

1 SAU 41 GOVERNING BOARD
2 OCTOBER 15, 2020
3 **MEETING MINUTES**

4
5 A regular meeting of the SAU 41 Governing Board was conducted on Thursday, October 15, 2020 at 6:01 p.m.
6 at the Captain Samuel Douglass Academy Gymnasium.
7

8 Erin Sarris, Chairman, presided:

9
10 Members of the Board Present: Cindy VanCoughnett, Vice Chairman
11 Beth Williams, Secretary
12 Holly Deurloo Babcock, Chairman, COOP School Board
13 Tammy Fareed, Vice Chairman, Hollis School Board
14 Kenneth Haag, Chairman, Brookline School Board
15 Rebecca Howie, Brookline School Board
16 Karen Jew, Secretary, Brookline School Board
17 Amy Kellner, Hollis School Board
18 Kate Stoll, Secretary, COOP School Board
19 Robert Mann, Chairman, Hollis School Board
20 Carryl Roy, Hollis School Board
21 Tom Solon, Vice Chairman, COOP School Board
22 Krista Whalen, COOP School Board
23

24 Members of the Board Absent: Brooke Arthur, Secretary, Hollis School Board
25 Elizabeth Brown, COOP School Board
26 Alison Marsano, Brookline School Board
27

28 Also in Attendance: Andrew Corey, Superintendent
29

30 **APPOINTMENT OF PROCESS OBSERVER**

31
32
33 Chairman Sarris appointed Krista Whalen to serve as Process Observer.
34

35 **AGENDA ADJUSTMENTS** - None
36

37 **CORRESPONDENCE** - None
38

39 **PUBLIC INPUT** - None
40

41 **DISCUSSION**

42
43 Superintendent Corey spoke at length of all that has occurred since this Board met last, and of the many
44 individuals who have worked tirelessly to ensure the re-opening of the schools. He spoke of the value of the re-
45 opening plan and the efforts to that end provided by Assistant Superintendents Bergskaug and Thompson.
46 Work is and will continue to be ongoing with the NH DHHS. It is the DHHS and our school nurses who are
47 providing guidance around the issues of health and safety.
48

49 Assistant Superintendent Thompson and Amy Rowe, Student Services, are in the process of completing all of
50 the required meetings for special education; a monumental task to complete the required IEP meetings (over the
51 past 30 days). It is due to their efforts during the pandemic to provide for the needed services, that it appears
52 there will not be much in the way of required compensatory services.

1
2 Carrie Marsh, HR Coordinator, and Jenn Dubois, HR Specialist, have processed all ADA requests for teachers
3 working remotely. They have done yeoman's work in acquiring substitutes. They have monitored all leave
4 requests, e.g., a number of maternity leaves coming up. They have also conducted the two-day new hire
5 orientation, which was a virtual/in-person orientation.

6
7 Kelly Seeley, Business Administrator, has procured PPE, is working on the creation of four budgets, addressing
8 the requirements of facilitating annual meetings, etc.

9
10 Carol Tyler, Database Manager, is also responsible for crafting the system monitoring program. She used her
11 expertise to take on this project at her regular compensation rate. To get that done by an outside vendor would
12 have been at a cost of approximately \$2-3 per student/per month. She has worked closely with the Principals
13 having learned from the DHHS of their desire to receive data on contact tracing in a particular format.

14
15 He spoke of the work being done, on a daily basis, by the building Principals, and commented on their and the
16 efforts of the students who have been fantastic in adapting to the changes necessary to ensure the health and
17 safety of everyone in the buildings.

18
19 Nicole Tomaselli, Curriculum Administrator (HSD), Yolanda Flamino, Assistant Principal (HBMS), and
20 Amanda Zeller, Assistant Principal (HBHS) will provide presentations at the school district meetings depicting
21 the website created for remote learning. Any program the teachers are using is on a single site created by these
22 administrators.

23
24 Amy Cassidy, Food Services Director, continues to ensure that in addition to those students participating in-
25 person, those who are participating remotely who wish to receive meals, are able to. The lunch ladies in the
26 SAU are packaging the lunches daily and, in many cases, are delivering them to the classrooms.

27
28 Superintendent Corey commented we would not be surviving COVID without Lance Finamore, Facilities
29 Director. He provided the example of having learned of a positive case the prior evening. Within an extremely
30 short amount of time, Director Finamore had assembled the cleaning crew to conduct the deep clean ensuring
31 that the building would be able to open.

32
33 Brian Bumpus, District Athletic Coordinator, and Allison Buschmann, P.E., have done wonders for the athletics
34 programs. Student participation at the HBMS is greater than in recent memory. The intramural programs are
35 going very well with 2 practices and a game each week.

36
37 The HBHS Golf Team is celebrating the accomplishment of becoming State Champions!

38
39 Superintendent Corey recognized the union Presidents who have worked closely and positively with the
40 Administration to move things forward.

41
42 He commended Student Transportation of America. They have done everything that has been asked of them.

43
44 Superintendent Corey thanked the members of the Board for the assistance provided in this collaborative effort.

1 • SAU Goals - Update

2
3 The SAU is working on completing the update to the SAU website (was in process when the pandemic struck).

4
5 Assistant Superintendent Bergskaug has been spearheading the work of a “Portrait of a cavalier”, which is what
6 we want a graduate of our school system to look like (skills they will possess).

7
8 The HSMART project in Hollis is underway. All of the lights at HPS have been replaced.

9
10 HB Elevates has worked closely with the Superintendent; lights are up at the turf field. The Administration is
11 working closely with Eversource. Eversource has national standards around COVID resulting in a longer time
12 period to get wiring to the lights.

13
14 The Diversity, Equity, and Inclusion Advisory Committee conducted their initial meeting last week via Zoom.
15 There is a great deal of work to be done, and the Committee is working on identifying the manner in which
16 updates will be provided to the district boards. Each of the district boards should expect to receive information
17 at their November meetings.

18
19 The Administration is in Round 2 of the budget cycle, and will look to the district boards for acceptance of
20 Federal grant dollars from the CARES Act. The potential for additional funding sources is being discussed at
21 the State level. Those would be monies not included in the budgets, thereby requiring approval for acceptance.

22
23 Infrastructure projects are being completed, e.g., cameras and other security projects. Monies were received
24 from the State (80/20 cost share). Those projects need to be completed by the 30th of December. Because of
25 the work of the Business Administrator, the SAU was recently notified it will be receiving an additional
26 \$32,000 for the HBMS security projects. The receipt of those funds was the result of being ready to move
27 forward with a project when another district was unable to complete a planned project resulting in the return of
28 the monies to the fund.

29
30 Assistant Superintendent Bergskaug is working with the unions on the professional growth model. The primary
31 focus is the evaluation system; remote observations/data. That should be completed in the coming weeks, and
32 the evaluation process started in November.

33
34 The COOP School Board will begin negotiations with their unions on new teacher and paraprofessional
35 contracts.

36
37 Discussed later in the meeting will be a long-term lease between the SAU and the Hollis School Board.

38
39 • Facilities Position - Update

40
41 Lance Finamore, Facilities Director, came to the SAU from the Berklee School of Music in Boston having
42 served as the Life Safety Director. He has education, facility, and life safety experience.

43
44 He has been a great resource for the HSMART Committee, and has established the protocols for cleaning. He
45 has taken over the supervision of custodians, and has established a very positive rapport with the Principals. He
46 is the type of individual who simply rolls up his sleeves and does the job that needs to be done.

