

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

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
toothyankee@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
						sausal.wk4					
POSITION		NAME			99/00 Budget		00/01 Proposed		Annual Increase		New Dollars
Superintendent		Curt Cardine			\$85,987.00		\$82,500.00		(\$3,487.00)	-4.06%	(\$3,487.00)
Assist. Supt.		M. Sullivan			\$74,776.00		\$76,000.00		\$1,224.00	1.64%	\$1,224.00
Dir Curriculum Instr		D. Hodgdon			\$74,776.00		\$64,000.00		***1st Yr. Hired at \$0.000	1.64%	(\$10,776.00)
									This is a 6.67% raise		
Sped Director & Assist											
Supt. Sped		K. Dassau			\$68,000.00		\$70,500.00		\$2,500.00	3.68%	\$2,500.00
Sped Coordinator		J. Dolloff			\$49,192.00		\$51,651.60		\$2,459.60	5.00%	\$2,459.60
Business Manager		Vacant			\$60,580.00		\$60,500.00		(\$80.00)	-0.13%	(\$80.00)
Tech. Director		T. Warner			\$60,736.00		\$64,000.00		\$3,264.00	5.37%	\$3,264.00
HOURLY EMPLOYEES									Hourly Increase		
Admin Assistant		T. Stepenuck			\$12.78		\$13.42		\$0.64	5.00%	\$1,329.12
Admin Assistant		*** A. Zeller			\$11.95 (Sandi)		\$12.17		\$0.22	1.82%	\$453.44
Gen. Office/Receptionist		D. LeRose			\$8.50		\$9.00		\$0.50	5.88%	\$1,040.00
Accounts Payable		**** R. Most			\$10.13 (Eileen)		\$11.50		\$1.37	13.52%	\$2,849.60
Payroll Clerk		M. Braley			\$9.09		\$10.00		\$0.91	10.01%	\$1,892.80
&Sped Office											
Payroll		G. Fernald			\$12.42		\$13.25		\$0.83	6.68%	\$1,726.40
Sped Assistant		J. Flaherty			\$11.95		\$12.55		\$0.60	5.00%	\$1,242.80
Bus Admin Assistant		S. Turner			\$10.55		\$11.75		\$1.20	11.37%	\$2,496.00
		*** Replaced Sandi Page: Sandi's wage was 11.95.									
		A. Zeller hired at 11.70 and 12.17 equals a 4% raise									
		**** Replace Eileen Nelson : Eileen's wage was 10.13									
		R. Most hired at 11.50									
		SALARY			\$474,047.00		\$469,151.60				
		HOURLY			\$181,729.60		\$194,750.40				
		Current Yr. Payroll			\$655,776.60		\$663,902.00		TOTAL NEW MONEY		\$8,125.40
									PERCENT NEW MONEY		1.24%

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4		WEIGHTED VOTE CALCULATION (RSA 194 C-7 AND RSA 194-C8 ATTACHED)										
5												
6												
7												
8												
9												
10												
11		Regular Vote Sample										
12												
13		Members Present				Votes Per Member						
14												
15		Monadnock		10		30.00%						
16												
17		Hinsdale		5		60.00%						
18												
19		Winchester		5		60.00%						
20												
21												
22												
23		Weighted Vote Sample										
24												
25												
26			ADM POPULATION			DIVIDED BY 16			DIVIDED BY MEMBERS			
27									PRESENT	EQUALS		
28									VOTE PER	PERSON		
29												
30		MONADNOCK		2579.4		161			16.1			
31												
32		HINSDALE		781.8		49			9.8			
33												
34		WINCHESTER		730.1		46			9.2			
35												
36												
37												
38												
39												
40												
41												
42												
43												
44												
45												

\$1,956,229 SOL
 approved by 5/99
 12/16 Bcl

A	B	C	D	E	F
1	SAU ADMINISTRATIVE UNIT 38				
2	2000/2001 Budget Draft				
3					
4	Superintendent's Office				
5					
6					
7	Account	99/2000 Budget	2000/2001 Budget	\$ Change	% Change
8					
9	01-2320-125-04				29.60%
10	STAFF SALARIES	\$55,995.68	\$72,571.00	\$16,575.32	
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				-5.11%
17	ADMINISTRATION SAL.	\$235,539.20	\$223,514.00	(\$12,025.20)	
18					
19	Superintendent	85987	82000		
20	Dir Curriculum Instr.	74776	63000		
21	Assist Supt	74776	78514		
22					
23	01-2320-211-04				59.06%
24	BC/BS	\$22,173.00	\$35,269.32	\$13,096.32	
25					
26	1 Single				
27	2 Two Person		1 Additional Family		
28	2 Family				
29					
30	01-2320-212-04				37.60%
31	DENTAL	\$2,511.00	\$3,455.10	\$944.10	
32					
33	1 Single				
34	2 Two Person		Add 1 Family +10%		
35	2 Family				
36	01-2320-213-04				2.00%
37	LIFE INSURANCE	\$1,504.00	\$1,534.08	\$30.08	
38					
39		2% increase factored			
40					

A	B	C	D	E	F
41	WORKERS' COMP.	\$2,099.00	\$2,413.85	\$314.85	15.00%
42					
43					
44					
45	RETIREMENT STAFF	\$12,128.00	\$11,556.85	(\$571.15)	-4.71%
46					
47		Employer contribution 3.94% of wages			
48					
49	FICA	\$22,302.00	\$22,439.06	\$137.06	0.61%
50					
51		Employer contribution 7.65% of salary/wages			
52					
53	UNEMPLOYMENT	\$277.00	\$276.96	(\$0.04)	-0.02%
54					
55		Payroll times .00095 (NHSBIT)			
56					
57	CONTRACTED SERVICES	\$5,000.00	\$8,000.00	\$3,000.00	60.00%
58					
59			actual expenditure 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
62					
63					
64					
65					
66					
67	SUPERINTENDENT'S OFFICE CONTINUED				
68	<i>Account</i>	<i>Description</i>	<i>99/2000 Budget</i>	<i>2000/2001Propos</i>	<i>% Change</i>
69	01-2320-430-04	CUSTODIAL SERVICES	\$2,000.00	\$4,160.00	\$2,160.00
70		Clean SAU Building		520hrs @ \$8.00	
71					
72	01-2320-440-04	REPAIRS & MAINT.	\$6,500.00	\$6,500.00	\$0.00
73					0.00%
74					
75		Copy Machine			
76		Computers/Printers			
77					
78	01-2320-320-04	STAFF DEV'L COMM.	\$2,600.00	\$2,600.00	\$0.00
79					0.00%
80					
81		Stipend for SAU Staff Dev'l			
82		Committee Members ('\$200 ea.)			
83		& \$400 for Chair			
84	01-2320-531-04	TELEPHONE	\$2,400.00	\$2,200.00	(\$200.00)
85	01-2320-532-04	POSTAGE	\$6,100.00	\$7,300.00	\$1,200.00
86	01-2320-580-04	TRAVEL & CONFERENCE	\$10,000.00	\$9,000.00	(\$1,000.00)
87	01-2320-610-04	SUPPLIES	\$5,500.00	\$6,200.00	\$700.00
88	01-2320-630-04	BOOKS	\$1,000.00	\$1,000.00	\$0.00
89	01-2320-652-04	ELECTRICITY	\$3,100.00	\$3,300.00	\$200.00
90	01-2320-653-04	HEATING OIL	\$1,210.00	\$1,210.00	\$0.00
91	01-2320-741-04	NEW EQUIPMENT	\$1,000.00	\$1,400.00	\$400.00
92					40.00%
93					
94					
95					
96					
97	01-2320-742-04	REPLACE EQUIPMENT	\$1,500.00	\$2,700.00	\$1,200.00
98		Receptionist computer Pro 2000			80.00%
99		Replace Dr. Hodgdon's computer			
100					
101	01-2320-810-04	DUES & FEES	\$2,900.00	\$4,000.00	\$1,100.00
					37.93%

A	B	C	D	E	F
102					
103					
104					
105					
106	01-2320-890-04				
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	SUPPLIES	\$4,000.00	\$0.00	0.00%
155	01-2520-810-04	DUES AND FEES	\$250.00	\$0.00	0.00%
156	01-2520-741-04	NEW EQUIPMENT	\$17,500.00	(\$22,500.00)	-56.25%
157					
158					
159		LEGAL SETTLEMENT	\$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
201					
202					
203	FEDERAL GRANTS				
204					
205					
206	EARLY CHILDHOOD				
207					
208	Account	Description	99/2000 Budget	2000/2001 Propo	% Change
209		TEACHER SALARY	\$10,174.71	\$10,683.45	5.00%
210	02-2213-110-45	BC/BS	\$0.00	\$0.00	
211	02-2213-211-45	DENTAL	\$0.00	\$0.00	
212	02-2213-212-45	LIFE INSURANCE	\$52.00	\$53.04	2.00%
213	02-2213-213-45	WORKERS' COMP	\$73.00	\$83.95	15.00%
214	02-2213-214-45	RETIREMENT STAFF	\$298.00	\$42.09	-85.88%
215	02-2213-222-46	FICA	\$778.00	\$817.25	5.04%
216	02-2213-230-46	UNEMPLOYMENT	\$10.00	\$10.15	1.49%
217	02-2213-260-46	PROFESSIONAL SERVICES	\$3,640.00	\$0.00	0.00%
218	02-2213-390-46	TRAINING PROGRAM	\$1,000.00	\$0.00	0.00%
219	02-2213-590-46	SUPPLIES	\$4,320.00	\$0.00	0.00%
220	02-2213-610-46				
221					
222					
223	SUB TOTAL EARLY CHILDHOOD				
224					
225					
226	IDEA GRANT - B				
227	PSYCHOLOGICAL SERVICES				
228					
229	Account	Description	99/2000 Budget	2000/2001 Propo	% Change
230		YOUTH SPECIALIST	\$8,000.00	\$8,400.00	5.00%
231	02-1100-110-1999	CONSULTANT	\$21,440.00	\$21,440.00	0.00%
232	02-1100-390-1999	STAFF DEVELOPMENT	\$10,941.00	\$10,941.00	0.00%
233	02-1240-320-1999	SALARIES	\$121,992.00	\$128,091.60	5.00%
234	02-2140-110-1999	ASSISTANT SALARY	\$8,873.00	\$9,316.65	5.00%
235	02-2140-115-1999	BC/BS	\$4,561.00	\$5,199.54	14.00%
236	02-2140-212-1999	DENTAL	\$645.00	\$709.50	10.00%
237	02-2140-212-1999	LIFE INSURANCE	\$792.00	\$807.84	2.00%
238	02-2140-213-1999	WORKERS' COMP	\$1,031.00	\$1,175.34	14.00%
239	02-2140-214-1999	RETIREMENT	\$3,206.00	\$5,361.99	67.25%
240	02-2140-222-1999				

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	-11.93%
259					
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	6.74%
264					
265		Sped Director	71400		
266		Sped Coordinator	51651		
267					
268	05-1200-211-04	BC/BS	\$23,119.00	\$26,355.66	14.00%
269					
270		1 Two Person			
271		2 Family			
272					
273					
274	05-1200-212-04	DENTAL	\$2,403.00	\$2,643.30	10.00%
275					
276		1 Two Person			
277		2 Family			
278					
279	05-1200-213-04	LIFE INSURANCE	\$747.00	\$761.94	2.00%
280	05-1200-214-04	WORKERS' COMP	\$1,043.00	\$1,199.45	15.00%
281	05-1200-221-04	RETIREMENT	\$6,028.00	\$6,143.68	1.92%
282	05-1200-230-04	FICA	\$11,086.00	\$11,794.23	6.39%
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	99/2000 Budget	2000/2001 Budget	\$ Change	% Change
304					
305	05-2140-110-04	\$115,267.00	\$121,030.35	\$5,763.35	5.00%
306					
307					
308					
309					
310					
311	05-2140-211-04	\$13,599.60	\$15,502.86	\$1,903.26	13.99%
312					
313					
314					
315					
316					
317	05-2140-212-04	\$2,514.00	\$2,765.40	\$251.40	10.00%
318					
319					
320					
321					
322					
323	05-2140-213-04	\$595.00	\$606.90	\$11.90	2.00%
324	05-2140-214-04	\$829.00	\$953.35	\$124.35	15.00%
325	05-2140-222-04	\$3,377.00	\$4,768.58	\$1,391.58	41.21%
326	05-2140-230-04	\$8,817.00	\$9,258.80	\$441.80	5.01%
327	05-2140-260-04	\$109.00	\$109.00	\$0.00	0.00%
328	05-2140-300-04	\$2,640.00	\$2,640.00	\$0.00	0.00%
329	05-2140-320-04	\$250.00	\$250.00	\$0.00	0.00%
330	05-2140-580-04	\$1,000.00	\$1,000.00	\$0.00	0.00%
331	05-2140-610-04	\$1,900.00	\$1,900.00	\$0.00	ERR
332				\$0.00	0.00%
333	05-2140-741-04	\$1,800.00	\$1,800.00	\$0.00	
334		G3 Computer, Wilcox Bid			
335	SUB TOTAL PSYCHOLOGICAL SVCS.				

A	B	C	D	E	F
376	05-2160-260-04	UNEMPLOYMENT	\$44.00	\$44.00	\$0.00
377	05-2160-300-04	STAFF DEVELOPMENT	\$0.00	\$0.00	\$0.00
378	05-2160-580-04	TRAVEL	\$1,226.00	\$1,226.00	\$0.00
379	05-2160-610-04	SUPPLIES	\$250.00	\$250.00	\$0.00
380					
381					
382	SUB TOTAL VISION IMPAIRED SERVICES				
383					
384					
385					
386	OCCUPATIONAL THERAPY				
387					
388	Account	Description	99/2000 Budget	2000/2001 Propo	% Change
389					
390	05-2170-110-04	SALARY	\$41,307.04	\$43,372.35	\$2,065.31
391	05-2170-211-04	BC/BS	\$7,786.65	\$8,876.04	\$1,089.39
392	05-2170-212-04	DENTAL	\$876.70	\$963.60	\$86.90
393	05-2170-213-04	LIFE INSURANCE	\$212.00	\$216.24	\$4.24
394	05-2170-214-04	WORKERS COMP	\$297.00	\$341.55	\$44.55
395	05-2170-222-04	TEACHER RETIRE	\$1,210.00	\$1,708.90	\$498.90
396	05-2170-230-04	FICA	\$3,160.00	\$3,317.96	\$157.96
397	05-2170-260-04	UNEMPLOYMENT	\$39.24	\$40.00	\$0.76
398	05-2170-320-04	STAFF DEVELOPMENT	\$150.00	\$150.00	\$0.00
399	05-2170-580-04	TRAVEL	\$2,156.00	\$2,156.00	\$0.00
400	05-2170-610-04	SUPPLIES	\$300.00	\$300.00	\$0.00
401					
402					
403					
404	SUB TOTAL OCCUPATIONAL THERAPY				
405					
406					
407					
408		GROSS SAU BUDGET	\$1,948,291.00	\$1,956,229.22	\$7,938.22
409					
410					
411				0.41%	
412					
413					
414					

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



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

Kenneth R. Dassau, Assistant Superintendent

David Hodgdon, Ph.D., Director of Curriculum and Instruction

Robert A. Seymour III, Business Manager

Thomas Warner, Director of Technology

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

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzy, NH 03446

Telephone: 352-6955 FAX: 358-6708
Monadnock Regional School District

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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*

Hinsdale, Monadnock and Winchester School Districts
Board Meeting
Monday, December 6, 1999
Ford Building, Winchester

Hinsdale

Present

Diana Dillon, SAU Representative
Ann Diorio, SAU Representative

Administrators

Present

Curtis Cardine, Interim Superintendent
Kenneth Dassau, Assistant Superintendent (until 7:30 PM)
Margaret Sullivan, Assistant Superintendent
Robert Seymour, Business Manager (until 6:45PM)

Monadnock

Present

Don Arguin, SAU Representative, Treasurer
Deb Carluccio, SAU Representative
Dwayne Darley
Chrysten Starrett
Richard Thackston
William Hamill, Secretary and Vice Treasurer

Winchester

Present

Laura Aivaliotis, SAU Representative
Ruth Norton, SAU Representative, Vice Chair
Debra Hamel, SAU Representative
Colleen Duquette

6:30 PM: Public Hearing on the 2000-2001 SAU Budget

At 6:45PM Vice Chairperson, Ruth Norton, called the public hearing to order. Mr. Robert Seymour, Business Manager, was present to answer questions from concerned citizens regarding the 2000-2001 budget. There were no questions from the floor.

At 6:59 PM Richard Thackston MOVED: to adjourn the public hearing.

SECONDED: Chrysten Starrett. VOTED: 9-0-0-0. The motion passes unanimously.

Call To Order

The SAU Board meeting was called to order by Ruth Norton, Vice Chairperson, at 7:00 PM.

Minutes of previous meeting

Richard Thackston MOVED: to approve the minutes of the November 17, 1999 meeting as presented.

SECONDED: Don Arguin.

There was a discussion regarding the total budget amount for the 2000/2001 budget. The minutes reflect a total of \$1,956,229. Several Board members expressed concern that this figure is incorrect. In the absence of Mr. Seymour, who left the meeting after the public hearing, it was suggested that the minutes be tabled until the next meeting, pending corrected information. Mr. Thackston withdrew his motion. Mr. Arguin withdrew his second.

Richard Thackston MOVED: to table the minutes of the November 17, 1999 SAU 38 Board meeting and the 2000/2001 budget vote until the next meeting of the SAU.
SECONDED: D. Arguin.

The minutes of the November 17, 1999 SAU Board meeting and a vote on the 2000/2001 budget are tabled until Thursday, December 16, 1999. The Board will meet on this date at the Winchester Elementary School in the library at 5:30 PM. Interim Superintendent Curtis Cardine will mail a corrected copy of the budget to all Board members. It was decided that one member from each of the three boards would attend the December 16, 1999 meeting. The following members will attend:

Ann Diorio, Hinsdale
Deb Carluccio, Monadnock
Ruth Norton, Winchester

The meeting is open to all Board members wishing to attend.

a. Superintendent Search

Deb Carluccio, Chairperson of the Superintendent Search Committee and SAU Policy and Procedures Committee, was recognized. On behalf of the SAU Policy and Procedures Committee Ms. Carluccio presented the recommended composition of the Superintendent and Assistant Superintendent Search Committees. Monadnock Board members requested a 7-10 minute recess to discuss the proposed list. The Monadnock Board members returned to the meeting. After much discussion there were several amendments to the list. The final lists of persons to be part of the Superintendent Search team and any future Assistant Superintendent Search teams are as follows:

Superintendent Search:

- (3) Monadnock Board members
- (2) Monadnock community members
- (1) Hinsdale Board member
- (1) Winchester Board member
- (1) Assistant Superintendent for Hinsdale/Winchester
- (2) Monadnock principals (1 elementary and 1 high school)
- (1) Monadnock teacher

Assistant Superintendent for Hinsdale/Winchester

- (2) Hinsdale Board members
- (2) Winchester Board members
- (1) Hinsdale teacher
- (1) Hinsdale community member

- (1) Winchester community member
- (1) Superintendent (SAU 38 Monadnock Regional School District)
- (1) Hinsdale principal
- (1) Winchester principal
- (1) Winchester teacher
- (1) SAU Administrator

Ann Diorio MOVED: to accept the list of committee members for the Superintendent Search committee and Assistant Superintendent Search committee as presented.

SECONDED: Richard Thackston. VOTED: 9-0-0-0, the motion passes unanimously.

Ms. Carluccio continued on behalf of the SAU Policy and Procedures Committee, indicating that the Board needed to decide whether an outside firm would be hired to conduct the Superintendent search or whether the Search Committee would conduct the search without outside assistance.

Chrysten Starrett MOVED: to proceed with the Superintendent Search using the Search Committee only, with no outside firm hired.

SECONDED: Richard Thackston.

A long discussion followed with several Board members feeling strongly that the tasks involved with the search would be too much to ask of the Committee, therefore recommended either TRACE or the New Hampshire School Boards Association to conduct the search. Deb Carluccio and other members strongly expressed the opinion that a committee of dedicated, talented individuals would certainly be able to conduct a successful search. Such a committee conducted a successful search for the Director of Curriculum and Instruction.

After much discussion Richard Thackston suggested that one of the two professional firms could be hired to begin the search and that written commitments from Committee members could be secured to assure that each committee member fully understands the commitment. It is felt that either TRACE or the New Hampshire School Boards Association would do as little or as much as the committee requests of them.

VOTE on the motion on the floor (to proceed with the Superintendent Search using the Search Committee only, with no outside firm hired).

	<u>Yes</u>	<u>No</u>
Hinsdale	1.5 votes	1.5 votes
Monadnock	2.5 votes	.5 vote
<u>Winchester</u>	<u>0 votes</u>	<u>3 votes</u>
TOTAL	4.0 yes	5.0 no

The motion does not pass.

Richard Thackston MOVED: to hire the New Hampshire School Boards Association to conduct the search for a new Superintendent.

SECONDED: Colleen Duquette.

A discussion followed. It was established that each of the three school boards would pick their own representative(s) to the committee. The Search Committee will meet with the New Hampshire School Boards Association to determine how much of the search will be conducted by the NHSBA and how much the Search Committee will do. It is the feeling of SAU Board Members present that the composition of the Search Committee and individuals that participate will determine how much of the search will be conducted by the NHSBA. It was suggested that after the Search Committee is formed that the committee would report to the SAU Board to determine the extent of service of the NHSBA that is required. Other Board members felt that since the Search Committee will be charged with the search for a new Superintendent that the SAU Board should have faith in that committee and should allow them to do their work. It was determined that individual boards (Monadnock, Hinsdale and Winchester) will select their member(s) for the Search Committee and report the choices to Deb Carluccio, Chairperson, by December 9, 1999. An initial meeting date will be set for the Search Committee (in December) and a representative of the NHSBA will be invited to attend.

Ann Diorio MOVED: to appropriate up to \$6000 to conduct the Superintendent search.
SECONDED: Richard Thackston.

After several minutes of discussion Ann Diorio withdrew her motion and Richard Thackston withdrew his second.

b. New Business

The Vice-Chairperson recognized Deb Carluccio. Ms. Carluccio gave a brief overview of a TAP Survey (a survey which gave updated information about seventh to twelfth grade youth in the region) that was conducted in the region in the late 1980's. This type of survey will be repeated sometime in the near future. The Interim Superintendent has been invited to a meeting on December 13, 1999 with the United Way to gather more information about participation by the students in SAU 38. Mr. Cardine will report to the Boards regarding information that he obtains at the December 13 meeting. Ms. Carluccio distributed some materials regarding results of the initial survey in 1988.

c. Non Public Session: Legal Matter

At 9:30 PM Colleen Duquette MOVED: that the Board enter a non-public session for the purpose of personnel and legal issues.
SECONDED: Laura Aivaliotis VOTE: 9-0-0-0 by a roll call vote.

There was a short discussion regarding a legal matter and a personnel matter.

At 9:45 PM Laura Aivaliotis MOVED: that the Board return to public session.
SECONDED: Colleen Duquette VOTE: 9-0-0-0 by a roll call vote.

Board members present expressed hardy congratulations to the Winchester Board for the recent passage of their building bond.

d. Adjournment

At 9:50 PM Ann Diorio MOVED: to adjourn.
SECONDED: Diana Dillon VOTED: 9-0-0-0, unanimously approved by the Board.

Respectfully submitted,

Organization and Operation of the School Administrative Unit (SAU) School Board

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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 proceeding 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.

D. POWERS AND DUTIES

1. Elect, when necessary, a Superintendent
2. Act upon the Superintendent's nominations for SAU professional staff.
3. Fix 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 chairman (except if the superintendent's position is Vacated). (See screening committee membership for Assistant Superintendent for Hinsdale and 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 DISTRICTS)

REQUIREMENT:

1. Annual: The SAU Board shall meet annually between April 1 and June 1 in each year, at a time and place fixed by the SAU Chairman. The board shall organize by electing the...
 - a. Chair
 - b. Treasurer
 - c. Secretary

SAU #38 PROCEDURE:

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.

This meeting is normally scheduled for May. This meeting is normally held in Fitzwilliam, New Hampshire. Items included in the agenda for this meeting include:

- 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. *Chairman (The chair rotates among the districts)*
 - 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*
- D. *Non Public Meeting: Setting of SAU Salaries, Nominations of SAU Staff*
- E. *Adjournment*

REQUIREMENT:

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

SAU #38 PROCEDURE:

SAU #38 holds an October and a November meeting to satisfy this requirement of the law.

Location: The October meeting will be held in the town of Hinsdale. The November meeting is held in the town of Winchester.

The October meeting serves as a meeting to present the SAU budget to the SAU board. Two weeks prior to the date set for this meeting the SAU prepares and sends copies of the proposed SAU budget to the members of the SAU board. The agenda should include:

- A. Approval of the previous meeting's minutes*
- B. Any New Business*
- C. Presentation and explanation of the SAU budget*
- D. Non Public Session: If needed*
- E. Adjournment*

The November meeting serves as a meeting to set the SAU budget. Other items normally included in 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*

REQUIREMENT:

3. Budget Hearing-Public: There shall be held within the SAU at a time and place specified by the SAU Board Chairman, 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 PROCEDURE:

SAU #38 satisfies the legal requirement for a Public Budget Hearing with a December meeting of the SAU board. This meeting is held in a different SAU town each time. The agenda should include:

Public hearing on the Budget for the next year

- A. Approval of the previous meeting's minutes*
- B. Adoption of the 2000-2001 SAU Budget*
- C. Any New Business*
- D. Non-Public Session (if needed)*
- E. Adjournment*

REQUIREMENT

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

5. Notification of Meetings and Procedure:

- a. Except in emergencies, written notice of each meeting is expected from the Superintendent's office well in advance of the appointed time and legally posted in accord 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.

SAU #38 PROCEDURE

- 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. Any dinners associated with an SAU meeting will occur in a separate area or building prior to or after the SAU meeting.
- 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.

I. ANNUAL AUDIT:

The SAU Board shall authorize an audit of the SAU accounts annually.

J. NON-DISCRIMINATION POLICY:

School Administrative Unit No. 38 does not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, age, sex or handicap under the provisions of Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Education of All Handicapped Children Act of 1975. Any persons having inquiries

concerning School Administrative Unit 38's compliance with the regulations implementing these laws may contact the Assistant Superintendent for Special Education and Student Services, SAU 38, 600 Old Homestead Highway, Swanzey Center, NH 03446, (603-) 352-6955, FAX (603) 358-6708.

The School Districts of School Administrative Unit #38 will provide drug-free schools and workplaces in accordance with the Drug-Free Workplace Act of 1988 and its implementing regulations.

K. ADMINISTRATIVE AUTHORITY:

The Superintendent of Schools is the chief executive officer of the school districts and, in his 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 in 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. Superintendent Services: *SAU 38 Operates WITH a Superintendent in charge of providing Superintendent services*
 - (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 budget 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.

194-C: 4 Superintendent Services. –

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

RSA 197:26 Vacancies. –

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

RSA 91-A: 2 Meetings Open to Public. –

- 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 chairman 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.

RSA 91-A: 3 Nonpublic Sessions. –

I.

- (a) 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.
- (b) 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.
- (c) 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 Policy and Procedures Committee 1999/2000

FNAME	LNAME	DISTRIC	ADDRESS	CITYSTATEZIP	WORK PHONE	HOME PHONE
Don	Arguin	MRS D	451 South Road	Sullivan NH 03445	357-4255 X 2627	357-7383
Curt	Cardine					
Deb	Carluccio	MRS D	25 Village Road	Surry NH 03431	355-2002	352-6327
Ken	Dassau					
Diana	Dillon	HSD	537 Chesterfield Road	Hinsdale NH 03451	363-4100	336-5876
Ann	Diorio	HSD	588 Brattleboro Road	Hinsdale NH 03451	802-387-5517	336-7022
Colleen	Duquette	WSD	63 Elm Street	Winchester NH 03470	357-3510 x 267	239-8207
Dixie	Gurian	MRS D	680 Old Homestead Highway	Richmond NH 03470	352-4209	239-4080
Ruth	Norton	WSD	15 Staddle Hill	Winchester NH 03470		239-6753
Margaret	Sullivan					

PLEASE NOTE CHANGE OF MEETING PLACE

School Administrative Unit #38

Public Notice

The School Administrative Unit #38 Policy and Procedures Committee will meet on Wednesday, February 16, 2000 at 7:00 p.m. in the Library at Hinsdale Elementary School to discuss policies and procedures.

2/3/2000
SAU #38

Please Post

School Administrative Unit #38

Public Notice

The School Administrative Unit #38 Policy and Procedures Committee will meet on Wednesday, February 16, 2000 at 7:00 p.m. in the Ford Building behind Thayer High School in Winchester NH to discuss policies and procedures.

2/1/2000

SAU #38

SAU # 38 MEETING MINUTES DEC. 16, 1999

In attendance: SAU#38 Administration: C. Cardine, R. Seymour and M. Sullivan.
Hinsdale: A. Diorio
Monadnock: D. Gurian and B. Hamill (noted scribe).
Winchester: C. Duquette, D. Hamel and R. Norton.

Meeting called to order at 5:34 PM

Motion by A. Diorio to approve SAU#38 budget of \$1,956,229.22. Second by W. Hamill.

Vote: M 2Y, H 1Y, W 1Y & 2N. With the three votes/Board rule the final total is 7Y 2N. Motion carries.

Motion by R. Norton to approve the minutes of the Nov. 17, 1999 SAU#38 Meeting. Second by A. Diorio. Voted unanimously.

Motion by A. Diorio to adjourn. Second by R. Norton. Voted unanimously.

Meeting ended at 5:46PM. Winchester Board in a hurry to go somewhere.

Respectfully submitted by your rusty scribe,

Bill Hamill



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

12/09/99

To: SAU #38 Board Members
From: Curtis J. Cardine, Interim Superintendent SAU 38

RE: Report on the Budget Form

Dear Board Members;

As you know we held a public hearing on the budget on December 6, 1999.

When we went into regular session to finalize the budget it became clear that the budget forms that were distributed had some conflicting data on them. Mr. Seymour had to leave our meeting to attend the budget committee meeting for the Monadnock Regional School District and was unavailable to help clarify this discrepancy of the 6th. The board decided to wait until we could obtain this clarification before a final vote on the budget.

Point:

Line 1234 C which was listed as the 2000-2001 (\$1,983,352.00) Gross Appropriation did not correlate with Line 408 C (\$1,956,229.22).

Answer:

The correct figure is \$1,956,229.22. This is a difference of \$7,938.22 from the 1999-2000 budget figure of \$1,948,291.00 or an increase of approximately four tenths of a percent. This is also the number that you approved at your November meeting. This is good news as the 1.9% increase reported on the form was based on the incorrect figure of \$1,983,352.00 which was a \$35,061 difference (See Line 1234).

Other Points:

If you total the figures in column C they do not equal last year's appropriation sum. The reason for this is that the \$1,948,291.00 represents what you appropriated at your December 1998 meeting (See minutes for December 1998 or November 1998) and the figures above it reflect the numbers in each category adjusted for what your actual experience should be for this year. (These were set in May of 1999). I will have Mr. Seymour explain this and any other questions you may still have in greater detail at the December 16th meeting. Mr. Seymour and I have reviewed this data in detail and have made the adjustments needed to the spreadsheet for reporting this budget so that this will not occur again.

Thank you for your patience.

Sincerely,

Curtis J. Cardine, Interim 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

Kenneth R. Dassau, Assistant Superintendent

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Thank you for your patience.

Sincerely,

Curtis J. Cardine, Interim Superintendent SAU 38

Please Post

School Administrative Unit #38

The School Administrative Unit #38 Board will meet on Thursday, December 16, 1999 at 5:30 p.m. at Winchester Elementary School in Winchester New Hampshire for final approval of the SAU Budget for the year 2000 - 2001.

SAU #38
12/6/99

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SAU #38
12/6/99

S A U 38

*** INCOMPLETE DESTINATION(S) HIGHLIGHTED BELOW ***

	DATE	TIME	TO/FROM	MODE	MIN/SEC	PGS	JOB#	STATUS
08	12/08	14:22	6033551209	EC--S	00'35"	001	115	OK
09	12/08	14:25	1 603 242 9710	EC--S	00'16"	001	115	OK
10	12/08	14:25		EC--S	00'44"	001	115	OK
11	12/08	14:27	HINSDALE ELEMENT	EC--S	00'36"	001	115	OK
12	12/08	14:26	6032394381	EC--S	00'19"	001	115	OK
13	12/08	14:29	603 352 0815	EC--S	00'19"	001	115	OK
14	12/08	14:30	6035859287	EC--S	00'17"	001	115	OK
15	12/08	14:31	SULLIVAN ELEMENT	EC--S	00'43"	001	115	OK
16	12/08	14:32	SURRY ELEMENTARY	EC--S	00'44"	001	115	OK
17	12/08	14:33	1 603 336 7497	EC--S	00'34"	001	115	OK
18	12/08	14:34	WINCHESTER	EC--S	00'25"	001	115	OK
20	12/08	14:47	MT CAESAR ELEM	EC--S	00'00"	000	115	INC

Please Post

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SAU #38
12/6/99

Put a copy in their box

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SAU #38
12/6/99

Hinsdale, Monadnock and Winchester School Districts
Board Meeting
Monday, December 6, 1999
Ford Building, Winchester

Hinsdale

Present

Diana Dillon, SAU Representative
Ann Diorio, SAU Representative

Monadnock

Present

Don Arguin, SAU Representative, Treasurer
Deb Carluccio, SAU Representative
Dwayne Darley
Chrysten Starrett
Richard Thackston
William Hamill, Secretary and Vice Treasurer

Winchester

Present

Laura Aivaliotis, SAU Representative
Ruth Norton, SAU Representative, Vice Chair
Debra Hamel, SAU Representative
Colleen Duquette

6:30 PM: Public Hearing on the 2000-2001 SAU Budget

At 6:45PM Vice Chairperson, Ruth Norton, called the public hearing to order. Mr. Robert Seymour, Business Manager, was present to answer questions from concerned citizens regarding the 2000-2001 budget. There were no questions from the floor.

At 6:59 PM Richard Thackston MOVED: to adjourn the public hearing.
SECONDED: Chrysten Starrett. VOTED: 9-0-0-0. The motion passes unanimously.

Call To Order

The SAU Board meeting was called to order by Ruth Norton, Vice Chairperson, at 7:00 PM.

Minutes of previous meeting

Richard Thackston MOVED: to approve the minutes of the November 17, 1999 meeting as presented.
SECONDED: Don Arguin.

Administrators

Present

Curtis Cardine, Interim Superintendent
Kenneth Dassau, Assistant Superintendent (until 7:30 PM)
Margaret Sullivan, Assistant Superintendent
Robert Seymour, Business Manager (until 6:45PM)

There was a discussion regarding the total budget amount for the 2000/2001 budget. The minutes reflect a total of \$1,956,229. Several Board members expressed concern that this figure is incorrect. In the absence of Mr. Seymour, who left the meeting after the public hearing, it was suggested that the minutes be tabled until the next meeting, pending corrected information. Mr. Thackston withdrew his motion. Mr. Arguin withdrew his second.

Richard Thackston MOVED: to table the minutes of the November 17, 1999 SAU 38 Board meeting and the 2000/2001 budget vote until the next meeting of the SAU.
SECONDED: D. Arguin.

The minutes of the November 17, 1999 SAU Board meeting and a vote on the 2000/2001 budget are tabled until Thursday, December 16, 1999. The Board will meet on this date at the Winchester Elementary School in the library at 5:30 PM. Interim Superintendent Curtis Cardine will mail a corrected copy of the budget to all Board members. It was decided that one member from each of the three boards would attend the December 16, 1999 meeting. The following members will attend:

Ann Diorio, Hinsdale
Deb Carluccio, Monadnock
Ruth Norton, Winchester

The meeting is open to all Board members wishing to attend.

a. Superintendent Search

Deb Carluccio, Chairperson of the Superintendent Search Committee and SAU Policy and Procedures Committee, was recognized. On behalf of the SAU Policy and Procedures Committee Ms. Carluccio presented the recommended composition of the Superintendent and Assistant Superintendent Search Committees. Monadnock Board members requested a 7-10 minute recess to discuss the proposed list. The Monadnock Board members returned to the meeting. After much discussion there were several amendments to the list. The final lists of persons to be part of the Superintendent Search team and any future Assistant Superintendent Search teams are as follows:

Superintendent Search:

- (3) Monadnock Board members
- (2) Monadnock community members
- (1) Hinsdale Board member
- (1) Winchester Board member
- (1) Assistant Superintendent for Hinsdale/Winchester
- (2) Monadnock principals (1 elementary and 1 high school)
- (1) Monadnock teacher

Assistant Superintendent for Hinsdale/Winchester

- (2) Hinsdale Board members
- (2) Winchester Board members
- (1) Hinsdale teacher
- (1) Hinsdale community member

- (1) Winchester community member
- (1) Superintendent (SAU 38 Monadnock Regional School District)
- (1) Hinsdale principal
- (1) Winchester principal
- (1) Winchester teacher
- (1) SAU Administrator

Ann Diorio MOVED: to accept the list of committee members for the Superintendent Search committee and Assistant Superintendent Search committee as presented.

SECONDED: Richard Thackston. VOTED: 9-0-0-0, the motion passes unanimously.

Ms. Carluccio continued on behalf of the SAU Policy and Procedures Committee, indicating that the Board needed to decide whether an outside firm would be hired to conduct the Superintendent search or whether the Search Committee would conduct the search without outside assistance.

Chrysten Starrett MOVED: to proceed with the Superintendent Search using the Search Committee only, with no outside firm hired.

SECONDED: Richard Thackston.

A long discussion followed with several Board members feeling strongly that the tasks involved with the search would be too much to ask of the Committee, therefore recommended either TRACE or the New Hampshire School Boards Association to conduct the search. Deb Carluccio and other members strongly expressed the opinion that a committee of dedicated, talented individuals would certainly be able to conduct a successful search. Such a committee conducted a successful search for the Director of Curriculum and Instruction.

After much discussion Richard Thackston suggested that one of the two professional firms could be hired to begin the search and that written commitments from Committee members could be secured to assure that each committee member fully understands the commitment. It is felt that either TRACE or the New Hampshire School Boards Association would do as little or as much as the committee requests of them.

VOTE on the motion on the floor (to proceed with the Superintendent Search using the Search Committee only, with no outside firm hired).

	<u>Yes</u>	<u>No</u>
Hinsdale	1.5 votes	1.5 votes
Monadnock	2.5 votes	.5 vote
<u>Winchester</u>	<u>0 votes</u>	<u>3 votes</u>
TOTAL	4.0 yes	5.0 no

The motion does not pass.

Richard Thackston MOVED: to hire the New Hampshire School Boards Association to conduct the search for a new Superintendent.

SECONDED: Colleen Duquette.

A discussion followed. It was established that each of the three school boards would pick their own representative(s) to the committee. The Search Committee will meet with the New Hampshire School Boards Association to determine how much of the search will be conducted by the NHSBA and how much the Search Committee will do. It is the feeling of SAU Board Members present that the composition of the Search Committee and individuals that participate will determine how much of the search will be conducted by the NHSBA. It was suggested that after the Search Committee is formed that the committee would report to the SAU Board to determine the extent of service of the NHSBA that is required. Other Board members felt that since the Search Committee will be charged with the search for a new Superintendent that the SAU Board should have faith in that committee and should allow them to do their work. It was determined that individual boards (Monadnock, Hinsdale and Winchester) will select their member(s) for the Search Committee and report the choices to Deb Carluccio, Chairperson, by December 9, 1999. An initial meeting date will be set for the Search Committee (in December) and a representative of the NHSBA will be invited to attend.

Ann Diorio MOVED: to appropriate up to \$6000 to conduct the Superintendent search.
SECONDED: Richard Thackston.

After several minutes of discussion Ann Diorio withdrew her motion and Richard Thackston withdrew his second.

b. New Business

The Vice-Chairperson recognized Deb Carluccio. Ms. Carluccio gave a brief overview of a TAP Survey (a survey which gave updated information about seventh to twelfth grade youth in the region) that was conducted in the region in the late 1980's. This type of survey will be repeated sometime in the near future. The Interim Superintendent has been invited to a meeting on December 13, 1999 with the United Way to gather more information about participation by the students in SAU 38. Mr. Cardine will report to the Boards regarding information that he obtains at the December 13 meeting. Ms. Carluccio distributed some materials regarding results of the initial survey in 1988.

c. Non Public Session: Legal Matter

At 9:30 PM Colleen Duquette MOVED: that the Board enter a non-public session for the purpose of personnel and legal issues.

SECONDED: Laura Aivaliotis VOTE: 9-0-0-0 by a roll call vote.

There was a short discussion regarding a legal matter and a personnel matter.

At 9:45 PM Laura Aivaliotis MOVED: that the Board return to public session.

SECONDED: Colleen Duquette VOTE: 9-0-0-0 by a roll call vote.

Board members present expressed hardy congratulations to the Winchester Board for the recent passage of their building bond.

d. Adjournment

At 9:50 PM Ann Diorio MOVED: to adjourn.

SECONDED: Diana Dillon VOTED: 9-0-0-0, unanimously approved by the Board.

Respectfully submitted,

Donna M. Hosan

Policies and Procedures For SAU # 38
Minutes

December 6, 1999

Present:

HES - Diana Dillon, Ann Diorio. **WSD** - Ruth Norton, Laura Aivaliotis. **MRSD** - Don Arguin, Deb Carluccio, Chrysten Starrett. **Admin.** - C.Cardine, M. Sullivan, K. Dassau
Minutes

Ann Diorio made a motion to accept the November minutes. Seconded by Laura Aivaliotis. Vote 7-0.

Superintendent Search Committee

Diana Dillon asked to substitute a Hinsdale or Winchester Principal on the superintendent search committee for one of the Monadnock principals so that Hinsdale and Winchester administrators and teachers would have more representation.

Deb Carluccio suggested that the committee might just address the Superintendent Search Committee composition because time was short and leave the Assistant Superintendent for Hinsdale and Winchester Search Committee composition for another time. Laura Aivaliotis and Ruth Norton objected. Deb Carluccio agreed to discuss both as a package.

Don Arguin suggested that the SAU representative on the superintendent search committee be any SAU representative and not particularly the assistant superintendent for Hinsdale and Winchester. Ann Diorio stated that that was not acceptable. Ann Diorio stated that the Hinsdale and Winchester school districts are loosing representation on the superintendent search committee which they have historically had, and only the assistant supt. for HSD and WSD would be an acceptable SAU representative because HSD and WSD would have representation through this position.

Ann Diorio made a motion to "accept superintendent search committee composition with only the assistant supt. for HSD and WSD as SAU representative." Ruth Norton seconded it.

Don Arguin amended the motion to add another SAU administrator to the superintendent search committee. Vote 2 in favor of amendment (Arguin, Starrett). Vote 5 opposed to amendment (Carluccio, Norton, Diorio, Dillon, Aivaliotis). Main motion: "accept superintendent search committee composition with only the assistant supt. for HSD and WSD as SAU representative."

Vote 7-0. Passed unanimously.

Composition of superintendent search committee:

- (3) Monadnock Board members
- (2) Monadnock community members

- (1) Hinsdale Board member
- (1) Winchester Board member
- (1) Assistant Superintendent for Hinsdale / Winchester
- (2) Monadnock principals (1 elementary, 1 high school)
- (1) Monadnock teacher

Assistant Superintendent for Hinsdale/ Winchester Search Committee

Diana Dillon stated that the position of Assistant Superintendent only deals with Hinsdale and Winchester and not Monadnock therefore, any SAU representative (aside from the Superintendent) must also work in the districts. An example was given by Laura Aivaliotis that the Curriculum Director does not (currently) work in Hinsdale or Winchester; therefore, that position should not serve on a Search Committee for the Assistant Superintendent of Hinsdale and Winchester.

Deb Carluccio stated that Monadnock wants more representation than the Superintendent on the committee. Ruth Norton asked why since that position does not have any duties in Monadnock. Curt Cardine stated that the representation of the superintendent on that search committee is enough because it is a powerful position on the committee. Ken Dassau stated that it was reasonable not to have Monadnock represented on the committee, but another SAU administrative position would be a good compromise. Don Arguin agreed, "I can see the point here." All agreed that the composition of the Assistant Superintendent for Hinsdale/ Winchester Search. Deb Carluccio, with a second SAU representative on the search committee. Committee is as follows :Vote 7 -0 Passed unanimously.

