kchambers@mrsd.org

Thomas C. Warner
Director of Computer
Technology

Extension: 410
twarner@mrsd.org

TO: SAU Board
FROM: Dave Hodgdon
RE: Notable Highlights
DATE: April 19, 2007

During a busy year, I highlight three significant items for the SAU board:

- **Staff Development Master Plan** – At last year's May meeting, the SAU board approved the revised staff development master plan for SAU #38. I submitted it to the state shortly after that meeting. It was approved by the New Hampshire Department of Education this fall. The state praised the quality of the plan. I commend the staff development committee members, with whom I collaborated on this major project. Every certified staff member received a copy of a streamlined version of the master plan and a full copy of the plan has been forwarded to each principal in the SAU. Both versions of the master plan are on the website at <http://www.mrsd.org/STAFFDEV/SAUstaffdevmasterplan2006-11.pdf>. The staff development committee members and I are involved in a process of educating principals and staff members about the revised document and are planning staff development activities in the SAU.
- **Director of Technology Search Process** – The search for the Director of Technology began in January. A committee consisting of representatives of the three boards, the principals, the SAU, and technology coordinators met to select two finalists, whose districts representatives from the committee visited. The finalists also visited SAU 38 in late March. When the selected candidate did not to accept the position, the committee decided to readvertise. The selection/interview process is intended to continue during the first three weeks in May.
- **New Hampshire Voluntary Public School Choice Grant Proposal** – On behalf of the Monadnock Regional School District as the fiscal agent and the other school districts in SAU 38 and SAU 29, I agreed to coordinate and write a grant proposal for the second Voluntary Public School Choice grant, so that we can continue to fund the programs in the districts in the two SAUs serving as partners in the current MRPSOC grant and expand it to other school districts in the state. The writing and research began in late February and concluded on April 2, when we uploaded the document and attachments to the US Department of Education. The New Hampshire Department of Education has agreed to be a core partner with SAUs 38 and 29 on this initiative. Kim Carter, MC² Director, collaborated on the shaping of the grant and worked with the core and supporting partners to secure their involvement and define their roles. The grant proposal is available on the website at <http://www.mrsd.org/choicegrant/default.htm>.



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway

Swanzey, New Hampshire 03446

Telephone: (603)352-6955 · Fax: (603)358-6708

www.sau38.org

Kenneth R. Dassau, Ed.D.

Superintendent

Telephone: 352-6955

Extension: 405

kdassau@mrsd.org

Margaret A. Sullivan, CAGS

Assistant Superintendent
for Winchester and Hinsdale

Extension: 407

masullivan38@yahoo.com

David G. Hodgdon, Ph.D.

Assistant Superintendent for
Curriculum and Instruction

Extension: 409

dhodgdon@mrsd.org

Judith E. Bischoff, M.Ed.

Director of Student Services

Extension: 417

jbischoff@mrsd.org

Katherine E. Chambers, MBA

Business Manager

Extension: 406

kchambers@mrsd.org

Thomas C. Warner

Director of Computer Technology

Extension: 410

twarner@mrsd.org

SAU #38 BOARD MEETING

Date: Wednesday, May 2, 2007

Time: 7:00 P.M.

Place: Emerson School Multi-Purpose Room

- A. Approval of the Board minutes of:
 - December 6, 2006
 - April 4, 2007 public and non public
 - April 16, 2007 meeting.
- B. Election of officers.
 - a. Chairman (Winchester)
 - b. Vice Chairman (Monadnock)
 - c. Treasurer
 - d. Vice Treasurer
 - e. Secretary
- C. Administrative Reports:
 - o Superintendent
 - o Asst. Supt. Curriculum and Instruction
 - o Staff Development Master Plan
 - o Business Manager
 - o Asst Superintendent for Hinsdale and Winchester
 - o Director of Technology
 - o Director of Student Services
- D. Citizen Comments
- E. Other Board Business:
 - Request from Town of Surry – R. Todd
 - Health Insurance Study
 - Property and Liability Insurance
 - SAU Procedures Manual
- F. Setting dates for 2007- 2008 SAU #38 Meetings
 - Wednesday, November 7, 2007
 - Wednesday, December 5, 2007
 - Wednesday, May 7, 2008
- G. RSA 91-A:3 Non Public Meeting:
 - a. RSA 91-A:3 II(a)
 - 1. Nomination of SAU Sped Personnel
 - 2. Setting compensation of SAU Central Office Salaries
- H. Return to Public Session
- I. Adjournment

**SAU #38 Board Meeting
December 6, 2006
Hinsdale High School**

Present – Board Members: Tammy Jean Akeley, Joe Novick, Dan Seymour, Tia Sherman, Wayne Temmens (Hinsdale); Jim Carnie, Karen Cota, Colline Dreyfuss, Jon Kenyon, Susan Oerman, Gene White (Monadnock); Colleen Duquette, Christopher Thompson (Winchester)

Administrators: Ken Dassau (Superintendent), Margaret Sullivan (Assistant Superintendent for Hinsdale and Winchester), David Hodgdon (Assistant Superintendent for Curriculum and Instruction), Katie Chambers (Business Manager), Jude Bischoff (Director of Student Services), Tom Warner (Director of Technology), Tom O'Connor (Assistant Business Manager), Dan Most (Assistant Business Manager)

Audience: Dick Bauries, Matt Kennedy, Neil Moriarty

Agenda Item	Action Taken or Information Shared
Public Hearing	<ul style="list-style-type: none"> ◆ C. Dreyfuss, the SAU board chair, called the public hearing into session at 7:12 p.m. K. Dassau introduced the topics to be reviewed during the public hearing. K. Chambers highlighted the various handouts she had distributed before and during the meeting. The data included the adjustments in the budget since the November 1 meeting (such as the changes in the health insurance) and an update of the ADM figure. ◆ K. Dassau explained that the SAU administrators agreed to make a 10% contribution to the health insurance based on the Blue Choice Tier III. This change will result in a savings above the \$2,600 savings of \$10,872, because of the reduction in the anticipated health insurance percentage. The administrators' contribution will be consistent with that of the SAU staff. C. Duquette expressed concern about allowing staff members to continue with the Blue Cross/Blue Shield JY plan. This change will be incorporated into the procedures manual if the budget is passed and the change is made. ◆ Board members asked about various line items in the budget. W. Temmens focused on special education line items relating to an increase in travel, staff development, and telephone in the special education line items. C. Thompson asked about the 2600 travel line items and the dramatic increases from previous years. He and C. Dreyfuss also wondered about the uses of the advertising line item. ◆ T. Akeley questioned the need for overtime for the Administrative Assistants in the Superintendent line item to cover the cost of their attending school board meetings in the three districts, since board secretaries are already being paid to attend the meetings. D. Seymour expressed concern about the inconsistencies in the figures from one year to the next and the discrepancies between the actual charges during previous years and the budget projections for 2007-08. K. Chambers explained the process used to develop the budget from looking at the historical data to getting input from the administrators responsible for the line items. ◆ C. Thompson posed questions about the disproportionate increase in the supplies in the central accounts line item, the cost of travel in three separate line items (a tremendous amount of money, according to C. Thompson), discrepancies in the supplies line item based on the expenditures for the year-to-date, and the page 4 staff development figure budgeted at \$1,800 but listed as an actual figure of \$0 (because of the technology director's retirement package). ◆ C. Duquette posed questions about the number of positions in the administrator salary account in the special education line items, the number of staff in the superintendent's office (2320), the definition of contracted services, and the age of the administrator software, which T. Warner reviewed, and the possibility of reducing the telephone line items. ◆ J. Carnie inquired about the overall picture on retirement and the reasons for the sizeable increases. He wanted to know the total increase, which was on the personnel list, according to K. Chambers. The increase was 29%, because of biennial adjustments and the recent history of investments. The increase in cost was for the employer, not employee. ◆ S. Oerman asked about the internet expense increase, to which T. Warner responded; D. Seymour the central accounts equipment account increase (T.

	<p>Warner explaining the update of the ADS - half during 2006-07 and half during 2007-08); J. Kenyon the increase in the occupational therapist line item (responded to by J. Bischoff because of the change in the split in money with the IDEA grant), and the server requirements for the ADS update.</p> <ul style="list-style-type: none"> ◆ C. Thompson inquired about whether or not the health benefits changes were included in the budget and the history of the tuition reimbursement line item on page 2. ◆ K. Cota asked about the unemployment increase and the nature of the pool that resulted in the increase. She also asked about the tutor position in the special education accounts and the 10% salary increase in the collaborative (partially because of a position vacant during the 2006-07 school year). C. Duquette followed up about the \$30,000 increase and the change in the speech therapist position from the previous year, according to J. Bischoff. ◆ S. Oerman pointed out regarding the unemployment insurance account that the state had changed the rate on a regular basis on the number of claims made. She also asked about whether or not the 125 is a payroll deduction or something we fund. It is a payroll deduction in the regular insurance line item. ◆ D. Bauries inquired about how much the 4% salary pool increase was (\$36,355) and how it would be used (increases on a merit basis, according to K. Chambers and K. Dassau), the concern about no money listed for legal fees, and his issue with the unreserved fund balance. ◆ K. Dassau responded to the question from C. Duquette about the speech line item. ◆ C. Dreyfuss concluded the public hearing at 8:20 p.m.
Minutes	<ul style="list-style-type: none"> ◆ C. Thompson made a motion to approve the minutes as written. S. Oerman seconded the motion. The motion was approved (7 yes, 0 no, 6 abstain).
SAU Audit Report	<ul style="list-style-type: none"> ◆ K. Chambers highlighted the audit in the packet. S. Oerman asked if any concerns were identified (K. Chambers indicating in the negative). D. Seymour asked about what it means to qualify as a low-risk auditee (explained by S. Oerman). C. Thompson inquired about the interfund on page 12 and the reason for transfers at the discretion of the auditors. He also asked about carrying forward money, to which K. Chambers explained the unreserved fund balance. ◆ S. Oerman congratulated the SAU on the balance. ◆ J. Carnie asked about what revenue on page eleven is MRPSOC revenue. K. Chambers explained that it wasn't identified separately. He suggested that the miscellaneous revenues didn't incorporate the grant (to be included in 2007-08 at a lower rate, because the grant is ending).
Request from the Town of Surry	<ul style="list-style-type: none"> ◆ K. Dassau explained the status of Surry's request to be considered a separate district in SAU #38, if they withdraw from the Monadock Regional School District. He suggested that the board wait on a decision and read a statement from the attorneys, who were addressing a legal issue. At some point it may require a special meeting of the SAU board. K. Dassau responded to a number of questions.
Default Budget	<ul style="list-style-type: none"> ◆ S. Oerman made a motion to accept the default budget as drafted by K. Chambers in the figure of \$1,733,117. J. Kenyon seconded the motion. It was approved by all of the members present.
SAU Budget	<ul style="list-style-type: none"> ◆ The members present discussed the health insurance, telephone costs, staff development, and travel and conference costs. ◆ C. Thompson made a motion to reduce the telephone, travel and conference, and staff development line items at the discretion of the SAU administration by \$11,000. The motion was seconded by C. Duquette. It was approved (11 yes, 2 no, 0 abstained). ◆ W. Temmens made a motion to accept the recommendation of the administration to pay 10% of the health insurance cost (90/10 split) based on Blue Choice Tier III for a reduction in the budget of \$10,872. It was seconded by J. Kenyon and approved by the members present (13 yes, 0 no, 0 abstained). ◆ W. Temmens made a motion to approve the budget with the amendments in the amount of \$1,757,578, seconded by J. Novick. It was approved by the members present (13 yes, 0 no, 0 abstained).
Superintendent	<ul style="list-style-type: none"> ◆ Meetings on the superintendent's evaluation had not occurred at this point.

Evaluation	
SAU Personnel Searches	<ul style="list-style-type: none"> ♦ T. Akeley explained the status of the Assistant Superintendent search process. The ad for the Assistant Superintendent position would be posted before the holidays. ♦ K Dassau outlined the Technology Director replacement process, which would move forward during the ensuing week.
Bidding SAU Health Insurance	<ul style="list-style-type: none"> ♦ K. Chambers highlighted the features of the bidding process and the two proposals from Dublin Health and Benefit Group LLC and IPG Employee Benefits. She explained that the two proposals were similar, although IPG has a longer history of dealing with the bidding process. W. Temmens was concerned about ensuring that the process takes into account the Vermont agencies, since Hinsdale is close to Vermont and employees use Vermont carriers. There was discussion about the costs to bid out versus using people from the SAU, the history of the two agencies, the Local Government Center connection and the possibility to go to this organization for assistance (acknowledging that the pressure may have contributed to the lowering of the increase for 2007-08 school year), the need to be able to address union concerns, and the complexity of the process. K. Chambers suggested that the district bid out the costs of health insurance every two to three years. ♦ C. Thompson made a motion that the SAU board authorize the SAU administration to enter into a contract with IPG up to \$7,000 to bid on health insurance for the SAU. J. Kenyon seconded the motion. G. White expressed concerns about not making the motion contingent on the districts participating, since it wouldn't be feasible for the SAU to enter into a health insurance agreement without the districts' involvement. K. Chambers said that each district's board would deliberate on the same proposal. The motion was approved unanimously for those present (13 yes, 0 no, 0 abstained).
Response from Attorney General Concerning Insurance Reporting	<ul style="list-style-type: none"> ♦ K Dassau indicated that he had contacted the Attorney General. An Assistant Attorney General said that the Attorney General's office prohibited that office from providing legal advice to school districts – only to state agencies. K. Chambers explained the Local Government Center position, which indicated initially that HIPPA wouldn't allow individual health insurance information to be released; however, this position was modified because of a change at the federal level, resulting in the decision that it was the employer's decision. K. Dassau also distributed a letter from Attorney Paul Apple about the insurance reporting.
Public Comments	<ul style="list-style-type: none"> ♦ D. Bauries explained his observing the public hearing for Dan Stockwell, the former principal at Monadnock Regional High School, and the question about 125 plans. He emphasized that there were no 125 plans in the districts and the SAU was not eligible for such a plan. He indicated that the plan was not administered correctly and that the fines could be enormous. He talked to the NHRS board and the IRS about this issue. K. Chambers explained that the SAU would be looking at the 125 plans. ♦ N. Moriarty indicated that each district should look to approve the bidding process.
Secretary's Anniversary	<ul style="list-style-type: none"> ♦ The SAU secretary, Laura L. Aivaliotis, was congratulated on her 25th wedding anniversary.
Adjournment	<ul style="list-style-type: none"> ♦ W. Temmens made a motion to adjourn the meeting. J. Novick seconded it. The vote was unanimous ((13 yes, 0 no, 0 abstained). The meeting adjourned at 10:17 p.m.

Respectfully submitted,

David G. Hodgdon, Ph.D.
Acting Secretary

School Administrative Unit 38
SAU 38 BOARD MEETING
Library at Winchester Elementary, Winchester, NH
April 4, 2007

Attendance:

Monadnock Regional: Colline Dreyfuss, Jonathan Kenyon and Gene White

Winchester: Colleen Duquette

Hinsdale: Wayne Temmen.

SAU Administration: Ken Dassau, Superintendent

C. Dreyfuss called the meeting to order at 6:35 PM.

- A. SAU Treasurer: MOTION:** C. Duquette. **MOVED** to nominate Jane Fortson as the SAU Treasurer. **SECOND:** G. White. **VOTE:** 3-Winchester, 3-Hinsdale and 3-Monadnock. **Motion passes.**
- B. Motion to enter into non-public session: MOTION:** C. Duquette **MOVED** to enter non-public session under RSA 91-A:3 II (b) hiring a public employee. **SECOND:** W. Temmen. **Roll call Vote:** W. Temmen, G. White, J. Kenyon, C. Duquette and C. Dreyfuss. **Motion passes.**
- C. Public Session:** C. Dreyfuss announced that during non-public session the Board hired Dr. David A. Crisafulli, ED.D as the new Assistant Superintendent for Winchester and Hinsdale.
- D. 6:48 PM Motion to adjourn: MOTION:** C. Duquette **MOVED** to adjourn at 6:48 PM. **SECOND:** W. Temmen **VOTE:** Unanimous for those present. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

Non-approved minutes
SAU #38 Board Meeting Minutes
Non-public Session
April 4, 2007
Library at Winchester Elementary School,
Winchester NH

Present: Monadnock: Jonathan Kenyon, Gene White and Colline Dreyfuss.

Winchester: Colleen Duquette

Hinsdale: Wayne Temmen

Also present: K. Dassau, Superintendent and Laura L. Aivaliotis, Recording secretary.

K. Dassau introduced David A. Crisafulli, Ed. D. to the SAU Board. He informed the Board that the search committee unanimously voted to appoint Dr. D.A. Crisafulli to the Assistant Superintendent for Winchester and Hinsdale position. Dr. D.A. Crisafulli has opted not to take insurance and will receive the \$2,500.00 buy out. Dr. D.A. Crisafulli has asked that he be evaluated after one year of the two year contract. C. Duquette asked that on number 16 of the contract dealing with the evaluation it would be added that there would be input from the Winchester and Hinsdale Boards. **MOTION:** C. Duquette. **MOVED** to accept the nomination of David A. Crisafulli, Ed. D. to the Assistant Superintendent for Winchester and Hinsdale and on number 16 of the contract to have it added "to receive input from the Winchester and Hinsdale School Boards". **SECOND:** W. Temmen. **DISCUSSION:** J. Kenyon asked why not all Boards. C. Duquette explained that he would be the assistant superintendent for Winchester and Hinsdale. K. Dassau explained the SAU chain of command. **VOTE:** 3-Winchester, 3- Hinsdale and 3-Monadnock. **Motion passes.**

MOTION: C. Duquette **MOVED** to go back into public session. **SECOND:** W. Temmen. **VOTE:** Unanimous for those present. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
Recording secretary

School Administrative Unit #38

Hinsdale
■
Monadnock Regional
■
Winchester



Procedures Manual

A guide to SAU #38 Services

DRAFT – APRIL 18, 2007

School Administrative Unit #38
Hinsdale Monadnock Regional Winchester
600 Old Homestead Highway, Swanzey NH 03446
www.mrsd.org

NON-DISCRIMINATION POLICY

The School Districts of School Administrative Unit #38 (Hinsdale School District, Monadnock Regional School District, and the Winchester School District) do not discriminate in their educational programs, activities or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, religion, pregnancy, marital status, physical or mental disability, or any other protected characteristic under state or federal law, under the provisions of Title VII of the Civil Rights Act of 1964, as amended; Title VI and Title IV of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1976; the Equal Pay Act of 1963; the Civil Rights Act of 1866; the Rehabilitation Act of 1973, including Section 504; the Older Workers' Benefit Protection Act; the New Hampshire Law Against Discrimination, RSA 354-A; Title IX of the Education Amendments of 1972; the Education of All Handicapped Children Act of 1975; the Individuals with Disabilities in Education Act of 1990; the Americans with Disabilities Act of 1990; and any other federal or state human rights laws. Any persons having inquiries concerning regulations implementing these laws may contact:

SAU #38

Superintendent of Schools

600 Old Homestead Highway

Swanzey, New Hampshire 03446

TEL: (603) 352-6955 ext. 405

FAX: (603) 358-6708

The School Districts of School Administrative Unit #38 will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and its implementing regulations. SAU #38 is a smoke free environment.

CIVILITY STATEMENT

School Administrative Unit #38 (SAU #38) promotes a policy of mutual respect, civility, and orderly conduct among employees, parents, and the public. We encourage positive communication and seek to maintain a safe, harassment-free workplace.

If a person believes the provisions of this policy have been violated he/she should notify their immediate supervisor, the Human Resource Director or the Superintendent of Schools.

INTRODUCTION

Welcome to School Administrative Unit #38, the administrative unit charged with supervisory, financial and special education services for the Monadnock, Hinsdale, and Winchester School Districts.

This document is a comprehensive guide to SAU #38. It is our intention to provide the Board Members, Building Principals, SAU Administrators and SAU employees with a guideline to the services and terms of employment provided by SAU #38.

This policy manual includes a history of SAU #38, job descriptions, and specific rules that SAU #38 is governed by *in this document*. The formulas used to determine shared costs, weighted voting, SAU #38 meeting protocols are also included in this document.

(NEW)

This manual is not intended to be a contract or part of a contractual agreement between SAU #38 and its employees.

The policies stated in this manual are subject to change at the sole discretion of the SAU #38 Board and/or the SAU #38 Superintendent of Schools.

S.A.U. #38 ORGANIZATION CHART

(NEW)

SAU BOARD

Hinsdale/Monadnock/Winchester

Superintendent

Administrative Assistant
to Superintendent

Assistant Superintendent
for Curriculum & Instruction

Director of
Student Services

Director of
Technology

Assistant Superintendent
for Hinsdale/Winchester

Business Manager

Sped Coordinator

Sped Coordinator

Collaborative Employees

Administrative Assistant to
Assistant Superintendent/
Receptionist

Administrative Assistant to Director

Special Education Assistant

Administrative Assistant to
Assistant Superintendent

Assistant Business
Manager

Assistant Business
Manager

Business Office
Assistant

Accounts
Payable
Manager

Payroll/Benefits
Manager

Payroll/Benefits
Assistant

H.R.
Director

SCHOOL ADMINISTRATIVE UNIT #38

SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD AVENUE
SWANZEY, NEW HAMPSHIRE 03446-2310
PHONE: 603/352-6955 ♦ FAX: 603/358-6708

MONADNOCK REGIONAL MIDDLE/HIGH SCHOOL
580 Old Homestead Highway
Swanzy, NH 03446-2308
Phone: 352-6575 ♦ Fax: 355-1209

MC² - MONADNOCK COMMUNITY CONNECTIONS SCHOOL
449 Route 12a
Surry, NH 03431-8106
Phone: 352-4333 ♦ Fax: 352-4336

CUTLER ELEMENTARY SCHOOL
31 South Winchester Street
Swanzy, NH 03446-3213
Phone: 352-3383 ♦ Fax: 352-0815

DR. GEORGE B. EMERSON ELEMENTARY SCHOOL
27 Rhododendron Road
Fitzwilliam, NH 03447-3054
Phone: 585-6611 ♦ Fax: 585-9287

GILSUM ELEMENTARY SCHOOL
P.O. Box 38, 640 Route 10
640 Route 10
Gilsum, NH 03448-0038
Phone: 352-2226 ♦ Fax: 352-2901

MT. CAESAR ELEMENTARY SCHOOL
585 Old Homestead Highway
Swanzy, NH 03446-2309
Phone: 352-4797 ♦ Fax: 352-1713

SULLIVAN ELEMENTARY SCHOOL
P.O. Box 188, Centre Street
Sullivan, NH 03445-0188
Phone: 847-3441 ♦ Fax: 847-3441

TROY ELEMENTARY SCHOOL
44 School Street
Troy, NH 03465-2130
Phone: 242-7741 ♦ Fax: 242-9710

WINCHESTER SCHOOL
85 Parker Street
Winchester, NH 03470-2904
Phone: 239-4381 ♦ Fax: 239-4968

HINSDALE ELEMENTARY SCHOOL
12 School Street
Hinsdale, NH 03451-2389
Phone: 336-5332 ♦ Fax: 336-7522

HINSDALE HIGH SCHOOL
49 School Street
Hinsdale, NH 03451-2388
Phone: 336-5984 ♦ Fax: 336-7497

A BRIEF HISTORY OF SCHOOL ADMINISTRATIVE UNIT #38

HINSDALE

MONADNOCK REGIONAL

WINCHESTER

THE INDIVIDUAL DISTRICTS:

- Monadnock Regional School District represents the schools in the towns of Fitzwilliam, Gilsum, Richmond, Roxbury, Surry, Sullivan, Swanzey, and Troy.
- Hinsdale School District represents the schools of the town of Hinsdale.
- Winchester School District represents the schools of the town of Winchester.

HISTORY OF SAU #38:

This information has been taken from archives and interviews of past superintendents, administrative assistants, and board members. Special thanks to Roger Sundstrom, Ken Hewitt, Bill Wheeler, Richard McCarthy, Austin Frain, Stella Godleski (SAU #25: 1930 - 1967) and Dorothy Urquhart (SAU #38: 1958 - 1980)

SAU # 38 took its present form in 1967 when the Hinsdale and Winchester Districts joined with the Monadnock Regional School District.

The towns represented by this Supervisory Union were Gilsum, Surry, Richmond, Swanzey, Troy, Fitzwilliam, Roxbury, Sullivan, Winchester, and Hinsdale.

Supervisory Unions were changed to School Administrative Units in the mid-70s thus SAU #38.

SIGNIFICANT DATES:

1960-1961: SUPERVISORY UNION # 38: SUPERINTENDENT: MR. BOWBLY

Oral History from Dot Urquhart who ran the office from 1958 through 1980.

TOWNS CONSTITUTING SUPERVISORY UNION #38 IN 1960:

Chesterfield, Fitzwilliam, Harrisville, Marlborough, Nelson, Roxbury, Sullivan, Troy, and Westmoreland.

In 1962 Chesterfield and Westmoreland joined Union #29 in Keene.

In 1962 Harrisville, Marlborough, and Nelson joined Union #25 which at the time included: Hinsdale, Winchester, Richmond, & Swanzey (to #38). Roger Sundstrom was Superintendent of Union #25 as he followed Chester Lees.

In 1962, Supervisory Union #38 became Fitzwilliam, Sullivan, Roxbury, Swanzey, Richmond, Troy, Gilsum & Surry. The superintendent was Paul Clark from 1962-1964.

SUPERVISORY UNION #25: (History back to 1928)

Located over SmallEase Grocery Store in Winchester

- Supervisory Union #25 consisted of Swanzey, Richmond, Winchester and Hinsdale
- Wesley Douglas was Superintendent in 1928
- Charles Walker replaced Mr. Douglas at the end of 1938 until 1945
- Charles Walker died in 1945 - Richard Martin replaced him as Superintendent
- Richard Martin left as superintendent in 1947
- Chet Lees who was a principal at Hinsdale replaced Richard Martin as superintendent in 1947
- In 1961 Lees died while superintendent and was replaced by Roger Sundstrom
- In 1962 Harrisville, Nelson, Marlborough joined New Unit #25
- In 1962 Swanzey and Richmond left Unit #25 and joined Supervisory Unit #38
- In 1967 Harrisville, Nelson, & Marlborough joined Supervisory Union #29 in Keene
- In 1967 Hinsdale and Winchester join Supervisory Union #38. Unit #25 ceases to exist

SAU #38 FROM 1962 - PRESENT: SUPERINTENDENTS AND ASSISTANTS

- 1962 - 1964: **MR. PAUL CLARK: SUPERINTENDENT OF SCHOOLS**, Ken Hewitt: Assistant Superintendent, Dot Urqhart: Office Manager (*Hinsdale and Winchester joined SAU #38 in 1967 when SAU #25 closed*)
- 1964 - 1985: **MR. AUSTIN FRAIN: SUPERINTENDENT OF SCHOOLS**, Ken Hewitt: Assistant Superintendent, School Psychologist: Howard Buss (Replaced by Bruce Thielen August 1978), 1980 Claude Lavoie is hired as a Computer Operator for the Central Office: Roger Sundstrom: Assistant Superintendent for Hinsdale/Winchester
- 1985 - 1988: **MR. ROGER SUNDSTROM: SUPERINTENDENT OF SCHOOLS**, Ken Hewitt: Assistant Superintendent, Bruce Thielen: Director of Special Education, Claude Lavoie: Computer Operator for the Central Office, Richard McCarthy: Assistant Superintendent for Hinsdale/Winchester
- 1988 - 1998: **DR. WILLIAM WHEELER: SUPERINTENDENT OF SCHOOLS**, Ken Hewitt: Assistant Superintendent, (Replaced by Kathy Holt in 1993), Kenneth R. Dassau replaced Bruce Thielen as Director of Special Education in September of 1989, John Menton: Business Manager (1988)
July 1990 Tom Warner hired as Director of Technology: July 1997, Margaret Sullivan replaced Richard McCarthy as Assistant Superintendent for Hinsdale/Winchester.
- 1998 - 1999: **DR. ELAINE BRIGMAN: SUPERINTENDENT OF SCHOOLS** (Assistant Superintendent title was changed in 1998 to Director of Curriculum and Instruction), Aminda Nicoloro replaced Kathy Holt in November 1998, Jed Butterfield replaced Aminda Nicoloro in February 1999 and served until July of 1999, Kenneth R. Dassau: Director of Special Education, Tom Warner: Director of Technology, Robert Seymour replaced John Menton as Business Manager. Margaret Sullivan: Assistant Superintendent for Hinsdale/Winchester.
- 1999 - 2000: **MR. CURTIS J. CARDINE: INTERIM SUPERINTENDENT OF SCHOOLS**, Kenneth R. Dassau became Assistant Superintendent for Student Services in 1999 (effective July 1, 1999) David Hodgdon replaced Jed Butterfield as Director for Curriculum and Instruction effective July 1999. Tom Warner: Director of Technology, Robert Seymour: Business Manager, Margaret Sullivan: Assistant Superintendent for Hinsdale/Winchester.
- 2000 - 2005: **MR. CURTIS CARDINE: SUPERINTENDENT OF SCHOOLS**, Kenneth R. Dassau Ed. D.: Assistant Superintendent for Student Services, Dr. David Hodgdon: Director for Curriculum and Instruction, Tom Warner: Director of Technology, Laurent Biron: Business Manager, Margaret Sullivan, Assistant Superintendent for Hinsdale/Winchester.
- 2005 - 2006: **DR. KENNETH R. DASSAU: SUPERINTENDENT OF SCHOOLS**, Margaret Sullivan: Assistant Superintendent for Hinsdale/Winchester, Dr. David Hodgdon: Director for Curriculum and Instruction, Laurent Biron: Business Manager, Judith Bischoff: Interim Director of Student Services, Tom Warner: Director of Technology.
- 2006 - Present: **DR. KENNETH R. DASSAU: SUPERINTENDENT OF SCHOOLS**, Margaret Sullivan: Assistant Superintendent for Hinsdale/Winchester, Dr. David Hodgdon: Assistant Superintendent for Curriculum and Instruction, Katherine Chambers: Business Manager, Judith Bischoff: Director of Student Services, Tom Warner: Director of Technology.

ORGANIZATION AND OPERATION OF THE SAU SCHOOL BOARD

A. SAU SCHOOL DISTRICTS:

The School Districts of Monadnock Regional, Hinsdale, and Winchester shall constitute School Administrative Unit #38.

B. SAU BOARD:

The combined school boards of the school districts constitute the SAU board.

C. VOTING RIGHTS:

REPRESENTATION – RSA 194-C:7: Every school district maintaining one or more public schools shall be entitled to 3 votes on the joint board of school administrative units, plus additional votes as provided in RSA 194-C: 8. (Former RSA 189:46 see below) Districts not maintaining schools shall have one representative on the joint board, who shall be entitled to one vote. Each school district board member present shall be entitled to have a proportionate share of the school district's votes provided that the total votes per district shall be equally divided among the district's board members present and cast as each member present decides on any issue.

SOURCE. 1996, 298:3, effective Aug. 9, 1996.

RSA 194-C: 8 WEIGHTED VOTING: – In all votes regarding school administrative unit affairs, including the organization of such unit's school board and selection of officers, each district shall be entitled to one vote for each 16 pupils residing in that district and enrolled in schools under the administrative unit. A balance of 8 or more students shall entitle that district to an additional vote. A balance of fewer than 8 students shall have no net effect on a district's vote. Enrollments shall be based on the average daily membership in residence of each district for the school year which ended in the preceding June. Weighted votes shall only be used upon the demand of a majority of the members of any board present and voting in the school administrative unit. The school board members present at a school administrative unit school board meeting shall be entitled to cast the entire number of votes assigned to their school districts, provided that each representative present shall be entitled to a proportionate share of the total to be cast as provided in RSA 194-C:7. SOURCE. 1996, 298:3, effective. Aug. 9, 1996.

EXAMPLE OF WEIGHTED VOTE FOR SAU #38

Based on ADM figures reported on July 13, 2004 for 2004-2005 by N.H. Department of Education including children placed out-of-district in each district.

DISTRICT	POPULATION FROM ADM	ADM/16	WEIGHTED VOTE
Winchester	709.7	44.35	44
Hinsdale	776.6	48.54	49
Monadnock	2518.4	157.40	157

Weighted votes per member of each Board (i.e. All members attend SAU #38 meeting)			
DISTRICT	WEIGHTED VOTE	BOARD MEMBERS	VOTE PER MEMBER
Winchester	44	5	8.8
Hinsdale	49	5	9.8
Monadnock	157	15	10.47

Weighted Vote per member at a meeting attended by the 3 representatives from each Board			
DISTRICT	WEIGHTED VOTE	REPRESENTATIVES	VOTE PER MEMBER
Winchester	44	3	14.67
Hinsdale	49	3	16.34
Monadnock	157	3	52.34

D. POWERS AND DUTIES: (In accordance with RSA:194-C:5, RSA:194-C:9, RSA:194-C:4)

1. Elect, when necessary, a Superintendent
2. Act upon the Superintendent's nominations for SAU professional staff
3. Set the salaries of all SAU personnel
4. Adopt a budget for the expenses of the SAU
5. Adopt policies affecting the SAU

E. VACANCY ON THE BOARD: (In accordance with RSA:197:26)

Any vacancy on the SAU Board shall be filled in accordance with the statute governing the Board of the school district of the resigned member.

F. ELECTION OF SAU PROFESSIONAL STAFF:

When a vacancy occurs in the SAU professional staff, the Superintendent shall establish a search committee, and serve as the chair (except if the superintendent's position is vacated). (See screening committee membership for Assistant Superintendent for Hinsdale/Winchester and for Superintendent)

G. EMPLOYMENT OF OFFICE PERSONNEL:

All other SAU personnel shall be recommended for employment by their immediate supervisor and approved by the Superintendent of Schools.

H. MEETINGS: SAU#38 MEETINGS ROTATE AMONG THE THREE DISTRICTS AS SPECIFIED

1. SPRING MEETING: The SAU Board shall meet annually between April 1 and June 1 of each year, at a time and place chosen by the SAU Chair. The board shall organize by electing the
 - A. CHAIR
 - B. TREASURER
 - C. SECRETARY

CHAIR: The chair of the SAU Board rotates among the three districts of the SAU. The district holds the chair position for two years. (See History)

VICE-CHAIR: The district that previously chaired the board holds the vice-chair position.

The SAU #38 Annual Meeting is typically scheduled in Fitzwilliam, New Hampshire. Items generally included in the agenda for this meeting are:

- A. Acceptance of the Minutes from the previous meeting
- B. Election of officers: At the Spring meeting, the Superintendent chairs (ex officio) the meeting until the election of the new chair
 - a. CHAIR
 - b. VICE CHAIR
 - c. TREASURER
 - d. VICE TREASURER
 - e. SECRETARY
- C. Reports from the Superintendent, Assistant Superintendent for Hinsdale/Winchester, Assistant Superintendent for Curriculum and Instruction, Director of Student Services, and Director of Technology
- D. Non Public Meeting: Setting of SAU salaries, nominations of SAU staff
- E. Adjournment

2. FALL MEETING: The SAU Board shall hold a meeting between October 15 and December 15 of each year for the purpose of preparing a recommended budget for the next fiscal year for the expenses of the SAU.

The SAU #38 Semi-Annual Meeting is typically scheduled in Winchester, New Hampshire. Items generally included in the agenda for this meeting are:

- A. Approval of the minutes of the previous meeting
- B. Superintendent's Report
- C. Review and discussion of the SAU proposed budget
- D. Receive the Auditor's Report
- E. Any new business
- F. Non-Public Session - *if needed*
- G. Adjournment

3. DECEMBER BUDGET HEARING - PUBLIC HEARING: There shall be held within the SAU at a time and place specified by the SAU Board Chair, a public hearing upon the recommended budget. The SAU Board shall adopt a budget, following the public hearing, for the next fiscal year.

SAU #38 satisfies the legal requirement for a Public Budget Hearing with a typically scheduled meeting in the town for Hinsdale, New Hampshire. Items generally included in the agenda for this meeting are:

- A. Public hearing on the Budget for the next year
- B. Approval of the previous meeting's minutes
- C. Adoption of the SAU Budget for the following fiscal year
- D. Any New Business
- E. Non-Public Session - *if needed*
- F. Adjournment

4. SPECIAL MEETINGS: The SAU Board may hold special meetings at the call of the Chair.

5. NOTIFICATION OF MEETINGS AND PROCEDURE:

- A. Except in emergencies, written notice of each meeting is expected from the Superintendent's office well in advance of the appointed time and legally posted in accordance with RSA 91-A: 2.
- B. The public budget hearing shall be held in an appropriate facility centrally located.
- C. An agenda shall be prepared by the Superintendent of Schools for each Board Member prior to the meeting.
- D. The SAU board may go into executive session by a majority vote of the members, in accordance with RSA 91-A: 3.
- E. A caucus of reasonable duration may be called by any one of the member school boards. The SAU Board will recess while individual boards are holding a caucus.

PROCEDURES:

- A. Meetings of the SAU Board will be conducted in accordance with all applicable RSAs.
- B. Meetings will be posted in at least two places within each member town.
- C. Meetings will be advertised in a newspaper of general circulation within the district at least seven days prior to the meeting.
- D. Accurate minutes shall be kept of all SAU board meetings.

I. ANNUAL AUDIT:

An SAU financial audit is conducted annually by an independent auditor. The report is distributed to the SAU Board and the Administration.

J. ADMINISTRATIVE AUTHORITY:

The Superintendent of Schools is the Chief Executive Officer of the school districts and in his/her absence an Assistant Superintendent will act as deputy chief administrative officer with the same power and responsibilities as vested in the Superintendent.

K. SEARCH COMMITTEES:

The search committee for a **Superintendent** shall be comprised of:

- 3 Members of the Monadnock School Board
- 2 Monadnock School District Community Members
- 1 Hinsdale Board Member
- 1 Winchester Board Member
- The Assistant Superintendent for Hinsdale and Winchester
- 2 Monadnock Regional School District Principals (1 High School and 1 Elementary School)
- 1 Monadnock Regional School District Teacher

The Search Committee for an **Assistant Superintendent of Schools for Hinsdale and Winchester** shall be comprised of:

- 2 Winchester Board Members
- 2 Hinsdale Board Members
- 1 Monadnock Board Member
- 1 Winchester Community Member
- 1 Hinsdale Community Member
- 1 Winchester Principal
- 1 Hinsdale Principal
- The Superintendent of Schools
- 1 SAU Administrator

SAU #38 PURCHASING PROCEDURES

Financial transactions in a school district are regulated by statute. The fiscal authority to spend money or encumber funds is mandated by N.H. State Budget Act.

It is the intention of SAU #38 to provide procedures that assure compliance with sound fiscal management of public funds.

PURCHASING PROCESS:

- 1) The process of purchasing supplies begins with a ~~four-part~~ PURCHASE REQUISITION. This is an Excel form that can be downloaded from www.mrsd.org under the protected area for staff use only. All school administrators and secretaries can provide staff members with the requisition form as well.
- 2) The PURCHASE REQUISITION is filled out at the school and submitted to the building principal for approval.
- 3) The PURCHASE REQUISITION needs to show:
 - a) **The vendor's name and address:** because there are many vendors with similar names and without an address, the purchase order could be generated for the wrong vendor. We also need to know if the payment address, commonly referred to as the "remit address" is different.
 - b) **The account number funds are being requested from:**
 - (1) The account number is made up of a total of ~~eleven~~ eighteen numbers in the following five-bank format: 0F-DDDD-5OBJ0-LC-XXXXX.
 - (2) The first two digits are for what type of requisition you are submitting and what fund it will be encumbered under. An "01" ~~indicated~~ indicates a regular requisition (fund 01) while an "02" is for grants; "03" for special projects (warrant articles approved outside the operating budget); "04" for Food Service; "05" for private grants or donations; and "06" for capital fund transfers.
 - (3) The next four digit bank are is for the department code, such as "1111" for mathematics.
 - (4) The next ~~three~~ five digits bank is the expense code and always starts with a "5" if it is an expense code, and ends with a "0". The three middle numbers in this bank are the or object code such as "610" for supplies; i.e. "56100".
 - (5) The ~~last next~~ bank of two digits are is your school code. This is "00" for ~~Monadnock~~ MRHS; "01" for Mt. Caesar and so on. This code will be built into the new requisition form for your particular school: "02"-Cutler, "03"-Trov, "04"-Emerson, "06"-Gilsum, "07"-Sullivan, "08"-Monadnock Community Connections, "09"-district-level in Monadnock, "10"-MRMS, "20" for Hinsdale district level, "21" for Hinsdale Elementary, "22" for HHS, "30" for Winchester district level, and "31" for Winchester School.
 - (6) The last bank of 5 digits is normally left as zeroes, or can be omitted if the account number is an expense code out of the 01 operating budget. However, if the purchase is grant-funded, each grant will be assigned a 5 digit number. That 5 digit number is used in the last bank if applicable.
 - (7) Lastly, by example, if we wanted to order supplies for the MRHS Math Department, the account number would be 01-1111-56100-00-00000. If it was for a Math grant, it would be 02-1111-56100-00-56823. The account number must be identified on each requisition so we know who is going to pay for the items being ordered.
 - c) **The school's name and address:** This will be loaded for your location.
- 4) The building principal approves the PURCHASE REQUISITION.

- 5) A copy of the approved requisition should remain at the school as a record of the request being made. The goldenrod (bottom copy) of the PURCHASE REQUISITION is kept at the school as a record of the request being made. If you do not use multi-part paper, you can copy the form on your copier and use whatever color for your own copy. We do need a pink copy as a receiving copy to avoid confusion in our office.
- 6) The remaining three parts of the completed and approved PURCHASE REQUISITION are-is submitted to the accounts payable / purchasing office at SAU #38 for processing.
- 7) If a PURCHASE REQUISITION is not filled out correctly or is not approved, the PURCHASE REQUISITION is returned to the school. We cannot be arbitrary on what account to charge if we are to have integrity in the accounting system.
- 8) A PURCHASE ORDER is entered into the accounting system after the PURCHASE REQUISITION has been approved by the Business Manager for budget correctness.
- 9) Once the Business Manager approves the PURCHASE REQUISITION, it is entered into the accounting system, a formal purchase order is created and funds are encumbered, and a pink copy is returned to the requester.
- 10) The REQUISITION FORM BECOMES A PURCHASE ORDER when entered into the system by our staff when they insert the purchase order number on the requisition form that is usually in four copies:
 - a) The original white copy is faxed or mailed to the vendor along with the original requisition form if necessary. In some instances, orders will be processed via the internet if the vendor accepts purchase orders via the web.
 - b) The yellow copy remains in the Accounts Payable office. A copy remains in the Accounts Payable office.
 - c) A pink copy is generated at the Accounts Payable office and returned to the school. This lets the school know the item was ordered.
 - d) The golden rod copy is for your files as needed.
- 11) When the merchandise is received the school will sign off the pink copy of the purchase order and return it to the Accounts Payable office. NOTE: This signed pink copy is the authorization to pay for the merchandise. If the Accounts Payable office does not receive the pink copy, they have no way to know the items were received and, therefore, will not know to pay the vendor. The best way to make sure a vendor is paid is to make sure the pink copy of the purchase order is returned to the Accounts Payable office in a timely manner.
- 12) If the vendor includes an invoice with the merchandise, please forward the invoice to the Accounts Payable office along with the pink copy as soon as possible for prompt payment.

Merchandise purchased using grant funds is processed slightly differently.

PURCHASING USING GRANT FUNDS:

- 1) The process of purchasing supplies through a grant is essentially the same as a normal requisition except that the requisition should be sent directly to the ~~Business Manager's Assistant~~ Assistant Business Manager. If it is a new grant, account numbers may need to be generated. Close coordination with the Assistant is recommended for these requisitions. Receiving (pink copies) should be sent to the Accounts Payable section immediately upon receipt of the item(s) or service.

PURCHASE ORDERS REQUIRING PREPAYMENT:

- 1) A PURCHASE REQUISITION is filled out and should clearly state that the vendor requires prepayment for the merchandise. This is not the normal procedure, but in some cases such as newspaper subscriptions for the library, an exception is made. However, the requisition must state clearly that prepayment is needed. Another exception is when there is a speaker who requires payment the day of a performance. In order for this to be accomplished, the requisition must also have a contract signed by both parties with the date of the performance and the amount of the contract.

- 2) The ~~PURCHASE REQUISITION~~ must be received in the Accounts Payable office with enough time to process and produce a ~~PURCHASE ORDER CHECK~~ and ~~set up payment with a run for~~ prior to a School Board meeting. Usually, the ~~PURCHASE REQUISITION~~ should be received at least two weeks before a School Board meeting. ~~The PURCHASE REQUISITION~~ should also clearly state that the check is required for the day of the performance.
- 3) The check will not be available until the ~~second~~ day after the School Board meeting. ~~This is due to the checks on the warrants approved at a School Board meeting cannot be sent to the Treasurer for signature without the signed warrants. A check manifest or warrant must be approved by the School Board prior to checks being released.~~
- 4) The warrants come back to Accounts Payable the day after the School Board meeting and ~~are then sent to the Treasurer checks are mailed or distributed via interoffice.~~
- 5) ~~The signed checks are returned to Accounts Payable the following day.~~ *If an occasion arises and an advance check is going to be necessary, and you are not sure of the School Board meeting date, the Accounts Payable office should be contacted to ensure that there is enough time to generate a check for that date.* Most speakers book far enough in advance to allow time for the processing provided the paperwork is done in a timely manner and submitted promptly.

LOCAL PURCHASE ORDERS:

- 1) Local Purchase orders are especially useful for maintenance and custodian purchases or for other must have items from local vendors. They should not be used for out of area purchases. The invoice requires the signature of the principal and the account number must be provided as shown on the rubber stamps provided for this purpose by the SAU#38 Office.
- 2) The receipt or invoice must be immediately sent to the Accounts Payable Section for payment as funds have not been encumbered by purchase order. A copy can be retained for your purposes.

REIMBURSEMENT REQUESTS:

This form of request is a single sheet where the individual lists either mileage or other travel related expenses. The form should be typed or legibly written so if viewed by the auditors ~~that~~ it can be read easily. The request must also be signed by the principal or supervisor and contain the account number to which the expense is to be charged. Itemized receipt(s) must be attached to the request. If you expect to be reimbursed by the school district for a particular expense, then you must provide adequate documentation to the school district of that expense.

Once an employee has been reimbursed, the equipment and/or supplies become the property of the applicable school district within SAU #38.

PROCEDURES FOR SECURITY:

ACCOUNTS PAYABLE: After checks are printed, they will be locked in a file cabinet or closet until the treasurer authorizes their release by signing and returning the last page of the check register which will show the total amount of checks.

EXCEPTIONS:

Accounts Payable checks written for payroll transfers
Salary Advances
Employee Benefit checks
Any other Payroll related checks

BLANK CHECK STOCK: Kept under lock and key

MICROTONER: Kept under lock and key

UNDEPOSITED ACCOUNTS RECEIVABLE CHECKS: Kept under lock and key

HIRING PROCEDURES

HIRING PROCEDURES FOR TEACHERS/CERTIFIED STAFF

1) Candidates for any teaching position within the SAU need to complete the following steps:

- a) Application for employment
- b) Resume
- c) Letters of Recommendation
- d) Official Copies of Transcripts
- e) Proof of Certification

The application is kept on file at the SAU office. The Human Resource Manager forwards the application to SAU schools seeking candidates for teaching positions.

2) The building principal, administrator or department head selects candidates to interview.

3) Recommendations for the employment of teachers are made in the following way.

- a) The building principal makes a written recommendation to the Superintendent of Schools for a candidate for the Monadnock Regional School District.
- b) Building principals in the Hinsdale and Winchester School Districts make recommendations to the Assistant Superintendent for Hinsdale and Winchester.
- c) The SAU Administrators make recommendations to the Superintendent for SAU candidates.
- d) The Superintendent and/or Assistant Superintendent for Hinsdale/Winchester may choose to conduct and interview with candidates.

4) When a candidate is chosen for a position he/she is instructed by the Building Principal or the Administrator to call the Human Resources Manager for the following:

- a) Completion of an I-9 form
- b) Completion of a W-4 form
- c) Initiate a Criminal Record Check
- d) Request a check to cover the fee for a Criminal Record Release and Fingerprint Check. (This request is sent to Accounts Payable. The Criminal Record Release Authorization and Fingerprint Card are held until the check is issued from Accounts Payable. Once the check is issued, the Criminal Record Release Authorization and fingerprint card are sent to the Department of Safety. The teacher's name is logged into the Criminal Records Check database).

5) When a candidate is chosen for a position, two originals of the contract are produced at the SAU Office and sent to the appropriate board meeting where the Superintendent or Assistant Superintendent for Hinsdale/Winchester makes a nomination. This is done during the non-public session under personnel. By statute, the Superintendent nominates and the Board elects candidates. The Superintendent nominates candidates for SAU positions to the SAU board.

- 6) The board chair for the appropriate school board signs the two original contracts after a candidate is elected.
- 7) The original application, resume and certifications are retained at the SAU Office in the newly elected teacher's personnel file.
- 8) The following is a list of what is sent to the elected teacher.
 - a) A letter from the Human Resources Manager welcoming them to the district and outlining their benefits
 - b) Two copies of their contract for signature
 - c) A packet including an application and forms
- 9) The elected teacher is asked in their welcoming letter to make an appointment with the Human Resources Manager to: (this appointment is one-on-one)
 - a) Answer general questions
 - b) Review their benefits applications and make sure they are properly completed
 - c) Complete a yellow permanent records card
 - d) Complete a Criminal Record Release Authorization Form
 - e) Complete finger print card (the Human Resources Manager will arrange for the elected teacher to be fingerprinted by our Resource Officer at MRHS)
 - f) Complete I-9 IRS verification form
 - g) Complete a W-4 form
 - h) A copy of the school calendar is given to the teacher
 - i) A copy of the applicable union contract – if any
 - j) A copy of the District Policies manual
- 10) After the meeting between the elected teacher and the Human Resources Manager, the Human Resources Manager disburses the paperwork in the following manner:
 - a) One copy of the signed contract is retained for the personnel file, the other copy is given to the elected teacher
 - b) A photocopy of the signed contract is given to the Human Resources Manager
 - c) A copy of the W-4 and I-9 goes to Payroll for processing and is then destroyed
 - d) All benefit applications go to the benefits administrator. After processing, copies are put in the personnel file
 - e) The Human Resources Manager then completes a request for a check to cover the fee for the criminal record release and fingerprint check and the request is sent to Accounts Payable. The Criminal Record Release Authorization and fingerprint card are held until the check is issued from Accounts Payable
 - f) Once the State of N.H. and FBI return the results of their background check, if the employee has "no criminal record" the date of completion is logged into the criminal records database. If a "criminal record" is reported, the Human Resources Manager brings this information to the superintendent immediately. The results of the background/fingerprint check must be destroyed within 30 days of receipt. They are

NOT kept in the personnel file and we are NOT allowed to give copies of the report to anyone

- g) The employee's name is sent to New Hire Reporting System

LEAVES OF ABSENCE: TEACHING STAFF ONLY:

Leaves of absence apply only to teachers. The teachers' contract outlines the procedure used in each district for a leave of absence. Please refer to the master contract for your district.

The following steps need to be followed:

1. On the last day the teacher works, it is the responsibility of the building principal to notify the Human Resources Manager and the payroll benefits office. Completing the top two lines of the leave of absence reconciliation form does this. This form should be sent to the Human Resources Manager who will disburse it accordingly to the payroll office
2. The teacher needs to make an appointment with the payroll manager to do a reconciliation of wages. At this time the individual is made aware of when their benefits will end, when the teacher will return, etc.
3. Upon returning to work a Return From Leave of Absence Form is required (See Forms)

TERMINATION OF EMPLOYMENT: TEACHERS (VOLUNTARY SEPARATION OR OTHERWISE)

1. Teachers are expected to fulfill the terms of their contract.
2. A written statement of resignation must be submitted to the building principal. The letter of resignation **must be immediately** forwarded to the Superintendent or Assistant Superintendent for Hinsdale/Winchester and copied to the Human Resources Manager.
3. The building principal notifies the superintendent, or the assistant superintendent for Hinsdale and Winchester in the case of Hinsdale and Winchester teachers, by submitting the letter of resignation to the superintendent and a copy to the Human Resources Manager. Included with the letter of resignation there should be a separation notice. These are available at ALL the offices in the schools.
4. Teachers who wish to leave their position before their contract is fulfilled must arrange for a meeting with the payroll manager to review wages paid and the amount left to be paid at the time of separation. A separation reconciliation of wages will be completed at this time.
5. On the final day of employment, the principal, administrator, or supervisor shall verify that the teacher has turned in all school property and that the classroom and paperwork is all left in order.
6. Once the employee has officially terminated, his/her file shall be placed into the termination files.

HIRING PROCEDURES FOR NON-CERTIFIED STAFF:

- 1) Candidates for non-certified positions within the SAU need to complete the following steps:
 - a) Application for employment/or substitute packet

The application is kept on file at the SAU Office. The Human Resources Manager forwards the application to SAU schools seeking candidates for non-certified positions.

- 2) The building principal, administrator, or the appropriate department head interviews and selects candidates.
- 3) Recommendations for employment are made in the following way.
 - a) The building principal submits a hire form to the Superintendent of Schools for approval of a candidate for the Monadnock Regional School District.
 - b) Building principals in the Hinsdale and Winchester School Districts submits a hire form to the Assistant Superintendent for Hinsdale and Winchester.
 - c) SAU Administrators submits a hire form to the Superintendent for SAU candidates for approval.
 - d) The Superintendent or Assistant Superintendent for Hinsdale/Winchester may choose to conduct and interview with candidates.
- 4) When a candidate is chosen for a position a letter of assurance is produced by the SAU Office. Contracts are sent to the appropriate board meeting.
- 5) Prior to a new hire's first day of employment, the following must be done:
 - a) Completion of an I-9 form
 - b) Completion of a W-4 form
 - c) Initiate a Criminal Record Check
 - d) Request a check to cover the fee for a Criminal Record Release and Fingerprint Check. This request is sent to Accounts Payable. The Criminal Record Release Authorization and Fingerprint Card are held until the check is issued from Accounts Payable.
 - e) Once the check is issued, the Criminal Record Release Authorization and fingerprint card are sent to the Department of Safety. The teacher's name is logged into the Criminal Records Check database. *If the SAU receives a criminal history records notification which states, "does have a conviction", for crimes listed in RSA 189:13-a V, or a separate list of felonies submitted by that agency's governing authority for a selected applicant, the SAU, school district, or charter school shall immediately, within twenty-four (24) hours of receipt of such report (excluding Saturday, Sunday, or a holiday) dismiss the selected applicant.*
- 6) The following is a list of what is included in the packet which is sent to the elected employee:
 - a) A letter from the Human Resources Manager welcoming them to the district and outlining their benefits
 - b) A copy of their letter of assurance
 - c) All forms and applications
 - d) A copy of the school calendar
 - e) A copy of applicable union contracts – *if any*
 - f) A copy of the District Policies

- 7) Upon receipt of the completed packet, the Human Resources Manager will review the benefit applications and complete a yellow permanent records card.
- 8) The Human Resources Manager disburses the paperwork in the following manner:
 - a) One copy of the signed contract is retained for the personnel file, the other copy is given to the elected employee
 - b) A photocopy of the signed contract is given to the Payroll Manager
 - c) A copy of the W-4 and I-9 goes to Payroll for processing and is then destroyed
 - d) All benefit applications go to the benefits administrator. After processing, copies are put in the personnel file
 - e) The employee's name is sent to New Hire Reporting System

LEAVES OF ABSENCE: NON-CERTIFIED EMPLOYEES:

- a) If the employee is covered by a Collective Bargaining Agreement the procedures specified by the agreement shall be followed:
- b) If the employee is not covered by a Collective Bargaining Agreement the employee shall submit a Request for Leave form to his/her immediate supervisor who shall indicate his/her approval or disapproval.
- c) It is the responsibility of the Superintendent to forward the completed leave request to the Human Resource Office. This form is then forwarded to the Payroll/Benefits Office.

TERMINATION OF EMPLOYMENT: NON-CERTIFIED (VOLUNTARY SEPARATION OR OTHERWISE)

- a) Non-certified staff members are expected to fulfill the terms of their employment.
- b) A written statement of resignation must be submitted to the building principal and administration. The letter of resignation **must be immediately** forwarded to the Superintendent or Assistant Superintendent for Hinsdale/Winchester and copied to the Human Resources Manager.
- c) Employees who wish to leave their position must arrange for a meeting with the payroll manager to review wages paid and the amount left to be paid at the time of separation. A separation reconciliation of wages will be completed at this time.
- d) On the final day of employment, the principal, administrator, or supervisor shall verify that the employee has turned in all school property.
- e) Once the employee has officially terminated, his/her file is placed into the termination file.

CHANGE IN EMPLOYMENT FOR NON-CERTIFIED STAFF:

If there is a change in an employee's position, location, hours or wages, the employee's immediate supervisor must complete a Hire Change Form. The form shall be sent to the Human Resource Office for administrative approval. The form will then be sent to the Payroll/Benefits Office.

PROCEDURES FOR STUDENT TEACHERS/VOLUNTEERS:

Student teachers and volunteers are required to complete a criminal background check prior to their assignment within any school district. The Human Resource Office will coordinate and maintain files.

SAU #38 Hire/Change Form
Hiring Form, Change of Employment/Pay Form - Non Certified Personnel

Employee Section:	
Name:	Date of Birth:
Address:	Social Security #:
City/State/Zip:	Telephone #:

Employer Section:		Start Date:
Employee Title:		Location:
New Position	Yes ☐ No ☐	Hours/Day:
Replacement Position	Yes ☐ No ☐	Temporary Position
Person Replacing:		Yes ☐ No ☐
Immediate Supervisor:		Days per year:
Payroll Supervisor:		Hourly Rate:
Employee Signature:		Date:

Supervisor Signature:	Date:
-----------------------	-------

Notes:

This section is for changes of employment conditions

TITLE/POSITION CHANGE:			
Location:		Effective Date:	
Current Title:		Former title	

WAGE CHANGE		Effective Date:	
Current Rate:		New Rate:	

TIME CHANGE		Effective Date:	
Current hours/day:		New hours/day:	

LOCATION CHANGE		Effective Date:	
Current Location:		New Location:	

STATUS CHANGE		Effective Date:	
Current Name:		New Name:	
Current Address:		New Address:	

SAU USE ONLY		Date:	
Earning Code:		Benefits Offered:	Yes ☐ No ☐
Earning Code:			
Budget Account:		SAU Approval:	

[illegible]

SCHOOL ADMINISTRATIVE UNIT NO. 38						equal pay report	
DISTRICT	MRSD	LOCATION					
PAY PERIOD	DATE	THRU	DATE		PAYDATE	DATE	
EE ID#	EMPLOYEE NAME	E/C	DAYS PER YR	HOURS PER DAY	TOTAL OT HRS.	TOTAL REG HRS.	
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
MEMO							
PAYROLL SUPERVISOR'S SIGNATURE _____				DATE _____			
PRINCIPAL'S SIGNATURE _____				DATE _____			
PLEASE NOTE IF ANY OF THE FOLLOWING OCCURRED DURING THIS PAY PERIOD							
SCHOOL CANCELLATIONS	DATES _____						
EARLY RELEASE DAYS	DATES _____						
HOLIDAYS	DATES _____						
WORKSHOP DAYS	DATES _____						
holidays = non scheduled school days off							
workshop days = support staff days off							

LEAVES OF ABSENCE DATA INFORMATION
SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NH 03446

DISTRICT _____ SCHOOL _____

EMPLOYEE NAME _____ LAST DAY WORKED _____

(the above two lines must be completed by the principal immediately upon LOA and sent to the P/R office)

ANNUAL CONTRACT AMOUNT _____ DAYS WORKED PER YEAR _____

RECONCILLATION:

No. of days worked before leave _____ X _____ = \$ _____
DAILY RATE

No. of sick days due _____ X _____ = _____
DAILY RATE

COMPENSATION DUE EMPLOYEE AT TIME OF LEAVE _____ =

COMPENSATION PAID AT TIME OF LEAVE _____ =

AMOUNT DUE AT TIME OF LEAVE _____ =

AMOUNT DUE WILL BE PAID AS FOLLOWS: DATE AMT. _____

EMPLOYEE WILL BE RESPONSIBLE FOR HEALTH AND DENTAL PREMIUMS BEGINNING _____

HEALTH INS. MONTHLY PREMIUM \$ _____ DENTAL INS. MONTHLY PREMIUM \$ _____

EMPLOYEE RETURNED TO WORK _____ REMAINING DAYS TO WORK _____

BALANCE OF CONTRACT DUE \$ _____ AMT. TO BE PAID IN _____ PAYS IS \$ _____

DISTRICT:

This form is to be used for all requests for SPECIAL payment of special ED, regular ED, or federal stipends. It can also be used for coaches or advisor stipends.

DO NOT USE IT TO REPORT HOURLY WAGES.

PAYROLL SPECIAL REQUEST FOR PAYMENT

NAME _____

FOR SPECIAL ED OR REGULAR ED SERVICES: _____

DESCRIBE SERVICES

FOR GRANT PARTICIPATION: _____

DATE _____ HOURS _____ DAYS _____ OTHER _____

HOURLY RATE _____ PER DIEM RATE _____ OTHER _____

DATE TO BE PAID _____ TOTAL PAYMENT _____

PAYROLL ACCOUNT TO BE CHARGED _____

GRANT PROJECT NO.(IF APPLICABLE) _____

PAYROLL EARNING CODE _____

AUTHORIZED SIGNATURE _____

TITLE _____

DATE _____

TEACHER /STAFF ADMINISTRATION ATTENDANCE PROCEDURES:

TEACHERS/STAFF: THE TEACHERS ATTENDANCE IS RECORDED ON AN ATTENDANCE FORM BY THE PAYROLL SUPERVISORS. THIS ATTENDANCE REPORT IS SUBMITTED WITH THE PAYROLL REPORT AND IS DUE WITH THE SAME. IT MUST CONTAIN THE FOLLOWING INFORMATION:

NAME OF TEACHER

NAME OF SUBSTITUTE

DATE ABSENT

REASON FOR ABSENCE

THE INFORMATION CONTAINED ON THIS FORM IS TRANSFERRED TO OUR ATTENDANCE DATA BASE.

ADMINISTRATION: ADMINISTRATORS (PRINCIPALS & SAU ADMINISTRATORS) ARE REQUIRED TO SUBMIT A REQUEST FOR TIME OUT TO THE SUPERINTENDENT. SICK DAYS OUT ARE ALSO TO BE REPORTED ON THIS TIME OUT FORM AND SENT TO THE SUPERINTENDENT.

THIS INFO ALSO WILL BE TRANSFERRED TO OUR DATA BASE.

THERE IS A LEAVE REQUEST OUTLINED IN THE NEA CONTRACTS. THESE FORMS SHOULD BE USED WITHIN THE SCHOOLS FOR TRACKING ATTENDANCE. THE PRINCIPAL SHOULD SIGN ALL LEAVE REQUESTS AND ATTENDANCE REPORTS SENT TO THE SAU OFFICE.

TEACHER/STAFF ATTENDANCE REPORT

DATE: _____

[illegible]

UNAUTHORIZED SUBSTITUTE REQUEST FORM

SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446
TELEPHONE (603) 352-6955 FAX (603) 358-6708

SPECIAL EXCEPTION REQUEST FOR UNAUTHORIZED SUBSTITUTES

DISTRICT _____

SCHOOL: _____

BEFORE ANY UNAUTHORIZED SUBSTITUTE IS ALLOWED TO SUB IT IS NECESSARY FOR THIS FORM TO BE COMPLETED AND FAXED TO THE SUPERINTENDENT FOR AUTHORIZATION.

Name of principal requesting substitute:	
Name of teacher out:	
Date Out:	
Name of substitute teacher:	
Does substitute you are requesting have paper work in progress?	Yes ☐ No ☐
If no, Why?	
Have you exhausted your entire authorized sub list?	Yes ☐ No ☐
If no, Why?	

To authorize this substitute it is necessary that we have the following information on record.

Name:	Social Security #:	
Telephone # (With Area Code)		Date of Birth:
Address:	City:	State: Zip:

SUPERINTENDENT'S AUTHORIZATION

I AUTHORIZE _____ TO SUBSTITUTE ON _____

No other date than the one (ones) indicated above are authorized.

Superintendent's signature

Date

SUBSTITUTE TIME REPORT FORM

SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446
TELEPHONE (603) 352-6955 FAX (603) 358-6708

DISTRICT: _____

PAY PERIOD START DATE: END DATE:

Substitute Teacher: Name	Dates Subbed	EC	Total Days Paid
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		

Substitute Tutor/Assistant Name	Dates /Hours Subbed	EC	Total Hours to be paid
	/		
	/		
	/		
	/		
	/		
	/		
	/		
	/		
	/		
	/		

Principal's signature _____

Date _____

LONG TERM SUB REQUEST FORM

SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446
TELEPHONE (603) 352-6955 FAX (603) 358-6708

EMPLOYMENT INFORMATION:

DISTRICT:
LOCATION:

Information about Substitute:

Name:		Social Security #:	
Phone:		Date of Birth:	
Address:	Street:	City:	State: Zip:

Information about Teacher Substitute is Replacing:

Teacher Being Replaced:		Last Day Worked	
Position:		Start Date:	End Date:
Pay Per Diem:		Sick Days Applicable?	Yes: ☐ No: ☐ (1/month)
Other Benefits Applicable			

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Substitute's Signature: _____ Date: _____

Note: The rate of pay per day for a long term sub is figured on the first step of the salary scale for your district.

School Administrative Unit #38

Hinsdale

Monadnock Regional

Winchester



Procedures for Employees

A guide to SAU #38 Services

DRAFT – APRIL 18, 2007

School Administrative Unit #38
Hinsdale Monadnock Regional Winchester
600 Old Homestead Highway, Swanzey NH 03446
www.mrsd.org

SCHOOL ADMINISTRATIVE UNIT #38 PROCEDURES FOR EMPLOYEES

<u>HOURS OF OPERATION:</u>	8:00 a.m. – 4:00 p.m.
<u>NON-EXEMPT EMPLOYEES:</u>	The standard work week is forty (40) hours per week. The standard work day for an SAU non-exempt employee is eight (8) hours per day. An unpaid half-hour is scheduled for a meal period during each employee's day. A minimum of a thirty minute meal period must be taken after five consecutive hours worked.
<u>EMPLOYEE WORK HOURS:</u>	8:00 a.m. – 4:30 p.m. (School Year) 8:00 a.m. – 4:00 p.m. (Summer Season) – Meal period is included
<u>FLEX TIME:</u>	Flex time is subject to the prior approval of the employee's immediate supervisor.
<u>OVERTIME:</u>	For hours worked beyond forty (40) hours in a work week, non-exempt employees will be paid at 1.5 x their regular rate of pay. Leave time will not be counted in overtime calculations. Overtime hours must be approved in advance by an employee's supervisor.
<u>PHYSICAL/CRIMINAL CHECK:</u>	Prospective employees will be asked to complete a pre-employment physical and/or a Second Injury Fund Employee Information Form in addition to a successful Criminal Background Check.
<u>PROBATIONARY PERIOD: (NEW)</u>	Newly hired employees shall serve a probationary period of ninety (90) days during which time an employee may be dismissed or discharged without explanation. Probationary employees shall be covered by benefits and salary.
<u>EVALUATIONS: (NEW)</u>	SAU #38 employees will be evaluated annually. Evaluation will be given by their immediate supervisor between the dates of March 15 through April 10. (See Performance Evaluation).
<u>DISCIPLINE: (NEW)</u>	SAU #38 will adhere to the principles of progressive discipline. Lesser forms of discipline may be omitted in cases of serious misconduct.

TIME OFF BENEFITS

THE FISCAL YEAR RUNS FROM JULY 1ST THROUGH JUNE 30TH EACH YEAR

THE FOLLOWING BENEFITS APPLY TO ALL SAU NON-COLLABORATIVE EMPLOYEES ONLY

Time off benefits are subject to the prior approval of the employee's immediate supervisor. In the case of an emergency, notification to the supervisor must be given as soon as reasonably possible. For new hires, these benefits will be prorated from July 1st. (e.g. - If an employee is hired in February, then they would be allowed $\frac{5}{12}$ of the number of benefit days, which is $\frac{5}{12}$ of five (5) vacation days = two (2) days).

REQUEST FOR LEAVE TIME:

A Leave Request Form must be filled out and approved in advance by the employee's immediate supervisor prior to the requested leave time. In the event of an emergency, an employee must notify his/her immediate supervisor in a timely manner.

HOLIDAYS: For Exempt and Non-Exempt Employees

New Year's Day	Independence Day	Wednesday prior to Thanksgiving Day
Martin Luther King Day	Labor Day	Thanksgiving Day
Presidents' Day (Monday of winter break)	Columbus Day	Friday after Thanksgiving Day
Memorial Day	Veterans' Day	Christmas Day
		One day between Christmas and New Years

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 paid holidays as listed above.

If a holiday falls on a Sunday, then Monday will be the paid holiday. If a holiday falls on Saturday, then Friday will be the paid holiday, providing that school is not in session on the Friday or Monday. In the event that school is in session, the employee will have the option of taking the holiday at a later date subject to the approval of the immediate supervisor.

VACATION:

For the purpose of computation, the vacation year starts on July 1st with the start of the fiscal year. **No more than five (5) vacation days can be carried into the next fiscal year.** (NEW) Unused vacation time will be paid upon voluntary separation of employment with the SAU. Vacation days may be allowed to accumulate up to a total of thirty (30) days.

NON-EXEMPT EMPLOYEES:

Paid vacation will be granted to year round non-exempt employees based upon their continuous years of service. (NEW)

Year 1: Ten (10) vacation days
Year 2: Eleven (11) vacation days
Year 3: Twelve (12) vacation days
Year 4: Thirteen (13) vacation days
Year 5: Fifteen (15) vacation days
Year 6: Sixteen (16) vacation days
Year 7: Seventeen (17) vacation days

Year 8: Eighteen (18) vacation days
Year 9: Nineteen (19) vacation days
Year 10: Twenty (20) vacation days
Year 11: Twenty-One (21) vacation days
Year 12: Twenty-Two (22) vacation days
Year 13: Twenty-Three (23) vacation days
Year 14: Twenty-Four (24) vacation days
Year 15: Twenty-Five (25) vacation days

EXEMPT EMPLOYEES:

Twenty-five (25) vacation days.

SICK:

Sick leave may be used for the employee's own illness or injury or that of a spouse, dependent child or parent.

EXEMPT/NON-EXEMPT EMPLOYEES: (NEW)

Each non-exempt employee is entitled to twelve (12) sick days per year. Sick days may accumulate up to one hundred twenty (120) days.

Unused sick time will not be paid upon separation of employment with the SAU with the exception of retirement in which case sick leave balances will be paid out upon eighteen (18) months prior notice as follows:

<u>Years of Service</u>	<u>Percentage of Reimbursement</u>
5	30%
10	40%
15	50%

PERSONAL: (NEW)

EXEMPT/NON-EXEMPT EMPLOYEES:

Each non-exempt employee is entitled to four (4) personal days. Personal days do not accumulate from year to year. Unused personal time will be paid upon voluntary separation of employment with the SAU.

Note: This is a change from three (3) personal days and one (1) floater day.

BEREAVEMENT: (NEW)

NON-EXEMPT AND EXEMPT EMPLOYEES:

Both non-exempt and exempt employees shall be entitled up to five (5) days of bereavement for a death in the immediate family. Immediate family shall be interpreted to mean spouse, child, mother, father, brother, sister, grandparents and grandchildren of the employee as well as the same relatives of the employee's spouse.

THE FOLLOWING BENEFITS APPLY TO SAU COLLABORATIVE EMPLOYEES ONLY

*** TO BE ADDED AT A LATER DATE**

INSURANCE/OTHER BENEFITS

THE FOLLOWING BENEFITS APPLY TO ALL SAU NON-COLLABORATIVE EMPLOYEES ONLY

Insurance benefits will become effective the first day of the month following the employee's date of hire.

HEALTH INSURANCE: A single, two-person or family plan is available. The SAU will contribute 90% of the point of service plan each year towards the premium for both exempt and non-exempt employees.

A full-time regular employee who retires and receives benefits from the N.H. Retirement System is eligible to remain on the SAU group health insurance plan (at their own expense) in accordance with the state law.

DENTAL: A single, two-person or family plan is available. The SAU will contribute 90% each year towards the premium for both exempt and non-exempt employees.

LIFE INSURANCE: Life Insurance is fully paid by the SAU in the amount of \$50,000 for non-exempt employees and \$150,000 for exempt employees.

L.T.D.I.:
LONG TERM DISABILITY INSURANCE The SAU will pay the full amount of the cost of Long Term Disability Insurance. The benefit provided for both exempt and non-exempt employees is 70% of monthly pay to a maximum of \$3,500 per month.

COBRA: Continuation of health and dental benefits are offered to separating employees in accordance with State and Federal regulations.

RETIREMENT: All SAU employees working over thirty-five (35) hours per week are required to participate in the New Hampshire Retirement System.

The employee and employer contributions are set by the State of New Hampshire. All SAU employees are eligible to participate in a 403(b) and/or 457 deferred compensation plans offered through the SAU.

YEARS OF SERVICE BENEFIT: Upon eighteen (18) months notice of retirement the following will be paid out at retirement:

Administrators	\$100 per each year of service
Support Staff	\$50 per each year of service

TUITION REIMBURSEMENT: Subject to availability and at the discretion of the Superintendent and/or the immediate supervisor.

CERTIFICATION REIMBURSEMENT: At the discretion of the Superintendent and/or the immediate supervisor.

STAFF DEVELOPMENT: At the discretion of the Superintendent and/or the immediate supervisor.

PROFESSIONAL DAYS: At the discretion of the Superintendent and/or the immediate supervisor.

THE FOLLOWING BENEFITS APPLY TO SAU COLLABORATIVE EMPLOYEES ONLY

* TO BE ADDED AT A LATER DATE

(NEW)

**POLICY REGARDING DEDUCTIONS FROM SALARIES FOR EMPLOYEES EXEMPT FROM
OVERTIME PAY REQUIREMENTS**

The US Department of Labor regulations regarding payment of overtime require as a preliminary threshold for exemption from overtime pay requirements that an employee be paid on a salary basis. [Salaried employees are not exempt *per se* under the rules, but must meet other tests and standards for exemption.]

The Regulations review the type of deductions which may be made from an employee's salary during any pay period and their effect on the employee's status as exempt or non-exempt from overtime pay requirements.

The Department of Labor has provided some examples of permissible deductions in a fact sheet available at its web site (www.dol.gov). Naturally, as with any sampling, caution must be exercised by noting that the specific requirement in any given case will be governed by application of the laws and rules in question. Here is how the US Department of Labor describes exemptions from salary:

Deductions from pay are permissible when an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; for penalties imposed in good faith for infractions of safety rules of major significance; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

SAU #38 is committed to avoiding improper deductions and will act promptly to remedy any situation in which such a deduction may have been made by reimbursing the employee for any such improper deduction not later than the first pay day upon which the reimbursement reasonably may be made following a timely final determination that the deduction was improper.

Any employee who believes that a deduction from salary is improper should discuss the matter with Payroll/Benefits Manager who will promptly (normally within twenty-four (24) hours) make an initial determination as to whether the deduction is proper, including a written explanation if it is found that the deduction was proper. The employee should ordinarily initiate this inquiry within forty-eight (48) hours after being paid or being notified of the deduction unless special circumstances justify later action. If the employee is not satisfied with that decision, the employee may file a written appeal within forty-eight (48) hours to the school board or administration which states the basis for disagreeing with the decision. The appeal shall be considered within seventy-two (72) hours with a final decision issued within ninety-six (96) hours whenever possible. Any final decision may be appealed in accordance with state or federal requirements as applicable.

If any deduction was found to have been made improperly SAU #38 shall make a sincere and good faith effort to avoid any such improper deductions in the future for the employee and any similarly situated employees.

Copies of this policy shall be distributed to all exempt employees and shall be included in any employee handbook or general personnel policies distributed to employees.

(NEW)

FAMILY AND MEDICAL LEAVE ACT (FMLA)

SAU #38 complies with the Federal Family and Medical Leave Act (FMLA) of 1993 and all applicable State laws related to family and medical leave. This means that, in cases where the law grants you more leave than our leave policies provide, the Town will give you the leave required by law.

FMLA Leave Eligibility: The FMLA provides up to twelve (12) weeks of unpaid leave every twelve (12) months to eligible employees for certain family and medical reasons. To be eligible, you must have worked for SAU #38 for twelve (12) months, and for one thousand two hundred fifty (1250) hours over the previous twelve (12) months. (See the FMLA regarding exemptions for certain highly compensated employees). Intermittent leave will be permitted for eligible employees where necessary.

Reasons for Taking Leave: If you are an eligible employee you are entitled to FMLA leave for any of the following reasons:

- a) To care for a newborn, an adopted child or a foster child within a year of the child's arrival.
- b) To care for a spouse, child, or parent who has a serious health condition.
- c) For a serious health condition that makes you unable to perform the functions of your job.

Where your need for FMLA leave is foreseeable, you must provide notice of your need for leave to SAU #38 not less than thirty (30) days before the leave is scheduled to begin. If your need for FMLA is not foreseeable (for example where a birth or placement of a child or a need for medical treatment requires leave to begin in less than thirty (30) days), you must provide notice as soon as practicable.

If your need for leave is foreseeable based on planned medical treatment, you should make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of SAU #38, subject to the approval of your health care provider.

SAU #38 requires that you provide a medical certification of your need for leave because of a serious health condition (whether your own or that of your child, spouse or parent's) whenever the leave is expected to extend beyond five (5) consecutive working days or will involve intermittent or part time leave.

SAU #38 requires that you provide a medical certification of your ability to resume work after a FMLA leave for your own serious health condition that extends beyond ten (10) consecutive working days.

Substitution of Paid Leave for FMLA Leave: In the case of leave for the birth, foster placement, or adoption of a child, or the serious health condition of the spouse, dependent child or a parent, an eligible employee must substitute any accrued vacation leave, personal leave and/or "family" leave for any part of the unpaid leave provided for under the FMLA. In the case of the employee's own serious health condition, an eligible employee must substitute any accrued vacation leave, personal leave and/or sick leave for any part of the unpaid leave provided for under the FMLA. The substitution of paid leave time for unpaid leave time does not extend the twelve (12) week leave period. Your family/medical leave will run concurrently with other types of leave.

Periodic Reporting: If you take leave for more than two (2) weeks, SAU #38 requires that you report to your immediate supervisor at least every two weeks on your status and intent to return to work.

Measurement of 12 Month Period: For purposes of this policy the "twelve (12) month period" described in the FMLA will be measured forward from the date the employee's first FMLA leave begins. Accordingly, you are entitled to twelve weeks of leave during the year beginning on the first day you take FMLA leave. The next twelve (12) month period would begin on the first day on which you take FMLA leave after the completion of any previous twelve (12) month period.

In instances of leave for birth, adoption, foster children when both parents of the child are employed by the SAU, the total FMLA leave available to both parents will be a combined total of twelve (12) weeks, in accordance with federal law.

The complete provisions of the FMLA are too lengthy to include in this policy. However, if you have questions about the FMLA or would like to review the statute itself, please contact SAU #38 or the United States Department of Labor.

While an employee is absent from work on FMLA leave, the employee shall not engage in alternative employment.

(NEW)

CRIME VICTIM EMPLOYMENT LEAVE ACT POLICY

The New Hampshire Crime Victim Employment Leave Act, N.H. RSA 275:61, became effective on January 1, 2006. SAU #38 complies with this law.

- I. Definitions: For purposes of this policy:
 - a. "Crime" means an offense designated by law as a felony or a misdemeanor.
 - b. "Victim" means any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or the attempted commission of a crime. "Victim" also includes the immediate family of any victim who is a minor or who is incompetent, or the immediate family of a homicide victim.
 - c. "Immediate family" means the father, mother, stepparent, child, stepchild, sibling, spouse, grandparent, or legal guardian of the victim; or any person involved in an intimate relationship and residing in the same household with the victim.
- II. Right to Leave Work: SAU #38 will permit an employee who is a victim of a crime to leave work so that the employee may attend court or other legal or investigative proceedings associated with the prosecution of the crime. This time will be considered an authorized unpaid leave of absence. The employee will not lose seniority while taking this leave.
- III. Substitution of Paid Leave: The employee must substitute any accrued vacation leave, personal leave and/or sick leave for any part of the unpaid leave provided for under this policy.
- IV. Notice Required: Before taking leave under this policy, the employee must provide SAU #38 with a copy of the notice of each scheduled hearing, conference, or meeting that is provided to the employee by the court or agency responsible for providing notice to the employee. SAU #38 will maintain the confidentiality of any written documents or records submitted by the employee relative to the employee's request for leave under this policy.
- V. Limitations on Leave: SAU #38 may limit the leave provided under this policy if the employee's leave creates an undue hardship to SAU #38's business.
- VI. No Discrimination: SAU #38 will not discharge, threaten, or otherwise discriminate against any employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee has exercised his or her right to leave work as provided under this policy. Complaints of discrimination should immediately be brought to the attention of your immediate supervisor, administrator, superintendent or Human Resource Manager. Complaints of discrimination will be investigated and, if appropriate, remedial action will be taken.

(NEW)

AMERICANS WITH DISABILITIES ACT POLICY

SAU #38 is committed to providing equal employment opportunities to qualified individuals with disabilities, which includes providing reasonable accommodation to qualified applicants to allow them to perform essential job duties. In general, it is your responsibility to notify your immediate supervisor, building principal, administrator or superintendent of the need for an accommodation of any physical or mental disability which substantially limits a major life activity. When appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals to document that you have a disability and to assist us in assessing any functional limitations for which a reasonable accommodation may be needed. All medical information will be treated as confidential in accordance with the Americans with Disabilities Act. SAU #38 will take all requests for accommodations seriously and will promptly determine whether the employee is a qualified individual with a disability and whether a reasonable accommodation exists which would allow the employee to perform the essential functions of the job without imposing an undue hardship on SAU #38 or other employees.

(NEW)

STAFF ETHICS

An employee speaking or writing as a citizen should be free from institutional censorship or discipline, but his/her special position in the community carries special obligations. The employee must remember that the public may judge the profession and institution by his/her utterance. Hence, the employee should, at all times, be accurate, exercise appropriate restraints, show respect for the opinion of others, and make every effort to indicate that he/she is not a school spokesperson.

EMPLOYEE CONFLICT OF INTEREST

Employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees. This includes, but is not limited to:

1. Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to pupils or other parents.
2. Employees who have patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in SAU #38.
3. Employees will not engage in any type of work where the source of information concerning customer, client, or employee originates from information obtained through SAU #38
4. School employees will not solicit or sell for personal gain any educational materials or equipment in the attendance areas served by the School to which they are assigned. Nor will any employee make available lists of names of students or parents to anyone for sale purposes.

(NEW)

LIGHT DUTY POLICY

Pursuant to RSA 281-A, if you sustain a work related injury; SAU #38 will develop temporary alternative work opportunities for you during the time that you are injured. You will be required to accept such temporary alternative work opportunities or risk reduction or elimination of your workers' compensation benefits.

(NEW)

SAU #38
MILEAGE REIMBURSEMENT PROCEDURE

There are two mileage reimbursement plans for SAU #38, the Accountable Plan and the Non-Accountable Plan.

- The Accountable Plan is applicable to all SAU #38 employees, both full-time and part-time, both regular and temporary/seasonal.
- The Non-Accountable Plan is applicable to the Superintendent of Schools and the Assistant Superintendents of Schools. The latter may chose either of the plans.
- Neither plan applies to independent contractors.

THE ACCOUNTABLE PLAN

This plan applies to all SAU employees, including the Superintendent and Assistant Superintendents at their discretion.

Mileage reimbursements made under this plan are not taxable to the employee. Amounts paid under this plan are not wages.

Mileage reimbursements made under this plan will be at the IRS-allowed reimbursement rate in effect as of the date of travel. Typically, the IRS sets an annual rate with an effective date of January 1st, but it has been known to change rates mid-year. However, subject to annual appropriation in the budget, reimbursements are limited to Three Thousand Dollars (\$3,000) per employee per fiscal year unless a special exception is approved in advance by the Superintendent of Schools, or in the case of the Superintendent, approved in advance by the SAU Board. Special exceptions may only be authorized for one year at a time.

To receive a mileage reimbursement under this plan, an employee must submit to his or her supervisor a Mileage Reimbursement Request Form: Accountable Plan for approval. Approved forms are then submitted to the Business Manager. The completed form must contain the following information:

An itemization of the dates, places and distances traveled.

An explanation of the business purpose of the expenditure for each of the items listed.

A calculation of the reimbursement amount requested.

Example: 100 miles round trip from Swanzey, NH to Portsmouth, NH on 9/1/06 to attend a training session in NCLB Practices and Policies. 100 miles x \$0.485 per mile = \$48.50.

Reimbursements requests may be submitted either monthly or bimonthly. They are not to be held until year-end. Final reimbursement requests for each fiscal year must be submitted no later than close of business on June 30th of each year.

THE NON-ACCOUNTABLE PLAN

This plan applies only to the Superintendent of Schools and to the Assistant Superintendents of Schools. These employees of the SAU may chose reimbursement either under this plan or under the Accountable Plan at their own discretion.

Mileage reimbursements made under this plan are taxable to the employee. Amounts paid under this plan are wages and are subject to Federal Income Tax Withholding, FICA, and Medicare taxes as well as NH Retirement System contributions.

Mileage reimbursements under this plan will pay at the rate of Two Hundred Fifty Dollars (\$250.00) per month and will not be paid more than monthly nor less than annually.

To receive mileage reimbursements under this plan, the employee must submit a *Mileage Reimbursement Request Form: Non-Accountable Plan* to the SAU Business Manager for payment. Elections for the Non-Accountable Plan may be made on a month-to-month basis or on an annual basis. The election must be selected on the Form. Note: due to IRS federal tax withholding regulations, the withholding on an annual reimbursement may be more than the sum of the withholdings on monthly reimbursements.

Mileage reimbursements, whether under the Accountable Plan, the Non-Accountable Plan, or a combination of the two Plans, are limited to Three Thousand Dollars (\$3,000) per employee per fiscal year unless a special exception is approved in advance by the Superintendent of Schools, or in the case of the Superintendent, approved in advance by the SAU Board. Special exceptions may only be authorized for one year at a time.

Final reimbursement requests for each fiscal year must be submitted no later than close of business on June 30th of each year.

TRAVEL PAYMENT/REIMBURSEMENT ADMINISTRATIVE PROCEDURE

PURPOSE: These Travel Reimbursement Rules are issued in support of the SAU #38 Business Office Purchasing Policy. They reflect suggestions made during a recent state audit of federal projects. Individual administrators may implement this procedure in a more restrictive fashion when they believe it is in the best interest of their program. In the case of any expenditures which require reimbursement, the overall criteria should always be that purchasing be done in a fashion both reasonably and necessary.

MEALS ALLOWED: Detailed receipts are required for each meal reimbursed. Maximum allowable reimbursements shall be equal to the rate set by the IRS.

The amount submitted for reimbursement should always be the actual cost of the meal or the maximum allowed – whichever is lower. Conference attendees who have their meals purchased as part of a conference plan will not be reimbursed for meals purchased in lieu of those purchased under the plan. Alcoholic beverages are never eligible for reimbursement.

ADVANCED ARRIVAL: If a conference/meeting is scheduled at a location greater than ninety (90) miles from the employee's school or office, meal and hotel accommodations may be reimbursed for the costs related to the day before the event with the prior approval of the staff member's supervisor.

HOTELS: SAU #38 will pay the single room rate in any specific hotel or property that is being used by a conference/meeting sponsor to house delegates. Otherwise, payment will be made for a reasonably priced room given the market conditions.

ROOM CHARGES: SAU #38 will not reimburse for in-room movies, cleaning charges, personal telephone calls, health club fees and refreshments outside the normal meal allowances.

SPECIAL EVENTS: SAU #38 will not reimburse the cost of side tours and other special events not directly related to the purpose of the conference.

TRANSPORTATION: Van transportation to and from conferences is reimbursable with prior approval of the staff member's supervisor. The reimbursement shall be lesser of the cost of the van transportation or the mileage reimbursement plus parking for the same trip.

Large conferences often provide shuttle bus services between the hotel and the conference site and this service should be used when provided. Otherwise, taxi or other public transportation costs will be paid between the hotel and conference facility, business meetings, conference arranged events and meals.

Transportation to/from other venues for personal purposes will not be paid.

RECEIPTS: All expenditures for which reimbursement is claimed must be evidenced by a receipt specific to that expenditure (credit card slips by themselves are not sufficient). Expense reports, with accompanying receipts, must be turned in to the Business Office within forty-five (45) days of returning from the trip.

Any expenses incurred for more than one employee, whether paid by cash or credit card, should be documented as to identify of the person(s) whose expenses were paid.

SPOUSE/OTHER TRAVEL: SAU #38 will not pay for any additional travel expenses of a spouse, children or any other persons that accompanies a reimbursed employee on a trip.

An exception would be if the cost of a hotel room is the same whether single or double and one or more persons stay in the room at no additional charge. Any additional charges would be the responsibility of the employee.

Spouse/Other expenses for airlines, train, bus or other types of travel tickets may not be charged to SAU #38 accounts.

AIRFARE: Airfare transportation should always be "coach" or "economy" seating and be purchased in the most cost-efficient fashion available for a particular trip at that time. Airline travel should always be purchase with prior approval from the employee's supervisor.



School Administrative Unit #38

Hinsdale

▪
Monadnock Regional

▪
Winchester

(NEW)

Performance Evaluation

Date of Review: _____

Name of Person Evaluated: _____

Position Held: _____

Date of Hire: _____

Name of Person Completing Evaluation: _____

Type of Review: (check one)

Probation: _____

Annual: _____

Supervisor Signature:

Date:

Superintendent Signature:

Date:

Employee Signature:

Date:

Signature is acknowledgement of receipt only. It does not indicate either acceptance or objections to the evaluation.

PERFORMANCE EVALUATION

EVALUATION FACTORS:	Unsatisfactory	Needs Improvements	Expected Behavior	Better than Expected
ATTENDANCE: Arrives on time, ready for work. Plans ahead for appropriate leave				
DEPENDABILITY: Follows through on assigned work without reminders. Work with minimal supervisor to task completion.				
PRODUCTIVITY: Consistently produces work (letters, memos, reports, manifests, agendas) in a timely fashion. Keeps filing up to date.				
QUALITY OF WORK: Work reflects and compliments high standards. Work is accurate. Can consistently be counted on to find and correct own mistakes.				
JOB KNOWLEDGE: Acquires job information and understanding to effectively performs assigned tasks.				
COORDINATES WORK WITH OTHERS: Takes initiative in coordinating work activities with other colleagues and/or departments as appropriate.				
ADAPTABILITY: Deals effectively with changing conditions, emergencies, and interruption in the workplace. Is able to perform a variety of assignments within the scope of job duties.				
COMMUNICATIONS: Conveys information internally and externally on a timely basis; personable in both oral and written communication.				
TIME UTILIZATION: Effective in handling and use of time. Able to meet commitments, handle unexpected situations or deadlines as required.				
RESOURCEFULNESS: Self-directed; devises appropriate solutions to problems, needed adjustments, takes initiative in anticipating due dates, deadlines. Sees what needs to be done and offers to help supervisor to task completion.				

Employee's strengths are:**Employee's weaknesses are:****Prior year's goals:****Next year's goals:****General Comments:**

SAU #38
MILEAGE REIMBURSEMENT REQUEST FORM
NON-ACCOUNTABLE PLAN *

* Available only to the Superintendent of Schools and to the Assistant Superintendents of Schools *

I understand that by electing to receive mileage compensation under a non-accountable plan that these monies are considered taxable income and will be paid out through payroll and be included on my W-2 wage statement.

Please choose one by checking the applicable box:

Monthly ☐	I elect to receive \$250.00 (prior to applicable taxes being withheld) as a monthly mileage reimbursement This amount will be paid as a monthly reimbursement after the month is complete.
Annual ☐	I elect to receive \$3,000.00 (prior to applicable taxes being withheld) as a mileage reimbursement for the fiscal year (July-June) I understand that due to IRS federal withholding regulations, the withholding on an annual reimbursement may be more than the sum of the withholdings on monthly reimbursements. By choosing the annual payment, I understand that this is payable at the end of the twelve month fiscal year.

I understand that a maximum of \$3,000.00 (pre-tax) has been allocated towards mileage reimbursement for my position.

Final request for reimbursement must be submitted no later than close of business on 30 June of each year.

Employee Name (please print): _____

Employee Signature: _____ Date: _____

Received by Business Manager (initial): _____ Date: _____

Received by Payroll Manager (initial): _____ Date: _____

SAU #38

PAYABLE TO:

EMPLOYEE NAME

DEPARTMENT

To receive mileage reimbursement, an employee must submit to his or her supervisor for approval. The form below must contain the following information:

- An itemization of the dates, places and distances traveled.
- An explanation of the business purpose of the expenditure for each of the items listed.

For example:

Date(s) Traveled	Origin	Destination	Purpose	Total Miles/trip
9/1/06	Swansey NH	Portsmouth NH	Training session in NCLB practices and policies (114 miles each way)	228

[illegible]

Total Miles:

Multiply by mileage reimbursement rate of 48.5 cents/mile:

§

SUPERVISOR SIGNATURE

DATE _____

ACCOUNT NUMBER

School Administrative Unit #38

Hinsdale

Monadnock Regional

Winchester

By signing this document, I hereby certify that I have received the SAU #38 Procedures Manual. I understand it is incumbent upon me to read and review the manual as it contains important employment information. I also understand that if I have any questions, I should direct them to my immediate supervisor and/or the Human Resource Director.

Print Name

Date

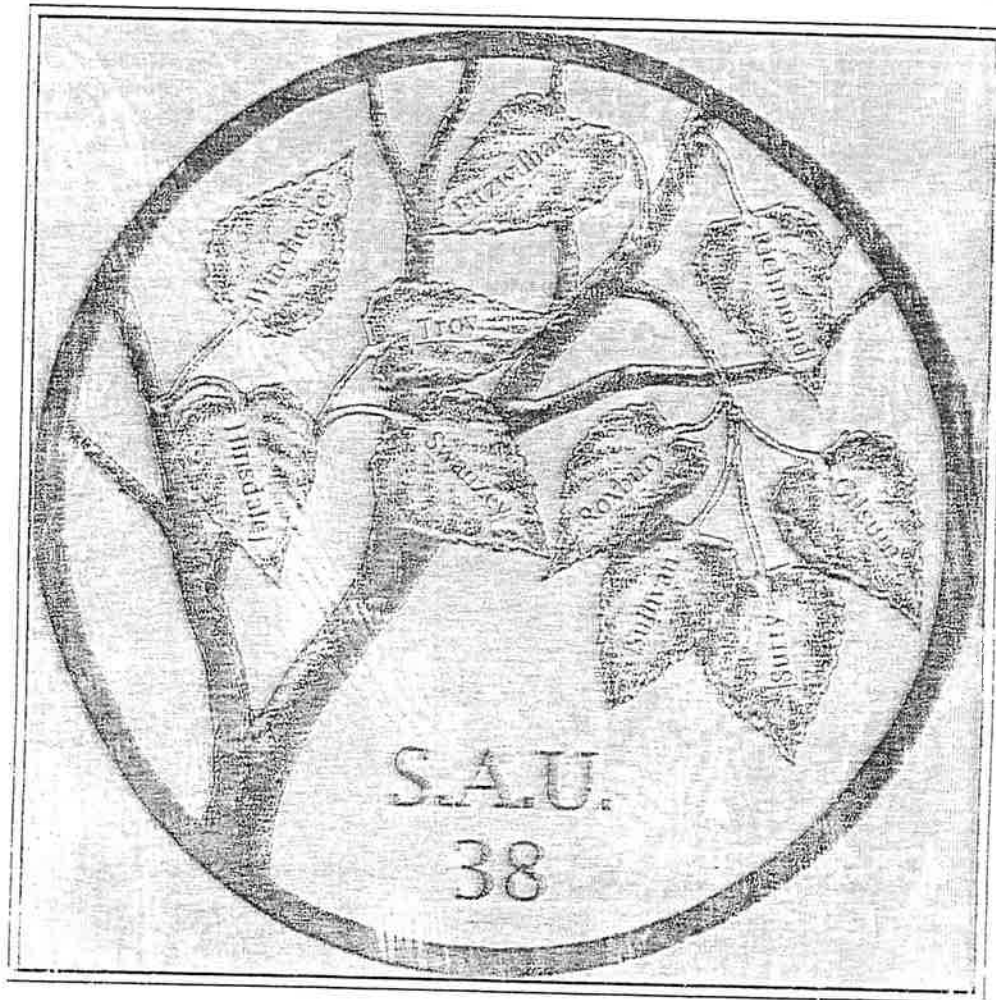
Signature

(NEW)

School Administrative Unit #38

Procedures Manual

A Guide to SAU#38 Services



Hindsdale

■

Monadnock Regional

■

Winchester

DRAFT – MAY 4, 2005

NON-DISCRIMINATION POLICY

The School Districts of School Administrative Unit No. 38 (Hinsdale School District, Monadnock Regional School District, and the Winchester School District) do not discriminate in their educational programs, activities or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, religion, pregnancy, marital status, physical or mental disability, or any other protected characteristic under state or federal law, under the provisions of Title VII of the Civil Rights Act of 1964, as amended; Title VI and Title IV of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1976; the Equal Pay Act of 1963; the Civil Rights Act of 1866; the Rehabilitation Act of 1973, including Section 504; the Older Workers' Benefit Protection Act; the New Hampshire Law Against Discrimination, RSA 354-A; Title IX of the Education Amendments of 1972; the Education of All Handicapped Children Act of 1975; the Individuals with Disabilities in Education Act of 1990; the Americans with Disabilities Act of 1990; and any other federal or state human rights laws. Any persons having inquiries concerning regulations implementing these laws may contact:

SAU #38

Assistant Superintendent for Student Services

600 Old Homestead Highway

Swanzey, New Hampshire 03446

TEL: (603) 352-6955 ext. 402

FAX: (603) 358-6798

The School Districts of School Administrative Unit No. 38 will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and its implementing regulations.



N.H. SCHOOL ADMINISTRATIVE UNIT NO. 38

600 OLD HOMESTEAD HIGHWAY

SWANZEY, NEW HAMPSHIRE 03446

TELEPHONE: (603) 352-6955 · FAX: (603) 358-6708

www.sau38.org

Kenneth R. Dassau, Ed.D.
Interim Superintendent

Assistant Superintendent
for Student Services

Telephone: 352-6955
Extension: 405
kdassau@mrdsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale
Telephone: 352-6955
Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction
Telephone: 352-6955
Extension: 409
dhodgdon@mrdsd.org

Laurent J. Biron
Business Manager
Telephone: 352-6955
Extension: 406
lbiron@mrdsd.org

Thomas C. Warner
Director of Computer Technology
Telephone: 352-6955
Extension: 410
twarner@mrdsd.org

To: Members of the SAU Board
Fr: Ken Dassau
Dt: May 3, 2005
Sb: SAU 38 Procedures Manual

Attached is a draft copy of the updated SAU 38 Procedures Manual. The manual was last distributed in 2001 -2002. Curt began the task of updating this document, and it has now been completed with the assistance of Carmelina Tonkinson, Special Services Secretary.

Its present distribution is for discussion purposes only. After you have read the document, please let me know any questions or thoughts you may have. After receiving input and feedback from the we will finalize a copy for the Board's approval and distribution at the November meeting.

TABLE OF CONTENTS

CIVILITY STATEMENT:.....	2
INTRODUCTION:.....	3
DIRECTORY: SAU #38 ADMINISTRATORS & EMPLOYEES:.....	4
A BRIEF HISTORY OF SCHOOL ADMINISTRATIVE UNIT #38:.....	6
ORGANIZATION AND OPERATION OF THE SCHOOL ADMINISTRATIVE UNIT (SAU) SCHOOL BOARD:	9
ADMINISTRATIVE SERVICES:.....	20
PROCEDURES FOR EMPLOYEES:.....	51
PROCEDURES FOR PURCHASING/ACCOUNTS PAYABLE:	53
PROCEDURES FOR HIRING:.....	57
PROCEDURES FOR PAYROLL:.....	86
PROCEDURES FOR TECHNOLOGIES:.....	98
PROCEDURES FOR GRANT MANAGEMENT:.....	101
DISTRICT POSITIONS/PROCEDURES:.....	103

CIVILITY STATEMENT

School Administrative Unit #38 promotes a policy of mutual respect, civility, and orderly conduct among employees, parents, and the public. We encourage positive communication and seek to maintain a safe, harassment-free workplace.

If a person believes the provisions of this policy have been violated they should notify his or her immediate supervisor of the incident.

INTRODUCTION

Welcome to SAU#38, the administrative unit charged with supervisory, financial, and special educational services for the Monadnock, Hinsdale, and Winchester School Districts.

This document is a comprehensive guide to SAU#38. It is our intention to provide Board Members, Principals, Local Selectmen, and Central Office Administrators with a guideline to the services provided by School Administrative Unit #38.

We have included a history of SAU#38, (especially useful to our newest administrators), job descriptions, and specific rules that SAU#38 is governed by in this document. The formulas used to determine shared costs, weighted voting, SAU#38 meeting protocols are also included in this document.

Procedures that this office uses for purchasing, payment of bills, hiring and dismissing employees, and other day to day functions have been codified and are now readily available for the end users to see.

In addition to the day to day operational functions this manual provides information on the functions and roles of district level offices such as clerk and treasurer.

This document is a work in progress. Updates will be provided during the year in an electronic version if major changes occur.

NOTE:

SAU#38 uses the N.H. Handbook for School Finances as its guideline for Financial Procedures. A copy of this document is available at the Central Office.

*Curtis J. Cardine - 2001
Superintendent SAU #38*

SAU #38 ADMINISTRATORS & EMPLOYEES DIRECTORY:

DR. KENNETH DASSAU	INTERIM SUPERINTENDENT - APRIL 2005
CURT CARDINE	SUPERINTENDENT: 1999 - APRIL 2005
MARGARET SULLIVAN	ASSISTANT SUPERINTENDENT - HINSDALE/WINCHESTER SCHOOL DISTRICT
DR. DAVID HODGDON	DIRECTOR OF CURRICULUM & INSTRUCTION
LARRY BIRON	BUSINESS MANAGER
TOM WARNER	DIRECTOR OF COMPUTER TECHNOLOGY
JUDE BISCHOFF	SPECIAL EDUCATION COORDINATOR
TERRY STEPENUCK	ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT
GRACE FERNALD	PAYROLL MANAGER
TOM O'CONNOR	ASSISTANT BUSINESS MANAGER FOR HINSDALE/WINCHESTER
MARIE BRALEY	ADMINISTRATIVE ASSISTANT TO ASST. SUPERINTENDENT FOR STUDENT SERVICES
JANET IACOBUCCI	PERSONNEL MANAGER
ANN MARIE DIORIO	ADMINISTRATIVE ASSISTANT TO ASST. SUPERINTENDENT HINSDALE/WINCHESTER
DAN MOST	ASSISTANT BUSINESS MANAGER FOR MONADNOCK
KATHY SCHNYER	ACCOUNTS PAYABLE MANAGER/PURCHASING SPECIALIST
JEAN SNOW	PAYROLL MANAGER FOR HINSDALE/WINCHESTER
CARMELINA TONKINSON	SPECIAL SERVICES ASSISTANT
ANN ZELLER	ADMINISTRATIVE ASSISTANT FOR CURRICULUM COORDINATOR/RECEPTIONIST
CARRIE HOWARD	ACCOUNTS PAYABLE/PURCHASING ASSISTANT

SAU #38 DIRECTORY:

<p><u>SUPERINTENDENT</u> Dr. Kenneth R. Dassau, Interim Superintendent 600 Old Homestead Highway Swansey, NH 03446-2310 Phone: 352-6955 ♦ FAX: 358-6708 Administrative Assistant: Terry Stepenuck kdassau@mrdsd.org tstepenuck@mrdsd.org</p>	<p><u>ASSISTANT SUPERINTENDENT FOR STUDENT SERVICES</u> Dr. Kenneth R. Dassau 600 Old Homestead Highway Swansey, NH 03446-2310 Phone: 352-6955 ♦ FAX: 358-6708 Administrative Assistant: Marie Braley kdassau@mrdsd.org mbralev@mrdsd.org</p>
<p><u>ASSISTANT SUPERINTENDENT FOR HINSDALE AND WINCHESTER</u> Margaret Sullivan 600 Old Homestead Highway Swansey, NH 03446-2310 Phone: 352-6955 ♦ FAX: 358-6708 Administrative Assistant: Ann Marie Diorio msullivan38@vahoo.com adiorio@mrdsd.org</p>	<p><u>MONADNOCK REGIONAL SENIOR HIGH SCHOOL</u> Dan Stockwell, Principal 580 Old Homestead Highway Swansey, NH 03446-2308 Phone: 352-6575 ♦ FAX: 355-1209 Administrative Assistant - Maxine Houle dstockwell@mrdsd.org mhoule@mrdsd.org</p>
<p><u>MONADNOCK REGIONAL JUNIOR HIGH SCHOOL</u> Matt Young, Principal 580 Old Homestead Highway Swansey, NH 03446-2308 Phone: 352-6575 ♦ FAX: 355-1209 Administrative Assistant - Sandra Smith myoung@mrdsd.org ssmith@mrdsd.org</p>	<p><u>CUTLER ELEMENTARY SCHOOL</u> Sikander Rashid, Principal 31 South Winchester Street - P.O. Box 628 West Swansey, N.H. 03469-0628 Phone: 352-3383 ♦ FAX: 352-0815 Administrative Assistant - Lisa Fisk srashid@mrdsd.org lfisk@mrdsd.org</p>

<p><u>GEORGE EMERSON ELEMENTARY SCHOOL</u> Karen Craig, Principal 27 Rhododendron Road Fitzwilliam, NH 03447-3054 Phone: 585-6611 ♦ FAX: 585-9287 Administrative Assistant - Sheila Ojala kcraig@mrsd.org sojala@mrsd.org</p>	<p><u>MT. CAESAR ELEMENTARY SCHOOL</u> Elizabeth Tatro, Principal 585 Old Homestead Highway Swanzey, NH 03446-2309 Phone: 352-4797 ♦ FAX: 352-1713 Administrative Assistant - Jan Parsons btatro@mrsd.org jparsons@mrsd.org</p>
<p><u>GILSUM ELEMENTARY SCHOOL</u> David Mousette, Principal P.O. Box 38, Route 10 Gilsum NH 03448-0038 Phone: 352-2226 ♦ FAX: 352-2901 Administrative Assistant - Cindy Dejnack dmousette@mrsd.org cyniohn@yahoo.com</p>	<p><u>TROY ELEMENTARY SCHOOL</u> David Dahl, Principal P.O. Box 970 44 School Street Troy, NH 03465-00970 Phone: 242-7741 ♦ FAX: 242-9710 Administrative Assistant - Linda Jakubowicz ddahl@trov@yahoo.com ljakubowicz@trov@yahoo.com</p>
<p><u>SULLIVAN ELEMENTARY SCHOOL</u> David Mousette, Principal P.O. Box 188, Centre Street Sullivan NH 03445-0188 Phone: 847-3441 ♦ FAX: 847-3441 Administrative Assistant - Patricia Targett dmousette@mrsd.org ptargett@mrsd.org</p>	<p><u>SURRY ELEMENTARY SCHOOL</u> David Mousette, Principal 449 Route 12A Surry, NH 03431 Phone: 352-2669 ♦ FAX: 352-2669 Administrative Assistant - Anne Clark dmousette@mrsd.org acclark@mrsd.org</p>
<p><u>HINSDALE ELEMENTARY SCHOOL</u> Rebecca Cummins, Principal 12 School Street Hinsdale NH 03451-0047 Phone: 336-5332 ♦ FAX: 336-7522 Administrative Assistant - Ann Boyd bickford@hnhdsd.org abovd@hnhdsd.org</p>	<p><u>HINSDALE HIGH SCHOOL</u> John Harnett, Principal 49 School Street Hinsdale NH 03451 Phone: 336-5984 ♦ FAX: 336-7497 Administrative Assistant - Kathy Bean jharnett@hnhdsd.org kbean@hnhdsd.org</p>
<p><u>WINCHESTER ELEMENTARY/MIDDLE SCHOOL</u> David A. Funkhouser, Principal 105 Parker Street Winchester NH 03470-2904 Phone: 239-4721 ♦ FAX: 239-4457 Administrative Assistant - Doris Mitchell dfunkhouser@wnshd.org dmitchell@wnshd.org</p>	<p><u>THAYER SENIOR HIGH SCHOOL</u> 85 Parker Street Winchester NH 03470-2904 Phone: 239-4381 ♦ FAX: 239-4968 Administrative Assistant - Carol Howe chowe@wnshd.org</p>

A BRIEF HISTORY OF SCHOOL ADMINISTRATIVE UNIT #38

HINSDALE

MONADNOCK REGIONAL

WINCHESTER

THE INDIVIDUAL DISTRICTS:

- Monadnock Regional School District represents the schools in the towns of Fitzwilliam, Gilsum, Richmond, Roxbury, Surry, Sullivan, Swanzey, and Troy.
- Hinsdale School District represents the schools of the town of Hinsdale.
- Winchester School District represents the schools of the town of Winchester.

HISTORY OF SAU #38:

This information has been taken from archives and interviews of past superintendents, administrative assistants, and board members. Special thanks to Roger Sundstrom, Ken Hewitt, Bill Wheeler, Richard McCarthy, Austin Frain, Stella Godleski (SAU 25: 1930 - 1967) and Dorothy Urquhart (SAU #38: 1958 - 1980)

SAU #38 took its present form in 1967 when the Hinsdale and Winchester Districts joined with the Monadnock Regional School District.

The towns represented by this Supervisory Union were Gilsum, Surry, Richmond, Swanzey, Troy, Fitzwilliam, Roxbury, Sullivan, Winchester, and Hinsdale.

Supervisory Unions were changed to School Administrative Units in the mid-70s thus SAU #38.

SIGNIFICANT DATES:

1960-61: SUPERVISORY UNION # 38: (TO 1960-61):

SUPERINTENDENT: MR. BOWBLY

Oral History from Dot Urquhart who ran the office from 1958 through 1980.

TOWNS CONSTITUTING SUPERVISORY UNION #38 IN 1960:

Chesterfield, Fitzwilliam, Harrisville, Marlborough, Nelson, Roxbury, Sullivan, Troy and Westmoreland.

In 1962 Chesterfield and Westmoreland joined Union 29 in Keene.

In 1962 Harrisville, Marlborough, and Nelson joined Union 25 which at the time included: Hinsdale, Winchester, Richmond, & Swanzey (to #38). Roger Sundstrom was Superintendent of Union 25 as he followed Chester Lees.

In 1962, Supervisory Union #38 became Fitzwilliam, Sullivan, Roxbury, Swanzey, Richmond, Troy, Gilsum and Surry. The superintendent was Paul Clark from 1962-1964.

SUPERVISORY UNION #25: (History back to 1928)

Located over Smalley Grocery Store in Winchester

- Supervisory Union #25 consisted of Swanzey, Richmond, Winchester and Hinsdale
- Wesley Douglas was Superintendent in 1928
- Charles Walker replaced Mr. Douglas at the end of 1938 and was served until 1945
- Charles Walker died in 1945 Richard Martin replaced him as Superintendent
- Richard Martin left as Superintendent in 1947
- Chet Lees who was a principal at Hinsdale replaced Richard Martin as Superintendent in 1947
- In 1961 Lees died while Superintendent and was replaced by Roger Sundstrom
- In 1962 Harrisville, Nelson, Marlborough joined New Unit 25
- In 1962 Swanzey and Richmond left 25 and joined Supervisory Unit #38
- In 1967 Harrisville, Nelson, & Marlborough joined Supervisory Union #29 in Keene
- In 1967 Hinsdale and Winchester join Supervisory Union #38 - Unit #25 ceases to exist

SAU #38 FROM 1962 - PRESENT: SUPERINTENDENTS AND ASSISTANTS

- 1962 - 1964: MR. PAUL CLARK- SUPERINTENDENT OF SCHOOLS, Ken Hewitt: Assistant Superintendent, Dot Urqhart: Office Manager

Hinsdale and Winchester joined SAU#38 in 1967 when SAU#25 closed.

- 1964 - 1985: MR. AUSTIN FRAIN: SUPERINTENDENT OF SCHOOLS, Ken Hewitt: Assistant Superintendent, School Psychologist: Howard Buss (Replaced by Bruce Thielen August 1978), 1980 Claude Lavoie is hired as a Computer Operator for the Central Office, Roger Sundstrom: Assistant Superintendent of Hinsdale/Winchester.
- 1985 - 1988: MR. ROGER SUNDSTROM: SUPERINTENDENT OF SCHOOLS, Ken Hewitt: Assistant Superintendent, Bruce Thielen: Director of Special Education, Claude Lavoie: Computer Operator for the Central Office, Richard McCarthy: Assistant Superintendent for Hinsdale/Winchester.
- 1988 - 1998: DR. WILLIAM WHEELER: SUPERINTENDENT OF SCHOOLS, Ken Hewitt: Assistant Superintendent, (Replaced by Kathy Holt in 1993), Ken Dassau replaced Bruce Thielen as Director of Special Education in September of 1989; John Menton: Business Manager (1988). July 1990, Tom Warner hired as Director of Technology, Margaret Sullivan: Assistant Superintendent of Hinsdale/Winchester replaced Richard McCarthy.
- 1998 - 1999: DR. ELAINE BRIGMAN: SUPERINTENDENT OF SCHOOLS (Assistant Superintendent title was changed in 1998 to Director of Curriculum and Instruction): Aminda Nicoloro replaced Kathy Holt in November 1998. Jed Butterfield replaced Aminda Nicoloro in February 1999 and served until July of 1999, Ken Dassau: Director of Special Education, Tom Warner: Director of Technology, Robert Seymour replaced John Menton as Business Manager, Margaret Sullivan: Assistant Superintendent of Hinsdale/Winchester.
- 1999 - 2000: MR. CURTIS CARDINE: INTERIM SUPERINTENDENT OF SCHOOLS, Ken Dassau became Assistant Superintendent for Student Services in 1999 (effective July 1, 1999) David Hodgdon replaced Jed Butterfield as Director of Curriculum and Instruction effective July 1999. Tom Warner: Director of Technology, Robert Seymour: Business Manager, Margaret Sullivan: Assistant Superintendent of Hinsdale/Winchester.
- 2000 - 2005: MR. CURTIS CARDINE: SUPERINTENDENT OF SCHOOLS, Ken Dassau Ed. D.: Assistant Superintendent for Student Services, Dr. David Hodgdon: Director of Curriculum and Instruction, Tom Warner: Director of Technology, Laurent Biron: Business Manager, Margaret Sullivan: Assistant Superintendent of Hinsdale/Winchester.

SEARCH COMMITTEES:

The search committee for a Superintendent shall be comprised of:

- 3 Members of the Monadnock School Board
- 2 Monadnock School District Community Members
- 1 Hinsdale Board Member
- 1 Winchester Board Member
- The Assistant Superintendent for Hinsdale and Winchester
- 2 Monadnock Regional School District Principals (1 High School and 1 Elementary)
- 1 Monadnock Regional School District Teacher

The Search Committee for an Assistant Superintendent of Schools for Winchester and Hinsdale shall be comprised of:

- 2 Winchester Board Members
- 2 Hinsdale Board Members
- 1 Monadnock Board Member
- 1 Winchester Community Member
- 1 Hinsdale Community Member
- 1 Winchester Principal
- 1 Hinsdale Principal
- The Superintendent
- 1 SAU Administrator

ORGANIZATION AND OPERATION OF THE SCHOOL ADMINISTRATIVE UNIT (SAU) SCHOOL BOARD

A. SAU SCHOOL DISTRICTS:

The School Districts of Monadnock Regional, Hinsdale, and Winchester shall constitute School Administrative Unit #38.

B. SAU BOARD:

The combined school boards of the school districts constitute the SAU board.

C. VOTING RIGHTS:

REPRESENTATION – RSA 194-C:7: Every school district maintaining one or more public schools shall be entitled to 3 votes on the joint board of school administrative units, plus additional votes as provided in RSA 194-C: 8. (Former RSA 189:46 see below) Districts not maintaining schools shall have one representative on the joint board, who shall be entitled to one vote. Each school district board member present shall be entitled to have a proportionate share of the school district's votes provided that the total votes per district shall be equally divided among the district's board members present and cast as each member present decides on any issue.

SOURCE. 1996, 298:3, effective Aug. 9, 1996.

RSA 194-C: 8 WEIGHTED VOTING: – In all votes regarding school administrative unit affairs, including the organization of such unit's school board and selection of officers, each district shall be entitled to one vote for each 16 pupils residing in that district and enrolled in schools under the administrative unit. A balance of 8 or more students shall entitle that district to an additional vote. A balance of fewer than 8 students shall have no net effect on a district's vote. Enrollments shall be based on the average daily membership in residence of each district for the school year which ended in the preceding June. Weighted votes shall only be used upon the demand of a majority of the members of any board present and voting in the school administrative unit. The school board members present at a school administrative unit school board meeting shall be entitled to cast the entire number of votes assigned to their school districts, provided that each representative present shall be entitled to a proportionate share of the total to be cast as provided in RSA 194-C:7. SOURCE. 1996, 298:3, effective. Aug. 9, 1996.

CURRENT WEIGHTED VOTE FOR SAU#38

Based on ADM figures reported on July 13, 2004 for 2004-2005 by N.H. Department of Education including children placed out-of-district in each district.

DISTRICT	POPULATION FROM ADM	ADM / 16	WEIGHTED VOTE
Winchester	709.7	44.35	44
Hinsdale	776.6	48.54	49
Monadnock	2518.4	157.40	157

Weighted Votes per member of each Board (i.e. All members attend SAU#38 meeting)

DISTRICT	WEIGHTED VOTE	BOARD MEMBERS	VOTE PER MEMBER
Winchester	44	5	8.8
Hinsdale	49	5	9.8
Monadnock	157	15	10.47

Weighted Vote per member at a meeting attended by the 3 representatives from each Board

DISTRICT	WEIGHTED VOTE	REPRESENTATIVES	VOTE PER MEMBER
Winchester	44	3	14.67
Hinsdale	49	3	16.34
Monadnock	157	3	52.34

THE SAU FORMULA FOR 2004-2005 BUDGET

District	2002 Equalized Valuation	Valuation %	02-03 ADM	ADM %	Combined %	District Share
Hinsdale	\$ 174,336,757	14.61%	776.6	19.39%	17.00%	\$202,371
Monadnock	\$ 847,979,573	71.05%	2518.4	62.89%	66.97%	\$797,217
Winchester	\$ 171,130,840	14.34%	709.7	17.72%	16.03%	\$190,829
Total	\$1,193,447,170	100.00%	4004.7	100.00%	100.00%	\$1,190,417

Based on ADM figures reported on September, 2002 for 2002-2003 by N.H. Department of Revenue. Number excludes children placed out-of-district in each district as this is the ADM # used for tax purposes.