1 Asked what other duties the position is anticipated to take on, Superintendent Corey noted that presently he, the
2 Business Administrator and the Facilities Director handle matters related to HSMART. Envisioned is that the
3 Facilities Director will take that over with assistance, as needed. In the coming months, he will be able to begin
4 working on the budget. One of the things he has done is contracted with an outside company (3 workers
5 provided) for cleaning.

6
7 ***There being no objection, the Board went out of the regular order of business to take up the SAU Facilities –***
8 ***Long-Term Lease.***

9
10 • SAU Facilities – Long-Term Lease

11
12 A year ago the option of a bond was discussed. Because of a technical issue, the Administration and School
13 Board decided not to move that forward. The Administration anticipates bringing that back before the school
14 board this year as there is a desperate need for space. The SAU offices don't necessarily comply with the
15 COVID standards of 6'; many of the offices are accessed by walking through the space of another, etc. The
16 study conducted indicated the barn to be the most fiscally responsible way to add square footage to the property.

17
18 Discussed by the Hollis School Board and Hollis Budget Committee is the potential for a long-term lease
19 arrangement so that it is understood, if letting a bond, there will be a commitment for tenancy.

20
21 The desire, if moving forward, would be for the Governing Board (February timeframe) to consider a lease,
22 which could be contingent on the passage of a bond. Part of the difficulty is in the Superintendent having a
23 natural conflict of interest being the Superintendent of the SAU and the Hollis School District. To address that
24 conflict, Tom Closson, Esq., Jackson Lewis, P.C., would represent the Hollis School District and James
25 O'Shaughnessy, Esq. and Greg Im, Esq., Drummond Woodsum, would represent the SAU. Attorney Im would
26 look at it through the lens of the bond and attorneys Closson and O'Shaughnessy would work on lease
27 language.

28
29 If increasing square footage, a rental increase would be seen in FY23. What has been discussed with legal
30 counsel and will be brought before the Hollis School Board, is an increase based on the square footage times the
31 current rate. Once that amount is determined a discussion would ensue with regard to whether there should be a
32 new rate and if it should be based on comps. The Hollis School Board would also look at discussing the
33 potential of some sort of bond assessment; over the life of the bond there would be an assessment to each of the
34 three districts.

35
36 Revenue generated through the rental is allocated to the Maintenance Trust Fund, and is utilized to address
37 maintenance issues.

38
39 As part of this process, the recommendation of the Administration has been to separate the SAU field from the
40 building and parking area. That field would become the property of the Hollis School District. If at some point
41 down the road the decision were reached to sell the facility, the field would be retained by the district.

42
43 Asked if there is any chance that somehow the SAU could own the building; therefore, if Brookline is making
44 payments on a bond for capital improvements, it then shares in the equity that is resulting, Superintendent
45 Corey stated he would note that question and pose it to legal counsel. It may not be a situation where Brookline
46 would have a stake in the building, but could be part of the lease agreement that if the building were sold a
47 percentage would be returned to the taxpayers of the other towns.

1 When asked if the SAU could own property, he explained he does not believe the SAU would have ownership
2 of the property as the SAU is an entity that exists only as an umbrella. To the point made, there might be
3 another mechanism available.
4

5 Member Mann spoke of the difficulties faced that resulted in the Hollis School Board making the decision not
6 to move a bond article forward. He spoke of the increased demands placed on an administration and roles being
7 added resulting in growth. These increased duties have been placed on an administration responsible for a \$40
8 million SAU that is housed in a 19th century farmhouse.
9

10 He believes the justification for the upgrades required is something everyone can understand and get behind.
11 The difficulty they ran up against is the lack of priority around the funding model (not necessarily the bond
12 itself), e.g., is the Hollis School District going to absorb the cost of the bond on its own, etc. Another aspect
13 was being able to secure a long-term lease agreement to provide assurances for tenancy beyond the life of the
14 project. It is understood that increasing the square footage will result in an increased maintenance cost. The
15 desire is for the fund to be maintained at an appropriate level to address the needs of the facility.
16

17 Chairman Sarris questioned the length of time considered to be a long-term lease. Superintendent Corey noted
18 in discussions with his colleagues who are renting spaces, most have indicated they are in a ten-year or longer
19 agreement. Historically a lot of districts that are renting facilities are cooperative districts, and their district
20 agreements are usually for 10 or 20 years; how long their students will go to a particular district.
21

22 ***The Board returned to the regular order of business.***

- 23
- 24 • SAU FY22 Draft Budget
- 25

26 Superintendent Corey spoke of a meeting of the SAU41 Governing Board Budget Sub-committee at which a
27 budget was proposed that included a 3% salary increase for SAU personnel. It was understood the percentage
28 was likely too high to be accepted, but the sub-committee felt it important to look at.
29

30 Pre-COVID, the hope had been to put together a committee to look at salaries to determine if the SAU is
31 competitive. That has not come to pass.
32

33 When the sub-committee met, the consensus was to look at a means of trimming the budget. Every \$17,800
34 represents a 1% increase/decrease to the SAU budget. It is difficult to achieve a 1% differential if not looking
35 at big ticket items.
36

37 When looking at a salary change from 3% to 2%, you impact all of the aspects of that, e.g., FICA, NH
38 Retirement System (NHRS), dues. The Administration also looked at CPI. It is recognized that many people
39 are struggling, and we are expending this year's budget in ways that were never anticipated. The budget that
40 included a proposed 3% salary increase resulted in an overall increase (over last year's approved budget) of
41 9.9%. By reducing the proposed salary increase to 2%, the percentage of increase over FY21 would be approx.
42 7.5% or a little over 9% if not utilizing any funds from the Unassigned Fund Balance (UFB). It put the budget
43 in line with what is believed needed. The two factors that cannot be controlled are the mandated increase to the
44 NHRS and the Guaranteed Maximum Rate (GMR) of increase for insurance, which came in at 10.9%.
45

46 Superintendent Corey recommended the Board present at Public Hearing, the budget that proposes a 2% salary
47 increase. The budget subcommittee has 1-2 meetings remaining. He spoke of the desire to make some sort of
48 inroads whether through increasing the merit pool or the UFB so that come March and April when the Board
49 discusses compensation, there is some flexibility. A number of years ago, the flexibility of the merit pool was
50 not put into the actual budget, which made it difficult to execute the request of the Board at the end of the year.

1 He stated concern with whether the salaries of the Assistant Superintendents are competitive. He requested
2 feedback from the Board to bring back to the subcommittee.

3
4 Member Solon noted the budget breakdown provided with the [agenda](#) highlighted the 3% salary increase.
5 Board members were provided with a copy of the budget breakdown with a 2% salary increase (copy attached).

6
7 Superintendent Corey cited the differences; the budget representing a 3% salary increase for senior management
8 absent the use of UFB is at an increase of 8.3%. Last year, the budget amount that had to be raised through
9 taxation was offset by \$26,854. In the absence of that offset, the total percentage of increase over the FY21
10 budget would be 9.9%.

11
12 The Budget Sub-committee wished to support the 3% increase, but was uncertain voters could get behind that
13 budget. The Administration did not necessarily disagree with that, but felt that budget had to be put forth.
14 Asked to make some reductions, the Administration submitted a proposal wherein the major changes included
15 the 2% salary increase and the addition of the cost of the lease for the storage container. The reduction from 3%
16 to 2% impacts the cost of FICA, NHRS, etc. Those changes resulted in an increase (over FY21 budget) of 7.4%
17 and overall increase (no offset from UFB) to 9.1%.