Composition of assistant superintendent for Hinsdale and Winchester search committee:

- (2) Hinsdale Board Members
- (2) Winchester Board Members
- (1) Hinsdale teacher
- (1) Hinsdale community member
- (1) Winchester Community member
- (1) Superintendent (SAU 38 MRSD)
- (1) Hinsdale principal
- (1) Winchester principal
- (1) Winchester Teacher
- (1) SAU administrator

Motion to accept both Superintendent and Assistant Superintendent for Hinsdale and Winchester search committee compositions. 7-0 Passed unanimously

meeting adjourned 6:40 PM

Next meeting

February 16, 7:00 PM at SAU

F/A CHART OF ACCOUNTS LIST

Starting account: "First"

Ending account: "Last"

Account types (A T): E = expense account R = revenue account

Parenthesis control codes (P C): D = enclose when debit C = enclose when credit

Compression codes (C C): N = no compression P = by period D = by date

Account-#	Description	A P C Budget T C C Group
01-1200-125-04	SPED ADMIN STAFF SALARIES	E C N 600
01-1200-126-04	Administrator Salaries	E C N 600
01-1200-211-04	SPED STAFF BC/BS	E C N 600
01-1200-212-04	SPED Dental Insur	E C N 600
01-1200-213-04	SPED Life Insurance	E C N 600
01-1200-214-04	SPED Workers Comp.	E C N 600
01-1200-221-04	SPED Retirement	E C N 600
01-1200-230-04	SPED FICA	E C N 600
01-1200-260-04	SPED Unemployment	E C N 600
01-1200-320-04	SPED Staff Development	E C N 600
01-1200-440-04	SPED Maint & Repair	E C N 600
01-1200-531-04	SPED Telephone	E C N 600
01-1200-532-04	SPED Postage	E C N 600
01-1200-550-04	SPED Printing	E C N 600
01-1200-580-04	SPED Travel & Conf.	E C N 600
01-1200-610-04	SPED Supplies	E C N 600
01-1200-640-04	Subscriptions	E C N 600
01-1200-810-04	SPED Dues & Fees	E C N 600
01-1207-110-04	MCED Field Trips	E C N 700
01-1207-115-04	MCED Teachers Salaries	E C N 700
01-1207-211-04	MCED Salary Instr. Assist.	E C N 700
01-1207-212-04	MCED BC/BS	E C N 700
01-1207-213-04	MCED Dental	E C N 700
01-1207-214-04	MCED Life Insurance	E C N 700
01-1207-221-04	MCED Workers Comp.	E C N 700
01-1207-222-04	Non Teacher Retirement	E C N 700
01-1207-230-04	Teacher Retirement	E C N 700
01-1207-260-04	MCED FICA	E C N 700
01-1207-300-04	MCED Unemployment	E C N 700
01-1207-320-04	MCED Professional Svcs	E C N 700
01-1207-580-04	MCED Staff Development	E C N 700
01-1207-610-04	MCED Travel & Conf.	E C N 700
01-1207-630-04	MCED Supplies	E C N 700
01-2140-110-04	MCED Print Media	E C N 700
01-2140-211-04	Psych Services Salaries	E C N 800
01-2140-212-04	Psych Services BC/BS	E C N 800
01-2140-213-04	Psych Services Dental	E C N 800
01-2140-214-04	Psych Svcs Life Insur.	E C N 800
01-2140-222-04	Workers' Comp.	E C N 800
01-2140-230-04	Teacher Retirement	E C N 800
01-2140-260-04	Psych Svcs FICA	E C N 800
01-2140-300-04	Unemployment	E C N 800
01-2140-320-04	Consultant Svcs	E C N 800
01-2140-580-04	Staff Development	E C N 800
01-2140-610-04	Psych Svcs Travel & Conf	E C N 800
	Psych Svcs Supplies	E C N 800

F/A C H A R T O F A C C O U N T S L I S T

Account-#	Description	A P C Budget T C C Group
01-2140-741-04	Psych Svcs New Equip.	E C N 800
01-2150-110-04	Speech & Lang. Salaries	E C N 900
01-2150-115-04	Salary, Aide	E C N 900
01-2150-211-04	Speech & Lang BC/BS	E C N 900
01-2150-212-04	Speech & Lang Dental	E C N 900
01-2150-213-04	Insurance	E C N 900
01-2150-214-04	Workers' Comp	E C N 900
01-2150-221-04	Non Teacher Retirement	E C N 900
01-2150-222-04	Teacher Retirement	E C N 900
01-2150-230-04	Speech & Lang FICA	E C N 900
01-2150-260-04	Unemployment	E C N 900
01-2150-320-04	Staff Development	E C N 900
01-2150-580-04	Travel and Conference	E C N 900
01-2150-610-04	Speech & Lang Supplies	E C N 900
01-2160-110-04	Vision Imp. Salary	E C N 910
01-2160-211-04	BC/BS	E C N 910
01-2160-212-04	Dental Insurance	E C N 910
01-2160-213-04	Life Insurance	E C N 910
01-2160-214-04	Workers' Comp	E C N 910
01-2160-222-04	Teacher Retirement	E C N 910
01-2160-230-04	Vision Impair. FICA	E C N 910
01-2160-260-04	Unemployment	E C N 910
01-2160-300-04	Staff Development	E C N 910
01-2160-580-04	Vision Impair. Travel	E C N 910
01-2160-610-04	Vision Impair. Supplies	E C N 910
01-2170-110-04	Occup. Therapy Salary	E C N 920
01-2170-211-04	BC/BS	E C N 920
01-2170-212-04	Dental	E C N 920
01-2170-213-04	Life Insurance	E C N 920
01-2170-214-04	Workers' Comp	E C N 920
01-2170-222-04	Teacher Retirement	E C N 920
01-2170-230-04	Occup Therapy FICA	E C N 920
01-2170-260-04	Unemployment	E C N 920
01-2170-320-04	Staff Development	E C N 920
01-2170-580-04	Occup Therapy Travel	E C N 920
01-2170-610-04	Occup Therapy Supplies	E C N 920
01-2170-741-04	New Equipment	E C N 920
01-2320-125-04	Supt's Office Staff Salaries	E C N 100
01-2320-126-04	Administrations' Salaries	E C N 100
01-2320-211-04	Supts Office BC/BS	E C N 100
01-2320-212-04	Supt's Office Dental Insur	E C N 100
01-2320-213-04	Supt's Office Life Insur	E C N 100
01-2320-214-04	Supt's Office Workers Comp	E C N 100
01-2320-221-04	Supt's Office Staff Retirement	E C N 100
01-2320-230-04	Supt's Office FICA	E C N 100
01-2320-260-04	Supt's Office Unemployment	E C N 100
01-2320-300-04	Supt's Office Contract Svcs	E C N 100
01-2320-320-04	Supt's Office Staff Dev'l Comm	E C N 100
01-2320-430-04	Supt's Office Custodial Svcs	E C N 100
01-2320-440-04	Supt's Office Repair & Maint	E C N 100
01-2320-531-04	SAU Telephone	E C N 100

F/A CHART OF ACCOUNTS LIST

Account-#	Description	A P C Budget T C C Group
01-2320-532-04	SAU Postage	E C N 100
01-2320-580-04	Supt's Office Travel & Confer.	E C N 100
01-2320-610-04	Supt's Office Supplies	E C N 100
01-2320-630-04	Supt's Office Books	E C N 100
01-2320-652-04	SAU Electricity	E C N 100
01-2320-653-04	SAU Heating Oil	E C N 100
01-2320-741-04	Supt's Office Equipment	E C N 100
01-2320-742-04	Supt's Office Replace Equip.	E C N 100
01-2320-810-04	Supt's Office Dues and Fees	E C N 100
01-2320-890-04	'Salary Increase Internal Tran	E C N 100
01-2520-125-04	Business Office Staff Salaries	E C N 200
01-2520-126-04	Business Manager's Salary	E C N 200
01-2520-211-04	Business Office BC/BS	E C N 200
01-2520-212-04	Business Office Dental	E C N 200
01-2520-213-04	Business Office Life Insur.	E C N 200
01-2520-214-04	Business Office Workers Comp.	E C N 200
01-2520-221-04	Business Office Non Teach Ret.	E C N 200
01-2520-230-04	Business Office FICA	E C N 200
01-2520-260-04	Business Office Unemployment	E C N 200
01-2520-300-04	Bus. Off. Professional Svcs	E C N 200
01-2520-440-04	Business Off. Property Svcs	E C N 200
01-2520-580-04	Bus. Off. Travel & Conf	E C N 200
01-2520-610-04	Bus. Off. Supplies	E C N 200
01-2520-741-04	Bus. Off. New Equipment	E C N 200
01-2520-810-04	Bus. Off. Dues & Fees	E C N 200
01-2620-125-04	Technology Assist. Salary	E C N 300
01-2620-126-04	Technology Director's Salary	E C N 300
01-2620-211-04	Tech Office BC/BS	E C N 300
01-2620-212-04	Tech Office Dental Ins.	E C N 300
01-2620-213-04	Tech Office Life Insur.	E C N 300
01-2620-214-04	Tech Office Workers' Comp	E C N 300
01-2620-221-04	Non Teacher Retirement	E C N 300
01-2620-230-04	Tech Office FICA	E C N 300
01-2620-260-04	Tech Office Unemployment	E C N 300
01-2620-300-04	Professional Services	E C N 300
01-2620-580-04	Tech Office Travel & Conf.	E C N 300
01-2620-590-04	Property Services	E C N 300
01-2620-610-04	Tech Office Supplies	E C N 300
01-2620-630-04	Tech Office Books	E C N 300
01-2620-810-04	Tech Office Dues & Fees	E C N 300
01-9999-999-99	DEFAULT ACCOUNT	E C N 999999
02-1100-110-63	YOUTH SPECIALIST	E C N 510
02-1100-390-00	IDEA Consultant Sal.	E C N 500
02-1100-390-63	CONSULTANT	E C N 510
02-1240-320-00	Staff Development	E C N 500
02-1240-320-63	STAFF DEVELOPMENT	E C N 510
02-1240-540-63	PRINTING	E C N 510
02-1240-741-63	EQUIPMENT	E C N 510
02-2140-110-00	IDEA Salaries	E C N 500
02-2140-110-63	SALARIES	E C N 510
02-2140-115-00	IDEA Assistant Salary	E C N 500

F/A CHART OF ACCOUNTS LIST

Account-#	Description	A P C Budget T C C Group
02-2140-115-63	ASSISTANT SALARY	E C N 510
02-2140-211-00	IDEA BC/BS	E C N 500
02-2140-211-63	BC/BS	E C N 510
02-2140-212-00	IDEA Dental	E C N 500
02-2140-212-63	DENTAL	E C N 510
02-2140-213-00	IDEA Life Insurance	E C N 500
02-2140-213-63	LIFE & LTD	E C N 510
02-2140-214-00	IDEA Workers Comp.	E C N 500
02-2140-214-63	W/C	E C N 510
02-2140-222-00	IDEA Retirement	E C N 500
02-2140-222-63	RETIREMENT	E C N 510
02-2140-230-00	IDEA FICA	E C N 500
02-2140-230-63	FICA	E C N 510
02-2140-260-00	IDEA Unemployment	E C N 500
02-2140-260-63	UNEMPLOYMENT	E C N 510
02-2140-580-00	IDEA Travel	E C N 500
02-2140-580-63	TRAVEL	E C N 510
02-2140-610-00	IDEA Supplies	E C N 500
02-2140-610-63	SUPPLIES	E C N 510
02-2213-110-45	Preschool Teacher's Salary	E C N 400
02-2213-110-56	SALARY - M. KOSKI	E C N 410
02-2213-213-45	Preschool Life Insur.	E C N 400
02-2213-222-45	Retirement Staff	E C N 400
02-2213-222-56	RETIREMENT	E C N 410
02-2213-230-45	Preschool FICA	E C N 400
02-2213-230-56	FICA	E C N 410
02-2213-320-45	STAFF DEVELOPMENT	E C N 400
02-2213-320-56	STAFF DEVELOPMENT	E C N 410
02-2213-390-45	Professional Services	E C N 400
02-2213-390-56	PROF. SERVICES	E C N 410
02-2213-590-45	PTAN	E C N 400
02-2213-590-56	PTAN	E C N 410
02-2213-610-45	Preschool Supplies	E C N 400
02-2213-610-56	SUPPLIES	E C N 410

182 accounts printed

-- End of report --

Please Post

School Administrative Unit #38

Public Hearing

The School Administrative Unit #38 Board will meet on Monday, December 6, 1999 at 6:30 p.m. in the Ford Building in Winchester New Hampshire to discuss the SAU Budget for the year 2000 - 2001.

SAU #38
11/23/99

SCHOOL ADMINISTRATIVE UNIT NO. 38



Hinsdale School District

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

11/23/99

To: SAU #38 Board Members
From: Curtis J. Cardine, Interim Superintendent SAU 38

RE: Agenda for the December 6th Board Meeting of SAU #38

The next regularly scheduled meeting of the SAU 38 Board will take place at the Ford Building in Winchester, New Hampshire. The Ford Building is located behind Thayer High School.

Agenda for December 6, 1999 SAU #38 Board Meeting

6:30 P.M. Public Hearing on the 2000 – 2001 SAU Budget

7:00 P.M. SAU #38 Board Meeting

- A. Public Meeting on the SAU Budget
- B. Superintendent Search
- C. New Business
- D. Non Public Session: Legal Matter
- E. Adjournment

Hinsdale, Monadnock and Winchester School Districts
Board Meeting
Wednesday, November 17, 1999
Monadnock Regional High School Library

Hinsdale

Present

Diana Dillon, SAU Representative
Ann Diorio, SAU Representative

Administrators

Present

Curtis Cardine, Interim Superintendent
Kenneth Dassau, Assistant Superintendent
Margaret Sullivan, Assistant Superintendent
Dr. David Hodgdon, Director of Curriculum
Robert Seymour, Business Manager

Monadnock

Present

Dixie Gurian, SAU Representative, Chairperson
Don Arguin, SAU Representative, Treasurer
Deb Carluccio, SAU Representative
W. Tom Matson
Chrysten Starrett
Richard Thackston
Glenn White
William Hamill, Secretary and Vice Treasurer

Winchester

Present

Laura Aivaliotis, SAU Representative
Ruth Norton, SAU Representative, Vice Chair
Debra Hamel, SAU Representative
Colleen Duquette
Harvey Sieran

1. Call To Order

The meeting was called to order by D. Gurian, Chairperson, at 7:15 PM. D. Gurian asked for a special round of applause for the meal prepared by the Board chefs and Tom Walsh.

2. Minutes of previous meeting

Ann Diorio MOVED: that the minutes of the October 20th meeting be amended to reflect only SAU Board Members as present, with a list of others who attended, not specifically indicating those persons absent.

SECONDED: Diana Dillon.

Discussion: While some members agreed with Ms. Diorio, others felt that all members of all three Boards are actually part of the SAU Board, although each board only receives three votes. D. Gurian asked that the issue be tabled until the next meeting in December at which time C. Starrett will provide documentation regarding composition of the Board.

A. Diorio withdrew her motion and D. Dillon withdrew her second. The issue is tabled until the next meeting. Diana Dillon requested that Administrators present be listed in the minutes.

G. White MOVED: that the minutes of the October 20, 1999 meeting be approved.

SECONDED: B. Hamill.

VOTED: 9-0-0-0, unanimously approved by the Board.

3. Superintendent's Report

C. Cardine was recognized and presented his report. Mr. Cardine thanked all Board members for the vote of confidence afforded him since taking over as Interim Superintendent. Specific thanks were given to the Assistant Superintendents, Mr. Seymour, the central office staff and David Dahl.

Mr. Cardine listed the following improvements since he has been Interim Superintendent:

1. stronger organization in the SAU office
2. monthly meetings of administrators in the SAU office which commenced in October
3. regular meetings of the SAU staff are now in place.
4. the development of an SAU manual, with the functions of each department listed (expected to be ready in March 2000). The manual will include a history of the SAU (which will be ready in a week or two and distributed to Board members)
5. updated financial reports because of the new financial computer system
6. recovery of Medicaid reimbursement funds
7. the development of an SAU Policy and Procedures manual, outlining functions of the SAU (ready in February 2000)

A report by the SAU Policy and Procedure Committee will be presented at the December 6, 1999 meeting.

4. Second Reading of 2000-2001 SAU #38 Budget

Mr. Seymour presented an updated version of the 2000-2001 SAU Budget. The budget is up only 1.8% for a total of \$1,956,229 (this includes a base salary increase of \$520 for the SAU Support Staff).

R. Thackston MOVED: to accept the 2000-2001 SAU Budget as presented.

SECONDED: G. White.

A discussion followed. L. Aivaliotis indicated her concern regarding a 5% increase for salaries, which is included in the budget as presented. Mr. Seymour answered that the 5% is not a guarantee that staff will receive a 5% increase, rather a cushion of funds that would be available should salaries increase. He indicated that if there was money left over at the end of the fiscal year it would be returned to the general fund. On 6/30/98 there was a fund equity of \$769 and on 6/30/99 there was a fund equity of \$19,294. The funds stay in the general fund as a balance forward. These funds are not used without the approval of the SAU Board. The Board could vote to return the money to district towns.

L. Aivaliotis MOVED: to amend the budget as presented to reduce the salary increase from 5% to 3%.

SECONDED: C. Duquette.

There was further discussion regarding the budget.

L. Aivaliotis called the question.

VOTE on the motion to reduce the raise from 5% to 3%:

<u>Monadnock</u>		<u>Hinsdale</u>		<u>Winchester</u>		<u>Total Votes</u>	
yes	.375	yes	0	yes	1.2	yes	1.575
no	2.625	no	3	no	1.2	no	6.825
				abstain	.6	abstain	.6

The motion does not pass.

There was further discussion regarding the original motion. Even though the budget includes a 5% increase for salaries, the District is not committed to grant such raises.

VOTE on the original motion, to approve the 2000-2001 budget as presented.

<u>Monadnock</u>		<u>Hinsdale</u>		<u>Winchester</u>		<u>Total Votes</u>	
yes	3	yes	3	yes	1.8	yes	7.8
				no	1.2	no	1.2

The motion passes.

5. Auditor's Report

Mr. Seymour reported that the auditor's report shows a fund equity of \$19,294. The auditor's report is public record.

6. New Business

None

7. Non-Public Session: Personnel

None

Reminder: the next meeting is Monday, December 6, 1999 at 7:00 PM at the Ford Building in Winchester (the Ford Building is behind Thayer High School).

8. Adjournment

At 8:20 PM L. Aivaliotis MOVED: to adjourn
SECONDED: C. Duquette. VOTE: Unanimous.

Respectfully submitted,



Donna M. Hosang



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



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Kenneth R. Dassau, Assistant Superintendent

Robert A. Seymour III, Business Manager

11/23/99

To: SAU #38 Board Members
From: Curtis J. Cardine, Interim Superintendent SAU 38

RE: Search Committee Materials

Enclosed please find brochures for TRACE's search services and the NHSBA's search services. During the December meeting of the SAU Board you will be discussing whether to use a professional service to conduct the Superintendents search or handling this procedure on your own.

Sincerely,

Curtis J. Cardine, Interim Superintendent SAU 38

A Short History of SAU 38

School Administrative Unit # 38
Hinsdale School District,
Monadnock Regional School District, and Winchester School District

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:

From archives and interviews of past superintendents, secretaries, and board members. Special thanks to Roger Sundstrom, Ken Hewitt, Bill Wheeler, Richard McCarthy, Austin Frain, Stella Godleski (SAU 25: 1930 - 1967) & 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.

Supervisory Union #38: History

Significant Dates:

1960-61:Supervisory Union # 38: (to 1960-61):

Superintendent: Mr. Bowbly

Oral History from: Dot Urquhart who was in the office from 1958 – 1980 and ran the office.

Towns Constituting Supervisory Union #38 in 1960:

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

In 1962 Chesterfield and Westmoreland went to Union 29 in Keene

In 1962 Harrisville, Marlborough, Nelson went to 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

Supervisory Union #25: History
Located over SmallEase Grocery Store in Winchester

- History back to 1928: Supervisory Union #25 consisted of **Swanzy, Richmond, Winchester and Hinsdale.**
- Wesley Douglass was Superintendent in 1928
- Charles Walker replaced Mr. Douglas at the end of 1938 and was in to 1945
- Charles Walker died in 1945 Richard Martin replaced him as Superintendent
- Richard Martin left as superintendent in 1947
- Chet Lees who was 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 Swanzy 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 1967 - Present: Superintendents and Assistants

- 1967 - 1985: **Dr. Austin Frain - Superintendent of Schools**, Ken Hewitt: Assistant Superintendent, Roger Sundstrom: Assistant Superintendent for Hinsdale and Winchester.
- 1985 - 1988: **Roger Sundstrom: Superintendent of Schools**, Ken Hewitt: Assistant Superintendent, Richard McCarthy: Assistant Superintendent for Hinsdale and Winchester.
- 1988 - 1998: **Dr. William Wheeler: Superintendent of Schools**, Ken Hewitt: Assistant Superintendent, (Replaced by Kathy Holt in 1993) , Richard McCarthy: Assistant Superintendent for Hinsdale and Winchester, (Retired in 1997: Replaced by Margaret Sullivan)
- 1998 - 1999: **Dr. Elaine Brigman: Superintendent of Schools**, Kathy Holt: Assistant Superintendent (Title was changed in 1998 to Director for Curriculum and Instruction: Aminda Nicoloro replaced in 1998 by Jed Butterfield and again in 1999 by Dr. David Hodgdon) Ken Dassau became Assistant Superintendent for Student Services in 1999 (effective July 1, 1999)

School Administrative Unit 38
Providing Administrative Services for Monadnock, Hinsdale, and Winchester School Districts

These services include:

- **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**

- 26. Coordination and Development of School Programs (Including Inter-district Programs) Regular Education, Special Education, & Vocational Education
- 27. Curriculum Design, Implementation and Evaluation
- 28. Instructional Materials Selection & Development
- 29. Orientation of Administrative Staff and Boards
- 30. Orientation of Teachers
- 31. Supervision and Evaluation of Administrators
- 32. Supervision and Evaluation of Teachers
- 33. Staff Development and Professional Growth
- 34. Evaluation of Student Progress & Program Effectiveness
- 35. School Improvement and Goal Setting Efforts.
- 36. Guidance & Psychological Services.
- 37. Library & Media Services

Division of Labor at the SAU Level
Minimum Job Requirements

• **Superintendent of Schools**

Roles and Responsibilities

- 1. Preparation and presentation of SAU and Monadnock Regional School District annual budgets.
- 2. Instruct, advice, 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 superintendents.
- 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 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 Secretaries and Support Staff at SAU.
- 4. Assists Monadnock and SAU Boards in their Annual Evaluation Process.

Overview of Superintendent's of Schools Organizational Responsibility by Facility

Chief Executive Officer for SAU #38 Offices and Staff

Monadnock Regional High	Population: 800
Monadnock Regional Junior High	Population: 453
Mt. Caesar Elementary School	Population: 450
Troy Elementary School	Population: 186
Gilsum Elementary School	Population: 68
Cutler Elementary School	Population: 359
Surry Elementary School	Population: 42
Emerson Elementary School	Population: 209
Sullivan Elementary School	Population: 45

of Teachers Monadnock Regional School District: 201 Certified

Total Staff Monadnock:	461
Total Student Population SAU:	4144
Total Student Population MRSD:	2612

Percentage of SAU Population of Students in Monadnock Regional School District: 63.038%

Approximate: 63%

Assistant Superintendent for Hinsdale and Winchester

Roles and Responsibilities

- 1. Preparation and presentation of Winchester and Hinsdale School Districts' annual budgets.
- 2. Work with the Business Manager in constructing budgets, budget procedures, practices, and reports for Winchester and Hinsdale.
- 3. Sign and approve Winchester and Hinsdale purchases
- 4. Approve contracts of payment for services for Hinsdale and Winchester.
- 5. Keep teacher and non-teacher applications by position, provide applications to principals and directors upon need, provide information
- 6. Participate in developing and executing all contracts involving Winchester and Hinsdale Schools.
- 7. Develop Meeting Agendas for Hinsdale and Winchester Boards.
- 8. Develop Policy and Advise Hinsdale and Winchester Boards.
- 9. Implement Policy Changes and Revisions for Hinsdale and Winchester Boards.
- 10. Prepare Hinsdale and Winchester School Districts' Annual Reports.
- 11. Direct Preparation for the Annual School District Meetings and any Special School Meetings for Hinsdale and Winchester School Districts.
- 12. Assist in Budget Preparation and Presentations for Hinsdale and Winchester School Districts.
- 13. Work with Building Committees to Develop Building Plans and Bond Presentations. Work Directly with Architects and Contractors during Construction.
- 14. Work Directly for Winchester and Hinsdale School Boards as Directed by Those Boards.
- 15. Develop and Implement Long Term Maintenance Programs with Winchester School District and Hinsdale School District Principals.
- 16. Review all WSD and HSD Budgets and Proposals.
- 17. Approve Applications for Federal Programs in HSD and WSD.
- 18. Monitor Programs at WSD and HSD.

Instructional Services

- 1. Work Cooperatively with School Administrations and Staff and School Boards in WSD and HSD.
- 2. Approve Purchase Requisitions from WSD and HSD schools.
- 3. Meet Regularly with the HSD / WSD Boards and Principals on Curriculum.
- 4. Assist WSD and HSD Principals with Curriculum and Assessment.
- 5. Coordinate Curriculum Assistance from SAU Curriculum Coordinator with WSD and HSD Schools.
- 6. Represent HSD and WSD on the Staff Development Committee.
- 7. Coordinate Joint District (HSD & WSD) Administration Meetings.

Overview of Assistant Superintendent for Hinsdale and Winchester Schools Building Responsibilities

Hinsdale High School and Junior High School	Population: 360
Hinsdale Elementary School	Population: 416
Thayer Junior / Senior High School	Population: 372
Winchester Elementary School	Population: 384

Total Student Population: 1532

Total Staff Hinsdale: 100

Total Staff Winchester: 100

Total Student Population for SAU:	4144
Total Student Population for Hinsdale and Winchester Districts:	1532

Percentage of SAU Students in Hinsdale and Winchester: 36.969%

Approximate: 37%

Assistant Superintendent for Special Education and Student Services

Assistant Superintendent for Special Education and Student Services

- 1. Develop Special Education Budget for SAU and the Three Districts.
- 2. Purchase Special Needs Equipment for all Three Districts.
- 3. Verify Time Slips of Related Service Providers, aides, OT, PT, Speech, and Others in the Three Districts.
- 4. Supervise SAU Special Services Staff: Psychologists, Speech Personnel, Secretary, Special Education Teachers and Related Services Providers .
- 5. Hire All Special Services Providers at the SAU and District Levels.
- 6. Participate in SAU Board Meetings and District Meetings as Requested.
- 7. Participate in Special Education Meetings (Consult and as Area of Certification Representative).
- 8. Write, Establish and Broadcast All Special Education Policy per State Regulations.
- 9. Respond to Initial Referrals for Special Services (Child Find) from MFS, MDS, and DCYF.
- 10. Consult with Building Principals and Administrators on 504 Building Accessibility Issues and Section 504 Rules.
- 11. Arrange Transportation of Special Needs Students, In District and Out.
- 12. Write Annual Federal Grants for 94-142, 89-313, and Pre-Schools.
- 13. Evaluate Placements and Programs.
- 14. Supervise Compliance Data Entry, Requisite Forms (IEP, etc) for Coded Population in All Districts.
- 15. Record Maintenance for SAU Office Student SPED Files.
- 16. Handle On-Site Reviews by OCR.
- Arrange for Specific Medical Assessments with Providers.
- 17. Designated Title XI Coordinator for SAU.
- 18. Liaison with Educational Agencies, Re: Out of District Placement Public and Private.
- 19. Monitor Foster Placements and Billing of Special Education Services to Other Districts.
- 20. Develop and Participate in Out of District Team Placements
- 21. As Directed by Superintendent or Assistant Superintendent for Winchester and Hinsdale.
- 22. New Special Education Staff Orientation.
- 23. Supervise SAU special Services Staff, Teachers, School Psychologists, Speech Personnel, OT and PTs.
- 24. Develop Staff Development Plans for SPED Staff.
- 25. Orchestrate Referral Process for SPED.
- 26. Participate as an EH Specialist on SPED Teams at Local Level.
- 27. Act as SAU Representative in Due Process Cases, Manage Case and Report to Superintendent.



November 9, 1999

Ms. Dixie Gurian, Chair, SAU 38 Board
SAU 38 Board Members
C/o Ms. Terry Stepenuck
SAU 38
600 Old Homestead Highway
East Swanzey, NH 03446

Dear Chair Gurian:

Attached are copies of a TRACE proposal to conduct a search for a superintendent for SAU 38.

As you may know, TRACE is experienced in conducting such searches and providing a broad range of consulting services to school districts and school boards throughout the region.

As you consider your upcoming search, please know that I am more than willing to meet with the SAU 38 Board for the purpose of discussing how TRACE may be of service in this most important process.

Thank you for your consideration.

Sincerely,

Joseph Della Badia, Ed. D.
Executive Director

Wheelock Office Park, Suite 16
31 Old Etna Road
Lebanon, NH 03766-1933
603-448-8877
Fax 603-448-7133

E-mail: TRACE@valley.net
URL: <http://www.valley.net/~trace>

TRACE Educational Services
Superintendent Search Process

Mission

TRACE is committed to meeting the needs of its client school board by identifying and assisting in the selection of that professional whose background, experience, and qualifications best fit with the criteria established by the Board as most desirable for the educational leadership of its schools and community.

I. Preliminary Steps

A. Meet with Board to facilitate agreement of key components of the search:

timeline
search committee composition; how selected
desirability of community forum
salary range for the position
length of contract
breadth and scope of advertising

B. Meet with Search Committee to facilitate agreement on

meeting schedule
qualities, characteristics of successful candidate
number, length, structure of interview sessions to be held
site-visit requirements

C. Meet with administrators and teaching staff members to gather information on leadership traits seen desirable in superintendent; share that information with Board/Search Committee

D. Facilitate one or more meetings with parents and other community members to gather information as above; share that information with Board/Search Committee

II. Initiating the search process

A. Prepare position announcement brochure; distribute to

each public school central office in Vermont and New Hampshire
Executive Offices of each School Boards Association in the United States
Executive Offices of each Administrators/Superintendents Association in
the United States
placement offices of selected universities with graduate schools of
education

B. Prepare and place position advertisements

Education Week

other publications as agreed upon
TRACE web pages on the Internet

C. Review TRACE data-base for prospective candidates; encourage application by those meeting established criteria

III. Conducting the search

A. Review and screen applications; select those to be reviewed by Search Committee

B. Consult with references – listed and others

C. Determine eligibility for certification in state

D. Present selected applications to Search Committee; facilitate process for determining which candidates to be invited for interview

E. Schedule interviews with selected candidates; attend interview sessions; facilitate narrowing to finalists

F. Prepare presentation of finalists to Board; arrange for Board/Committee finalist interviews; attend Board meeting; facilitate discussion

G. Arrange for site-visit(s) to home district(s) of finalist(s)

H. Notify selected candidate of offer to become superintendent

IV. Closing the process

A. Work with Board and selected candidate to facilitate contract agreement

B. Notify unsuccessful candidates, expressing gratitude for interest

C. Prepare public statement for release to local press

D. Attend public meeting at which superintendent is formally appointed

V. Fees, expenses, and other costs

The fee for the search as described is \$5950. This includes all consultant services and internal TRACE administrative and clerical assistance.

Expenses are documented and charged to the board at cost. These include mileage and out-of-pocket expenses of the consultant, telephone, FAX, and high-volume photocopying.

"Other costs" refers primarily to advertising, and will vary depending on the breadth and scope of advertising the position. This cost is borne by the board.

VI. Consultants

Consultants in the TRACE network are carefully selected from among experienced professional educators with a broad range of expertise in public school administration and leadership. For the purpose of conducting administrative searches, TRACE assigns those who have experience as superintendents and who have been active in conducting searches. The Board has the option of selecting a specific individual to conduct the search. The following list contains the names of five consultants currently active in conducting searches:

--Dr. Joseph Della Badia, Executive Director, TRACE, former superintendent, SAU 22, Hanover

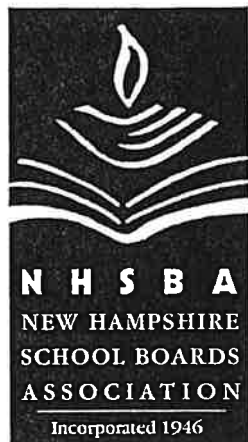
--Dr. William Wheeler, Associate Director, TRACE, former superintendent, SAU 38, Monadnock Region

--Mr. George Corrette, former superintendent, SAU 4, Newfound Region

--Dr. John Carr, former superintendent, SAU 62, Mascoma; Professor of Education, Plymouth State College

--Dr. Howard Goodrow, former superintendent, SAU 65, New London and Kearsarge Regional

November 5, 1999



Supt. Curtis Cardine
SAU 38
600 Old Homestead Highway
Swanzy, New Hampshire 03446

Re: Search for a Superintendent

Dear Supt. Cardine:

The Executive Director, Dr. Paul W. Krohne, of the New Hampshire School Boards Association and I am pleased to offer the School Boards of SAU 38 the following information as typical steps involved in a comprehensive Superintendent Search.

NEW HAMPSHIRE
SCHOOL BOARDS
ASSOCIATION

14 Fayette Street
Concord NH 03301-3711

Telephone
603/228-2061

FAX
603/228-2351

NH Toll Free
1-800/272-0653

eMail
sbadmin@nhsba.org

1. Develop camera-ready copy of the following documents:
 - a. Formal one-page *Invitation to Apply* concerning the position vacancy, the statistics and characteristics of the schools involved, and the surrounding community;
 - b. Formal *Advertisement* for placement in newspapers of general circulation (e.g., *Education Week*) and professional journals specializing in administrative vacancy notices; and
 - c. Formal four-page *Application* with Reference Forms.
2. Mail *Invitation to Apply* to:
 - a. All school administrative offices throughout the state;
 - b. All state school boards associations;
 - c. All college and university placement centers;
 - d. Publications applicable to the position sought, such as those of the American Association of School Administrators, the National Associations of Elementary and Secondary School Principals, and private School Administrator Placement Services;
 - e. Active candidates known to the New Hampshire School Boards Association and other applicants; and
 - f. Telecommunications services (Internet).

DEBORAH E.
CAMPBELL
Administrator

3. Place ads in designated publications.
4. Respond to all telephone and written inquiries concerning the vacancy, the schools, the communities, and state education law from potential applicants. (NOTE: All candidates should be directed to NOT contact any member of the Search Committee or SAU Board unless requested to do so.)
5. Mail application packets to all potential candidates.
6. Develop and maintain individual confidential files on all candidates. (Monitor the receipt of application materials to assure completeness and make necessary contacts with candidates when materials are missing.)
7. Respond to all inquiries concerning the search from all applicants, the general public, or members of the news media.
8. Complete telephone reference checks.
9. Conduct comprehensive candidate interviews either by telephone or in person to ascertain more than "directory information," i.e., management styles, assessment of previous professional experiences, professional strengths/weaknesses, etc.
10. Schedule separate and independent reviews of all candidate portfolios by all members of the search committee or school board.
11. Identify semi-finalists.
12. Coordinate the semi-finalist interview schedule.
13. Provide training to the SAU Board and/or the Search Committee in interview techniques, in the formulation of interview questions, and in avoiding inappropriate or illegal interview questions.
14. Schedule semi-finalist interviews leading to the selection of the finalists.
15. Conduct final telephone reference checks.
16. Make arrangements for on-site visits by board member(s) to current employment location of finalists (optional but highly recommended).
17. Coordinate full day of visits to schools and communities by finalists.
18. Coordinate finalist interview schedule.

19. Attend finalists' interviews.
20. Assist in negotiating the contract language, salary, and fringe benefits with the successful candidate.
21. Notify all unsuccessful candidates.
22. Prepare and distribute a news release of the appointment of the successful candidate.

In addition to these steps, it is *extremely important* to:

1. Develop a strategy to actually recruit candidates to this position and not to simply rely on advertising to reach potential candidates.
2. Determine early in the process whether (and in what format) a search committee will be utilized and if public input sessions will be scheduled for community members and/or faculty in the process.

Salary Range

One of the first important decisions the Board will have to make is the salary range which will be advertised. The following information may be helpful to you:

School Administrative Unit:	SAU 38
Student Enrollment (Fall, 1998):	4,203
1998-99 Current Superintendent Salary:	\$82,000

	AVERAGE SUPERINTENDENT SALARY	SALARY RANGE
STATE	\$78,217	\$54,000 - \$99,775
SOUTHWEST REGION	\$80,213	\$63,000 - \$99,775
SAUs WITH 2,500 - 4,500 STUDENTS	\$82,274	\$75,000 - \$90,000

Search Schedule

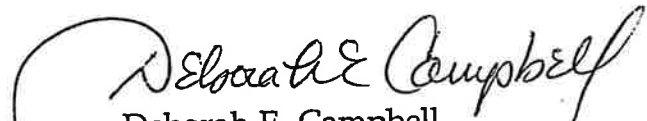
A comprehensive search is not something which should be rushed. You should plan on a minimum of six months from the time you agree to formally begin the search until the new Superintendent will be on the job. A sample schedule accompanies this introduction to demonstrate the timeline involved in a full search for a new Superintendent with an anticipated starting date of July 1, 2000.

Cost Estimate

Enclosed with these documents is an estimate of costs associated with the steps outlined above. An average of \$6,000.00 to \$7,500.00 in expenses can be expected in addition to any professional fees which the school board might incur in the search process. If the School Boards of SAU 38 agree to consult with the New Hampshire School Boards Association for assistance in its process of securing its next Superintendent, please sign and return one copy of the Full Search Proposal agreement in the accompanying envelope along with a retainer of \$2,000.00.

I hope you find this summary helpful as you prepare to search for your new Superintendent. If you have any questions, the staff at the New Hampshire School Boards Association stands ready to assist you at any time, and a list of references of the Association's work in other administrative searches is included for your review. Thank you for the opportunity to offer these guidelines as the School Boards of Hinsdale, Monadnock Regional, and Winchester begin to address this most important responsibility. Please keep in mind that Paul and/or I would be pleased to discuss the search process with your Boards at any time.

Kindest regards,



Deborah E. Campbell
Administrator

Enclosures

- Full Search Proposal Cost Estimate
- List of **NHSBA** References
- Proposed Schedule
- Advertisement for *Education Week*
- 15 EASE Brochures

NEW HAMPSHIRE SCHOOL BOARDS ASSOCIATION
ADMINISTRATIVE SEARCH
COST ESTIMATE • SCHOOL ADMINISTRATIVE UNIT 38

Full Search Proposal
Professional Services Fee: \$5,800
\$2,000 Retainer for Services Required upon Engagement

The Professional Service Fee for the Full Search Proposal will include all additional services which may be required if a "re-opening" of the entire search is necessary.

Additional Costs which are the Responsibility of the SAU Board:

Expense Item	Expense Range	Reasonable Estimate
Printing, Postage, Telephone	\$400 - \$600	\$500.00
Paid Advertisements	\$0 - \$2,400	\$1,500.00
Candidate Expenses	\$0 - \$1,200	\$1,000.00
Moving Expenses for the Successful Candidate	\$0 - \$2,500	\$2,500.00
Miscellaneous Expenses	\$0 - \$1,000	\$1,000.00

If the foregoing Full Search Proposal agrees with your understanding of the services to be rendered by the New Hampshire School Boards Association, please sign and return one copy to the NHSBA office along with your retainer.

Dr. Paul W. Krohne, Executive Director
New Hampshire School Boards Association

Representative of the Board of SAU 38

Date

Date

You be surprised at the

E A S E

of your next administrative search!

The **NHSBA's** experienced search consultants assist your board in the search for your next ...

- Superintendent
- Assistant Superintendent
- Business Administrator
- Principal

The **NHSBA** staff assists your school district in determining its needs in ...

- educational management
- educational administration
- leadership evaluation

The **NHSBA** custom designs the search process to meet the needs of your school board by providing ...

- a step-by-step plan of action
- a suggested process schedule
- a detailed cost analysis
- a professional guide through the process requirements
- assurance of quality

comprehensiveness
confidentiality



THE ADMINISTRATIVE SEARCH PROCESS

The **NHSBA's** Educational Administrator Search Exchange guides your school board through any or all of the steps involved in the process of hiring the administrators your school district needs:

1. **Preliminary Meeting and Service Determination** - A member of the **NHSBA** staff provides a full explanation of the search process. A service contract is based on your school district's needs and the extent of the services required from the **NHSBA**.
2. **Assessing Priorities** - The **NHSBA** assists your school board with interviewing local constituencies, at the Board's discretion, to determine the needs and desires of the district and the attitudes, abilities, and skills required of the new educational administrator.
3. **Advertising and Administering the Recruitment and Application Procedure** - The **NHSBA** develops a vacancy notice and printed brochure (approved by the Board) describing the district and the position. Notices and advertisements are distributed to key agencies, placement centers, newspapers, and Web Sites. Timelines, deadlines, and application materials are established and published.
4. **File Maintenance** - The **NHSBA** responds to every inquiry with an application and brochure. Confidential files on each candidate are maintained with completed application forms, resumes, transcripts, and current letters of reference or placement papers.
5. **Candidate Screening** - Candidates and references are interviewed by your **NHSBA** search consultant to form recommendations, if requested, for your school board.
6. **Candidate Interview** - Your **NHSBA** consultant schedules interviews of selected candidates with the Board or Search Committee. Suggested interview structure and procedures, including sample interview questions, are provided to the Board.
7. **Reference Checks** - Your **NHSBA** search consultant assists your school board members in thoroughly checking the references of the finalists and guides you through personal contact with people who know the candidates to verify their qualifications and competence for the position. This often involves visiting on-site at each candidate's current position.
8. **Contract Development** - The **NHSBA** provides your Board information to assist in the development of an effective contract for the successful candidate in addition to press releases announcing the appointment. The **NHSBA** notifies unsuccessful candidates.

THE NHSBA ADVANTAGE

When you contract with the New Hampshire School Boards Association to conduct your search, you not only get the benefit of staff experience, but you also send your invitation to apply to a pool of quality applicants. The **NHSBA** keeps in touch with potential applicants around the world and throughout the United States.

Unlike any other search service, the **NHSBA** offers a nationwide search network through its sister Associations in each of the other 49 states.

The **NHSBA** understands the school boards of New Hampshire better because that's *exactly* who we are!

For complete references, please call the **NHSBA** today and see how we can design a search to meet your district's needs.



New Hampshire School Boards Association

14 Fayette Street
Concord NH 03301-3711

603/228-2061

NH Toll Free 800/272-0653

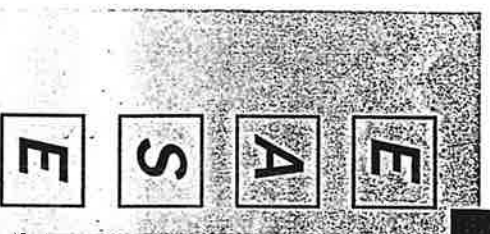
Fax 603/228-2351

E-Mail admin@nhsba.org

Web Site <http://www.nhsba.org>

Address Service Requested

New Hampshire School Boards Association
14 Fayette Street
Concord, New Hampshire 03301-3711



NHSBA'S

Educational

Administrator

Search

Exchange



NEW HAMPSHIRE SCHOOL BOARDS ASSOCIATION

14 Fayette Street
Concord NH 03301-3711

603/228-2061

NH Toll Free 800/272-0653

Fax 603/228-2351

E-Mail admin@nhsba.org

Web Site <http://www.nhsba.org>

Non-Profit Org.
US POSTAGE
PAID
Permit # 1697
Concord NH 03301

INTEROFFICE MEMORANDUM

TO: CURT, MARGARET, TOM, JEN, BOB, DAVE
FROM: KEN *KMS*
SUBJECT: REMINDER
DATE: 11/30/99
CC: TERRY

Reminder. As stated in the memo of 11/18/99 there is a meeting on Thursday, December 2, from 1:15-3:00.

See attached.

SAU 38 INTEROFFICE MEMORANDUM

TO: CURT, MARGARET, JEN, DAVE, TOM, BOB
FROM: KEN *Wm*
SUBJECT: SAU ADMINISTRATORS PT. II
DATE: 11/18/99
CC: TERRY

NOTE: Minor Time Adjustment

The next SAU administrative meeting is scheduled for Thursday, December 2, from 1:15-3:00

Agenda:

- Curt- Distribution of SAU history and superintendent's report to the SAU Board 11/18/99
- SAU budget 1999-2000
- SAU budget 2000-2001
- Anything else

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, Interim Superintendent

Margaret A. Sullivan, *Assistant Superintendent*
Robert A. Seymour III, *Business Manager*

Kenneth R. Dassau, *Assistant Superintendent*
David Hodgdon, Ph.D., *Dir. of Curriculum & Inst.*
Thomas C. Warner, *Director of Technology*

November 15, 1999

Dr. Elaine Brigman
PO Box 307
Winnisquam NH 03289

Dear Dr. Brigman:

Under the terms of your agreement with SAU #38, specifically paragraph 8 thereof, in the event of your termination with payment, the SAU agreed to pay you your "full salary and economic benefits" due under the agreement "reduced by any compensation or benefits earned by [you] following termination which [you] [were] not earning prior to termination."