CURRENT DISTRIBUTION (2004-2005) STAFF AND STUDENTS

MONADNOCK REGIONAL SCHOOL DISTRICT (POPULATION COUNTS FROM JANUARY 2005)

Monadnock Regional High	Population: 842
Monadnock Regional Junior High	Population: 338
Mt. Caesar Elementary School	Population: 396
Troy Elementary School	Population: 162
Gilsum Elementary School	Population: 47
Cutler Elementary School	Population: 296
Surry Elementary School	Population: 31
Emerson Elementary School	Population: 223
Sullivan Elementary School	Population: 43

Total # of Certified Teachers in the Monadnock Regional School District: 226

Total Student Population SAU: 3598

Total Student Population MRSD: 2378

Percentage of SAU Population of Students in Monadnock Regional School District: 66.1%

HINSDALE/WINCHESTER SCHOOL DISTRICTS (POPULATION COUNTS FROM JANUARY 2005)

Hinsdale High School	Population: 229
Junior High School	Population: 139
Hinsdale Elementary School	Population: 354
Thayer High School	Population: 53
Thayer Middle School	Population: 145
Winchester Elementary School	Population: 300

Total # of Certified Teachers in the Hinsdale School District: 70

Total # of Certified Teachers in the Winchester School District: 54

Total Student Population for SAU: 3598

Total Student Population Hinsdale/Winchester: 1220

Percentage of SAU Students in Hinsdale and Winchester: 32.8%

D. POWERS AND DUTIES:

1. Elect, when necessary, a Superintendent
2. Act upon the Superintendent's nominations for SAU professional staff
3. Set the salaries of all SAU personnel
4. Adopt a budget for the expenses of the SAU
5. Adopt policies affecting the SAU

E. VACANCY ON THE BOARD:

Any vacancy on the SAU Board shall be filled in accordance with the statute governing the Board of the school district of the resigned member.

F. ELECTION OF SAU PROFESSIONAL STAFF:

When a vacancy occurs in the SAU professional staff, the Superintendent shall establish a search committee and serve as the chair (except if the superintendent's position is vacated).

(See screening committee membership for Assistant Superintendent for Hinsdale/Winchester and screening committee membership for Superintendent)

G. EMPLOYMENT OF OFFICE PERSONNEL:

All other SAU personnel shall be recommended for employment by their immediate supervisor and approved by the Superintendent of Schools.

H. MEETINGS: SAU#38 MEETINGS ROTATE AMONG THE THREE DISTRICTS AS SPECIFIED (MEETINGS ARE SCHEDULED ON THE FIRST WEDNESDAY OF THE MONTH).

1. MAY MEETING: The SAU Board shall meet annually between April 1 and June 1 of each year, at a time and place chosen by the SAU Chair. The board shall organize by electing the
 - A. CHAIR
 - B. TREASURER
 - C. SECRETARY

CHAIR: The chair of the SAU Board rotates among the three districts of the SAU. The district holds the chair position for two years. (*See History*)

VICE-CHAIR: The district that previously chaired the board holds the vice-chair position.

The SAU #38 Annual Meeting is typically schedule in Fitzwilliam, New Hampshire during the month of May. Items generally included in the agenda for this meeting are:

- A. Acceptance of the Minutes from the previous meeting
- B. Election of officers: At the May meeting, the Superintendent chairs (ex officio) the meeting until the election of the new chair
 - a. CHAIR
 - b. VICE CHAIR
 - c. TREASURER
 - d. VICE TREASURER
 - e. SECRETARY

- C. Reports from the Superintendent, Assistant Superintendent for Student Services, Assistant Superintendent for Hinsdale/ Winchester, Curriculum Director, and Technology Director
- D. Non Public Meeting: Setting of SAU salaries, nominations of SAU staff
- E. Adjournment

2. NOVEMBER MEETING: The SAU Board shall hold a meeting between October 15 and December 15 of each year for the purpose of preparing a recommended budget for the next fiscal year for the expenses of the SAU.

The SAU #38 Semi-Annual Meeting is typically scheduled in Hinsdale during the month of November. Items generally included in the agenda for this meeting are:

- A. Approval of the minutes of the previous meeting
- B. Superintendent's Report
- C. Final discussion and vote to accept the SAU proposed budget
- D. Receive the Auditor's Report
- E. Any new business
- F. Non-Public Session - *if needed*
- G. Adjournment

3. DECEMBER BUDGET HEARING-PUBLIC HEARING: There shall be held within the SAU at a time and place specified by the SAU Board Chair, a public hearing upon the recommended budget. The SAU Board shall adopt a budget, following the public hearing, for the next fiscal year.

SAU #38 satisfies the legal requirement for a Public Budget Hearing with a typically scheduled meeting in the town of Winchester during the month of December. Items generally included in the agenda for this meeting are:

Public hearing on the Budget for the next year

- A. Approval of the previous meeting's minutes
- B. Adoption of the 2003-2004 SAU Budget
- C. Any New Business
- D. Non-Public Session (if needed)
- E. Adjournment

4. SPECIAL MEETINGS: The SAU Board may hold special meetings at the call of the Chair or the request of any one of the school board members.

5. NOTIFICATION OF MEETINGS AND PROCEDURE:

- A. Except in emergencies, written notice of each meeting is expected from the Superintendent's office well in advance of the appointed time and legally posted in accordance with RSA 91-A: 2.
- B. The public budget hearing shall be held in an appropriate facility centrally located. *In SAU #38 this meeting rotates between the member districts.*
- C. An agenda shall be prepared by the Superintendent of Schools for each Board Member prior to the meeting. Items will not be included for action of the SAU Board at a meeting unless submitted to the Superintendent of Schools four days prior to the day of the meeting.
- D. The SAU board may go into executive session by a majority vote of the members, in accordance with RSA 91-A: 3.
- E. A caucus of reasonable duration may be called by any one of the member school boards. The SAU Board will recess while individual boards are holding a caucus.

PROCEDURES:

- A. Meetings of the SAU Board will be conducted in accordance with all applicable RSAs.
- B. Meetings will be posted in at least two places within each member town. Arrangements have been made and should be made annually for the selectman to provide information as to where these postings take place.
- C. Meetings will be advertised in a newspaper of general circulation within the district at least seven days prior to the meeting. (Keene Sentinel)
- D. Meeting notices will contain the agenda.
- E. Meetings will rotate between the member towns of the SAU.
- F. Meetings will be held in buildings owned by, or normally used by public entities for such purposes. All meetings shall be open to the public.
- G. Accurate minutes shall be kept of all SAU board meetings. These minutes will be sent out with notification of the next SAU board meeting to all board members and selectmen's offices.

REQUIREMENTS FROM THE NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
FOR SCHOOL DISTRICTS

<u>FORM#</u>	<u>FORM NAME</u>	<u>DUE DATE</u>
MS - 22	School Vote Appropriations	20 Days after the Meeting
MS - 24	School Revised Estimated Revenues	September 1
MS - 25	School Financial Report	September 1
MS - 26	School Posted Budget (Non-MBA)	20 Days after the Meeting
	Signed Posted Warrant	20 Days after the Meeting
	Signed Posted Minutes	20 Days after the Meeting

ADDITIONAL INFORMATION FOR OFFICIAL BALLOT DISTRICTS (ALL SAU #38)

Signed Official Ballot	20 Days after the Meeting
Certified Counts on Each Question (on minutes OR on the ballot)	20 Days after the Meeting
Minutes from Deliberative Session	20 Days after the Meeting

I. ANNUAL AUDIT/REPORTS:

ANNUAL AUDIT:

The SAU Board shall authorize an audit of the SAU accounts annually. The audit is conducted in June or July. The report is distributed at the next board meeting after the audit is reviewed with the administration.

QUARTERLY REPORTS:

Quarterly Reports will be issued to the District Boards after Each Fiscal Quarter (October 1, January 1, April 1, and June 1).

TREASURER'S REPORTS:

Treasurer's reports need to be presented at least annually by N.H. Law in all districts. Monadnock Regional School District policy requires two reports annually.

J. ADMINISTRATIVE AUTHORITY:

The Superintendent of Schools is the chief executive officer of the school districts and in his/her absence an Assistant Superintendent will act as deputy chief administrative officer with the same power and responsibilities as vested in the Superintendent.

STATUTES APPLICABLE TO SECTION D: POWERS AND DUTIES

ORGANIZATION AND DUTIES RSA 194-C: 5

- I. The school board of each school administrative unit shall meet between April 1 and June 1 of each year, at a time and place fixed by the chairpersons of the several boards, and shall organize by choosing a chairperson, a secretary, and a treasurer.
- II.
 - (a) Each school administrative unit shall provide superintendent services to be performed as required by RSA 194-C: 4. School districts shall not be required to have a superintendent and may assign these services to one or more administrative personnel working full or part-time; or such services may be independently contracted.
 - (b) The state board may establish certification requirements for superintendents in smaller and larger districts, and may designate services in addition to those established in RSA 194-C: 4.
 - (c) Other administrative positions may be established, but only after 50 percent or more of the school districts in the school administrative unit representing 60 percent of the total pupils in the school administrative unit has voted favorably upon the establishment of the position.
- III. The school board of each school administrative unit shall fix the salaries of all school administrative unit personnel, shall apportion the expense of the salaries and benefits among the several districts, and shall certify the apportionment to their respective treasurers and to the state board of education. The school administrative unit board shall have the authority to remove superintendents and other administrators.
SOURCE. 1996, 298:3, effective August 9, 1996

BUDGET 194-C: 9 -

- I. At a meeting held before January 1, the school administrative unit board shall adopt a budget required for the expenses of the school administrative unit for the next fiscal year, which may include the salary and expenses of supervisors of health, physical education, music, art, and guidance, and any other employees, and shall include the expenses necessary for the operation of the school administrative unit. Superintendents, assistant superintendents, business administrators, teacher consultants, and the regularly employed office personnel of the school administrative unit office shall be deemed employees of the school administrative unit for the purposes of payment of salaries and contributions to the employee's retirement system of the state of New Hampshire and workers' compensation. The school administrative unit board shall apportion the total amount of the budget among the constituent school districts in the following manner: the apportionment shall be based 1/2 on the average membership in attendance for the previous school year and 1/2 on the most recently available equalized valuation of each district as of June 30 of the preceding school year. Prior to January 15 in each year, the board shall certify to the chairperson of the school board of each constituent school district the amount so apportioned. Each district within a school administrative unit shall raise at the next annual district meeting the sum of money apportioned to it by the school administrative unit board for the expenses of services, which each district received in connection with the school administrative unit office. The school administrative unit board in adopting the budget shall not add any new service to the school administrative

unit budget unless a majority of the school districts in the school administrative unit representing not less than 60 percent of the total pupils in the school administrative unit have voted favorably upon the establishment of the service. A vote to accept a new service shall not be construed as a vote to raise and appropriate money within the meaning of RSA 197:3.

- II. The provisions of paragraph I shall not apply to school administrative units comprising only one district. The budget for these units shall be a part of the school district budget and subject to the vote of the annual school district meeting or, for those districts without an annual meeting, by the legislative body.
SOURCE. 1996, 298:3, effective Aug. 9, 1996.

SUPERINTENDENT SERVICES 194-C: 4 -

Each school administrative unit or single school district shall provide the following superintendent services:

- I. An educational mission which indicates how the interests of pupils will be served under the administrative structure.
- II. Governance and organizational structure and delivery of administrative services including, but not limited to:
 - (a) Payroll, cash flow, bills, records and files, accounts, reporting requirements, funds management, audits, and coordination with the treasurer, and advisory boards on policies necessary for compliance with all state and federal laws regarding purchasing.
 - (b) Recruitment, supervision and evaluation of staff; labor contract negotiation support and the processing of grievances; arrangement for mediation, fact finding or arbitration; and management of all employee benefits and procedural requirements.
 - (c) Development, review and evaluation of curriculum, coordination of the implementation of various curricula, provisions of staff training and staff development, and development and recommendation of policies necessary for compliance relating to curriculum and instruction.
 - (d) Compliance with laws, regulations, and rules regarding special education, Title IX, the Americans with Disabilities Act, home education, minimum standards, student records, sexual harassment, and other matters as may from time to time occur.
 - (e) Pupil achievement assessment through grading and state and national assessment procedures and the methods of assessment to be used.
 - (f) The on-going assessment of district needs relating to student population, program facilities and regulations.
 - (g) Writing, receiving, disbursement, and the meeting of compliance requirements.
 - (h) Insurance, hearings, litigation, and court issues.
 - (i) School board operations and the relationship between the board and the district administration.

- (j) The daily administration and provision of educational services to students at the school facility including, but not limited to, fiscal affairs; staff, student, parent, safety and building issues; and for dealing with citizens at large.
 - (k) Assignment, usage, and maintenance of administrative and school facilities.
 - (l) Designation of number, grade or age levels and, as applicable, other information about students to be served.
 - (m) Pupil governance and discipline, including age-appropriate due process procedures.
 - (n) Administrative staffing.
 - (o) Pupil transportation.
 - (p) Annual budget, inclusive of all sources of funding.
 - (q) School calendar arrangements and the number and duration of days pupils are to be served pursuant to RSA 189:1.
 - (r) Identification of consultants to be used for various services.
- SOURCE. 1996, 298:3, effective: Aug. 9, 1996.

STATUTE APPLICABLE TO SECTION E: VACANCY ON THE BOARD

VACANCIES RSA 197:26 -

The school board shall fill vacancies occurring on the board, and in other district offices, except that of moderator, until the next annual meeting of the district. In case of vacancy of the entire membership of the board, or the remaining members are unable to agree upon an appointment, the selectmen, upon application of one or more voters in the district, shall fill the vacancies so existing until the next annual meeting of the district.

SOURCE. RS 70:9. CS 74:11. GS 79:13. GL 87:13. PS 90:23. 1921, 85, V: 24. PL 120:24. RL 139:25.

STATUTES APPLICABLE TO SECTION F: MEETINGS

MEETINGS OPEN TO PUBLIC RSA 91-A: 2 -

- I. For the purpose of this section, a "meeting" shall mean the convening of a quorum of the membership of a public body, as provided in RSA 91-A:1-a, to discuss or act upon a matter or matters over which the public body has supervision, control, jurisdiction or advisory power. "Meeting" shall not include:
- (a) Any chance meeting or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business and at which no decisions are made; however, no such chance or social meeting shall be used to circumvent the spirit of this chapter;
 - (b) Strategy or negotiations with respect to collective bargaining; or
 - (c) Consultation with legal counsel.

- II. All public proceedings shall be open to the public, and all persons shall be permitted to attend any meetings of those bodies or agencies. Except for town meetings, school district meetings and elections, no vote while in open session may be taken by secret ballot. Any person shall be permitted to use recording devices, including, but not limited to, tape recorders, cameras and videotape equipment, at such meetings. Minutes of all such meetings, including names of members, persons appearing before the bodies or agencies, and a brief description of the subject matter discussed and final decisions, shall be promptly recorded and open to public inspection within 144 hours of the public meeting, except as provided in RSA 91-A: 6, and shall be treated as permanent records of any body or agency, or any subordinate body thereof, without exception. Except in an emergency or when there is a meeting of a legislative committee, a notice of the time and place of each such meeting, including a nonpublic session, shall be posted in 2 appropriate places or shall be printed in a newspaper of general circulation in the city or town at least 24 hours, excluding Sundays and legal holidays, prior to such meetings. An emergency shall mean a situation where immediate undelayed action is deemed to be imperative by the chair or presiding officer of the body or agency who shall employ whatever means are available to inform the public that a meeting is to be held. The minutes of the meeting shall clearly spell out the need for the emergency meeting. When a meeting of a legislative committee is held, publication made pursuant to the rules of the House of Representatives or the senate, whichever rules are appropriate, shall be sufficient notice. If the charter of any city or guidelines or rules of order of any body or agency described in RSA 91-A: 1-a require a broader public access to official meetings and records than herein described, such charter provisions or guidelines or rules of order shall take precedence over the requirements of this chapter.

SOURCE. 1967, 251:1. 1969, 482:1. 1971, 327:2. 1975, 383:1. 1977, 540:3. 1983, 279:1. 1986, 83:3. 1991, 217:2, effective Jan. 1, 1992.

NONPUBLIC SESSIONS RSA 91-A: 3 -

- I. Bodies or agencies shall not meet in nonpublic session, except for one of the purposes set out in paragraph II. No session at which evidence, information or testimony in any form is received shall be closed to the public, except as provided in paragraph II. No body or agency may enter nonpublic session, except pursuant to a motion properly made and seconded.
 - (a) Any motion to enter nonpublic session shall state on its face the specific exemption under paragraph II which is relied upon as foundation for the nonpublic session. The vote on any such motion shall be by roll call, and shall require the affirmative vote of the majority of members present.
 - (b) All discussions held and decisions made during nonpublic session shall be confined to the matters set out in the motion.
- II. Only the following matters shall be considered or acted upon in nonpublic session:
 - (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
 - (b) The hiring of any person as a public employee.
 - (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.
 - (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
 - (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.
 - (f) Consideration of applications by the adult parole board under RSA 651-A.
 - (g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees.
 - (h) Consideration of applications by the business finance authority under RSA 162-A: 7-10 and 162-A: 13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.
- III. Minutes of proceedings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

SOURCE. 1967, 251:1. 1969, 482:2. 1971, 327:3. 1977, 540:4. 1983, 184:1. 1986, 83:4. 1991, 217:3. 1992, 34:1, 2. 1993, 46:1, effective June 7, 1993; 335:16, effective June 29, 1993

SAU ADMINISTRATIVE SERVICES
PROVIDED TO
MONADNOCK, HINSDALE AND WINCHESTER SCHOOL DISTRICTS

ADMINISTRATIVE SERVICES:

1. Preparation and Presentation of district and SAU budgets
2. Purchasing
3. Financial Accounting Procedures
4. Payroll
5. Personnel Recruitment & Employment
6. Collective Bargaining
7. Personnel and Contract Management
8. Board Relationships, Board Meeting Preparation and Execution of Board Actions
9. Policy Generation & Review
10. Long Term Planning
11. Annual School District Meetings
12. Annual Report Preparation
13. Public & Community Relations
14. Facilities Planning, Construction, and Renovation
15. Facilities Maintenance
16. Computer Services and Management of Information Systems
17. Transportation Planning and Management
18. Proposal Writing
19. Administration of State and Federal Programs
20. Record Keeping for State and Federal Programs
21. Local Record Keeping
22. School Health Services
23. School Lunch Services
24. Administration and Enforcement of Laws, Policies, and Regulations
25. Liaison with Other Educational Agencies

INSTRUCTIONAL SERVICES:

1. Coordination and Development of School Programs (Including Inter-district Programs) Regular Education, Special Education, & Vocational Education
2. Curriculum Design, Implementation and Evaluation
3. Instructional Materials Selection & Development
4. Orientation of Administrative Staff and Boards
5. Orientation of Teachers
6. Supervision and Evaluation of Administrators
7. Supervision and Evaluation of Teachers
8. Staff Development and Professional Growth
9. Evaluation of Student Progress & Program Effectiveness
10. School Improvement and Goal Setting Efforts
11. Guidance & Psychological Services
12. Library & Media Services

SUPERINTENDENT OF SCHOOLS - ROLES AND RESPONSIBILITIES

1. Preparation and presentation of SAU and Monadnock Regional School District annual budgets.
2. Instruct, advise, and monitor the Business Manager's role in constructing budget procedures, practices, and reports.
3. Sign and approve SAU and Monadnock Regional School District purchases over \$500 or direct office purchases for the superintendent.
4. Approve contracts of payment for services.
5. Keep teacher and non-teacher applications by position, provide applications to principals and directors upon need, provide information.
6. Advise and recommend Monadnock Administrative Team concerns to the Monadnock Regional School District board.
7. Keep current job descriptions on file. Provide for supervision and evaluation of all staff. Directly supervise and evaluate SAU administrative staff and building principals in Monadnock Regional School District.
8. Review and enforce all SAU and Monadnock Regional School District contracts.
9. Assist in setting SAU and Monadnock Regional School District meeting agenda.
10. Act as an agent of the board to execute and administrate SAU and Monadnock Regional School District Board decisions.
11. Lead Monadnock Regional School District Board and administrators in goal setting and communication of goals to the public.
12. Prepare Monadnock Regional School District Annual Report.
13. Communicate via visits and written information to the eight town's selectmen.
14. Assist Monadnock Regional School District Board and Budget Committee. Direct preparations for Annual Meeting.
15. Supervise Monadnock principals as they review facilities and plan maintenance activities and procedures.
16. Work with the Monadnock Regional School District Master Plan Committee to develop Master Plan.
17. Monitor and develop Monadnock Regional School District Board Policy.
18. Review and approve federal grants and proposals.
19. Review and approve all applications.
20. Record keeping for the SAU and Monadnock Regional School District.
21. Coordinate with other area agencies.
22. Monitor and supervise Monadnock in the 21st Century Process.
23. Act as communication source for the Districts.
24. Chief Executive Officer for SAU.

INSTRUCTIONAL SERVICES:

1. Catalyst and change agent for K-12 educational programs.
2. Supervise Director of Curriculum in his/her role.
3. Monitor and recommend instructional program purchases.
4. Meet with Administrative Team, SAU Team, Monadnock Regional School District Board and SAU Board on matters related to budget.
5. Assist Principals and Administrators with New Employee Orientation.
6. Work with Administrative Team on Grant Proposals and District Educational Improvement Program.

EVALUATIONS:

1. Evaluate and supervise Monadnock Regional School District Principals.
2. Evaluate SAU Administrative Staff.
3. Assess Department Head Evaluations of Administrative Assistants and Support Staff at SAU#38.
4. Assists Monadnock and SAU Boards in their Annual Evaluation Process.

OVERVIEW OF ORGANIZATIONAL RESPONSIBILITY BY FACILITY:

- Chief Executive Officer for All SAU #38 offices and staff.
- Monadnock Regional School District Superintendent duties.

Data from January 2005 Counts:

MONADNOCK REGIONAL HIGH	POPULATION: 842
MONADNOCK REGIONAL JUNIOR HIGH	POPULATION: 338
MT. CAESAR ELEMENTARY SCHOOL	POPULATION: 396
TROY ELEMENTARY SCHOOL	POPULATION: 162
GILSUM ELEMENTARY SCHOOL	POPULATION: 47
CUTLER ELEMENTARY SCHOOL	POPULATION: 296
SURRY ELEMENTARY SCHOOL	POPULATION: 31
EMERSON ELEMENTARY SCHOOL	POPULATION: 223
SULLIVAN ELEMENTARY SCHOOL	POPULATION: 43

OF CERTIFIED TEACHERS IN THE MONADNOCK REGIONAL SCHOOL DISTRICT: 226
TOTAL STUDENT POPULATION SAU: 3598
TOTAL STUDENT POPULATION MRSD: 2378

PERCENTAGE OF SAU POPULATION OF STUDENTS IN MONADNOCK REGIONAL SCHOOL DISTRICT: 66.1%

SUPERINTENDENT OF SCHOOLS

JOB DESCRIPTION

- QUALIFICATIONS:**
1. Experience in teaching and school administration totaling at least 10 years. Central Office experience desirable
 2. Eligible for certification as a Superintendent of Schools in New Hampshire. Minimum of a Master's Degree
 3. Other qualifications as the Board may find appropriate

REPORTS TO: ~~Monadnock Regional School Board~~ and SAU #38 School Board

SUPERVISES: All Administrative and Supervisory Personnel of SAU #38 either directly or by delegating.

JOB GOAL: To provide leadership in developing and maintaining educational programs and services.

RESPONSIBILITIES:

1. Attends and participates in meetings of the MRSD Board and its committees.
2. Recommends new and revised policies and sees that all policies of the MRSD Board are implemented.
3. Prepares and submits to the MRSD 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 for the MRSD.
5. Assigns and transfers MRSD employees as the best interest of the district may dictate.
6. Keeps the public informed about educational practices, policies and problems in the Monadnock Regional School District's 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 educational practices and trends and keep the MRSD Board informed of those practices and trends.
9. Makes recommendations to the Monadnock Regional School Board with reference to the location and size of new school sites and of 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 Monadnock Regional School Board for its adoption of all courses of study, curriculum guides, major changes in texts and time schedules.
11. Prepares, submits and recommends the school budget for the Monadnock Regional School Boards' consideration.
12. Maintains adequate records, including a system of financial accounts; business, property and personnel records, school population and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, titles, and other papers belonging to the Monadnock Regional School Board.

13. Provides suitable instruction and regulations to govern the use and care of MRSD 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 raised.
15. Prepare and present SAU #38 Budget.
16. Manage and direct operations of SAU #38.
17. Supervise and evaluate SAU #38 level administrators. Assess department head evaluations of secretaries and support staff at SAU #38.
18. Act as Chief Executive Officer for SAU #38.
19. Performs such other tasks as may be assigned by the Monadnock Regional School Board or the SAU #38 Board.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and length of contract to be arranged by the Board.

EVALUATION:

Job performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of the Superintendent.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

ASSISTANT SUPERINTENDENT FOR HINSDALE/WINCHESTER

JOB DESCRIPTION

- QUALIFICATIONS:
1. Experience in teaching and school administration totaling at least 10 years. Central Office experience desirable
 2. Eligible for certification as an Assistant Superintendent of Schools in New Hampshire. Master's Degree Minimum
 3. Other qualifications as the Board may find appropriate

REPORTS TO: ~~Hinsdale/Winchester School Boards~~ and the Superintendent of Schools

SUPERVISES: Hinsdale/Winchester principals, directors and supervisors.
Administrative Assistant for Hinsdale and Winchester

JOB GOAL: To provide leadership in developing and maintaining educational programs and services.

RESPONSIBILITIES:

1. Attends and participates in meetings of the Hinsdale and Winchester School Boards and its committees.
2. Recommends new and revised policies and sees that all policies of the Hinsdale and Winchester Boards are implemented.
3. Prepares and submits to the Hinsdale and Winchester Boards 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 in the Hinsdale and Winchester School Districts.
5. Assigns and transfers employees as the best interest of the Hinsdale and Winchester School Districts may dictate.
6. Keeps the public informed about educational practices, policies and problems in the Hinsdale and Winchester School Districts' schools.
7. Delegates to other employees the exercise of any powers or the discharge of duties with the knowledge that the superintendent or assistant superintendent has the final responsibility for the action taken under such delegation.
8. Keeps informed of educational practices and trends and keep the Hinsdale and Winchester Boards informed of those practices and trends.
9. Makes recommendations for Hinsdale and Winchester, with reference to the location and size of new school sites and of 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 districts.
10. Recommends to the Hinsdale and Winchester Boards for their adoption of all courses of study, curriculum guides, major changes in texts and time schedules.
11. Prepares, submits and recommends the school budget for the Hinsdale and Winchester Boards' consideration.

12. Maintains adequate records, including a system of financial accounts; business, property, and personnel records, school population and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, titles, and other papers belonging to the Hinsdale and Winchester Boards.
13. Provides suitable instruction and regulations to govern the use and care of Hinsdale and Winchester School District properties.
14. Performs such other tasks as may be assigned by the Hinsdale and Winchester School Boards and the Superintendent of Schools of SAU #38.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and length of contract to be arranged by the Board.

EVALUATION:

Job performance will be evaluated annually in concert with the Superintendent of Schools of SAU #38, the Hinsdale School Board, the Winchester School Board, and the Assistant Superintendent for Hinsdale and Winchester.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

ASSISTANT SUPERINTENDENT FOR STUDENT SERVICES

JOB DESCRIPTION

- QUALIFICATIONS:
1. Master's Degree
 2. Three years successful teaching experience
 3. Three years successful administrative experience
 4. Eligible to certification as Assistant Superintendent of Schools in New Hampshire
 5. Such other qualifications as the Board shall find appropriate and acceptable

REPORTS TO: Superintendent of Schools

RESPONSIBILITIES: SAU Special Education programs and services; Section 504; Title IX; Americans with Disabilities Act; English as a Second Language (ESL); Home-based instruction; School-to-Career; assists the Superintendent of Schools in the administration of the Monadnock Regional School District; and other responsibilities as assigned by the Superintendent of Schools.

PRINCIPAL DUTIES: The duties of the Assistant Superintendent for Student Services include those set forth below, without exclusion of others as assigned by the Superintendent of Schools.

1. Develops, presents, and oversees special education budgets of each district and the SAU.
2. Develops and writes grant proposals for the SAU and assists with proposals developed at the school level. Monitors and evaluates funded projects.
3. Insures that correct procedures for completing the special education process are prescribed as part of district and SAU policies and understood and implemented by staff.
4. Maintains essential program records necessary to insure statutory compliance, adequately monitor services and provide data for state programs and funding processes.
5. Insures that due process rights are afforded every student, parent and school in the special education process by assuring distribution of parental rights and notifications, hearing complaints and working on resolutions with local schools, requesting and attending due process hearings or mediation sessions.
6. Insures a continuum of appropriate services for special needs students by assessing the needs of schools and students and developing essential programs.
7. Completes an annual review and updates the annual plan for education of the handicapped as prescribed by state and federal statutes.
8. Is the SAU contact person through which all correspondence and information from the State Special Education Bureau is processed and disseminated.
9. Transmits information to the staff, administration and school boards regarding philosophies, practices and developments in the field of special education.
10. Initiates, organizes, and secures appropriate in-service training in the area of special education for all staff.

11. Observes and evaluates SAU Special Education personnel and related service employees.
12. Assists in the recruitment and hiring of special education staff and related services personnel.
13. Evaluates special education programs, facilities, services, curriculum and teaching practices. Recommends changes and additions as needed.
14. Coordinates services of outside agencies, including Vocational Rehabilitation, Developmental Services, Mental Health, and the Division for Children and Youth Services.
15. Coordinates placement of students outside of the local school district.
16. Attends and participates in meetings of the Monadnock Regional School Board and its committees.
17. Attends meetings as needed as assigned by the Superintendent of Schools.
18. Performs such other tasks as may be assigned by the Superintendent of Schools of SAU #38 and the School Boards.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and work year to be established by the SAU #38 Board.

EVALUATION:

Job performance will be evaluated annually by the Superintendent of Schools of SAU #38.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

BUSINESS MANAGER

JOB DESCRIPTION

QUALIFICATIONS:

1. Master's Degree in Education, Business Management, or Accounting
2. A minimum of five years of experience in one of the above fields, including at least one year of experience in a supervisory capacity
3. A valid state certificate to practice as a school business manager
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO:

Superintendent of Schools

SUPERVISES:

- Business Office Personnel
- Maintenance & Property Supervisor
- Food Service Director

JOB GOAL:

To administer the business affairs of the SAU School Districts in such a way as to provide the best possible educational services with the financial resources available

PERFORMANCE RESPONSIBILITIES:

1. Supervises the financial affairs of the district, including handling of all funds, accounting and reporting procedures, and long-range planning.
2. Prepares and administers the annual budget.
3. Manages the district's real estate and insurance programs.
4. Supervises the district's supporting services, through the directors of maintenance and property services and food services.
5. Purchases all supplies, materials and equipment in keeping with the budget.
6. Arranges for the internal auditing of school accounts.
7. Supervises plant maintenance planning and construction programs.
8. Supervises all business office personnel.
9. Acts as an advisor to the Board's negotiating committees.
10. Negotiates contracts involving special facilities and programs.
11. Supervises data processing procedures to provide management information, financial accounting and long-range forecasts.
12. Works to maintain effective district-community relations, and interprets the financial concerns of the district to the community.
13. Consults with the superintendent on business and financial questions and performs additional duties as assigned.
14. When requested, writes transportation contract specifications and serves as the transportation consultant.

15. When requested, writes architectural services specifications and negotiates contracts with architects.
16. Completes government demographic surveys and inventories; files state reports for all Districts.
17. When requested, meets with town selectmen and budget committees and town moderators.
18. As requested, represents the Districts in matters brought before the Labor Relations Board.
19. Tracks and bills special education tuition from other SAUs.
20. Researches N.H. statues and prepares point papers as described by the Superintendent.

TERMS OF EMPLOYMENT:

Ten, eleven or twelve month year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

DIRECTOR OF CURRICULUM AND INSTRUCTION

JOB DESCRIPTION

- QUALIFICATIONS:**
1. Master's Degree
 2. Three years' successful teaching experience
 3. Three years' successful administrative experience
 4. Such other qualifications as the Board shall find appropriate and acceptable

REPORTS TO: Superintendent of Schools

SUPERVISES: Curriculum and instructional programs, Federal Programs, (except Special Education), Home Schooling, Staff Development and Media Generalist for the Monadnock School District

Assist Hinsdale School District and Winchester School District

Development of K-12 written curriculum, aligned with N.H. Frameworks and student assessment programs

JOB GOAL: To provide leadership in the development of curriculum and instruction programs within the district, manage the Federal Programs so they better serve the needs of the students, and lead the staff development program

RESPONSIBILITIES:

1. Provides staff leadership in accomplishing educational goals/objectives of schools within the Monadnock School District.
2. Coordinates school staffs' efforts with curriculum development.
3. Works with principals and school committees in organizing and coordinating grade level, department level, and school level meetings to affect horizontal and vertical articulation.
4. Proposes and plans meetings which present educational programs to the Board, parent groups, and other interested parties in the district.
5. Coordinates communications involving curriculum guides for use by the staffs.
6. Establishes and maintains a library of curriculum guides and aids for the staffs' use.
7. Coordinates the selection of instructional materials with the school committees.
8. Establishes, monitors, and reports on the achievements of students in relation to the educational program expectations.
9. Assists and advises in budget development as pertains to curriculum and instruction, personnel, Federal Programs, and staff development.
10. Coordinates and interprets teacher supervision programs.
11. Coordinates and supervises in-service programs related to the instructional program.
12. Leads, coordinates, and directs all federally funded programs within the district, except the special education and Title I programs.
13. Acts as the Executive Secretary to the SAU #38 Staff Development Committee.

14. *** Assists Hinsdale and Winchester school districts in establishing a written curriculum aligned with N.H. Frameworks, and a student assessment program in compliance with state and Federal guidelines and/or mandates.
- A. Breaks down state testing results for all schools including Hinsdale and Winchester
 - B. Provides Curriculum Notes Newsletter to the Hinsdale and Winchester staff on a monthly basis.
 - C. Coordinates Opening Meeting for all staffs
 - D. Heads Staff Development Committee for the Districts and is in charge of publication and dissemination of information regarding staff development in this role. Assists teachers in all districts when they need information regarding alternative certifications and re-certification
 - E. Provides Consulting Services to principals upon request in Hinsdale and Winchester
 - F. Shares Staff Development Opportunities with all staffs
 - G. Provides input on grants, as needed and requested

*AGREED-TO CHANGES AFTER HINSDALE AND WINCHESTER HIRES THEIR OWN
CURRICULUM COORDINATOR AT THE DISTRICT LEVEL:*

- A. Continues to assist new Hinsdale-Winchester Curriculum Coordinator with break down of State Testing.
- B. Provides Curriculum Notes Newsletter and articles for publication in Hinsdale - Winchester Newsletter.
- C. Provide Monadnock Regional School District Curriculum pieces developed to date for use in Hinsdale - Winchester curriculum design work. The formatting and work represented by these documents should assist the new coordinator greatly.
- D. Provides Consulting Services to principals upon request in Hinsdale and Winchester.
- E. Shares Staff Development Opportunities with all staffs.
- F. Continue as a facilitator for grants.
- G. Provide consultative services on Home Schooling to the Curriculum Director for Hinsdale and Winchester.
- H. Assists the Curriculum Director for Hinsdale and Winchester with setting up and maintaining Staff Development for Hinsdale and Winchester Teachers.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and work year to be established by the SAU #38 Board.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

DIRECTOR OF TECHNOLOGY

JOB DESCRIPTION

- QUALIFICATIONS:**
1. M.S. Degree in Computer Science
 2. Five years experience in a Networked Computer Environment
 3. Demonstrates competence in the use of computers and networks
 4. Two or more years of experience at the district or SAU level
 5. Demonstrates proficiency at grant writing and procurement
 6. Such alternatives to the above qualifications as may be appropriate and acceptable

REPORTS TO: Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

1. To coordinate and assist the SAU and member school districts in the creation and implementation of long range technology plans for the administration of student information, communications and support of curriculum.
2. To research and advise the SAU and member schools districts on the most current technological advances that are economically feasible for school and office application.
3. To research and negotiate large-scale technology purchases and contracts following the SAU Procedures for Technology Acquisition (see SAU Technology Acquisition Procedures).
4. To attend State meetings and State functions and organizations relating to technology.
5. To oversee the collection of student data (ADM, ADA, demographics) in each district for State reporting.
6. To oversee (or assist in) the submission of entitlement grants dealing with technology, including Title VI.
7. To research and apply for competitive Federal and private grants that applies to the acquisition of new technologies and training.
8. To oversee the district schools' student and administrative networks/internet.
9. To manage the SAU network/internet.
10. To collaborate with districts' technology personnel, district coordinators and in-school mentors.
11. To apply and manage the E-rate application for Federal reimbursement for communications and networking.
12. To manage the training of staff in new technologies.
13. Other duties as assigned by the Superintendent of SAU #38.

TERMS OF EMPLOYMENT:

Twelve month year. Salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

SAU SPECIAL EDUCATION COORDINATOR

JOB DESCRIPTION

QUALIFICATIONS:

1. M.S. Degree in Special Education or School Psychology
2. Certification in Special Education with specific endorsement (i.e. - LD, EH, MR, or School Psychology)
3. Three years successful special education teaching experience or equivalency
4. Knowledge of special education regulations, procedures, and IEP development
5. Such other qualifications as the Board shall find appropriate

REPORTS TO:

Assistant Superintendent for Student Services

RESPONSIBILITIES:

To provide case management and consultation services for School Administrative Unit #38 in the identification, evaluation, and placement of special education students in out of district placements, and to provide technical assistance to school building teams

PERFORMANCE RESPONSIBILITIES:

1. Primary responsibility is the completion of all Special Education forms and procedures for the case management of out of district students. This includes the monitoring and scheduling of evaluations and appropriate services to maintain federal and state compliance for out of district students and the case management of students in court ordered (402) placements.
2. Assist LEPTs at the request of the LEPT or Director of Special Services with technical assistance to building level teams regarding the identification, evaluation, and placement of students.
3. Coordinates placement of students outside of the local school district.
4. Monitors programming for court involved students as required by the James O. Consent Decree.
5. Liaison for the LEA to the Division of Children and Youth Services and other area agencies.
6. Represents the school district through attendance, as necessary, at court review hearings.
7. Case management of students responding to annual Childfind notification.
8. Assists the Assistant Superintendent of Student Services in budget development.
9. Assists the Assistant Superintendent of Student Services in organizing, implementing and evaluating training programs for special education and regular education teachers.
10. Performs related duties as assigned by the Director of Special Services.

EVALUATION: The Assistant Superintendent for Student Services will evaluate performance.

TERMS OF EMPLOYMENT:

198 day contract. Salary and benefits.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

ASSISTANT BUSINESS MANAGER FOR MONADNOCK SCHOOL DISTRICT

JOB DESCRIPTION

- QUALIFICATIONS:**
1. Hold a Bachelor's Degree in an accounting field and be eligible for Business Manager Certification
 2. A high degree of proficiency in accounting and accounting systems
 3. Working knowledge of basic office procedures and the operation of common office machines and equipment
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Business Manager

JOB GOAL: To assist in the administration of SAU #38 and the Monadnock Regional School District in their business affairs and educational responsibilities so as to provide maximum educational services and fiscal responsibilities

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the administration of Federal and State Grants.
2. Tracks and posts accounts receivable revenue checks, performs reconciliation's of the checking accounts to the accounting system, manages cash and advises the Business Manager and Treasurers on cash flow matters.
3. Assists Business Manager in maintaining ADS Accounting System and obtaining technical support from software provider. Also coordinates system updates with Technology Director.
4. Works with principals and technology director in the preparation of Form A-3 and related paperwork for reporting student average daily attendance (ADM) to the N.H. Department of Education.
5. Processes Food Service Reports to the N.H. Department of Education.
6. Attends meetings for or with the Business Manager (some in the evening) as required.
7. Assists the Assistant Business Manager for Hinsdale/Winchester as necessary during periods of heavy workload.
8. Performs other tasks as assigned by the Business Manager.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and benefits to be set accordingly.

EVALUATION:

Performance of this job will be evaluated periodically in accordance with the existing policy on Evaluation of Para-professional Personnel as used in the Monadnock Regional School District.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

ASSISTANT BUSINESS MANAGER FOR HINSDALE/WINCHESTER

JOB DESCRIPTION

QUALIFICATIONS:

1. Hold a Bachelor's Degree in an accounting field and be eligible for Business Manager Certification
2. A high degree of proficiency in accounting and accounting systems
3. Working knowledge of basic office procedures and the operation of common office machines and equipment
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO:

Business Manager/ Assistant Superintendent for Hinsdale and Winchester School Districts

JOB GOAL:

To assist in the administration of Hinsdale and Winchester School Districts in their business affairs and educational responsibilities so as to provide maximum educational services and fiscal responsibilities

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the administration of Federal and State Grants.
2. Tracks and posts accounts receivable revenue checks, performs reconciliation of the checking accounts to the accounting system, manages cash and advises the Business Manager and Treasurers on cash flow matters.
3. Assists Business Manager in maintaining ADS Accounting System and obtaining technical support from software provider. Also coordinates system updates with Technology Director.
4. Works with principals and technology director in the preparation of Form A-3 and related paperwork for reporting student average daily attendance (ADM) to the N.H. Department of Education.
5. Processes Food Service Reports to the N.H. Department of Education.
6. Attends meetings for or with the Business Manager (some in the evening) as required.
7. Prepares monthly expense reports as well as all budget documents.
8. Insures that budgetary documents are properly posted as required by law.
9. Assists School District Clerk and Moderator for February Deliberative Session.
10. Provides financial data during union negotiations.
11. Assists in obtaining/processing/reporting on purchase bids in compliance with SAU and Board policies.
12. Monitors trust funds.
13. Monitors all personnel actions and coordinates with payroll and personnel staff.
14. Performs other tasks as assigned by the Business Manager.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and benefits to be set accordingly.

EVALUATION:

Performance of this job will be evaluated periodically in accordance with the existing policy.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

JOB DESCRIPTION

- QUALIFICATIONS:
1. High School Diploma
 2. Five years job experience as an Administrative Assistant or graduation from a recognized school of secretarial skills and two years job experience
 3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

REPORTS TO: Superintendent of Schools

JOB GOAL: To establish an office management system that is efficient and effective in assisting the superintendents in carrying out their duties and responsibilities

PERFORMANCE RESPONSIBILITIES:

1. Obtains, gathers, and organizes pertinent data/information as needed and puts into usable form.
2. Responsible for recognition of all Monadnock employees' recognition awards at annual luncheon.
3. Assists with completing, assembling and mailing Monadnock and SAU#38 packets before each board meeting.
4. Maintains regular filing system.
5. Assists with Monadnock Regional School District Annual Report.
6. Places and receives telephone calls and records messages.
7. Maintains a schedule of appointments, makes arrangements for conferences and interviews and boardroom scheduling.
8. Responsible for legal postings and meetings of the Monadnock Regional School District and SAU#38.
9. Maintains staff development records and databases for SAU and districts as coordinated with the Curriculum Director.
10. Works with the Director of Curriculum and Instruction to prepare for staff development workshop days.
11. Conveys all messages and mail to Superintendent.
12. Maintains budget for all three districts plus SAU#38 employees for staff development reimbursement requests and Monadnock Regional School District tuition reimbursement requests.
13. Maintains reimbursement requests and budget for Monadnock Regional School District paraprofessionals.
14. Miscellaneous correspondence and database management.
15. Any other duties assigned by the Superintendents.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and benefits to be set accordingly.

EVALUATION:

Performance of this job will be evaluated periodically in accordance with the existing policy on Evaluation of Para-professional Personnel as used in the Monadnock Regional School District.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

PAYROLL MANAGER/BENEFITS ADMINISTRATOR

JOB DESCRIPTION

- QUALIFICATIONS:**
1. High School Diploma
 2. Minimum of five years experience working in a payroll/benefits position
 3. Microsoft Word and Excel literate
 4. Excellent communications skills
 5. Ability to work well with others
 6. ADS Accounting Software or equivalent experience

REPORTS TO: Business Manager

JOB GOAL: To effectively manage the payroll and benefits department

PERFORMANCE RESPONSIBILITIES:

1. Receives and computes all Monadnock payrolls, making deductions for income tax, FICA, retirement, health and medical insurance, annuities and other deductions allowed.
2. Oversees the process of all direct deposit and federal taxes electronically transferred through the Federal Reserve Bank.
3. Prepares all tax forms relating to payroll, including 941's, W-2's and related W-3's and magnetic media reporting.
4. Keeps in compliance with all Section 125 deductions.
5. Remain in compliance with all state and federal requirements.
6. PRIMEX (unemployment compensation) annual reports.
7. Prepares census to obtain quotes on life and disability insurance. Coordinates with benefit representatives to insure all NEA contracts are in compliance.
8. Processes all paperwork to activate and terminate all Monadnock employee benefits as necessary.
9. Oversees the requirements of the payroll supervisors in all locations. Sets annual meeting to review and inform of the payroll supervisor procedures.
10. Prepares all incoming requests for verification of employment, state and local aid forms and all other current employee or alumni requests for information.
11. Acts as the administrator of all benefits and deals with the problems and issues thereof.
12. Oversees all early and regular retirements.
13. Provides NHRS with all necessary information pertaining to retirees or current employees.
14. Acts as an advisor to the Business Manager on all matters relating to payroll and benefits.

TERMS OF EMPLOYMENT:

Twelve month year. Salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy of Para-professional Personnel.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

**PAYROLL MANAGER/BENEFITS ADMINISTRATOR
FOR HINSDALE/WINCHESTER
JOB DESCRIPTION**

- QUALIFICATIONS:**
1. High School Diploma
 2. Minimum of three years experience preferably working in a payroll/benefits position
 3. Microsoft Word and Excel literate
 4. ADS Accounting Software or equivalent experience

REPORTS TO: Business Manager

JOB GOAL: To be able to function alone when necessary and ease the flow of the Payroll/Benefits Manager

PERFORMANCE RESPONSIBILITIES:

1. Receives and computes all Winchester and Hinsdale payrolls, making deductions for income tax, FICA, retirement, health and medical insurance, annuities and other deductions allowed.
2. Responsible for entering and maintaining attendance database.
3. Responsible to send periodic attendance updates to teachers and staff.
4. Processes Accounts Payable payment for payroll payables for Winchester and Hinsdale.
5. Activates and terminates all employee benefits for Winchester and Hinsdale
6. Record payments for retirees insurance and terminates coverage for non-payment. Handles all related correspondence.
7. Does all department filing.
8. Prepares all incoming requests for verification of employment, state and local aid forms and all other current employee or alumni requests for information.
9. Assists with other payroll/benefit functions as necessary.

TERMS OF EMPLOYMENT:

Twelve month year. Salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy of Para-professional Personnel.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

PERSONNEL MANAGER

JOB DESCRIPTION

QUALIFICATIONS:

1. High School Diploma
2. Five years job experience as an Administrative Assistant or recognized school of secretarial skills and two years job experience
3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

REPORTS TO:

Business Manager

JOB GOAL:

To establish a personnel office management system that is efficient and effective in assisting the Superintendent, Administrators, Administrative Assistants and Payroll/Benefits Manager in carrying out their duties and responsibilities

PERFORMANCE RESPONSIBILITIES:

1. Maintain the personnel database using Microsoft Access Files for all three Districts and the SAU.
2. Process and maintain a filing system for all employment applications for all certified and non-certified personnel.
3. Disburse requests for potential teacher candidates to the Superintendent for proper disbursement to SAU schools seeking candidates for teachers.
4. Disburse requests for potential candidates to Principals seeking candidates for non-certified positions.
5. Process all new employee paperwork brought into the SAU Office by the employee. Verifies all forms are completed and all information is supplied. Creates a personnel file on the employee and disburses the information to the appropriate Administrative Assistants and Payroll Manager.
6. Meets with all employees to explain health care options, N.H. Retirement and other benefits. Collects and verifies that the benefit applications are complete and ready for benefits administrator to process.
7. Maintains database and files documents for all criminal record checks with the State of N.H.. Following through upon the checks returned to the SAU office. Immediately bringing any criminal records to the Superintendent's attention. Filing all non-criminal check returns in the appropriate personnel files.
8. Verifies and disburses paperwork to Payroll Manager and Administrative Assistant pertaining to an employee's change of employment, title, location, hours, wage, separation notice, and change in name/address/phone number. Tracks Leaves of Absences and Long-Term Sub Requests.
9. Maintains all substitute teacher applications, files, and lists.
10. Notifies all schools of updates in substitute teacher lists (i.e., additions, deletions, changes).
11. Contacts all substitute teachers by letter each summer to update for the coming school year. Place an ad in newspaper for more subs if needed.
12. Send letter of notification to each substitute teacher after their paperwork has been processed along with a 10-day service form for reimbursement of the criminal check fee.
13. Processes all employment Contracts and Letters of Assurances in May of each year for all Districts and SAU.
14. Files New Hire Report as required with the State of N.H. Labor Department.

15. Advertises for open positions, does postings, and keeps track of applications. Verifies proper account numbers are being charged for advertising, match invoices with bills, and match ads with tear sheets.
16. Tracks Student Teachers and verifies criminal background checks have been completed.
17. Processes Coaches hiring paperwork.

TERMS OF EMPLOYMENT:

Twelve month year. Salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy of Para-professional Personnel.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

PURCHASING/ACCOUNTS PAYABLE MANAGER

JOB DESCRIPTION

- QUALIFICATIONS:**
1. High School Diploma including courses in Bookkeeping, Accounting, Business Mathematics and English
 2. Two years' experience in Accounting or Accounts Payables (or demonstrates competence in the tasks assigned)
 3. Demonstrates competence in the use of business machines and computers
 4. Such alternatives to the above qualifications may be appropriate and acceptable

REPORTS TO: Business Manager

JOB GOAL: To assist in the administration of the SAU #38's business affairs and responsibilities so as to provide maximum educational services and fiscal accountability

PERFORMANCE RESPONSIBILITIES:

1. Maintain a complete and systematic set of accounts payable for SAU #38, Monadnock Regional, Hinsdale and Winchester School Districts.
2. Supervises the Accounts Payable Assistant.
3. Generates all purchase orders for the districts.
4. Process invoices for payment, generate checks and prepare pay order manifests for School Board approval.
5. Prepare general checks for payroll related payables.
6. Traces errors and records adjustments to correct changes or credits posted to incorrect amounts or to incorrect accounts.
7. Prepares general statements, income statements and cost reports as may be requested.
8. Acts as an advisor to the Business Manager on questions relating to accounts payable.
9. Performs the usual office routines and practices associated with a productive office.
10. Assists other office staff as the need requires (i.e. proofreading, typing of state reports, open mail, etc).

TERMS OF EMPLOYMENT:

Twelve month year. Salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Para-professional Personnel.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

ADMINISTRATIVE ASSISTANT FOR HINSDALE AND WINCHESTER

JOB DESCRIPTION

- QUALIFICATIONS:
1. High School Diploma
 2. Working knowledge of basic office procedures and the operation of common office machines and equipment
 3. Demonstrate competency and command of the English Language and Business Mathematics
 4. Demonstrate proficiency in Word Processing, Database Management and Spreadsheets
 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Assistant Superintendent for Hinsdale/Winchester

JOB GOAL: To assist in the administrative functions of Hinsdale and Winchester

PERFORMANCE RESPONSIBILITIES: *In Order of Priority:*

1. Assist with completing, assembling, and mailing Hinsdale and Winchester School Board packets the Friday before each Board meeting.
2. Establish and maintain a filing system.
3. Assist with Annual Reports for Hinsdale and Winchester.
4. Assist with assembling and maintaining Hinsdale and Winchester school budgets.
5. Copy and assemble handouts and bulk mailing for Hinsdale and Winchester meetings, etc.
6. Maintain up to date binders for all committees and send out agendas and notices of meetings for Hinsdale and Winchester.
7. Maintain current personnel files on Hinsdale and Winchester.
8. Miscellaneous correspondence.
9. Assist with all legal postings and advertisements for Hinsdale and Winchester.
10. Convey all messages and mail to Assistant Superintendent for Hinsdale and Winchester.
11. Other as directed by Assistant Superintendent for Hinsdale and Winchester and the Superintendent of Schools for SAU #38.

TERMS OF EMPLOYMENT:

Twelve month year. Salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy of Para-professional Personnel.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

ADMINISTRATIVE ASSISTANT / RECEPTIONIST

JOB DESCRIPTION

QUALIFICATIONS:

1. High School Diploma
2. Five years job experience as an Administrative Assistant or recognized school of secretarial skills and two years job experience
3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable
4. Familiarity with Microsoft Word, Excel, and Access

REPORTS TO:

Director of Curriculum and Instruction

JOB GOALS:

To establish an efficient and effective office management system to support the duties and responsibilities of the Director of Curriculum and Instruction

To establish an office management system that is efficient and effective in assisting the SAU staff in carrying out their duties and responsibilities and in communicating and interacting with the public

PERFORMANCE RESPONSIBILITIES:

1. Welcomes all visitors and arranges for their comfort.
2. Answers switchboard and directs all calls to appropriate persons or departments. Takes messages as requested.
3. Responds to outside requests for information.
4. Provides clerical and administrative support to the Director of Curriculum and Instruction:
 - a) Compiles and copies materials for meetings and workshops.
 - b) Prints and publishes the *Curriculum Notes* for and distribution to SAU staff.
 - c) Arranges for printing and mailing (including the bulk mailing requirements) of the *Monadnock School District Bulletin* sent to all residents in the Monadnock Regional School District.
 - d) Arranges printing and distribution of newsletters and brochures developed by the Curriculum Director for the School Choice Grant.
 - e) Serves as liaison with the schools in the three districts on matters relating to curriculum, assessment, and state and federal requirements and assists the Curriculum Director with the purchasing of books and other curriculum materials for the schools.
 - f) Serves as liaison with the N.H. Department of Education as needed to support the Curriculum Director's role.
 - g) Organizes and assists with the oversight of the home schooling process, including database development and maintenance, correspondence, phone calls, communication with schools, etc.
 - h) Arranges locations for meetings and refreshments and reminds staff members about them.
 - i) Assists with the development of databases to meet state/federal requirements and staff development purposes.
 - j) Assists with the gathering and organizing of data and other information for the Curriculum Director.
 - k) Develops and updates grant spreadsheets for the Curriculum Director.

- l) Serves as liaison with accounts payable and business office in regard to budget issues relating to Curriculum Director's role.
 - m) Assists with preparation for and follow-up of assessments in the schools.
 - n) Arranges printing and assists with the distribution of curriculum brochures and other documents.
5. Handles all incoming and outgoing mail by bringing it to the Post Office.
 6. Handles all calls for repair of copiers, the fax machine, phones, and the mailing machine.
 7. Maintains supply closet, keeping supplies neat, and places replenishment orders, as needed.
 8. Maintains mail supplies such as certified receipts, overnight envelopes, etc.
 9. Keeps track of and updates newspaper clippings on school activities in reception area as well as posting official notices on the bulletin board.
 10. Any other duties assigned by the Superintendent, Business Manager, or the Director of Curriculum and Instruction.

TERMS OF EMPLOYMENT:

Twelve month year. Salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy of Para-professional Personnel.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

ADMINISTRATIVE ASSISTANT FOR STUDENT SERVICES

JOB DESCRIPTION

- QUALIFICATIONS:**
1. High School Diploma
 2. Working knowledge of basic office procedures and the operation of common office machines and equipment
 3. Demonstrate competency and command of the English Language and Business Math
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Assistant Superintendent for Special Services

JOB GOAL: To assist in the administration of SAU #38 Special Services Office to provide maximum educational services and assist in compliance to the state standards

PERFORMANCE RESPONSIBILITIES:

1. Handles telephone calls and provides general information regarding Special Education procedural matters. Problem solve whenever possible.
2. Enter SPEDIS information into the state computer via office computer.
3. Assists the Director for budget projections, generate reports for Catastrophic Aide, Chapter 402 Court involved students, Annual Program Verification Report, Verification of the full time equivalent of SPED pupils for school year, A 13S Receiving School District Report on tuition grades 9-12 A 13E Receiving School District Reports on tuition grades K-8, A 13N Sending School District Report who attended Non Public Schools. Special Education Personnel Census. Preparation of the 3 year On-Sites.
4. Verify and record all incoming invoices for students - tuition, related services, transportation, and other expenses. Assign appropriate account numbers. Have invoices to Accounts Payable signed by the Director of Special Services in a timely fashion.
5. Maintain copies of all bills for students.
6. Collect bi-weekly time sheets for special education Instructional assistant's working in the SAU Collaborative Programs and the Monadnock Regional School District Instructional assistants working in the Keene school programs for the payroll manager.
7. Maintains a list of students by district that are in district placements and updates monthly.
8. Mail forms for parent signatures, and state approval as needed.
9. Manage communication with school personnel; i.e. (building principals, special education teachers, guidance counselors).
10. Record all new referrals and pass on to appropriate case manager for action.
11. Maintain and monitor a running total on special education personnel supply accounts, and grant accounts. Fill out all requisitions, obtain signatures, and deliver to the accounts payable office for purchase orders.
11. Assist the Director with personnel advertisement.
13. Schedule/cancel appointments for Special Service Director and personnel.
14. Maintain a general schedule for all specialists.

15. Types correspondence, reports, grants, letters, memos, budgets, etc. as required for special education personnel.
16. Monitors student compliance. Generate Data Base reports for appropriate persons to follow up on to remain in compliance with State and Federal requirements.
17. Supervise Special Services Assistant.
18. Maintain office supplies, printing of forms.
19. Assume additional duties/tasks as required by the Director of Special Services.

TERMS OF EMPLOYMENT:

Twelve month year. Forty hours per week.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy of Evaluation of Nonprofessional Personnel.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

STUDENT SERVICES ASSISTANT

JOB DESCRIPTION

- QUALIFICATIONS:**
1. High School Diploma
 2. Working knowledge of basic office procedures and the operation of common office machines and equipment
 3. Demonstrate competency and command of the English Language and Business Math
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Assistant Superintendent for Special Services

JOB GOAL: To assist in the administration of SAU #38 Special Services Office

PERFORMANCE RESPONSIBILITIES:

1. Provides general information regarding Special Education procedural matters when the Special Services Administrative Assistant is not available.
2. Maintain accurate and organized student files for students placed in and out of district, new referrals, pending, preschool, Childfind, and discharges. These files include letters, reports, ASPs, IEPs, and other documents.
3. Reorganization of Special Education files and responds to request for files.
4. Maintain Director's files: Staff files, Related Services Personnel, Counselors, Tutors, others.
5. Perform office routines and practices associated with a productive office, i.e. staff mailings, photocopying, etc.
6. Childfind mailings.
7. Keeps a data base on DCYS form 2244 students.
8. Keep a list of court notices on students; correspond with building Principals, Special Education Teachers, and Guidance Counselors on court dates and issues.
9. Perform such additional tasks as may be required.

TERMS OF EMPLOYMENT:

Ten month year. Twenty four hours per week.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy of Evaluation of Nonprofessional Personnel.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

SCHOOL ADMINISTRATIVE UNIT #38 PROCEDURES FOR EMPLOYEES

HOURS OF OPERATION: 8:00 A.M. – 4:30 P.M.

Administrative Assistants begin answering the telephones at 7:30 a.m.

During the summer months (July & August) the SAU Office hours are 8:00 a.m. – 4:00 p.m.

HOURLY EMPLOYEES:

Employees at the SAU are employed for an eight-hour day. An unpaid $\frac{1}{2}$ hour is scheduled for lunch in each employee's day.

REQUESTS FOR LEAVE:

A Leave Request Form needs to be filled out and approved for any requested leave time.

Hourly employees of the SAU wishing to request leave time should do so through their immediate supervisor.

Business Office

Through the Business Manager

Special Education Office

Through the Assistant Superintendent for Student Services

Administrative Assistants

Through either the Superintendent or the Assistant Superintendent for Hinsdale and Winchester

FLEX TIME:

Hourly employees requesting to use flex time need to do so through their immediate supervisor as noted above and with the Superintendent.

JOB DESCRIPTIONS: This manual includes a copy of all of the current job descriptions for SAU #38 employees. *Any job description changes will be done during a meeting of the SAU Administrative Team. All job description changes and titles are at the discretion of the SAU #38 Administrative Team with the Superintendent as final approval.*

FISCAL YEAR: The fiscal year runs from July 1st through June 30th each year.

PAID HOLIDAYS

New Year's Day
Memorial Day
Columbus Day
Christmas Day

Washington's Birthday
Independence Day
Veteran's Day
One day during Christmas

Martin Luther King Day
Labor Day
Thanksgiving, the day before
and the day after

EACH HOURLY EMPLOYEE IS ENTITLED TO: 3 personal days/1 floater/12 sick days/Year: Accumulative up to 120 days. 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 paid holidays as listed above.

In addition, the staff will be allowed 1/2 day before Christmas and 1/2 day before New Year's, or may take one full day prior to either holiday, with the decision to be made by the superintendent after he/she has consulted with the staff.

If a holiday falls on a Sunday, then Monday will be the paid holiday. If a holiday falls on a Saturday, then Friday will be the paid holiday, providing that school is not in session on the Friday or Monday. In the event that school is in session, the employee will have the option of using flex time.

To qualify for holiday pay, you **MUST** work the working day preceding and after the holiday. However, employees on sick leave will not be charged for absence on holiday. Employees on vacation will not be charged for absence on a paid holiday. There will be no loss of a vacation day when a paid holiday falls in a vacation period.

BENEFITS

BLUE CROSS BLUE SHIELD: A single, two-person or family plan is available. The SAU will contribute 100% each year towards premium. The employee will pay any remaining amount through payroll deduction. *The SAU will contribute 90% for Blue Choice 3T plan*

DENTAL: A single, two-person or family plan is available. The SAU will contribute 90% toward the premium. The employee will pay any remaining amount through payroll deduction.

LIFE INSURANCE: Paid fully by the district. (\$50,000)

LONG TERM DISABILITY INSURANCE: The SAU will contribute the full amount towards the annual cost.

RETIREMENT: You are required to enroll in the New Hampshire Retirement System. (Minimum 35 hours per week)

VACATIONS: Paid vacations will be granted to year round staff based upon their continuous years of service. For the purpose of computation, the vacation year starts on July 1st with the start of the fiscal year.

Year 1: *	Five (5) days vacation.
Years 2, 3, and 4:	Ten (10) days vacation.
Years 5, 6, 7, 8, and 9:	Fifteen (15) days vacation.
Year 10:	Twenty (20) days vacation.
Year 15:	Twenty-five (25) days vacation.

NOTE *: For new hires, the number of vacation days in the first year will be prorated from July 1st. Example: If a new member is hired in February, then they would be allowed $\frac{7}{12}$ of the number of days, which is $\frac{7}{12}$ of 5 days = 2 days.

NOTE: All vacation requests must be approved in advance by the employee's immediate supervisor. No more than 10 vacation days can be carried into the next fiscal year. If employed over 10 years, you have the option of being paid for 5 vacation days instead of carrying over into the next fiscal year. Unused vacation time will be paid upon termination of employment with the SAU.

PURCHASING/ACCOUNTS PAYABLE PROCEDURES

Financial transactions in a school district are regulated by statute. The fiscal authority to spend money or encumber funds is mandated by N.H. State Budget Act.

It is the intention of SAU #38 to provide procedures that assure compliance with sound fiscal management of public funds.

PURCHASING PROCESS:

- 1) The process of purchasing supplies begins with a ~~four part~~ PURCHASE REQUISITION. This is an Excel form that can be downloaded from www.mrsd.org under the protected area for staff use only. All school administrators and administrative assistants can provide staff members with the requisition form as well.
- 2) The PURCHASE REQUISITION is filled out at the school and submitted to the building principal for approval.
- 3) The PURCHASE REQUISITION needs to show:
 - a) The vendor's name and address: because there are many vendors with similar names and without an address, the purchase order could be generated for the wrong vendor. We also need to know if the payment address, commonly referred to as the "remit address" is different.
 - b) The account number funds are being requested from:
 - (1) The account number is made up of a total of ~~eleven~~ eighteen numbers in the following five-bank format: 0F-DDDD-5OBJ0-LC-XXXXX.
 - (2) The first two digits are for what type of requisition you are submitting and what fund it will be encumbered under. An "01" ~~indicated~~ indicates a regular requisition (fund 01) while an "02" is for grants; "03" for special projects (warrant articles approved outside the operating budget); "04" for Food Service; "05" for private grants or donations; and "06" for capital fund transfers.
 - (3) The next four digit bank ~~are is~~ for the department code, such as "1111" for mathematics.
 - (4) The next ~~three~~ five digits ~~bank is the expense code and always starts with a "5" if it is an expense code, and ends with a "0". The three middle numbers in this bank are the or~~ object code such as "610" for supplies; i.e. "56100".
 - (5) The last ~~next~~ bank of two digits ~~are is~~ your school code. This is "00" for Monadnock MRHS; "01" for Mt. Caesar ~~and so on~~. This code will be built into the new requisition form for your particular school. 02 - Cutler. 03-Troy. 04-Emerson. 05-Surry. 06-Gilsum. 07-Sullivan. 08-Monadnock Community Connections. and 09-district-level in Monadnock. "20" for Hinsdale district level. "21" for Hinsdale Elementary. "22" for HHS. "30" for Winchester district level, and "31" for Winchester Elementary/Thaver Middle School.
 - (6) The last bank of 5 digits is normally left as zeroes, or can be omitted if the account number is an expense code out of the 01 operating budget. However, if the purchase is grant-funded, each grant will be assigned a 5 digit number. That 5 digit number is used in the last bank if applicable.
 - (7) Lastly, by example, if we wanted to order supplies for the MRHS Math Department, the account number would be 01-1111-56100-00-00000. If it was for a Math grant, it would

be 02-1111-56100-00-56823. The account number must be identified on each requisition so we know who is going to pay for the items being ordered.

- c) The school's name and address: This will be loaded for your location.
- 4) The building principal approves the purchase requisition.
- 5) A copy of the approved requisition should remain at the school as a record of the request being made. The goldenrod (bottom copy) of the PURCHASE REQUISITION is kept at the school as a record of the request being made. If you do not use multi part paper, you can copy the form on your copier and use whatever color for your own copy. We do need a pink copy as a receiving copy to avoid confusion in our office.
- 6) The remaining three parts of the completed and approved purchase requisition ~~are~~is submitted to the accounts payable / purchasing office at SAU #38 for processing.
- 7) If a purchase requisition is not filled out correctly or is not approved, the purchase requisition is returned to the school. We cannot be arbitrary on what account to charge if we are to have integrity in the accounting system.
- 8) A PURCHASE ORDER is entered into the accounting system after the purchase requisition has been approved by the Business Manager for budget correctness.
- 9) Once the Business Manager approves the purchase requisition, it is entered into the accounting system, a formal purchase order is created and funds are encumbered, and a pink copy is returned to the requester.
- 10) The REQUISITION FORM BECOMES A PURCHASE ORDER when entered into the system by our staff when they insert the purchase order number on the requisition form that is usually in four copies:
 - a) The original white copy is faxed or mailed to the vendor along with the original requisition form if necessary. In some instances, orders will be processed via the internet, if the vendor accepts purchase orders via the web.
 - b) The yellow copy remains in the Accounts Payable office. A copy remains in the Accounts Payable Office.
 - c) A pink copy is generated at the Accounts Payable office and returned to the school. This lets the school know the item was ordered.
 - d) The golden rod copy is for your files as needed.
- 11) When the merchandise is received the school will sign off the pink copy of the purchase order and return it to the Accounts Payable office. NOTE: This signed pink copy is the authorization to pay for the merchandise. If the Accounts Payable office does not receive the pink copy, they have no way to know the items were received and, therefore, will not know to pay the vendor. The best way to make sure a vendor is paid is to make sure the pink copy of the purchase order is returned to the Accounts Payable office in a timely manner.
- 12) If the vendor includes an invoice with the merchandise, please forward the invoice to the Accounts Payable office along with the pink copy as soon as possible for prompt payment.

Merchandise purchased using grant funds is processed slightly differently.

PURCHASING USING GRANT FUNDS:

- 1) The process of purchasing supplies through a grant is essentially the same as a normal requisition except that the requisition should be sent directly to the Business Manager's Assistant Assistant Business Manager. If it is a new grant, account numbers may need to be generated. Close coordination ~~with the Assistant~~ is recommended for these requisitions. Receiving (pink copies) should be sent to the Accounts Payable section immediately upon receipt of the item(s) or service.

PURCHASE ORDERS REQUIRING PREPAYMENT:

- 1) A PURCHASE requisition is filled out and should clearly state that the vendor requires prepayment for the merchandise. This is not the normal procedure, but in some cases such as newspaper subscriptions for the library, an exception is made. However, the requisition must state clearly that prepayment is needed. Another exception is when there is a speaker who requires payment the day of a performance. In order for this to be accomplished, the requisition must also have a contract signed by both parties with the date of the performance and the amount of the contract.
- 2) The PURCHASE REQUISITION must be received in the Accounts Payable office with enough time to process and produce a PURCHASE ORDER CHECK ~~and set up payment with a run for~~ prior to a School Board meeting. Usually, the PURCHASE REQUISITION should be received at least two weeks before a School Board meeting. The PURCHASE requisition should also clearly state that the check is required for the day of the performance.
- 3) The check will not be available until the ~~second~~ day after the School Board meeting. ~~This is due to the checks on the warrants approved at a School Board meeting cannot be sent to the Treasurer for signature without the signed warrants. A check manifest or warrant must be approved by the School Board prior to checks being released.~~
- 4) The warrants come back to Accounts Payable the day after the School Board meeting and ~~are then sent to the Treasurer~~ checks are mailed or distributed via interoffice.
- 5) ~~The signed checks are returned to Accounts Payable the following day. If an occasion arises and an advance check is going to be necessary, and you are not sure of the School Board meeting date, the Accounts Payable office should be contacted to ensure that there is enough time to generate a check for that date.~~ Most speakers' book far enough in advance to allow time for the processing provided the paperwork is done in a timely manner and submitted promptly.

LOCAL PURCHASE ORDERS:

- 1) Local Purchase orders are especially useful for maintenance and custodian purchases or for other must have items from local vendors. They should not be used for out of area purchases. The invoice requires the signature of the principal and the account number must be provided as shown on the rubber stamps provided for this purpose by the SAU#38 Office.
- 2) The receipt or invoice must be immediately sent to the Accounts Payable Section for payment as funds have not been encumbered by purchase order. A copy can be retained for your purposes.

REIMBURSEMENT REQUESTS:

This form of request is a single sheet where the individual lists either mileage or other travel related expenses. The form should be typed or legibly written so if viewed by the auditors ~~that~~ it can be read easily. The request must also be signed by the principal or supervisor and contain the account number to which the expense is to be charged. Itemized receipt(s) must be attached to the request. If you expect to be reimbursed by the school district for a particular expense, then you must provide adequate documentation to the school district of that expense.

Once an employee has been reimbursed, the equipment and/or supplies become the property of the applicable school district within SAU #38.

PROCEDURES FOR SECURITY:

ACCOUNTS PAYABLE: After checks are printed, they will be locked in a file cabinet or closet until the treasurer authorizes their release by signing and returning the last page of the check register which will show the total amount of checks.

EXCLUSION:

Accounts Payable Checks Written for Payroll Transfers

Salary Advances

Employee Benefit Checks

Any other Payroll Related Checks

BLANK CHECK STOCK: Kept under lock and key.

MICROTONER: Kept under lock and key.

TREASURER SIGNATURE STAMPS: Kept under lock and key.

UNDEPOSITED ACCOUNT RECEIVABLE CHECKS: Kept under lock and key.

CORPORATE OR STATE SEALS: Kept under lock and key.

HIRING PROCEDURES

TEACHERS/CERTIFIED STAFF – PART ONE:

1) Candidates for any teaching position within the SAU need to complete the following steps:

- a) Application for employment
- b) Resume
- c) Letters of Recommendation
- d) Official Copies of Transcripts
- e) Proof of Certification

The application is kept on file at the SAU office. The Personnel Manager forwards to the superintendent for proper disbursement to SAU schools seeking candidates for teaching positions.

2) The building principal or the appropriate department head at the SAU selects candidates to interview from candidates who have completed part one. The Superintendent is responsible for hires in the Monadnock Regional School District and the Assistant Superintendent for Hinsdale and Winchester is responsible for Hinsdale and Winchester.

3) Recommendations for the employment of teachers are made in the following way.

- a) The building principal or the appropriate department head makes a written recommendation to the Superintendent of Schools for a candidate from the Monadnock Regional School District or for an SAU #38 Department.
- b) Building principals in the Hinsdale and Winchester School Districts make recommendations to the Assistant Superintendent for Hinsdale and Winchester.
- c) The Assistant Superintendent for Hinsdale and Winchester also retains the right to perform a second interview with a candidate prior to recommending hiring to the Winchester or Hinsdale Boards.
- d) The Superintendent MAY conduct an interview with candidates.

4) When a candidate is chosen for a position, two contracts are produced at the SAU office ~~through the Personnel Manager~~ and sent to the appropriate school board meeting where the Superintendent makes a recommended nomination ~~recommending the teacher be hired~~. This is done during the non-public session under personnel. ~~In SAU #38, the Superintendent nominates candidates for the Monadnock Regional School District and the Assistant Superintendent for Hinsdale and Winchester makes nominations for the Hinsdale and Winchester School Districts.~~ By Statute: The Superintendent nominates and the Board elects candidates. The Superintendent nominates candidates for SAU positions to the SAU board.

5) The board chair for the appropriate school board signs the two contracts after a candidate is elected.

6) The original application, resume and certifications are retained at the SAU Office in the newly elected teacher's personnel file.

7) The following is a list of what is sent to the elected teacher.

- a) A letter from the Personnel Manager welcoming them to the district and outlining their benefits.
 - b) Two copies of their contract for signature.
 - c) All benefits applications, retirement applications, direct deposit forms and Service Credit Union brochure.
- 8) The elected teacher is asked in their welcoming letter to make an appointment with the Personnel Manager to: (this appointment is one-on-one)
- a) Answer general questions.
 - b) Review their benefits applications and make sure they are properly completed.
 - c) Complete a yellow permanent records card.
 - d) Complete a Criminal Record Release Authorization Form.
 - e) Complete finger print card (the Personnel Manager will arrange for the elected teacher to be fingerprinted by our Resource Officer at MRHS).
 - f) Complete I-9 IRS verification form.
 - g) Complete a W-4 form.
 - h) A copy of the school calendar is given to the teacher.
 - i) A copy of the Annual Report is given to the teacher.
- 9) After the one-on-one meeting between the elected teacher and the Personnel Manager, the Personnel Manager disburses the paperwork in the following manner:
- a) One copy of the signed contract is retained for the personnel file, the other copy is given to the elected teacher.
 - b) A photocopy of the signed contract is given to the Payroll Manager.
 - c) A copy of the W-4 and I-9 goes to Payroll for processing and is then destroyed.
 - d) All benefit applications go to the benefits administrator. After processing, copies are put in the personnel file.
 - e) The Personnel Manager then completes a request for a check to cover the fee for the criminal record release and fingerprint check and the request is sent to payroll. The Criminal Record Release Authorization and fingerprint card are held until the check is issued from payroll.
 - f) Once the check is issued, the Criminal Record Release Authorization and fingerprint card are sent to the Department of Safety. The teacher's name is logged into the Criminal Records Check database, a copy of the Criminal Record Release Authorization and check are kept in the personnel file. Once the State of N.H. and FBI return the results of their background check, if the employee has "no criminal record" the date of completion is logged into the criminal records database. If a "criminal record" is reported, the Personnel Manager brings this information to the superintendent immediately. The results of the background/fingerprint check must be destroyed within 30 days of receipt. They are NOT kept in the personnel file and we are NOT allowed to give copies of the report to anyone. If the criminal record is detected, the superintendent has 24 hours to dismiss the employee.
 - g) The employee's name is then sent to New Hire Reporting System.

LEAVES OF ABSENCE: TEACHING STAFF ONLY:

Leaves of absence apply only to teachers. The teachers' contract outlines the procedure used in each district for a leave of absence. Please refer to the master contract for your district.

The following steps need to be followed:

1. On the last day the teacher works, it is the responsibility of the building principal to notify the Personnel Manager and the payroll benefits office. Completing the top two lines of the leave of absence reconciliation form does this. This form should be sent to the Personnel Manager who will disburse it accordingly to the payroll office.
2. The teacher needs to make an appointment with the payroll manager to do a reconciliation of wages. At this time the individual is made aware of when their benefits will end, when the teacher will return, etc.
3. Non-Certified staff does not qualify for leaves of absence unless it is for medical reasons. If they leave their jobs and return within six months, they can return only with a re-hire form completed. This can be done on the employment information form. The individual being re-hired needs to make and appointment with the Personnel Manager and bring this form to the appointment for processing.
4. Upon returning to work a Return From Leave of Absence Form is required (See Forms)

TERMINATION OF EMPLOYMENT: TEACHERS (VOLUNTARY SEPARATION OR OTHERWISE)

1. Teachers are expected to fulfill the terms of their contract. In the event that a teacher leaves the district during the term of a contract the district reserves the right to insist that the teacher continue in service until a suitable replacement is found.
2. Teachers notify the district they are serving that they wish to terminate their service by a written statement of resignation to the building principal.
3. The building principal notifies the superintendent, or the assistant superintendent for Hinsdale and Winchester in the case of Hinsdale and Winchester teachers, by submitting the letter of resignation to the superintendent and a copy to the Personnel Manager. Included with the letter of resignation there should be a separation notice. These are available at ALL the offices in the schools.
4. It is the responsibility of the building principal or the teacher's direct supervisor to complete the separation notice as soon as possible and sends it to the Personnel Manager. This needs to be done in a timely manner to enable the payroll department to avoid paying fees for an employee who is no longer employed.
5. Teachers who leave their position before their contract is fulfilled must arrange for a meeting with the payroll manager to review wages paid and the amount left to be paid at the time of separation. A separation reconciliation of wages will be completed at this time.
6. On the final day of employment, the principal or department head should do a location exit interview. At this time, it should be verified that the teacher has turned in all school property and that the classroom and paperwork is all left in order.
7. The final paycheck for a teacher who cancels a contract will be held at the SAU Office for the individual to pick up. At this time, the teacher will arrange for an exit interview. At this interview the terminating teacher will sign for a separation package which notifies him/her of their COBRA rights and NHRS options. The final check is released at this time.
8. Once the terminated teacher has officially left, the file is put in the recently terminated file for one year. It is then purged of all unnecessary information and returned to the personnel storage area.

HIRING PROCEDURES FOR NON-CERTIFIED STAFF:

NON-CERTIFIED STAFF

The only individuals authorized to hire non-certified staff are:

- a) SAU Level Administrators
- b) ~~Director of Maintenance and Grounds~~

All hires are subject to the approval of the Superintendent of Schools or his/her designee.

1. Various forms for hiring non-certified staff are available at all SAU #38 sites and at the SAU Office. These include the following required pieces of paperwork.

The following documents are filled out by the prospective employee at the school level:

- a) An application for employment
- b) Employment information form (Employee Section)

The prospective employee completes the following documents at the SAU Office:

- a) A W-4 form (IRS Dependent Information Form)
 - b) An I-9 form (IRS Verification Form)
 - c) Criminal Record Release Authorization Form
 - d) A finger print card (the Personnel Manager will arrange for the prospective employee to be fingerprinted by the Resource Officer at MRHS)
2. Individuals hiring an employee must complete:
 - a) The employer portion of the employment information form.
 3. Before an individual begins work he/she must make an appointment with the Personnel Manager and brings with them to this appointment all necessary documents (noted in section 2).
 - a) Check for completion all the information on the Employee Hire Form
 - b) Check for completion of the W-4 and I-9 (making sure copies of the proper documents are attached to the I-9)
 - c) Within a two-week period the prospective employee will receive a benefits packet from the Personnel Manager. The benefits packet will contain:
 - 1) Welcoming letter from the Personnel Manager explaining all benefits and a date the benefits package must be returned
 - 2) Health and dental insurance applications and explanations
 - 3) Life insurance application (if applicable)
 - 4) Direct Deposit form
 - 5) Service Credit Union brochure
 - 6) Retirement Enrollment and Beneficiary form (if applicable)

After this appointment, the Personnel Manager does the following:

- 1) Creates a personnel file.
- 2) Reports employee to the New Hire System.
- 3) Adds employee information to the employee database.
- 4) The Personnel Manager then completes a request for a check to cover the fee for the criminal record release and fingerprint check and the request is sent to payroll. The Criminal Record Release Authorization and fingerprint card are held until the check is issued from payroll.
- 5) Once the check is issued, the Criminal Record Release Authorization and fingerprint card are sent to the Department of Safety. The employee's name is logged into the Criminal Records Check database, a copy of the Criminal Record Release Authorization and the check are kept in the personnel file. Once the State of N.H. and FBI return the results of their background check, if the employee has "no criminal record" the date of completion is logged into the criminal records database. If a "criminal record" is reported, the Personnel Manager brings this information to the superintendent immediately. The results of the background/fingerprint check must be destroyed within 30 days of receipt. They are NOT kept in the personnel file and we are NOT allowed to give copies of the report to anyone. If the criminal record is detected, the superintendent has 24 hours to dismiss the employee.

All hiring forms are put in personnel file. *Copies of the Hiring Form, I-9, and W-4 copies go to the Payroll Manager for payroll process.*

All benefit applications are given to the Benefits Administrator for processing. Copies go into the personnel file.

CHANGE IN EMPLOYMENT FOR NON-CERTIFIED STAFF:

1. If there is a change in an individual's position, there is a section on the employment information form to be completed.
2. If the change is within the location, the employment information form should be completed and sent to the Personnel Manager for disbursement to payroll. The same procedure is followed as outlined in hiring procedures.
3. If there is a change in locations, the employment information form must be completed and signed by the principal or supervisor that is exiting the employee. The form is then sent to the principal or supervisor the employee is transferring to. At this time they sign and send this to the Personnel Manager who disburses it to the correct departments.

TERMINATION PROCEDURES FOR NON-CERTIFIED STAFF:

1. Upon notification of an employee leaving the district it is the responsibility of the principal or direct supervisor to notify the Personnel Manager by completing an employee separation notice. The Personnel Manager will immediately notify the payroll/benefits office. If a termination date happens to be the last week of the month, it is necessary to make direct contact with the Payroll Manager to advise of the termination date. This is necessary to avoid paying insurance premiums on terminated staff members. The employee terminating should contact the Personnel Manager to arrange for an exit interview.
2. The principal should indicate on the payroll report when the final hours are being submitted for payment. This flags the payroll office to hold the check for the individual to pick up at the SAU office. All final checks are picked up at the SAU office.
3. A location exit interview should take place on the final day of employment. If applicable, at this time the principal or supervisor should verify that all school property has been returned and that everything has been left in order.
4. An exit interview should be arranged by the Personnel Manager to hand out the separation package. At this interview the terminated employee will be asked to sign an acknowledgement that they have received a separation package notifying them of their COBRA rights and N.H. Retirement options. This acknowledgment is returned to the benefits administrator's office.
5. For file processing see terminations filing for certified staff.

HIRING PROCEDURE FOR LONG TERM SUBS:

1. The following forms are required to be completed and in the SAU office before the position start date:
 - a. Long Term Substitute Request form
 - b. I-9
 - c. W-4
 - d. Criminal Record Release Authorization
 - e. Finger Printing Card
 - f. Employment Application
2. The Personnel Manager verifies all documents are in order and processes the Criminal Record Release Authorization and Finger Print card (same procedure as hiring for non-cert. staff).
3. A personnel file is set up and the Long Term Sub Request and Employment Application are placed in this file.
4. The I-9, W-4 and a copy of the Long Term Sub Request are given to the Payroll Manager.
5. The Personnel Manager has the Superintendent sign the Long Term Sub request.
- ~~6. The Payroll Manager has the Business Manager sign a copy of the Long Term Sub Request.~~

HIRING PROCEDURES FOR SUBSTITUTES:

- 1) Substitute applications are available at the SAU office. (There are also substitute packets available to be mailed to prospective substitutes). These include:
 - a. Welcoming and instruction letter from Personnel Manager
 - b. Substitute Application
 - c. W-4
 - d. I-9 IRS Verification Form
 - e. Criminal Records Release Authorization
 - f. Fingerprint Card
 - g. Condition Employment Form
 - h. Letter or reference Forms
- 2) After the prospective substitute completes the required paperwork, they are asked to call the Personnel Manager and make an appointment to return the completed forms. During this appointment the Personnel Manager will review for completion all of the forms and ask the prospective substitute pertinent questions. ~~If the Personnel Manager feels the prospective substitute is a good candidate, they will arrange to have them fingerprinted.~~ The prospective substitute will write a check made payable to "State of N.H. - Criminal Records" to cover the cost of the criminal records background check. This fee is reimbursed ~~if the prospective sub has no criminal background history, is placed on the sub list and substitutes ten (10) times in our district.~~ once the sub completes 10 days of substitute teaching in the District(s).
- 3) The Personnel Manager reserves the right to have the prospective substitute speak with the Superintendent for final approval.
- 4) ~~After receiving a successful report from the State of New Hampshire (which generally takes any where from 2 to 4 weeks) the Personnel Manager will check the prospective substitute's references.~~
- 5) ~~If the references are favorable, the substitute's application and paperwork is given to the Superintendent for approval.~~
- 6) The Superintendent returns the signed application to the Personnel Manager. The Superintendent reserves the right to immediately dismiss a substitute if their FBI background report comes back with a criminal history (this report can take any where from 2 to six months AFTER the State of N.H. report).
- 7) The Personnel Manager creates a personnel file.
- 8) The substitute's name is added to the substitute list and all applicable schools are notified.
- 9) The Personnel Manager reports to the substitute to the New Hire System.
- 10) ~~The Personnel Manager makes a copy of the application, W-4, and I-9 and gives them to the payroll manager.~~
- 11) The Personnel Manager sends the substitute a welcome letter (from the Superintendent) together with a directory of schools and a 10-Day Reimbursement Form.
- 12) ~~The Personnel Manager~~ Superintendent reserves the right to remove any person from the substitute list without notification at any time if they receive unfavorable reports from any of our schools.

EXCEPTIONS IN EMERGENCY SITUATIONS:

In the event, a substitute is needed and there is no one on the list available, a principal may request an exception. *The only person who can authorize this request is the superintendent.* A form to request using a substitute who has not been cleared is available through the Personnel Manager.

TERMINATION PROCEDURE FOR SUBSTITUTES:

On an annual basis (during the summer), the Personnel Manager sends a letter to all of the previous year's substitutes asking them if they will be returning to sub for the coming school year. If there is no response to this letter or if the response is negative, their name is removed from the sub list. Their files are pulled and placed in a "closed" file. These closed files are kept for a year and then destroyed.

HIRING PROCEDURES FOR COACHES:

- 1) The Athletic Director ~~or Head Hiring Coach~~ is to send to the Personnel Manager a copy of the Coaches Hiring Forms/Contracts of all coaches being hired prior to the start of the season! (Samples of Coaches Hiring Form/Contract attached).
- 2) Upon receipt of the Coaches Hiring Form/Contracts, the Personnel Manager will verify whether or not the following hiring paperwork is on file for each coach:
 - a. current W-4
 - b. current fingerprints/criminal background check
 - c. I-9
- 3) Coaches must make an appointment with the Personnel Manager prior to the start of their season.
- 4) After all the required paperwork is complete, copies will go into the coach's personnel file.
- 5) Copies of the Coaches Hiring Form/Contract, W-4 and I-9 will be sent to payroll department.

COACHES INTENT TO HIRE FORM FOR HINSDALE

District		School:	
----------	--	---------	--

We intend to hire:	
For the Sport of:	
Starting Date:	
Ending Date:	
For a Salary of:	
Paid following the Season on about	

***BEFORE** said coach is allowed to start the coaching process, the Personnel Manager must have, on file, an I-9, current W-4, fingerprint process in motion, and this Coaches Intent to Hire form.*

Principal's Signature	Date
Athletic Director's Signature	Date
Coach's Signature	Date
Coach's Address	
Street	City
State	Zip
Phone	Work Phone

COACHES INTENT TO HIRE FORM FOR WINCHESTER

District

School:

We intend to hire:	
For the Sport of:	
Starting Date:	
Ending Date:	
For a Salary of:	
Paid following the Season on about	

Winchester Specific: The end of season report must be filed with the athletic director upon the conclusion of the season. Upon review by the athletic director and substantial compliance with the reporting requirements, payment will be issued.

BEFORE said coach is allowed to start the coaching process, the Personnel Manager must have, on file, an I-9, current W-4, fingerprint process in motion, and this Coaches Intent to Hire form.

Principal's Signature		Date	
Athletic Director's Signature		Date	
Coach's Signature		Date	
Coach's Address			
Street		City	
State		Zip	
Phone		Work Phone	

COACHES INTENT TO HIRE FORM FOR ELEMENTARY SCHOOL

District	Monadnock Regional School District	School:	
----------	------------------------------------	---------	--

We intend to hire:	
For the Sport of:	
Starting Date:	
Ending Date:	
For a Salary of:	
Paid following the Season on about	

***BEFORE** said coach is allowed to start the coaching process, the personnel manager must have, on file, an I-9, current W-4, fingerprint process in motion, and this Coaches Intent to Hire form.*

Principal's Signature	Date	
Athletic Director's Signature	Date	
Coach's Signature	Date	
Coach's Address		
Street	City	
State	Zip	
Phone	Work Phone	

MONADNOCK REGIONAL MIDDLE/SENIOR HIGH SCHOOL COACHING CONTRACT

This agreement is offered with the exception that there will be enough students interested in this activity. If, in the judgement of the principal and the athletic director, there are insufficient students to warrant offering this activity, this agreement will be void.

Offered to:	
Compensation for the 2004 School Year (Payable upon completion of all duties)	
Coaching Activity	
Responsibilities	See Current Athletic Handbook
Coach's Signature:	
Address:	
Social Security Number:	
Telephone:	
Athletic Director's Signature:	
School Principal's Signature:	
Date:	

Please fill in and return to Athletic Director: Ellen Cronin

PROCEDURES FOR STUDENT TEACHERS:

Student teachers are assigned to SAU #38 schools from the following colleges:

- Keene State College
- Franklin Pierce; and
- Antioch

KEENE STATE COLLEGE regularly sends a letter to the Superintendent in August (for the Fall) and January (for the Spring) providing the name of the student teacher, and the school of assignment. Keene State College will provide a criminal background check on all their student teachers prior to their placement in our schools.

FRANKLIN PIERCE will send a letter to the individual school when they are placing a student teacher in one of our schools. Written notification will also be sent to the Personnel Manager providing the name of the teacher, their assigned school, the dates of their assignment, and whether a successful criminal background check has been completed. If an individual school received notification from Franklin Pierce of an assignment and becomes aware that a copy of that assignment has not been sent to the Personnel Manager, please notify the Personnel Manager immediately.

ANTIOCH student teachers select a school and teacher mentor of their own choice. Each Antioch student teacher receives a handbook from Antioch instructing them to have a criminal background check done prior to starting their student teaching. If your school is having an Antioch student teacher, please notify the Personnel Manager of that person's name and telephone number prior to their start date. This will allow the Personnel Manager the chance to verify that a successful criminal background check has been done and which school has been assigned to the student teacher prior to their start date.

SAU Forms
Group One

HIRING FORM, CHANGE OF EMPLOYMENT OR PAY FORM
NON-CERTIFIED PERSONNEL

SCHOOL ADMINISTRATIVE UNIT NO. 38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

EMPLOYMENT INFORMATION:

DISTRICT:

Employee section:

Name:	Social Security #:	DATE OF BIRTH:
Telephone # (With Area Code)		State:
Address:	City:	Zip:

Employer section:

New Position: Yes ☐ No: ☐	Title:	Location:
Replacement Position: Yes ☐ No: ☐		Replacing:
Starting Date:		
Immediate Supervisor:	Hrs. / Day:	Hourly Rate:
Days Per Year:		
Payroll Supervisor at Site:		

The I9, W4, and the Criminal Check must accompany this form before the employee can be put on payroll.

THIS SECTION IS FOR CHANGES OF EMPLOYMENT CONDITIONS ONLY

POSITION CHANGE:

Effective date	Title:
Location: None	Former Title

WAGE CHANGE:

Current rate / hr.	New rate / hr.	Effective:
--------------------	----------------	------------

TIME CHANGE:

Current hrs. / day	New hrs. / day	Effective:
--------------------	----------------	------------

LOCATION CHANGE:

Current Location	New Location	Effective:
------------------	--------------	------------

OTHER CHANGES

DATE:

SIGNATURE

BLDG. PRINCIPAL
OR SUPERVISOR

The above is subject to the approval of the Superintendent and or Business Manager.

FOR SAU USE ONLY:

Earning Code

Budget Acct.

Benefits offered: yes no

Date

Business Manager Approval

PAYROLL INFORMATION FORM AND PAYROLL REPORT PROCEDURES

THE EMPLOYMENT INFORMATION FORM: See Previous Page

EMPLOYEE SECTION: To be completed by the person being hired.

EMPLOYER SECTION: To be completed by the supervisor. All sections are necessary to be completed as the information determines benefits, pay status, etc. The payroll supervisor named here is responsible to add this person to their payroll report. It is important that they receive the adequate information needed to do this. Any problems with an individual's pay should be directed to the payroll supervisor. If the problem is with the payroll dept., the payroll supervisor will notify the payroll office. It is important all new staff understand this.

PAYROLL SUPERVISORS EACH LOCATION:

1. Payroll supervisors should be assigned by location.
2. Each location has a payroll supervisor.
3. If an employee is floating in the District, arrangements must be made for them to report to the most likely payroll supervisor.

SECTION FOR CHANGES OF EMPLOYMENT CONDITIONS ONLY:

- ❖ This section (halfway down on the form) must be completed when an existing employee changes their employment status. It is important this information is relayed to the payroll supervisor if there is a change in hours worked so that the payroll hours report is accurate.
- ❖ If a new payroll supervisor is part of the change, it is important that the information be forwarded to the new payroll supervisor. The obvious part of this form should be completed by the former supervisor and the new by the new supervisor.
- ❖ If there is a location change the former area should be completed and initialed and the form given to the employee transferring to a new location and the new information completed by the new supervisor. It is then forwarded to the SAU office immediately.

IT IS NECESSARY FOR THE BUILDING PRINCIPAL TO SIGN ALL EMPLOYMENT INFORMATION FORMS ORIGINATING FROM THE SCHOOLS.

MAINTENANCE AND FOODSERVICE HIRES MUST BE SIGNED OFF BY THE RESPECTIVE DIRECTORS.

NAME AND ADDRESS CHANGE FORM

SCHOOL ADMINISTRATIVE UNIT NO. 38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

District:	
Location:	

Employee's Name:	
Effective Date of Change:	

Complete Applicable Changes Only

Employee section:

Employee's New Name:	Social Security #:	
Reason for Change:	Marriage ☐	Legal Reasons ☐
New Telephone #		
New Address:	City:	State: Zip:

SUBSTITUTE TEACHER APPLICATION

SCHOOL ADMINISTRATIVE UNIT NO. 38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

DATE _____

NAME _____

ADDRESS _____

TELEPHONE _____
(day) (evening)

I WILL BE AVAILABLE TO SUBSTITUTE DURING THE 20__-20__ SCHOOL YEAR IN THE
FOLLOWING DISTRICTS:

___ HINSDALE

___ WINCHESTER

___ MONADNOCK

DAYS AVAILABLE _____

MONTH/WEEKS AVAILABLE _____

GRADES LEVELS AND SCHOOLS PREFERRED: _____

Kindergarten ___ Primary ___ Secondary ___ Jr. High ___ High School ___

Are you a certified teacher? Yes ___ No ___

FOR OFFICE USE ONLY. DO NOT WRITE IN THIS BOX.

Approved by Superintendent: _____

Date: _____

EDUCATION:

List the names of all educational institutions attended, their location, dates – beginning with High School

SCHOOL/COLLEGE & LOCATION

DATES ATTENDED

DEGREE EARNED

TEACHING EXPERIENCE:

OTHER WORK EXPERIENCE:

NAME AND LOCATION

DATES

REASON FOR LEAVING

PERSONAL DATA:

My health condition allows me to carry out the normal duties of a TEACHER: Yes___ No___

Have you ever been convicted of a crime (including driving while impaired or its equivalent, but excluding minor motor vehicle offenses) that has not been annulled by a court of law? If yes, explain.
Yes___ No___

SCHOOL ADMINISTRATIVE UNIT NO. 38

By my signature below, I authorize School Administrative Unit No. 38 to conduct any and all inquiries that the Administration may deem necessary or advisable in order to verify the information provided by me in this application. I certify that the information given is true and complete to the best of my knowledge and belief. I understand that any statement I have furnished which is shown to be false when made will be cause for disregard of this application or will be cause for my immediate dismissal if I have been hired. I authorize any former employer, or any other person, firm, corporation, credit agency or government agency to provide SAU #38 with any information concerning me. In addition, I release such employer, person, firm, corporation, credit agency or government agency from any previous agreement, verbal or written, which would prohibit the release of information pertinent to my application for employment within SAU #38. I release and hold harmless SAU #38, its school districts, and such providers of information about me from any liability which results from the furnishing and review of this information.

Signature of applicant

Date

NOTICE OF NON DISCRIMINATION

The School Districts of School Administrative Unit No. 38 (Hinsdale School District, Monadnock Regional School District, and the Winchester School District) do not discriminate in their educational programs, activities or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, religion, pregnancy, marital status, physical or mental disability, or any other protected characteristic under state or federal law, under the provisions of Title VII of the Civil Rights Act of 1964, as amended; Title VI and Title IV of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1963; the Civil Rights Act of 1866; the Rehabilitation Act of 1973, including Section 504; the Older Workers' Benefit Protections Act; the New Hampshire Laws Against Discrimination, RSA 354-A; Title IX of the Education Amendments of 1972; the Education of All Handicapped Children Act of 1975; the Individuals with Disabilities in Education Act of 1990; the Americans with Disabilities Act of 1990; and any other federal or state human rights laws. Any persons having inquiries concerning School Administrative Unit No. 38's policies of compliance with the regulations implementing these laws may contact: Assistant Superintendent for Student Services, SAU No. 38, 600 Old Homestead Highway, Swanzey, NH 03446. The School Districts of School Administrative Unit No. 38 will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and its implementing regulations.

EQUAL OPPORTUNITY EMPLOYER

CURRENT EMPLOYEE SUMMER HIRE FORM

SCHOOL ADMINISTRATIVE UNIT NO. 38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

District:

Name: Summer Position:

Location: <input type="text"/>	Hourly Rate: \$ <input type="text"/>	Per Diem Rate: \$ <input type="text"/>
--------------------------------	--------------------------------------	--

Program Starts: <input type="text"/>	Program Ends: <input type="text"/>
Reports Hours to: <input type="text"/>	Program Coordinator: <input type="text"/>
Summer Program <input type="text"/>	Account Charged: <input type="text"/>
School Year Position: <input type="text"/>	Location: <input type="text"/>

Authorized By: <input type="text"/>	Signature: <input type="text"/>
Date: <input type="text"/>	

SAMPLE REASONABLE ASSURANCE FORM FOR MONADNOCK
(EXCEPT FOOD SERVICE)

MONADNOCK REGIONAL SCHOOL DISTRICT
LETTER OF REASONABLE ASSURANCE

TO: NAME
TITLE
SCHOOL

FROM: Curtis J. Cardine, Superintendent SAU #38
DATE: June 2004
RE: 2004-2005 Assignments

1. We intend to employ you for the 2004-2005 school year. You will be paid at an hourly rate of ____ for ____ hours of work per week and ____ days per work year commencing on _____. Your assignment, work hours and rate of pay are contingent upon funding approval, changing needs, and work performance. If any of these factors are exercised, you will be notified in writing and in advance.
2. Your eligibility for benefits remains the same and in accord with the Monadnock Support Staff Association Agreement for the period of July 1, 2004 to June 30, 2005.
3. There is some additional information on the reverse of this form and you are requested to complete as much of it as you can. If you need to discuss, please call us. If you want or need to change some of the options listed, please stop by the SAU#38 Office. You must call to make any changes to your insurance benefits. *Completion of the back of this form DOES NOT change your status.*
4. Please complete the section below and return it to the Personnel Manager at SAU#38 within five (5) days, and indicate whether or not you are accepting employment with the Monadnock Regional School District for the 2004-2005 school year.

TO: SAU#38 for Monadnock Regional School District Date: _____

I acknowledge receipt of your memo relative to the 2004 / 2005 school year schedules and arrangements. I (INTEND) (DO NOT INTEND) on returning as a Monadnock Regional School District employee for the 2004 / 2005 school year.

Signature _____

Telephone Number _____

Address: (City, State, Zip Code) _____

SAMPLE REASONABLE ASSURANCE FORM FOR MONADNOCK
(FOOD SERVICE)

MONADNOCK REGIONAL SCHOOL DISTRICT FOOD SERVICE
LETTER OF REASONABLE ASSURANCE

TO: NAME
TITLE
SCHOOL

FROM: Curtis J. Cardine, Superintendent SAU #38
DATE: June 2004
RE: 2004-2005 Assignments

1. We intend to employ you for the 2004-2005 school year. You will be paid at an hourly rate of _____ for _____ hours of work per week and _____ days per work year commencing on _____. Your assignment, work hours and rate of pay are contingent upon funding approval, changing needs, and work performance. If any of these factors are exercised, you will be notified in writing and in advance.
2. There is some additional information on the reverse of this form and you are requested to complete as much of it as you can. *Completing the back of this form DOES NOT change your status regarding insurances. You must contact the benefits administrator to change your status.*
3. Please complete the section below and return it to the Personnel Manager at SAU#38 within five (5) days, and indicate whether or not you are accepting employment with the Monadnock Regional School District for the 2004-2005 school year.

TO: SAU#38 for Monadnock Regional School District Date: _____

I acknowledge receipt of your memo relative to the 2004 / 2005 school year schedules and arrangements. I (INTEND) (DO NOT INTEND) on returning as a Monadnock Regional School District employee for the 2004 / 2005 school year.

Signature _____

Telephone Number _____

Address: (City, State, Zip Code) _____

SAMPLE REASONABLE ASSURANCE FORM FOR WINCHESTER

WINCHESTER SCHOOL DISTRICT LETTER OF REASONABLE ASSURANCE

TO: NAME
TITLE
SCHOOL

FROM: Margaret Sullivan, Asst. Superintendent for Winchester and Hinsdale SAU #38
DATE: June 2004
RE: 2004-2005 Assignments

We intend to employ you for the 2004-2005 school year. You will be paid at an hourly rate of ____ for ____ hours of work per week and ____ days per work year.

Your assignment, work hours and rate of pay are contingent upon funding approval, changing needs, and work performance. If any of these factors are exercised, you will be notified in writing and in advance.

Your eligibility for benefits remains the same.

Please notify your Supervisor or Principal or the Superintendent's Office as soon as possible during the summer, should you decide you will not be available for service next year. This will enable us to find a replacement and provide uninterrupted service for the students.

Please complete the section below and return it to the Personnel Manager at SAU#38 within five (5) days, and indicate whether or not you are accepting employment with the Monadnock Regional School District for the 2004-2005 school year.

TO: Margaret Sullivan, Assistant Superintendent for Hinsdale and Winchester
Date: _____ School and Position: _____

I, _____, acknowledge receipt of your memo relative to the 2004 / 2005 school year schedules and arrangements. I (INTEND) (DO NOT INTEND) on returning as a Monadnock Regional School District employee for the 2004 / 2005 school year.

Signature _____

Telephone Number _____

Address: (City, State, Zip Code) _____

SAMPLE REASONABLE ASSURANCE FORM FOR HINSDALE

HINSDALE SCHOOL DISTRICT LETTER OF REASONABLE ASSURANCE

TO: NAME
TITLE
SCHOOL

FROM: Margaret Sullivan, Asst. Superintendent for Winchester and Hinsdale SAU #8
DATE: June 2004
RE: 2004-2005 Assignments

We intend to employ you for the 2004-2005 school year. You will be paid at an hourly rate of ____ for ____ hours of work per week and ____ days per work year.

Your assignment, work hours and rate of pay are contingent upon funding approval, changing needs, and work performance. If any of these factors are exercised, you will be notified in writing and in advance.

Your eligibility for benefits remains the same.

Please notify your Supervisor or Principal or the Superintendent's Office as soon as possible during the summer, should you decide you will not be available for service next year. This will enable us to find a replacement and provide uninterrupted service for the students.

Please complete the section below and return it to the Personnel Manager at SAU#38 within five (5) days, and indicate whether or not you are accepting employment with the Monadnock Regional School District for the 2004-2005 school year.

TO: Margaret Sullivan, Assistant Superintendent for Hinsdale and Winchester
Date: _____ School and Position: _____

I, _____, acknowledge receipt of your memo relative to the 2004 / 2005 school year schedules and arrangements. I (INTEND) (DO NOT INTEND) on returning as a Monadnock Regional School District employee for the 2004 / 2005 school year.

Signature _____

Telephone Number _____

Address: (City, State, Zip Code) _____

LEAVE OF ABSENCE RETURN FORM

SCHOOL ADMINISTRATIVE UNIT NO. 38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

DISTRICT

SCHOOL:

COMPLETE IMMEDIATELY UPON RETURN FROM LEAVE OF ABSENCE AND SEND TO THE
PAYROLL OFFICE IMMEDIATELY.

NAME OF TEACHER RETURNING:

DATE RETURNED TO WORK:

PRINCIPAL SIGNATURE _____ DATE:

SEPARATION OF EMPLOYMENT NOTICE - ALL STAFF MEMBERS

SCHOOL ADMINISTRATIVE UNIT NO. 38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

(This form must be completed by the principal or supervisor immediately upon employee termination)

District:		Location:	
Employee:		Last Day Worked	

Forwarding Address If Applicable:	
Address:	City: State: Zip:

Reason for Separation:	
Supervisor at Time of Separation:	
Position at Time of Separation:	

PRINCIPAL'S SIGNATURE: _____ DATE: _____

FOR SAU#38 USE ONLY:

BENEFITS APPLICABLE: HEALTH INSURANCE: YES: _____ NO: _____
DENTAL INSURANCE: YES: _____ NO: _____
NHRS YES: _____ NO: _____

COBRA OFFERED _____ NHRS INFORMATION RELEASED _____

SIGNATURE _____ DATE: _____
BENEFITS ADMINISTRATOR

LEAVES OF ABSENCE DATA INFORMATION FORM

SCHOOL ADMINISTRATIVE UNIT NO. 38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

District: _____ School: _____

Employee Name: _____ Last Day Worked: _____

(the above two lines must be completed by the principal immediately upon LOA and sent to the P/R office)

Annual Contract Amount: \$ _____ Days Worked / Year: _____

RECONCILIATION:

No. of days worked before leave	Daily Rate:		
No. of sick days due:	Daily Rate		
		Compensation Due:	
		Compensation Paid:	
		Amount Due Employee:	

Amount due will be paid as follows:

Date:		Amount	
Date:		Amount	
Date:		Amount	
Date:		Amount	
Date:		Amount	
Date:		Amount	
Date:		Amount	
Date:		Amount	
Date:		Amount	
Date:		Amount	

EMPLOYEE WILL BE RESPONSIBLE FOR HEALTH AND DENTAL PREMIUMS BEGINNING
ON:

Health Ins. Monthly Premium _____ Dental Ins. Monthly Premium: _____

Employee Returned to Work _____ Remaining Days to Work _____

Balance of Contract Due: _____ Amt. to be Paid in _____ Pays is... _____

PAYROLL PROCEDURES

The payroll report was designed to eliminate individual time sheets. It is set up to act as an exception report. That is recording only what is not normal working hours and time out.

Individual time cards should be kept on the premises of each location.

There are three versions of the Payroll Report.

1. HOURLY PAY REPORT
2. EQUAL PAY HRLY REPORT
3. GRANT FUNDED HOURLY REPORT
 - a. The hourly report is submitted with a total of actual hours worked in the total reg. hrs. column. If the total hours submitted is not the normal hrs. for an individual, an explanation on the memo line is required.
 - b. The Equal Pay report is prepared with a total number of hours calculated for the entire year. This amt. is stationary in the total reg. hrs. column. It only changes if an individual takes time off without pay. If this happens, the total in the reg. hrs. column should be x out and a new number put beside it.
 - c. The Grant Funded Report can be combined with Equal and Hourly pays. This report has signature lines and should be signed by the employees reported on the report and forwarded to the Grants Manger on a pay period basis. **ONLY GRANT FUNDED PEOPLE ARE REPORTED ON THIS REPORT.**

OVERTIME

All overtime should be recorded in the total OT hours block. Explanation should be on the memo line.

DUE DATES FOR PAYROLL REPORTS

- ❖ MRSD: 8:00 A.M. Monday before Friday pay day.
- ❖ WINCHESTER: 12:00 noon Friday one week before pay Friday
- ❖ HINSDALE: 12:00 noon Friday one week before pay Friday
- ❖ SAU#38: 12:00 noon Friday one week before pay Friday

PROCEDURES FOR SECURITY:

PAYROLL: After checks are printed (employee and Payroll related vendors) they will be placed under lock and key until the last page of the check register showing the total is signed and returned by the treasurer.

BLANK CHECK STOCK: Kept under lock and key.

MICROTONER: Kept under lock and key.

TREASURER SIGNATURE STAMPS: Kept under lock and key.

CORPORATE OR STATE SEALS: Kept under lock and key.

If checks are to be issued early, these due dates should correspond to the same number of days between the due date and the pay date.

TEACHER /STAFF /ADMINISTRATION ATTENDANCE PROCEDURES:

TEACHERS: THE TEACHERS/STAFF ATTENDANCE IS RECORDED ON AN ATTENDANCE FORM BY THE PAYROLL SUPERVISORS. THIS ATTENDANCE REPORT IS SUBMITTED WITH THE PAYROLL REPORT AND IS DUE WITH THE SAME. IT MUST CONTAIN THE FOLLOWING INFORMATION:

1. NAME OF TEACHER/STAFF MEMBER
2. NAME OF SUBSTITUTE – IF APPLICABLE
3. DATE ABSENT
4. REASON FOR ABSENCE

THE INFORMATION CONTAINED ON THIS FORM IS TRANSFERRED TO OUR ATTENDANCE DATABASE.

ADMINISTRATION: ADMINISTRATORS (PRINCIPALS & SAU ADMINISTRATORS) ARE REQUIRED TO SUBMIT A REQUEST FOR TIME OUT TO THE SUPERINTENDENT. SICK DAYS OUT ARE ALSO TO BE REPORTED ON THIS TIME OUT FORM AND SENT TO THE SUPERINTENDENT.

SAU Administrators' will supply their daily/weekly schedules with the following personnel listed below:

Ken Dassau	Administrative Assistant to Superintendent
Interim Superintendent	
Margaret Sullivan	Administrative Assistant for Hinsdale/Winchester
David Hodgdon	Receptionist
Tom Warner	Receptionist
Ken Dassau	Admin. Assistant to Asst. Superintendent of Sped Services
Larry Biron	Receptionist

THIS INFO ALSO WILL BE TRANSFERRED TO OUR DATABASE.

WE DO NOT HAVE THE ABILITY TO PRINT THE ATTENDANCE RECORD ON THE PAYCHECKS. HOWEVER, WE DO HAVE THE ABILITY TO PRODUCE A STATEMENT OF AN INDIVIDUALS ATTENDANCE RECORD.

THIS WILL BE DONE AND DISTRIBUTED ON THE FOLLOWING DATES:

September 30th

December 30th

March 30th

June 30th

On these dates, we will also supply the payroll supervisor with a consolidated report of his/her attendance people he/she is responsible for.

THERE IS A LEAVE REQUEST OUTLINED IN THE TEACHERS' CONTRACTS. THESE FORMS SHOULD BE USED FOR TRACKING ATTENDANCE. THE PRINCIPAL SHOULD SIGN ALL LEAVE REQUESTS AND FORWARD TO THE SUPERINTENDENT AT THE SAU OFFICE.

PAY PERIOD:	
-------------	--

SCHOOL:

EMP ID#	EMPLOYEE NAME	HRS DAY	EARN CODE	EQUAL OR HRLY PAY	HOURLY TO BE PAID	ABSENCE DATES	ABSENCE CODE

MEMO

MEMO

MEMO

MEMO

MEMO

MEMO

MEMO

MEMO

MEMO

MEMO

MEMO

MEMO

MEMO

MEMO

EMPLOYEE SIGNATURE

DATE _____

EMPLOYEE SIGNATURE

DATE _____

EMPLOYEE SIGNATURE

DATE _____

EMPLOYEE SIGNATURE

DATE _____

GRANT MANAGER SIGNATURE:

DATE:

PAYROLL SPECIAL REQUEST FOR PAYMENT FORM

SCHOOL ADMINISTRATIVE UNIT NO. 38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

DISTRICT:

This form is to be used for all requests for SPECIAL payment of special ED , regular ED, or federal stipends.
It can also be used for coaches or advisor stipends.

DO NOT USE THIS FORM TO REPORT HOURLY WAGES.

Name

FOR SPECIAL ED OR REGULAR ED SERVICES:

Description of Services:

FOR FEDERAL GRANT PARTICIPATION:

Description of Services:

OTHER:

Description of Services:

Date:

Hours:

Days:

Other:

Hourly Rate:

Per Diem Rate:

Other:

Date To Be Paid:

Total Payment:

PAYROLL ACCOUNT TO BE CHARGED:

GRANT PROJECT NUMBER (If Applicable):

PAYROLL EARNING CODE:

AUTHORIZED SIGNATURE

TITLE:

DATE:

TEACHER ATTENDANCE REPORT FORM

SCHOOL ADMINISTRATIVE UNIT NO. 38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

DISTRICT SCHOOL:

PAGE OF

PAYROLL PERIOD ENDING
PRINCIPAL'S SIGNATURE

PAYROLL SUPERVISOR: _____ DATE: _____

[illegible]

TEN DAY SERVICE SUBSTITUTE FORM

SCHOOL ADMINISTRATIVE UNIT NO. 38

600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

DISTRICT:

TEN DAY SERVICE FORM

Date Subbed	School	Principal's Signature

Once this form has the required ten signatures, it should be mailed to the above address to the attention of Accounts Payable. You should receive reimbursement within 30 days of receipt.

I have met the requirement of substituting for ten days which entitles me to a refund of the \$(current \$ amount) I originally paid for the criminal check and fingerprint card processing.

Substitute Teacher Signature _____

Date

FORM NOTIFYING ACCEPTANCE AS A SUBSTITUTE

SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HWY
EAST SWANZEY, NH 03446

DATE

<name>

<address>

<city, state, zip>

RE: Substitute Teaching & \$(current \$ amount) Reimbursement

Dear <name>:

We have processed your substitute teacher paperwork, sent your fingerprints to the State of N.H. Department of Safety for a background check, and under the Notice and Acknowledgement of Conditional Employment have added your name to our substitute teacher's list.

Enclosed is a ten-day service form. This form should be signed by the principal of the school you are substituting in for the first ten days of substituting. Once you have completed the ten days, please sign the bottom of the form and return it to the SAU #38 office (the address indicated above), **ATTENTION: Personnel Manager** and they will forward it to the appropriate department for reimbursement of your \$ (current \$ amount) processing fee for your finger prints/criminal records check.

Also enclosed is a portion of the SAU #38 Directory of Schools listing only the schools you indicated as being interested in substituting in. Feel free to give the schools a call and introduce yourself to the Administrative Assistant. The schools have already received an up-dated substitute teacher list with your name added and it is helpful for the Administrative Assistant to be able to familiarize themselves with the new subs.

We welcome you to our school community and thank you for your interest in substituting in the SAU #38 schools.

Sincerely,

Curtis J. Cardine

Curtis J. Cardine
Superintendent
Enclosures (2)

UNAUTHORIZED SUBSTITUTE REQUEST FORM

SPECIAL EXCEPTION REQUEST FOR UNAUTHORIZED SUBSTITUTES

DISTRICT _____

SCHOOL: _____

BEFORE ANY UNAUTHORIZED SUBSTITUTE IS ALLOWED TO SUB IT IS NECESSARY FOR THIS FORM TO BE COMPLETED AND FAXED TO THE SUPERINTENDENT FOR AUTHORIZATION.

Name of principal requesting substitute:	
Name of teacher out:	
Date Out:	
Name of substitute teacher:	
Does substitute you are requesting have paper work in progress ?	Yes ☐ No ☐
If no. Why?	
Have you exhausted your entire authorized sub list?	Yes ☐ No ☐
If no. Why?	

To authorize this substitute it is necessary that we have the following information on record.

Name:	Social Security #:	
Telephone # (With Area Code)		Date of Birth:
Address:	City:	State: Zip:

SUPERINTENDENT'S AUTHORIZATION

I AUTHORIZE _____ TO SUBSTITUTE ON _____

No other date than the one (ones) indicated above are authorized.

Superintendent's signature

Date

LONG TERM SUB REQUEST FORM

SCHOOL ADMINISTRATIVE UNIT NO. 38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

EMPLOYMENT INFORMATION:

DISTRICT:
LOCATION:

Information about Substitute:

Name:		Social Security #:	
Phone:		Date of Birth:	
Address:	Street:	City:	State: Zip:

Information about Teacher Substitute is replacing:

Teacher Being Replaced:		Last Day Worked	
Position:		Start Date:	End Date:
Pay Per Diem:		Sick Days Applicable?	Yes: ☐ No: ☐ (1/month)
Other Benefits Applicable			

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Substitute's Signature: _____ Date: _____

Note: The rate of pay per day for a long term sub is figured on the first step of the salary scale for your district.