18
19 Should the Board choose to utilize UFB for the merit pool, it would have a neutral impact on the budget as it
20 would be included in the budget as revenue and expense. If utilizing the UFB to offset the amount that has to
21 be raised through taxation the percentage would be reduced incrementally, e.g., \$17,800 represents 1%.

22
23 Member Solon noted the bottom line number in the budget having a 3% salary increase is \$1,963,663 and that
24 have a 2% salary increase is \$1,948,717.

25
26 Member Fareed noted the Budget Sub-committee wished for the Board to be provided with both breakdowns to
27 be able to see how a change in the percentage of salary increase impacts several line items within the budget. In
28 prior years, there have been times when the UFB has been a bit robust allowing for utilization of some of those
29 funds to reduce the amount required to be raised through taxes. The anticipated FY21 ending balance (UFB) is
30 \$140,210, which represents 7.7% of the budget. The target/recommended range for the UFB is 7 to 10% of the
31 budget. Were the Board not to choose to utilize UFB towards the FY22 budget, the anticipated FY22 ending
32 balance of \$140,210 would represent 7.1% of the total FY22 budget.

33
34 Member Solon questioned if the merit pool was increased in the 2% budget breakdown, and was informed it
35 was not. Member Fareed commented by reducing the 3% to 2%, the result per household is pennies whereas
36 for the staff member it represents a 1% reduction in increase. It is difficult to try to keep those two things in
37 mind; we want the budget to be as fiscally responsible as possible. With a lesser increase, the overall
38 percentage of increase looks better. However, a small group of employees is impacted significantly while the
39 taxpayer is not really gaining a savings of any real meaning; \$17,000 across this budget/across all of the
40 households in the two towns is not representative of a lot of money.

41
42 Asked for clarification of why the NHRS cost increased the way it did, Superintendent Corey stated it to be the
43 mandated increase that is set by actuaries.

1 This is the only SAU in the State that puts its budget forward in a separate warrant article. The budget is
2 proportionately allocated to the individual district budgets. By putting the budget forward in a separate warrant
3 article, the towns are able to highlight the cost of each entity. Member Mann commented prior to this practice,
4 there was concern there was not sufficient transparency. With the current practice, the SAU budget is presented
5 in a public hearing allowing the citizenry to review the budget detail and provide input.

6
7 Member Mann commented reducing the proposed salary increase from 3% to 2% is only resulting in a slight
8 reduction to the overall budget (0.8%). He has always been against utilizing UFB from year to year to reduce
9 the overall amount of increase. The responsibility of the Board is to bring forward the right budget to keep the
10 operation moving. The community has the option of the default budget.

11
12 *The adjusted/default budget is the amount of the same appropriations as contained in the operating budget*
13 *authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and*
14 *other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in*
15 *the operating budget and by salaries and benefits of positions that have been eliminated in the proposed budget.*
16 *One-time expenditures shall be appropriations not likely to recur in the succeeding budget, and eliminated*
17 *positions shall not include vacant positions under recruitment or positions redefined in the proposed operating*
18 *budget, as determined by the governing body.*

19
20 Member Mann remarked when utilizing the UFB to offset ongoing costs in one year and not the next, the result
21 is spikes in the amount that has to be raised through taxes. He has supported utilizing UFB for one-time
22 expenses.

23
24 Member Solon asked, when presenting the budget at the public hearing is the bottom line representative of the
25 total before or after any reductions associated with use of the UFB. Superintendent Corey responded it is
26 clearly stated what the proposed budget amount is, any reduction resulting from the use of UFB, and the total
27 bottom line amount to be raised through taxes. Member Solon questioned if the number that appears on the
28 warrant article is the amount to be raised through taxation (includes offset by UFB). Superintendent Corey
29 stated listed is the amount to be raised (net number).

30
31 Member Solon commented in the context of what member Mann was stating, it distorts reality because it cannot
32 be sustained. The SAU is in a strange position in that the UFB rolls over from year to year and cannot be
33 returned to the tax base. He questioned if there is any other mechanism to return UFB to the taxpayers.
34 Superintendent Corey stated he has historically been told the answer to that question is no. The UFB represents
35 an accumulation of many years of funds rolling over, and formulas that have existed over the years are not
36 necessarily the same. Noted was that the SAU budget, unlike the district budgets, does not have funds such as
37 contingency to fall back on.

38
39 Member Solon questioned the ability to have a separate warrant article to allow funds to be returned. Member
40 Fareed noted the current balance is at 7.2% when the recommended range is 7-10%. Member Solon remarked
41 he is anticipating a public response that states this is an exceptional year, and whether it be the regular or default
42 budget, there being a feeling that the total amount being expended this year might be too great. The SAU
43 budget will impact all of the district budgets that are really open to significant movement. Were there an
44 opportunity to utilize the UFB as a rainy day fund, he cannot think of more of a rainy day than what we are
45 experiencing right now.

46
47 Member Fareed stated her understanding from a discussion that occurred two years prior, the SAU Governing
48 Board and the SAU41 district is its own kind of municipal agency created and chartered by the State. It is not a
49 school district or a town. We don't have a mechanism to return money in the way that we do for school districts,
50 but we can expend the UFB to zero if we so choose. Should the Board choose to, the decision could be made to

1 utilize the total of the UFB to offset the budget. Recommended best practice that comes from the DRA is to
2 maintain a fund balance of between 7 and 10%, but it is not required by law. The whole point of accumulating
3 funds is that you do have something to address the unanticipated.

4
5 Member Solon questioned if it can be done without distorting the budget (creating spikes). Member Mann
6 questioned, should the Board decide to utilize UFB, are there any recommendations from the Budget Sub-
7 committee as to where those funds should be utilized. Member Fareed responded the sub-committee did not
8 discuss utilizing UFB; this is the first draft of a proposed budget, and that decision is one of the Board. Given
9 the sizable increases in areas that are outside of our control, the thought was to bring the draft to the Board and
10 seek feedback. Asked, she stated her belief the sub-committee could identify areas for use.

11
12 Member Mann requested a sense of the Board. Chairman Sarris commented what has been heard thus far is a
13 positive sense of taking such action. She requested members having a differing stance make that known.

14
15 Member Deurloo Babcock commented on the pandemic, and what addressing it has required of the
16 Administration. There has been a general sense in the community of gratitude towards these particular
17 individuals. To present a budget that is at 2%, which is the minimum increase per the contract (states 2-4%),
18 does not feel right. When the 1% difference is \$17,800, it just feels like we should be at a 3%. The merit pay
19 pool is dangerous for us because we tend to be pretty generous with merit pay towards the March/April
20 timeframe. She does not want to put the Board in a position of taking funding out of the UFB that was not
21 planned for. She does not have a preference of funding source whether it be part of the budget or allocated from
22 the UFB.

23
24 Member Mann commented on the operational savings in the districts (reduced transportation costs, etc.)
25 resulting from the pandemic. Those type of opportunities for savings cannot be achieved at an SAU office. He
26 does not believe a 2% budget gives us anything, and in fact impacts our ability to operate the SAU for a
27 miniscule savings back to the taxpayer.