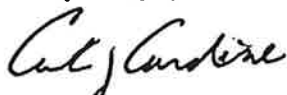
Effective with your next pay check, a certification will be required stating that, for the pay period in question, you have not received any compensation or benefits which you were not earning before your termination.

If you refuse to sign and return the certification, we will suspend your payments on the assumption that you are earning compensation and benefits equal to or greater than the amount provided for in the agreement.

Enclosed is a sample certification that will accompany your next pay check and each pay check thereafter.

Please call if you have any questions or if you would like to discuss this procedure with me.

Very truly yours,



Curtis J. Cardine
Interim Superintendent

cc: Dixie Gurian, Chair, SAU #38 (w/enc.)

GOODNOW, ARWE, AYER, PRIGGE, HOPPOCK & KANE
PROFESSIONAL CORPORATION
ATTORNEYS AT LAW

JOHN S. GOODNOW
WILLIAM N. PRIGGE
JOSEPH S. HOPPOCK

45 ROXBURY STREET
P. O. BOX 505
KEENE, NEW HAMPSHIRE
03431-0505

JOHN R. GOODNOW
(1931-1972)

KENNETH J. ARWE
(1943-1987)

FRANCIS H. AYER
(1948-1993)

LARRY S. KANE

TELEPHONE (603) 352-0222
FAX (603) 352-5571

FAX TRANSMITTAL COVER SHEET

DATE: 10 November 1999

NUMBER OF PAGES: 4
(Includes Cover Sheet)

TO: Curtis Cardine, Acting Superintendent

FAX NUMBER: 358-6708

COMPANY: SAU 38

FROM: Joseph S. Hoppock, Esq.

RE: SAU 38 / Elaine Brigman

OUR FILE NO: 3464-A

IF THERE IS A PROBLEM WITH THIS TRANSMISSION, PLEASE CALL: Linda
ORIGINAL DOCUMENTS WILL / WILL NOT FOLLOW BY MAIL.

Confidentiality Notice: This fax transmission may contain confidential information belonging to the sender which is legally privileged and which is intended only for the use of the individual or entity named above. Any copying, disclosure, distribution or dissemination of this information or the taking of any action based on the contents of this communication is strictly prohibited. If you have received this transmission in error, please notify us immediately by telephone and return the transmission to us by mail or by delivery to our address above. Thank you.

GOODNOW, ARWE, AYER, PRIGGE, HOPPOCK & KANE

PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

45 ROXBURY STREET

P. O. BOX 505

KEENE, NEW HAMPSHIRE 03431-0505

TELEPHONE (603) 352-0222

FAX (603) 352-5571

WILLIAM N. PRIGGE
JOSEPH S. HOPPOCK
LARRY S. KANE

JOHN B. LOFTUS, III

JOHN R. GOODNOW (1931-1972)
KENNETH J. ARWE (1943-1987)
FRANCIS H. AYER (1948-1993)OF COUNSEL
JOHN S. GOODNOW

November 10, 1999

*Via First Class Mail & Telefax: 358-6708*Curtis Cardine, Acting Superintendent
SAU 38
600 Old Homestead Highway
Swanzey, NH 03446

Dear Curt:

I spoke with Bob Seymour regarding Ms. Brigman.

Enclosed please find a draft of a proposed letter for your signature.

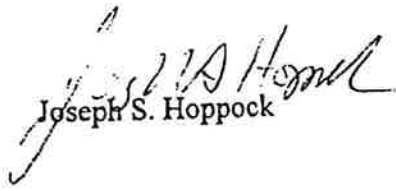
If there is concern that Elaine may be receiving compensation from sources other than Petersham, I recommend that the SAU send the proposed certification with each paycheck that is sent to her. If she does not sign and return the certification before the next pay check is sent, don't send the pay check.

The dates covered by the certification would correspond with the pay period covered by the check she receives with the certification.

Bill has worked with the letter and concurs with the procedure to be used.

Please let me know if you have any questions.

Very truly yours,


Joseph S. Hoppock

JSH/lh

Encs.

cc: Dixie Gurian, Chair, Monadnock Regional School District (w/encs.)

DRAFT

November 10, 1999

Dr. Elaine Brigman
PO Box 307
Winnisquam, NH 03289

Re: SAU #38

Dear Dr. Brigman:

Under the terms of your agreement with SAU#38, specifically ¶8 thereof, in the event of your termination with payment, the SAU agreed to pay you your "full salary and economic benefits" due under the agreement "reduced by any compensation or benefits earned by [you] following termination which [you] [were] not earning prior to termination."

Effective with your next pay check, a certification will be required stating that, for the pay period in question, you have not received any compensation or benefits which you were not earning before your termination.

If you refuse to sign and return the certification, we will suspend your payments on the assumption that you are earning compensation and benefits equal to or greater than the amount provided for in the agreement.

Enclosed is a sample certification that will accompany your next pay check and each pay check thereafter.

Please call if you have any questions or if you would like to discuss this procedure with me.

Very truly yours,

DRAFT

Curtis Cardine
Acting Superintendent

cc: Dixie Gurian, Chair, SAU #38 (w/enc.)

CERTIFICATION

I, Elaine Brigman, do hereby certify that, for the period from _____
to _____, I have not received any pay or benefits which I was not
earning prior to the termination of my employment with SAU #38.

Witness

Elaine Brigman

Date: _____

Signed under the pains and penalties of unsworn falsification, RSA 641:3 (1996).

Proposed Search Committee Composition for:

Superintendent

- 3 Monadnock Board Members
- 2 Monadnock Community Members
- 1 Hinsdale Board Member
- 1 Winchester Board Member
- 1 Assistant Superintendent for Hinsdale and Winchester - SAU 38 Administrator
- 2 Monadnock Principals (1 Elementary & 1 High School)
- 1 Monadnock Teacher

Assistant Superintendent for Hinsdale and Winchester

- 2 Hinsdale Board Members
- 2 Winchester Board Members
- 1 Monadnock Board Member
- 1 Hinsdale Community Member
- 1 Winchester Community Member
- 1 Superintendent (Monadnock)
- 1 Hinsdale Principal
- 1 Winchester Principal
- 1 Monadnock Principal

Each Board selects its own representation.

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swansey, NH 03446

Telephone: 352-6955 FAX: 358-6708
Monadnock Regional School District



Winchester School District

Hinsdale 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

11/05/99

To: Members of the SAU 38 Board
From: Curtis J. Cardine, Interim Superintendent SAU 38
RE: An Invitation and an Agenda Correction

Dear Board Members:

The Monadnock Regional School Board cordially invites all members of the SAU 38 Board to a dinner prior to the November 17th meeting of the SAU Board.

Various former and current chefs (who also happen to be members of the SAU board), and the superintendent will be preparing a delectable selection of items for a buffet dinner from 6:00 – 7:00 P.M. in the Monadnock Regional High School Cafeteria. Please plan on joining us for an hour of fellowship and dining.

Sincerely,

Curtis J. Cardine, Interim Superintendent SAU 38

P.S. The agenda that went out on November 4th included an executive session to discuss personnel. This was an error. I copied much of the agenda from last year's agenda for November and this item was on agenda because you were hiring a curriculum coordinator at that time. Please delete this agenda item from your agendas.

SAU Policy and Procedures Committee
November 3, 1999
Minutes

Present: Deb Carluccio, Dixie Gurian, Don Arguin, Ruth Norton, Colleen Duquette, Diana Dillon, Ann Diorio, Curt Cardine, Margaret Sullivan, Ken Dassau.

Minutes

The October 18, 1999 minutes were amended to reflect that the SAU administrator on future Assistant Superintendent Search Committee will be the Superintendent or designee (as in the past). Motion to accept amended minutes - 7-0.

Motion Rescinded

Ruth Norton made a motion to rescind her previous motion requesting a title change of "assistant" to "associate." Motion passed - 7-0

Process for Policy and Procedure Committee Recommendations

Ruth Norton expressed Winchester School Board's displeasure and disappointment with the process following the last SAU Policy and Procedure Committee. She said that Monadnock School Board had discussed the recommendations that were to come before the SAU Board prior to the SAU October meeting. She requested a "level playing field" in that all three district school boards would have the opportunity to discuss Policy and Procedure recommendations before they came to an SAU meeting. All present agreed. Thus the recommendations from the Nov. 3 Policy and Procedure Committee would not be discussed at the Nov. 20 SAU Board meeting, but would be delayed until the December 6 SAU Board meeting, giving all three districts the opportunity to discuss recommendations with their full Boards and perhaps change their minds about the Policy and Procedure Committee recommendations being put before the SAU Board.

Ruth Norton and Colleen Duquette expressed that the Winchester School Board felt "attacked" by the Monadnock School Board's actions when the weighted vote was called for and when disparaging remarks were made about the "history, culture, traditions, and desires" of the Winchester and Hinsdale School Districts.

Ruth Norton complimented Curt Cardine on his presentation of the history of SAU #38, but wanted it noted that "no one listened."

Ruth Norton suggested that the SAU administrators write the Policies and Procedures as they have always been implemented and bring them to the next Policy and Procedure Committee meeting in February for approval and/or discussion. From there they will go to the three school district boards for discussion and then to the May SAU meeting. All agreed.

Diana Dillon said that she was also looking for policies and procedures governing budget setting, salaries, meeting time and functions, notice and posting of meetings, agendas, to name a few.

Professional Search Committee

Hinsdale and Winchester expressed their desire that an organization, such as TRACE or NHSBA, be hired to do a professional superintendent search. All agreed that the SAU Board will discuss hiring a professional search organization at its December meeting and make a decision.

Diana Dillon recommended that the SAU Board begin the discussion at the November meeting and continue at the December meeting. She also recommended that the superintendent salary be decided, as well.

Deb Carluccio asked Curt Cardine to distribute NHSBA and TRACE packets at the November SAU Board meeting.

Non-Public

Deb Carluccio made a motion to go into non public session. Motion passed by roll call vote 7-0

Job Descriptions

Curt Cardine distributed current job descriptions for SAU administrators. Curt Cardine discussed his "productive" process for updating job descriptions to bring clarity to each. He announced his intent to hold monthly SAU administrative meetings.

Boardsmanship

Dixie Gurian suggested that the combined SAU Board might profit from New Hampshire School Board training and that she would contact NHSBA.

Superintendent Search Committee

Ruth Norton asked to rescind the Committee's recommendation regarding composition of the search committees for Superintendent and Assistant Superintendent for Hinsdale and Winchester. In response to Don Arguin query, Ruth Norton felt that the opinion expressed by some members of MRSB at the October meeting caused concern in the Hinsdale and Winchester School Districts that MRSB would dictate the SAU structure in the school districts of Winchester and Hinsdale. She no longer felt comfortable with limited input into the Superintendent Search Committee.

Deb Carluccio said that MRSB would not like Hinsdale and Winchester to have more input.

Diana Dillon said that Hinsdale and Winchester always allowed Monadnock to hire their Superintendent and visa versa with the position of Assistant Superintendent for Hinsdale and Winchester. "It was always very amicable."

Ruth Norton expressed the opinion that since the position of Superintendent does affect all three districts, all three should be well represented on any search committee.

Dixie Gurian suggested a 60% (MRSB) 40% (Hinsdale /Winchester) representation. "We know the culture of our district so we should have a louder voice."

Don Arguin made a motion to leave composition as is. Dixie Gurian seconded the motion

Diana Dillon said that she wanted to go back to her board for input. Ruth Norton and Colleen Duquette also stated that they wanted a full board discussion as well.

Don Arguin withdrew his motion and Dixie withdrew her second.

Next Meeting(s)

1. **December 6 at 6:30 PM, Ford Building, Winchester** to briefly discuss Search Committee Recommendation after three district have full board input.

2. **February 16, 7:00 PM - Hinsdale Elementary School**

Non-Public

Process of decision making and supporting a vote that is taken.

Review steps of the Policy and Procedure Committee meeting to be clear that enough information is had to make a vote.

SCHOOL ADMINISTRATIVE UNIT NO. 38

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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, - Interim Superintendent

Margaret A. Sullivan, *Assistant Superintendent*

Kenneth R. Dassau, *Director of Special Services*

Robert A. Seymour, *Business Manager*

Dr. David Hodgdon, *Curriculum Coordinator*

Tom Warner: *Director of Technology*

To: SAU #38 School Board Members
From: Curtis J. Cardine, Interim Superintendent
Re: November 17, 1999 SAU Board Meeting
Date: November 3, 1999

Meeting time: 7:00 P.M. in the library at Monadnock Regional High School.

Agenda:

1. Call to order.
2. Approval of the minutes of October 20, 1999
3. Superintendent's Report
4. Second Reading of 2000 - 2001 SAU #38 Budget.
5. Auditor's Report
6. New Business
7. Non-Public Session: Personnel
8. Adjournment.

Hinsdale, Monadnock and Winchester School Districts

Board Meeting

Wednesday, October 20, 1999

SAU Board Room

Hinsdale

Present

Diana Dillon

Absent

Robert Blouin
Steve Bonnette
Mark Prouty
Ann Diorio

Monadnock

Present

Dixie Gurian
Don Arguin
W. Tom Matson
Chrysten Starrett
Richard Thackston
Glenn White
Deb Carluccio
William Hamill
Carrol "Scot" Tolman (at 8:45 PM)
Dwayne Darley

Absent

*Signed
minutes*

Winchester

Present

Laura Aivaliotis
Ruth Norton
Colleen Duquette

Absent

Debra Hamel (currently on sabbatical)

The meeting was called to order by D. Gurian, Chairperson, at 7: 15 PM. Ms. Gurian introduced and welcomed D. Darley, a new Monadnock Board member representing Gilsum.

a. Minutes of previous meeting

G. White MOVED: that the minutes of the May 5, 1999 meeting be approved.
SECONDED (with corrections, see attached May 5, 1999 minutes): W. Matson.
VOTED: 9-0-0-0. The motion passed.

b. Superintendent's Report

C. Cardine presented a Power Point Presentation regarding the history of School Administrative Unit No. 38. This presentation has been given to area Selectmen. The presentation included roles and responsibilities of the Superintendent, Assistant Superintendent and Assistant Superintendent for Special Education and Student Services.

Mr. Cardine introduced R. Seymour, Business Manager, who presented the SAU budget, with assessment of SAU costs and sources of revenue. Mr. Seymour distributed the SAU budget, gave an overview of the highlights and entertained questions from the meeting participants. The SAU Board will vote on the budget on November 17. There is an overall reduction from the current budget year.

D. Gurian and other members present thanked Mr. Seymour for the thorough presentation of the budget. W. Matson questioned whether the salary of the Assistant Superintendent of Special Education and Student Services should appear in the Superintendent's office accounts. Mr. Seymour indicated that he did not recommend moving the salary at this time but it could be studied for future budgets. Mr. Cardine asked Board members to study the budget prior to the November 17 meeting.

Mr. Cardine distributed current job descriptions including Superintendent of Schools, Assistant Superintendent of Schools for the Hinsdale and Winchester School Districts, Assistant Superintendent of Special Education and Student Services, Director of Curriculum and Instruction for the Monadnock Regional School District, Business Manager, Computer/Technology Supervisor, Director of Maintenance and Grounds, and Food Service Director. The SAU Policy and Procedures Committee will be reviewing the job descriptions. Any suggested changes should be forwarded to the Policy and Procedure Committee, which was formed at the last meeting. C. Cardine indicated that a day to day operations manual for the SAU office is currently under development.

The meeting was turned over to D. Carluccio, representative of the SAU Policy and Procedures Committee. Ms. Carluccio indicated that she would review the activities of the committee to date.

S. Tolman arrived at 8:45 PM.

Ms. Carluccio told Board members that the Committee had reviewed the SAU Study Committee recommendations, including the recommendation to discontinue SAU dinner meetings. No recommendation on this issue is ready for this meeting. The SAU Policy and Procedures Committee reviewed a proposed list of individuals to be part of the Superintendent Search Committee and made some changes to the proposed committee. The Policy and Procedures Committee also is recommending a title change for the Assistant Superintendent of Schools for Hinsdale and Winchester to Associate Superintendent of Schools for Hinsdale and Winchester. The Committee will also be developing policy and procedures for the SAU.

There was a long discussion regarding the SAU dinner meetings with some members opposed to changing the procedure and others indicating that a change was necessary to satisfy the recommendation of the SAU Study Committee.

W. Matson MOVED: that the November 17 meeting of the SAU be held at Monadnock Regional High School with dinner prior to the business meeting be provided by Food Service. Funding for the dinner will be provided by Richard Thackston.

SECONDED: R. Thackston.

VOTED:

	<u>Yes</u>	<u>No</u>
Hinsdale	3	0
Monadnock	(9 y, 1 n) 3	0
Winchester	0	3
	6	3

*Corrected
SAU
minutes
10/20/99*

The motion passes. D. Gurian requested that C. Cardine, W. Matson and S. Tolman work out the details of the November 17 meeting with dinner to be held from 6:30 PM to 7:30 PM and the meeting to follow. D. Dillon requested an agenda and information prior to the meeting.

Ms. Carluccio indicated that there are two clear recommendations from the SAU Policy and Procedures Committee. The recommendations are as follows:

1. Change the title of the Assistant Superintendent of Schools for Hinsdale and Winchester to Associate Superintendent.
2. Accept the composition of the search committees as presented.

R. Norton MOVED: to change the title of the Assistant Superintendent of Schools for Hinsdale and Winchester to Associate Superintendent.

SECOND: C. Duquette.

There was a long discussion regarding the motion on the floor. W. Hamill indicated his concern that the title change would cause conflict in the District. D. Arguin added that only one person could be at the helm of the SAU with his/her certificate on the line. D. Dillon added that Hinsdale did not want to change the structure as it historically has been. C. Tolman indicated that the title change could end up costing the District additional money in salary and benefits. W. Matson added that the Committee should be looking at how to make the SAU a stronger educational unit by looking at the entire organizational structure. D. Gurian added that the issue should be discussed and voted on at a future meeting. Policies and procedures should be in place prior to any fundamental changes in personnel structure. R. Norton indicated her displeasure about comments made by some Monadnock Board members. She indicated that the point for clarifying the job title of the Assistant Superintendent is to make a clear understanding of the duties of the position, with no consideration for salary increases. D. Dillon indicated that Winchester and Hinsdale are simply asking for the same services that have always been provided with no less service.

Mr. Seymour was asked to comment on the change in title. He indicated that State statues hold the Superintendent accountable for all three districts. He added that to change the organizational structure at this time would not be a good decision.

W. Hamill MOVED: to table the discussion and ask the Policy and Procedure Committee to revisit the issue and bring back another recommendation.

There was no second.

C. Cardine indicated that the issue of organizational structure needs to be clarified. He asked for good faith from all Boards and added that time should be taken to deliberate on any decisions. D. Gurian reminded members that there is a motion on the table to change the title of the Assistant Superintendent.

D. Arguin MOVED: to call for a weighted vote.

SECONDED: C. Starrett. Monadnock Board members voted: 7-3-0-0. The motion passed.

Vote on the motion on the floor (changing the title of the Assistant Superintendent:

	<u>Yes</u>	<u>No</u>
Hinsdale	3	0
Monadnock	0	(2 abstentions, 8 no)
		3
Winchester	3	0
	6	3

WEIGHTED VOTE	<u>Yes</u>	<u>No</u>
Hinsdale 49 x1	49	0
Monadnock 16.3 x 8		130.4
Winchester 15.33 x 3	45.9	0
	94.99	130.4

The motion does not pass using the weighted vote.

A discussion followed.

D. Dillon MOVED: to table the motion made by R. Norton.

SECONDED: C. Tolman.

Discussion followed. The Chairperson addressed the group. There was no second to Mr. Hamill's motion to table the matter of changing the Assistant Superintendent's title because a lengthy discussion occurred before a second could be made. G. White SECONDED Mr. Hamill's motion.

D. Dillon withdrew her motion and C. Tolman withdrew his second.

VOTE on Mr. Hamill's motion:

	<u>Yes</u>	<u>No</u>
Hinsdale	3	0
Monadnock	(7 yes, 2 abstentions, 1 no)	
	3	
Winchester	3	0
	6	0

The motion passes.

L. Aivaliotis indicated her displeasure of the use of the weighted vote.

D. Carluccio asked to table the discussion of the Superintendent search committee composition until November 17, 1999. Discussion followed. W. Matson indicated that no changes should be considered to the SAU staff until a new Superintendent is hired.

L. Aivaliotis MOVED: to table any further discussion at this meeting.

SECONDED: R. Thackston. VOTED: 9-0-0-0. The motion passes unanimously.

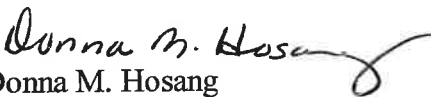
L. Aivaliotis MOVED: to table any further discussion at this meeting.

SECONDED: R. Thackston. VOTED: 9-0-0-0. The motion passes unanimously.

G. White MOVED: to adjourn.

SECONDED: C. Tolman. VOTED: 9-0-0-0. The motion passes unanimously.

Respectfully submitted,


Donna M. Hosang

PLEASE POST

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, Interim Superintendent

Margaret A. Sullivan, Assistant Superintendent

Kenneth R. Dassau, Assistant Superintendent Student Services

Robert A. Seymour, Business Manager

Dr. David Hodgdon, Director of Curriculum and Instruction

Thomas C. Warner III, Director of Technology

To: SAU #38 School Board Members
From: Curt Cardine
Re: Agenda for October 20, 1999

Since all members of the boards in all three districts are members of the SAU Board, this agenda is being sent to all board members. The agenda will be posted in all schools and all Board of Selectmen offices. The meeting is scheduled to convene at 7:00 p.m., October 20, 1999 in the Board Room at the Wyman House in Swanzy Center.

Agenda: Approval of Minutes from 5/5/99

 Superintendents report
 Update: SAU Study Committee
 Proposed 2000 - 2001 budget (handout at meeting)

 New Business

 Non-Public Session
 Superintendent's search
 Personnel (SAU Salaries)

SAU # 38 MINUTES 5/5/99

ATTENDEES:

Hinsdale: S. Bonnette, D. Dillon & A. Diorio

Monadnock: D. Arquin, D. Carluccio, D. Gurian, W. Hamill, T. Mattson, M. Sears,
C. Starrett, R. Thackston, S. Tolman & G. White

Winchester: L. Aivaliotis, C. Duquette, D. Hamel & R. Norton

Administration: E. Brigman, K. Dassau, R. Seymour, M. Sullivan & T. Warner

Public: Karen Rohrbacher – Keene Sentinel rising star

1) Minutes of Previous Meeting 12/7/98

Moved to accept by G. White, seconded by D. Gurian. Voted unanimously as expected.

2) End of Year Budget Projections

R. Seymour projected a positive balance of approx. \$3000 at years end for SAU #38.

3) MRSD Recommendations for SAU#38 Policy Changes

After a lengthy discussion it was decided to form a sub-committee of the three Boards to visit these recommendations and report back at the October meeting.

R. Norton moved, seconded by D. Arquin to form this sub-committee, voted unanimously. Committee volunteers are: D. Carluccio (Chair), C. Starrett, R. Norton, D. Dillon, L. Aivaliotis, A. Diorio with D. Arquin as alternate.

4) Special Education Report

K. Dasseu presented his usual boring report. Highlights were: New forms require twice the paperwork; NH State Dept will review our Speced programs next year and in Troy, C. Cardine is providing an in-house autism program for two Districts.

5) Technology Report

T. Warner distributed a handout summarizing the technology progress of all Districts. With the help of two grants all schools will soon be inter connected.

6) New Computer System @ SAU 38 Office

R. Seymour reviewed the progress toward making a final decision shortly.

7) Hiring Process For Director of Curriculum

Advertisements have yielded a number of good candidates. An interview committee was formed consisting of E. Brigman, D. Carluccio, D. Dillon, D. Hamel and S. Tolman. S. Tolman is coordinator. It was suggested that teachers and parents be added to this committee.

8) Claremont Crisis

The Legislature having voted for a plan made this a non-item, however, there are severe concerns that cash flow could be problematic. Several people will attend a DRA workshop on May 6 to obtain further information.

9) Organization of SAU#38 Board for 1999-2000

Chair – D. Gurian. Unanimously

Vice Chair – R. Norton. Unanimously

Secretary – W. Hamill. One Nay

Treasurer – D. Arquin. Unanimously

Vice Treasury – W. Hamill. Unanimously

Next meeting is Oct 20, 1999 at the SAU #38 office 7PM. Future meetings to be decided after receiving report from committee considering MRSD recommendations regarding SAU#38 policies (Item #3 above).

10) Non-Public Session

Voted unanimously to enter non-public session to discuss SAU #38 contracts and salaries for the ensuing year. Also to discuss Superintendent's annual evaluation.

See the following pages for minutes of non-public session

NON PUBLIC SESSION

Board
members
only

10A) SPECED Personnel Nominations

K. Dassau presented his recommendations for staff noting that the contracts are on the MRSD teacher contract schedule. Moved by T. Mattson, seconded by R. Thackston. Voted unanimously.

10B) Salary increase for SPECED Director/Assistant Superintendent

E. Brigman explained the salary increase proposed for K. Dassau as being merit plus promotional. Moved by G. White to accept recommended proposal, seconded by Mr. Second, R. Thackston. Vote: Hinsdale 3 Yes, Monadnock 4 Yes, Monadnock 4 No, Winchester 3 No. Each Monadnock vote = 3/8. Total 4 1/2 Yes 4 1/2 No. Tie vote. Then moved to reduce increase amount from \$5600 to \$5000 as indicated during the poll which approved the promotion. After discussion T. Mattson moved the question, seconded by (guess who?) R. Thackston. Motion passed.

Motion to accept salary increase of \$5000: Vote W 2Y, M 3Y, H 3Y, M 4N.

Sum = 6 2/7 Y, 1 5/7 N Motion passes. (1 W abstention)

11) Support Staff Nominations and Recommendations

In addition to the proposed increases on the handout sheet, Dr. Brigman asked the Board to consider increasing each hourly Support Staff member's salary by \$520 per year. After considerable discussion T. Mattson moved to increase hourly Support Staff recommendations by \$520 per year, seconded by (guess again) R. Thackston. Vote: H 3Y, M 6Y, M 3N, W 3N. Sum = 5Y 4N. Motion carries. M vote = 1/3 each.

12) Motion to Postpone

B. Hamill moved to postpone remainder of meeting until a later date, second by D. Gurian. Vote: M 8Y, H 3N, M 2N, W 2N. SUM: 2.4Y 5.6N. Motion fails.

The SAU #38 Board Members attending this meeting then suspended the proceedings until much needed nourishment was obtained.

Following a brief repast the Board re-convened their Non-Public session.

The following minutes are provided by Debra Hamel who graciously and glamorously agreed to assume the duties of The Great Scribe.

13) Continuation of Non-Public Minutes 5/5/99 by D. Hamel

There was discussion on the new job description of K. Dassau and what exactly Assistant Superintendent meant. The Winchester Board was very concerned that this position was to replace or modify what M. Sullivan currently does. The Winchester Board was adamant that the current responsibilities of M. Sullivan not be re-distributed,

unless requested. Dr. Brigman concurred that this was not the intent, that M. Sullivan and K. Dassau and she worked together on this job description. Dr. Brigman confirmed that M. Sullivan is the first in line in Hinsdale and Winchester and will continue to be, if M. Sullivan needs help she is free to call on K. Dassau at such time.

Discussion followed on evaluations of SAU Staff. Many Board members had questions regarding written evaluations, when are they done and are they recorded. Dr. Brigman agreed that evaluations are an integral part of a worker's file and that she is going to start doing them in writing. Dr. Brigman also stated that employees are not "used to getting written ones". The Board asked if all evaluations have been done and Dr. Brigman replied that she has been around to most Principals in Monadnock so far and has given goals to all Principals, but there is nothing on the file showing this. The Board unanimously agreed that our sub-committee needs to develop a model for evaluation and it needs to be done by the team and that the SAU Board should have goals as well and policies in writing.

Discussion followed on Dr. Brigman's "salary increase and evaluation". D. Gurian conceded that she "goofed" in her first thoughts that the Monadnock Regional School Board did the Superintendent's "evaluation" rather than the SAU, however, it is the SAU Board that does the evaluation and it needs to be done by May 15th. At this time, D. Gurian made the motion "I make the motion that we continue this conversation without Dr. Brigman here, it is inappropriate to discuss this in front of her". T. Mattson seconded. Call for a vote: all in favor. Dr. Brigman left the room, leaving only SAU Board in attendance.

Lengthy discussion followed on this subject and D. Gurian presented the Board with a sample evaluation form from the New Hampshire School Boards Association, Appendix, Form CBI-R entitled, "Superintendent Evaluation Form". The Board was in agreement that yearly evaluations need to be done. The Board agreed that we would all like to elaborate on the process, make it more formal, have it written and do it as a full SAU Board.

Motion made by S. Tolman, "I move to table the salary discussion of Dr. Brigman until the evaluation has been completed by the SAU Board and reviewed with her by the evaluation team." M. Sears seconded. Call for a vote: all in favor.

Discussion followed on setting a date for the SAU Board to meet, compile the results of all evaluations and get all in order for the evaluation team to bring to Dr. Brigman for review. A four-step process, #1 filling out the evaluation forms, #2 getting together as a Board to compile results and discuss, #3 Evaluation team to meet with Dr. Brigman and review it and #4 receive feedback from Dr. Brigman after she has a chance to look at it.

Date was set to meet Thursday May 13, 1999 at 6:30 at Monadnock Regional High School, room to be chosen depending on availability. This meeting is for the purpose of evaluating the Superintendent.

Motion made by S. Tolman, "I make a motion that the three Chairs from the respective three Districts to act as a sub-committee and present the document to Dr. Brigman". C. Starret seconded. Discussion followed.

Amendment to the motion made by T. Mattson, "I amend the previous motion to say "The Board recognizes the three Chairs of the respective Districts to act on behalf of the SAU Board to act as a sub-committee to review the performance of Dr. Brigman and go over her goals." M. Sears seconded. Discussion followed. Call for a vote: all in favor.

Motion made by T. Mattson, "I make a motion that the SAU Board provide clerical staff to record and take minutes of the meeting between Dr. Brigman and the three District Chairs at that meeting." M. Sears seconded. Call for a vote: all in favor.

Discussion followed on exactly when the new Chair, D. Gurian, takes over. May 6, 1999 is the answer! Congratulations Dixie!!

Roll call vote to go out of Non-Public session at 11:14.

Dr. Brigman returned to the room, the four-step evaluation process was explained. It was asked by the Board of Dr. Brigman to post the agenda for the May 13, 1999 meeting in the normal posting places and that it is done in a timely manner so as to keep us legal. Dr. Brigman was also asked to schedule either the Library at Monadnock Regional High School or another room for this meeting.. The final request of the Board to Dr. Brigman was to procure the services of Donna Hosang to take the minutes of the meeting.

R. Norton stated that she wanted to thank Diana Dillon for her years of Chairmanship on the SAU Board and the great job she has done and that we all appreciate it soooooo much!!! The Board agreed with this statement wholeheartedly.

11:19 meeting was adjourned.

**SAU 38 Policy & Procedure Committee
Monday, October 18, 1999
Agenda**

**MEETING AT
Ford Building, Thayer High School**

CALL TO ORDER AT 7:00 PM

1. CONSENT AGENDA

- a) Minutes of Previous Meeting
- b) Old Business

2. OTHER COMMITTEE BUSINESS

- a) Response to Monadnock Study Committee Recommendations
- b) Superintendent Search Committee Continued Discussion

3. SETTING NEXT MEETING'S DATE AND AGENDA

4. ADJOURNMENT

NOTES ON SUPERINTENDENT SEARCH

Proposed Timeline

Sept/Oct	Establish procedure and form search committee
Oct/Nov	Advertise and recruit candidates
Dec/Jan	Interviews and reference checks
Mar/Apr	Candidate selected and introduced to SAU 38 communities
May/June	Candidate provides 60-day notice to employer
July	Superintendent on board at SAU 38

Proposed Search Committee Composition 9/28

- 3 Monadnock Board Members
- 3 Monadnock Community Members
- 1 Hinsdale Board Member
- 1 Winchester Board Member
- 1 SAU 38 Administrator (Margaret Sullivan)
- 1 Monadnock Principal
- 1 Monadnock Teacher

Proposed Amendments to Committee Composition

- 2 Monadnock Community Members
- 1 SAU 38 Administrator to be Margaret Sullivan
- 2 Monadnock Principals: 1 elementary & 1 high school

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, *Interim Superintendent*

Margaret A. Sullivan, *Assistant Superintendent*

Kenneth R. Dassau, *Assistant Superintendent*

Robert A. Seymour III, *Business Manager*

David Hodgdon, Ph.D., *Director of Curriculum & Instruction*

Thomas C. Warner III, *Director of Technology*

To: SAU Board

From: Bob Seymour *RF 10/20/99*

Re: Proposed 2000/2001 SAU Budget

In advance of the November SAU meeting, when you vote on the proposed budget, I am handing it out to you for your review. Highlights of the budget are:

- ◆ The proposed budget is an overall \$400 reduction from the current year budget.
- ◆ Administrator pay increases and hourly employee raises are loaded at a 5% increase.
- ◆ The legal settlement (buyout of \$85,000) is on line 159
- ◆ Monadnock Center for Early Development has been taken out of the SAU budget and moved to the Monadnock budget.
- ◆ The total of District assessments to the SAU is up 12.27%.
- ◆ It is proposed to move the general office/receptionist position to full time (line 13).
- ◆ Medical insurance is up 14%. (No numbers yet from BC/BS)
- ◆ Dental insurance is up 10%. (No numbers yet from Delta Dental)
- ◆ Two hours a night for custodial added to the budget (line 69)
- ◆ Superintendent salary is loaded at \$82,000 for planning purposes pending a hiring process.
- ◆ Specifics of the salary/wage proposal is summarized on the last page of your handout.

If you have questions between now and the November budget vote, please call me.

A	B	C	D	E	F
1140	SCHOOL ADMINISTRATIVE UNIT #38				
1141	2000/2001 Budget Summary				
1142					
1143	ACCOUNTS	2000/2001 Budget	\$ VARIANCE	% VARIANCE	
1144					
1145	Superintendent's Office	\$405,339.95	\$24,521.70	6.05%	
1146	Business Office	\$228,646.00	\$58,970.80	25.79%	
1147	Technology Office	\$85,330.93	\$4,781.33	5.60%	
1148					
1149	Early Childhood	\$20,345.71	\$304.21	1.50%	
1150	EDEA Grant B	\$201,201.00	\$10,982.70	5.46%	
1151					
1152	Special Ed Admin	\$227,490.00	(\$11,100.73)	-4.88%	
1153	MCED	\$132,017.18	(\$132,017.18)		
1154	Psychological Ser	\$152,697.60	\$9,887.64	6.48%	
1155	Speech & Lang Ser	\$378,050.96	\$27,735.07	7.34%	
1156	Vision Impaired Ser	\$57,677.11	\$3,586.32	6.22%	
1157	Occupational Therapy	\$59,494.63	\$1,948.00	3.27%	
1158					
1159	TOTAL BUDGET	\$1,948,291.07	(\$400.13)	0.02%	
1160					
1161	REVENUES:				
1162					
1163	District Assessments	\$719,316.88	\$88,273.82	12.27%	
1164					
1165	Federal Grants	\$221,546.71	\$11,286.92	5.09%	
1166					
1167	Special Ed Dir.	\$227,490.00	(\$11,100.73)	-4.88%	
1168	MCED Tuitions	\$132,017.18	(\$132,017.18)		
1169	Psychological Ser	\$152,697.60	\$9,887.64	6.48%	
1170	Speech & Lang Ser	\$378,050.96	\$27,735.07	7.34%	
1171	Vision Impaired Ser	\$57,677.11	\$3,586.32	6.22%	
1172	Occupational Therapy	\$59,494.63	\$1,948.00	3.27%	
1173					
1174	TOTAL REVENUES	\$1,948,291.07	(\$400.13)	0.02%	

	A	B	C	D	E	F	G
1223							
1224							
1225	SAU ADMINISTRATIVE UNIT #38						
1226							
1227	HINSDALE	MONADNOCK	WINCHESTER				
1228							
1229		2000-2001 BUDGET PROPOSAL					
1230							
1231							
1232		1999/2000	2000/2001	\$ CHANGE	% CHANGE		
1233	GROSS						
1234	APPROPRIATION	\$1,948,291.07	\$1,947,890.94	(\$400.13)	0.02%		
1235							
1236	DISTRICT ASSESSMENTS	\$719,316.88	\$807,590.70	\$88,273.82	12.27%		
1237							
1238							
1239		ASSESSMENT 2000/2001					
1240							
1241	DISTRICT	1998 EQUALIZED VAL.	VALUATION %	98/99 ADM	ADM %	COMBINED %	DIST SHARE
1242							
1243	HINSDALE	\$137,144,583.00	15.79%	781.8	19.04%	17.42%	\$140,682.30
1244							
1245	MONADNOCK	\$597,580,156.00	68.82%	2579.4	62.82%	65.82%	\$531,556.20
1246							
1247	WINCHESTER	\$133,560,154.00	15.38%	744.5	18.13%	16.76%	\$135,352.20
1248							
1249	TOTAL	\$868,284,893.00	100.00%	4105.7	100.00%	100.00%	\$807,590.70
1250							
1251							
1252		ASSESSMENT VARIANCE					
1253							
1254	DISTRICT						
1255		1999/2000	2000/2001	\$ Change	Percent		
1256	HINSDALE	\$130,915.67	\$140,682.30	\$9,766.63	7.46%		
1257	MONADNOCK	\$469,857.79	\$531,556.20	\$61,698.41	13.13%		
1258	WINCHESTER	\$118,543.42	\$135,352.20	\$16,808.78	14.18%		
1259							
1260							
1261							

A	B	C	D	E	F
1	SAU ADMINISTRATIVE UNIT 38				
2	2000/2001 Budget Draft				
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	\$69,807.00	\$13,811.32
10					24.66%
11		Secretary to Supt.	\$12.53hr	\$13.16	
12		Secretary to Assist Supt.	\$11.70	\$12.29	
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			2% increase factored		
39					
40					

A	B	C	D	E	F
41	01-2320-214-04	WORKERS' COMP.	\$2,099.00	\$2,413.85	\$314.85
42					
43					
44					
45	01-2320-221-04	RETIREMENT STAFF	\$12,128.00	\$11,556.85	(\$571.15)
46					-4.71%
47		Employer contribution 3.94% of wages			
48					
49	01-2320-230-04	FICA	\$22,302.00	\$22,439.06	\$137.06
50					0.61%
51		Employer contribution 7.65% of salary/wages			
52					
53	01-2320-260-04	UNEMPLOYMENT	\$277.00	\$276.96	(\$0.04)
54					-0.02%
55		Payroll times .00095 (NHSBIT)			
56					
57	01-2320-300-04	CONTRACTED SERVICES	\$5,000.00	\$8,000.00	\$3,000.00
58					60.00%
59					
60					
61					

A	B	C	D	E	F
62					
63					
64					
65	SUPERINTENDENT'S OFFICE CONTINUED				
66					
67	Account	Description	99/2000 Budget	2000/2001 Proposed	% Change
68					
69	01-2320-430-04	CUSTODIAL SERVICES	\$2,000.00	\$4,160.00	108.00%
70					
71		Clean SAU Building		520hrs @ \$8.00	
72					
73	01-2320-440-04	REPAIRS & MAINT.	\$6,500.00	\$6,500.00	0.00%
74					
75		Copy Machine			
76		Computers/Printers			
77					
78	01-2320-320-04	STAFF DEV'L COMM.	\$2,600.00	\$2,600.00	0.00%
79					
80			Stipend for SAU Staff Dev'l		
81			Committee Members (\$200 ea.)		
82			& \$400 for Chair		
83					
84	01-2320-531-04	TELEPHONE	\$2,400.00	\$2,200.00	-8.33%
85	01-2320-532-04	POSTAGE	\$6,100.00	\$7,300.00	19.67%
86	01-2320-580-04	TRAVEL & CONFERENCE	\$10,000.00	\$9,000.00	-10.00%
87	01-2320-610-04	SUPPLIES	\$5,500.00	\$6,200.00	12.73%
88	01-2320-630-04	BOOKS	\$1,000.00	\$1,000.00	0.00%
89	01-2320-652-04	ELECTRICITY	\$3,100.00	\$3,300.00	6.45%
90	01-2320-653-04	HEATING OIL	\$1,210.00	\$1,210.00	0.00%
91	01-2320-741-04	NEW EQUIPMENT	\$1,000.00	\$1,400.00	40.00%
92					
93					
94					
95					
96					
97	01-2320-742-04	REPLACE EQUIPMENT	\$1,500.00	\$2,700.00	80.00%
98		Receptionist computer Pro 2000		\$1,200.00	
99		Replace Dr. Hodgdon's computer			
100					
101	01-2320-810-04	DUES & FEES	\$2,900.00	\$4,000.00	37.93%

A	B	C	D	E	F
102					
103					
104					
105					
106	01-2320-890-04				
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 Proposed	% Change
119					
120	01-2520-125-04	STAFF SALARIES	\$77,325.00	\$81,191.25	5.00%
121					
122		1 Full time at \$12.17 hr.			
123		1 Full time at \$9.88 hr.			
124		1 Full time at \$10.30 hr.			
125		1 Part time at \$7.85hr		40hr wk Jul thru Sep	
126					
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	SUPPLIES	\$4,000.00	\$0.00	0.00%
155	01-2520-810-04	DUES AND FEES	\$250.00	\$0.00	0.00%
156	01-2520-741-04	NEW EQUIPMENT	\$17,500.00	(\$22,500.00)	-56.25%
157					
158					
159		LEGAL SETTLEMENT	\$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 Proposed	% 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
201					
202					
203					
204	FEDERAL GRANTS				
205					
206					
207	EARLY CHILDHOOD				
208					
209					
210	Account	Description	99/2000 Budget	2000/2001 Proposed	% Change
211	02-2213-110-45	TEACHER SALARY	\$10,174.71	\$10,683.45	\$508.73 5.00%
212	02-2213-211-45	BC/BS	\$0.00	\$0.00	\$0.00
213	02-2213-212-45	DENTAL	\$0.00	\$0.00	\$0.00
214	02-2213-213-45	LIFE INSURANCE	\$52.00	\$53.04	\$1.04 2.00%
215	02-2213-214-45	WORKERS' COMP	\$73.00	\$83.95	\$10.95 15.00%
216	02-2213-222-46	RETIREMENT STAFF	\$298.00	\$42.09	(\$255.91) -85.88%
217	02-2213-230-46	FICA	\$778.00	\$817.25	\$39.25 5.04%
218	02-2213-260-46	UNEMPLOYMENT	\$10.00	\$10.15	\$0.15 1.49%
219	02-2213-390-46	PROFESSIONAL SERVICES	\$3,640.00	\$3,640.00	\$0.00 0.00%
220	02-2213-590-46	TRAINING PROGRAM	\$1,000.00	\$1,000.00	\$0.00 0.00%
221	02-2213-610-46	SUPPLIES	\$4,320.00	\$4,320.00	\$0.00 0.00%
222					
223	SUB TOTAL EARLY CHILDHOOD				
224					
225					
226	IDEA GRANT - B				
227	PSYCHOLOGICAL SERVICES				
228					
229	Account	Description	99/2000 Budget	2000/2001 Proposed	% Change
230					
231	02-1100-110-1999	YOUTH SPECIALIST	\$8,000.00	\$8,400.00	\$400.00 5.00%
232	02-1100-390-1999	CONSULTANT	\$21,440.00	\$21,440.00	\$0.00 0.00%
233	02-1240-320-1999	STAFF DEVELOPMENT	\$10,941.00	\$10,941.00	\$0.00 0.00%
234	02-2140-110-1999	SALARIES	\$121,992.00	\$128,091.60	\$6,099.60 5.00%
235	02-2140-115-1999	ASSISTANT SALARY	\$8,873.00	\$9,316.65	\$443.65 5.00%
236	02-2140-212-1999	BC/BS	\$4,561.00	\$5,199.54	\$638.54 14.00%
237	02-2140-212-1999	DENTAL	\$645.00	\$709.50	\$64.50 10.00%
238	02-2140-213-1999	LIFE INSURANCE	\$792.00	\$807.84	\$15.84 2.00%
239	02-2140-214-1999	WORKERS' COMP	\$1,031.00	\$1,175.34	\$144.34 14.00%
240	02-2140-222-1999	RETIREMENT	\$3,206.00	\$5,361.99	\$2,155.99 67.25%

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	SPECIAL EDUC ADMINISTRATION				
255					
256	Account	99/2000 Budget	2000/2001 Proposed	\$ Change	% Change
257					
258	05-1200-125-04	STAFF SALARIES	\$29,640.00	\$31,122.00	5.00%
259					
260					
261					
262					
263	05-1200-126-04	ADMINISTRATOR SALARIES	\$115,284.00	\$123,051.00	6.74%
264					
265		Sped Director	71400		
266		Sped Coordinator	51651		
267					
268	05-1200-211-04	BC/BS	\$23,119.00	\$26,355.66	14.00%
269					
270	1 Two Person				
271	2 Family				
272					
273					
274	05-1200-212-04	DENTAL	\$2,403.00	\$2,643.30	10.00%
275					
276	1 Two Person				
277	2 Family				
278					
279	05-1200-213-04	LIFE INSURANCE	\$747.00	\$761.94	2.00%
280	05-1200-214-04	WORKERS' COMP	\$1,043.00	\$1,199.45	15.00%
281	05-1200-221-04	RETIREMENT	\$6,028.00	\$6,143.68	1.92%
282	05-1200-230-04	FICA	\$11,086.00	\$11,794.23	6.39%
283	05-1200-260-04	UNEMPLOYMENT	\$138.00	\$0.00	0.00%
284	05-1200-320-04	STAFF DEVELOPMENT	\$730.00	\$0.00	0.00%
285	05-1200-440-04	MAINT & REPAIR	\$2,100.00	\$0.00	0.00%
286	05-1200-531-04	TELEPHONE	\$1,850.00	\$0.00	0.00%
287	05-1200-532-04	POSTAGE	\$1,200.00	\$0.00	0.00%
288	05-1200-550-04	PRINTING	\$300.00	\$0.00	0.00%
289	05-1200-580-04	TRAVEL & CONF.	\$4,000.00	\$0.00	0.00%
290	05-1200-610-04	SUPPLIES	\$1,500.00	\$0.00	0.00%
291	05-1200-640-04	SUBSCRIPTIONS	\$200.00	\$0.00	0.00%

A	B	C	D	E	F
292	05-1200-810-04	DUES AND FEES	\$600.00	\$1,300.00	\$700.00
293					116.67%
294					
295	SUB TOTAL SPEC ED				
296					
297					

A	B	C	D	E	F
298					
299					
300	PSYCHOLOGICAL SERVICES				
301					
302					
303	<i>Description</i>	<i>99/2000 Budget</i>	<i>2000/2001 Budget</i>	<i>\$ Change</i>	<i>% Change</i>
304					
305	05-2140-110-04 SALARIES	\$115,267.00	\$121,030.35	\$5,763.35	5.00%
306					
307					
308					
309					
310					
311	05-2140-211-04 BC/BS	\$13,599.60	\$15,502.86	\$1,903.26	13.99%
312					
313					
314					
315					
316					
317	05-2140-212-04 DENTAL	\$2,514.00	\$2,765.40	\$251.40	10.00%
318					
319					
320					
321					
322					
323	05-2140-213-04 LIFE INSURANCE	\$595.00	\$606.90	\$11.90	2.00%
324	05-2140-214-04 WORKERS' COMP	\$829.00	\$953.35	\$124.35	15.00%
325	05-2140-222-04 TEACHER RETIRE	\$3,377.00	\$4,768.58	\$1,391.58	41.21%
326	05-2140-230-04 FICA	\$8,817.00	\$9,258.80	\$441.80	5.01%
327	05-2140-260-04 UNEMPLOYMENT	\$109.00	\$109.00	\$0.00	0.00%
328	05-2140-300-04 CONSULT SERVICES	\$2,640.00	\$2,640.00	\$0.00	0.00%
329	05-2140-320-04 STAFF DEVELOPMENT	\$250.00	\$250.00	\$0.00	0.00%
330	05-2140-580-04 TRAVEL & CONF.	\$1,000.00	\$1,000.00	\$0.00	0.00%
331	05-2140-610-04 SUPPLIES	\$1,900.00	\$1,900.00	\$0.00	0.00%
332				\$0.00	ERR
333	05-2140-741-04 NEW EQUIPMENT	\$1,800.00	\$1,800.00	\$0.00	0.00%
334		G3 Computer, Wilcox Bid			
335	SUB TOTAL PSYCHOLOGICAL SVCS.				