SUBSTITUTE TIME REPORT FORM

SCHOOL ADMINISTRATIVE UNIT NO. 38
600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

DISTRICT: _____

PAY PERIOD START DATE: _____ END DATE: _____

Substitute Teacher: Name	Dates Subbed	Total Days Paid
	to	
	to	
	to	
	to	
	to	
	to	
	to	
	to	
	to	
	to	

Substitute Tutor/Assistant Name	Dates /Hours Subbed	Total Hours to be paid
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	

Principal's Signature _____

Date _____

SAU PROCEDURES FOR THE ACQUISITION OF TECHNOLOGIES

1. All new technology acquisitions (and evaluation of bids for technologies) should adhere to specifications as required for network/internet work integration and system/software compatibility. The technology team for the SAU (consisting of the Director of Technology and the District Tech Coordinators) shall set these guidelines in conference with the District Technology Committees. These specifications include but are not limited to:
 - a) Warranty period: three year minimum, parts and labor
 - b) Hardware specifications: compatible with existing networks and future network plans, applications, network hardware (NIC's, cabling, monitors, etc) and the long range technology plans.
 - c) Manufacturer: due to stringent requirements from the network operating system developers, support companies and internet providers and carriers, specific manufacturers may be required to validate contracts.
 - d) Purchases should be screened by the District Coordinator and/or the SAU Director of Technology for eligible educational discounts.
2. No installations of hardware, cards or other electronic peripherals should be attempted without consulting the District Coordinator and/or the SAU Director of Technology to avoid costly damage, wasted resources or incompatibility issues.
3. No software should be installed except from the original media owned by the district or school in conjunction with the above guidelines and with proper licensing. Any question about licensing or compatibility should be represented to the District Coordinator and/or the SAU Director of Technology.
4. Any failure to follow the above guidelines will cause the negative impact (incompatibility, network failure, equipment damage, legal action) to be the responsibility of the individual involved.

APPROPRIATE USE OF TECHNOLOGY AND PRIVACY POLICY

1. All computer and electronic equipment, including hardware, software, and portable personal computers, are the property of the school district.
2. The computer systems are provided for business or educational purposes. Employees shall not use the systems for personal use, and employees should not use the systems for any offensive or unlawful purpose including, but not limited to: destruction or damage to equipment, software, or data belonging to the entity or others; disruption or unauthorized use of accounts, access codes, or identification numbers; use of computer resources to send or store messages and/or materials with the intent to defraud, harass, defame, or threaten others; use of computer resources in ways which intentionally or unintentionally impede the computing activities of others; and using computer resources to access adult oriented sites that contain descriptions or depictions of a pornographic nature, or that permit access to gambling facilities over the internet.
3. Staff shall not download any files from the internet that will change their computers operation (screen savers, videos, programs, etc) without the specific permission from the administrators that maintain these computers: the building technology coordinator or the SAU Technology Director. Failure to seek approval for downloads could result in disciplinary action or a fee to repair any damages caused to the computer or the network. Being on a network with other computers locally and world-wide carries a great deal of responsibility and caution.
4. The school reserves the right to monitor, access, change, delete, review and/or retrieve any and all information stored or transmitted on the computer systems, including information which may have been deleted but still exists on such systems.
5. The school does not guarantee the privacy or security of any item stored or transmitted on the computer systems, and the employee should not have any expectation of privacy with respect to any information transmitted or stored on school computer systems (even if a password is required to access such information).
6. Upon request, an employee is required to deliver to the school all passwords to access all school computer documents and diskettes as well as all school computer and electronic systems.
7. Any use of the computer that violates the school's sexual harassment and/or antidiscrimination and/or anti-violence policies will result in discipline.
8. Users are expected to report serious policy violations that they observe. Such reports should be made to your building principal or the Director of Technology for investigation.
9. If you are functioning in your capacity as an employee of the SAU, you must comply with all SAU policies and standards of decorum even if you are using a computer and/or electronic equipment not owned by the school district.
10. All uses that are not otherwise permitted under this policy are expressly prohibited. Violations of this policy will result in discipline.

INTERNAL ACCOUNT MANAGEMENT:

At each school, the principal may authorize an internal account for the purposes of maintaining funds germane to the school building. The district provides QUICKEN™ software to each school as the preferred accounting software for individual schools. While the fund may be a single bank account, individual groups should have their own accounts within the main account. Example: There may be one TROY SCHOOL ACTIVITY ACCOUNT with many sub-groups represented in the accounting ledger in QUICKEN™.

- d) **RECEIPTS FOR DEPOSITS:** Cash and deposits made to these accounts need to be accounted for by a receipt to the group making a deposit signed by the person in charge of the internal accounts and the person representing the group. (i.e.: The person handing the cash in with a list of what the cash is for).
- e) **DEPOSITS:** Need to be made in a timely manner. Cash should be deposited on the day received or the next business day.
- f) **ACCOUNTING:** Funds need to be accounted for immediately. A printout of all activity in an account should be provided.
- g) **CHECK WRITING:** All checks drawn on the Internal Account need to be accounted for by a CHECK REQUEST (Cash request form with supporting invoices). After a check is written a printout showing the activity on this account should be provided as a hard copy of the transaction.
- h) **AUTHORIZED SIGNATURE:** All checks should be SIGNED by the building principal and one other designated person, (usually the custodian of the account). SAU #38 does not authorize the use a rubber signature stamp for the principal's signature.

DISTRICT CLERK – JOB DESCRIPTION

- QUALIFICATIONS:**
1. Experience in administrative affairs
 2. Understanding of voting principles
 3. Willing to devote time during District elections

REPORTS TO: Monadnock Regional School Board Chair

SUPERVISES: Supervises Deputy School District Clerks assigned to the towns of:
Fitzwilliam, Richmond, Troy, Surry, Sullivan, Gilsum, Roxbury and Swanzey

JOB GOAL: To provide leadership in developing procedures and to maintain good control of election materials. To assist the moderator in the supervision of the elections and annual meeting for the School District.

RESPONSIBILITIES: The District Clerk will:

- Coordinates with the Assistant to the Superintendent the advertising of open positions on the School Board, Budget Committee, Moderator, District Clerk, Deputy District Clerks, Treasurer and Deputy Treasurer for the District and insure all are posted at each of the town posting places and also advertised in the Keene Sentinel in a timely manner and according to N.H. Revised Statutes Annotated (RSA).
- Monitor declarations for candidacy for elected positions and obtain all applications from the SAU #38 receptionist to develop a ballot for elections. After ballot is developed, printing and counting of such ballots will be accomplished for distribution.
- Distribute N.H. DRA Form MS-27, the Warrant and Ballot to the Deputy Clerks of each town and to insure timely posting as requested by the staff of SAU#38 for the March District Meeting.
- Insure that the Deputy Clerks for each Town in the District have obtained adequate personnel to monitor the election at their respective Town polling places and also that enough ballot clerks are available to start counting the ballots immediately upon closing of the polls.
- Establish an immediate tabulation and reporting system for reporting of election results to the press and other interested parties, the reporting location being the SAU #38 office.
- Arrange to receive all sealed ballots from the Town polling places at the SAU #38 Offices immediately after completing the counting of the ballots. Such ballots will be in the immediate control of the Deputy Clerks until relieved by the District Clerk.
- Responsible for attending and recording the Annual School District Meeting deliberative session that is held in February of each year at the time specified by law and assist the Moderator with any of his needs. Insure the Deputy Clerks are present to help with traffic control and flow. Coordinates set up of meeting place with buildings of grounds, fire department and police department. Bring materials and set up the checklist supervisors. Assist with the ballot votes during the meeting.
- Responsible for other duties as determined by the School Board through its chair.

DISTRICT TREASURER – JOB DESCRIPTION

QUALIFICATIONS: 1. Experience in financial affairs
2. Knowledge of bookkeeping principles

REPORTS TO: School Board

SUPERVISES: Deputy District Treasurer, if one is appointed

JOB GOAL: To assist in developing procedures and to maintain good control of financial system of the District, and to assist the Business Manager and members of the School Board in the financial affairs of the District.

RESPONSIBILITIES: The District Treasurer will:

- Perform all duties as specified in N.H. Revised Statutes Annotated (RSA) 197:23-A.
- Apprise the Deputy Treasurer (if one is assigned) of the financial position of the District in the event of a temporary absence for sickness or vacation so the affairs of the District can continue without interruption.
- Reconcile the bank accounts to the Advanced Data System (ADS) financial reports provided by the Business Office.
- Reconcile cancelled checks in the ADS system or manually do same monthly.
- Coordinate fund requirements with the Business Manager and/or the Assistant Business Manager and transfer funds as necessary.
- Obtain funds from the Towns as required by the Business Office.
- Produce a monthly report as per the attached for the School Board and Business Manager.
- Contact the Business Office weekly and check distribution box for deposit slips and other correspondence.
- Other duties as assigned by the School Board.

DEPUTY SCHOOL DISTRICT TREASURER – JOB DESCRIPTION

- QUALIFICATIONS:
1. Experience in financial affairs
 2. Knowledge of bookkeeping principles

REPORTS TO: District Treasurer and the Monadnock School Board

JOB GOAL: To assist in developing procedures and to maintain good control of financial system of the District, and to assist the Treasurer and the Business Manager and members of the School Board in the financial affairs of the District.

RESPONSIBILITIES: The Deputy Treasurer will:

- Perform all duties as specified in N.H. Revised Statutes Annotated (RSA) 197:23-A and RSA 197:24- during the absence of the Treasurer or as agreed to by the Treasurer.
- Apprise the Treasurer of the financial position of the District in the event of a temporary absence of the Treasurer for sickness or vacation so the affairs of the District can continue without interruption.

In the event the Treasurer is not available, the Deputy Treasurer will:

- Reconcile the bank accounts to the Advanced Data System (ADS) financial reports provided by the Business Office.
- Reconcile cancelled checks in the ADS system or manually do same monthly.
- Coordinate fund requirements with the Business Manager and/or the Assistant Business Manager and transfer funds as necessary.
- Obtain funds from the Towns as required by the Business Office.
- Produce a monthly report as per the attached for the School Board and Business Manager.
- Contact the Business Office weekly and check distribution box for deposit slips and other correspondence.
- Other duties as assigned by the Treasurer or the Monadnock School Board.

TREASURER'S PROCEDURES (SIGNING DISTRICT CHECKS)

SAU #38 has opted to use the following system of checks and balances regarding checks requiring district treasurer's signatures. These procedures drastically reduce the amount of time required (traveling to and from the treasurer's home) to process checks and maintain the integrity of our accounting procedures. The previous page describes security procedures at the office regarding checks.

PAYROLL:

- A. The last page of the check register will be faxed for the Treasurer's information and coordination of the amount dispersed.
- B. The complete register and EFTPS report will be mailed as scheduled with the individual Treasurer.
- C. Any other payroll related information will be mailed as it is deemed necessary.

ACCOUNTS PAYABLE:

- A. The last page of the check register will be faxed similar to the payroll routine.
- B. After the board meeting the signed warrants and entire check register will be mailed.

BANK TRANSFERS:

Treasurers are responsible for bank/pool transfers and to obtain the best investment policy for funds on hand. Transfers will be initiated to cover manifests as advised by the Business Manager's Assistant or the Business Manager.

**School Administrative Unit #38
Public Session Notice**

The School Administrative Unit #38 Board will meet
on Wednesday, May 2, 2007 at 7:00 p.m.
at Dr. George Emerson Elementary School in Fitzwilliam NH
for the regularly scheduled Annual Meeting.

 *** TX REPORT ***

TRANSMISSION OK

TX/RX NO	3284	
CONNECTION TEL		
CONNECTION ID		3529733
ST. TIME	Keene Sentinel	
USAGE T	04/18 17:37	
PGS. SENT	00'47	
RESULT	2	
	OK	



N. H. SCHOOL ADMINISTRATIVE UNIT NO. 38
 600 Old Homestead Highway
 Swanzey, New Hampshire 03446
 Telephone: (603) 352-6955 Fax: (603) 358-6708
 www.sau38.org

FAX TRANSMITTAL

DATE: April 18, 2007

TO: Public Notice Advertising, Keene Sentinel

FAX: (603) 352-9733

FROM: Terry Stepenuck
 352-6955 x401

PAGES: 2 (including cover sheet)

MESSAGE

Please place the attached SAU # 38 Public Session Notice
 to run for one day – April 25, 2007.

Upon receipt of this fax, please call with a price quote
 and verification of run date.

Thank you.

Bill to:
 SAU #38

Kenneth R. Dassau, Ed.D.
 Superintendent

Telephone: 352-6955
 Extension: 405
 kdassau@mrds.org

Margaret A. Sullivan
 Assistant Superintendent
 for Winchester and Hinsdale

Extension: 407
 masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
 Assistant Superintendent
 for Curriculum and Instruction

Extension: 409
 dhodgdon@mrds.org

Judith E. Bischoff, M.Ed.
 Director of Special Services

Extension: 417
 jbischoff@mrds.org

Katherine E.L. Chambers
 Business Manager

Extension: 406
 kchambers@mrds.org



N. H. SCHOOL ADMINISTRATIVE UNIT NO. 38
600 Old Homestead Highway
Swanzey, New Hampshire 03446
Telephone: (603) 352-6955 Fax: (603) 358-6708
www.sau38.org

FAX TRANSMITTAL

DATE: April 18, 2007

TO: Public Notice Advertising, Keene Sentinel

FAX: (603) 352-9733

FROM: Terry Stepenuck
352-6955 x401

PAGES: 2 (including cover sheet)

MESSAGE

Please place the attached SAU # 38 Public Session Notice to run for one day – April 25, 2007.

Upon receipt of this fax, please call with a price quote and verification of run date.

Thank you.

Bill to:
SAU #38
600 Old Homestead Highway
Swanzey, NH 03445
Acct. No: 503
PO# PN 41807

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrdsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent
for Curriculum and Instruction

Extension: 409
dhodgdon@mrdsd.org

Judith E. Bischoff, M.Ed.
Director of Special Services

Extension: 417
jbischoff@mrdsd.org

Katherine E.L. Chambers
Business Manager

Extension: 406
kchambers@mrdsd.org

Thomas C. Warner
Director of Computer Technology

Extension: 410
twarner@mrdsd.org

*** TX REPORT ***

TRANSMISSION OK

TX/RX NO 3283
CONNECTION TEL 18022571305
CONNECTION ID
ST. TIME 04/18 17:36
USAGE T 00'29
PGS. SENT 2
RESULT OK



Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsl.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent
for Curriculum and Instruction

Extension: 409
dhodgdon@mrsl.org

Judith E. Bischoff, M.Ed.
Director of Special Services

Extension: 417
jbischoff@mrsl.org

Katherine E.L. Chambers
Business Manager

N. H. SCHOOL ADMINISTRATIVE UNIT NO. 38
600 Old Homestead Highway
Swansey, New Hampshire 03446
Telephone: (603) 352-6955 Fax: (603) 358-6708
www.sau38.org

FAX TRANSMITTAL

DATE:

TO: PUBLIC NOTICE ADVERTISING
BRATTLEBORO REFORMER
ATTN: TERRY

FAX: (802) 257-1305

FROM: Terry Stepenuck
603 352-6955 x401

PAGES: 2 (including cover sheet)

MESSAGE

Please place the attached **PUBLIC SESSION NOTICE**
for SAU #38 to run for one day on April 25, 2007.

Upon receipt of this fax, please call with a price quote
and verification of run date(s).

Thank you.



N. H. SCHOOL ADMINISTRATIVE UNIT NO. 38
600 Old Homestead Highway
Swansey, New Hampshire 03446
Telephone: (603) 352-6955 Fax: (603) 358-6708
www.sau38.org

FAX TRANSMITTAL

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent
for Curriculum and Instruction

Extension: 409
dhodgdon@mrsd.org

Judith E. Bischoff, M.Ed.
Director of Special Services

Extension: 417
jbischoff@mrsd.org

Katherine E.L. Chambers
Business Manager

Extension: 406
kchambers@mrsd.org

Thomas C. Warner
Director of Computer Technology

Extension: 410
twarner@mrsd.org

DATE:

**TO: PUBLIC NOTICE ADVERTISING
BRATTLEBORO REFORMER
ATTN: TERRY**

FAX: (802) 257-1305

**FROM: Terry Stepenuck
603 352-6955 x401**

PAGES: 2 (including cover sheet)

MESSAGE

Please place the attached **PUBLIC SESSION NOTICE**
for SAU #38 to run for one day on April 25, 2007.

**Upon receipt of this fax, please call with a price quote
and verification of run date(s).**

Thank you.

**Bill to:
SAU #38
600 Old Homestead Highway
Swansey, NH 03445
Acct. No: R1276
PO#41807**

The Keene Sentinel

To be placed wherever convenient sometime next week.

Run **Public Notice for one day April 25, 2007.**

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer

To be placed wherever convenient sometime next week

Run Public Notice for one day April 25, 2007.

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

School Administrative Unit #38

Public Session Notice

The School Administrative Unit #38 Board will meet on

Monday, April 16, 2007 at 6:30 p.m.

in the

Library at Hinsdale High School

Hinsdale NH

To take action on the Health Insurance Bid

The Keene Sentinel

To be placed wherever convenient sometime next week

Run **Public Notice for one day.**

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer

To be placed wherever convenient sometime next week

Run Public Notice for one day.

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446



N.H. School Administrative Unit #38

600 Old Homestead Highway
Swanzey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

April 3, 2007

Kenneth R. Dassau, Ed.D.

Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan, CAGS

Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.

Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrsd.org

Katherine E. L. Chambers, BS

Business Manager

Extension: 406
kchambers@mrsd.org

Thomas C. Warner, M.Ed.

Director of Computer Technology

Extension: 410
twarner@mrsd.org

Judith E. Bischoff, M.Ed.

Interim Director of Special Services

Extension: 417
jbischoff@mrsd.org

SPECIAL MEETING SCHOOL ADMINISTRATIVE UNIT 38 BOARD Wednesday, April 4, 2007 6:30 PM

**Meeting to be held in the Library at
Winchester Elementary School
Winchester NH**

Agenda:

- | | |
|---------|--|
| 6:30 pm | Call to Order |
| 6:35 pm | Nomination of SAU Treasurer |
| 6:40 pm | Non-Public Session in accordance with RSA 91-A:3 II (b)
- hiring of a public employee(s) |
| 7:00 pm | Return to Public Session |
| 7:10 pm | Adjournment |



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swansey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan, CAGS
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrsd.org

Judith E. Bischoff, M.Ed.
Interim Director of Special Services

Extension: 417
jbischoff@mrsd.org

Katherine Chambers, MBA
Business Manager

Extension: 406
kchambers@mrsd.org

Thomas C. Warner, M.Ed.
Director of Computer Technology

Extension: 410
twarner@mrsd.org

SAU 38 School Board Meeting Agenda for Wednesday, December 6, 2006 7pm

**Meeting to be held in Hinsdale, NH
in the cafeteria at Hinsdale High School**

- | | |
|-----------|--|
| 7:00 p.m. | Call to Order
Public Hearing on the SAU #38 2007-2008 Budget |
| 7:30 p.m. | Close of Public Hearing |
| 7:30 p.m. | Approval of the SAU #38 Board minutes of November 1, 2006 - public and non-public meetings. |
| 7:35 p.m. | New Business
1. SAU Audit Report – K. Chambers
2. Request from the Town of Surry – R. Todd |
| 7:35 p.m. | Old Business
1. Superintendent Evaluation
2. SAU Personnel Searches Updates
a. SAU assistant superintendent for Winchester and Hinsdale
b. SAU Director of Technology
3. Bidding SAU Health Insurance
4. Response from the Attorney General re. insurance reporting |
| 7:50 p.m. | Public Comments |
| 7:55 p.m. | Setting the next Meeting's Agenda
Wednesday, May 2, 2007 Emerson School in Fitzwilliam NH at 7pm
1. SAU 38 Procedures Manual update
2. Budget 2007-2008 |
| 8:30 p.m. | Non Public Session
RSA 91-A:3II(a) – Setting compensation |
| 8:45 p.m. | Return to Public Session |
| 8:46 p.m. | Adjournment |

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of November 1, 2006

Attendance:

Monadnock Regional: Colline Dreyfuss, Jonathan Kenyon and Susan Oerman

Winchester: Colleen Duquette, Chris Thompson and Valerie Cole

Hinsdale: Tammy Akeley and Wayne Temmen.

SAU Administration: Ken Dassau, Superintendent, Katie Chambers, Business Manager, David Hodgdon, Assistant Superintendent and Tom Warner, Dir. of Technology.

C. Dreyfuss called the meeting to order at 7:05 PM.

- A. **Approval of the Minutes of October 12, 2006. MOTION:** C. Duquette **MOVED** to approve the October 12, 2006 Public Minutes as presented. **SECOND:** J. Kenyon. **DISCUSSION:** J. Kenyon explained that his comments regarding the minutes being sealed until the end of litigation and there not being a cover up were actually the MRSD Minutes not the SAU Minutes. **VOTE:** Hinsdale 1-yes 1-abstain, Winchester 2-yes 1-abstain and Monadnock 2-yes 1-abstain. **Motion passes.**

B. Old Business:

1. **Superintendent Evaluation:** C. Dreyfuss explained that she had contacted the members by email but has not heard from D. Seymour. She will call him and let him know the dates for the meetings.

C. New Business:

1. **SAU Personnel Searches Update:**

a. **SAU assistant superintendent for Winchester and Hinsdale:**

T. Akeley reported that the committee met earlier this evening. They would like to meet with the NHSBA to discuss the timeline for the ads and then go over the applications at a later date.

- b. **Director of Technology:** K. Dassau passed out the composition for the committee for the search. K. Dassau will contact the individuals and ask them to serve on the committee. The Boards will contact K. Dassau with their members as soon as possible.

2. **Bidding the SAU Health Insurance:** K. Chambers asked if the SAU Board was interested in joining with MRSD and bidding out the employee health insurance of the district. She would like to see what is out there. MRSB voted to bid out a broker and then to select. W. Temmen commented that his employees do not stop at the river. C. Duquette also said that. K. Chambers explained that there would be a fee for the broker. She explained that the fee is usually a percentage. She said that they could limit to 3% or a dollar amount. W. Temmen asked if it was all or nothing. K. Chambers explained that she would prefer to do all. C. Thompson was concerned if this would effect negotiations. K. Chambers explained that during the next negotiations meeting this topic should be explained. If both parties are in agreement there can be a change. K. Chambers would like direction from the Board in order to get the proposals in for the December Meeting. W. Temmen asked that K. Chambers check into what Hinsdale is already doing about the health insurance issue. **MOTION:** W. Temmen. **MOVED** to have the administration pursue looking into a broker to determine future healthcare costs. **SECOND:** C. Thompson. **VOTE:** 8-yes. **Motion passes.**

3. **Town of Surry:** K. Dassau explained that in Dec. of 2005 the Town of Surry voted to withdraw from the MRSD. The process for withdrawal is scripted by RSA. The committee has been formed and the feasibility and suitability study is underway. The

Town of Surry is asking to stay within SAU 38. He explained that the lawyer for the Town of Surry, Rebecca Todd wanted to be present but could not be. She is asking that this issue be tabled until the December Meeting so that she could be present. K. Dassau explained the issues such as the impact on the SAU and the SAU personnel would be discussed. He said that he hopes to have figures available at the December meeting when R. Todd is present. K. Dassau explained that he spoke to Michelle Munson the Superintendent for SAU #29 and she did not recall that R. Todd ever approached them on Surry joining SAU # 29.

4. **SAU Budget 2006-2007 presentation:** The budget was passed out to the members of the Board. K. Chambers read the first page, which was the summary sheet. This highlighted most of the major changes. Some of the changes being proposed are the health insurance, the 5% increase in dental, the NH Retirement increase, the extra pay week, a pool of money for wage increases, which will be allocated by the Superintendent, the adjustment to T. O'Connor's wages and the adjustment to the Special Ed. Office Clerk. K. Chambers is also proposing that the employee pay a percentage of their health insurance for certain plans. K. Chambers explained those percentages and the plans to the Board. She is also proposing that if an employee chose to take their spouse's health insurance and did not take our insurance that they should receive \$2500.00 instead of the \$2000.00. C. Thompson asked why not \$5000.00. It would be saving the district a lot of money and more people may opt to do so. She explained that they would like to replace the ADS Server and purchase a requisition modular. She also explained that the SAU is in need of fixing the boiler. The cost is about \$10,000.00. They are also in need of a roof in the future. This building belongs to Monadnock. No one pays rent or shares the cost of the repairs. C. Thompson asked about the indirect costs. K. Chambers said that specific to the MRPSOC those are the funds that we receive for the managing of the grant. There is a reduction because the grant is ending. C. Thompson asked if the remainder of the unreserved fund balance after the \$45,000.00 would be carried over to the next year. He also asked if this was a policy or practice. K. Dassau explained that this has been a practice in the last two years. K. Chambers explained that you should carry a 5% to 10% of your expenditures. K. Chambers explained that a significant amount would be used for retirement that was not budgeted for. T. Warner and M. Sullivan will use a significant amount of the balance. There is a significant increase in the Spec. Ed. budget. C. Duquette asked that J. Bischoff come to the Dec. Meeting after the Board has time to review the Spec. Ed. budget. C. Duquette asked about the budgeted amount when it was not used the previous year. K. Dassau commented that is on the agenda for the Winchester Meeting. The charge is determined on the usage regarding special ed. C. Thompson mentioned that the MRPSOC Grant had a large impact on the districts and they need to make decisions. K. Dassau explained that at this point there is no grant to apply for. D. Hodgdon commented that possibly after the elections there may be something. Even if we reapply we may not receive it. C. Duquette asked that if in the ADM do they count the students going to Keene. K. Chambers said yes. C. Duquette asked what services they provide. C. Duquette said that she would save that argument for another time. K. Chambers informed the Board that they could not disclose the staff members and the health plans in which they are on according to HIPPA. W. Temmen would disagree. K. Chambers explained that this information could not go to the public. **MOTION:** W. Temmen **MOVED** to have the administration ask the Attorney General the question regarding the health plans as public information. **SECOND:** C. Duquette. **VOTE:** 7-yes and 1-abstain from Monadnock. C. Dreyfuss asked why anyone would need to know that information. W. Temmen said to track a trend. C. Dreyfuss asked why we need the names. W. Temmen said that he does not think HIPPA has anything to do with this. K. Dassau will try and get the answer for the Dec. Meeting.

D. Public Comments: R. Bauries said that the Budget Committee has asked for individual employee insurance information. He said that this is abuse by the healthcare system. The information should be available. Once again the public knows nothing. He said that he can not believe that anyone would get 100% of their health benefits. This is a huge problem. To give 100% is shameful. K. Dassau commented that the Budget Committee has not requested that information. R. Bauries said that he apologizes. He is requesting the information.

P. Bauries commented that during this meeting the only comments came from the members of Winchester and Hinsdale.

E. Setting the next agenda:

1. Audit Report
2. Budget
3. Town of Surry SAU Issue
4. Spec. Ed. Budget question and answer
5. Healthcare broker and proposals.

MOTION: C. Duquette **MOVED** for a 5 minute recess. **SECOND:** J. Kenyon. **VOTE:** Unanimous for those present.

F. Motion to enter into non-public session: **MOTION:** C. Thompson **MOVED** to enter non-public session under RSA 91-A:3 II ©-Personnel Request. **SECOND:** J. Kenyon. **Roll call Vote:** T. Akeley, W. Temmen, V. Cole, C. Duquette, C. Thompson, J. Kenyon, S. Oerman and C. Dreyfuss. **Motion passes.**

G. MOTION: S. Oerman **MOVED** to allow the administration to move the line items into salary as appropriate for the 2 retirement packages.

H. 9:26 PM Motion to adjourn: **MOTION:** W. Temmen **MOVED** to adjourn at 10:00 PM. **SECOND:** J. Kenyon **VOTE:** Unanimous for those present. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

School Administrative Unit 38
SAU Board Minutes
November 1, 2006
Non-public Minutes

Board Members Present: Winchester: Colleen Duquette, Christopher Thompson and Valerie Cole **Hinsdale:** Wayne Temmen and Tammy Akeley. **Monadnock:** Colline Dreyfuss, Jonathan Kenyon and Susan Oerman.

Others present: Ken Dassau, Katie Chambers, David Hodgdon, Tom Warner and Laura Aivaliotis, recording secretary.

K. Chambers explained the T. Warner's proposal prepared by her. The Board at the last meeting asked for this document. She explained that the \$7,100.00 being asked for would come out of the unreserved fund balance. V. Cole asked if the health insurance was being paid. K. Chambers said that it always was paid. K. Chambers explained that the SAU thought they could provide additional retirement benefits to T. Warner. The ruling has not been made. T. Akeley commented that it is still compensation that we are trying to do in a different way. K. Dassau explained that when he brought the statement of practice to the Board you did not approve it but on a case by case practice. C. Duquette commented that they were not asked to do this at the May Meeting. K. Dassau explained that the Board applied the practice. T. Warner explained that he is looking for the same package M. Sullivan received and wants nothing to do with the NH Retirement. He commented on the number of years in the district, 17 years at the SAU and 3 years at Monadnock. C. Thompson asked if this proposal would fly with the NH Retirement System. K. Chambers said that she has not asked yet. T. Warner has withdrawn from the NH Retirement Issue. **MOTION:** C. Thompson **MOVED** to approve T. Warner's proposal as requested (see attached proposal). **SECOND:** W. Temmen. **DISCUSSION:** K. Chambers explained that she would do a line transfer for T. Warner and M. Sullivan. **VOTE:** 7-yes and 1-abstain from Hinsdale.

MOTION: C. Duquette **MOVED** to go out of non-public session. **SECOND:** C. Thompson. **VOTE:** T. Akeley, W. Temmen, V. Cole, C. Duquette, C. Thompson, J. Kenyon, S. Oerman and C. Dreyfuss. **Motion passes.**

Respectfully submitted,

Laura Aivaliotis
MRSD Recording Secretary

You are cordially invited to participate in a Public Hearing to be held on Wednesday, December 6th, 2006
at the Hinsdale High School Cafeteria at 7:00 PM.

PLEASE POST

N.H. SCHOOL ADMINISTRATIVE UNIT # 38 - PROPOSED 2007-08 OPERATING BUDGET

	2005-06 Default Budget	2006-07 Adopted Budget	2007/08 Proposed 12/6/2006 \$ Change	% Change
Estimated Revenues				
Use of Unreserved Fund Balance	\$	\$	\$	
Interest on Deposits	\$1,500	\$1,500	45,000.00	(3,826.00)
Miscellaneous Revenue	\$5,000	\$5,000	1,000	(500)
Indirect Costs	\$27,254	\$30,000	13,000	8,000
Total Estimated Revenues	\$ 45,137	\$ 48,826	\$ 7,500	(22,500)
			\$ 66,500	(18,826)
				44%

Note: Unreserved Fund Balance was \$157,798 at 6/30/06.
See "Use of Unreserved Fund Balance" Document for more information.

Estimated Expenditures				
Special Education Service	\$	\$	\$	
Curriculum Development	\$ 357,046	\$ 376,537	\$ 395,299	18,762
Superintendent's Office	\$ 131,206	\$ 139,652	\$ 144,151	4,499
SAU Central Accounts	\$ 390,058	\$ 409,864	\$ 425,141	15,277
Business Office	\$ 57,450	\$ 70,840	\$ 73,550	2,710
Technology Services	\$ 542,571	\$ 590,012	\$ 635,682	45,670
Communication/Utilities	\$ 116,953	\$ 122,382	\$ 110,313	(12,069)
Wage Increase Pool (4% base)	\$ 7,683	\$ 9,500	\$ 9,095	(405)
Wage Adjustments (2)			\$ 36,355	36,355
Health Insurance Change			\$ 8,965	8,965
Boiler Replacement			\$ (2,601)	(2,601)
Total Expenditures	\$ 1,602,967	\$ 1,718,787	\$ 1,845,950	127,163
				7.40%

NET of Expenditures & Revenues \$ 1,557,830 \$ 1,669,961 \$ 1,779,450 \$ 109,489 6.56%

SAU Apportionment for 2007/08 - Estimated

District	Equalized Valuation 2004	% Val	Average Daily Membership (ADM) 2004/05	% ADM	Combined %	Cost to District
Hinsdale	\$ 237,032,745	15.26%	724.9	19.65%	17.46%	\$ 310,692
Monadnock	\$ 1,080,492,608	69.56%	2321.8	62.93%	66.24%	\$ 1,178,708
Winchester	\$ 235,909,234	15.19%	642.7	17.42%	16.30%	\$ 290,050
TOTALS	\$ 1,553,434,587	100.00%	3689.4	100.00%	100.00%	\$ 1,779,450

Collaborative Budget Estimated Expenditures

	2005-06 Default Budget	2006-07 Adopted Budget	2007/08 Proposed 11/1/2006 \$ Change	% Change
Tutors				
Psychological Services	\$ 23,851	\$ 23,608	\$ (23,608)	-100.00%
Speech Pathology & Audiology Services	\$ 227,012	\$ 232,819	\$ 255,788	9.87%
Physical & Occupational Therapy	\$ 457,925	\$ 466,972	\$ 510,375	9.29%
COTA	\$ 148,808	\$ 150,911	\$ 236,169	56.50%
Total Special Education	\$ 27,936	\$ 18,421	\$ 41,550	125.56%
	\$ 885,532	\$ 892,731	\$ 1,043,882	151,151

Collaborative Budget Estimated Revenues

Hinsdale School District
 Monadnock Regional School District
 Winchester School District

\$	885,532	\$	892,731	\$	1,081,244
----	---------	----	---------	----	-----------

Collaborative Budget NET of Expenditures & Revenues

\$0	\$0	-\$37,362
-----	-----	-----------

SCHOOL ADMINISTRATIVE UNIT #38

SAU OPERATING BUDGET 2008 - PROPOSED 12/6/07

Report # 409

Statement Code: SAU 0

Account Number / Description	2004/05 Expended		2005/06 Expended		2006/07 Expended		2006/07 Adopted		2006/07 Revised		2007/08 Proposed		\$ Change	% Change
	7/1/2004 - 6/30/2005	7/1/2005 - 6/30/2006	7/1/2005 - 6/30/2006	7/1/2006 - 6/30/2007	7/1/2006 - 6/30/2007	7/1/2006 - 6/30/2007	7/1/2006 - 6/30/2007	7/1/2006 - 6/30/2007	7/1/2007 - 6/30/2008	12/6/06				
1200 SPECIAL EDUCATION SERVICE														
01-1200-51250-00-00000 Staff Salaries	56,084	64,924	64,924	26,779	62,118	62,118	62,118	62,118	62,118	63,160	1,042	2 %		
Notes:														
01-1200-51260-00-00000 Administrator's Salary	197,444	160,289	160,289	74,038	196,910	196,910	196,910	196,910	196,910	200,697	3,787	2 %		
01-1200-51990-00-00000 SPED Leave Day Reimb. & Misc.	330	455	455	0	500	500	500	500	500	500	0	0 %		
01-1200-52110-00-00000 Health Insurance	26,915	36,805	36,805	20,321	52,245	52,245	52,245	52,245	52,245	64,701	12,456	24 %		
01-1200-52120-00-00000 Dental Insurance	1,618	2,493	2,493	1,094	2,935	2,935	2,935	2,935	2,935	3,467	532	18 %		
01-1200-52130-00-00000 Disability/Life Insurance	0	0	0	0	1,533	1,533	1,533	1,533	1,533	0	(1,533)	(100)%		
01-1200-52140-00-00000 Workman's Compensation	0	0	0	0	500	500	500	500	500	0	(500)	(100)%		
01-1200-52210-00-00000 NH Retirement	13,598	11,035	11,035	5,085	16,121	16,121	16,121	16,121	16,121	21,089	4,968	31 %		
01-1200-52220-00-00000 Retirement	9	1,293	1,293	600	10	10	10	10	10	0	(10)	(100)%		
01-1200-52300-00-00000 Social Security	18,842	17,162	17,162	7,685	19,815	19,815	19,815	19,815	19,815	20,185	370	2 %		
01-1200-52400-00-00000 Tuition Reimb. (1000 cap)	2,000	1,100	1,100	0	2,000	2,000	2,000	2,000	2,000	2,000	0	0 %		
01-1200-52600-00-00000 Unemployment Compensation	0	0	0	0	500	500	500	500	500	0	(500)	(100)%		
01-1200-53200-00-00000 Staff Development	529	1,127	1,127	509	2,500	2,500	2,500	2,500	2,500	2,500	0	0 %		
01-1200-54400-00-00000 Maintenance & Repair	0	0	0	429	2,100	2,100	2,100	2,100	2,100	500	(1,600)	(76)%		
01-1200-55310-00-00000 Telephone	1,228	245	245	0	1,850	1,850	1,850	1,850	1,850	300	(1,550)	(84)%		
01-1200-55340-00-00000 Postage and Fees	25	0	0	0	1,200	1,200	1,200	1,200	1,200	0	(1,200)	(100)%		
01-1200-55500-00-00000 Printing	0	53	53	53	300	300	300	300	300	0	(300)	(100)%		
01-1200-55800-00-00000 Travel	6,631	6,700	6,700	2,600	7,000	7,000	7,000	7,000	7,000	9,000	2,000	29 %		
01-1200-56100-00-00000 Supplies	2,145	2,260	2,260	1,101	2,300	2,300	2,300	2,300	2,300	2,300	0	0 %		
01-1200-56400-00-00000 Books & Subscriptions	76	298	298	0	400	400	400	400	400	400	0	0 %		
01-1200-57380-00-00000 Replacement Computers	0	0	0	0	0	0	0	0	0	2,200	2,200	---		
01-1200-57410-00-00000 Computer Equipment	0	1,424	1,424	0	2,000	2,000	2,000	2,000	2,000	0	(2,000)	(100)%		
01-1200-58100-00-00000 Dues/Fees/Certification	2,232	183	183	1,465	1,700	1,700	1,700	1,700	1,700	2,300	600	35 %		
TOTAL 1200 SPECIAL EDUCATION SERVICE	\$329,706	\$307,845	\$307,845	\$141,760	\$376,537	\$376,537	\$376,537	\$376,537	\$376,537	\$395,299	\$18,762	5 %		
2210 CURRICULUM DEVELOPMENT														
01-2210-51100-00-00000 Staff Dev. Comm. \$200 Stipend	0	0	0	0	3,000	3,000	3,000	3,000	3,000	3,000	0	0 %		
01-2210-51260-00-00000 Administrator's Salary	77,700	83,556	83,556	38,681	88,700	88,700	88,700	88,700	88,700	90,367	1,667	2 %		

SCHOOL ADMINISTRATIVE UNIT #38

SAU OPERATING BUDGET 2008 - PROPOSED 12/6/07

Report # 4091

Account Number / Description	2004/05 Expended		2005/06 Expended		2006/07 Expended		2006/07 Adopted		2006/07 Revised		2007/08 Proposed		\$ Change	% Change
	7/1/2004 - 6/30/2005	7/1/2005 - 6/30/2006	7/1/2005 - 6/30/2006	7/1/2006 - 6/30/2007	7/1/2006 - 6/30/2007	7/1/2006 - 6/30/2007	7/1/2006 - 6/30/2007	7/1/2006 - 6/30/2007	7/1/2006 - 6/30/2007	7/1/2006 - 6/30/2007	12/6/06	7/1/2007 - 6/30/2008		
01-2210-52110-00-00000 Health Benefits	11,097	12,063	6,508	15,079	15,079	15,079	15,079	15,079	15,079	15,079	15,071	15,071	(8)	0 %
01-2210-52120-00-00000 Dental Insurance	656	668	294	736	736	736	736	736	736	736	702	702	(34)	(5) %
01-2210-52210-00-00000 Retirement Expense	4,584	5,690	2,634	5,904	5,904	5,904	5,904	5,904	5,904	5,904	7,898	7,898	1,994	34 %
01-2210-52300-00-00000 Social Security	5,944	6,392	2,959	6,633	6,633	6,633	6,633	6,633	6,633	6,633	6,913	6,913	280	4 %
01-2210-52400-00-00000 Tuition Reimbursement	0	0	0	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0	0 %
01-2210-53200-00-00000 Staff Development	885	3,052	798	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,000	3,000	(600)	(17) %
01-2210-55500-00-00000 Printing	70	295	0	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	0	0 %
Notes: Staff Development booklet.														
01-2210-55800-00-00000 Travel & Conferences	3,028	2,815	2,760	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0	0 %
01-2210-56100-00-00000 Staff Devel. Workshops	6,487	6,176	971	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	0	0 %
01-2210-56400-00-00000 Books and Subscriptions	596	0	0	0	0	0	0	0	0	0	0	0	0	---
01-2210-56410-00-00000 Books & Printed Matter	1,342	741	482	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	0	0 %
01-2210-57370-00-00000 Replacement Furniture & Fixtures	0	0	0	0	0	0	0	0	0	0	1,200	1,200	1,200	---
Notes: Desk and file cabinet for Dave Hodgdon's office														
01-2210-58100-00-00000 Dues/Fees/Certification	997	1,178	523	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	0	0 %
TOTAL 2210 CURRICULUM DEVELOPMENT	\$113,388	\$122,626	\$56,609	\$139,652	\$139,652	\$139,652	\$139,652	\$139,652	\$139,652	\$139,652	\$144,151	\$144,151	\$4,499	3 %
2320 SUPERINTENDENT'S OFFICE														
01-2320-51250-00-00000 Office Staff Salaries	65,485	76,298	33,060	78,000	78,000	78,000	78,000	78,000	78,000	78,000	79,500	79,500	1,500	2 %
01-2320-51260-00-00000 Administrator's Salaries	218,672	209,721	95,625	215,796	215,796	215,796	215,796	215,796	215,796	215,796	214,006	214,006	(8,690)	(4) %
01-2320-51300-00-00000 Overtime	0	0	0	0	0	0	0	0	0	0	2,000	2,000	2,000	---
Notes: The Administrative Assistants to the Superintendent and the Assistant Superintendent for Hinsdale and Winchester are often required to attend School Board meetings. During weeks when they are unable to come in late or leave early another day to offset the hours spent at the Board meeting, overtime is incurred.														
01-2320-52110-00-00000 Health Benefits	31,827	23,702	19,638	45,443	45,443	45,443	45,443	45,443	45,443	45,443	51,862	51,862	6,419	14 %
01-2320-52120-00-00000 Dental Insurance	1,625	1,336	858	2,144	2,144	2,144	2,144	2,144	2,144	2,144	2,368	2,368	224	10 %
01-2320-52210-00-00000 NII Retirement	16,548	18,575	8,764	20,006	20,006	20,006	20,006	20,006	20,006	20,006	25,652	25,652	5,646	28 %
01-2320-52300-00-00000 Social Security	19,220	20,218	9,251	22,475	22,475	22,475	22,475	22,475	22,475	22,475	22,453	22,453	(22)	0 %
01-2320-52400-00-00000 Tuition Reimbursement	20,391	0	0	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	0	0 %
01-2320-53000-00-00000 Contract Services	409	734	365	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0	0 %

SCHOOL ADMINISTRATIVE UNIT #38

SAU OPERATING BUDGET 2008 - PROPOSED 12/6/07

Report # 406

Account Number / Description	2004/05 Expended	2005/06 Expended	2006/07 Expended	2006/07 Adopted	2006/07 Revised	2007/08 Proposed	\$ Change	% Chan
01-2320-53200-00-00000 Staff Development	0	168	434	1,000	1,000	0	(1,000)	(100)%
01-2320-55800-00-00000 Travel & Conferences	13,355	10,970	486	14,000	7,100	16,000	8,900	125 %
Notes: moved \$1000 from Staff Dev line 01-2320-53200								
Added \$1000 for mileage reimbursement increase from \$2400 to \$3000/year/person								
01-2320-56400-00-00000 Books & Subscriptions	3,625	1,019	109	2,000	2,000	2,000	0	0 %
01-2320-57410-00-00000 Office Equipment	1,725	753	0	1,000	1,000	1,300	300	30 %
Notes: Addition of networked color laser printer.								
01-2320-57420-00-00000 Replace Equipment	20	0	0	0	0	0	0	---
01-2320-58100-00-00000 Dues/Fees/Certification	2,644	1,510	3,032	3,000	3,000	3,000	0	0 %
TOTAL 2320 SUPERINTENDENT'S OFFICE	\$395,545	\$365,003	\$171,621	\$409,864	\$409,864	\$425,141	\$15,277	4 %
2329 SAU CENTRAL ACCOUNTS								
01-2329-52130-00-00000 Disability/Life Insurance	2,738	2,930	742	2,750	2,750	3,000	250	9 %
01-2329-52140-00-00000 Worker's Compensation	10,525	12,466	(899)	10,525	10,525	12,500	1,975	19 %
01-2329-52600-00-00000 Unemployment Compensation	124	3,002	0	200	200	3,000	2,800	1,400 %
01-2329-54400-00-00000 Copier Lease/Expenses	11,272	6,709	2,277	12,000	12,000	10,500	(1,500)	(13)%
01-2329-54410-00-00000 Maintenance & Repair	50	0	0	100	100	100	0	0 %
01-2329-54490-00-00000 Postage Meter/Scale	1,919	2,077	861	2,000	2,000	2,000	0	0 %
01-2329-55200-00-00000 NHMA/PLIT Insurance Expense	8,213	7,943	8,336	8,215	8,215	8,400	185	2 %
01-2329-55340-00-00000 Postage and Fees	8,467	9,206	2,810	10,000	10,000	10,000	0	0 %
01-2329-55390-00-00000 Fax Lease/expenses	548	540	0	550	550	550	0	0 %
01-2329-55400-00-00000 Advertising	6,459	6,641	2,100	2,000	2,000	7,000	5,000	250 %
01-2329-55500-00-00000 Printing	190	55	0	500	500	500	0	0 %
01-2329-56100-00-00000 Supplies	13,758	18,233	4,510	15,000	15,000	16,000	1,000	7 %
01-2329-57300-00-00000 Equipment	10,483	8,905	0	7,000	7,000	0	(7,000)	(100)%
TOTAL 2329 SAU CENTRAL ACCOUNTS	\$74,745	\$78,706	\$20,737	\$70,840	\$70,840	\$73,550	\$2,710	4 %
2510 BUSINESS OFFICE								
01-2510-51250-00-00000 Staff Salaries	307,112	308,423	89,141	202,185	202,185	210,293	8,108	4 %
Notes: A/P Clerk's wage was misstated in prior year by about \$4000								

SCHOOL ADMINISTRATIVE UNIT #38

SAU OPERATING BUDGET 2008 - PROPOSED 12/6/07

Report # 408

Account Number / Description	2004/05 Expended	2005/06 Expended	2006/07 Expended	2006/07 Adopted	2006/07 Revised	2007/08 Proposed	\$ Change	% Chan
01-2510-51260-00-00000 Administrator's Salary	86,934	104,718	68,775	170,865	170,865	174,151	3,286	2 %
01-2510-52110-00-00000 Health Benefits	76,836	87,258	56,977	129,570	129,570	131,953	2,383	2 %
01-2510-52120-00-00000 Dental Insurance	5,122	5,644	2,772	6,947	6,947	6,626	(321)	(5)%
01-2510-52210-00-00000 NII Retirement	22,350	26,777	10,882	25,406	25,406	33,600	8,194	32 %
01-2510-52300-00-00000 Social Security	28,368	29,819	12,016	28,539	28,539	29,410	871	3 %
01-2510-53000-00-00000 Annual Auditor Expense	8,671	6,191	269	9,000	9,000	9,000	0	0 %
01-2510-53010-00-00000 Contracted Services	0	0	20	0	0	11,679	11,679	---
Notes: ADS Requisition Module and remote site licenses in order to improve purchasing process to eliminate redundancy and error and improve efficiency.								
01-2510-53020-00-00000 ADS Technical Support	7,718	8,105	9,000	9,000	9,000	9,450	450	5 %
01-2510-55800-00-00000 Travel & Conferences	8,597	7,908	2,376	8,000	8,000	8,000	0	0 %
01-2510-57300-00-00000 Equipment	0	0	0	0	0	2,820	2,820	---
Notes: 2 Fire resistant filing cabinets for personnel records - 2000 fax machine downstairs - 720 for tele line + 100 for fax								
01-2510-57380-00-00000 Replacement Computers	0	0	0	0	0	8,200	8,200	---
Notes: Replace ADS Server.								
We have \$7,000 in the 06/07 budget. This is the other half of the total cost of \$14,000.								
01-2510-58100-00-00000 Dues/Fees/Certification	235	1,095	970	500	500	500	0	0 %
TOTAL 2510 BUSINESS OFFICE	\$551,943	\$585,938	\$253,198	\$590,012	\$590,012	\$635,682	\$45,670	8 %
2620 TECHNOLOGY SERVICES								
01-2620-51260-00-00000 Administrator's Salary	76,230	78,900	34,048	80,478	84,478	71,346	(13,132)	(16)%
01-2620-52110-00-00000 Health Insurance	16,483	14,056	0	17,570	17,570	15,071	(2,499)	(14)%
01-2620-52120-00-00000 Dental Insurance	1,028	668	0	1,197	1,197	702	(495)	(41)%
01-2620-52210-00-00000 NH Retirement	4,497	5,373	2,319	5,481	5,481	6,236	755	14 %
01-2620-52300-00-00000 Social Security	5,832	6,036	2,605	6,156	6,156	5,458	(698)	(11)%
01-2620-53000-00-00000 Contracted Services	0	0	450	3,500	3,500	3,500	0	0 %
01-2620-53200-00-00000 Staff Development	0	0	0	1,800	0	1,800	1,800	---
01-2620-55800-00-00000 Travel & Conferences	3,300	2,400	800	2,000	0	2,000	2,000	---
01-2620-56100-00-00000 Tech Supplies	380	627	235	1,000	1,000	1,000	0	0 %
01-2620-57410-00-00000 Tech. Equipment	4,816	1,851	0	3,000	3,000	3,000	0	0 %

11/29/2006 4:09:43PM

SCHOOL ADMINISTRATIVE UNIT #38

SAU OPERATING BUDGET 2008 - PROPOSED 12/6/07

Report # 409

Account Number / Description	2004/05 Expended	2005/06 Expended	2006/07 Expended	2006/07 Adopted	2006/07 Revised	2007/08 Proposed	\$ Change	% Change
01-2620-58100-00-00000 Dues/Fees/Certification	0	100	0	200	0	200	200	---
TOTAL 2620 TECHNOLOGY SERVICES	\$112,565	\$110,011	\$40,457	\$122,382	\$122,382	\$110,313	\$(12,069)	(10)%
2690 COMMUNICATION/UTILITIES								
01-2690-51250-00-00000 Custodial Services	0	0	0	4,000	4,000	3,095	(905)	(23)%
01-2690-55310-40-00000 Telephone Services	4,523	3,049	1,359	5,000	5,000	5,000	0	0%
01-2690-55320-40-00000 Internet Expenses	0	0	100	500	500	1,000	500	100%
TOTAL 2690 COMMUNICATION/UTILITIES	\$4,523	\$3,049	\$1,459	\$9,500	\$9,500	\$9,095	\$(405)	(4)%
GRAND TOTAL	\$1,582,413	\$1,573,178	\$685,841	\$1,718,787	\$1,718,787	\$1,793,231	\$74,444	4%

SCHOOL ADMINISTRATIVE UNIT #38

SAU COLLABORATIVE BUDGET 07/08

Report # 4102
Statement Code: 0708COLL

Account Number / Description	2004-05 Expended 7/1/2004 - 6/30/2005	2005-06 Expended 7/1/2005 - 6/30/2006	2006-07 Expended 7/1/2006 - 6/30/2007	2006-07 Adopted 7/1/2006 - 6/30/2007	2006-07 Revised 7/1/2006 - 6/30/2007	2007-08 Proposed 11-1-06 7/1/2007 - 6/30/2008	\$ Change	% Change
1210 TUTORS								
05-1210-51100-00-00000 Tutors	0	0	0	14,876	0	0	0	---
05-1210-52110-00-00000 Health Benefits	0	0	0	5,723	0	0	0	---
05-1210-52120-00-00000 Dental Benefits	0	0	0	358	0	0	0	---
05-1210-52220-00-00000 Teacher Retirement	0	0	0	1,013	0	0	0	---
05-1210-52300-00-00000 Social Security	0	0	0	1,138	0	0	0	---
05-1210-53200-00-00000 Staff Development	160	0	0	0	0	0	0	---
05-1210-55800-00-00000 Travel	0	25	0	500	0	0	0	---
TOTAL 1210 TUTORS	\$160	\$25	\$0	\$23,608	\$0	\$0	\$0	---
2140 PSYCHOLOGICAL SERVICES								
05-2140-51100-00-00000 Salaries	164,606	168,555	49,694	168,764	171,591	178,819	7,228	4 %
Notes: 6 full-time employees.								
05-2140-51110-00-00000 ESY Salaries	0	2,232	1,920	2,735	2,735	2,735	0	0 %
05-2140-52110-00-00000 Health Insurance	24,687	25,982	11,185	26,097	34,918	36,394	1,476	4 %
05-2140-52120-00-00000 Dental Insurance	1,840	1,957	550	1,743	2,075	2,138	63	3 %
05-2140-52130-00-00000 Disability/Life Insurance	0	0	0	1,700	1,700	1,700	0	0 %
05-2140-52220-00-00000 NH Retirement	4,346	6,319	1,910	6,245	6,348	10,372	4,024	63 %
05-2140-52300-00-00000 Social Security	12,441	12,903	3,883	12,910	13,127	13,680	553	4 %
05-2140-53000-00-00000 Consultant Services	2,840	1,800	550	3,000	3,000	3,000	0	0 %
05-2140-53200-00-00000 Staff Development	144	737	314	2,625	2,625	2,250	(375)	(14)%
05-2140-55800-00-00000 Travel & Conferences	164	1,639	0	3,000	3,000	1,500	(1,500)	(50)%
05-2140-56410-00-00000 Books & Printed Matter	31	2,141	156	2,800	2,800	2,000	(800)	(29)%
05-2140-57410-00-00000 Equipment	0	0	0	1,200	1,600	1,200	(400)	(25)%
TOTAL 2140 PSYCHOLOGICAL SERVICES	\$211,098	\$224,266	\$70,161	\$232,819	\$245,519	\$255,788	\$10,269	4 %
2150 SPEECH PATHOLOGY & AUDIOLOGY SERVICE								
05-2150-51100-00-00000 Salaries	314,288	308,055	91,288	347,626	333,782	368,792	35,010	10 %
Notes: 6 full-time employees. 3 part-time employees.								
05-2150-51110-00-00000 ESY Salaries	3,440	1,874	1,770	1,730	1,730	3,000	1,270	73 %

SCHOOL ADMINISTRATIVE UNIT #38 SAU COLLABORATIVE BUDGET 07/08

Report # 4102

Account Number / Description	2004-05 Expended 7/1/2004 - 6/30/2005	2005-06 Expended 7/1/2005 - 6/30/2006	2006-07 Expended 7/1/2006 - 6/30/2007	2006-07 Adopted 7/1/2006 - 6/30/2007	2006-07 Revised 7/1/2006 - 6/30/2007	2007-08 Proposed 11-1-06 7/1/2007 - 6/30/2008	\$ Change	% Change
05-2150-52110-00-00000 Health Benefits	32,236	55,450	12,003	56,131	82,615	67,171	(15,444)	(19)%
05-2150-52120-00-00000 Dental Insurance	4,799	5,763	1,344	4,988	6,293	9,294	3,001	48 %
05-2150-52130-00-00000 Disability Insurance	0	0	0	2,950	2,950	2,950	0	0 %
05-2150-52210-00-00000 Retirement	231	1,289	21	0	0	1,666	1,666	---
05-2150-52220-00-00000 Teacher Retirement	7,936	10,522	2,867	12,504	12,350	17,589	5,239	42 %
05-2150-52300-00-00000 Social Security	24,101	23,501	7,056	26,593	27,641	28,213	572	2 %
05-2150-52400-00-00000 Tuition Reimbursement	0	0	0	0	0	2,000	2,000	---
05-2150-53200-00-00000 Staff Development	395	1,231	516	5,250	5,250	3,000	(2,250)	(43)%
05-2150-55800-00-00000 Travel & Conferences	259	1,181	61	3,000	3,000	1,500	(1,500)	(50)%
05-2150-56410-00-00000 Books & Printed Matter	0	3,639	0	4,200	4,200	4,000	(200)	(5)%
05-2150-57410-00-00000 Equipment	0	0	0	2,000	1,600	1,200	(400)	(25)%
TOTAL 2150 SPEECH PATHOLOGY & AUDIOLOGY SERVIC	\$387,685	\$412,505	\$116,928	\$466,972	\$481,411	\$510,375	\$28,964	6 %
2160 PHYSICAL & OCCUPATIONAL THERAPY								
05-2160-51100-00-00000 Salaries	93,023	97,498	41,857	95,927	147,608	146,901	(707)	0 %
05-2160-51110-00-00000 ESY Salaries	1,823	1,265	130	2,800	2,800	2,800	0	0 %
05-2160-52110-00-00000 Health Benefits	30,835	29,162	17,676	32,068	52,947	58,018	5,071	10 %
05-2160-52120-00-00000 Dental Insurance	1,962	1,626	882	2,159	2,728	2,872	144	5 %
05-2160-52130-00-00000 Disability/Life Insurance	0	0	0	720	720	720	0	0 %
05-2160-52210-00-00000 Non-Teacher Retirement	57	14	54	0	0	0	0	---
05-2160-52220-00-00000 Retirement	2,479	3,607	1,509	3,549	5,461	8,520	3,059	56 %
05-2160-52300-00-00000 Social Security	6,977	7,213	3,105	7,338	11,292	11,238	(54)	0 %
05-2160-53200-00-00000 Staff Development	405	910	325	2,000	2,050	1,000	(1,050)	(51)%
05-2160-55800-00-00000 Travel & Conferences	1,862	1,748	95	2,150	2,150	1,900	(250)	(12)%
05-2160-56410-00-00000 Books & Printed Matter	0	1,051	0	1,200	1,200	1,000	(200)	(17)%
05-2160-57410-00-00000 Equipment	0	0	998	1,000	1,600	1,200	(400)	(25)%
TOTAL 2160 PHYSICAL & OCCUPATIONAL THERAPY	\$139,423	\$144,093	\$66,631	\$150,911	\$230,556	\$236,169	\$5,613	2 %
2170 COTA								

N.H. SCHOOL ADMINISTRATIVE UNIT # 38 - PROPOSED 2007-08 OPERATING BUDGET
Use of Unreserved Fund Balance

Retained Earnings - Balance as of June 30, 2006	\$	157,798
Plus: Unbudgeted Estimated Revenues 2006/07	\$	36,500
Less: Application to 2006/07 Budget	\$	48,826
Less 2006-07 Use:		
M. Sullivan Retirement Severance	\$	32,122
T. Warner Retirement Severance	\$	28,350
Change in Health/Dental Selection	\$	7,948
Assistant Superintendent Search	\$	10,000

Retained Earnings - Projected Balance as of June 30, 2007	\$	67,052	3.8%
---	----	--------	------

Less Application to 2007/08 Budget	\$	45,000
------------------------------------	----	--------

Retained Earnings - Projected Balance as of June 30, 2008	\$	22,052
As a Percent of 07/08 Proposed Budget		1.3%

N.H. SCHOOL ADMINISTRATIVE UNIT # 38 - DEFAULT 2007-08 OPERATING BUDGET

	2005-06 Default Budget	2006-07 Adopted Budget	2007/08 DEFAULT 12/6/2006 \$ Change	% Change
Estimated Revenues				
Use of Unreserved Fund Balance	\$ 45,137.00	\$ 48,826.00	\$ (48,826.00)	-100.00%
Interest on Deposits	\$1,500	\$	\$ (500)	-33.33%
Miscellaneous Revenue	\$5,000	\$	\$ 8,000	160.00%
Indirect Costs	\$27,254	\$30,000	\$ (22,500)	-75.00%
Total Estimated Revenues	\$ 45,137	\$ 48,826	\$ (63,826)	-48%

Estimated Expenditures				
Special Education Service	\$ 357,046	\$ 376,537	\$ 381,799	5,262
Curriculum Development	\$ 131,206	\$ 139,652	\$ 143,551	3,899
Superintendent's Office	\$ 390,058	\$ 409,864	\$ 425,074	15,210
SAU Central Accounts	\$ 57,450	\$ 70,840	\$ 76,050	5,210
Business Office	\$ 542,571	\$ 590,012	\$ 608,843	18,831
Technology Services	\$ 116,953	\$ 122,382	\$ 110,205	(12,177)
Communication/Utilities	\$ 7,683	\$ 9,500	\$ 9,095	(405)
Total Expenditures	\$ 1,602,967	\$ 1,718,787	\$ 1,754,617	35,830

Includes adjustments to health, dental, UC, WC, property, liability ins, social security, NHRS, extra payweek, increase in AD maintenance & reduction of \$1000 in equipment.

NET of Expenditures & Revenues	\$ 1,557,830	\$ 1,669,961	\$ 1,733,117	\$ 63,156	3.78%
---	---------------------	---------------------	---------------------	------------------	--------------

J K L M N O P Q R S T U

26.5 Payweeks in 07/08

th	Dental	%	Hrly	Diff.	Salary w/o Extra Week	Extra Payweek	07-08 Salary	Soc Sec No Chg	NH Ret 28.5% Inc	Health 1.9% Inc	Dental 5% Inc
				\$0	\$107,610	\$2,069	\$109,679	\$8,390	\$9,586		
		0.0%					\$4,500	\$344	\$393		
							\$114,179	\$8,735	\$9,979		
		0.0%		\$5,686	\$95,000	\$1,827	\$96,827	\$7,407	\$8,463		
							\$3,000	\$230	\$262		
							\$99,827	\$7,637	\$8,725		
							\$214,006	\$16,371	\$18,704		
		0.0%	\$20.70	\$0	\$43,056	\$828	\$43,884	\$3,357	\$3,835		
		0.0%	\$16.80	\$0	\$34,944	\$672	\$35,616	\$2,725	\$3,113		
							\$79,500	\$6,082	\$6,948		
		0.0%		\$0	\$86,700	\$1,667	\$88,367	\$6,760	\$7,723		
							\$2,000	\$153	\$175		
							\$90,367	\$6,913	\$7,898		
		0.0%	\$19.93	\$0	\$41,454	\$797	\$42,252	\$3,232	\$3,693		
		0.0%	\$16.64	\$0	\$34,611	\$666	\$35,277	\$2,699	\$3,083		
		0.0%	\$16.56	\$0	\$34,445	\$662	\$35,107	\$2,686	\$3,068		
		0.0%	\$15.60	\$4,140	\$26,426	\$508	\$26,935	\$2,060	\$2,354		
		0.0%	\$16.80	\$0	\$34,944	\$672	\$35,616	\$2,725	\$3,113		
		0.0%	\$16.56	\$0	\$34,445	\$662	\$35,107	\$2,686	\$3,068		
							\$210,293	\$16,087	\$18,380		

\$293,506 \$22,453 \$25,652

SCHOOL ADMINISTRATIVE UNIT #38
Financial Statements
With Schedule of Expenditures of Federal Awards
June 30, 2006
and
Independent Auditor's Report

**Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of
Financial Statements Performed in Accordance With
*Government Auditing Standards***

**Report on Compliance With Requirements Applicable
to Each Major Program and Internal Control Over
Compliance in Accordance With OMB Circular A-133**

Schedule of Findings and Questioned Costs

SCHOOL ADMINISTRATIVE UNIT #38
FINANCIAL STATEMENTS
June 30, 2006

TABLE OF CONTENTS

INDEPENDENT AUDITOR'S REPORT	<u>Page(s)</u>
MANAGEMENT'S DISCUSSION AND ANALYSIS	i-iv
BASIC FINANCIAL STATEMENTS	
EXHIBITS:	
A Statement of Net Assets	1
B Statement of Activities	2
C Balance Sheet – Governmental Funds	3
D Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	4
NOTES TO BASIC FINANCIAL STATEMENTS	5-12
REQUIRED SUPPLEMENTARY INFORMATION	
SCHEDULES:	
1 Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual (Budgetary Basis) – General Fund	13
FEDERAL COMPLIANCE	
Schedule of Expenditures of Federal Awards	14
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS	15
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards	16-17
Report on Compliance With Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance With OMB Circular A-133	18-19
Schedule of Findings and Questioned Costs	20-21

Vachon, Clukay & Co., PC

Certified Public Accountants

45 Market Street
Manchester, New Hampshire 03101
(603) 622-7070
FAX: 622-1452

INDEPENDENT AUDITOR'S REPORT

To the School Board
School Administrative Unit #38

We have audited the accompanying basic financial statements of the governmental activities and each major fund of the School Administrative Unit #38 as of and for the year ended June 30, 2006, which collectively comprise the SAU's financial statements as listed in the table of contents. These financial statements are the responsibility of the SAU's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the School Administrative Unit #38 as of June 30, 2006 and the respective changes in financial position and cash flows, where applicable thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 16, 2006 on our consideration of the SAU's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Management's Discussion and Analysis and the Required Supplementary Information on pages i-iv and 13, respectively, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of

measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the SAU's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects, in relation to the basic financial statements taken as a whole.

Wachon, Chelley & Co., PC

August 16, 2006

**SCHOOL ADMINISTRATIVE UNIT #38
MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEARS ENDING JUNE 30, 2006 AND 2005**

Presented herewith please find the Management Discussion & Analysis Report for the School Administrative Unit #38 for the fiscal years ending June 30, 2006 and 2005. The responsibility for accuracy of the data, the completeness and fairness of this documentation (including all disclosures) rests with management. To the best of our knowledge and belief, the data contained herein is accurate in material aspects. This report and its content have been designed to fairly present the SAU's financial position, including the result of operations of all the funds of the SAU. All the disclosures necessary to enable and to assist the reader in acquiring an accurate understanding of the SAU's financial activities have been included.

The SAU is responsible for establishing accounting and internal control structures designed to ensure that the physical, data, informational, intellectual, and human resource assets of the SAU are protected from loss, theft and misuse, and to ensure that adequate accounting information is maintained and reported in conformity with generally accepted accounting principles (GAAP). Management also strives to ensure that these assets are put to good and effective use. The internal control structure is designed to provide reasonable assurances that these objectives are attained.

Overview of the Financial Statements

The financial statements presented herein include all of the activities of the SAU using the integrated approach as prescribed by GASB Statement 34.

This discussion and analysis is intended to serve as an introduction to SAU's financial statements. The basic financial statements comprise three components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the basic financial statements

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the SAU's finances, in a manner similar to most private-sector companies.

The statement of net assets presents information on all of the SAU's assets and liabilities, with the difference between the two reported as net assets. Over time, increases and decreases in net assets may serve as a useful indicator of whether the financial position of the SAU is improving or deteriorating.

The statement of activities presents information showing how the SAU's net assets changed during the most recent fiscal year. All of the current year's revenue and expenses are taken into account regardless of when cash is received or paid.

**SCHOOL ADMINISTRATIVE UNIT #38
MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEARS ENDING JUNE 30, 2006 AND 2005**

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain the control over resources that have been segregated for specific activities or objectives. The SAU uses fund accounting to ensure and to demonstrate compliance with finance-related legal requirements. All the funds of the SAU are included in one category: governmental funds.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of expendable resources, as well as on balances of expendable resources available at the end of the fiscal year. Such information may be useful in evaluating the SAU's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, our readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between the governmental activities statement of net assets and statement of activities.

The SAU maintains several individual government funds. Information is presented separately in the government fund balance sheet and the statement of revenues, expenditures and changes in fund balances for the General Fund, Federal Projects Fund, and Special Education Fund, which are considered major funds.

The SAU adopts an annual appropriation budget for its governmental funds. A budgetary comparison has been provided for the General Fund to demonstrate compliance with this budget.

Notes to the Basic Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-Wide Financial Analysis

Statement of Net Assets

Net assets of the SAU as of June 30, 2006 and 2005 are as follows:

**SCHOOL ADMINISTRATIVE UNIT #38
MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEARS ENDING JUNE 30, 2006 AND 2005**

	<u>2006</u>	<u>2005</u>
Current Assets	\$ 342,666	\$ 249,861
Capital Assets, net	14,289	20,413
Total Assets	<u>\$ 356,955</u>	<u>\$ 270,274</u>
Other Liabilities	<u>\$ 184,868</u>	<u>\$ 125,537</u>
Total Liabilities	<u>\$ 184,868</u>	<u>\$ 125,537</u>
Net Assets:		
Invested in capital assets	\$ 14,289	\$ 20,413
Unrestricted	157,798	124,324
Total Net Assets	<u>\$ 172,087</u>	<u>\$ 144,737</u>

Statement of Activities

Change in net assets for the years ending June 30, 2006 and 2005 are as follows:

	<u>2006</u>	<u>2005</u>
Program revenues:		
Operating grants and contributions	\$ 1,521,796	\$ 1,773,165
General revenues:		
District assessments	1,557,836	1,190,417
Interest and investment earnings	90	889
Miscellaneous	49,009	13,766
Total General Revenues	<u>1,606,935</u>	<u>1,205,072</u>
Total Revenues	<u>3,128,731</u>	<u>2,978,237</u>
Program Expenses:		
Instruction	324,655	312,951
Supporting services	1,293,803	1,225,096
General administration	1,479,874	1,492,708
Operations and maintenance of plant	3,049	4,678
Total Expenses	<u>3,101,381</u>	<u>3,035,433</u>
Change in net assets	27,350	(57,196)
Net assets, beginning of year	<u>144,737</u>	<u>201,933</u>
Net assets, end of year	<u>\$ 172,087</u>	<u>\$ 144,737</u>

SAU Activities

As shown in the above statement the SAU experienced a \$27,350 increase in its financial position. This is primarily due to an increase in reimbursements for grant management services as well as expenditures below budgeted levels.

**SCHOOL ADMINISTRATIVE UNIT #38
MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEARS ENDING JUNE 30, 2006 AND 2005**

Capital Assets

SAU #38 considers a capital asset to be an asset whose costs exceed or equal \$5,000 and has a useful life of greater than one year. Assets are depreciated using the straight-line method over the course of their useful life. There were no additions to capital assets in 2006.

Contacting SAU's Financial Management

This financial report is to provide our citizens and creditors with a general overview of the SAU's finances and to show a measure of accountability for the money it receives. If you have any questions about this report or need to get additional information, contact the Business Manager at SAU #38, 600 Old Homestead Highway, Swanzey, N.H. 03446-2310.

EXHIBIT A
SCHOOL ADMINISTRATION UNIT #38
Statement of Net Assets
June 30, 2006

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 250,760
Due from other governments	91,906
Capital Assets:	
Depreciable, net	<u>14,289</u>
Total assets	<u>\$ 356,955</u>
LIABILITIES	
Accounts payable	\$ 13,371
Accrued expenses	59,652
Deferred revenue	19,295
Due to other governments	<u>92,550</u>
Total liabilities	<u>184,868</u>
NET ASSETS	
Invested in capital assets	14,289
Unrestricted	<u>157,798</u>
Total net assets	<u>172,087</u>
Total liabilities and net assets	<u>\$ 356,955</u>

See accompanying notes to the basic financial statements

EXHIBIT B
SCHOOL ADMINISTRATIVE UNIT #38
Statement of Activities
For the Year Ended June 30, 2005

Functions/Programs	<u>Expenses</u>	<u>Program Revenues</u> <u>Operating Grants and Contributions</u>	<u>Net (Expense) Revenue and Changes in Net Assets</u> <u>Governmental Activities</u>
Governmental Activities:			
Instruction	\$ 324,655	\$ 324,655	\$ -
Supporting services	1,293,803	1,183,792	(110,011)
General administration	1,479,874	13,349	(1,466,525)
Operation and maintenance of plant	3,049	-	(3,049)
Total governmental activities	<u>\$ 3,101,381</u>	<u>\$ 1,521,796</u>	<u>(1,579,585)</u>
General revenues:			
District assessments			1,557,836
Interest			90
Miscellaneous			<u>49,009</u>
Total general revenues			<u>1,606,935</u>
Change in net assets			27,350
Net assets - beginning			<u>144,737</u>
Net assets - ending			<u>\$ 172,087</u>

See accompanying notes to the basic financial statements

EXHIBIT C
SCHOOL ADMINISTRATION UNIT #38
Balance Sheet
Governmental Funds
June 30, 2006

	General Fund	Federal Projects Fund	Special Education Fund	Total Governmental Funds
Assets:				
Cash and cash equivalents	\$ 116,930		\$ 133,830	\$ 250,760
Due from other governments	18,807	\$ 73,099		91,906
Due from other funds	103,496		6,187	109,683
Total assets	<u>\$ 239,233</u>	<u>\$ 73,099</u>	<u>\$ 140,017</u>	<u>\$ 452,349</u>
Liabilities:				
Accounts payable	\$ 13,371			\$ 13,371
Accrued expenses	59,652			59,652
Deferred revenue		\$ 19,295		19,295
Due to other governments	8,412		\$ 84,138	92,550
Due to other funds		53,804	55,879	109,683
Total liabilities	<u>81,435</u>	<u>73,099</u>	<u>140,017</u>	<u>294,551</u>
Fund balances:				
Unreserved, reported in:				
General fund	157,798			157,798
Total fund balances	<u>157,798</u>	<u>-</u>	<u>-</u>	<u>157,798</u>
Total liabilities and fund balances	<u>\$ 239,233</u>	<u>\$ 73,099</u>	<u>\$ 140,017</u>	
Amounts reported for governmental activities in the statement of net assets are different because:				
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds				14,289
Net assets of governmental activities				<u>\$ 172,087</u>

See accompanying notes to the basic financial statements

EXHIBIT D

SCHOOL ADMINISTRATION UNIT #38

Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds

For the Year Ended June 30, 2006

	General Fund	Federal Projects Fund	Special Education Fund	Total Governmental Funds
Revenues:				
District assessments	\$ 1,557,836	\$ 726,700	\$ 812,720	\$ 1,557,836
Intergovernmental				1,539,420
Interest income	90			90
Miscellaneous	49,009			49,009
Total Revenues	<u>1,606,935</u>	<u>726,700</u>	<u>812,720</u>	<u>3,146,355</u>
Expenditures:				
Current operations:				
Instruction	110,011	327,215		327,215
Supporting services	1,460,401	386,136	812,720	1,308,867
General administration	3,049	13,349		1,473,750
Operation and maintenance of plant				3,049
Total Expenditures	<u>1,573,461</u>	<u>726,700</u>	<u>812,720</u>	<u>3,112,881</u>
Excess revenues under expenditures	<u>33,474</u>	<u>-</u>	<u>-</u>	<u>33,474</u>
Fund balances at beginning of year	<u>124,324</u>	<u>-</u>	<u>-</u>	<u>124,324</u>
Fund balances at end of year	<u>\$ 157,798</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 157,798</u>

SCHOOL ADMINISTRATION UNIT #38

Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities

For the Year Ended June 30, 2006

Change in Fund Balance- Total Government Funds \$ 33,474

Amounts reported for governmental activities in the
statement of activities are different because:

Governmental funds report capital outlays as expenditures.
However, in the statement of activities, the cost of those
assets is allocated over their estimated useful lives as
depreciation expense. This is the amount of depreciation
expense in the current period.

(6,124)

Change in Net Assets of Governmental Activities

\$ 27,350

See accompanying notes to the basic financial statements

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2006

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the School Administrative Unit #38 conform to accounting principles generally accepted in the United States of America for local educational units of government, except as indicated hereinafter. The following is a summary of significant accounting policies.

Financial Reporting Entity

The School Administrative Unit #38 (SAU) is an independent governmental entity organized under the laws of the State of New Hampshire to provide public administrative services to its member School Districts. The SAU's legislative body is the annual deliberative session followed by balloting of registered voters within the District and is governed by an elected School Board. The SAU has no other separate organizational units, which meet criteria for inclusion in the financial statements as defined by the Governmental Accounting Standards Board (GASB).

Basis of Presentation

The SAU's basic financial statements consist of government-wide statements, including a statement of net assets and a statement of activities, and fund financial statements, which provide a more detailed level of financial information.

1. Government-Wide Financial Statements:

The statement of net assets and the statement of activities display information about the SAU as a whole. These statements include the financial activities of the primary government.

The statement of net assets presents the financial condition of the governmental activities of the SAU at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the SAU's governmental activities. Direct expenses are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program and interest earned on grants that is required to be used to support a particular program. Revenues that are not classified as program revenues are presented as general revenues of the SAU. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the SAU.

2. Fund Financial Statements:

During the year, the SAU segregates transactions related to certain SAU functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the SAU at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds, if any, are aggregated and presented in a single column.

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
June 30, 2006

Fund Accounting

The SAU uses funds to maintain its financial records during the fiscal year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds:

Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following are the SAU's major governmental funds:

The General Fund is the operating fund of the SAU and is used to account for all financial resources except those required to be accounted for in another fund.

The Federal Projects Fund accounts for the financial transactions related to various state and federal grants and the related expenditures.

The Special Education Fund accounts for the financial transactions related to various revenues and expenditures.

Measurement Focus

1. Government-Wide Financial Statements:

The government-wide financial statements are prepared using the economic resources measurement focus. All assets and liabilities associated with the operation of the SAU are included on the Statement of Net Assets.

2. Fund Financial Statements:

All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Basis of Accounting

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
June 30, 2006

accounting. Fiduciary funds also use the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred revenue, and in the presentation of expenses versus expenditures.

In the government-wide financial statements, private-sector standards of accounting and financial reporting issued prior to December 1, 1989, are followed to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

1. Revenues – Exchange and Non-exchange Transactions:

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the SAU, available means expected to be received within sixty days of fiscal year end.

Non-exchange transactions, in which the SAU receives value without directly giving equal value in return, include grants, entitlements and donations. Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted; matching requirements, in which the SAU must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the SAU on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at fiscal year end: interest, tuition, grants, and student fees.

2. Deferred Revenue:

Deferred revenue arises when assets are recognized before revenue recognition criteria have been satisfied. Grants and entitlements received before the eligibility requirements are met are recorded as deferred revenue. On governmental fund financial statements, receivables that will not be collected within the available period have also been reported as deferred revenue.

3. Expenses/Expenditures:

On the accrual basis of accounting, expenses are recognized at the time they are incurred.

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization are not recognized in governmental funds.

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
June 30, 2006

Budgetary Data

The SAU's budget represents functional appropriations as authorized by annual SAU meetings.

Capital Assets

General capital assets result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net assets, but are not reported in the fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated fixed assets are recorded at their fair market values as of the date received. The SAU maintains a capitalization threshold of \$5,000. The SAU does not have infrastructure. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not.

All reported capital assets except for land and construction in progress are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following useful lives:

<u>Description</u>	<u>Years</u>
Accounting Software and Computers	5

Compensated Absences

SAU employees may accumulate sick leave days at a rate determined by job classification. The value of the vested and unpaid sick leave is immaterial to these financial statements at June 30, 2006.

Accrued Liabilities and Long-Term Obligations

All payables, accrued liabilities, and long-term obligations are reported in the government-wide financial statements. In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current resources, are reported as obligations of the funds.

Net Assets

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, consists of capital assets net of accumulated depreciation. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the SAU or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

The SAU's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
June 30, 2006

Fund Balance Reserves

The SAU reserves those portions of fund balance which are legally segregated for a specific future use or which do not represent available expendable resources and, therefore, are not available for appropriation or expenditure. Unreserved fund balance indicates that portion which is available for appropriation in future periods.

Interfund Activity

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented in the financial statements.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

NOTE 2--RISK MANAGEMENT

The SAU is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the year ended June 30, 2006, the SAU was a member of the Local Government Center (LGC). The SAU currently reports all of its risk management activities in its General Fund. This Trust is classified as a "Risk Pool" in accordance with accounting principles generally accepted in the United States of America.

The Trust agreement permits the Trust to make additional assessments to members should there be a deficiency in Trust assets to meet its liabilities. Accounting principles generally accepted in the United States of America require members of pools with a sharing of risk to determine whether or not such assessment is probable and, if so, a reasonable estimate of such assessment. At this time, the Trust foresees no likelihood of an additional assessment for any of the past years. These losses include an estimate of claims that have been incurred but not reported. Based on the best available information there is no liability at June 30, 2006.

Property and Liability Insurance

LGC provides certain property and liability insurance coverages to member school districts and school administrative units within New Hampshire. As a member of LGC, the SAU shares in contributing to the cost of and receiving benefit from a self-insured pooled risk management program. For the year ended June 30, 2006, the Trust retained \$500,000 of each loss, up to an aggregate of \$1,000,000. Each property loss is subject to a \$1,000 deductible. All losses over the aggregate are covered by insurance policies.

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
June 30, 2006

Worker's Compensation

LGC provides statutory worker's compensation coverage to member towns, cities, and other qualified political subdivisions of New Hampshire. The Trust is self-sustaining through annual member premiums and provides coverage for the statutorily required workers' compensation benefits and employer's liability coverage up to \$2,000,000. The program includes a Loss Fund from which is paid up to \$500,000 for each and every covered claim.

NOTE 3--CASH AND INVESTMENTS

The SAU has combined the cash resources of its General Fund and Special Revenue Funds. For accounting and reporting purposes, that portion of the pooled cash balance is reported in the specific fund as an interfund balance.

Cash and cash equivalents as of June 30, 2006 are classified in the accompanying financial statements as follows:

Statement of Net Assets:	
Cash	<u>\$ 250,760</u>

Cash and cash equivalents at June 30, 2006 consist of the following:

Deposits with financial institutions	\$ 116,930
Cash held by member Districts	<u>133,830</u>
	<u>\$ 250,760</u>

The School Administrative Unit's investment policy for Governmental Fund Types requires that deposits and investments be made in New Hampshire based financial institutions that are participants in one of the federal depository insurance programs. The SAU limits its investments to money market investment accounts, certificates of deposit, and United States Government obligations in accordance with New Hampshire State Law (RSA 41:29).

NOTE 4--CAPITAL ASSETS

The following is a summary of changes in capital assets:

	Restated Balance <u>July 1, 2005</u>	<u>Additions</u>	<u>Reductions</u>	Balance <u>June 30, 2006</u>
Capital assets:				
Accounting software and equipment	\$ 30,620			\$ 30,620
Total capital assets at historical cost	<u>30,620</u>	<u>\$ -</u>	<u>\$ -</u>	<u>30,620</u>
Less accumulated depreciation	<u>(10,207)</u>	<u>(6,124)</u>	<u>-</u>	<u>(16,331)</u>
Total accumulated depreciation	<u>(10,207)</u>	<u>(6,124)</u>	<u>-</u>	<u>(16,331)</u>
Total capital assets, net	<u>\$ 20,413</u>	<u>\$ (6,124)</u>	<u>\$ -</u>	<u>\$ 14,289</u>

Depreciation expense was charged to the administrative governmental function.

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
June 30, 2006

NOTE 5--DUE FROM/TO OTHER GOVERNMENTS

Receivables from other governments at June 30, 2006 consist of various federal and state fundings. All receivables are considered collectible in full and will be received within one year. A summary of the principal items of intergovernmental receivables is as follows:

Due from State of New Hampshire	\$ 73,099
Due from Monadnock Regional Public Schools of Choice	<u>18,807</u>
	<u>\$ 91,906</u>

Amounts due to other governments are owed to member districts as the result of routine transactions.

NOTE 6--DEFINED BENEFIT PENSION PLAN

Plan Description

The SAU contributes to the New Hampshire Retirement System (NHRS), a cost-sharing multiple-employer defined benefit pension plan administered by the NHRS Board of Trustees. The plan provides service, disability, death and vested retirement allowances to plan members and beneficiaries. Benefit provisions are established and may be amended by the New Hampshire State legislature. The NHRS issues a publicly available financial report that includes financial statements and required supplementary information for the NHRS. That report may be obtained by writing to New Hampshire Retirement System, 4 Chenell Drive, Concord, New Hampshire 03301.

Funding Policy

Plan members are required to contribute 5.0% of their covered salary and the SAU is required to contribute at an actuarially determined rate. The District's contribution rates for the year ended June 30, 2006 were 3.7% and 6.81% of covered payroll to teachers and general employees, respectively. The SAU contributes 65% of the employer cost for teachers employed by the SAU and the State of New Hampshire contributes the remaining 35% of the employer cost. The SAU contributes 100% of the employer cost for general employees of the SAU. On behalf fringe benefits for teachers contributed by the State of New Hampshire (GASB Statement #24) of \$17,624 have been recognized in these financial statements.

Under state law plan member contribution rates are established and may be amended by the New Hampshire State legislature and employer contribution rates are determined by the NHRS Board of Trustees based on an actuarial valuation. The SAU's contributions to the NHRS for the years ending June 30, 2006, 2005, and 2004 were \$110,024, and, \$83,499, respectively, equal to the required contributions for each year.

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
June 30, 2006

NOTE 7--INTERFUND BALANCES

Interfund balances at June 30, 2006 are as follows:

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
Major Funds:		
General Fund	\$ 103,496	\$ -
Federal Projects Fund	-	53,804
Special Education Fund	6,187	55,879
	<u>\$ 109,683</u>	<u>\$ 109,683</u>

NOTE 8--CONTINGENT LIABILITIES

The SAU participates in a number of federally assisted grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives. The amounts, if any, of expenditures which may be disallowed by the granting agency cannot be determined at this time, although the SAU expects such amounts, if any, to be immaterial.

SCHEDULE 1

SCHOOL ADMINISTRATIVE UNIT #38

Statement of Revenues, Expenditures and Changes in Fund Balances

Budget and Actual (Budgetary Basis) - General Fund

For the Year Ended June 30, 2006

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget -</u>
				<u>Favorable</u>
				<u>(Unfavorable)</u>
Revenues:				
District assessments	\$ 1,557,836	\$ 1,557,836	\$ 1,557,836	\$ -
Interest income	1,500	1,500	90	(1,410)
Miscellaneous	32,254	32,254	49,009	16,755
Total Revenues	<u>1,591,590</u>	<u>1,591,590</u>	<u>1,606,935</u>	<u>15,345</u>
Expenditures:				
Current:				
Supporting services	116,953	116,953	110,011	6,942
General administration	1,478,331	1,478,331	1,460,401	17,930
Operation and maintenance of plant	7,683	7,683	3,049	(4,634)
Total Expenditures	<u>1,602,967</u>	<u>1,602,967</u>	<u>1,573,461</u>	<u>20,238</u>
Excess revenues over				
(under) expenditures	<u>(11,377)</u>	<u>(11,377)</u>	<u>33,474</u>	<u>35,583</u>
Fund balances at beginning of year				
- Budgetary Basis	<u>124,324</u>	<u>124,324</u>	<u>124,324</u>	<u>-</u>
Fund balances at end of year				
- Budgetary Basis	<u>\$ 112,947</u>	<u>\$ 112,947</u>	<u>\$ 157,798</u>	<u>\$ 35,583</u>

BUDGETARY PRESENTATION

Budgetary information in these financial statements is presented only for the General Fund as it is neither meaningful nor practical for the Special Revenue Funds which are activity based.

SCHEDULE I
SCHOOL ADMINISTRATIVE UNIT #38
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2006

Federal Granting Agency/Recipient State Agency/Grant Program/State Grant Number	Federal Catalogue Number	Expenditures
DEPARTMENT OF EDUCATION		
Pass Through Payments from New Hampshire		
Department of Education		
Special Education - Grants to States	84.027	
#52560		\$ 1,518
#62572		698,175
		<u>699,693</u>
Special Education - Preschool Grants	84.173	
#52753		1,172
#62769		18,420
#62801		1,498
		<u>21,090</u>
Total Department of Education		<u>720,783</u>
Total Federal Assistance		<u>\$ 720,783</u>

See notes to schedule of expenditures of federal awards

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
June 30, 2006

NOTE 1—GENERAL

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal financial assistance programs of the School Administrative Unit #38 (the SAU). The SAU's reporting entity is defined in Note 1 of the SAU's basic financial statements.

NOTE 2—BASIS OF ACCOUNTING

The accompanying Schedule of Expenditures of Federal Awards is presented on the modified accrual basis of accounting, which is described in Note 1 of the SAU's basic financial statements.

NOTE 3—RELATIONSHIP TO BASIC FINANCIAL STATEMENTS

Federal financial assistance revenues have been reported as intergovernmental revenues in the Federal Projects Special Revenue Fund in the SAU's basic financial statements.

Vachon, Clukay & Co., PC

Certified Public Accountants

45 Market Street
Manchester, New Hampshire 03101
(603) 622-7070
FAX: 622-1452

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the School Board
School Administrative Unit #38

We have audited the financial statements of the governmental activities, and each major fund of School Administrative #38, as of and for the year ended June 30, 2006, which collectively comprise School Administrative #38's basic financial statements and have issued our report thereon dated August 1, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered School Administrative Unit #38's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School Administrative Unit #38's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Vadon, Chlay & Co., PC

August 16, 2006

Vachon, Clukay & Co., PC

Certified Public Accountants

45 Market Street
Manchester, New Hampshire 03101
(603) 622-7070
FAX: 622-1452

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the School Board
School Administrative Unit #38

Compliance

We have audited the compliance of the School Administrative Unit #38 with the types of compliance requirements described in the *U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2006. The School Administrative Unit #38's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the School Administrative Unit #38's management. Our responsibility is to express an opinion on the School Administrative Unit #38's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School Administrative Unit #38's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the School Administrative Unit #38's compliance with those requirements.

In our opinion, the School Administrative Unit #38 complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2006.

Internal Control Over Compliance

The management of the School Administrative Unit #38 is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the School

Administrative Unit #38's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts, and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of management, the School Board, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Vadon, Chasing & Co., R

August 16, 2006

School Administrative Unit #38
Schedule of Findings and Questioned Costs
Year Ended June 30, 2006

Section I—Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:

unqualified

Internal control over financial reporting:

Material weakness(es) identified?

_____yes X no

Reportable condition(s) identified

not considered to be material weaknesses?

_____yes X none reported

Noncompliance material to financial statements noted?

_____yes X no

Federal Awards

Internal Control over major programs:

Material weakness(es) identified?

_____yes X no

Reportable condition(s) identified

not considered to be material weaknesses?

_____yes X none reported

Type of auditor's report issued on compliance
for major programs:

unqualified

Any audit findings disclosed that are required
to be reported in accordance with
Circular A-133, Section .510(a)?

_____yes X no

Identification of major programs:

CFDA Number(s)

Name of Federal Program or Cluster

84.027, 84.173

Special Education Cluster

Dollar threshold used to distinguish
between Type A and Type B program:

\$ 300,000

Auditee qualified as low-risk auditee?

_____yes X no

Section II--Financial Statement Findings

There were no findings relating to the financial statements required to be reported by GAGAS.

Section III--Federal Award Findings and Questioned Costs

There were no findings and questioned costs as defined under OMB Circular A-133 .510(a).

MEMORANDUM

October 26, 2006

TO: SAU #38 Board, Superintendent Dassau
FROM: Katie Chambers, Business Manager 
C: Tom Warner, Director of Technology
RE: Separation Agreement with Tom Warner

At the October 12th meeting of the SAU Board, I was asked to calculate the amounts and relevant percentages of the May separation agreement with Tom Warner, the SAU #38 Director of Technology, who is retiring at the end of the 06/07 year, as well as the proposal Tom presented at the October 12th meeting addressing the New Hampshire Retirement System issue that has come up since the Board's agreement with Tom in May.

Attached please find a financial summary of each proposal.

If you have any questions, please do not hesitate to contact me. Thank you.

SAU Separation Pay - Tom Warner
20 Years of Service - Combined MRSD & SAU38

	Annual	Daily
05/06 Base Salary	\$ 78,900	\$ 303
06/07 Base Salary	\$ 80,478	\$ 310

May 2006 Agreement with SAU Board

	Compensation		Funding	% of 06/07 Total Wages
Value of Health Insurance added to Compensation	\$ 17,052	---->	Health Insurance Account	21.19%
120 Unused leave days at 50% @ \$310	\$ 18,600	----->	Unreserved Fund Balance	23.11%
Per diem vacation days - 25 @ \$310	\$ 7,750	---->	Unreserved Fund Balance	9.63%
\$100 per years service (incl MRSD) - 20 years	\$ 2,000	----->	Unreserved Fund Balance	2.49%
Total w/o Health Ins added to Compensation \$	28,350			35.23%
Total as % of 06/07 Total Wages	35.23%			56.42%
Total with Health Ins added to Compensation \$	45,402			
Total as % of 06/07 Total Wages	56.42%			

October 2006 Proposal from Tom Warner

	Compensation		Funding	% of 06/07 Total Wages
Difference between \$28,350 and 50% of 05/06 Total Wages	\$ 11,100	2000 -->	Travel and Conference Account	13.79%
		200 ---->	Dues/Fees/Certifications Account	
		1800 -->	Staff Development Account	
		7100 -->	Unreserved Fund Balance	
120 Unused leave days at 50% @ \$310	\$ 18,600	----->	Unreserved Fund Balance	23.11%
Per diem vacation days - 25 @ \$310	\$ 7,750	----->	Unreserved Fund Balance	9.63%
\$100 per years service (incl MRSD) - 20 years	\$ 2,000	----->	Unreserved Fund Balance	2.49%
Total w/o \$11,100 added to Compensation \$	28,350			35.23%
Total as % of 06/07 Total Wages	35.23%			49.02%
Total with \$11,100 added to Compensation \$	39,450			
Total as % of 06/07 Total Wages	49.02%			

Difference between May and October Terms

NHRS Compensation:	\$	(5,952)	(Note: no effect on NHRS benefit since final year compensation is limited to 150% of previous year's compensation)
Out-of-pocket expenses not reimbursed:			
Travel	\$	2,000	
Certification Fees	\$	200	
Certification Course(s)	\$	1,800	

Terry Stepenuck

From: "Ken Dassau" <kdassau@mrsd.org>
To: "Wayne Temmen" <temmen@adelphia.net>; "Tom O'Connor" <toconnor@mrsd.org>; "Rebecca Cummins" <rcummins@hnhsd.org>; "David Funkhouser" <dfunkhouser@wnhsd.org>; "Colline Dreyfuss" <cdreyfuss@ne.rr.com>; "Colleen Duquette" <CDuquette@dhhs.state.nh.us>; "Val Cole" <vsmithcole@gmail.com>
Cc: "Terry" <tstepenuck@mrsd.org>; "Ann Diorio" <adiorio@mrsd.org>; "Janet Iacobucci" <jiacobucci@mrsd.org>
Sent: Thursday, October 26, 2006 4:39 PM
Attach: Search Co Asst Supt ltr 10.26. 06.doc; Search Rules of Conduct Feb 06 edit.doc; Asst Supt Hinsdale.Winchester jb descr..doc; Asst Supt Hinsdale.Winchester jb descr..doc; Asst Supt Hinsdale.Winchester jb descr..doc; Hiring Procedure Asst. Supt 2006.doc
Subject: Search Meeting

Greetings All,

Attached is a cover letter inviting you to participate in the search process for the SAU assistant superintendent for Winchester and Hinsdale on Wed. November 1 at 6pm in the Ford Building in Winchester. The first meeting will be brief due to the convening of the SAU Board at 7pm.

There are still a few to-be-determined members.

I will ask Wayne Temmen to select the second board member from Hinsdale.

And both Winchester and Hinsdale board chairs to select or recommend a community member.

Other Attachments: The attached rules of conduct are those used by the NHSBA; the most current job description from the SAU 38 Procedures manual; and lastly a draft proposal of a hiring procedure which the committee may choose to consider adopting as is or modify.

We will discuss the hiring of the NHSBA to assist us. Ted Comstock the Director of the NHSBA has offered to attend a meeting if requested.

Dr. Ken Dassau
 Superintendent
 SAU 38
 Hinsdale-Monadnock-Winchester
 600 Old Homestead Highway
 Swanzey, NH 03446
 Phone: (603) 352-6955, ext. 405
 FAX: (603) 358-6708
 email: kdassau@mrsd.org
 Website: www.mrsd.org

10/27/2006



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swansey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.mrsd.org

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan, CAGS
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrsd.org

Judith E. Bischoff, M.Ed.
Interim Director of Special Services

Extension: 417
jbischoff@mrsd.org

Katherine Chambers, MBA
Business Manager

Extension: 406
kchambers@mrsd.org

Thomas C. Warner, M.Ed.
Director of Computer Technology

Extension: 410
twarner@mrsd.org

To: SAU 38 Search Committee Members
Fr: Ken Dassau, Superintendent
Dt: October 26, 2006
Sb: Search Committee Asst. Superintendent Winchester and Hinsdale

At the October 12 meeting of the SAU 38 Board the composition of the search committee for the Assistant Superintendent of Schools for Winchester and Hinsdale was discussed.

As discussed the committee shall be comprised of:

2 Winchester Board Members: Colleen Duquette, Valerie Cole
2 Hinsdale Board Members: Wayne Temmen and _____
1 Monadnock Board Member: Colline Dreyfuss
1 Winchester Community Member: TBD
1 Hinsdale Community Member: TBD
1 Winchester Principal: David Funkhouser
1 Hinsdale Principal: Rebecca Cummins
Tom O'Connor, Asst. Business Manager
Ken Dassau, Superintendent

A date for the committee to convene has been scheduled for Wednesday, November 1st at 6pm to 6:50pm in the Ford Building behind Winchester Middle School. The SAU Board meeting will convene at 7pm.

The meeting agenda will be to review the search process and set a timeline for meetings. Please let me know if you are unable to attend this meeting.

HINSDALE • MONADNOCK REGIONAL • WINCHESTER

ASSISTANT SUPERINTENDENT FOR HINSDALE/WINCHESTER
JOB DESCRIPTION

- QUALIFICATIONS:**
1. Experience in teaching and school administration totaling at least 10 years.
Central office experience desirable.
 2. Eligible for certification as an Assistant Superintendent of Schools in New Hampshire. Master's Degree Minimum.
 3. Other qualifications as the Board may find appropriate.

REPORTS TO: SUPERINTENDENT OF SCHOOLS

SUPERVISES: Administrative Assistant for Hinsdale and Winchester. Hinsdale and Winchester Principals, Directors and Supervisors.

JOB GOAL: To provide leadership in developing and maintaining educational programs and services.

RESPONSIBILITIES:

1. Attends and participates in meetings of the Hinsdale and Winchester School Boards and its committees.
2. Recommends new and revised policies and sees that all policies of the Hinsdale and Winchester Boards are implemented.
3. Prepares and submits to the Hinsdale and Winchester Boards 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 in the Hinsdale and Winchester School Districts.
5. Assigns and transfers employees as the best interest of the Hinsdale and Winchester School Districts may dictate.
6. Keeps the public informed about educational practices, policies and problems in the Hinsdale and Winchester School Districts' schools.
7. Delegates to other employees the exercise of any powers or the discharge of duties with the knowledge that the superintendent or assistant superintendent has the final responsibility for the action taken under such delegation.
8. Keeps informed of educational practices and trends and keep the Hinsdale and Winchester Boards informed of those practices and trends.
9. Makes recommendations, for Hinsdale and Winchester, with reference to the location and size of new school sites and of 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 districts.
10. Recommends to the Hinsdale and Winchester Boards for their adoption of all courses of study, curriculum guides, major changes in texts and time schedules.
11. Prepares, submits and recommends the school budget for the Hinsdale and Winchester Boards' 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 of all contracts, securities, documents, titles, and other papers belonging to the Hinsdale and Winchester Boards.

13. Provides suitable instruction and regulations to govern the use and care of Hinsdale and Winchester School District properties.
14. Performs such other tasks as may be assigned by the Hinsdale and Winchester School Boards and the Superintendent of Schools of SAU #38.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and length of contract to be arranged by the Board.

EVALUATION:

Job performance will be evaluated annually in concert with the Superintendent of Schools of SAU #38, the Hinsdale School Board, the Winchester School Board, and the Assistant Superintendent for Hinsdale and Winchester.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

ASSISTANT SUPERINTENDENT FOR HINSDALE/WINCHESTER
JOB DESCRIPTION

- QUALIFICATIONS:**
1. Experience in teaching and school administration totaling at least 10 years.
Central office experience desirable.
 2. Eligible for certification as an Assistant Superintendent of Schools in New Hampshire. Master's Degree Minimum.
 3. Other qualifications as the Board may find appropriate.

REPORTS TO: **SUPERINTENDENT OF SCHOOLS**

SUPERVISES: Administrative Assistant for Hinsdale and Winchester. Hinsdale and Winchester Principals, Directors and Supervisors.

JOB GOAL: To provide leadership in developing and maintaining educational programs and services.

RESPONSIBILITIES:

1. Attends and participates in meetings of the Hinsdale and Winchester School Boards and its committees.
2. Recommends new and revised policies and sees that all policies of the Hinsdale and Winchester Boards are implemented.
3. Prepares and submits to the Hinsdale and Winchester Boards 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 in the Hinsdale and Winchester School Districts.
5. Assigns and transfers employees as the best interest of the Hinsdale and Winchester School Districts may dictate.
6. Keeps the public informed about educational practices, policies and problems in the Hinsdale and Winchester School Districts' schools.
7. Delegates to other employees the exercise of any powers or the discharge of duties with the knowledge that the superintendent or assistant superintendent has the final responsibility for the action taken under such delegation.
8. Keeps informed of educational practices and trends and keep the Hinsdale and Winchester Boards informed of those practices and trends.
9. Makes recommendations, for Hinsdale and Winchester, with reference to the location and size of new school sites and of 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 districts.
10. Recommends to the Hinsdale and Winchester Boards for their adoption of all courses of study, curriculum guides, major changes in texts and time schedules.
11. Prepares, submits and recommends the school budget for the Hinsdale and Winchester Boards' 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 of all contracts, securities, documents, titles, and other papers belonging to the Hinsdale and Winchester Boards.

13. Provides suitable instruction and regulations to govern the use and care of Hinsdale and Winchester School District properties.
14. Performs such other tasks as may be assigned by the Hinsdale and Winchester School Boards and the Superintendent of Schools of SAU #38.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and length of contract to be arranged by the Board.

EVALUATION:

Job performance will be evaluated annually in concert with the Superintendent of Schools of SAU #38, the Hinsdale School Board, the Winchester School Board, and the Assistant Superintendent for Hinsdale and Winchester.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

SEARCH INTERVIEW TECHNIQUES AND RULES OF CONDUCT

1. Confidentiality is an absolute must. What each person hears at the initial interviews must stay confidential.
2. The lack of one quality of a candidate should not automatically eliminate any applicant any more than the possession of one particularly desired quality qualifies a candidate in all respects.
3. No one person will have authority to remove a candidate from consideration; likewise, no one person will have the authority to "demand" that a candidate is considered as a finalist.
4. No candidate will be eliminated or promoted throughout the selection process based upon that person's gender, race, color, religion, or any other "personal" characteristics of this nature. Questions about these types of characteristics can not be asked. Further, if information is voluntarily offered by the candidate concerning these matters the information shall not be considered by the Committee in making a selection.
5. The questions selected for use will be chosen before the interview process.
6. All candidates will be asked the same questions during the first part of the interview. An open forum may follow the predetermined questions.
7. Questions about how the candidate uses their personal free time should be avoided.
8. The interview is not a forum for debate. If a candidate offers a response with which you disagree, do not debate the issue. Make note of the response and then move on. It is acceptable to ask for clarification.
9. Do not expect the candidate to have comprehensive research on this particular district/SAU. Data on the school system will be provided by the committee to those selected as finalists.
10. Candidates from outside of New Hampshire should not be expected to understand a specific New Hampshire law.
11. A primary function of interviewing a semi-finalist is to explore a candidate's record of accomplishment in a previous position. A primary focus of the finalist interviews should be how each candidate will perform in this district.
12. During the preliminary interview questions such as: "What are your salary requirements?" "When can you start?" "If you are offered the job will you take it?" are improper. These types of questions should only be asked of finalists.
13. Be positive and proactive! Remember that the candidate is also interviewing us. Your comments during the interview process can influence the best candidate's choice about whether he or she will accept an offer.

ASSISTANT SUPERINTENDENT FOR HINSDALE/WINCHESTER
JOB DESCRIPTION

- QUALIFICATIONS:**
1. Experience in teaching and school administration totaling at least 10 years.
Central office experience desirable.
 2. Eligible for certification as an Assistant Superintendent of Schools in New Hampshire. Master's Degree Minimum.
 3. Other qualifications as the Board may find appropriate.

REPORTS TO: SUPERINTENDENT OF SCHOOLS

SUPERVISES: Administrative Assistant for Hinsdale and Winchester. Hinsdale and Winchester Principals, Directors and Supervisors.

JOB GOAL: To provide leadership in developing and maintaining educational programs and services.

RESPONSIBILITIES:

1. Attends and participates in meetings of the Hinsdale and Winchester School Boards and its committees.
2. Recommends new and revised policies and sees that all policies of the Hinsdale and Winchester Boards are implemented.
3. Prepares and submits to the Hinsdale and Winchester Boards 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 in the Hinsdale and Winchester School Districts.
5. Assigns and transfers employees as the best interest of the Hinsdale and Winchester School Districts may dictate.
6. Keeps the public informed about educational practices, policies and problems in the Hinsdale and Winchester School Districts' schools.
7. Delegates to other employees the exercise of any powers or the discharge of duties with the knowledge that the superintendent or assistant superintendent has the final responsibility for the action taken under such delegation.
8. Keeps informed of educational practices and trends and keep the Hinsdale and Winchester Boards informed of those practices and trends.
9. Makes recommendations, for Hinsdale and Winchester, with reference to the location and size of new school sites and of 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 districts.
10. Recommends to the Hinsdale and Winchester Boards for their adoption of all courses of study, curriculum guides, major changes in texts and time schedules.
11. Prepares, submits and recommends the school budget for the Hinsdale and Winchester Boards' 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 of all contracts, securities, documents, titles, and other papers belonging to the Hinsdale and Winchester Boards.

13. Provides suitable instruction and regulations to govern the use and care of Hinsdale and Winchester School District properties.
14. Performs such other tasks as may be assigned by the Hinsdale and Winchester School Boards and the Superintendent of Schools of SAU #38.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and length of contract to be arranged by the Board.

EVALUATION:

Job performance will be evaluated annually in concert with the Superintendent of Schools of SAU #38, the Hinsdale School Board, the Winchester School Board, and the Assistant Superintendent for Hinsdale and Winchester.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

SAU No. 38
ASSISTANT SUPERINTENDENT SAU 38 SEARCH PROCESS

A DRAFT PROPOSAL Process for the Recruiting and Hiring

- A. Board Notified of Vacancy by Superintendent of Schools – May, 2006
- B. Superintendent Notifies Board of Activation of Search Committee- October 12, 2006
- C. Search Committee Meets and Appoints Chair – November 1, 2006
- D. Membership of Committee Will Include:
 - 2 Winchester Board Members
 - 2 Hinsdale Board Members
 - 1 Monadnock Board Member
 - 1 Winchester Community Member
 - 1 Hinsdale Community Member
 - 1 Winchester Principal
 - 1 Hinsdale Principal
 - The Superintendent
 - 1 SAU Administrator
- E. Job Quadrant Indicating Desired Qualities in a Candidate Filled out by Staff at the School Affected and by the Various Teams. (Copy of Job Description Distributed with Quadrant)
- F. Committee Sets Timeline for Completion of Process
- G. Committee Designs:
 - 1. Advertisements for Position – Job Brochure (Design Work Done at SAU#38)
 - 2. Interview Questions
- H. Committee Screens Applications and Interviews Candidates
- I. Committee Selects 3-4 Candidates to Continue
- J. Candidates Proceed to Groups of:
 - 1. Teachers and Support Staff
 - 2. Administrators and Superintendent
 - 3. Parents / Community Members
- K. Recommendation to the Superintendent from Process Outlined in J.
- L. Superintendent Conducts Final Individual Interview.
- M. Recommendation and Meeting with the Full Board.

(Additional Documents: Job Quadrant, Norms for Committee Members)

JOB QUADRANT
MONADNOCK REGIONAL PRINCIPAL'S SEARCH

Experience	Adaptability
Applicable Skills	Vision and Goals

INTERVIEW TECHNIQUES AND RULES OF CONDUCT

1. Confidentiality is an absolute must. What each person hears at the initial interviews must stay confidential. The School Board and Superintendent have asked any non-board member to participate in a very important decision. This is done with the understanding that our trust and confidence in you will be met with a promise of confidentiality.

The involvement of existing staff will be an important part of the search process; however, direct involvement will be limited to only those activities specifically requested by the chair of the selection committee.
2. The lack of one quality of a candidate should not automatically eliminate any applicant any more than the possession of one particularly desired quality qualifies a candidate in all respects.
3. No one person will have authority to remove a candidate from consideration; likewise, no one person will have the authority to "demand" that a candidate is considered as the principal.
4. No candidate will be eliminated or promoted throughout the selection process based upon that person's gender, race, color, religion, or any other "personal" characteristics of this nature. Questions about these types of characteristics can not be asked. Further, if information is voluntarily offered by the candidate concerning these matters the information shall not be considered by the Committee in making a selection.
5. The questions selected for use will be a general mix of questions chosen before the interview process.
6. All candidates will be asked the same questions during the first part of the interview. An open forum may follow the predetermined questions.
7. Questions about how the candidate uses their personal free time should be avoided.
8. The interview is not a forum for debate. If a candidate offers a response with which you disagree, do not debate the issue. Make note of the response and then move on. It is acceptable to ask for clarification.
9. Do not expect the candidate to have comprehensive research on this particular district. Data on the system will be provided by the committee to those selected as finalists.
10. Candidates from outside of New Hampshire should not be expected to understand a specific New Hampshire law.
11. A primary function of interviewing a semi-finalist is to explore a candidate's record of accomplishment in a previous position. A primary focus of the finalist interviews should be how each candidate will perform in this district.
12. During the preliminary interview questions such as: "What are your salary requirements?" "When can you start?" "If you are offered the job will you take it?" are improper. These types of questions should only be asked of finalists.
13. Be proactive for our district! Remember that the candidate is also interviewing us. Your comments during the interview process can influence the best candidate's choice about whether he or she will accept an offer. Be positive!



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swanzy, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrds.org

Margaret A. Sullivan, CAGS
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrds.org

Judith E. Bischoff, M.Ed.
Interim Director of Special Services

Extension: 417
jbischoff@mrds.org

Katherine Chambers
Business Manager

Extension: 406
kchambers@mrds.org

Thomas C. Warner, M.Ed.
Director of Computer Technology

Extension: 410
twarner@mrds.org

SAU 38 School Board Meeting

Agenda for **Wednesday, November 1, 2006 7pm**

**Meeting to be held in Winchester, NH
in the Ford Building (behind the middle school)**

- 7:00 p.m. **Call to Order**
- 7:05 p.m. **Approval of the SAU #38 Board minutes** of the October 12, 2006
- public and non-public meetings.
- 7:10 p.m. **Old Business**
1. Superintendent Evaluation
- 7:15 p.m. **New Business**
1. SAU Personnel Searches Update
a. SAU assistant superintendent for Winchester and Hinsdale
b. Director of Technology
2. Bidding SAU Health Insurance
3. Town of Surry Request
4. SAU Budget 2006-2007 presentation
- 8:30 p.m. **Public Comments**
- 8:40 p.m. **Setting the next Meeting Agenda**
Wednesday, December 6, 2006 Hinsdale 7pm
1. SAU 38 Procedures Manual update
2. Audit Report
3. Budget 2007-2008
- 8:45 p.m. **Non Public Session:**
1. RSA 91 – A:3 II (c) - Personnel Request
- 9:00 p.m. **Return to Public Session**
- 9:03 p.m. **Adjournment**



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swanzey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

SAU 38 School Board Meeting

Agenda for **Wednesday, November 1, 2006 7pm**

**Meeting to be held in Winchester, NH
in the Ford Building (behind the middle school)**

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrds.org

Margaret A. Sullivan, CAGS
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrds.org

Judith E. Bischoff, M.Ed.
Interim Director of Special Services

Extension: 417
jbischoff@mrds.org

Katherine Chambers
Business Manager

Extension: 406
kchambers@mrds.org

Thomas C. Warner, M.Ed.
Director of Computer Technology

Extension: 410
twarner@mrds.org

- 7:00 p.m. **Call to Order**
- 7:05 p.m. **Approval of the SAU #38 Board minutes** of the October 12, 2006
- public and non-public meetings.
- 7:10 p.m. **Old Business**
 - 1. Superintendent Evaluation
- 7:15 p.m. **New Business**
 - 1. SAU Personnel Searches Update
 - a. SAU assistant superintendent for Winchester and Hinsdale
 - b. Director of Technology
 - 2. Bidding SAU Health Insurance
 - 3. Town of Surry Request
 - 4. SAU Budget 2006-2007 presentation
- 8:30 p.m. **Public Comments**
- 8:40 p.m. **Setting the next Meeting Agenda**
Wednesday, December 6, 2006 Hinsdale 7pm
 - 1. SAU 38 Procedures Manual update
 - 2. Audit Report
 - 3. Budget 2007-2008
- 8:45 p.m. **Non Public Session:**
 - 1. RSA 91 – A:3 II (c) - Personnel Request
- 9:00 p.m. **Return to Public Session**
- 9:03 p.m. **Adjournment**

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of October 12, 2006

Attendance:

Monadnock Regional: Colline Dreyfuss, James Carnie, Jonathan Kenyon, William Felton and Gene White

Winchester: Colleen Duquette and Valerie Cole

Hinsdale: Daniel Seymour, and Wayne Temmen.

SAU Administration: Ken Dassau, Superintendent, Katie Chambers, Business Manager, David Hodgdon, Assistant Superintendent, Margaret Sullivan, Asst. Superintendent and Tom Warner, Dir. of Technology. **Also present:** Attorney Paul Apple.

W. Temmen was asked to call the meeting to order at 7:10 PM.

- A. Approval of the Minutes of June 7, 2006. MOTION:** V. Cole **MOVED** to approve the June 7, 2006 Public Minutes as presented. **SECOND:** W. Felton. **VOTE:** Unanimous for those present. **Motion passes. MOTION:** C. Duquette **MOVED** to discuss the non-public minutes during non-public session. **SECOND:** G. White. **DISCUSSION:** J. Carnie said that the minutes are available after 72 hours. C. Duquette said that she does not know the nature of the discussion and would like to do it in non-public. J. Kenyon commented that it should be done in public session. **VOTE:** Hinsdale-2-no, Winchester-2-yes and Monadnock-3-yes and 1-no. **Motion passes.**

B. New Business:

1. SAU Personnel Searches:

- a. SAU assistant superintendent for Winchester and Hinsdale:** Winchester and Hinsdale agreed to start the search and will set a date for the committee. C. Duquette asked if there was money in the budget. K. Dassau explained that it is \$6,000.00 for the search and about \$4,000.00 extra for travel and advertising through the NHSBA. V. Cole asked if there was another level in which the NHSBA could do. C. Duquette suggested that the NHSBA do the search and screening and then the Board take over. **C. Dreyfuss arrives.** Winchester and Hinsdale have decided to meet on Nov. 1, 2006 at 6:00 PM. Winchester and Hinsdale will choose their community members. The SAU will send either K. Chambers or D. Hodgdon.
- b. Director of Technology:** K. Dassau explained that there is no search protocol for the SAU Director of Technology position. He asked for suggestions and discussed a search process possibly similar to the SAU Business Manager search last year with representatives from all three districts. C. Duquette suggested someone from the technology area instead of a budget member. It was suggested that one tech coordinator from each district, one board member from each district and a SAU Member. K. Dassau will bring back the information on Nov. 1, 2006.

2. Mileage Reimbursement Procedure for SAU 38-K. Chambers: K. Chambers explained the mileage reimbursement procedure by the SAU. She explained that presently they do not have any procedures in place. Daniel Seymour asked about the 3 people at the SAU who use the non-accountable plan. K. Chambers explained that they are the two assistant superintendents and the superintendent. The three administrators travel often and should not be required to record the mileage. J. Carnie mentioned that this proposal was presented to the Monadnock Board for their staff and the Board as well as the Finance Committee changed the \$3000.00 to \$2500.00 on the accountable. J. Carnie commented that this is an administrative procedure and it is not up to the Board. **MOTION:** C. Duquette **MOVED** to approve the SAU 38 Mileage Reimbursement Procedure as proposed by K. Chambers. **SECOND:** W. Temmen. **VOTE:** Hinsdale-2-yes, Winchester-2-yes, Monadnock -4-yes, 1-no. **Motion passes.**

C. Old Business:

1. Superintendent Evaluation: C. Dreyfuss will send the new forms to the members on the committee and email the members to pick a date.

D. Public Comments: R. Bauries commented that the Board is covering something up in non-public. He said that there is nothing in the minutes. He said that the public knows nothing and that is sad. He said that there is no litigation.

E. Setting the next agenda: C. Duquette asked for an updated list of names, addresses, phone numbers and emails of the Board Members. K. Dassau explained that the updated list is on the web page. He will send C. Duquette a list.

F. Motion to enter non-public session: **MOTION:** C. Duquette **MOVED** to enter non-public session under RSA 91-A:3 II(e)-Pending Litigation. **SECOND:** W. Felton. **DISCUSSION:** J. Carnie commented that when the Board met in Roxbury he and T. Aho walked out prior to non-public. He explained that he would stay tonight. He said that RSA 91 is very clear and specific in order to enter non-public. J. Carnie commented that if this is concerning the NH retirement it does not talk about litigation. He said that the Board should not enter into non-public without seeing the litigation. It is illegal. Attorney P. Apple commented that was J. Carnie's opinion. He would respectfully disagree. He said that the resulting appeal is litigation. It is a possibility of damages against the SAU and that is pending litigation. C. Duquette asked if the attorney could explain the reason for non-public prior to entering. P. Apple said that it is threatened litigation and you are justified in the law to go into non-public. J. Carnie commented that the information should have been given to the Board two weeks prior J. Carnie said that he would respectfully disagree. No party contested it until the Superintendent and the attorney filed an appeal. There is no litigation pending against the Board. P. Apple suggested that the Board go into non-public if the Board is not satisfied go out and discuss it in public session. J. Kenyon commented that the minutes are sealed until the end of the litigation. There is no covering up. **Roll call vote:** D. Seymour, W. Temmen, V. Cole, C. Duquette, W. Felton, G. White, J. Kenyon, C. Dreyfuss and J. Carnie. **Motion passes.**

G. Motion to enter into non-public session: **MOTION:** C. Duquette **MOVED** to enter non-public session under RSA 91-A:3 II c-Personnel Request. **SECOND:** J. Kenyon. **Roll call Vote:** D. Seymour, W. Temmen, V. Cole, C. Duquette, W. Felton, G. White, J. Kenyon, C. Dreyfuss and J. Carnie. **Motion passes.**

D. 10:00 PM Motion to adjourn: MOTION: J. Carnie MOVED to adjourn at 10:00 PM. SECOND: W. Temmen. VOTE: 9-yes. Motion passes.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

**School Administrative Unit 38
SAU Board Minutes
October 12, 2006
Non-public Minutes**

RSA 91A:3IIc

Board Members Present: Winchester: Colleen Duquette and Valerie Cole **Hinsdale:** Wayne Temmen and Daniel Seymour. **Monadnock:** Colline Dreyfuss, James Carnie, Jonathan Kenyon, William Felton and Gene White.

Others present: Ken Dassau, Katie Chambers, David Hodgdon, Tom Warner, Margaret Sullivan, Paul Apple and Laura Aivaliotis, recording secretary.