28
29 Member Whalen stated agreement. She hesitates to expend too much of the UFB because we don't allocate
30 funding to it, it is simply the result of monies that are unexpended and roll over at year end. She agrees the
31 overall percentage of increase to the budget sounds large, but it is on a \$1.9 million budget. We need to put
32 forward the information that 1% equates to \$17,800. She does not want to be put in a situation where we do not
33 pay our people. The first thing discussed tonight was the desire to put a committee together to look at what we
34 pay people. We clearly know we are not paying people enough. We need to start where we need to start, and
35 we need to defend it.

36
37 We have a default budget if taxpayers are truly unhappy with the proposal put forth. She and her business have
38 been impacted by the pandemic, and she understands that people in our community have been financially
39 impacted. She also understands there are a lot of people working incredibly hard on our behalf, and what is
40 being discussed is \$17,800 divided over the two communities.

41
42 Member Fareed noted the impact of the NHRS increase represents nearly 6% of the overall increase. That is
43 outside of the control of the Board. She questioned if the NHRS increase could be looked at as a one-time
44 expenditure to be funded through the UFB. Superintendent Corey noted the UFB could not be utilized to
45 address the increase in NHRS as it is an ongoing cost.

1 Member Haag asked for additional clarification on the competitiveness of salaries. Superintendent Corey stated
2 the salaries for the Assistant Superintendents should be reviewed. He believes what will result from such a
3 review is identification of how lean the SAU is in comparison to other districts. He noted the Superintendent
4 and Assistant Superintendents do not have administrative support, e.g., at the SAU is 1 receptionist and 1
5 Administrative Assistant for special education.

6
7 Although historically the Board has looked to the UFB to cover the cost of one-time expenditures, there are no
8 such expenditures planned for in the FY22 budget. He noted the difference between the recommended and
9 default budget is approximately \$27,000. He believes there will be voter concern with the percentage.

10
11 Member Haag commented the CPI is at the lowest it has been in years. The 2% is still competitive with 3% in
12 other years. If placing the \$17,800 into the merit pool and utilizing it in the areas where it is believed the SAU
13 is not competitive then we would not be dipping into the UFB.

14
15 Member Deurloo Babcock noted if placing the funds in the merit pool, they remain included in the bottom line
16 of the budget and would be reflected in the percentage of increase. What would be relayed to the taxpayers is
17 the recommendation for a 2% salary increase and that the funds in the merit pool still result in a 10% increase.

18
19 Member Fareed commented as the merit pool is assigned at year end, it does give some sense that increases
20 would take into consideration what occurs between now and April. Member Deurloo Babcock stated the desire
21 to have the flexibility to give increases to those people that we feel need increases, even if that is all 16
22 members of the SAU.

23
24 Member Solon stated, regardless of what the budget number is, he is not an advocate of utilizing the UFB to
25 reduce the number that is on the warrant article. If there is a means of utilizing it elsewhere, that can be looked
26 at down the road.

27
28 Member Mann questioned Line Item #58; Salary, Assistant Business Administrators (10.7% increase over
29 FY21). Superintendent Corey explained the line is associated with two Assistant Business Administrators. In
30 FY20, the Business Administrator put forth a proposal to elevate one of the individuals to more of an assistant
31 to her position. She did that over multiple budgets. The percentage reflects both increases and a salary
32 differential (promotion).

33
34 Member Mann questioned Line Item #76; Facilities Director Salary (7.3% increase), and was informed that
35 relates to the cost of a full year (prorated in FY21) plus a 3% increase.

36
37 Member Solon questioned Line Item #134; NH Retirement (42.1% increase) and identification of both
38 employee and teacher increases. Superintendent Corey stated the position of Business Administrator has
39 always been identified at a teacher rate (by the State).

40
41 Superintendent Corey noted the Budget Sub-committee would meet next in November. The next round of the
42 budget will be forwarded to the Board electronically to provide ample time for review.

43
44 Member Fareed noted Line Item #22; Treasurer Stipend, is a stipend paid to the District Treasurer, not the
45 Board Treasurer.

- SAU FY20 Budget – Update

Superintendent Corey noted the Administration typically provides a summary of the UFB to the Board in the December timeframe. He noted major items that impacted the FY21 budget include an unanticipated expense associated with compatibility of the phone system with the other systems within the SAU and increased costs of legal fees (legal advice on how to get through the annual meetings during the pandemic). The public hearing on the UFB will occur on the same evening as the public hearing on the proposed FY22 budget.

The following Members were appointed by the individual school boards to serve on the SAU 41 Policy Committee:

Brookline School Board – Marsano
Hollis School Board – Kellner
COOP School Board – VanCoughnett

The Vice-Chairperson shall lead the Superintendent Performance Evaluation Committee (SPEC).

The following Members were appointed by the individual school boards to serve on the SAU 41 Budget Sub-Committee:

Brookline School Board – Marsano
Hollis School Board – Kellner
COOP School Board - Williams

DELIBERATIONS

- To see what action the Board will take regarding the policy memo

GBEF - School District Internet Access for Staff
- 1st Reading; 2-4-20

**MOTION BY MEMBER KELLNER TO ACCEPT THE SECOND READING OF POLICY GBEF - SCHOOL DISTRICT INTERNET ACCESS FOR STAFF, AS AMENDED
MOTION SECONDED BY MEMBER HAAG**

ON THE QUESTION

The policy was discussed at length during the February meeting. The changes recommended at that time were grammatical.

**MOTION CARRIED
9-0**

EHAA - Computer Security, E-Mail, Internet Communications
- 1st Reading; 2-4-20

**MOTION BY MEMBER KELLNER TO ACCEPT THE SECOND READING OF POLICY EHAA - COMPUTER SECURITY, E-MAIL, AND INTERNET COMMUNICATIONS, AS AMENDED
MOTION SECONDED BY MEMBER FAREED**

ON THE QUESTION

1 This policy was discussed at length at the February meeting. The changes recommended at that time have been
2 incorporated; mostly grammatical in nature.

3
4 Member Roy questioned if it is believed there are changes required to policies as a result of remote learning and
5 other aspects associated with the current learning environment. Member Kellner responded the policy update
6 provided by the New Hampshire School Board Association (NHSBA) over the summer did not address any
7 such issues. An update is also done in the fall, and has not yet been released.

8
9 Member Solon noted the minutes of the last meeting indicate the request had been made that reference to
10 “SAU”, when referring to the Board, be changed to “SAU Governing Board”. The change reflected is simply
11 from “SAU” to “Board”. He questioned if there is concern with “Board” being ambiguous. Given it is an SAU
12 policy, it is implied it is the appropriate board, his question was if there was concern by the member who made
13 the request for the change to “SAU Governing Board” at the last meeting.

14
15 Member Roy suggested part of the conversation was with regard to Policy GBEF, which is specifically called
16 out as an SAU Governing Board policy. This policy does not include that in the title.

17
18 The suggestion was made that the title be amended to include “SAU41 Governing Board”.

19 **MOTION CARRIED**

20 **9-0**

21
22 **MOTION BY MEMBER MANN TO ACCEPT THE THIRD READING AND ADOPT POLICY GBEF -**
23 **SCHOOL DISTRICT INTERNET ACCESS FOR STAFF**

24 **MOTION SECONDED BY MEMBER ROY**

25 **MOTION CARRIED**

26 **9-0**

27
28 **CBI – Superintendent Evaluation**

29
30 **MOTION BY MEMBER KELLNER TO AMEND POLICY CBI-SUPERINTENDENT EVALUATION,**
31 **IN THE THIRD PARAGRAPH BY REPLACING “15” WITH “28”, ACCEPT THE FIRST READING,**
32 **WAIVE SUBSEQUENT READINGS, AND ADOPT, AS AMENDED**

33 **MOTION SECONDED BY MEMBER ROY**

34
35 ON THE QUESTION

36
37 The only change was to provide consistency with dates in this and Policy CBI-R.