A	B	C	D	E	F
336					
337					
338					
339					
340	SPEECH AND LANGUAGE SERVICES				
341					
342					
343	Account	Description	99/2000 Budget	2000/2001 Proposed	\$ Change
344					% Change
345	05-2150-110-04	SALARIES	\$273,614.06	\$287,294.70	\$13,680.64
346	05-2150-110-04	SALARY, AIDE	\$17,285.84	\$18,149.25	\$863.41
347	05-2150-211-04	BC/BS	\$42,801.00	\$48,793.14	\$5,992.14
348	05-2152-212-04	DENTAL	\$4,740.00	\$5,214.00	\$474.00
349	05-2150-213-04	INSURANCE	\$1,500.00	\$1,500.00	\$0.00
350	05-2150-214-04	WORKERS COMP.	\$2,094.00	\$2,408.10	\$314.10
351	05-2150-214-04	NON TEACH RETIRE	\$719.06	\$715.07	(\$3.99)
352	05-2150-222-04	TEACHER RETIRE	\$8,017.00	\$11,319.38	\$3,302.38
353	05-2150-230-04	FICA	\$22,254.00	\$23,366.39	\$1,112.39
354	05-2150-260-04	UNEMPLOYMENT	\$276.00	\$276.00	\$0.00
355	05-2150-320-04	STAFF DEVELOPMENT	\$2,500.00	\$2,500.00	\$0.00
356	05-2150-580-04	TRAVEL & CONF.	\$1,000.00	\$1,000.00	\$0.00
357	05-2150-610-04	SUPPLIES	\$1,250.00	\$1,250.00	\$0.00
358	05-2170-741-04	NEW EQUIPMENT	\$2,000.00	\$2,000.00	\$0.00
359					
360					
361	SUB TOTAL SPEECH & LANGUAGE				
362					
363					
364					
365	VISION IMPAIRED SERVICES				
366					
367	Account	Description	99/2000 Budget	2000/2001 Proposed	\$ Change
368					% Change
369	05-2160-110-04	SALARY	\$47,667.91	\$50,050.35	\$2,382.44
370	05-2160-211-04	HEALTH INSUR	\$2,578.00	\$2,938.92	\$360.92
371	05-2160-212-04	DENTAL INSUR	\$280.00	\$308.00	\$28.00
372	05-2160-213-04	LIFE INSURANCE	\$246.00	\$250.92	\$4.92
373	05-2160-214-04	WORKERS COMP	\$343.20	\$394.45	\$51.25
374	05-2160-222-04	TEACHER RETIRE	\$1,396.00	\$1,971.97	\$575.97
375	05-2160-230-04	FICA	\$3,646.00	\$3,828.83	\$182.83

A	B	C	D	E	F
376	05-2160-260-04	UNEMPLOYMENT	\$44.00	\$44.00	\$0.00
377	05-2160-300-04	STAFF DEVELOPMENT	\$0.00	\$0.00	\$0.00
378	05-2160-580-04	TRAVEL	\$1,226.00	\$1,226.00	\$0.00
379	05-2160-610-04	SUPPLIES	\$250.00	\$250.00	\$0.00
380					
381					
382	SUB TOTAL VISION IMPAIRED SERVICES				
383					
384					
385					
386	OCCUPATIONAL THERAPY				
387					
388					
389					
390	05-2170-110-04	SALARY	\$41,307.04	\$43,372.35	\$2,065.31
391	05-2170-211-04	BC/BS	\$7,786.65	\$8,876.04	\$1,089.39
392	05-2170-212-04	DENTAL	\$876.70	\$963.60	\$86.90
393	05-2170-213-04	LIFE INSURANCE	\$212.00	\$216.24	\$4.24
394	05-2170-214-04	WORKERS COMP	\$297.00	\$341.55	\$44.55
395	05-2170-222-04	TEACHER RETIRE	\$1,210.00	\$1,708.90	\$498.90
396	05-2170-230-04	FICA	\$3,160.00	\$3,317.96	\$157.96
397	05-2170-260-04	UNEMPLOYMENT	\$39.24	\$40.00	\$0.76
398	05-2170-320-04	STAFF DEVELOPMENT	\$150.00	\$150.00	\$0.00
399	05-2170-580-04	TRAVEL	\$2,156.00	\$2,156.00	\$0.00
400	05-2170-610-04	SUPPLIES	\$300.00	\$300.00	\$0.00
401					
402					
403					
404	SUB TOTAL OCCUPATIONAL THERAPY				
405					
406					
407					
408		GROSS SAU BUDGET	\$1,948,291.00	\$1,947,890.95	
409					
410					
411		PROPOSED BUDGET IS A DECREASE OF	\$400.05		
412					
413			0.0205%	REDUCTION	
414					

A	B	C	D	E	F	G	H	I	J
1	SAU 38 SALARY/WAGE PROPOSAL FOR 1999/2000: PRESENTED BY DR. BRIGMAN								
2									
3	POSITION	NAME		98/99 COST			1999/2000 PROPOSAL		
4									
5	SUPERINTENDENT	ELAINE BRIGMAN			\$82,000.00				
6	ASSIST SUPT.	MARGARET SULLIVAN			\$71,900.00		\$74,776.00		
7	ASSIST SUPT.	KATHY HOLT			\$28,760.00				
8	DIR. OF CURRIC.	MINDY NICOLORO			\$6,751.00				
9		JED BUTTERFIELD			\$22,384.00				
10									
11		DIRECTOR OF CURRICULUM					\$65,000.00		
12									
13	SPED DIRECTOR AND								
14	ASSIST SUPT SPED	KEN DASSAU			\$63,000.00		\$68,000.00		
15									
16	BUSINESS MANAGER	BOB SEYMOUR			\$58,250.00		\$60,580.00		
17	SPED COORD.	JEN DOLLOFF			\$47,300.00		\$49,192.00		
18	TECH. COORD.	TOM WARNER			\$58,400.00		\$60,736.00		
19									
20	TECHNICIAN	STEVE THOMPSON			\$9,230.00				
21		HOWARD ROBERTSON			\$16,250.00				
22									
23									
24				98/99 HOURLY		99/00 HOURLY	4% Raise	4% + \$520	99/00
25									Adjusted
26	AD. SECRETARY	TERRY STEPENUCK		\$12.05	\$25,064.00	\$12.53	\$26,066.56	\$26,586.56	\$12.78
27	AD. RECEPTIONIST	SANDI PAGE		\$11.25	\$23,400.00	\$11.70	\$24,336.00	\$24,856.00	\$11.95
28	ACCOUNTS PAYABLE	EILEEN NELSON		\$9.50	\$19,760.00	\$9.88	\$20,550.40	\$21,070.40	\$10.13
29	ASST. ACCTS PAY/	MARIE BRADLEY		\$8.50	\$17,680.00	\$8.84	\$18,387.20	\$18,907.20	\$9.09
30	ASST. SEC SPED								
31									
32	PAYROLL ACCT.	GRACE FERNALD		\$11.70	\$24,336.00	\$12.17	\$25,313.00	\$25,833.00	\$12.42
33	SPED SECRETARY	JANICE FLAHERTY		\$11.25	\$23,400.00	\$11.70	\$24,336.00	\$24,856.00	\$11.95
34	BUS ADMIN SEC	SHARON TURNER		\$9.90	\$20,592.00	\$10.30	\$21,415.68	\$21,935.68	\$10.55
35									
36	Gen Office Worker	New Position 30 hours a week				\$7.25	\$11,310.00	\$11,830.00	
37									
38									
39									
40									
41									
42									

(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.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996.

194-C:6 Federal Assistance. School administrative unit boards are hereby authorized to cooperate with the federal government or any agency thereof to request, receive and expend federal funds for educational purposes. The receipt and expenditure of federal funds by a school administrative unit shall be accounted for in the same manner as established for federal funds processed through local school districts. Each school administrative unit is hereby directed to establish separate from its operating budget a federal grant account.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996.

194-C:7 Representation. Every school district maintaining one or more public schools shall be entitled to 3 votes on the joint board of school administrative units, plus additional votes as provided in RSA 189:46. 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.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996.

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.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996.

194-C:9 Budget.

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 budget 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 $\frac{1}{2}$ on the average membership in attendance for the previous school year and $\frac{1}{2}$ 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

Minutes
School Administrative Unit 38
Policy and Procedure Committee
Tuesday, September 28, 1999

I. Present:

Deb Carluccio, Dixie Gurian, Don Arguin, Diana Dillon, Ruth Norton, Curt Cardine, Ken Dassau, Margaret Sullivan

II. History of SAU #38

C. Cardine gave a brief introduction to the history of SAU #38, stating the SAU began with 2 superintendents, when Hinsdale and Winchester merged with MRSD. He distributed a document containing current Roles and Responsibilities of Administrators in SAU #38, as adopted by the SAU Board in 1991 and still in effect today. He stated that the History of SAU #38 is reflected in the Roles and Responsibilities document. He also distributed the last adopted flow chart of SAU and district personnel and the Monadnock Study Committee Recommendations -Exhibit B.

III. Purview of Committee:

1. Policies and Procedures Committee is a subcommittee of SAU Board, formed at May 5, 1999 SAU #38 Board Meeting

2. The Committee will meet throughout the year writing policies and procedures that will govern the operations of SAU #38 for adoption by SAU Board.

D. Dillon would like the committee to discuss SAU Board meetings and composition, such as how many times the SAU Board meets, how many members comprise the SAU Board (3 appointed representatives from each district?), and the clear distinctions between the districts.

IV. Recommendations of Monadnock Study Committee - Exhibit B

1. Dinner meetings - The Committee discussed the May SAU #38 meeting and whether a dinner should be included as it has in the past. It was decided that the Committee would recommend to the SAU Board at its October meeting that the May SAU #38 meeting be held in the Ford building in Winchester, without a dinner meeting. It was also determined that the decision not to have a dinner meeting in May 2000 not be "cast in stone", but rather, left open for future meetings.

2. Weighted vote - C. Cardine distributed a Monadnock School District policy BBG on the operation of SAU's, which is a collection of some RSA's governing School Administrative Units.

D. Dillon stated BBG is not a policy, but a procedure determined by law and that Hinsdale and Winchester do not have such procedures in their school district policy handbooks, nor does the SAU. Should procedures already governed by law be in the future *Policies and Procedures Handbook for SAU #38*?

R. Norton stated that the school districts are aware of the weighted vote (RSA) but have never used it to her knowledge.

D. Arguin stated that he would like to see each School Administrative Unit procedure separate, and not lumped together as one as in BBG.

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V. Superintendent Search Committee

1. D. Carluccio distributed an *SAU #38 Superintendent's Search Proposed Time Lines and Committee Composition* for discussion. In addition she proposed that committee recommendations be brought to the SAU Board for adoption.

D. Carluccio stated that personally she preferred that an organization not be contracted to do a professional search, but that the Superintendent Search Committee undertake those functions.

Several recommendations followed the initial discussion:

- * That the number of community members from Monadnock School District be reduced from 3 to 2.
- * That the Monadnock high school principal and a Monadnock elementary school principal serve on the search committee.
- * That the 1 SAU administrator on the search committee be the assistant superintendent for Hinsdale and Winchester.
- * That all other decisions regarding proposed composition and time lines be left until the next (October 18) Policies and Procedures Committee meeting.

VI. Recuse

D. Carluccio mentioned that a Monadnock community member suggested that the last superintendent search committee members should recuse themselves from serving on this search.

D. Arguin objected to the "nonsense" of that thinking.

R. Norton stated that the last Search Committee has no reason to recuse themselves and they did nothing wrong. To recuse themselves would give the appearance of having done something wrong.

VII. Next meeting / Monday, October 18, 7:00-9:00 PM at SAU

D. Carluccio will send a reminder, through the SAU to all committee members.

Roles and Responsibilities of SAU administrators (as in the handout distributed by C. Cardine) will be discussed at the next meeting.

D. Dillon asked for the minutes of the May 5, 1999 SAU Board Meeting

VIII. Adjourned

6:40 PM

Minutes
School Administrative Unit 38
Policy and Procedure Committee
Tuesday, September 28, 1999

I. Present:

MRSD - Deb Carluccio, Dixie Gurian, Don Arguin.
HSD - Diana Dillon.
WSD - Ruth Norton.
SAU #38 - Curt Cardine, Ken Dassau, Margaret Sullivan.

II. History of SAU #38

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D. Dillon asked for the minutes of the May 5, 1999 SAU Board Meeting

VIII. Adjourned

6:40 PM

Monadnock Regional School District School Board Membership as Amended
Prepared for Meeting on September 28, 1999

Weighted Vote Alternatives Calculations

Municipality A	Population B	Current Board		Current Board Percent E	Amended Board Membership F	Amended Board Percent G	Population Weighted Vote H	Capital * Assessment (Dollars) I	Equal Value Percent J		Capital Weighted K	ADM * Assessment (Dollars) L		Equal Value Percent M		ADM Weighted N	
		Population Percent C	Membership D														
Fitzwilliam	2,011	14.80%	1	10.00%	2	13.33%	2.22	193,729	17.91%		2.69	2,455,477		14.67%		2.20	
Gilsum	745	5.48%	1	10.00%	1	6.67%	0.82	54,517	5.04%		0.76	791,711		4.73%		0.71	
Richmond	877	6.45%	1	10.00%	1	6.67%	0.97	87,832	8.12%		1.22	1,246,987		7.45%		1.12	
Roxbury	248	1.83%	1	10.00%	1	6.67%	0.27	23,256	2.15%		0.32	256,093		1.53%		0.23	
Sullivan	706	5.20%	1	10.00%	1	6.67%	0.78	41,320	3.82%		0.57	801,754		4.79%		0.72	
Surry	667	4.91%	1	10.00%	1	6.67%	0.74	66,307	6.13%		0.92	719,738		4.30%		0.65	
Swansey	6,236	45.90%	2	20.00%	6	40.00%	6.88	492,163	45.50%		6.83	7,985,739		47.71%		7.16	
Troy	2,097	15.43%	2	20.00%	2	13.33%	2.32	122,554	11.33%		1.70	2,480,584		14.82%		2.22	
Total	13,587	100.00%	10	100.00%	15	100.00%	15.00	1,081,678	100.00%	100.00%	15.00	16,738,082	100.00%	100.00%	100.00%	15.00	15.00

* Financial from Annual Report - March 1999 - MRSD

**School Administrative Unit 38
Policy and Procedure Committee
Tuesday, September 28, 1999**

Agenda

- I. Introductions
- II. Purview of the Committee
- III. Review of Study Committee Recommendations
- IV. Superintendent Search Committee Composition and Timeline
- V. Setting Next Meeting's Date and Agenda

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
East Swanzy, New Hampshire 03446
Telephone (603) 352-6955 FAX (603) 358-6708

Hinsdale School District

Monadnock Regional School District

Winchester School District

Dr. Elaine Brigman, *Superintendent*
Robert A. Seymour III, *Business Manager*

Margaret Ann Sullivan, *Assistant Superintendent*
Kenneth R. Dassau, *Director of Special Services*

To: Dr. Elaine Brigman, Superintendent
Fr: Kenneth R. Dassau, Director of Special Services
Dt: May 4, 1999
Sb: SAU/Nominations

I recommend for nomination the following SAU personnel for the 1999-2000 school year:

Jen Dolloff, Special Services Coordinator

School Psychologists:

Craig Seiler
Jason Magee
Bernard Crowley
Donna Nallett

TERLY -

This should be

part of the May 1999 SAU

minutes -

Speech Pathologists:

Tess Dunhoff
Beth Tom
Janet Feuring
Pam O'Connor
Carla Bernier
Katherine Haeberle
Cynthia Brown

Vision Consultant:

Jude Bischoff

Occupational Therapist:

Diane Harty - Winchester & Hinsdale School Districts
Donna Howland, COTA - Monadnock Regional School District

SAU #38 MONADNOCK CENTER FOR EARLY DEVELOPMENT

Catherine Croteau - Preschool Coordinator
Marie Koski - Teacher

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

Dr. Elaine Brigman, - Superintendent

Margaret A. Sullivan, *Assistant Superintendent*
Robert A. Seymour, *Business Manager*

Kenneth R. Dassau, *Director of Special Services*
Jed Butterfield, *Director of Curriculum and Instruction*

To: SAU Board Members

From: E. Brigman *EB*

Re: Nominations

Date: June 14, 1999

Enclosed is the letter of application, resume and position description for David Hodgdon. Dr. Hodgdon is the screening committee's recommendation and my nomination for the position of Director of Curriculum and Instruction. In order that Board members have the opportunity to meet Dr. Hodgdon before the nomination, I have invited Dr. Hodgdon to the Wednesday, June 16, 1999 SAU meeting.

Also enclosed is the resume and position description for Dr. Dan LaFleur, who is the screening committee's recommendation and my nomination for school psychologist.

I would like to nominate both of these candidates at the 7:00 p.m. Wednesday, June 16, 1999 SAU non-public meeting.

162 Lakeview Rte. 4A
Enfield, New Hampshire 03748
April 24, 1999

Dr. Elaine Brigman, Superintendent
SAU #38
600 Old Homestead Hwy
Swanzey, NH 03446

Dear Dr. Brigman:

In an article on "Vision and the Work Life of Educational Leaders," the authors emphasize the importance of a leader's focusing on the possibilities. That is to say, the leader needs to have a vision for a "preferred future" for young people in our schools. As we approach the 21st century and find ourselves needing to make difficult choices to serve the entire student population in a changing society, leaders at all levels will need to be visionary, to be able to focus on the possibilities, and to work to make these possibilities reality.

As a productive and creative education professional with advanced degree work, professional contacts to draw from as resources, and strong teaching, administrative, and curriculum development experience, I believe that I can provide visionary leadership in the role of Director of Curriculum and Instruction. From teaching, administrative, and graduate student experiences, I have been able to develop as an instructional and curricular leader and as a manager. I am well versed in research models and techniques, the curriculum and staff development processes, program evaluation, and organizational and learning theory.

These professional qualifications can be translated into concrete assets as a Director of Curriculum and Instruction for SAU #38. The enclosed resume will give you the highlights of my experience and skills in planning and coordinating curriculum and staff development programs; administering and evaluating programs and personnel; and supervising teachers. A personal interview will give us the opportunity to explore this further. I would be pleased to meet with you at your convenience.

Sincerely,



David G. Hodgdon, Ph.D.

dgh
enclosures

DAVID G. HODGDON, Ph.D.

162 Lakeview Rte. 4A
Enfield, New Hampshire 03748
(603) 632-5911

JOB OBJECTIVE: Director of 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 inservice 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
- Coordinate the building of the master schedule to support the school's mission
- Work collaboratively with staff members at all levels in the school district
- Develop holistic assessment models in schools and school systems

ACHIEVEMENTS:

- Chaired curriculum council designed to oversee curriculum development process and inservice activities at Lebanon High School
- Conducted curriculum forums on such topics as content vs. depth, multiple intelligences, emotional intelligence, character education, brain research, higher order thinking, and assessment
- Served as curriculum resource/consultant on Lebanon standards committees and participated on SAU administrative team
- Chaired committee to establish standards and benchmarks in Pembroke district
- Acted as chair, coordinator, and/or member of several district-wide curriculum committees
- Served on strategic planning committees focusing on restructuring of the schools and participatory management; oversaw development and implementation of participatory management model at high school level
- Involved in initiating restructuring of departmental structure at high school level by establishing interdisciplinary humanities positions at two high schools and curriculum position at Pembroke Academy
- Established, administered, and evaluated writing centers
- Developed, implemented, and assessed writing sample for grades 4, 7, and 10 in SAU #53
- Served as staff development chairperson for SAU #53 and coordinated system-wide workshop day
- Worked with SAU #53 Assistant Superintendent and Title 1 Director to establish and coordinate on-site courses on writing across the curriculum, the integration of special education into the regular education classrooms, and critical thinking
- Worked with Dartmouth College and representatives from other school districts in the Upper Valley to sponsor character-and-citizenship conference for staff members
- 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
- Coordinated school-wide workshop days including speakers and concurrent workshop sessions
- Conducted workshops at conferences, symposiums, and local and regional schools on writing, the high school/college connection, interdisciplinary programs, teacher evaluation, student assessment, and the teaching of thinking
- Established evaluation model to assess language arts curriculum in Pembroke district
- Served as administrative representative on committee to create evaluation model for teachers in Pembroke district
- Oversaw building of master schedule at Pembroke Academy
- Oversaw building and coordination of high school budget during absence of principal
- Researched and wrote grants for computers used in writing center and English classrooms at Somersworth
- Participated in workshop sponsored by the state department on writing grants for gifted programs
- Acted as liaison, support, and coordinator for Scientist as Humanist program designed for talented students
- Established English elective program, including several interdisciplinary, team-taught courses
- Served on steering committee overseeing the self-study as part of the NEASC reaccreditation process
- Served on Pembroke Technology Task Force (including co-chair of curriculum subcommittee)
- Developed and oversaw summer enrichment program for talented students in the Concord (NH) area
- Served as President of N.H. Association of English Teachers; oversaw annual conference and numerous other state-wide events; established state and regional professional contacts

EXPERIENCE:

Lebanon High School, N.H. August 1997 - present	Director of Curriculum & Instruction
Pembroke Academy, Pembroke, N.H. July 1986 - August 1997	Director of Curriculum & Instruction (7/90 - 8/97) Humanities Division Leader/Writing Center Director
Somersworth High School, N.H. August 1984 - June 1986	Humanities Division Leader Writing Center Director
Dover High School, N.H. 1976 - 1984	English Teacher English Department Chair
Spaulding High School, Rochester, N.H. 1976	English Teacher

EDUCATION:

Ph.D.	- University of New Hampshire, September 1990 - May 1996 Education with emphasis on Curriculum & 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
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's School*" - published in *New Hampshire Association of Teachers of English Newsletter*

TITLE: Director of Curriculum and Instruction for
the Monadnock Regional School District

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

SUPERVISES: Curriculum and instructional programs, Federal programs, (except Special Education), Home Schooling, Staff Development and Media Generalist.

Assist Hinsdale School District and Winchester School District
Development of K-12 written curriculum, aligned with NH
Frameworks 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 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 Chapter 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 NH Frameworks, student assessment program in compliance with state and Federal guidelines and/or mandates.

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:** _____

3/2/99

**Daniel G. Lafleur, Ph.D.
63 Mt. Gilboa Rd.
Westmoreland, NH 03467
603-399-8449**

Mr. Ken Dassau
Director of Special Services
SAU #38
600 Old Homestead Highway
E. Swanzey, NH 03446

March 1, 1999

Dear Ken,

I am writing to express my interest in a position as a School Psychologist that I was recently informed of by Jason Magee. He indicated that you are anticipating a new position beginning in the Fall. Jason has been aware, through our conversations as neighbors, of my desire to explore other ways, besides private practice, of doing work as a psychologist.

The idea of making a transition from my full-time private practice as a clinical psychologist to a school psychologist position has been prompted by a number of personal, professional, and economic factors. In the end, I am hoping to find a position where I can continue to apply my knowledge of psychology, shift the mix of work I do away from direct care (i.e. therapy) to more assessment, supervision and consultation, and provide a reasonable and stable income for my family without having to work as many evening hours as private practice has recently required.

As you can see from the enclosed resume, I am a licensed psychologist with nearly 20 years of experience working with adolescents, children, and their families. I have worked in a variety of settings and capacities during that time (many of the employment changes coincided with my efforts to work my way through graduate school). As you know, one of my current responsibilities is to provide supervision to the elementary school counselors in SAU #38. I most enjoy situations where I can utilize my knowledge of and experience in psychology, contribute to team decision-making in a collegial manner, and be helpful to children, adolescents, and their families.

I would welcome the opportunity to meet with you to discuss this position and my qualifications for it. I would be happy, upon your request, to forward additional materials such as letters of reference, a copy of my license, and transcripts.

Sincerely,



Daniel G. Lafleur, Ph.D.

DANIEL G. LAFLEUR, Ph.D.

Home:
63 Mt. Gilboa Rd.
Westmoreland, NH 03467
Tel.: 603-399-8449

Office:
University Associates in Psychology, p.c.
Colony Mill Marketplace
222 West St.
Keene, NH 03431
Tel.: 603-357-1180 ext. 18

EDUCATION:

Ph.D. in Counseling Psychology (APA accredited)
University of Massachusetts at Amherst, February, 1994
Dissertation topic: Attribution Processes of Family Members and Therapists

Internship: South Shore Mental Health Center, Quincy, MA
September 1989-August 1990 (APA Accredited)

Major Placement: Child and Adolescent Service
Responsible for providing individual and family therapy, conducting psychological assessments, and co-leading a socialization group for latency age boys.

Minor Placement: Step I Early Intervention Program
Responsible for conducting developmental assessments, providing case management, and individual and family therapy.

Practicum: Monadnock Family and Mental Health Services, Keene, NH
Practicum in family therapy, September 1986-June 1987

M.A. Ed. in Counseling
University of Maine at Orono, August, 1980
Elected to Phi Kappa Phi honor society

B.A. in Broadcasting/Film
University of Maine at Orono, June, 1977

PROFESSIONAL EXPERIENCE:

January 1995-
present **Private practice**
University Associates in Psychology, p.c., Keene, NH

General out-patient practice with a specialty in Child, Adolescent, and Family therapy, particularly in the area of disruptive behavior disorders. Responsible for conducting evaluations and providing treatment, consultation to schools, training, and supervision.

September 1995-
December 1997 **Associate faculty member**
Master's Program in Marriage and Family Therapy
Antioch New England, Keene, NH

Responsible for teaching a year long Professional Seminar in Marriage and Family Therapy (9/95-5/97) and a one semester course in Lifespan Developmental Psychology (9/95-12/97).

LAFLEUR

July 1993- **Team leader**
 December 1994 Adult In-patient Psychiatric Unit
 Cape Psych Center, Hyannis, MA

Directed a multi-disciplinary team in the formulation of a crisis assessment and the implementation of a plan for brief treatment.

February 1993- **Psychological assistant/therapist**
 June 1993 South Bay Mental Health Center, Plymouth, MA

Responsible for conducting psychological evaluations, providing home-based individual and family therapy, and consultation to schools and other collateral services.

September 1990- **Psychological counselor (Part time)**
 December 1992 Marlboro College, Marlboro, VT

Responsibilities included providing individual and group therapy, and consultation to faculty and staff.

August 1987- **Therapist**
 August 1989 Adolescent psychiatric/substance abuse unit
 Brattleboro Retreat, Brattleboro, VT

Responsibilities included providing individual, group, and family therapy services.

January 1987- **Child and family therapist (Part-time)**
 August 1987 Fall Mountain Counseling Center, Walpole, NH

Responsibilities included providing individual and family therapy, and consultation to schools.

June 1986- **Therapist**
 August 1986 Adult psychiatric unit
 Brattleboro Retreat, Brattleboro, VT

Responsible for providing individual, couples, and family therapy.

September 1984- **Crisis therapist**
 March 1986 Community Services West, Westfield, MA

Responsibilities included assessment and remediation of psychiatric crises, providing individual, couples, and family therapy, supervision of paraprofessional staff, and coordinating an adolescent suicide prevention project.

June 1982- **Evening moderator**
 August 1984 Adult/adolescent in-patient psychiatric unit
 Marlboro Hospital, Marlboro, MA

Responsible for supervising the management of the therapeutic milieu.

February 1981- **Mental health counselor (concurrent with Evening moderator position)**
 August 1984 Marlboro Hospital, Marlboro, MA

Responsible for providing individual, group, and milieu therapy.

LAFLEUR

June 1980-
February 1981

Mental health counselor
Geriatric, community mental health team
Newton-Wellesley Hospital, Newton, MA

Responsibilities included providing advocacy and case management services, and consulting to nursing home staff.

Other activities:

I have given presentations to the local CHADD and foster parent groups, conducted training of area teachers regarding Attachment disorder, and provided training and consultation to the staff of Camp Takodah, a nearby YMCA overnight camp for children and adolescents.

Licenses:

New Hampshire Certified Psychologist #742
Massachusetts Licensed Psychologist #6812

DANIEL G. LAFLEUR, Ph.D.

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Master's Program in Marriage and Family Therapy
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August 1987

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Responsibilities included providing individual and family therapy, and consultation to schools.

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Other activities:

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Licenses:

New Hampshire Certified Psychologist #742
Massachusetts Licensed Psychologist #6812

TITLE: Associate School Psychologist

QUALIFICATIONS:

1. Master's degree plus two or more years of additional graduate work in education and psychology.
2. Valid certificate to practice as a school psychologist.
3. Three years' teaching experience.
4. Such alternatives to the above qualifications as the school administration may find appropriate and acceptable.

REPORTS TO: Director of Special Education /the Psychological Services Director
(a/k/a Clinical Psychologist)

JOB GOAL: To enable students to derive the appropriate benefits from school by promoting their sense of self and by helping to treat psychological or mental health problems.

PERFORMANCE RESPONSIBILITIES:

1. Assess difficulties of referred students through appropriate testing and diagnostic practices.
2. Gives tests and recommends placement for exceptional and new students.
3. Helps identify, within the school, all types of exceptional children.
4. Collates case records on referred students.
5. Recommends corrective procedures.
6. Conducts short term individual, group, or facilitative therapy for children whose diagnosed problems would benefit from behavior modification.
7. Confers with teachers and parents whenever necessary.
8. Consults on the educational needs of special needs students.
9. Attends case conferences on the placement of individual students.
10. Interprets the school psychological services to teachers and parents.
11. Prepares and submits required reports on special needs children and on special education programs.
12. Cooperates with personnel of community health and social welfare agencies.
13. Acts as liaison between the school and juvenile court.
14. Attends staff, professional, and interagency meetings.
15. Assists in the inservice training of school personnel.
16. Keeps up with new developments in the field.

TERMS OF EMPLOYMENT: School year as required for school teachers.

EVALUATION: Performance to be evaluated at least annually.

Approved per SAU Board 5/5/99
 Albert G. Symon III
 SAU 38 Business Manager

A	B	C	D	E	F	G	H	I	J
1	SAU 38 SALARY/WAGE PROPOSAL FOR 1999/2000: PRESENTED BY DR. BRIGMAN								
2	POSITION	NAME			98/99 COST		1999/2000 PROPOSAL		
3									
4									
5	SUPERINTENDENT	ELAINE BRIGMAN			\$82,000.00				
6	ASSIST SUPT.	MARGARET SULLIVAN			\$71,900.00		\$74,776.00		
7	ASSIST SUPT.	KATHY HOLT			\$28,760.00				
8	DIR. OF CURRIC.	MINDY NICOLORO			\$6,751.00				
9		JED BUTTERFIELD			\$22,384.00				
10									
11									
12		DIRECTOR OF CURRICULUM					\$65,000.00		
13									
14	SPED DIRECTOR AND								
15	ASSIST SUPT SPED	KEN DASSAU			\$63,000.00		\$68,000.00		
16									
17	BUSINESS MANAGER	BOB SEYMOUR			\$58,250.00		\$60,580.00		
18	SPED COORD.	JEN DOLLOFF			\$47,300.00		\$49,192.00		
19	TECH. COORD.	TOM WARNER			\$58,400.00		\$60,736.00		
20									
21	TECHNICIAN	STEVE THOMPSON			\$9,230.00				
22		HOWARD ROBERTSON			\$16,250.00				
23									
24				98/99 HOURLY		99/00 HOURLY	4% Raise	4% + \$520	
25									
26	AD. SECRETARY	TERRY STEPENUCK		\$12.05	\$25,064.00	\$12.53	\$26,066.56	\$26,586.56	
27	AD. RECEPTIONIST	SANDI PAGE		\$11.25	\$23,400.00	\$11.70	\$24,336.00	\$24,856.00	
28	ACCOUNTS PAYABLE	EILEEN NELSON		\$9.50	\$19,760.00	\$9.88	\$20,550.40	\$21,070.40	
29	ASST. ACCTS PAY/	MARIE BRADLEY		\$8.50	\$17,680.00	\$8.84	\$18,387.20	\$18,907.20	
30	ASST. SEC SPED								
31									
32	PAYROLL ACCT.	GRACE FERNALD		\$11.70	\$24,336.00	\$12.17	\$25,313.00	\$25,833.00	
33	SPED SECRETARY	JANICE FLAHERTY		\$11.25	\$23,400.00	\$11.70	\$24,336.00	\$24,856.00	
34	BUS ADMIN SEC	SHARON TURNER		\$9.90	\$20,592.00	\$10.30	\$21,415.68	\$21,935.68	
35									
36	Gen Office Worker	New Position 30 hours a week				\$7.25	\$11,310.00	\$11,830.00	
37									
38									
39									
40									
41									
42									

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

Dr. Elaine Brigman, - Superintendent

Margaret A. Sullivan, Assistant Superintendent
Robert A. Seymour, Business Manager

Kenneth R. Dassau, Director of Special Services
Jed Butterfield, Director of Curriculum and Instruction

To: SAU #38 School Board Members
From: E. Brigman
Re: Agenda for May 5, 1999 Meeting
Date: April 15, 1999

Since all members of the boards in all three districts are members of the SAU Board, I am sending this agenda to all board members. The agenda will be posted in all schools and all Board of Selectmen offices. The meeting is scheduled to convene at 6:00 p.m., May 5, 1999 at the Fitzwilliam Inn, Fitzwilliam NH. We will conclude the meeting and then go to the dining room for dinner.

- Agenda: Introduction of SAU #38 Board Members
1. Approval of Minutes from 12/7/98 ✓
 2. End of year (1998 - 1999) SAU #38 financial report ✓
 3. Discussion of SAU #38 business
 - a. MRSD Recommendations for Rules and Procedures ✓
 - b. Special Education Report ✓
 - c. Technology Report ✓
 - d. New Computer System ✓
 - e. Hiring Process for Director of Curriculum ✓
 - f. Claremont Funding Crisis ✓
 - g. Other
 4. SAU #38 organization of the 1999 - 2000 SAU #38 Board.

*Self-Evaluation
- SAU #38 Board of Selectmen
- Self-Evaluation*

*Debby Scott, Debbie H.
Michael Hest, Diana D.*

Chairperson (Monadnock)	<u>Dixie Gorian</u>
Vice Chair	<u>Ruth Norton</u>
Secretary	<u>Bill Hamel</u>
Treasurer	<u>Don Arguin</u>
Vice Treasurer	<u>Bill Hamel</u>

Corresponding Meeting Dates

October 20, 1999	<u>SAU 7:00 p.m.</u>
November 17, 1999	_____
December 1, 1999	_____
May 3, 2000	_____

Non-Public Session

5. Approval of SAU #38 1998 - 1999 contracts and setting of salaries.

SCHOOL ADMINISTRATIVE UNIT NO. 38
SWANZEY CENTER
600 Old Homestead Highway
Swansey, New Hampshire 03446

Telephone (603) 352-6955 FAX (603) 358-6708

Hinsdale School District

Monadnock Regional School District

Winchester School District

Dr. Elaine Brigman, - Superintendent

Margaret A. Sullivan, *Assistant Superintendent*
Robert A. Seymour, *Business Manager*

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 4. SAU #38 organization of the 1999 - 2000 SAU #38 Board.

Chairperson (Monadnock) _____

Vice Chair _____

Secretary _____

Treasurer _____

Vice Treasurer _____

Corresponding Meeting Dates

October 20, 1999 _____

November 17, 1999 _____

December 1, 1999 _____

May 3, 2000 _____

Non-Public Session

5. Approval of SAU #38 1998 - 1999 contracts and setting of salaries.

	A	B	C	D	E	F	G
299							
300		WORKSHEET 0029					
301		SAU BUDGET PROJECTION AS OF JUNE 30, 1999					
302		SUPERINTENDENT, BUSINESS, TECHNOLOGY AND SPED OFFICES					
303		PROJECTION AS OF 3/22/99					
304							
305		ACCOUNT			PROJECTED END OF YEAR BALANCE		
306							
307		ALL SALARIES				\$18,230.00	
308		MEDICAL INSUR.				\$2,300.00	
309		DENTAL				\$0.00	
310		LIFE INSUR.				\$210.00	
311		WORKERS COMP				\$3,618.00	
312		RETIREMENT				(\$310.00)	
313		UNEMPLOYMENT				\$300.00	
314		FICA				(\$2,300.00)	
315		CONTRACTED SERVICES				(\$13,200.00)	
316		CUSTODIAL SERVICES				\$600.00	
317		REPAIRS AND MAINT				(\$2,100.00)	
318		TELEPHONE				(\$1,200.00)	
319		POSTAGE				(\$2,200.00)	
320		TRAVEL AND CONFERENCES				\$0.00	
321		SUPPLIES				(\$2,300.00)	
322		PURCHASED SERVICES				(\$1,200.00)	
323		ELECTRICITY				\$0.00	
324		EQUIPMENT				\$2,500.00	
325		DUES AND FEES				(\$1,600.00)	
326		PROFESSIONAL SERVICES SPED				\$600.00	
327		PROPERTY SERVICES				\$250.00	
328							
329							
330		TOTAL				\$2,198.00	
331							
332							
333							
334							

SAU #38 MINUTES 12/7/98

ATTENDANCE:

Hinsdale: A. Diorio, D. Dillon

Monadnock: D. Gurian, W. Hamill, G. White

Winchester: L. Aivaliotis, D. Hamel, R. Norton

Administration: E. Brigman, K. Dassau, K. Haeberle, R. Seymour,
M. Sullivan

Public: R. Beauregard and C. Rider

- 1) Meeting called to order by Chair D. Dillon at 6:00 PM.
Public Hearing on 1999-2000 Budget declared open.
Discussion on budget by public - none.
R. Beauregard offered his comments from a Selectman's point of view regarding taxes as it relates to the less fortunate.
C. Rider offered her comments on making the SAU#38 Board more accountable for their actions.
- 2) At 6:24PM motion by R. Norton, seconded by A. Diorio to close Public Hearing. Voted unanimously.
- 3) D. Dillon opened SAU #38 meeting.
- 4) Approval of minutes of SAU#38 meeting 11/18/98. Motion by D. Gurian, seconded by R. Norton. Voted unanimously.
- 5) Approval of 1999-2000 Budget. Motion by G. White, seconded by D. Gurian to accept budget of \$1,948,291.07. Voted unanimously.
- 6) Next meeting May 5, 1999 @ Fitzwilliam.
- 7) Meeting declared adjourned by Chair Dillon.

Respectfully submitted

Bill Hamill

Sorry for the lack of humor but I am not in the mood tonight.

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Hinsdale School District

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Robert A. Seymour, Business Manager Jed Butterfield, Director of Curriculum and Instruction

SAU #38 SALARY PROPOSAL FOR 1999-2000

Presented by: Dr. Elaine Brigman, Superintendent

May 5, 1999

Position	Name	Prop. 98-99	Ann Cost 98-99	Prop. 99-00
Superintendent	Elaine Brigman	\$82,000	\$82,000	\$85,987.20
Asst. Supt.	Margaret Sullivan	\$70,700	\$71,900	\$74,776.00
Asst. Supt.	Kathy Holt	\$71,900	\$28,760.00	
Director of Curriculum	Mindy Nicoloro		\$6,751.14	
	Jed Butterfield		\$22,384.69	
Director of Curriculum				\$65,000.00
Sped Director	Ken Dassau	\$63,550	\$63,000	
Asst. Supt. Sped	Ken Dassau			\$68,600.00
Bus. Mgr.	Bob Seymour	\$58,250	\$58,250	\$60,580.00
Sped. Coord.	Jen Dolloff	47,400 \$58,400	49,192.00 \$58,400	\$60,736.00
Comp/tech Coord.	Tom Warner	\$58,400	\$58,400	\$60,736.00
Technician	Steve Thompson	36,300 \$32,500	92,300.00 16,250.00	0
	Howard Robertson			
Administrator Cost		\$	\$	\$
Ad. Secretary	Terry Stepenuck	Hourly \$12.05	Prop. 98-99 \$25,064 Hourly \$12.53	Prop. 99-00 \$26,062.40 \$26,066.36
Ad/Receptionist	Sandi Page	\$11.25	\$23,400 \$11.70	\$24,336.00
Accounts Payable	Eileen Nelson	\$9.65	\$20,072 \$10.04	\$20,883.20
Asst. Accts. Pay./ Asst. Sec. Sped	Marie Bradley	\$8.50	\$17,680 \$8.84	\$18,387.20
Payroll Acct.	Grace Fernald	\$11.70	\$24,336 \$12.17	\$25,313.60
Spec. Ed. Sec.	Janice Flaherty	\$11.25	\$23,400 \$11.70	\$24,336.00
Bus. Adm. Sec.	Sharon Turner	\$9.90	\$20,592 \$10.30	\$21,424.00
Courier			\$2,500	\$2,500.00
Gen. Sec.	New Position			\$2,500 \$14,600.00 7.35 x 30

A	B	C	D	E	F	G	H	I	J
1	SAU 38 SALARY/WAGE	PROPOSAL	FOR 1999/2000:	PRESENTED BY DR. BRIGMAN					
2									
3	POSITION	NAME		98/99 COST		1999/2000 PROPOSAL			
4									
5	SUPERINTENDENT	ELAINE BRIGMAN		\$82,000.00		\$85,987.00			
6	ASSIST SUPT.	MARGARET SULLIVAN		\$71,900.00		\$74,776.00			
7	ASSIST SUPT.	KATHY HOLT		\$28,760.00					
8	DIR. OF CURRIC.	MINDY NICOLORO		\$6,751.00					
9		JED BUTTERFIELD		\$22,384.00					
10									
11		DIRECTOR OF CURRICULUM				\$65,000.00			
12									
13	SPED DIRECTOR AND								
14	ASSIST SUPT SPED	KEN DASSAU		\$63,000.00		\$68,600.00			
15									
16	BUSINESS MANAGER	BOB SEYMOUR		\$58,250.00		\$60,580.00			
17	SPED COORD.	JEN FOLLOFF	(4/5 POS)	\$49,192.00		\$51,159.68			
18	TECH. COORD.	TOM WARNER		\$58,400.00		\$60,736.00			
19									
20	TECHNICIAN	STEVE THOMPSON		\$9,230.00					
21		HOWARD ROBERTSON		\$16,250.00					
22									
23									
24				98/99 HOURLY		99/00 HOURLY			
25	AD. SECRETARY	TERRY STEPENUCK		\$12.05		\$12.53		\$26,066.56	
26	AD. RECEPTIONIST	SANDI PAGE		\$11.25		\$11.70		\$24,336.00	
27	ACCOUNTS PAYABLE	EILEEN NELSON		\$9.65		\$10.04		\$20,884.00	
28	ASST. ACCTS PAY/	MARIE BRADLEY		\$8.50		\$8.84		\$18,387.20	
29	ASST. SEC. SPED								
30									
31	PAYROLL ACCT.	GRACE FERNALD		\$11.70		\$12.17		\$25,313.00	
32	SPED SECRETARY	JANICE FLAHERTY		\$11.25		\$11.70		\$24,336.00	
33	BUS ADMIN SEC	SHARON TURNER		\$9.90		\$10.30		\$21,415.68	
34									
35	Gen Office Worker	New Position 30 hours a week				\$7.25		\$11,310.00	
36									
37									
38									
39			TOTALS		\$620,661.00			\$638,887.12	
40									
41									
42									

(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.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996.