MOTION: W. Felton **MOVED** that M. Sullivan's request of her bottom line retirement package figure is placed in the minutes in the amount of \$39,022.00. **SECOND:** W. Temmen. **VOTE:** yes-9. **Motion passes.**

K. Dassau passed out a letter from T. Warner to the Board regarding his retirement. He explained to the Board that because of the appeal and the withdrawal of his health insurance adjustment that he would be receiving \$11,889.00 less than he requested. He explained to the Board possible adjustments to reach the difference. **MOTION:** W. Felton **MOVED** to approve the package presented for T. Warner in the amount of \$7,889.00 with the \$4,000.00 coming from unused stipends. **SECOND:** None.

DISCUSSION: W. Temmen commented that this is not proper. V. Cole agreed. W. Temmen asked that all the information be written out concerning his salary and benefits. T. Warner commented that he would like to know soon in case he needs to rethink his retirement. **C. Dreyfuss commented that the motion fails for lack of a second.**

MOTION: W. Temmen. **MOVED** to revisit T. Warner's proposal at the Nov. 1, 2006 Meeting. He asked that a breakdown of his salary and benefits request be completed with K. Chambers. **SECOND:** V. Cole. **DISCUSSION:** None. **VOTE:** Hinsdale yes-2, Winchester yes-1, no-1, Monadnock yes-4, no-1. **Motion passes.**

MOTION to amend the June 7, 2006 Non-public Minutes: **MOTION:** J. Carnie **MOVED** to amend the minutes that J. Carnie commented that he opposed using the health care benefits to supplement salary. **SECOND:** J. Kenyon. **VOTE:** yes-9. **Motion passes.**

MOTION: W. Temmen **MOVED** to go back to public session. **SECOND:** J. Kenyon. **VOTE:** 9-yes. **Motion passes.**

Respectfully submitted,

Laura Aivaliotis
MRSD Recording Secretary

School Administrative Unit 38
SAU Board Minutes
October 12, 2006
Non-public Minutes

RSA 91A:3IIe

Board Members Present: Winchester: Colleen Duquette and Valerie Cole **Hinsdale:** Wayne Temmen and Daniel Seymour. **Monadnock:** Colline Dreyfuss, James Carnie, Jonathan Kenyon, William Felton and Gene White.
Others present: Ken Dassau, Katie Chambers, David Hodgdon, Tom Warner, Margaret Sullivan, Paul Apple and Laura Aivaliotis, recording secretary.

MOTION: W. Felton **MOVED** to seal the minutes until a decision has been made by the NH Retirement Board. **SECOND:** J. Kenyon. **VOTE:** yes-9. **Motion passes.**

MOTION: C. Duquette **MOVED** to go back to public session. **SECOND:** W. Temmen. **VOTE:** 9-yes. **Motion passes.**

Respectfully submitted,

Laura Aivaliotis
MRSD Recording Secretary

Oct 5, 2006
Dr Kenneth Dassau

Ken,

Two pay periods ago, I realized my check had stopped being adjusted not to include the health insurance benefit as salary as has been past practice with SAU administrators retiring and a condition of resigning and retiring. (See SAU Board approved minutes and proposal - attached). I was not informed in advance that this would happen but have subsequently been told the practice of adding health benefits to ones salary in the final year(s) is being suspended.

I certainly cannot request that the SAU offer me a benefit that could be improper and I would rather not be a part of any controversial settlement. My request to retire in July 2007 was contingent upon board approval of a separation package that would allow me plan my financial future. Here is the impact of not receiving the health benefit as salary on my retirement. I only requested this benefit for one year:

Amount of my health insurance for 2006-2007 year: \$17,052
Amount of compensation for my unused sick days and vacation: \$28,350
Total added to salary: \$45,402

The \$17,052 was being paid back to the SAU purchase the medical insurance. The maximum amount that the NH Retirement would consider as final salary for retirement benefit calculations would be \$120,717 (annual salary times 150%). Since I am to receive \$28,350 for unused sick and vacation days, the amount that I lose in my retirement calculation due to loss of health benefit as salary is \$40,239 (50% of my current salary) - \$28,350, or \$11,889.

Since I will receive approximately 47% of my three highest year's average in retirement, the \$11,889 divided by three and reduced by 47% translates to an annual loss of \$1,862.61 every year of retirement (not including the effect of small COLA percentage raises).

I would like to propose a solution that would have a minimal impact on the SAU accounts and remove me from the controversy of adding health benefits as salary.

1. I receive my travel money as salary (\$2000). I will not be paid any travel stipend.
2. I receive my certification dues as salary (\$200). I will not submit my recertification fee I paid this year for reimbursement.
3. I receive my staff development allotment as salary (\$1800). I will not request payment for training for recertification or job skills update.

All these same adjustments were made in the retirement package for Ms. Sullivan.

That would account for \$4000 of the \$11,889 lost in the SAU's retraction of my health benefits as salary. The SAU would have to find the balance \$7,889 to restore the retirement agreement approved on June 7, 2006. I hope you look upon this request as reasonable and fair restoration of the financial agreement for my retirement as well as one that removes any controversy over my retirement settlement.

Respectfully,



Thomas C Warner
Director of Technology, SAU #38

SAU Separation Pay - Tom Warner
20 Years of Service - Combined MRSD & SAU38

	Annual	Daily
05/06 Base Salary	\$ 78,900	\$ 303
06/07 Base Salary	\$ 80,478	\$ 310

May 2006 Agreement with SAU Board

	Compensation		Funding	% of 06/07 Total Wages
Value of Health Insurance added to Compensation	\$ 17,052	—>	Health Insurance Account	21.19%
120 Unused leave days at 50% @ \$310	\$ 18,600	—>	Unreserved Fund Balance	23.11%
Per diem vacation days - 25 @ \$310	\$ 7,750	—>	Unreserved Fund Balance	9.63%
\$100 per years service (incl MRSD) - 20 years	\$ 2,000	—>	Unreserved Fund Balance	2.49%
Total w/o Health Ins added to Compensation \$	28,350			35.23%
Total as % of 06/07 Total Wages	35.23%			56.42%
Total with Health Ins added to Compensation \$	45,402			
Total as % of 06/07 Total Wages	56.42%			

October 2006 Proposal from Tom Warner

	Compensation		Funding	% of 06/07 Total Wages
Difference between \$28,350 and 50% of 05/06 Total Wages	\$ 11,100	2000 -->	Travel and Conference Account	13.79%
		200 -->	Dues/Fees/Certifications Account	
		1800 -->	Staff Development Account	
		7100 -->	Unreserved Fund Balance	
120 Unused leave days at 50% @ \$310	\$ 18,600	—>	Unreserved Fund Balance	23.11%
Per diem vacation days - 25 @ \$310	\$ 7,750	—>	Unreserved Fund Balance	9.63%
\$100 per years service (incl MRSD) - 20 years	\$ 2,000	—>	Unreserved Fund Balance	2.49%
Total w/o \$11,100 added to Compensation \$	28,350			35.23%
Total as % of 06/07 Total Wages	35.23%			49.02%
Total with \$11,100 added to Compensation \$	39,450			
Total as % of 06/07 Total Wages	49.02%			

Difference between May and October Terms

NHRS Compensation:	\$	(5,952)	(Note: no effect on NHRS benefit since final year compensation is limited to 150% of previous year's compensation)
Out-of-pocket expenses not reimbursed:			
Travel	\$	2,000	
Certification Fees	\$	200	
Certification Course(s)	\$	1,800	

MEMORANDUM

October 26, 2006

TO: SAU #38 Board, Superintendent Dassau
FROM: Katie Chambers, Business Manager 
C: Tom Warner, Director of Technology

RE: Separation Agreement with Tom Warner

At the October 12th meeting of the SAU Board, I was asked to calculate the amounts and relevant percentages of the May separation agreement with Tom Warner, the SAU #38 Director of Technology, who is retiring at the end of the 06/07 year, as well as the proposal Tom presented at the October 12th meeting addressing the New Hampshire Retirement System issue that has come up since the Board's agreement with Tom in May.

Attached please find a financial summary of each proposal.

If you have any questions, please do not hesitate to contact me. Thank you.

SAU Separation Pay - Tom Warner
20 Years of Service - Combined MRSD & SAU38

	Annual	Daily
05/06 Base Salary	\$ 78,900	\$ 303
06/07 Base Salary	\$ 80,478	\$ 310

May 2006 Agreement with SAU Board

	Compensation	Funding	% of 06/07 Total Wages
Value of Health Insurance added to Compensation	\$ 17,052 ---->	Health Insurance Account	21.19%
120 Unused leave days at 50% @ \$310	\$ 18,600 ---->	Unreserved Fund Balance	23.11%
Per diem vacation days - 25 @ \$310	\$ 7,750 ---->	Unreserved Fund Balance	9.63%
\$100 per years service (incl MRSD) - 20 years	\$ 2,000 ---->	Unreserved Fund Balance	2.49%
Total w/o Health Ins added to Compensation \$	28,350		35.23%
Total as % of 06/07 Total Wages	35.23%		56.42%
Total with Health Ins added to Compensation \$	45,402		
Total as % of 06/07 Total Wages	56.42%		

October 2006 Proposal from Tom Warner

	Compensation	Funding	% of 06/07 Total Wages
Difference between \$28,350 and 50% of 05/06 Total Wages	\$ 11,100 2000 ---->	Travel and Conference Account	13.79%
	200 ---->	Dues/Fees/Certifications Account	
	1800 ---->	Staff Development Account	
	7100 -->	Unreserved Fund Balance	
120 Unused leave days at 50% @ \$310	\$ 18,600 ---->	Unreserved Fund Balance	23.11%
Per diem vacation days - 25 @ \$310	\$ 7,750 ---->	Unreserved Fund Balance	9.63%
\$100 per years service (incl MRSD) - 20 years	\$ 2,000 ---->	Unreserved Fund Balance	2.49%
Total w/o \$11,100 added to Compensation \$	28,350		35.23%
Total as % of 06/07 Total Wages	35.23%		49.02%
Total with \$11,100 added to Compensation \$	39,450		
Total as % of 06/07 Total Wages	49.02%		

Difference between May and October Terms

NHRS Compensation:	\$	(5,952)	(Note: no effect on NHRS benefit since final year compensation is limited to 150% of previous year's compensation)
Out-of-pocket expenses not reimbursed:			
Travel	\$	2,000	
Certification Fees	\$	200	
Certification Course(s)	\$	1,800	

Terry Stepenuck

From: "Ken Dassau" <kdassau@mrsd.org>
To: "David Funkhouser" <dfunkhouser@wnhsd.org>; "Rebecca Cummins" <rcummins@hnhsd.org>
Cc: "Ann Diorio" <adiorio@mrsd.org>; "Terry" <tstepenuck@mrsd.org>
Sent: Wednesday, October 25, 2006 6:14 PM
Attach: The Search Committee for the Assistant Superintendent of Schools for Winchester and Hinsdale.doc
Subject: Asst Superintendent Search

Hi David and Rebecca -

The SAU Board has met and agreed to begin the search process for the Asst. Supt. for Winchester and Hinsdale. The agreed to meet as a search committee next Wed Nov 1 at 6pm in the Ford Building in Winchester before the SAU Board meeting which starts at 7.

I've attached the committee composition for you - and you can see that you are both members. I hope you will be able to attend. More information will follow.

Ken

Dr. Ken Dassau
Superintendent
SAU 38
Hinsdale-Monadnock-Winchester
600 Old Homestead Highway
Swanzey, NH 03446
Phone: (603) 352-6955, ext. 405
FAX: (603) 358-6708
email: kdassau@mrsd.org
Website: www.mrsd.org

10/26/2006

The Search Committee for the Assistant Superintendent of Schools for Winchester and Hinsdale shall be comprised of:

- 2 Winchester Board Members
- 2 Hinsdale Board Members
- 1 Monadnock Board Member
- 1 Winchester Community Member
- 1 Hinsdale Community Member
- 1 Winchester Principal
- 1 Hinsdale Principal
- The Superintendent
- 1 SAU Administrator

The Search Committee for the Assistant Superintendent of Schools for Winchester and Hinsdale shall be comprised of:

- 2 Winchester Board Members
- 2 Hinsdale Board Members
- 1 Monadnock Board Member
- 1 Winchester Community Member
- 1 Hinsdale Community Member
- 1 Winchester Principal
- 1 Hinsdale Principal
- The Superintendent
- 1 SAU Administrator

School Administrative Unit #38

Public Session Notice

The School Administrative Unit #38 Board will meet on

Wednesday, November 1, 2006 at 7:00 p.m. in the

Ford Building behind Winchester Elementary School

In Winchester New Hampshire

Non-public session in accordance with

RSA 91 - A:3 II (c)

The Keene Sentinel

To be placed wherever convenient as soon as possible

Run Public Notice for one day.

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer
To be placed wherever convenient as soon as possible

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446
TELEPHONE: (603) 352-6955 • FAX: (603) 358-6708
WWW.SAU38.ORG

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale

Telephone: 352-6955
Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction

Telephone: 352-6955
Extension: 409
dhodgdon@mrsd.org

Katherine Chambers
Business Manager

Telephone: 352-6955
Extension: 406
kchambers@mrsd.org

Thomas C. Warner
Director of Computer Technology

Telephone: 352-6955
Extension: 410
twarner@mrsd.org

TO: SAU 38 School Board
FROM: Ken Dassau *KD*
DATE: October 5, 2006
RE: SAU Meeting Agenda October 12, 2006

With the approval of the three SAU 38 school board chairs a meeting has been set for Thursday, October 12 at 7 pm in the Monadnock High School Library. Enclosed is the **agenda**, the public and non public minutes of June 7, 2006, the proposed mileage reimbursement procedure for SAU 38, and the search committee composition for the assistant superintendent as set in the SAU 38 Procedures Manual.

Enclosures: Agenda
June 7 public and non-public Board Minutes
mileage reimbursement procedure
search composition



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swanzy, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

SAU 38 School Board Meeting

Agenda for Thursday, October 12, 2006 7pm

Meeting to be held at Monadnock Regional High School Library
Swanzy, NH

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan, CAGS
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrsd.org

Judith E. Bischoff, M.Ed.
Interim Director of Special Services

Extension: 417
jbischoff@mrsd.org

Katherine Chambers
Business Manager

Extension: 406
kchambers@mrsd.org

Thomas C. Warner, M.Ed.
Director of Computer Technology

Extension: 410
twarner@mrsd.org

- 7:00 p.m. **Call to Order**
- 7:05 p.m. **Approval of the SAU #38 Board minutes** of the June 7, 2006 - public and non-public meetings.
- 7:10 p.m. **New Business**
 - 1. SAU Personnel Searches
 - a. SAU assistant superintendent for Winchester and Hinsdale
 - b. Director of Technology
 - 2. Mileage Reimbursement Procedure for SAU 38. - K. Chambers
- 7:40 p.m. **Old Business**
 - 1. Superintendent Evaluation
- 7:45 p.m. **Public Comments**
- 7:50 p.m. **Setting the next Meeting Agenda**
Wednesday, November 1, 2006, Winchester 7pm
 - 1. SAU 38 Procedures Manual update
 - 2. Audit Report
 - 3. Budget 2007-2008
- 7:55 p.m. **Non Public Session:**
 - 1. RSA. 91 – A:3 II(e) - Pending litigation
 - 2. RSA 91 – A:3 II (c) - Personnel Request
- 8:30 p.m. **Return to Public Session**
- 8:35 p.m. **Adjournment**

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of June 7, 2006

Attendance:

Monadnock Regional: Bruce McCulley, Gene White, Jonathan Kenyon, Colline Dreyfuss and James Carnie

Winchester: Colleen Duquette and Valerie Cole

Hinsdale: Tia Sherman, Tammy-Jean Akeley, Daniel Seymour, and Joseph Novick.

SAU Administration: Ken Dassau, Superintendent, Margaret Sullivan, Asst. Superintendent and Tom Warner, Dir. of Technology

- A. **Approval of the Minutes of May 3, 2006. MOTION:** J. Kenyon **MOVED** to approve the May 3, 2006 Minutes as presented. **SECOND:** J. Novick. **DISCUSSION:** J. Carnie clarified that the minutes reflected the regular May Meeting on pages 2 and 3 and the mention of the regular May meeting when discussing the procedures manual. R. Bauries asked for a point of order. He said that the non-public from May 3, 2006 did not mention the compensations being asked for. He also commented on the statement of practice. (The Board did not act on this). He mentioned that C. Cardine's retirement package has never been known to the public. B. McCulley asked the statutory for public comments. **VOTE:** Monadnock 4-yes, 1-abstain, Winchester 3 abstain and Hinsdale 3-yes and 1 abstain. **Motion passes.**
- B. **6:14 PM Motion to enter into non-public session under RSA 91-A:3 II (c): MOTION:** J. Novick **MOVED** to enter into non-public session **SECOND:** J. Kenyon **VOTE:** Roll call: B. McCulley, D. Seymour, V. Cole, G. White, J. Kenyon, C. Dreyfuss, T. Akeley, T. Sherman, J. Novick and J. Carnie. **Motion passes.**
- C. **Public Session:** C. Dreyfuss announced that during non-public session the Board accepted T. Warner's resignation with regret.
- MOTION:** C. Duquette. **MOVED** to allow the discussion on the Erate Funding Commitment for 2006-2007. **SECOND:** J. Kenyon. **VOTE:** 9-yes. **Motion passes.** T. Warner explained that he had just received the information on the Erate for the 2006-2007 school year and handed it out to the Board. He explained that the discount is based on the free and reduced lunch. He said that the discount could be through the year or at the end. C. Duquette asked if this is K-8 grades in Winchester. T. Warner explained that it was. *T. Warner leaves for another meeting at 6:50 PM.*
- D. **Public Comments:** None.
- E. **6:52 PM Motion to adjourn: MOTION:** C. Duquette **MOVED** to adjourn at 6:52 PM. **SECOND:** J. Carnie. **VOTE:** 9-yes. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

**Non-approved
School Administrative Unit 38
SAU Board Minutes
June 7, 2006
Non-public Minutes**

Board Members Present: Winchester: Colleen Duquette and Valerie Cole **Hinsdale:** Joseph Novick, Tia Sherman, Tammy Akeley and Daniel Seymour. **Monadnock:** Colline Dreyfuss, James Carnie, Jonathan Kenyon, Bruce McCulley and Gene White.
Others present: Tom Warner, Ken Dassau and Laura Aivaliotis, recording secretary.

K. Dassau passed out a letter from T. Warner to the Board. It was a letter of resignation/retirement and a requested separation package for T. Warner. K. Dassau explained that he made a policy presentation to the SAU Board last time about compensation packages but the Board took no action. Therefore the Board could continue to act on a case-by-case basis for retiring administrators. K. Dassau explained the package being asked for by T. Warner. (Letter attached to non-public minutes.) It was asked about C. Cardine's retirement package and explained that his was unique. D. Seymour asked if this helps with T. Warner's retirement. T. Warner explained the benefits and the formula for the NH Retirement. J. Carnie commented that he opposed continuing this practice and using the insurance money. He had no objection to the other parts of the package. He said that they were standard practice. He said that there might be a problem at negotiations because the teacher will know what the administrators are getting. He said that he is not against T. Warner but the ramifications need to be looked at. D. Seymour said that the money is already being used. It was mentioned that the proposed policy says that it is not for persons covered under collective bargaining agreements and the employee must be full time. B. McCulley commented that the Board is way off the motion. J. Carnie commented that they are discussing retirement situation compensation. B. McCulley said that he had no problem with the insurance part of the package. There is no additional cost to the district for this. B. McCulley asked if there is any possibility that the days may be used. K. Dassau explained that it could change depending on a vacation or health issues. V. Cole stated that the \$28,350.00 does not include the insurance. **MOTION:** J. Kenyon **MOVED** to accept T. Warner's retirement resignation with regret with the proposed compensation package adjusted for vacations and time off due to health if needed. **SECOND:** B. McCulley **VOTE:** Monadnock 4-yes and 1 abstain, Hinsdale 3-yes and Winchester 3-yes. **Motion passes.** J. Carnie said that he abstained because he had a problem with the policy but not the individual or the package. *C. Duquette arrived.*

MOTION: J. Novick **MOVED** to go back to public session at 6:44 PM. **SECOND:** J. Kenyon. **VOTE:** 9-yes. **Motion passes.**

Respectfully submitted,

Laura Aivaliotis

SEARCH COMMITTEES:

The search committees for a Superintendents Search shall be comprised of:

- 3 Members of the Monadnock School Board
- 2 Monadnock School District Community Members
- 1 Hinsdale Board Member
- 1 Winchester Board Member
- The Assistant Superintendent for Hinsdale and Winchester
- 2 Monadnock Regional School District Principals (1 High School and 1 Elementary)
- 1 Monadnock Regional School District Teacher

The Search Committee for the Assistant Superintendent of Schools for Winchester and Hinsdale shall be comprised of:

- 2 Winchester Board Members
- 2 Hinsdale Board Members
- 1 Monadnock Board Member
- 1 Winchester Community Member
- 1 Hinsdale Community Member
- 1 Winchester Principal
- 1 Hinsdale Principal
- The Superintendent
- 1 SAU Administrator

SAU #38

Mileage Reimbursement Procedure

There are two mileage reimbursement plans for SAU #38, the Accountable Plan and the Non-Accountable Plan.

- The Accountable Plan is applicable to all SAU #38 employees, both full-time and part-time, both regular and temporary/seasonal.
- The Non-Accountable Plan is applicable to the Superintendent of Schools and the Assistant Superintendents of Schools. The latter may chose either of the plans.
- Neither plans apply to independent contractors.

The Accountable Plan

This plan applies to all SAU employees, including the Superintendent and Assistant Superintendents at their discretion.

Mileage reimbursements made under this plan are not taxable to the employee. Amounts paid under this plan are not wages.

Mileage reimbursements made under this plan will be at the IRS-allowed reimbursement rate in effect as of the date of travel. Typically, the IRS sets an annual rate with an effective date of January 1st, but it has been known to change rates mid-year. However, **subject to annual appropriation in the budget, reimbursements are limited to Three Thousand Dollars (\$3,000) per employee per fiscal year unless a special exception is approved in advance by the Superintendent of Schools, or in the case of the Superintendent, approved in advance by the SAU Board. Special exceptions may only be authorized for one year at a time.**

To receive a mileage reimbursement under this plan, an employee must submit to his or her supervisor a Mileage Reimbursement Request Form: Accountable Plan for approval. Approved forms are then submitted to the Business Manager. The completed form must contain the following information:

- An itemization of the dates, places and distances traveled.
- An explanation of the business purpose of the expenditure for each of the items listed.
- A calculation of the reimbursement amount requested.
 - Example:
100 miles round trip from Swanzey NH to Portsmouth NH on 9/1/06 to attend a training session in NCLB practices and policies. 100 miles x \$0.445 per mile = \$44.50.

Reimbursements requests may be submitted either monthly or bimonthly. They are not to be held until year-end. Final reimbursement requests for each fiscal year must be submitted no later than close of business on June 30th of each year.

The Non-Accountable Plan

This plan applies only to the Superintendent of Schools and to the Assistant Superintendents of Schools. These employees of the SAU may chose reimbursement either under this plan or under the Accountable Plan at their own discretion.

Mileage reimbursements made under this plan are taxable to the employee. Amounts paid under this plan are wages and are subject to Federal Income Tax Withholding, FICA, and Medicare taxes as well as NH Retirement System contributions.

Mileage reimbursements under this plan will paid at the rate of Two Hundred Dollars (\$250.00) per month and will not be paid more than monthly nor less than annually.

To receive mileage reimbursements under this plan, the employee must submit a *Mileage Reimbursement Request Form: Non-Accountable Plan* to the SAU Business Manager for payment. Elections for the Non-Accountable Plan may be made on a month-to-month basis or on an annual basis. The election must be selected on the Form. Note: due to IRS federal tax withholding regulations, the withholding on an annual reimbursement may be more than the sum of the withholdings on monthly reimbursements.

Mileage reimbursements, whether under the Accountable Plan, the Non-Accountable Plan, or a combination of the two Plans, are limited to Three Thousand Dollars (\$3,000) per employee per fiscal year unless a special exception is approved in advance by the Superintendent of Schools, or in the case of the Superintendent, approved in advance by the SAU Board. Special exceptions may only be authorized for one year at a time.

Final reimbursement requests for each fiscal year must be submitted no later than close of business on June 30th of each year.

SAU #38
 Mileage Reimbursement Request Form: *Accountable Plan*

Payable to: _____
employee name department

To receive mileage reimbursement, an employee must submit to his or her supervisor for approval. The form below must contain the following information:

- An itemization of the dates, places and distances traveled.
- An explanation of the business purpose of the expenditure for each of the items listed.

For example:

Date(s) Travelled	Origin	Destination	Purpose	Total Milestrip
4-4-81	Overland, NH	Providence, RI	Training session in NCIB practical and position. (120 miles each way)	240

[illegible]

Total Miles:	
--------------	--

multiply by mileage reimbursement rate of 44.5 cents/mile:

S .

Supervisor Signature

Date _____

Account number

SAU #38
Mileage Reimbursement Request Form
Non-Accountable Plan *

(* available only to the Superintendent of Schools and to the Assistant Superintendents of Schools)

I understand that by electing to receive mileage compensation under a non-accountable plan that these monies are considered taxable income and will be paid out through payroll and be included on my W-2 wage statement.

Please choose one by checking the applicable box:

Monthly ☐	I elect to receive \$250.00 (prior to applicable taxes being withheld) as a monthly mileage reimbursement This amount will be paid as a monthly reimbursement after the month is complete.
Annual ☐	I elect to receive \$3,000.00 (prior to applicable taxes being withheld) as a mileage reimbursement for the fiscal year (July-June) I understand that due to IRS federal withholding regulations, the withholding on an annual reimbursement may be more than the sum of the withholdings on monthly reimbursements. By choosing the annual payment, I understand that this is payable at the end of the twelve month fiscal year.

I understand that a maximum of \$3,000.00 (pre-tax) has been allocated towards mileage reimbursement for my position.

Final request for reimbursement must be submitted no later than close of business on 30 June of each year.

Employee Name (please print): _____

Employee Signature: _____ Date: _____

Received by Business Manager (initial): _____ Date: _____

Received by Payroll Manager (initial): _____ Date: _____

School Administrative Unit #38

Public Session Notice

The School Administrative Unit #38 Board will meet on
Thursday, October 12, 2006 at 7:00 p.m. in the
Library at Monadnock Regional High School
In Swanzey NH

Non-public session in accordance with
RSA 91-A:3 II

The Keene Sentinel

To be placed wherever convenient as soon as possible

Run **Public Notice for one day.**

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer
To be placed wherever convenient as soon as possible

Run Public Notice for one day.

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

SAU Separation Pay - Tom Warner
20 Years of Service - Combined MRSD & SAU38

	Annual	Daily
05/06 Base Salary	\$ 78,900	\$ 303
06/07 Base Salary	\$ 80,478	\$ 310

May 2006 Agreement with SAU Board

	Compensation	Funding	% of 06/07 Total Wages
Value of Health Insurance added to Compensation	\$ 17,052 ---->	Health Insurance Account	21.19%
120 Unused leave days at 50% @ \$310	\$ 18,600 ---->	Unreserved Fund Balance	23.11%
Per diem vacation days - 25 @ \$310	\$ 7,750 ---->	Unreserved Fund Balance	9.63%
\$100 per years service (incl MRSD) - 20 years	\$ 2,000 ---->	Unreserved Fund Balance	2.49%
Total w/o Health Ins added to Compensation \$	28,350		35.23%
Total as % of 06/07 Total Wages	35.23%		56.42%
Total with Health Ins added to Compensation \$	45,402		
Total as % of 06/07 Total Wages	56.42%		

October 2006 Proposal from Tom Warner

	Compensation	Funding	% of 06/07 Total Wages
Difference between \$28,350 and 50% of 05/06 Total Wages \$	11,100 2000 ---->	Travel and Conference Account	13.79%
	200 ---->	Dues/Fees/Certifications Account	
	1800 ---->	Staff Development Account	
	7100 ---->	Unreserved Fund Balance	
120 Unused leave days at 50% @ \$310	\$ 18,600 ---->	Unreserved Fund Balance	23.11%
Per diem vacation days - 25 @ \$310	\$ 7,750 ---->	Unreserved Fund Balance	9.63%
\$100 per years service (incl MRSD) - 20 years	\$ 2,000 ---->	Unreserved Fund Balance	2.49%
Total w/o \$11,100 added to Compensation \$	28,350		35.23%
Total as % of 06/07 Total Wages	35.23%		49.02%
Total with \$11,100 added to Compensation \$	39,450		
Total as % of 06/07 Total Wages	49.02%		

Difference between May and October Terms

NHRS Compensation:	\$	(5,952)	(Note: no effect on NHRS benefit since final year compensation is limited to 150% of previous year's compensation)
Out-of-pocket expenses not reimbursed:			
Travel	\$	2,000	
Certification Fees	\$	200	
Certification Course(s)	\$	1,800	

would pay himself



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swanzey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan, CAGS

Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.

Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrsd.org

Judith E. Bischoff, M.Ed.

Director of Student Services

Extension: 417
jbischoff@mrsd.org

Laurent J. Biron

Business Manager

Extension: 406
lbiron@mrsd.org

Thomas C. Warner

Director of Computer Technology

Extension: 410
twarner@mrsd.org

SAU #38 BOARD MEETING

Date: Wednesday, June 7, 2006
Time: 6:00 P.M.
Place: Ford Building behind Winchester Elementary School
Winchester New Hampshire

6:00 pm Call to Order
Approval of the Board minutes of May 3, 2006 meeting.

6:05 pm Action on Resignation

6:10 pm Non-Public RSA 91-A:3 II(a).

Public Session

Adjourn

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of May 3rd, 2006

Attendance:

Monadnock Regional: Phyllis Peterson, Gene White, Jonathan Kenyon, Colline Dreyfuss, Bill Felton and James Carnie

Winchester: Colleen Duquette

Hinsdale: Tia Sherman, Wayne Temmen and Joseph Novick.

SAU Administration: Ken Dassau, Superintendent, Margaret Sullivan, Asst. Superintendent, Dave Hodgdon, Asst. Superintendent, Tom Warner, Director of Technology, Larry Biron, Business Manager, and Judith Bischoff, Director of Student Services.

A. Approval of the Minutes of April 10, 2006. MOTION: C. Duquette **MOVED** to approve the April 10, 2006 Minutes as presented. **SECOND:** J. Novick. **VOTE:** 8-yes and 1 abstain. **Motion passes.**

B. Election of Officers:

a. Chairman: MOTION: G. White **MOVED** to nominate C. Dreyfuss as chair. **SECOND:** J. Kenyon. **VOTE:** 8-yes and 1 abstain. **Motion passes.**

b. Vice Chair: MOTION: W. Temmen **MOVED** to nominate J. Novick as Vice Chair. **SECOND:** G. White. **VOTE:** 8-yes and 1 abstain. **Motion passes.**

c. Treasurer: MOTION: C. Duquette. **MOVED** to nominate B. Tatro as treasurer. **SECOND:** J. Novick. **VOTE:** 9-yes. **Motion passes.**

d. Vice Treasurer: MOTION: G. White **MOVED** to nominate W. Felton Vice-Treasurer. **SECOND:** C. Duquette **VOTE:** 8-yes and 1 abstain. **Motion passes.**

e. Secretary: MOTION: J. Kenyon **MOVED** to nominate Laura Aivaliotis as secretary. **SECOND:** J. Novick. **VOTE:** 9-yes. **Motion passes.**

C. Administrative Reports:

Superintendent: K. Dassau distributed the administrative reports. He explained that they had conducted two successful searches. One search for the Business Manager and one for the Director of Student Services. He commented that the SAU Budget was passed in all 3 districts. He recommended that each district draft a policy on school choice for its students. This policy would assist in the participation of the federal Monadnock Public School of Choice (MRPSOC) grant. Presently, Harrisville is the only school within the grant that has adopted one. He explained that there would be three non-public sessions tonight.

Assistant Superintendent Curriculum and Instruction: D. Hodgdon presented the Board with a five-year plan of the Staff Development and Master Plan. He commented on the great group that was doing the process. It is a fairly lengthy document. He said that this proposal has been unanimously accepted by all the schools. The process is that the committee members gather the information and bring it back to the staff for their opinions. The major changes are mostly redefining. **MOTION:** G. White. **MOVED** to accept the Master Plan for

Professional Development 2006-2011. **SECOND:** W. Felton. **VOTE:** 8-yes and 1 abstain. **Motion passes.**

Business Manager: L. Biron said that he is happy to report that his department is in the best shape it has ever been. He commented that he has a great staff and they made some positive changes. He commented that D. Most has been doing a great job Cash Manager and Grant Manager as has T. O'Connor as Assistant Business Manager for Hinsdale and Winchester. L. Biron commented that it has been a great ride at the SAU but is hoping to enjoy his retirement. The Board applauded him.

Assistant Superintendent for Hinsdale and Winchester: M. Sullivan reported that Hinsdale will be expanding and adding to the existing complex. She commented that Hinsdale has made academic yearly progress. She commented on the preschool in Winchester and the full day kindergarten. She said that the kids going to Keene are doing better. She commented on the fact that A. Diorio, T. O'Connor and herself are working to create financial reports that work better for the Budget Committee.

Director of Technology: T. Warner explained his cover sheet and the projects that he is working on.

Director of Special Services: J. Bischoff explained that this year is a transition year but things are pulling together. She said that R. Matte is doing a wonderful job. They have not filled the Speech position, the Occupational Therapist position or the Special Ed. Coordinator position. She informed the Board that L. Evans and D. Harty have been recognized by the state for excellence in the field of Autism. She commented on the reduced out of district students, the on line newsletter coming in September and the Second Chance Program. C. Duquette asked where the Second Chance Program was housed. J. Bischoff said it was in the old high school part of Thayer. **MOTION:** C. Duquette. **MOVED** that the administrative reports be included in the packets for the May Meetings. **SECOND:** J. Novick. **VOTE:** 9 yes. **Motion passes.**

- D. Citizens Comments:** R. Bauries commented that he would like a copy of the staff development plan and that he was disappointed that some Board Members voted on the plan without reading it first. He asked if there was any financial attachment to the plan. D. Hodgdon said that the plan is on the web site and has already been budgeted. R. Bauries asked why the Citizens Comments were in the middle of the agenda. C. Dreyfuss said that she continued the format as last year.

E. Other Board Business:

Insurance Study Committee: C. Duquette asked if the entire SAU could do anything to try and save on the rising insurance costs. L. Biron explained that the SAU has 687 subscribers you need 1000 subscribers to be fully credited. He said that the entire SAU had four cancer cases and that the members are getting older and use more health care. He does not believe that there would be any cheaper option for this group based upon the group data. He explained the amount of benefits that had been disbursed. He would suggest that during negotiations that the health benefits deductibles be discussed.

SAU Procedures Manual: C. Duquette explained that the manual had been distributed last May and comments should have been given back. **MOTION:** C. Duquette **MOVED** that the SAU Board accept the SAU Procedures Manual, the blue copy dated May 4, 2005. **SECOND:** W. Temmen. **DISCUSSION:** K. Dassau commented on the gray manual that was passed out to the Board today. He said that the changes are only in the directory information. C. Duquette said that there are minor revisions for clarification purposes. D. Hodgdon's job description should be done. K. Dassau explained that historically this was meant to be put together and updated annually. J. Carnie commented that there have been rather important changes. He commented on the hiring of the assistant superintendent for Winchester and Hinsdale and the hiring of the superintendent in Monadnock. He said the process has worked out and he does not want to change that. C. Duquette said that she would like to clarify the practice and not just an unspoken process. W. Temmen said that he did not have any great concerns. J. Novick said that he would like to compare the two books. **MOTION:** W. Temmen **MOVED** to amend the motion and accept the gray copy of the procedures manual. **SECOND:** J. Kenyon. **DISCUSSION:** **MOTION:** W. Temmen **MOVED** to delay the vote to the next SAU Meeting. **SECOND:** J. Kenyon. **DISCUSSION:** C. Duquette said that she would strongly disagree. J. Carnie asked why. C. Duquette said that the Board had the manual for a year with sufficient time to submit their comments. J. Kenyon commented that when a document is handed out and not read it is not good practice. C. Duquette said that we had the blue book for a year. P. Peterson said that she did not see the blue book. W. Temmen would withdraw his amendment and J. Kenyon would withdraw his second on the amendment. **VOTE:** J. Novick-abstain, P. Peterson-abstain and 7-yes. **Motion passes.** It was agreed that the May 3, 2006 SAU Procedures Manual would be given to the Board Members prior to the next meeting with the changes highlighted.

Evaluation of the Superintendent: K. Dassau commented that the SAU Procedures Manual does not address the issue of evaluation of the superintendent. All three Boards have a policy but he is not aware that there has been a consistent practice. C. Dreyfuss said that she was on the committee. W. Felton commented that he was the chair on the Personnel Committee. This committee did evaluate the superintendent. Each Board does an evaluation. W. Temmen commented that it should be a standard evaluation form. J. Carnie commented that he does not like the evaluation form set out by the NHSBA. He did say that someone does have to do the evaluation. K. Dassau commented that a committee of 2 people from Monadnock, 1 person from Winchester and 1 person from Hinsdale handled the last evaluation. W. Temmen commented that the evaluation comes before the entire SAU Board. **MOTION:** J. Novick **MOVED** to form a superintendent evaluation committee consisting of 2 Board Members from Monadnock, 1 Board Member from Winchester and 1 Board Member from Hinsdale. **SECOND:** W. Temmen. **VOTE:** 9-yes. **Motion passes.** The evaluation process is up to the committee. It was suggested that the members attend the NHSBA workshop on this issue. J. Carnie suggested that the process be stipulated on the agenda. C. Duquette commented that the evaluation should be done by the May meeting.

Statement of Practice: K. Dassau asked the Board to consider formalizing the practice for setting a benefits package for retiring administrators. In some districts administrators have been allowed to receive their dedicated health benefits as salary and provide their own insurance. He said that attorney D. Hatfield said that this is an acceptable practice. D. Hatfield drafted the practice submitted. All three districts have a retirement benefit for the teachers. He is not asking for action but to have the conversation on the model to accept, reject or approve on a case by case basis.

Retirement Action: K. Dassau explained that in the packets was a letter of retirement from M. Sullivan. **MOTION:** W. Felton **MOVED** to accept M. Sullivan's letter of retirement. **SECOND:** C. Duquette. **DISCUSSION:** W. Temmen, J. Novick and C. Duquette accept the motion but with regret to see her leave. **VOTE:** 9-yes. **Motion passes.**

F. Setting dates for 2006-2007 SAU #38 Meetings:

November 1, 2006 - Winchester

December 6, 2006 - Hinsdale

May 2, 2007 - Emerson School, Fitzwilliam

MOTION: J. Carnie **MOVED** to accept the dates as presented for the future SAU# 38 Board Meetings. **SECOND:** J. Kenyon. **VOTE:** 9-yes. **Motion passes.**

G. 9:40 PM Motion to enter into non-public session under RSA 91-A:3 II (a):

MOTION: W. Temmen **MOVED** to enter into non-public session **SECOND:** J. Novick **VOTE:** Roll call: W. Felton, J. Carnie, P. Peterson, J. Kenyon, C. Duquette, C. Dreyfuss, G. White, J. Novick, T. Sherman and W. Temmen. **Motion passes.**

H. 10:09 PM Motion to adjourn: MOTION: J. Carnie **MOVED** to adjourn at 10:09 PM. **SECOND:** J. Kenyon. **VOTE:** 9-yes. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

School Administrative Unit 38
SAU Board Minutes
May 3, 2006
Non-public Minutes

Board Members Present: Winchester: Colleen Duquette, Hinsdale: Joseph Novick, Tia Sherman and Wayne Temmen. **Monadnock:** Colline Dreyfuss, James Carnie, Jonathan Kenyon, Phyllis Peterson, William Felton and Gene White.

Others present: Ken Dassau, Superintendent, Margaret Sullivan, Asst. Superintendent, Larry Biron, Business Manager, Judith Bischoff, Director of Student Services and Laura Aivaliotis, recording secretary.

Non-public Session: MOTION: G. White **MOVED** to nominate the Special Services Personnel 2006-2007 as presented by K. Dassau. **SECOND:** J. Novick. **DISCUSSION:** J. Carnie asked if there are any new positions. K. Dassau explained that there is still a vacant speech position but it is already in the budget. **VOTE:** 9-yes. **Motion passes.**

SAU Salary Increases: K. Dassau presented the breakdown of increases for the SAU employees. He explained that the Superintendent disbursed the increases as instructed by the SAU Board. The information presented is his example. **MOTION:** J. Novick **MOVED** to accept the salary increases for the SAU as presented. **SECOND:** J. Kenyon. **DISCUSSION:** W. Temmen commented on the high price of the health benefits. **VOTE:** 9-yes. **Motion passes.**

M. Sullivan Retirement Package: K. Dassau presented a retirement package for M. Sullivan for board action. **MOTION:** W. Temmen. **MOVED** to accept the retirement package presented by K. Dassau for M. Sullivan. **SECOND:** J. Novick. **DISCUSSION:** W. Felton asked if the conference and travel mileage was taxable. K. Dassau said yes. J. Carnie said that he had no problem with an administrator. He agrees with the package. He does not agree with any teacher time applying towards the benefit as with C. Cardine. **VOTE:** 9-yes. **Motion passes.**

L. Biron Retirement Package: K. Dassau presented a compensation package for L. Biron for board action. **MOTION:** W. Temmen. **MOVED** to accept L. Biron's compensation package as presented by K. Dassau. **SECOND:** P. Peterson. **VOTE:** 9-yes. **Motion passes.**

Nomination of SAU Staff: **MOTION:** J. Kenyon. **MOVED** to accept the following SAU staff as presented by K. Dassau: D. Hodgdon, T. Warner, J. Bischoff, R. Matte, Interim S. Romano, T. O'Connor and D. Most. **SECOND:** P. Peterson. **VOTE:** 9-yes. **Motion passes.**

MOTION: J. Carnie **MOVED** to go back to public session at 10:08 PM. **SECOND:** J. Kenyon. **VOTE:** 9-yes. **Motion passes.**

Respectfully submitted,

Laura Aivaliotis
MRSD Recording Secretary

May 3, 2006

Larry Biron, Business Manager, SAU #38

For SAU Board action

Retirement package 6 years

1. Unused sick days, accumulated to 60 equals X per diem of \$307.00 X 60 @ 30% =
\$5,526.

2. \$100.00 per year equals \$600

\$6,126 retirement package - check by June 30 2006.

May 3, 2006

Margaret Sullivan, Assistant Superintendent SAU 38

For SAU Board action

Retirement package 10 years

1. 2006-07 4.1% Cost of living increase salary increase equals \$3,968
 2. \$399.00 per diem for 30 vacation days equals \$11,970
 3. Benefit, 2006-07 Conference and travel \$4,500
 4. Benefit, 2006-07 Mileage \$2,400
 5. Unused leave days, accumulated to 120 equals X per diem of \$399.00 X 120 @ 40% = \$19,152.
 - 6 \$100.00 per year equals \$1,000
- \$39,022 retirement package - check by June 30 2007.

May 15, 2006
Dr Kenneth Dassau

Ken,

I have indicated in email dated January 26, 2006 (see attached), I am planning to retire. I would like to move the date up to July 1, 2007. I would like to have the following adjustment to my paychecks for the 2006-2007 year:

My medical insurance added to my base pay. I will seek a medical plan of equal coverage.

I would also request that upon retirement:

1. My unused leave days compensated at 50%: $310 \times .5 \times 120 = 18,600$
2. Per diem vacation days: $25 \times 310 = 7,750$
3. \$100 per years service (incl MRHS): \$2000

\$28,350 retirement/separation package paid within 30 days of July 1, 2007

This will conclude 17 years of service to the SAU in addition to three years service to MRHS from 1996-1980. I was hired as the first and only technology person to serve to three school, districts, 13 schools and the administrative office in 1990. We began by implementing the First Class messaging system at the SAU and then Mt Caesar and Culter. Three years later, Keene School system adopted it. We implemented MacSchool at MRHS, three years later, Keene School system adopted Mac School.

There were three servers in the whole SAU when I arrived. There are now 28 servers SAU wide. There were approx 42 computers only four with hard drives with about 120 MB total of hard disk drive space. Today we have over 500 computers SAU wide comprising well over 80,000,000 MB of drive space! That is addition to LCD projectors, laptops, Internet routers, firewalls, switches, web filters, web servers, email servers, student file servers and application servers. Here is a short list of applications we have implemented to date in one or more districts:

1. Broadband Internet Access: T-1, Fractional T-1, Cable and Satellite. Internal fiber and copper cabling of all buildings.
2. Internal messaging (First Class Windows 2003)
3. Internet Email (Linux) with Web Access
4. Food Service Point of Sale (SNAP Windows 2003 and SQL)
5. School and SMS from Chancery (Windows 2003 and SQL)
6. Library Automation (Follet and Winnebago)
7. Internet Web Content filter server (Linux)
8. MAP testing (Windows 2003)
9. Accelerated Reader (Windows 2003)
10. STAR Reader (Windows 2003)
11. Health Manager (Windows 2003 server)
12. Advanced Data Systems Fund Accounting (Windows 2003 Server and SQL)
13. DocStar document scanning and retrieval system (Windows Server 2003)
13. Numerous Web based applications and services.

We have electronically produced quarterly report cards (and progress reports), transcripts, GPA's Honor Rolls, State reports. More importantly, we have students and staff using technology to teach, learn and explore the worlds outside their classroom, locality, country and even world with Satellite photos on line. We are integrating science probes, GIS, GPS and other technologies to all disciplines.

Grants I have written or was a major participant in:

Goals 2000, IBM, Panasonic, Title V, Title II-D, Erate, Food Foundation, Coalition of Essential Schools at Brown University and SERESC. A conservative estimate of grant monies that I have guided would be about \$ 1,400,000 over the past 16 years. Thayer HS was one of the first schools in NH to be fully networked with IBM's grant. I believe I have helped create a structure of technology that is not super-managed by pure "techies" but that has trained personnel at all levels to administer daily routines and trouble shoot as well as use these technologies effectively in the education of our students.

I feel confident that present personnel and infrastructure, as well as a sound technology plan to be updated this June, will keep the schools of SAU #38 on the cutting edge of technology use in the classroom and by the administration.

Respectfully Submitted,

 5/15/2006
Tom Warner

School Administrative Unit #38

Public Session Notice

The School Administrative Unit #38 Board will meet on

Wednesday, June 7, 2006 at 6:00 p.m. in the

Ford Building behind Winchester Elementary School

In Winchester New Hampshire

Non-public session in accordance with

RSA 91-A:3 II(a)

The Keene Sentinel
To be placed wherever convenient on May 31, 2006

Run **Public Notice for one day.**

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer
To be placed wherever convenient on May 31, 2006

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swanzey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrds.org

Margaret A. Sullivan, CAGS
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrds.org

Judith E. Bischoff, M.Ed.
Interim Director of Special Services

Extension: 417
jbischoff@mrds.org

Laurent J. Biron, MBA
Business Manager

Extension: 406
lbiron@mrds.org

Thomas C. Warner, M.Ed.
Director of Computer Technology

Extension: 410
twarner@mrds.org

To: All SAU #38 Board Members
Fr: Colline Dreyfuss
Sb: Dinner Invitation
Dt: April 20, 2006

Enclosed please find a copy of the agenda for the Wednesday, May 3, 2006 meeting of the SAU #38 Board.

Please plan to join us for a catered dinner at the Dr. George Emerson Elementary School in Fitzwilliam. The meal will be served in the Multi-Purpose Room at 6:15 p.m.

Sincerely,

Colline Dreyfuss

Colline Dreyfuss
SAU 38 Board Chair

HINSDALE • MONADNOCK REGIONAL • WINCHESTER



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swanzey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan, CAGS
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrsd.org

Judith E. Bischoff, M.Ed.
Interim Director of Special Services

Extension: 417
jbischoff@mrsd.org

Laurent J. Biron, MBA
Business Manager

Extension: 406
lbiron@mrsd.org

Thomas C. Warner, M.Ed.
Director of Computer Technology

Extension: 410
twarner@mrsd.org

To: All SAU #38 Board Members
Fr: Ken Dassau
Sb: SAU Meeting May 3, 2006
Dt: April 20, 2006

Enclosed please find a copy of the agenda for the May 4, 2005 meeting of the SAU #38 Board. Also enclosed are minutes of the April 10 board meeting, a benefits statement of practice for SAU employees, the salary schedules and budget for 2006-2007 as proposed, and a copy of Mrs. Sullivan's letter of retirement. A copy of the SAU Staff Development Master Plan was previously sent to you by Dr. Hodgdon.

Sincerely,

Kenneth R. Dassau

Kenneth R. Dassau, Ed.D.
Superintendent

HINSDALE • MONADNOCK REGIONAL • WINCHESTER



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swanzey, New Hampshire 03446

Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrdsd.org

Margaret A. Sullivan, CAGS
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrdsd.org

Judith E. Bischoff, M.Ed.
Director of Student Services

Extension: 417
jbischoff@mrdsd.org

Laurent J. Biron
Business Manager

Extension: 406
lbiron@mrdsd.org

Thomas C. Warner
Director of Computer Technology

Extension: 410
twarner@mrdsd.org

SAU #38 BOARD MEETING

Date: Wednesday, May 3, 2006
Time: 7:00 P.M.
Place: Emerson School Multi-Purpose Room

- A. Approval of the Board minutes of April 10, 2006 meeting.
- B. Election of officers.
 - a. Chairman (Monadnock)
 - b. Vice Chairman (Hinsdale)
 - c. Treasurer
 - d. Vice Treasurer
 - e. Secretary
- C. Administrative Reports:
 - o Superintendent
 - o Asst. Supt. Curriculum and Instruction
Staff Development Master Plan
 - o Business Manager
 - o Asst Superintendent for Hinsdale and Winchester
 - o Director of Technology
- D. Citizen Comments
- E. Other Board Business
 - Insurance Study Committee - C. Duquette
 - SAU Procedures Manual – C. Duquette
 - Evaluation of the Superintendent
 - Statement of Practice –K. Dassau
 - Retirement Action – K. Dassau
- F. Setting dates for 2006-2007 SAU #38 Meetings
November, December, May
- G. RSA 91-A:3 Non Public Meeting:
 - a. RSA 91-A:3 II(a)
 - 1. Nomination of SAU Sped Personnel
 - 2. Setting compensation of SAU Central Office Salaries
- H. Adjournment

Non-approved minutes
School Administrative Unit 38
Board Meeting Minutes
April 10, 2006

Attendance:

Monadnock Regional: Karen Cota, Colline Dreyfuss, Kenneth Colby, Gene White, Jonathan Kenyon and William Felton.

Winchester: Colleen Duquette and Valerie Cole.

Hinsdale: Joseph Novick and Tia Sherman.

SAU Administration: Kenneth Dassau, Superintendent, David Hodgdon, Asst. Superintendent, Margaret Sullivan, Asst. Superintendent and Tom Warner, Dir. of Technology

- A. Nomination of Board Chair:** K. Dassau explained that as R. Marra was the SAU Board Chair and he is no longer on the Board there is a vacancy for a Monadnock member to serve as chair for the remainder of the year. **MOTION:** G. White **MOVED** to nominate C. Dreyfuss as Board Chair for the remainder of the term. **SECOND:** K. Cota. **VOTE:** Unanimous for those present.
- B. Approval of the Minutes of March 13, 2006.** **MOTION:** J. Novick **MOVED** to approve the March 13, 2006 Minutes as presented. **SECOND:** C. Duquette. **DISCUSSION:** **MOTION:** J. Novick **MOVED** To amend the minutes to list K. Dassau, superintendent, D. Hodgdon, asst. superintendent, M. Sullivan, asst. superintendent, and L. Biron, business manager, on the authorization to sign OBM Forms 1, 3 and 4. **SECOND:** J. Kenyon. **VOTE on the amendment: 7-yes and 3-abstain. Motion passes. VOTE on the amended motion:** Unanimous for those present.
- C. MOTION to enter non-public session:** **MOTION:** J. Novick **MOVED** to enter into non-public session under RSA 91-a:3 II (b) Consideration of the hiring of a public employee(s). **SECOND:** W. Felton. **Roll call vote:** C. Duquette, V. Cole, T. Sherman, J. Novick, C. Dreyfuss, K. Cota, J. Kenyon, K. Colby, G. White and W. Felton. **Motion passes.**
- D. Return to Public Session:** C. Dreyfuss announced that the Board voted in the affirmative on the nomination of Katherine E. L. Chambers to the Business Manager position.
- C. Duquette asked that an Insurance Study Committee of the area SAU be discussed in May. She also asked that the Board finalize the SAU Procedures Manual at the May meeting.
- E. Motion to adjourn:** **MOTION:** C. Duquette **MOVED** to adjourn the meeting at 7:15 PM. **SECOND:** J. Novick. **VOTE:** Unanimous. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

Non-approved
School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of April 10, 2006

7:10 PM – Present: Colline Dreyfuss, Jonathan Kenyon, Gene White, William Felton, Karen Cota, Ken Colby, Colleen Duquette, Val Cole, Joe Novick and Tia Sherman.
Also present: K. Dassau, Superintendent, D. Hodgdon, Assistant Superintendent, M. Sullivan, Assistant Superintendent and Laura L. Aivaliotis, Recording secretary.

Non-public session in accordance with RSA 91-A: 3 II (b).

K. Dassau discussed the search process for the SAU 38 Business manager position and nominated Katherine Chambers. **MOTION:** K. Cota **MOVED** to accept the nomination from the Superintendent for Katherine E.L. Chambers for the SAU 38 Business Manager's position. **SECOND:** J. Novick. **VOTE:** Unanimous for those present.

MOTION: J. Novick **MOVED** to return to non-public session. **SECOND:** G. White.
Roll call vote: C. Duquette, V. Cole, T. Sherman, J. Novick, C. Dreyfuss, K. Cota, J. Kenyon, K. Colby, G. White and W. Felton. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
Recording secretary

To: All SAU Board Members
Fr: Ken Dassau
Dt: April 20, 2006
Sb: Statement of Practice Rationale

The following Statement of Practice for School Administrative Unit No.38 Personnel is my attempt to qualify and quantify the practice of retirement benefits that have occurred over the years for individuals who have announced either retirement, or separation, from their positions at the SAU. The intent is to provide a structure for the Board as separations occur as well as to allow the appropriate budgeting. The proposal was drafted in consultation with Grace Fernald, payroll manager, Larry Biron, business manager and attorney Doug Hatfield.

I will speak to the proposal at the May 3 meeting.

April 18, 2006

Proposed Statement of Practice
School Administrative Unit No.38 Personnel

In order to provide enhanced retirement benefits for administrators and support staff of School Administrative Unit No. 38 and to clarify previous practices within the districts, the following procedure is adopted:

1. Insurance benefit compensation:

- a. An eligible employee is an employee who is not and may not be by reason of his/her job description be treated as an employee covered by a collective bargaining agreement of any of the respective employers. The employee is a full-time calendar year employee.
- b. To be eligible, an employee must have worked continuously for the employer for 7 years.
- c. The employee must have submitted to the employer a letter of resignation which resignation must have been accepted by the SAU Board.
- d. Once an employee has been certified as eligible, the employee may elect to receive in cash and as additional compensation the value of any insurance benefits to which the employee would otherwise have been entitled under the terms of his/her employment agreement.
- e. Notwithstanding the election by the employee to receive cash in lieu of insurance benefits, the employee may elect to purchase at his/her own exclusive costs insurance coverage equal to that to which he/she would have been entitled had the employee not elected to receive cash.
- f. The parties acknowledge that cash received by an employee under this procedure is taxable compensation and will be reported to the appropriate taxing authorities. The parties further acknowledge that the employer will incur certain costs related to this taxable compensation; for example, FICA and New Hampshire Retirement contributions. As to persons not already receiving this benefit, the employer school district reserves the right to deduct from the cash contribution payable to the employee the additional costs that the school district employer incurs as a result of the election by the employee.
- g. Notwithstanding anything else in this procedure to the contrary, the employee may only elect this benefit for up to 3 years. The school district employers specifically reserve the right to terminate this procedure at any time upon notice to the eligible employees not less than 90 days prior to the end of any school fiscal year.

STATEMENT OF PRACTICE
School Administrative Unit No.38

2. Other Benefits Upon Notice of Retirement:

- a. Length of Service Benefit:
- | | |
|----------------|-----------------------------------|
| Administrators | \$100.00 per each year of service |
| Support Staff | \$50.00 per each year of service |

b. Accumulated Sick Leave Benefit as follows:

<u>Years of Service</u>	<u>Percentage of Reimbursement</u>
5	30%
10	40%
15	50%

Note: Accumulated sick leave benefit not to exceed 120 days.
 Final accumulated leave benefit calculation to occur by June 30 of the year of separation.

Example A: Administrator with 15 years of service in the SAU:

Length of Service Benefit: $\$100.00 \times 15 \text{ years} = \$1,500 \text{ benefit}$

Accumulated Sick Leave Benefit: $\$80,000 \text{ Salary} / 260 \text{ days} = \307.70 per diem.
 $\$307.70 \text{ per diem} \times 120 \text{ days} = \$36,924 \times 40\% = \$14,769.60 \text{ benefit.}$

Total benefit: \$16,269.60

Example B: Support Staff employee with 15 years of service in the SAU:

Length of Service Benefit: $\$50.00 \times 15 \text{ years} = \750.00 benefit

Accumulated Sick Leave Benefit: $\$20.00 \text{ hourly rate} = \80.00 per diem.
 $\$80.00 \text{ per diem} \times 120 \text{ days} = \$9,600 \times 40\% = \$3,840.00 \text{ benefit.}$

Total benefit: \$3,920.00

Received SAU Board: May 3, 2006

Approved: _____

Dear Winchester and Hinsdale School District Board Members,

April 2, 2006

As you may know, my contract ends a year from this June, on June 30, 2007. There could be a roll over year, extending the contract to June 30, 2008. Originally I had intended to seek this extra year before retiring from the position of Assistant Superintendent for Hinsdale & Winchester School Districts in order to see the completion of an important building project, several administrative search committees in the districts, the growth of technology in the classrooms, a couple of teacher contract negotiations, among a multitude of other projects close to my heart.

I have decided not to seek this additional year at the May 3rd, 2006 SAU meeting. Therefore, I will be retiring, after 10 years as Assistant Superintendent for Hinsdale & Winchester School Districts at the end of this contract, on June 30, 2007.

During that time, the landscape of the two Districts has changed dramatically. Our buildings are (will be) new, renovated, brightened, and very welcoming to students, parents, and community. Lots of hard work by lots of dedicated people has gotten us to this point. Our curriculum has grown to meet the needs of our students for a bright, successful future, something for us all to be very proud of. Our budgets and articles have been overwhelmingly supported by our communities, as the reputations of the School Districts and the good work done by many, despite challenges, have been enhanced over the years.

I have loved working with the Hinsdale and Winchester School Boards; where teamwork is a hallmark. I have been a part of difficult challenges and great success, in educational, administrative, and financial leadership. Together, we shared the same goals and visions for our Districts; we shared increased targets for student performance; we shared successful building campaigns and projects; we shared creating financial reports that were more complete, accurate, and easier to read, and last budget session was a stellar year for this goal. We developed new policies to make us better and more accountable, and we developed ways to strengthen relationships with our administrators, staff, parents and communities.

Additionally, I am lucky to work with such quality staff in our schools: from administrators, teachers, aides, custodians to food service personnel. They are hardworking folks who brighten each day for so many. And, on a personal level, I am also lucky to have strong friendships in the Districts.

I thank you for your support of me over the past nine years and look forward to continuing that healthy partnership during my last year before retirement, June 30, 2007.

Sincerely,


Margaret Sullivan
Assistant Superintendent SAU 38
Hinsdale & Winchester School Districts
masullivan38@yahoo.com
352-6955 X 407

CC: Kenneth Dassau, Superintendent SAU 38

AS of: 4-20-01

SCHOOL ADMINISTRATIVE UNIT #38

SAU OPERATING BUDGET MONTHLY EXPENSE

Report # 3102

Statement Code: MONTHLY

Account Number / Description	Adopted Budget 7/1/2005 - 6/30/2006	Amendments 7/1/2005 - 6/30/2006	Revised Budget 7/1/2005 - 6/30/2006	Reporting Period 7/1/2005 - 4/30/2006	Encumbrances 7/1/2005 - 4/30/2006	% Remaining 7/1/2005 - 4/30/2006	Amt Remaining 7/1/2005 - 4/30/2006
2210 CURRICULUM DEVELOPMENT							
01-2210-51100-00-00000 Staff Dev. Comm. \$200 Stipend							
01-2210-51260-00-00000 Administrator's Salary							
01-2210-52110-00-00000 Health Benefits	3,000.00	0.00	3,000.00	0.00	0.00	100.00 %	3,000.00
01-2210-52120-00-00000 Dental Insurance	77,700.00	6,062.00	83,762.00	67,135.47	0.00	19.84 %	16,626.53
01-2210-52210-00-00000 Retirement Expense	13,542.00	(1,479.00)	12,063.00	9,744.00	0.00	19.22 %	2,319.00
01-2210-52300-00-00000 Social Security	1,075.00	(406.00)	669.00	546.00	0.00	18.38 %	123.00
01-2210-52400-00-00000 Tuition Reimbursement	4,760.00	944.00	5,704.00	4,571.97	0.00	19.84 %	1,132.03
01-2210-53200-00-00000 Staff Development	6,175.00	233.00	6,408.00	5,135.91	0.00	19.85 %	1,272.09
01-2210-55500-00-00000 Printing	1,000.00	0.00	1,000.00	0.00	0.00	100.00 %	1,000.00
01-2210-55800-00-00000 Travel & Conferences	3,600.00	0.00	3,600.00	425.13	0.00	88.19 %	3,174.87
01-2210-56100-00-00000 Staff Devel. Workshops	2,500.00	0.00	2,500.00	295.00	0.00	88.20 %	2,205.00
01-2210-56410-00-00000 Books & Printed Matter	3,000.00	0.00	3,000.00	2,149.00	0.00	28.36 %	851.00
01-2210-58100-00-00000 Dues/Fees/Certification	6,500.00	0.00	6,500.00	4,462.00	0.00	31.35 %	2,038.00
	1,500.00	0.00	1,500.00	740.91	0.00	50.60 %	759.09
	1,500.00	0.00	1,500.00	1,178.44	0.00	21.43 %	321.56
TOTAL 2210 CURRICULUM DEVELOPMENT	\$125,852.00	\$5,354.00	\$131,206.00	\$96,383.83	\$0.00	26.54 %	\$34,822.17
2320 SUPERINTENDENT'S OFFICE							
01-2320-51250-00-00000 Office Staff Salaries	66,560.00	8,320.00	74,880.00	61,097.60	0.00	18.40 %	13,782.40
01-2320-51260-00-00000 Administrator's Salaries	201,025.00	8,696.00	209,721.00	170,832.36	0.00	18.54 %	38,888.64
01-2320-52110-00-00000 Health Benefits	42,401.00	(6,047.00)	36,354.00	20,720.50	0.00	43.00 %	15,633.50
01-2320-52120-00-00000 Dental Insurance	4,000.00	(2,050.00)	1,950.00	1,116.00	0.00	42.76 %	834.00
01-2320-52210-00-00000 NH Retirement	15,330.00	4,051.00	19,381.00	15,794.62	0.00	18.50 %	3,586.38
01-2320-52300-00-00000 Social Security	20,470.00	1,302.00	21,772.00	16,211.86	0.00	25.53 %	5,560.14
01-2320-52400-00-00000 Tuition Reimbursement	20,000.00	(16,000.00)	4,000.00	0.00	0.00	100.00 %	4,000.00
01-2320-53000-00-00000 Contract Services	1,000.00	0.00	1,000.00	734.00	0.00	26.60 %	266.00
01-2320-53200-00-00000 Staff Development	1,000.00	0.00	1,000.00	168.43	0.00	83.15 %	831.57
01-2320-55800-00-00000 Travel & Conferences	10,000.00	4,000.00	14,000.00	8,957.57	0.00	36.01 %	5,042.43
01-2320-56100-00-00000 To be deleted	0.00	0.00	0.00	282.55	0.00	---	(282.55)
01-2320-56400-00-00000 Books & Subscriptions	2,000.00	0.00	2,000.00	964.24	0.00	51.78 %	1,035.76
01-2320-57410-00-00000 Office Equipment	1,000.00	0.00	1,000.00	752.53	0.00	24.74 %	247.47
01-2320-58100-00-00000 Dues/Fees/Certification	3,000.00	0.00	3,000.00	1,510.00	0.00	49.66 %	1,490.00

4/20/2006 11:39:50AM

SCHOOL ADMINISTRATIVE UNIT #38

SAU OPERATING BUDGET MONTHLY EXPENSE

Report # 3102

Account Number / Description	Adopted Budget 7/1/2005 - 6/30/2006	Amendments 7/1/2005 - 6/30/2006	Revised Budget 7/1/2005 - 6/30/2006	Reporting Period 7/1/2005 - 4/30/2006	Encumbrances 7/1/2005 - 4/30/2006	% Remaining 7/1/2005 - 4/30/2006	Amt Remaining 7/1/2005 - 4/30/2006
TOTAL 2320 SUPERINTENDENT'S OFFICE							
2329 SAU CENTRAL ACCOUNTS							
01-2329-52130-00-00000 Disability/Life Insurance	\$387,786.00	\$2,272.00	\$390,058.00	\$299,142.26	\$0.00	23.30 %	\$90,915.74
01-2329-52140-00-00000 Worker's Compensation	1,750.00	0.00	1,750.00	1,630.99	0.00	6.80 %	119.01
01-2329-52600-00-00000 Unemployment Compensation	6,200.00	0.00	6,200.00	12,021.61	0.00	(93.89)%	(5,821.61)
01-2329-54400-00-00000 Copier Lease/Expenses	1,000.00	0.00	1,000.00	3,001.61	0.00	(200.16)%	(2,001.61)
01-2329-54410-00-00000 Maintenance & Repair	5,000.00	0.00	5,000.00	5,046.44	0.00	(0.92)%	(46.44)
01-2329-54490-00-00000 Postage Meter/Scale	2,000.00	0.00	2,000.00	0.00	0.00	100.00 %	2,000.00
01-2329-55200-00-00000 NHMA/PLIT Insurance Expense	2,500.00	0.00	2,500.00	1,745.50	0.00	30.18 %	754.50
01-2329-55340-00-00000 Postage and Fees	7,500.00	0.00	7,500.00	7,942.50	0.00	(5.90)%	(442.50)
01-2329-55390-00-00000 Fax Lease/expenses	8,000.00	0.00	8,000.00	7,191.04	0.00	10.11 %	808.96
01-2329-55400-00-00000 Advertising	500.00	0.00	500.00	540.31	0.00	(8.06)%	(40.31)
01-2329-55500-00-00000 Printing	2,000.00	0.00	2,000.00	5,492.62	0.00	(174.63)%	(3,492.62)
01-2329-56100-00-00000 Supplies	1,000.00	0.00	1,000.00	55.25	0.00	94.47 %	944.75
01-2329-57300-00-00000 Equipment	13,000.00	0.00	13,000.00	15,303.22	0.00	(17.71)%	(2,303.22)
TOTAL 2329 SAU CENTRAL ACCOUNTS	\$57,450.00	\$0.00	\$57,450.00	\$66,031.17	\$1,780.00	(18.03) %	\$10,361.17
2510 BUSINESS OFFICE							
01-2510-51250-00-00000 Staff Salaries	197,600.00	(2,390.00)	195,210.00	249,353.60	0.00	(27.73)%	(54,143.60)
01-2510-51260-00-00000 Administrator's Salary	160,100.00	6,775.00	166,875.00	74,294.58	0.00	55.47 %	92,580.42
01-2510-52110-00-00000 Health Benefits	91,267.00	10,923.00	102,190.00	73,689.00	0.00	27.89 %	28,501.00
01-2510-52120-00-00000 Dental Insurance	5,565.00	751.00	6,316.00	4,757.33	0.00	24.67 %	1,558.67
01-2510-52210-00-00000 NH Retirement	21,110.00	4,950.00	26,060.00	21,911.60	0.00	15.91 %	4,148.40
01-2510-52300-00-00000 Social Security	27,370.00	330.00	27,700.00	23,298.83	0.00	15.88 %	4,401.17
01-2510-53000-00-00000 Annual Auditor Expense	7,000.00	0.00	7,000.00	6,191.00	0.00	11.55 %	809.00
01-2510-53020-00-00000 ADS Technical Support	7,720.00	0.00	7,720.00	8,105.00	0.00	(4.98)%	(385.00)
01-2510-55800-00-00000 Travel & Conferences	3,000.00	0.00	3,000.00	5,720.45	0.00	(90.68)%	(2,720.45)
01-2510-58100-00-00000 Dues/Fees/Certification	500.00	0.00	500.00	895.00	0.00	(79.00)%	(395.00)
TOTAL 2510 BUSINESS OFFICE	\$521,232.00	\$21,339.00	\$542,571.00	\$468,216.39	\$0.00	13.70 %	\$74,354.61
2620 TECHNOLOGY SERVICES							

4/20/2006 11:39:53AM

SCHOOL ADMINISTRATIVE UNIT #38

SAU OPERATING BUDGET MONTHLY EXPENSE

Report # 3102

Account Number / Description

Account Number / Description	Adopted Budget 7/1/2005 - 6/30/2006	Amendments 7/1/2005 - 6/30/2006	Revised Budget 7/1/2005 - 6/30/2006	Reporting Period 7/1/2005 - 4/30/2006	Encumbrances 7/1/2005 - 4/30/2006	% Remaining 7/1/2005 - 4/30/2006	Amt Remaining 7/1/2005 - 4/30/2006
01-2620-51260-00-00000 Administrator's Salary	76,230.00	2,670.00	78,900.00	63,726.93	0.00	19.23 %	15,173.07
01-2620-52110-00-00000 Health Insurance	18,281.00	(4,225.00)	14,056.00	11,361.00	0.00	19.17 %	2,695.00
01-2620-52120-00-00000 Dental Insurance	1,075.00	13.00	1,088.00	546.00	0.00	49.81 %	542.00
01-2620-52210-00-00000 NH Retirement	4,498.00	875.00	5,373.00	4,339.86	0.00	19.22 %	1,033.14
01-2620-52300-00-00000 Social Security	5,830.00	206.00	6,036.00	4,875.15	0.00	19.23 %	1,160.85
01-2620-53000-00-00000 Contracted Services	3,500.00	0.00	3,500.00	0.00	0.00	100.00 %	3,500.00
01-2620-53200-00-00000 Staff Development	1,800.00	0.00	1,800.00	0.00	175.00	90.27 %	1,625.00
01-2620-55800-00-00000 Travel & Conferences	2,000.00	0.00	2,000.00	1,800.00	0.00	10.00 %	200.00
01-2620-56100-00-00000 Tech Supplies	1,000.00	0.00	1,000.00	567.18	0.00	43.28 %	432.82
01-2620-57410-00-00000 Tech. Equipment	3,000.00	0.00	3,000.00	0.00	0.00	100.00 %	3,000.00
01-2620-58100-00-00000 Dues/Fees/Certification	200.00	0.00	200.00	99.75	0.00	50.12 %	100.25
TOTAL 2620 TECHNOLOGY SERVICES	\$117,414.00	\$(461.00)	\$116,953.00	\$87,315.87	\$175.00	25.19 %	\$29,462.13
2690 COMMUNICATION/UTILITIES							
01-2690-51250-00-00000 Custodial Services	4,000.00	0.00	4,000.00	0.00	0.00	100.00 %	4,000.00
01-2690-55310-40-00000 Telephone Services	2,000.00	0.00	2,000.00	2,612.02	0.00	(30.60)%	(612.02)
01-2690-56220-00-00000 Electricity	1,683.00	0.00	1,683.00	0.00	0.00	100.00 %	1,683.00
TOTAL 2690 COMMUNICATION/UTILITIES	\$7,683.00	\$0.00	\$7,683.00	\$2,612.02	\$0.00	66.00 %	\$5,070.98
GRAND TOTAL	\$1,217,417.00	\$28,504.00	\$1,245,921.00	\$1,019,701.54	\$1,955.00	17.99 %	\$224,264.46

4/20/2006 11:39:53AM

SCHOOL ADMINISTRATIVE UNIT #38 2005-06 COLLABORATIVE BUDGET RUN

Report # 3103

Statement Code: COLLABORAT

Account Number / Description

Account Number / Description	Adopted Budget 7/1/2005 - 6/30/2006	Amendments 7/1/2005 - 6/30/2006	Revised Budget 7/1/2005 - 6/30/2006	Reporting Period 7/1/2005 - 4/30/2006	Encumbrances 7/1/2005 - 4/30/2006	% Remaining 7/1/2005 - 4/30/2006	Amt Remaining 7/1/2005 - 4/30/2006
1200 SPECIAL EDUCATION SERVICE							
05-1200-51250-00-00000 Staff Salaries	59,935.00	(5.00)	59,930.00	50,585.00	0.00	15.59 %	9,345.00
05-1200-51260-00-00000 Administrator's Salary	218,824.00	(35,369.00)	183,455.00	110,751.93	0.00	39.62 %	72,703.07
05-1200-51990-00-00000 SPED Leave Day Reimb. & Misc.	500.00	0.00	500.00	455.00	0.00	9.00 %	45.00
05-1200-52110-00-00000 Health Insurance	30,629.00	10,170.00	40,799.00	31,736.51	0.00	22.21 %	9,062.49
05-1200-52120-00-00000 Dental Insurance	1,960.00	1,555.00	3,515.00	2,163.63	0.00	38.44 %	1,351.37
05-1200-52130-00-00000 Disability/Life Insurance	1,533.00	0.00	1,533.00	0.00	0.00	100.00 %	1,533.00
05-1200-52140-00-00000 Workman's Compensation	500.00	0.00	500.00	0.00	0.00	100.00 %	500.00
05-1200-52210-00-00000 NH Retirement	15,663.00	(550.00)	15,113.00	8,317.85	0.00	44.96 %	6,795.15
05-1200-52220-00-00000 Retirement	10.00	0.00	10.00	588.37	0.00	(5,783.70)%	(578.37)
05-1200-52300-00-00000 Social Security	21,230.00	6,611.00	27,841.00	12,299.09	0.00	55.82 %	15,541.91
05-1200-52400-00-00000 Tuition Reimb. (1000 cap)	2,000.00	0.00	2,000.00	1,100.00	0.00	45.00 %	900.00
05-1200-52600-00-00000 Unemployment Compensation	500.00	0.00	500.00	0.00	0.00	100.00 %	500.00
05-1200-53200-00-00000 Staff Development	2,500.00	0.00	2,500.00	479.48	648.00	54.90 %	1,372.52
05-1200-54400-00-00000 Maintenance & Repair	2,100.00	0.00	2,100.00	0.00	0.00	100.00 %	2,100.00
05-1200-55310-00-00000 Telephone	1,850.00	0.00	1,850.00	244.88	0.00	86.76 %	1,605.12
05-1200-55340-00-00000 Postage and Fees	1,200.00	0.00	1,200.00	0.00	0.00	100.00 %	1,200.00
05-1200-55500-00-00000 Printing	300.00	0.00	300.00	53.25	0.00	82.25 %	246.75
05-1200-56100-00-00000 Travel	7,000.00	0.00	7,000.00	4,356.29	0.00	37.76 %	2,643.71
05-1200-56400-00-00000 Supplies	2,300.00	0.00	2,300.00	635.12	127.95	66.82 %	1,536.93
05-1200-56400-00-00000 Books & Subscriptions	400.00	0.00	400.00	297.50	0.00	25.62 %	102.50
05-1200-57410-00-00000 Computer Equipment	2,000.00	0.00	2,000.00	7.99	1,415.98	28.80 %	576.03
05-1200-58100-00-00000 Dues/Fees/Certification	1,700.00	0.00	1,700.00	182.50	0.00	89.26 %	1,517.50
TOTAL 1200 SPECIAL EDUCATION SERVICE	\$374,634.00	\$(17,588.00)	\$357,046.00	\$224,254.39	\$2,191.93	36.57 %	\$130,599.68
1210 TUTORS							
05-1210-51100-00-00000 Tutors	14,876.00	0.00	14,876.00	0.00	0.00	100.00 %	14,876.00
05-1210-52110-00-00000 Health Benefits	5,723.00	0.00	5,723.00	0.00	0.00	100.00 %	5,723.00
05-1210-52120-00-00000 Dental Benefits	358.00	0.00	358.00	0.00	0.00	100.00 %	358.00
05-1210-52220-00-00000 Teacher Retirement	1,013.00	0.00	1,013.00	0.00	0.00	100.00 %	1,013.00
05-1210-52300-00-00000 Social Security	1,138.00	0.00	1,138.00	0.00	0.00	100.00 %	1,138.00

4/20/2006 11:42:57AM

SCHOOL ADMINISTRATIVE UNIT #38 2005-06 COLLABORATIVE BUDGET RUN

Report # 3103

Account Number / Description	Adopted Budget		Amendments		Revised Budget		Reporting Period		Encumbrances		% Remaining		Amt Remaining	
	7/1/2005 - 6/30/2006	500.00	7/1/2005 - 6/30/2006	0.00	7/1/2005 - 6/30/2006	500.00	7/1/2005 - 4/30/2006	25.20	7/1/2005 - 4/30/2006	0.00	7/1/2005 - 4/30/2006	94.96 %	7/1/2005 - 4/30/2006	474.80
TOTAL 1210 TUTORS	\$23,608.00		\$0.00		\$23,608.00		\$25.20		\$0.00		99.89 %		\$23,582.80	
2140 PSYCHOLOGICAL SERVICES														
05-2140-51100-00-00000 Salaries	168,764.00		0.00		168,764.00		116,810.57		0.00		30.78 %		51,953.43	
05-2140-51110-00-00000 ESY Salaries	2,735.00		0.00		2,735.00		2,232.00		0.00		18.39 %		503.00	
05-2140-52110-00-00000 Health Insurance	26,097.00		0.00		26,097.00		20,805.31		0.00		20.27 %		5,291.69	
05-2140-52120-00-00000 Dental Insurance	1,743.00		0.00		1,743.00		1,610.97		0.00		7.57 %		132.03	
05-2140-52130-00-00000 Disability/Life Insurance	1,700.00		0.00		1,700.00		0.00		0.00		100.00 %		1,700.00	
05-2140-52220-00-00000 NH Retirement	6,245.00		0.00		6,245.00		4,404.78		0.00		29.46 %		1,840.22	
05-2140-52300-00-00000 Social Security	12,910.00		0.00		12,910.00		8,973.98		0.00		30.48 %		3,936.02	
05-2140-53000-00-00000 Consultant Services	3,000.00		0.00		3,000.00		1,300.00		0.00		56.66 %		1,700.00	
05-2140-53200-00-00000 Staff Development	2,625.00		0.00		2,625.00		526.00		0.00		79.96 %		2,099.00	
05-2140-55800-00-00000 Travel & Conferences	3,000.00		0.00		3,000.00		1,561.00		0.00		47.96 %		1,439.00	
05-2140-56410-00-00000 Books & Printed Matter	2,800.00		0.00		2,800.00		879.82		0.00		68.57 %		1,920.18	
05-2140-57410-00-00000 Equipment	1,200.00		0.00		1,200.00		0.00		0.00		100.00 %		1,200.00	
TOTAL 2140 PSYCHOLOGICAL SERVICES	\$232,819.00		\$0.00		\$232,819.00		\$159,104.43		\$0.00		31.66 %		\$73,714.57	
2150 SPEECH PATHOLOGY & AUDIOLOGY SERVIC														
05-2150-51100-00-00000 Salaries	347,626.00		0.00		347,626.00		220,968.39		0.00		36.43 %		126,657.61	
05-2150-51110-00-00000 ESY Salaries	1,730.00		0.00		1,730.00		1,874.38		0.00		(8.34)%		(144.38)	
05-2150-52110-00-00000 Health Benefits	56,131.00		0.00		56,131.00		45,932.15		0.00		18.16 %		10,198.85	
05-2150-52120-00-00000 Dental Insurance	4,988.00		0.00		4,988.00		4,746.81		0.00		4.83 %		241.19	
05-2150-52130-00-00000 Disability Insurance	2,950.00		0.00		2,950.00		0.00		0.00		100.00 %		2,950.00	
05-2150-52210-00-00000 Retirement	0.00		0.00		0.00		976.50		0.00		---		(976.50)	
05-2150-52220-00-00000 Teacher Retirement	12,504.00		0.00		12,504.00		7,525.03		0.00		39.81 %		4,978.97	
05-2150-52300-00-00000 Social Security	26,593.00		0.00		26,593.00		16,869.65		0.00		36.56 %		9,723.35	
05-2150-53200-00-00000 Staff Development	5,250.00		0.00		5,250.00		1,109.00		0.00		78.87 %		4,141.00	
05-2150-55800-00-00000 Travel & Conferences	3,000.00		0.00		3,000.00		411.24		0.00		86.29 %		2,588.76	
05-2150-56410-00-00000 Books & Printed Matter	4,200.00		0.00		4,200.00		67.77		0.00		98.38 %		4,132.23	
05-2150-57410-00-00000 Equipment	2,000.00		0.00		2,000.00		0.00		0.00		100.00 %		2,000.00	

4/20/2006 11:42:59AM

SCHOOL ADMINISTRATIVE UNIT #38 2005-06 COLLABORATIVE BUDGET RUN

Report # 3103

Account Number / Description	Adopted Budget 7/1/2005 - 6/30/2006	Amendments 7/1/2005 - 6/30/2006	Revised Budget 7/1/2005 - 6/30/2006	Reporting Period 7/1/2005 - 4/30/2006	Encumbrances 7/1/2005 - 4/30/2006	% Remaining 7/1/2005 - 4/30/2006	Amt Remaining 7/1/2005 - 4/30/2006
TOTAL 2150 SPEECH PATHOLOGY & AUDIOLOGY SERVIC							
2160 PHYSICAL & OCCUPATIONAL THERAPY							
05-2160-51100-00-00000 Salaries	\$466,972.00	\$0.00	\$466,972.00	\$300,480.92	\$0.00	35.65 %	\$166,491.08
05-2160-51110-00-00000 ESY Salaries	95,927.00	0.00	95,927.00	63,731.82	0.00		
05-2160-52110-00-00000 Health Benefits	2,800.00	0.00	2,800.00	1,264.53	0.00	33.56 %	32,195.18
05-2160-52120-00-00000 Dental Insurance	32,068.00	0.00	32,068.00	23,668.55	0.00	54.83 %	1,535.47
05-2160-52130-00-00000 Disability/Life Insurance	2,159.00	0.00	2,159.00	1,338.50	0.00	26.19 %	8,399.45
05-2160-52210-00-00000 Non-Teacher Retirement	720.00	0.00	720.00	0.00	0.00	38.00 %	820.50
05-2160-52220-00-00000 Retirement	0.00	0.00	0.00	0.00	0.00	100.00 %	720.00
05-2160-52300-00-00000 Social Security	3,549.00	0.00	3,549.00	13.72	0.00	---	(13.72)
05-2160-53200-00-00000 Staff Development	7,338.00	0.00	7,338.00	2,358.11	0.00	33.55 %	1,190.89
05-2160-55800-00-00000 Travel & Conferences	2,000.00	0.00	2,000.00	4,678.50	0.00	36.24 %	2,659.50
05-2160-56410-00-00000 Books & Printed Matter	2,150.00	0.00	2,150.00	815.00	0.00	59.25 %	1,185.00
05-2160-57410-00-00000 Equipment	1,200.00	0.00	1,200.00	519.84	0.00	75.82 %	1,630.16
	1,000.00	0.00	1,000.00	426.34	130.60	53.58 %	643.06
TOTAL 2160 PHYSICAL & OCCUPATIONAL THERAPY	\$150,911.00	\$0.00	\$150,911.00	\$98,814.91	\$130.60	34.43 %	\$51,965.49
2170 COTA							
05-2170-51100-00-00000 Salaries	10,645.00	0.00	10,645.00	8,177.00	0.00	23.18 %	2,468.00
05-2170-52110-00-00000 Health Benefits	5,724.00	0.00	5,724.00	1,898.18	0.00	66.83 %	3,825.82
05-2170-52120-00-00000 Dental Benefits	358.00	0.00	358.00	118.34	0.00	66.94 %	239.66
05-2170-52130-00-00000 Disab/Life Insurance	155.00	0.00	155.00	2,587.36	0.00	(1,569.26)%	(2,432.36)
05-2170-52210-00-00000 Non Cert Retirement	0.00	0.00	0.00	556.79	0.00	---	(556.79)
05-2170-52220-00-00000 Non Teacher Retirement	725.00	0.00	725.00	0.00	0.00	100.00 %	725.00
05-2170-52300-00-00000 Social Security	814.00	0.00	814.00	624.57	0.00	23.27 %	189.43
TOTAL 2170 COTA	\$18,421.00	\$0.00	\$18,421.00	\$13,962.24	\$0.00	24.20 %	\$4,458.76
GRAND TOTAL	\$1,267,365.00	\$(17,588.00)	\$1,249,777.00	\$796,642.09	\$2,322.53	36.07 %	\$450,812.38

You are cordially invited to participate in a Public Hearing to be held on Wednesday, December 7th, 2005 at the Hinsdale High School Cafeteria at 6:30 PM.

NOTICE OF PUBLIC HEARING

N.H. SCHOOL ADMINISTRATIVE UNIT # 38 - PROPOSED 2007 OPERATING BUDGET

The proposed SAU budget for 2007 will be presented.

Estimated Revenues

	2004-05 Adopted Budget	2005-06 Default Budget	2006-07 Adopted Budget	2006-07 4/20/2006 VERSION
Unreserved Fund Balance	\$0	\$60,000	\$144,737	\$144,737
Interest on Deposits	\$1,640	\$1,500	\$1,500	\$1,500
Miscellaneous Revenue	\$14,981	\$5,000	\$5,000	\$5,000
Indirect Costs	\$0	\$27,254	\$30,000	\$30,000
Total Estimated Revenues	\$16,621	\$93,754	\$181,237	\$181,237

Estimated Expenditures

Curriculum Development	\$125,852	\$131,206	\$134,147	\$139,652
Superintendent's Office	\$387,786	\$390,058	\$400,429	\$409,864
SAU Central Accounts	\$57,450	\$57,450	\$70,840	\$70,840
Business Office	\$494,232	\$542,571	\$582,297	\$590,012
Technology Services	\$117,414	\$116,953	\$122,421	\$122,382
Communication/Utilities	\$7,683	\$7,683	\$9,500	\$9,500
Special Education Service	\$367,413	\$357,046	\$391,680	\$376,537
Total Expenditures	\$1,557,830	\$1,602,967	\$1,711,314	\$1,718,787
Use of Surplus		-\$45,137	-\$77,000	-\$48,826
Added by Board 2.95% Salary Pool		\$1,557,830	\$35,647	\$1,669,961
Authorized Expenditures		\$1,669,961	\$1,669,961	\$1,669,961

COLLABORATIVE BUDGET

Tutors	\$23,851	\$23,608	\$245,519	\$0
Psychological Services	\$227,012	\$232,819	\$481,411	\$0
Speech Pathology & Audiology Services	\$457,925	\$466,972	\$230,556	\$21,498
Physical & Occupational Therapy	\$148,808	\$150,911	\$21,498	\$978,984
COTA	\$27,936	\$18,421		
Total Special Education	\$885,532	\$892,731		

SAU Formula Figuring Sheet for 2005-06:
Equal. Valuation

	2004	2004-05	% Val	% ADM	Combined %	Cost to District
\$	237,032,745	712.9	15.26%	18.99%	17.12%	\$285,977
\$	1,080,492,608	2397.7	69.56%	63.87%	66.71%	\$1,114,092
\$	235,909,234	643.3	15.19%	17.14%	16.16%	\$269,892
\$	1,553,434,587	3753.9	100.00%	100.00%	100.00%	\$1,669,961
per Daily Membership						

Equal Educational Opportunity/Equal Employment Opportunity

	C	D	E	F	G	H	I	J
1								
2								
3	Last	2007 PROPOSED SALARY CHANGES						
4		First	Hrly	05-06 Salary	Hrly	%	Diff.	06-07 Salary
5	Dassau	Kenneth		\$105,500				
6								
7	Sullivan	Margaret		\$96,721		2%	\$2,110	\$107,610
8								
9	Hodgdon	David		\$85,000		4.1%	\$3,965	\$100,686
10								
11	Stepenuck	Terry	\$20.00	\$41,600		2%	\$1,700	\$86,700
12					\$20.70			
13	Diorio	Ann	\$16.00	\$33,280		3.5%	\$1,456	\$43,056
14					\$16.80			
15	Fernald	Grace	\$19.25	\$40,040		5%	\$1,664	\$34,944
16					\$19.93			
17	Snow	Jean	\$16.00	\$33,280		3.5%	\$1,414	\$41,454
18					\$16.64			
19	Schnyer	Kathleen	\$16.00	\$33,280		4%	\$1,331	\$34,611
20					\$16.56			
21	Howard	Carrie	\$15.00	\$21,525		3.5%	\$1,165	\$34,445
22					\$15.53			
23	Iacobucci	Janet	\$16.00	\$33,280		4%	\$761	\$22,286
24					\$16.80			
25	Zeller	Ann	\$16.00	\$33,280		5%	\$1,664	\$34,944
26					\$16.56			
27	Biron	Larry				3.5%	\$1,165	\$34,445
28			\$78,900					
29	Chambers	Kate					\$0.00	\$0.00
30				\$0.00				
31	O'Connor	Tom					\$600	\$79,500
32				\$46,575				
33	Most	Dan	\$19.91	\$41,400		5.5%	\$2,562	\$49,137
34								
35	Warner	Tom			\$20.31	2%	\$828	\$42,228
36								
37	Braley	Marie	\$18.50	\$38,480		2%	\$1,578.00	\$80,478
38								
39	Tonkinson	Carm	\$15.00	\$21,450	\$19.15	3.5%	\$1,352.00	\$39,832
40					\$15.53			
41	Bischoff	Judith				4%	\$836.00	\$22,286
42				\$70,000				
43	Matte	Rick						\$76,400
44				\$58,500				
45	Romano	Sam				3%	\$1,755.00	\$60,255
46				\$58,500				
47		Approved	2006-2007	2.91% Salary Increase	Total	3%	\$1,755.00	\$60,255
					Total		\$29,661.00	
					Total = \$31,143.00			

SAU #38 PERSONNEL LIST															
2007 PROPOSED SALARY CHANGES															
17-Apr-06															

44 Business	B I C			D	E	F	G	I	J	K	L	M	N	P
	A. Salaries													
45														
46														
47	Warner	Tom												
48	01-2620-51260-00	Total	\$78,900	\$6,036	\$5,373	\$14,056	\$1,088							
49	Technology Adm. Salary		\$78,900	\$6,036	\$5,373	\$14,056	\$1,088							
50								2%		\$1,578.00	\$80,478	\$6,156	\$5,481	\$17,570
51											\$80,478	\$6,156	\$5,481	\$17,570
52	Braley	Marie	\$18.50											
53	Tonkinson	Carm	\$15.00	\$2,944	\$2,620	\$2,000	\$0	\$19.15	3.5%	\$1,352.00	\$39,832	\$3,047	\$2,712	\$2,000
54	05-1200-51250-00	Total	\$21,450	\$1,641	\$0.00	\$14,367	\$1,000	\$15.53	4%	\$836.00	\$22,286	\$1,705	\$0.00	\$17,959
55	SPED Staff Salary		\$59,930	\$4,585	\$2,620	\$16,367	\$1,000				\$62,118	\$4,752	\$2,712	\$19,959
56														\$1,100
57														
58	Bischoff	Judith	\$70,000	\$5,355	\$4,767	\$6,032	\$368							
59	Matte	Rick	\$58,500	\$4,475	\$3,984	\$14,368	\$999							
60	Romano	Sam	\$58,500	\$4,475	\$3,984	\$5,428	\$331							
61	05-1200-51260-00	Total	\$187,000	\$14,305	\$12,735	\$25,828	\$1,698	3%		\$1,755.00	\$76,400	\$5,845	\$5,203	\$7,540
62	SPED Adm Salary							3%		\$1,755.00	\$60,255	\$4,609	\$4,103	\$17,960
63											\$60,255	\$4,609	\$4,103	\$1,099
64											\$196,910	\$15,063	\$13,409	\$32,286
										\$29,661.00				\$1,835

SCHOOL ADMINISTRATIVE UNIT #38 2007 ADMINISTRATION'S BUDGET PROPOSAL

Report # 3101

Statement Code: NO CHANGE

Account Number / Description		2004-05 ACTUAL		05-06 DEF. BUDGET		ADMIN PROPOSAL		CHANGE
		7/1/2004 - 6/30/2005		7/1/2005 - 6/30/2006		7/1/2006 - 6/30/2007		
2210 CURRICULUM DEVELOPMENT								
01-2210-51100-00-00000 Staff Dev. Comm. \$200 Stipend			0.00		3,000.00		3,000.00	
01-2210-51260-00-00000 Administrator's Salary			77,700.00		83,762.00		88,700.00	(4,938.00)
01-2210-52110-00-00000 Health Benefits			11,097.36		12,063.00		15,079.00	(3,016.00)
01-2210-52120-00-00000 Dental Insurance			656.28		669.00		736.00	(67.00)
01-2210-52210-00-00000 Retirement Expense			4,584.32		5,704.00		5,904.00	(200.00)
01-2210-52300-00-00000 Social Security			5,943.87		6,408.00		6,633.00	(225.00)
01-2210-52400-00-00000 Tuition Reimbursement			0.00		1,000.00		1,000.00	0.00
01-2210-53200-00-00000 Staff Development			885.40		3,600.00		3,600.00	0.00
01-2210-55500-00-00000 Printing			70.44		2,500.00		2,500.00	0.00
01-2210-55800-00-00000 Travel & Conferences			3,027.78		3,000.00		3,000.00	0.00
01-2210-56100-00-00000 Staff Devel. Workshops			6,487.10		6,500.00		6,500.00	0.00
01-2210-56400-00-00000 Books and Subscriptions			596.13		0.00		0.00	0.00
01-2210-56410-00-00000 Books & Printed Matter			1,342.06		1,500.00		1,500.00	0.00
01-2210-58100-00-00000 Dues/Fees/Certification			997.00		1,500.00		1,500.00	0.00
TOTAL 2210 CURRICULUM DEVELOPMENT			\$113,387.74		\$131,206.00		\$139,652.00	\$(8,446.00)
2320 SUPERINTENDENT'S OFFICE								
01-2320-51250-00-00000 Office Staff Salaries			65,484.95		74,880.00		78,000.00	(3,120.00)
01-2320-51260-00-00000 Administrator's Salaries			218,672.30		209,721.00		215,796.00	(6,075.00)
01-2320-52110-00-00000 Health Benefits			31,826.96		36,354.00		45,443.00	(9,089.00)
01-2320-52120-00-00000 Dental Insurance			1,625.06		1,950.00		2,144.00	(194.00)
01-2320-52210-00-00000 NH Retirement			16,547.92		19,381.00		20,006.00	(625.00)
01-2320-52300-00-00000 Social Security			19,219.51		21,772.00		22,475.00	(703.00)
01-2320-52400-00-00000 Tuition Reimbursement			20,391.00		4,000.00		4,000.00	0.00
01-2320-53000-00-00000 Contract Services			409.00		1,000.00		1,000.00	0.00
01-2320-53200-00-00000 Staff Development			0.00		1,000.00		1,000.00	0.00
01-2320-55800-00-00000 Travel & Conferences			13,355.20		14,000.00		14,000.00	0.00
01-2320-56400-00-00000 Books & Subscriptions			3,624.51		2,000.00		2,000.00	0.00
01-2320-57410-00-00000 Office Equipment			1,724.67		1,000.00		1,000.00	0.00
01-2320-57420-00-00000 Replace Equipment			19.95		0.00		0.00	0.00

4/20/2006 10:09:20AM

4/20/2006 10:09:20AM

SCHOOL ADMINISTRATIVE UNIT #38 2007 ADMINISTRATION'S BUDGET PROPOSAL

Report # 3101

Account Number / Description	2004-05 ACTUAL		05-06 DEF. BUDGET		ADMIN PROPOSAL		CHANGE
	7/1/2004 - 6/30/2005	2,643.75	7/1/2005 - 6/30/2006	3,000.00	7/1/2006 - 6/30/2007	3,000.00	
01-2320-58100-00-00000 Dues/Fees/Certification							
TOTAL 2320 SUPERINTENDENT'S OFFICE							
2329 SAU CENTRAL ACCOUNTS							
01-2329-52130-00-00000 Disability/Life Insurance	2,737.81		1,750.00		2,750.00		(1,000.00)
01-2329-52140-00-00000 Worker's Compensation	10,525.01		6,200.00		10,525.00		(4,325.00)
01-2329-52600-00-00000 Unemployment Compensation	124.00		1,000.00		200.00		800.00
01-2329-54410-00-00000 Copier Lease/Expenses	11,272.00		5,000.00		12,000.00		(7,000.00)
01-2329-54490-00-00000 Maintenance & Repair	49.79		2,000.00		100.00		1,900.00
01-2329-55200-00-00000 Postage Meter/Scale	1,918.90		2,500.00		2,000.00		500.00
01-2329-55340-00-00000 NHMA/PLIT Insurance Expense	8,212.50		7,500.00		8,215.00		(715.00)
01-2329-55390-00-00000 Postage and Fees	8,467.02		8,000.00		10,000.00		(2,000.00)
01-2329-55400-00-00000 Fax Lease/expenses	547.68		500.00		550.00		(50.00)
01-2329-55500-00-00000 Advertising	6,458.94		2,000.00		2,000.00		0.00
01-2329-56100-00-00000 Printing	189.90		1,000.00		500.00		500.00
01-2329-57300-00-00000 Supplies	13,758.39		13,000.00		15,000.00		(2,000.00)
01-2329-57300-00-00000 Equipment	10,482.67		7,000.00		7,000.00		0.00
TOTAL 2329 SAU CENTRAL ACCOUNTS	\$74,744.61	\$57,450.00	\$70,840.00	\$13,390.00	\$409,864.00	\$19,806.00	
2510 BUSINESS OFFICE							
01-2510-51250-00-00000 Staff Salaries	307,111.66		195,210.00		202,185.00		(6,975.00)
01-2510-51260-00-00000 Administrator's Salary	86,933.64		166,875.00		170,865.00		(3,990.00)
01-2510-52110-00-00000 Health Benefits	76,835.97		102,190.00		129,570.00		(27,380.00)
01-2510-52120-00-00000 Dental Insurance	5,122.43		6,316.00		6,947.00		(631.00)
01-2510-52300-00-00000 NH Retirement	22,349.68		26,060.00		25,406.00		654.00
01-2510-53000-00-00000 Social Security	28,368.02		27,700.00		28,539.00		(839.00)
01-2510-53020-00-00000 Annual Auditor Expense	8,671.00		7,000.00		9,000.00		(2,000.00)
01-2510-55800-00-00000 ADS Technical Support	7,718.00		7,720.00		9,000.00		(1,280.00)
01-2510-58100-00-00000 Travel & Conferences	8,597.14		3,000.00		8,000.00		(5,000.00)
01-2510-58100-00-00000 Dues/Fees/Certification	235.00		500.00		500.00		0.00
TOTAL 2510 BUSINESS OFFICE	\$551,942.54	\$542,571.00	\$590,012.00	\$47,441.00	\$47,441.00	\$47,441.00	

SCHOOL ADMINISTRATIVE UNIT #38

2007 ADMINISTRATION'S BUDGET PROPOSAL

Report # 3101

Account Number / Description	2004-05 ACTUAL		05-06 DEF. BUDGET		ADMIN PROPOSAL		CHANGE
	7/1/2004 - 6/30/2005		7/1/2005 - 6/30/2006		7/1/2006 - 6/30/2007		
2620 TECHNOLOGY SERVICES							
01-2620-51260-00-00000 Administrator's Salary	76,230.00		78,900.00		80,478.00		(1,578.00)
01-2620-52110-00-00000 Health Insurance	16,482.87		14,056.00		17,570.00		(3,514.00)
01-2620-52120-00-00000 Dental Insurance	1,027.50		1,088.00		1,197.00		(109.00)
01-2620-52210-00-00000 NH Retirement	4,497.49		5,373.00		5,481.00		(108.00)
01-2620-52300-00-00000 Social Security	5,831.54		6,036.00		6,156.00		(120.00)
01-2620-53000-00-00000 Contracted Services	0.00		3,500.00		3,500.00		0.00
01-2620-53200-00-00000 Staff Development	0.00		1,800.00		1,800.00		0.00
01-2620-55800-00-00000 Travel & Conferences	3,300.00		2,000.00		2,000.00		0.00
01-2620-56100-00-00000 Tech Supplies	379.60		1,000.00		1,000.00		0.00
01-2620-57410-00-00000 Tech. Equipment	4,816.13		3,000.00		3,000.00		0.00
01-2620-58100-00-00000 Dues/Fees/Certification	0.00		200.00		200.00		0.00
TOTAL 2620 TECHNOLOGY SERVICES	\$112,565.13		\$116,953.00		\$122,382.00		\$(5,429.00)
2690 COMMUNICATION/UTILITIES							
01-2690-51250-00-00000 Custodial Services	0.00		4,000.00		4,000.00		0.00
01-2690-55310-40-00000 Telephone Services	4,522.50		2,000.00		5,000.00		(3,000.00)
01-2690-55320-40-00000 Internet Expenses	0.00		0.00		500.00		(500.00)
01-2690-56220-00-00000 Electricity	0.00		1,683.00		0.00		1,683.00
TOTAL 2690 COMMUNICATION/UTILITIES	\$4,522.50		\$7,683.00		\$9,500.00		\$(1,817.00)
9999 OTHER EXPENSES							
01-9999-59990-99-00000 Surplus & Excess Revenues	155.60		0.00		0.00		0.00
TOTAL 9999 OTHER EXPENSES	\$155.60		\$0.00		\$0.00		\$0.00
GRAND TOTAL	\$1,252,862.90		\$1,245,921.00		\$1,342,250.00		\$(96,329.00)

SCHOOL ADMINISTRATIVE UNIT #38 2007 ADMINISTRATION'S BUDGET PROPOSAL

Report # 3099

Statement Code: SPED

Account Number / Description	2004-05 ACTUAL		05-06 DEF. BUDGET		ADMIN PROPOSAL	
	7/1/2004 - 6/30/2005		7/1/2005 - 6/30/2006		7/1/2006 - 6/30/2007	
1200 SPECIAL EDUCATION SERVICE						
05-1200-51250-00-00000 Staff Salaries	56,083.82		59,930.00		62,118.00	
05-1200-51260-00-00000 Administrator's Salary	197,443.72		183,455.00		196,910.00	
05-1200-51990-00-00000 SPED Leave Day Reimb. & Misc.	330.00		500.00		500.00	
05-1200-52110-00-00000 Health Insurance	26,915.24		40,799.00		52,245.00	
05-1200-52120-00-00000 Dental Insurance	1,617.84		3,515.00		2,935.00	
05-1200-52130-00-00000 Disability/Life Insurance	0.00		1,533.00		1,533.00	
05-1200-52140-00-00000 Workman's Compensation	0.00		500.00		500.00	
05-1200-52210-00-00000 NH Retirement	13,598.35		15,113.00		16,121.00	
05-1200-52220-00-00000 Retirement	8.71		10.00		10.00	
05-1200-52300-00-00000 Social Security	18,841.95		27,841.00		19,815.00	
05-1200-52400-00-00000 Tuition Reimb. (1000 cap)	2,000.00		2,000.00		2,000.00	
05-1200-52600-00-00000 Unemployment Compensation	0.00		500.00		500.00	
05-1200-53200-00-00000 Staff Development	158.50		2,500.00		2,500.00	
05-1200-54400-00-00000 Maintenance & Repair	0.00		2,100.00		2,100.00	
05-1200-55310-00-00000 Telephone	1,227.95		1,850.00		1,850.00	
05-1200-55340-00-00000 Postage and Fees	24.90		1,200.00		1,200.00	
05-1200-55500-00-00000 Printing	0.00		300.00		300.00	
05-1200-55800-00-00000 Travel	6,631.44		7,000.00		7,000.00	
05-1200-56100-00-00000 Supplies	2,144.87		2,300.00		2,300.00	
05-1200-56400-00-00000 Books & Subscriptions	76.44		400.00		400.00	
05-1200-57410-00-00000 Computer Equipment	0.00		2,000.00		2,000.00	
05-1200-58100-00-00000 Dues/Fees/Certification	2,232.00		1,700.00		1,700.00	
TOTAL 1200 SPECIAL EDUCATION SERVICE	\$329,335.73		\$357,046.00		\$376,537.00	
GRAND TOTAL	\$329,335.73		\$357,046.00		\$376,537.00	

To: All SAU Board Members
Fr: Ken Dassau
Dt: April 20, 2006
Sb: Statement of Practice Rationale

The following Statement of Practice for School Administrative Unit No.38 Personnel is my attempt to qualify and quantify the practice of retirement benefits that have occurred over the years for individuals who have announced either retirement, or separation, from their positions at the SAU. The intent is to provide a structure for the Board as separations occur as well as to allow the appropriate budgeting. The proposal was drafted in consultation with Grace Fernald, payroll manager, Larry Biron, business manager and attorney Doug Hatfield.

I will speak to the proposal at the May 3 meeting.

April 18, 2006

Proposed Statement of Practice
School Administrative Unit No.38 Personnel

In order to provide enhanced retirement benefits for administrators and support staff of School Administrative Unit No. 38 and to clarify previous practices within the districts, the following procedure is adopted:

1. Insurance benefit compensation:

- a. An eligible employee is an employee who is not and may not be by reason of his/her job description be treated as an employee covered by a collective bargaining agreement of any of the respective employers. The employee is a full-time calendar year employee.
- b. To be eligible, an employee must have worked continuously for the employer for 7 years.
- c. The employee must have submitted to the employer a letter of resignation which resignation must have been accepted by the SAU Board.
- d. Once an employee has been certified as eligible, the employee may elect to receive in cash and as additional compensation the value of any insurance benefits to which the employee would otherwise have been entitled under the terms of his/her employment agreement.
- e. Notwithstanding the election by the employee to receive cash in lieu of insurance benefits, the employee may elect to purchase at his/her own exclusive costs insurance coverage equal to that to which he/she would have been entitled had the employee not elected to receive cash.
- f. The parties acknowledge that cash received by an employee under this procedure is taxable compensation and will be reported to the appropriate taxing authorities. The parties further acknowledge that the employer will incur certain costs related to this taxable compensation; for example, FICA and New Hampshire Retirement contributions. As to persons not already receiving this benefit, the employer school district reserves the right to deduct from the cash contribution payable to the employee the additional costs that the school district employer incurs as a result of the election by the employee.
- g. Notwithstanding anything else in this procedure to the contrary, the employee may only elect this benefit for up to 3 years. The school district employers specifically reserve the right to terminate this procedure at any time upon notice to the eligible employees not less than 90 days prior to the end of any school fiscal year.

STATEMENT OF PRACTICE
School Administrative Unit No.38

2. Other Benefits Upon Notice of Retirement:

a. Length of Service Benefit:

Administrators	\$100.00 per each year of service
Support Staff	\$50.00 per each year of service

b. Accumulated Sick Leave Benefit as follows:

<u>Years of Service</u>	<u>Percentage of Reimbursement</u>
5	30%
10	40%
15	50%

Note: *Accumulated sick leave benefit not to exceed 120 days.*

Final accumulated leave benefit calculation to occur by June 30 of the year of separation.

Example A: Administrator with 15 years of service in the SAU:

Length of Service Benefit: $\$100.00 \times 15 \text{ years} = \$1,500$ benefit

Accumulated Sick Leave Benefit: $\$80,000 \text{ Salary} / 260 \text{ days} = \307.70 per diem.

$\$307.70 \text{ per diem} \times 120 \text{ days} = \$36,924 \times 50\% = \$18,462$ benefit.

Total benefit: \$19,962.00

Example B: Support Staff employee with 15 years of service in the SAU:

Length of Service Benefit: $\$50.00 \times 15 \text{ years} = \750.00 benefit

Accumulated Sick Leave Benefit: $\$20.00 \text{ hourly rate} = \80.00 per diem.

$\$80.00 \text{ per diem} \times 120 \text{ days} = \$9,600 \times 50\% = \$4,800.00$ benefit.

Total benefit: \$5,550.00

Received SAU Board: May 3, 2006

Approved: _____

STATEMENT OF PRACTICE
School Administrative Unit No.38

2. Other Benefits Upon Notice of Retirement:

a. Length of Service Benefit:

Administrators	\$100.00 per each year of service
Support Staff	\$50.00 per each year of service

b. Accumulated Sick Leave Benefit as follows:

<u>Years of Service</u>	<u>Percentage of Reimbursement</u>
5	30%
10	40%
15	50%

Note: *Accumulated sick leave benefit not to exceed 120 days.*

Final accumulated leave benefit calculation to occur by June 30 of the year of separation.

Example A: Administrator with 15 years of service in the SAU:

Length of Service Benefit: $\$100.00 \times 15 \text{ years} = \$1,500$ benefit

Accumulated Sick Leave Benefit: $\$80,000 \text{ Salary} / 260 \text{ days} = \307.70 per diem.
 $\$307.70 \text{ per diem} \times 120 \text{ days} = \$36,924 \times 40\% \text{ } 50\% = \$14,769.60 \text{ } \$18,462$ benefit.

Total benefit: ~~\\$16,269.60~~ \\$19,962.00

Example B: Support Staff employee with 15 years of service in the SAU:

Length of Service Benefit: $\$50.00 \times 15 \text{ years} = \750.00 benefit

Accumulated Sick Leave Benefit: $\$20.00 \text{ hourly rate} = \80.00 per diem.
 $\$80.00 \text{ per diem} \times 120 \text{ days} = \$9,600 \times 40\% \text{ } 50\% = \$3,840.00 \text{ } \$4,800.00$ benefit.

Total benefit: ~~\\$3,920.00~~ \\$5,550.00

Received SAU Board: May 3, 2006

Approved: _____



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swansey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrdsd.org

Margaret A. Sullivan, CAGS
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrdsd.org

Judith E. Bischoff, M.Ed.
Interim Director of Special Services

Extension: 417
jbischoff@mrdsd.org

Laurent J. Biron, MBA
Business Manager

Extension: 406
lbiron@mrdsd.org

Thomas C. Warner, M.Ed.
Director of Computer Technology

Extension: 410
twarner@mrdsd.org

To: All SAU #38 Board Members
Fr: Ken Dassau
Sb: Superintendent Summary Report 2006-2007
Dt: May 3, 2006

► **Two SAU Searches** were done. Business Manager, Director of Special Services.

► **SAU 38 Procedures Manual 2005.** Draft copies of the updated SAU procedures manual were distributed last May. Format and content changes were discussed. It is on the agenda for Board approval.

► **Staff Development Master Plan.** Dr. Hodgdon

► **SAU Budget 2006-2007.** Pleased with the passing of the SAU budget. Disappointed in the defeat of the MRSD Operating Budget. Though the MRSD Board and MRSD Teachers and Support Staff were able to reach agreement the contracts were defeated at the ballot as well.

► **Monadnock Regional Public School of Choice grant.** The MRSD Board is drafting a policy regarding school choice for consideration of adoption by the full Board. At last night's Board meeting the Board passed a motion to approve seeking a continuation of the federal grant.

► **Monadnock Regional Public School of Choice Administrative Team.** The project director Dixie Gurian, the superintendents of SAU 38 and 29, the assistant superintendents of SAU 38, the Hinsdale principal and MRHS principal are meeting monthly.

► **Evaluation of the Superintendent .** NHSBA Brochure handout. Discuss process for performance evaluation of superintendent.

► **Non Public Sessions:**

Nominations of SAU Special Services personnel will be done in non public session in accordance with RSA 91-A:3,II(b).

Compensation of SAU personnel will be done in -public in accordance with RSA 91-A:3,II(a).

Nominations of SAU Administrative personnel will be done in non public session in accordance with RSA 91-A:3,II(b).



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swanzey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrsd.org

Judith E. Bischoff, M.Ed.
Interim Director of Special Services

Extension: 417
jbischoff@mrsd.org

Laurent J. Biron
Business Manager

Extension: 406
lbiron@mrsd.org

Thomas C. Warner
Director of Computer Technology

Extension: 410
twarner@mrsd.org

TO: SAU Board Members
FROM: Dr. David G. Hodgdon,
Assistant Superintendent for Curriculum and Instruction
RE: Renewal of Staff Development Master Plan
DATE: May 3, 2006

Every five years the SAU is required by the state to revise its master plan based on the state requirements. Our master plan is due to be renewed beginning on July 1, 2006. Thus, members of the SAU 38 staff development committee, which has representatives from all of the school districts in SAU 38, have been working diligently with me on the revision of the document for several months. It has been an honor to facilitate this process with such a dedicated group of professionals committed to the professional development of our staff.

The result is the comprehensive document you received earlier. We have also developed a streamlined version of this document that focuses primarily on those items pertinent to the individual certified staff member, who must be recertified every three years. If you would like to see a copy of the streamlined version, please let me know.

Ken and I decided to share the master plan with the individual school boards before the regular SAU board meeting in May, so that you would have a chance to review it before the SAU board meeting. I would be glad to respond to any questions that you have at any time. The master plan will be sent to the state for approval after this SAU board meeting.

Thank you for your attention.



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swanzey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrdsd.org

Margaret A. Sullivan, CAGS
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrdsd.org

Judith E. Bischoff, M.Ed.
Director of Special Services

Extension: 417
jbischoff@mrdsd.org

Laurent J. Biron
Business Manager

Extension: 406
lbiron@mrdsd.org

Thomas C. Warner
Director of Computer Technology

Extension: 410
twarner@mrdsd.org

COMMENTS AT SAU BOARD MEETING – 5/3/06

1. We continued the conversion of the payroll system and except for Monadnock, all payroll has been converted. Monadnock will be done on July 1st in time for the new fiscal year.
2. We had no changes in staff and the stability allowed us to really do a great job this year. A lot of the items that had been lacking have all been caught up. Grants and reconciliations are up to speed and I am really happy that we have achieved that and Dan has been the key in getting this work done.
3. Tom O'Connor has been a marvelous addition to the staff. He managed the Hinsdale and Winchester District extremely well from my point of view and that allowed me to concentrate on Monadnock. It even gave me time to go through two file cabinets of old records that had been staring at me for some five years. The files have been totally revamped and organized.
4. From an operational point of view, we have just about arrived at an efficient lean operation that will satisfy any audits. We have had two interim audits for Monadnock as of 12/31 and 3/31 and Mr. Clukay had very little to say.
5. We did apply for the health care subsidy under the Part D, Medicare Prescription System. We expect to gain some \$50,000 + of revenue to the SAU. This occurs because we have an excellent prescription coverage under the Health Trust. As a result, the government provides us with some funds to offset the cost of providing the service to our retirees. We have a fully creditable service.
6. Last Meeting – It took longer than 3 years to clear up the processing that Clukay predicted. However, in my mind, we have just about arrived. We worked with ADS today to produce a revenue/expense report for all three districts and that will be available at your next Board meeting.

Larry Biron, Business Manager

1. Implement the new State Requirements for 2005-2006 and beyond:
 - A). SASID assignments: To submit demographic files on every student and check with past schools for duplicates. Also to continue to assign SASID's for new students (first time in school or from out of state) and track down the SASID of transfers from in-State. Participate in all the State sponsored workshops.
 - B). To submit October enrollment data, NECAP testing data, Free and Reduced Lunch Data and End of Year by individual files as well as aggregate data. To track the District of Responsibility and Town of responsibility for MC2, School Choice Students, MRPSOC and other tuitioned students. Coordinate this With Marie Braley, Paul Bocko, and Karin Wilson for the A13s and A13E forms. Participate in all the State sponsored workshops
 - C). To convene meetings of SAU personnel to rewrite the SAU38 and MRSD technology Plans for 2006-2009. Create the final document for board approval that meets State and Federal guidelines. Participate in all the State sponsored workshops on the new ICT standards.
2. Support the 19 SAU administrators and Support staff in their hardware and software as well as maintain the SAU servers.
3. To assist and advise the technology Coordinators/Integration Specialists in all three districts.
4. To create student export files (grades 2-9) to upload to NWEA three times a year (MRSD) for MAP testing and assure all school have the technology appropriate for the testing sessions. Assist in the testing when needed. Participate in all the MAP workshops locally and State-wide.
5. To learn the Operations of a SQL database for backups and updates. To learn Crystal reports to be able to export information from the SMS database for local use and State reporting.
6. Convert the MRHS to two WinSchool databases: MRHS and MRMS.
7. Program Crystal Reports for SMS SQL web based database (MRSD Elementary).
8. Over see the conversion of ADS ProFund 2000 to ADS SQL database.
9. Assist Hinsdale in their planning for Technology in their new Middle School and revamp the existing technology in the HS.
11. Title II-D, Title V, Erate grants to support technology Initiatives.
12. To negotiate ISP, telecommunications, Web filtering, etc contracts using the buying power of the SAU.
13. Plan and implement an Internet Safety Night for parents.
14. Assist MRHS and MRMS in their new databases for scheduling separate schools.