38
39 Noted was that changing the date from the 15th to the 28th provides leeway in regard to the February meeting
40 date.

41 **MOTION WITHDRAWN**

42
43 **MOTION BY MEMBER ROY TO ACCEPT THE SECOND READING OF POLICY CBI-**
44 **SUPERINTENDENT EVALUATION, WITH PROPOSED AMENDMENTS**

45 **MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

1 ON THE QUESTION
2

3 The paragraph that begins “Before December 31 of each year” should be amended so that the third and final
4 sentence reads: “The SPEC will prepare the final evaluation of the superintendent pursuant to the procedure
5 (CBI-R), utilizing the school district board chairs’ evaluation reports and staff feedback, and the final evaluation
6 assessment is to be voted upon by the SAU board by February 28th.”
7

8 “district” should be clarified, e.g., whether school district or SAU district.
9

10 Amend in the title by adding “SAU41 Governing Board” and in the body by replacing “SAU Governing Board”
11 with “Board”.

12 **MOTION CARRIED**

13 **9-0**
14

15 **MOTION BY MEMBER DEURLOO BABCOCK TO ACCEPT THE THIRD READING AND ADOPT**
16 **POLICY CBI- SUPERINTENDENT EVALUATION, AS AMENDED**
17 **MOTION SECONDED BY MEMBER ROY**
18

19 ON THE QUESTION
20

21 Member Williams commented on the desire to see the policy in its final form prior to adoption.

22 **MOTION WITHDRAWN**
23

24 **CBI-R - Instructions for Superintendent Performance Review Process School District Boards**
25

26 **MOTION BY MEMBER KELLNER TO AMEND IN THE SECOND PARAGRAPH BY REPLACING**
27 **“DECEMBER” WITH “JANUARY”, ACCEPT THE FIRST READING, WAIVE SUBSEQUENT**
28 **READINGS, AND ADOPT POLICY CBI-R, AS AMENDED**
29 **MOTION SECONDED BY MEMBER MANN**
30

31 ON THE QUESTION
32

33 Amend in the title by adding “SAU41 Governing Board” and in the body by clarifying “district”; school district
34 or SAU district.

35 **MOTION WITHDRAWN**
36

37 **MOTION BY MEMBER KELLNER TO ACCEPT THE FIRST READING of CBI-R -**
38 **INSTRUCTIONS FOR SUPERINTENDENT PERFORMANCE REVIEW PROCESS SCHOOL**
39 **DISTRICT BOARDS, AS AMENDED**
40 **MOTION SECONDED BY MEMBER ROY**
41 **MOTION CARRIED**

42 **9-0**
43

44 **APPROVAL OF MEETING MINUTES**
45

46 SAU41 Governing Board – **Organizational Meeting**. [June 23, 2020](#)
47

48 *The following amendments were offered:*

49 Page 5; delete lines 3-6 as the information is repetitive

50 Page 5, Line 29 should read: “Members Kellner and Marsano agreed to be the signers of the Manifests.”

1 Page 9, Line 2; insert “ she understands” following “poverty”
2 Page 9, Line 14; replace “live” with “lived”

3
4 **MOTION BY MEMBER ROY TO APPROVE, AS AMENDED**
5 **MOTION SECONDED BY MEMBER SOLON**
6 **MOTION CARRIED**
7 **9-0**

8
9 **REPORT OUT BY PROCESS OBSERVER**

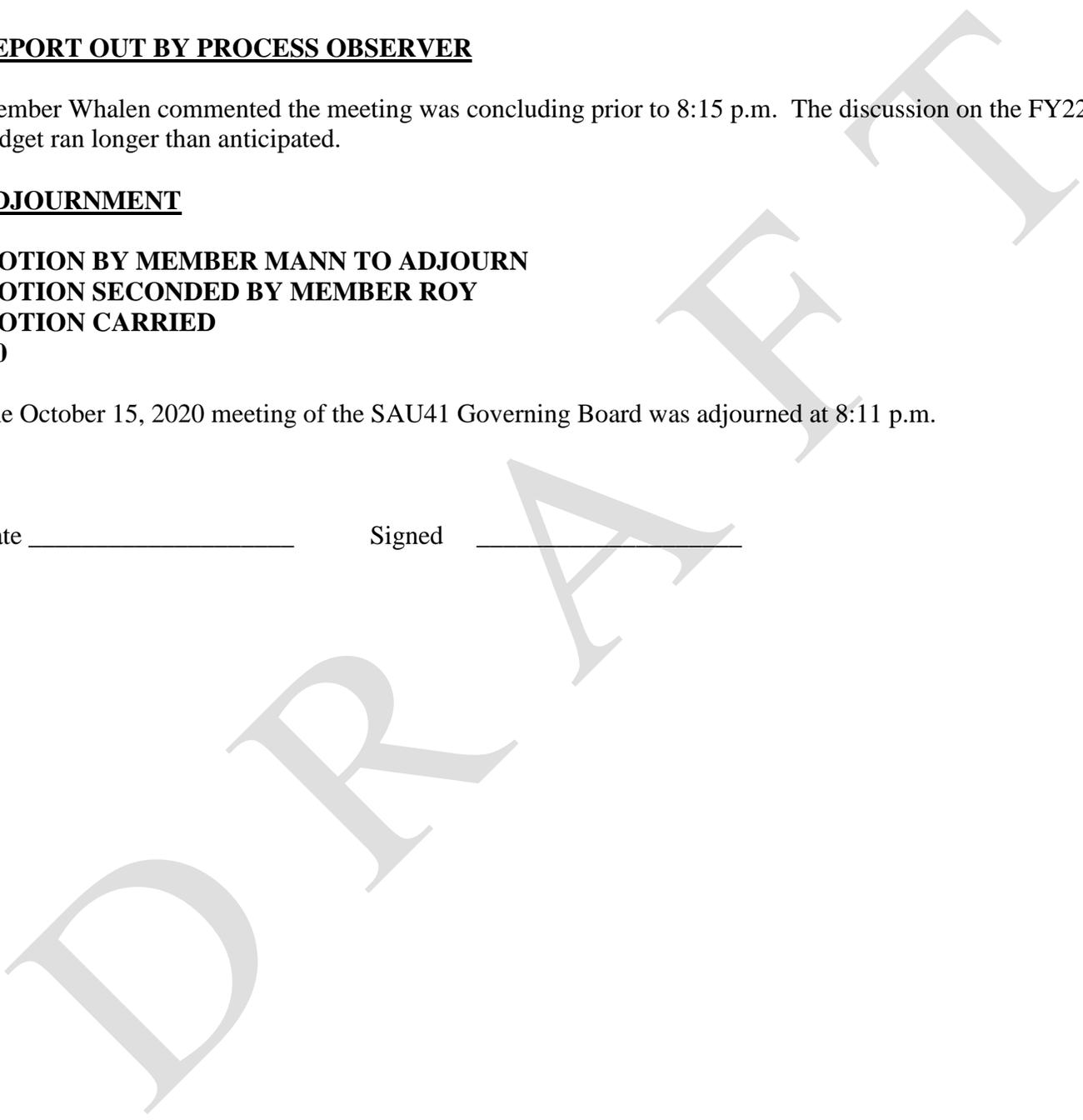
10
11 Member Whalen commented the meeting was concluding prior to 8:15 p.m. The discussion on the FY22
12 budget ran longer than anticipated.