194-C:6 Federal Assistance. School administrative unit boards are hereby authorized to cooperate with the federal government or any agency thereof to request, receive and expend federal funds for educational purposes. The receipt and expenditure of federal funds by a school administrative unit shall be accounted for in the same manner as established for federal funds processed through local school districts. Each school administrative unit is hereby directed to establish separate from its operating budget a federal grant account.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996.

194-C:7 Representation. Every school district maintaining one or more public schools shall be entitled to 3 votes on the joint board of school administrative units, plus additional votes as provided in RSA 189:46. 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.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996.

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.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996.

194-C:9 Budget.

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 budget 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 $\frac{1}{2}$ on the average membership in attendance for the previous school year and $\frac{1}{2}$ 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

Report of the Monadnock Regional School District Study Committee

Pursuant to the vote at the 1998 Monadnock Regional School District Annual Meeting a study committee was formed as proscribed and held its first and organizational meeting on June 9, 1998, according to the following article as voted:

ARTICLE TWELVE: To see if the Monadnock Regional School District will vote to establish a Study Committee to research the feasibility of reorganizing or withdrawing from SAU #38 and the question of reapportioning the School Board of the Monadnock Regional School District. The Committee shall consist of a member of the Board of Selectmen from each of the eight towns in the Monadnock Regional School District, to be chosen by the Board of Selectmen of each town; and one citizen from each town, to be chosen by the Town Moderator of each town; and two members from the School Board, to be chosen by the School Board. The Committee shall meet on a regular basis and make its recommendation to the School Board and the public by the 1999 Annual Meeting.

Vote of the 1998 Annual Meeting - 1,477 Yes; 950 No.

RECOMMENDATIONS OF THE STUDY COMMITTEE -

The eighteen member Study Committee after six months of work provided the school district with three unanimous recommendations summarized below. The Monadnock Regional School District Board present and adopt written rules of procedure for the SAU Board.

1. The Monadnock Regional School District Board stay in SAU #38 with the procedural rules adopted.
2. The Monadnock Regional School District Board present a warrant article at the next annual school meeting to amend the current composition of the School Board membership to more accurately reflect the one-person/one-vote principle and alter the manner of School Board elections to allow each member town the election of its own representative(s). The proposed composition is as follows:

Municipality	Population	Membership	
		Current	Amended
Fitzwilliam	2,011	1	2
Gilsum	745	1	1
Richmond	877	1	1
Roxbury	248	1	1
Sullivan	706	1	1
Surry	667	1	1
Swanzey	6,236	2	6
Troy	2,097	2	2

Process and Background for Recommendations

At the organizational meeting the Committee discussed and assessed the work that needed to be accomplished and the information to be reported at the Monadnock Regional School District (MRSD) meeting in 1999. The Committee determined that there was a need to investigate and understand the history and background leading to the formation of both the District and SAU. Additionally and just as important, the Committee needed to learn about the current operations and organization of the SAU and District.

To gain the historic background for both the MRSD and SAU, the Committee gathered and reviewed the formation history from the archives and discussed background information with all previous superintendents (Austin Frain and William Wheeler) and other administrators and individuals.

With regard to the reorganization or withdrawal from SAU #38, the Committee reviewed the pros and cons of remaining in the SAU as currently structured. A member of the State Board of Education attended one meeting to discuss the issues of withdrawing from the SAU. Information relative to other SAU withdrawals was gathered with the assistance of SAU administration and various Committee members. The Committee reviewed the applicable laws (RSAs) governing SAU formation and withdrawal.

The functioning of the SAU was reviewed - including the operation, structure, decision-making process, budget, and responsibilities. The Committee discussed these topics with the current and previous superintendents and current members of the SAU Board. Although there was general agreement that remaining in SAU #38 made sense, there were some concerns that needed to be addressed as part of the reorganization activities.

The Committee voted unanimously to recommend that the Monadnock Regional School District present and adopt certain written rules of procedure at the SAU Board. These procedures were derived from the RSAs for SAU operation. A copy of the recommendation is contained in **Exhibit B**. In summary, the recommendation contained the Committee research on SAU operation which included the statutory directives for voting, conducting, posting, record keeping, budget reporting and allowed locations for SAU meetings.

The Committee voted unanimously to recommend that the Monadnock Regional School District stay in SAU #38 provided the recommendation described above be considered and written procedures adopted and followed by the SAU Board. It was the sense of the Committee that there be a clear understanding of the process described in the law, and that the affairs of the SAU be conducted in the prescribed fashion.

Relative to the reapportionment of the school board, the Committee studied the organization and formation of the Monadnock Regional School District as noted earlier. Research showed that the current make-up of the School Board was not based on numbers of students nor any other particular rationale. The Committee believed, based on its research, that the MRSD Board membership was based on 'convenience' at the time of the district's formation.

Members of the Committee worked and discussed a number of alternatives for reapportioning the School Board as well as the possibility of maintaining the current structure. Each of the proposals was scrutinized in keeping with the spirit of a cooperative school district as well as satisfying the applicable laws (RSAs). After lengthy review and discussion the Committee decided to move forward with a fifteen-member School Board recommendation. Further rationale for the recommendation is contained in **Exhibit A**. Since any change of school board apportionment needs approval prior to implementation, a letter describing the proposal was sent to the State Board of Education requesting acceptance. The response received from the State Board was inconclusive. Thus, the Committee recommended that the MRSD Board place the proposal on the warrant recognizing that if the article passed, State School Board approval would be needed prior to implementation.

The Committee voted unanimously to recommend that the Monadnock Regional School District Board present a warrant article at the next annual school meeting to amend the current composition of the School Board membership to more accurately reflect the one-person/one-vote principle and alter the manner of School Board elections to allow each member town the election of its own representative(s).

The proposed composition is as noted above.

The Study Committee worked diligently to provide the information and unanimous recommendations as presented. The Committee thanks everyone who attended and participated in the discussions and in particular the Superintendent and staff of SAU #38 for their support and assistance, and the MRSD Board for their support in this study.

EXHIBIT A

Recommended reapportionment of the MRSD Board -

Reasons for proposed changes:

The Monadnock Region School District and School Board originated prior the current state statutes governing school board composition and does not comply with current statutes.

The member towns within the MRSD are of varied population sizes and proportional representation of the current School Board membership may fail to comply with the one-person/one-vote.

The MRSD covers a large geographic region and resident voters of each member town have limited knowledge of board candidates from other member towns.

Proposed Warrant Article subject to MRSD attorney update -

Shall the Monadnock Regional School District amend the composition of and representation to the Monadnock Regional School Board to more accurately reflect the one-person/one-vote principle and to enable each member town to elect its own representative or representatives. Under this proposal, the School Board would go from 10 members to 15 members as follows:

Municipality	Population	Membership	
		Current	Amended
Fitzwilliam	2,011	1	2
Gilsum	745	1	1
Richmond	877	1	1
Roxbury	248	1	1
Sullivan	706	1	1
Surry	667	1	1
Swanzey	6,236	2	6
Troy	2,097	2	2

It was also the desire of the Committee to maintain the practice of having at least one member from each town while moving to more closely approximate the one-person/one-vote principal as compared to the current School Board membership. The Committee agreed that School Board representation should be reviewed and updated each decade.

EXHIBIT B

Recommended Rules of Procedure for the SAU #38 Board -

The Committee has investigated the operation of SAU #38, and find a number of major procedural issues that need to be addressed. The Committee recommends the following:

The administration and SAU Board need to become acquainted with and follow the New Hampshire Statutes (RSAs) as they pertain to the operation of public boards. The SAU Board should act with a maximum of public exposure and input. A formal written policy should be adopted and followed.

The following is a listing of specific areas of concern. The superintendent should on at least an annual basis go over this list with all MRSD Board and SAU Board members.

In accordance with RSA 194-C.7 each school board within the SAU has 3 votes. These votes are divided among the school board members present. Example; when one member is present that person has all 3 votes; if three members are present, each has 1 vote; and when six members are present, each has 1/2 vote and so forth. The appointment of specific school board members to serve on the SAU Board appears to be only a convenience to insure having board members present at SAU meetings. The Committee would urge more members attend these meetings and vote.

RSA-194-C:8 concerns the weighted vote. A majority vote, by any school board, may call for a weighted vote on any issue. The RSA spells out the number of votes each school district has under a weighted vote based on student population. These votes are equally divided among the district school board members present. The superintendent should supply at each meeting the number of votes each district has based on the RSA and school ADM.

Meetings of the SAU Board must be conducted in accordance with all applicable RSAs.

Meetings should be posted in at least two places within each member town. These places should be the same places where the town normally posts meeting notices. Posting in school buildings, or sent home to the parents is not adequate. Notices should be posted in a timely fashion as proscribed by statute, but in no case less than seven calendar days prior to the meeting.

Meetings must be advertised in a newspaper of general circulation within the district, at least seven days prior to the meeting.

Meeting notices should contain the agenda for the meeting. While other items of business may be discussed, no vote should be taken on items not on the agenda.

All business must be conducted in open session, unless specifically exempted under the state right to know statute.

Meetings will be rotated between the three school districts within SAU #38. Every other meeting to be held within the Monadnock district.

Meetings will be held in buildings owned by, or normally used by public entities for such purposes. The policy of having dinner meetings in restaurants is strictly forbidden. All meetings will be open to the public, and the SAU Board will make this obvious.

Accurate minutes will be kept of all SAU Board meetings. The minutes will be forwarded to each school board member, board of selectmen, and available to the general public within the time period as proscribed by law.

The SAU Board will establish a timetable for the preparation of a budget. The budget will clearly outline all proposed spending in a line item format. Included will be current budget amounts and current spending such as is shown on Department of Revenue Administration (DRA) budget formats used by the school district. The SAU Board will hold a public hearing on the budget. This hearing may be part of a normal SAU Board meeting. The proposed budget will be posted in each town ten days prior to the hearing.

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swansey, New Hampshire 03446
Telephone (603) 352-6955 FAX (603) 358-6708

Hinsdale School District

Monadnock Regional School District

Winchester School District

Dr. Elaine Brigman, - Superintendent

Margaret A. Sullivan, *Assistant Superintendent*
Robert A. Seymour, *Business Manager*

Kenneth R. Dassau, *Director of Special Services*
Aminda Nicoloro, *Director of Curriculum and Instruction*

To: SAU #38 School Board Members
From: E. Brigman, Superintendent
Re: Budget Hearing
Date: December 2, 1998

Hearing and meeting will be held at the Ford Building (white building behind Winchester High School), Winchester, New Hampshire on Monday December 7, 1998 at 6:00 p.m.

6:00 p. Public Hearing on the 1999-2000 SAU #38 Budget

6:15 p. Opening of Meeting

Approval of minutes

Approval of 1999-2000 SAU #38 Budget

Other

SAU # 38 MINUTES 11/18/98

Attendance:

SAU: E. Brigman, K. Dassau, R. Seymour, M. Sullivan, T. Warner

Candidate-in-waiting: M. Nicoloro

Hinsdale: A. Diorio

Monadnock: D. Arguin, D. Gurian, B. Hamill, G. White

Winchester: L. Aivaliotis, D. Hamel, R. Norton

SAU Study Committee: R. Beauregard

Meeting called to order by Vice chair R. Norton @ 6:04PM.

- 1) Minutes of previous meeting 10/21/98- moved to accept by G. White, second by D. Gurian. Voted unanimously.
- 2) Budget presented for 99-00 - moved by G. White, seconded by D. Gurian to approve budget of \$1,948,291. Voted unanimously.
R. Norton indicated other districts require some participation of enrollees for health benefits and suggested this as a topic of discussion at a future meeting.
- 3) Auditors Report: R. Seymour reported a positive Fund Balance going into next year. Not as much as this year, but still positive.
- 4) Technology Grant Update: T. Warner presented a handout summarizing District grant activity. Tom expects a \$50K grant for Hinsdale for school wiring and is applying for a \$150K grant at the SAU level that would benefit all Districts.
Tom also reviewed a number of different initiatives at various schools within the SAU and, at the end of his presentation, received a loud round of applause from those present.
- 5) Dr. Brigman nominated Aminda Nicoloro for the position of Director of Curriculum and Instruction for SAU #38 - to be finalized in non-public session
Dr. Nicoloro was given a chance to explain her reasons for wanting this position. After a lengthy, very lengthy, discussion of her biography and educational experience Ms. Nicoloro sat down to await the vote in NP Session.

6) SAU Withdrawal Study Committee: Dr. Elaine presented a summary of the last meeting of this committee and reviewed her research regarding the voting rights of the SAU #38 Board. Each of the three Districts has three votes. This vote is diluted fractionally by additional members of each Board that attend the meeting and choosing to vote. Any Board can ask for a weighted vote at any meeting, the weight of each is vote is determined by the proportional enrollment in each District.

Dr. Elaine further enlightened the SAU Board on some history she has uncovered in the basement of the Wyman House including the bones of three Superintendents from the late 1800's.

Dr. Elaine has requested some info from the State Dept. regarding the formation of the SAU #38 back in the early 60's and hopefully this will help answer questions raised by the SAU study committee.

7) Motion for Non Public Session to discuss Personnel issues: moved by D. Gurian, seconded by G. White - voted unanimously.

Dr. Brigman nominated Aminda Nicoloro as Director of Curriculum and Instruction. Following discussion it was moved by G. White, seconded by A. Diorio to accept the nomination. Voted unanimously.

8) Motion to return to Public Session: moved by D. Gurian, seconded by G. White. Voted unanimously.

9) Next meeting is Public Hearing on the SAU#38 Budget. Monday DEC 7, Wyman House@ 6PM.

10) Motion to adjourn by D. Gurian, seconded by G. White - voted unanimously.

Respectfully submitted,

Bill Hamill

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Kathleen Holt, *Assistant Superintendent*
Kenneth R. Dassau, *Director of Special Services*

Meeting to be held at the Fitzwilliam Inn, Fitzwilliam, 6:00 PM, Wednesday, November 18, 1998. Business meeting will be held at 6:00 PM (Agenda Items #1 and 2) followed by (Agenda items #3-8) during the dinner.

To: SAU #38 Board Members

From: Dr. Elaine Brigman, *E.B.* Superintendent

Re: Agenda for 11/18/98

Date: 11/12/98

Agenda:

1. Approval of minutes of October 21, 1998 meeting.
2. Discussion of proposed 1999-2000 SAU #38 Budget.
3. Auditors Report
4. Technology Grant Update
5. Introduction of nomination for Director of Curriculum and Instruction
6. Monadnock SAU Study Committee
7. Non-Public Session
 - a. Personnel
8. Adjournment

SAU #38 MEETING 10/21/98

Meeting at Wyman House

Attendees were:

HINSDALE: Diana Dillon, Ann Diorio and Mark Prouty

MONADNOCK: Dixie Gurian, Bill Hamill and Glenn White

WINCHESTER: Laura Aivaliotis, Debra Hamel and Ruth Norton

ADMINISTRATION: Dr. Elaine Brigman, Ken Dassau, Kathleen Holt,
Robert Seymour and Margaret Sullivan.

- 1) Meeting called to order by Chairperson Dillon @ 6:34PM.
- 2) Motion by R. Norton, seconded by D. Gurian to award K. Holt \$100 for each year of service to SAU #38 - total \$500.
Voted unanimously.
- 3) Temporary Adjournment to enjoy cake with Kathleen Holt prior to her leaving the SAU. She will be missed as she has been truly devoted to the children of all of our districts.
- 4) G. White moved, seconded by R. Norton to accept the minutes of the 5/6/98 & 9/14/98 meetings. Voted unanimously.
- 5) Presentation of the proposed 99-00 Budget by Mr. R. Seymour.
See attached memo from Dr. Brigman dated 10/13/98 which explains the major changes. It was stressed that we need to update what is now an antiquated business system. R. Norton asked several questions which prolonged the discussion but lucky for her Mr. Yankee got home in time for the beginning of the last game. Otherwise these minutes would not be so kind to Ms. Norton. There was also discussion regarding Administrators benefits and additional info will be provided.

6) The SAU #38 Board received a cordial invite from the Monadnock SAU Study Committee to attend a meeting at the Swanzey Town Hall @ 7PM on Oct. 27. Purpose: an update on the Committee's progress and further dialog with the Committee.

7) Reminder that the next meeting is Nov. 18 in Fitzwilliam @ 6PM.

8) The "Director of Instruction, etc." Search Committee reported receiving 21 applications. Screening starts Oct. 22 and first interviews are scheduled for Oct. 28.

9) Adjournment at 7:56 by declaration of the Chair. Are you ready for some baseball -- Yankee style? .

Respectfully submitted by your loyal scribe,

Bill Hamill (AKA Mr. Yankee)

SAU # 38 MEETING 9/14/98

Meeting at the Wyman House. In attendance were:

Hinsdale: Diana Dillon and Ann Diorio

Monadnock: Dixie Gurian, Bill Hamill (clueless scribe) and Glenn White.

Winchester: Laura Aivaliotis, Debra Hamel and Ruth Norton

Administration: Elaine Brigman, Kathy Holt and Margaret Sullivan

Meeting called to order by Diana Dillon at 6:33 PM.

1) A. Diorio moved to accept, with regret, the resignation of K. Holt effective Oct. 31. Second by R. Norton. Voted unanimously.

Several Board members indicated their dismay and praised Kathy for the outstanding services she provided during her tenure. Kathy expressed concerns about the change in the job description for her replacement and asked that each Board be given a chance to review these changes. This request is noted in the motion below by Ruth Norton. M. Sullivan offered the opinion that the proposed Job Description is not much different from the current job description under which K. Holt operated.

E. Brigman then offered some comments and opinions on the state of affairs at the SAU#38 Office. The telephone system is antiquated. D. Hamel offered the opinion that when she worked at the SAU#38 Office nine years ago it was really old back then. The Board was encouraged and accepted the proposal that we upgrade the phone system using the probable savings from the hiring of K. Holt's replacement. The Board also agreed to add temporary clerical help to the Central Office to allow Terry and Sandy to concentrate on their primary roles as secretaries to the Administrative team, subject to a review at a subsequent SAU#38 Board meeting.

Following additional discussion of the proposed job description for "Director of Instruction for the Monadnock School District" the Board agreed to add the word "assists" in front of "Hinsdale ..." under the Paragraph "Supervises:". D. Hamel virtually begged for this slight modification. R. Norton then moved the Board accept this job description, as modified, subject to the approval of each individual Board with each Board Chairperson to notify Dr. Brigman ASAP of their approval to allow the hiring process to begin quickly.

Seconded by G. White. Voted 7 yes 1 no.

The hiring process will be handled within the SAU #38 office.

The next Board Meeting is at the Wyman House Oct. 21, 6:30PM to review the proposed 99-00 Budget. Next meeting we will also consider K. Holt's going away award.

At 7:44 PM the Board voted unanimously to enter a Non-Public session to hire a person for the Special Education Department.

Kathryn Haeberle was nominated for the position of Speech Language Pathologist. Moved to accept by G. White, seconded by D. Gurian. Motion was voted unanimously.

G. White moved, seconded by W. Hamill to return to Public Session.
Voted unanimously.

Meeting adjourned at 7:59 by declaration of the Chairperson.

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Kathleen Holt, *Assistant Superintendent*
Kenneth R. Dassau, *Director of Special Services*

To: SAU #38 School Board Members
From: E. Brigman, *Superintendent*
Re: October 21, 1998 SAU Board Meeting
Date: October 14, 1998

The meeting is scheduled to convene at 6:30 PM, October 21, 1998 at the Wyman House.

Agenda:

1. Call to order.
2. Approval of the minutes of 5/6/98 and 9/14/98.
3. Non-Public Session: Personnel
4. Presentation of proposed 1999-2000 SAU #38 Budget.
5. SAU Study Committee concerns.
6. New Business.
7. Adjournment.

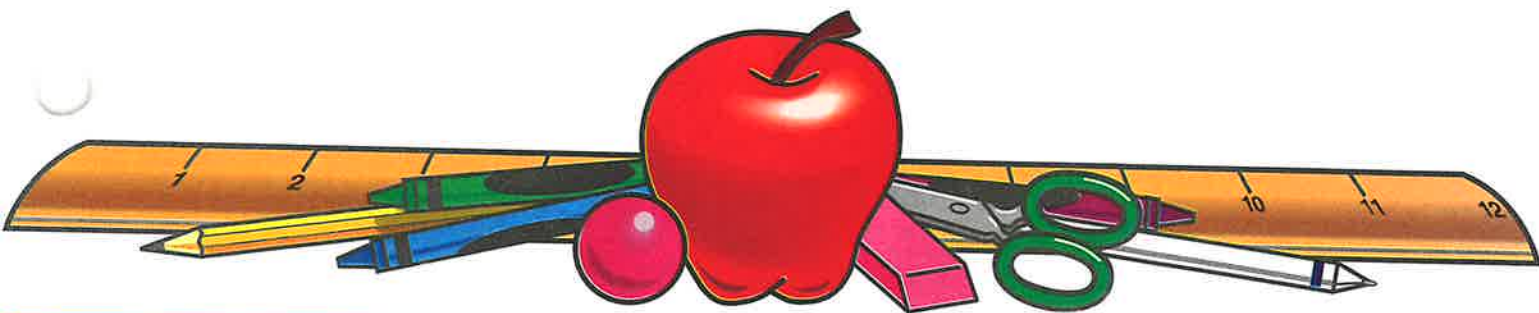
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm
Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

*Kathy Holt will be leaving
SAU #38 soon.
We cordially invite you to join us in
wishing her well
at*

*The Best Western Restaurant
on Wednesday, October 21, 1998
from 4:00 p.m. to 6:00 p.m.
Cash Bar and Hors D'oeuvres*

*If you wish to donate towards a gift,
please make your check payable to
SAU #38 Benevolent Fund
and send to*

*Terry Stepenuck
600 Old Homestead Highway
Swanzy NH 03446*



NON PUBLIC SESSION MINUTES 5/6/98

ITEM # 1

Dr. Wheeler presented his salary recommendations for 1998-99. The Winchester Board members indicated their desire to bring M. Sullivan's salary in line with K. Holt's salary with an additional increase of \$1200. This increase was supported by the Hinsdale Board. Following considerable discussion it was moved by R. Norton, seconded by M. Prouty, to accept the Winchester proposal. Voted 7 Yes, 1 No, 2 Abstentions.
Observation by B. Hamill: "You people owe us one."

ITEM #2

The remainder of the salary proposal was approved by a motion to accept by D. Gurian, seconded by R. Norton. Vote was 9 Yea, 1 Abstention.

ITEM # 3

Dr. Wheeler recommended the hiring of Steve Thompson as the Computer Technician to assist T. Warner. This position was approved at the last SAU meeting. Contract will be for 220 days at \$30,000 per annum. Moved to accept by G. White, seconded by R. Norton. Voted unanimously.

ITEM # 4

As all three Districts are in various stages of negotiations, Dr. Wheeler strongly suggested and advised that we take advantage of Mr. Seymour's negotiating expertise and experiences before considering outside help.

ITEM # 5

G. White moved, seconded by D. Gurian: That the Board revert to Public session: voted unanimously.

SAU # 38 MEETING 9/14/98

Meeting at the Wyman House. In attendance were:

Hinsdale: Diana Dillon and Ann Diorio

Monadnock: Dixie Gurian, Bill Hamill (clueless scribe) and Glenn White.

Winchester: Laura Aivaliotis, Debra Hamel and Ruth Norton

Administration: Elaine Brigman, Kathy Holt and Margaret Sullivan

Meeting called to order by Diana Dillon at 6:33 PM.

1) A. Diorio moved to accept, with regret, the resignation of K. Holt effective Oct. 31. Second by R. Norton. Voted unanimously.

Several Board members indicated their dismay and praised Kathy for the outstanding services she provided during her tenure. Kathy expressed concerns about the change in the job description for her replacement and asked that each Board be given a chance to review these changes. This request is noted in the motion below by Ruth Norton. M. Sullivan offered the opinion that the proposed Job Description is not much different from the current job description under which K. Holt operated.

E. Brigman then offered some comments and opinions on the state of affairs at the SAU#38 Office. The telephone system is antiquated. D. Hamel offered the opinion that when she worked at the SAU#38 Office nine years ago it was really old back then. The Board was encouraged and accepted the proposal that we upgrade the phone system using the probable savings from the hiring of K. Holt's replacement. The Board also agreed to add temporary clerical help to the Central Office to allow Terry and Sandy to concentrate on their primary roles as secretaries to the Administrative team, subject to a review at a subsequent SAU#38 Board meeting.

Following additional discussion of the proposed job description for "Director of Instruction for the Monadnock School District" the Board agreed to add the word "assists" in front of "Hinsdale ..." under the Paragraph "Supervises:". D. Hamel virtually begged for this slight modification. R. Norton then moved the Board accept this job description, as modified, subject to the approval of each individual Board with each Board Chairperson to notify Dr. Brigman ASAP of their approval to allow the hiring process to begin quickly.

Seconded by G. White. Voted 7 yes 1 no.

The hiring process will be handled within the SAU #38 office.

The next Board Meeting is at the Wyman House Oct. 21, 6:30PM to review the proposed 99-00 Budget. Next meeting we will also consider K. Holt's going away award.

SAU # 38 MINUTES 5/6/98

Attendance:

SAU: Ken Dassau, Kathy Holt, Bob Seymour, Margaret Sullivan, Tom Warner, Dr. Bill Wheeler and by special invitation Dr. E. Brigman.
Hinsdale: Diana Dillon, Ann Diorio and Mark Prouty.
Monadnock: Dixie Gurian, Bill Hamill, Larry Siccotte and Glenn White.
Winchester: Colleen Duquette, Debra Hamel and Ruth Norton.
TRACE: Dr. Bill Wheeler

Meeting called to order @ 6:26 by Chairlady Dillon.
Introductions all around and a special welcome to Elaine Brigman.

ITEM #1

Minutes of 1/08/98 and 4/15/98 meetings approved unanimously.

ITEM # 2

Bob Seymour presented a report on the projected year end financial status of the SAU. A deficit of \$22000 is estimated due primarily to the cost of Administrative Search costs. Any actual year end deficits will be addressed in the ensuing year's budget. There was general discussion on the Special Account budgets.

ITEM # 3A

Bill Wheeler and Bob Seymour led a discussion on health insurance options available to the SAU and the Individual Districts. BS provided a handout summary of the various plans now in place for the SAU Units. It was suggested that all SAU Units might experience savings by forming a larger pool of employees under an SAU "umbrella" policy.

Motion by Glenn White, seconded by (way down South in) Dixie Gurian to have the SAU #38 Board authorize the Administration investigate the feasibility of insurance savings by forming a larger employee pool. Voted unanimously.

ITEM # 3B

Kathy Holt and Tom Warner presented an outstanding report of the SAU's / Districts successes in obtaining Federal and other grant monies. This past year was our best ever and all the monetary details are contained in the summary distributed just prior to their presentation. The SAU Board acknowledged the amount of effort required for grant applications and extended their gratitude. (Maybe a bonus plan for grants over \$1,000,000?)

ITEM # 3C

Dr. Wheeler , in one of his last charitable acts to the District, at least as Superintendent, then introduced Mr. Ken Dassau for the Speced report by commenting that Mr. Dassau was "THE best long term investment SAU#38 ever made".

Mr. Dassau thanked Dr. Wheeler for his "articulate drumroll" and then proceeded with his usual boring report and boring handouts.

(And I thought I was the best long term investment.)

ITEM # 3D

Kathy Holt made a wonderful presentation encouraging the Board to consider a stipend for the SAU Staff Development Committee. As usual it was long and wordy but asks for \$200 for members and \$400 for the chair. It is requested this proposal go back to the individual districts for consideration in the 99-00 SAU budget.

ITEM # 4

Election of Officers for 1998-1999

Chairperson: The lovely Diana Dillon

Vicechair: The lovely Ruth Norton

Secretary: The Bill Hamill

Treasury: The Bill Hamill

Vice Treasury: The Glenn White

ITEM # 5

Bob Seymour reported on the current status of the association with the NHSBIT. D. Gurian moved, second by R. Norton that 1) the SAU #38 Board accept the recommendation to authorize Robert Seymour to initial paragraph 4(a) and sign at page 4 of the "Initial and Renewal Application and Participation Agreement" with the NHMAHITI and 2) to have the SAU #38 Board agree to the Certificate of Authorizing Resolution and to have Mr. Seymour sign the Resolution.

ITEM # 6

Dr. Bill distributed a handout of the latest average teacher's salary survey. After reviewing the data Debra Hamel requested a moment of silence for Winchester. Following that religious ceremony Ann Diorio requested an additional moment of silence for Hinsdale for similar reasons. Any volunteers to defend us at the Supreme Court for mixing church and state at the Fitzwilliam Inn?

ITEM #7 Dixie's Ode to Dr. Bill

Please note that this is my best interpretation of the chicken scratch handed me at the meeting:

"This being the last SAU 38 board meeting for our soon to be departed Superintendent.

Whereas the previously mentioned Superintendent has weathered, the boards, the negotiations, the newspapers, football games, the boards with good grace and good humor and utmost professionalism

Be it resolved that he will be missed and we thank you for your 10 years of dedicated service to our district, our teachers, our board and most of all - our children".

Motion by D. Gurian, seconded by A. Diorio to award Dr. Wheeler \$100 for each year of service to the SAU #38. Voted unanimously.

ITEM # 8

G. White moved, seconded by D. Gurian that the Board enter non-public session to discuss: Administration salary recommendations, hiring of a computer technician and Teacher negotiations. Voted unanimously

Meeting adjourned at 9:42.

At 7:44 PM the Board voted unanimously to enter a Non-Public session to hire a person for the Special Education Department.

Kathryn Haeberle was nominated for the position of Speech Language Pathologist. Moved to accept by G. White, seconded by D. Gurian. Motion was voted unanimously.

G. White moved, seconded by W. Hamill to return to Public Session. Voted unanimously.

Meeting adjourned at 7:59 by declaration of the Chairperson.

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swanzey, New Hampshire 03446
Telephone (603) 352-6955 FAX (603) 358-6708

Hinsdale School District

Monadnock Regional School District

Winchester School District

Dr. Elaine Brigman, Superintendent

Margaret A. Sullivan, Assistant Superintendent
Robert A. Seymour III, Business Manager

Kathleen Holt, Assistant Superintendent
Kenneth R. Dassau, Director of Special Services

October 13, 1998

To: SAU 38 Board

From: Superintendent Elaine Brigman

Re: Proposed 1999-2000 Budget

While we shall be discussing the SAU 1999-2000 budget in detail at the next SAU Board meeting, I want to make sure you have an advanced draft copy and I thought it would be useful if I summarized major points:

- ◆ The budget is up 10.23%, last year it was up 14.5%
- ◆ Line 13 adds a one-half time general office worker.
- ◆ Line 76 of the Superintendent's budget contains a new staff development stipend.
- ◆ BC/BS is loaded at a +15% increase. We don't have the rates yet.
- ◆ Dental Insur. is loaded at a +10% increase. We don't have the rates yet.
- ◆ Line 154, new technology, includes estimate for new SAU computer/accounting system.
- ◆ Line 166, Technology assistant deleted from budget and moved to Monadnock's budget. Plan is for Hinsdale and Winchester to hire their own person.
- ◆ Line 338, one full time psychologist added per request of Special Ed Coordinator.
- ◆ Line 378, one full time pathologist added per request of Special Ed Coordinator.

BUDGET PACKAGE CONTENTS:

Page 1: Budget Summary

Page 2: Town Assessments

Page 3 thru 12: Budget Draft

Page 13: Breakout/Summary of Proposed Salary/Wage Increases

A	B	C	D	E	F
481	SCHOOL ADMINISTRATIVE UNIT #38				
482	1999/2000 BUDGET SUMMARY				
483					
484					
485	1998-1999 BUDGET	99/00 BUDGET	\$ VARIANCE	% VARIANCE	
486					
487	Superintendent's Office	\$398,303.00	\$7,036.95	1.77%	
488	Business Office	\$187,897.00	\$40,749.00	21.69%	
489	Technology Office	\$117,747.00	(\$32,416.07)	-27.53%	
490					
491	Early Childhood	\$21,206.00	(\$860.29)	-4.06%	
492	EDEA Grant B	\$201,201.00	\$0.00	0.00%	
493					
494	Special Ed Admin	\$188,566.00	\$227,490.00	20.64%	
495	MCED	\$118,701.00	\$13,316.18	11.22%	
496	Psychological Ser	\$101,936.00	\$152,697.60	49.80%	
497	Speech & Lang Ser	\$324,447.00	\$378,050.96	16.52%	
498	Vision Impaired Ser	\$53,637.00	\$57,677.11	7.53%	
499	Occupational Therapy	\$53,782.00	\$5,712.63	10.62%	
500					
501	TOTAL BUDGET	\$1,767,423.00	\$1,948,291.07	10.23%	
502					
503	REVENUES:				
504					
505	District Assessments	\$700,539.00	\$719,316.88	2.68%	
506					
507	Federal Grants	\$222,407.00	\$221,546.71	-0.39%	
508					
509	Special Ed Dir.	\$188,566.00	\$227,490.00	20.64%	
510	Tuitions	\$118,701.00	\$132,017.18	11.22%	
511	Psychological Ser	\$101,936.00	\$152,697.60	49.80%	
512	Speech & Lang Ser	\$324,447.00	\$378,050.96	16.52%	
513	Vision Impaired Ser	\$53,637.00	\$57,677.11	7.53%	
514	Occupational Therapy	\$53,782.00	\$5,712.63	10.62%	
515					
516	TOTAL REVENUES	\$1,767,423.00	\$1,948,291.07	10.23%	
517					
518					
519					

A	B	C	D	E	F	G
520						
521						
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523						
524						
525	SCHOOL ADMINISTRATIVE UNIT #38					
526						
527	HINSDALE	MONADNOCK	WINCHESTER			
528						
529	1999 - 2000 BUDGET PROPOSAL					
530						
531						
532	1998-1999	1999-2000	\$ CHANGE	PERCENT		
533						
534	GROSS					
535	APPROPRIATION	\$1,709,394.00	\$1,948,291.08	13.98%		
536						
537	DISTRICT ASSESSMENTS	\$700,539.00	\$719,316.88	2.68%		
538						
539						
540	ASSESSMENT 1999-2000					
541						
542	DISTRICT	1997 EQUALIZED VAL.	VAL %	97-98 ADM	ADM %	COMBINED %
543						
544	HINSDALE	\$143,476,046.00	16.72%	816.3	19.67%	18.20%
545						
546	MONADNOCK	\$582,560,086.00	67.90%	2603.9	52.74%	65.32%
547						
548	WINCHESTER	\$131,965,375.00	15.38%	730.1	17.59%	16.48%
549						
550	TOTAL	\$858,001,507.00	100.00%	4150.3	100.00%	100.00%
551						
552						
553	ASSESSMENT VARIANCE					
554						
555	DISTRICT	1998-1999	1999-2000	\$ CHANGE	PERCENT	
556	HINSDALE	\$128,549.00	\$130,915.67	\$2,366.67	1.81%	
557	MONADNOCK	\$455,490.00	\$469,857.79	\$14,367.79	3.06%	
558	WINCHESTER	\$116,500.00	\$118,543.42	\$2,043.42	1.72%	

A	B	C	D	E	F	G
1	SAU ADMINISTRATIVE UNIT 38					
2	1999/2000 BUDGET DRAFT					
3						
4	Superintendent's Office					
5						
6						
7	Account	Description	98/99 Budget	99/2000 Proposed	\$ Change	% Change
8						
9	01-2320-125-04	STAFF SALARIES	\$46,592.00	\$55,995.68	\$9,403.68	20.18%
10						
11		Secretary to Supt.		\$12.06 hr.		
12		Secretary to Assist Supt.		\$11.23 hr.		
13		General Office Worker		1 Part time at \$7.25 hr.(new position)		New Position
14						
15	01-2320-126-04	ADMINISTRATION SAL.	\$226,480.00	\$235,539.20	\$9,059.20	4.00%
16						
17		Superintendent	\$82,680.00	\$85,987.20		
18		Dir Curriculum Instr.	\$71,900.00	\$74,776.00		
19		Assist Supt	\$71,900.00	\$74,776.00		
20						
21	01-2320-211-04	BC/BS	\$23,969.00	\$22,173.38	(\$1,795.62)	-7.49%
22						
23		1 Single		\$3,246.31		
24		2 Two Person		\$10,162.00		
25		1 Family		\$8,765.07		
26						
27						
28	01-2320-212-04	DENTAL	\$2,313.00	\$2,511.69	\$198.69	8.59%
29						
30		2 Single		\$624.00		
31		2 Two Person		\$946.00		
32		1 Family		\$941.69		
33						
34	01-2320-213-04	LIFE INSURANCE	\$1,854.00	\$1,504.00	(\$350.00)	-18.88%
35						
36				Group term life at \$2.16 per \$1000 coverage		
37				Disability at .30 cents per \$100 coverage		
38						
39	01-2320-214-04	WORKERS' COMP.	\$2,131.00	\$2,099.00	(\$32.00)	-1.50%
40						
41				Paid at .72 per \$100 of salary/wages		
42						
43	01-2320-221-04	RETIREMENT STAFF	\$11,403.00	\$12,128.00	\$725.00	6.36%
44						
45				Employer contribution is 4.16% of salary/wages		
46						
47	01-2320-230-04	FICA	\$20,381.00	\$22,302.00	\$1,921.00	9.43%
48						
49				Employer contribution 7.65% of salary/wages		
50						
51	01-2320-260-04	UNEMPLOYMENT	\$260.00	\$277.00	\$17.00	6.54%
52						
53				Payroll times .00095 (NHSBIT)		
54						
55	01-2320-300-04	CONTRACTED SERVICES	\$7,050.00	\$5,000.00	(\$2,050.00)	-29.08%
56						
57						
58						
59						

	A	B	C	D	E	F	G
60							
61							
62							
63	SUPERINTENDENT'S OFFICE CONTINUED						
64							
65	Account	Description		99/2000 Proposed	\$ Change	% Change	
66							
67	01-2320-430-04	CUSTODIAL SERVICES	\$2,000.00	\$2,000.00	\$0.00	0.00%	
68							
69		Clean SAU Building					
70							
71	01-2320-440-04	REPAIRS & MAINT.	\$2,860.00	\$6,500.00	\$3,640.00	127.27%	
72							
73				Copy Machine			
74				Computers/Printers			
75							
76	01-2320-320-04	STAFF DEV'L COMM.	\$0.00	\$2,600.00	\$2,600.00	New Account	
77							
78				Stipend for SAU Staff Dev'l			
79				Committee Members ('\$200 ea.)			
80				& \$400 for Chair			
81							
82	01-2320-531-04	TELEPHONE	\$2,400.00	\$2,400.00	\$0.00	0.00%	
83	01-2320-532-04	POSTAGE	\$5,000.00	\$6,100.00	\$1,100.00	22.00%	
84	01-2320-580-04	TRAVEL & CONFERENCE	\$11,400.00	\$10,000.00	(\$1,400.00)	-12.28%	
85	01-2320-610-04	SUPPLIES	\$6,600.00	\$5,500.00	(\$1,100.00)	-16.67%	
86	01-2320-630-04	BOOKS	\$800.00	\$1,000.00	\$200.00	25.00%	
87	01-2320-652-04	ELECTRICITY	\$2,900.00	\$3,100.00	\$200.00	6.90%	
88	01-2320-653-04	HEATING OIL	\$1,210.00	\$1,210.00	\$0.00	0.00%	
89	01-2320-741-04	NEW EQUIPMENT	\$0.00	\$1,000.00	\$1,000.00	New Account	
90							
91							
92				Laser Printer			
93							
94							
95	01-2320-742-04	REPLACE EQUIPMENT	\$5,800.00	\$1,500.00	(\$4,300.00)	-74.14%	
96							
97				Replace Supt. Sec's Computer			
98							
99	01-2320-810-04	DUES & FEES	\$3,142.00	\$2,900.00	(\$242.00)	-7.70%	
100							
101				ASAA, NHSAA, ASCD, NHSBA			
102				FOR PROFESSIONAL STAFF			
103							
104	01-2320-890-04	INTERNAL TRANSFER	\$11,758.00	* 0	SALARY/WAGE INCREASE SHOWN IN ACTUAL ACCOUNT LINE FOR 99/00 BUDGET BUILD		
105							
106							
107							
108	SUB TOTAL SUPT'S OFFICE		\$398,303.00	\$405,339.95	\$7,036.95	1.77%	
109							
110							
111							

	A	B	C	D	E	F	G
112							
113							
114		BUSINESS OFFICE					
115							
116	Account	Description	98/99 Budget	99/2000 Proposed	\$ Change	% Change	
117							
118	01-2520-125-04	STAFF SALARIES	\$74,352.00	\$77,325.00	\$2,973.00	4.00%	
119							
120				1 Full time at \$12.17 hr.			
121				1 Full time at \$9.88 hr.			
122				1 Full time at \$10.30 hr.			
123				1 Part time at \$7.85h 40hr wk Jul thru Sep			
124							
125							
126	01-2520-126-04	BUSINESS MANAGER	\$58,250.00	\$60,580.00	\$2,330.00	4.00%	
127							
128	01-2520-211-04	BC/BS	\$14,135.00	\$10,711.00	(\$3,424.00)	-24.22%	
129							
130				4 Singles (*1 prorated 50%)			
131							
132	01-2520-212-04	DENTAL	\$1,425.00	\$1,030.00	(\$395.00)	-27.72%	
133							
134				4 Singles (*1 prorated 50%)			
135							
136	01-2520-213-04	LIFE INSURANCE	\$860.00	\$711.00	(\$149.00)	-17.33%	
137	01-2520-214-04	WORKERS' COMP	\$1,037.00	\$993.00	(\$44.00)	-4.24%	
138	01-2520-221-04	NON-TEACH RETIRE	\$5,550.00	\$5,736.00	\$186.00	3.35%	
139	01-2520-230-04	FICA	\$9,920.00	\$10,549.00	\$629.00	6.34%	
140	01-2520-260-04	UNEMPLOYMENT	\$234.00	\$131.00	(\$103.00)	-44.02%	
141	01-2520-300-04	PROFESSIONAL SERVICES	\$14,150.00	\$15,150.00	\$1,000.00	7.07%	
142							
143					Auditor, Computer Support		
144					Consulting		
145							
146	01-2520-440-04	PROPERTY SERVICES	\$2,624.00	\$280.00	(\$2,344.00)	-89.33%	
147							
148					Postage Machine Maint.		
149					Fax Maintenance		
150							
151	01-2520-580-04	TRAVEL & CONFERENCE	\$1,550.00	\$1,200.00	(\$350.00)	-22.58%	
152	01-2520-610-04	SUPPLIES	\$3,400.00	\$4,000.00	\$600.00	17.65%	
153	01-2520-810-04	DUES AND FEES	\$410.00	\$250.00	(\$160.00)	-39.02%	
154	01-2520-741-04	NEW EQUIPMENT	\$0.00	\$40,000.00	\$40,000.00	New Account	
155							
156	SUB TOTAL BUSINESS OFFICE		\$187,897.00	\$228,646.00	\$40,749.00	21.69%	
157							
158							