Respectfully Submitted,

Thomas Warner

MONADNOCK REGIONAL HIGH SCHOOL

580 Old Homestead Highway, Swanzey, NH 03446

Tel (603) 352-6575 Fax (603) 355-1209

Student: [REDACTED]
Address: [REDACTED]

Parent/Guardian: [REDACTED] Mother

Entry Date: August 31, 2000

Soc. Sec. No.: [REDACTED]

Graduation Date:

Rank-in-Class: 116 of 197

Grade-Point Average: 2.60

(5.0 weighted scale)

Date of Birth: May 29, 1987

Place of Birth: Big Rapids MI

Grade: 9

2002-2003

Monadnock Regional High School

Class Name	Q1	Q2	Q3	Q4	Final	Credit
App Phy Sci G2			C-	C-	D+	0.50
App Physical Sci G1	C-	C-			C-	0.50
Applied Economics			B-	B	B-	0.50
Art I	B	A-	B+	A-	B+	1.00
Civics	B+	B+			B+	0.50
Eng 9 G1	C+	C	D+	D	C-	1.00
First Foods			B	A-	B	0.50
General Math I	B-	B-	C-	C-	C	1.00
Intro To Computr	B-	WD			WD	0.00
Phys Ed (G)	C	A-			B-	0.50

1/2 days Absence:

Tardy:

8 19 14 21
1 0 0 0

Current Year Credits: 6.00

Grade: 11

2004-2005

Monadnock Regional High School

Class Name	Q1	Q2	Q3	Q4	Final	Credit
Business Law I Gen	B-	B			B-	0.50
Business Law II Gen			B-	B+	B-	0.50
Eng 11 Academic 2	C-	B-	C+	B+	C+	1.00
General Woodwkg			B-	B	B-	0.50
Pers Keyboarding Gen			A-	B+	B+	0.50
Pre-Algebra General	B-	C+	B-	B-	B-	1.00
Sewing I	A-	A-			A-	0.50
Sewing II			A-	B	B	0.50
Tech Chemi General	B-	D+			C	0.50
US History General 2	A	A	A	A-	A-	1.00

1/2 days Absence:

Tardy:

2 10 8 6
0 0 0 0

Current Year Credits: 6.50

Grade: 10

2003-2004

Monadnock Regional High School

Class Name	Q1	Q2	Q3	Q4	Final	Credit
Architec Bluepr Read	D	B-			C	0.50
Biology I General	B-	F	B	C+	C	1.00
Building Construct			C	A-	B	0.50
Eng 10 General 1	C	C-	C	C-	C-	1.00
General Math II	B-	C	C+	C+	C	1.00
Health		C+			C+	0.25
Hist World Civ Gen 1	C	C	B	C	C	1.00
Phys Ed (G)			C-	C+	C	0.50

1/2 days Absence:

Tardy:

8 11 4 3
0 0 0 0

Current Year Credits: 5.75

Grade: 12

2005-2006

Monadnock Regional High School

Class Name	Q1	Q2	Q3	Q4	Final	Credit
Abnormal Psychology	B	C			C	0.50
Children's Lit Gener			C+			
First Foods			C-			
Indep Sewing	B	B-			B-	0.50
Internship						
Psychology Academic			C			
Sports Lit General	D-	C			C-	0.50

1/2 days Absence:

Tardy:

10 11 24 3
3 3 0 0

Accumulated Earned Credits: 19.75
Current Year Credits: 1.50

NHSASID#: 1239505755

Grading System: A+ (97-100); A (94-96); A- (90-93); B+ (87-89); B (84-86); B- (80-83); C+ (77-79); C (74-76); C- (70-73); D+ (68-69); D (66-67); D- (65); F (Below 65) Note: An * before the final grade indicates "No Credit" due to attendance

CEEB #300-468

CANCEL

**Schools and Libraries Service Program
Services Ordered and Certification Form 471
Application Status Display**

Entity Number: 121082 Funding Year: 2006

For an explanation of your Application Status, please scroll down to the Explanation table below.

Form 471 Application Number	Applicant Form Identifier	Application Status
510272	HSD0607	Available for Quality Assurance

CANCEL

**Schools and Libraries Service Program
Services Ordered and Certification Form 471
Application Status Display**

Entity Number: 121085 Funding Year: 2006

For an explanation of your Application Status, please scroll down to the Explanation table below.

Form 471 Application Number	Applicant Form Identifier	Application Status
508977	WSD0607	Certified - In Window
512162	WSDIC0607	Certified - In Window

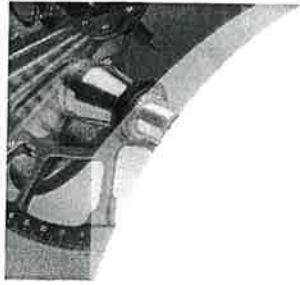
CANCEL

**Schools and Libraries Service Program
Services Ordered and Certification Form 471
Application Status Display**

Entity Number: 121083 Funding Year: 2006

For an explanation of your Application Status, please scroll down to the Explanation table below.

Form 471 Application Number	Applicant Form Identifier	Application Status
510443	MRSD0607	Final Review



Outperformance

BayRing
COMMUNICATIONS

SAU # 38 - Monadnock Regional School District
Voice Price Comparison - Summary

Current BayRing

Monadnock Regional School District

Cutler Elementary School	\$265.32	\$196.73
Troy Elementary School	\$195.84	\$150.68
Sullivan Elementary School	N/A	N/A
Mt. Caesar Elementary School	\$159.66	\$116.44
Gilsum Elementary School	N/A	N/A
Emerson Elementary School	\$315.99	\$198.20
Monadnock Regional Jr/Sr High School	\$2,078.54	\$1,328.47
Community Connections School	N/A	N/A
Title 1	\$265.17	\$192.53
Superintendent of Schools	\$45.51	\$44.42
Swanzy School	\$47.75	\$40.42
TOTAL:	\$3,373.78	\$2,267.89
ANNUAL SAVINGS:	\$13,270.68	

Winchester School District

Cooperative Learning Center	\$168.12	\$50.00
Town Of	\$52.70	\$44.42
Elementary School	\$107.21	\$86.55
Thayer High School	\$638.42	\$500.48
TOTAL:	\$966.45	\$681.45
ANNUAL SAVINGS:	\$3,420.00	

Hinsdale School District

Town Of	\$129.10	\$59.42
High School	\$298.77	\$221.48
Elementary School	\$366.07	\$275.69
Food Services	\$43.65	\$40.42
TOTAL:	\$837.59	\$597.01
ANNUAL SAVINGS:	\$2,886.96	

Layer 3 Technologies, Inc.

Chris Fenlon
Director of Sales
cfenlon@layer3direct.com
Phone (585) 254-1966
Fax: (585) 254-2266



Layer 3 Technologies, Inc.
189 North Water Street
Rochester, New York 14604
www.layer3direct.com

CONTACT INFORMATION:

Company: Hinsdale
Primary Contact: Tom Warner
Phone:
E-mail: twarner@mrtd.org
Technical Contact:
Phone: "
E-mail: "

SHIP TO: TBA

Name:
Company:
Address:
Special Notes:

BILL TO: TBA

Name:
Company:
Address:
Special Notes:

INSTALLATION ADDRESS: TBA

Name:
Company:
Address:
Special Notes:

SUBMITTED BY	Layer 3 Technologies, Inc	QUOTATION DATE	EXPIRATION DATE	SHIPPING INSTRUCTIONS	QUOTE ID	PAYMENT TERMS
Chris Fenlon	Rochester, NY	04/19/06	05/15/06	TBA	8e6	net 14
QUANTITY	DESCRIPTION	UNIT	EDU. PRICE	Extended Edu Price		
1	8e6 R3000 MSA Service Package for up to 1000 users one year		\$2,200.00	\$2,200.00		
3	Extended hardware warranty for one year		\$399.00	\$399.00		
				SUBTOTAL	\$2,599.00	
				TOTAL	\$2,599.00	

NOTES: To place your order, fax a signed copy of this form to Pamela Fenlon to the above fax number. Then, return the original form(s) with your hard copy signed purchase order, to the above Layer 3 Technologies, Inc.- Attention: Accounting Department. Products are licensed for use at the customer's installation address only unless otherwise specified. Product licenses are not transferable. This quote may not include any state or local taxes (if applicable), and/or shipping. Payment of all applicable taxes, shipping charges, related to the delivery of the products and services included in this quote are the responsibility of the Customer. When your company issues a Purchase Order for the products and services included in this quote, your Purchase Order must reference the Quote ID shown on this form and/or explicitly state your organizations intention to pay all applicable taxes and shipping charges. Thank you.

Purchase Order #
Authorized Signature:

Name:
Title:
Date:

Special Education Report

School year 2005-06

The following has been prepared for the SAU #38 School Board Meeting May 3, 2006.

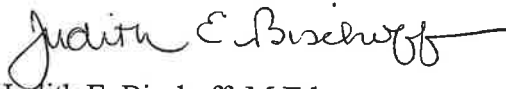
- The operative word for this school year has been TRANSITION. By December we once again had a full compliment of SAU building based professionals; with two Interim positions (Director and Coordinator) and one SPED Coordinator. There has been ongoing training of the SPED Coordinators as well as regular meetings with Superintendent and SPED Director.
- We are currently advertising to fill our Speech and Language position left vacant in January, the Interim SPED Coordinator position as well as the new Occupational Therapist position.
- As a result of last year's Special Education onsite I spent the year going over the necessary changes required by the DOE. This included meeting with each school to review their individual reports and reviewing and implementing SAU wide changes. The process is nearly complete and a meeting in late May will be held with the state representatives to review our progress.
- SAU #38 now has a consistent process to acquire bids for new Special Education transportation routes. We have established relationships with four alternative carriers when Laidlaw cannot accommodate a specific need.
- An identified need by principals and teachers alike is the use of paraprofessionals in our schools. The initial stages of collecting information has begun and will result in a recruitment, training and retention program to be developed during next school year.
- As part of the Onsite process a CIDER grant proposal was submitted by Lori Olson Porter, OT/R and awarded to the four preschools in the SAU. This grant will provide the *Handwriting Without Tears* program materials and training to preschool and early elementary school teachers.
- Awards: In February 2006, NH Connections held an Autism Conference in Chesterfield. In addition to many of our parents participating, two of our staff, Lori Evans, Teacher with the Troy Autism program and Diane Harty, SAU OTR were both recognized for their exemplary work in the field of autism.
- Now that Winchester students attend Keene High School, the SPED Coordinator at KHS, Suzanne Sharron and I work closely on issues of shared concern. All SAU staff workshops are open to Keene teachers with Winchester students. Karen Thompson, Vocational Coordinator has provided direct consultation to Keene's job coach for several identified Winchester students. Communication around Granite State Billing and SPEDIS information is ongoing. A procedure for

including SAU #38 staff at meetings requiring expenditures of additional monies has been implemented.

- The Director has established a regular quarterly meeting with Granite State Billing to work on issues surrounding the capture of Medicaid dollars.
- A most valuable and free resource for our district has been our SETAC representative, Jonas Taub. He has worked with our SPED Coordinators on issues of out-of-district placements, wrap-around programming for Emotionally Handicapped students, the Online Easy IEP, and the new IDEA regulations, (evaluation and identification). With no cost to the district he provided a 2 hour long training on evaluation criteria on April 20, 2006 in which 40 professionals attended.
- All the necessary paperwork for registration of our Special Education programs has gone to the state. We are awaiting the final confirmation on the newest program, the Autism Program at Monadnock Middle School.
- In January 2006, I held a meeting of all SAU and Special Education staff. Agenda items included personnel changes, staffing needs and a Question and Answer session. We established mutual goals for the future including training needs and support.
- An overwhelming area of concern for teachers has been the Highly Qualified criteria necessary for Special Education professionals. Dr. David Hodgdon provided training to interested teachers on March 2, 2006.
- In response to a request for better communication on workshops and updates on Special Education procedures and information, I have established an electronic mail system. Beginning in September a monthly newsletter will begin to go out to staff.
- Most high school students placed in schools other than their home high school need to receive the actual diploma from their home school. A process for registering and tracking credits of out-of-district students with their home high school has been established with each of the three high schools, Monadnock Regional High School, Hinsdale High School, Keene School High School.
- A program description for "Second Chance" has been developed. It is operating at full capacity. Four students will receive their high school diplomas this year as a result of the program.
- The SAU is ready to take part in the new SPEDIS and electronic on-line IEP system currently being field tested at three sites and soon to be statewide.

- As part of my training for this job, I have completed Year One of the Special Education Directors Academy. I am slated for Year Two beginning in September 2006. I have also signed up for a grant writing course from Keene State College this summer. I am in the initial stages of becoming certified in the area Special Education Administration for the state of New Hampshire.

Respectfully submitted:

A handwritten signature in cursive script, reading "Judith E. Bischoff". The signature is written in dark ink and is positioned above the printed name.

Judith E. Bischoff, M.Ed.

(Interim) Director of Student Services

NONPROFIT ORG
US Postage
PAID
Permit No. 1697
Concord, NH 03301

Superintendent
School Admin. Unit #38
600 Old Homestead Highway
East Swanzey NH 03446-2301



**NEW HAMPSHIRE SCHOOL
BOARDS ASSOCIATION**
25 TRIANGLE PARK
P.O. Box 1599
CONCORD, NH 03302-1599

Evaluating Your Superintendent



A new workshop for
School Board Members

Sponsored by the

**New Hampshire
School Boards Association**



Concord- Thursday, May 25

Registration 5:00pm
Workshop 5:30pm – 8:30pm

Superintendent Evaluation is the Board's responsibility

A sound Superintendent evaluation system is important and mutually beneficial for boards and their chief executive officer

- Comply with New Hampshire's newest legal requirements
- Strengthen your working relationship with the superintendent
- Provide a basis for assessing the weaknesses and strengths of both the superintendent and the board
- Learn the process;
Choose an evaluation tool;
Practice the skills

Registration Form

Registration 5:00pm Workshop 5:30pm – 8:30pm

Name: _____

Address: _____

Home Phone: _____

Email: _____

District: _____ SAU : _____

Registration Fee:	NHSBA Member	\$35
	Non-Member	\$100

(Registration fees are nonrefundable and subject to regular billing unless written cancellation is received at least 7 days prior to the event)

Mail to: New Hampshire School Boards Association
25 Triangle Park • P.O. Box 1599
Concord, NH 03302
Or fax to: 603-228-2351
Register Online: www.nhsba.org

If you have any questions or need directions
please call 603/228-2061 or email terry@nhsba.org

Terry Stepenuck

From: "Ken Dassau" <kdassau@mrsd.org>
To: "Terry" <tstepenuck@mrsd.org>
Sent: Tuesday, April 18, 2006 10:12 AM
Subject: Fw: SAU Board meeting

Each of the Board chairs have endorsed a meal prior to the SAU Board meeting.

Please contact Tom Walsh -

And we'll have to anticipate a head count

W- at least 3

H- at least 4 or 5

MRSD - 8

Adm - Ken, Dave, Larry, Tom W., Margaret Tom O, Jude,

Anyone else?

OK - Peggy
 4-18-06 6:30
 3 P.M.
 #25

----- Original Message -----

From: [Colline Dreyfuss](#)

To: [Ken Dassau](#)

Sent: Tuesday, April 18, 2006 7:43 AM

Subject: Re: SAU Board meeting

Time to settle in prior to the meeting sounds lovely.

----- Original Message -----

From: [Ken Dassau](#)

To: [Colline Dreyfuss](#) ; [Colleen Duquette](#) ; [Wayne Temmen](#)

Sent: Monday, April 17, 2006 6:01 PM

Subject: SAU Board meeting

Hi,

I am in the process of drafting the SAU agenda for May 3.

Are you interested in continuing the practice of having a dinner prepared by Monadnock Food Service prior to the meeting? I believe the Director of Food Service is available. Last year dinner was held at 6:30 at the request of the Food Service director - which pushed the meeting start time to 7:30.

Let me know your preference.

Ken

Dr. Ken Dassau

Superintendent

SAU 38

Hinsdale-Monadnock-Winchester

600 Old Homestead Highway

Swanzey, NH 03446

Phone: (603) 352-6955, ext. 405

FAX: (603) 358-6708

email: kdassau@mrsd.org

Website: www.mrsd.org

4/18/2006



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swansey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

April 3, 2006

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan, CAGS
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrsd.org

Judith E. Bischoff, M.Ed.
Interim Director of Special Services

Extension: 417
jbischoff@mrsd.org

Laurent J. Biron, MBA
Business Manager

Extension: 406
lbiron@mrsd.org

Thomas C. Warner, M.Ed.
Director of Computer Technology

Extension: 410
twarner@mrsd.org

SPECIAL MEETING SCHOOL ADMINISTRATIVE UNIT 38 BOARD

**Monday, April 10, 2006
7:00 PM**

Meeting to be held in the Library at
Monadnock Regional Middle / High School
Swansey NH

Agenda:

7:00 p.m. Call to Order

- A. Nomination of Board Chair
- B. Approval of Minutes from the March 13, 2006 meeting.
Amend to correct authorization to sign OBM Forms 1, 3 and 4
per Department of Education.
- C. Non-Public Session for nomination of SAU 38 Business
Manager in accordance with RSA 91-A:3 II (b).
- D. Adjournment

Non-approved minutes
School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of March 13, 2006

Attendance:

Monadnock Regional: Robin Marra, James Carnie, Gene White, Jonathan Kenyon, Colline Dreyfuss and Richard Thackston

Winchester: Colleen Duquette

SAU Administration: Ken Dassau, Superintendent; Margaret Sullivan, Asst. Superintendent, Tom Warner, Dir. of Technology and D. Hodgdon, Assistant Superintendent.

- A. Approval of the Minutes of December 7, 2005. MOTION:** C. Duquette **MOVED** to approve the Dec. 7, 2005 Minutes as presented. **SECOND:** C. Dreyfuss. **VOTE:** 5 yes and 2 abstain. **Motion passes.**
- B. Authorization to sign OBM Forms 1, 3 and 4: MOTION:** C. Duquette. **MOVED** to authorize the signing of the OBM Forms 1, 3 and 4. **SECOND:** C. Dreyfuss. **DISCUSSION:** J. Carnie asked what the forms were and K. Dassau explained that they are the required authorization for each grant. It is to update the authorization of the federal grants. **VOTE:** 6 yes and 1 abstain. **Motion passes.**
- C. MOTION to enter non-public session: MOTION:** C. Duquette **MOVED** to enter into non-public session under RSA 91-a:3 II (b) Consideration of the hiring of a public employee(s). **SECOND:** G. White. **DISCUSSION:** C. Duquette asked for a roll call vote and said that there is no discussion to enter non-public. J. Carnie questioned why the Board was voting the night before the School Board Elections. It was explained to him that this process has been going on since January and that last week this meeting was rescheduled for tonight. C. Dreyfuss called for the roll call. J. Carnie asked to table the motion. R. Marra said that it was inappropriate. **MOTION:** J. Carnie **MOVED** to postpone the motion until the next regularly schedules SAU Board Meeting. **SECOND:** J. Kenyon. **DISCUSSION:** R. Thackston said that the motion is inappropriate because they need to enter non-public and listen to the recommendation from the committee. **VOTE:** G. White-no, J. Kenyon-no, C. Dreyfuss-no, C. Duquette-no, R. Thackston-no and J. Carnie-yes. **Motion fails. Roll call to enter non-public:** G. White-yes, J. Kenyon-yes, C. Dreyfuss-yes, R. Marra-yes, C. Duquette-yes, R. Thackston-yes and J. Carnie-no. **Motion passes.**
- D. Return to public session:** K. Dassau expressed the fact that it was a timing issue. C. Duquette suggested that if the search is reopened that the SAU Board use the NHSBA. J. Kenyon commented that it is a question of timing for new Board Members. R. Marra explained that the SAU Board received a recommendation for the Director of Special Services and that the number one candidate declined taking the position of Business Manager. The Board had a discussion to move forward with the candidate number two. R. Bauries asked if the SAU Board had a quorum if the Board was not represented from each of the Boards. R. Marra explained that one member from Monadnock is a quorum. C. Dreyfuss commented that this same problem will come up and that the Board is backing up. The Board is slow enough in decision

making. She said that she is not sure how this decision will change. J. Carnie said that the elections are tomorrow and it does not look good. R. Thackston commented that the Business Manager is a very important job and should have the support of the new Board. R. Marra commented that this has been an unusual year and under a normal flow this would have been done. R. Marra said to leave it to the vice chair to call the SAU Meeting when the Superintendent feels it needed and the Superintendent can make a recommendation. R. Thackston said that there would be no commitment on either side. R. Marra suggested having another meeting and then either support the recommendation of open the search. R. Marra thanked the members who served on the search committee. C. Duquette thanked R. Marra for all that he has done while on the SAU Board. The ability to keep the members on track. Thank you Robin.

E. Motion to adjourn: MOTION: C. Duquette **MOVED** to adjourn the meeting at 7:47 PM. **SECOND:** J. Kenyon. **VOTE:** Unanimous. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

Ken Dassau

From: "Dan Most" <dmost@mrsd.org>
To: "Ken Dassau" <kdassau@mrsd.org>
Cc: "Terry Stepenuck" <tstepenuck@mrsd.org>
Sent: Wednesday, March 29, 2006 9:22 AM
Subject: Fw: AUTHORIZED SIGNATURE FORM

----- Original Message -----

From: Perkins, Doreen
To: 'Dan Most'
Sent: Wednesday, March 29, 2006 6:49 AM
Subject: AUTHORIZED SIGNATURE FORM

Good morning,

I received the Authorized Signature form and the minutes, but there is a problem with the minutes. They only states authorization for the OBM forms to be signed; it does not state either the positions or the names that will be authorized to sign. This will need to be corrected, but I will accept these signatures temporarily until the minutes are updated.

Doreen

*Doreen L. Perkins, Accountant I
Centralized Federal Funds
(P) 603-271-3257
(F) 603-271-1953
dperkins@ed.state.nh.us*



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swanzey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

February 28, 2006

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan, CAGS

Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.

Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrsd.org

Judith E. Bischoff, M.Ed.

Interim Director of Special Services

Extension: 417
jbischoff@mrsd.org

Laurent J. Biron, MBA

Business Manager

Extension: 406
lbiron@mrsd.org

Thomas C. Warner, M.Ed.

Director of Computer Technology

Extension: 410
twarner@mrsd.org

SPECIAL MEETING SCHOOL ADMINISTRATIVE UNIT 38 BOARD Monday, March 13, 2006 7:00 PM

**Meeting to be held in the Library at
Monadnock Regional Middle / High School
Swanzey NH**

Agenda:

7:00 p.m. Call to Order

- A. Approval of Minutes from the December 7, 2005 meeting.
- B. Authorization to sign OBM Forms 1, 3 and 4.
- C. **Non-Public Session** in accordance with RSA 91-A:3 II (b)
Consideration of the hiring of a public employee(s)
- D. Adjournment

School Administrative Unit #38
Public Session Notice

The School Administrative Unit #38 Board meeting
has been rescheduled
to Monday, March 13, 2006 at 7:00 p.m. in the
Library at Monadnock Regional High School
in Swanzey NH

Non-public session in accordance with
RSA 91-A:3 II(b) – hiring of public employee.

The Keene Sentinel

To be placed wherever convenient as soon as possible – today if possible

Run Public Notice for one day.

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer
To be placed wherever convenient as soon as possible – today if possible

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swanzy, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

February 28, 2006

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan, CAGS
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrsd.org

Judith E. Bischoff, M.Ed.
Interim Director of Special Services

Extension: 417
jbischoff@mrsd.org

Laurent J. Biron, MBA
Business Manager

Extension: 406
lbiron@mrsd.org

Thomas C. Warner, M.Ed.
Director of Computer Technology

Extension: 410
twarner@mrsd.org

SPECIAL MEETING SCHOOL ADMINISTRATIVE UNIT 38 BOARD Monday, March 6, 2006 7:00 PM

**Meeting to be held in the Library at
Monadnock Regional Middle / High School
Swanzy NH**

Agenda:

- 7:00 p.m. Call to Order
- A. Approval of Minutes from the December 7, 2005 meeting.
 - B. **Non-Public Session** in accordance with RSA 91-A:3 II (b)
Consideration of the hiring of a public employee(s)
 - C. Adjournment

Non-Approved

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of Dec. 7, 2005

Attendance:

Hinsdale: Joseph Novick, Tia Sherman, Wayne Temmen, Tammy Jean Akeley and Daniel Seymour

Monadnock Regional: Robin Marra, Tim Aho, Karen Cota, Jonathan Kenyon, Colline Dreyfuss and Richard Thackston

Winchester: Colleen Duquette

SAU Administration: Ken Dassau, Superintendent; Margaret Sullivan, Asst. Supt; Larry Biron, Business Manager and D. Hodgdon, Dir. of Curriculum.

Called the Public Hearing open at 6:39 PM. R. Marra called the Public Hearing open and asked if there were any comments. R. Bauries asked if there was an explanation of the budget by the administration other than what was said last time. R. Marra explained that the administration was asked to keep the increase to no more than 5% and to use some or all of the surplus to accomplish it. K. Dassau explained that in order to meet that request there are no increases for the SAU employees. He said that there would be two positions being filled, L. Biron's position and the Spec. Ed. Dir. For those positions there is a salary adjustment. D. Seymour asked if it was more than L. Biron's position. K. Dassau said yes and referred to a spreadsheet of salaries in the area. D. Seymour asked if the administration would be coming back asking for more money to hire someone. K. Dassau said that he would prefer not to have to do so. R. Marra mentioned that all new equipment had been taken out. He said that the new copier, the fax and the line have been taken out. T. Aho asked about the \$175,000.00 surplus. He asked how it got to be \$144,000.00. L. Biron said that the \$175,000.00 was a preliminary figure.

C. Dreyfuss, K. Cota and J. Kenyon arrive at 6:48 PM.

R. Bauries asked if the budget was overspent by \$38,000.00 and if that was where the \$144,000.00 came from. K. Dassau gave a copy from the auditor.

R. Thackston arrives at 6:56 PM.

W. Temmen asked where the overspending was in the auditor's report. L. Biron cited the information on page 19 schedule 1. R. Bauries asked about the salary increase for the SAU employees. There are no increases proposed. R. Bauries recommended that the Board consider raises at 3% for the administration. R. Marra commented that the ballpark figure for the salaries would be possibly \$40,000.00.

Closing the Public Hearing at 7:09 PM by R. Marra.

A. Approval of the Minutes of Nov. 2, 2005 of the SAU#38 Board: MOTION: C. Dreyfuss **MOVED** to accept the minutes of the Nov. 2, 2005 SAU#38 Board Meeting.

SECOND: J. Novick. **Vote:** C. Duquette Winchester-yes, W. Temmen, D. Seymour and J. Novick Hinsdale-yes and R. Thackston, C. Dreyfuss and K. Cota Monadnock-yes. 9/0/0/0. **Motion passes.** R. Marra explained that the computer is set up for the weighted vote if it is needed. Each Board received three votes that are divided equally on who shows up.

Old Business: Postponed Motion: K. Dassau explained that at the last meeting the Board postponed the motion recommended by the Supt. for positions at the SAU. R. Marra asked the Board to reconsider the motion. **MOTION:** C. Dreyfuss. **MOVED** to accept the Superintendent's proposed administration reorganization of the SAU. **SECOND:** K. Cota **DISCUSSION:** C. Duquette was concerned with time D. Hodgdon would spend on curriculum and being the Assistant Superintendent. W. Temmen asked if the job goal should say Monadnock Regional School District. W. Temmen was concerned that the dynamics was being changed and did not want to see any holes. C. Duquette asked K. Dassau if his job was split 20% and K. Dassau said 20% or 25%. T. Aho called the motion. He would like to use the weighted vote. D. Seymour asked why he would like to use the weighted vote. T. Aho said that he would like to see the reorganization happen. K. Dassau explained that traditionally the weighted vote has never been used. The board historically has been proud that they have worked collaboratively and have not used it. He thought to do so would put a cloud on the meeting and the nomination of Dr. Hodgdon if this board were to do so with a weighted vote.. T. Aho respectfully retracted his call for the weighted vote. K. Dassau thanked him. **VOTE:** Win. 3-yes, Hinsdale 3-yes, Monadnock 3-yes. 9/0/0. **Motion passes.**

2006-2007 SAU#38 Budget: R. Marra informed the Board that currently there are no raises in the proposed budget. **MOTION:** W. Temmen. **MOVED** to accept the 2006-2007 #38 SAU Budget as presented. **SECOND:** J. Novick. **DISCUSSION:** W. Temmen commented on the remarkable job that the staff at the SAU has done working together. R. Bauries commented on the fact that there are no raises in the budget for the staff. He said that he has worked closely with the schools. He sees the amount of hours that they put in and it does not seem fair that there are no raises. D. Seymour commented that he was concerned with the bottom end salaries not the top end. K. Dassau explained that the original proposal was for a pool of money to be distributed. The intent was not for 3 ½% across the board. C. Duquette would agree with D. Seymour. T. Sherman commented on the fact that M. Braley does not take benefits but receives a \$2,000.00 stipend for not taking the insurance. **MOTION:** R. Thackston **MOVED** to amend the 2006-2007 Budget to include a 3% salary increase pool of money to be divided by the administration. **SECOND:** J. Kenyon. **DISCUSSION:** K. Dassau explained that he would provide a sheet explaining where the raises would be going prior to giving them. **VOTE on amendment:** C. Duquette asked for a roll call vote: C. Dreyfuss-yes, K. Cota-yes, D. Seymour-yes, T. Akeley-yes, J. Kenyon-yes, T. Aho-yes, W. Temmen-yes, T. Sherman-yes, J. Novick-yes, R. Marra-yes and R. Thackston-yes. **Motion passes. VOTE:** C. Dreyfuss-yes, K. Cota-yes, D. Seymour-yes, T. Akeley-yes, J. Kenyon-yes, T. Aho-yes, W. Temmen-yes, T. Sherman-yes, J. Novick-yes, R. Marra-yes and R. Thackston-yes. **Motion passes.**

New Business: 2006-2007 Default Budget: L. Biron explained that the default budget is the proposed budget as there were no adjustments other than insurance. There is a copy contract, which is a lease. R. Thackston asked about rent on the building. L. Biron said that Monadnock owns the building. R. Marra said that the pool of money for the raises was not part of the default. The health increase is the only adjustment L. Biron could see.

SUPERINTENDENT'S REPORT: R. Bauries asked for the amount of the proposed budget. K. Dassau gave him the figure.

K. Dassau gave the Board the advertisement for the new positions. He said that they would be going in the Manchester Union Leader, The Brattleboro Reformer and the Keene Sentinel. The applications are due back January 17, 2006 and there should be nominations in April. C. Duquette asked if they are posted on the web site because the three papers do not seem like they are covering a wide area. K. Dassau explained that he thought he would go locally first because they already have spent too much on the Superintendents search.

PUBLIC COMMENT'S: None.

7:44 PM. MOTION C. Duquette **MOVED** to adjourn the meeting. **SECOND:** R. Thackston. **VOTE:** Unanimous.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

Business Manager

- QUALIFICATIONS:**
1. Master's degree in education, business management, or accounting.
 2. A minimum of five years of experience in one of the above fields, including at least one year of experience in a supervisory capacity.
 3. A valid state certificate to practice as a school business manager.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

- SUPERVISES:**
1. Business Office Personnel
 2. Maintenance & Property Supervisor
 3. Food Service Director

JOB GOAL: To administer the business affairs of the SAU School Districts in such a way as to provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the financial affairs of the district, including handling of all funds, accounting and reporting procedures, and long-range planning.
2. Prepares and administers the annual budget.
3. Manages the district's real estate and insurance programs.
4. Supervises the district's supporting services, through the directors of maintenance and property services and food services.
5. Purchases all supplies, materials and equipment in keeping with the budget.
6. Arranges for the internal auditing of school accounts.
7. Supervises plant maintenance planning and construction programs.
8. Supervises all business office personnel.
9. Acts as an advisor to the Board's negotiating committees.
10. Negotiates contracts involving special facilities and programs.
10. Supervises data processing procedures to provide management information, financial accounting and long-range forecasts.
12. Works to maintain effective district-community relations, and interprets the financial concerns of the district to the community.

13. Consults with the superintendent on business and financial questions and performs additional duties as assigned.
14. When requested, writes transportation contract specifications and serves as the transportation consultant.
15. When requested, writes architectural services specifications and negotiates contracts with architects.
16. Completes government demographic surveys and inventories; files state reports for all Districts.
17. When requested, meets with town selectmen and budget committees and town moderators.
18. As requested, represents the Districts in matters brought before the Labor Relations Board.
19. Tracks and bills special education tuition from other SAUs.
20. Researches NH statutes and prepares point papers as described by the Superintendent.

TERMS OF EMPLOYMENT:

Ten, eleven or twelve month year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

DIRECTOR OF STUDENT SERVICES – *JOB DESCRIPTION*

- QUALIFICATIONS:**
1. Master's Degree
 2. Three years successful teaching experience
 3. Three years successful administrative experience
 4. Eligible to certification as Special Education Administrator in N.H.
 5. Such other qualifications as the Board shall find appropriate and acceptable

REPORTS TO: **SUPERINTENDENT OF SCHOOLS**

RESPONSIBILITIES: SAU Special Education programs and services; Section 504; Title IX; Americans with Disabilities Act; English as a Second Language (ESL); and other responsibilities as assigned by the Superintendent of Schools.

RESPONSIBILITIES:

1. Develops, presents, and oversees special education budgets of each district and the SAU.
2. Develops and writes grant proposals for the SAU and assists with proposals developed at the school level. Monitors and evaluates funded projects.
3. Insures that correct procedures for completing the special education process are prescribed as part of district and SAU policies and understood and implemented by staff.
4. Maintains essential program records necessary to insure statutory compliance, adequately monitor services and provide data for state programs and funding processes.
5. Insures that due process rights are afforded every student, parent and school in the special education process by assuring distribution of parental rights and notifications, hearing complaints and working on resolutions with local schools, requesting and attending due process hearings or mediation sessions.
6. Insures a continuum of appropriate services for special needs students by assessing the needs of schools and students and developing essential programs.
7. Completes an annual review and updates the annual plan for education of the disabled as prescribed by state and federal statutes.
8. Is the SAU contact person through which all correspondence and information from the State Special Education Bureau is processed and disseminated.
9. Transmits information to the staff, administration and school boards regarding philosophies, practices and developments in the field of special education.
10. Initiates, organizes, and secures appropriate in-service training in the area of special education for all staff.
11. Observes and evaluates SAU Special Education personnel and related service employees.
12. Assists in the recruitment and hiring of special education staff and related services personnel.
13. Evaluates special education programs, facilities, services, curriculum and teaching practices.
Recommends changes and additions as needed.
14. Coordinates services of outside agencies, including Vocational Rehabilitation, Developmental Services, Mental Health, and the Division for Children and Youth Services.

15. Coordinates placement of students outside of the local school district.
16. Attends meetings as needed as assigned by the Superintendent of Schools.
17. Performs such other tasks as may be assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and work year to be established by the SAU #38 Board.

EVALUATION:

Job performance will be evaluated annually by the Superintendent of Schools of SAU #38.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 Old Homestead Highway
Swansey, New Hampshire 03446
Telephone: (603)352-6955 · Fax: (603)358-6708
www.sau38.org

February 28, 2006

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan, CAGS
Assistant Superintendent
for Winchester and Hinsdale

Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Assistant Superintendent for
Curriculum and Instruction

Extension: 409
dhodgdon@mrsd.org

Judith E. Bischoff, M.Ed.
Interim Director of Special Services

Extension: 417
jbischoff@mrsd.org

Laurent J. Biron, MBA
Business Manager

Extension: 406
lbiron@mrsd.org

Thomas C. Warner, M.Ed.
Director of Computer Technology

Extension: 410
twarner@mrsd.org

SPECIAL MEETING SCHOOL ADMINISTRATIVE UNIT 38 BOARD Monday, March 6, 2006 7:00 PM

Meeting to be held in the Library at
Monadnock Regional Middle / High School
Swansey NH

Agenda:

- 7:00 p.m. Call to Order
- A. Approval of Minutes from the December 7, 2005 meeting.
 - B. **Non-Public Session** in accordance with RSA 91-A:3 II (b)
Consideration of the hiring of a public employee(s)
 - C. Adjournment

Non-Approved

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of Dec. 7, 2005

Attendance:

Hinsdale: Joseph Novick, Tia Sherman, Wayne Temmen, Tammy Jean Akeley and Daniel Seymour

Monadnock Regional: Robin Marra, Tim Aho, Karen Cota, Jonathan Kenyon, Colline Dreyfuss and Richard Thackston

Winchester: Colleen Duquette

SAU Administration: Ken Dassau, Superintendent; Margaret Sullivan, Asst. Supt; Larry Biron, Business Manager and D. Hodgdon, Dir. of Curriculum.

Called the Public Hearing open at 6:39 PM. R. Marra called the Public Hearing open and asked if there were any comments. R. Bauries asked if there was an explanation of the budget by the administration other than what was said last time. R. Marra explained that the administration was asked to keep the increase to no more than 5% and to use some or all of the surplus to accomplish it. K. Dassau explained that in order to meet that request there are no increases for the SAU employees. He said that there would be two positions being filled, L. Biron's position and the Spec. Ed. Dir. For those positions there is a salary adjustment. D. Seymour asked if it was more than L. Biron's position. K. Dassau said yes and referred to a spreadsheet of salaries in the area. D. Seymour asked if the administration would be coming back asking for more money to hire someone. K. Dassau said that he would prefer not to have to do so. R. Marra mentioned that all new equipment had been taken out. He said that the new copier, the fax and the line have been taken out. T. Aho asked about the \$175,000.00 surplus. He asked how it got to be \$144,000.00. L. Biron said that the \$175,000.00 was a preliminary figure.

C. Dreyfuss, K. Cota and J. Kenyon arrive at 6:48 PM.

R. Bauries asked if the budget was overspent by \$38,000.00 and if that was where the \$144,000.00 came from. K. Dassau gave a copy from the auditor.

R. Thackston arrives at 6:56 PM.

W. Temmen asked where the overspending was in the auditor's report. L. Biron cited the information on page 19 schedule 1. R. Bauries asked about the salary increase for the SAU employees. There are no increases proposed. R. Bauries recommended that the Board consider raises at 3% for the administration. R. Marra commented that the ballpark figure for the salaries would be possibly \$40,000.00.

Closing the Public Hearing at 7:09 PM by R. Marra.

A. Approval of the Minutes of Nov. 2, 2005 of the SAU#38 Board: MOTION: C. Dreyfuss **MOVED** to accept the minutes of the Nov. 2, 2005 SAU#38 Board Meeting.

SECOND: J. Novick. **Vote:** C. Duquette Winchester-yes, W. Temmen, D. Seymour and J. Novick Hinsdale-yes and R. Thackston, C. Dreyfuss and K. Cota Monadnock-yes. 9/0/0/0. **Motion passes.** R. Marra explained that the computer is set up for the weighted vote if it is needed. Each Board received three votes that are divided equally on who shows up.

Old Business: Postponed Motion: K. Dassau explained that at the last meeting the Board postponed the motion recommended by the Supt. for positions at the SAU. R. Marra asked the Board to reconsider the motion. **MOTION:** C. Dreyfuss. **MOVED** to accept the Superintendent's proposed administration reorganization of the SAU. **SECOND:** K. Cota **DISCUSSION:** C. Duquette was concerned with time D. Hodgdon would spend on curriculum and being the Assistant Superintendent. W. Temmen asked if the job goal should say Monadnock Regional School District. W. Temmen was concerned that the dynamics was being changed and did not want to see any holes. C. Duquette asked K. Dassau if his job was split 20% and K. Dassau said 20% or 25%. T. Aho called the motion. He would like to use the weighted vote. D. Seymour asked why he would like to use the weighted vote. T. Aho said that he would like to see the reorganization happen. K. Dassau explained that traditionally the weighted vote has never been used. The board historically has been proud that they have worked collaboratively and have not used it. He thought to do so would put a cloud on the meeting and the nomination of Dr. Hodgdon if this board were to do so with a weighted vote.. T. Aho respectfully retracted his call for the weighted vote. K. Dassau thanked him. **VOTE:** Win. 3-yes, Hinsdale 3-yes, Monadnock 3-yes. 9/0/0. **Motion passes.**

2006-2007 SAU#38 Budget: R. Marra informed the Board that currently there are no raises in the proposed budget. **MOTION:** W. Temmen. **MOVED** to accept the 2006-2007 #38 SAU Budget as presented. **SECOND:** J. Novick. **DISCUSSION:** W. Temmen commented on the remarkable job that the staff at the SAU has done working together. R. Bauries commented on the fact that there are no raises in the budget for the staff. He said that he has worked closely with the schools. He sees the amount of hours that they put in and it does not seem fair that there are no raises. D. Seymour commented that he was concerned with the bottom end salaries not the top end. K. Dassau explained that the original proposal was for a pool of money to be distributed. The intent was not for 3 ½% across the board. C. Duquette would agree with D. Seymour. T. Sherman commented on the fact that M. Braley does not take benefits but receives a \$2,000.00 stipend for not taking the insurance. **MOTION:** R. Thackston **MOVED** to amend the 2006-2007 Budget to include a 3% salary increase pool of money to be divided by the administration. **SECOND:** J. Kenyon. **DISCUSSION:** K. Dassau explained that he would provide a sheet explaining where the raises would be going prior to giving them. **VOTE on amendment:** C. Duquette asked for a roll call vote: C. Dreyfuss-yes, K. Cota-yes, D. Seymour-yes, T. Akeley-yes, J. Kenyon-yes, T. Aho-yes, W. Temmen-yes, T. Sherman-yes, J. Novick-yes, R. Marra-yes and R. Thackston-yes. **Motion passes.** **VOTE:** C. Dreyfuss-yes, K. Cota-yes, D. Seymour-yes, T. Akeley-yes, J. Kenyon-yes, T. Aho-yes, W. Temmen-yes, T. Sherman-yes, J. Novick-yes, R. Marra-yes and R. Thackston-yes. **Motion passes.**

New Business: 2006-2007 Default Budget: L. Biron explained that the default budget is the proposed budget as there were no adjustments other than insurance. There is a copy contract, which is a lease. R. Thackston asked about rent on the building. L. Biron said that Monadnock owns the building. R. Marra said that the pool of money for the raises was not part of the default. The health increase is the only adjustment L. Biron could see.

SUPERINTENDENT'S REPORT: R. Bauries asked for the amount of the proposed budget. K. Dassau gave him the figure.

K. Dassau gave the Board the advertisement for the new positions. He said that they would be going in the Manchester Union Leader, The Brattleboro Reformer and the Keene Sentinel. The applications are due back January 17, 2006 and there should be nominations in April. C. Duquette asked if they are posted on the web site because the three papers do not seem like they are covering a wide area. K. Dassau explained that he thought he would go locally first because they already have spent too much on the Superintendents search.

PUBLIC COMMENT'S: None.

7:44 PM. MOTION C. Duquette **MOVED** to adjourn the meeting. **SECOND:** R. Thackston. **VOTE:** Unanimous.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

School Administrative Unit #38
Public Session Notice

The School Administrative Unit #38 Board will meet on
Monday, March 6, 2006 at 7:00 p.m. in the
Library at Monadnock Regional High School
in Swanzey NH

Non-public session in accordance with
RSA 91-A:3 II(b) – hiring of public employee.

The Keene Sentinel

To be placed wherever convenient early next week (week of February 27)

Run **Public Notice for one day.**

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer

To be placed wherever convenient early next week (week of February 27)

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

Terry Stepenuck

From: "Terry Stepenuck" <tstepenuck@mrsd.org>
To: "Ken Dassau" <kdassau@mrsd.org>
Sent: Monday, February 06, 2006 8:36 AM
Subject: Re: Information from Search Meeting 02/01/06

ok I'll get it done.

T

----- Original Message -----

From: [Ken Dassau](#)
To: [Terry](#)
Cc: [David Hodgdon](#)
Sent: Thursday, February 02, 2006 4:56 PM
Subject: Fw: Information from Search Meeting 02/01/06

Terry -

We need to order pizza and salad and soda from Arnone's for the search committee on 2/13. 6pm.

Ken

----- Original Message -----

From: [Ann Diorio](#)
To: [Margaret Sullivan](#) ; [Wayne Temmen](#) ; c21rht@aol.com
Cc: [Robin Marra](#) ; [Ken Dassau](#)
Sent: Thursday, February 02, 2006 9:42 AM
Subject: Information from Search Meeting 02/01/06

The following is a time line of the schedule for the Director of Special Services and the Business Managers Search Committee:

All Meetings to be held in the Monadnock Regional High School Library.

Monday February 13, 2006

6:00 dinner, review questions for candidates
 6:30-7:30 Interview Candidate for Director of Special Services
 7:30-8:30 Interview Candidate for Director of Special Services
 8:30 to finish process for Director of Special Services

Review 4 candidates for Business Manager

Monday February 27, 2006

6:00 Dinner
 6:30-7:30 Interview candidate for Business Manager
 7:30-8:30 Interview candidate for Business Manager

Wednesday March 1, 2006

6:00 Dinner
 6:30-7:30 Interview candidate for Business Manager
 7:30-8:30 Interview candidate for Business Manager
 8:30 Complete process for Business Manager

2/6/2006

Monday March 6,2006 7:00 PM

SAU Board Meeting to approve candidates brought forward from the Committee.

If you have any questions please contact Robin Marra, Chair SAU # 38. If you have questions that you would like to submit for the interview process please e mail or call Robin or Ken.

Thank- you,

Ann Marie Diorio
Administrative Assistant for Hinsdale and Winchester
600 Old Homestead Highway
Swanzey, NH 03451
603-352-6955 ext 413
Fax 603-358-6708
adiorio@mrsd.org

2/6/2006

Terry Stepenuck

From: "Ken Dassau" <kdassau@mrds.org>
To: <C21rht@aol.com>
Cc: "Terry" <tstepenuck@mrds.org>
Sent: Monday, February 06, 2006 1:08 PM
Subject: Re: MRSD Meeting

Hi Dick,

Would this be in addition to the meeting scheduled for the 21st?

In regards to the search for the business manager - did you want Robin to update the Board on the search process. You did get the message from Ann Diorio.

Let me know - and I will make the calls to see if we will have a quorum.

Ken

From: [Ann Diorio](#)
To: [Margaret Sullivan](#) ; [Wayne Temmen](#) ; [c21rht@aol.com](#)
Cc: [Robin Marra](#) ; [Ken Dassau](#)
Sent: Thursday, February 02, 2006 9:42 AM
Subject: Information from Search Meeting 02/01/06

The following is a time line of the schedule for the Director of Special Services and the Business Mangers Search Committee:

All Meetings to be held in the Monadnock Regional High School Library.

Monday February 13, 2006

6:00 dinner, review questions for candidates
 6:30-7:30 Interview Candidate for Director of Special Services
 7:30-8:30 Interview Candidate for Director of Special Services
 8:30 to finish process for Director of Special Services

Review 4 candidates for Business Manager

Monday February 27, 2006

6:00 Dinner
 6:30-7:30 Interview candidate for Business Manager
 7:30-8:30 Interview candidate for Business Manager

Wednesday March 1, 2006

6:00 Dinner
 6:30-7:30 Interview candidate for Business Manager
 7:30-8:30 Interview candidate for Business Manager
 8:30 Complete process for Business Manager

Monday March 6, 2006 7:00 PM

SAU Board Meeting to approve candidates brought forward from the Committee.

2/6/2006

If you have any questions please contact Robin Marra, Chair SAU # 38. If you have questions that you would like to submit for the interview process please e mail or call Robin or Ken.
Thank- you,

Ann Marie Diorio
Administrative Assistant for Hinsdale and Winchester
600 Old Homestead Highway
Swansey, NH 03451
603-352-6955 ext 413
Fax 603-358-6708
adiorio@mrdsd.org

----- Original Message -----

From: C21rht@aol.com
To: kdassau@mrdsd.org
Sent: Monday, February 06, 2006 12:38 PM
Subject: MRSD Meeting

Ken:

I would like to schedule a borad meeting for 7pm on Feb 14th.

I addition to regualr board business I would like to discuss the results of the Deliberative Session and what if any action the board would like to take as a result. (We won the meeting, we should work to win the vote.)
And a discussion on the SAU filling Larry's vacancy.

Thanks,

Dick Thackston
President
CENTURY 21 Thackston & Company
(603) 357-5524 X 111

2/6/2006

Terry Stepenuck

From: "Margaret Sullivan" <masullivan38@yahoo.com>
To: "Ken Dassau" <kdassau@mrdsd.org>; "Jane Fortson" <fortsy@netzero.com>; "Wayne Temmen" <temmen@adelphia.net>; "Robin Marra" <MARRARF@FPC.edu>; "Grace" <gfernald@mrdsd.org>; "Joe Smith" <jsmith@mrdsd.org>; "Dick Thackston" <C21rht@aol.com>; "David Hodgdon" <dhodgdon@mrdsd.org>; "Colleen Duquette" <CDuquette@dhhs.state.nh.us>
Cc: "Terry" <tstepenuck@mrdsd.org>; "Ann Diorio" <adiorio@mrdsd.org>; "Janet Iacobucci" <jiacobucci@mrdsd.org>
Sent: Tuesday, January 24, 2006 3:22 PM
Subject: Re: SAU Search Committees

Ken,

I will miss this first meeting. Wed. Feb 1st I have a previously scheduled meeting between the Hinsdale School Board and the Hinsdale Budget Committee.

Margaret Sullivan
 Asst. Superintendent SAU 38
 Hinsdale & Winchester School Districts

Ken Dassau <kdassau@mrdsd.org> wrote:

In consulting with Robin Marra, chairman of the SAU Board, on the search process for the SAU business manager and director of special education Robin has asked that a search committee for both positions be comprised of the following persons:

SAU 38 Board Chair – Robin Marra
 Monadnock Regional Board Chair – Richard Thackston
 Hinsdale Board Chair – Wayne Temmen
 Winchester Board Chair – Colleen Duquette
 Assistant Superintendent for Winchester and Hinsdale – Margaret Sullivan.
 Assistant Superintendent for Curriculum and Instruction – David Hodgdon
 SAU Payroll Manager – Grace Fernald
 Monadnock High School Principal – Joe Smith
 Monadnock Budget Committee Chair or designee
 Superintendent SAU 38, Ken Dassau to attend as an ex-officio member

A date for the committee to convene has been tentatively scheduled for Wednesday, February 1st at 7pm in the Monadnock High School library. The meeting agenda will be to review the search process (including setting a timeline) and the applications received thus far.

A copy of the advertisement can be found at <http://www.mrdsd.org/positions.htm>.

I will bring hard copies of the ad and business manager job description to the February 1st meeting.

Please let me know if you (or your designee) are unable to attend this initial meeting.

Dr. Ken Dassau

1/24/2006

Terry Stepenuck

From: "Ken Dassau" <kdassau@mrds.org>
To: "Jane Fortson" <fortsy@netzero.com>; "Margaret Sullivan" <masullivan38@yahoo.com>; "Wayne Temmen" <temmen@adelphia.net>; "Robin Marra" <MARRARF@FPC.edu>; "Grace" <gfernald@mrds.org>; "Joe Smith" <jsmith@mrds.org>; "Dick Thackston" <C21rht@aol.com>; "David Hodgdon" <dhdgdon@mrds.org>; "Colleen Duquette" <CDuquette@dhhs.state.nh.us>
Cc: "Terry" <tstepenuck@mrds.org>; "Ann Diorio" <adiorio@mrds.org>; "Janet Iacobucci" <jiacobucci@mrds.org>
Sent: Tuesday, January 24, 2006 2:55 PM
Attach: Bus mangager search lter Jan 06.doc; Job Descriptions spec ed 2.doc
Subject: SAU Search Commitees

In consulting with Robin Marra, chairman of the SAU Board, on the search process for the SAU business manager and director of special education Robin has asked that a search committee for both positions be comprised of the following persons:

SAU 38 Board Chair – Robin Marra
 Monadnock Regional Board Chair – Richard Thackston
 Hinsdale Board Chair – Wayne Temmen
 Winchester Board Chair – Colleen Duquette
 Assistant Superintendent for Winchester and Hinsdale – Margaret Sullivan.
 Assistant Superintendent for Curriculum and Instruction – David Hodgdon
 SAU Payroll Manager – Grace Fernald
 Monadnock High School Principal –Joe Smith
 Monadnock Budget Committee Chair or designee
 Superintendent SAU 38, Ken Dassau to attend as an ex-officio member

A date for the committee to convene has been tentatively scheduled for Wednesday, February 1st at 7pm in the Monadnock High School library. The meeting agenda will be to review the search process (including setting a timeline) and the applications received thus far.

A copy of the advertisement can be found at <http://www.mrds.org/positions.htm>.

I will bring hard copies of the ad and business manager job description to the February 1st meeting.

Please let me know if you (or your designee) are unable to attend this initial meeting.

Dr. Ken Dassau
 Superintendent
 SAU 38
 Hinsdale-Monadnock-Winchester
 600 Old Homestead Highway
 Swanzey, NH 03446
 Phone: (603) 352-6955, ext. 405
 FAX: (603) 358-6708
 email: kdassau@mrds.org
 Website: www.sau38.org

DIRECTOR OF STUDENT SERVICES – *JOB DESCRIPTION*

- QUALIFICATIONS:**
1. Master's Degree
 2. Three years successful teaching experience
 3. Three years successful administrative experience
 4. Eligible to certification as Special Education Administrator in N.H.
 5. Such other qualifications as the Board shall find appropriate and acceptable

REPORTS TO: **SUPERINTENDENT OF SCHOOLS**

RESPONSIBILITIES: SAU Special Education programs and services; Section 504; Title IX; Americans with Disabilities Act; English as a Second Language (ESL); and other responsibilities as assigned by the Superintendent of Schools.

RESPONSIBILITIES:

1. Develops, presents, and oversees special education budgets of each district and the SAU.
2. Develops and writes grant proposals for the SAU and assists with proposals developed at the school level. Monitors and evaluates funded projects.
3. Insures that correct procedures for completing the special education process are prescribed as part of district and SAU policies and understood and implemented by staff.
4. Maintains essential program records necessary to insure statutory compliance, adequately monitor services and provide data for state programs and funding processes.
5. Insures that due process rights are afforded every student, parent and school in the special education process by assuring distribution of parental rights and notifications, hearing complaints and working on resolutions with local schools, requesting and attending due process hearings or mediation sessions.
6. Insures a continuum of appropriate services for special needs students by assessing the needs of schools and students and developing essential programs.
7. Completes an annual review and updates the annual plan for education of the disabled as prescribed by state and federal statutes.
8. Is the SAU contact person through which all correspondence and information from the State Special Education Bureau is processed and disseminated.
9. Transmits information to the staff, administration and school boards regarding philosophies, practices and developments in the field of special education.
10. Initiates, organizes, and secures appropriate in-service training in the area of special education for all staff.
11. Observes and evaluates SAU Special Education personnel and related service employees.
12. Assists in the recruitment and hiring of special education staff and related services personnel.
13. Evaluates special education programs, facilities, services, curriculum and teaching practices.
Recommends changes and additions as needed.
14. Coordinates services of outside agencies, including Vocational Rehabilitation, Developmental Services, Mental Health, and the Division for Children and Youth Services.

15. Coordinates placement of students outside of the local school district.
16. Attends meetings as needed as assigned by the Superintendent of Schools.
17. Performs such other tasks as may be assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and work year to be established by the SAU #38 Board.

EVALUATION:

Job performance will be evaluated annually by the Superintendent of Schools of SAU #38.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

Business Manager

- QUALIFICATIONS:**
1. Master's degree in education, business management, or accounting.
 2. A minimum of five years of experience in one of the above fields, including at least one year of experience in a supervisory capacity.
 3. A valid state certificate to practice as a school business manager.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

- SUPERVISES:**
1. Business Office Personnel
 2. Maintenance & Property Supervisor
 3. Food Service Director

JOB GOAL: To administer the business affairs of the SAU School Districts in such a way as to provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the financial affairs of the district, including handling of all funds, accounting and reporting procedures, and long-range planning.
2. Prepares and administers the annual budget.
3. Manages the district's real estate and insurance programs.
4. Supervises the district's supporting services, through the directors of maintenance and property services and food services.
5. Purchases all supplies, materials and equipment in keeping with the budget.
6. Arranges for the internal auditing of school accounts.
7. Supervises plant maintenance planning and construction programs.
8. Supervises all business office personnel.
9. Acts as an advisor to the Board's negotiating committees.
10. Negotiates contracts involving special facilities and programs.
10. Supervises data processing procedures to provide management information, financial accounting and long-range forecasts.
12. Works to maintain effective district-community relations, and interprets the financial concerns of the district to the community.

13. Consults with the superintendent on business and financial questions and performs additional duties as assigned.
14. When requested, writes transportation contract specifications and serves as the transportation consultant.
15. When requested, writes architectural services specifications and negotiates contracts with architects.
16. Completes government demographic surveys and inventories; files state reports for all Districts.
17. When requested, meets with town selectmen and budget committees and town moderators.
18. As requested, represents the Districts in matters brought before the Labor Relations Board.
19. Tracks and bills special education tuition from other SAUs.
20. Researches NH statutes and prepares point papers as described by the Superintendent.

TERMS OF EMPLOYMENT:

Ten, eleven or twelve month year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

DIRECTOR OF STUDENT SERVICES – *JOB DESCRIPTION*

- QUALIFICATIONS:**
1. Master's Degree
 2. Three years successful teaching experience
 3. Three years successful administrative experience
 4. Eligible to certification as Special Education Administrator in N.H.
 5. Such other qualifications as the Board shall find appropriate and acceptable

REPORTS TO: **SUPERINTENDENT OF SCHOOLS**

RESPONSIBILITIES: SAU Special Education programs and services; Section 504; Title IX; Americans with Disabilities Act; English as a Second Language (ESL); and other responsibilities as assigned by the Superintendent of Schools.

RESPONSIBILITIES:

1. Develops, presents, and oversees special education budgets of each district and the SAU.
2. Develops and writes grant proposals for the SAU and assists with proposals developed at the school level. Monitors and evaluates funded projects.
3. Insures that correct procedures for completing the special education process are prescribed as part of district and SAU policies and understood and implemented by staff.
4. Maintains essential program records necessary to insure statutory compliance, adequately monitor services and provide data for state programs and funding processes.
5. Insures that due process rights are afforded every student, parent and school in the special education process by assuring distribution of parental rights and notifications, hearing complaints and working on resolutions with local schools, requesting and attending due process hearings or mediation sessions.
6. Insures a continuum of appropriate services for special needs students by assessing the needs of schools and students and developing essential programs.
7. Completes an annual review and updates the annual plan for education of the disabled as prescribed by state and federal statutes.
8. Is the SAU contact person through which all correspondence and information from the State Special Education Bureau is processed and disseminated.
9. Transmits information to the staff, administration and school boards regarding philosophies, practices and developments in the field of special education.
10. Initiates, organizes, and secures appropriate in-service training in the area of special education for all staff.
11. Observes and evaluates SAU Special Education personnel and related service employees.
12. Assists in the recruitment and hiring of special education staff and related services personnel.
13. Evaluates special education programs, facilities, services, curriculum and teaching practices.
Recommends changes and additions as needed.
14. Coordinates services of outside agencies, including Vocational Rehabilitation, Developmental Services, Mental Health, and the Division for Children and Youth Services.

15. Coordinates placement of students outside of the local school district.
16. Attends meetings as needed as assigned by the Superintendent of Schools.
17. Performs such other tasks as may be assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and work year to be established by the SAU #38 Board.

EVALUATION:

Job performance will be evaluated annually by the Superintendent of Schools of SAU #38.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____



N.H. SCHOOL ADMINISTRATIVE UNIT #38

600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446
TELEPHONE: (603) 352-6955 · FAX: (603) 358-6708
WWW.SAU38.ORG

Kenneth R. Dassau, Ed.D.
Superintendent

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale

Telephone: 352-6955
Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction

Telephone: 352-6955
Extension: 409
dhodgdon@mrsd.org

Laurent J. Biron
Business Manager

Telephone: 352-6955
Extension: 406
lbiron@mrsd.org

Thomas C. Warner
Director of Computer Technology

Telephone: 352-6955
Extension: 410
twarner@mrsd.org

TO: SAU 38 School Board
FROM: Ken Dassau *KRD*
DATE: November 29, 2005
RE: SAU Meeting Agenda December 7, 2005

Enclosed is the **agenda** for the 7 December SAU 38 Board meeting.

Also enclosed is the proposed **2006-2007 budget**. At the 2 November meeting the SAU Board directed the administration to draft a budget proposal of less than five percent. Given the 26.8 percent increase in health costs, the administration achieved the Board's directive by eliminating salary increases, all new equipment, and using approximately half of the unreserved fund balance. Salary adjustments have been made for the open positions of assistant superintendent, business manager, and director of special services.

Enclosed are the **job descriptions** requested by the Board for the positions of assistant superintendent for curriculum and instruction, director of special services, and special education coordinator. Please know that I continue to supervise and consult with the persons acting in the interim special education positions. As additional information items, I've included the **résumés** of Dr. Hodgdon and Ms. Bischoff for your review.

And lastly, enclosed is a summary of salary data from the New Hampshire School Board's Association.

Enclosures: Agenda
Nov 5 Board Minutes
2006-2007 Budget
Job Descriptions
Résumés

N. H. SCHOOL ADMINISTRATIVE UNIT NO. 38

600 Old Homestead Highway
Swanzey, New Hampshire 03446

Telephone: (603) 352-6955 Fax: (603) 358-6708
www.sau38.org



Kenneth R. Dassau, Ed.D.
Superintendent

•
Telephone: 352-6955
Extension: 405
kdassau@mrdsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale
Telephone: 352-6955
Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction
Telephone: 352-6955
Extension: 409
dhodgdon@mrdsd.org

Laurent J. Biron
Business Manager
Telephone: 352-6955
Extension: 406
lbiron@mrdsd.org

Thomas C. Warner
Director of Computer Technology
Telephone: 352-6955
Extension: 410
twarner@mrdsd.org

SAU 38 School Board Meeting
Meeting to be held at Hinsdale High School
Hinsdale, NH

Agenda for Wednesday, December 7, 2005 SAU #38 Meeting

6:30 P.M. Public hearing on the SAU#38 budget for the 2006-2007 school year

- | | |
|-----------|---|
| 6:30 p.m. | Call to Order – R. Marra
Public Hearing on the 2006-2007 Budget |
| 7:05 p.m. | Approval of the Minutes from the November 2, 2005
Meeting of the SAU #38 Board |
| 7:10 p.m. | Old Business:
2006 – 2007 SAU #38 Budget |
| 8:00 p.m. | New Business:
Setting of 206-2007 Default Budget |
| 8:20 p.m. | Superintendent's Report |
| 8:30 pm | Public Comments |
| 8:45 p.m. | Adjournment |

Non-Public – if needed

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of November 2, 2005

Attendance:

Hinsdale: Wayne Temmen and Joe Novick

Monadnock Regional: Chair Robin Marra, Bruce Tatro, Jonathan Kenyon and James Carnie

Winchester: Valerie Cole, Colleen Duquette and Chris Thompson

SAU Administration: Ken Dassau, Superintendent, Larry Biron, Business Manager, David Hodgdon, Dir. of Curriculum, Margaret Sullivan, Ass't Superintendent – Winchester/Hinsdale, Tom Warner, Dir. of Technology

- A. **Approval of the Minutes:** **MOTION:** V. Cole **MOVED** to accept the August 3, 2005 minutes as presented. **SECOND:** J. Novick. **DISCUSSION:** C. Duquette questioned the results by the voting numbers. She would like it recorded where each school has three votes. R. Marra explained that the program computes the vote as a weighted vote automatically. C. Duquette felt that the vote should reflect the actual vote. J. Carnie would agree. R. Marra commented on the inaccurate vote on page 3. It will be figured out and corrected. **VOTE:** Yes-B. Tatro, J. Kenyon, J. Carnie, W. Temmen, J. Novack, V. Cole, Abstain-C. Duquette and C. Thompson. **Motion passes.**
- B. **Old Board Business:** K. Dassau updated the Board on the functioning of the position of Assistant Superintendent for Student Services as the position has not yet been replaced. The position was advertised in the fall. But primarily due to the limited application responses the search will be reopened this winter. K. Dassau is proposing that J. Bischoff be placed in the position as the Interim Director of Special Services. He also proposed that D. Hodgdon, who has been assisting him in covering his responsibilities as assistant superintendent, be nominated as assistant superintendent for curriculum and instruction. Sam Romano, who is a grant funded SAU employee, is doing the Spec. Ed. position of J. Bishoff's through the grant. K. Dassau asked the Board to approve these adjustments and nominated as follows: J. Bishoff as Interim Director of Spec. Ed. Services and S. Romano as Interim Spec. Ed. Coordinator for the remainder of the 2005-2006 school year, and D. Hodgdon, as the Assistant Superintendent for Curriculum and Instruction. He requested a salary adjustment for each pro rated from November for the year.

K. Dassau did not mean to preempt the 2006-2007 budget conversation but the prorated salary adjustments were listed in 2005-2006 to avoid running a different budget. **MOTION:** J. Kenyon **MOVED** to accept the recommendation of the Superintendent. **SECOND:** V. Cole. **DISCUSSION:** W. Temmen asked if there were job descriptions. K. Dassau explained that it would be in the last procedure manual changed to some extent. W. Temmen said that he would like to know the whole deal. K. Dassau explained that he had a conversation with R. Marra. K. Dassau explained that D. Hodgdon would become the Assistant Superintendent for Curriculum and Instruction, J. Bishoff would be the interim Dir. of Spec. Ed., and S. Romano would

become the Interim Spec. Ed. Coordinator. This is how they have been running the SAU. He was asking the Board to formalize the present operation. W. Temmen asked, with two interim positions, would they open up a search on the Spec. Ed. side. K. Dassau said that they would be opening the search for the Director of Special Services and for the SAU business manager. The goal will be to place an ad in November. The responses should be back in early January and the interview process for February and March to be filled in April. J. Carnie asked if, what was being proposed included any new positions. K. Dassau said that there are no new positions - just shifts in responsibility. J. Carnie asked if there would still be 1 superintendent and 2 assistant superintendents. K. Dassau responded "yes." C. Duquette cannot see how it is possible for D. Hodgdon to do the dual job. K. Dassau said it is the same as in the past. B. Tatro asked about salaries and if any positions would be eliminated. K. Dassau explained that S. Romano's position in the grant would not be replaced this year. C. Duquette said that she would like the job descriptions and the salaries. W. Temmen said that bottom line he would like to see on paper the job descriptions and the salaries. K. Dassau explained that the numbers were in the budget, but not the job descriptions. L. Biron explained that the salary needed to be in the budget. It was asked if the district would receive the same attention in special education if there were no longer an Assistant Superintendent for Student Services. K. Dassau gave in the Spec. Ed. position. K. Dassau said that D. Hodgdon has curriculum background; that is his strength and he will continue to do what he is doing now in addition to acting as the assistant superintendent for Monadnock. J. Bishoff has been employed in the SAU for 11 years and since February has been doing a good chunk of the Spec. Ed. Dir. position. M. Sullivan will continue to act for Winchester and Hinsdale and D. Hodgdon and K. Dassau for Monadnock. J. Novick said that it is easier to visualize on paper. K. Dassau said that he made the proposal, but the Board can table if they would like but this is the basis of how the SAU is currently running. K. Dassau explained that he is not removing himself from the Spec. Ed. position. He is working with J. Bischoff and would continue to do so with the interim positions. W. Temmen would like to see job descriptions and J. Carnie would like to see the money side. J. Carnie said we are in the exact position that we were when we hired K. Dassau as Director of Student Services, except the dollars are a lot more. V. Cole asked for the job descriptions. R. Marra commented that there is a motion on the floor and the conversation is going in a circle. He did say that the Board could have a motion to postpone. C. Thompson asked why the Assistant Superintendent position was not being advertised. K. Dassau explained that he is looking for the professional standards that D. Hodgdon has and it seems logical to him offer the position to D. Hodgdon. We have a good working relationship. **MOTION:** W. Temmen **MOVED** to postpone the consideration for the nominations until the next SAU Board meeting. **SECOND:** J. Novick. **DISCUSSION:** C. Thompson was concerned about the budget numbers if the motion is tabled. J. Kenyon asked for the job description and salary information. K. Dassau said that they are all sharing the duties without the formalizing of the positions. C. Duquette said that it would be helpful to see an organizational chart showing who is doing what jobs. **VOTE:** yes-B. Tatro, J. Kenyon, W. Temmen, J. Novick, C. Duquette, V. Cole, and C. Thompson, abstain – J. Carnie. **Motion passes.**

C. New Business:

Auditor's Report: L. Biron reported that the auditor's report. It is reported that there is \$144,737.00 in net assets. He explained that on page 27 he is very happy that they reported the business office is doing everything correctly and everything is up to speed. He mentioned D. Most and T. O'Connor for their efforts in the business office. He said that payroll is in the midst of a conversion. He said things are looking up and he is very happy. C. Thompson asked why the current assets for 2004-2005 are different. L. Biron said that he does not know exactly how the audit is put together and how it is categorized. C. Thompson said that he does not know what the assets are. L. Biron thought it is the equipment in the building. C. Thompson asked for an explanation of why there are net assets. L. Biron said that they did not spend and that they were very careful on what they buy. The Board asked about the \$60,000.00 from last year applied to the budget and how it would affect the default budget. V. Cole said that she does not understand the decrease in assets in one year. L. Biron said that they could call the auditor for an explanation. R. Marra suggested that the Board send him their questions about the audit and then he will get them to L. Biron, who in turn will contact the auditor. J. Carnie commented that at the last SAU meeting it was in the minutes that there was a surplus of \$175,000.00. L. Biron explained that the audit did not show that kind of money. L. Biron said that as of June 30, 2005 the number is \$144,737.00, which is the last audit. C. Thompson commented that it is silly to come to a meeting without the information. W. Temmen commented on the fact that between 2004 and 2005 the new accounting rules took effect. L. Biron said that the first year all the schedules were revamped. He commented that you are comparing apples to oranges. J. Carnie asked what the \$175,000.00 was used for and where it went. L. Biron said that they would have to ask Mr. Clukay. K. Dassau read the response from Mr. Clukay regarding the surplus. C. Thompson commented that the SAU should not be running with consistent surpluses. J. Kenyon would agree. C. Thompson commented that the fee for handling the grants is not in the 2005-2006 budget nor the 2006-2007 budget. L. Biron commented that the \$32,000.00 is not in concrete and that it was put there in order to start a conversation about it.

Presentation of the 2006-2007 SAU 38 Budget: K. Dassau requested the Board create a pool of money for salary increase for 2006-2007. Each individual will not receive the same amount. He is requesting 3.5% to be distributed between new hires and internal adjustments. K. Dassau informed the Board that he plugged in 3.5% or 4.1% for the administrator's salaries. He reported that health benefits are up 20%. The equipment increase is for the copier, fax, and phone line. C. Thompson commented that the increase in health in the town is moderate. He is curious about the increase in the district. L. Biron said that they are enrolled in the Local Government Center. They offer three plans and this is an older group of people that they are covering. C. Duquette asked if the new employees were offered the JY Plan. L. Biron said that it is Blue Choice or lower. If they choose the JY Plan, they would have to pay the difference. C. Thompson asked if the SAU shops for competitive bids. L. Biron said that you could not have anything better than health trust. It is a nonprofit agency,

which is really well managed. J. Carnie commented on the SAU handling the school choice grants. He asked if it was worth the time of the SAU to make \$20,000.00 from the MRPSOC grant. L. Biron said that the time spent on the handling of the grant is about an hour a month. K. Dassau explained that the choice grant money to the SAU is an administration fee. He said that it shows in the expense run. C. Duquette suggested that the number for the increase should be at about 3% across the board. W. Temmen ask if the 6.9% increase included the \$144,737.00. L. Biron said that it does not, but it could wipe out the increase with that money. W. Temmen agrees with C. Duquette and that the total increases should be 5% or less. C. Thompson questioned the \$19,000.00 for the copier leasing. L. Biron said that it was a 1-year lease with copy cost at a ½ cent agreement. K. Dassau explained the collaborative budget. An additional full time occupational therapist is required to meet IEP obligations. C. Thompson commented that the default budget of 2005-2006 needs to match the 2004-2005 budget. K. Dassau explained that the collaborative budget is not part of the default budget. C. Duquette asked when the tutors were put in the grant. K. Dassau explained it was done if grant dollars were available to reduce district costs. C. Duquette said that she is not opposed to it, but would like to know. The Superintendent is looking for direction about the \$144,737.00, the size of the pool for the increases, the fax copier and phone line, and the overall increase of the budget. It was mentioned to have the increase down to 5%. W. Temmen commented that it could go less than 5%. R. Marra commented that the Board would be voting on the revised budget, so the administration would need direction tonight. He said that the meetings are not well attended and suggested the public hearing at 6:30 p.m. in Hinsdale on Dec. 7, 2005. J. Carnie commented about the posting of the budget and the extra meeting. L. Biron said that they are aware of it and they have learned their lesson. W. Temmen said that they need to look at new numbers and come back with a motion. C. Duquette asked that any information come in the packet prior to the meeting.

E-rate: T. Warner explained that this is a federal grant program with a series of 4 or 5 applications. This program is an amount of discount on the telecommunication cost, which depends on the free and reduced lunch population. He explained that he happen to go on line on February 20, 2005 and found out that the deadline for the application was earlier and on February 18, 2005. He said that the application was rejected for being late in the first round. He has appealed to the FCC and has sent the copy to K. Dassau. He said that he is not making excuses and has not had a late application in the past. He wanted the Boards to be aware of the impact. C. Duquette commented that the e-rate money is never guaranteed. The budgets are built before you know what the amount is. T. Warner explained that he is in the middle of writing a grant that would cover the shortfall for the three districts. C. Thompson suggested taking the \$144,737.00 and use that to cover the loss in each district. L. Biron said that is an option. V. Cole commented on the great job that T. Warner has done for Winchester. K. Dassau explained that T. Warner would be in attendance on Thursday in Winchester. T. Warner explained that he has been appealing every two months. He said that you could get application consideration two years out. They have a funding surplus.

R. Marra reminded that Board the administration would like direction on the \$144,737.00 surplus, the salary increase, the bottom line, the equipment increase, and the additional occupational therapist. K. Dassau reported to the Board that he would be explaining the SAU budget to the Monadnock Budget Committee. C. Duquette said that they have no effect on the SAU budget. K. Dassau said that it was to update them. C. Duquette recommended that the copier is needed, the salary increase should be less than 3%, and a combination of the \$144,737.00 and percentage cut to the bottom line should be used to accomplish it. B. Tatro agreed that 3½% is too much and overall it is too much. J. Kenyon said that he would agree on all points. J. Carnie commented that you need to cut the bottom line or you will see the default budget. What we do is superficial. C. Duquette asked why. J. Carnie said because that is how people feel. C. Thompson asked if the SAU employees contribute to their health plans. K. Dassau answered it depends on the plan selected. C. Thompson said that he would hate to see a budget fail; there needs to be a compromise. J. Kenyon commented that there would be no sympathy when others contribute and the SAU does not. C. Thompson commented that it would be a 23% increase with the salary and health benefits. K. Dassau commented that this is the first look. W. Temmen said that he has enough faith that the administration will come back with the suggestion given by the Board. V. Cole agreed. The Board had no objections.

- D. Superintendent's Report:** K. Dassau said that he appreciates the efforts of D. Hodgdon and J. Bischoff in assisting him to date. He will move forward to advertise and hire a business manager and the spec. ed. director position.

W. Temmen asked about the exit interviews. L. Biron said that they did try but they would not talk. If they do receive information they would pass it on.

- E. Public Comments:** R. Bauries commented on the default budget. He also commented on the 3.5% raises and the health benefits. He said that with the price of oil it will be difficult to get anything passed. He would cautioned the board on the use of the surplus money.

N Moriarty asked what RSA you will be using to use the \$144,737.00 surplus.

N. Moriarty suggested that the last check of the departing employee be held until they have the exit interview.

The next meeting will be in Hinsdale at 6:30 PM.

F. Setting the agenda:

1. Administration reorganization motion.
2. Audit Report
3. 2006-2007 Budget

C. Duquette asked why the public hearing when the Board has not approved the budget. R. Marra commented that the administration has direction from the Board. J. Carnie asked what happens if the Board does not agree in a timely fashion. R. Marra said the December 13, 2005 date could be used as a budget workshop, just in case. L. Biron commented that every \$152,000.00 spent is \$.10 per \$1,000.00 on the tax base.

- G. Adjournment:** **MOTION:** W. Temmens **MOVED** to adjourn at 10:05 p.m.
SECOND: J. Novick. **VOTE:** No objections.

Laura L. Aivaliotis
SAU Board Secretary

NOTICE OF PUBLIC HEARING

You are cordially invited to participate in a Public Hearing to be held on Wednesday, December 7th, 2005 at the Hinsdale High School Cafeteria at 6:30 PM. The proposed SAU budget for 2007 will be presented.

N.H. SCHOOL ADMINISTRATIVE UNIT # 38 - PROPOSED 2007 OPERATING BUDGET

	2004-05	2005-06	22-Nov-05
	Adopted	Default	2006-07
Estimated Revenues			Proposed
Unreserved Fund Balance	Budget	Budget	Budget
Interest on Deposits	\$0	\$60,000	\$144,737
Miscellaneous Revenue	\$1,640	\$1,500	\$1,500
Indirect Costs	\$14,981	\$5,000	\$5,000
Total Estimated Revenues	\$0	\$27,254	\$30,000
	\$16,621	\$93,754	\$181,237
Estimated Expenditures			
Curriculum Development	\$125,852	\$131,206	\$134,147
Superintendent's Office	\$387,786	\$390,058	\$400,429
SAU Central Accounts	\$57,450	\$57,450	\$70,840
Business Office	\$494,232	\$542,571	\$582,297
Technology Services	\$117,414	\$116,953	\$122,421
Communication/Utilities	\$7,683	\$7,683	\$9,500
Special Education Service	<u>\$367,413</u>	<u>\$357,046</u>	\$391,680
Total Expenditures	\$1,557,830	\$1,602,967	\$1,711,314
Use of Surplus		-\$45,137	-\$77,000
Authorized Expenditures		\$1,557,830	\$1,634,314
			4.91%

COLLABORATIVE BUDGET

Tutors	\$23,851	\$23,608	\$0
Psychological Services	\$227,012	\$232,819	\$245,519
Speech Pathology & Audiology Services	\$457,925	\$466,972	\$481,411
Physical & Occupational Therapy	\$148,808	\$150,911	\$230,556
COTA	\$27,936	\$18,421	\$21,498
Total Special Education	\$885,532	\$892,731	\$978,984

SAU Formula Figuring Sheet for 2005-06:

	Equal. Valuation	ADM*	% Val	2002-03	% ADM	Combined %	Cost to District
2004 (Estimated)							
Hinsdale	\$ 209,137,250	796.3	15.09%	796.3	19.72%	17.40%	\$284,416
Monadnock	\$ 975,006,257	2543.5	70.34%	2543.5	62.98%	66.66%	\$1,089,457
Winchester	\$ 201,897,709	698.9	14.57%	698.9	17.31%	15.94%	\$260,441
TOTALS	\$ 1,386,041,216	4038.7	100.00%	4038.7	100.00%	100.00%	\$1,634,314

* ADM = Average Daily Membership

Equal Educational Opportunity/Equal Employment Opportunity

[illegible]

SCHOOL ADMINISTRATIVE UNIT #38 2007 ADMINISTRATION'S BUDGET PROPOSAL

Report # 2465

Statement Code: ADMIN
Statement Format: Summary
Print Zero-Accounts: No

Account Number / Description	2004-05 ACTUAL 7/1/2004 - 6/30/2005	2005-06 BUDGET 7/1/2005 - 6/30/2006	ADMIN PROPOSAL 7/1/2006 - 6/30/2007	CHANGE 2007-2006
2210 CURRICULUM DEVELOPMENT				
01-2210-51100-00-00000 Staff Dev. Comm. \$200 Stipend	0.00	3,000.00	3,000.00	0.00
01-2210-51260-00-00000 Administrator's Salary	77,700.00	83,762.00	85,000.00	1,238.00
01-2210-52110-00-00000 Health Benefits	11,097.36	12,063.00	15,153.00	3,090.00
01-2210-52120-00-00000 Dental Insurance	656.28	669.00	702.00	33.00
01-2210-52210-00-00000 Retirement Expense	4,584.32	5,704.00	5,789.00	85.00
01-2210-52300-00-00000 Social Security	5,943.87	6,408.00	6,503.00	95.00
01-2210-52400-00-00000 Tuition Reimbursement	0.00	1,000.00	1,000.00	0.00
01-2210-53200-00-00000 Staff Development	885.40	3,600.00	2,000.00	(1,600.00)
01-2210-55500-00-00000 Printing	70.44	2,500.00	2,500.00	0.00
01-2210-55800-00-00000 Travel & Conferences	3,027.78	3,000.00	3,500.00	500.00
01-2210-56100-00-00000 Staff Devel. Workshops	6,487.10	6,500.00	6,500.00	0.00
01-2210-56400-00-00000 Books and Subscriptions	596.13	0.00	0.00	0.00
01-2210-56410-00-00000 Books & Printed Matter	1,342.06	1,500.00	1,000.00	(500.00)
01-2210-58100-00-00000 Dues/Fees/Certification	997.00	1,500.00	1,500.00	0.00
TOTAL CURRICULUM DEVELOPMENT 2210	113,387.74	131,206.00	134,147.00	2,941.00
2320 SUPERINTENDENT'S OFFICE				
01-2320-51250-00-00000 Office Staff Salaries	65,484.95	74,880.00	74,880.00	0.00
01-2320-51260-00-00000 Administrator's Salaries	218,672.30	209,721.00	209,721.00	0.00
01-2320-52110-00-00000 Health Benefits	31,826.96	36,354.00	42,328.00	5,974.00
01-2320-52120-00-00000 Dental Insurance	1,625.06	1,950.00	2,047.00	97.00
01-2320-52210-00-00000 NH Retirement	16,547.92	19,381.00	19,381.00	0.00
01-2320-52300-00-00000 Social Security	19,219.51	21,772.00	21,772.00	0.00
01-2320-52400-00-00000 Tuition Reimbursement	20,391.00	4,000.00	4,000.00	0.00
01-2320-53000-00-00000 Contract Services	409.00	1,000.00	1,000.00	0.00
01-2320-53200-00-00000 Staff Development	0.00	1,000.00	2,000.00	1,000.00
01-2320-55800-00-00000 Travel & Conferences	13,355.20	14,000.00	14,000.00	0.00
01-2320-56400-00-00000 Books & Subscriptions	3,624.51	2,000.00	2,000.00	0.00
01-2320-57410-00-00000 Office Equipment	1,724.67	1,000.00	3,000.00	2,000.00
01-2320-57420-00-00000 Replace Equipment	19.95	0.00	0.00	0.00
01-2320-58100-00-00000 Dues/Fees/Certification	2,643.75	3,000.00	4,300.00	1,300.00
TOTAL SUPERINTENDENT'S OFFICE 2320	395,544.78	390,058.00	400,429.00	10,371.00
2329 SAU CENTRAL ACCOUNTS				
01-2329-52130-00-00000 Disability/Life Insurance	2,737.81	1,750.00	2,750.00	1,000.00
01-2329-52140-00-00000 Worker's Compensation	10,525.01	6,200.00	10,525.00	4,325.00

* - Denotes Encumbrance detail

SCHOOL ADMINISTRATIVE UNIT #38

2007 ADMINISTRATION'S BUDGET PROPOSAL

Account Number / Description	2004-05 ACTUAL 7/1/2004 - 6/30/2005	2005-06 BUDGET 7/1/2005 - 6/30/2006	ADMIN PROPOSAL 7/1/2006 - 6/30/2007	CHANGE 2007-2006
01-2329-52600-00-00000 Unemployment Compensation	124.00	1,000.00	200.00	(800.00)
01-2329-54400-00-00000 Copier Lease/Expenses	11,272.00	5,000.00	12,000.00	7,000.00
01-2329-54410-00-00000 Maintenance & Repair	49.79	2,000.00	100.00	(1,900.00)
01-2329-54490-00-00000 Postage Meter/Scale	1,918.90	2,500.00	2,000.00	(500.00)
01-2329-55200-00-00000 NHMA/PLIT Insurance Expense	8,212.50	7,500.00	8,215.00	715.00
01-2329-55340-00-00000 Postage and Fees	8,467.02	8,000.00	10,000.00	2,000.00
01-2329-55390-00-00000 Fax Lease/expenses	547.68	500.00	550.00	50.00
01-2329-55400-00-00000 Advertising	6,458.94	2,000.00	2,000.00	0.00
01-2329-55500-00-00000 Printing	189.90	1,000.00	500.00	(500.00)
01-2329-56100-00-00000 Supplies	13,758.39	13,000.00	15,000.00	2,000.00
01-2329-57300-00-00000 Equipment	10,482.67	7,000.00	7,000.00	0.00
TOTAL SAU CENTRAL ACCOUNTS 2329	74,744.61	57,450.00	70,840.00	13,390.00
2510 BUSINESS OFFICE				
01-2510-51250-00-00000 Staff Salaries	307,111.66	195,210.00	195,210.00	0.00
01-2510-51260-00-00000 Administrator's Salary	86,933.64	166,875.00	168,975.00	2,100.00
01-2510-52110-00-00000 Health Benefits	76,835.97	102,190.00	132,318.00	30,128.00
01-2510-52120-00-00000 Dental Insurance	5,122.43	6,316.00	6,632.00	316.00
01-2510-52210-00-00000 NH Retirement	22,349.68	26,060.00	24,801.00	(1,259.00)
01-2510-52300-00-00000 Social Security	28,368.02	27,700.00	27,861.00	161.00
01-2510-53000-00-00000 Annual Auditor Expense	8,671.00	7,000.00	9,000.00	2,000.00
01-2510-53020-00-00000 ADS Technical Support	7,718.00	7,720.00	9,000.00	1,280.00
01-2510-55800-00-00000 Travel & Conferences	8,597.14	3,000.00	8,000.00	5,000.00
01-2510-56100-00-00000 Supplies	27.76	0.00	0.00	0.00
01-2510-58100-00-00000 Dues/Fees/Certification	235.00	500.00	500.00	0.00
TOTAL BUSINESS OFFICE 2510	551,970.30	542,571.00	582,297.00	39,726.00
2620 TECHNOLOGY SERVICES				
01-2620-51260-00-00000 Administrator's Salary	76,230.00	78,900.00	78,900.00	0.00
01-2620-52110-00-00000 Health Insurance	16,482.87	14,056.00	17,470.00	3,414.00
01-2620-52120-00-00000 Dental Insurance	1,027.50	1,088.00	1,142.00	54.00
01-2620-52210-00-00000 NH Retirement	4,497.49	5,373.00	5,373.00	0.00
01-2620-52300-00-00000 Social Security	5,831.54	6,036.00	6,036.00	0.00
01-2620-53000-00-00000 Contracted Services	0.00	3,500.00	5,000.00	1,500.00
01-2620-53200-00-00000 Staff Development	0.00	1,800.00	1,800.00	0.00
01-2620-55800-00-00000 Travel & Conferences	3,300.00	2,000.00	2,500.00	500.00
01-2620-56100-00-00000 Tech Supplies	379.60	1,000.00	1,000.00	0.00
01-2620-57410-00-00000 Tech. Equipment	4,816.13	3,000.00	3,000.00	0.00
01-2620-58100-00-00000 Dues/Fees/Certification	0.00	200.00	200.00	0.00

11/21/2005 1:35:44PM

* - Denotes Encumbrance detail

SCHOOL ADMINISTRATIVE UNIT #38

2007 ADMINISTRATION'S BUDGET PROPOSAL

Account Number / Description	2004-05 ACTUAL 7/1/2004 - 6/30/2005	2005-06 BUDGET 7/1/2005 - 6/30/2006	ADMIN PROPOSAL 7/1/2006 - 6/30/2007	CHANGE 2007-2006
TOTAL TECHNOLOGY SERVICES 2620	112,565.13	116,953.00	122,421.00	5,468.00
2690 COMMUNICATION/UTILITIES				
01-2690-51250-00-00000 Custodial Services	0.00	4,000.00	4,000.00	0.00
01-2690-55310-40-00000 Telephone Services	4,522.50	2,000.00	5,000.00	3,000.00
01-2690-55320-40-00000 Internet Expenses	0.00	0.00	500.00	500.00
01-2690-56220-00-00000 Electricity	0.00	1,683.00	0.00	(1,683.00)
TOTAL COMMUNICATION/UTILITIES 2690	4,522.50	7,683.00	9,500.00	1,817.00
9999 OTHER EXPENSES				
01-9999-59990-99-00000 Surplus & Excess Revenues	155.60	0.00	0.00	0.00
TOTAL OTHER EXPENSES 9999	155.60	0.00	0.00	0.00
GRAND TOTALS	1,252,890.66	1,245,921.00	1,319,634.00	73,713.00

68 Accounts Listed.

SCHOOL ADMINISTRATIVE UNIT #38 2007 SPED ADMINISTRATIVE BUDGET

Report # 2475

Statement Code: 05
Statement Format: Summary
Print Zero-Accounts: No

Account Number / Description	2004-05 ACTUAL 7/1/2004 - 6/30/2005	2005-06 BUDGET 7/1/2005 - 6/30/2006	ADMIN PROPOSAL 7/1/2006 - 6/30/2007	CHANGE 2006-2007
1200 SPECIAL EDUCATION SERVICE				
05-1200-51250-00-00000 Staff Salaries	56,083.82	59,930.00	61,450.00	1,520.00
05-1200-51260-00-00000 Administrator's Salary	197,443.72	183,455.00	200,264.00	16,809.00
05-1200-51990-00-00000 SPED Leave Day Reimb. & Misc.	330.00	500.00	500.00	0.00
05-1200-52110-00-00000 Health Insurance	26,915.24	40,799.00	63,151.00	22,352.00
05-1200-52120-00-00000 Dental Insurance	1,617.84	3,515.00	2,988.00	(527.00)
05-1200-52130-00-00000 Disability/Life Insurance	0.00	1,533.00	1,533.00	0.00
05-1200-52140-00-00000 Workman's Compensation	0.00	500.00	500.00	0.00
05-1200-52210-00-00000 NH Retirement	13,598.35	15,113.00	17,823.00	2,710.00
05-1200-52220-00-00000 Retirement	8.71	10.00	0.00	(10.00)
05-1200-52300-00-00000 Social Security	18,841.95	27,841.00	20,021.00	(7,820.00)
05-1200-52400-00-00000 Tuition Reimb. (1000 cap)	2,000.00	2,000.00	2,000.00	0.00
05-1200-52600-00-00000 Unemployment Compensation	0.00	500.00	500.00	0.00
05-1200-53200-00-00000 Staff Development	158.50	2,500.00	2,500.00	0.00
05-1200-54400-00-00000 Maintenance & Repair	0.00	2,100.00	2,100.00	0.00
05-1200-55310-00-00000 Telephone	1,227.95	1,850.00	1,850.00	0.00
05-1200-55340-00-00000 Postage and Fees	24.90	1,200.00	1,200.00	0.00
05-1200-55500-00-00000 Printing	0.00	300.00	300.00	0.00
05-1200-55800-00-00000 Travel	6,631.44	7,000.00	7,000.00	0.00
05-1200-56100-00-00000 Supplies	2,144.87	2,300.00	2,300.00	0.00
05-1200-56400-00-00000 Books & Subscriptions	76.44	400.00	400.00	0.00
05-1200-57410-00-00000 Computer Equipment	0.00	2,000.00	1,000.00	(1,000.00)
05-1200-58100-00-00000 Dues/Fees/Certification	2,232.00	1,700.00	2,300.00	600.00
TOTAL SPECIAL EDUCATION SERVICE 1200	329,335.73	357,046.00	391,680.00	34,634.00
GRAND TOTALS	329,335.73	357,046.00	391,680.00	34,634.00

22 Accounts Listed.

SCHOOL ADMINISTRATIVE UNIT #38

2007 SPED COLLABORATIVE BUDGET

Report # 2479

Statement Code: 05
Statement Format: Summary
Print Zero-Accounts: No

Account Number / Description	2004-05 ACTUAL 7/1/2004 - 6/30/2005	2005-06 BUDGET 7/1/2005 - 6/30/2006	ADMIN PROPOSAL 7/1/2006 - 6/30/2007	CHANGE 2006-2007
2140 PSYCHOLOGICAL SERVICES				
05-2140-51100-00-00000 Salaries	164,605.50	168,764.00	171,591.00	2,827.00
05-2140-51110-00-00000 ESY Salaries	0.00	2,735.00	2,735.00	0.00
05-2140-52110-00-00000 Health Insurance	24,686.55	26,097.00	34,918.00	8,821.00
05-2140-52120-00-00000 Dental Insurance	1,839.98	1,743.00	2,075.00	332.00
05-2140-52130-00-00000 Disability/Life Insurance	0.00	1,700.00	1,700.00	0.00
05-2140-52220-00-00000 NH Retirement	4,346.15	6,245.00	6,348.00	103.00
05-2140-52300-00-00000 Social Security	12,441.07	12,910.00	13,127.00	217.00
05-2140-53000-00-00000 Consultant Services	2,840.00	3,000.00	3,000.00	0.00
05-2140-53200-00-00000 Staff Development	144.00	2,625.00	2,625.00	0.00
05-2140-55800-00-00000 Travel & Conferences	163.56	3,000.00	3,000.00	0.00
05-2140-56410-00-00000 Books & Printed Matter	30.76	2,800.00	2,800.00	0.00
05-2140-57410-00-00000 Equipment	0.00	1,200.00	1,600.00	400.00
TOTAL PSYCHOLOGICAL SERVICES 2140	211,097.57	232,819.00	245,519.00	12,700.00
2150 SPEECH PATHOLOGY & AUDIOLOGY SERVICES				
05-2150-51100-00-00000 Salaries	314,287.81	347,626.00	333,782.00	(13,844.00)
05-2150-51110-00-00000 ESY Salaries	3,440.23	1,730.00	1,730.00	0.00
05-2150-52110-00-00000 Health Benefits	32,236.00	56,131.00	82,615.00	26,484.00
05-2150-52120-00-00000 Dental Insurance	4,798.93	4,988.00	6,293.00	1,305.00
05-2150-52130-00-00000 Disability Insurance	0.00	2,950.00	2,950.00	0.00
05-2150-52210-00-00000 Retirement	231.02	0.00	0.00	0.00
05-2150-52220-00-00000 Teacher Retirement	7,936.48	12,504.00	12,350.00	(154.00)
05-2150-52300-00-00000 Social Security	24,100.57	26,593.00	27,641.00	1,048.00
05-2150-53200-00-00000 Staff Development	395.00	5,250.00	5,250.00	0.00
05-2150-55800-00-00000 Travel & Conferences	259.12	3,000.00	3,000.00	0.00
05-2150-56100-00-00000 Supplies	1,540.29	0.00	0.00	0.00
05-2150-56410-00-00000 Books & Printed Matter	0.00	4,200.00	4,200.00	0.00
05-2150-57410-00-00000 Equipment	0.00	2,000.00	1,600.00	(400.00)
TOTAL SPEECH PATHOLOGY & AUDIOLOGY SERVICES 2150	389,225.45	466,972.00	481,411.00	14,439.00
2160 PHYSICAL & OCCUPATIONAL THERAPY				
05-2160-51100-00-00000 Salaries	93,023.00	95,927.00	147,608.00	51,681.00
05-2160-51110-00-00000 ESY Salaries	1,822.84	2,800.00	2,800.00	0.00
05-2160-52110-00-00000 Health Benefits	30,835.20	32,068.00	52,947.00	20,879.00
05-2160-52120-00-00000 Dental Insurance	1,962.00	2,159.00	2,728.00	569.00
05-2160-52130-00-00000 Disability/Life Insurance	0.00	720.00	720.00	0.00

* - Denotes Encumbrance detail

SCHOOL ADMINISTRATIVE UNIT #38 2007 SPED COLLABORATIVE BUDGET

Report # 2479

Account Number / Description	2004-05 ACTUAL 7/1/2004 - 6/30/2005	2005-06 BUDGET 7/1/2005 - 6/30/2006	ADMIN PROPOSAL 7/1/2006 - 6/30/2007	CHANGE 2006-2007
05-2160-52210-00-00000 Non-Teacher Retirement	56.57	0.00	0.00	0.00
05-2160-52220-00-00000 Retirement	2,478.54	3,549.00	5,461.00	1,912.00
05-2160-52300-00-00000 Social Security	6,977.07	7,338.00	11,292.00	3,954.00
05-2160-53200-00-00000 Staff Development	405.47	2,000.00	2,050.00	50.00
05-2160-55800-00-00000 Travel & Conferences	1,862.47	2,150.00	2,150.00	0.00
05-2160-56410-00-00000 Books & Printed Matter	0.00	1,200.00	1,200.00	0.00
05-2160-57410-00-00000 Equipment	0.00	1,000.00	1,600.00	600.00
TOTAL PHYSICAL & OCCUPATIONAL THERAPY 2160	139,423.16	150,911.00	230,556.00	79,645.00
2170 COTA				
05-2170-51100-00-00000 Salaries	8,509.50	10,645.00	12,266.00	1,621.00
05-2170-52110-00-00000 Health Benefits	2,820.02	5,724.00	6,877.00	1,153.00
05-2170-52120-00-00000 Dental Benefits	174.98	358.00	381.00	23.00
05-2170-52130-00-00000 Disab/Life Insurance	7,743.67	155.00	155.00	0.00
05-2170-52210-00-00000 Non Cert Retirement	204.03	0.00	0.00	0.00
05-2170-52220-00-00000 Non Teacher Retirement	221.59	725.00	836.00	111.00
05-2170-52300-00-00000 Social Security	629.29	814.00	983.00	169.00
TOTAL COTA 2170	20,303.08	18,421.00	21,498.00	3,077.00
GRAND TOTALS	760,049.26	869,123.00	978,984.00	109,861.00

44 Accounts Listed.

NEW HAMPSHIRE SCHOOL BOARDS ASSOCIATION

SUMMARY DATA - SCHOOL ADMINISTRATORS AND AVERAGE SALARY

<u>Position</u>	New Hampshire			New England			United States		
	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Superintendent	\$96,026	\$92,015	\$88,826	\$124,464	\$115,623	\$121,280	\$128,770	\$125,609	\$126,268
Ast. Supt.	85,277	83,092	78,464	102,701	100,814	96,793	103,212	100,808	98,623
Dir. Finance	69,214	64,682	61,873	79,919	74,782	82,035	83,678	82,269	81,451
Elem Principal	70,741	67,658	60,035	87,834	82,326	83,306	76,182	75,144	75,291
Mid / Jr Prin.	76,608	73,782	62,434	91,699	87,336	87,402	81,514	80,060	80,708
Sr Hi Prin.	80,034	78,395	75,607	96,940	91,933	92,156	86,938	86,160	86,452
Ast Elem Prin.	60,675	58,331	56,034	73,428	69,484	68,762	63,140	62,213	62,230
Ast Mid / Jr Prin	64,336	62,238	51,894	79,621	74,858	74,591	67,600	66,360	67,288
Ast Sr Hi Prin	66,500	65,391	61,089	80,218	76,842	77,326	71,401	70,495	70,847
Teacher (Classroom)	43,941	42,689	41,909	52,775	49,515	50,491	45,884	45,646	45,026

Source for New England and U.S. average salaries: Educational Research Service National Surveys of Salaries and Wages in Public Schools. New Hampshire data from NHASP, State Dept. Education and NHBBA.

HealthTrust

SAU #38

Coverage Type	Contract Type	Employee Count, 9/05	7/05 Rates	7/06 Rates	% of Change
JYMC-M\$1	1 PER	26	\$585.68	\$727.92	24.3%
JYMC-M\$1	2 PER	45	\$1,171.35	\$1,455.85	24.3%
JYMC-M\$1	FAMILY	28	\$1,581.33	\$1,965.39	24.3%
MC3-R\$100M\$1	1 PER	119	\$310.77	\$393.67	26.7%
BC2T10-R\$3/15M\$3/7	1 PER	4	\$468.54	\$598.68	27.8%
BC2T10-R\$3/15M\$3/7	2 PER	1	\$937.08	\$1,197.36	27.8%
BC2T10-R\$3/15M\$3/7	FAMILY	6	\$1,265.06	\$1,616.43	27.8%
BC3T5RDR-R\$3/15M\$1	1 PER	57	\$502.61	\$631.36	25.6%
BC3T5RDR-R\$3/15M\$1	2 PER	56	\$1,005.21	\$1,262.72	25.6%
BC3T5RDR-R\$3/15M\$1	FAMILY	52	\$1,357.04	\$1,704.68	25.6%
BCNE-R\$3/15M\$1	1 PER	2	\$554.00	\$690.04	24.6%
BCNE-R\$3/15M\$1	2 PER	1	\$1,108.00	\$1,380.08	24.6%
BCNE-R\$3/15M\$1	FAMILY	2	\$1,495.81	\$1,863.11	24.6%
MTB5-R\$3/15M\$1	1 PER	73	\$443.44	\$570.45	28.6%
MTB5-R\$3/15M\$1	2 PER	93	\$886.88	\$1,140.91	28.6%
MTB5-R\$3/15M\$1	FAMILY	118	\$1,197.29	\$1,540.22	28.6%
Monthly Total		683	\$576,444.31	\$730,931.39	26.8%

Assistant Superintendent for Curriculum and Instruction

- QUALIFICATIONS:**
1. Master's degree
 2. Five years successful teaching experience.
 3. Five years successful administrative experience.
 4. Such other qualifications as the Board shall find appropriate and acceptable.
- REPORTS TO:** Superintendent of Schools
- SUPERVISES:** Curriculum and instructional programs, federal programs, (except special education), home schooling, staff development, media generalist for the Monadnock Regional School District; professional development/certification manager; school-to-career program; assistance in the administration of the Monadnock Regional School District; and other responsibilities as assigned by the Superintendent of Schools.
- Assistance with curriculum development, assessment, professional development, certification, and No Child Left Behind requirements
- Development of K-12 written curriculum, aligned with NH Frameworks, grade-level expectations, and student assessment programs.
- JOB GOAL:** To provide leadership in the development of curriculum and instruction programs and assessment within the district, manage the federal programs so they better serve the needs of the students, lead the staff development program, and assist the Superintendent of Schools in the Monadnock Regional School District.

RESPONSIBILITIES:

1. Provides staff leadership in accomplishing educational goals/objectives of schools within the Monadnock Regional School District.
2. Coordinates school staffs' efforts with curriculum development.
3. Works with principals and school committees in organizing and coordinating grade level, department level, and school level meetings to affect horizontal and vertical articulation.
4. Proposes and plans meetings which present educational programs to the [school] board, parent groups, and other interested parties in the district.
5. Coordinates communications involving curriculum guides for use by the staffs.
6. Coordinates the selection of instructional materials with the school committees.
7. Establishes, monitors, and reports on the achievements of students in relation to the educational program expectations.
8. Assists and advises in budget development as pertains to curriculum and instruction, personnel, federal programs, and staff development.
9. Coordinates and interprets teacher supervision and mentor programs.
10. Coordinates and supervises in-service programs related to the instructional program.
11. Leads, coordinates, and directs all federally funded programs within the district, except the special education and Chapter I programs.
12. Serves as SAU #38 staff development committee representative and coordinator of SAU #38 staff development program.
13. Attends meetings, as assigned by the Superintendent of Schools.
14. Assists Hinsdale and Winchester school districts in establishing a written curriculum aligned with NH frameworks, and a student assessment program in compliance with state and federal guidelines and/or mandates.
 - A. Breaks down state testing results for all schools in the three districts and assists Hinsdale Curriculum Coordinator with further analysis of state testing results.
 - B. Provides *Curriculum Notes* newsletter to staff in all the districts in SAU #38.
 - C. Coordinates opening day meetings.

- D. Heads staff development committee for the districts and is in charge of publication and dissemination of information regarding staff development in this role. Assists principals and teachers in all districts when they need information regarding alternative certifications and re-certification.
- E. Provides consulting services to principals.
- F. Shares staff development opportunities with all staffs.
- G. Provides input on grants, as needed and requested.
- H. Compiles and publishes data for the NCLB-required district report card for each of the three school districts in SAU #38.
- I. Assists with setting up and maintaining staff development and recertification records for professional staff.

15. Performs other tasks as may be assigned by the Superintendent of Schools of SAU #38.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary and work year to be established by the SAU #38 board.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

DAVID G. HODGDON, Ph.D.

P.O. Box 10361
Swanzey, New Hampshire 03446
(603) 358-6051

JOB OBJECTIVE: Assistant Superintendent for Curriculum and Instruction

CAPABILITIES:

- Develop, coordinate, implement, and assess instructional programs for schools and school districts
- Serve as leader in developing, coordinating, and offering staff development and in-service programs
- Establish and implement evaluation plans for programs and individuals
- Make vision for education a reality
- Motivate staff to work together for common goals
- Supervise and administer programs and personnel
- Write grants for funding of school programs
- Interact with administrative staff for common goals
- Develop effective public relations program for school district
- Develop a budget to support the vision of the school and its instructional program
- Work collaboratively with staff members at all levels in the school district
- Develop holistic and analytic assessment models in schools and school systems

ACHIEVEMENTS:

Curriculum Development

- Oversaw development of district-wide curricula (aligned with state frameworks and grade-level expectations) in areas of language arts, math, science, and social studies (as well as art, music, and physical education) in Monadnock School District

Professional Development

- Facilitated the development of the staff development master plan for SAU #38 recognized as a model plan by the NH Department of Education and provided training for staff members
- Conducted curriculum forums and workshops at conferences and symposiums on topics such as content vs. depth, multiple intelligences, emotional intelligence, differentiated instruction, character education, brain research, higher order thinking, assessment, interdisciplinary programs, teacher evaluation, the teaching of thinking, desktop publishing
- Coordinated in-service activities and established teacher study groups in each school to support curriculum implementation
- Created talent directory distributed to teachers and administrators in Concord (NH) area schools
- Developed network of teachers to sponsor workshops on areas of interest and expertise

Assessment

- Mapped the comprehensive assessment program for the Monadnock Regional School District with the teachers and administrators and oversaw the selection of standardized assessments (Terra Nova and Measures of Academic Progress)
- Analyzed the results of the state and Terra Nova assessments and met with staff members in each school to highlight the results and their uses

Federal/State Requirements

- Responsible for planning and implementation of federal requirements (grade-level expectations and highly qualified teacher)
- Participated in the development of grade-level expectations and review of writing test questions for the New England Comprehensive Assessment Program (NECAP)
- Worked with staff to develop performance-based assessment model and science authentic assessment booklet

Grant Writing

- Researched, wrote, received, and administered both entitlement and competitive grants

School/District Initiatives

- Coordinated the development and implementation of staff evaluation and teacher mentoring models
- Initiated curriculum mapping in school district
- Established service learning task force funded by CHESP grant and supported the use of service learning in classrooms
- Served on strategic planning committees focusing on restructuring of schools and participatory management; oversaw development and implementation of participatory management model at high school level
- Established, administered, and evaluated writing centers
- Oversaw budget process, developed master schedule, and served as acting principal in absence of principal in Pembroke

Publications

- Initiated, wrote, and produced staff and parent newsletters; grade-level curriculum brochures for parents; and curriculum brochures in language arts, career development, and an integrated curriculum model for teachers

EXPERIENCE:

SAU #38 (Hinsdale, Monadnock Regional, Winchester)
July 1999 – present

SAU Director of Curriculum and Instruction

Lebanon High School, Lebanon, NH
August 1997- June 1999

Director of Curriculum and Instruction

Pembroke Academy, Pembroke, NH
July 1986 – August 1997

Director of Curriculum and Instruction (7/90-8/97)
Humanities Division Leader/Writing Center Director

Somersworth High School, Somersworth, NH
August 1984 – June 1986

Humanities Division Leader
Writing Center Director

Dover High School, Dover, NH
1976 – 1984

English Teacher
English Department Chair

Spaulding High School, Rochester, NH
1976

English Teacher

EDUCATION:

- Ph.D. - University of New Hampshire, September 1990 – May 1996
Education with emphasis on Curriculum and Instruction
Courses: Graduate Proseminar, Normative Inquiry in Education, Ethnographic Research
In Education, Research on Reading and Writing Instruction (taught by Donald Graves),
Curriculum Studies, Research Methods, Adult Development, Statistics
Dissertation Topic: *Critical Thinking: A Voyage of the Imagination*
- C.A.G.S. (prior to entering Ph.D. Program) - University of New Hampshire, January 1987 – May 1990
Educational Administration and Supervision program
Courses: Curriculum, Program Evaluation, Administration, Finance, School Law,
Supervision and Evaluation, Facilities Management, Analysis of
Educational Policy, Collective Bargaining
- M.A. (English) - Marquette University, Milwaukee, Wisconsin, 1975
- B.A. (English) - Rockford College, Rockford, Illinois, 1973

CERTIFICATION:

Experienced Educator Certificates in NH – Superintendent, School Principal, English

PUBLICATIONS:

- “The Thinker: Teacher as Sculptor” (article on teaching of thinking skills in the English classroom – published in *The Leaflet*, the journal of the New England Association of Teachers of English)
- “Somersworth High School Writing Center: A Focus for a Schoolwide Writing Program – published in *The Granite State School Leader*
- “Enlarging Boundaries: The High School Division Model” – published in *The Granite State School Leader*
- “The Evolution of a Writing Center” – published in the *Writing Lab Newsletter* at Purdue University, the newsletter of the National Writing Centers Association
- “The High School Division Model” – published in *NASSP Bulletin*
- “Evaluation and the Writing Center” – published in the *Writing Lab Newsletter* at Purdue University, the newsletter of the National Writing Centers Association
- “Reaching Our Destinations: Assessment in Sizer’s Horace School” – published in *New Hampshire Association of Teachers of English Newsletter*
- “Service Learning and a Standards-based Curriculum” – published in *KIDS Consortium Newsletter*

DIRECTOR OF STUDENT SERVICES – *JOB DESCRIPTION*

- QUALIFICATIONS:**
1. Master's Degree
 2. Three years successful teaching experience
 3. Three years successful administrative experience
 4. Eligible to certification as Special Education Administrator in N.H.
 5. Such other qualifications as the Board shall find appropriate and acceptable

REPORTS TO: **SUPERINTENDENT OF SCHOOLS**

RESPONSIBILITIES: SAU Special Education programs and services; Section 504; Title IX; Americans with Disabilities Act; English as a Second Language (ESL); and other responsibilities as assigned by the Superintendent of Schools.

RESPONSIBILITIES:

1. Develops, presents, and oversees special education budgets of each district and the SAU.
2. Develops and writes grant proposals for the SAU and assists with proposals developed at the school level. Monitors and evaluates funded projects.
3. Insures that correct procedures for completing the special education process are prescribed as part of district and SAU policies and understood and implemented by staff.
4. Maintains essential program records necessary to insure statutory compliance, adequately monitor services and provide data for state programs and funding processes.
5. Insures that due process rights are afforded every student, parent and school in the special education process by assuring distribution of parental rights and notifications, hearing complaints and working on resolutions with local schools, requesting and attending due process hearings or mediation sessions.
6. Insures a continuum of appropriate services for special needs students by assessing the needs of schools and students and developing essential programs.
7. Completes an annual review and updates the annual plan for education of the disabled as prescribed by state and federal statutes.
8. Is the SAU contact person through which all correspondence and information from the State Special Education Bureau is processed and disseminated.
9. Transmits information to the staff, administration and school boards regarding philosophies, practices and developments in the field of special education.
10. Initiates, organizes, and secures appropriate in-service training in the area of special education for all staff.
11. Observes and evaluates SAU Special Education personnel and related service employees.
12. Assists in the recruitment and hiring of special education staff and related services personnel.
13. Evaluates special education programs, facilities, services, curriculum and teaching practices.
Recommends changes and additions as needed.
14. Coordinates services of outside agencies, including Vocational Rehabilitation, Developmental Services, Mental Health, and the Division for Children and Youth Services.

15. Coordinates placement of students outside of the local school district.
16. Attends meetings as needed as assigned by the Superintendent of Schools.
17. Performs such other tasks as may be assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and work year to be established by the SAU #38 Board.

EVALUATION:

Job performance will be evaluated annually by the Superintendent of Schools of SAU #38.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

Judith E. Bischoff
214 Old Spofford Road
Winchester, NH, 03470
Home: 603-239-4994
Email: heyjudel103@verizon.net

Experience and Skills

Case management: Special Education Coordinator duties include case management monitoring of out of district students. As a resource room teacher, case management duties included running team meetings, coordinating evaluations, developing and implementing Individual Educational Plans, training and supervising special education support staff.

Consultation: Consultation with teachers, support staff, parents, administrators and outside agencies. Provide consultation for visually impaired, developmentally delayed and multi-handicapped students, including long and short term program planning, specific skill development, and symbolic language acquisition and inclusion strategies.

Evaluation: Experience with administering cognitive, achievement, and Functional Vision Assessments for preschool through high school. Assistive Technology Assessments for Visually Handicapped and Learning Disabled students as well as Vocational Assessments to high school students.

Teaching: Classroom teaching experience at the middle school level, teaching in both academic and life skills settings. Specific skill instruction in the itinerant setting with teaching braille, math, typing, computer technology, life, advocacy and compensatory skills.

Awards

Award for Excellence in Education AER (Association of Educators and Rehabilitation Workers for the Blind and Visually Impaired) 1990.

This peer nominated award is given yearly to an outstanding educator in the field of visual impairments. The winner is chosen from a list of nominees that comprises the New England states, Canadian Maritime Provinces and Quebec.

Relevant Work History

Perkins School for the Blind, Watertown, Massachusetts
Lower School Classroom Teacher 1974-77

Monadnock Children's Center, Keene, New Hampshire
Itinerant Teacher for the Visually Handicapped, 1977-81

Supervisory Administrative Unit #1, Peterborough, New Hampshire
Teacher/Consultant for Vision 1981-94

Supervisory Administrative Unit #38, Swanzey, New Hampshire
Resource Room Teacher (part-time*) 1994-95
Teacher/Consultant for Vision (part-time*) 1994-2001
Vocational Evaluator (part-time*) 1994-2001
Educational Evaluator (part-time*) 1999-2001
Hinsdale Preschool Coordinator (part-time*) (2001-2003)
Special Education Coordinator (2001-present)

*Where part-time status is noted, jobs were combined to encompass full time employment.

Self-Employment

Evaluator/Consultant for the visually handicapped and multiply handicapped (summers and vacations 1984-2001) Servicing both public schools and private agencies: Crotched Mountain Rehabilitation Center, Vocational Rehabilitation, and Cedarcrest.

Education and Training

William Paterson College, Wayne, New Jersey
B.A., Major in Special Education: Teaching the Mentally Retarded
Minor in Elementary Education 1973

Boston College, Chestnut Hill, Massachusetts
M.Ed., Major in Teaching the Visually Handicapped 1974

Rivier College, Nashua, New Hampshire
S.A.I.F. (Specialist in Assessment of Intellectual Functioning) 1999

New Hampshire Teaching Certificates

General Special Education
Visually Handicapped
S.A.I.F. Specialist in Assessment of Intellectual Functioning

Memberships: New Hampshire Association of Special Education Administrators

References

Available upon request.

SAU SPECIAL EDUCATION COORDINATOR

- QUALIFICATIONS:**
1. Master's Degree in Special Education or School Psychology
 2. Certification in Special Education with specific endorsement (i.e.- LD, EH, MR, or School Psychology)
 3. Three years successful special education teaching experience or equivalency
 4. Knowledge of special education regulations, procedures, and IEP development
 5. Such other qualifications as the Board shall find appropriate

REPORTS TO: **DIRECTOR OF SPECIAL SERVICES**

RESPONSIBILITIES: To provide case management and consultation services for School Administrative Unit #38 in the identification, evaluation, and placement of special education students in out of district placements, and to provide technical assistance to school building teams.

PERFORMANCE RESPONSIBILITIES:

1. Primary responsibility is the completion of all special ed forms and procedures for the case management of out of district students. This includes the monitoring and scheduling of evaluations and appropriate services to maintain federal and state compliance for out of district students and the case management of students in court ordered (402) placements.
2. Assist LEPTs at the request of the LEPT or Director of Special Services with technical assistance to building level teams regarding the identification, evaluation, and placement of students.
3. Coordinates placement of students outside of the local school district.
4. Monitors programming for court involved students as required by the James O. Consent Decree.
5. Liaison for the LEA to the Division of Children and Youth Services and other area agencies.
6. Represents the school district through attendance, as necessary, at court review hearings.
7. Case management of students responding to annual Childfind notification.
8. Assists the Assistant Superintendent of Student Services in budget development.
9. Assists the Assistant Superintendent of Student Services in organizing, implementing and evaluating training programs for special education and regular education teachers.
10. Performs related duties as assigned by the Director of Special Services.

EVALUATION:

The Director of Special Services will evaluate performance.

TERMS OF EMPLOYMENT:

198 day contract. Salary and benefits.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

School Administrative Unit #38
Public Session Notice

The School Administrative Unit #38 Board will meet on
Wednesday, December 7, 2005 at 6:30 p.m. in the
Cafeteria at Hinsdale High School in Hinsdale NH

The Keene Sentinel

To be placed wherever convenient sometime next week (week of Nov. 28)

Run **Public Notice for one day.**

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer

To be placed wherever convenient sometime next week (week of Nov. 28)

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

Terry Stepenuck

From: "Larry Biron" <liron@mrsd.org>
To: "Terry Stepenuck" <tstepenuck@mrsd.org>
Sent: Monday, November 28, 2005 12:13 PM
Attach: 2006-07 SAU #38 Budget as of 11-22-05.xls
Subject: Fw: Public Notice

----- Original Message -----

From: [Larry Biron](#)
To: sales@reformer.com
Sent: Monday, November 28, 2005 12:12 PM
Subject: Public Notice

For Terry Grenier

We would appreciate anything you can do to get this into your newspaper today or tomorrow. The holiday got in our way and we are sorry to impose upon you.

Thanks, Larry Biron, Bus Mgr
603-352-6955, x-406

11/28/2005

NOTICE OF PUBLIC HEARING

You are cordially invited to participate in a Public Hearing to be held on Wednesday, December 7th, 2005 at the Hinsdale High School Cafeteria at 6:30 PM. The proposed SAU budget for 2007 will be presented.

N.H. SCHOOL ADMINISTRATIVE UNIT # 38 - PROPOSED 2007 OPERATING BUDGET

22-Nov-05

2006-07

	2004-05	2005-06	2006-07
Estimated Revenues	Adopted	Default	Proposed
Unreserved Fund Balance	Budget	Budget	Budget
Interest on Deposits	\$0	\$60,000	\$144,737
Miscellaneous Revenue	\$1,640	\$1,500	\$1,500
Indirect Costs	\$14,981	\$5,000	\$5,000
Total Estimated Revenues	\$0	\$27,254	\$30,000
	\$16,621	\$93,754	\$181,237

Estimated Expenditures

Curriculum Development	\$125,852	\$131,206	\$134,147
Superintendent's Office	\$387,786	\$390,058	\$400,429
SAU Central Accounts	\$57,450	\$57,450	\$70,840
Business Office	\$494,232	\$542,571	\$582,297
Technology Services	\$117,414	\$116,953	\$122,421
Communication/Utilities	\$7,683	\$7,683	\$9,500
Special Education Service	<u>\$367,413</u>	<u>\$357,046</u>	<u>\$391,680</u>
Total Expenditures	\$1,557,830	\$1,602,967	\$1,711,314
Use of Surplus		<u>-\$45,137</u>	<u>-\$77,000</u>
Authorized Expenditures		\$1,557,830	\$1,634,314

COLLABORATIVE BUDGET

Tutors	\$23,851	\$23,608	\$0
Psychological Services	\$227,012	\$232,819	\$245,519
Speech Pathology & Audiology Services	\$457,925	\$466,972	\$481,411
Physical & Occupational Therapy	\$148,808	\$150,911	\$230,556
COTA	\$27,936	\$18,421	\$21,498
Total Special Education	\$885,532	\$892,731	\$978,984

SAU Formula Figuring Sheet for 2005-06:

	Equal. Valuation	ADM*	% Val	2002-03	% ADM	Combined %	Cost to District
2004 (Estimated)							
Hinsdale	\$ 209,137,250		15.09%	796.3	19.72%	17.40%	\$284,416
Monadnock	\$ 975,006,257		70.34%	2543.5	62.98%	66.66%	\$1,089,457
Winchester	\$ 201,897,709		14.57%	698.9	17.31%	15.94%	\$260,441
TOTALS	\$ 1,386,041,216		100.00%	4038.7	100.00%	100.00%	\$1,634,314

* ADM = Average Daily Membership

Equal Educational Opportunity/Equal Employment Opportunity

4.91%

School Administrative Unit #38
Public Session Notice

The School Administrative Unit #38 Board will meet on
Wednesday, December 7, 2005 at 6:30 p.m. in the
Cafeteria at Hinsdale High School in Hinsdale NH

The Keene Sentinel

To be placed wherever convenient sometime next week (week of Nov. 28)

Run **Public Notice for one day.**

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer
To be placed wherever convenient sometime next week (week of Nov. 28)

Run Public Notice for one day.