13
14 **ADJOURNMENT**

15
16 **MOTION BY MEMBER MANN TO ADJOURN**
17 **MOTION SECONDED BY MEMBER ROY**
18 **MOTION CARRIED**
19 **9-0**

20
21 The October 15, 2020 meeting of the SAU41 Governing Board was adjourned at 8:11 p.m.

22
23
24
25 Date _____ Signed _____



SAU #41 FY22 Budget Proposal

Draft 3d-- 2% CPI and 10.9% GMR, adding lease (In 94)

ADJUSTED Operating budget authorized the previous year, reduced and increased, as the case may be, and other obligations, and reduced by one time expenditure not likely to recur in the succeeding budget.

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	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
1	Superintendent										
2	Salary	\$142,900	\$149,331	\$154,550	\$159,187	\$162,371	\$3,184	2.0%	\$162,371		admin contracts: "increase will be avg % change in CPI, between 2 and 4 %"
3	Salary, Admin Assistant	\$29,173	\$0	\$0	\$0	\$0	\$0	-	\$0		fy18 Maryann
4	Conferences	\$125	\$125	\$214	\$500	\$250	-\$250	-50.0%	\$250		
5	Telephone, Contract	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%	\$1,500		\$125 per month
6	Travel, Contract	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0.0%	\$3,000		\$250 per month
7	Travel -Conferences	\$383	\$386	\$494	\$1,000	\$600	-\$400	-40.0%	\$600		
8	Travel-Out of District	\$372	\$1,268	\$448	\$1,000	\$1,000	\$0	0.0%	\$1,000		
9	Dues	\$5,513	\$5,796	\$5,919	\$6,475	\$6,350	-\$125	-1.9%	\$6,350		required, see dues worksheet
10	TOTAL SUPERINTENDENT	\$182,967	\$161,406	\$166,125	\$172,662	\$175,071	\$2,409	1.4%	\$175,071		
11	Asst Superintendent of Curriculum										
12	Salary	\$108,000	\$116,000	\$122,212	\$125,878	\$128,396	\$2,517	2.0%	\$128,396		
13	Conferences	\$538	\$742	\$219	\$800	\$500	-\$300	-37.5%	\$500		
14	Telephone-Contract	\$1,200	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$1,800		\$150/mo
15	Travel -Contract	\$1,200	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$1,800		\$150/mo
16	Travel -Conferences	\$689	\$2,248	\$117	\$1,200	\$500	-\$700	-58.3%	\$500		sometimes use grant \$
17	Travel- Out of District	\$193	\$220	\$133	\$250	\$250	\$0	0.0%	\$250		
18	Dues	\$2,544	\$2,608	\$2,859	\$2,875	\$2,950	\$75	2.6%	\$2,950		required, see dues worksheet
19	TOTAL ASST. SUPERINTENDENT	\$114,364	\$125,417	\$129,140	\$134,603	\$136,196	\$1,592	1.2%	\$136,196		
20	Governing Board										
21	School Board Secretary Stipend	\$700	\$920	\$645	\$920	\$920	\$0	0.0%	\$920		Dawn MacMillan \$20/hr (fy21 46 hrs budget)
22	Treasurer Stipend	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600		Bob Rochford district treasurer
23	TOTAL GOV. BOARD	\$1,300	\$1,520	\$1,245	\$1,520	\$1,520	\$0	0.0%	\$1,520		

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	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
24	Student Services										
25	Salary, Asst. Super of Student Services	\$105,350	\$108,405	\$114,338	\$119,223	\$121,607	\$2,384	2.0%	\$121,607		
26	Salary, Transition Coordinator			\$54,202	\$0	\$0	\$0	-	\$0		fy20 Amy transition to Bob
27	Salary - Asst. Director of Student Services	\$72,775	\$74,885	\$50,700	\$80,700	\$82,314	\$1,614	2.0%	\$82,314		fy21 Amy sal 78K + \$2700 mentoring stipend
28	Salary, Student Services Admin Asst.	\$43,680	\$44,948	\$46,747	\$47,959	\$47,959	\$0	0.0%	\$47,959		support staff raises reported on line 123
29	Course Reimbursement	\$11,878	\$130	\$6,515	\$0	\$0	\$0	-	\$0		fy19 Amy's certification
30	Conferences	\$1,270	\$775	\$846	\$2,770	\$1,000	-\$1,770	-63.9%	\$1,000		
31	Contracted Services	\$7,225	\$0	\$0	\$0	\$0	\$0	-	\$0		fy18 Jenn Dolloff help for Amy Rowe Bob 1200 +Amy 1200; + in fy20 Anne E \$100; was 1200 Amy + 600 Anne
32	Telephone-Contract	\$1,800	\$1,800	\$2,500	\$1,800	\$2,400	\$600	33.3%	\$2,400		
33	Travel- In District- contract	\$900	\$900	\$1,800	\$900	\$1,800	\$900	100.0%	\$1,800		Bob 900 +Amy 900; was 900 just for Bob
34	Travel- ADSS Out of District	\$1,888	\$1,816	\$348	\$0	\$500	\$500	-	\$500		
35	Travel- Conferences	\$361	\$457	\$88	\$1,000	\$500	-\$500	-50.0%	\$500		
36	Travel- DSS- Out of District	\$1,809	\$1,154	\$796	\$3,000	\$2,000	-\$1,000	-33.3%	\$2,000		
37	Travel- Professional Development	\$1,375	\$519		\$500	\$500	\$0	0.0%	\$500		
38	Dues	\$1,540	\$1,510	\$1,710	\$1,700	\$1,800	\$100	5.9%	\$1,800		
39	TOTAL STUDENT SERVICES	\$251,852	\$237,299	\$280,590	\$259,552	\$262,380	\$2,828	1.1%	\$262,380		
40	Network Administrator										
41	Salary	\$78,178	\$80,445	\$83,019	\$85,510	\$87,220	\$1,711	2.0%	\$87,220		
42	Conferences	\$0	\$0		\$900	\$0	-\$900	-100.0%	\$0		
43	Telephone-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600		\$50/mo
44	Travel	\$0	\$24		\$500	\$500	\$0	0.0%	\$500		
45	Travel- Conferences	\$0	\$89		\$500	\$250	-\$250	-50.0%	\$250		
46	TOTAL NETWORK ADMINISTRATOR	\$78,778	\$81,157	\$83,619	\$88,010	\$88,570	\$561	0.6%	\$88,570		