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196							
197							
198	FEDERAL GRANTS						
199		PRESCHOOL					
200							
201	EARLY CHILDHOOD						
202							
203	Account	Description	98/99 Budget	99/2000 Proposed	\$ Change	% Change	
204							
205	02-2213-110-45	TEACHER SALARY	\$9,887.00	\$10,174.71	\$287.71	2.91%	
206	02-2213-211-45	BC/BS	\$2,102.00	\$0.00	Moved to 05 account		
207	02-2213-212-45	DENTAL	\$251.00	\$0.00	Moved to 05 account		
208	02-2213-213-45	LIFE INSURANCE	\$57.00	\$52.00	(\$5.00)	-8.77%	
209	02-2213-214-45	WORKERS' COMP	\$94.00	\$73.00	(\$21.00)	-22.34%	
210	02-2213-222-46	RETIREMENT STAFF	\$245.00	\$298.00	\$53.00	21.63%	
211	02-2213-230-46	FICA	\$803.00	\$778.00	(\$25.00)	-3.11%	
212	02-2213-260-46	UNEMPLOYMENT	52	10	(\$42.00)	-80.77%	
213	02-2213-390-46	PROFESSIONAL SERVICES	\$3,159.00	\$3,640.00	\$481.00	15.23%	
214	02-2213-590-46	TRAINING PROGRAM	1000	1000	\$0.00	0.00%	
215	02-2213-610-46	SUPPLIES	\$3,556.00	\$4,320.00	\$764.00	21.48%	
216							
217							
218	SUB TOTAL EARLY CHILDHOOD		\$21,206.00	\$20,345.71	(\$860.29)	-4.06%	
219							
220							
221	IDEA GRANT - B						
222	PSYCHOLOGICAL SERVICES						
223							
224	Account	Description	98/99 Budget	99/2000 Proposed	\$ Change	% Change	
225							
226	02-1100-110-1999	YOUTH SPECIALIST	\$8,000.00	\$8,000.00	\$0.00	0.00%	
227	02-1100-390-1999	CONSULTANT	\$21,440.00	\$21,440.00	\$0.00	0.00%	
228	02-1240-320-1999	STAFF DEVELOPMENT	\$10,941.00	\$10,941.00	\$0.00	0.00%	
229	02-2140-110-1999	SALARIES	\$121,992.00	\$121,992.00	\$0.00	0.00%	
230	02-2140-115-1999	ASSISTANT SALARY	\$8,873.00	\$8,873.00	\$0.00	0.00%	
231	02-2140-212-1999	BC/BS	\$4,561.00	\$4,561.00	\$0.00	0.00%	
232	02-2140-212-1999	DENTAL	\$645.00	\$645.00	\$0.00	0.00%	
233	02-2140-213-1999	LIFE INSURANCE	\$792.00	\$792.00	\$0.00	0.00%	
234	02-2140-214-1999	WORKERS' COMP	\$1,031.00	\$1,031.00	\$0.00	0.00%	
235	02-2140-222-1999	RETIREMENT	\$3,206.00	\$3,206.00	\$0.00	0.00%	
236	02-2140-230-1999	FICA	\$8,961.00	\$8,961.00	\$0.00	0.00%	
237	02-2140-260-1999	UNEMPLOYMENT	\$520.00	\$520.00	\$0.00	0.00%	
238	02-2140-580-1999	TRAVEL	\$1,500.00	\$1,500.00	\$0.00	0.00%	
239	02-2140-610-1999	SUPPLIES	\$8,739.00	\$8,739.00	\$0.00	0.00%	
240							
241	SUB TOTAL PSYCH SERVICES		\$201,201.00	\$201,201.00	\$0.00	0.00%	
242							
243							
244							
245							
246							

	A	B	C	D	E	F	G
247							
248							
249		SPECIAL EDUC ADMINISTRATION					
250							
251	Account	Description	98/99 Budget	99/2000 Proposed	\$ Change	% Change	
252							
253	05-1200-125-04	STAFF SALARIES	\$28,500.00	\$29,640.00	\$1,140.00	4.00%	
254				1 Full time at 11.70 hr			
255				1 Part time at 8.84 hr			
256							
257							
258	05-1200-126-04	ADMINISTRATOR SALARIES	\$110,850.00	\$115,284.00	\$4,434.00	4.00%	
259				Sped Director			
260				Sped Coordinator			
261							
262							
263	05-1200-211-04	BC/BS	\$18,672.00	\$23,119.00	\$4,447.00	23.82%	
264							
265		1 Two Person		\$5,589.00			
266		2 Family		\$17,530.00			
267							
268							
269	05-1200-212-04	DENTAL	\$1,935.00	\$2,403.00	\$468.00	24.19%	
270							
271		1 Two Person		\$520.00			
272		2 Family		\$1,883.00			
273							
274	05-1200-213-04	LIFE INSURANCE	\$913.00	\$747.00	(\$166.00)	-18.18%	
275	05-1200-214-04	WORKERS' COMP	\$1,071.00	\$1,043.00	(\$28.00)	-2.61%	
276	05-1200-221-04	RETIREMENT	\$5,728.00	\$6,028.00	\$300.00	5.24%	
277	05-1200-230-04	FICA	\$10,238.00	\$11,086.00	\$848.00	8.28%	
278	05-1200-260-04	UNEMPLOYMENT	\$160.00	\$138.00	(\$22.00)	-13.75%	
279	05-1200-320-04	STAFF DEVELOPMENT	\$550.00	\$730.00	\$180.00	32.73%	
280	05-1200-440-04	MAINT & REPAIR	\$250.00	\$2,100.00	\$1,850.00	740.00%	
281	05-1200-531-04	TELEPHONE	\$1,850.00	\$1,850.00	\$0.00	0.00%	
282	05-1200-532-04	POSTAGE	\$1,200.00	\$1,200.00	\$0.00	0.00%	
283	05-1200-550-04	PRINTING	\$300.00	\$300.00	\$0.00	0.00%	
284	05-1200-580-04	TRAVEL & CONF.	\$4,000.00	\$4,000.00	\$0.00	0.00%	
285	05-1200-610-04	SUPPLIES	\$1,720.00	\$1,500.00	(\$220.00)	-12.79%	
286	05-1200-640-04	SUBSCRIPTIONS	\$175.00	\$200.00	\$25.00	14.29%	
287							
288	05-1200-810-04	DUES AND FEES	\$454.00	\$600.00	\$146.00	32.16%	
289							
290	SUB TOTAL SPEC ED		\$188,566.00	\$227,490.00	\$38,924.00	20.64%	
291							
292							

	A	B	C	D	E	F	G
293							
294							
295		MONADNOCK CENTER FOR EARLY DEVELOPMENT (MCED)					
296							
297							
298							
299	Account	Description	98/99 Budget	99/2000 Proposed	\$ Change	% Change	
300							
301	05-1207-110-04	Salary Teachers	\$44,570.00	\$45,866.99	\$1,296.99	2.91%	
302							
303							
304							
305							
306	05-1207-115-04	Salary Instr Asst	\$26,043.00	\$25,706.72	(\$336.28)	-1.29%	
307							
308				Includes 4% wage increase			
309							
310	05-1207-211-04	BC/BS (Includes M. Koski)	\$20,623.00	\$32,481.00	\$11,858.00	57.50%	
311	05-1207-212-04	DENTAL	\$2,066.00	\$2,272.60	\$206.60	10.00%	
312	05-1207-213-04	LIFE INSURANCE	\$423.00	\$369.00	(\$54.00)	-12.77%	
313	05-1207-214-04	WORKERS' COMP	\$533.00	\$515.00	(\$18.00)	-3.38%	
314	05-1207-221-04	NON TEACH RETIRE	\$680.00	\$1,069.00	\$389.00	57.21%	
315	05-1207-222-04	TEACHER RETIRE	\$1,281.00	\$1,343.87	\$62.87	4.91%	
316	05-1207-230-04	FICA	\$5,104.00	\$5,475.00	\$371.00	7.27%	
317	05-1207-260-04	UNEMPLOYMENT	\$208.00	\$68.00	(\$140.00)	-67.31%	
318	05-1207-300-04	PROF. SERVICES	\$15,400.00	\$15,400.00	\$0.00	0.00%	
319	05-1207-320-04	STAFF DEVELOPMENT	\$300.00	\$300.00	\$0.00	0.00%	
320	05-1205-514-04	FIELD TRIPS	\$150.00	\$150.00	\$0.00	0.00%	
321	05-1207-580-04	TRAVEL AND CONF.	\$420.00	\$300.00	(\$120.00)	-28.57%	
322	05-1207-610-04	SUPPLIES	\$600.00	\$700.00	\$100.00	16.67%	
323	05-1207-630-04	PRINT MEDIA	\$300.00	\$0.00	(\$300.00)	-100.00%	
324							
325							
326							
327		SUB TOTAL MCED	\$118,701.00	\$132,017.18	\$13,316.18	11.22%	
328							
329							
30							

	A	B	C	D	E	F	G
331							
332							
333	PSYCHOLOGICAL SERVICES						
334							
335							
336	<i>Account</i>	<i>Description</i>	<i>98/99 Budget</i>	<i>99/2000 Proposed</i>	<i>\$ Change</i>	<i>% Change</i>	
337							
338	05-2140-110-04	SALARIES	\$80,855.00	\$115,267.00	\$34,412.00	42.56%	
339							
340				1 Psychologist added at MA/5			
341				also, 2.91% pay increase factored			
342				in for existing staff			
343							
344	05-2140-211-04	BC/BS	\$4,204.00	\$13,599.60	\$9,395.60	223.49%	
345							
346				factors in 15% med insur increase			
347				plus adds family membership for			
348				new position			
349							
350	05-2140-212-04	DENTAL	\$1,430.00	\$2,514.00	\$1,084.00	75.80%	
351							
352				factors in 10% increase plus			
353				adds family membership for			
354				new position			
355							
356	05-2140-213-04	LIFE INSURANCE	\$328.00	\$595.00			
357	05-2140-214-04	WORKERS' COMP	\$616.00	\$829.00			
358	05-2140-222-04	TEACHER RETIRE	\$2,350.00	\$3,377.00			
359	05-2140-230-04	FICA	\$5,895.00	\$8,817.00			
360	05-2140-260-04	UNEMPLOYMENT	\$108.00	\$109.00			
361	05-2140-300-04	CONSULT SERVICES	\$2,500.00	\$2,640.00			
362	05-2140-320-04	STAFF DEVELOPMENT	\$450.00	\$250.00			
363	05-2140-580-04	TRAVEL & CONF.	\$1,500.00	\$1,000.00			
364	05-2140-610-04	SUPPLIES	\$1,700.00	\$1,900.00			
365							
366	05-2140-741-04	NEW EQUIPMENT	\$0.00	\$1,800.00			New Account
367				G3 Computer, Wilcox Bld			
368	SUB TOTAL PSYCHOLOGICAL SVCS.		\$101,936.00	\$152,697.60	\$50,761.60	49.80%	
369							
370							

	A	B	C	D	E	F	G
371							
372							
373	SPEECH AND LANGUAGE SERVICES						
374							
375							
376	Account	Description	98/99 Budget	99/2000 Proposed	\$ Change	% Change	
377							
378	05-2150-110-04	SALARIES ***	\$240,758.00	\$273,614.06	\$32,856.06	13.65%	
379	05-2150-110-04	SALARY, AIDE	\$17,321.00	\$17,285.84	(\$35.16)	-0.20%	
380	05-2150-211-04	BC/BS ***	\$29,597.00	\$42,801.00	\$13,204.00	44.61%	
381	05-2152-212-04	DENTAL	\$3,454.00	\$4,740.00	\$1,286.00	37.23%	
382	05-2150-213-04	INSURANCE	\$1,176.00	\$1,500.00	\$324.00	27.55%	
383	05-2150-214-04	WORKERS COMP.	\$2,012.00	\$2,094.00	\$82.00	4.08%	
384	05-2150-214-04	NON TEACH RETIRE	\$711.00	\$719.06	\$8.06	1.13%	
385	05-2150-222-04	TEACHER RETIRE	\$7,166.00	\$8,017.00	\$851.00	11.88%	
386	05-2150-230-04	FICA	\$17,974.00	\$22,254.00	\$4,280.00	23.81%	
387	05-2150-260-04	UNEMPLOYMENT	\$378.00	\$276.00	(\$102.00)	-26.98%	
388	05-2150-320-04	STAFF DEVELOPMENT	\$1,050.00	\$2,500.00	\$1,450.00	138.10%	
389	05-2150-580-04	TRAVEL & CONF.	\$1,350.00	\$1,000.00	(\$350.00)	-25.93%	
390	05-2150-610-04	SUPPLIES	\$1,500.00	\$1,250.00	(\$250.00)	-16.67%	
391							
392				*** 1 New Pathologist Added			
393							
394	SUB TOTAL SPEECH & LANGUAGE		\$324,447.00	\$378,050.96	\$53,603.96	16.52%	
395							
396							
397							
398	VISION IMPAIRED SERVICES						
399							
400	Account	Description	98/99 Budget	99/2000 Proposed	\$ Change	% Change	
401							
402	05-2160-110-04	SALARY	\$46,320.00	\$47,667.91	\$1,347.91	2.91%	
403	05-2160-211-04	HEALTH INSUR	\$1,051.00	\$2,578.00	\$1,527.00	145.29%	
404	05-2160-212-04	DENTAL INSUR	\$264.00	\$280.00	\$16.00	6.06%	
405	05-2160-213-04	LIFE INSURANCE	\$164.00	\$246.00	\$82.00	50.00%	
406	05-2160-214-04	WORKERS COMP	\$361.00	\$343.20	(\$17.80)	-4.93%	
407	05-2160-222-04	TEACHER RETIRE	\$1,375.00	\$1,396.00	\$21.00	1.53%	
408	05-2160-230-04	FICA	\$3,448.00	\$3,646.00	\$198.00	5.74%	
409	05-2160-260-04	UNEMPLOYMENT	\$54.00	\$44.00	(\$10.00)	-18.52%	
410	05-2160-300-04	STAFF DEVELOPMENT	\$150.00	\$0.00	(\$150.00)	-100.00%	
411	05-2160-580-04	TRAVEL	\$150.00	\$1,226.00	\$1,076.00	717.33%	
412	05-2160-610-04	SUPPLIES	\$300.00	\$250.00	(\$50.00)	-16.67%	
413							
414							
415	SUB TOTAL VISION IMPAIRED SERVICES		\$53,637.00	\$57,677.11	\$4,040.11	7.53%	
416							

	A	B	C	D	E	F	G
417							
418							
419	OCCUPATIONAL THERAPY						
420							
421	Account	Description	98/99 Budget	99/2000 Proposed	\$ Change	% Change	
422							
423	05-2170-110-04	SALARY	\$40,139.00	\$41,307.04	\$1,168.04	2.91%	
424	05-2170-211-04	BC/BS	\$6,771.00	\$7,786.65	\$1,015.65	15.00%	
425	05-2170-212-04	DENTAL	\$797.00	\$876.70	\$79.70	10.00%	
426	05-2170-213-04	LIFE INSURANCE	\$225.00	\$212.00	(\$13.00)	-5.78%	
427	05-2170-214-04	WORKERS COMP	\$313.00	\$297.00	(\$16.00)	-5.11%	
428	05-2170-222-04	TEACHER RETIRE	\$1,194.00	\$1,210.00	\$16.00	1.34%	
429	05-2170-230-04	FICA	\$2,991.00	\$3,160.00	\$169.00	5.65%	
430	05-2170-260-04	UNEMPLOYMENT	\$52.00	\$39.24	(\$12.76)	-24.54%	
431	05-2170-320-04	STAFF DEVELOPMENT	\$200.00	\$150.00	(\$50.00)	-25.00%	
432	05-2170-580-04	TRAVEL	\$650.00	\$2,156.00	\$1,506.00	231.69%	
433	05-2170-610-04	SUPPLIES	\$450.00	\$300.00	(\$150.00)	-33.33%	
434	05-2170-741-04	NEW EQUIPMENT	\$0.00	\$2,000.00	\$2,000.00	New Account	
435							
436							
437	SUB TOTAL OCCUPATIONAL THERAPY		\$53,782.00	\$59,494.63	\$5,712.63	10.62%	
438							
439							
440							
441		GROSS SAU BUDGET	\$1,767,423.00	\$1,948,291.07	\$180,868.07	10.23%	
442							
443							
444							
445							
446							
447							
448							
449							

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

Dr. Elaine Brigman, - Superintendent

Margaret A. Sullivan, *Assistant Superintendent*
Robert A. Seymour, *Business Manager*

Kathleen Holt, *Assistant Superintendent*
Kenneth R. Dassau, *Director of Special Services*

To: SAU #38 School Board Meeting

Date: September 2, 1998

Topic: Assistant Superintendent for Curriculum & Instruction Position

From: Dr. Elaine Brigman *E.B.*

I am sorry to have to inform you that I am in receipt of a letter of resignation from Kathleen Holt, Assistant Superintendent of Curriculum and Instruction. Since Kathy has requested that the letter be read in open session, I am including it with the agenda. Also included is a position description. A special SAU meeting has been scheduled to address this issue. The meeting is scheduled to convene at 6:30 p.m. on Monday, September 14, 1998, at the Wyman House.

1. Opening of meeting
2. Acceptance of Resignation
3. SAU needs
4. Process and procedure for hiring Assistant Superintendent
5. Non-Public Session
6. Adjournment

Kathleen Holt
5 Joyce Drive
Goffstown, NH 03045

September 1, 1998

Dr. Elaine Brigman, Superintendent
SAU # 38
600 Old Homestead Highway
Swanzey, NH 03446

It is with mixed emotions that I submit my resignation from the position of Assistant Superintendent of Curriculum, Instruction, and Assessment for SAU # 38, to be effective as of October 31, 1998. I have truly enjoyed the past five years working with the administrators, staff, school board and community members of the Monadnock Regional School District. I have come to deeply respect the people with whom I have worked for their energy, sincerity, support, and dedication to the educational needs of the youth. I have grown both professionally and personally and thank the Boards for their support during my time here.

I leave believing that the knowledge and skills of the professional and paraprofessional staff within the Monadnock Regional School District has improved greatly. An assessment program is in place and data from those assessments has helped improve student learning. The curriculum is done (as much as curriculum is ever "done") for grades K - 6 and very little work is needed to complete the process and curriculum for grades 7 - 12. Follow-up years to present grant funding will be available to students long after I am gone. It is my hope that teachers who have begun taking risks with their professional practice will continue to do so and that every child within the District will have an opportunity to learn to higher standards.

I do leave feeling that much is left undone. I would like to see more teachers actively involved in providing "real-life learning and problem-solving" opportunities to students as part of their educational experiences. There needs to be more communication among *and between* departments and administration at Monadnock Regional High School so that the focus is more on helping students integrate what they learn rather than on what each department plans to teach. Time should be made available to place even greater emphasis on administrators, teachers, paraprofessionals, parents, and community members working as teams toward school improvement and increased student learning. This is a challenging opportunity for someone to take over my job as Assistant Superintendent and move forward in areas where I had just begun to work. I don't believe it will be easy, but I have always found the work rewarding.

I wish every Board Member, staff member, parent, student, and citizen the best for continued success in the future.

Sincerely,



Kathleen Holt

TITLE: Assistant Superintendent, Director of Instruction for
the Monadnock Regional School District

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

SUPERVISES: Curriculum and instructional programs, Federal programs (except Special Education and Chapter I), personnel, and staff development.

Hinsdale School District and Winchester School District Development of K-12 student assessment programs.

JOB GOAL: To provide leadership in the development of curriculum and instruction programs within the district which causes each of the schools to become an "Effective School", manage the Federal Programs so they better serve the needs of the students, provide leadership in development of the personnel program and lead the staff development program.

RESPONSIBILITIES:

1. Provides staff leadership in accomplishing educational goals/objectives of schools within the 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 Chapter I programs.
13. Acts as the executive secretary to the SAU #38 Staff Development Committee.
14. Responsible for the establishment of a personnel department for SAU #38, directs and monitors the departments activities.
15. Assists Hinsdale and Winchester school districts in establishing a student assessment program in compliance with state and Federal guidelines and/or mandates.

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:** _____

SAU #38 Board approved: December 7, 1992

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
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Swanzy, New Hampshire 03446
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Hinsdale School District

Monadnock Regional School District

Winchester School District

Dr. William V. Wheeler - Superintendent

Margaret A. Sullivan, Assistant Superintendent
Robert A. Seymour, Business Manager

Kathleen Holt, Assistant Superintendent
Kenneth R. Dassau, Director of Special Services

To: SAU #38 School Board Members
Date: April 13, 1998
Topic: Agenda for Meeting
From: Bill Wheeler

The older I grow, the more I distrust the familiar doctrine that age brings wisdom.
— H. L. Mencken, Prejudices, Third Series

The meeting is scheduled to convene at 6:00 PM, May 6, 1998 at the Fitzwilliam Inn, Fitzwilliam, NH.

We will begin with the business portion of the meeting, take a break for dinner, and then complete the business portion of the meeting.

- Agenda:
- Introduction of SAU #38 Board Members
 1. Approval of minutes from former meetings.
 2. End of year (1997-1998) SAU #38 financial report.
 3. Discussion of SAU #38 business
 - a. Discuss Health Insurance options
 - b. Federal Grants report — What Kathy and Tom have been up to in the past year
 - c. Special Education Historical report — Ken Dassau
 - d. Discussion on Staff Development Committee member stipend
 4. SAU #38 organization for the 1998-1999 SAU #38 Board.

Chairperson Diana Dillon
Vice Chair Ruth Norton
Secretary Bill Hamill
Treasury Bill Hamill
Vice Treasury Glenn White

Corresponding Meeting Dates

October 21, 1998

November 18, 1998

December 7, 1998

May 5, 1999

Fitzwilliam Inn
Wyman House
Winchester Schools
Fitzwilliam Inn

Non-Public Session

5. Approval of SAU #38 1998-1999 employee contracts and setting of salaries. (see attachment)

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
600 Old Homestead Highway
Swansey, New Hampshire 03446
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Hinsdale School District

Monadnock Regional School District

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Chairperson _____

Vice Chair _____

Secretary _____

Treasury _____

Vice Treasury _____

Corresponding Meeting Dates

October 21, 1998 _____

November 18, 1998 _____

December 7, 1998 _____

May 5, 1999 _____

Non-Public Session

5. Approval of SAU #38 1998-1999 employee contracts and setting of salaries. (see attachment)

SAU #38 MEETING 4/15/98

Special SAU #38 meeting held 4/15/98 at the Wyman House for the purpose of electing a Superintendent to replace the retiring Dr. William Wheeler.

Attendees:

Hinsdale: D. Dillon, Chair; M. Prouty and late arrival(very late) S. Bonnette.

Winchester: L. Aivaliotis, D. Hamel, R. Norton and G. Schultz.

Monadnock: D. Gurian, L. Sicotte, G. White and yours truly, B. Hamill.

TRACE: G. Corrette.

D. Dillon called meeting to order at 6:30 PM.

1) Motion by R. Norton, seconded by M. Prouty to enter non-public session to discuss Superintendent selection process. Voted unanimously.

2) Following discussion in non-public session it was voted unanimously to return to public session. Dr. Elaine Brigman was invited to meet with the gathering for an open interview. At the conclusion of the interview it was moved by R. Norton, seconded by L. Sicotte that the SAU #38 Board elect Dr. Elaine Brigman as the new SAU #38 Superintendent to succeed Dr. Wheeler. Voted unanimously.

3) Following a signing ceremony A. Diorio moved adjournment, seconded by G. Schultz. Voted unanimously at 7:43PM.

Respectfully submitted,

Bill Hamill

SAU #38 MEETING 4/15/98
NON-PUBLIC SESSION

D. Dillon reported 12 Search Committee members met in accordance with the charge from the SAU #38. The Search Committee interviewed seven of sixteen candidates and selected three for final interviews. One finalist opted out before final interviews and a next finalist was added. Collective feedback from all involved in the final interview process was a strong recommendation for Dr. Brigman. Dr. Brigman was offered and she accepted a three year contract starting July 1, 1998 with a first year salary of 82K plus any necessary relocation expenses. Voted unanimously in the succeeding open session.

SAU # 38 BOARD

Minutes of 1/08/98 Meeting

Members present: Diana Dillon & Ann Diorio from Hinadle
Nancy Callender, Bill Hamill & Glen White from Monadnock
Nobody from Winchester as they were having a Budget
Hearing this same night.
Bill Wheeler from SAU # 38

Meeting called to order by Chairperson Dillon @ 6:02PM.

1) G. White moved, seconded by A. Diorio to accept minutes of 11/19/97 minutes as prepared by N. Callender. Voted unanimously.

2) Dr. Wheeler nominated Robert A. Seymour III as the Business Administrator to replace the retiring, but not forgotten and never to be forgotten Mr. John Menton.

Salary for 97-98 to be a prorated \$56000. Salary for 98-99 to be \$59250.

G. White moved, seconded by A. Diorio, to accept the nomination of Robert A. Seymour III. Voted unanimously.

Motion by N. Callender to award Mr. John Menton a payment of \$100 per year of service to SAU#38 for outstanding support and assistance. Seconded by A. Diorio and voted unanimously.

Motion to adjourn by A. Diorio, seconded by G. White. Unanimously voted.

Respectfully submitted,

Bill Hamill

SAU #38 SALARY PROPOSAL FOR 1998-1999

Presented by: Dr. William V. Wheeler, Superintendent

May 6, 1998

Position	Name	Prop 97-98	Ann Cost 97-98	Prop 98-99
Superintendent	Bill Wheeler	\$82,680.00	\$82,680.00	\$82,000.00
Asst. Supt.	Elaine Brigman		\$6,523.95	
Asst. Supt.	Dick McCarthy	\$68,000.00	\$62,350.00	\$70,700.00 + 90000 1400.00 170000
Asst. Supt.	Margaret Sullivan	\$69,150.00	\$69,150.00	\$71,900.00
Business Mgr.	Kathy Holt	\$58,150.00	\$41,822.00	
	John Menton		\$19,601.40	
	Bob Seymour		\$45,500.00	\$58,250.00
Sped Coord	Jen Dolloff	\$61,100.00	\$61,100.00	\$47,300.00
Sped Director	Ken Dassau	\$56,150.00	\$56,150.00	\$63,550.00
Comp/tech Coord	Tom Warner			\$58,400.00
Comp/tech Assist	Administrator cost	\$440,730.00	\$444,877.35	\$30,000.00
	hourly			\$482,100.00
Ad. Secretary	Terry Stepenuck	\$11.60	\$24,120.00	\$25,064.00
Ad/Receptionist	Sandi Page	\$10.80	\$22,464.00	\$23,400.00
Accounts Payable	Eileen Nelson	\$8.80	\$18,304.00	\$19,032.00
Asst Accts Pay 25hrs	Carol Beliveau	\$7.40	\$9,425.00	\$9,815.00
Payroll Acct.	Grace Fernald	\$11.25	\$23,400.00	\$24,336.00
Bus Ed Sec.	Sharon Turner	\$9.50	\$19,760.00	\$20,592.00
Special Education				
Secretary	Janice Flaherty	\$10.80	\$22,464.00	\$23,400.00
Assist Sec. Sped 15hrs	Marie Bralley	\$8.15	\$4,890.00	\$5,100.00
40wks				
Courier			\$2,500.00	\$2,500.00
	Staff cost		\$147,327.00	\$153,239.00
	Total Salaries		\$592,204.35	\$635,339.00

Increase of 1998-1999 salaries over 1997-1998 salaries is \$12,884.65 or 2.2%. This does not include the new position's salary of \$30,000.

The SAU #38 1998-1999 budgeted salaries total \$639,711.

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Monadnock Regional School District

Winchester School District

Dr. William V. Wheeler - Superintendent

Margaret Sullivan, *Assistant Superintendent*
John M. Menton, *Business Manager*

Kathleen Holt, *Assistant Superintendent*
Kenneth R. Dassau, *Director of Special Services*

To: SAU #38 Board Members
Topic: Nomination of a Business Manager
Date: December 22, 1997
From: Bill Wheeler

The Board is called to a meeting at the Wyman House at 6:00 PM, Monday, January 5, 1998 for the purpose of acting on the nomination for the SAU #38 Business Manager's position. At this time it is the only order of business. We had nineteen applicants, interviewed six and selected one for nomination.

MERRY CHRISTMAS AND HAPPY NEW YEAR!

SAU #38
VACATION LEAVE POLICY

Proposed:

All full time employees, who receive vacation days as a benefit of employment, shall have the option of using those days from the eleventh month of the employment contract period through the next twelve months. This timed procedure shall apply to each succeeding year of employment. Exceptions to this policy may be made by the superintendent with the superintendent notifying the school board of such action at their next regular meeting.

Upon leaving employment such vacation days as are unused, and which do not exceed the number of vacation days granted annually to such an employee, shall be taken prior to the contract expiration date or the SAU shall pay the contract per diem for each such unused day(s). The superintendent will provide the school board with information on the status of such an employee and the school board will instruct as to the application of using the days or paying for unused days.

approved
12/1/97
Bill Wheeler

12/1/97

SAU # 38 MINUTES 5/6/98

Attendance:

SAU: Ken Dassau, Kathy Holt, Bob Seymour, Margaret Sullivan, Tom Warner, Dr. Bill Wheeler and by special invitation Dr. E. Brigman.

Hinsdale: Diana Dillon, Ann Diorio and Mark Prouty.

Monadnock: Dixie Gurian, Bill Hamill, Larry Siccotte and Glenn White.

Winchester: Colleen Duquette, Debra Hamel and Ruth Norton.

TRACE: Dr. Bill Wheeler

Meeting called to order @ 6:26 by Chairlady Dillon.

Introductions all around and a special welcome to Elaine Brigman.

ITEM #1

Minutes of 1/08/98 and 4/15/98 meetings approved unanimously.

ITEM # 2

Bob Seymour presented a report on the projected year end financial status of the SAU. A deficit of \$22000 is estimated due primarily to the cost of Administrative Search costs. Any actual year end deficits will be addressed in the ensuing year's budget. There was general discussion on the Special Account budgets.

ITEM # 3A

Bill Wheeler and Bob Seymour led a discussion on health insurance options available to the SAU and the Individual Districts. BS provided a handout summary of the various plans now in place for the SAU Units. It was suggested that all SAU Units might experience savings by forming a larger pool of employees under an SAU "umbrella" policy.

Motion by Glenn White, seconded by (way down South in) Dixie Gurian to have the SAU #38 Board authorize the Administration investigate the feasibility of insurance savings by forming a larger employee pool. Voted unanimously.

ITEM # 3B

Kathy Holt and Tom Warner presented an outstanding report of the SAU's / Districts successes in obtaining Federal and other grant monies. This past year was our best ever and all the monetary details are contained in the summary distributed just prior to their presentation. The SAU Board acknowledged the amount of effort required for grant applications and extended their gratitude. (Maybe a bonus plan for grants over \$1,000,000?)

ITEM # 3C

Dr. Wheeler , in one of his last charitable acts to the District, at least as Superintendent, then introduced Mr. Ken Dassau for the Speced report by commenting that Mr. Dassau was "THE best long term investment SAU#38 ever made".

Mr. Dassau thanked Dr. Wheeler for his "articulate drumroll" and then proceeded with his usual boring report and boring handouts.

(And I thought I was the best long term investment.)

ITEM # 3D

Kathy Holt made a wonderful presentation encouraging the Board to consider a stipend for the SAU Staff Development Committee. As usual it was long and wordy but asks for \$200 for members and \$400 for the chair. It is requested this proposal go back to the individual districts for consideration in the 99-00 SAU budget.

ITEM # 4

Election of Officers for 1998-1999

Chairperson: The lovely Diana Dillon

Vicechair: The lovely Ruth Norton

Secretary: The Bill Hamill

Treasury: The Bill Hamill

Vice Treasury: The Glenn White

ITEM # 5

Bob Seymour reported on the current status of the association with the NHSBIT. D. Gurian moved, second by R. Norton that 1) the SAU #38 Board accept the recommendation to authorize Robert Seymour to initial paragraph 4(a) and sign at page 4 of the "Initial and Renewal Application and Participation Agreement" with the NHMAHITI and 2) to have the SAU #38 Board agree to the Certificate of Authorizing Resolution and to have Mr. Seymour sign the Resolution.

ITEM # 6

Dr. Bill distributed a handout of the latest average teacher's salary survey. After reviewing the data Debra Hamel requested a moment of silence for Winchester. Following that religious ceremony Ann Diorio requested an additional moment of silence for Hinsdale for similar reasons. Any volunteers to defend us at the Supreme Court for mixing church and state at the Fitzwilliam Inn?

ITEM #7 Dixie's Ode to Dr. Bill

Please note that this is my best interpretation of the chicken scratch handed me at the meeting:

"This being the last SAU 38 board meeting for our soon to be departed Superintendent.

Whereas the previously mentioned Superintendent has weathered, the boards, the negotiations, the newspapers, football games, the boards with good grace and good humor and utmost professionalism

Be it resolved that he will be missed and we thank you for your 10 years of dedicated service to our district, our teachers, our board and most of all - our children".

Motion by D. Gurian, seconded by A. Diorio to award Dr. Wheeler \$100 for each year of service to the SAU #38. Voted unanimously.

ITEM # 8

G. White moved, seconded by D. Gurian that the Board enter non-public session to discuss: Administration salary recommendations, hiring of a computer technician and Teacher negotiations. Voted unanimously

Meeting adjourned at 9:42.

NON PUBLIC SESSION MINUTES 5/6/98

ITEM # 1

Dr. Wheeler presented his salary recommendations for 1998-99. The Winchester Board members indicated their desire to bring M. Sullivan's salary in line with K. Holt's salary with an additional increase of \$1200. This increase was supported by the Hinsdale Board. Following considerable discussion it was moved by R. Norton, seconded by M. Prouty, to accept the Winchester proposal. Voted 7 Yes, 1 No, 2 Abstentions. Observation by B. Hamill: "You people owe us one."

ITEM #2

The remainder of the salary proposal was approved by a motion to accept by D. Gurian, seconded by R. Norton. Vote was 9 Yea, 1 Abstention.

ITEM # 3

Dr. Wheeler recommended the hiring of Steve Thompson as the Computer Technician to assist T. Warner. This position was approved at the last SAU meeting. Contract will be for 220 days at \$30,000 per annum. Moved to accept by G. White, seconded by R. Norton. Voted unanimously.

ITEM # 4

As all three Districts are in various stages of negotiations, Dr. Wheeler strongly suggested and advised that we take advantage of Mr. Seymour's negotiating expertise and experiences before considering outside help.

ITEM # 5

G. White moved, seconded by D. Gurian: That the Board revert to Public session: voted unanimously.

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Margaret Sullivan, *Assistant Superintendent*
Kenneth R. Dassau, *Director of Special Services*

To: SAU #38 School Board Members
Date: November 20, 1997
Topic: Budget Hearing
From: Bill Wheeler

Hearing and meeting to be held at the Hinsdale Community Center, Hinsdale, NH, December 1, 1998.

7:00 P Public Hearing on the 1998-1999 SAU #38 Budget

7:15 P Opening of meeting

Approval of minutes

Approval of 1998-1999 SAU #38 Budget

Establish Procedure and timeline to hire SAU #38 superintendent with TRACE Educational Services, Inc.

Establish Interviewing Committee for the hiring of a SAU #38 Business Manager.

Minutes of SAU #38 Meeting 10/22/97

Meeting called to order by D. Dillon at 7:04.

1) Attendees & Introductions:

Hinsdale: D. Dillon and W. Temmen

Monadnock: N. Callander, B. Hamill, C. Nolan, L. Sicotte & G. White

Winchester: L. Aivaliotis, D. Hamel and R. Norton

Administration: K. Dassau, J. Menton, M. Sullivan, T. Warner and W. Wheeler.

2) Budget presentation by J. Menton for the 98-99 school year.

Gross budget is up 15% and District assessment is up 14.5% - mostly due to new position of computer assistant to T. Warner, our Technology guru, and to a 14.5% increase to the SPECED budget.

Budget presentation included a 5% overall increase for SAU staff. There was considerable discussion regarding the amount of the 5% increase and the associated benefits, which SAU employees this applied to and which SAU employees are tied to the MRHS negotiated teachers contract. No decisions were made.

3) J. Menton's Irreplacement Replacement

Considerable discussion on the new hire's qualifications, job description, benefits package and whether to review and redesign the current employment responsibilities. A recommendation was made to separate the BusinessManagers position and hire an Office Manager. No action was taken.

Motion by R. Norton, seconded by W. Hamill to authorize the Administration to advertise for the Business Manager's position per the job dsescription as modified by the SAU #38 Board. Passed.

4) Review of Hiring and Evaluation Procedure

Mr. C. Nolan of the Monadnock Board read a personally prepared statement to the SAU # 38 Board. At the conclusion of this reading Dr. Wheeler asked that a copy of this remarks, signed and dated by Mr. Nolan, be included in tonight's meeting minutes.

Motion by N. Callender, seconded by R. Norton to include Mr. Nolan's prepared comments in the official meeting minutes. Voted unanimously by those present.

5) Motion by G. White, seconded by W. Hamill to enter Non Public session to discuss Dr. Wheeler's evaluation and contract.

Voted unanimously.

N. Callender presented the Monadnock's Board proposal of a three year contract for Dr. Wheeler with raises averaging five percent per year and an additional two weeks vacation. After considerable discussion L. Sicotte moved that the SAU #38 Board approve the Monadnock Board's recommendation. Seconded by W. Hamill. Vote was five yea and five nay - motion defeated. W. Temmen then moved that the SAU #38 Board authorize the Monadnock Board "to negotiate a proposal with Dr. Wheeler not to exceed five percent per year and two weeks additional vacation with a range to start at three percent not to exceed five percent over three years." Seconded by L.

Aivaliotis. Voted in the affirmative nine yea and one nay.

Motion by G. White to seal the meeting minutes until the Nov. 19 meeting. Seconded by N. Callender. Voted yea unanimously.

W. Hamill then passed out copies of the Monadnock's Board summary evaluation of Dr. Wheeler's performance evaluation. W. Hamill expressed his apologies thinking he had done this earlier in the evening. L. Sicotte attempted to hand out his own individual evaluation of Dr. Wheeler but this was ruled out of order as it was not submitted in time to be included with the Monadnock Board's summary compilation.

R. Norton moved the meeting go back unto public session. Seconded by W. Temmen. Voted unanimously.

W. Temmen moved adjournment seconded by R. Norton. Voted unanimously. Meeting ended approximately at 10:45 PM.

Respectfully submitted,
Bill Hamill

W. Hamill

10/26/97

10/22/97

DIANA CHAFF

WAYNE TAYLOR

MARGARET SULLIVAN

MY NAME FOR THOSE OF YOU WHO DON'T KNOW ME IS CHUCK NOLAN AND I'M A MEMBER OF THE MRHS SCHOOL BOARD. I ASKED TO BE ON TONIGHTS AGENDA TO DISCUSS THE VACANCY IN THE SUPERINTENDENTS POSITION OF S.A.U.38. AS THE GOVERNING BODY YOU CREATE THE JOB DESCRIPTION AND ESTABLISH THE PROCEDURE FOR FILLING THIS POSITION. AS YOU KNOW DR. WHEELER SENT A LETTER OF RESIGNATION 11/23/97 TO THEN CHAIR RUTH NORTON. HE STATED IN HIS LETTER "THE EDUCATIONAL, THEORETICAL, AND PRACTICAL MANAGEMENT AND LEADERSHIP DIFFERENCES BETWEEN MYSELF AND THE CURRENT MONADNOCK SCHOOL DISTRICT BOARD CHAIRPERSON AND A SUBSTANTIAL NUMBER OF OTHER MONADNOCK BOARD MEMBERS CREATE THE NEED FOR THIS DECISION." AT YOUR NEXT MEETING ON DECEMBER 2ND WITH D.DILLON, A.DOIRIO, M.PROUTY, J.CARNIE, W.HAMILL, L.AVILLOTIS, K.BAKER, AND R.NORTON. PRESENT D.DILLON MOVED TO ACCEPT DR. WHEELERS RESIGNATION LETTER, SECONDED BY A.DIORO. VOTED 7-1 HAMILL DISSENTING. IN JANUARY THE FULL S.A.U. MET AT THE MRHS LIBRARY TO TO DISCUSS WHETHER WE SHOULD CONTINUE AS A S.A.U., AND THE PROCEDURE FOR HIRING ASSISTANT SUPERINTENDENT AND SUPERINTENDENT. MR.CARNIE MOVED THAT THE FULL MEMBERSHIP "AUTHORIZE THE MONADNOCK BOARD TO GO BACK TO THE MONADNOCK BOARD TO DECIDE WHETHER TO FORM A SEARCH COMMITTEE FOR A "NEW" SUPERINTENDENT AND WHEN TO START THE PROCESS." VOTED 16-0-1 THIS WITH THE FULL UNDERSTANDING THAT THE SUPERINTENDENT

RESIGNATION HAD BEEN ACCEPTED AND ACTION TO FILL THE POSITION WAS NEEDED. AS YOU KNOW IT WOULD TAKE A 2/3 MAJORITY VOTE OF THOSE PRESENT ON 12/2/96 TO RECONSIDER DR. WHEELERS RESIGNATION, AND ONLY IF SOMEONE WHO VOTED IN THE AFFIRMATIVE MOVED THE QUESTION. TO MY KNOWLEDGE THAT HAS NOT HAPPENED. THE REASON I BRING THIS BEFORE YOU TONIGHT IS I FEEL THE CURRENT MRHS BOARD IS PROCEDURALLY INCORRECT TO PURSUIT AND NEGOTIATE ANY CONTRACT WITH DR. WHEELER WITHOUT THE AUTHORITY OF THE GOVERNING BOARD. (S.A.U. # 38). AS I STATED EARLIER, ALL MOTIONS MOVED 1/15/97, WERE MOVED WITH THE CLEAR UNDERSTANDING THAT TWO VACANCIES EXISTED AT THE S.A.U. LEVEL THAT NEEDED TO BE FILLED, ONE DUE TO RETIREMENT AND THE OTHER A RESIGNATION AND THOSE VACANCIES WERE ACCEPTED THAT THE S.A.U. LEVEL AS POSITIONS THAT WOULD BE NEEDED TO OCCUPIED THROUGH A SEARCH COMMITTEE PROCESS. AS NOTED AT THE 1/15/97 THAT AUTHORITY WAS GRANTED TO THE MRHS BOARD TO FORM THAT SEARCH COMMITTEE FOR "NEW" SUPERINTENDENT. THE MAJORITY OF THE MRHS BOARD, INCLUDING OUR THREE S.A.U. REPRESENTATIVES, AND DR. WHEELER WILL EITHER TONIGHT OR YOUR NEXT MEETING PRESENT YOU WITH A RECOMMENDATION THROUGH THE SUPERINTENDENT EVALUATION PROCESS A PROPOSAL TO REHIRE DR. WHEELER FOR "X" NUMBER OF YEARS AND A SALARY INCREASE ASSOCIATED WITH THOSE YEARS. CLEARLY THIS IS LESS THAN HONEST

giving this VADAEN AT THE SUPERINTENDENT
WAY OF GIVING DR. WHEELER BACK HIS CURRENT POSITION. OUR BOARD
DIDN'T PURSUE ANY FORM OF A SEARCH COMMITTEE AT WOULD
REINFORCE THEIR DECISION, CONSEQUENTLY I THINK REAL ISSUES ~~THE~~ ^{THE} ~~THAT~~ ^{ONE'S}
YOU WOULD ASK ANY CANDIDATE ^W ~~TRY~~ ^{TO} ~~TO~~ ^{NO} FILL THIS POSITION WERE
NEVER LOOKED AT. ISSUES LIKE IF WE WERE TO RETAIN DR. WHEELER
FOR THE SHORT TERM FUTURE ARE WE BEST SERVING THE NEEDS OF OUR
STUDENTS OR WOULD CHANGING AND MOVING FORWARD WITH ANOTHER
CANDIDATE BE MORE ADVANTAGEOUS TO THE DISTRICT. STAFF AND
COMMUNITY WERE NEVER GIVEN A CHANCE TO VIEW THEIR OPINION ON
LIKE THE WAY THE SUPERINTENDENTS SEARCH PROCESS HAS BEEN
CONDUCTED IN THE PAST. MY PERSONAL GRIEVANCE OUTSIDE OF
THE FACT THAT OUR BOARD WOULD EVEN CONSIDER RENEGOTIATING
A CONTRACT WITH AN INDIVIDUAL WHO WALKED OUT OF THE
BARGAINING PROCESS NOT WILLING TO NEGOTIATE OR BUDGE ON A
DOUBLE DIGIT INCREASE IN SALARY, IS THE CLEAR DISRUPTION OF THE
DEMOCRATIC PROCESS OF CHECKS AND BALANCES ON THE LOCAL LEVEL.
DR. WHEELER WAS CLEARLY DISPLEASED WITH THE MAJORITY
MEMBERSHIP OF LAST YEARS MRHS SCHOOL BOARD. HIS RESIGNATION
LETTER CLEARLY INDICATES THIS. RATHER THAN TUFF IT OUT AND HOPE
DISTRICT ELECTIONS WOULD CHANGE THE MEMBERSHIP, HE CHOOSE TO
RESIGN AND MAKE THE PUBLIC AWARE THE HE IS NOT HAPPY WITH THE
MAJORITY MEMBERSHIP OF THE MRSH BOARD, WHO THE PEOPLE
ELECTED TO SERVE ON THIS BOARD. HIS CLOSE WORKING RELATIONSHIP

WITH THE LOCAL NEA MEMBERSHIP I'M SURE, HELP PUSH A CANDIDATE
AGENDA THAT WOULD SUPPORT A "NEW" MEMBERSHIP MAKE-UP ON
ELECTION DAY. THIS IS WRONG , IF THE S.A.U. OFFERS DR. WHEELER A
CONTRACT WITHOUT IT BEING PROVEN THROUGH THE SEARCH
COMMITTEE PROCESS THAT HE IS THE BEST CANDIDATE TO MEET THE
NEEDS OF THIS S.A.U. THE CONCEPT OF CHECKS AND BALANCE IS
SEVERELY LOPSIDED. IT SENDS A MESSAGE OF CENSORSHIP TO ANY AN
ALL BOARD MEMBERS IF YOU DON'T TOE THE LINE THAT THE
SUPERINTENDENT HAS OUTLINED THEIR WILL BE CONSEQUENCES. THIS IS
NOT TYPE OF DEMOCRACY I WISH AND I HOPE YOU, WANT TO PARTICIPATE
IN. MY HOPE IS THAT THE S.A.U. SENDS A CLEAR MESSAGE OF AUTHORITY
TO THE MRSH BOARD TO FORM THAT SUPERINTENDENT SEARCH
COMMITTEE AND IF DR. WHEELER IS THEIR CANDIDATE MY KUDO'S TO HIM
AND I WILL SUPPORT HIS NOMINATION UNDER THIS FORMAT .
IN CLOSING I HOPE YOU SENT A CLEAR MESSAGE BACK TO THE MRHS
BOARD THAT THEY NEED TO FORM THAT COMMITTEE HOPEFULLY WITH
MEMBERS OF THE STAFF AND COMMUNITY PARTICIPATING. ~~IT IS ALSO~~

~~LIKE TO SAY THAT I FEEL DR. WHEELER HAS GIVEN~~
~~US 8 9 YEARS OF QUALITY WORK AND IF HE IS THE~~
~~INDIVIDUAL SELECTED TO FILL THE VACANCY IS WELL~~
~~SUPPORT HIS NOMINATION. I LIKE TO ALSO~~
~~MAKE NOTE TO YOU THAT THERE ARE FIVE SEAT~~
~~UP FOR ELECTION THE NEXT APRIL LET'S MAKE~~
~~ALL CANDIDATE'S FEEL A OPINION'S WELCOME AND~~
~~FREE OF ADMINISTRATIVE SENSITIVITY.~~

10/22/01
NOT MENTIONED IN FORM

SAU #38 Minutes of 11/19/97

D. Dillon called the meeting to order at 6:20.

Present: N. Callender, G. White, C. Nolan, A. Diorio, L. Sicotte, G. Schultz, L. Aivaliotis, R. Norton

Administration: Dr. B. Wheeler, T. Warner, K. Holt, M. Sullivan, J. Menton

1) G. White moved to unseal the minutes of the previous meeting, seconded by R. Norton. Voted unanimously.