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446



N. H. SCHOOL ADMINISTRATIVE UNIT NO. 38
600 Old Homestead Highway
Swansey, New Hampshire 03446
Telephone: (603) 352-6955 Fax: (603) 358-6708
www.sau38.org

Kenneth R. Dassau, Ed.D.
Superintendent

•
Telephone: 352-6955
Extension: 405
kdassau@mrdsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale
Telephone: 352-6955
Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction
Telephone: 352-6955
Extension: 409
dhodgdon@mrdsd.org

Laurent J. Biron
Business Manager
Telephone: 352-6955
Extension: 406
lbiron@mrdsd.org

Thomas C. Warner
Director of Computer Technology
Telephone: 352-6955
Extension: 410
twarner@mrdsd.org

SAU 38 School Board Meeting
Meeting to be held at Winchester Elementary School
Winchester, NH

Agenda for Wednesday, November 2, 2005 SAU #38 Meeting

- | | |
|-----------|---|
| 7:00 p.m. | Call to Order – R. Marra |
| 7:05 p.m. | Approval of the Minutes from the August 3, 2005 Meeting of the SAU #38 Board |
| 7:10 p.m. | Old Business:
Review of 2005 – 2006 SAU #38 Budget – Proposed changes |
| 8:00 p.m. | New Business:
Auditor's Report – L. Biron
Presentation of the 2006-2007 SAU 38 Budget |
| 8:20 p.m. | Superintendent's Report |
| 8:30 pm | Public Comments |
| 8:45 p.m. | Adjournment |
- Non-Public – if needed

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of August 3, 2005

Attendance:

Hinsdale: Wayne Temmen, Tammy Jean Akeley and Joe Novick

Monadnock Regional: Richard Thackston, Tim Aho, Bruce Tatro, Robin Marra, James Carnie, Jonathan Kenyon, Karen Cota, Gene White, Colline Dreyfuss, Charles Johnson and John Morin.

Winchester: Valerie Cole.

SAU Administration: Larry Biron, Business Manager and David Hodgdon, Dir. of Curriculum.

- A. **Approval of the Minutes:** **MOTION:** W. Temmen **MOVED** to accept the May 4, 2005 minutes as presented. **SECOND:** J. Novick. **DISCUSSION:** C. Duquette stated to R. Marra that the Winchester Board did not refuse the request by Mr. Majoy but declined to take action. W. Temmen stated that Hinsdale had \$50,000.00 for architectural design not for marketing as stated in the minutes. **VOTE:** 101.02/0/41.88/107.150. **Motion passes.**
- B. **Citizen Comments:** P. Bauries commented that L. Biron stated that there was a surplus of \$175,000.00 on May 4, 2005 and asked if any funds were left. P. Bauries asked if the SAU Board gave anything to C. Cardine when he retired. L. Biron said that the audit is now completed but he does not have the final figures with him. He said that he would have to look that up. R. Thackston explained that the compensation given to C. Cardine should be in the minutes because the Board voted on that. R. Thackston stated that Monadnock gave him \$4600.00.
- J. Carnie questioned the approval of the non-public minutes. R. Marra explained that they would vote on those minutes now. **MOTION:** R. Thackston **MOVED** to accept the May 4, 2005 Non-public Minutes as presented. **SECOND:** J. Kenyon. **VOTE:** 101.02/0/41.88/107.150. **Motion passes.**
- C. **Other Board Business:**
- Recommendation from Superintendent Search Committee:** R. Marra invited W. Wright the Chair of the Search Committee to give the recommendation from the committee. W. Wright explained that the committee met 4 times and at the last meeting unanimously voted to recommend Ken Dassau for the new Superintendent to SAU #38. He explained that a letter was forwarded to the Chair of the SAU stating their decision. He said that the advertisement for the position went in the papers. Five candidates showed interest, three were invited to meet the committee and after review and discussion the committee chose K. Dassau. It is suggested that a meet and greet session be scheduled for K. Dassau with the public and teachers being invited. R. Marra thanked W. Wright and the committee for their work. **MOTION:** R. Thackston **MOVED** to accept the recommendation from the Superintendent Search Committee and nominate Ken Dassau as the new Superintendent of SAU #38.

SECOND: C. Dreyfuss. **DISCUSSION:** C. Dreyfuss asked if the public forum is to be before or after the job is offered. W. Wright explained that K. Dassau noted that the invitation to meet and greet would be after being the approved candidate. R. Thackston would like to vote and accept the recommendation and then have a second motion to form a committee to negotiate compensation and finally do the meet and greet anytime after now. R. Marra informed the Board that he had a conversation with K. Dassau and he asked for no change in the compensation from the Interim Supt. and asked for a three-year contract consistent to C. Cardine's contract retroactive to July 1, 2005. W. Temmen asked who would be replacing his position. J. Carnie commented that they should not jump the gun. He has to accept the position. R. Thackston said that he has had this conversation with K. Dassau and he knows whom he will have to fill the slot. **VOTE:** 153.370/0/0/96.68. **Motion passes.** R. Marra wished to thank the committee for their prompt and thorough work and P. Bauries for taking the minutes. W. Wright asked R. Marra where the copies of the minutes should go. R. Marra said that the SAU should receive the minutes. **MOTION:** R. Thackston **MOVED** to nominate K. Dassau to the position of Superintendent with the same compensation as now with a three-year contract retroactive as of July 1, 2005. **SECOND:** J. Novick. **DISCUSSION:** B. Tatro asked about any additional increases in the next 2 years. J. Carnie suggested that the motion to get him in the position and then do a separate motion for the salary. R. Thackston and J. Novick withdraw the motion and the second. **MOTION:** R. Thackston **MOVED** to nominate K. Dassau to the position of Superintendent of SAU #38 subject to a satisfactory contract and compensation. Negotiations to be held within the next 30 days. **SECOND:** J. Novick **DISCUSSION:** It was asked about the timeline to cover the Spec. Ed. position. R. Thackston said that if we vote yes we are voting on K. Dassau and he accepts the position and then he will cover the Spec. Ed. position. C. Dreyfuss said that either yes or no we have a compensation issue. If he does not agree, what about the Spec. Ed. position. J. Novick commented that K. Dassau has something in mind. **VOTE:** 153.370/0/0/96.68. **Motion passes.** R. Thackston commented that historically we agreed on a one-year contract. K. Dassau desires a three-year contract and he said that he would support that. He would like to vote on the first year or instruct a committee of the Board Chairs to discuss negotiations with K. Dassau on the 2nd and 3rd years of the contract. W. Temmen said to enter the first year at present compensation and 2nd and 3rd no lower, leave it open for the next three years. Three-year contract at minimum base salary. J. Carnie asked for a point of order. He commented that a personnel issue should be discussed in non-public. R. Marra said that K. Dassau expressed that this issue did not have to be discussed in non-public. R. Marra commented on the clause that would allow K. Dassau to return to the position of Assistant Superintendent of Spec. Services. B. Tatro commented that the package is set except for the salary. T. Aho asked if the contract prohibits the Superintendent from working at another job. R. Thackston commented that the motion is to have a 3-year contract level funded with the option to increase in the 2nd and 3rd year. W. Temmen said that there is a clause in C. Cardine's contract that states he can not work at another job. R. Marra read the clause to the Board. **MOTION:** W. Temmen **MOVED** to offer a three-year contract with the compensation and salary at present rate with the opportunity to increase in the second and third year where appropriate.

SECOND: C. Dreyfuss. **VOTE:** 153.37/0/0/96.68. **Motion passes. MOTION:** B. Tatro **MOVED** to allow R. Marra the SAU Chair to sign the contract within the perimeters of the previous motion on behalf of the Board. **SECOND:** G. White. **VOTE:** 153.37/0/0/96.68. **Motion passes.**

D. Hodgdon informed the Board that he would like to nominate Cheryl Momaney to the Speech Pathologist position on behalf of K. Dassau. This is an SAU position and the salary is \$53,040.00. **MOTION:** B. Tatro **MOVED** to nominate Cheryl Momaney to the SAU position of Speech Pathologist at a salary of \$53,040.00. **SECOND:** R. Thackston **DISCUSSION:** It was asked if she was certified in NH. D. Hodgdon said that she would probably have a year to demonstrate. The state will grant extensions. A background check will be done. T. Aho asked if she is replacing someone that left. D. Hodgdon said yes. T. Aho asked at what step and if the previous person had a Masters degree. D. Hodgdon said that he was not sure. W. Temmen said that the person had a Masters degree. T. Aho asked if the position is primarily for Hinsdale. D. Hodgdon said yes but it is a SAU position. J. Carnie asked if the previous position was an approved position. D. Hodgdon said that he was not sure he could answer the question. T. Aho said that he would abstain because it is a Hinsdale position, charged under Hinsdale and he is from Monadnock. D. Hodgdon explained that this is an SAU position and each district will pay their portion. **VOTE:** ???????. **Motion passes.**

R. Marra reminded the Board that any changes to the proposed updates to get them to K. Dassau by the end of Sept. They would like to take action in November.

V. Cole asked about the schedule for the meet and greet for the new Superintendent. R. Marra said that the meetings would be separate in each district. V. Cole commented that it was not necessary to have separate meetings. R. Marra said that K. Dassau expressed the willingness to attend all three. W. Temmen said that he is welcome in Hinsdale.

Tammy Akeley's new address is 15 Yeaw Rd. Hinsdale, NH 03451-2155.

D. Adjournment: MOTION: C. Johnson **MOVED** to adjourn at 7:50 PM. **SECOND:** J. Morin. **VOTE:** No objections.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

School Administrative Unit #38
Public Session Notice

The School Administrative Unit #38 Board will meet on
Wednesday, November 2, 2005 at 7:00 p.m. to be held at
Winchester Elementary School in Winchester NH.

The Keene Sentinel

To be placed wherever convenient sometime week of Oct. 24, 2005.

Run **Public Notice for one day.**

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer

To be placed wherever convenient sometime week of Oct. 24, 2005

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of August 3, 2005

Attendance:

Hinsdale: Wayne Temmen, Tammy Jean Akeley and Joe Novick

Monadnock Regional: Richard Thackston, Tim Aho, Bruce Tatro, Robin Marra, James Carnie, Jonathan Kenyon, Karen Cota, Gene White, Colline Dreyfuss, Charles Johnson and John Morin.

Winchester: Valerie Cole.

SAU Administration: Larry Biron, Business Manager and David Hodgdon, Dir. of Curriculum.

- A. Approval of the Minutes:** **MOTION:** W. Temmen **MOVED** to accept the May 4, 2005 minutes as presented. **SECOND:** J. Novick. **DISCUSSION:** C. Duquette stated to R. Marra that the Winchester Board did not refuse the request by Mr. Majoy but declined to take action. W. Temmen stated that Hinsdale had \$50,000.00 for architectural design not for marketing as stated in the minutes. **VOTE:** 101.02/0/41.88/107.150. **Motion passes.**
- B. Citizen Comments:** P. Bauries commented that L. Biron stated that there was a surplus of \$175,000.00 on May 4, 2005 and asked if any funds were left. P. Bauries asked if the SAU Board gave anything to C. Cardine when he retired. L. Biron said that the audit is now completed but he does not have the final figures with him. He said that he would have to look that up. R. Thackston explained that the compensation given to C. Cardine should be in the minutes because the Board voted on that. R. Thackston stated that Monadnock gave him \$4600.00.
- J. Carnie questioned the approval of the non-public minutes. R. Marra explained that they would vote on those minutes now. **MOTION:** R. Thackston **MOVED** to accept the May 4, 2005 Non-public Minutes as presented. **SECOND:** J. Kenyon. **VOTE:** 101.02/0/41.88/107.150. **Motion passes.**
- C. Other Board Business:**
- Recommendation from Superintendent Search Committee:** R. Marra invited W. Wright the Chair of the Search Committee to give the recommendation from the committee. W. Wright explained that the committee met 4 times and at the last meeting unanimously voted to recommend Ken Dassau for the new Superintendent to SAU #38. He explained that a letter was forwarded to the Chair of the SAU stating their decision. He said that the advertisement for the position went in the papers. Five candidates showed interest, three were invited to meet the committee and after review and discussion the committee chose K. Dassau. It is suggested that a meet and greet session be scheduled for K. Dassau with the public and teachers being invited. R. Marra thanked W. Wright and the committee for their work. **MOTION:** R. Thackston **MOVED** to accept the recommendation from the Superintendent Search Committee and nominate Ken Dassau as the new Superintendent of SAU #38.

SECOND: C. Dreyfuss. **DISCUSSION:** C. Dreyfuss asked if the public forum is to be before or after the job is offered. W. Wright explained that K. Dassau noted that the invitation to meet and greet would be after being the approved candidate. R. Thackston would like to vote and accept the recommendation and then have a second motion to form a committee to negotiate compensation and finally do the meet and greet anytime after now. R. Marra informed the Board that he had a conversation with K. Dassau and he asked for no change in the compensation from the Interim Supt. and asked for a three-year contract consistent to C. Cardine's contract retroactive to July 1, 2005. W. Temmen asked who would be replacing his position. J. Carnie commented that they should not jump the gun. He has to accept the position. R. Thackston said that he has had this conversation with K. Dassau and he knows whom he will have to fill the slot. **VOTE:** 153.370/0/0/96.68. **Motion passes.** R. Marra wished to thank the committee for their prompt and thorough work and P. Bauries for taking the minutes. W. Wright asked R. Marra where the copies of the minutes should go. R. Marra said that the SAU should receive the minutes. **MOTION:** R. Thackston **MOVED** to nominate K. Dassau to the position of Superintendent with the same compensation as now with a three-year contract retroactive as of July 1, 2005.

SECOND: J. Novick. **DISCUSSION:** B. Tatro asked about any additional increases in the next 2 years. J. Carnie suggested that the motion to get him in the position and then do a separate motion for the salary. R. Thackston and J. Novick withdraw the motion and the second. **MOTION:** R. Thackston **MOVED** to nominate K. Dassau to the position of Superintendent of SAU #38 subject to a satisfactory contract and compensation. Negotiations to be held within the next 30 days. **SECOND:** J. Novick **DISCUSSION:** It was asked about the timeline to cover the Spec. Ed. position. R. Thackston said that if we vote yes we are voting on K. Dassau and he accepts the position and then he will cover the Spec. Ed. position. C. Dreyfuss said that either yes or no we have a compensation issue. If he does not agree, what about the Spec. Ed. position. J. Novick commented that K. Dassau has something in mind. **VOTE:** 153.370/0/0/96.68. **Motion passes.** R. Thackston commented that historically we agreed on a one-year contract. K. Dassau desires a three-year contract and he said that he would support that. He would like to vote on the first year or instruct a committee of the Board Chairs to discuss negotiations with K. Dassau on the 2nd and 3rd years of the contract. W. Temmen said to enter the first year at present compensation and 2nd and 3rd no lower, leave it open for the next three years. Three-year contract at minimum base salary. J. Carnie asked for a point of order. He commented that a personnel issue should be discussed in non-public. R. Marra said that K. Dassau expressed that this issue did not have to be discussed in non-public. R. Marra commented on the clause that would allow K. Dassau to return to the position of Assistant Superintendent of Spec. Services. B. Tatro commented that the package is set except for the salary. T. Aho asked if the contract prohibits the Superintendent from working at another job. R. Thackston commented that the motion is to have a 3-year contract level funded with the option to increase in the 2nd and 3rd year. W. Temmen said that there is a clause in C. Cardine's contract that states he can not work at another job. R. Marra read the clause to the Board. **MOTION:** W. Temmen **MOVED** to offer a three-year contract with the compensation and salary at present rate with the opportunity to increase in the second and third year where appropriate.

SECOND: C. Dreyfuss. **VOTE:** 153.37/0/0/96.68. **Motion passes. MOTION:** B. Tatro **MOVED** to allow R. Marra the SAU Chair to sign the contract within the perimeters of the previous motion on behalf of the Board. **SECOND:** G. White. **VOTE:** 153.37/0/0/96.68. **Motion passes.**

D. Hodgdon informed the Board that he would like to nominate Cheryl Momaney to the Speech Pathologist position on behalf of K. Dassau. This is an SAU position and the salary is \$53,040.00. **MOTION:** B. Tatro **MOVED** to nominate Cheryl Momaney to the SAU position of Speech Pathologist at a salary of \$53,040.00. **SECOND:** R. Thackston **DISCUSSION:** It was asked if she was certified in NH. D. Hodgdon said that she would probably have a year to demonstrate. The state will grant extensions. A background check will be done. T. Aho asked if she is replacing someone that left. D. Hodgdon said yes. T. Aho asked at what step and if the previous person had a Masters degree. D. Hodgdon said that he was not sure. W. Temmen said that the person had a Masters degree. T. Aho asked if the position is primarily for Hinsdale. D. Hodgdon said yes but it is a SAU position. J. Carnie asked if the previous position was an approved position. D. Hodgdon said that he was not sure he could answer the question. T. Aho said that he would abstain because it is a Hinsdale position, charged under Hinsdale and he is from Monadnock. D. Hodgdon explained that this is an SAU position and each district will pay their portion. **VOTE:** ????????. **Motion passes.**

R. Marra reminded the Board that any changes to the proposed updates to get them to K. Dassau by the end of Sept. They would like to take action in November.

V. Cole asked about the schedule for the meet and greet for the new Superintendent. R. Marra said that the meetings would be separate in each district. V. Cole commented that it was not necessary to have separate meetings. R. Marra said that K. Dassau expressed the willingness to attend all three. W. Temmen said that he is welcome in Hinsdale.

Tammy Akeley's new address is 15 Yeaw Rd. Hinsdale, NH 03451-2155.

D. Adjournment: MOTION: C. Johnson **MOVED** to adjourn at 7:50 PM. **SECOND:** J. Morin. **VOTE:** No objections.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary



N.H. SCHOOL ADMINISTRATIVE UNIT NO. 38

600 OLD HOMESTEAD HIGHWAY

SWANZEY, NEW HAMPSHIRE 03446

TELEPHONE: (603) 352-6955 · FAX: (603) 358-6708

www.sau38.org

Kenneth R. Dassau, Ed.D.
Interim Superintendent

Assistant Superintendent
for Student Services

Telephone: 352-6955

Extension: 405

kdassau@mrsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale
Telephone: 352-6955
Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction
Telephone: 352-6955
Extension: 409
dhodgdon@mrsd.org

Laurent J. Biron
Business Manager
Telephone: 352-6955
Extension: 406
lbiron@mrsd.org

Thomas C. Warner
Director of Computer Technology
Telephone: 352-6955
Extension: 410
twarner@mrsd.org

To: SAU #38 Board Members
Fr: Robin Marra
Sb: Special Board Meeting of SAU #38
Dt: July 25, 2005

The SAU 38 Board will meet on
Wednesday, August 3, 2005

Time: 7:00 P.M.

Place: Monadnock Regional High School Library

- A. Approval of the Minutes from the May 2005 meeting.
- B. Citizen Comments
- C. Other Board Business
 - ° Recommendation from Superintendent Search Committee
- D. Adjournment

NON-APPROVED

Will be voted on 11/2/05

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of May 4, 2005

Attendance:

Hinsdale: Wayne Temmen, Tammy-Jean Akeley and Tia Sherman

Monadnock Regional: Richard Thackston, Tim Aho, Alan Gross, Bruce Tatro, Robin Marra, James Carnie, Jonathan Kenyon, Karen Cota, Gene White, Jeff Friedman and John Morin.

Winchester: Colleen Duquette, Chris Thompson, Valerie Cole and William Campbell

SAU Administration: Ken Dassau, Interim Supt., Margaret Sullivan, Asst. Supt., Larry Biron, Business Manager, Tom Warner, Dir. of Technology and David Hodgdon, Dir. of Curriculum.

Interim Supt. K. Dassau called the meeting to order at 7:40 PM. He asked everyone to introduce themselves. He passed out the draft of the procedures manual to the Board. He asked to change the agenda and take nominations for the officers before approving the minutes. There were no objections.

A. Election of officers:

- a. **Chairman (Monadnock):** **MOTION:** T. Aho **MOVED** to nominate R. Thackston as Board Chair. **SECOND:** J. Carnie. **MOTION:** G. White **MOVED** to nominate R. Marra as Board Chair. **SECOND:** B. Tatro. **DISCUSSION:** K. Dassau asked the nominees if they would like to speak. R. Marra chose not to speak. R. Thackston commented that feels he runs a tight meeting and as chair of Monadnock and that he should be the chair. **VOTE:** 12-R. Marra, 5-R. Thackston and 1 abstain. **R. Marra SAU Board Chair.**
- b. **Vice Chairman (Hinsdale):** R. Marra takes over the meeting from K. Dassau and seeks nominations for Vice Chairman. **MOTION:** W. Temmen **MOVED** to nominate J. Novick as Vice Chairman. **SECOND:** Tia Sherman. **VOTE:** Voted in the affirmative without objection.
- c. **Treasurer:** **MOTION:** G. White **MOVED** to nominate V. Cole as Treasurer. **V. Cole declines.** **MOTION:** G. White **MOVED** to nominate C. Duquette as Treasurer. **C. Duquette declines.** L. Biron suggested a person not on the Board. D. Most suggested R. Thackston had done it in the past. **MOTION:** G. White **MOVED** to nominate B. Tatro as Treasurer. **SECOND:** J. Morin. **DISCUSSION:** It was asked if it would be a conflict of interest because his wife works at the school. K. Dassau said he believed it was okay as the SAU was a different organization than the School District. **VOTE:** Voted in the affirmative without objection.
- d. **Vice Treasurer:** **MOTION:** J. Morin **MOVED** to nominate J. Morin as Vice Treasurer. **SECOND:** R. Thackston. **VOTE:** Voted in the affirmative without objection.
- e. **Secretary:** C. Duquette asked if it was necessary to have a secretary if we have a recorder. K. Dassau said that the RSA lists it as a requirement. **MOTION:** C.

Duquette **MOVED** to nominate C. Thompson as secretary. C. Thompson declined. **MOTION:** C. Duquette **MOVED** to nominate V. Cole as secretary. **SECOND:** G. White. **VOTE:** Voted in the affirmative without objection.

B. Approval of the Minutes: **MOTION:** W. Temmen **MOVED** to accept the Dec. 1, 2004 minutes as presented. **SECOND:** C. Duquette. **VOTE:** 14-yes, 4-abstain. **Motion passes.** **MOTION:** C. Duquette **MOVED** to accept the April 6, 2005 minutes as presented. **SECOND:** J. Kenyon. **VOTE:** 16-yes, 2-abstain. **Motion passes.** **MOTION:** C. Duquette **MOVED** to accept the Dec. 20, 2004 minutes as presented. **VOTE:** 11-yes, 8-abstain. **Motion passes.**

C. Administrative Reports:

Interim Superintendent: K. Dassau commented on the draft SAU Procedures Manual that was distributed earlier. This draft is only for review. He said that he would ask for action at the November Meeting. He pointed out that the ~~strikeout~~ indicates areas that have a recommended change. Information that was redundant was eliminated. Personnel in the SAU have reviewed the manual and that is where most of the editing occurred. R. Marra asked that any Board Member with feedback on the manual to contact K. Dassau and the target date for that would be the end of Sept.

K. Dassau informed the Board that he had three resignations to bring before the Board. He asked the Board's pleasure on accepting all together or separate. **MOTION:** W. Temmen **MOVED** to accept the following resignations: Dr. D. Lafleur, Sheila Breton and Larry Biron. **SECOND:** A. Gross. **DISCUSSION:** T. Aho asked if any of the resignations were unwilling. K. Dassau explained that while discussing personnel in public the Board should use caution but the answer is no. R. Marra would like to thank L. Biron for all he has done for Monadnock and the SAU. It will be hard to replace L. Biron. **VOTE:** 18-yes. **Motion passes.** K. Dassau said that he would request approval for the hiring of an Interim Special Ed. Coordinator effective July 1. K. Dassau informed the Board that there would be two non-public sessions tonight.

Business Manager: L. Biron passed out the SAU Audit to the Board Members. He explained that there is a \$175,396.00 surplus. He also commented on the remarks made of the SAU regarding the material weakness on the non-reconciliation. He explained that they could not reconcile because of entries made at Advanced Data Systems in Maine that were finally taken care of. The SAU had no control or access to the transactions. This information was provided to the Dept. of Ed. Internal Auditor and they fully understand. L. Biron said it was not a big issue but the write up was harsh even though they were aware of the mistake. L. Biron reported on the project of converting to new Windows payroll version will be completed by July 1, 2005. R. Thackston asked if this program was the same as Monadnock. L. Biron said it was the same for all Districts. R. Thackston asked if it was charged proportionately to the Districts. L. Biron said that is an SAU item. C. Thompson asked about the surplus in an SAU Budget and how will they budget next year with the surplus. L. Biron said that the SAU operates differently. If there is extra money we can keep it. In the past we have had a negative number and we have cleared up the deficit. The SAU staff is managing

the money pretty tightly. C. Thompson asked if the Districts would be reimbursed proportionally. L. Biron said that it could be done. L. Biron explained that the actual default is the previous years' budget and he does not recommend depleting the \$175,000.00 surplus. W. Temmen asked if the surplus could be used for unexpected expenditures such as the searches. L. Biron agreed it could.

Asst. Superintendent for Hinsdale and Winchester: M. Sullivan explained that K. Dassau had asked her to talk about the two successful projects in her Districts. One project is from Hinsdale and the other from Winchester. She passed out fliers to the Board that was used for the projects. She used a model to explain the Hinsdale project and had a picture of the completed project in Winchester. R. Thackston asked who produced the fliers. M. Sullivan explained that the Board and Architect produced the fliers. K. Cota asked the price of the drawings. M. Sullivan explained that the Board's had a Building Committee and an architect that they worked with. W. Temmen commented that Hinsdale had \$50,000.00 for marketing. L. Biron commented that it helps to have design money. A. Gross asked if the Boards did the consult and media themselves or did they have help. C. Duquette said that Winchester did a lot of work, the fliers, meetings, tours, video and public forums. W. Temmen also explained what the Hinsdale Board had done. K. Cota asked about how many bodies it took to help with this project. W. Temmen at the most 40-45 people helped with the project. K. Cota asked if there was a core group that was always opposing. W. Temmen said that you have to work around them.

Director Curriculum and Instruction: D. Hodgdon informed the Board that one of the major aspects of his job is the *No Child Left Behind* legislation that is fairly complex. He commented on the Adequate Yearly Progress and explained that all the schools in the District have reached this. The goal is to have each child at 100% proficiency by the year 2014. Another aspect of the legislature is the highly qualified teachers. It is frustrating because a lot of teachers who are very successful are not considered highly qualified. If the teachers are not considered highly qualified by June 30, 2006 then the District cannot employ them. This whole process very rarely affects the elementary schools. The last aspect of the legislature is the Data-Driven Decision Making. D. Hodgdon explained the District Report Cards.

Director of Technology: T. Warner gave an overview of his report in the Board packet. He discussed the savings from e-rate. He commented that the rate is based on the free and reduced lunch at each school. He said that it is difficult to budget this information because they are not sure of the funding each year. He manages a number of grants.

C. Thompson asked for a 5-minute recess.

D. Citizens Comments: R. Bauries said that M. Sullivan's presentation was very good and appreciated the comments from W. Temmen. He asked that when the Board put the building projects on the ballot if there were any big-ticket items when you won and lost. W. Temmen responded by saying that when they lost they had the teachers contracts and

when they won they had no big-ticket items. R. Bauries asked about the comment on the Auditor's Report page 26, which states low risk. L. Biron said that he would have to get the answer to that question.

J. Carnie asked if there was an audit for MRPSOC and L. Biron stated that it is in the Monadnock Audit. MRPSOC is not on this report.

E. Other Board Business:

Discussion: Superintendent Search: K. Dassau asked the Board to look at the current manual to see who the search committee will consist of. Monadnock has appointed three members. C. Duquette and W. Temmen said that their Boards have not chosen anyone as of yet. C. Duquette spoke to the NHSBA about the search. The amount of the search is about \$12,000.00. They informed her that in the fall there would be a better pool of applicants. R. Thackston asked if they would want to go through the process or hire within. W. Temmen would suggest opening up the search. K. Cota said that she would strongly recommend that the Board make K. Dassau the superintendent. This would save money and time with all the changes happening in Monadnock. R. Marra and C. Duquette commented that they would like the search opened up to all. R. Thackston is concerned with the fact that there is a sense of incompleteness and lack of organization. He said that he is sympathetic that there may be more available candidates in a year but maybe not. He is concerned for the SAU. It will be well served with Ken Dassau and this will resolve the issue quickly. K. Dassau suggested the Board go into non-public session. W. Temmen does not see the rush to fill the position and feels that the Board should go through the process. **MOTION:** R. Thackston **MOVED** to enter into non-public session to discuss hiring of a public employee. **SECOND:** T. Aho. **DISCUSSION:** The board asked the administration to leave. **Roll call:** C. Thompson, V. Cole, C. Duquette, G. White, B. Campbell, J. Morin, K. Cota, R. Thackston, T. Aho, W. Temmen, T. Sherman, T. Akeley, A. Gross, B. Tatro, R. Marra, J. Carnie and J. Kenyon.

MOTION: V. Cole **MOVED** to return to public session. **SECOND:** R. Thackston. **VOTE:** No objections. **Motion passes.**

Business Manager Search: K. Dassau put the search on the agenda in case the Board wanted to piggyback the business manager search with the superintendent search as well. W. Temmen asked if the SAU Board would do the hiring. L. Biron said that when he was hired that it was an internal committee. The NHSBA was not involved. K. Dassau chaired the search committee.

Evaluation of the Superintendent: K. Dassau asked the will of the Board on this topic. He said that in the past the Board had evaluated the Superintendent. R. Thackston suggested the Board pass on this issue.

Request from citizen re: fiscal agent: K. Dassau reported to the Board that Mr. Majoy had requested through Superintendent Cardine that the SAU 38 Board be the fiscal agent for a charter school planning grant. L. Biron informed the Board that he

had a discussion with Susan Holland from the NH Dept. of Ed. L. Biron said it is a planning grant in the amount of \$10,000.00. W. Temmen asked if the Board is required to do this. L. Biron said that the Dept. of Ed. informed him that they need someplace to send the grant dollars. **MOTION:** W. Temmen **MOVED** to deny the request to serve as the fiscal agent for the grant. **SECOND:** T. Aho **DISCUSSION:** C. Duquette informed the Board that Mr. Majoy had approached the Winchester Board and they refused as well as KSC. R. Marra asked if by accepting this role one might be taking a position on charter schools. W. Temmen would agree when the charter schools follow the same process as public schools. **VOTE:** 15-yes. **Motion passes.**

Evaluation of the SAU - C. Duquette: This will be placed on the next agenda.

- F. Setting the Dates for 2005-2006 SAU #38 Meetings:** **MOTION:** C. Duquette. **MOVED** to have the meeting on the first Wednesday in November in Winchester, the first Wednesday in December in Hinsdale and the first Wednesday in May in Fitzwilliam. **SECOND:** W. Temmen. **VOTE:** No objections. **Motion passes.**
- G. Non-Public meeting: Personnel RSA 91 A 3 II (a) and (b). Roll call:** C. Thompson, V. Cole, C. Duquette, B. Campbell, J. Morin, R. Thackston, T. Aho, W. Temmen, Tia Sherman, T. Akeley, B. Tatro, J. Carnie and J. Kenyon.
- H. Adjournment:** **MOTION:** C. Duquette **MOVED** to adjourn at 12:15 AM. **SECOND:** R. Thackston. **VOTE:** No objections.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

Non-approved minutes

SAU 38

Board Meeting Minutes

Non-Public Session

May 4, 2005

Emerson Elementary School, Fitzwilliam, NH

Attendance:

Hinsdale: Wayne Temmen, Tammy-Jean Akeley and Tia Sherman

Monadnock Regional: Richard Thackston, Tim Aho, Alan Gross, Bruce Tatro, Robin Marra, James Carnie, Jonathan Kenyon, Karen Cota, Gene White, Jeff Friedman and John Morin.

Winchester: Colleen Duquette, Chris Thompson, Valerie Cole and William Campbell

SAU Administration: Ken Dassau, Interim Supt., Margaret Sullivan, Asst. Supt., Larry Biron, Business Manager, Tom Warner, Dir. of Technology and David Hodgdon, Dir. of Curriculum.

Non-public in accordance with RSA 91 A 3 II (a) and (b).

Nomination of SAU Special Services Personnel: **MOTION:** C. Duquette **MOVED** to nominate the SAU Special Services Personnel as presented by Interim Supt. K. Dassau. **SECOND:** V. Cole. **DISCUSSION:** The Board had questions concerning the list of nominations. **VOTE:** 14-yes. **Motion passes.**

Setting the SAU Central Office Salaries: The Board received information from K. Dassau on the proposed raises for the SAU Staff. Some Members of the Board were concerned that the increases were substantial. K. Dassau informed the Board that the SAU Board had voted on these increases at the December SAU Meeting. **MOTION:** B. Tatro **MOVED** to grant the pay raises in the amount of a 3 ½ % increase on the first page which is the same as the second page. **SECOND:** V. Cole. **DISCUSSION:** Some Board Members were concerned because the SAU Board had voted on the budget in December and now are changing the increases. Other Board Members are concerned with the large increases. **VOTE:** 8-yes, 5-no and 1 abstain. **Motion passes.** **MOTION:** C. Duquette **MOVED** to reconsider the previous motion. **SECOND:** W. Temmen. **VOTE:** 10-yes and 4-no. **Motion passes.** **MOTION:** C. Thompson **MOVED** to accept the recommendation of the Interim Superintendent with fluidity. **SECOND:** R. Thackston. **DISCUSSION:** Some Board Members feel that with negotiations this year it will be difficult to give one group a large increase and the others not so large. This increase was approved by the SAU Board. **VOTE:** 8-yes and 5-no. **Motion passes.**

SAU Administrative Salary Increases: K. Dassau presented salary increases to the Board for the administrators as follows: K. Dassau would like an Interim Supt. contract with an additional pay increase, D. Hodgdon an additional pay increase for the added tasks asked for by the Interim Supt. while he is in the temporary position and L. Biron additional pay increase to get him on track with another administrator in the office. **MOTION:** R. Thackston **MOVED** to accept the salary increases for K. Dassau, D. Hodgdon and L. Biron as presented by K. Dassau. **SECOND:** J. Kenyon. **DISCUSSION:** C. Duquette commented that in non-public session the Board addresses a lot of important issues and because of the late hour non-public should be handled first. She also suggested again that the administrators present their reports in writing for the

Board packets and then if the Board has any questions they will be addressed at this meeting. J. Carnie commented that he had a problem voting on all three-salary increases as a whole. **VOTE:** 11-yes, 2-abstain. **Motion passes.**

MOTION: C. Duquette **MOVED** to go back into public session. **SECOND:** R. Thackston. **VOTE:** No objections.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

Non-approved minutes
SAU 38

Board Meeting Minutes
Non-Public Session

May 4, 2005

Emerson Elementary School, Fitzwilliam, NH

Attendance:

Hinsdale: Wayne Temmen, Tammy-Jean Akeley and Tia Sherman

Monadnock Regional: Richard Thackston, Tim Aho, Alan Gross, Bruce Tatro, Robin Marra, James Carnie, Jonathan Kenyon, Karen Cota, Gene White, Jeff Friedman and John Morin.

Winchester: Colleen Duquette, Chris Thompson, Valerie Cole and William Campbell

SAU Administration: Ken Dassau, Interim Supt., Margaret Sullivan, Asst. Supt., Larry Biron, Business Manager, Tom Warner, Dir. of Technology and David Hodgdon, Dir. of Curriculum.

Non-public session in accordance with RSA 91-A:3II (b) hiring of personnel.

MOTION: R. Thackston **MOVED** to recommend that the Search Committee be formatted to discuss negotiations with K. Dassau. **SECOND:** T. Aho. **DISCUSSION:** Members of the Board were concerned with the sense of uneasiness and stability at Monadnock with all the administrative changes. Other Board Members supported the process of going through the full search. Members asked if anyone else in the SAU would be interested in the job. A member asked about the committee and asked who will pick the 2 community members and teacher for the search. History has it that they are picked at the Board level. **MOTION:** T. Akeley **MOVED** to form a Search Committee for the purpose of doing a full search as set out in the policy. **SECOND:** B. Campbell. **DISCUSSION:** R. Thackston and T. Aho are fine with the friendly amendment. **VOTE:** 14-yes, 2-no. **Motion passes.**

MOTION: V. Cole **MOVED** to go back into public session. **SECOND:** R. Thackston. **VOTE:** No objections.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary



N.H. SCHOOL ADMINISTRATIVE UNIT NO. 38

600 OLD HOMESTEAD HIGHWAY

SWANZEY, NEW HAMPSHIRE 03446

TELEPHONE: (603) 352-6955 · FAX: (603) 358-6708

www.sau38.org

Kenneth R. Dassau, Ed.D.
Interim Superintendent

Assistant Superintendent
for Student Services

Telephone: 352-6955

Extension: 405

kdassau@mrsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale

Telephone: 352-6955

Extension: 407

masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction

Telephone: 352-6955

Extension: 409

dhodgdon@mrsd.org

Laurent J. Biron

Business Manager

Telephone: 352-6955

Extension: 406

lbiron@mrsd.org

Thomas C. Warner
Director of Computer Technology

Telephone: 352-6955

Extension: 410

twarner@mrsd.org

To: SAU #38 Board Members
Fr: Robin Marra
Sb: Special Board Meeting of SAU #38
Dt: July 25, 2005

The SAU 38 Board will meet on

Wednesday, August 3, 2005

Time: 7:00 P.M.

Place: Monadnock Regional High School Library

- A. Approval of the Minutes from the May 2005 meeting.
- B. Citizen Comments
- C. Other Board Business
 - ° Recommendation from Superintendent Search Committee
- D. Adjournment

NON-APPROVED
Will be voted on 11/2/05

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of May 4, 2005

Attendance:

Hinsdale: Wayne Temmen, Tammy-Jean Akeley and Tia Sherman

Monadnock Regional: Richard Thackston, Tim Aho, Alan Gross, Bruce Tatro, Robin Marra, James Carnie, Jonathan Kenyon, Karen Cota, Gene White, Jeff Friedman and John Morin.

Winchester: Colleen Duquette, Chris Thompson, Valerie Cole and William Campbell

SAU Administration: Ken Dassau, Interim Supt., Margaret Sullivan, Asst. Supt., Larry Biron, Business Manager, Tom Warner, Dir. of Technology and David Hodgdon, Dir. of Curriculum.

Interim Supt. K. Dassau called the meeting to order at 7:40 PM. He asked everyone to introduce themselves. He passed out the draft of the procedures manual to the Board. He asked to change the agenda and take nominations for the officers before approving the minutes. There were no objections.

A. Election of officers:

- a. **Chairman (Monadnock):** **MOTION:** T. Aho **MOVED** to nominate R. Thackston as Board Chair. **SECOND:** J. Carnie. **MOTION:** G. White **MOVED** to nominate R. Marra as Board Chair. **SECOND:** B. Tatro. **DISCUSSION:** K. Dassau asked the nominees if they would like to speak. R. Marra chose not to speak. R. Thackston commented that feels he runs a tight meeting and as chair of Monadnock and that he should be the chair. **VOTE:** 12-R. Marra, 5-R. Thackston and 1 abstain. **R. Marra SAU Board Chair.**
- b. **Vice Chairman (Hinsdale):** R. Marra takes over the meeting from K. Dassau and seeks nominations for Vice Chairman. **MOTION:** W. Temmen **MOVED** to nominate J. Novick as Vice Chairman. **SECOND:** Tia Sherman. **VOTE:** Voted in the affirmative without objection.
- c. **Treasurer:** **MOTION:** G. White **MOVED** to nominate V. Cole as Treasurer. **V. Cole declines.** **MOTION:** G. White **MOVED** to nominate C. Duquette as Treasurer. **C. Duquette declines.** L. Biron suggested a person not on the Board. D. Most suggested R. Thackston had done it in the past. **MOTION:** G. White **MOVED** to nominate B. Tatro as Treasurer. **SECOND:** J. Morin. **DISCUSSION:** It was asked if it would be a conflict of interest because his wife works at the school. K. Dassau said he believed it was okay as the SAU was a different organization than the School District. **VOTE:** Voted in the affirmative without objection.
- d. **Vice Treasurer:** **MOTION:** J. Morin **MOVED** to nominate J. Morin as Vice Treasurer. **SECOND:** R. Thackston. **VOTE:** Voted in the affirmative without objection.
- e. **Secretary:** C. Duquette asked if it was necessary to have a secretary if we have a recorder. K. Dassau said that the RSA lists it as a requirement. **MOTION:** C.

Duquette **MOVED** to nominate C. Thompson as secretary. C. Thompson declined. **MOTION:** C. Duquette **MOVED** to nominate V. Cole as secretary. **SECOND:** G. White. **VOTE:** Voted in the affirmative without objection.

B. Approval of the Minutes: **MOTION:** W. Temmen **MOVED** to accept the Dec. 1, 2004 minutes as presented. **SECOND:** C. Duquette. **VOTE:** 14-yes, 4-abstain. **Motion passes.** **MOTION:** C. Duquette **MOVED** to accept the April 6, 2005 minutes as presented. **SECOND:** J. Kenyon. **VOTE:** 16-yes, 2-abstain. **Motion passes.** **MOTION:** C. Duquette **MOVED** to accept the Dec. 20, 2004 minutes as presented. **VOTE:** 11-yes, 8-abstain. **Motion passes.**

C. Administrative Reports:

Interim Superintendent: K. Dassau commented on the draft SAU Procedures Manual that was distributed earlier. This draft is only for review. He said that he would ask for action at the November Meeting. He pointed out that the strikeout indicates areas that have a recommended change. Information that was redundant was eliminated. Personnel in the SAU have reviewed the manual and that is where most of the editing occurred. R. Marra asked that any Board Member with feedback on the manual to contact K. Dassau and the target date for that would be the end of Sept.

K. Dassau informed the Board that he had three resignations to bring before the Board. He asked the Board's pleasure on accepting all together or separate. **MOTION:** W. Temmen **MOVED** to accept the following resignations: Dr. D. Lafleur, Sheila Breton and Larry Biron. **SECOND:** A. Gross. **DISCUSSION:** T. Aho asked if any of the resignations were unwilling. K. Dassau explained that while discussing personnel in public the Board should use caution but the answer is no. R. Marra would like to thank L. Biron for all he has done for Monadnock and the SAU. It will be hard to replace L. Biron. **VOTE:** 18-yes. **Motion passes.** K. Dassau said that he would request approval for the hiring of an Interim Special Ed. Coordinator effective July 1. K. Dassau informed the Board that there would be two non-public sessions tonight.

Business Manager: L. Biron passed out the SAU Audit to the Board Members. He explained that there is a \$175,396.00 surplus. He also commented on the remarks made of the SAU regarding the material weakness on the non-reconciliation. He explained that they could not reconcile because of entries made at Advanced Data Systems in Maine that were finally taken care of. The SAU had no control or access to the transactions. This information was provided to the Dept. of Ed. Internal Auditor and they fully understand. L. Biron said it was not a big issue but the write up was harsh even though they were aware of the mistake. L. Biron reported on the project of converting to new Windows payroll version will be completed by July 1, 2005. R. Thackston asked if this program was the same as Monadnock. L. Biron said it was the same for all Districts. R. Thackston asked if it was charged proportionately to the Districts. L. Biron said that is an SAU item. C. Thompson asked about the surplus in an SAU Budget and how will they budget next year with the surplus. L. Biron said that the SAU operates differently. If there is extra money we can keep it. In the past we have had a negative number and we have cleared up the deficit. The SAU staff is managing

the money pretty tightly. C. Thompson asked if the Districts would be reimbursed proportionally. L. Biron said that it could be done. L. Biron explained that the actual default is the previous years' budget and he does not recommend depleting the \$175,000.00 surplus. W. Temmen asked if the surplus could be used for unexpected expenditures such as the searches. L. Biron agreed it could.

Asst. Superintendent for Hinsdale and Winchester: M. Sullivan explained that K. Dassau had asked her to talk about the two successful projects in her Districts. One project is from Hinsdale and the other from Winchester. She passed out fliers to the Board that was used for the projects. She used a model to explain the Hinsdale project and had a picture of the completed project in Winchester. R. Thackston asked who produced the fliers. M. Sullivan explained that the Board and Architect produced the fliers. K. Cota asked the price of the drawings. M. Sullivan explained that the Board's had a Building Committee and an architect that they worked with. W. Temmen commented that Hinsdale had \$50,000.00 for marketing. L. Biron commented that it helps to have design money. A. Gross asked if the Boards did the consult and media themselves or did they have help. C. Duquette said that Winchester did a lot of work, the fliers, meetings, tours, video and public forums. W. Temmen also explained what the Hinsdale Board had done. K. Cota asked about how many bodies it took to help with this project. W. Temmen at the most 40-45 people helped with the project. K. Cota asked if there was a core group that was always opposing. W. Temmen said that you have to work around them.

Director Curriculum and Instruction: D. Hodgdon informed the Board that one of the major aspects of his job is the *No Child Left Behind* legislation that is fairly complex. He commented on the Adequate Yearly Progress and explained that all the schools in the District have reached this. The goal is to have each child at 100% proficiency by the year 2014. Another aspect of the legislature is the highly qualified teachers. It is frustrating because a lot of teachers who are very successful are not considered highly qualified. If the teachers are not considered highly qualified by June 30, 2006 then the District cannot employ them. This whole process very rarely affects the elementary schools. The last aspect of the legislature is the Data-Driven Decision Making. D. Hodgdon explained the District Report Cards.

Director of Technology: T. Warner gave an overview of his report in the Board packet. He discussed the savings from e-rate. He commented that the rate is based on the free and reduced lunch at each school. He said that it is difficult to budget this information because they are not sure of the funding each year. He manages a number of grants.

C. Thompson asked for a 5-minute recess.

D. Citizens Comments: R. Bauries said that M. Sullivan's presentation was very good and appreciated the comments from W. Temmen. He asked that when the Board put the building projects on the ballot if there were any big-ticket items when you won and lost. W. Temmen responded by saying that when they lost they had the teachers contracts and

when they won they had no big-ticket items. R. Bauries asked about the comment on the Auditor's Report page 26, which states low risk. L. Biron said that he would have to get the answer to that question.

J. Carnie asked if there was an audit for MRPSOC and L. Biron stated that it is in the Monadnock Audit. MRPSOC is not on this report.

E. Other Board Business:

Discussion: Superintendent Search: K. Dassau asked the Board to look at the current manual to see who the search committee will consist of. Monadnock has appointed three members. C. Duquette and W. Temmen said that their Boards have not chosen anyone as of yet. C. Duquette spoke to the NHSBA about the search. The amount of the search is about \$12,000.00. They informed her that in the fall there would be a better pool of applicants. R. Thackston asked if they would want to go through the process or hire within. W. Temmen would suggest opening up the search. K. Cota said that she would strongly recommend that the Board make K. Dassau the superintendent. This would save money and time with all the changes happening in Monadnock. R. Marra and C. Duquette commented that they would like the search opened up to all. R. Thackston is concerned with the fact that there is a sense of incompleteness and lack of organization. He said that he is sympathetic that there may be more available candidates in a year but maybe not. He is concerned for the SAU. It will be well served with Ken Dassau and this will resolve the issue quickly. K. Dassau suggested the Board go into non-public session. W. Temmen does not see the rush to fill the position and feels that the Board should go through the process.

MOTION: R. Thackston **MOVED** to enter into non-public session to discuss hiring of a public employee. **SECOND:** T. Aho. **DISCUSSION:** The board asked the administration to leave. **Roll call:** C. Thompson, V. Cole, C. Duquette, G. White, B. Campbell, J. Morin, K. Cota, R. Thackston, T. Aho, W. Temmen, T. Sherman, T. Akeley, A. Gross, B. Tatro, R. Marra, J. Carnie and J. Kenyon.

MOTION: V. Cole **MOVED** to return to public session. **SECOND:** R. Thackston. **VOTE:** No objections. **Motion passes.**

Business Manager Search: K. Dassau put the search on the agenda in case the Board wanted to piggyback the business manager search with the superintendent search as well. W. Temmen asked if the SAU Board would do the hiring. L. Biron said that when he was hired that it was an internal committee. The NHSBA was not involved. K. Dassau chaired the search committee.

Evaluation of the Superintendent: K. Dassau asked the will of the Board on this topic. He said that in the past the Board had evaluated the Superintendent. R. Thackston suggested the Board pass on this issue.

Request from citizen re: fiscal agent: K. Dassau reported to the Board that Mr. Majoy had requested through Superintendent Cardine that the SAU 38 Board be the fiscal agent for a charter school planning grant. L. Biron informed the Board that he

had a discussion with Susan Holland from the NH Dept. of Ed. L. Biron said it is a planning grant in the amount of \$10,000.00. W. Temmen asked if the Board is required to do this. L. Biron said that the Dept. of Ed. informed him that they need someplace to send the grant dollars. **MOTION:** W. Temmen **MOVED** to deny the request to serve as the fiscal agent for the grant. **SECOND:** T. Aho **DISCUSSION:** C. Duquette informed the Board that Mr. Majoy had approached the Winchester Board and they refused as well as KSC. R. Marra asked if by accepting this role one might be taking a position on charter schools. W. Temmen would agree when the charter schools follow the same process as public schools. **VOTE:** 15-yes. **Motion passes.**

Evaluation of the SAU - C. Duquette: This will be placed on the next agenda.

- F. Setting the Dates for 2005-2006 SAU #38 Meetings:** **MOTION:** C. Duquette. **MOVED** to have the meeting on the first Wednesday in November in Winchester, the first Wednesday in December in Hinsdale and the first Wednesday in May in Fitzwilliam. **SECOND:** W. Temmen. **VOTE:** No objections. **Motion passes.**
- G. Non-Public meeting: Personnel RSA 91 A 3 II (a) and (b). Roll call:** C. Thompson, V. Cole, C. Duquette, B. Campbell, J. Morin, R. Thackston, T. Aho, W. Temmen, Tia Sherman, T. Akeley, B. Tatro, J. Carnie and J. Kenyon.
- H. Adjournment:** **MOTION:** C. Duquette **MOVED** to adjourn at 12:15 AM. **SECOND:** R. Thackston. **VOTE:** No objections.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

Non-approved minutes

SAU 38

Board Meeting Minutes

Non-Public Session

May 4, 2005

Emerson Elementary School, Fitzwilliam, NH

Attendance:

Hinsdale: Wayne Temmen, Tammy-Jean Akeley and Tia Sherman

Monadnock Regional: Richard Thackston, Tim Aho, Alan Gross, Bruce Tatro, Robin Marra, James Carnie, Jonathan Kenyon, Karen Cota, Gene White, Jeff Friedman and John Morin.

Winchester: Colleen Duquette, Chris Thompson, Valerie Cole and William Campbell

SAU Administration: Ken Dassau, Interim Supt., Margaret Sullivan, Asst. Supt., Larry Biron, Business Manager, Tom Warner, Dir. of Technology and David Hodgdon, Dir. of Curriculum.

Non-public in accordance with RSA 91 A 3 II (a) and (b).

Nomination of SAU Special Services Personnel: **MOTION:** C. Duquette **MOVED** to nominate the SAU Special Services Personnel as presented by Interim Supt. K. Dassau. **SECOND:** V. Cole. **DISCUSSION:** The Board had questions concerning the list of nominations. **VOTE:** 14-yes. **Motion passes.**

Setting the SAU Central Office Salaries: The Board received information from K. Dassau on the proposed raises for the SAU Staff. Some Members of the Board were concerned that the increases were substantial. K. Dassau informed the Board that the SAU Board had voted on these increases at the December SAU Meeting. **MOTION:** B. Tatro **MOVED** to grant the pay raises in the amount of a 3 ½ % increase on the first page which is the same as the second page. **SECOND:** V. Cole. **DISCUSSION:** Some Board Members were concerned because the SAU Board had voted on the budget in December and now are changing the increases. Other Board Members are concerned with the large increases. **VOTE:** 8-yes, 5-no and 1 abstain. **Motion passes.** **MOTION:** C. Duquette **MOVED** to reconsider the previous motion. **SECOND:** W. Temmen. **VOTE:** 10-yes and 4-no. **Motion passes.** **MOTION:** C. Thompson **MOVED** to accept the recommendation of the Interim Superintendent with fluidity. **SECOND:** R. Thackston. **DISCUSSION:** Some Board Members feel that with negotiations this year it will be difficult to give one group a large increase and the others not so large. This increase was approved by the SAU Board. **VOTE:** 8-yes and 5-no. **Motion passes.**

SAU Administrative Salary Increases: K. Dassau presented salary increases to the Board for the administrators as follows: K. Dassau would like an Interim Supt. contract with an additional pay increase, D. Hodgdon an additional pay increase for the added tasks asked for by the Interim Supt. while he is in the temporary position and L. Biron additional pay increase to get him on track with another administrator in the office. **MOTION:** R. Thackston **MOVED** to accept the salary increases for K. Dassau, D. Hodgdon and L. Biron as presented by K. Dassau. **SECOND:** J. Kenyon. **DISCUSSION:** C. Duquette commented that in non-public session the Board addresses a lot of important issues and because of the late hour non-public should be handled first. She also suggested again that the administrators present their reports in writing for the

Board packets and then if the Board has any questions they will be addressed at this meeting. J. Carnie commented that he had a problem voting on all three-salary increases as a whole. **VOTE:** 11-yes, 2-abstain. **Motion passes.**

MOTION: C. Duquette **MOVED** to go back into public session. **SECOND:** R. Thackston. **VOTE:** No objections.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

Non-approved minutes
SAU 38

Board Meeting Minutes
Non-Public Session

May 4, 2005

Emerson Elementary School, Fitzwilliam, NH

Attendance:

Hinsdale: Wayne Temmen, Tammy-Jean Akeley and Tia Sherman

Monadnock Regional: Richard Thackston, Tim Aho, Alan Gross, Bruce Tatro, Robin Marra, James Carnie, Jonathan Kenyon, Karen Cota, Gene White, Jeff Friedman and John Morin.

Winchester: Colleen Duquette, Chris Thompson, Valerie Cole and William Campbell

SAU Administration: Ken Dassau, Interim Supt., Margaret Sullivan, Asst. Supt., Larry Biron, Business Manager, Tom Warner, Dir. of Technology and David Hodgdon, Dir. of Curriculum.

Non-public session in accordance with RSA 91-A:3II (b) hiring of personnel.

MOTION: R. Thackston **MOVED** to recommend that the Search Committee be formatted to discuss negotiations with K. Dassau. **SECOND:** T. Aho. **DISCUSSION:** Members of the Board were concerned with the sense of uneasiness and stability at Monadnock with all the administrative changes. Other Board Members supported the process of going through the full search. Members asked if anyone else in the SAU would be interested in the job. A member asked about the committee and asked who will pick the 2 community members and teacher for the search. History has it that they are picked at the Board level. **MOTION:** T. Akeley **MOVED** to form a Search Committee for the purpose of doing a full search as set out in the policy. **SECOND:** B. Campbell. **DISCUSSION:** R. Thackston and T. Aho are fine with the friendly amendment. **VOTE:** 14-yes, 2-no. **Motion passes.**

MOTION: V. Cole **MOVED** to go back into public session. **SECOND:** R. Thackston. **VOTE:** No objections.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

Terry Stepenuck

From: "Robin Marra" <MARRARF@FPC.edu>
To: "Terry Stepenuck" <tstepenuck@mrsd.org>
Sent: Saturday, July 23, 2005 10:35 AM
Attach: SAU Agenda (08-03-05).doc
Subject: RE: August 3 meeting

Terry,

The posting looks fine. I've attached a copy of the agenda. Could you also make sure that the May 2005 SAU minutes are sent to every board member? Thanks. Finally, could you invite Win Wright to the meeting. As Chair of the Search Committee he could make the formal recommendation to the Board.

Take care,

robin

-----Original Message-----

From: Terry Stepenuck [mailto:tstepenuck@mrsd.org]
Sent: Tue 7/19/2005 12:19 PM
To: Robin Marra
Cc: Terry Stepenuck
Subject: August 3 meeting

Hi Robin,

Hope you had a nice, restful vacation. You were right - your telephone line is busy

I have checked the schedule at MRHS to see if Aug. 3rd would be available at 7 p.m. and it is, so, I scheduled the SAU #38 Board to meet in the Library at 7 p.m. that day. I will POST this meeting in all the usual places as such:

Monadnock Regional School District

Public Session Notice

The SAU #38 Board members will meet on

Wednesday, August 3, 2005 at 7:00 p.m. in the Library at

Monadnock Regional High School

To take action on the recommendation

of the

Superintendent Search Committee

7/25/2005

7/19/05

MRSD

Please edit as needed and return to me for POSTING and let me know whatever else I need to do for this meeting.

Thank you,

Terry

#####

Terry Stepenuck

600 Old Homestead Highway

Swanzey NH 03446

603 352-6955 ext. 401

tstepenuck@mrsd.org

7/25/2005

The Keene Sentinel
To be placed wherever convenient sometime late next week.

Run **Public Notice for one day.**

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer
To be placed wherever convenient sometime late next week

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

School Administrative Unit #38

Public Session Notice

The School Administrative Unit #38 Board will meet on
Wednesday, May 4, 2005 at 7:30 p.m. at Dr. George
Emerson Elementary School in Fitzwilliam NH for the
regularly scheduled Annual Meeting.

Minutes
SAU 38 Sub Committee-Superintendent Search
July 8, 2005

Attendance;
Monadnock Regional; Richard Thackston, James Carnie, Joseph Smith, Winston Wright,
Patricia Bauries, Cheryl Kahn, S. Rashid, Bruce Tatro

Winchester; Valerie Cole
SAU; Margaret Sullivan
Absent; Joseph Novick

Chairman Winston Wright opened the Superintendent Search Sub Committee held in the boardroom of Monadnock Regional Jr/Sr High School at 8.05 a.m. The minutes of June 22, 2005 were read and approved.

The committee was to interview the three finalists from the resumes' received, which included Leonard Brown, Westminster, Vt., Anthony T. Polito, Lynnfield, Ma. and Kenneth R. Dassau, Marlow, N.H. The entire committee would do a round table of questions for the interviews. It was decided which committee member would ask what question, and the order of the questions. Each candidate would be allowed to give an opening comment and after the questions were answered, the candidate was allowed to ask questions of the committee, and then a closing comment if desired.

The interview started at 9:00 a.m. with Kenneth Dassau, followed by Leonard Brown at 10:00 a.m., and Anthony Polito at 11:00 a.m. (D. Thackston arrived 10:45 a.m.) . At 12:00 an analysis of the interviews took place, while we enjoyed sandwiches & juice provided to us. Each committee member had an opportunity to give the pros and concerns of each candidate before a vote was taken.

Bruce Tatro moved to send the name of Kenneth Dassau as the recommended candidate for the position of Superintendent of SAU 38 to the Chairman & SAU 38 Board. Second Joe Smith. The committee passed it unanimously.

C. Kahn asked if the candidate would be available to be interviewed by the teachers of SAU 38 before the final acceptance by the SAU Board. It was noted that in the past there has been an open invitation to both the teachers and the public to "Meet and Greet" the approved candidate. The Chairman of the Sub Committee will recommend that to the SAU 38 Board.

Chairman W. Wright asked M. Sullivan to direct the Human Resource staff to generate letters of thank you for Leonard Brown and Anthony Polito for their interest in the position. Chairman Wright will sign the letters, and will contact the Chairman of the SAU 38 Board to request a Special Meeting to deliver the name of the recommended applicant for the position of Superintendent of SAU 38.

If the SAU 38 Board accepts the recommendation, the work of this Sub-Committee is complete.

Adjourn 1:20 p.m.

Submitted,


Patricia Bauries

Approved minutes
SAU 38 Sub Committee-Superintendent Search
June 22, 2005

Attendance;
Monadnock Regional; Richard Thackston, James Carnie, Joseph Smith, Winston Wright,
Patricia Bauries, Cheryl Kahn

Winchester; Valerie Cole

SAU; Margaret Sullivan

Absent; Bruce Tatro, Joseph Novick, S. Rashid

Chairman Winston Wright opened the Superintendent Search Sub Committee held in the boardroom of
Monadnock Regional Jr/Sr High School at 6:35.

Margaret Sullivan passed out copies of all the resumes' received for the position of Superintendent of the
SAU 38 School District; the committee took time to read the information and then discussed the
candidate's qualifications. It was then voted to interview three of the applicants; Leonard Brown,
Westminister, Vt., Anthony T. Polito, Lynnfield, Ma. and Kenneth R. Dassau, Marlow, NH.
Chairman W. Wright asked M. Sullivan to direct the Human Resource staff to generate letters of thank you
for the remaining applicants for him to sign.

It was voted to invite the candidates to a dinner interview July 8, 2005 at Keene Country Club. R.
Thackston will make the arrangements for the dinner.
(This was changed to a non-dinner interview July 8, 2005 at Monadnock Regional Jr./Sr. High School
Board Room starting at 8:00 am.)

Each committee member should have up to three questions ready for each candidate. One question per
member at a time will be asked until all members have had an opportunity to address the candidate.

Next meeting Friday July 8, 2005, 8:00 a.m. at the boardroom of Monadnock Jr./Sr. High School.

Adjourn 7:50 p.m.

Submitted,



Patricia Bauries

Approved minutes
SAU 38 Sub Committee-Superintendent Search
May 24, 2005

Attendance;
Monadnock Regional; Richard Thackston, James Carnie, Joseph Smith, S. Rashid, Winston Wright,
Patricia Bauries, Cheryl Kahn

Hinsdale: Joseph Novick

SAU; Margaret Sullivan

Absent; Bruce Tatro, Valerie Cole

Chairman Winston Wright opened the Superintendent Search Sub Committee held in the boardroom of Monadnock Regional Jr/Sr High School at 6:35.

A round table discussion took place as to the correct procedures to follow in nominating a candidate for the position of Superintendent of SAU 38. At the last meeting it was voted to invite Interim Superintendent, Dr. Kenneth Dassau to share with us his vision of the districts future.

Dr. Dassau arrived at 7:20p.m. and handed out to the committee both his resume and letters of reference. He shared with the committee his assessment of the state of the school and district as of now, and what he feels are the most pressing issues facing us. Dr. Dassau also gave us his vision of what he would like to see the future hold for the district and the SAU.

The committee members were then invited to ask questions of Dr. Dassau. It was enlightening and the committee thanked him for his input. Dr. Dassau left the meeting at 8:12 p.m.

The committee then readdressed as how to proceed with the search.

J. Novick moved to publish the position of Superintendent of SAU 38 in Manchester Union Leader, Keene Sentinel and Education Weekly and to accept applications until June 21, 2005. Second, D. Thackston. Motion passes unanimously.

The Chairman authorized Margaret Sullivan to place the ad in the newspapers.

Next meeting Wed. June 22, 2005, 6:30 p.m. at the boardroom of Monadnock Jr./Sr. High School.

Adjourn 8:50 p.m.

Submitted

Patricia Bauries



SCHOOL ADMINISTRATIVE UNIT NO. 38

600 OLD HOMESTEAD HIGHWAY

SWANZEY, NEW HAMPSHIRE 03446-2310

TELEPHONE: (603) 352-6955 FAX: (603) 358-6708

e-mail: sau38@mrsd.org

Curtis J. Cardine

Superintendent

Telephone: 352-6955

Extension: 408

cjcardine@yahoo.com

Margaret A. Sullivan

Assistant Superintendent

for Winchester and Hinsdale

Telephone: 352-6955

Extension: 407

masullivan38@yahoo.com

Kenneth R. Dassau, Ed.D.

Assistant Superintendent

for Student Services

Telephone: 352-6955

Extension: 405

kdassau@mrsd.org

David G. Hodgdon, Ph.D.

Director of Curriculum/Instruction

Telephone: 352-6955

Extension: 409

dhodgdon@mrsd.org

Laurent J. Biron

Business Manager

Telephone: 352-6955

Extension: 406

lbiron@mrsd.org

Thomas C. Warner

Director of Computer Technology

Telephone: 352-6955

Extension: 410

twarner@mrsd.org

To: All SAU #38 Board Members
FROM: Colleen Duquette

Enclosed please find a copy of our agenda for the May 4, 2005 meeting of the SAU Board.

Please plan to join us for a catered dinner at the Emerson School. The meal will be served in the Fine Arts Room at 6:30 p.m.

Sincerely,

Colleen Duquette



N.H. SCHOOL ADMINISTRATIVE UNIT NO. 38

600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

TELEPHONE: (603) 352-6955 · FAX: (603) 358-6708
www.sau38.org

Kenneth R. Dassau, Ed.D.
Interim Superintendent

Assistant Superintendent
for Student Services

Telephone: 352-6955
Extension: 405
kdassau@mrds.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale
Telephone: 352-6955
Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction
Telephone: 352-6955
Extension: 409
dhodgdon@mrds.org

Laurent J. Biron
Business Manager
Telephone: 352-6955
Extension: 406
lbiron@mrds.org

Thomas C. Warner
Director of Computer Technology
Telephone: 352-6955
Extension: 410
twarner@mrds.org

To: SAU #38 Board Members
Fr: Ken Dassau
Sb: May Board Meeting of SAU #38
Dt: April 25, 2005

The SAU 38 Board will meet on
Wednesday, May 4, 2005

Time: 7:30 P.M.

Place: Emerson School Multi-Purpose Room

- A. Approval of the Minutes from the December 2004 meeting.
- B. Election of officers.
 - a. Chairman (Monadnock)
 - b. Vice Chairman (Hinsdale)
 - c. Treasurer
 - d. Vice Treasurer
 - e. Secretary
- C. Administrative Reports:
 - Interim Superintendent
 - Business Manager
 - Asst Superintendent for Hinsdale and Winchester
 - Director Curriculum, and Instruction
 - Director of Technology
- D. Citizen Comments
- E. Other Board Business
 - Discussion:
 - ° Superintendent Search
 - ° Business Manager Search
 - ° Evaluation of the Superintendent
 - ° Request from citizen re fiscal agent
 - ° Evaluation of the SAU – C. Duquette
- F. Setting the Dates for 2005-2006 SAU #38 Meetings
- G. Non Public Meeting: Personnel RSA 91 A 3 II (a) and (b)
 - a. Nomination of SAU Special Services Personnel
 - b. Setting of SAU Central Office Salaries
 - c. Other non public sessions if necessary
- H. Adjournment

School Administrative Unit 38
SAU 38 BOARD MEETING
Non-Approved **MINUTES of April 6, 2005**

Attendance:

Hinsdale: Wayne Temmen, Joe Novick, Daniel Seymour, Tammy Jean Akeley and Tia Sherman

Monadnock Regional: Colline Dreyfuss, Gene White, Bruce Tatro, Jonathan Kenyon, Tim Aho, James Carnie and Richard Thackston

Winchester: Colleen Duquette, Valerie Cole and William Campbell

SAU Administration: Margaret Sullivan, Asst. Supt; Ken Dassau, Asst. Supt. for Student Services; Larry Biron, Business Manager and D. Hodgdon, Dir. of Curriculum.

Call to Order: Chair Duquette called the meeting to order at 7:00 PM. She advised the members of the Board that the meeting was being taped by a person of the audience.

Public Session: Discussion of personnel: Chair Duquette handed out and read a letter of resignation and retirement from Supt. Cardine. R. Thackston explained the second page of the handout which contained a severance package for accumulated vacation days, \$100.00 per year for each year of service and unused vacation time while principal at Troy Elementary School. R. Thackston said that he had met with Supt. Cardine several times prior to this meeting.

[James Carnie arrives at 7:07 PM.]

R. Thackston explained that Supt. Cardine filled in the superintendent position while he was the principal at Troy for a \$1500.00 stipend. R. Thackston said that he would encourage the Board to grant Supt. Cardine his request. R. Thackston went on to update the Board on the health of the superintendent. R. Thackston informed the Board that the SAU could take up the issues of the SAU requested by the Supt. but the issues regarding Monadnock would have to be acted on by the Monadnock Board. **MOTION:** W. Temmen **MOVED** to have the SAU Board honor the requests made by Supt. Cardine in the letter dated March 12, 2005 which are payment for the 30 accumulated vacation days and \$100.00 per year paid for the 31 years in service. **SECOND:** J. Novack. **VOTE:** yes-15, no-0. **Motion passes.** **MOTION:** J. Novack **MOVED** to accept Supt. Cardine's retirement with regret. **SECOND:** R. Thackston. **VOTE:** yes-15, no-0. **Motion passes.** **MOTION:** R. Thackston **MOVED** to have the SAU Board make Dr. Dassau the Interim Supt. and begin a search process. **SECOND:** T. Aho. **DISCUSSION:** C. Duquette asked if the Board would like to go into non-public session under RSA 91 A32A to discuss compensation. **MOTION:** W. Temmen **MOVED** to go into non-public session under RSA 91 A32A to discuss personnel. **SECOND:** J. Novack. **Roll call vote:** J. Novack - yes, W. Temmen - yes, D. Seymour - yes, T. Sherman - yes, W. Campbell - yes, T. Akeley - yes, T. Aho - yes, V. Cole - yes, J. Carnie - yes, J. Kenyon - yes, B. Tatro - yes, G. White - yes, C. Dreyfuss - yes, R. Thackston - yes.

School Administrative Unit 38

SAU Board Non -Approved Minutes
April 6, 2005

Non-public Minutes

Attendance:

Hinsdale: Wayne Temmen, Joe Novick, Daniel Seymour, Tammy Jean Akeley and Tia Sherman

Monadnock Regional: Colline Dreyfuss, Gene White, Bruce Tatro, Jonathan Kenyon, Tim Aho, James Carnie and Richard Thackston

Winchester: Colleen Duquette, Valerie Cole and William Campbell

Discussion of the Interim Supt. position: The Board Members had concerns with how K. Dassau's current position would be taken care of if he were to replace Supt. Cardine. Many of the members feel that K. Dassau is doing a great job now and would like to see him continue. The Board asked K. Dassau to come into non-public session to discuss the situation. He was asked if he was interested in the Interim Supt. position and he responded that he was. He explained that he feels that he has a person who would be willing to come in and help out in the Special Ed. Dept. The Board agreed that the public needs to know that Dr. Dassau is the Interim Supt. and that somebody is at the helm. The question was asked about compensation. Dr. Dassau responded that he did not expect any extra compensation. A Board Member did feel that compensation should be given to Dr. Dassau. It was suggested that possibly time off instead of monetary compensation.

VOTE on the motion made in public session: Yes-15, No-0. **Motion passes.**

MOTION: R. Thackston **MOVED** to go back into public session. **SECOND:** J. Novack.

Roll call vote: J. Novack-yes, W. Temmen-yes, D. Seymour-yes, W. Campbell-yes, T. Sherman-yes, T. Akeley-yes, T. Aho-yes, V. Cole-yes, J. Carnie-yes, J. Kenyon-yes, B. Tatro-yes, G. White-yes, C. Dreyfuss-yes, R. Thackston-yes, C. Duquette-yes. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
Board Secretary

Public Session: Chair Duquette informed the Board and public that while in non-public session the Board voted in favor of R. Thackston's motion to appoint Dr. Dassau as the Interim Supt. The vote was unanimous. *Non -Public minutes attached.*

Chair Duquette had L. Biron explain the open treasurer position. L. Biron informed the Board that the previous treasurer did not get elected so the SAU was in need of a person to fill the position. There is minimal work that needs to be done. This position will be for the balance of the previous treasurer's term. **MOTION:** C. Duquette **MOVED** to nominate R. Thackston as treasurer. **SECOND:** W. Temmen. **VOTE:** Unanimous for those present. **Motion passes.**

W. Temmen would like the search committee for the Supt. to be on the next agenda.

7:44 PM. MOTION W. Temmen **MOVED** to adjourn the meeting. **SECOND:** T. Aho **VOTE:** Unanimous.

Respectfully submitted,

Laura L. Aivaliotis
Board Secretary



N.H. SCHOOL ADMINISTRATIVE UNIT NO. 38

600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

TELEPHONE: (603) 352-6955 · FAX: (603) 358-6708
www.sau38.org

Kenneth R. Dassau, Ed.D.
Interim Superintendent

Assistant Superintendent
for Student Services

Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale
Telephone: 352-6955
Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction
Telephone: 352-6955
Extension: 409
dhodgdon@mrsd.org

Laurent J. Biron
Business Manager
Telephone: 352-6955
Extension: 406
lbiron@mrsd.org

Thomas C. Warner
Director of Computer Technology
Telephone: 352-6955
Extension: 410
twarner@mrsd.org

To: SAU 38 Board
Fr: Ken Dassau
Sb: Interim Superintendent Report
Dt: April 27, 2005

Enclosed is the informational packet in preparation for the SAU Board meeting on Wednesday, May 4. Please note that dinner will be served at 6:30pm at the request of the food service director and not at 6:00pm as in prior years. The business meeting will begin at 7:30.

Under the Interim Superintendent's Report I will present the following information for your review and action.

SAU 38 Procedures Manual 2005: Draft copies of the updated SAU procedures manual will be distributed. The format and content changes will be reviewed.

Resignations: The resignations of special services coordinator Dan Lafleur, and speech pathologist Sheila Breton will be read.

SAU Searches: In addition to the searches for a superintendent and business manager I will propose the position of **interim special education director** to begin July 1, 2005.

Non Public Sessions: Nominations of SAU Special Services personnel will be done in non public session in accordance with RSA 91-A:3,II(b). Compensation of SAU personnel will be done in-public in accordance with RSA 91-A:3,II(b).

HINSDALE · MONADNOCK REGIONAL · WINCHESTER

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of Dec. 20, 2004

Attendance:

Hinsdale: Ann Diorio, Joe Novick, and Wayne Temmen

Monadnock Regional: Winston Wright, Tim Aho and Richard Thackston

Winchester: Colleen Duquette, Brian Moser and Harold Bigelow

SAU Administration: Curt Cardine, Superintendent; Margaret Sullivan, Asst. Supt; Ken Dassau, Asst. Supt. for Student Services; Larry Biron, Business Manager and D. Hodgdon, Dir. of Curriculum.

Called the Public Hearing open at 7:00 PM by A. Diorio. A. Diorio asked C. Cardine to review the budget. C. Cardine wanted to start off with what seems to be confusing to some people. He explained the operating and the collaborative budget. C. Duquette asked if anything had changed in the budget since Dec. 1, 2004. C. Cardine informed them that nothing had changed. It was R. Thackston's understanding that the management includes everyone at the SAU except for K. Dassau, the two staff members in his office and the two secretaries in his office. C. Cardine explained that the collaborative total is part portion and part usage. K. Dassau explained that only his office is a user based formula. R. Thackston commented that the real cost billed for those services are controlled by Spec. Ed. requirements. A. Diorio said that they were federal mandates. C. Cardine commented that it does not matter to his office if K. Dassau's piece is put into the management services account. C. Cardine said that the information is available tonight to see the budget with K. Dassau's office salaries in the management account. M. Sullivan commented on a comment that she had made regarding the related services. She informed the Board that she was referring to the related services of the PT, OT, Speech Pathologist and Psychological Services. She said that she was not referring to the related services under K. Dassau's office account. K. Dassau explained that the related services in the Spec. Ed. Account are for the students in the district. W. Temmen asked if the related services were going to be pulled out. K. Dassau commented that you could not pull out something that is not in the SAU budget. T. Aho commented that the SAU should deal with the schools receiving the PT, OT and other services. W. Temmen commented that they are but if a district was to use it they need to pay for it. R. Thackston commented that this is pointless if it is a problem to get reimbursed. He asked what is being gained. A. Diorio commented that nothing is being gained according to C. Cardine. C. Cardine said that the state makes you break it out. C. Cardine did say that if the Board were to pull it out he would suggest pulling it now to compare apples to apples. R. Bauries explained to the SAU Board what the Budget Committee did in their meetings concerning K. Dassau's office. R. Bauries said that the committee took the \$246,862.00 and added it to the management part of the SAU budget.

W. Wright asked about a letter in which the Selectmen of Fitzwilliam wrote to the SAU concerning the unreserved fund balance. L. Biron explained that there has never been a fund balance because of the deficits. The auditor explained that it would be at least \$60,000.00. W. Wright asked about the additional \$6500.00. L. Biron said that they were

not sure if they would be receiving the \$6500.00. T. Aho commented that the SAU did not use all of last year budget. L. Biron explained that yes they had. A. Diorio explained that they had \$60,000.00 extra at the end of 2003-2004. T. Aho commented that the SAU has no idea what they are spending. C. Cardine said that they know what they are spending but did not know about the surplus.

Chris Thompson asked a question about the Spec. Ed. Employees that are fired and hired by the SAU but are staffed at the individual schools. He then asked another question about teacher raises and A. Diorio informed him that he needs to confront his own School Board. K. Dassau explained that the administration has responsibilities with federal government regulations. In Winchester D. Funkhouser is in charge of the local Spec. Ed. Employees. They are not in the SAU Budget. C. Thompson stated that the cost of Spec. Ed. has skyrocketed in the past 5-7 years and he does not understand why the costs are not negotiated. A. Diorio said that the services are mandated by the Federal Government. A. Diorio said that the SAU costs are driven by the Districts. There is no choice. R. Thackston commented that this is the wrong body to confront with this question. The SAU has done a lot to get the reimbursements and the issue is not here.

J. Carnie commented that Ken Dassau's salary should be on the management side. He also stated that if a new position in the SAU is created it needs to be on the warrant for the voters to decide.

R. Bauries read RSA 32:7 concerning the \$60,000.00.

MOTION: J. Novick **MOVED** to close the Public Hearing. **SECOND:** W. Wright **VOTE:** 9 yes. **Motion passes.**

SAU Board Meeting:

MOTION: R. Thackston **MOVED** to move Ken Dassau's salary out of the collaborative and place it on the management side of the SAU budget and to continue to use this as the same accounting method. **SECOND:** C. Duquette. **VOTE:** 8 yes and 1 abstention. **Motion passes.**

C. Cardine explained the second page of the packet. R. Thackston asked what is the use of voting if you can not change the number and can not amend. W. Wright said that it would need to be worded differently for Hinsdale because of Hinsdale's District Meeting. L. Biron said that he would contact the Attorneys and DRA to make sure that the wording is correct.

MOTION: R. Thackston **MOVED** to accept the SAU Operating Budget in the amount of \$1,558,600.00 as proposed for the warrant. **SECOND:** J. Novick. **VOTE:** 8 yes and 1 abstention. **Motion passes.**

MOTION: R. Thackston **MOVED** to accept the SAU Default Budget in the amount of \$1,557,830.00 as proposed for the warrant. **SECOND:** C. Duquette. **DISCUSSION:** It

was asked if this number included the contractual obligations. It is noted that there are no contractual obligations. It was asked why the Default Budget needs to be approved. R. Thackston responded that the Board needed to agree on a number. B. Moser commented that he could not vote on the Default Budget because it is so vague. C. Cardine said that all the information has been made available. **VOTE:** 8 yes and 1 no. **Motion passes.**

C. Thompson asked about the estimated revenues. C. Cardine said it is a negative number and L. Biron said it is in the 2510 block.

8:15 PM. MOTION C. Duquette **MOVED** to adjourn the meeting. **SECOND:** W. Temmen **VOTE:** Unanimous.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of Dec. 1, 2004

Attendance:

Hinsdale: Ann Diorio, Joe Novick, and Tia Sherman

Monadnock Regional: Winston Wright, Tim Aho and Richard Thackston

Winchester: Colleen Duquette, Valerie Cole and Harold Bigelow

SAU Administration: Curt Cardine, Superintendent; Margaret Sullivan, Asst. Supt; Ken Dassau, Asst. Supt. for Student Services; Larry Biron, Business Manager, D. Hodgdon, Dir. of Curriculum and T. Warner, Dir. of Technology.

Called the Public Hearing open at 7:00 PM by A.Diorio. A. Diorio asked C. Cardine to review the budget being presented. He passed out the budget to the Board and began to review it. L. Biron made everyone aware that the session was being recorded. C. Cardine explained the application of the SAU formula. He explained that the insurance fees came in at a lower rate than expected. A budget surplus of at least \$60,000.00 would be carried over from this year and that would decrease next year's budget. The deficit from 1992 has been completely cleaned up. The \$38,864.00 reimbursement is an indirect payment from MRPSOC. Overall the budget is down 0.49%.

A. Diorio asked if the audience had any questions on the budget. J. Carnie had a point of order. He read an RSA and said that this budget should have been posted 7 days prior to this meeting. C. Cardine explained that the draft being presented tonight of the budget was completed today. C. Cardine said that the meeting was posted but not the budget summary. C. Duquette suggested that the meeting be moved ten days ahead to comply with the RSA. R. Thackston suggested postponing action on the budget for 10 days forward. Agreed to reconvene December 20, 2004 at 6:30 PM in the Ford Building. A. Diorio commented that the Board is in a Public Hearing and that no motion can be made. J. Carnie gave the Superintendent a copy of the RSA. C. R. Bauries asked about the default budget. A. Diorio said that they would be discussing it later on the agenda. R. Bauries asked if he could speak. A. Diorio said that there would be a time for Public Comment. J. Carnie asked where that would appear on the agenda. A. Diorio said it would be after the Supt. Report.

Closing the Public Hearing at 7:30 PM by A. Diorio.

A. Approval of the Minutes of Nov. 3, 2004 of the SAU#38 Board: MOTION: J. Novick **MOVED** to accept the minutes of the Nov. 3, 2004 SAU#38 Board Meeting. **SECOND:** W. Wright. **DISCUSSION:** C. Duquette informed the Board that she had asked for the non-public minutes of The May 2004 Meeting not R. Marra as noted. **Vote:** 8 yes and 1 abstain. **Motion passes.**

B. Auditor's Report: C. Cardine said that the report is late but the SAU is in the black.

New Business: SAU Formula for 2005-2006: C. Cardine asked if there were any questions about the SAU formula. There were no questions.

Preparation of Default Budget: C. Cardine explained that the law reads that the default budget is the previous year's budget adjusted for continuing contracts. A. Diorio read the default amount, which would be \$1,190,417.00. The proposed budget for 2005-2006 is \$1,184,566.00. C. Cardine said that he would need to consult someone to see about the contractual obligations. C. Cardine said that there is no money attached to the 3-year contracts. K. Dassau said that the contracts for SAU special education personnel are single year contracts.

Old Business: SAU Ballot Vote: Atty. General Response: C. Cardine explained that L. Biron finally heard from the Attorney General. Though the AG office will not render an opinion on this subject they will look to see if there were any problems with the election itself. T. Aho asked what L. Biron had sent to the Attorney General's Office. L. Biron said that he sent the letter from Attorney Hatfield, Attorney Prigge and the letter from the NHSBA. T. Aho asked who the information was sent to. L. Biron said that he sent it to A. Edwards. Today she said that she had not received the information. L. Biron sent the information today again by fax. T. Aho asked if this article would appear on the ballot. L. Biron said that they would wait. T. Aho said that at the last meeting he understood that it would be put on the ballot if we had information. He asked to put it on the ballot. R. Thackston agreed with T. Aho and to put it on the ballot and then amend it if necessary. A. Diorio said that it could not be amended. R. Thackston commented that it would be in the best interest of the SAU to put this on the ballot. **MOTION:** R. Thackston **MOVED** to have the SAU Budget Warrant be placed on the ballot. **SECOND:** T. Aho. **DISCUSSION:** W. Wright asked if the article included the default budget and how this would affect Hinsdale. A. Diorio asked if the entire amount of the SAU budget would appear on the warrant. C. Cardine said that the whole budget would appear on the warrant. C. Duquette asked if wording could be added to the warrant to explain the SAU district apportionment. C. Cardine explained that this process is an advantage for the SAU and that he has always been in favor of separating the SAU Budget out. R. Thackston said that this would be a good accounting process. V. Cole asked if other districts have run into this. C. Cardine said that Keene's SAU Budget does not apply per the RSA as written (excluding SAUs with cities). **VOTE:** 8 yes and 1 no.

Superintendent's Report: C. Cardine explained that his report was included in the previous reports.

PUBLIC COMMENTS: J. Carnie commented that RSA 194 C stipulates how the warrant article is to be written. C. Cardine explained the contractual obligations and the fact that they did not know the dollar figure yet. A. Kulas asked if the figures could be released to the public. C. Cardine said that the figures would be released and published.

K. Cole commented that the \$60,000.00 surplus stated by the auditor means that the budget is really up \$55,000.00. C. Cardine commented that the increase is minor and not even the rate of inflation.

7:56 PM. MOTION C. Duquette **MOVED** to adjourn the meeting. **SECOND:** R. Thackston. **VOTE:** Unanimous.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

TO: SAU School Board
FROM: David Hodgdon, Ph.D., Curriculum Director
RE: Report for SAU Board
DATE: April 22, 2005

At the SAU Board meeting on May 4, I will provide a brief update on the implementation of the No Child Left Behind legislation and its implications in the three districts in SAU #38. I will focus on the following three areas:

- 1) **Grade-Level Expectations, Testing, and Adequate Yearly Progress** – The state tests, developed collaboratively with the states of Rhode Island and Vermont, are scheduled to be administered to all students in grades 3 through 8 in October of 2005. A pilot testing was administered last October (with the exception of the writing assessment, which was administered in January). These assessments will be guided by specific grade-level expectations.
- 2) **Highly Qualified Teachers** – The No Child Left Behind legislation has the expectation that all teachers will be highly qualified by June 30, 2006. The definition of “highly qualified” is being fully certified or its equivalent in each core content area that the teacher is teaching. This requirement has been especially challenging for teachers in the middle schools and high schools, where some have been responsible for teaching subjects outside of their areas of certification.
- 3) **Data-Driven Decision-Making** – As part of the No Child Left Behind legislation, there is an expectation that schools and districts will collect data from a variety of sources (e.g., assessments, student discipline, demographics, and perceptions) to make effective decisions to improve students’ learning and teachers’ instruction. These data need to be broken down according to various groups (such as special education, socioeconomic level, and gender) in order to ensure that all students are being successful. Please see the attachment written by Steve Coughlan for more information.

We have also been developing and implementing a plan to provide ongoing professional development for administrators and teachers to help them to better use data to drive the decisions about items relating to specific students’ needs, effective curricula and instructional techniques, and budgeting. MRPSOC funds have helped to defray the costs of professional development.

SAU 38 administrators have initiated collaboration with SAU 29 administrators through a steering committee of top administrators to review possible data warehouses to facilitate the gathering of data and to be able to cross-reference among multiple data sources. We are planning additional collaboration with other SAUs to reduce future costs of data warehousing to our districts.



N.H. SCHOOL ADMINISTRATIVE UNIT NO. 38

600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446

TELEPHONE: (603) 352-6955 · FAX: (603) 358-67 08
Monadnock, Hinsdale and Winchester School Districts
www.sau38.org

Kenneth R. Dassau, Ed.D.
Interim Superintendent

Assistant Superintendent
for Student Services

Telephone: 352-6955
Extension: 405
kdassau@mrdsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale
Telephone: 352-6955
Extension: 407
masullivan38@yahoo.com

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction
Telephone: 352-6955
Extension: 409
dhodgdon@mrdsd.org

Laurent J. Biron
Business Manager
Telephone: 352-6955
Extension: 406
lbiron@mrdsd.org

Thomas C. Warner
Director of Computer Technology
Telephone: 352-6955
Extension: 410
twarner@mrdsd.org

Report to SAU#38 Board
May 4th, 2005

Submitted by: Tom Warner, Director of Technology

1. Erate for 2004-2005

Monadnock: Erate discount = 62%
ISP discount: \$25, 234.00 on \$40,700.00
Telecommunications Rebate: \$30,302.23
Total savings to MRSD = \$55,536.23

Hinsdale: Erate discount = 68%
ISP discount: \$9,180.00 on \$13,500.00
Telecommunications Rebate: \$5,204.71
Total Savings to HSD = \$14,384.71

Winchester: Erate discount = 70%
ISP discount: \$ 8,750.00 on \$12,500
Telecommunications Rebate: \$7,904.10
Total Savings to WSD = \$16,654.10

Total Savings to the SAU: \$86,551.81

2. Grants managed: 2004-2005 Awards

Title II-D: Enhancing Education Through Technology: \$16,713
Title V: Innovative Programs: \$13,884

3. Collaboration of Technology Personnel

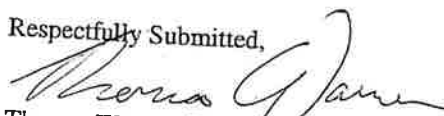
Windows 2003 Server, Linux mail server, Unix Web Content Filter
MAP testing

4. MAP Testing: MRSD Grades 2-8 in reading, Language and Math

5. Implementation of WinSchool at MRHS

6. Implementation of SMS (Student Management System) at MRSD Elementary Schools.

Respectfully Submitted,


Thomas Warner, Director of Technology

School Administrative Unit #38

Public Session Notice

The School Administrative Unit #38 Board will meet on
Wednesday, May 4, 2005 at 7:30 p.m. at Dr. George
Emerson Elementary School in Fitzwilliam NH for the
regularly scheduled Annual Meeting.

The Keene Sentinel
To be placed wherever convenient sometime next week.

Run Public Notice for one day.

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer
To be placed wherever convenient sometime next week

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

 *** MULTI TX/RX REPORT ***

TX/RX NO
 PGS.
 TX/RX INCOMPLETE
 TRANSACTION OK

2311
 1

 [01]355 1209
 [02]352 1713
 [03]242 9710
 [04]352 2901
 [05]336 7522
 [06]239 4968
 [07]352 0815
 [08]585 9287
 [09]847 3441
 [10]352 2669
 [11]336 7497
 [12]239 4457
 [15]352 4336

MONAD REG HIGH
 MT CAESAR ELEM
 TROY ELEMENTARY
 GILSUM ELEMENTAR
 HINSDALE ELEMENT
 THAYER
 CUTLER SCHOOL
 GEORGE EMERSON
 SULLIVAN ELEMENT
 SURRY ELEMENTARY
 HINSDALE HIGH
 WINCHESTER
 Monadnock Commun

ERROR INFORMATION

PLEASE POST



N.H. SCHOOL ADMINISTRATIVE UNIT NO. 38

600 Old Homestead Highway
 Swanzey, New Hampshire 03446
 Telephone: (603) 352-6955 - Fax: (603) 358-6708
www.sau38.org

March 30, 2005

Curtis J. Cardine
 Superintendent
 Telephone: 352-6955
 Extension: 408
cjcardine@yahoo.com

Margaret A. Sullivan
 Assistant Superintendent
 for Winchester and Hinsdale
 Telephone: 352-6955
 Extension: 407
masullivan38@yahoo.com

Kenneth R. Dassau, Ed.D.
 Assistant Superintendent
 for Student Services
 Telephone: 352-6955
 Extension: 405
kdassau@mrsl.org

David G. Hodgdon, Ph.D.
 Director of Curriculum/Instruction
 Telephone: 352-6955
 Extension: 400

SPECIAL MEETING

SCHOOL ADMINISTRATIVE UNIT 38 BOARD

Wednesday, April 6, 2005

7:00 PM

Thayer Middle / High School Library
 Winchester New Hampshire

Agenda

7:00 p.m. Call to Order

Public Session
 Discussion of Personnel

Non-Public Session (if needed)

 *** MULTI TX/RX REPORT ***

TX/RX NO
 PGS.
 TX/RX INCOMPLETE
 TRANSACTION OK

2314
 1

 [26]5857744
 [27]3520845
 [28]2394232
 [29]8479154
 [30]3574890
 [31]3526250
 [32]2423430

fitz town
 gilsum town
 richmond town
 sullivan town
 surry town
 swanzy town
 troy town

ERROR INFORMATION

PLEASE POST



N.H. SCHOOL ADMINISTRATIVE UNIT NO. 38

600 Old Homestead Highway
 Swanzy, New Hampshire 03446
 Telephone: (603) 352-6955 - Fax: (603) 358-6708
www.sau38.org

March 30, 2005

Curtis J. Cardine
 Superintendent
 Telephone: 352-6955
 Extension: 408
cjcardine@yahoo.com

Margaret A. Sullivan
 Assistant Superintendent
 for Winchester and Hinsdale
 Telephone: 352-6955
 Extension: 407
masullivan38@yahoo.com

Kenneth R. Dassan, Ed.D.
 Assistant Superintendent
 for Student Services
 Telephone: 352-6955
 Extension: 405
kdassan@mrsd.org

David G. Hodgdon, Ph.D.
 Director of Curriculum/Instruction
 Telephone: 352-6955
 Extension: 409
dhodgdon@mrsd.org

Laurent J. Biron
 Business Manager
 Telephone: 352-6955

SPECIAL MEETING

SCHOOL ADMINISTRATIVE UNIT 38 BOARD

Wednesday, April 6, 2005

7:00 PM

Thayer Middle / High School Library
 Winchester New Hampshire

Agenda

7:00 p.m. Call to Order

Public Session
 Discussion of Personnel

Non-Public Session (if needed)



N.H. SCHOOL ADMINISTRATIVE UNIT NO. 38

600 Old Homestead Highway
Swanzey, New Hampshire 03446
Telephone: (603) 352-6955 - Fax: (603) 358-6708
www.sau38.org

March 30, 2005

Curtis J. Cardine
Superintendent
Telephone: 352-6955
Extension: 408
cjcardine@yahoo.com

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale
Telephone: 352-6955
Extension: 407
masullivan38@yahoo.com

Kenneth R. Dassau, Ed.D.
Assistant Superintendent
for Student Services
Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction
Telephone: 352-6955
Extension: 409
dhodgdon@mrsd.org

Laurent J. Biron
Business Manager
Telephone: 352-6955
Extension: 406
lbiron@mrsd.org

Thomas C. Warner
Director of Computer Technology
Telephone: 352-6955
Extension: 410
twarner@mrsd.org

SPECIAL MEETING

SCHOOL ADMINISTRATIVE UNIT 38 BOARD

Wednesday, April 6, 2005

7:00 PM

Thayer Middle / High School Library
Winchester New Hampshire

Agenda

7:00 p.m. Call to Order

Public Session
Discussion of Personnel

Non-Public Session (*if needed*)

Terry Stepenuck

From: "Terry Stepenuck" <tstepenuck@mrds.org>
To: "Janet Iacobucci" <jacobucci@mrds.org>
Cc: "Ken Dassau" <kdassau@mrds.org>; "Terry Stepenuck" <tstepenuck@mrds.org>
Sent: Tuesday, March 29, 2005 11:05 AM
Attach: SAU BOARD MTG NOTICE 4_6_05.doc
Subject: POST in Newspaper

Hi Janet,

Would you please POST in the Keene Sentinel and Brattleboro Reformer the attached notice? There are 3 pages
FYI. Thank you
T

#####

Terry Stepenuck
600 Old Homestead Highway
Swanzey NH 03446
603 352-6955 ext. 401
tstepenuck@mrds.org

3/29/2005

Public Notice
School Administrative Unit #38 Board
Special Meeting
will meet on Wednesday, April 6, 2005
at 7:00 p.m. in the
Thayer Middle / High School Library
Winchester New Hampshire

The Keene Sentinel
To be posted April 1, 2005

Run Public Notice for one day.

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer
To be posted April 1, 2005

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

You are cordially invited to participate in a Public Hearing held on Monday, December 20th, 2004 at the Ford Building behind Thayer High School, Winchester, N.H. at 7:00 PM
The proposed SAU budget for 2005/06 will be presented

NOTICE OF PUBLIC HEARING

N.H. SCHOOL ADMINISTRATIVE UNIT # 38 PROPOSED 2005-06 OPERATING BUDGET

Estimated Revenues

Unreserved Fund Balance
Interest on Deposits
Miscellaneous Revenue
Total Estimated Revenues

**2004-05
Budget**

\$0
\$1,640
\$14,981
\$16,621

**2005-06
Budget**

\$60,000
\$1,500
\$5,000
\$66,500

Estimated Expenditures

Curriculum Development
Superintendent's Office
SAU Central Accounts
Business Office
Technology Services
Communication/Utilities
Total Expenditures
Less Estimated Revenue

\$125,852
\$387,786
\$57,450
\$494,232
\$117,414
\$7,683
\$1,190,417
\$0
1,190,417

\$125,926
\$410,550
\$58,500
\$521,499
\$124,091
\$4,000
\$1,244,566
\$60,000
1,184,566

TOTAL SHARED BY DISTRICTS

PROPOSED 2005-06 COLLABORATIVE BUDGET

Special Education Service
Tutors
Psychological Services
Speech Pathology & Audiology Services
Physical & Occupational Therapy
COTA
Total Special Education

\$367,413
\$23,851
\$227,012
\$457,925
\$148,808
\$27,936
\$1,252,945

\$374,034
\$23,608
\$232,819
\$466,972
\$150,911
\$18,421
\$1,266,765

SAU Formula Figuring Sheet for 2005-06:

Equal Valuation

2003
Hinsdale \$ 197,498,399
Monadnock \$ 985,376,537
Winchester \$ 203,840,312
* ADM = Average Daily Membership

ADM*

% Val 2002-03 % ADM
14.24% 796.3 19.72%
71.06% 2543.5 62.98%
14.70% 698.9 17.31%

Combined % Cost to District
16.98% \$201,133
67.02% \$793,875
16.00% \$189,558

Change from
2004-05
-\$1,238
-\$3,341
-\$1,271

Equal Educational Opportunity/Equal Employment Opportunity



N.H. SCHOOL ADMINISTRATIVE UNIT NO. 38

600 Old Homestead Highway
Swanzey, New Hampshire 03446

Telephone: (603) 352-6955 - Fax: (603) 358-6708
www.sau38.org

Curtis J. Cardine
Superintendent
Telephone: 352-6955
Extension: 408
cjccardine@yahoo.com

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale
Telephone: 352-6955
Extension: 407
masullivan38@yahoo.com

Kenneth R. Dassau, Ed.D.
Assistant Superintendent
for Student Services
Telephone: 352-6955
Extension: 405
kdassau@mrdsd.org

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction
Telephone: 352-6955
Extension: 409
dhodgdon@mrdsd.org

Laurent J. Biron
Business Manager
Telephone: 352-6955
Extension: 406
lbiron@mrdsd.org

Thomas C. Warner
Director of Computer Technology
Telephone: 352-6955
Extension: 410
twarner@mrdsd.org

Meeting to be held at the Ford Building Winchester, NH

Agenda for December 1, 2004 SAU #38 Meeting

7:00 P.M. Public hearing on the SAU#38 budget for the 2005-2006 school year

- 7:30 p.m. Call to Order
- 7:35 p.m. Approval of the Minutes from the November 3, 2004 Meeting of the SAU #38 Board
- 7:45 p.m. Auditor's Report
- 8:00 p.m. New Business
 - SAU Formula for 2005-06
 - Preparation of Default Budget
- 8:10 p.m. Old Business
 - SAU Ballot Vote: Atty. General Response (Anticipated)
- 8:20 p.m. Superintendent's Report
- 8:45 p.m. Adjournment

Non-Public – if needed

UNAPPROVED MINUTES - SUBJECT TO CHANGE

School Administrative Unit 38 SAU 38 BOARD MEETING MINUTES of Nov. 3, 2004

Attendance:

Hinsdale: Ann Diorio, Wayne Temmen, Joe Novick, Joanne Mulligan and Tia Sherman

Monadnock Regional: Winston Wright, Tim Aho and Robin Marra

Winchester: Colleen Duquette and Harold Bigelow

SAU Administration: Curt Cardine, Superintendent; Margaret Sullivan, Asst. Supt; Ken Dassau, Asst. Supt. for Student Services; Larry Biron, Business Manager, D. Hodgdon, Dir. of Curriculum and T. Warner, Dir. of Technology.

Call to Order at 7:00 PM by A. Diorio.

A. Approval of the Minutes of May 19, 2004 of the SAU#38 Board: **MOTION:** C. Duquette **MOVED** to accept the minutes of the May 19, 2003 SAU#38 Board Meeting. **SECOND:** J. Novick. **DISCUSSION:** R. Marra asked where the copy of the non-public minutes was. The Board will receive a copy at the next meeting.

B. Review of 2005-2006 SAU#38 Budget: C. Cardine reviewed the operating budget of the SAU #38 which had been passed out to the Board. He explained that the administrator's raises were set at the New England cost of living index that is 3.5%. SAU hourly employee's salaries were adjusted to be within surrounding district rates. C. Cardine reminded the board that the administrators at the top level took a lower insurance package in order to keep costs down. A 20% health cost increase was plugged into the budget. The whole SAU #38 Budget is up 5.3%. In the Curriculum Dept. the change is in the stipends. In the past it was charged off to a grant that was inappropriate. This account is up about \$900.00. C. Cardine reviewed the SAU Central Accounts. He explained that the funds budgeted last year had not been entirely used. The Business Account had the biggest effect due to the hourly employees. In the Technology Services Account this member did not change to the lower health insurance policy so there was no change. Under the custodial services account this amount is charged to Monadnock not the SAU so the account is zeroed. C. Cardine emphasized that he would like to keep the increase to cost of living or less than last year.

K. Dassau explained the special education collaborative budget. Within the student services office there are two special education coordinators, two secretaries and himself. The administrator's salaries have decreased by \$1,000.00 because Dr. D. Lafleur chose not to accept the calendar year position. He explained that the Psychological Services account is charged 50% to the IDEA grant. Speech Pathology is up slightly. C. Duquette asked K. Dassau how many staff members he had in Psychological Services, Speech Pathology, O.T., P.T. and COTA. T. Aho asked the administration to define private grants. C. Cardine explained the IDEA Grant. K. Dassau explained that this is the federal

portion of Special Education. Monadnock and the SAU Board will be receiving a copy of the 2-year credits that go against Special Education.

Auditor's Report: Update on ADS: L. Biron reported that he has not received the Auditor's Report due to the conversion of the software. He did say that he has the MS-25 and that the tax rates should be getting set. C. Cardine commented that the adequacy payment has been delayed in Monadnock but there have been no complaints from any vendors. C. Cardine explained that he had given the Board a 7-page listing that included the reports that need to be done by the SAU each year. C. Cardine explained the number of checks that are produced by the SAU Business Office weekly. He said the Board would receive a list of the grants that the SAU manages at the December Board Meeting. There are a total of 77 grants that is 25 more than 3 years ago. W. Wright asked if the MS-25 was in. L. Biron answered that it was although Swanzey was late with their MS-1 and that could be a problem for Swanzey.

New Business: Preparation of Default Budget: L. Biron explained that he would prepare a default budget for next year. C. Cardine explained that it is a new form. A. Diorio commented that the default could be more than the present budget. A. Diorio asked how the SAU Building is holding up. C. Cardine said that the roof over his office is being worked on and there is an air quality problem in the Special Education Office. He said that they would be putting on a new roof next year. Eventually, if the Monadnock classroom addition is built that they would like to attach the old modulars to the SAU office.

W. Temmen asked about the two opinions on the SAU ballot. C. Cardine said that the subcommittee asked for the opinion from William Prigge. He said the subcommittee now has opinions from Prigge, Hatfield and the NHSBA. C. Duquette commented that several other attorneys agreed with Hatfield. W. Temmen asked if the Board has heard from the Attorney General. C. Cardine said that the Attorney General would not comment. W. Temmen commented that the Board is going on decisions from private attorneys. C. Cardine said that DRA would not give a decision. W. Temmen asked why the Board is going through this if the State won't even give an opinion. T. Aho said that he contacted the Assistant Attorney General A. Edwards and has not gotten anywhere. Possibly a person with a position could get further and get some answers. W. Temmen recommended holding off until an opinion from DRA or the Attorney General was received. R. Marra commented that attached to Attorney Prigge's letter is HB 1155. The House Bill should be HB 336. **MOTION:** W. Temmen **MOVED** to have the SAU #38 administration write to the State Attorney General for a ruling on RSA 194-C 9A&B HB 336 not HD 1155 before Dec. 1, 2004. **SECOND:** J. Novick. **DISCUSSION:** Send a copy to A. Edwards, T. Eaton and the representatives from Winchester, Hinsdale and Monadnock. **VOTE:** 9 voiced yes and 1 abstained. **Motion passes.**

Old Business: SAU Ballot: C. Cardine explained to the Board that he had received a response from Attorney Prigge, which is included in the Board packets. In his opinion RSA 194 does not require a majority vote in each one of the districts. C. Cardine explained the rules of putting this on the ballot. A. Diorio asked what portion of the SAU

Budget would go on the ballot. C. Cardine said that he did not ask but will find out. L. Biron explained that there is no opportunity at the Deliberative Session to go up or down it is a yes or no question. C. Cardine said that the budget total at the Deliberative Session could not change. A. Diorio asked what the amount will be for the Dec. meeting. L. Biron said that he would create a new version on the software to create a Default Budget. T. Aho asked how the portions of the budget are divided between the districts. C. Cardine said that he did not have the equalized value yet and would need those figures to get an answer. He did say it was the value of the town property and the number of children. L. Biron explained that when the tax rates are set and plugged into the appropriate formula then they would know the divided percentages. A. Diorio said that Hinsdale and Winchester are about 18% and Monadnock carries the rest. C. Cardine said that the percentage for Winchester and Hinsdale is usually between 18% and 22%. T. Aho asked if Winchester's would be going down. C. Cardine explained that Winchester has a contract with Keene in order to send their students there. If any junior or senior wants to attend it is paid for through the MRPSOC Grant.

Superintendent's Report: C. Cardine commented that he gave his report above. He said that he is pleased on how the office is running and there are no complaints in payroll. A. Diorio thanked the administration. She commented that their hard work is recognized.

PUBLIC COMMENT'S: J. Carnie commented that the opinion from the NHSBA was not from an attorney. He also said that the original opinion from Hatfield was not different from Attorney Prigge.

N. Moriarty commented on the date of the Upton Hatfield opinion. The letter was dated Jan. 6, 2004 and the letter was asking about Winchester only. **MOTION:** Joanne Mulligan **MOVED** to ask Attorney Hatfield to update his letter knowing the information that the Board has obtained. **No Second.** W. Temmen commented that the Board is using dueling attorneys. He said that the attorneys are costing the Districts money let the State give the information. J. Mulligan withdraws her motion.

D. Bauries commented that the Board fears the public. He said that the voters passed the warrant but the Board just isn't getting it.

B. Connell said that the Board is dragging their feet and soon it will be too late to get the warrant on the ballot. He also asked when the people should start legal action against the Board. It was noted here that Mr. Connell was recording the comments.

J. Carnie wanted to remind the Monadnock Members that the voters voted and that Attorney Prigge gave his opinion. He suggested that the Monadnock Board Members have an obligation to use the weighted vote.

N. Moriarty said that L. Biron commented in haste that the raises of the SAU were after the default.

C. Duquette commented that the vote on the House Bill was taken after the March Vote.

8:10 PM. MOTION C. Duquette MOVED to adjourn the meeting. **SECOND: J. Novick. . VOTE: Unanimous.**

There was no --non-public session.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

School Administrative Unit #38
Public Session Notice

The School Administrative Unit #38 Board will meet on
Wednesday, December 1, 2004 at 7:30 p.m. in the
Ford Building behind Thayer High School.

The Keene Sentinel
To be placed wherever convenient sometime next week (week of Nov. 22)

Run **Public Notice for one day.**

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer

To be placed wherever convenient sometime next week (week of Nov. 22)

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

 *** TX REPORT ***

TRANSMISSION OK

TX/RX NO	0414	
CONNECTION TEL		3365711
CONNECTION ID		
ST. TIME	10/29 09:29	
USAGE T	00'30	
PGS. SENT	1	
RESULT	OK	

Hinsdale Town Hall

PLEASE POST

**N.H. SCHOOL ADMINISTRATIVE UNIT NO. 38**

600 Old Homestead Highway
 Swanzey, New Hampshire 03446
 Telephone: (603) 352-6955 - Fax: (603) 358-6708
www.sau38.org

Curtis J. Cardine
 Superintendent
 Telephone: 352-6955
 Extension: 408
cjcardine@yahoo.com

Margaret A. Sullivan
 Assistant Superintendent
 for Winchester and Hinsdale
 Telephone: 352-6955
 Extension: 407
masullivan38@yahoo.com

Kenneth R. Dassau, Ed.D.
 Assistant Superintendent
 for Student Services
 Telephone: 352-6955
 Extension: 405
kdassau@mrsl.org

David G. Hodgdon, Ph.D.
 Director of Curriculum/Instruction
 Telephone: 352-6955
 Extension: 409
dhodgdon@mrsl.org

Laurent J. Biron
 Business Manager
 Telephone: 352-6955
 Extension: 406

**Meeting to be held at Hinsdale High School
 Hinsdale, NH**

Agenda for November 3, 2004 SAU #38 Meeting

7:00 p.m.	Call to Order
7:05 p.m.	Approval of the Minutes from the May 19, 2004 Meeting of the SAU #38 Board
7:10 p.m.	Review of 2005 – 2006 SAU #38 Budget
7:45 p.m.	Auditor's Report - Update on ADS
8:00 p.m.	New Business - Preparation of Default Budget
8:10 p.m.	Old Business - SAU Ballot
8:20 p.m.	Superintendent's Report
8:45 p.m.	Adjournment

 *** TX REPORT ***

TRANSMISSION OK

TX/RX NO 0415
 CONNECTION TEL 2394710
 CONNECTION ID
 ST. TIME 10/29 09:30
 USAGE T 00'15
 PGS. SENT 1
 RESULT OK

Winchester Town Hall

PLEASE POST



N.H. SCHOOL ADMINISTRATIVE UNIT NO. 38

600 Old Homestead Highway
 Swanzey, New Hampshire 03446
 Telephone: (603) 352-6955 - Fax: (603) 358-6708
www.sau38.org

Curtis J. Cardine
 Superintendent
 Telephone: 352-6955
 Extension: 408
cjcardine@yahoo.com

Margaret A. Sullivan
 Assistant Superintendent
 for Winchester and Hinsdale
 Telephone: 352-6955
 Extension: 407
masullivan38@yahoo.com

Kenneth R. Dassau, Ed.D.
 Assistant Superintendent
 for Student Services
 Telephone: 352-6955
 Extension: 405
kdassau@mrsd.org

David G. Hodgdon, Ph.D.
 Director of Curriculum/Instruction
 Telephone: 352-6955
 Extension: 409
dhodgdon@mrsd.org

Laurent J. Biron
 Business Manager
 Telephone: 352-6955
 Extension: 406

Meeting to be held at Hinsdale High School Hinsdale, NH

Agenda for November 3, 2004 SAU #38 Meeting

- | | |
|-----------|--|
| 7:00 p.m. | Call to Order |
| 7:05 p.m. | Approval of the Minutes from the May 19, 2004 Meeting of the SAU #38 Board |
| 7:10 p.m. | Review of 2005 - 2006 SAU #38 Budget |
| 7:45 p.m. | Auditor's Report
- Update on ADS |
| 8:00 p.m. | New Business
- Preparation of Default Budget |
| 8:10 p.m. | Old Business
- SAU Ballot |
| 8:20 p.m. | Superintendent's Report |
| 8:45 p.m. | Adjournment |

 *** MULTI TX/RX REPORT ***

TX/RX NO	0413	
PGS.	1	
TX/RX INCOMPLETE	-----	
TRANSACTION OK	[01]355 1209	MONAD REG HIGH
	[02]352 1713	MT CAESAR ELEM
	[03]242 9710	TROY ELEMENTARY
	[04]352 2901	GILSUM ELEMENTAR
	[05]336 7522	HINSDALE ELEMENT
	[07]352 0815	CUTLER SCHOOL
	[08]585 9287	GEORGE EMERSON
	[09]847 3441	SULLIVAN ELEMENT
	[10]352 2669	SURRY ELEMENTARY
	[11]336 7497	HINSDALE HIGH
	[12]239 4457	WINCHESTER
	[15]352 4336	Monadnock Commun
ERROR INFORMATION	[06]239 4968	THAYER

PLEASE POST



N.H. SCHOOL ADMINISTRATIVE UNIT NO. 38

600 Old Homestead Highway
 Swanzey, New Hampshire 03446
 Telephone: (603) 352-6955 - Fax: (603)358-6708
www.sau38.org

Curtis J. Cardine
 Superintendent
 Telephone: 352-6955
 Extension: 408
cjcardine@yahoo.com

Margaret A. Sullivan
 Assistant Superintendent
 for Winchester and Hinsdale
 Telephone: 352-6955
 Extension: 407
masullivan38@yahoo.com

Kenneth R. Dassau, Ed.D.
 Assistant Superintendent
 for Student Services
 Telephone: 352-6955
 Extension: 405
kdassau@mrsl.org

David G. Hodgdon, Ph.D.
 Director of Curriculum/Instruction
 Telephone: 352-6955
 Extension: 409
dhodgdon@mrsl.org

Meeting to be held at Hinsdale High School Hinsdale, NH

Agenda for November 3, 2004 SAU #38 Meeting

7:00 p.m.	Call to Order
7:05 p.m.	Approval of the Minutes from the May 19, 2004 Meeting of the SAU #38 Board
7:10 p.m.	Review of 2005 – 2006 SAU #38 Budget
7:45 p.m.	Auditor's Report - Update on ADS
8:00 p.m.	New Business - Preparation of Default Budget
8:10 p.m.	Old Business - SAU Ballot

School Administrative Unit #38

Public Session Notice

The School Administrative Unit #38 Board will meet on
Wednesday, November 3, 2004 at 7:30 p.m. in the cafeteria
at Hinsdale High School for their Annual Meeting.

The Keene Sentinel

To be placed wherever convenient sometime this week.

Run Public Notice for one day.

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer

To be placed wherever convenient sometime this week

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446



N.H. SCHOOL ADMINISTRATIVE UNIT NO. 38

600 Old Homestead Highway
Swanzey, New Hampshire 03446
Telephone: (603) 352-6955 - Fax: (603)358-6708
www.sau38.org

Curtis J. Cardine
Superintendent
Telephone: 352-6955
Extension: 408
cjcardine@yahoo.com

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale
Telephone: 352-6955
Extension: 407
masullivan38@yahoo.com

Kenneth R. Dassau, Ed.D.
Assistant Superintendent
for Student Services
Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction
Telephone: 352-6955
Extension: 409
dhodgdon@mrsd.org

Laurent J. Biron
Business Manager
Telephone: 352-6955
Extension: 406
lbiron@mrsd.org

Thomas C. Warner
Director of Computer Technology
Telephone: 352-6955
Extension: 410
twarner@mrsd.org

Meeting to be held at Hinsdale High School Hinsdale, NH

Agenda for November 3, 2004 SAU #38 Meeting

- | | |
|-----------|--|
| 7:00 p.m. | Call to Order |
| 7:05 p.m. | Approval of the Minutes from the May 19, 2004 Meeting of the SAU #38 Board |
| 7:10 p.m. | Review of 2005 – 2006 SAU #38 Budget |
| 7:45 p.m. | Auditor's Report
- Update on ADS |
| 8:00 p.m. | New Business
- Preparation of Default Budget |
| 8:10 p.m. | Old Business
- SAU Ballot |
| 8:20 p.m. | Superintendent's Report |
| 8:45 p.m. | Adjournment |

Non-Public – if needed

School Administrative Unit 38
SAU 38 BOARD MEETING
Unapproved MINUTES of May 19, 2004

Attendance:

Hinsdale: Ann Diorio, T. Sherman, J. Mulligan, J. Novick and W. Temmen.
Monadnock Regional: D. Gurian, W. Wright, R. Marra, W. Felton, R. Thackston, K. Cota and C. Dreyfuss, Jeff Friedman, Marianne Mathis
Winchester: C. Duquette, H. Bigelow and V. Cole.
SAU Administration: Curt Cardine, Superintendent; Margaret Sullivan, Asst. Supt; Ken Dassau, Asst. Supt. for Student Services; Larry Biron, Business Manager, D. Hodgdon, Dir. of Curriculum and T. Warner, Dir. of Technology.

C. Cardine opened the meeting and asked the Board Chairs from Hinsdale, Winchester and Monadnock to introduce the Board Members in attendance. C. Cardine asked for nominations for Chair of the SAU. **MOTION:** W. Temmen **MOVED** to nominate A. Diorio as Chair of the SAU. **SECOND:** C. Duquette. **VOTE:** Unanimous for those present. **Motion passes.** Chair Diorio now runs the meeting and asks for nominations for the Vice Chair. **MOTION:** W. Temmen **MOVED** to nominate C. Duquette as the Vice Chair. **SECOND:** R. Marra. **VOTE:** Unanimous for those present. **Motion passes.** Chair Diorio asked for nominations for the Treasurer. **MOTION:** R. Marra **MOVED** to nominate W. Wright as Treasurer. **SECOND:** C. Duquette. **VOTE:** Unanimous for those present. **Motion passes.** Chair Diorio asked for nominations for Vice Treasurer. **MOTION:** W. Temmen **MOVED** to nominate R. Thackston **SECOND:** J. Novick. **VOTE:** Unanimous for those present. **Motion passes.**

- A. Approval of the Minutes of Dec. 3, 2003 of the SAU#38 Board:** **MOTION:** R. Thackston **MOVED** to accept the minutes of the Dec. 3, 2003 Meeting as presented. **SECOND:** W. Temmen. **DISCUSSION:** R. Marra stated the three following corrections: If the members present are not a quorum than we will contact an attorney, in Section D: the vote on the amended motion should be first and the main motion should be second, and R. Marra reminded the Board that a Vice Treasurer needed to be elected. **VOTE:** Unanimous for those present. **Motion passes.**
- B. Overall SAU report from the Superintendent:** Supt. Cardine passed out information to the Board on the weighted vote and how many votes each Board had. Supt. Cardine explained his report in which he had enclosed in the Board packets.

C. Dreyfuss and K. Cota arrive at 7:40 PM.

A. Diorio informed the Board that the meeting was being taped. C. Cardine explained that the Board needed to be notified of the taping. C. Duquette asked who was taping the meeting. Doug Persau of Richmond.