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	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
47	Technology										
48	Contracted Scvs-Tyler Technologies	\$31,251	\$500	\$0	\$0	\$0	\$0	-	\$0		Accounting software - allocate expenses to districts; fy19 included rollover expense
49	Computer Repairs	\$0	\$402	\$0	\$0	\$0	\$0	-	\$0		cheaper to replace
50	Technology Supplies	\$86	\$40	\$0	\$400	\$300	-\$100	-25.0%	\$300		
51	Support Contracts/Hosted Services	\$505	\$0	\$1,837	\$0	\$0	\$0	-	\$0		fy18 veritime NOW WE ALLOCATE to districts
52	Site Licenses	\$496	\$0	\$551	\$550	\$550	\$0	0.0%	\$550		paid by coop, sau reimbursed coop; for Microsoft license
53	Additional Equipment	\$140	\$817	\$0	\$900	\$0	-\$900	-100.0%	\$0		\$2500 outside security camera- taken back out
54	Replacement Computers	\$0	\$689	\$1,213	\$1,000	\$900	-\$100	-10.0%	\$900		\$900 for new laptop
55	TOTAL TECHNOLOGY	\$32,477	\$2,448	\$3,600	\$2,850	\$1,750	-\$1,100	-38.6%	\$1,750		
56	Business Office										
57	Salary, Business Administrator	\$99,000	\$105,378	\$111,250	\$114,588	\$116,880	\$2,292	2.0%	\$116,880		
58	Salary, Asst. Business Administrators	\$103,269	\$110,472	\$137,589	\$130,000	\$142,600	\$12,600	9.7%	\$132,600 *		fy20 paid Kristen and Donna 4 mo.; fy21, fy22 and fy23 Linda promotion split
59	Contract End Stipend		\$1,110		\$0	\$0	\$0	-	\$0		discontinued
60	Salary, Business Office Staff	\$135,615	\$187,342	\$217,575	\$231,611	\$232,425	\$814	0.4%	\$232,425		Carrie (w/raise), Jenn, Meghan, Amanda, Danielle
61	Course Reimbursement - BA	\$257	\$550		\$250	\$250	\$0	0.0%	\$250		
62	Conferences-BA/ABA	\$225	\$80		\$500	\$250	-\$250	-50.0%	\$250		
63	Conferences-Bus Off	\$180	\$0		\$300	\$0	-\$300	-100.0%	\$0		
64	Professional Services- Training	\$1,100	\$0		\$2,000	\$1,100	-\$900	-45.0%	\$1,100		Tyler training \$1100 ea
65	Audit	\$4,500	\$4,600	\$4,600	\$4,600	\$4,750	\$150	3.3%	\$4,750		Roberts & Greene; agree to 3 year pricing fy22,23, 24
66	Other Professional Services	-\$47	\$145		\$0	\$0	\$0	-	\$0		Criminal Records background checks to State of NH
67	Temp Agency	\$19,760	\$30,310		\$0	\$0	\$0	-	\$0		Paid Nagler for Jenn in fy18; fy19 paying for Neva and office managers
68	Telephone-BA-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600		\$50/mo
69	Travel-BA-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600		\$50/mo
70	Travel- Conferences- Bus Office	\$0	\$0		\$200	\$0	-\$200	-100.0%	\$0		
71	Travel- Conferences- BA/ABA	\$53	\$0		\$200	\$200	\$0	0.0%	\$200		
72	Travel- ABA/Bus Office	\$1,002	\$916	\$523	\$1,200	\$1,200	\$0	0.0%	\$1,200		bank, board mtgs, schools
73	Dues-BA	\$1,662	\$1,795	\$1,876	\$2,000	\$2,000	\$0	0.0%	\$2,000		
74	TOTAL BUSINESS OFFICE	\$367,776	\$443,898	\$474,615	\$488,649	\$502,855	\$14,206	2.9%	\$492,855		

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	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
75	Facilities Director- NEW										
76	Salary				\$66,230	\$70,380	\$4,150	6.3%	\$70,380		fy21 \$61569 prorated for part year; fy22 \$69k + 3%
77	Course Reimbursement					\$800	\$800	-	\$0 *		online course
78	Conferences					\$0	\$0	-	\$0		
	Telephone-contract					\$1,200	\$1,200	-	\$0 *		fy21 = 600
79	Travel- Contract					\$1,200	\$1,200	-	\$0 *		fy21 = 600
80	Travel- Conferences					\$0	\$0	-	\$0		
81	Dues					\$0	\$0	-	\$0		
82	TOTAL FACILITIES DIRECTOR	\$0	\$0	\$0	\$66,230	\$73,580	\$7,350	11.1%	\$70,380		
83	Maintenance										
84	PT Custodian	\$4,502	\$4,642	\$889	\$0	\$0	\$0	-	\$0		Pro City
85	Maintenance Stipend	\$1,500	\$1,500	\$1,500	\$0	\$0	\$0	-	\$0		Was Ed/ now facility director
86	Custodial Services			\$6,255	\$8,415	\$8,500	\$85	1.0%	\$8,415 *		was pt custodian
87	Inspections	\$604	\$700	\$587	\$800	\$800	\$0	0.0%	\$800		ASAP Fire (alarms and fire extinguishers) and State of NH boiler inspection
88	Septic	\$300	\$600	\$600	\$700	\$700	\$0	0.0%	\$700		Bancroft 2 x year
89	Furnace	\$405	\$0	\$0	\$500	\$500	\$0	0.0%	\$500		
90	Snow Removal	\$5,261	\$4,161	\$7,985	\$8,500	\$8,500	\$0	0.0%	\$8,500		
91	Mowing/ Landscaping	\$0	\$0	\$0	\$1,500	\$1,500	\$0	0.0%	\$1,500		
92	General Maintenance	\$2,590	\$2,385	\$1,832	\$2,650	\$2,650	\$0	0.0%	\$2,650		Skillings, Absolute Mech service calls
93	Rent	\$13,000	\$18,970	\$23,970	\$23,970	\$23,970	\$0	0.0%	\$23,970		possible increase
94	Eagle Leasing portable unit					\$3,588			\$3,588		\$299/mo 10' portable storage unit
95	Maintenance Service Contracts	\$948	\$1,018	\$998	\$1,100	\$1,100	\$0	0.0%	\$1,100		Pest control; Absolute Mechanical boiler preventive maint.
96	Property Liability Insurance	\$2,912	\$2,970	\$2,761	\$2,972	\$3,000	\$28	0.9%	\$3,000		Primex. 10% max increase.
97	Utilities	\$5,538	\$5,792	\$5,869	\$6,500	\$6,500	\$0	0.0%	\$6,500		Eversource electric
98	Heating Oil	\$2,011	\$2,153	\$2,548	\$2,700	\$3,000	\$300	11.1%	\$3,000		
99	TOTAL MAINTENANCE	\$39,573	\$44,891	\$55,794	\$60,307	\$64,308	\$4,001	6.6%	\$64,223		