2) SAU budget was discussed. Questions centered around the 5% increase for the non certified staff.

G. White moved that we adopt the SAU budget with a 4% cap on the increases for the non certified staff, seconded by R. Norton. Voted 7,2,0.

3) The process of filling the Superintendent position was discussed. The approximate cost to use TRACE would be \$5,500. An overview of the search for the Assistant Superintendents position was given.

G. White move that Hinsdale and Winchester be included with Monadnock for the search committee, seconded by R. Norton. Voted unanimously.

A. Diorio moved that TRACE be used for the Superintendents search, seconded by G. White. Voted unanimously.

It was suggested that the salary be capped at the amount included in the SAU budget.

4) An update was presented by K. Holt and T. Warner on the various grants they had secured for the districts. As indicated in the presentation a significant amount of money has been awarded to us based on the efforts of these individuals and others involved in the grants.

5) J. Menton discussed the savings that Monadnock Regional High School has received in participating in the NH Worker's Compensation fund and encouraged Hinsdale and Winchester to consider this in the future.

6) Dr. B. Wheeler recognized D. Dillon for her efforts as head of the State PTA conference. D. Dillon commented on the successful speech delivered by Dr. B. Wheeler.

7) A proposed Vacation Leave Policy was distributed for review and explained by Dr. B. Wheeler, no action was taken.

8) J. Menton will be retiring February 30, 1998. Anyone interested in serving on the Business Managers Search Committee should let Dr. B. Wheeler know.

D. Dillon thanked John for his many successful years of service and asked that the minutes reflect that "We will miss you!"

9) G. White motioned to adjourn at 8:45 seconded by A. Diorio. Voted unanimously.

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John M. Menton, *Business Manager*

Kathleen Holt, *Assistant Superintendent*
Kenneth R. Dassau, *Director of Special Services*

To: SAU #38 Board Members
Date: November 10, 1997
Topic: Agenda for the next meeting
From: Dr. Bill Wheeler

Meeting to be held at the Fitzwilliam Inn, Fitzwilliam, 6:00 PM, Wednesday, Nov. 19, 1997. Business meeting will be held at 6:00 PM (Agenda Items #1 and 2) followed by (Agenda items #3, 4, and 5) during the dinner.

I like the dreams of the future better than the history of the past.
Thomas Jefferson

And the past has been very, very good.

Agenda:

1. Approval of minutes.
2. Discussion of proposed 1998-1999 SAU #38 Budget.
3. Process and procedure for hiring a superintendent.
4. Update:
 - a. Federal Projects within the Districts
5. Non- Public Session.
 - a. Personnel issue(s)
6. Adjournment.

It is not true that suffering ennobles the character; happiness does that sometimes, but suffering, for the most part, makes men petty and vindictive.

W. Somerset Maugham, The Moon and Sixpence

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Kathleen Holt, *Assistant Superintendent*
Kenneth R. Dassau, *Director of Special Services*

To: SAU #38 Board Members
Date: October 9, 1997
Topic: Agenda for next meeting
From: Bill Wheeler

Meeting to be held at 7:00 PM, Wednesday, October 22, 1997 in the Wyman House

The young are permanently in a state resembling intoxication: for youth is sweet and they are growing.
-- Aristotle, Nicomachean Ethics

Isn't it amazing what the "old" folks had to say about the young. Some still speak kindly of them. And so should we.

Agenda:

1. Presentation of the 1998-1999 SAU #38 Budget.
The Summary Analysis is attached for your review. A note which I did not include in the first correspondence on this topic: an additional position will be requested to assist with the Payroll Office.
2. Approval of procedure to replace Mr. Menton. He will retire as of February 28, 1998.
3. Review of evaluation and hiring procedure for the superintendent and superintendency.
4. New Business

SCHOOL ADMINISTRATIVE UNIT #38

HINSDALE	MONADNOCK	WINCHESTER
=====	=====	=====

1998 - 1999 PRELIMINARY BUDGET PROPOSAL

	1997 - 1998	1998 - 1999	CHANGE	PERCENT
GROSS APPROPRIATION	\$1,492,545	\$1,716,510	\$223,965	15.0%
DISTRICTS' ASSESSMENT	\$616,482	\$705,584	\$89,102	14.5%

** ASSESSMENT 98 - 99 **

DISTRICT	1995 EQUAL VAL	VAL %	96-97 ADM	ADM %	COMBINED %	DISTRICT'S SHARE
Hinsdale	\$150,813,603	17.63%	789.4	19.1%	18.35%	\$129,472
Monadnock	\$583,393,397	68.21%	2561.4	61.9%	65.04%	\$458,890
Winchester	\$121,136,636	14.16%	789.3	19.1%	16.61%	\$117,223
TOTAL	\$855,343,636	100.00%	4140.1	100.0%	100.00%	\$705,584

** ASSESSMENT VARIANCE **

DISTRICT	1997 - 1998	1998 - 1999	CHANGE	PERCENT
Hinsdale	\$103,322	\$129,472	\$26,150	25.3%
Monadnock	\$406,693	\$458,890	\$52,197	12.8%
Winchester	\$106,467	\$117,223	\$10,756	10.1%

SCHOOL ADMINISTRATIVE UNIT #38
1998 - 1999
BUDGET SUMMARY

APPROPRIATIONS:

ACCOUNTS	1997 - 1998 BUDGET	1998 - 1998 PROPOSAL	\$\$ VARIANCE	% VARIANCE
Administrative Ser	\$359,538	\$394,593	\$35,055	9.8%
Business Office	\$181,278	\$192,312	\$11,034	6.1%
Technology Coord	\$75,666	\$118,679	\$43,013	56.8%
SUB TOTAL OFFICE OF SUPT.	\$616,482	\$705,584	\$89,102	14.5%
Early Childhood	\$14,980	\$22,714	\$7,734	51.6%
Fed Grant IDEA - B	\$122,008	\$142,304	\$20,296	16.6%
SUB TOTAL FEDERAL GRANTS	\$136,988	\$165,018	\$28,030	20.5%
Spec Educ Dir	\$176,305	\$193,405	\$17,100	9.7%
MCED	\$102,949	\$118,701	\$15,752	15.3%
Psychological Ser	\$93,005	\$101,936	\$8,931	9.6%
Speech & Lang Ser	\$286,540	\$324,447	\$37,907	13.2%
Vision Impaired Ser	\$28,409	\$53,637	\$25,228	88.8%
Occupational Therapy	\$51,867	\$53,782	\$1,915	3.7%
SUB TOTAL SPECIAL EDUCATION	\$739,075	\$845,908	\$106,833	14.5%
*****	*****	*****	*****	*****
TOTAL BUDGET	\$1,492,545	\$1,716,510	\$223,965	15.0%

REVENUES:

District's Assessment	\$616,482	\$705,584	\$89,102	14.5%
Federal Grants	\$136,988	\$165,018	\$28,030	20.5%
Spec Educ Dir	\$176,305	\$193,405	\$17,100	9.7%
Tuitions	\$102,949	\$118,701	\$15,752	15.3%
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TOTAL REVENUES	\$1,492,545	\$1,716,510	\$223,965	15.0%

SAU #38
October 9, 1997

SAU # 38 Minutes of 5/7/97 Meeting

R. Norton call to order at 6:15PM

Present: Hinsdale - D. Dillon, A. Diorio and M. Prouty

Monadnock - N. Calender, W. Hamill and G. White

Winchester - L. Rivaliotis, D. Hamel and R. Norton

**Administration - K. Dassau, K. Holt, J. Menton, R. McCarthy
and Dr. B. Wheeler.**

**1) Minutes of meetings 12/2/96 & 1/15/97. Moved to accept by
G. White, seconded by M. Prouty. Voted unanimously.**

**2) J. Menton presented year-end budget report, approx \$9600
unexpended surplus.**

**G. White complimented the Administration on an excellent
budget performance - seconded by many present.**

3) Dr. Wheeler report on meeting at Cheshire Votech Center:

**" At its meeting on May 7, 1997, the SAU #38 Board discussed the
Region 13 School - to Career Consortium "as it has been
initiated". The Consortium was established as a means of
coordinated education/business educational programs for the
five districts served by the Cheshire Center of Technology &
Science. Federal to State flow through monies fund the major
portion of this effort for three years. We are concerned that the
first year (1996-1997) has not been as productive as it should
have been. Therefore, we wish to voice our concern that more
serious consideration should be accorded to this program by the
Keene School District Board. They are the Governance Board for
the Center and thus, for the Region # 13 School to Work
Consortium."**

Dr. Wheeler also reported that the Keene School Board acted contrary to the contract between MRHS/Cheshire Center regarding the issue of which/what student is qualified to attend the Center.

Support from the individual Boards is requested at the May 17 meeting at the Cheshire Center.

4) K. Holt reviewed the recently completed and updated "Five Year Master Plan for Staff Development 1997-2002". A. Diorio moved, G. White seconded, acceptance of the "Plan" as presented. Voted unanimously.

5) J. Menton distributed an informational comparison of health benefits costs for BC/BS Managed Care vs. Blue Choice. Current costs slightly favor Blue Choice however, this comparison varies annually and is difficult to predict at budget time.

6) Dr. Bill handed out a SAU #38 data sheet comparing the enrollments, student:teacher ratios and average teacher salaries for each of the three districts.

7) K. Dassau reported everything is "copacetic" with Special ed. (Had to look this one up - did you know that there are two acceptable spellings? Go look it up).

8) THE BIG ONE - REORGANIZATION:

Those elected as follows:

Chairperson: Diana Dillon

Vice Chairperson: Nancy Callender

Secretary: no surprises here Bill Hamill

Treasury: Bill Hamill

Vice Treasury: Glenn White

All votes unanimous except Hamill. This vote was almost emphatically unanimous. Only 8 of 9 cheered.

Future meetings:

Oct. 22, 1997 Wyman House 7:00PM

Nov. 19, 1997 Fitzwilliam 6:00PM

Dec. 1, 1997 Hinsdale Community Center 7:00PM

May 6, 1998 Fitzwilliam 6:00PM

9) D. Dillon ode to Mr. McCarthy - see attached Resolution.

10) Recognition of Dr. Wheeler for NH Rotarian Award of Paul Harris Fellow.

11) State Kindergarten program - five years @ \$500/student/year.

Motion to enter Non Public Session to discuss employee contracts and new Assistant Superintendent. Voted unanimously.

12) Motion to adjourn. Unanimously voted at 9:55PM

**Respectfully submitted,
Bill Hamill**

NON PUBLIC SESSION May 7, 1997

1) Voted unanimously to accept the Salary Proposal dated May 7, 1997 as proposed by Dr. Wheeler for Administrators and Staff of the SAU # 38 office.

2) Moved by D. Hamel, seconded by D. Dillon to hire Margaret Sullivan as the Assistant Superintendent to fill the position of the irreplaceable Mr. Richard McCarty. Voted unanimously. First year 11 month contract set at \$62350. Dr. Wheeler reviewed the selection process which filtered the original candidates down to three "all of which would be a good fit".

If my notes are correct Margaret is currently the Principal at Stevens HS in Claremont and previously was an Assistant Principal at Manchester West.

3) PARTY Aug 16 at Brattleboro Elks Club for DSRM. Forgot to note time or directions. Somebody please help informing others including myself.

4) Moved by D. Dillon, seconded by M. Prouty to present RM a gift of \$1200 representing \$100 for each of his years of service. To be presented at the PARTY.

5) Announcement: Ann Diorio is the first ever Leader of the Hinsdale Mill Stream Community Center. May the history books treat her well. Haven't got a clue why this is non-public.

6) Motion by G. White to revert to Public Session. Unanimously.

RESOLUTION

WHEREAS: This is Dick McCarthy's last SAU meeting.
He has been in the business over 30 years.
He serves two out of the three Districts here.
He is truly irreplaceable.

BE IT RESOLVED THAT:

His quick wit and problem solving skills will be missed.

There are few that would stay with us this long.

Winchester and Hinsdale will never be the same.

While we all wish him well in his retirement he will truly be missed.

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Monadnock Regional School District

Winchester School District

Dr. William V. Wheeler - Superintendent

Richard T. McCarthy, *Assistant Superintendent*
John M. Menton, *Business Manager*

Kathleen Holt, *Assistant Superintendent*
Kenneth R. Dassau, *Director of Special Services*

To: SAU #38 School Board Members
Date: April 28, 1997
Topic: Proposal for SAU personnel salaries for 1997-1998
From: Bill Wheeler

Money should circulate like rain water.

-- Thornton Wilder

Should my old friends from the Dakotas be so fortunate.

The enclosed table is for your review prior to the meeting on May 7, 1997. A recommendation will be presented for your action concerning the Assistant Superintendent's position. Also, you set my salary in the December meeting. Other than those two each of the other position's salaries are to be set at this meeting. As you compute the totals without my salary we are about two thousand dollars under the budgeted amount.

See you in Fitzwilliam.

SAU #38 SALARY PROPOSAL FOR 1997-1998

Presented by: Dr. Bill Wheeler, Superintendent

May 7, 1997

Position	Name	Prop 96/97	Ann Cost 96/97	Prop 97-98	Ann Cost 97-98
Superintendent	Bill Wheeler	\$77,500.00	\$77,500.00	\$82,680.00	
Asst. Supt.	Dick McCarthy	\$73,750.00	\$73,850.00	\$6,523.95	
Asst. Supt. X				\$62,350.00	
Asst. Supt.	Kathy Holt	\$66,500.00	\$66,500.00	\$69,150.00	
Business Mgr.	John Menton	\$55,800.00	\$55,900.00	\$58,150.00	
Sped Coord	Jen Dolloff	\$43,750.00	\$43,750.00	\$45,500.00	
Sped Director	Ken Dassau	\$58,750.00	\$58,750.00	\$61,100.00	
Comp/tech Coord	Tom Warner	\$54,000.00	\$54,000.00	\$56,150.00	
Administrator cost		\$430,050	\$430,250	\$441,603.95	
Ad. Secretary	Terry Stepenuck	\$11.15	\$23,192.00	\$11.60	\$24,120.00
Ad/Receptionist	Sandi Page	\$10.40	\$21,632.00	\$10.80	\$22,464.00
Accounts Payable	Eileen Nelson	\$8.45	(\$21,424.00)	\$8.80	\$18,304.00
Asst Accis Pay 25hrs	Tonya Blackmer	\$7.10	(\$8,164.00)	\$7.40	\$10,700.00
Payroll Acct.	Grace Fernald	\$10.80	\$22,464.00	\$11.25	\$23,400.00
Bus Ed Sec.	Sharon Turner	\$9.12	(\$18,304.00)	\$9.50	\$19,760.00
Special Education					
Secretary	Janice Flaherty	\$10.40	\$21,632.00	\$10.80	\$22,464.00
Assist Sec. Sped 15hrs	Marie Braley	\$7.80	\$4,680.00	\$8.15	\$4,890.00
40wks					
Courier			\$2,500		
Staff cost			\$143,992		Included in Asst Accis pay
					\$146,102.00
Total Salaries			\$574,242		\$587,705.95

() Indicates a budgeted amount which is different than actual expenditures due to a change in personnel.

Increase in salaries for 1997-98 over 1996-97 is \$13,389.95 or 2.33%

The SAU #38 1997-1998 budgeted salaries are \$584,432. Superintendent's increase of \$5,180 is not included in this figure.

COST OF EDUCATION AND SALARY COMPARISON REPORT

SPRING, 1997

By: Dr. William V. Wheeler

Education Vital Signs, December, 1996 describes, in the NORTHEAST section, comparisons between nine states. Of the nine states: New Hampshire spends less per pupil than any of the others, the average teacher salary is only ahead of Maine's, Capital outlay is only ahead of Vermont's, State budget allocations for education is lower than any of the others, Per-capita income, 1995 is greater in New Hampshire than in Delaware, Maine, Pennsylvania, Rhode Island, and Vermont, Special Education enrollment, by percentage of total enrollment, is lowest except for Pennsylvania, and New Hampshire's SAT Verbal and Math scores are the highest of any of the States. The National Averages are attached for your review.

"NHSBA, Labor Relations Service", April, 1997 documents Average Teacher Salaries for 1996-1997. The report provides comparative data for New Hampshire Districts, regionally (within New Hampshire), statewide, and nationally.

Hinsdale's average teacher salary is \$25,734 which ranks them 151 of 161 districts.

Monadnock's average teacher salary is \$33,900, which ranks them 76.

Winchester's average teacher salary is \$30,291, which ranks them 117.

New Hampshire Southwest Region's average teacher salary is \$35,283.

New Hampshire's average teacher salary is \$35,967.

The U.S. average teacher salary is \$39,580 (Data source, Education Research Service).

This data and information is provided so you may better understand the structure which you govern.



EDUCATION VITAL SIGNS

NORTHEAST

Finances	Conn.	Del.	Maine	Mass.	N.H.	N.J.	N.Y.	Pa.	R.I.	Vt.	U.S.
Per-pupil expenditures											
1990-91	\$7,902	\$5,994	\$5,683	\$6,351	\$5,470	\$9,159	\$8,463	\$6,544	\$6,415	\$5,740	\$5,217
1995-96	\$8,705	\$7,507	\$6,478	\$7,465	\$6,408	\$9,967	\$9,677	\$7,402	\$7,730	\$7,474	\$6,098
Average teacher salaries											
1990-91	\$43,808	\$35,246	\$28,531	\$36,090	\$31,273	\$38,411	\$42,080	\$36,057	\$34,997	\$30,986	\$32,977
1995-96	\$50,400	\$40,533	\$32,869	\$43,756	\$35,792	\$47,910	\$48,115	\$46,916	\$42,160	\$36,295	\$37,846
Funding percentages											
1990-91											
Federal	4.0	8.4	6.4	5.2	2.7	3.5	5.0	4.7	4.0	5.0	6.2
State	41.6	68.0	51.1	36.9	7.5	38.3	42.0	46.7	41.0	37.0	48.9
Local	54.4	23.6	42.5	58.0	89.8	58.1	53.0	48.6	54.9	58.0	44.9
1995-96											
Federal	4.6	8.2	6.9	5.6	3.2	3.6	6.0	5.6	4.0	5.1	7.0
State	40.1	65.2	47.5	36.1	7.8	40.3	37.4	41.8	41.0	29.7	47.7
Local	55.2	26.7	45.5	58.2	89.0	56.0	56.6	52.6	55.0	65.2	45.3
Capital Outlay											
1995-1996 (in thousands)	\$226,494	\$44,608	\$63,400	\$188,492	\$12,583	\$301,285	\$1,562,209	\$167,786	\$9,888	\$50,173	\$22,744,244
State budget allocations for education (percent of total state budget)	15.3	24.2	13.9	12.8	6.9	21.7	19.3	20.0	14.9	16.7	20.9
Per-capita income 1995	\$30,303	\$24,124	\$20,527	\$26,994	\$25,151	\$28,858	\$26,782	\$23,279	\$23,310	\$20,927	\$22,788
Classroom characteristics											
Students per multimedia computer	43.4	53.9	30.5	52.7	46.1	41.9	33.5	38.6	49.2	28.5	35.2
Pupil/teacher ratios											
1989-90	13.3	16.4	14.1	14.0	16.2	13.5	14.7	15.7	14.5	13.8	17.2
1994-95	14.4	16.6	13.8	14.8	15.6	13.8	15.2	17.1	14.7	13.8	17.3
Enrollment											
Fall, 1990-91											
Elementary	342,785	57,669	154,526	601,493	115,480	765,165	1,458,289	929,273	83,092	58,411	27,037,316
Secondary	130,284	41,989	55,674	232,666	57,305	324,481	1,140,046	738,561	54,854	37,819	14,159,180
Total	473,069	99,658	210,200	834,159	172,785	1,089,646	2,598,335	1,667,834	137,946	96,230	41,196,496
Fall, 1995-96											
Elementary	380,743	59,579	155,594	671,001	128,578	841,014	1,602,800	991,230	89,263	59,846	29,175,887
Secondary	138,544	48,882	58,614	236,474	60,521	351,795	1,224,900	810,740	60,519	45,701	15,445,889
Total	519,287	108,461	214,208	907,475	189,099	1,192,809	2,827,700	1,801,970	149,802	105,547	44,621,776
% Minority enrollment											
Fall, 1994											
Black	13.3	29.1	0.7	8.0	0.8	18.6	20.2	13.9	7.0	0.7	16.7
Hispanic	11.4	3.6	0.4	9.0	1.1	13.1	16.9	3.4	9.5	0.3	13.0
Asian or Pacific Islander	2.4	1.7	0.8	3.7	1.0	5.2	4.8	1.7	3.2	0.9	3.6
American Indian/Alaskan Native	0.2	0.2	0.5	0.2	0.2	0.2	0.4	0.1	0.5	0.5	1.1
Total % Minority	27.3	34.6	2.4	20.9	3.1	37.1	42.3	19.1	20.2	2.4	34.4
% Special education enrollment											
1993-94	12.3	11.9	11.9	15.0	10.7	14.2	10.8	10.1	13.5	8.8	10.3
Mean SAT Scores											
1987 Verbal	515	517	510	511	527	502	501	505	509	518	507
Math	499	496	493	500	512	493	495	491	492	500	501
1996 Verbal	507	508	504	507	520	498	497	498	501	506	505
Math	504	495	498	504	514	505	499	492	491	500	508
% of graduates taking SAT—1996	79	66	68	80	70	69	73	71	69	70	41

Per-pupil expenditures, average teacher salaries, funding percentages, and enrollment: National Education Association, *Estimates of School Statistics, 1995-96*; revised 1990-91 figures from 1991-92 edition. 991-92 ed.
 Per-capita income: U.S. Department of Commerce, Bureau of Economic Analysis
 Capital outlay: National Education Association, *Estimates of School Statistics, 1995-96*
 Pupil/teacher ratios, minority enrollment: U.S. Department of Education, National Center for Education Statistics
 State Budget Allocations: National Association of State Budget Officers
 Special Education Enrollment: U.S. Department of Education
 SAT Scores and percentage of graduates taking test: The College Board

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Kathleen Holt, *Assistant Superintendent*
John M. Menton, *Business Manager*

Richard T. McCarthy, *Assistant Superintendent*
Kenneth R. Dassau, *Director of Special Services*

To: SAU #38 School Board Members
Date: April 21, 1997
Topic: Agenda For the May 7, 1997 Meeting
From: Dr. Bill Wheeler

MRSD Board has not appointed members to the SAU Board, therefore, this correspondence is sent to all MRSD Board members.

The meeting is scheduled to convene at 6:00 PM, Wednesday, May 7, 1997 at the Fitzwilliam Inn, Fitzwilliam, NH

We will begin with the business portion of the meeting, take a break for dinner, and then complete the business portion of the meeting.

Agenda:

1. Approval of minutes for the December 2, 1996 and January 15, 1997 meeting.
2. End of year (1996-1997) SAU #38 financial statement. Mr. Menton will discuss the issue.
3. Discussion of SAU business:
 - a. Introduction of SAU #38 Board members
4. SAU #38 organization for 1997-1998. This consists of voting for officers and setting meeting dates for 1997-1998.

Chairperson _____

Vice Chairperson _____

Secretary _____

Treasury _____

Vice Treasury _____

Corresponding dates

Place

October 22, 1997 _____

November 5 or 19, 1997 _____

December 3, 1997 _____

May 6, 1998 _____

Non-Public Session

5. Approval of SAU #38 1997-1998 employee contracts and setting of salaries. (to follow)
6. Nomination of Assistant Superintendent for contract.
7. Evaluation of superintendent's performance.

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John M. Menton, Business Manager

Kathleen Holt, Assistant Superintendent
Kenneth R. Dassau, Director of Special Services

To: SAU #38 Board Members
Date: April 21, 1997
Topic: Notes on May 7, 1997 meeting
From: Bill Wheeler

This is the sort of English up with which I will not put.

-- Winston Churchill

To say something is very important. Ah! But to say it correctly is more important in some eyes. Given the choice I would prefer the former. I've had the experience of listening to some of the most boringly correct speakers who exhausted the privilege afforded to them by the listeners. So, me thinks, that Winston's, tongue in cheek comment, fits.

This would be a good time for each of the SAU #38 Board members to tell each other about themselves. What else do you do, family, interests, etc.

Officers are seated for two years. This is the second year for SAU officers. The chair rotates on that two year schedule. The Board has agreed to a rotation among the three districts. It is Hinsdale's turn.

The "Corresponding Dates" are similar to current year dates, except for the November budget review date. We have held the meeting during the first week of November. This year, due to conflicts, we moved the date to the third week of the month. You will need to decide which one seems most appropriate.

I have not completed the proposal for 1997-1998 SAU #38 employee salaries. I will complete it this week and mail it to you in time for your review prior to the May 7, 1997 meeting.

The Assistant Superintendent Interview Committee has completed its task. I have a nomination to present. We received 31 applications. That number was reduced to 15 for paper review by the consultant. Twelve candidates were reviewed for qualification by the entire committee. Eight candidates were interviewed preliminarily. Three candidates were invited and attended full day interviews. I will nominate that candidate which the committee, by consensus, believes to be the "Best Fit".

The committee consisted of two board members, two community members, and one principal from Winchester and Hinsdale.

TRACE Educational Service was hired to conduct the search.

You may find the "Superintendent's Evaluation" to be unnecessary at this time. It is listed just because it has been.

SAU # 38 MINUTES 12/2/96

In attendance:

SAU: K. Dassau, K. Holt, R.D.S. McCarthy, J. Menton and Dr. W. Wheeler.

Hinsdale: D. Dillon, A. Diorio and M. Prouty

Monadnock: J. Carnie and W. Hamill

Winchester: L. Aivaliotis, K. Baker and R. Norton

Public hearing on the proposed 1997-98 SAU # 38 budget called to order by Chair R. Norton at 7:00 PM.

J. Menton presented an explanation of the proposed budget to the small, but select, audience assembled for the proceedings. After a question and answer period the hearing was declared closed at 7:28PM.

SAU #38 meeting then opened by Chair Norton.

Motion by K. Baker, seconded by D. Dillon to move into non-public session to discuss personnel contract. Voted unanimously. Non-public minutes attached.

K. Baker moved to return to public session at 7:58PM. Voted unanimously.

Chair R. Norton announced the SAU # 38 Board's acceptance of Dr. Wheeler's resignation letter dated Nov. 21, 1996, addressed to Chair R. Norton.

K. Baker moved acceptance of the Nov 20, 1996 meeting minutes, seconded by L. Aivaliotis. Voted 7-1-0-1 with J. Carnie dissenting.

D. Dillon moved acceptance of the proposed 97-98 Budget, \$1,492,545, seconded by K. Baker. Voted 7-1-0-1 with L. Aivaliotis dissenting.

M. Prouty moved to adjourn, seconded by A. Diorio. Voted unanimously. I was so excited I forgot to note the time. My guess 8:25-8:30.

12/2/96 NON PUBLIC SESSION MINUTES

Note: Present at this non-public session: eight SAU members and Dr. Wheeler. A general discussion of contracts, procedures and Dr. Wheeler's intent with his letter was conducted.

Following this discussion was a more intense discourse on how the media received information regarding Dr. Wheeler's letter prior to the SAU # 38 Board receiving and taking action on such letter.

D. Dillon moved to accept Dr. Wheeler's resignation letter, with deep regrets, seconded by A. Diorio. Voted 7-1-0-1 with Hamill dissenting.

D. Dillon moved to offer a contract to Dr. Wheeler of \$82680 salary for the 97-98 School Year(79500 + 4%). Seconded by A. Diorio and voted unanimously. Dr. Wheeler indicated his acceptance of this proposal.

Additional notes:

Dr. Wheeler and Board agree his letter of 11/21/96 supersedes any provisions of the standard Superintendent's Contract.

Dr. Wheeler's letter of 11/21/96 is included as part of these official minutes.

Quote from Paul Krohne to D. Dillon is included as part of these official minutes:

"you people in the Southwest(NH) don't pay your Superintendent's enough - you are very lucky to have Bill Wheeler".

Respectfully submitted,

Bill Hamill

May the force be with you.

Minutes of SAU #38 Meeting Jan 15, 1997

The full membership of each Board was invited to a meeting at the MRHS library to discuss the organization and function of the SAU#38 administrative unit. All Board members were present except M. Prouty of Hinsdale and C. Johnson and P. Bonneville of Monadnock.

Following introductions, Chairperson Norton deferred to J. Carnie, Chairperson of the Monadnock Board, which said Board requested this august gathering.

Mr. Carnie explained that at the last MRSD Board meeting the Board discussed the SAU situation regarding the vacancies to be filled and decided the best way to address these concerns was for all the Boards to meet jointly and discuss the current situation. Specifically Mr. Carnie asked the following questions:

1a: Should we continue with the SAU?

1b: Should we continue with the SAU as it exists today?

2: Should we hire the Asst Superintendent to replace R.D.S. McCarthy before we hire a replacement Superintendent?

3: What should be the makeup of the search committee to find a replacement for the Superintendent?

L. Scicotte referred to his letter to all Board members and his proposal to eliminate an administrative position. Discussion ensued.

Back to question 1a: Hinsdale and Winchester Boards consensus was that they could not afford to provide the services currently received from the SAU. Overall consensus from all Boards is that the SAU works well as presently configured. A vote to "remain in the SAU" was 15 Yea 2 Abstentions.

Question 1b: K. Holt and R.D.S. McCarthy reviewed their employment responsibilities and duties. For the most part Mr. McCarthy acts as a Superintendent for Hinsdale & Winchester.

Following discussion a consensus vote was taken:

"Leave things the way they are": 15 Yea 1 Abstention 1 No

Question 2: Declared mute based on above decisions.

Question 3: Following discussion Mr. Carnie moved that the full membership " authorize the Monadnock Board to go back to the

Monadnock Board to decide whether to form a search committee for a new Superintendent and when to start the process." Seconded by G. White.

Voted 16Yea 1 Abstention

Clarification for all Board members: All recommendations for Superintendents and Asst Superintendents must be approved at the SAU#38 Board level.

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3: What should be the makeup of the search committee to find a replacement for the Superintendent?

L. Scicotte referred to his letter to all Board members and his proposal to eliminate an administrative position. Discussion ensued.

Back to question 1a: Hinsdale and Winchester Boards consensus was that they could not afford to provide the services currently received from the SAU. Overall consensus from all Boards is that the SAU works well as presently configured.

A vote to "remain in the SAU" was 15 Yea 2 Abstentions.

Question 1b: K. Holt and R.D.S. McCarthy reviewed their employment responsibilities and duties. For the most part Mr. McCarthy acts as a Superintendent for Hinsdale & Winchester.

Following discussion a consensus vote was taken:

"Leave things the way they are": 15 Yea 1 Abstention 1 No

Question 2: Declared mute based on above decisions.

Question 3: Following discussion Mr. Carnie moved that the full membership " authorize the Monadnock Board to go back to the

Monadnock Board to decide whether to form a search committee for a new Superintendent and when to start the process." Seconded by G. White.

Voted 16Yea 1 Abstention

Clarification for all Board members: All recommendations for Superintendents and Asst Superintendents must be approved at the SAU#38 Board level.

SAU # 38 MINUTES 12/2/96

In attendance:

SAU: K. Dassau, K. Holt, R.D.S. McCarthy, J. Menton and Dr. W. Wheeler.

Hinsdale: D. Dillon, A. Diorio and M. Prouty

Monadnock: J. Carnie and W. Hamill

Winchester: L. Aivaliotis, K. Baker and R. Norton

Public hearing on the proposed 1997-98 SAU # 38 budget called to order by Chair R. Norton at 7:00 PM.

J. Menton presented an explanation of the proposed budget to the small, but select, audience assembled for the proceedings. After a question and answer period the hearing was declared closed at 7:28PM.

SAU #38 meeting then opened by Chair Norton.

Motion by K. Baker, seconded by D. Dillon to move into non-public session to discuss personnel contract. Voted unanimously. Non-public minutes attached.

K. Baker moved to return to public session at 7:58PM. Voted unanimously.

Chair R. Norton announced the SAU # 38 Board's acceptance of Dr. Wheeler's resignation letter dated Nov. 21, 1996, addressed to Chair R. Norton.

K. Baker moved acceptance of the Nov 20, 1996 meeting minutes, seconded by L. Aivaliotis. Voted 7-1-0-1 with J. Carnie dissenting.

D. Dillon moved acceptance of the proposed 97-98 Budget, \$1,492,545, seconded by K. Baker. Voted 7-1-0-1 with L. Aivaliotis dissenting.

M. Prouty moved to adjourn, seconded by A. Diorio. Voted unanimously. I was so excited I forgot to note the time. My guess 8:25-8:30.

12/2/96 NON PUBLIC SESSION MINUTES

Note: Present at this non-public session: eight SAU members and Dr. Wheeler. A general discussion of contracts, procedures and Dr. Wheeler's intent with his letter was conducted.

Following this discussion was a more intense discourse on how the media received information regarding Dr. Wheeler's letter prior to the SAU # 38 Board receiving and taking action on such letter.

D. Dillon moved to accept Dr. Wheeler's resignation letter, with deep regrets, seconded by A. Diorio. Voted 7-1-0-1 with Hamill dissenting.

D. Dillon moved to offer a contract to Dr. Wheeler of \$82680 salary for the 97-98 School Year(79500 + 4%). Seconded by A. Diorio and voted unanimously. Dr. Wheeler indicated his acceptance of this proposal.

Additional notes:

Dr. Wheeler and Board agree his letter of 11/21/96 supersedes any provisions of the standard Superintendent's Contract.

Dr. Wheeler's letter of 11/21/96 is included as part of these official minutes.

Quote from Paul Krohne to D. Dillon is included as part of these official minutes: "you people in the Southwest(NH) don't pay your Superintendent's enough - you are very lucky to have Bill Wheeler".

Respectfully submitted,

Bill Hamill

May the force be with you.

SCHOOL ADMINISTRATIVE UNIT NO. 38

SWANZEY CENTER
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Hinsdale School District

Monadnock Regional School District

Winchester School District

Dr. William V. Wheeler - Superintendent

Richard T. McCarthy, *Assistant Superintendent*

Kathleen Holt, *Assistant Superintendent*

John M. Menton, *Business Manager*

Kenneth R. Dassau, *Director of Special Services*

To: SAU #38 Board Members
Date: November 21, 1996
Topic: Agenda for Dec. 2, 1996 meeting
From: Bill Wheeler

Meeting to be held in the Wyman House at 7:00 PM, Monday, December 2, 1996.

Agenda

7:00 PM Public Hearing on the 1997-1998 SAU #38 budget
7:15 PM Convening the SAU #38 Board meeting
Approval of November 20, 1996 meeting minutes
Action on the 1997-1998 SAU #38 Budget.
Adjournment

SAU # 38 MINUTES 11/20/96

Attendace:

SAU: Ken Dassau, Kathy Holt, Richard D.S. McCarthy, John Menton, Tom Warner and Dr. Bill Wheeler

Hinsdale: Diane Dillon, Ann Diorio and Wayne Temmem

Monadnock: Jim Carnie(Items 1-4), Bill Hamill and Glen White

Winchester: Laura Aivaliotis, Bud Baker and Ruth Norton

ITEM #1

Minutes of Oct 23. 1996 meeting approved unanimously.

ITEM # 2

John Menton provided a proposed Budget handout and indicated no changes from handout at previous meeting. Budget reviewed for members not at previous meeting.

ITEM # 3

John Menton provided handout comparing the cost difference for the SAU administrative staff on BC/BS Managed Care vs. Blue Choice. Converting present staff would yield a total savings to the SAU of \$6814. A handout explaining the use of Blue Choice was provided. To allow time for feedback from the SAU staff it was decided to place this issue on the May 1997 meeting agenda.

ITEM # 4

Discussion on the 4% lump sum included in the budget proposal to cover staff salary increases(excluding Dr. Wheeler). Glen White spoke in favor, Hinsdale supported and Winchester indicated their preference for a 3% increase. Moved by Glen White, seconded by Ann Diorio to accept budget (\$1,492,545) as presented to present to the public at the Dec 2, 1996 hearing. Motion carried on a 6-3 vote with L. Aivaliotis, J. Carnie and R. Norton voting in the negative.

ITEM # 5

RDS McCarthy's replacement: it was agreed that the Administration would engage the TRACE organization for the purpose of conducting a recruitment search. A timeframe to accomplish the recommendation of a replacement at the May 1997 meeting was presented.

ITEM # 6

Ken Dassau gave an update on the SpecEd activities of the SAU. Ken gave a handout summarizing Special Services Personnel for 96-97.

Preschool program in Winchester is going well.

In May Ken may be presenting a proposal for a new program to address elementary emotionally disturbed students that now attend Keene's program at Symonds school.

ITEM # 7

Tom Warner gave an update on the technology activities of the SAU and distributed a summary of the new equipment that has been purchased and installed.

ITEM # 8

John Menton summarized the recent Auditor's report.

ITEM # 9

Voted unanimously to enter non-public session to discuss personnel contract.

Non Public Sessions

See attached notes.

NON PUBLIC SESSION

After considerable discussion the SAU Board voted unanimously to offer Dr. Wheeler a two year contract with a 4% increase compounded each year based on his current remuneration of \$79500 with such new monies used to purchase annuities.

At approximately 10:00PM voted to go back into public session to discuss proposed offer with Dr. Wheeler.

At 10:20 PM voted to return to Non-Public session to further discuss Dr. Wheeler's proposed contract. Unanimously agreed to change offer to the 4% being added to the salary number of \$79500.

10:22 Back to public session to adjourn.

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Dr. William V. Wheeler - Superintendent

Richard T. McCarthy, Assistant Superintendent
John M. Menton, Business Manager

Kathleen Holt, Assistant Superintendent
Kenneth R. Dassau, Director of Special Services

To: SAU #38 Board Members
Date: November 13, 1996
Topic: Agenda for the next meeting
From: Dr. Bill Wheeler

Meeting to be held at the Fitzwilliam Inn, Fitzwilliam, 6:00 PM, Wednesday, Nov. 20, 1996. Business meeting will be held at 6:00 PM (Agenda Items #1 and 2) followed by (Agenda items #3, 4, and 5) during the dinner.

There is only one corner of the universe you can be certain of improving, and that's your own self.
-- William Hazlitt, Dr. Channing in American Literature

Agenda:

1. Approval of minutes.
2. Discussion of proposed 1997-1998 SAU #38 Budget.
3. Process and procedure for hiring assistant superintendent.
4. Update:
 - a. Special Education
 - b. Technology Update
 - c. Auditor's report for SAU
5. Non- Public Session.
 - a. Personnel issue(s)
6. Adjournment.

I shall pass through this world once. If, therefore, there by any kindness I can show; or any good thing I can do, let me do it now: let me not defer it or neglect it.

-- De Grellet

Minutes SAU#38 Meeting 10/23/96

Present: HSD: Dillon, D'Orio
MRSD: Hamill, White
WSD: Aivaliatis, Baker, Norton
ADMIN: Dassau, Menton, Wheeler

Meeting called to order by Chair Norton at 7:33 PM

- 1) Minutes of previous meeting, 5/1/96, moved and passed unanimously.
- 2) Proposed 1997-98 Budget presented by Menton and Wheeler. Overall appropriation increase is up 1.8% but the impact on each District is essentially zero due to revenue changes.
Norton asked the Administration to investigate "Blue Choice" versus BC/BS Managed Care as potential area of savings.
Norton asked the SAU Board to seriously consider the 4% salary lump sum included in the proposed budget before finalization in December.
- 3) Wheeler presented information on the hiring of McCarthy's replacement. Hinsdale and Winchester Boards are to provide feedback to Wheeler in November regarding the procedure for the hire. A comprehensive job description was distributed.
- 4) Motion to enter Non Public Session to discuss contracts. Voted unanimously.
See separate minutes attached.
- 5) Motion to return to Public session. Voted unanimously.
- 6) Motion to adjourn. Voted unanimously at 8:33 PM.

Minutes submitted by Hamill.

Minutes of Non Public Session 10/23/96

Wheeler presented a request for a two year contract (vs the standard three year agreement) indicating this gets him to age 62 at which time he would like to consider doing something different. Board to consider the proposal and take final action by the December meeting. Retirement (?) at the end of the 1998-99 School year.

Wheeler indicated Menton is considering retirement in December 1997. (God only knows how old John is.)

Due to the considerable amount of planning, coordination and decision making required for and before the December meeting it was decided to move the November 6 meeting back to November 20. Same place - same time.

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Kenneth R. Dassau, *Director of Special Services*

To: SAU #38 School Board Members
Date: October 7, 1996
Topic: Initial Budget Meeting
From: Bill Wheeler

You will be presented with the 1997-1998 SAU #38 Budget at 7:00 PM, Wednesday, October 23, 1996 in the Wyman House Board Room.

What we anticipate seldom occurs; what we least expected generally happens.
-- Benjamin Desraeli, Henrietta Temple

Who would have ever anticipated Hinsdale without Dick Mac?