Report from L. Biron, Business Manager: L. Biron informed the Board that there have been major improvements in the accounting software, the updating has brought

the system to the 21st Century. He will begin the budget preparation for the 2005-2006 Budget tomorrow. He said that Hinsdale has made a major improvement by replacing an entire back wall. Monadnock is discussing the repair of the cafeteria, the bathrooms and the locker rooms. The Winchester project is going well. There is asbestos removal at the elementary school.

Report from T. Warner, Technology Director: T. Warner informed the Board that there has been an upgrade to the accounting system, the network and the server. He said that he just returned from training. He reported that the conversion at Hinsdale is done and he would like to see it done in Monadnock. He said that he annually applies for an e-rate, which receives a discount rate, which depends on free and reduced lunch. The rebate check is received at the end of the year. He said that he has had a lot of inquiries about the computer stations and he informed the Board that has a 4 year contract which is the most efficient he feels.

Report from D. Hodgdon, Curriculum Director: He reported to the Board that he has been discussing the No Child Left Behind Legislature with the administration and teachers to keep them up to date. Testing will take place in the fall for the 3-8 grades and they are working on aligning the science curriculum to the frameworks. Title 1 paraprofessionals will be affected by this legislature and it will be a challenge. The annual district report card of each district will be coming out soon. W. Temmen asked if any district has failed at the NCLB. D. Hodgdon said that they have until the end of 2006.

Report from M. Sullivan, Assistant Superintendent for Hinsdale and Winchester: M. Sullivan reported that the Winchester Board had voted in favor of keeping the building and will keep it by a 3.8 million dollar bond. This bond will allow the elementary school to expand and move the middle school to the 1922 building. The new core of the building will house the cafeteria, kitchen, computer lab, nurse, library, office of the principal and the guidance office as well as 8-12 new classrooms. The 1961 wing will have 4 new classrooms by August. The 1922 boiler room will be closed off as well as the third floor. The main floor of the 1922 building will be done by mid year. She commented on the \$500,000.00 cut to the budget and explained that the students will have 90 minute blocks next year. They will take advantage of the CCC Center, VHS, KSC, volunteers and parent help.

M. Sullivan reported that Hinsdale had Phase 1 and Phase 2 for construction and the plans were defeated by the voters by 10 votes. The Board will be going back to the voters in March with a new plan. She mentioned the many new programs in Hinsdale: the Alternative Program, Brattleboro Voc Tech, VHS, AYP, Preschool, literacy and collaborative.

Report from K. Dassau, Assistant Superintendent for Student Services and Special Education: Nominations of SAU personnel would be discussed in non-public session. A resignation from a speech pathologist was received in November and no qualified replacement was available for the remainder of the year. A new hire

will begin this summer. In addition to the resignation there have been two speech staff members on medical leaves. Given the shortage of speech staff he wanted to commend the speech pathologists to the board for doing a great job in covering the case load of students. A resignation of the occupational therapist assistant was also received in December. A search for a licensed occupational therapist has been on-going. The NH DOE will be conducting an on-site of the SAU 38 special education programs next year.

Minutes were approved at this time in the meeting.

- C. Citizens Comments: Mr. Carnie:** Commented to the Board on the Petitioned Article concerning the SAU Budget and the fact that Winchester and Monadnock passed the article but not Hinsdale. He questioned the vote of the majority of the voters and the fact that Hinsdale had a voice vote on the article. A. Diorio commented that Hinsdale is not an SB2 Town and unless requested by a citizen they did not need to have a ballot vote. J. Carnie read the law to the Board. He asked the Monadnock Board to use the weighted vote and activate the decision from the two towns. C. Duquette asked what the attorney had advised. A. Diorio said that it has to be a majority vote from each district of the SAU. J. Carnie disagreed. R. Thackston commented that the Board needs to look at the issue. **MOTION:** D. Gurian **MOVED:** As a recommendation from the Monadnock SAU Committee to form a committee of all three Boards in the District to create and make a plan to cover RSA 194C 9B. **SECOND:** R. Thackston. **VOTE:** Unanimous for those present. **Motion passes.**

- D. Setting the Dates for the 2004-2005 SAU #38 Meetings:** The dates for the three SAU Board Meetings will be as follows: November 3, 2004 in Hinsdale, December 1, 2004 in Winchester and May 4, 2005 at Emerson Elementary. R. Marra suggested an October meeting because of what the new SAU committee may find out. A tentative meeting on October 6, 2004 will be scheduled if needed. A. Diorio suggested that two members from each Board form the committee. Please get back to C. Cardine with the names before June 11, 2004. The meetings will be posted and they will rotate in the three different towns.

MOTION: D. Gurian. **MOVED** to enter into non-public session for the purpose of personnel RSA 91 A 3 II (a) and (b), nominations of SAU personnel, setting of SAU Salaries and any other personnel issue. **SECOND:** W. Temmen **VOTE:** Unanimous for those present. **Motion passes.** A. Diorio asked for a roll call vote:

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

GOODNOW, ARWE, AYER, PRIGGE, HOPPOCK & KANE

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

WILLIAM N. PRIGGE
JOSEPH S. HOPPOCK
LARRY S. KANE

45 ROXBURY STREET
P. O. BOX 505
KEENE, NEW HAMPSHIRE 03431-0505

TELEPHONE (603) 352-0222
FAX (603) 352-5571

JOHN R. GOODNOW (1931-1972)
KENNETH J. ARWE (1943-1987)
FRANCIS H. AYER (1948-1993)

OF COUNSEL
JOHN S. GOODNOW

October 25, 2004

Curtis J. Cardine, Superintendent
SAU #38
600 Old Homestead Highway
Swanzey, New Hampshire 03446-2310

Re: RSA 194-C:9 – Alternative Method for Adoption of SAU Budgets

Dear Curt:

This is in connection with our review of the statutes and materials you provided me with concerning the adoption of the alternative method of consideration for SAU budgets. I had hoped to get back to you before my being out of the office in mid October, but was not able to do so, and I apologize for the delay in responding.

As you are well aware, the statutory scheme for allowing individual districts to participate in the adoption of the SAU budget was created by the legislature in 2003. To those involved, the “nuts and bolts” of this matter has been much discussed, but for those who are new to the matter, I will try to provide both a brief overview concerning the law itself and the actions taken by the various districts comprising SAU #38.

RSA 194-C:9-b sets forth the alternative budget procedure whereby each individual school district may place before the voters of that school district the annual SAU budget by separate warrant article requiring a majority vote of all of the districts for adoption. RSA 194-C:9-a lays out the procedure to be used in adopting the alternative procedure.

RSA 194-C:9-a states that each school district within an SAU may vote to adopt the provisions of RSA 194-C:9-b by placing a question on the warrant of their annual school district meeting asking the voters if they wish to adopt the alternative procedure. The ambiguity in question here is contained in subparagraph c which states “If a majority of the voters in the school districts within the school administrative unit approve the question, then RSA 194-C:9-b shall apply starting with the next annual school district meeting of the school districts within that school administrative unit, and shall continue until rescinded.”

We have reviewed the information provided by each of the constituent districts of SAU #38, Hinsdale, Monadnock and Winchester. In each case, there was a petition submitted by the voters

quoting the statutory language of RSA 194-C:9-b, and in each case the petition article was duly submitted to the voters.

In the case of the Monadnock and Winchester districts, since they are so-called Senate Bill 2 municipalities, the matter was presented to their respective deliberative sessions, then voted upon at the second session.

Hinsdale, not being a Senate Bill 2 municipality had the "traditional" annual meeting. According to the information I have, the voters of the Monadnock Regional School District voted for the adoption of the alternative budget procedure by a count of 1,643 for and 834 against. Winchester at its second session, also voted in the affirmative with 482 for and 348 against.

In Hinsdale, according to the minutes, Article 9 was read by the moderator and the motion was made and seconded to pass Article 9 as presented. The clerk noted that "the vote on Article 9 was in the negative and the article failed".

Although it is difficult to tell what the population was at the Hinsdale meeting, there were apparently 581 votes cast on Article 1, the budget, and 262 votes cast on Article 4. The population of the meeting apparently decreased somewhat, as there were 207 votes on Article 5, 208 votes on Article 6 and 181 votes on Article 7. At all events, it does not appear that there were more than 581 voters in any business recorded at the meeting. My primary reason for mentioning that is that even if there were 581 voters on Article 9 (which is highly doubtful given the number of voters on Articles 5, 6 and 7), and they all voted against Article 9, the votes in favor of the adoption of the Article in the three districts would amount to 2,125 and votes against would be 1,772.

Thus we come down to the question that while the total vote of the districts within the SAU had a majority voting in favor of the adoption of the Article, whether there has to be a majority in each district within the SAU.

The approved method of statutory interpretation says to look first at the plain wording of the statute. Courts will not interpret statutes which have been passed by the legislature in a way that is inconsistent with their plain wording. The statute itself states that there must be "A majority of the voters in the school districts within the school administrative unit" voting to approve the question. It is obviously not clear whether that language requires a majority of all of the voters in total or a majority of the voters in each of the school districts. It seems that had the legislature simply included the words "each of" in the first sentence of subparagraph C, this issue could be determined easily. However, the legislature did not do so.

If the plain wording of the statute is ambiguous, courts will look to extraneous evidence such as wording used in other sections of the statute and legislative intent. First, in looking at other sections of the statute, I would note the wording in RSA 194-C:9-a II which, although substantively not relevant to the question at hand, refers to "each school district within the school administrative unit." This similar type of wording is contained in the same statute in Section III as well. It would seem that an argument could be made that the legislature clearly understood the distinction between "each school district" and the school districts in total. Such an argument would lead to the

conclusion that the legislature's failure to distinguish clearly that the majority vote to approve the alternative procedure would apply to each district, that the legislature in fact intended the majority vote to be of all voters within the SAU.

In reviewing the information that you provided me with, I have had the opportunity to read the opinion of Dean Michener from the New Hampshire School Boards Association. Mr. Michener opined that adoption of the new procedure requires a majority vote in "each district of the SAU." His analysis was based upon his understanding of legislative intent, more specifically, the workings behind and language of House Bill 1155 which came out of the 2004 legislative session. According to Mr. Michener, the ultimate language of House Bill 1155 was arrived at due to the feeling that RSA 194-C:9 needed to be clarified in regards to just this question before us. Mr. Michener states "Therefore, when we worked on the language for HB 1155, we specifically put in the bill a clarification that each of the districts within the SAU approves the question."

In fact, I have reviewed the final version of House Bill 1155 and enclose it with this letter. If the purpose of House Bill 1155 was to clarify this matter, it is my opinion that it fails to achieve that purpose. Rather than insert the word "each" the legislature instead passed a bill amending 194-C-a to state "If a majority of the voters 'voting' in the school districts within the school administrative unit approved the question, then RSA 194-C:9-b shall apply starting with the next annual school district meeting . . ." The only substantive change in this particular provision of the statute does not distinguish whether the majority vote must be of all the school districts or each of the school districts, but simply clarifies that the majority vote must be of those voters who actually vote on the issue, and mandates that the moderator take a "head count" so that the numbers can be determined, rather than a simple voice vote, as was apparently done in Hinsdale.

Although I do not believe the legislature cleared up our problem with the 2004 revision, it is interesting to note that the provision mandating the head count reads as follows:

"each school district moderator shall cause a vote to be taken, record the number of yeas and nays, and report the results to the secretary of the school administrative unit board who shall accumulate the total vote for all the school districts within the school administrative unit. . . ."

Although the legislature did not deal with the "each district" question, since the amended statute would require a specific tally in each district, and the SAU would record "the total vote" for all of the school districts, there is a clear indication that the adoption is based on the action of all of the voters within the SAU, not that the adoption must occur in each district comprising the SAU.

I have also had the opportunity to review Mr. Hatfield's letter to Margaret Sullivan in January of this year. His commentary was on a slightly different issue and that would be whether all districts within an SAU had to take up the issue of adoption of the alternative budget process not just one district. Eventually this was done, and all three districts did act on the petitioned article, and it would certainly appear that the proposal received a "majority of the votes cast".

Based upon the above, it is my opinion that RSA 194-C:9 does not require a majority vote of each individual school district for the adoption of the alternative procedure. The language of the

Curtis J. Cardine, Superintendent
October 25, 2004

Page Four

statute itself is ambiguous and does not give rise to such a conclusion. Other wording contained in the statute would tend to lean toward the majority necessary being that of all of the voters in total. In this connection, the adoption of House Bill 1155, while not answering our questions, aims towards making the tally of the total vote clearly ascertainable.

In view of the foregoing, it would be my opinion that a majority of the voters within the SAU that voted on the issue voted for adoption, and that the SAU budget can be voted upon by the individual districts in 2005.

If you have any questions or need anything further, please let me know.

Very truly yours,



William N. Prigge

/aw
Enclosures

CHAPTER 75

HB 1155 – FINAL VERSION

19Feb2004... 0407h

04/15/04 1078s

2004 SESSION

03-2030

04/09

HOUSE BILL **1155**

AN ACT clarifying alternative budget adoption procedures in school administrative units.

SPONSORS: Rep. Bergin, Hills 47

COMMITTEE: Education

AMENDED ANALYSIS

This bill clarifies the law regarding alternative budget adoption procedures in school administrative units.

Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears [~~in brackets and struckthrough~~]

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

19Feb2004... 0407h

04/15/04 1078s

03-2030

04/09

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Four

AN ACT clarifying alternative budget adoption procedures in school administrative units.

Be it Enacted by the Senate and House of Representatives in General Court convened:

75:1 School Administrative Units; Alternative Budget Procedure. Amend RSA 194-C:9-a, I(a) to read as follows:

(a) Each school district, within a school administrative unit that is composed of 2 or more ~~[town]~~ school districts, may vote to adopt the provisions of RSA 194-C:9-b to determine the means for adopting the school administrative unit budget by placing a question on the warrant of their next annual school district meeting. The question shall be voted on in accordance with the ballot and voting procedures in effect in that school district.

75:2 School Administrative Units; Alternative Budget Procedure. Amend RSA 194-C:9-a, I(c) to read as follows:

(c) If a majority of the voters **voting** in the school districts within the school administrative unit approve the question, then RSA 194-C:9-b shall apply starting with the next annual school district meeting of the school districts within that school administrative unit, and shall continue until rescinded. ***Each school district moderator shall cause a vote to be taken, record the number of yeas and nays, and report the results to the secretary of the school administrative unit board who shall accumulate the total vote for all the school districts within the school administrative unit. The secretary of the school administrative unit board shall announce the results and certify the same to the department of revenue administration.***

75:3 School Administrative Units; Alternative Budget Procedure. Amend RSA 194-C:9-a, III to read as follows:

III. In order to rescind the adoption of RSA 194-C:9-b, each school district within the school administrative unit shall comply with the petition procedure set forth in RSA 197:6 and upon such compliance, a question shall be placed on the warrant of the next annual school district meeting. The wording of the question shall be: "Shall the voters of the _____ school district within school administrative unit number _____ rescind the adoption of RSA 194-C:9-b, relative to the alternative school administrative unit budget adoption procedure, and adopt the provisions of RSA 194-C:9 as the method for governing the adoption of the school administrative unit budget?" If a majority of the voters **voting** in the school districts within the school administrative unit approve the question, then the provisions of RSA 194-C:9 shall govern the procedure for adopting the school administrative unit budget in such school administrative unit. ***Each school district moderator shall cause a vote to be taken, record the number of yeas and nays, and report the results to the secretary of the school administrative unit board who shall accumulate the total vote for all the school districts within the school administrative unit. The secretary of the school administrative unit board shall announce the results and certify the same to the department of revenue administration.***

75:4 School Administrative Units; Alternative Budget Procedure. RSA 194-C:9-b is repealed and reenacted to read as follows:

194-C:9-b Alternative Budget Procedure.

I. In a school administrative unit composed of 2 or more school districts which has adopted the provisions of RSA 194-C:9-a, the school administrative unit budget adopted according to RSA 194-C:9, I shall be placed before the voters of each school district of that school administrative unit in a separate warrant article at the annual school district meeting. Notwithstanding RSA 32 and RSA 40:13, the budget adopted by the school administrative unit board shall not be amended or changed in any way prior to the vote. Each school district moderator shall cause a vote to be taken, record the number of yeas and nays, and report the results to the secretary of the school administrative unit board who shall accumulate the total vote for all the school districts within the school administrative unit. The secretary of the school administrative unit board shall announce the results and certify the same to the department of revenue administration. A majority of voters voting in favor shall result in adoption of the budget proposed by the school administrative unit board. If the article receives less than a majority vote, the budget amount accepted shall be that of the previous year adjusted for continuing contracts. Wording of the warrant article shall be as follows:

"Shall the voters of _____(name of school district) _____ adopt a school administrative unit

budget of \$_____ for the forthcoming fiscal year in which \$_____ is assigned to the school budget of this school district?

This year's adjusted budget of \$_____, with \$_____ assigned to the school budget of this school district, will be adopted if the article does not receive a majority vote of all the school district voters voting in this school administrative unit."

II. This section shall not apply to a school administrative unit that includes a city.

75:5 Effective Date. This act shall take effect upon its passage.

(Approved: May 7, 2004)

(Effective Date: May 7, 2004)

Non-approved minutes
MONADNOCK REGIONAL SCHOOL DISTRICT
SAU Committee Meeting Minutes
May 11, 2004

Monadnock Regional Junior and Senior High School Conference Room

Present: Dixie Gurian, Robin Marra and Winston Wright.

Absent: Timothy Aho

Also Present: Curtis Cardine, Superintendent

Meeting called to order at 7:07 p.m.

D. Gurian nominated R. Marra to serve as Chair of SAU Committee; motion seconded by W. Wright. **Vote:** 2-0-1-1

SAU Board Meeting will be held on Wednesday, May 19, 2004 (7:00 p.m. at Emerson School in Fitzwilliam). Agenda items will include: Nominations for Board Officers; SAU Report by Superintendent Cardine; New Business; Old Business; and Citizen Comments. There will also be a Personnel issue in the non-public portion of the meeting.

Discussion regarding RSA 194-C:9-a (Alternative Budget Procedure; Method of Adoption). R. Marra reviewed Board action to date (cf. Minutes of April 6, 2004 Board meeting, p 5). D. Gurian said we would probably go along with voters; W. Wright voiced concerns in terms of potential impact on the SAU budget. D. Gurian wondered if we should have a subcommittee of the SAU Board investigate the mechanics of how the alternative procedure would operate. W. Wright said that sounded like a good idea. R. Marra mentioned that he had contacted someone who works for the legislature, seeking advice on how to research the legislative history of a bill. The individual, who is also an attorney, mentioned that he had worked on both HB336-L and HB1155. Moreover, it was this individual's view that the intent of HB336-L was to require each district within a school administrative unit (SAU) to approve the procedures outlined in RSA 194-C:9-a, whereas HB1155 merely required a majority of voters within the entire SAU.

Public Comments:

J. Carnie (Richmond) objected to any reference to the attorney's comments.

R. Bauries (Swanzey) said that budget changes are coming; he asked whether the superintendent has an opinion and would he be will to persuade the [Monadnock] Board to follow the wishes of the voters.

D. Connell (Richmond) said that he was perplexed as to why the Board is digging in its heels on this issue.

N. Moriarty (Richmond) believes there is an alternative. Specifically, there is no RSA preventing the separation of the SAU budget from the overall operating budget. His recommendation is that the MRSD Board goes ahead and presents the SAU budget as a separate warrant article.

J. Carnie (Richmond) stated that he was "flabbergasted" by reference to an attorney; he formally requested the name of the individual be entered in the record. He further

suggested that the committee's action was influenced by this individual's characterization of the legislative intent of HB336-L and HB1155.

D. Gurian (reading from notes) said that the suggestion to form a subcommittee of the SAU Board was made before R. Marra's comments. The committee chair confirms this. D. Gurian moves that "The SAU Committee recommend to the full Monadnock Board that it requests that the SAU Board establish a subcommittee whose primary task will be to figure out the *mechanics* of RSA 194-C:9-a (e.g., budget timeline, scheduling, etc.)." Motion seconded by W. Wright. **Vote: 2-1-0-1. Motion adopted.**

Meeting adjourned at 8:09 p.m.

Respectfully submitted,

Robin F. Marra

ELEMENTARY LIBRARIES—Monadnock Regional School District

5/04

SCHOOLS	ENROLLMENT	SIZE OF COLLECTION	AVERAGE AGE OF COLLECTION	BUDGET 03-04	BUDGET 04-05
CUTLER full-time library aide	288	7309 (bks per sdt=25)	(10/02—1984) 1988	Books & print materials \$6775 (\$20.35 per sdt.) TOTAL: \$8354	Books & print materials \$7025 (\$24.39 per sdt.) TOTAL: \$8415
EMERSON full-time library aide	216	7087 (bks per sdt=33)	(10/02—1984) 1986	Books & print materials \$4000 (\$17.93 per sdt.) TOTAL: \$5510	Books & print materials \$4000 (\$18.52 per sdt.) TOTAL: \$5510
GILSUM 25% time library aide	44	3760 (bks per sdt=85)	(10/02—1976) 1980	Books & print materials \$2325 (\$52.84 per sdt) TOTAL: \$2325	Books & print materials \$666 (\$15.14 per sdt.) TOTAL: \$666
MT. CAESAR full-time library aide	394	6467 (bks per sdt=17)	(10/02—1986) 1989	Books & print materials \$7760 (\$20.16 per sdt.) TOTAL: \$8560	Books & print materials \$8070 (\$20.48 per sdt.) TOTAL: \$9318
SULLIVAN 25% time library aide	47	2823 (bks per sdt=60)	(10/02—1977) 1981	Books & print materials \$1800 (\$38.29 per sdt.) TOTAL: \$1800	Books & print materials \$666 (\$14.17 per sdt.) TOTAL: \$666
SURRY 25% time library aide	33	3946 (bks per sdt=119)	(10/02—1978) 1981	Books & print materials \$2300 (\$69.69 per sdt.) TOTAL: \$2300	Books & print materials \$666 (\$20.18 per sdt.) TOTAL: \$666
TROY full-time library aide	172	6544 (bks per sdt=38)	(10/02—1981) 1983	Books & print materials \$4750 (\$26.10 per sdt.) TOTAL: \$6500	Books & print materials \$3800 (\$ 22.09per sdt.) TOTAL: \$4400

School Administrative Unit #38

Public Session Notice

Sub Committee Meeting

The School Administrative Unit #38 Board will meet on

Wednesday, August 25, 2004 at 6:30 p.m.

In the Ford Building

in

Winchester New Hampshire

PLEASE POST

**School Administrative Unit #38
Public Session Notice
Sub Committee Meeting**

**The School Administrative Unit #38 Board will meet on
Wednesday, August 25, 2004 at 6:30 p.m.
In the Ford Building
in
Winchester New Hampshire**

Terry Stepenuck

From: "Larry Biron" <lbiron@mrds.org>
To: "Russ Cloutier" <rcloutier@mrds.org>; "Terry Stepenuck" <tstepenuck@mrds.org>; "Kathryn Schnyer" <kschnyer@mrds.org>; "Grace Fernald" <gfernald@mrds.org>; "Jean Snow" <jsnow@mrds.org>; "Janet Iacobucci" <jiacobucci@mrds.org>
Sent: Monday, May 24, 2004 12:12 PM
Subject: Re: New SAU Treasurer ?

These are the changes for the SAU Board effective now:

Chair - Ann Diorio
 Vice Chair - Colleen Duquette
 Treasurer - Winston Wright
 Vice Treasurer - Richard Thackston
 Secretary - Hired

Meetings for next year are: November 3rd in Hinsdale; October 6 in Monadnock; December 1st in Winchester; May 4th in Fitzwilliam
 Larry

----- Original Message -----

From: "Russ Cloutier" <rcloutier@mrds.org>
To: "Larry Biron" <lbiron@mrds.org>
Cc: "Jean Snow" <jsnow@mrds.org>
Sent: Friday, May 21, 2004 8:51 AM
Subject: New SAU Treasurer ?

- > Dan mentioned that you mentioned to him that there will be a new SAU 38
- > Treasurer ? Is that as of July 1st ? Who are the new Treasurer and
- > Vice-Treasurer, so we can do the paperwork and change the signatures in
- ADS
- > Profund2000 and SeQueL ?
- >
- > Thanks,
- >
- > Russ Cloutier
- > Assistant Business Manager
- > SAU 38
- > Monadnock Regional, Hinsdale and Winchester School Districts

05/24/2004

Non-approved minutes
School Administrative Unit No. 38
SAU 38 Board Meeting
Non-Public Meeting Minutes
May 19, 2004
Emerson Elementary School, Fitzwilliam

8:55 PM C. Duquette **MOVED** to enter into non-public session in accordance with RSA 91:A-3 II (a) and (b) for the purpose of discussing personnel. **SECOND:** J. Novick. **VOTE:** Unanimous for those present. **Motion passes.**

Attendance:

Hinsdale: Ann Diorio, Joanne Mulligan, Joseph Novick, Tia Sherman and Wayne Temmen

Monadnock Regional: Karen Cota, Colline Dreyfuss, William Felton, Jeff Friedman, Dixie Gurian, Robin Marra, Marianne Mathis, Richard Thackston and Winston Wright

Winchester: Harold Bigelow III, Valerie Cole and Colleen Duquette

Also present: Curtis Cardine and Kenneth Dassau

Personnel:

Dr. Kenneth Dassau, Assistant Superintendent for Student Services, distributed a list of nominations for 2004-05.

W. Wright leaves at 9:13 PM.

D. Gurian **MOVED** to accept the nominations as presented. **SECOND:** J. Novick. **VOTE:** Unanimous for those present. **Motion passes.** K. Dassau leaves.

Mr. Curtis Cardine, Superintendent, distributed a list of nominations for SAU Staff. Assistant Superintendents K. Dassau and M. Sullivan were nominated for 3-year contracts. The following were nominated for continuing contracts: L. Biron, Business Manager; D. Hodgdon, Curriculum Director; T. Warner, Technology Director; R. Cloutier, Assistant Business Manager; and D. Most, Assistant Business Manager for Grants. C. Cardine noted that MRSD principals and SAU staff are voluntarily switching their health plans to Blue Choice, which will result in significant savings. C. Cardine stated that he would not feel comfortable accepting a contract of shorter duration than those granted to his two Assistant Superintendents. J. Mulligan **MOVED TO TABLE** the discussion. **SECOND:** R. Thackston. **VOTE:** 15-1-0. **Motion passes.** C. Cardine leaves.

R. Marra distributed copies of the evaluation of Superintendent Cardine conducted by the Monadnock School Board along with the recommendation to negotiate a 3-year contract with Mr. Cardine. W. Felton **MOVED** to accept the recommendation of the Monadnock School Board as presented. **SECOND:** D. Gurian. **VOTE:** Unanimous for those present. **Motion passes.**

R. Thackston **MOVED TO REMOVE FROM THE TABLE** the previous discussion. **SECOND:** D. Gurian. **VOTE:** Unanimous for those present. **Motion passes.** C. Cardine returns.

R. Thackston **MOVED** to negotiate 3-year contracts for K. Dassau and M. Sullivan as presented by Superintendent Cardine. **SECOND:** J. Novick. **VOTE:** 15-0-1. **Motion passes.**

C. Duquette **MOVED** to approve continuing contracts, as presented by Superintendent Cardine, to L. Biron, D. Hodgdon, T. Warner, R. Cloutier and D. Most. **SECOND:** H. Bigelow III. **VOTE:** Unanimous for those present. **Motion passes.**

9:51 PM W. Temmen **MOVED** to return to public session. **SECOND:** W. Felton. **VOTE:** **Yeas** H. Bigelow III, V. Cole, K. Cota, A. Diorio, C. Dreyfuss, C. Duquette, W. Felton, J. Friedman, D. Gurian, R. Marra, M. Mathis, J. Mulligan, J. Novick, T. Sherman, W. Temmen and R. Thackston. **Nays** None. **Abstentions** None.

D. Gurian **MOVED** to extend the appreciation of the SAU Board to Superintendent Cardine and the entire SAU staff for their dedication and hard work. **SECOND:** W. Temmen. **VOTE:** Unanimous for those present. **Motion passes.**

9:53 PM J. Mulligan **MOVED TO ADJOURN.** **SECOND:** C. Duquette. **VOTE:** Unanimous for those present. **Motion passes.**

Respectfully submitted,

Robin F. Marra
Amanuensis ad interim

ORGANIZATION AND OPERATION OF THE SCHOOL ADMINISTRATIVE UNIT (SAU) SCHOOL BOARD

A. SAU SCHOOL DISTRICTS:

The School Districts of Monadnock Regional, Hinsdale, and Winchester shall constitute School Administrative Unit #38.

B. SAU BOARD:

The combined school boards of the school districts constitute the SAU board.

C. VOTING RIGHTS:

Representation. – RSA 194-C:7: Every school district maintaining one or more public schools shall be entitled to 3 votes on the joint board of school administrative units, plus additional votes as provided in RSA 194-C: 8. (Former RSA 189:46 see below) Districts not maintaining schools shall have one representative on the joint board, who shall be entitled to one vote. Each school district board member present shall be entitled to have a proportionate share of the school district's votes provided that the total votes per district shall be equally divided among the district's board members present and cast as each member present decides on any issue.

Source. 1996, 298:3, effective Aug. 9, 1996.

RSA 194-C: 8 Weighted Voting. – In all votes regarding school administrative unit affairs, including the organization of such unit's school board and selection of officers, each district shall be entitled to one vote for each 16 pupils residing in that district and enrolled in schools under the administrative unit. A balance of 8 or more students shall entitle that district to an additional vote. A balance of fewer than 8 students shall have no net effect on a district's vote. Enrollments shall be based on the average daily membership in residence of each district for the school year which ended in the preceding June. Weighted votes shall only be used upon the demand of a majority of the members of any board present and voting in the school administrative unit. The school board members present at a school administrative unit school board meeting shall be entitled to cast the entire number of votes assigned to their school districts, provided that each representative present shall be entitled to a proportionate share of the total to be cast as provided in RSA 194-C:7. Source. 1996, 298:3, effective. Aug. 9, 1996.

Current Weighted Vote for SAU#38

Based on ADM figures reported on July 13, 2003 for 2002-2003 by NH Department of Education including children placed out-of-district in each district.

District	Population from ADM	ADM / 16	Weighted Vote
Winchester	709.7	44.35	44
Hinsdale	776.6	48.54	49
Monadnock	2518.4	157.40	157

Weighted Votes per Member of Each Board (i.e. All Members Attend SAU#38 Meeting)

District	Weighted Vote	Board Members	Vote Per Member
Winchester	44	5	8.8
Hinsdale	49	5	9.8
Monadnock	157	15	10.47

Weighted Vote per Member at a Meeting Attended by the 3 Representatives from Each Board

District	Weighted Vote	Representatives	Vote Per Member
Winchester	44	3	14.67
Hinsdale	49	3	16.34
Monadnock	157	3	52.34

Non-approved minutes
MONADNOCK REGIONAL SCHOOL DISTRICT
SAU Committee Meeting Minutes
May 11, 2004

Monadnock Regional Junior and Senior High School Conference Room

Present: Dixie Gurian, Robin Marra and Winston Wright.

Absent: Timothy Aho

Also Present: Curtis Cardine, Superintendent

Meeting called to order at 7:07 p.m.

D. Gurian nominated R. Marra to serve as Chair of SAU Committee; motion seconded by W. Wright. **Vote:** 2-0-1-1

SAU Board Meeting will be held on Wednesday, May 19, 2004 (7:00 p.m. at Emerson School in Fitzwilliam). Agenda items will include: Nominations for Board Officers; SAU Report by Superintendent Cardine; New Business; Old Business; and Citizen Comments. There will also be a Personnel issue in the non-public portion of the meeting.

Discussion regarding RSA 194-C:9-a (Alternative Budget Procedure; Method of Adoption). R. Marra reviewed Board action to date (cf. Minutes of April 6, 2004 Board meeting, p 5). D. Gurian said we would probably go along with voters; W. Wright voiced concerns in terms of potential impact on the SAU budget. D. Gurian wondered if we should have a subcommittee of the SAU Board investigate the mechanics of how the alternative procedure would operate. W. Wright said that sounded like a good idea. R. Marra mentioned that he had contacted someone who works for the legislature, seeking advice on how to research the legislative history of a bill. The individual, who is also an attorney, mentioned that he had worked on both HB336-L and HB1155. Moreover, it was this individual's view that the intent of HB336-L was to require each district within a school administrative unit (SAU) to approve the procedures outlined in RSA 194-C:9-a, whereas HB1155 merely required a majority of voters within the entire SAU.

Public Comments:

J. Carnie (Richmond) objected to any reference to the attorney's comments.

R. Bauries (Swanzey) said that budget changes are coming; he asked whether the superintendent has an opinion and would he be will to persuade the [Monadnock] Board to follow the wishes of the voters.

D. Connell (Richmond) said that he was perplexed as to why the Board is digging in its heels on this issue.

N. Moriarty (Richmond) believes there is an alternative. Specifically, there is no RSA preventing the separation of the SAU budget from the overall operating budget. His recommendation is that the MRSD Board goes ahead and presents the SAU budget as a separate warrant article.

J. Carnie (Richmond) stated that he was "flabbergasted" by reference to an attorney; he formally requested the name of the individual be entered in the record. He further

suggested that the committee's action was influenced by this individual's characterization of the legislative intent of HB336-L and HB1155.

D. Gurian (reading from notes) said that the suggestion to form a subcommittee of the SAU Board was made before R. Marra's comments. The committee chair confirms this.

D. Gurian moves that "The SAU Committee recommend to the full Monadnock Board that it requests that the SAU Board establish a subcommittee whose primary task will be to figure out the *mechanics* of RSA 194-C:9-a (e.g., budget timeline, scheduling, etc.)." Motion seconded by W. Wright. **Vote: 2-1-0-1. Motion adopted.**

Meeting adjourned at 8:09 p.m.

Respectfully submitted,

Robin F. Marra

SCHOOL ADMINISTRATIVE UNIT No. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446

Telephone: 352-6955 FAX: 358-6708

Monadnock Regional School District

www.mrsd.org

Curtis J. Cardine, Superintendent

Hinsdale School District

Winchester School District

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent Biron, Business Manager

Thomas Warner, Director of Technology

To: All SAU#38 Board Members

From: Ann Diorio: Chair SAU#38 Board

Enclosed please find a copy of our agenda for the May 19, 2004 meeting of the SAU Board.

Please plan to join us for a catered dinner at the Emerson School. The meal will be served in Cafeteria at 6:30 P.M.

Sincerely,

Ann Diorio: Chair SAU#38 Board

The Fine Arts Room

SCHOOL ADMINISTRATIVE UNIT No. 38

SWANZEY CENTER

600 Old Homestead Highway

Swansey, NH 03446

Telephone: 352-6955 FAX: 358-6708

Monadnock Regional School District

www.mrsd.org

Curtis J. Cardine, Superintendent

Hinsdale School District

Winchester School District

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent Biron, Business Manager

Thomas Warner, Director of Technology

5/11/2004

To: SAU #38 Board Members

From: Curtis J. Cardine, Superintendent SAU 38

RE: Agenda for the Wednesday, May 19, 2004 Board Meeting of SAU #38

Time: 7:30 P.M.

Place: Emerson Multi-Purpose Room

A. Approval of the Minutes from the December 2003 meeting.

B. Election of officers.

a. Chairman (Hinsdale)

b. Vice Chairman

c. Treasurer

d. Vice Treasurer

e. Secretary

C. Overall SAU report from the Superintendent (enclosed)

Comments from Assistant Superintendent for Student Services and Special Education, Assistant Superintendent for Hinsdale and Winchester, Curriculum Director, Technology Director, Business Manager

D. Citizen Comment: Mr. Carnie (Richmond, NH)

E. Setting the Dates for the 2004-2005 SAU#38 Meetings

F. Non Public Meeting: Personnel RSA 91 A 3 II(a) and (b)

a. Nomination of SAU Personnel

b. Setting of SAU Salaries

c. Any other Personnel Issue

G. Adjournment

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of Dec. 3, 2003

Attendance:

Hinsdale: Ann Diorio.

Monadnock Regional: Dixie Gurian and Robin Marra

Winchester: Colleen Duquette

SAU Administration: Curt Cardine, Superintendent; Margaret Sullivan, Asst. Supt.; Ken Dassau, Asst. Supt. for Student Services; Larry Biron, Business Manager, D. Hodgdon, Dir. of Curriculum and T. Warner, Dir. of Technology.

Call the Public Hearing open at 7:00 PM by A. Diorio. J. Carnie asked if he could ask a question about the budget. A. Diorio said that this is the time to ask questions before the approval of the budget. L. Biron explained that the health benefits have been updated and the operating budget has dropped to 4.95%. C. Cardine explained that the health benefits are up but the budget was adjusted to keep it at 4.95%. C. Duquette asked about the Supt. Contractual Services. L. Biron responded that he did not bring the information to the meeting tonight but he did say that part of it was for legal expenses. D. Gurian explained that at the first meeting on the budget there was a question on staff development and the correction still has not been made. C. Cardine explained that there is a problem and the corrections will be made. C. Duquette asked about the Supt. Salaries and who was in that account. C. Cardine said that C. Cardine, M. Sullivan and Terry and Karen the secretaries. She also asked about the Business Office Account. L. Biron responded that there are three staff members: L. Biron, Russ Cloutier and D. Most. R. Marra asked if there were any areas that had a significant decrease. C. Cardine answered that Staff Development, Auditing Expenses, Travel and Conference, Contracting and Maintenance Repair. R. Marra asked if any equipment was taken out. L. Biron said no because they are not looking at any big buys for this year. J. Carnie asked if the Board had a quorum with four people. C. Cardine commented that even if only one member were to attend they would carry the weighted vote. J. Carnie asked if only one member from Monadnock attended would that be a quorum and would they receive the weighted vote. C. Cardine answered yes. C. Cardine read a handout explaining the voting. J. Carnie commented that it does not say that every school district must have a member present. C. Cardine said that it is his interpretation that each school district should have a representative present. A. Diorio closes the Public Hearing.

A. Diorio opens the SAU Board meeting at 7:30 PM. A. Diorio would like to continue with the meeting and if the members present is incorrect than we will contact an attorney.

A. Approval of the Minutes of Nov. 5, 2003 of the SAU#38 Board: MOTION: D. Gurian **MOVED** to accept the minutes of the Nov. 5, 2003 Meeting as presented. **SECOND:** R. Marra. **VOTE:** Unanimous for those present. **Motion passes.**

B. Adoption of 2004-2005 SAU#38 Budget: C. Cardine passed out information to the SAU Board. It contained information on the grants which are handled at the SAU

totaling over 4 million dollars, the three district budget, the SAU Management and the SAU formula figuring sheet. **MOTION:** D. Gurian **MOVED** to adopt the 2004-2005 SAU Budget as presented. **SECOND:** C. Duquette. **VOTE:** Unanimous for those present. **Motion passes.**

C. Citizens Comments: None

D. New Business: C. Cardine will be handing out the new manuals in January. **Motion:** C. Duquette **MOVED** to add Citizens Comments to the agenda. **SECOND:** R. Marra **DISCUSSION:** Placement options were discussed. A. Diorio commented that no one speaks at the beginning of the meeting. R. Marra suggested that citizens be able to speak before and after. C. Duquette added that the comments should be limited to 15 minutes. **MOTION:** R. Marra **MOVED** to amend the main motion. The motion is to add Citizens Comments to the agenda after the call to order and not to exceed 15 minutes. **SECOND:** C. Duquette. **VOTE:** Unanimous for those present on the main motion. **VOTE:** Unanimous for those present on the amended motion. **Motion passes.**

C. Duquette asked if the Policy and Procedures of the NHSBA could be separate. C. Cardine informed C. Duquette that the SAU does not have policies. The book is a procedure book. SAU Boards do not design policy. A procedure for a quorum will be established for the next meeting. A. Diorio volunteered to be on the committee to do so.

C. Cardine mentioned that the next meeting would be at Emerson and it is open to the public.

R. Marra reminds that Board that a treasurer needs to be elected. C. Cardine said that the treasurer's report would be available at the next meeting. **MOTION:** R. Marra **MOVED** to nominate D. Gurian as Vice Treasurer. **SECOND:** C. Duquette. **VOTE:** Unanimous for those present. **Motion passes.**

MOTION: C. Duquette **MOVED** to adjourn at 7:45 PM. **SECOND:** R. Marra. **VOTE:** Unanimous for those present. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

By Town SAU Cost		Equal Val 2002	% Val
Monadnock			
Fitzwilliam		\$170,672,577	
Gilsum		\$34,548,960	
Richmond		\$66,565,214	
Roxbury		\$18,676,904	
Sullivan		\$29,579,693	
Surry		\$51,378,876	
Swansey		\$384,968,043	
Troy		\$91,589,306	
Cooperative		\$847,979,573	
As % of SAU Formula			
Winchester		\$171,130,840	
Hinsdale		\$174,336,757	
Totals		\$1,193,447,170	

	Operating
	2003-
Monadnock Regional	\$27,035
Winchester School District	\$9,064
Hinsdale School District	\$7,865

Cost of SAU without Grants Considered as Par

SAU also manages \$6,000,000 of Grants both priv

SAU Formula Figuring Sheet for 2003-04

	Equal Val 2001	% Val
Hinsdale	\$173,215,560	16.2
Monadnock	\$741,518,230	69.3
Winchester	\$153,978,608	14.4
	\$1,068,712,398	100.0

SAU Formula Figuring Sheet for 2004-05

	Equal Val 2002	% V
Hinsdale	\$174,336,757	14.6
Monadnock	\$847,979,573	71.0
Winchester	\$171,130,840	14.3
	\$1,193,447,170	1



SCHOOL ADMINISTRATIVE UNIT NO. 38

600 OLD HOMESTEAD HIGHWAY
SWANZEY, NEW HAMPSHIRE 03446-2310
TELEPHONE: (603) 352-6955 FAX: (603) 358-6708

May 11, 2004

SAU ANNUAL REPORT

To: SAU #38 Board
From: Curtis J. Cardine: Superintendent SAU #38

RE: Annual Report of the SAU

The reporting for SAU 38 is condensed this year and provided prior to the May 19, 2004 meeting for your review. Comments will be added at the meeting from the various heads of the SAU departments.

Attached you will find a sheet detailing the SAU formula for this year and the upcoming school year. I have also provided a second sheet showing the cost of the SAU to each town in the Monadnock Regional School District, Hinsdale and Winchester.

We are managing a total of four companies, Monadnock, Winchester, and Hinsdale, along with the SAU. In addition the SAU manages seventy two grants. During fiscal 2003-04 the total managed by the SAU was \$49,965,293 (Note: the SAU budget is within the district operational budgets.)

	Operating Budget 2003-2004
Monadnock Regional	\$27,035,868
Winchester School District	\$9,064,153
Hinsdale School District	\$7,865,272
Grants	\$6,000,000
Total	\$49,965,293

These services were billed to the districts. You budgeted \$1,133,783 in management costs at the SAU level this year. This sum represents 2.26% of the funds that SAU 38 manages. This is exceptionally low for managerial fees regardless of the business.

The SAU manages the districts' budgets, meetings, and payrolls for full time, part-time and temporary employees (750 individuals) and services to over 150 retired staff members as a part of the operational expense of the SAU. Personnel services have been improved dramatically over the past two years with the SAU providing pre and post employment services for the districts.

Curtis J. Cardine
Superintendent
Telephone: 352-6955
Extension: 408
cjccardine@yahoo.com

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale
Telephone: 352-6955
Extension: 407
msullivan38@yahoo.com

Kenneth R. Dassau, Ed.D.
Assistant Superintendent
for Student Services
Telephone: 352-6955
Extension: 405
kdassau@mrds.org

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction
Telephone: 352-6955
Extension: 409
Hodgdon128@aol.com

Laurent J. Biron
Business Manager
Telephone: 352-6955
Extension: 406
lbiron@mrds.org

Thomas C. Warner
Director of Computer Technology
Telephone: 352-6955
Extension: 410
twarner@monad.net

This has saved the districts substantial amounts of money in benefits as employees are properly taken out of the system in a prompt manner.

During the 2004-05 school year the SAU will shift the allocation of the business management side of the operation with Larry Biron providing direct services to Monadnock Regional School District and consulting to Winchester and Hinsdale, and Russell Cloutier assuming the day to day business operations and budget preparation for Winchester and Hinsdale. Dan Most will assist in both district and will pick up some management of grants. We are using the funds from the in-kind costs generated by the grants to finance these changes.

Grants have grown from \$1m + in 1997 to over \$6m this year. Dr. Dassau has successfully shifted several cost items at the SAU and district levels in the area of Special Education over to the Federal Special Education Grant. Our staff continues to excel in recovering Medicaid and Catastrophic Aide benefits. Tuitions have been a substantial source of revenue for Monadnock and a source of cost avoidance for Winchester as the MRPSOC grant paid substantial tuition funds to transfer Winchester students and pay the receiving districts.

The audit reports for fiscal 2002-03 were devoid of write-ups for the first time in the history of the SAU.

We are still working on the updated SAU manual and will hold production until September of 2004. We are operating with the current version of the manual during the transition. I look forward to the May 19, 2004 meeting at Emerson School in Fitzwilliam and any questions you may have.

Respectfully submitted,

Curtis J. Cardine: Superintendent SAU #38

School Administrative Unit #38

Public Session Notice

The School Administrative Unit #38 Board will meet on Wednesday, May 19, 2004 at 7:30 p.m. at Dr. George Emerson Elementary School in Fitzwilliam NH for the regularly scheduled Annual Meeting.

The Keene Sentinel
To be placed wherever convenient sometime next week.

Run **Public Notice for one day.**

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer
To be placed wherever convenient sometime next week

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

School Administrative Unit #38

Public Session Notice

The School Administrative Unit #38 Board will meet on
Wednesday, May 19, 2004 at 7:30 p.m. at Dr. George
Emerson Elementary School in Fitzwilliam NH for the
regularly scheduled Annual Meeting.

The Keene Sentinel

To be placed wherever convenient sometime next week.

Run **Public Notice for one day.**

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer
To be placed wherever convenient sometime next week

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

ORGANIZATION AND OPERATION OF THE SCHOOL ADMINISTRATIVE UNIT (SAU) SCHOOL BOARD

A. SAU SCHOOL DISTRICTS:

The School Districts of Monadnock Regional, Hinsdale, and Winchester shall constitute School Administrative Unit #38.

B. SAU BOARD:

The combined school boards of the school districts constitute the SAU board.

C. VOTING RIGHTS:

Representation. – **RSA 194-C7:** Every school district maintaining one or more public schools shall be entitled to 3 votes on the joint board of school administrative units, plus additional votes as provided in RSA 194-C: 8. (Former RSA 189:46 see below) Districts not maintaining schools shall have one representative on the joint board, who shall be entitled to one vote. Each school district board member present shall be entitled to have a proportionate share of the school district's votes provided that the total votes per district shall be equally divided among the district's board members present and cast as each member present decides on any issue.

Source. 1996, 298:3, effective Aug. 9, 1996.

RSA 194-C: 8 Weighted Voting. – In all votes regarding school administrative unit affairs, including the organization of such unit's school board and selection of officers, each district shall be entitled to one vote for each 16 pupils residing in that district and enrolled in schools under the administrative unit. A balance of 8 or more students shall entitle that district to an additional vote. A balance of fewer than 8 students shall have no net effect on a district's vote. Enrollments shall be based

nate share of the total to be cast as provided in RSA 194-C: 7.

Source. 1996, 298:3, effective. Aug. 9, 1996.

Current Weighted Vote for SAU#38

Based on ADM figures reported on July 13, 2002 for 2000-2001 by NH Department of Education including children placed out-of-district in each district.

District	Population from ADM	ADM / 16	Weighted Vote
Winchester	725.5	45.34	45
Hinsdale	768.2	48.01	48
Monadnock	2498.8	156.18	156

Weighted Votes per Member of Each Board (i.e. All Members Attend SAU#38 Meeting)

District	Weighted Vote	Board Members	Vote Per Member
Winchester	45	5	9.0
Hinsdale	48	5	9.6
Monadnock	156	15	10.4

Weighted Vote per Member at a Meeting Attended by the 3 Representatives from Each Board

District	Weighted Vote	Representatives	Vote Per Member
Winchester	45	3	15
Hinsdale	48	3	16
Monadnock	156	3	52

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446

Telephone: 352-6955 FAX: 358-6708
sau38@monad.net

Monadnock Regional School District

Hinsdale School District

Winchester School District

Curtis J. Cardine, Superintendent

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent J. Biron, Business Manager

Thomas Warner, Director of Technology

**MEETING TO BE HELD AT THE FORD BUILDING BEHIND THAYER HIGH SCHOOL
WINCHESTER, NH**

Agenda for December 3, 2003 SAU #38 Meeting

Note: Margaret Sullivan: Assistant Superintendent for Hinsdale and Winchester and Curtis J. Cardine: Superintendent
SAU #38 will be delivering a copy of the SAU Report for this evening to each member prior to the meeting.

- 7:00 P.M. Public hearing on the SAU#38 budget for the 2004-2005 school year**
- 7:30 P.M. Call to Order
- 7:35 P.M. Approval of the Minutes from the November 5, 2003 Meeting of the SAU#38 Board
- Superintendent's Report on SAU Formula
 Discussion of SAU Report on SAU Formula
- 8:00 P.M. Adoption of 2004-2005 SAU#38 Budget
- 8:10 P.M. New Business
- 8:15 P.M. Adjournment

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446
Telephone: 352-6955 FAX: 358-6708
sau38@monad.net



Hinsdale School District

Monadnock Regional School District

Winchester School District

Curtis J. Cardine, Superintendent
Margaret A. Sullivan, Assistant Superintendent
Kenneth R. Dassau Ed.D., Assistant Superintendent
David Hodgdon, Ph.D., Director of Curriculum and Instruction
Laurent J. Biron, Business Manager
Thomas Warner, Director of Technology

MEETING TO BE HELD AT THE FORD BUILDING BEHIND THAYER HIGH SCHOOL WINCHESTER, NH

Agenda for December 3, 2003 SAU #38 Meeting

Note: Margaret Sullivan: Assistant Superintendent for Hinsdale and Winchester and Curtis J. Cardine: Superintendent
SAU #38 will be delivering a copy of the SAU Report for this evening to each member prior to the meeting.

- 7:00 P.M. Public hearing on the SAU#38 budget for the 2004-2005 school year
- 7:30 P.M. Call to Order
- 7:35 P.M. Approval of the Minutes from the November 5, 2003 Meeting of the SAU#38 Board
Superintendent's Report on SAU Formula
Discussion of SAU Report on SAU Formula
- 8:00 P.M. Adoption of 2004-2005 SAU#38 Budget
- 8:10 P.M. New Business
- 8:15 P.M. Adjournment

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of Nov. 5, 2003

Attendance:

Hinsdale: Ann Diorio, Wayne Temmen J. Ebbighausen

Monadnock Regional: Richard Thackston, Dixie Gurian, Robin Marra

Winchester: Colleen Duquette

SAU Administration: Curt Cardine, Superintendent; Margaret Sullivan, Asst. Supt.; Ken Dassau, Asst. Supt. for Student Services; Larry Biron, Business Manager, D. Hodgdon, Dir. of Curriculum and T. Warner, Dir. of Technology.

Call to Order at 7:00 PM by A. Diorio.

VHS Network Course: A demonstration on the Virtual High School Course was given by the students of Hinsdale High School. A brochure has been given to Keene, Monadnock and Thayer High School. There are over 150 courses available. There are 25 states participating. Hinsdale's VHS is paid for through the grant.

A. Approval of the Minutes of May 7, 2003 of the SAU#38 Board: MOTION: W. Temmen **MOVED** to accept the minutes of the May 7, 2003 SAU#38 Board Meeting. **SECOND:** R. Marra. **DISCUSSION:** The minutes should have said the May meeting will be on May 5, 2004. The word is "position not poison". It needs to be clear that the Supt. will have a role in the Assistant Supt. evaluation process.

B. Review of 2004-2005 SAU#38 Budget: C. Cardine passed out an information packet to the Board. The packet contained the total funds that are managed by the SAU, the SAU formula, per cost student, the grants being managed by the SAU and new job descriptions. L. Biron explained that the budget is up 4.9%. Mr. Cardine explained that the overhead rate for all districts is 2.55% for SAU managerial services.

K. Dassau asked if the Board had any specific questions about his part of the budget. He explained that he has 5 staff members in his office. The tutor that had been asked for to work with the students that were not successful in school has gone down. A. Diorio asked about the increase in the benefits under 2160. K. Dassau explained that the staff salary is not a 12.59% increase. Neither of the people take insurance and receive a stipend. Administrative salary has increased by 9.66%. K. Dassau would like to change Dr. Lafleur's title and increase his work days.

C. Duquette asked if there was an error in 2210 in the SAU#38 Budget concerning the Staff Development. D. Hodgdon explained that it had been \$6500.00 since he began. There is an error in that area which will be made up. C. Duquette asked about Contract Services. She wanted to know what is under that column and can there be more specific titles. L. Biron said that they could be grouped. C. Cardine explained that the Board could receive a complete breakdown. C. Cardine said that he plugged in a 5% increase for the SAU staff. There are no payroll or cash flow problems. Grant management and

acquisition has been improved dramatically. A report showing the total amounts being managed was passed out.

C. Cardine explained that L. Biron has D. Most and R. Cloutier working in his office. L. Biron is being burnt out, by attending the meetings in Monadnock, Winchester and Hinsdale. They are proposing that R. Cloutier become the Assistant Business Manager for Winchester and Hinsdale and continue to assist and as the Grant Manager. D. Most would be the back up in case L. Biron or R. Cloutier were not available. L. Biron will oversee both. Half of R. Cloutier's salary will be from the grant and will continue to come from the grant for the next 4 years. D. Most went from hourly to a salaried position. J. Ebbighausen asked if R. Cloutier's and D. Most's positions would be replaced. C. Cardine explained that they would not be replaced. C. Cardine explained that he would like to get everyone (hourly people) on a scale. R. Marra asked if R. Cloutier's salary is being paid by the grant needs to be put in the budget. C. Cardine explained that a part of it needed to be in the budget. A. Diorio said that it would be helpful to break it down by dept., numbers and positions. This will be helpful while discussing with the budget committee. L. Biron explained that his intent was to have R. Cloutier concentrate on Winchester and Hinsdale and the grants. D. Most will be working on the reconciliation of Monadnock, which is huge. C. Duquette commented that it was cross training. L. Biron answered yes. C. Duquette asked if R. Cloutier would be doing negotiations with Winchester. L. Biron said if that is the wish of the Board. C. Cardine explained that he would like to have an attorney model in Monadnock. M. Sullivan commented that the Winchester Board uses an attorney. W. Temmen asked about the building projects going on. L. Biron said that he would still be involved if the Board wishes. C. Cardine said that they would ask for direction from the Boards. L. Biron commented that he would continue to support Hinsdale and Winchester and assist Mr. Cloutier with the transition. The process will start in March and L. Biron will attend the meetings until R. Cloutier and the Boards are comfortable. It will be a transition period. J. Ebbighausen supports the transition but has concerns with the Budget Committee. L. Biron explained that R. Cloutier would have to know who the players are and possibly bring R. Cloutier along sooner. L. Biron said that he could not force him to attend because we are not paying him until the next budget.

Auditor's Report: L. Biron reported that there was a surplus of \$99,644.00 that was not needed or spent. L. Biron passed out a sheet to the Board that is a result of business transactions going back to 1992 and ending in 1998. The auditors found the mistake and the SAU surplus will cover it. W. Temmen asked how the money owed to Hinsdale will come. L. Biron said a check would be cut and transferred to Hinsdale. A. Diorio asked if the Board would be receiving a new report. L. Biron said, "Yes."

New Business: R. Thackston said that he would be resigning as vice treasurer on March 31, 2004. **MOTION:** R. Thackston **MOVED** to accept W. Wright's resignation as treasurer. **SECOND:** W. Temmen. **VOTE: Unanimous.** **MOTION:** C. Duquette **MOVED** to nominate R. Thackston as treasurer until Feb. 29, 2004. **SECOND:** J. Ebbighausen. **VOTE: Unanimous.** A. Diorio asked R. Marra to ask around for a person on the Monadnock Board to fill the treasurer position. C. Duquette questioned the

charges from the SAU for the students of Winchester after next year when all the high school students will be attending Keene High School. C. Cardine said that the SAU formula is set by law. This would need to be researched. C. Duquette asked about the Curriculum support when the students will be at Keene. C. Cardine explained that there would still be students in Winchester. He said that the services could be broken down exactly to see what services are being used. He will provide this at the next SAU meeting. W. Temmen said that they need to look at the staff that Winchester and Hinsdale hired in the area of technology and curriculum. Mr. Cardine commented that Monadnock Regional School District has hired three additional people in the area of technology beyond Mr. Warner's SAU position.

R. Marra commented that the MRSB has information on creating an Advisory Board to look into the start times of the school day. He would like to invite a Board Member from Winchester and Hinsdale to be on this Advisory Committee. C. Cardine has invited SAU#29.

8:51 PM. MOTION C. Duquette **MOVED** to adjourn the meeting. **SECOND:** R. Thackston. **VOTE:** Unanimous.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary



SCHOOL ADMINISTRATIVE UNIT NO. 38

600 OLD HOMESTEAD HIGHWAY
EAST SWANZEY, NEW HAMPSHIRE 03446
TELEPHONE: (603) 352-6955 FAX: (603) 358-6708

Curtis J. Cardine
Superintendent
Telephone: 352-6955
Extension: 408
ccardine@mrsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale
Telephone: 352-6955
Extension: 407
masullivan38@yahoo.com

Kenneth R. Dassau, Ed.D.
Assistant Superintendent
for Special Services
Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

David G. Hodgdon, Ph.D.
Director of
Curriculum/Instruction
Telephone: 352-6955
Extension: 409
dhodgdon@mrsd.org

Laurent J. Biron
Business Manager
Telephone: 352-6955
Extension: 406
lbiron@mrsd.org

Thomas C. Warner
Director of Computer
Technology
Telephone: 352-6955
Extension: 410
twarner@mrsd.org

Nov 2nd, 2003

SAU Board Members,

I am taking this opportunity to give a little history of technology across the SAU schools and administrative offices as well as to give you a clear picture of my present responsibilities as SAU Director of Technology.

When I came upon the scene in 1989, there was very little technology being used anywhere in the SAU, even for that time in the "technology age". MRHS and HES were using a single DOS computer with floppy disks to take and compile attendance, other school were compiling by hand. Classrooms had Apple IIe computers w/o hard drives and Commodore computers with tape drives. The SAU had a Unisys System that only did Fund Accounting and housed the only server in the SAU. All communications were type written. In contrast, SAU 29 hired their first "Head of Data Processing" in 1978.

The task was daunting to say the least. But in the past 13 years, we have come to this status:

1. All student demographics, attendance, grade reporting, GPA's, transcript and archive records are on networked servers using Student Information Management Software
2. The SAU Office Fund Accounting system has gone through two transitions and presently is transferring from a COBALT based program to a SQL Server version. The SAU staff has tripled since 1989 and all are networked with Office software as well as the Fund Accounting Access from any location. Bank deposits are online.
3. Computer access by students as increased from a 50:1 ratio to a 5:1 average (students to computers).
4. Schools have been networked and given intranet and internet access. Virtual networking is connecting remote sites to each other. Fiber and Wireless solutions are in place. The total number of servers in the SAU now stands at 26. Internet Access exists to all locations as well as email and web services. Firewalls and Web filtering have been put in place.
5. Numerous Internet and intranet programs have been established: Accelerated Reader, online library catalogs, online testing, online courses for Staff and Students, etc. Software allows for individual student tracking of progress.
6. New projects involving technology at all levels arise almost monthly. Presently we are investigating DocStar, a document scanning and retrieval system that will allow all archived paperwork to be digitized, indexed and accessed via the networks.

Over:

Present SAU Director of Technology job description:

1. To coordinate and assist the SAU and member school districts in the creation and implementation of long range technology plans for the administration of student information, communications, support of curriculum and student assessment.
2. To research and advise the SAU and member schools districts on the most current technological advances that are economically feasible for school and office application.
3. To research and negotiate large-scale technology purchases, ISP contracts and other maintenance and warranty contracts following the SAU Procedures for Technology Acquisition (see SAU Technology Acquisition Procedures).
4. To attend State and Industry meetings and functions relating to technology: e.g. Steering Committee of the SouthWest Professional Development Center, NHSTE (N.H. Society for Technology in Education).
5. To assist schools in the implementation of their student management programs (MacSchool/WinSchool) for the collection of student data (ADM, ADA, demographics, grades) in each school for State reporting, scheduling, student reports cards, GPA's and transcripts.
6. To submit, manage and/or consult on federal entitlement grants dealing with technology, especially Title V, Technology Literacy Challenge Grants, and Erate applications for Federal reimbursement for telecommunications and internet access for all three districts.
7. To research and apply for competitive Federal and private grants that apply to the acquisition of new technologies and training. To assist other personnel in their grant applications as they relate to technology.
8. To plan and manage the SAU network/internet. Assist in the management of the Fund Accounting System, SQL server and backup/security systems. To train and assist SAU staff in the use of Microsoft Office applications: Word, Excel, PowerPoint, and Access.
9. To coordinate the districts' technology personnel: district coordinators, school-based technology integrators and in-school mentors. To chair monthly meetings of fulltime and mentor technology personnel in all three districts.
10. To coordinate the training of teaching, and paraprofessional, office and administrative staff in new technologies in all districts.
11. Other duties as assigned by the Superintendent of Schools SAU 38.

Erate commitments alone for 2003-2004:

MRSD: \$70,377.04
Hinsdale: \$14,282.43
Winchester: 18,372.39

Tom Warner
Director of Technology SAU #38
Hinsdale, Winchester and Monadnock Regional School Districts

School Administrative Unit #38

Public Session Notice

The School Administrative Unit #38 Board will meet on
Wednesday, November 5, 2003 from 7:00 p.m. at Hinsdale
High School for the regularly scheduled Annual Meeting.

The Keene Sentinel

To be placed wherever convenient sometime in the last week of October.

Run **Public Notice for one day.**

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer

To be placed wherever convenient sometime in the last week of October

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446



SCHOOL ADMINISTRATIVE UNIT NO. 38

600 OLD HOMESTEAD HIGHWAY
EAST SWANZEY, NEW HAMPSHIRE 03446
TELEPHONE: (603) 352-6955 FAX: (603) 358-6708

October¹ 28, 2003

Curtis J. Cardine
Superintendent
Telephone: 352-6955
Extension: 408
ccardine@mrsd.org

Margaret A. Sullivan
Assistant Superintendent
for Winchester and Hinsdale
Telephone: 352-6955
Extension: 407
msullivan@monad.net

Kenneth R. Dassau, Ed.D.
Assistant Superintendent
for Student Services
Telephone: 352-6955
Extension: 405
kdassau@mrsd.org

David G. Hodgdon, Ph.D.
Director of Curriculum/Instruction
Telephone: 352-6955
Extension: 409
dhodgdon@monad.net

Laurent J. Biron
Business Manager
Telephone: 352-6955
Extension: 406
lbiron@mrsd.org

Thomas C. Warner
Director of Computer Technology
Telephone: 352-6955
Extension: 410
twarner@monad.net

To: SAU 38 Board Members
From: Curtis J. Cardine: Superintendent SAU #38
RE: November Board Meeting

Please find enclosed the SAU proposed budget for 2004-05 and an agenda for the November meeting in Hinsdale.

I have also included a projected SAU cost to each district in this mailing with the information on each district that goes into the formula.

Under the Superintendent's Report I will be bringing up a new service that we are proposing for the districts in 2004-05 that involves shifting how we use our staff at the SAU level.

See you in Hinsdale on the 5th.

Sincerely,

Curtis J. Cardine: Superintendent SAU #38

SCHOOL ADMINISTRATIVE UNIT No. 38



SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446

Telephone: 352-6955 FAX: 358-6708
sau38@monad.net



Hinsdale School District

Monadnock Regional School District

Winchester School District

Curtis J. Cardine, Superintendent

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent J. Biron, Business Manager

Thomas Warner, Director of Technology

MEETING TO BE HELD AT HINSDALE HIGH SCHOOL HINSDALE, NH

Agenda for November 5, 2003 SAU #38 Meeting

- 7:00 P.M. Call to Order
- 7:05 P.M. Approval of the Minutes from the May 7, 2003 Meeting of the SAU#38 Board
- 7:10 P.M. Review of 2004-2005 SAU#38 Budget
- 7:45 P.M. Auditor's Report
- 8:00 P.M. New Business
- 8:15 P.M. Superintendent's Report
- 8: 45 P.M. Adjournment

Non-Public- If Needed

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of May 7, 2003

Attendance:

Hinsdale: Ann Diorio, Wayne Temmen, J. Ebbighausen
Monadnock Regional: Winston Wright, Dixie Gurian, Robin Marra
Winchester: Colleen Duquette, Theresa Sepe
SAU Administration: Curt Cardine, Superintendent; Margaret Sullivan, Asst. Supt.; Ken Dassau, Asst. Supt. for Student Services; Larry Biron, Business Manager, D. Hodgdon, Dir. of Curriculum and T. Warner, Dir. of Technology.

Call to Order at 7:30 PM by Supt. C. Cardine.

A. Election of Officers: MOTION: C. Duquette **MOVED** to nominate A. Diorio as Chair. **SECOND:** W. Temmen. **VOTE:** Unanimous.

MOTION: A. Diorio **MOVED** to nominate C. Duquette as Vice Chair. **SECOND:** W. Wright. **VOTE:** Unanimous.

MOTION: D. Gurian **MOVED** to nominate W. Wright as Treasurer. **SECOND:** R. Marra. **VOTE:** Unanimous.

MOTION: C. Duquette **MOVED** to nominate R. Thackston as Vice Treasurer. **SECOND:** D. Gurian. **VOTE:** Unanimous for those present.

There was no nomination for Board Secretary. L. Aivaliotis is the MRSD Secretary.

B. Approval of the Minutes from the December 6, 2002 Meeting: MOTION: W. Temmen **MOVED** to accept the Dec. 6, 2002 Minutes as printed. **SECOND:** J. Ebbighausen. **VOTE:** Unanimous for those present.

C. Cardine apologized to C. Duquette for the timing of the reports. She had asked that the reports be given to the Board Members before the meeting.

C. SAU Administration Reports:

Superintendent's Report: C. Cardine read the letter in which he had written to the staff in 1999 concerning the Monadnock deficit. He is proud to say that they have cleaned up the deficit. There is a balance of only \$11,000.00. C. Cardine reported that Monadnock has received record levels of grants. L. Biron will be passing out a list of the grants.

C. Cardine introduced the Board Members and the SAU Administrators.

Assistant Superintendent for Winchester and Hinsdale: M. Sullivan reported on the highlights of the two school districts. She reported that both Winchester and Hinsdale have testing going on. Hinsdale is testing grades 2-6 and also grade 8. Winchester is

testing the 6th and 7th graders. This testing is made possible by grants. She said that Hinsdale had asked for a bond to create a new campus but was rejected by the voters in March. They will go back in March of 2003 and ask the voters to support another bond. At that time they will do more marketing and focus on a new middle school philosophy. Hinsdale has a new high school principal, they are doing a self-study for the NEASC, already have all day kindergarten and will begin a preschool. A lot of curriculum work is going on as well as assessment work. Winchester had three options in March and the voters agreed to phase out the high school students and send them to KHS over the next three years. The Board has agreed to use the 1999 appropriation to renovate the elementary and middle school. So far the high school has been able to keep its Accreditation with 3 close calls. Winchester and Hinsdale had the support of the voters on their budgets, warrant articles and contracts.

Assistant Superintendent for Student Services and Special Education: K. Dassau reported that he will not be hiring the position of Autism Coordinator as he had hoped. K. Dassau reported on the Special Education behavior support classrooms to be in Gilsum and in the Wilcox Building. This will eliminate Wilcox as the last available conference area for the SAU. He said that Winchester is planning a similar classroom in the year 2004-2005. The Hinsdale Preschool is set to go for the fall and the Fitzwilliam Preschool, begun last year will be increased to a full day program. K. Dassau reported that monies were used from Staff Development to have the Crisis Prevention Institute train the staff in nonviolent crisis intervention. The course lasted four days this past fall and was completed by 12 SAU staff members. K. Dassau reported that there are several Sexual Harassment Policies that are antiquated, broad and generic. They are required to be age appropriate and he has several draft policies to meet this requirement. A list of the special education population for the districts was handed out. He explained that the numbers could be different on any given day. He would like to speak about personnel in non-public. C. Duquette asked if the percentage of Winchester Preschoolers included Hinsdale. K. Dassau responded no. K. Dassau said the Emerson figure includes the preschoolers.

Technology Director: T. Warner reported on some of the ongoing projects that he is involved in, they are as follows: the continued automation and updating of the library collection, network expansion, security, develop a five year technology plan, apply for the "E-rate" Program, continue to expand existing SAU business network and prepare for Windows, standardize email service, develop a Staff Acceptable Use Policy (which was attached), adopt Microsoft Access Data base for internal use and train staff for its functions, continue to improve and update the SAU and school web sites and continue to expand and upgrade the student information. T. Sepe asked if the policy was for both the staff and the students. T. Warner said this would be the first year for the staff and that is why we are bringing it forward. T. Sepe asked who oversees the signing of the policy. T. Warner explained that the staff does not have to sign the policy. K. Dassau added that it would need to be documented somewhere that they had read or received it.

Curriculum Director: D. Hodgdon handed out a copy of the current Curriculum Notes to the Board. He commented that with the new legislature No Child Left Behind a lot of

work needs to be done. He said that all students would need to be brought up to proficiency level. He explained that a lot of information is coming from the state and will be given to the principals. The State is requiring that all teachers are identified as either in or out of certification. This information needs to be submitted to the state or no grants will be awarded. Results of the state assessments will help to identify schools in need of improvement.

Business Manager: L. Biron reported that it has been a very busy year in accounting. Building projects and negotiations were on going. He credited the year partly to a marvelous staff. He handed out a list of the 77 grants totaling 4.2 million dollars. He thanked Russ Cloutier for his hard work. He explained the changes in the staff. He explained that the Dir. of Maintenance position was done away with, that frees up \$63,000.00. He commented that the automated work order system is working very well there are no orders getting lost. The asbestos situation is up to date and the maintenance dept. has been trained and will do the 6 month inspection. L. Biron passed out the SAU Financial Report from the SAU as well as the Operating and Collaborative Report. L. Biron explained that the finances are in pretty good shape. The auditor found that \$112,000.00 was borrowed from the districts in 1994. C. Cardine commented that it would be a paper exchange. L. Biron commented that it would be the last of the deficit.

D. Information Gathering on SAU Functions: C. Cardine commented that C. Duquette had met with him concerning the evaluations and job descriptions of the SAU Staff. She suggested that this be looked at. C. Cardine recommended that one Board Member from each District be included on the committee as well as C. Cardine. C. Cardine explained the present evaluation process. He said that Winchester would evaluate their own Assistant Superintendent, Hinsdale their own Assistant Superintendent and Monadnock their own Superintendent. C. Duquette felt it was a good idea for each Board to do the evaluation on their own person. **MOTION:** C. Duquette. **MOVED** to form a committee of one member from each Board as well as C. Cardine to review the evaluation process and the job descriptions. Supt. Cardine and M. Sullivan will report back to the Board by the next meeting in November. **SECOND:** J. Ebbighausen. **DISCUSSION:** M. Sullivan commented that she had attended a workshop presented by the state discussing evaluations of Superintendents. **VOTE:** Unanimous for those present. A. Diorio asked that the Boards get back to C. Cardine on who will be on the committee.

C. Duquette commented on the space problem at the SAU. C. Cardine explained that he would like to see this solution tied in with the Monadnock building project. He said that they may have to have portable classrooms by the SAU. L. Biron explained that they would need 2 double wides with the cost of about \$48,000.00. He said that the second floor of the SAU is sloping and overloaded. A structural engineer will be looking at the issue soon.

E. Setting the Dates for the 2003-2004 SAU #38 Meetings: C. Cardine reminded the Board that per policy the meetings will be as follows: November 5, 2003 in Hinsdale, December 3, 2003 in Winchester and May 5, 2003 in Fitzwilliam.

F. Non Public Meeting: Personnel: 8:43 PM MOTION: C. Duquette **MOVED** to go into non public session for the purpose of personnel. **SECOND:** D. Gurian. **VOTE:** Unanimous for those present. **ROLL CALL:** C. Duquette, T. Sepe, A. Diorio, J. Ebbighausen, W. Temmen, R. Marra, W. Wright and D. Gurian. **MOTION:** C. Duquette **MOVED** to accept the nominations as proposed. **SECOND:** W. Temmen. **VOTE:** 7 yeas and 1 abstain. **Motion passes.**

C. Cardine passed out his nominations and salary requests for the SAU Administrators. **MOTION:** R. Marra **MOVED** to accept the nominations and salaries requested. **SECOND:** W. Wright. **VOTE:** 7 yes and 1 abstain. **Motion passes.**

C. Cardine explained to the Board the formula for his salary but commented that he would be happy with a salary of \$95,310.00 for the 2003-2004 fiscal year. **MOTION:** C. Duquette. **MOVED** C. Cardine's salary in the amount of \$95,310.00 for the 2003-2004 fiscal year. **SECOND:** R. Marra. **VOTE:** 7 yes and 1 abstain. **Motion passes.** C. Cardine explained that he would be continuing in his doctoral program. He said that he has three major papers to complete. He will be studying and researching about 5 hrs. a week. He will be traveling and if requested would give a full report to the SAU Board. C. Cardine informed the Board that he has been nominated to the Nation At Risk Board.

8:55 PM. MOTION: R. Marra. **MOVED** to go out of non-public session. **SECOND:** W. Wright. **VOTE:** Unanimous for those present.

8:56 PM. MOTION: C. Duquette **MOVED** to adjourn. **SECOND:** D. Gurian. **VOTE:** Unanimous for those present. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

SAU Formula Figuring Sheet for 2003-05

SAU Formula Figuring Sheet for 2003-04

	Equal Val 2001	% Val	As of Dec 02 ADM 2001-02	% ADM	Combined	Cost to District
Hinsdale	\$173,215,560	16.21%	768.2	19.24%	17.72%	\$200,957
Monadnock	\$741,518,230	69.38%	2498.8	62.59%	65.99%	\$748,136
Winchester	\$153,978,608	14.41%	725.5	18.17%	16.29%	\$184,690
	\$1,068,712,398	100.00%	3992.5	100.00%	100.00%	\$1,133,783

SAU Formula Figuring Sheet for 2004-05

	Equal Val 2001	% Val	As of Oct 03 ADM 2002-03	% ADM	Combined	Cost to District	Difference %
Hinsdale	\$174,336,757	14.61%	776.6	19.39%	17.00%	\$202,371	\$1,414
Monadnock	\$847,979,573	71.05%	2518.4	62.89%	66.97%	\$797,217	\$49,081
Winchester	\$171,130,840	14.34%	709.7	17.72%	16.03%	\$190,829	\$6,139
	\$1,193,447,170	100.00%	4004.7	100.00%	100.00%	\$1,190,417	\$56,634 4.995%

S A U # 3 8 C O L L A B O R A T I V E P R O G R A M F O R 2 0 0 4 - 2 0 0 5

Statement code: COLLAB

Account type: Expense

Statement format: Regular

-Field title- -Fields to sort- -Sub-tot-

Sort sequence: 1. FUND from 05 to 05 Y

2. FUNCTION from "First" to "Last" Y

Account-#	Description	7/01/02 To 6/30/03 Last-yr-amt	7/01/03 To 6/30/04 Budget-amt	7/01/04 To 6/30/05 Prop-budget	Percent Inc./dec.	Dollar Inc./dec.
05 SPECIAL EDUCATION/SERVICE						
1200 SPECIAL EDUCATION					.00%	.00
05-1200-116-04	DitRICT Sped Tutor	1,552.00	.00	.00		
05-1200-125-04	Staff Salaries	40,826.00	44,478.00	50,080.00	12.59%	5,602.00
05-1200-126-04	Administrator's Salary	186,692.12	200,295.00	219,657.00	9.66%	19,362.00
05-1200-199-04	SPED Leave Day Reimb. & Misc.	340.00	500.00	500.00	.00%	.00
05-1200-211-04	Health Insurance	25,155.54	33,500.00	36,325.00	8.43%	2,825.00
05-1200-212-04	Dental Insurance	1,787.95	2,070.00	2,070.00	.00%	.00
05-1200-213-04	Disability/Life Insurance	9,239.81	1,472.00	1,584.00	7.60%	112.00
05-1200-214-04	Workman's Compensation	.00	500.00	500.00	.00%	.00
05-1200-221-04	NH Retirement	8,949.93	1,841.00	1,915.00	4.01%	74.00
05-1200-222-04	Retirement	8.77	5,180.00	5,437.00	4.96%	257.00
05-1200-230-04	Social Security	17,512.34	18,412.00	19,403.00	5.38%	991.00
05-1200-240-04	Tuition Reimb. (1000 cap)	1,907.12	2,000.00	2,000.00	.00%	.00
05-1200-260-04	Unemployment Compensation	.00	500.00	500.00	.00%	.00
05-1200-320-04	Staff Development	1,146.00	2,500.00	2,500.00	.00%	.00
05-1200-440-04	Maintenance & Repair	.00	2,100.00	2,100.00	.00%	.00
05-1200-531-04	Telephone	380.89	1,850.00	1,850.00	.00%	.00
05-1200-534-04	Postage and Fees	.00	1,200.00	1,200.00	.00%	.00
05-1200-550-04	Printing	28.00	300.00	300.00	.00%	.00
05-1200-580-04	Travel	6,005.70	5,400.00	6,600.00	22.22%	1,200.00
05-1200-610-04	Supplies	1,507.69	2,300.00	2,300.00	.00%	.00
05-1200-640-04	Books & Subscriptions	400.77	400.00	400.00	.00%	.00
05-1200-733-04	New Equipment	871.60	.00	.00	.00%	.00
05-1200-741-04	Computer Equipment	1,499.00	2,000.00	2,000.00	.00%	.00
05-1200-810-04	Dues/Fees/Certification	1,556.50	1,600.00	1,600.00	.00%	.00
Total SPECIAL EDUCATION		307,367.73	330,398.00	360,821.00	9.20%	30,423.00
1210 Tutor					-3.79%	(572.00)
05-1210-110-04	Tutors	.00	15,080.00	14,508.00	-100.00%	(4,682.00)
05-1210-211-04	Health Benefits	.00	4,682.00	.00	-100.00%	(304.50)
05-1210-212-04	Dental Benefits	.00	304.50	.00	-100.00%	(1,154.00)
05-1210-222-04	Teacher Retirement	.00	1,154.00	.00	-100.00%	711.00
05-1210-230-04	Social Security	.00	399.00	1,110.00	178.19%	125.00
05-1210-320-04	Staff Development	.00	375.00	500.00	33.33%	1,200.00
05-1210-741-04	Equipment	.00	.00	1,200.00	100.00%	
Total Tutor		.00	21,994.50	17,318.00	-21.26%	(4,676.50)

SAU # 38 COLLABORATIVE PROGRAM FOR 2004 - 2005

Account-#	Description	7/01/02	7/01/03	7/01/04	Percent	Dollar
		To 6/30/03 Last-yr-amt	To 6/30/04 Budget-amt	To 6/30/05 Prop-budget	Inc./dec.	Inc./dec.
2140	PSYCHOLOGICAL SERVICES					
05-2140-110-04	Salaries	159,297.80	155,765.00	162,494.00	4.31%	6,729.00
05-2140-111-04	ESY Salaries	1,248.00	1,475.00	1,535.00	4.06%	60.00
05-2140-211-04	Health Insurance	39,487.31	22,711.00	25,780.00	13.51%	3,069.00
05-2140-212-04	Dental Insurance	3,350.16	1,929.00	1,881.00	-2.48%	(48.00)
05-2140-213-04	Disability/Life Insurance	.00	1,366.00	1,471.00	7.68%	105.00
05-2140-222-04	NH Retirement	4,142.42	4,113.00	4,698.00	14.22%	585.00
05-2140-230-04	Social Security	12,089.08	11,979.00	12,393.00	3.45%	414.00
05-2140-300-04	Consultant Services	2,350.00	3,000.00	3,000.00	.00%	.00
05-2140-320-04	Staff Development	423.50	2,625.00	2,625.00	.00%	.00
05-2140-580-04	Travel & Conferences	465.69	3,000.00	3,000.00	.00%	.00
05-2140-610-04	Supplies	1,477.99	.00	.00	.00%	.00
05-2140-641-04	Books & Printed Matter	.00	2,800.00	2,800.00	.00%	.00
05-2140-741-04	Equipment	2,977.00	3,500.00	1,200.00	-65.71%	(2,300.00)
		227,308.95	214,263.00	222,877.00	4.02%	8,614.00
Total	PSYCHOLOGICAL SERVICES					
2150	SPEECH PATH & AUDIOL SVCS					
05-2150-110-04	Salaries	304,531.56	325,233.00	338,745.00	4.15%	13,512.00
05-2150-111-04	ESY Salaries	716.63	1,375.00	1,430.00	4.00%	55.00
05-2150-211-04	Health Benefits	41,794.31	47,327.00	38,426.00	-18.80%	(8,901.00)
05-2150-212-04	Dental Insurance	4,638.17	5,280.00	4,186.00	-20.71%	(1,094.00)
05-2150-213-04	Disability Insurance	.00	2,440.00	2,627.00	7.66%	187.00
05-2150-222-04	Teacher Retirement	7,857.11	8,586.00	9,824.00	14.41%	1,238.00
05-2150-230-04	Social Security	22,956.76	24,880.00	25,914.00	4.15%	1,034.00
05-2150-320-04	Staff Development	2,279.22	5,250.00	5,250.00	.00%	.00
05-2150-580-04	Travel & Conferences	325.81	3,000.00	3,000.00	.00%	.00
05-2150-610-04	Supplies	652.73	.00	.00	.00%	.00
05-2150-641-04	Books & Printed Matter	.00	4,200.00	4,200.00	.00%	.00
05-2150-741-04	Equipment	2,895.00	2,500.00	1,200.00	-52.00%	(1,300.00)
		388,647.30	430,071.00	434,802.00	1.10%	4,731.00
Total	SPEECH PATH & AUDIOL SVCS					
2160	PHYSICAL & OCCUP THERAPY					
05-2160-110-04	Salaries	94,752.11	88,997.00	93,888.00	5.49%	4,891.00
05-2160-111-04	ESY Salaries	2,640.00	2,420.00	2,517.00	4.00%	97.00
05-2160-211-04	Health Benefits	1,355.47	12,641.00	30,713.00	142.96%	18,072.00
05-2160-212-04	Dental Insurance	17,553.24	992.00	1,933.00	94.85%	941.00
05-2160-213-04	Disability/Life Insurance	.00	668.00	720.00	7.78%	52.00
05-2160-221-04	NON TEACHER RETIREMENT	.00	.00	.00	.00%	.00
05-2160-222-04	Retirement	2,764.68	2,350.00	2,723.00	15.87%	373.00
05-2160-230-04	Social Security	7,289.80	6,808.00	7,183.00	5.50%	375.00
05-2160-320-04	Staff Development	518.19	2,000.00	2,000.00	.00%	.00
05-2160-580-04	Travel & Conferences	1,062.68	2,150.00	2,150.00	.00%	.00
05-2160-610-04	Supplies	427.58	.00	.00	.00%	.00
05-2160-641-04	Books & Printed Matter	.00	1,200.00	1,200.00	.00%	.00
05-2160-741-04	Equipment	107.40	2,500.00	2,500.00	.00%	.00
		128,471.15	122,726.00	147,527.00	20.20%	24,801.00
Total	PHYSICAL & OCCUP THERAPY					

S A U # 3 8 C O L L A B O R A T I V E P R O G R A M F O R 2 0 0 4 - 2 0 0 5

Account-#	Description	7/01/02 To 6/30/03 Last-yr-amt	7/01/03 To 6/30/04 Budget-amt	7/01/04 To 6/30/05 Prop-budget	Percent Inc./dec.	Dollar Inc./dec.
2170 COTA		.00	17,947.00	19,832.00	10.50%	1,885.00
05-2170-110-04	Salaries	.00	12,641.00	4,641.00	-63.28%	(8,000.00)
05-2170-211-04	Health Benefits	.00	992.00	320.00	-67.74%	(672.00)
05-2170-212-04	Dental Benefits	.00	135.00	146.00	8.14%	11.00
05-2170-213-04	Disab/Life Insurance	.00	1,059.00	1,170.00	10.48%	111.00
05-2170-222-04	Non Teacher Retirement	.00	1,373.00	1,518.00	10.56%	145.00
05-2170-230-04	Social Security	.00				
		.00	34,147.00	27,627.00	-19.09%	(6,520.00)
Total COTA						
2180 Autism Coordinator		.00	18,297.00	.00	-100.00%	(18,297.00)
05-2180-110-04	Autism Coordinator	.00	6,321.00	.00	-100.00%	(6,321.00)
05-2180-211-04	Health Benefits	.00	496.00	.00	-100.00%	(496.00)
05-2180-212-04	Dental Benefits	.00	484.00	.00	-100.00%	(484.00)
05-2180-221-04	Teacher Retirement	.00	1,400.00	.00	-100.00%	(1,400.00)
05-2180-230-04	FICA	.00	375.00	.00	-100.00%	(375.00)
05-2180-320-04	Staff Development	.00	500.00	.00	-100.00%	(500.00)
05-2180-580-04	Travel	.00	.00	.00	.00%	.00
2180-610-04	Supplies	.00	250.00	.00	-100.00%	(250.00)
2180-641-04	Books & Printed Matter	.00	1,250.00	.00	-100.00%	(1,250.00)
05-2180-733-04	Equipment	.00				
		.00	29,373.00	.00	-100.00%	(29,373.00)
Total Autism Coordinator						
		1051,795.13	1182,972.50	1210,972.00	2.36%	27,999.50
Total SPECIAL EDUCATION/SERVICE						
Grand totals:		1051,795.13	1182,972.50	1210,972.00	2.36%	27,999.50

-- End of report --

S A U O P E R A T I N G B U D G E T 2 0 0 4 - 0 5

ment code: BUDGET

Account type: Expense

Statement format: Regular

	-Field title-	-Fields to sort-	-Sub-tot-
Sort sequence: 1. FUND		from 01 to 01	Y
2. FUNCTION		from "First" to "Last"	Y

Account-#	Description	7/01/02	7/01/03	7/01/04	Percent	Dollar
		To 6/30/03 Last-yr-amt	To 6/30/04 Budget-amt	To 6/30/05 Prop-budget	Inc./dec.	Inc./dec.
<hr/>						
01 OPERATING BUDGET						
2210 CURRICULUM DEVELOPMENT						
01-2210-110-04	Staff Dev. Committee Stipends	.00	2,800.00	3,000.00	7.14%	200.00
01-2210-126-04	Administrator's Salary	69,600.00	74,000.00	77,700.00	5.00%	3,700.00
01-2210-211-04	Health Benefits	9,046.32	9,050.00	10,860.00	20.00%	1,810.00
01-2210-212-04	Dental Insurance	576.00	580.00	1,075.00	85.34%	495.00
01-2210-213-04	Disability/Life Insurance	.00	405.00	500.00	23.45%	95.00
01-2210-221-04	Retirement Expense	2,881.33	4,370.00	4,760.00	8.92%	390.00
01-2210-230-04	Social Security	5,324.54	5,660.00	6,175.00	9.09%	515.00
01-2210-240-04	Tuition Reimbursement	.00	1,000.00	1,000.00	.00%	.00
01-2210-320-04	Staff Development	3,820.96	3,600.00	3,600.00	.00%	.00
01-2210-550-04	Printing	195.96	3,000.00	2,500.00	-16.66%	(500.00)
01-2210-580-04	Travel & Conferences	3,161.16	3,000.00	3,000.00	.00%	.00
01-2210-610-04	Staff Devel. Cmtee Expenses	4,212.80	750.00	6,500.00	766.66%	5,750.00
01-2210-641-04	Books & Printed Matter	1,497.52	1,500.00	1,500.00	.00%	.00
01-2210-741-04	Equipment	4,659.99	.00	.00	.00%	.00
01-2210-810-04	Dues/Fees/Certification	939.00	1,000.00	1,500.00	50.00%	500.00
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total CURRICULUM DEVELOPMENT		105,915.58	110,715.00	123,670.00	11.70%	12,955.00
2320 SUPERINTENDENT'S OFFICE						
01-2320-125-04	Office Staff Salaries	77,991.40	64,480.00	66,560.00	3.22%	2,080.00
01-2320-126-04	Administrator's Salaries	184,500.00	191,810.00	193,225.00	.73%	1,415.00
01-2320-211-04	Health Benefits	42,313.56	39,350.00	40,340.00	2.51%	990.00
01-2320-212-04	Dental Insurance	3,041.16	2,470.00	4,000.00	61.94%	1,530.00
01-2320-221-04	NH Retirement	10,720.00	15,120.00	15,330.00	1.38%	210.00
01-2320-230-04	Social Security	19,555.90	19,605.00	19,875.00	1.37%	270.00
01-2320-240-04	Tuition Reimbursement	17,904.87	28,000.00	25,000.00	-10.71%	(3,000.00)
01-2320-300-04	Contract Services	1,567.20	10,000.00	15,000.00	50.00%	5,000.00
01-2320-320-04	Staff Development	.00	5,000.00	1,000.00	-80.00%	(4,000.00)
01-2320-580-04	Travel & Conferences	15,370.51	21,000.00	10,000.00	-52.38%	(11,000.00)
01-2320-640-04	Books & Subscriptions	3,569.87	4,000.00	2,000.00	-50.00%	(2,000.00)
01-2320-741-04	Office Equipment	405.21	1,000.00	1,000.00	.00%	.00
01-2320-742-04	Replace Equipment	.00	1,500.00	.00	-100.00%	(1,500.00)
01-2320-810-04	Dues/Fees/Certification	4,486.52	4,400.00	3,000.00	-31.81%	(1,400.00)
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total SUPERINTENDENT'S OFFICE		381,426.20	407,735.00	396,330.00	-2.79%	(11,405.00)
29 SAU CENTRAL ACCOUNTS						
01-2329-214-00	Worker's Compensation	5,689.93	4,200.00	4,200.00	.00%	.00
01-2329-260-00	Unemployment Compensation	2,274.32	5,500.00	1,000.00	-81.81%	(4,500.00)
01-2329-430-00	Custodial Services	.00	2,000.00	2,000.00	.00%	.00
01-2329-440-00	Copier Lease/Expenses	8,858.83	5,000.00	5,000.00	.00%	.00

S A U O P E R A T I N G B U D G E T 2 0 0 4 - 0 5

Account-#	Description	7/01/02	7/01/03	7/01/04	Percent Inc./dec.	Dollar Inc./dec.
		To 6/30/03 Last-yr-amt	To 6/30/04 Budget-amt	To 6/30/05 Prop-budget		
01-2329-441-00	Maintenance & Repair	72.54	5,000.00	4,000.00	-20.00%	(1,000.00)
01-2329-449-00	Postage Meter/Scale	2,183.07	2,500.00	2,500.00	.00%	.00
01-2329-520-00	NHMA/PLIT Insurance Expense	7,379.10	7,500.00	8,000.00	6.66%	500.00
01-2329-534-00	Postage and Fees	10,438.27	5,000.00	8,000.00	60.00%	3,000.00
01-2329-539-00	Fax Lease/expenses	.00	500.00	500.00	.00%	.00
01-2329-540-00	Advertising	4,883.77	2,000.00	2,000.00	.00%	.00
01-2329-550-00	Printing	572.00	1,000.00	1,000.00	.00%	.00
01-2329-610-00	Supplies	15,771.46	13,000.00	13,000.00	.00%	.00
01-2329-730-00	Equipment	10,466.00	7,000.00	7,000.00	.00%	.00
01-2329-730-04	Equipment	18,207.67	.00	.00	.00%	.00
Total SAU CENTRAL ACCOUNTS		86,796.96	60,200.00	58,200.00	-3.32%	(2,000.00)
2510 BUSINESS OFFICE						
01-2510-125-04	Staff Salaries	175,164.18	216,800.00	197,600.00	-8.85%	(19,200.00)
01-2510-126-04	Administrator's Salary	67,600.00	71,600.00	140,180.00	95.78%	68,580.00
01-2510-211-04	Health Benefits	43,178.19	58,400.00	75,865.00	29.90%	17,465.00
01-2510-212-04	Dental Insurance	937.80	4,100.00	5,565.00	35.73%	1,465.00
01-2510-213-04	Disability/Life Insurance	.00	750.00	750.00	.00%	.00
01-2510-221-04	NH Retirement	9,865.06	17,015.00	21,110.00	24.06%	4,095.00
01-2510-230-04	Social Security	17,961.94	22,060.00	27,370.00	24.07%	5,310.00
01-2510-300-04	Annual Auditor Expense	5,283.00	6,000.00	12,000.00	100.00%	6,000.00
01-2510-302-04	ADS Technical Support	5,848.00	6,000.00	7,720.00	28.66%	1,720.00
01-2510-580-04	Travel & Conferences	5,694.62	3,000.00	1,200.00	-60.00%	(1,800.00)
01-2510-650-14	ADS Profund Windows Update	15,310.00	15,000.00	.00	-100.00%	(15,000.00)
01-2510-810-04	Dues/Fees/Certification	175.00	300.00	500.00	66.66%	200.00
Total BUSINESS OFFICE		347,017.79	421,025.00	489,860.00	16.34%	68,835.00
2620 TECHNOLOGY SERVICES						
01-2620-126-04	Administrator's Salary	70,600.00	71,600.00	76,230.00	6.46%	4,630.00
01-2620-211-04	Health Insurance	12,212.34	13,790.00	18,000.00	30.52%	4,210.00
01-2620-212-04	Dental Insurance	937.80	1,075.00	1,075.00	.00%	.00
01-2620-213-04	Disability/Life Insurance	.00	408.00	500.00	22.54%	92.00
01-2620-221-04	NH Retirement	2,922.92	4,245.00	2,012.00	-52.60%	(2,233.00)
01-2620-230-04	Social Security	5,400.73	5,480.00	5,830.00	6.38%	350.00
01-2620-300-04	Contracted Services	.00	3,300.00	3,500.00	6.06%	200.00
01-2620-320-04	Staff Development	.00	.00	1,800.00	100.00%	1,800.00
01-2620-580-04	Travel & Conferences	2,035.70	2,500.00	2,000.00	-20.00%	(500.00)
01-2620-610-04	Tech Supplies	223.47	1,000.00	1,000.00	.00%	.00
01-2620-641-04	Books & Printed Matter	.00	100.00	.00	-100.00%	(100.00)
01-2620-741-04	Tech. Equipment	4,031.00	3,200.00	3,000.00	-6.25%	(200.00)
01-2620-810-04	Dues/Fees/Certification	.00	200.00	200.00	.00%	.00
Total TECHNOLOGY SERVICES		98,363.96	106,898.00	115,147.00	7.71%	8,249.00
2690 COMMUNICATION/UTILITIES						
01-2690-125-04	Custodial Services	4,084.52	4,000.00	4,000.00	.00%	.00
01-2690-531-40	Telephone Services	2,052.06	.00	.00	.00%	.00
01-2690-532-40	Internet Expenses	23.00	2,000.00	2,000.00	.00%	.00

S A U O P E R A T I N G B U D G E T 2 0 0 4 - 0 5

Account-#	Description	7/01/02: To 6/30/03 Last-yr-amt	7/01/03 To 6/30/04 Budget-amt	7/01/04 To 6/30/05 Prop-budget	Percent Inc./dec.	Dollar Inc./dec.
01-2690-624-00	Heating Oil	.00	1,210.00	1,210.00	.00%	.00
Total COMMUNICATION/UTILITIES		6,159.58	7,210.00	7,210.00	.00%	.00
9999 OTHER EXPENSES						
01-9999-999-99	Deficit - Multi-year	.00	20,000.00	.00	-100.00%	(20,000.00)
Total OTHER EXPENSES		.00	20,000.00	.00	-100.00%	(20,000.00)
Total OPERATING BUDGET		1025,680.07	1133,783.00	1190,417.00	4.99%	56,634.00
Grand totals:		1025,680.07	1133,783.00	1190,417.00	4.99%	56,634.00

-- End of report --

SCHOOL ADMINISTRATIVE UNIT #38
Financial Statements
With Schedule of Expenditures of Federal Awards
June 30, 2003
and
Independent Auditor's Report

**Report on Compliance and on Internal Control
Over Financial Reporting Based on an Audit of
General Purpose Financial Statements Performed in
Accordance With *Government Auditing Standards***

**Report on Compliance With Requirements Applicable
to Each Major Program and Internal Control Over
Compliance in Accordance With OMB Circular A-133**

Schedule of Findings and Questioned Costs

SCHOOL ADMINISTRATIVE UNIT #38

FINANCIAL STATEMENTS

June 30, 2003

TABLE OF CONTENTS

	<u>Page(s)</u>
INDEPENDENT AUDITOR'S REPORT	1-2
GENERAL PURPOSE FINANCIAL STATEMENTS	
EXHIBITS:	
A Combined Balance Sheet - All Fund Types	3
B Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types	4
C Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual (Budgetary Basis) - General and Special Revenue Funds	5
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS	6-10
SUPPLEMENTAL SCHEDULE	
1 Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Federal Projects and Special Education Special Revenue Funds - Budgetary Basis	11
FEDERAL COMPLIANCE	
I Schedule of Expenditures of Federal Awards	12
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS	13
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of General Purpose Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	14-15
Report on Compliance With Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance With OMB Circular A-133	16-17
Schedule of Findings and Questioned Costs	18-19

Vachon, Clukay & Co., PC

Certified Public Accountants

45 Market Street
Manchester, New Hampshire 03101
(603) 622-7070
FAX: 622-1452

INDEPENDENT AUDITOR'S REPORT

To the School Board
School Administrative Unit #38

We have audited the accompanying general purpose financial statements of School Administrative Unit #38 as of and for the year ended June 30, 2003, as listed in the table of contents. These general purpose financial statements are the responsibility of School Administrative Unit #38's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As more fully described in Note 1, the general purpose financial statements referred to above do not include the financial statements of the General Fixed Asset Account Group, which should be included in order to conform with accounting principles generally accepted in the United States of America. The amount that should be recorded in the General Fixed Asset Account Group is not known.

In our opinion, except for the effect on the general purpose financial statements of the omission described in the preceding paragraph, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of School Administrative Unit #38 as of June 30, 2003, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 22, 2003 on our consideration of School Administrative Unit #38's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining financial statement listed as a schedule in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose

financial statements of School Administrative Unit #38. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

Wachon, Hulley & Co., PC

July 22, 2003

EXHIBIT A
SCHOOL ADMINISTRATIVE UNIT #38
 Combined Balance Sheet - All Fund Types
 June 30, 2003

	Governmental Fund Types		Totals (Memorandum Only)	
	General	Special Revenue	June 30,	
			2003	2002
ASSETS				
Cash	\$ 357,644		\$ 357,644	\$ 109,604
Due from other governments	10,590	\$ 100,278	110,868	269,558
Due from other funds	-	116,558	116,558	71,822
TOTAL ASSETS	<u>\$ 368,234</u>	<u>\$ 216,836</u>	<u>\$ 585,070</u>	<u>\$ 450,984</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				\$ 12,883
Accounts payable	\$ 35,458	\$ 82,683	\$ 118,141	103,178
Accrued liabilities	3,842	74,624	78,466	110,052
Due to other governments	116,558		116,558	71,822
Due to other funds	112,732	59,529	172,261	134,656
Deferred revenue	268,590	216,836	485,426	432,591
TOTAL LIABILITIES				
Fund Balances (Deficit):				
Unreserved:				
Undesignated	99,644	-	99,644	18,393
TOTAL FUND BALANCES	<u>99,644</u>	<u>-</u>	<u>99,644</u>	<u>18,393</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 368,234</u>	<u>\$ 216,836</u>	<u>\$ 585,070</u>	<u>\$ 450,984</u>

See notes to financial statements

EXHIBIT B

SCHOOL ADMINISTRATIVE UNIT #38

Combined Statement of Revenues, Expenditures and Changes in Fund Balances

All Governmental Fund Types

For the Year Ended June 30, 2003

	General Fund	Special Revenue	Totals (Memorandum Only)	
			For the Years Ended	
			June 30, 2003	June 30, 2002
Revenues:				
District assessments	\$ 1,105,312		\$ 1,105,312	\$ 947,964
Intergovernmental revenues		\$ 1,550,645	1,550,645	1,519,186
Miscellaneous	1,619		1,619	14,020
Total Revenues	<u>1,106,931</u>	<u>1,550,645</u>	<u>2,657,576</u>	<u>2,481,170</u>
Expenditures:				
Instruction		529,885	529,885	571,119
Supporting services	98,364	1,020,760	1,119,124	999,868
General administration	927,316		927,316	822,840
Total Expenditures	<u>1,025,680</u>	<u>1,550,645</u>	<u>2,576,325</u>	<u>2,393,827</u>
Excess of Revenues Over (Under) Expenditures	<u>81,251</u>	<u>-</u>	<u>81,251</u>	<u>87,343</u>
Fund Balances (Deficit) - July 1	18,712	(319)	18,393	(68,950)
Residual equity transfer	(319)	319	-	-
Fund Balances - June 30	<u>\$ 99,644</u>	<u>\$ -</u>	<u>\$ 99,644</u>	<u>\$ 18,393</u>

See notes to financial statements

Combined Statement of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Budgetary Basis) - General and Special Revenue Funds

	General Fund			Special Revenue Funds			Totals (Memorandum Only)		
	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenues:									
Assessments	\$ 1,105,312	\$ 1,105,312	\$ -				\$ 1,105,312	\$ 1,105,312	\$ -
Intergovernmental revenues									
Miscellaneous		1,619	1,619	\$ 1,129,740	\$ 1,056,497	\$ (73,243)	1,129,740	1,056,497	(73,243)
Total Revenues	<u>1,105,312</u>	<u>1,106,931</u>	<u>1,619</u>	<u>1,129,740</u>	<u>1,056,497</u>	<u>(73,243)</u>	<u>2,235,052</u>	<u>2,163,428</u>	<u>(71,624)</u>
Expenditures:									
Current:									
Instruction		98,364	4,154	317,485	307,773	9,712	317,485	307,773	9,712
Supporting services	102,518	927,316	6,528	812,255	748,724	63,531	914,773	847,088	67,685
General administration	933,844	1,025,680	10,682				933,844	927,316	6,528
Total Expenditures	<u>1,036,362</u>	<u>1,025,680</u>	<u>10,682</u>	<u>1,129,740</u>	<u>1,056,497</u>	<u>73,243</u>	<u>2,166,102</u>	<u>2,082,177</u>	<u>83,925</u>
Excess of Revenues Over (Under) Expenditures	<u>68,950</u>	<u>81,251</u>	<u>12,301</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>68,950</u>	<u>81,251</u>	<u>12,301</u>
Fund Balances - July 1	18,712	18,712	-	-	-	-	18,712	18,712	-
Residual equity transfer	-	(319)	(319)	-	-	-	-	(319)	(319)
Fund Balances - June 30	<u>\$ 87,662</u>	<u>\$ 99,644</u>	<u>\$ 11,982</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 87,662</u>	<u>\$ 99,644</u>	<u>\$ 11,982</u>

5

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
June 30, 2003

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of School Administrative Unit #38 conform to accounting principles generally accepted in the United States of America for local educational units of government, except as indicated hereinafter. The following is a summary of significant accounting policies.

Financial Reporting Entity

School Administrative Unit #38 (the "SAU") is an independent governmental agency organized under the laws of the State of New Hampshire to provide administrative services to Monadnock Regional, Winchester and Hinsdale School Districts. The SAU's legislative body is a nine member board consisting of three members from each District's school board.

The accompanying financial statements of the SAU present the financial position and results of operations of the various fund types. The SAU has no separate organizational units which meet criteria for inclusion in the financial statements as defined by the Governmental Accounting Standards Board.

Fund Accounting

The accounts of the SAU are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. The various funds are summarized by type in the financial statements. The following fund types and account groups are used by the SAU.

Governmental Fund Types

Governmental Funds are those through which most functions of the SAU are financed. The acquisition, use and balances of the SAU's expendable financial resources and the related liabilities are accounted for through governmental funds. The measurement focus is upon the determination of changes in financial position, rather than upon net income determination. The following are the SAU's governmental fund types.

General Fund - The general fund is the general operating fund of the SAU. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds - Special revenue funds are used to account for specific restricted revenues and expenditures. The Federal Projects Fund, Special Education Fund, and Private Grants Fund are accounted for as special revenue funds.

Account Groups

Account groups are not funds; they do not reflect available financial resources and related liabilities, but are accounting records of general fixed assets and general long-term obligations. The following is a description of the account groups of the SAU.

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
June 30, 2003

Fixed Asset Account Group - The SAU does not record the acquisition of fixed assets in the General Fixed Asset Account Group as required by accounting principles generally accepted in the United States of America. Fixed assets acquired or constructed for general government services are recorded as expenditures in the fund making the expenditures. Funds used to acquire general fixed assets and/or debt service payments on borrowings in connection therewith are accounted for as expenditures in the year payments are made.

Basis of Accounting

The modified accrual basis of accounting is followed by governmental funds. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the liability is incurred, if measurable. Disbursements for inventory items (textbooks and paper supplies) are considered expenditures at the time of purchase.

In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of numerous individual programs are used as guidance. There are, however, essentially two types of revenues. In one, monies must be expended on the specific purpose or project before any amount will be paid to the SAU; therefore revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditure and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

Charges for services and miscellaneous revenues (except investment earnings) are recorded as revenues when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are measurable and available.

Sick Leave

SAU employees may accumulate sick leave days at a rate determined by job classification. The value of the vested and unpaid accumulated sick leave is immaterial to these financial statements at June 30, 2003.

Total Data

Total data has been presented in the accompanying financial statements, in order to facilitate financial analysis. The total data are the aggregate of the fund types and are titled "Memorandum Only". No consolidating or other eliminations were made in arriving at the totals and therefore they do not present consolidated information in accordance with accounting principles generally accepted in the United States of America.

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
June 30, 2003

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

NOTE 2--BUDGET

The SAU's budget represents functional appropriations as authorized by annual meetings. The SAU board may transfer funds between operating categories as it deems necessary.

Reconciliation of Exhibit B to Exhibit C

Amounts recorded as budgetary amounts in the Combined Statement of Revenues, Expenditures and Changes in Fund Balances -- Budget and Actual (Budgetary Basis) -- General and Special Revenue Funds (Exhibit C) are reported on the basis budgeted by the SAU. Budgets have only been adopted for the Special Education Funds; consequently, the accompanying financial statements therefore present only partial budgetary activity for the special revenue fund types.

	<u>Exhibit B</u>	Non-Budgeted <u>Funds</u>	<u>Exhibit C</u>
Revenues	\$ 1,550,645	\$ (494,148)	\$ 1,056,497
Expenditures	<u>1,550,645</u>	<u>(494,148)</u>	<u>1,056,497</u>
Excess of Revenues Over (Under) Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - July 1, 2002	(319)	319	-
Residual equity transfer	<u>319</u>	<u>(319)</u>	<u>-</u>
Fund Balance - June 30, 2003	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

NOTE 3--CASH DEPOSITS

For purposes of control the SAU has pooled the cash resources of the General and Special Revenue Funds. For accounting purposes, that portion of the pooled cash balance is reported in the specific fund. Temporary cash overdrafts are reclassified as interfund balances for financial reporting purposes.

The SAU's deposit policy requires that deposits and investments be made in New Hampshire based financial institutions that are participants in one of the Federal depository insurance programs. The SAU limits its deposits to money market investment accounts and certificates of deposit in accordance with New Hampshire state law (RSA 41:29). At year end, the carrying amount of the SAU's deposits was \$357,644 and the bank balance was \$314,609. All of the bank balance was covered by federal depository insurance or collateralized.

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
June 30, 2003

NOTE 4--RETIREMENT PLAN

Plan Description

The SAU contributes to the New Hampshire Retirement System (NHRS), a cost-sharing multiple-employer defined benefit pension plan administered by the NHRS Board of Trustees. The plan provides service, disability, death and vested retirement allowances to plan members' beneficiaries. Benefit provisions are established and may be amended by the New Hampshire State legislature. The NHRS issues a publicly available financial report that includes financial statements and required supplementary information for NHRS. That report may be obtained by writing to New Hampshire Retirement System, 4 Chenell Drive, Concord, New Hampshire 03301.

Funding Policy

Plan members are required to contribute 5.0% of their covered salary and the SAU is required to contribute at an actuarially determined rate. The SAU contribution rates for the year ended June 30, 2003 were 2.58% and 4.14% of covered payroll to teachers and general employees, respectively. The SAU contributes 65% of the employer cost for teachers and the State contributes the remaining 35% of the employer cost. The SAU contributes 100% of the employer cost for general employees. On-behalf fringe benefits for teachers (GASB Statement #24) contributed by the State of New Hampshire have not been recognized in these financial statements as the amount is not material.

Under NHRSA-100:16, plan member contribution rates are established and may be amended by the New Hampshire State legislature and employer contribution rates are determined by the NHRS Board of Trustees based on an actuarial valuation. The SAU's contributions to the NHRS for the years ending June 30, 2003, 2002, and 2001 were \$52,884, \$48,728, and \$45,189, respectively, equal to the required contributions for each year.

NOTE 5--INTERFUND RECEIVABLES/PAYABLES

Interfund receivables/payables at June 30, 2003 were:

<u>Fund</u>	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ -	\$ 116,558
Special Revenue Funds:		
Federal Projects Funds	70,076	
Special Education Funds	46,482	-
	<u>\$ 116,558</u>	<u>\$ 116,558</u>

NOTE 6--CONTINGENT LIABILITIES

The SAU participates in a number of federally assisted grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives. The amounts, if any, of expenditures which may be disallowed by the granting agency cannot be determined at this time, although the SAU expects such amounts, if any, to be immaterial.

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
June 30, 2003

NOTE 7--GASB STATEMENT NO. 34

In June 1999 the Governmental Accounting Standards Board unanimously approved Statement 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. Significant changes include a Management Discussion and Analysis section providing an analysis of the SAU's overall financial position results of operations, financial statements prepared using full accrual accounting and a change in the fund financial statements to focus on major funds. The general provisions of Statement 34 are required to be implemented by the SAU #38 no later than the fiscal year ending June 30, 2004.

Schedule 1

SCHOOL ADMINISTRATIVE UNIT #38

Combining Statement of Revenues, Expenditures and Changes in Fund Balances -
Federal Projects and Special Education Special Revenue Funds - Budgetary Basis
For the Year Ended June 30, 2003

	Federal Projects <u>Fund</u>	Special Education <u>Funds</u>	Private Grants <u>Fund</u>	Combining <u>Total</u>
Revenues:				
Intergovernmental revenues	\$ 494,148	\$ 1,056,497		\$ 1,550,645
Total Revenues	<u>494,148</u>	<u>1,056,497</u>	<u>\$ -</u>	<u>1,550,645</u>
Expenditures:				
Instruction	222,112	307,773		529,885
Supporting services	<u>272,036</u>	<u>748,724</u>		<u>1,020,760</u>
Total Expenditures	<u>494,148</u>	<u>1,056,497</u>	<u>-</u>	<u>1,550,645</u>
Excess of Revenues Over Expenditures	-	-	-	-
Fund Balances - July 1, 2002			(319)	(319)
Residual equity transfer			319	319
Fund Balances - June 30, 2003	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

SCHEDULE I
SCHOOL ADMINISTRATIVE UNIT #38
 Schedule of Expenditures of Federal Awards
 For the Year Ended June 30, 2003

Federal Granting Agency/Recipient State Agency/Grant Program/State <u>Grant Number</u>	Federal Catalogue <u>Number</u>	<u>Expenditures</u>
DEPARTMENT OF EDUCATION		
Pass Through Payments from New Hampshire Department of Education		
Special Education - Grants to States	84.027	
#22583		\$ 10,018
#32580		465,812
		<u>475,830</u>
Special Education - Preschool Grants	84.173	
#22767		1,364
#32768		16,954
		<u>18,318</u>
Total Department of Education		<u>494,148</u>
Total Federal Financial Assistance		<u>\$ 494,148</u>

See notes to schedule of expenditures of federal awards

SCHOOL ADMINISTRATIVE UNIT #38
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
June 30, 2003

NOTE 1--GENERAL

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal financial assistance programs of the School Administrative Unit #38 (the SAU). The SAU's reporting entity is defined in Note 1 of the SAU's general purpose financial statements.

NOTE 2--BASIS OF ACCOUNTING

The accompanying Schedule of Expenditures of Federal Awards is presented on the modified accrual basis of accounting, which is described in Note 1 of the SAU's general purpose financial statements.

NOTE 3--RELATIONSHIP TO GENERAL PURPOSE FINANCIAL STATEMENTS

Federal financial assistance revenues have been reported as intergovernmental revenues in the Special Revenue Funds of the SAU's general purpose financial statements.

Vachon, Clukay & Co., PC

Certified Public Accountants

45 Market Street
Manchester, New Hampshire 03101
(603) 622-7070
FAX: 622-1452

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the School Board
School Administrative Unit #38

We have audited the general purpose financial statements of School Administrative Unit #38, as of and for the year ended June 30, 2003, and have issued our report thereon dated July 22, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether School Administrative Unit #38's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of general purpose financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered School Administrative Unit #38's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level of risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting, which we have reported to the management of School Administrative Unit #38 in a separate letter dated July 22, 2003.

This report is intended solely for the information of management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Vadion, Cleary & Co., PC

July 22, 2003

Vachon, Clukay & Co., PC

Certified Public Accountants

45 Market Street
Manchester, New Hampshire 03101
(603) 622-7070
FAX: 622-1452

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the School Board
School Administrative Unit #38

Compliance

We have audited the compliance of School Administrative Unit #38 with the types of compliance requirements described in the *U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2003. School Administrative Unit #38's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of School Administrative Unit #38's management. Our responsibility is to express an opinion on School Administrative Unit #38's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; and OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about School Administrative Unit #38's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on School Administrative Unit #38's compliance with those requirements.

In our opinion, School Administrative Unit #38 complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2003.

Internal Control Over Compliance

The management of School Administrative Unit #38 is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered School

Administrative Unit #38's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Vachon, Chubay & Co., PC

July 22, 2003

School Administrative Unit #38
Schedule of Findings and Questioned Costs
Year Ended June 30, 2003

Section I--Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:

qualified

Internal control over financial reporting:

Material weakness(es) identified?

_____yes X no

Reportable condition(s) identified

_____yes X none reported

not considered to be material weaknesses?

Noncompliance material to financial statements noted?

_____yes X no

Federal Awards

Internal Control over major programs:

Material weakness(es) identified?

_____yes X no

Reportable condition(s) identified

_____yes X none reported

not considered to be material weaknesses?

Type of auditor's report issued on compliance
for major programs:

unqualified

Any audit findings disclosed that are required
to be reported in accordance with
Circular A-133, Section .510(a)?

_____yes X no

Identification of major programs:

CFDA Number(s)

Name of Federal Program or Cluster

84.027 & 84.173

Special Education – Grants to States and Preschool Grants

Dollar threshold used to distinguish
between Type A and Type B program:

\$ 300,000

Auditee qualified as low-risk auditee?

_____yes X no

Section II--Financial Statement Findings

There were no findings relating to the financial statements required to be reported by GAGAS.

Section III--Federal Award Findings and Questioned Costs

There were no findings and questioned costs as defined under OMB Circular A-133 .510(a).

School Administrative Unit #38

Public Session Notice

The School Administrative Unit #38 Board will meet on Wednesday, May 7, 2003 from 7:30 p.m. in the multi-purpose room at Dr. George Emerson Elementary School in Fitzwilliam NH for the regularly scheduled Annual Meeting.

The Keene Sentinel

To be placed wherever convenient sometime in the last week of April

Run **Public Notice for one day.**

Account #503

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

The Brattleboro Reformer

To be placed wherever convenient sometime in the last week of April

Run **Public Notice for one day.**

Account #1276

FROM: SCHOOL ADMINISTRATIVE UNIT #38
600 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446



SCHOOL ADMINISTRATIVE UNIT No. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446
Telephone: 352-6955 FAX: 358-6708
sau38@monad.net



Hinsdale School District

Monadnock Regional School District

Winchester School District

Curtis J. Cardine, Superintendent
Margaret A. Sullivan, Assistant Superintendent
David Hodgdon, Ph.D., Director of Curriculum and Instruction
Kenneth R. Dassau Ed.D., Assistant Superintendent
Laurent J. Biron, Business Manager
Thomas Warner, Director of Technology

MEETING TO BE HELD AT THE FORD BUILDING BEHIND THAYER HIGH SCHOOL
WINCHESTER, NH

Agenda for December 4, 2002 SAU #38 Meeting

7:00 P.M. Public hearing on the SAU#38 budget for the 2003-2004 school year

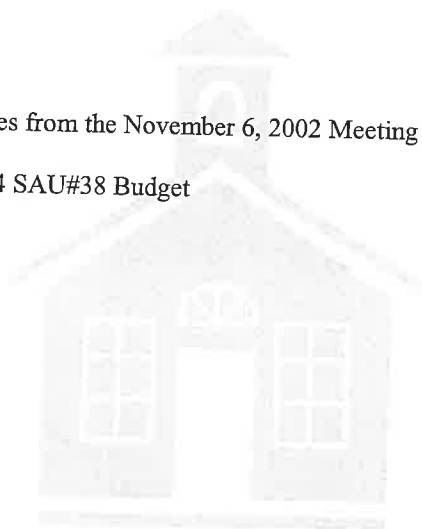
7:30 P.M. Call to Order

7:35 P.M. Approval of the Minutes from the November 6, 2002 Meeting of the SAU#38 Board

7:40 P.M. Adoption of 2003-2004 SAU#38 Budget

7:50 P.M. New Business

7:55 P.M. Adjournment



School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of Nov. 6, 2002

Attendance:

Hinsdale: Ann Diorio, Wayne Temmen, Joe Novick

Monadnock Regional: Winston Wright, Dixie Gurian, Richard Thackston

Winchester: Colleen Duquette, Harold Bigelow

SAU Administration: Curt Cardine, Superintendent; Margaret Sullivan, Asst. Supt; Ken Dassau, Asst. Supt. for Student Services; Larry Biron, Business Manager, Russell Cloutier, Asst. Business Manager

Call to Order at 7:00 PM by Chair Duquette.