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	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
100	General										
101	Salary, Office Mgr	\$25,696	\$26,286	\$33,730	\$34,628	\$34,628	\$0	0.0%	\$34,628		
102	Coursework Reimbursement-Pooled	\$0	\$0	\$0	\$0	\$0	\$0	-	\$0		
103	Summer Leadership Planning Session	\$997	\$557	\$1,810	\$1,200	\$1,200	\$0	0.0%	\$1,200		2.5 day planning; breakfast & lunch
104	Legal Services	\$341	\$2,002	\$3,044	\$2,000	\$3,000	\$1,000	50.0%	\$3,000		
105	Contracted Services	\$211	\$544	\$639	\$1,500	\$750	-\$750	-50.0%	\$750		water cooler & shredding; fy19 Dawn MacMillan updating policy manuals
106	Print management	\$1,445	\$1,391	\$1,573	\$2,000	\$1,700	-\$300	-15.0%	\$1,700		
107	Copier Service/ Leases	\$2,409	\$4,081	\$3,981	\$5,000	\$4,500	-\$500	-10.0%	\$4,500		copy machines; postage machine
108	Internet-eRate Funded	\$0	\$0	\$0	\$0	\$0	\$0	-	\$0		Erate is federal grant money to reimburse for internet, phone, long distance, and wireless.
109	Telephone	\$6,224	\$5,820	\$11,122	\$6,400	\$6,400	\$0	0.0%	\$6,400		Nuso (svc); Windstream (long distance); TDS (physical lines); fy20 \$4500 MS miscoded
110	Postage	\$3,582	\$4,576	\$4,236	\$5,100	\$5,000	-\$100	-2.0%	\$5,000		prepaid postage and supplies
111	Advertising	\$653	\$892	\$328	\$1,500	\$1,000	-\$500	-33.3%	\$1,000		job postings and public hearings
112	Printing	\$277	\$19	\$100	\$300	\$150	-\$150	-50.0%	\$150		W2s, envelopes, 1099s (other districts pay portion)
113	Travel, Clerical Staff	\$78	\$67	\$112	\$150	\$150	\$0	0.0%	\$150		
114	Office Hospitality	\$797	\$532	\$378	\$800	\$700	-\$100	-12.5%	\$700		staff lunch during SAU meetings; staff appreciation lunch
115	Expendable Supplies	\$3,987	\$5,080	\$5,003	\$5,500	\$5,500	\$0	0.0%	\$5,500		paper, supplies, microtoner
116	Beginning of Year Kick Off	\$1,638	\$1,701	\$2,135	\$1,800	\$2,200	\$400	22.2%	\$2,200		gift cards, awards, breakfast
117	New Hire Orientation	\$1,203	\$763	\$0	\$1,200	\$1,200	\$0	0.0%	\$1,200		food only; fy20 Kelly allocated all to schools
118	Office Equipment Repair/Replacement	\$353	\$625	\$1,951	\$2,000	\$2,000	\$0	0.0%	\$2,000		desks, blinds
119	Office Equipment	\$0	\$299	\$1,334	\$1,500	\$1,500	\$0	0.0%	\$1,500		scanners, printer, safe, projector
120	Contingency: Facility Director Salary Adj.				\$0	\$0	\$0	-	\$0		
121	Professional Development-Series-NHSAA	\$1,850	\$1,950	\$1,995	\$2,250	\$2,250	\$0	0.0%	\$2,250		season tickets for Andy, Gina, Bob and Kelly to NHSAA
122	TOTAL GENERAL	\$51,741	\$57,186	\$73,470	\$74,828	\$73,828	-\$1,000	-1.3%	\$73,828		

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	Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
123	Benefits										
124	Support Staff Salary Increases-CPI	\$0	\$0	\$0	\$0	\$5,108	\$5,108	-	\$0	*	6 support staff
125	FY22 Board approved salary adjustments					\$16,000	\$16,000	-	\$0	*	
126	Year End Merit Pool	\$11,000	\$11,000	\$20,000	\$15,000	\$10,000	-\$5,000	-33.3%	\$15,000	*	was paid out of fund balance so now we budget
127	Admin Vacation Benefit	\$6,595	\$15,407	\$20,472	\$21,618	\$25,677	\$4,059	18.8%	\$25,677		fy21 add Bob, also Andy, Gina, Kelly
128	Health Insurance	\$151,928	\$118,131	\$150,113	\$156,451	\$175,276	\$18,826	12.0%	\$175,276		10.9% GMR
129	Dental Insurance	\$12,268	\$12,847	\$14,346	\$15,195	\$17,045	\$1,850	12.2%	\$17,045		10.9% GMR
130	Life, LTD, and ADD insurance	\$5,743	\$6,591	\$7,011	\$8,145	\$8,000	-\$145	-1.8%	\$8,000		
131	Flex Benefit Spending	-\$672	-\$383	-\$202	\$0	\$0	\$0	-	\$0		
132	403b Employer Contribution	\$5,000	\$5,000	\$11,000	\$11,000	\$11,000	\$0	0.0%	\$11,000		SAU pays directly to 403b accts for Andy, Gina, Bob, Kelly
133	FICA/Medicare	\$71,428	\$76,034	\$86,510	\$91,263	\$99,038	\$7,775	8.5%	\$99,038		
134	NH Retirement	\$94,228	\$113,419	\$131,004	\$135,502	\$190,764	\$55,262	40.8%	\$190,764		Employee 11.17 to 14.06; teacher (Kelly) 17.8 to 21.02; \$42K due to rate increase
135	Unemployment Compensation	\$500	\$555	\$829	\$670	\$850	\$180	26.9%	\$850		Primex
136	Workers' Compensation	\$3,164	\$3,163	\$3,069	\$3,400	\$3,400	\$0	0.0%	\$3,400		Primex
137	Contracted Services-GASB 75	\$6,500	\$15,000	\$15,000	\$6,500	\$6,500	\$0	0.0%	\$6,500		report calculates post employment benefits and liability of our retirees (KMS Actuaries)
138	ADA-Accomodations	\$269	\$0	\$0	\$0	\$0	\$0	-	\$0		
139	TOTAL BENEFITS	\$367,951	\$376,764	\$459,153	\$464,745	\$568,659	\$103,915	22.4%	\$552,551		
141	Total Expenses	\$1,488,777	\$1,531,987	\$1,727,352	\$1,813,954	\$1,948,717	\$134,763	7.4%	\$1,919,324		(Last year our proposal was a 4.4% increase)
142	Less Revenue			<i>Grants</i>	-\$4,000	-\$4,000					
143				<i>Use of Fund Balance</i>	-\$26,854	\$0					
144	Total Budget				\$1,783,100	\$1,944,717	\$161,617	9.1%			* Every 1% change reflects about \$17,800

refer
to
lines

Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Proposed Budget	\$ Change FY22 less FY21	% change over fy21	FY22 Adjusted	adj variance	Notes
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COMPARISON to Adjusted		% chg over fy21	
FY22 Expenses	\$1,948,717		7.4%
FY22 Adjusted	\$1,919,324		5.8%
Difference	\$29,393		

FY 21 FUND BALANCE PROJECTION			
	As % of FY21 Expense Budget		
Beginning Balance	\$167,064		
Anticipated Use	-\$26,854		
FY21 Ending Balance	\$140,210	7.7%	[Target 7 to 10%]

FY 22 FUND BALANCE PROJECTION			
	As % of FY22 Expense Budget		
Beginning Balance	\$140,210		
Anticipated Use	\$0		
FY22 Ending Balance	\$140,210	7.2%	[Target 7 to 10%]

ADJUSTMENT HISTORY				
Draft #	Changes	Total Budget	% Chg	Notes
2a		\$ 1,975,209	8.9%	Reviewed with subcommittee
3	\$ (21,220)	\$ 1,953,989	7.7%	reduced 19 lines highlighted above
3a	\$ (13,628)	\$ 1,940,361	7.0%	CPI raises from 3% to 2% for all
3b	\$ 4,768	\$ 1,945,129	7.2%	Health & Dental from 8% to GMR 10.9%
3c	\$ 18,534	\$ 1,963,663	8.3%	CPI raises back to 3%; add portable storage rental (\$3588)
3d	\$ 14,946	\$ 1,948,717	7.4%	CPI 2%

Significant drivers to the increase:
Wages + \$75k
NHRS rate increase \$42k
Total Benefits + \$90k