Enclosed for your review are a proposal for hiring an assistant superintendent to serve Hinsdale and Winchester.

This is the meeting where we present the budget. A full board discussion will occur at the November 6th meeting with your final decision made at the December 2nd meeting.

If you have any questions/concerns please give me a call.

SCHOOL ADMINISTRATIVE UNIT #38

Procedure for hiring an assistant superintendent.

1. Gain approval for the job description from the SAU #38 Board.
2. Meet with Hinsdale/Winchester community group to set job description and expectations.
3. Advertise the position in January, 1997.
4. Close applications on April 1, 1997.
5. Select candidates for interview by April 9, 1997.
6. Interview candidates during the week of April 14-18, 1997.
7. Select a candidate by April 30, 1997.
8. Submit the candidate's contract to the SAU Board on May 5, 1997.
9. The assistant superintendent begins work on Aug 1, 1997.

Conditions of contract:

Three year contract modeled on current superintendents' contracts used in the SAU.

Inclusive dates Aug 1, 1997 - June 30, 2000.

Set salary range of \$65,000 to \$70,000 annually.

MINUTES SAU #38 MEETING MAY 1, 1996

Present at meeting:

Hinsdale: A. D'Orio, D. Dillon

Monadnock: W. Hamill, G. White

Winchester: L. Aivaliotis, K. Baker, R. Norton

Administration: K. Dassau, K. Holt, R. McCarthy, J. Menton, T. Warner
W. Wheeler

Chairperson Norton called the meeting to order promptly at 6:00 PM.

Item 1) Moved by G. White, seconded by A. D'Orio to approve minutes of Dec 4, 1995 meeting. Voted unanimously affirmative.

Item 2) J. Menton presented a projected fiscal year-end budget review. Anticipate surplus of approximately \$4000 in General Fund and \$6600 in Special Projects Fund.

Item 3) K. Dassau presented a SpecEd update. A second site for the pre-school program has been established in Winchester. A handout summarizing the SpecEd population for each District was distributed. An explanation of the Childfind program was given.

Item 4) K. Holt presented an in-depth summary of the "School-to-Career Initiative" now active in several Districts. The hand-out brochure received at the meeting provides a lot better description of the program than I hope to do in these minutes. An excellent presentation.

Item 5) T. Warner presented a brief, very brief, summation of the Technology goals for each District over the next year. A very impressive list considering the monies available.

Item 6) This is the BIG ONE that B. Hamill just loves: Election of Officers for 1996-97:

Chairperson: R. Norton

ViceChairperson: D. Dillon

Secretary: W. Hamill (no surprises here)

Treasurer: W. Hamill

Vice Treasurer: G. White

All the above voted unanimously

Dates for next four meetings:

Oct 23, 1996 Wyman House 7PM

Nov 6, 1996 Fitzwilliam 6PM

Dec 2, 1996 Wyman House 7PM

May 7, 1997 Fitzwilliam 6PM

Item 7) Celebrity time - Dr. Wheeler announced that Diana Dillon is SAU #38's nominee for the state "Champions For Children" award. Diana also happens to be Chairperson of the State PTA Organization.

Item 8) G. White moved, seconded by W. Hamill to enter non-public session to discuss salaries and contracts. Voted unanimously.

A. D'Orio moved, seconded by G. White to accept the salary recommendations presented by Dr. Wheeler. Voted unanimously.

G. White moved, seconded by D. Dillon to authorize Dr. Wheeler to offer a new three year contract to K. Holt.

Item 9) G. White moved, seconded by K. Baker to return to open session. Voted unanimously.

Item 10) G. White moved, seconded by K. Baker to adjourn. Voted unanimously at 9:01PM.

Respectfully submitted by your eternal scribe.

WAH

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To: SAU #38 Board Members
Date: April 22, 1996
Topic: Information for SAU Board Meeting
From: Bill Wheeler

Attached are a 1996-1997 SAU #38 Administrator and Staff Salary Proposal and a 1995-1996 preliminary budget report.

If you have any questions concerning this material or the SAU Agenda please give me a call.

SAU #38 SALARY PROPOSAL FOR 1996-1997

Presented by: Dr. Bill Wheeler, Superintendent

May 1, 1996

Position	Name	Prop 95/96	Ann	Cost 95/96	Prop 96/97	Ann	Cost 96/97
Superintendent	Bill Wheeler	\$77,500.00		\$77,500.00	\$77,500.00		\$77,500.00
Asst. Supt.	Dick McCarthy	\$70,500.00		\$71,000.00	\$73,750.00		\$73,750.00
Asst. Supt.	Kathy Holt	\$64,000.00		\$64,000.00	\$66,500.00		\$66,500.00
Business Mar.	John Menton	\$53,750.00		\$53,750.00	\$55,900.00		\$55,900.00
Sped Coord	Jen Dolloff	\$46,000.00		\$41,500.00	\$43,750.00		\$43,750.00
Sped Director	Ken Dassau	\$56,500.00		\$56,500.00	\$58,750.00		\$58,750.00
Comp/tech Coord	Tom Warner	\$51,900.00		\$51,900.00	\$54,000.00		\$54,000.00
	Administrator cost	\$420,150		\$416,150	\$430,150		\$430,150
Ad. Secretary	Terry Stepenuck	\$10.70		\$22,256.00	\$11.10		\$23,088.00
Ad/Receptionist	Sandi Page	\$10.00		\$20,800.00	\$10.40		\$21,632.00
Accounts Payable	Debra Pelley	\$9.90		\$20,592.00	\$10.30		\$21,424.00
Asst Accts Pay 20hrs	Erika Menter	\$7.55		\$7,852.00	\$7.85		\$8,164.00
Payroll Acct.	Grace Fernald	\$10.40		\$21,632.00	\$10.80		\$22,464.00
Bus Ed Sec.	Sharon Turner	\$8.40		\$17,472.00	\$9.12		\$18,970.00
Special Education	Janice Flaherty	\$10.00		\$20,800.00	\$10.40		\$21,632.00
Secretary	Marie Braley	\$7.50		\$4,500.00	\$7.80		\$4,680.00
Assist Sec. Sped 15hrs 40wks							
Courier							\$2,500
Staff cost				\$135,904			\$142,054
Total Salaries		\$556,914		\$552,054			\$572,498

Increase in salaries 1996-97 over 1995-96 are \$20,150 or 3.7% + \$2,500 for new courier position

The SAU #38 1996-1997 budgeted salaries are \$577,274

School Administrative Unit #38
1995 - 1996 Budget
End of Year Projection
May 1, 1996

Combined Statement of Expenditures and Revenues

REVENUES:	General Fund	Fed. Funds	Spec. Fund
Assessment	\$586,044		
Intergovernm't Funds		\$153,978	
Tuitions LEA's			\$99,335
Charges for Services			\$513,242
Miscellaneous			\$6,672
	-----	-----	-----
Total Revenues	\$586,044	\$153,978	\$619,249
EXPENDITURES:			
SAU Administration	\$582,118		
Federal Projects		\$153,978	
Special Programs			\$612,577
	-----	-----	-----
	\$582,118	\$153,978	\$612,577
	=====	=====	=====
Excess of Revenues			
Over (under) Expenses	\$3,926	\$0	\$6,672

School Administrative Unit #38
1995 - 1996 Budget
End of Year Projection
May 1, 1996

EXPENDITURES:
SAU #38 ADMINISTRATIVE BUDGET
FUND 01

ACCOUNT	DESCRIPTION	1995-96 BUDGET	YTD EXPENSES	OUTSTNG ENCUMBR	UNEXPEND BALANCE
01-2300	SUPERINTENDENT'S OFFICE				
01-2320-100-04	Salaries	\$254,761	\$205,096	\$49,073	\$592
01-2320-200-04	Benefits	\$57,670	\$41,263	\$14,757	\$1,650
01-2310-300-04	Purchased Prof. Ser.	\$2,050	\$584	\$0	\$1,466
01-2310-400-04	Contracted Ser.	\$4,860	\$576	\$1,000	\$3,284
01-2310-500-04	Other Purchased Ser.	\$18,025	\$12,533	\$5,100	\$392
01-2310-600-04	Supplies	\$11,305	\$7,767	\$1,500	\$2,038
01-2310-700-04	Equipment	\$2,000	\$253	\$0	\$1,747
01-2310-800-04	Dues & Fees	\$1,474	\$2,329	\$0	(\$855)
	2320 SUB TOTAL	\$352,145	\$270,401	\$71,430	\$10,314
01-2550	BUSINESS OFFICE				
01-2520-100-04	Salaries	\$121,830	\$98,476	\$22,822	\$532
01-2520-200-04	Benefits	\$25,154	\$16,418	\$7,489	\$1,247
01-2520-300-04	Purchased Prof. Ser.	\$10,922	\$14,785	\$0	(\$3,863)
01-2520-400-04	Contracted Ser.	\$150	\$845	\$0	(\$695)
01-2520-500-04	Other Purchased Ser.	\$1,050	\$1,473	\$0	(\$423)
01-2520-600-04	Supplies	\$2,900	\$2,481	\$0	\$419
01-2520-700-04	Equipment	\$0	\$3,133	\$0	(\$3,133)
01-2520-800-04	Dues & Fees	\$395	\$260	\$0	\$135
	2520 SUB TOTAL	\$162,401	\$137,871	\$30,311	(\$5,781)

School Administrative Unit #38
1995 - 1996 Budget
End of Year Projection
May 1, 1996

ACCOUNT	DESCRIPTION	1995-96 BUDGET	YTD EXPENSES	OUTSTNG ENCUMBR	UNEXPEND BALANCE
01-2620	COMPUTERS & TECHNOLOGY				
01-2620-100-04	Salaries	\$51,740	\$41,919	\$9,981	(\$160)
01-2620-200-04	Benefits	\$13,418	\$9,780	\$2,970	\$668
01-2620-300-04	Purchased Prof. Ser.	\$3,290	\$2,536	\$250	\$504
01-2620-400-04	Contracted Ser.	\$500	\$1,536	\$450	(\$1,486)
01-2620-500-04	Other Purchased Ser.	\$1,500	\$1,888	\$250	(\$638)
01-2620-600-04	Supplies	\$900	\$445	\$0	\$455
01-2620-700-04	Equipment	\$0	\$100	\$0	(\$100)
01-2620-800-04	Dues & Fees	\$150	\$0	\$0	\$150
	2620 SUB TOTAL	\$71,498	\$58,204	\$13,901	(\$607)
TOTAL SAU #38 ADMINISTRATION BUDGET		\$586,044	\$466,476	\$115,642	\$3,926

School Administrative Unit #38
1995 - 1996 Budget
End of Year Projection
May 1, 1996

FUND 02
FEDERAL PROJECTS

ACCOUNT	DESCRIPTION	1995-96 BUDGET	YTD EXPENSES	OUTSTNG ENCUMBR	UNEXPEND BALANCE
02-1230	TUITION - WEDIKO, Project # 62561				
02-1230-569-04	Tuition	\$8,389	\$8,389	\$0	\$0
	1230 SUB TOTAL	\$8,389	\$8,389	\$0	\$0
02-1240-320-04	Staff Development	\$4,348	\$3,516	\$832	\$0
02-1240-741-04	Equipment	\$2,126	\$0	\$2,126	\$0
	1240 SUB TOTAL	\$6,474	\$3,516	\$2,958	\$0
02-2140	PSYCHOLOGICAL SER. Project #62561				
02-2140-110-04	Salaries	\$92,113	\$65,700	\$26,413	\$0
02-2140-200-04	Benefits	\$14,826	\$10,016	\$4,810	\$0
02-2140-500-04	Other Purchased Ser.	\$3,500	\$482	\$3,018	\$0
02-2140-600-04	Supplies	\$6,408	\$2,477	\$3,931	\$0
	2140 SUB TOTAL	\$116,847	\$78,675	\$38,172	\$0
02-1240	PRE SCHOOL PROJECT #62757				
02-1240-110-04	Salaries	\$10,500	\$7,552	\$2,948	\$0
02-1240-200-04	Benefits	\$3,461	\$2,722	\$739	\$0
02-1240-300-04	Purchased Prof. Ser.	\$4,159	\$1,470	\$2,689	\$0
02-1240-500-04	Other Purchased Ser.	\$582	\$582	\$0	\$0
02-1240-600-04	Supplies	\$3,566	\$547	\$3,019	\$0
	1240 SUB TOTAL	\$22,268	\$12,873	\$9,395	\$0
TOTAL SAU #38 FEDERAL PROJECTS		\$153,978	\$103,453	\$50,525	\$0

School Administrative Unit #38
1995 - 1996 Budget
End of Year Projection
May 1, 1996

FUND 05

SPECIAL EDUCATION - ADMINISTRATION, COLLABORATIVES AND RELATED PUPIL SERVICES

ACCOUNT	DESCRIPTION	1995-96 BUDGET	YTD EXPENSES	OUTSTNG ENCUMBR	UNEXPEND BALANCE
05-1200	ADMINISTRATION				
05-1200-100-04	Salaries	\$131,314	\$99,215	\$24,085	\$8,014
05-1200-200-04	Benefits	\$34,212	\$20,124	\$7,002	\$7,086
05-1200-300-04	Purchased Prof. Ser.	\$550	\$136	\$0	\$414
05-1200-400-04	Contracted Ser.	\$250	\$65	\$0	\$185
05-1200-500-04	Other Purchased Ser.	\$6,750	\$3,745	\$3,005	\$0
05-1200-600-04	Supplies	\$1,400	\$795	\$455	\$150
05-1200-700-04	Equipment	\$2,900	\$2,429	\$0	\$471
05-1200-800-04	Dues	\$300	\$394	\$0	(\$94)
	1200 SUB TOTAL	\$177,676	\$126,903	\$34,547	\$16,226
05-1207	MONADNOCK CENTER FOR EARLY DEVELOPMENT (Pre School)				
05-1207-100-04	Salaries	\$56,628	\$45,612	\$19,362	(\$8,346)
05-1207-200-04	Benefits	\$23,491	\$16,648	\$4,485	\$2,358
05-1207-300-04	Purchased Prof. Ser.	\$13,500	\$7,659	\$4,600	\$1,241
05-1207-500-04	Other Purchased Ser.	\$570	\$498	\$55	\$17
05-1207-600-04	Supplies	\$900	\$166	\$250	\$484
	1207 SUB TOTAL	\$95,089	\$70,583	\$28,752	(\$4,246)

School Administrative Unit #38
1995 - 1996 Budget
End of Year Projection
May 1, 1996

ACCOUNT	DESCRIPTION	1995-96 BUDGET	YTD EXPENSES	OUTSTNG ENCUMBR	UNEXPEND BALANCE
05-2140	PSYCHOLOGICAL SERVICES				
05-2140-100-04	Salaries	\$64,912	\$49,937	\$16,986	(\$2,011)
05-2140-200-04	Benefits	\$11,560	\$8,475	\$2,883	\$202
05-2140-300-04	Purchased Prof. Ser.	\$2,950	\$2,615	\$300	\$35
05-2140-500-04	Other Purchased Ser.	\$1,500	\$670	\$300	\$530
05-2140-600-04	Supplies	\$1,900	\$1,278	\$50	\$572
	2140 SUB TOTAL	\$82,822	\$62,975	\$20,519	(\$672)
05-2150	SPEECH AND LANGUAGE SERVICES				
05-2150-100-04	Salaries	\$192,703	\$152,682	\$44,874	(\$4,853)
05-2150-200-04	Benefits	\$32,261	\$34,622	\$5,702	(\$8,063)
05-2150-300-04	Purchased Prof. Ser.	\$950	\$1,832	\$0	(\$882)
05-2150-500-04	Other Purchased Ser.	\$950	\$1,175	\$225	(\$450)
05-2150-600-04	Supplies	\$1,250	\$1,267	\$75	(\$92)
	2150 SUB TOTAL	\$228,114	\$191,578	\$50,876	(\$14,340)

School Administrative Unit #38
1995 - 1996 Budget
End of Year Projection
May 1, 1996

ACCOUNT	DESCRIPTION	1995-96 BUDGET	YTD EXPENSES	OUTSTNG ENCUMBR	UNEXPEND BALANCE
05-2160	VISION IMPAIRED SERVICES				
05-2160-100-04	Salaries	\$20,464	\$13,862	\$6,815	(\$213)
05-2160-200-04	Benefits	\$3,315	\$3,562	\$1,090	(\$1,337)
05-2160-300-04	Purchased Prof. Ser.	\$150	\$214	\$0	(\$64)
05-2160-500-04	Other Purchased Ser.	\$150	\$148	\$45	(\$43)
05-2160-600-04	Supplies	\$300	\$33	\$75	\$192
	2160 SUB TOTAL	\$24,379	\$17,819	\$8,025	(\$1,465)
TOTAL SAU #38 SPECIAL PROGRAMS		\$608,080	\$469,858	\$142,719	(\$4,497)
TOTAL SAU #38 BUDGET		\$1,348,102	\$1,039,787	\$308,886	(\$571)
Less Federal Projects		\$153,978	\$84,618	\$56,232	\$13,128
TOTAL NET SAU #38 BUDGET		\$1,194,124	\$955,169	\$252,654	(\$13,699)

School Administrative Unit #38
1995 - 1996 Budget
End of Year Projection
May 1, 1996

REVENUES:

ACCOUNT	DESCRIPTION	1995-96 REVENUES	RECEIPTS YR-T0-DATE	OUTSTANDING YR-T0-DATE	PROJECT END-OF-YR
=====					
FUND 01					
01-1941	District Assessments	\$586,044	\$455,025	\$131,019	\$586,044
	Sub Total 01 Fund	\$586,044	\$455,025	\$131,019	\$586,044
FUND 02					
02-4471	P.L. 94-142 Basic Aid, EHA VI-B	\$131,710	\$113,823	\$17,887	\$131,710
02-4477	P.L. 94-142 Early Educ. EHA VI-C	\$22,268	\$19,756	\$2,512	\$22,268
	Sub Total 02 Fund	\$153,978	\$133,579	\$20,399	\$153,978
FUND 05					
05-1332	MCED Tuition Pre School	\$95,089	\$48,351	\$50,984	\$99,335
05-1942	Spec. Educ. Admin.	\$177,676	\$73,942	\$103,734	\$177,676
	Psych, Speech & Vision Services	\$335,315	\$211,594	\$123,721	\$335,315
05-1990	Private Tuitions	\$0	\$4,822	\$1,850	\$6,672
	Sub Total 05 Fund	\$608,080	\$338,709	\$280,289	\$618,998
TOTAL SAU #38 REVENUES		\$1,348,102	\$927,313	\$431,707	\$1,359,020
Less Federal Projects		\$153,978	\$0	\$153,978	\$153,978
TOTAL NET SAU #38 REVENUES		\$1,194,124	\$927,313	\$266,811	\$1,205,042

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John M. Menton, *Business Manager*

Richard T. McCarthy, *Assistant Superintendent*
Kenneth R. Dassau, *Director of Special Services*

To: SAU #38 School Board Members
Date: April 15, 1996
Topic: Agenda For the May 1, 1996 Meeting
From: Dr. Bill Wheeler

The meeting is scheduled to convene at 6:00 PM, Wednesday, May 1, 1996 at the Fitzwilliam Inn, Fitzwilliam, NH

We will begin with the business portion of the meeting, take a break for dinner, and then complete the business portion of the meeting.

Agenda:

1. Approval of minutes for the December 4, 1995 meeting.
2. End of year (1995-1996) SAU #38 financial statement. Mr. Menton will discuss the issue.
3. Discussion of SAU business:
 - a. Special Education update, i.e. Pre-school program at Winchester in 1996-1997.
 - b. SAU #38 "School To Work" collaborative hopes and dreams.
5. SAU #38 organization for 1995-1996. This consists of voting for officers and setting meeting dates for 1995-1996.

Chairperson _____

Vice Chairperson _____

Secretary _____

Treasury _____

Vice Treasury _____

Corresponding dates _____ Place

November 6, 1996 _____

December 2, 1996 _____

May 7, 1997 _____

Non-Public Session

6. Approval of SAU #38 1996-1997 employee contracts and setting of salaries. (see attachment)
7. Evaluation of superintendent's performance.

Minutes of the Dec 4, 1995 SAU # 38 Budget Hearing

Meeting called to order at 7:03 PM by Chairperson Norton at the Thayer School.

Ms. Norton asked for questions and comments on the proposed 1996-1997 SAU # 38 budget proposal. There were none.

At 7:16 the hearing was declared closed and the SAU#38 meeting declared open.

Approval of minutes of the Nov 1, 1995 meeting moved by Ms. D'Orio, seconded by Ms. Otto. Voted unanimously.

Approval of the 96-97 Budget moved by Mr. White, seconded by Ms. D'Orio. Voted unanimously.

Motion to adjourn moved by Ms. Dillon, seconded by Ms. D'Orio. Voted unanimously.

Those in attendance:

SAU#38: A. D'Orio, D. Dillon, R. Norton, J. Otto, L. Aivaliotis, J. Fallon, G. White, W. Hamill

Admin: B. Wheeler, K. Holt, R. McCarthy, K. Dassau, J. Menton, T. Warner

Interested Bystanders: Two Chuck's from MRSD & Ms. Amanda of the Keene Sentinel.

My apologies for any typo's and the lack of my normal infusion of Hamill style humor - maybe next time.

Respectfully submitted,

Bill Hamill

SAU #38 Board of Education Secretary

Minutes of the Dec 4, 1995 SAU # 38 Budget Hearing

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Ms. Norton asked for questions and comments on the proposed 1996-1997 SAU # 38 budget proposal. There were none.

At 7:16 the hearing was declared closed and the SAU#38 meeting declared open.

Approval of minutes of the Nov 1, 1995 meeting moved by Ms. D'Orio, seconded by Ms. Otto. Voted unanimously.

Approval of the 96-97 Budget moved by Mr. White, seconded by Ms. D'Orio. Voted unanimously.

Motion to adjourn moved by Ms. Dillon, seconded by Ms. D'Orio. Voted unanimously.

Those in attendance:

SAU#38: A. D'Orio, D. Dillon, R. Norton, J. Otto, L. Aivaliotis, J. Fallon, G. White, W. Hamill

Admin: B. Wheeler, K. Holt, R. McCarthy, K. Dassau, J. Menton, T. Warner

Interested Bystanders: Two Chuck's from MRSD & Ms. Amanda of the Keene Sentinel.

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Bill Hamill
SAU #38 Board of Education Secretary

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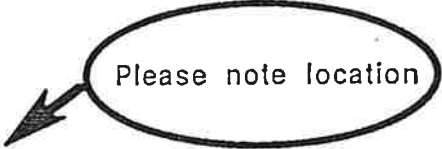
Kenneth R. Dassau, Director of Special Services

To: SAU #38 Board Members

Date: November 27, 1995

Topic: Agenda for Dec. 4, 1995 meeting

From: Bill Wheeler



Please note location

Meeting to be held at Thayer High School, Winchester at 7:00 PM, Monday, December 4, 1995.

Agenda

7:00 PM Public Hearing on the 1996-1997 SAU #38 budget

7:15 PM Convening the SAU #38 Board meeting

Approval of November 1, 1995 meeting minutes

Action on the 1996-1997 SAU #38 Budget.

Adjournment

Minutes of the Nov 1, 1995 SAU #38 Meeting

Meeting called to order by Chairperson Norton

Minutes of the 05/04/95 meeting of the SAU#38 Board of Education: Glen White moved the minutes of the May meeting - approved unanimously. Minutes of the Oct 18, 1995 meeting were not available.

John Menton reviewed and explained the Budget as presented at the October meeting. After discussion, G. White moved, seconded by J. Fallon, to proffer the budget as presented to the Public Hearing scheduled for December in Hinsdale. Voted unanimously.

Dr. Bill Wheeler reviewed the status of the "Plan To Plan" and outlined the timetable developed by the Administrative Team to present this plan to the State Board by Nov 96.

John Menton reviewed the Auditor's report for 94-95.

K. Dassau presented the SpecEd/PsyServices report. We have a need for a second preschool program and Ken asked for suggestions where this program might be housed.

Dr. Wheeler commented on the great success of the SAU inclusion program over the last few years

T. Warner arrived just in time to present the Technology Report: Monadnock is fully wired for networking, Winchester is almost fully wired and Hinsdale is on the verge - waiting for acceptance of an initiative proposal. Lots of good technological things are happening in all of our schools.

Mr. Richard McCarthy indicated his desire to retire as of July 1997. Although this was a public meeting the consensus was that this totally devastating revelation need not be shared publicly, unless any of us care to do so.

Bill Hamill
SAU#38 Board of Education Secretary
Respectfully submitted.

Minutes of the Nov 1, 1995 SAU #38 Meeting

Meeting called to order by Chairperson Norton

Minutes of the 05/04/95 meeting of the SAU#38 Board of Education: Glen White moved the minutes of the May meeting - approved unanimously. Minutes of the Oct 18, 1995 meeting were not available.

John Menton reviewed and explained the Budget as presented at the October meeting. After discussion, G. White moved, seconded by J. Fallon, to proffer the budget as presented to the Public Hearing scheduled for December in Hinsdale. Voted unanimously.

Dr. Bill Wheeler reviewed the status of the "Plan To Plan" and outlined the timetable developed by the Administrative Team to present this plan to the State Board by Nov 96.

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Bill Hamill
SAU#38 Board of Education Secretary
Respectfully submitted.

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Dr. William V. Wheeler - Superintendent

Richard T. McCarthy, Assistant Superintendent

Kathleen Holt, Assistant Superintendent

John M. Menton, Business Manager

Kenneth R. Dassau, Director of Special Services

To: SAU #38 Board Members
Date: October 26, 1995
Topic: Agenda for the next meeting
From: Dr. Bill Wheeler

Meeting to be held at the Fitzwilliam Inn, Fitzwilliam, 6:00 PM, Wednesday, Nov. 1, 1995. Business meeting will be held at 6:00 PM (Agenda Items #1 and 2) followed by (Agenda items #3, 4, and 5) during the dinner.

*"The time has come," the Walrus said,
"To talk of many things:
Of shoes--and ships--and sealing wax--
Of cabbages--and kings--
And why the sea is boiling hot--
And whether pigs have wings."
-- Lewis Carroll, Through the Looking Glass*

I've always wondered where that statement came from, now I know.

Agenda:

1. Approval of minutes.
2. Discussion of proposed 1995-1996 SAU #38 Budget.
3. Discussion of "Plan to Plan" from SAU responsibilities.
4. Update:
 - a. Special Education
 - b. Technology Update
 - c. Auditor's report for SAU
5. Non- Public Session.
 - a. Personnel issue(s)
6. Adjournment.

*If I were asked . . . to what the singular prosperity and growing strength of that people
(Americans) ought mainly to be attributed, I should reply: to the superiority of their women.
- Alexis de Tocqueville, Democracy in America*

This was good last year: just thought I would let it soak.

SAU #38
ADMINISTRATOR TEAM NOTES
SCHOOL IMPROVEMENT PLAN
October 25, 1995

The school administrators from Hinsdale School District, Monadnock Regional School District, and Winchester School Districts' met with SAU #38 administrators on October 25, 1995 to discuss the preparation of a strategy to develop a school improvement plan. The plan will be uniform in format but unique in context for each district. Presented in this report are the parts deemed important by the administrator team.

1. The "Plan" shall include:
 - a. New Hampshire Frameworks for third, sixth, and tenth grades: showing how the students' results are used to make curriculum and instructional decisions.
 - b. The district goals to show how they are determined and the effect they have on school improvement.
 - c. The district philosophy/purpose statement to show how it affects school improvement.
 - d. Curriculum goals and objectives for students in all grades and courses to show how they effect school improvement.
 - e. Standards of student performance which define adequate educational progress for all students.
 - f. A data base will be used to determine improvement of student performance on defined standards.
 - g. The process used to improve student performance as indicated by the data and related resources.
 - h. A description of how staff development is an integral component of the plan to improve student performance.
 - i. A description of the the next steps to develop the plan for each district.
 - j. Model individual school plans on the factors presented in this report.
 - k. List the members of the District "Plan" team

The following groups should be represented on the District "Plan" Team.

Group	Names	Address	Telephone
Business (1)			
Parents (2 E&S)			
Related Agencies			
(*13-14)			
Students (2-3)			
Alumni (2)			
Staff/Adm (3 E&S)			
Boards (1)			
Senior Citizen (2)			

* Police, Monadnock Family Services, Division of Children and Families, Rise, Headstart, Department of Education, Selectman, District Budget Committee, Cheshire Center for Science and Technology, Boy/Girl Scouts, YMCA, and State Representatives.

Following is the action and timeline supposed to achieve the implementation of the plan.

Date	Action
October 1, 1995	"Plan to Plan" presented to the State Department of Ed
October 25, 1995	SAU Ad Team describes the strategy to achieve implementation of the "Plan"
November 3, 1995	Bill W. sends the strategy to achieve implementation to other members of the SAU Ad Team
November 22, 1995	Members comprising each District's "Plan" Team
January, 1996	Holding of first District's "Plan" Team meeting
March, 1996	Develop the "First Draft" of the District's "Plan"
April, 1996	Hear and react to each represented groups' report on the District's "Plan"
June, 1996	Submit the "Final Draft" to the District's School Board and SAU Administrators
August, 1996	The SAU Ad Team finalizes the "Plan" to be submitted to the District's School Board
October 1, 1996	Send "Plan" to the State Department of Education
<hr/>	
1996-1997	Implement the "Plan"
1997-1998	Review the "Plan" and make decisions as deemed necessary
1998-1999	Review student educational progress as prescribed by the "Plan" and make decisions as deemed necessary
1999-2000	Continue to review and revise the "Plan"
2000-2001	Final year of the five year "Plan"

SAU #38 Administrators Meeting October 25, 1995

Topic	Discussion	Action	Who's Responsible
SPED	<p>No new procedures.</p> <p>Pre-school - recognize a need for an additional preschool program. Need another location. Proposal to SAU Board will be SAU budget.</p> <p>There seem to be fewer students the further away from Mt. Caesar.</p> <p>Inclusion - going along. Teachers need more training. Barbara Tarantino will be coming to Winchester to do presentation. Debra Leggit and Tess Dunhoff have done workshops. Donna Nallet is also a possibility.</p> <p>CCT processes are being revised to improve on getting modications without coding for students.</p> <p>There is the possibility of hearings in Winchester and Hinsdale.</p> <p>Parents have options on the new forms. This should help in identifying what they would like for action should they disagree with IEP.</p> <p>State Board is reviewing the reauthorization of IDEA. Some major changes may occur, but not in funding.</p>	<p>Curt will contact Head Start. Dave Sicard will call Winston Prouty.</p>	<p>Dave S. and Curt</p>
Network-ing	<p>Bulletin Board runs both IBM compatible and McIntosh. Software, modem, and computer hitched into a phone line is needed for access.</p> <p>Monadnet is changing rapidly. NYNEX has new option which Tom will review. Present charges for Monadnet is \$20.00/mo. unlimited or \$1.50 per hour.</p> <p>There is a grant proposal for \$250,000.00 from SAUs 60, 29 and 38 to fund school and community access.</p>	<p>Tom will investigate options via NYNEX and other connections.</p>	<p>Tom</p> <p>Tom</p>

MINUTES OF THE SAU #38 BOARD

MAY 4, 1995

Motion made by Ruth Norton to go into non-public session, seconded by Glenn White.
Unanimous - yes.

Dr. Wheeler went over the 95-96 salary proposals. Ms. Norton proposed an increase in Asst. Supt. McCarthy's salary from \$70,500.00 to \$71,000.00. Ann Diorio moved approval of the amount of \$556,914.00 for salaries for SAU #38 with the above change for Supt. McCarthy. Seconded by Glenn White. Motion carried unanimously.

Dr. Wheeler reported that Winchester and Hinsdale had completed their superintendent evaluations. Monadnock is working on theirs.

Motion to go out of non-public session made by Mr. Prouty, seconded by Ms. Norton.
Unanimous - yes.

Public Session

Glenn White moved acceptance of the minutes. Ruth Norton seconded, unanimous - yes.

Mr. Menton distributed and discussed the end of year financial statement.

Dr. Dassau gave a special education update.

Asst. Supt. Holt explained the proposed changes in the master plan for staff development. Mr. White moved acceptance of the recommendations, seconded by Ms. Norton. Unanimous - yes.

SAU #38 organization began with Ms. Amarosa nominating Ruth Norton for Chair. Unanimous - yes, Ms. Norton nominated Diana Dillion as Vice-Chair, unanimous - yes. Mr. White nominated Bill Hamill as secretary, seconded by Ms. Otto and Mr. Fallon. Unanimous - yes. Ms. Otto nominated Bill Hamill as treasurer. Unanimous - yes. Mr. Hamill nominated Mr. Fallon as Vice-Treasurer. Unanimous - yes.

Meeting dates were decided as follows:

October 18, 1995 - Wyman House 7:00 p.m., November 1, 1995 - Fitzwilliam Inn 6:00 p.m., December 4, 1995 - Thayer High School 7:00 p.m., May 1, 1996, Fitzwilliam Inn 6:00 p.m.

The Board expressed their appreciation of the years of service by David Winslow who is leaving the board.

Ms. Diorio moved adjournment. Unanimous - yes.

Respectfully submitted,

Diana R. Dillon, acting secretary

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Kathleen Holt, *Assistant Superintendent*

John M. Menton, *Business Manager*

Richard T. McCarthy, *Assistant Superintendent*

Kenneth R. Dassau, *Director of Special Services*

To: SAU #38 School Board Members
Date: April 13, 1995
Topic: Agenda For the May 3, 1995 Meeting
From: Dr. Bill Wheeler

The meeting is scheduled to convene at 6:00 PM, Wednesday, May 3, 1995 at the Fitzwilliam Inn, Fitzwilliam, NH

We will begin with the business portion of the meeting, take a break for dinner, and then complete the business portion of the meeting.

Agenda:

1. Approval of minutes for the December 5, 1994 and March 21, 1995 meeting.
2. End of year (1994-1995) SAU #38 financial statement. Mr. Menton will discuss the issue.
3. Discussion of SAU business:
 - a. Special Education update.
 - b. SAU #38 Staff Development Program revision proposed. (see attachment)
5. SAU #38 organization for 1995-1996. This consists of voting for officers and setting meeting dates for 1995-1996.

Chairperson _____

Vice Chairperson _____

Secretary _____

Treasury _____

Vice Treasury _____

Corresponding dates _____ Place _____

November 1, 1995 _____

December 4, 1995 _____

May 1, 1996 _____

Non-Public Session

6. Approval of SAU #38 1994-1995 employee contracts and setting of salaries. (see attachment)
7. Evaluation of superintendent's performance.

TO : SAU 38 BOARD MEMBERS
DATE : DECEMBER 5, 1994

CHAIRMAN HAMILL CALLED THE PUBLIC HEARING TO ORDER AT 7PM.
PUBLIC HEARING WAS CLOSED AT 7:15PM BY CHAIRMAN HAMILL.

CHAIRMAN HAMILL CALLED THE SAU DISTRICT MEETING TO ORDER AT 7:15PM.

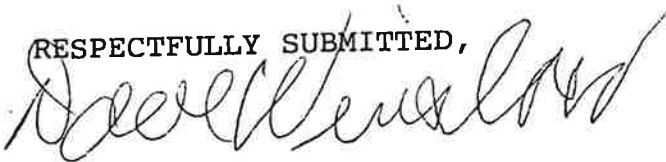
A MOTION WAS MADE TO ACCEPT THE NOVEMBER 2, 1994 MINUTES BY MS. OTTO; SECONDED BY MS. NORTON. 7-YES 0-NO. MOTION PASSED.

A MOTION BY MR. KEATING TO ACCEPT THE SAU 38 BUDGET FOR \$1,321,921; SECONDED BY MS. OTTO. 7-YES 0-NO. MOTION PASSED.

A MOTION TO ADJOURN BY MR. WINSLOW; SECONDED BY MS. GAY. 7-YES 0-NO. MOTION PASSED.

NEXT MEETING TO BE HELD MAY 3, 1995 AT 6PM AT THE FITZWILLIAM INN.

RESPECTFULLY SUBMITTED,



DAVE WINSLOW

To: SAU #38 BOARD MEMBERS
MARCH 21, 1995

Special meeting called for March 21, 1995 at the Wyman House by Chairman Hamill to discuss a personnel issue.

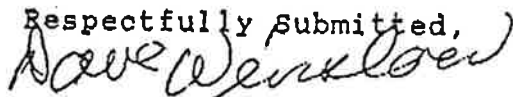
The meeting was called to order at 6:30 p.m.
Motion made by Ms. Dillon to go into non-public session, seconded by Mr. Prouty. Mr. Hamill-Yes; Mr. Winslow-Yes; Mr. Fallon-Yes; Ms. Dillon-Yes; and Mr. Prouty-Yes.

Dr. Wheeler asked the SAU Board for a non-renewal for a contract for Ms. Joanne Holst, Coordinator for Special Education for the 1995-1996 school year. She will finish up the 1994-1995 school year under her existing contract.

Motion made by Mr. Fallon to not renew Ms. Joanne Holst contract for 1995-1996 school year, seconded by Ms. Dillon.
5-Yes 0-No The motion passed.

Motion made by Mr. Winslow to adjourn, second by Mr. Prouty.
5-Yes 0-No Meeting adjourned at 6:40 p.m.

Respectfully Submitted,



Dave Winslow

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Kathleen Holt, *Assistant Superintendent*

Kenneth R. Dassau, *Director of Special Services*

To: SAU 38 School Board Members
Fr: Kenneth R. Dassau, Director of Special Services *KRD*
Dt: April 24, 1994
Sb: SAU Special Services Status Report 1994-1995

The following is a summary of issues and events of significance effecting the SAU Special Services Department's delivery of services to students that have occurred since the November meeting.

Personnel:

The SAU is currently seeking to fill the position of SAU Special Education Coordinator that will be vacated by JoAnne Holst. Interviews with qualified candidates will be scheduled in mid-May.

Speech: Teresa Piper resigned her position as speech pathologist in February. Teresa's assignment was the Troy and Fitzwilliam schools. We have been unable to replace her with a master's level person as required by state law. The position is currently being filled by a half time speech assistant. Speech therapy remains an area of critical shortage in the state. We will continue to advertise and seek a qualified individual.

Occupational Therapy: Diane Harty has been offered and has accepted a full time position as occupational therapist for the SAU beginning in the 1995-1996 school year.

A grant from Wediko Children's Service and the State Department of Education has provided one day per week consultation services for students identified with emotional behavioral disorders by David Beauchamp, school psychologist.

Programs:

The Winchester Collaborative Learning Center will no longer be an SAU program but a WSD program as of July 1, 1995 per Board decision.

SAU 38 along with SAUs 1, 29, 60, and 47, have filed a cooperative discretionary grant application with the State Department of Education. If approved the grant will provide a cooperative teaming model to the junior high schools by the Institute on Emotional Disabilities staff from Keene State College.

Compliance:

The State Department of Education conducted its triennial On- Site investigation of all special education programs within the SAU on April 11-12, 1995. I anticipate receiving the initial report in mid-May.

Our special education federal grant entitlement amounts for the 1995-1996 school year are based on the number of special education students in compliance with state standards as of December 1, 1994. We are very proud of our compliance data and everyone who works hard to get it done.

	<i>Total</i>	<i>Non-Compliance</i>
Hinsdale School District		
IDEA	59	3
Pre-school	3	0
Monadnock Regional School District		
IDEA	217	4
Pre-school	22	0
Winchester School District		
IDEA	122	1
Pre-school	13	0

The above figures indicate we are essentially receiving all the federal assistance for our students identified with educational disabilities. (The figures above reflect only those students who generate funds and are not the total identified special education population per district.)

I believe this summary covers the scope of the SAU Special Services Department. I will respond to any questions you may have regarding the above at the SAU Board meeting.

To: SAU # 38 Board
From: SAU # 38 Staff Development Committee
Re: Changes in the Master Plan for Staff Development
Date: April 13, 1995

According to the State Department of Education and the SAU #38 Master Plan for Staff Development, all changes in the Master Plan must be approved by the SAU Board. The following changes have been approved by the Staff Development Committee and are submitted for your approval.

1. Activity Approval Forms must be **submitted to the supervisor within 6 months** of the activity.
2. The State Dept. of Education has required us to change our Component letters to numbers and to place "Character and Citizenship" as Component 2. Therefore, please note the following:
Component Area
 - 1 Knowledge of Subject of Field of Specialization
 - 2 Character and Citizenship Education (required for 1996 and after)
 - 3 Professional Skills
 - 4 Knowledge of Learners and Learning
 - 5 Knowledge of School's Role, Organization and Operation
 - 6 Exploratory or Innovative Activities
3. Certified Staff may request up to **10 hours of credit** for study/workshops etc. related to **supervising a student teacher/intern**. (*Area is new, hours limited to actual learning time in conferences, workshops, etc. related to supervision of student teachers.*)
4. The number of hours which may be accrued during regular work time (ie. contracted days) has been **increased from 10 hours to 20 hours** during any three year certification period. (*Acceptable limit on hours is new*)
5. Travel must be for professional improvement, not leisure and is **limited to 20 hours** during any three year certification period. (*Acceptable limit on hours is new*)
6. All course work is **limited to a total of 40 credit hours** dependent upon the number of credits received. (*Acceptable limit on hours is not new, but was not specified in 1992-1997 plan.*)
7. The NH State Department of Education now permits certified staff to begin a new three year certification period as soon as the local school board has approved contracts for the following school year, or by March 31st of any year, whichever comes first.
8. All Individual/Group Projects/Work Experience is **limited to 20 hours** during any three year certification period. (*Acceptable limit on hours is new*)

SAU #38 SALARY PROPOSAL FOR 1995-1996

Presented by: Dr. Bill Wheeler, Superintendent

May 3, 1995

Position	Name	Prop 94/95	Ann	Cost 94/95	Prop 95/96	Ann	Cost 95/96
Superintendent	Bill Wheeler	\$77,500.00		\$77,500.00	\$77,500.00		\$77,500.00
Asst. Supt.	Dick McCarthy	\$67,800.00		\$67,800.00	\$70,500.00		\$70,500.00
Asst. Supt.	Kathy Holt	\$61,250.00		\$61,250.00	\$64,000.00		\$64,000.00
Business Mgr.	John Menton	\$51,400.00		\$51,400.00	\$53,750.00		\$53,750.00
Sped Coord	XXXXXX	\$45,600.00		\$45,600.00	\$46,000.00		\$46,000.00
Sped Director	Ken Dassau	\$54,150.00		\$54,150.00	\$56,500.00		\$56,500.00
Comp/tech Coord	Tom Warner	\$49,750.00		\$49,750.00	\$51,900.00		\$51,900.00
	Administrator cost			\$407,450.00			\$420,150.00
Ad. Secretary	Terry Stepenuck	\$10.30		\$21,424.00	\$10.70		\$22,256.00
Ad/Receptionist	Sandi Page	\$9.60		\$19,968.00	\$10.00		\$20,800.00
Accounts Payable	Debra Pelley	\$9.50		\$19,760.00	\$9.90		\$20,592.00
Asst Accts Pay 20hrs	Allison Perreault	\$7.25		\$7,540.00	\$7.55		\$7,852.00
Payroll Acct.	Grace Fernald	\$10.00		\$20,800.00	\$10.40		\$21,632.00
Bus Ed Sec.	Sharon Turner	\$7.75		\$14,105.00	\$8.40		\$17,472.00
Special Education	Janice Flaherty	\$9.60		\$19,968.00	\$10.00		\$20,800.00
Secretary	Marie Braley	\$7.20		\$4,320.00	\$7.50		\$4,500.00
Assist Sec. Sped 15hrs 40wks							
Staff cost				\$127,885.00			\$136,264.00
Total Salaries				\$535,335.00			\$556,314.00

The SAU #38 1995-1996 budgeted salaries are \$559,645.00

To: SAU #38 BOARD MEMBERS
MARCH 21, 1995

Special meeting called for March 21, 1995 at the Wyman House by Chairman Hamill to discuss a personnel issue.

The meeting was called to order at 6:30 p.m.
Motion made by Ms. Dillon to go into non-public session, seconded by Mr. Prouty. Mr. Hamill-Yes; Mr. Winslow-Yes; Mr. Fallon-Yes; Ms. Dillon-Yes; and Mr. Prouty-Yes.

Dr. Wheeler asked the SAU Board for a non-renewal for a contract for Ms. Joanne Holst, Coordinator for Special Education for the 1995-1996 school year. She will finish up the 1994-1995 school year under her existing contract.

Motion made by Mr. Fallon to not renew Ms. Joanne Holst contract for 1995-1996 school year, seconded by Ms. Dillon.
5-Yes 0-No The motion passed.

Motion made by Mr. Winslow to adjourn, second by Mr. Prouty.
5-Yes 0-No Meeting adjourned at 6:40 p.m.

Respectfully Submitted,

Dave Winslow

Dave Winslow