A. Approval of Minutes May 1, 2002. W. Temmen **MOVED** to approve the minutes.
SECOND: J. Novick. **VOTE:** Unanimous.

B. Review of 2003-2004 SAU#38 Budget. L. Biron passed out the SAU#38 Proposed Operating Budget for 2003-2004 to the Board Members in attendance. L. Biron first explained the Curriculum Department. This account is nearly level funded. This account is down by 1.58%. L. Biron reported that the Superintendent's Office has increase due to C. Cardine's Ph.D. Program and conferences. The increase to Central Office is 2.38%. W. Temmen asked about the advertising. L. Biron explained that when advertising is needed for the SAU it is rather expensive. W. Wright questioned the increase in the Travel and Conferences Line for the Superintendent. Chair Duquette suggested a local program for the Superintendent's Ph.D. Program. C. Cardine explained that it is a local program but traveling is involved. [*R. Thackston arrives at 7:10 PM.*]

W. Temmen asked if the insurance costs were reasonable. L. Biron said it will be a 15% increase for the health insurance and 5% increase for the dental insurance. L. Biron directs the Board to page two. The new line item is NHMA/PLIT Insurance Expense. This would be for liability insurance for the SAU. He explained that the SAU has not been insured very well. The SAU needs its own insurance which will cost \$7500.00. Supplies have taken a jump which is due mainly to the cost of paper. J. Novick asked if the cost of paper goes out to bid. L. Biron explained that he went on line to three companies and received bids. He explained that the paper is not stored. Boise Cascade has saved the SAU 28% and the offices supplies are received the day after they are ordered. The Business Office staff salaries are up due to the fact that increases will go to the six employees who are currently under paid.

L. Biron introduces R. Cloutier the SAU Assistant Business Manager.

Technology run by Tom Warner is level funded. The whole budget is up 2.71%. L. Biron explained that in 1996 the previous Business Manager borrowed \$112,732.00 from the three districts but never paid it back. The \$20,000.00 under Other Expenses is to start to

pay back the deficit. R. Thackston asked if the money was borrowed evenly from the districts. L. Biron explained that the money was taken from all three districts.

K. Dassau explained the Proposed Collaborative Budget For 2003-2004. K. Dassau explains that the Special Ed. Office has three full time administrators, an administrative assistant, and secretary. Travel has increased. C. Duquette asks what the SPED Leave Day Reimb. & Misc. line item is. K. Dassau believed that is for an employee who has maxed their accumulated leave days and receives pay. K. Dassau said that he would clarify this line item. K. Dassau explains the new account 1210 Tutor. He says that this may look like a new account but is presently in each districts budget. When a student is discharged from school a teacher must be hired to teach the student at home or in a neutral setting. Right now two students are on home-based instruction. R. Thackston asked if the SAU can back charge the district. K. Dassau said that the districts would be charged proportionately for use. Chair Duquette asked how many hours a week for the position. K. Dassau explained that the person would be full-time. Chair Duquette asked if the person was certified. K. Dassau said that the person is certified for K-8. Chair Duquette had concerns if a high school student needed this program. She mentioned the \$12,000.00 in additional benefits and asked if it was a teacher's salary. K. Dassau mentioned that Monadnock would pay 40%, Winchester 30% and Hinsdale 30%. Chair Duquette expressed concern for the increase and suggested cuts. A. Diorio said it would be difficult to get someone to do this job. K. Dassau thought that by hiring a full time position would better address the problem. A. Diorio had a concern that a parent could sue the district when the program was not in place. Chair Duquette asked why the students were not in school. K. Dassau said that the students may have behavior problems or conduct disorders. An example would be a senior had returned from the Brattleboro Retreat only needing 2 credits. This would be the program to help him graduate. Psychological Services salaries have increased by 4% for 6 individuals ½ are covered by the special ed. grant. ESY a new line item stands for Extended School Year. This would be for employees that worked during the months of July and August at a rate of \$24.00 an hour. J. Novick asked about the increase in health insurance. Staff development and supplies have gone up \$750.00 per person. K. Dassau mentioned to the Board that he would like to add another position next year that would be paid by the grant if the grant funds are available. A. Diorio asked if the Boards would have the new numbers before the next meeting in December. She asked about supplies going up \$3700.00. K. Dassau explained that the testing which takes place for the students are each about \$700.00 and are included in this account. Chair Duquette comments that testing supplies should have its own line item. A. Diorio says that supplies to her mean pens and paper. K. Dassau reported that in Speech Pathology there are 7 employees. W. Temmen asked why the health benefits in this account are up. L. Biron commented that when you add a family plan you need to add \$12,000.00. Physical and Occupational Therapy has an increase in supplies because the new therapist does not have a computer and in the other increase is in staff development. K. Dassau explained to the Board that because of the increase in the autistic students he is looking for a new position. This position would an Autism Coordinator. The person running the program in Winchester is not a certified person and K. Dassau would like to have a person with experience and credibility. Chair Duquette asked why a coordinator was needed if Winchester had a person. K. Dassau replied that

the person running the program would most likely need training. C. Cardine mentioned the program in Troy and the fact that Lori Evans runs a very effective program there. Chair Duquette is not denying that these things are needed but she also had mentioned that she did not want the budget to look like this. C. Cardine commented that Winchester's portion of the SAU Budget is slightly up and that Hinsdale's portion is down. C. Cardine mentioned that he or Margaret could be e-mailed or called with any questions prior to the next SAU Board Meeting.

C. Auditor's Report: L. Biron reported that the Auditors Report was done in record time. It took only 5 days to complete. He instructed the Board to turn to page 4 of the report. He said that this shows the business of the year. The SAU had a \$68,950.00 deficit. This year \$87,662.00 was left over which leaves a surplus of \$18,712.00. The SAU spent money on new furniture which they purchased at a second hand store in Jaffrey. Everyone received a furniture upgrade except Margaret. L. Biron commented on three small problems found by the Auditors. On page 3 a deficit from 1996 of \$112,732. This amount was borrowed from the three districts to help cover Spec. Ed. costs. This amount needs to be given back to the Districts, page 8 a deficit fund balance in the Private Grants Fund in the amount of \$319.00 and on page 9 a bank balance is \$119,817.00. Banks insure each account up to \$100,000.00 that would mean that the \$19,817.00 would need to be transferred into a separate account. He let the Board know that the authorization has been done to transfer. R. Thackston asked if the District was only insured up to \$100,000.00 at any single bank. L. Biron said that the District has a balance of about 35 million. Vachon, Clukay and Co. are very happy that the statement has reconciled to the penny thanks largely to the effort of R. Cloutier. R. Thackston asked if the 10 million dollar in revenue is realistic for the value of all the buildings. W. Temmen asked if this is the final Audit's Report and if yes could this go to the Budget Committee. L. Biron relied yes.

C. New Business: None.

D. Superintendent's Report: C. Cardine reported that the SAU Manual is 99% done. He is making the final corrections. C. Cardine handed out the information regarding the amount that each district will pay for the SAU Budget. He commented that the Account Department is going very well and that the mail delivery service is improving.

E. Adjourn: MOTION: R. Thackston **MOVED** to adjourn at 8:06 PM. **SECOND:** A. Diorio. **VOTE:** Unanimous.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Secretary

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER

600 Old Homestead Highway

Swanzey, NH 03446

Telephone: 352-6955 FAX: 358-6708

Monadnock Regional School District

www.mrsd.org

Curtis J. Cardine, Superintendent

Hinsdale School District

Winchester School District

Margaret A. Sullivan, Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Kenneth R. Dassau Ed.D., Assistant Superintendent

Laurent Biron, Business Manager

Thomas Warner, Director of Technology

To: All SAU#38 Board Members

From: Colleen Duquette: Chair SAU#38 Board

Enclosed please find a copy of our agenda for the **May 7, 2003** meeting of the SAU Board.

Please plan to join us for a catered dinner at the Emerson School. The meal will be served in Cafeteria at 6:30 P.M.

Sincerely,

Colleen Duquette: Chair SAU#38 Board

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER

600 Old Homestead Highway

Swansey, NH 03446

Telephone: 352-6955 FAX: 358-6708

Monadnock Regional School District

www.mrsd.org

Curtis J. Cardine, Superintendent

Hinsdale School District

Winchester School District

Margaret A. Sullivan, Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Thomas Warner, Director of Technology

Kenneth R. Dassau Ed.D., Assistant Superintendent

Laurent Biron, Business Manager

4/22/2003

To: SAU #38 Board Members

From: Curtis J. Cardine, Superintendent SAU 38

RE: Agenda for the Wednesday, May 7, 2003 Board Meeting of SAU #38

Time: 7:30 P.M.

Place: Emerson Multi-Purpose Room

A. Approval of the Minutes from the December 2002 meeting.

B. Election of officers.

a. Chairman (Hinsdale)

b. Vice Chairman

c. Treasurer

d. Vice Treasurer

e. Secretary

C. Reports from the Superintendent, Assistant Superintendent for Student Services and Special Education, Assistant Superintendent for Hinsdale and Winchester's Report, Curriculum Director's Report, Technology Director's Report, Business Manager's Report

D. Information Gathering on SAU Functions

E. Setting the Dates for the 2003-2004 SAU#38 Meetings

F. Non Public Meeting: Personnel

a. Nomination of SAU Personnel

b. Setting of SAU Salaries

c. Any other Personnel Issue

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of December 4, 2002

Attendance:

Hinsdale: Ann Diorio, Wayne Temmen, Joe Novick, Joanne Mulligan
Monadnock Regional: Winston Wright, Dixie Gurian
Winchester: Colleen Duquette, Harold Bigelow
SAU Administration: Curt Cardine, Superintendent; Margaret Sullivan, Asst. Supt; Ken Dassau, Asst. Supt. for Student Services; Larry Biron, Business Manager

Call to Order at 7:00 PM by Chair Duquette.

Public Hearing on the SAU#38budget for the 2003-2004 school year. The public hearing opened at 7:00 PM. No citizens present. K. Dassau asked to speak on the Special Education budget. Chair Duquette told him he had the floor. K. Dassau explained that since the last meeting a revised memo had been sent out to the board members explaining the changes. The changes were highlighted on the memo. K. Dassau put the materials requested under a new category of Books and Printed Materials. The tutor position he is requesting will be paid half by a grant and the other half from the SAU budget. If more help is needed the individual districts may see an increase. The other position that K. Dassau is asking for is an Autism Coordinator. Autism is a large issue in the districts. Troy and Winchester currently have a program. The person being chosen for this position would provide an expertise and increase credibility to the programs. To permit other districts to participate could generate revenue for the districts. Space is always an issue. The grant will fund half of the salary and the SAU will fund the other half.

D. Gurian talked about the fact that MRSB is writing a letter to Governor-elect Benson concerning remarks made about the district revenues.

C. Cardine explained that the Boards are receiving \$600,000.00 less but not any less than last year.

L. Biron explained that he thought it was inappropriate to send a letter when the governor-elect isn't even in office yet.

Chair Duquette commented that they are powerful people.

L. Biron explained that the Board should program an increase of 22.8% for health care.

K. Dassau explained that if the state starts to hit Health and Human Services it would affect special education.

A. Call To Order. Close Public Hearing. Chair Duquette closed the Public Hearing and called the meeting to order at 7:25 PM.

B. Approval of the Minutes: Minutes of November 6, 2002 **MOTION:** W. Temmen **MOVED** to approve the minutes. **SECOND** J. Novick. **VOTE:** Unanimous.

C. Adoption of 2003-2004 SAU#38 Budget. MOTION: A. Diorio **MOVED** to accept the 2003-2004 SAU#38 Budget as presented. **SECOND** D. Gurian. **VOTE:** Unanimous.

D. New Business. C. Cardine updated the Boards on the Grant. He reported that he has a meeting with the Keene Board to discuss the grant on December 10, 2002. Chair Duquette asked if the grant would start in January. C. Cardine replied by saying that based on an agreement by all the Boards we can act in January if the Boards choose. Chair Duquette commented that the sooner the better. C. Cardine said that they need to come up with as mechanism for transferring students. Chair Duquette asked when it will be K-12. C. Cardine replied stated that the program begins with high school aged children and may eventually grow to include elementary. D. Gurian said that we need to find a mechanism for transfer. A pool of students, a lottery, a time line and then the names will be drawn to be able to transfer. Chair Duquette asked who the committee was that would undertake this task. D. Gurian said there was no committee as of yet. W. Temmen asked if the students would have to apply each year. C. Cardine responded yes. D. Gurian commented that the tuition pool would probably increase it would be awful to say that if you already attended a school and you lost the pool you would have to go back to the original school. She said that these are issues that need to be ironed out. W. Temmen commented about the block scheduling in Keene. That could raise a problem. C. Cardine commented on the fact that each year perhaps because of the block scheduling that the students attending the CCC from Winchester, Hinsdale and Monadnock are fewer and fewer. C. Cardine would suggest that the grant pay for additional teachers to teach additional courses in order that the students may stay in Keene for 2 periods. This may possibly increase the courses being offered. He mentioned auto and construction. A. Diorio mentioned child care. Chair Duquette asked if this is a guarantee. C. Cardine said he would make a recommendation. The question of transferring credits to other schools needs to be worked out.

W. Temmen commented that the Hinsdale School District would like to rebuild their school in 3 phases. He mentioned a high school wing and they are talking about a voc tech area. W. Temmen commented that if the grant allows children to go to different schools regionalizing would be null. W. Wright asked if they would go with building trades. C. Cardine explained that now that the state will be requiring the aids to be certified and trained they will be asking the area colleges what they can offer to all the schools through the School Choice Grant. J. Novick asked what certification. C. Cardine explained that the federal regulations would be requiring an Associates Degree or equivalent certification for the aides. W. Temmen commented that if they have an Associate's Degree they would not work for minimum wage. C. Cardine had given the administration a hand out on the impact to the District from the No Child Left Behind Legislature. He commented that the District is in a pretty good position because of the grant and that they will be able to use it to offset many of the costs associated with the NCLB law. C. Cardine said "money follows money" and feels we are in a good position.

Chair Duquette asked if the MC2 Program would be part of the grant. C. Cardine said that it is funded by district money, donations and the grant. Monadnock budgets \$225,000.00 for the principal and two teaching positions, other positions are paid for by the grant.

Chair Duquette asked if there was any other business. There wasn't any..

E. NON-PUBLIC SESSION

7:35 PM J. Mulligan **MOVED** to enter non-public session for the purpose of personnel. **SECOND** A. Diorio. **VOTE:** Roll call vote unanimous.

7:44 PM A. Diorio **MOVED** to return to public session. **SECOND:** W. Temmen. **VOTE:** unanimous.

F. Motion to Adjourn.

7:45 PM H. Bigelow **MOVED** to adjourn. **SECOND:** A. Diorio. **VOTE:** Unanimous.

Respectfully submitted,

Laura L. Aivaliotis
MRSD Board Secretary

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446

Telephone: 352-6955 FAX: 358-6708
sau38@monad.net

Hinsdale School District

Monadnock Regional School District

Winchester School District

Curtis J. Cardine, Superintendent

Margaret A. Sullivan, Assistant Superintendent
David Hodgdon, Ph.D., Director of Curriculum and Instruction

Kenneth R. Dassau Ed.D., Assistant Superintendent
Laurent J. Biron, Business Manager

Thomas Warner, Director of Technology

**MEETING TO BE HELD AT HINSDALE HIGH SCHOOL
HINSDALE, NH**

Agenda for November 6, 2002 SAU #38 Meeting

- 7:00 P.M. Call to Order
- 7:05 P.M. Approval of the Minutes from the May 1, 2002 Meeting of the SAU#38 Board
- 7:10 P.M. Review of 2003-2004 SAU#38 Budget
- 7:45 P.M. Auditor's Report
- 8:00 P.M. New Business
- 8:15 P.M. Superintendent's Report
- 8:45 P.M. Adjournment
- Non-Public- If Needed

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of May 1, 2002

Attendance:

Hinsdale: Ann Diorio, Wayne Temmens, Jay Ebbighausen, Joe Novick, Joanne Mulligan

Monadnock Regional: Winston Wright, Dick Thackston, Dixie Gurian

Winchester: Colleen Duquette, Harold Bigelow, Gary Schultz

SAU Administration: Curt Cardine, Superintendent; Margaret Sullivan, Asst. Supt; Ken Dassau, Asst. Supt. for Student Services; Larry Biron, Business Manager; Dave Hodgdon, Dir. of Curriculum and Instruction; Tom Warner, Dir. of Technology.

Call to Order at 7:30 PM by Supt. Cardine.

Election of Officers: C. Cardine called for the election of SAU board officers. Chairman. Gary Schultz **MOVED** to nominate Colleen Duquette. Second by D. Gurian. **VOTE:** Unanimous.

A. Approval of Minutes December 2001. Ann Diorio **MOVED** to approve minutes. Second by Joe Novick. Discussion. C. Duquette asked about e-mailing the MS-25. L. Biron responded it would be left as is. **VOTE:** Unanimous.

B. Election of Officers *continued.*

Vice-Chairman. Dixie Gurian **MOVED** to nominate Dick Thackston. Second by C. Duquette. **VOTE:** Unanimous.

Treasurer. Dick Thackston **MOVED** to nominate Gene White. Second by Ann Diorio. **VOTE:** Unanimous.

Vice Treasurer. Harold Bigelow **MOVED** to nominate Gary Shultz. Second by Ann Diorio. **VOTE:** Unanimous.

Secretary. Dick Thackston **MOVED** to nominate Winston Wright. Second by Joe Novick. **VOTE:** Unanimous.

C. SAU Administration Reports.

1. C. Cardine reported that SAU personnel manager Diane LeRose was leaving due to relocating from the area. He commented on the changes to the business office. Russ Cloutier has been hired to oversee federal grants. The use of the SAU office is at maximum capacity.
2. M. Sullivan reported on building, budget, and curriculum issues in the Winchester and Hinsdale districts. Both Winchester and Hinsdale are participating in the Best Schools Initiative. The districts are implementing a new supervision and evaluation model based on Charlotte Danielson's frameworks.
3. K. Dassau distributed a current SAU Special Services list. Nominations for 2002-2003 and resignations will be in non-public. Acknowledged the

excellent performance of Dan Lafleur, special services coordinator; Marie Braley, administrative assistant; and Brenda Rodier, speech assistant. Discussions are taking place that will expand the preschool programs at Hinsdale Elementary School for the 2003-2004 school year and in Monadnock for a second district preschool site at the Emerson School in Fitzwilliam for 2002-2003. A four-day course in the fall by the Crisis Prevention Institute (CPI) will certify persons as trainers in non-violent crisis intervention and restraint.

4. Dr. Hodgdon reviewed his work among the three districts with curriculum and staff development, assessment, grant writing, supervision and evaluation, and publications, along with his plans for the 2002-03 school year. He emphasized the positive and productive working relationship with Helene Bickford, the Curriculum Director for Hinsdale and Winchester. D. Hodgdon met with H. Bickford to support her efforts and establish two reading study groups with Hinsdale Elementary School teachers.
5. T. Warner distributed a packet of information of technology plans for the SAU.
6. L. Biron reported on the business office. Each district and the SAU will get a balance sheet.

D. Setting the dates for the 2002 –2003 SAU meetings:

- 1st Wed of the month in November – Hinsdale
- 1st Wed of the month in December – Winchester
- 1st Wed of the month in May – Monadnock

Discussed caution with the district budget cycles. Reconsidered holding the May meeting at the Fitzwilliam Inn. C. Cardine read a letter from SAU 29 proposing the consolidation of the February and April vacations to a single vacation in March.

E. 8:35PM Non-Public Meeting: Personnel. R. Thackston **MOVED** enter into non-public session.. **SECONDED:** J. Novick. **VOTE:** Unanimous. K. Dassau read the nomination of SAU special services personnel. R. Thackston **MOVED** to accept the nominations as read. **SECONDED:** D. Gurian. **VOTE:** Unanimous. K. Dassau read the resignation of a speech employee. A. Diorio **MOVED** to accept the resignation with regret. **SECONDED:** W. Temmens. **VOTE:** Unanimous. [8:40 K. Dassau leaves. W. Wright to take any additional minutes.]

F. ADJOURNMENT

At 9:05 P.M. Wayne Temmens **MOVED** to adjourn. **SECONDED:** J. Novick **VOTE:** Unanimous.

Respectfully submitted,

Kenneth R. Dassau
SAU 38

SCHOOL ADMINISTRATIVE UNIT No. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446

Telephone: 352-6955 FAX: 358-6708
Monadnock Regional School District
www.mrsd.org

Curtis J. Cardine, Superintendent

Hinsdale School District

Winchester School District

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent Biron, Business Manager

Thomas Warner, Director of Technology

04/12/02

To: SAU #38 Board Members

From: Curtis J. Cardine, Superintendent SAU 38

RE: Agenda for the Wednesday, May 1, 2002 Board Meeting of SAU #38

Time: 7:30 P.M.

Place: Emerson Multi-Purpose Room

A. *Approval of the Minutes from the December 2001 meeting.*

B. *Election of officers.*

a. *Chairman (Hinsdale)*

b. *Vice Chairman*

c. *Treasurer*

d. *Vice Treasurer*

e. *Secretary*

C. *Reports from the Superintendent, Assistant Superintendent for Student Services and Special Education, Assistant Superintendent for Hinsdale and Winchester's Report, Curriculum Director's Report, Technology Director's Report, Business Manager's Report*

D. *Setting the Dates for the 2002-2003 SAU#38 Meetings*

E. *Non Public Meeting: Personnel*

a. *Nomination of SAU Personnel*

b. *Setting of SAU Salaries*

c. *Any other Personnel Issue*

F. *Adjournment*

SCHOOL ADMINISTRATIVE UNIT No. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzey, NH 03446

Telephone: 352-6955 FAX: 358-6708
Monadnock Regional School District
www.mrsd.org

Curtis J. Cardine, Superintendent

Hinsdale School District

Winchester School District

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent Biron, Business Manager

Thomas Warner, Director of Technology

To: All SAU#38 Board Members

From: Colleen Duquette: Chair SAU#38 Board

Enclosed please find a copy of our agenda for the May 1, 2002 meeting of the SAU Board.

Please plan to join us for a catered dinner at the Emerson School. The meal will be served in Cafeteria at 6:30 P.M.

Sincerely,

Colleen Duquette: Chair SAU#38 Board

School Administration Unit 38
SAU 38 Board Meeting
MINUTES of December 5, 2001

Attendance:

Hinsdale: Ann Diorio, Wayne Temmen (arrived at 7:35PM)

Monadnock Regional: Winston Wright, Gus Lerandean

Winchester: Colleen Duquette, Harold Bigelow, Bethanne Tatro

SAU Administration: Curt Cardine, Superintendent; Ken Dassau, Asst. Supt. for Student Services; Margaret Sullivan, Asst. Supt. for Winchester and Hinsdale; Larry Biron, Business Manager; Dave Hodgdon, Dir. of Curriculum and Instruction; Tom Warner, Tech. Director.

Call to Order at 7:02PM by Chair Colleen Duquette.

Public Hearing opened at 7:02PM by Chair Colleen Duquette.

Motion to close the public hearing at 7:17PM **Moved** by Ann Diorio **Second** by Harold Bigelow. **VOTE** 5 yes 1 abstain.

A. Approval of Minutes November 7, 2001. A. Diorio **Moved** to approve minutes. **Second** by W. Wright. Discussion none. **VOTE:** Unanimous

B. Adoption of 2002-2003 SAU#38 Budget.

Chair C. Duquette began the budget discussion by asking for questions or comments on the upcoming budget:

W. Wright asked L. Biron why there was an increase from version one to version two. L. Biron responded health and dental as well as technology items in certain accounts had been added.

Chair Duquette asked L. Biron if he had anyone assisting him in the business office. L. Biron responded that he was advertising for a new assistant that had more experience.

Chair Duquette asked L. Biron if he is needed at two budget meetings how does he decide what meeting to attend. L. Biron responded that he would decide on the urgency of the need.

W. Wright asked L. Biron what the percentage increase in the new budget would be. L. Biron responded by saying that if you took out the money to correct the deficit, upgrade the accounting system, workshop money, that is now in the individual districts, and money for Superintendent Cardine's doctoral work, the total increase would be 4.4% for SAU Management Services.

Chair Duquette asked L. Biron if the money in the Superintendent Travel and Conference Account was also for the two Asst. Superintendents. L. Biron responded yes.

L. Biron commented that he tried to separate the accounts to the individual departments but in some cases they remain in a block because everyone uses them, especially for the supply and workman's comp accounts.

Chair Duquette asked why such an increase in the salaries of the business office.

L. Biron responded by saying that a survey was done on the surrounding SAUs and our staff was behind by a significant amount, so the increase is an adjustment as well as the addition of two employees.

Chair Duquette asked L. Biron how do you develop a budget for the SAU, do you invite comments from all the staff. L. Biron responded yes, he goes to the SAU administrators and departments.

Chair Duquette asked K. Dassau why is there a maintenance and repair account in Special Education. Ken responded by saying that it is his share when the office is cleaned and building is taken care of. Also to cover equipment that might need repair.

W. Wright asked K. Dassau why the increase in computers. K. Dassau responded that he is asking for two new computers.

Chair Duquette asked K. Dassau why the large increase in staff development under Psychological Services. K. Dassau responded that the staff is under the same contract as Monadnock teachers and receives a \$750.00 stipend for staff development.

B. Tatro asked K. Dassau if the computers that he has in his office now would carry him for another year. K. Dassau responded that he was afraid the hard drive was going.

W. Wright asked if the new phone system at the SAU is from the current budget funds. C. Cardine responded yes.

MOTION: A. Diorio **MOVED** to accept the 2002-2003 SAU budget as printed. **Second** by W. Wright. Discussion. W. Wright wanted to know the correct figures \$1,105,312.00 and the collaborative account \$1,129,740.00. **VOTE:** Unanimous.

C. New Business: Supt. C. Cardine passed out the new revised SAU Manual to the board members. As soon as the board directs Supt. C. Cardine he will send it to be printed. Supt. C. Cardine commented on some of the highlights in the manual. He explained that the information that had been in the manual specifically about Monadnock had been removed, the job descriptions are clearly spelled out, new information about the SAU formula for voting was included, changed the job description of the director of curriculum as directed last year, included the job descriptions of the treasurer and the school district clerk, and the dates for the MS25 as well as other important dates.

Chair Duquette commented that the MS25 for Winchester was very late and that at a previous town meeting the board was not looked favorably upon because of this. L. Biron explained that the form was late because an email was lost at Monadnet. B. Tatro asked L. Biron if he had contacted the selectmen's office to let them know what had happened. L. Biron responded that he did not. B. Tatro commented that the town and the school

have the same auditor. Someone thought that the auditor should have been aware of the error.

L. Biron hopes to have a report from the treasurer each month for the board. B. Tatro asked if the treasurer would attend the meetings on a regular basis and L. Biron responded that it was not necessary.

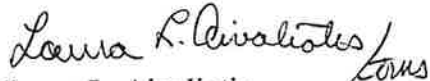
L. Biron apologized on the MS25 error and will try to make every attempt to see that this does not happen again. The extenuating situation that occurred this year was around the accidental death of our auditor's wife.

Supt. C. Cardine has budgeted for the printing of the manual and suggests that it be done. He will send an email to the towns and secretaries. B. Tatro commented that a hard copy be delivered to the selectmen. W. Wright asked if this had to be approved. Supt. C. Cardine responded that this is a procedure manual and not policy so it does not have to be approved. W. Wright commented on a good job done on the manual. Supt. C. Cardine informed the board that the manual will be sent to the printer on Thursday December 6, 2001.

ADJOURNMENT

At 7:55PM H. Bigelow **MOVED** to adjourn, **SECONDED:** B. Tatro. **VOTE** Unanimous

Respectfully submitted,


Laura L. Aivaliotis

SCHOOL ADMINISTRATIVE UNIT No. 38



SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446
Telephone: 352-6955 FAX: 358-6708
sau38@monad.net



PLEASE POST

Hinsdale School District

Monadnock Regional School District

Winchester School District

Curtis J. Cardine, Superintendent

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent J. Biron, Business Manager

Thomas Warner, Director of Technology

MEETING TO BE HELD AT THE FORD BUILDING BEHIND THAYER HIGH SCHOOL WINCHESTER, NH

Agenda for February 20, 2002 SAU #38 Meeting

6:30 P.M. Discussion on Superintendent's Contract

7:00 P.M. Adjournment

A light supper of Pizza and beverages will be provided for this meeting.

School Administration Unit 38
SAU 38 Board Meeting
MINUTES of February 7, 2002

Attendance:

Hinsdale: Ann Diorio

Monadnock Regional: Winston Wright, Richard Thackston

Winchester: Colleen Duquette

SAU Administration: Curt Cardine, Superintendent

Call to Order at 7:02PM by Chair Colleen Duquette.

Discussion of the Superintendent's Goals:

1. Mr. Cardine is enrolled in a finance course at the graduate level at Antioch this Spring.
2. Mr. Cardine has applied for admission to the Doctoral Program (Leadership and Change) at Antioch in Silver Springs, Ohio. This is a three year program.
3. Mr. Cardine has taken the ASCD workshops on Supervision and Evaluation this year along with the Monadnock Regional School District Administrative Team
4. Mr. Cardine has been to two Law workshops on NH School Law during the 2001-2002 School Year.
5. Mr. Cardine attended the Charter School and Assessment conferences held by the Department of Education this year.
6. There has been a reorganization of the SAU#38 office in the past two years.
7. The SAU#38 have been kept current and a new copy of this document was distributed to the boards.

There was discussion about how the superintendent has met the goals set during the 2001 negotiations with the superintendent.

A one year extension to the current two year contract will be offered. (A two year contract).

Salary was set at \$90,000 for 2002-2003 with current benefits continuing.
Salary for 2003-04 was to be set in the winter of 2002 with a minimum of COLA plus 3% agreed to.

ADJOURNMENT

Respectfully submitted,

Ann Diorio

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446
Telephone: 352-6955 FAX: 358-6708
sau38@monad.net

Hinsdale School District

Monadnock Regional School District

Winchester School District

Curtis J. Cardine, Superintendent

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent J. Biron, Business Manager

Thomas Warner, Director of Technology

MEETING TO BE HELD AT THE FORD BUILDING BEHIND THAYER HIGH SCHOOL WINCHESTER, NH

Agenda for December 5, 2001 SAU #38 Meeting

7:00 P.M. Public hearing on the SAU#38 budget for the 2002-2003 school year

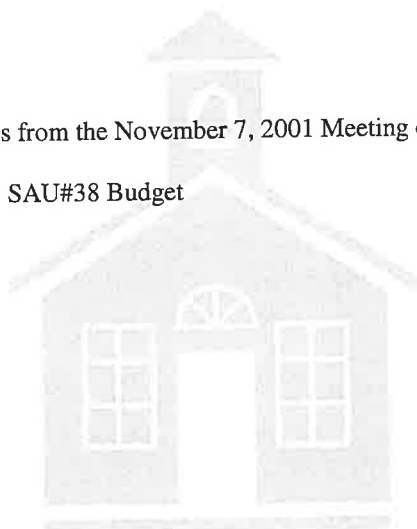
7:30 P.M. Call to Order

7:35 P.M. Approval of the Minutes from the November 7, 2001 Meeting of the SAU#38 Board

7:40 P.M. Adoption of 2002-2003 SAU#38 Budget

7:50 P.M. New Business

7:55 P.M. Adjournment



School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of November 7, 2001

Attendance:

Hinsdale: Ann Diorio, Wayne Temmens, Jay Ebbighausen

Monadnock Regional: Winston Wright, Dick Thackston, Dixie Gurian, Gene White

Winchester: Colleen Duquette, Harold Bigelow, Gary Schultz

SAU Administration: Curt Cardine, Superintendent; Ken Dassau, Asst. Supt. for Student Services; Larry Biron, Business Manager; Dave Hodgdon, Dir. of Curriculum and Instruction.

Call to Order at 7:00PM by Chair C. Duquette.

A. Approval of Minutes May 22, 2001. W. Temmens **MOVED** to approve minutes. **Second** by Dick Thackston. Discussion. Amend minutes to read Gene White as Treasurer. John Morin as Deputy Treasurer. **VOTE:** Unanimous

B. Review of 2002-2003 SAU 38 Budget.

Superintendent Cardine reported on the operation of the SAU. The SAU has compiled budgets and district reports with a greater accuracy than in the past. The office has also striven for a quicker response time for all information to any of the three districts. The policy manuals for each district have now been computerized. Supt. Cardine summarized by saying that overall it is a positive report and he is not hearing the issues of several years ago.

Superintendent Cardine presented an overview of the proposed budget and asked L. Biron to report. L. Biron reviewed the SAU 38 2002-2003 budget for the Board page by page starting with the Curriculum Budget and concluding with special education. K. Dassau distributed a list of SAU Special Service Personnel 2001-2002. He also distributed a financial sheet of the districts' participation in the special education grant and services received. The total budget proposal without the adjustment for health benefits increase is \$1,088,847.00. Discussion. D. Thackston asked about the deficit. L. Biron responded that it is a multi-year deficit. The auditor Dave Clukay reports it at \$68,950.00. J. Ebbighausen asked about health care benefits. L. Biron clarified that the health care benefits increase has not yet been added to this budget. J. Ebbighausen suspects that the increase may be 25% or higher. He added that the 100% coverage for employees will need to be looked at at some point. C. Duquette agrees.

C. Auditor's Report: L. Biron read an e-mail from the auditor, Dave Clukay. The reported deficit is \$68,950.00.

D. New Business. 7:45 PM. D. Thackston **MOVED** that the Board enter into non-public session to discuss personnel. Requesting that the Chair excuse the administrators from the meeting. **SECOND** by D. Gurian. **VOTE:** Unanimous by a roll call vote. Administrators leave the room.

7:55PM. D. Thackston **MOVED** that the Board return to public session. **SECOND** by D. Gurian. **VOTE:** Unanimous by a roll call vote. Administrators are asked to return. Chair Duquette asked the superintendent to post an SAU meeting date for February 20 at 7PM to discuss personnel.

E. Superintendent's Report: Superintendent Cardine stated that he did not have further information to report.

ADJOURNMENT

At 8:00 PM W. Temmens **MOVED** to adjourn. **SECONDED:** J. Ebbighausen. **VOTE:** Unanimous.

Respectfully submitted,



Kenneth R. Dassau
Asst. Supt. for Student Services SAU 38

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446
Telephone: 352-6955 FAX: 358-6708
sau38@monad.net

Hinsdale School District

Monadnock Regional School District

Winchester School District

Curtis J. Cardine, Superintendent

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent J. Biron, Business Manager

Thomas Warner, Director of Technology

MEETING TO BE HELD AT HINSDALE HIGH SCHOOL HINSDALE, NH

Agenda for November 7, 2001 SAU #38 Meeting

- | | |
|-----------|---|
| 7:00 P.M. | Call to Order |
| 7:05 P.M. | Approval of the Minutes from the May 22, 2001 Meeting of the SAU#38 Board |
| 7:10 P.M. | Review of 2002-2003 SAU#38 Budget |
| 7:45 P.M. | Auditor's Report |
| 8:00 P.M. | New Business |
| 8:15 P.M. | Superintendent's Report |
| 8:45 P.M. | Adjournment |



School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of May 22, 2001

Attendance:

Hinsdale: Ann Diorio, Wayne Temmen, Joe Novick,

Monadnock Regional: Dick Thackston, D. Arguin, Dixie Gurian, Robin Marra,
John Morin, Gene White

Winchester: Colleen Duquette; Bethanne Tatro, Harold Bigelow,

SAU Administration: Curt Cardine, Superintendent; Margaret Sullivan, Asst.
Supt. for Winchester and Hinsdale; Ken Dassau, Asst. Supt. for Student Services;
Dave Hodgdon, Dir. of Curriculum and Instruction, Larry Biron, Business
Manager

Call to Order at 7:30PM by Chair D. Thackston.

A. Approval of Minutes Dec. 7, 2000. W. Temmen MOVED to approve minutes.
Seconded by J. Novick. VOTE: Unanimous

B. Election of Officers.

SAU Board Chair. B. Tatro nominated Colleen Duquette as SAU Board Chair.
Second by A. Diorio. VOTE: Unanimous

SAU Vice-Chair. A. Diorio nominated Dick Thackston as Vice-Chair. Second by
J. Novick. VOTE: Unanimous

SAU Treasurer. D. Thackston nominated John Morin. Second by J. Novick.
VOTE: Unanimous.

SAU Secretary. B. Tatro asked about the hiring of a secretary. D. Thackston
replied that the Monadnock District has been seeking a person. K. Dassau
volunteered to take meeting minutes. D. Thackston nominated W. Wright. Second
by H. Bigelow. Vote: 11-0-1 (R. Marra abstained.)

C. Administrative Reports:

Report of the Superintendent: Superintendent Cardine distributed a letter to the
Board detailing the accomplishments of the SAU. This report detailed improvements in
the delivery of financial services and accounting as well as updates on new personnel that
will be hired for the 2001-2002 school year. Electronic forms were developed for all
accounting and SAU#38 procedures this year and are fully in place. The SAU#38 team is
working to make sure all of the districts have comprehensive manuals and policy guides
in place in both paper and electronic formats. Mr. Cardine has set a goal of an early
auditor's report for 2000-2001 and on time delivery of State forms to the Department of
Revenue. The SAU#38 Staff Development plan for the district is a model for the State of
New Hampshire. Many districts have used our SAU#38 plan as a basis for their staff

development work. We were recognized for this at the State Department Level and again for our SAU#38 Manual on Special Education and our SAU#38 Procedures Manual. Thanks were given to Ken Dassau and his team for the special education documents and to Dave Hodgdon and the Staff Development Committee for their outstanding work.

Report of the Asst. Supt. for Student Services: K. Dassau distributed a summary to the Board. He discussed SAU staffing. Dan Lafleur, school psychologist, was hired as the SAU special services coordinator. Ken recommended the Board hire Jude Bischoff as the second SAU Special Services Coordinator as budgeted. Title proposed to be Transition Coordinator. He would not replace her present position as vision teacher. He summarized the year's leave requests of the seven licensed SAU speech pathologists - and the efforts to replace or cover their responsibilities. He commended the speech personnel for providing coverage beyond their established assignments in response to these changes. A copy of the revised SAU 38 Special Service manual was shown to the Board. The Board asked questions around special education funding, and trends. Chair Thackston thanked Dr. Dassau for his report.

Report of the Asst. Supt. for Hinsdale and Winchester. Margaret Sullivan reported on the activities within Winchester and Hinsdale. **Winchester.** Some report highlights included - the building bond, Goals 2000 grant, Best Schools Initiative grant, new principal hires for the high school and middle school, and a curriculum coordinator. **Hinsdale.** Some report highlights included - W. Temmen chairing a facilities committee to set building renovations, Goals 2000 grant, Best Schools Initiative grant, the hire of a new principal at the high school, and a curriculum coordinator. Chair Thackston thanked Mrs. Sullivan for her report.

Report of the Director of Curriculum and Instruction. David Hodgdon distributed a brochure covering his work in curriculum, instruction, assessment, grant writing, and SAU staff development, within the three districts and the SAU. B. Tatro asked how D. Hodgdon will work with the shared curriculum coordinator for Winchester and Hinsdale.

The administrative team is putting together a definition for the term, "assist" in the job description for the Director of Curriculum and Instruction. This will be distributed in June to all boards. Clarification about how Dr. Hodgdon will work with Hinsdale and Winchester's Curriculum person will be included.

Report of the Business Manager. Larry Biron distributed to the Board a summary report of his office. Highlights of his report included the changes in personnel including new staff, current assignments, and proposed changes for July. He distributed an Executive Summary of the SAU budget, and the June 30, 2000 auditors report. A great deal of work on the part of Mr. Biron and the administrative team has gone into the reorganization of the business operation of the SAU. W. Temmen thanked Mr. Biron for

all his efforts. B. Tatro added her compliments as well. Everyone applauded Mr. Biron for his work.

A technology report was not available due to the director's absence. C. Cardine would have Mr. Warner send one out.

Setting the SAU Meeting Dates 2001-02.

W. Temmen **MOVED** to forego the October meeting date. Second by D. Gurian. Vote: Unanimous. J. Novick **MOVED** to hold SAU Board meetings the first Wednesday during the months of November, December, and May. Second by B. Tatro. Locations to be November in Hinsdale, December in Winchester, and May in Monadnock. **VOTE:** Unanimous.

New Business.

1. L. Biron requested a motion for the SAU to join the Municipal Association. Moved by J. Morin. Second by J. Novick. **VOTE:** Unanimous.
2. J. Novick reported that the Office of Emergency Management will train principals and staff. C. Cardine responded that the administration is pursuing that training. J. Novick will have a representative contact L. Biron.
3. R. Thackston proposed that a full-time grant writer be considered by the SAU Board. D. Gurian responded that the MRSD Board has an ad hoc committee exploring the issue. W. Temmen asked if that would be duplicating services. C. Cardine responded that the intent would be for the person to seek grants beyond those currently received.

9:55 Brief recess declared by the Board Chair.

NON PUBLIC SESSION

At 10:00 PM W. Temmen **MOVED** that the Board enter a non-public session for the purpose of personnel. **SECONDED:** J. Novick. **VOTE:** Unanimous by a roll call vote. In attendance with the Board were C. Cardine and K. Dassau.

C. Cardine read the nominations of SAU#38 Administration and SAU Special Services personnel as submitted by K. Dassau. W. Temmen **MOVED** to approve the nominations as read. Second by D. Thackston. **VOTE:** Unanimous.

At 10:30 PM B. Tatro **MOVED** that the Board return to public session. **SECONDED:** D. Thackston **VOTE:** Unanimous.

ADJOURNMENT

At 10:31 PM A. Diorio **MOVED** to adjourn. **SECONDED:** J. Morin. **VOTE:**
Unanimous.

Respectfully submitted,



Kenneth R. Dassau
Asst. Supt. SAU 38

The SAU#38 Meeting Schedule for 2001-2002 is as follows:

November 7, 2001 Hinsdale, NH
December 5, 2001 Winchester, NH
May 1, 2002 Fitzwilliam, NH

These are the 1st Wednesdays
**The October Meeting was Deleted by SAU#38 Board Action at the May 2001
Meeting**

SCHOOL ADMINISTRATIVE UNIT NO. 38



SWANZEY CENTER
600 Old Homestead Highway
Swanzey, NH 03446
Telephone: 352-6955 FAX: 358-6708
www.mrsd.org



Hinsdale School District

Monadnock Regional School District

Winchester School District

Curtis J. Cardine, Superintendent

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent J. Biron, Business Manager

Thomas Warner, Director of Technology

May 1, 2001

To: All SAU#38 Members

From: Curtis J. Cardine, Superintendent SAU 38

RE: Change of Date

Dear Board Members:

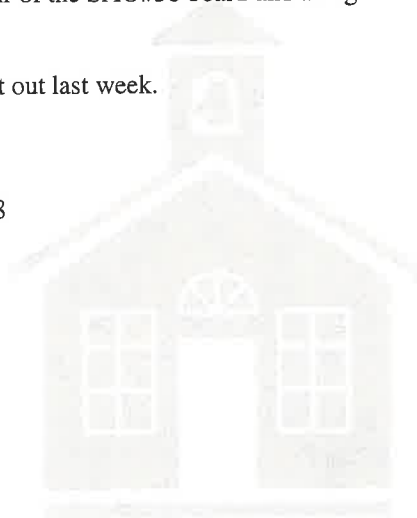
Please find enclosed a letter from the chair of the SAU#38 board and an agenda for the **Tuesday, May 22, 2001** meeting of the SAU#38 board.

Please disregard the earlier notice we sent out last week.

Sincerely,

A handwritten signature in cursive script, appearing to read "C. Cardine".

Curtis J. Cardine, Superintendent SAU 38



SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzey, NH 03446

Telephone: 352-6955 FAX: 358-6708

Monadnock Regional School District

www.mrsd.org

Curtis J. Cardine, Superintendent

Hinsdale School District

Winchester School District

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent Biron, Business Manager

Thomas Warner, Director of Technology

To: All SAU#38 Board Members

From: Richard Thackston: Chair SAU#38 Board

Enclosed please find a copy of our agenda for **the May 22, 2001** meeting of the SAU Board.

Please plan to join us for a catered dinner at the Emerson School. The meal will be served in Cafeteria at 6:30 P.M.

Sincerely,

Richard Thackston: Chair SAU#38 Board

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446

Telephone: 352-6955 FAX: 358-6708

Monadnock Regional School District

www.mrsd.org

Curtis J. Cardine, Superintendent

Hinsdale School District

Winchester School District

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent Biron, Business Manager

Thomas Warner, Director of Technology

05/01/01

To: SAU #38 Board Members

From: Curtis J. Cardine, Superintendent SAU 38

RE: Agenda for the Tuesday, May 22, 2001 Board Meeting of SAU #38

Time: 7:30 P.M.

Place: Emerson Multi-Purpose Room

A. *Approval of the Minutes from the December 7, 2000 meeting.*

B. *Election of officers.*

a. *Chairman (Winchester)*

b. *Vice Chairman*

c. *Treasurer*

d. *Vice Treasurer*

e. *Secretary*

C. *Reports from the Superintendent, Assistant Superintendent for Student Services and Special Education, Assistant Superintendent for Hinsdale and Winchester's Report, Curriculum Director's Report, Technology Director's Report, Business Manager's Report*

D. *Setting the Dates for the 2001-2002 SAU#38 Meetings*

E. *Non Public Meeting: Personnel*

a. *Nomination of SAU Personnel*

b. *Setting of SAU Salaries*

c. *Any other Personnel Issue*

F. *Adjournment*

SCHOOL ADMINISTRATIVE UNIT No. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446
Telephone: 352-6955 FAX: 358-6708
sau38@monad.net

Hinsdale School District

Monadnock Regional School District

Winchester School District

Curtis J. Cardine, Superintendent

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent J. Biron, Business Manager

Thomas Warner, Director of Technology

SUB COMMITTEE MEETING TO BE HELD AT SAU#38

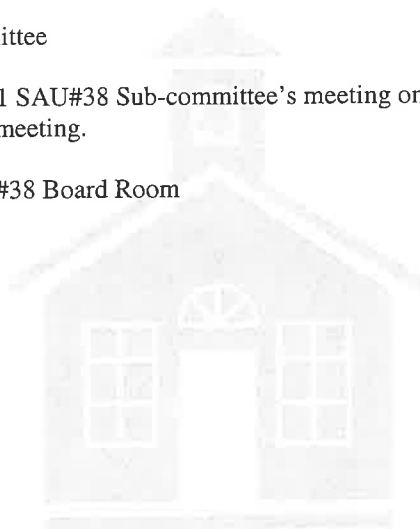
Meeting Notice

To: Colleen Duquette, Ann Diorio, Nancy Carlson, Richard Thackston and Chrysten Starrett
From: Curtis J. Cardine, Superintendent SAU 38

RE: Superintendent's Review Committee

This is a reminder of the January 24, 2001 SAU#38 Sub-committee's meeting on the Superintendent's Review. Attorney Joseph Hoppock has been invited to this meeting.

Time: 7:00 P.M. Place: SAU#38 Board Room



Yahoo! Mail for cjcardine@yahoo.com[Yahoo! - My Yahoo!](#) [Options](#) - [Sign Out](#) - [Help](#)[Mail](#) [Addresses](#) [Calendar](#) [Notepad](#)

Send

Save Draft

Spell Check

Cancel

Insert addresses from: [Address Book](#) use commas between addresses

To: "Dick Thackston" <c21rht@aol.com>

Subject: January 24

Cc:

Bcc:

☐ Send via free SecureDelivery.com* [What's this?](#)☐ Save copy to Sent folder[Switch to Formatted Version](#)[Send an Invite](#) or a [Greeting Card](#)

Dick,
I have made several (before the holidays and today) calls to Joe Hoppick. Today I got the confirmation that he will be here on the 24th. I had this from his secretary previously but wanted to hear it from him before sending out the notice on this.
I am e mailing to the following members: Ann Diorio: Hinsdale, Colleen Duquette: Winchester, Nancy Carlson: Monadnock, Richard Thackston: Monadnock, Chysten Starrett: Monadnock
You will get another e mail on this with the attachment (agenda) and we will post this.
Thanks,
Curt

☐ Use Signature ☒ plain text ☐ html tags allowed [html preview](#)**Attachments:** (None) [Edit Attachments](#)

Send

Save Draft

Spell Check

Cancel

* Your email message and attachments are transmitted to SecureDelivery.com if "Send via free SecureDelivery.com" box is checked. [More Information](#)

[Yahoo! Messenger](#) - Send instant messages to your online friends.

[Address Book](#) • [Alerts](#) • [Auctions](#) • [Bill Pay](#) • [Bookmarks](#) • [Briefcase](#) • [Broadcast](#) • [Calendar](#) • [Chat](#) • [Classifieds](#) • [Clubs](#) • [Companion](#) • [Experts](#) • [Games](#) • [Greetings](#) • [Home Pages](#) • [Invites](#) • [Mail](#) • [Maps](#) • [Member Directory](#) • [Messenger](#) • [My Yahoo!](#) • [News](#) • [PayDirect](#) • [People Search](#) • [Personals](#) • [Photos](#) • [Shopping](#) • [Sports](#) • [Stock Quotes](#) • [TV](#) • [Travel](#) • [Weather](#) • [Yahooligans](#) • [Yellow Pages](#) • [more...](#)

[Privacy Policy](#) - [Terms of Service](#) - [Guidelines](#)Copyright © 1994-2001 [Yahoo! Inc.](#) All rights reserved.

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446

Telephone: 352-6955 FAX: 358-6708
Monadnock Regional School District

Hinsdale School District

Winchester School District

Curtis J. Cardine, Interim Superintendent

Margaret A. Sullivan, Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Thomas Warner, Director of Technology

Kenneth R. Dassau, Assistant Superintendent

Robert A. Seymour III, Business Manager

Agenda for the December 7th Board Meeting of SAU #38

The next regularly scheduled meeting of the SAU 38 Board will take place at the Hinsdale High School Cafeteria in Hinsdale, New Hampshire.

6:30 P.M. Public Hearing on the 2001 – 2002 SAU Budget

7:00 P.M. SAU #38 Board Meeting

- A. Acceptance of the Minutes from the November 9, 2000 Meeting of the SAU#38 Board
- B. Adoption of the SAU#38 Budget for 2001-2002
- C. New Business: Auditor's Report: Laurent Biron
- D. Non Public Session: Personnel
- E. Adjournment

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of November 9, 2000

Attendance:

Hinsdale: A. Diorio; S. Bonnette; W. Temmen (arr. 8:15); Jay Ebbighausen (arr. 8:15)

Monadnock Regional: D. Thackston, Chair; D. Gurian; B. Hamill

Winchester: L. Aivaliotis; H. Bigelow; C. Duquette; G. Schultz; B. Tatro

SAU Administration: Curt Cardine, Superintendent; Margaret Sullivan, Asst. Supt. for Winchester and Hinsdale; Ken Dassau, Assistant Superintendent for Student Services; Dave Hodgdon, Dir. of Curriculum and Instruction, Larry Biron, Business Manager.

Meeting was called to Order at 7:00PM by Chair D. Thackston.

Approval of Minutes October 18, 2000. C. Duquette **MOVED** to approve minutes. Seconded by A. Diorio. **VOTE:** 10-0-1. Motion passes.

Second Review of 2001-2002 SAU Budget. L. Biron distributed a second version of the SAU budget including changes from the October SAU Board meeting. L. Biron reviewed the budget proposal and responded to questions. C. Cardine made recommendations for salaries. L. Biron informed the Board that the SAU 1999-2000 audit will be available by 27 November. D. Gurian **MOVED:** to accept the 2001-02 SAU budget as presented. Bill Hamill **SECOND. VOTE:** 7-2 (Note: Representative Vote: 7.4 -1.6) Motion Passes. (S. Bonnette leaves)

New Business. Review of SAU Administration Evaluation Procedure. Discussion of Board process for the evaluation of the superintendent as set at the May meeting. C. Duquette **MOVED:** that the evaluation of the superintendent be conducted by a sub-committee of the SAU Board consisting of 3 members of the Monadnock Board, and 1 member each from

the Hinsdale and Winchester Boards. Such members to be chosen by their respective Boards. Committee will report back to the full Board. **SECOND:** L. Aivaliotis. **VOTE:** Unanimous.

Discussion of when the superintendent evaluation would occur. C. Duquette **MOVED:** to do evaluation at December meeting. W. Temmens proposes before December. D. Gurian stated MRSD Board will not meet till 21 November to appoint its three representatives. D. Thackston proposes forming the committee, and then have the committee meet with the superintendent and bring recommendations to the December meeting. C. Duquette **MOVED:** that the evaluation committee bring its recommendations to the SAU Board meeting on 7 December. **SECOND:** L. Aivaliotis. **VOTE:** Unanimous.

Superintendent's Report: Superintendent Cardine reported on the SAU Staff Development Master Plan. The plan as developed by D. Hodgdon was given high recognition by the NH Dept. of Education.

ADJOURNMENT

At 8:25 PM C. Duquette **MOVED** to adjourn. **SECONDED:** B. Hamill. **VOTE:** Unanimous.

Respectfully submitted,

Kenneth R. Dassau MB

Kenneth R. Dassau
Acting Secretary SAU 38

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swansey, NH 03446

Telephone: 352-6955 FAX: 358-6708
sau38@monad.net

Monadnock Regional School District

Hinsdale School District

Winchester School District

Curtis J. Cardine, Superintendent

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent J. Biron, Business Manager

Thomas Warner, Director of Technology

**MEETING TO BE HELD AT THE FORD BUILDING
LOCATED BEHIND THAYER HIGH SCHOOL
WINCHESTER, NH**

Agenda for November 9, 2000 SAU #38 Meeting

- | | |
|-----------|---|
| 7:00 P.M. | Call to Order |
| 7:05 P.M. | Approval of the Minutes from the October 18, 2000 Meeting of the SAU#38 Board |
| 7:10 P.M. | Second Review of 2001-2002 SAU#38 Budget |
| 7:45 P.M. | Auditor's Report (If Ready) |
| 8:00 P.M. | New Business
Review of SAU#38 Administrative Evaluation Procedure |
| 8:15 P.M. | Superintendent's Report |
| 8:45 P.M. | Adjournment |

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of October 18, 2000

Attendance:

Hinsdale: Ann Diorio, Wayne Temmen

Monadnock Regional: Don Arguin, Dick Thackston, Nancy Carlson, Chrysten Starrett

Winchester: Colleen Duquette

SAU Administration: Curt Cardine, Superintendent; Margaret Sullivan, Asst. Supt. for Winchester and Hinsdale; Ken Dassau, Asst.Supt. for Student Services; Dave Hodgdon, Dir. of Curriculum and Instruction, Larry Biron, Business Manager

Meeting was called to Order at 7:00PM by Chair D. Thackston.

Approval of Minutes May 3, 2000. D. Arguin **MOVED** to approve minutes. Seconded by W. Temmen. Discussion: Ann Diorio sought clarification of vice-chair position. Minutes to be corrected to read Ann Diorio as SAU Board vice-chair. **Moved** to accept minutes as amended. **VOTE:** Unanimous.

Preliminary Review of 2001-2002 SAU Budget. Supt. Cardine spoke about the process of developing the proposed SAU 2001-02 budget. Supt. Cardine then introduced L. Biron who distributed copies of the proposed SAU budget. L. Biron informed the Board that the budget is presented in the Advanced Data Systems (ADS) format and will therefore look different. The budget as proposed is up 12%. Some factors contributing to the increase include the omission of the previous business manager to load accurate appropriations, proposed additional personnel in the SAU business office, a request for an additional special education coordinator, and anticipated changes in insurance rates.

C. Starrett asked for a specific breakdown of large item increases as well as individual salaries. Supt. Cardine and L. Biron will provide this information.

A. Diorio complimented L. Biron on his effort to reconcile the past business practice with the development of the present budget proposal. L. Biron responded that if the reconciliation was not needed the budget increase would be 1.9%.

Setting the SAU Meeting Dates 2000--2001.

Meeting dates were set as follows:

November 9, 2000, 7:00 PM, Winchester

December 7, 2000, 7:00 PM, Hinsdale

May 10, 2001, 7:00 PM, Fitzwilliam, Emerson Elementary School. Dinner will be available prior to the business meeting.

D. Arguin noted that the superintendent's contract required consideration of renewal prior to 1 April 2001. The Board set March 8, 2001 to review the superintendent's contract. Meeting will be held at Monadnock Regional High School.

SAU 38 Procedures Manual: Superintendent Cardine distributed the SAU 38 Procedures Manual.

NON PUBLIC SESSION

At 8:20 PM C. Starrett **MOVED** that the Board enter a non-public session for the purpose of personnel. **SECONDED:** A. Diorio. **VOTE:** Unanimous by a roll call vote. In attendance with the Board were C. Cardine and K. Dassau. C. Cardine read the resignation of an SAU employee. 8:24 PM K. Dassau leaves.

At 8:41 PM D. Arguin **MOVED** that the Board return to public session. **SECONDED:** N. Carlson. **VOTE:** Unanimous by a roll call vote.

ADJOURNMENT

At 8:41 PM N. Carlson **MOVED** to adjourn. **SECONDED:** C. Duquette. **VOTE:** Unanimous.

Respectfully submitted,



Kenneth R. Dassau
Acting Secretary SAU 38



SCHOOL ADMINISTRATIVE UNIT NO. .

CURTIS J. CARDINE
SAU #38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446
Telephone: 352-6955 FAX: 358-6708
sau38@monad.net

Hinsdale School District

Monadnock Regional School District

Winchester School District

Curtis J. Cardine, Superintendent

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent J. Biron, Business Manager

Thomas Warner, Director of Technology

**MEETING TO BE HELD AT THE FORD BUILDING
LOCATED BEHIND THAYER HIGH SCHOOL
WINCHESTER, NH**

Agenda for November 9, 2000 SAU #38 Meeting

- | | |
|------------|---|
| 7:00 P.M. | Call to Order |
| 7:05 P.M. | Approval of the Minutes from the October 18, 2000 Meeting of the SAU#38 Board |
| 7:10 P.M. | Second Review of 2001-2002 SAU#38 Budget |
| 7:45 P.M. | Auditor's Report (If Ready) |
| 8:00 P.M. | New Business
Review of SAU#38 Administrative Evaluation Procedure |
| 8:15 P.M. | Superintendent's Report |
| 8: 45 P.M. | Adjournment |

School Administrative Unit 38
SAU 38 BOARD MEETING
MINUTES of October 18, 2000

Attendance:

Hinsdale: Ann Diorio, Wayne Temmen

Monadnock Regional: Don Arguin, Dick Thackston, Nancy Carlson, Chrysten Starrett

Winchester: Colleen Duquette

SAU Administration: Curt Cardine, Superintendent; Margaret Sullivan, Asst. Supt. for Winchester and Hinsdale; Ken Dassau, Asst. Supt. for Student Services; Dave Hodgdon, Dir. of Curriculum and Instruction, Larry Biron, Business Manager

Meeting was called to Order at 7:00PM by Chair D. Thackston.

Approval of Minutes May 3, 2000. D. Arguin **MOVED** to approve minutes. Seconded by W. Temmen. Discussion: Ann Diorio sought clarification of vice-chair position. Minutes to be corrected to read Ann Diorio as SAU Board vice-chair. **Moved** to accept minutes as amended. **VOTE:** Unanimous.

Preliminary Review of 2001-2002 SAU Budget. Supt. Cardine spoke about the process of developing the proposed SAU 2001-02 budget. Supt. Cardine then introduced L. Biron who distributed copies of the proposed SAU budget. L. Biron informed the Board that the budget is presented in the Advanced Data Systems (ADS) format and will therefore look different. The budget as proposed is up 12%. Some factors contributing to the increase include the omission of the previous business manager to load accurate appropriations, proposed additional personnel in the SAU business office, a request for an additional special education coordinator, and anticipated changes in insurance rates.

C. Starrett asked for a specific breakdown of large item increases as well as individual salaries. Supt. Cardine and L. Biron will provide this information.

A. Diorio complimented L. Biron on his effort to reconcile the past business practice with the development of the present budget proposal. L. Biron responded that if the reconciliation was not needed the budget increase would be 1.9%.

Setting the SAU Meeting Dates 2000--2001.

Meeting dates were set as follows:

November 9, 2000, 7:00 PM, Winchester

December 7, 2000, 7:00 PM, Hinsdale

May 10, 2001, 7:00 PM, Fitzwilliam, Emerson Elementary School. Dinner will be available prior to the business meeting.

D. Arguin noted that the superintendent's contract required consideration of renewal prior to 1 April 2001. The Board set March 8, 2001 to review the superintendent's contract. Meeting will be held at Monadnock Regional High School.

SAU 38 Procedures Manual: Superintendent Cardine distributed the SAU 38 Procedures Manual.

NON PUBLIC SESSION

At 8:20 PM C. Starrett **MOVED** that the Board enter a non-public session for the purpose of personnel. **SECONDED:** A. Diorio. **VOTE:** Unanimous by a roll call vote. In attendance with the Board were C. Cardine and K. Dassau. C. Cardine read the resignation of an SAU employee. 8:24 PM K. Dassau leaves.

At 8:41 PM D. Arguin **MOVED** that the Board return to public session. **SECONDED:** N. Carlson. **VOTE:** Unanimous by a roll call vote.

ADJOURNMENT

At 8:41 PM N. Carlson **MOVED** to adjourn. **SECONDED:** C. Duquette. **VOTE:** Unanimous.

Respectfully submitted,



Kenneth R. Dassau
Acting Secretary SAU 38

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, New Hampshire 03446
Telephone (603) 352-6955 FAX (603) 358-6708

Hinsdale School District

Monadnock Regional School District

Winchester School District

Curtis J. Cardine, Superintendent

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau, Ed.D., Assistant Superintendent

Laurent J. Biron, Business Manager

David Hodgdon, Ph.D., Director of Curriculum & Instruction

Thomas C. Warner III, Director of Technology

Date: October 25, 2000
To: SAU #38 Board Members
From: Curt Cardine
Topic: Contracts

Under article 17 of the enclosed contract, I am transmitting contracts to you of the Assistant Superintendents. You should already have the Superintendent's contract as per article 16 of that contract.

gc

CONTRACT FOR ASSISTANT SUPERINTENDENT OF SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #38

1. PREAMBLE. This Agreement is entered into this Third day of May 2000; between the school board of School Administrative Unit No. 38, Swanzey Center, New Hampshire, hereinafter "SAU" and Margaret Sullivan, hereinafter called "Assistant Superintendent."
2. EMPLOYMENT AND TERM. The SAU agrees to employ the Assistant Superintendent and the Assistant Superintendent agrees to accept employment in the position of Assistant Superintendent for a two-year term commencing the first day of July 2000, and extending through the thirtieth day of June 2002.
3. SALARY. The Assistant Superintendent shall receive a salary during the first year of this Agreement of Seventy Six Thousand Dollars (\$76,000) per annum, payable in twenty six equal installments and subject to such deductions as may be authorized or as may be required by law. The SAU hereby retains the right to adjust the annual salary of the Assistant Superintendent for the second year of the Agreement, and any extensions thereof. When an adjustment is made in salary, it shall be upon vote of the SAU Board at a duly constituted meeting. The minutes recording that vote shall be attached to this Agreement and become part of this Agreement.
4. AUTHORITY AND RESPONSIBILITY. The Assistant Superintendent agrees to administer and supervise the schools of Hinsdale and Winchester in accordance with the rules and regulations of the State Board of Education, of School Administrative Unit #38 and of the Hinsdale and Winchester Boards. As stipulated in Section 302.01 of the New Hampshire Code of Administrative Rules, the Assistant Superintendent shall be responsible for the nomination, placement and transfer of personnel.
5. CERTIFICATION. The Assistant Superintendent shall be required to hold for the life of this Agreement a valid certificate for Assistant Superintendent of Schools, properly registered and issued by the State of New Hampshire.
6. RENEWAL OF CONTRACT. This contract shall be automatically renewed for a period of one year on the same terms and conditions of the last year of this contract unless the SAU, at least one year before the end of the original two-year term of this contract, gives written notice of non-renewal to the Assistant Superintendent or offers her a new contract on terms no less favorable than the last year of this contract. After the last year, the contract will continue to be automatically renewed for an additional year, on an annual basis, in accordance with this paragraph.

During any period by which this contract is automatically extended pursuant to this paragraph, the Assistant Superintendent is entitled to written notice of non-renewal at least twelve (12) months (no later than June 30) prior to the end of such term or this contract will automatically be renewed for another one-year term. In the event of non-

renewal, the Assistant Superintendent is entitled to make a formal presentation to the Board.

7. TERMINATION FOR CAUSE. This Agreement may be terminated by the SAU at any time for immorality, incompetence, insubordination, or failure on the part of the Assistant Superintendent to conform to the laws of the State of New Hampshire, the rules and regulations of the State Board of Education, of School Administrative Unit #38, and of Hinsdale and Winchester Boards. If a conflict arises, the rules and regulations established by the SAU Board will prevail.

Termination of the Agreement for one or more of these reasons shall take place only following written notification with reason specified. Unless the Assistant Superintendent submits to the SAU, within twenty (20) days of receipt of such notification, a written request for a hearing before the Board of the SAU, the Agreement is considered terminated as of the date which falls thirty (30) days after the Assistant Superintendents receipt of notification. If the SAU's decision remains in favor of termination, the Assistant Superintendent may, within ten (10) days of receipt of notification, submit a written request for a hearing before the Commissioner of Education. Unless the Assistant Superintendent requests this hearing, the Agreement is considered terminated as of the date which falls thirty (30) days beyond the Assistant Superintendent's receipt of the SAU's reaffirmation of its decision to terminate the Agreement. If the Assistant Superintendent within a ten (10) day period does request a hearing, the Commissioner shall conduct such hearing within twenty (20) days beyond receipt of the Assistant Superintendent's request.

The Commissioner shall render a decision within ten (10) days following the hearing, and that decision shall be binding upon both the School Administrative Unit and the Assistant Superintendent. If that decision supports the School Administrative Unit, the Agreement is considered terminated thirty (30) days after the date of the Commissioner's decision. Hearings held pursuant to Sections 6 and 7 herein must adhere to the procedures described in New Hampshire's Administrative procedure Act, RSA 541-A: 16-20.

8. TERMINATION WITH PAYMENT. If the decision rendered by the Commissioner (paragraph 7) supports the Assistant Superintendent, or if at any time the SAU in its discretion shall so determine, the SAU may relieve the Assistant Superintendent of her duties under the Agreement, provided that the SAU continues to pay for the duration of the Agreement, or any extension thereof, full salary and economic benefits accorded the Assistant Superintendent under the provisions of this Agreement reduced by any compensation or benefits earned by the Assistant superintendent following termination which she earned prior to termination.
9. TERMINATION BY MUTUAL CONSENT. This agreement may be terminated at any time by mutual consent of the SAU and the Assistant Superintendent.

10. VACATION LEAVE. During the first year of this Agreement, the Assistant Superintendent is entitled to 25 days of vacation. In each subsequent year, the Assistant Superintendent is entitled to 25 days of vacation.
11. SICK LEAVE. Sick Leave with full pay shall be granted for the extent of the contract. In the case of absences for sickness or injury beyond five working days, the SAU may at its discretion and its cost, require the Assistant Superintendent to submit medical evidence substantiating the need for the extended absence.
12. DISABILITY. Based on policy in force.
13. PHYSICAL EXAMINATION. The SAU may require the Assistant Superintendent to have a physical examination by a physician selected by mutual agreement once each year with the cost provided by the Assistant Superintendent's medical insurance policy as provided by the SAU.

Any report of the medical examination shall be given directly and exclusively by the examining physician if the Assistant Superintendent has a physical or mental impairment, which would substantially interfere with her ability to perform the required duties. Such report shall be confidential

14. ECONOMIC BENEFITS. As locally determined, the SAU shall provide to the Assistant Superintendent the benefits of medical insurance, dental insurance, life insurance, and disability insurance.
15. TRAVEL AND EXPENSE REIMBURSEMENT. The Assistant Superintendent shall be reimbursed for travel and other expenses for the business of the SAU inside or outside of the geographic borders of the School Administrative Unit. The Assistant Superintendent shall also be reimbursed for other expenses incurred in professional development opportunities and attendance at national, regional, or state professional conferences, seminars, workshops, or committee meetings provided all such expenses are within the SAU approved budget.
16. PROFESSIONAL ASSOCIATION. The SAU shall pay the Assistant Superintendent's fees and dues to the American Association of School administrators, the New Hampshire School Administrators Association, the Regional New Hampshire School Administrators Association, and such other professional associations as may be mutually determined by the Board and the Assistant Superintendent.
17. TRANSMITTAL OF AGREEMENT TO SAU. By October 30, of each year the Superintendent shall transmit a copy of this agreement to each member of the SAU Board.

18. PERFORMANCE EVALUATION. Shall be performed by the Superintendent, in conjunction with the Hinsdale and Winchester school boards, prior to May 15 of each year of the contract. *See Goals attached in Addendum A*
19. PROFESSIONAL ACTIVITIES. Upon written approval of the Board, the Assistant Superintendent may engage in activities such as teaching, lecturing, or consulting, in addition to employment with the SAU, provided that, in the opinion of the Board, these activities do not interfere with the Assistant Superintendent's performance of responsibilities under this Agreement.
20. SAVINGS CLAUSE. This Agreement is subject to all applicable laws, rules, and regulations of the State of New Hampshire. Invalidity of any portion of this Agreement under the laws of the State of New Hampshire or of the United States shall not affect the validity of the remainder of the Agreement.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT
THIS DAY OF 6/6, 2000.

School Administrative Unit #38

BY

[Signature]
Chairman, SAU #38

[Signature]
Assistant Superintendent

Addendum ACO

Goals for the 2000-2001 School Year

I. Provide adequate and Up to Date Financial Data to Hinsdale and Winchester School Districts

1. Supervise overall control over financial functions of Hinsdale and Winchester School districts
 - a. Provide quarterly financial statements to Hinsdale and Winchester School Districts(and Budget Committees).
 - b. Assure that all budget numbers are correct for Board meetings, budget meetings, and district meetings
 - c. Assure that all federal reports and MS's are done accurately and on time.
 - d. Set aside a portion on the agenda for financial reports

II. Continue to develop final Supervision and Evaluation model for Hinsdale and Winchester School Districts

1. Continue to refine pilot program into final Supervision/Evaluation Document.
 - a. Continue to work with administrators and teachers on pilot program
 - b. Set aside times to review document with consultant and Boards
 - c. Share information regularly with all stake holders
 - d. Plan administrative retreat time to refine document
 - e. Distribute final document, connect to staff development and SAU master plan, evaluate

III. Provide curriculum leadership for Hinsdale and Winchester School Districts

1. Develop structure to foster support curriculum / instruction major efforts
 - a. Organize monthly Administrative Team meetings with principals from Hinsdale and Winchester and SAU personnel, when needed.
 - b. Continue and expand joint Administrative retreat during the summer
 - c. Provide consultant from Learning Innovations and Frameworks of teaching for administrators
 - f. Advocate district curriculum support positions (district curriculum coordinator-literacy coordinator grant position - technology coordinator)
 - g. Write grant for curriculum work

IV. Continue to Utilize SAU Personal to Support to effectively Support 2 Districts

1. Continue to work collaboratively with SAU personnel to support 2 districts
 - a. Implement SAU procedures and manual
 - b. Continue to explore ways to connect Hin./Win. district efforts in curriculum, special education, and technology and SAU efforts.

*These goals shall become effective after
May 4, 2000.*

C. J. [Signature]

CONTRACT FOR ASST. SUPERINTENDENT OF SCHOOLS S.A.U. #38

1. PREAMBLE. This Agreement is entered into this first day of May, 1996; between the school board of School Administrative Unit No. 38, Swanzey Center, New Hampshire, hereinafter "SAU", and Kenneth Dassau, hereinafter called "Assistant Superintendent", abbreviated to Asst. Supt.
2. EMPLOYMENT AND TERM. The SAU agrees to employ the Asst. Supt. and the Asst. Supt. agrees to accept employment in the position of Asst. Supt. for a three-year term commencing the first day of July 1, 1999, and extending through the thirtieth day of June, 30 2002.
3. SALARY. The Asst. Supt. shall receive a salary during the first year of this Agreement of Sixty-eight thousand dollars (\$68,000.00) per annum, payable in twenty-six equal installments and subject to such deductions as may be authorized or as may be required by law. The SAU hereby retains the right to adjust the annual salary of the Asst. Supt. for the second and third years of the Agreement, and any extensions thereof. When an adjustment is made in salary, it shall be upon vote of the Board of the SAU at a duly constituted meeting, and the minutes recording that vote shall be attached to this Agreement and become a part of this Agreement.
4. AUTHORITY AND RESPONSIBILITY. The Asst. Supt. agrees to administer and supervise the schools of School Administrative Unit #38 in accordance with the rules and regulations of the State Board of Education, of the School Administrative Unit #38, and the Hinsdale, Winchester and Monadnock Regional School District Boards.
5. CERTIFICATION. The Asst. Supt. shall be required to hold for the life of this Agreement a valid certificate for Asst. Superintendent of Schools, properly registered and issued by the State of New Hampshire.
6. RENEWAL OF CONTRACT. This contract shall be automatically renewed for a period of one year on the same terms and conditions of the third year of this contract unless the SAU, at least one year before the end of the original three-year term of this contract, gives written notice of non-renewal to the Asst. Supt. or offers him a new contract on terms no less favorable than the third year of this contract. After the fourth year, the contract will continue to be automatically renewed for an additional year, on an annual basis, in accordance with this paragraph.

During any period by which this contract is automatically extended pursuant to this paragraph, the Asst. Supt. is entitled to written notice of non-renewal at least twelve (12) months (no later than June 30) prior to the end of such term or this contract will automatically be renewed for another one-year term. In the event of non-renewal, the Asst. Supt. is entitled to make a formal presentation to the SAU Board.

7. TERMINATION FOR CAUSE. This Agreement may be terminated by the SAU at any time for immorality, incompetence, insubordination, or failure on the part of the Asst. Supt. to conform to the laws of the State of New Hampshire, the rules and regulations of the State Board of Education, of School Administrative Unit #38 and of Hinsdale, Winchester and Monadnock Regional School Boards. If a conflict arises, the rules and regulations established by the SAU Board will prevail.

Termination of the Agreement for one or more of these reasons shall take place only following written notification with reason specified. Unless the Asst. Supt. submits to the SAU, within twenty (20) days of receipt of such notification, a written request for a hearing before the Board of the SAU, the Agreement is considered terminated as of the date which falls thirty (30) days after the Asst. Supt.'s receipt of notification. If the SAU's decision remains in favor of termination, the Asst. Supt. may, within ten (10) days of receipt of notification, submit a written request for a hearing before the Commissioner of Education. Unless the Asst. Supt. requests this hearing, the Agreement is considered terminated as of the date which falls thirty (30) days beyond the Asst. Supt.'s receipt of the SAU's reaffirmation of its decision to terminate the Agreement. If the Asst. Supt. within a ten (10) day period does request a hearing, the Commissioner shall conduct such hearing within twenty (20) days beyond receipt of the Asst. Supt.'s request.

The Commissioner shall render a decision within ten (10) days following the hearing, and that decision shall be binding upon both the School Administrative Unit and the Asst. Supt. If that decision supports the School Administrative Unit, the Agreement is considered terminated thirty (30) days after the date of the Commissioner's decision. Hearings held pursuant to Sections 6 and 7 herein must adhere to the procedures described in New Hampshire's Administrative procedure Act, RSA 541-A:16-20.

8. TERMINATION WITH PAYMENT. If the decision rendered by the Commissioner (Paragraph 7) supports the Asst. Supt., or if at any time the SAU in its discretion shall so determine, the SAU may relieve the Asst. Supt. of his duties under the Agreement, provided that the SAU continues to pay for the duration of the Agreement, or any extension thereof, full salary and economic benefits accorded the Asst. Supt. under the provisions of the Agreement reduced by any compensation or benefits earned by the Asst. Supt. following termination which he was earning prior to termination.
9. TERMINATION BY MUTUAL CONSENT. This Agreement may be terminated at any time by mutual consent of the SAU and the Asst. Supt.
10. VACATION LEAVE. During the first year of this Agreement, the Asst. Supt. is entitled to 20 days of vacation. In each subsequent year, the Asst. Supt. is entitled to 20 days of vacation.
11. SICK LEAVE. Sick leave with full pay shall be granted for the extent of the contract. In the case of absence for sickness or injury beyond five working days, the SAU may at its discretion and its cost, require the Asst. Supt. to submit medical evidence substantiating the need for the extended absence.
12. DISABILITY. Based on policy in force.

13. PHYSICAL EXAMINATION. The SAU may require the Asst. Supt. to have a physical examination by a physician selected by mutual agreement once each year with the cost provided by the Asst. Supt's. medical insurance policy as provided by the SAU.

Any report of the medical examination shall be given directly and exclusively by the examining physician to the Asst. Supt. The SAU Board shall be advised in writing by the physician if the Asst. Supt. has a physical or mental impairment which would substantially interfere with his ability to perform the required duties. Such report shall be confidential.

14. ECONOMIC BENEFITS. As locally determined, the SAU will provide to the Asst. Supt. the benefits of medical insurance, dental insurance, life insurance, disability insurance, and payment annuities.
15. TRAVEL AND EXPENSE REIMBURSEMENTS. The Asst. Supt. shall be reimbursed for travel and other expenses for the business of the SAU inside or outside of the geographic boundaries of the School Administrative Unit. The Asst. Supt. shall also be reimbursed for other expenses incurred in professional development activities and attendance at national, regional, or state professional conferences, seminars, workshops, or committee meetings provided all such expenses are within the SAU approved budget.
16. PROFESSIONAL ASSOCIATION. The SAU shall pay the Asst. Supt's. fees and dues to the American Association of School Administrators, the New Hampshire School Administrators Association, the Association for Supervision and Curriculum Development, the Regional New Hampshire School Administrators Association, and such other professional associations as may be mutually determined by the Board and the Superintendent.
17. TRANSMITTAL OF AGREEMENT TO SAU. By October 30, of each year the Superintendent shall transmit a copy of this Agreement to each member of the SAU Board.
18. PERFORMANCE EVALUATION. Shall be performed by the Superintendent prior to April 15 of each year of the contract.
19. PROFESSIONAL ACTIVITIES. Upon written approval by the Superintendent, The Asst. Supt. may engage in activities such as teaching, lecturing, or consulting, in addition to employment with the SAU, provided that, in the opinion of the Superintendent, these activities do not interfere with the Asst. Supt's. performance of responsibilities under this Agreement.

20. SAVINGS CLAUSE. This Agreement is subject to all applicable laws, rules, and regulations of the State of New Hampshire. Invalidity of any portion of this Agreement under the Laws of the State of New Hampshire or of the United States shall not affect the validity of the remainder of the Agreement.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT THIS
DAY OF 5/10, 19 99.

SCHOOL ADMINISTRATIVE UNIT #38

BY *Dixie Guinan*
Chairman, SAU #38

Kenneth B. Dossan
Assistant Superintendent

STATE BOARD OF EDUCATION AUTHORIZATION

THE STATE BOARD OF EDUCATION HEREBY AUTHORIZES THE EMPLOYMENT OF THE
ABOVE SUPERINTENDENT THIS _____ DAY OF _____, 19____.

SCHOOL ADMINISTRATIVE UNIT NO. 38



SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446

Telephone: 352-6955 FAX: 358-6708
sau38@monad.net



Hinsdale School District

Monadnock Regional School District

Winchester School District

Curtis J. Cardine, Superintendent

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent J. Biron, Business Manager

Thomas Warner, Director of Technology

October 23, 2000

To: All SAU#38 Board Members

From: Curtis J. Cardine, Superintendent SAU 38

RE: SAU#38 Board Meeting Dates

Dear Board Members:

At the October 18, 2000 meeting of the SAU#38 Board the following dates were set for SAU#38 Board meetings.

November 9, 2000	Winchester, NH	Ford Building
December 7, 2000	Hinsdale, NH	Hinsdale Schools
May 10, 2000	Fitzwilliam, NH	Emerson School

Meeting notifications will be sent out two weeks prior to each meeting.

The board also set March 8, 2000 as a preliminary evaluation time for the superintendent. A copy of the superintendent's contract and goals has been delivered to each board member.

Sincerely,

Curtis J. Cardine, Superintendent SAU 38

cc: File

SCHOOL ADMINISTRATIVE UNIT NO. 38



SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446
Telephone: 352-6955 FAX: 358-6708
sau38@monad.net



Hinsdale School District

Monadnock Regional School District

Winchester School District

Curtis J. Cardine, Superintendent

Margaret A. Sullivan, Assistant Superintendent
David Hodgdon, Ph.D., Director of Curriculum and Instruction

Kenneth R. Dassau Ed.D., Assistant Superintendent
Laurent J. Biron, Business Manager

Thomas Warner, Director of Technology

October 17, 2000

To: All Members of the SAU#38
From: Curtis J. Cardine, Superintendent SAU 38

RE: NOTIFICATION UNDER ARTICLE 16

Dear Board Members:

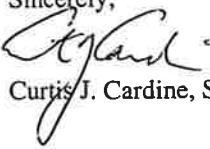
Under article 16 of my contract I am transmitting a copy of my contract agreement to you.

This is to remind you of the annual performance evaluation provisions of Paragraph 17 and the renewal provisions contained in Paragraph 6 herein. (See enclosed contract)

I have been keeping a written record on the Superintendent's Goals that were set during this contract's negotiations and am ready to meet with a representative group of the SAU#38 board at any time. This meeting would be to discuss progress and set a time for a final evaluation consistent with the contract.

I have met with the Hinsdale Board and will be meeting with the Winchester Board this month as part of my supervision of the Assistant Superintendent for Hinsdale and Winchester. These meetings are also serving as an informational session on progress at SAU#38 for these boards.

Sincerely,


Curtis J. Cardine, Superintendent SAU 38

Contract of Employment

School Administrative Unit # 38

and

Curtis J. Cardine

1. Preamble. This Agreement is entered into this 10th day of May, 2000 between the Board of School Administrative Unit 38, 600 Old Homestead Highway, Swanzey, New Hampshire, 03446 hereinafter referenced as "SAU", and Curtis J Cardine, hereinafter referenced as "Superintendent".

2. Employment and Term. The SAU agrees to employ the Superintendent, and the Superintendent agrees to accept employment in the position of Superintendent of Schools for a term commencing May 10th, 2000 and expiring on the 30th day of June, 2001.

3. Salary. The Superintendent shall receive a salary during the first year of this Agreement of \$82,500 per annum pro-rated for the first year, payable in no fewer than 26 installments and subject to such deductions as may be authorized or as may be required by law.

The SAU hereby retains the right to adjust the annual salary of the Superintendent for each additional year of the Agreement. When an adjustment is made in salary, it shall be upon vote of the SAU at a duly constituted meeting.

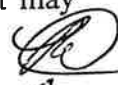
4. Authority, Responsibility, and Accountability. The Superintendent shall administer, supervise, and be held accountable by the SAU, to properly administer the SAU, and all school districts within the SAU, in accordance with the laws of the State of New Hampshire, with the rules and regulations of the State Board of Education, and of the policies and regulations of the SAU, and of the school board or boards within the SAU.

5. Certification. The Superintendent shall be required to hold for the life of this Agreement, as a condition of employment, a valid certificate for Superintendent of Schools, properly registered and issued by the State of New Hampshire.

6. Renewal of Contract. If the SAU does not intend to renew this Agreement, it will notify the Superintendent in writing no later than ninety (90) days prior to the expiration of this Agreement. If the SAU does not give such notice, this Agreement shall extend for a period not to exceed one (1) additional year, upon the same terms and conditions set forth herein.

If the Superintendent does not intend to seek renewal of this Agreement, he/she shall provide the SAU written notice of no less than ninety (90) days prior to the expiration of the Agreement.

In the event the SAU does not renew this Agreement, the Superintendent may make a formal presentation to the SAU Board.


CJC 5/3/2000
5/4/2000

7. Termination for Just Cause. This Agreement may be terminated by the SAU at any time for immorality, incompetence, insubordination, or failure on the part of the Superintendent to conform to, abide by, and/or properly implement the laws of the State of New Hampshire, the rules and regulations of the State Board of Education, the policies and regulations of the SAU, and/or the policies and regulations of the local school boards within the SAU, or when the interests of the SAU require termination.

Termination of the Agreement for one or more of these reasons shall take place only following written notification to the Superintendent. Unless the Superintendent submits to the SAU, within twenty (20) days of receipt of such notification, a written request for a hearing before the Board of the SAU, the Agreement is considered terminated as of the date which falls thirty (30) days after the Superintendent's receipt of notification. If the Superintendent requests such a hearing, the SAU shall hold this hearing within thirty (30) days of receipt of the request. The SAU shall render a written decision to the Superintendent within thirty (30) days following the hearing.

8. Termination with Payment. The SAU may relieve the Superintendent of his/her duties under the Agreement at any time, provided that the SAU continues to pay for the duration of the Agreement, or any extension thereof, full salary and economic benefits accorded the Superintendent under the provisions of the Agreement reduced by any compensation or benefits earned by the Superintendent following termination which he was not earning prior to termination.

9. Termination by Mutual Consent. This Agreement may be terminated at any time by mutual consent of the SAU and the Superintendent.

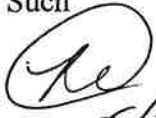
10. Vacation Leave. For the term of this contract, the Superintendent is entitled to 25 days of vacation. Vacation leave is not cumulative or transferable.

11. Sick Leave. Sick leave with full pay shall be granted at a rate of 10 days per year cumulative to 10 days. In the case of absence for sickness or injury beyond five (5) working days the SAU may at its discretion and its cost, require the Superintendent to submit medical evidence substantiating the need for the extended absence.

12. Benefits. As determined by the SAU, the Superintendent may be extended benefits such as medical insurance, dental insurance, life insurance, disability insurance, and payment of annuities. A listing of the specific benefits is attached to this Agreement.

13. Physical Examination. The SAU may require the Superintendent to have a physical examination by a physician selected by mutual agreement once each year with the cost of such examination to be borne by the SAU unless covered under the Superintendent's medical insurance policy.

Any report of the medical examination shall be given directly and exclusively by the examining physician to the Superintendent. The SAU Board shall be advised in writing by the physician if the Superintendent has a physical or mental impairment which would substantially interfere with his/her ability to perform the required duties. Such report shall be confidential.


5/3/2000
CJC 5/4/2000

14. Travel and Expense Reimbursement. The Superintendent shall be reimbursed for all SAU approved travel and other expenses for the business of the SAU inside or outside of the geographic boundaries of the School Administrative Unit. Such travel and expense reimbursement shall conform to all applicable SAU policies.

The Superintendent shall also be reimbursed for other SAU approved expenses which he/she incurs in professional development activities and attendance at national, regional, or state professional conferences, seminars, workshops, or committee meetings provided all such expenses are within the approved SAU budget, and conform to all applicable SAU policies.

15. Professional Associations. The SAU shall pay the Superintendent's dues to the American Association of School Administrators, the New Hampshire School Administrators Association, and such other professional association as may be mutually determined by the SAU and the Superintendent.

16. Transmittal of Agreement to SAU. By October 30 of each year of this agreement the Superintendent shall transmit a copy of this agreement to each member of the SAU with a written reminder regarding the annual performance evaluation provisions of Paragraph 17 and the renewal provisions contained in Paragraph 6 herein.

17. Performance Evaluation. The SAU will provide the Superintendent with at least one written evaluation each year of the Superintendent's performance.

18. Professional Activities. Upon prior written approval of the SAU, the Superintendent may engage in activities such as teaching, lecturing, or consulting, in addition to employment with the SAU. The Superintendent is prohibited from any other employment with another SAU or its equivalent body out side of the State.

19. Savings Clause. This Agreement is subject to all applicable laws, rules, and regulations of the State of New Hampshire. Invalidity of any portion of this Agreement under the Laws of the State of New Hampshire or of the United States shall not affect the validity of the remainder of the Agreement.

20. Criminal Records Check. The Superintendent's initial employment, and continuation of employment during the term of this Agreement, is conditioned upon providing the SAU a criminal records check which is satisfactory to the SAU, and which is in accord with the provisions of RSA 189:13-a and RSA 189:14-d.

In witness whereof, the parties have executed this Agreement this 3 day of MAY, 2000

School Administrative Unit #
By [Signature] Chairperson, SAU # 38

[Signature] Superintendent
CC: Each member of the SAU (# 38) Board

Compensation Schedule for Curtis J Cardine, Superintendent

Salary	\$82,500.00
Fica	\$6,311.25
Family Medical Plan	\$9,297.00
Family Dental Plan	\$962.50
NH Retirement	\$3,498.00
Annuity for 2000/2001	\$4,500.00
Travel and Conference	\$3,400.00
	\$110,468.75

Note: Payment for 15 days vacation not taken
taken, as interim Superintendent
& Principal @ Troy school @232.00 per day \$3,483.00


5/3/2000

CJC
5/4/2000

Goals for the 2000-2001 School Year for the Superintendent

Provide Staff Development Leadership for the SAU Districts

1. Develop, communicate and implement MASTER PLAN for Staff Development for the SAU Districts.
 - a. Assure that Staff Development Master Plan is completed and in place during the 2000-2001 school year.
 - b. Provide (to at least Monadnock) supervision and evaluation training for all SAU administrators.
 - c. Begin development of new supervision and evaluation model for the SAU.
 - d. Enhance and expand existing staff development activities for SAU employees.

Make the SAU Responsive to the Needs of the Constituent Districts

1. Develop, communicate and implement procedures for all SAU functions.
 - a. Develop SAU wide procedures and manual for all SAU functions
 - b. Provide training and manuals for all district administrators and secretaries on procedures.
 - c. Computerize as many functions as possible to eliminate redundancy of data entry and possibility of error.

Provide Accurate and Up to Date Financial Data to the Constituent Districts

1. Supervise overall control over financial functions of the SAU.
 - a. Beginning with the 2000-2001 budget: provide quarterly financial statement to each district.
 - b. Assure that all MS and Federal Reports are done on time and accurately. Continue to work with Department of Revenue to ensure quality control.
 - c. Hire staff and cross train all financial personnel to ensure our ability to deliver on time services to the districts.

Continue and Increase Communication Effort Within the SAU Districts

1. Increase inter-district cooperation and SAU service to all districts.
 - a. Re-establish and define role of superintendent at the SAU and district levels.
 - b. Continue SAU administrators monthly meetings (established this year).
 - c. Through Curriculum Notes, continue the transmittal of Staff Development and Curriculum information to the member districts.
 - d. Meet WITH all boards at least twice yearly at the local board level.
 - e. Organize administrative meetings for ALL district principals on shared goals and operating procedures.


9/5/2000
GC 5/4/2000

SCHOOL ADMINISTRATIVE UNIT No. 38



SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446
Telephone: 352-6955 FAX: 358-6708
sau38@monad.net



Hinsdale School District

Monadnock Regional School District

Winchester School District

Curtis J. Cardine, Superintendent

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau Ed.D., Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Laurent J. Biron, Business Manager

Thomas Warner, Director of Technology

MEETING TO BE HELD AT THE WYMAN HOUSE

600 Old Homestead Hwy
Swanzy, NH 03446

Agenda for October 18, 2000 SAU #38 Meeting

- 7:00 P.M. Call to Order
- 7:05 P.M. Approval of the Minutes from the May 3, 2000 Meeting of the SAU#38 Board
- 7:10 P.M. Preliminary Review of 2001-2002 SAU#38 Budget
- 7:30 P.M. Setting the Dates for the SAU#38 2000-2001 Meetings in November, December and May
- 8:00 P.M. New Business
Distribution of SAU#38 Procedures Manual
Any Other New Business
 - A. 8:15 P.M. Adjournment

School Administrative Unit 38

SAU BOARD MEETING

MINUTES of May 3, 2000

Attendance:

Hinsdale: Ann Diorio, Wayne Temmens, Bob Blouin,
Joe Novick, Steve Bonnett

Monadnock Regional: Don Arguin, Deb Carluccio, Dixie
Gurian, Bill Hamill, Helen Livingston, Tom
Mattson, Dick Thackston, Chrysten Starrett

Winchester: Laura Aivaliotis, Harold Bigelow, Colleen
Duquette, Don Nelson, Beth Ann Tatro

SAU Administration: Curt Cardine, Superintendent; Margaret
Sullivan, Asst. Supt. for Winchester and Hinsdale; Ken
Dassau, Assistant Superintendent for Student Services; Dave
Hodgdon, Director of Curriculum and Instruction, Bob
Seymour, Business Manager; Tom Warner, Director of
Technology.

Meeting was called to Order at 7:30 by Superintendent
Cardine.

Approval of Minutes, December 6, 1999. D. Thackston **MOVED**
to approve minutes. Seconded by T. Mattson. **Vote:**
Unanimous.

Election of Officers: T. Mattson nominated D. Thackston as
SAU Chair. B. Hamill nominated D. Gurian. No other
nominations. **VOTE:** D. Thackston for Chair: 13-0-1. **VOTE:** D.
Gurian for Chair. **VOTE:** 1-13-0. D. Thackston elected chair
of SAU Board.

Chairman Thackston called for nominations for Vice-Chair.
A. Diorio nominates C. Duquette. C. Duquette declines and
nominates L. Aivaliotis. L. Aivaliotis declines and
nominates D. Arguin. No other nominations. **VOTE:** 12-0-1. D.
Arguin elected vice-chair.

Chairman Thackston called for nominations for Treasurer.
Bill Hamill nominated. **VOTE:** Unanimous.

D. Arguin states that the SAU vice-chair should be someone from a district other than the chair. Offers to withdraw. C. Starrett **MOVED** to reopen election for SAU Vice Chair position. **VOTE:** Unanimous.

Chairman Thackston called for nominations for Vice-Treasurer. C. Starrett nominates D. Arguin. **VOTE:** Unanimous.

Chairman Thackston called for nominations for Secretary. Beth Ann Tatro nominated. **VOTE:** Unanimous.
(B. Hamil leaves 7:50)

Reports from Administration: The Board heard reports from the Superintendent, Asst. Supt. for Winchester and Hinsdale, Assistant Superintendent for Student Services, Director of Curriculum and Instruction, Director of Technology, and Business Manager.
(D. Gurian arrives 8:15)

Procedures Manual for SAU 38: Superintendent Cardine reviewed the development of the procedures manual. The manual represents procedures of state law and SAU history. Offered the manual as a first read for acceptance. D. Carluccio **MOVED** to approve the document. C. Duquette Seconded. Discussion. Clarification that each District will hold the position of SAU Chair for a period of two years. C. Duquette **MOVED** to amend the procedures manual to clarify: During the two year period of office, any member of the school board of the district holding the position of chair is eligible for the position of SAU Chair. Seconded L. Avaloitis. **VOTE:** Unanimous
D. Thackston calls the VOTE to approve the Procedures Manual as amended. **VOTE:** Unanimous.

B. Tatro **MOVED** to authorize the SAU to hire a secretary for purposes of recording minutes. Seconded by D. Carluccio. Discussion. Boards that currently have a secretary recording monthly minutes will inquire if the person is willing to attend SAU Board meetings. **VOTE** on the motion: Unanimous.

9:12 Chair declares brief recess.

NON PUBLIC SESSION

At 9:25 PM Richard Thackston **MOVED:** that the Board enter a non-public session for the discussion of personnel.
SECONDED: Don Arguin. **VOTE:** Unanimous by a roll call vote.

NON PUBLIC SESSION

Attendance:

Hinsdale: Ann Diorio, Wayne Temmen, Bob Blouin,
Joe Novick, Steve Bonnett

Monadnock Regional: Don Arguin, Deb Carluccio, Dixie Gurian, Helen Livingston, Tom Mattson, Dick Thackston, Chrysten Starrett

Winchester: Laura Aivaliotis, Harold Bigelow, Colleen Duquette, Don Nelson, Beth Ann Tatro

The superintendent discussed SAU Personnel and set salaries.

At 10:15 P.M. Ann Diorio **MOVED** to return to public session. Seconded by Donald Nelson . Unanimous by roll call vote.

ADJOURNMENT

At 11:15 PM Colleen Duquette **MOVED:** to adjourn.
SECONDED: BY Wayne Temmen VOTE: Unanimous.

Respectfully submitted,

Kenneth R. Dassau

Kenneth R. Dassau
Acting Secretary SAU 38

Memo

To: All SAU Staff
From: Curtis J. Cardine: Superintendent

RE: **Salary Development for SAU Level Employees for May 3 Recommendations**

During my period as interim we constructed the 2000-2001 SAU budget. Mr. Seymour and I developed a salary proposal for the budget which reflected a 5% increase across the board. The purpose of putting 5% in the budget was to establish an amount of money in the budget to work with.

Names and/or positions were attached to each of the amounts in the budget however; this was done only as an example to the boards. At all points during the budget process I made it clear to the SAU board that my recommendations would be made in May. What should be heartening to all members of this staff is an overall 5% increase in money to be used for this purpose was supported.

We are now at the point where I am meeting with individuals to discuss wages for the 2000-2001 school year. I believe it is important to let you know my thinking as we go into this process.

During interviews with SAU hourly people it became clear that long-term employees have sometimes slipped behind more recent hires. It is important to me to begin clearing this up. The minimum wage has been adjusted several times nationally and our long-term hourly people have not kept up with the overall changes in wages.

I am asking each person to work with me on this process. It is important that we don't come into this process with a 5% increase locked into our head, as I believe we will be seeing a spread of increases. Most likely we will be talking in terms of dollars instead of percents.

It is my sincere hope that we can go through this process and agree upon a recommendation for the May 3rd SAU meeting that reflects fairness and honors the importance of each of our employees.

Thank you in advance for your assistance in this effort.

Also, please know that the SAU board members at our Procedures Meeting last week heard the following. I told them that they owed a great deal to the staff of the SAU and their yeoman's efforts during the part-time interim superintendent period. I could not have done what needed to be done without everyone's added effort.

Thank you,

Curtis J. Cardine: Superintendent SAU#38

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446

Telephone: 352-6955 FAX: 358-6708
Monadnock Regional School District

Hinsdale School District

Winchester School District

Curtis J. Cardine, Interim Superintendent

Margaret A. Sullivan, Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Thomas Warner, Director of Technology

Kenneth R. Dassau, Assistant Superintendent

Robert A. Seymour III, Business Manager

To: All SAU#38 Board Members

From: Dixie Gurian: Chair SAU#38 Board

Enclosed please find a copy of our agenda for the May 3, 2000 meeting of the SAU Board.

Please plan to join us for a catered dinner at the Emerson School. The meal will be served in the Fine Arts room at 6:30 P.M.

A salary schedule will be mailed to every board member prior to the meeting in a separate mailing.

Sincerely,

Dixie Gurian: Chair SAU#38 Board



Hinsdale School District

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446
Telephone: 352-6955 FAX: 358-6708
Monadnock Regional School District



Winchester School District

Curtis J. Cardine, Interim Superintendent

Margaret A. Sullivan, Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Thomas Warner, Director of Technology

Kenneth R. Dassau, Assistant Superintendent

Robert A. Seymour III, Business Manager

04/20/00

To: SAU #38 Board Members

From: Curtis J. Cardine, Interim Superintendent SAU 38

RE: Agenda for the Wednesday, May 3, 2000 Board Meeting of SAU #38

Time: 7:30 P.M.

Place: Emerson Multi-Purpose Room

- A. *Approval of the Minutes from the December 6, 1999 meeting.*
- B. *Election of officers.*
 - a. *Chairman (Monadnock)*
 - b. *Vice Chairman*
 - c. *Treasurer*
 - d. *Vice Treasurer*
 - e. *Secretary*
- C. *Reports from the Superintendent, Assistant Superintendent for Student Services and Special Education, Assistant Superintendent for Hinsdale and Winchester's Report, Curriculum Director's Report, Technology Director's Report, Business Manager*
- D. *Procedure Manual for SAU#38 First Reading*
- E. *Non Public Meeting:*
 - a. *Nomination of SAU Personnel*
 - b. *Setting of SAU Salaries*
 - c. *Personnel*
- F. *Adjournment*

SAU NO 38 SCHOOL BOARD MEMBERS 2000 - 2001

HINSDALE

Robert Blouin

Ann Diorio

Wayne Temmen

MRSD

Dixie Gurian

Chrysten Starrett

Glenn White

WINCHESTER

Laura Aivaliotis

Harold Bigelow

Colleen Duquette

Don Nelson

Bethanne Tatro

SCHOOL BOARD MEMBERS BY DISTRICT

HINSDALE

Robert J. Blouin - 2001
65 Highland Avenue
Hinsdale, NH 03451
H - 336-5400 W - 802-254-3435
rjblouin@hotmail.com
FAX: 802-254-4999

Steve Bonnette - 2002 - *Vice Chair*
95 Plain Road
Hinsdale, NH 03451
H - 336-7077 W - 355-2900
lbonnette@cheshire.net

Ann Diorio - 2002 - *Chair*
588 Brattleboro Road
Hinsdale, NH 03451
H - 336-7022 W - 802-387-5517
putneyin@sover.net

Joseph Novick - 2003
10 Daniels Drive
Hinsdale, NH 03451
H - 336-5262
jknovick@cheshire.net

Wayne Temmen - 2003
PO Box 126, 38 High Street
Hinsdale, NH 03451
H - 336-7014 W - 802-254-9941

MRSD

Don Arguin - 2001 - *Vice Chair*
451 South Road
Sullivan NH 03445
H - 352-1130 W - 357-4255 x 2627#
barguin@monad.net

Deb Carluccio - 2001
25 Village Road
Surry NH 03431
H - 352-6327 W - 355-2002
mcarluccio@monad.net

Dixie Gurian - 2003 - *Chair*
680 Old Homestead Hwy.
Richmond NH 03470
H - 239-4080 W - 352-4209
FAX - 352-0750
Dixie@muw.org

William Hamill - 2003
P.O. Box 10505
Swansey NH 03446
H - 352-2939 W - 352-1415
bhamill@top.monad.net

Helen Livingston - 2001
3 White Brook Road
Gilsum NH 03448
H - 352-2865
calhounfor@top.monad.net

Tom Matson - 2001
74 High Street
Troy, NH 03465
H - 242-7933 W - 423-3077
tmatson@monad.net

Chrysten Starrett - 2003
230B Old Troy Road
Fitzwilliam NH 03447
H - 585-9857
FAX - 357-5687
cstarrett@prodigy.net

Dick Thackston - 2002
PO Box 539, 14 Howe Road
Troy, NH 03465
H - 242-3676 W - 352-2223 x 111
FAX - 358-5150 Cell phone - 381-9240
c21rht@aol.com

Glenn White - 2002
340 Branch Road
Keene NH 03431
H - 352-8848 (also FAX) W - 352-3110

WINCHESTER

Laura Aivaliotis - 2001 - *Vice Chair*
230 Ashuelot Road
Winchester NH 03470
H - 239-4681 W - 239-4100
greek@cheshire.net

Harold Bigelow III - 2002
89 Scofield Mt. Road
Winchester NH 03470
H - 239-4658
bigscorner@monad.net

Colleen Duquette - 2003
63 Elm Street
Winchester, NH 03470
H - 239-8207 W - 357-3510 ext. 723
FAX - 355-1542
mcd�quette@monad.net
cduquette@dhhs.state.nh.us

Don Nelson - 2003 - *Chair*
375 Forest Lake Road
Winchester NH 03470
H - 239-4927 FAX - 239-8396
W - Global Voice - 800-617-3671
Mail Box 8340
Nellie@together.net

Bethanne Tatro - 2002
55 Richmond Road
Winchester NH 03470
H - 239-8646
toothyankie@aol.com

May 3, 2000

SAU 38 SALARY/WAGE PROPOSAL FOR 2000/2001											
A	B	C	D	E	F	G	H	I	J	K	L
104	SAU 38 SALARY/WAGE PROPOSAL FOR 2000/2001					sausal.wk4					
105											
106											
107	POSITION		NAME		99/00 Budget		00/01 Proposed		Annual Increase		New Dollars
108											
109	Superintendent		Curt Cardine		\$85,987.00		\$82,500.00		(\$3,487.00)	-4.06%	(\$3,487.00)
110											
111	Assist. Supt.		M. Sullivan		\$74,776.00		\$76,000.00		\$1,224.00	1.64%	\$1,224.00
112	Dir Curriculum Instr		D. Hodgdon		\$74,776.00		\$64,000.00		**1st Yr. Hired at 60,000		(\$10,776.00)
113									This is a 6.67% raise		
114	Sped Director & Assist										
115	Supt. Sped		K. Dassau		\$68,000.00		\$70,500.00		\$2,500.00	3.68%	\$2,500.00
116											
117	Sped Coordinator		J. Dolloff		\$49,192.00		\$51,651.60		\$2,459.60	5.00%	\$2,459.60
118	Business Manager		Vacant		\$60,580.00		\$60,500.00		(\$80.00)	-0.13%	(\$80.00)
119	Tech. Director		T. Warner		\$60,736.00		\$64,000.00		\$3,264.00	5.37%	\$3,264.00
120											
121	HOURLY EMPLOYEES								Hourly Increase		
122	Admin Assistant		T. Stepenuck		\$12.78		\$13.42		\$0.64	5.00%	\$1,329.12
123	Admin Assistant		*** A. Zeller		\$11.95 (Sandi)		\$12.17		\$0.22	1.82%	\$453.44
124	Gen. Office/Receptionist		D. LeRose		\$8.50		\$9.00		\$0.50	5.88%	\$1,040.00
125	Accounts Payable		**** R. Most		\$10.13 (Eileen)		\$11.50		\$1.37	13.52%	\$2,849.60
126	Payroll Clerk		M. Braley		\$9.09		\$10.00		\$0.91	10.01%	\$1,892.80
127	&Sped Office										
128											
129	Payroll		G. Fernald		\$12.42		\$13.25		\$0.83	6.68%	\$1,726.40
130	Sped Assistant		J. Flaherty		\$11.95		\$12.55		\$0.60	5.00%	\$1,242.80
131	Bus Admin Assistant		S. Turner		\$10.55		\$11.75		\$1.20	11.37%	\$2,496.00
132											
133			*** Replaced Sandi Page: Sandi's wage was 11.95.								
134			A. Zeller hired at 11.70 and 12.17 equals a 4% raise								
135			**** Replaced Eileen Nelson : Eileen's wage was 10.13.								
136			R. Most hired at 11.50								
137											
138											
139			SALARY		\$474,047.00		\$469,151.60				
140											
141			HOURLY		\$181,729.60		\$194,750.40				
142			Current Yr. Payroll		\$655,776.60		\$663,902.00				
143									TOTAL NEW MONEY		\$8,125.40
144									PERCENT NEW MONEY		1.24%

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												
34												
35												
36												
37												
38												
39												
40												
41												
42												
43												
44												
45												

WEIGHTED VOTE CALCULATION (RSA 194 C-7 AND RSA 194-C8 ATTACHED)

Regular Vote Sample

Members Present

Votes Per Member

Monadnock

10

30.00%

Hinsdale

5

60.00%

Winchester

5

60.00%

Weighted Vote Sample

ADM POPULATION

DIVIDED BY 16

DIVIDED BY MEMBERS

PRESENT EQUALS

VOTE PER PERSON

MONADNOCK

2579.4

161

16.1

HINSDALE

781.8

49

9.8

WINCHESTER

730.1

46

9.2

\$ 1,956,229
 approved by SDA
 12/16/99
 Bcl

A	SAU ADMINISTRATIVE UNIT 38					
	B	C	D	E	F	
1	2000/2001 Budget Draft					
2						
3						
4	Superintendent's Office					
5						
6						
7	Account	99/2000 Budget	2000/2001 Budget	\$ Change	% Change	
8						
9	01-2320-125-04	STAFF SALARIES	\$55,995.68	\$72,571.00	\$16,575.32	
10					29.60%	
11		Secretary to Supt.	\$12.78	\$13.42		
12		Secretary to Assist Supt.	\$11.95	\$12.55		
13		General Office Worker		\$8.92 Moved from		
14				30 hours to 40hrs		
15						
16	01-2320-126-04	ADMINISTRATION SAL.	\$235,539.20	\$223,514.00	(\$12,025.20)	
17					-5.11%	
18		Superintendent	85987	82000		
19						
20		Dir Curriculum Instr.	74776	63000		
21		Assist Supt	74776	78514		
22						
23	01-2320-211-04	BC/BS	\$22,173.00	\$35,269.32	\$13,096.32	
24					59.06%	
25		1 Single				
26		2 Two Person		1 Additional Family		
27		2 Family				
28						
29						
30	01-2320-212-04	DENTAL	\$2,511.00	\$3,455.10	\$944.10	
31					37.60%	
32		1 Single				
33		2 Two Person		Add 1 Family +10%		
34		2 Family				
35						
36	01-2320-213-04	LIFE INSURANCE	\$1,504.00	\$1,534.08	\$30.08	
37					2.00%	
38						
39						
40						

A	B	C	D	E	F
41 01-2320-214-04	WORKERS' COMP.	\$2,099.00	\$2,413.85	\$314.85	15.00%
42					
43					
44					
45 01-2320-221-04	RETIREMENT STAFF	\$12,128.00	\$11,556.85	(\$571.15)	-4.71%
46					
47		Employer contribution 3.94% of wages			
48					
49 01-2320-230-04	FICA	\$22,302.00	\$22,439.06	\$137.06	0.61%
50					
51		Employer contribution 7.65% of salary/wages			
52					
53 01-2320-260-04	UNEMPLOYMENT	\$277.00	\$276.96	(\$0.04)	-0.02%
54					
55		Payroll times .00095 (NHSBIT)			
56					
57 01-2320-300-04	CONTRACTED SERVICES	\$5,000.00	\$8,000.00	\$3,000.00	60.00%
58					
59			actual expenditures 98/99 was 20,000		
60			but it was a unique year/legal fees		
61			audit, legal and advertising		

A	B	C	D	E	F
102					
103					
104					
105					
106	01-2320-890-04		ASAA, NHSAA, ASCD, NHSBA FOR PROFESSIONAL STAFF		
107	INTERNAL TRANSFER				
108					
109					
110	SUB TOTAL SUPT'S OFFICE				
111					
112					
113					

A	B	C	D	E	F
114					
115					
116	BUSINESS OFFICE				
117					
118	Account	Description	99/2000 Budget	2000/2001 Propo	% Change
119					
120	01-2520-125-04	STAFF SALARIES	\$77,325.00	\$91,783.00	18.70%
121					
122		1 Full time at 13.04			
123		1 Full time at 10.64			
124		1 Full time at 11.08			
125		**1 Full time at 9.54			
126		** 26hrs payroll 14hrs sped			
127					
128	01-2520-126-04	BUSINESS MANAGER	\$60,580.00	\$63,609.00	5.00%
129					
130	01-2520-211-04	BC/BS	\$10,711.00	\$12,210.54	14.00%
131					
132		4 Singles ('1 prorated 50%)			
133					
134	01-2520-212-04	DENTAL	\$1,030.00	\$1,133.00	10.00%
135					
136		4 Singles ('1 prorated 50%)			
137					
138	01-2520-213-04	LIFE INSURANCE	\$711.00	\$725.22	2.00%
139	01-2520-214-04	WORKERS' COMP	\$993.00	\$1,072.95	8.05%
140	01-2520-221-04	NON-TEACH RETIRE	\$5,736.00	\$5,736.64	0.01%
141	01-2520-230-04	FICA	\$10,549.00	\$11,077.20	5.01%
142	01-2520-260-04	UNEMPLOYMENT	\$131.00	\$131.00	0.00%
143	01-2520-300-04	PROFESSIONAL SERVICES	\$15,150.00	\$2,500.00	-83.50%
144					
145			Business Office legal/consultant line		
146			Mr. Seymour is negotiating contracts		
147					
148	01-2520-440-04	PROPERTY SERVICES	\$280.00	\$280.00	0.00%
149					
150				Postage Machine Maint.	
151				Fax Maintenance	
152					
153	01-2520-580-04	TRAVEL & CONFERENCE	\$1,200.00	\$1,200.00	0.00%

A	B	C	D	E	F
154	01-2520-610-04				
155	SUPPLIES	\$4,000.00	\$4,000.00	\$0.00	0.00%
156	DUES AND FEES	\$250.00	\$250.00	\$0.00	0.00%
157	NEW EQUIPMENT	\$40,000.00	\$17,500.00	(\$22,500.00)	-56.25%
158					
159	LEGAL SETTLEMENT	\$0.00	\$85,000.00	\$85,000.00	
160					
161	SUB TOTAL BUSINESS OFFICE				
162					
163					

A	B	C	D	E	F
164					
165					
166	TECHNOLOGY OFFICE				
167					
168	Account	Description	99/2000 Budget	2000/2001 Propo	% Change
169					
170	01-2620-126-04	TECHNOLOGY DIRECTOR	\$60,736.00	\$63,772.80	5.00%
171					
172					
173	01-2620-211-04	BC/BS	\$8,765.07	\$9,992.18	14.00%
174					
175		1 Family			
176					
177					
178	01-2620-212-04	DENTAL	\$941.69	\$1,035.86	10.00%
179					
180		1 Family			
181					
182					
183	01-2620-213-04	LIFE INSURANCE	\$131.18	\$133.80	2.00%
184	01-2620-214-04	WORKERS' COMP	\$437.00	\$502.55	15.00%
185	01-2620-214-04	NON TEACH RETIREMENT	\$2,526.00	\$2,548.51	0.89%
186	01-2620-230-04	FICA	\$4,646.30	\$4,878.56	5.00%
187	01-2620-260-04	UNEMPLOYMENT	\$57.69	\$58.00	0.54%
188	01-2620-300-04	PROFESSIONAL SERVICES	\$3,290.00	\$3,290.00	0.00%
189	01-2620-580-04	PURCHASED SVCS	\$500.00	\$500.00	0.00%
190	01-2620-580-04	TRAVEL & CONF.	\$2,500.00	\$2,500.00	0.00%
191	01-2620-610-04	SUPPLIES	\$600.00	\$600.00	0.00%
192	01-2620-630-04	BOOKS	\$100.00	\$100.00	0.00%
193	01-2620-810-04	DUES AND FEES	\$100.00	\$200.00	100.00%
194					
195	SUB TOTAL TECHNOLOGY OF				
196					
197					
198					
199					
200					

A	B	C	D	E	F
241	02-2140-230-1999	FICA	\$8,961.00	\$10,410.96	\$1,449.96
242	02-2140-260-1999	UNEMPLOYMENT	\$520.00	\$129.29	(\$390.71)
243	02-2140-580-1999	TRAVEL	\$1,500.00	\$1,500.00	\$0.00
244	02-2140-610-1999	SUPPLIES	\$8,739.00	\$8,700.00	(\$39.00)
245					
246	SUB TOTAL PSYCH SERVICES				
247					
248					
249					
250					
251					

A	B	C	D	E	F
252					
253					
254					
255	SPECIAL EDUC ADMINISTRATION				
256	Account	Description	99/2000 Budget	2000/2001 Propo	% Change
257					
258	05-1200-125-04	STAFF SALARIES	\$29,640.00	\$26,104.00	(\$3,536.00)
259					-11.93%
260					
261		1 Full time at 12.55			
262		**M. Braley total wage moved to Business Office			
263	05-1200-126-04	ADMINISTRATOR SALARIES	\$115,284.00	\$123,051.00	\$7,767.00
264					6.74%
265		Sped Director	71400		
266		Sped Coordinator	51651		
267					
268	05-1200-211-04	BC/BS	\$23,119.00	\$26,355.66	\$3,236.66
269					14.00%
270		1 Two Person			
271		2 Family			
272					
273					
274	05-1200-212-04	DENTAL	\$2,403.00	\$2,643.30	\$240.30
275					10.00%
276		1 Two Person			
277		2 Family			
278					
279	05-1200-213-04	LIFE INSURANCE	\$747.00	\$761.94	\$14.94
280	05-1200-214-04	WORKERS' COMP	\$1,043.00	\$1,199.45	\$156.45
281	05-1200-221-04	RETIREMENT	\$6,028.00	\$6,143.68	\$115.68
282	05-1200-230-04	FICA	\$11,086.00	\$11,794.23	\$708.23
283	05-1200-260-04	UNEMPLOYMENT	\$138.00	\$138.00	\$0.00
284	05-1200-320-04	STAFF DEVELOPMENT	\$730.00	\$730.00	\$0.00
285	05-1200-440-04	MAINT & REPAIR	\$2,100.00	\$2,100.00	\$0.00
286	05-1200-531-04	TELEPHONE	\$1,850.00	\$1,850.00	\$0.00
287	05-1200-532-04	POSTAGE	\$1,200.00	\$1,200.00	\$0.00
288	05-1200-550-04	PRINTING	\$300.00	\$300.00	\$0.00
289	05-1200-580-04	TRAVEL & CONF.	\$4,000.00	\$4,000.00	\$0.00
290	05-1200-610-04	SUPPLIES	\$1,500.00	\$1,500.00	\$0.00
291	05-1200-640-04	SUBSCRIPTIONS	\$200.00	\$200.00	\$0.00

A	B	C	D	E	F
292	05-1200-810-04				
293	DUES AND FEES	\$600.00	\$1,300.00	\$700.00	116.67%
294					
295	SUB TOTAL SPEC ED				
296					
297					

A	B	C	D	E	F
298					
299					
300	PSYCHOLOGICAL SERVICES				
301					
302					
303	Account	Description	99/2000 Budget	2000/2001 Budget	% Change
304					
305	05-2140-110-04	SALARIES	\$115,267.00	\$121,030.35	5.00%
306					
307					
308					
309					
310					
311	05-2140-211-04	BC/BS	\$13,599.60	\$15,502.86	13.99%
312					
313					
314					
315					
316					
317	05-2140-212-04	DENTAL	\$2,514.00	\$2,765.40	10.00%
318					
319					
320					
321					
322					
323	05-2140-213-04	LIFE INSURANCE	\$595.00	\$606.90	2.00%
324	05-2140-214-04	WORKERS' COMP	\$829.00	\$953.35	15.00%
325	05-2140-222-04	TEACHER RETIRE	\$3,377.00	\$4,768.58	41.21%
326	05-2140-230-04	FICA	\$8,817.00	\$9,258.80	5.01%
327	05-2140-260-04	UNEMPLOYMENT	\$109.00	\$109.00	0.00%
328	05-2140-300-04	CONSULT SERVICES	\$2,640.00	\$2,640.00	0.00%
329	05-2140-320-04	STAFF DEVELOPMENT	\$250.00	\$250.00	0.00%
330	05-2140-580-04	TRAVEL & CONF.	\$1,000.00	\$1,000.00	0.00%
331	05-2140-610-04	SUPPLIES	\$1,900.00	\$1,900.00	0.00%
332					ERR
333	05-2140-741-04	NEW EQUIPMENT	\$1,800.00	\$1,800.00	0.00%
334					
335	SUB TOTAL PSYCHOLOGICAL SVCS.	G3 Computer, Wilcox Bid			

Please Post

School Administrative Unit #38

Public Session Notice

The School Administrative Unit #38 Board will meet on Wednesday, May 3, 2000 from 7:30 p.m. in the All-Purpose Room at Emerson School for the regularly scheduled Annual Meeting.

4/24/2000
SAU #38