

SAU 41 GOVERNING BOARD

AGENDA

Wednesday, February 22, 2016

6:00PM

Captain Samuel Douglass Academy

Times are estimates only and subject to change without notice

6:00 Call to Order

Appointment of Process Observer

Agenda Adjustments

6:10 Public Input

Approval of Minutes

6:20 Discussion

- Update on SAU staffing
- Update 4 Lund Lane

6:30 Deliberations

- To see what action the Board will take regarding the Business Administrators recommendation regarding new hire benefits

6:45 Agenda Building

6:55 Non – Public - under RSA 91-A: 3II (a) Compensation and/or (c) Reputation

8:00 Adjourn



School Administrative Unit #41

Hollis, Brookline & Hollis-Brookline Cooperative School Districts
Office of the Superintendent of Schools
4 Lund Lane
Hollis, New Hampshire 03049
603.324.5999 fax 603.465.3933

DATE: February 17, 2017

TO: Andy Corey and SAU Governing Board

FROM: Kelly Seeley
Business Administrator

WELCOME ABOARD!

With the retirements of Debbie Paradis and Judi Lafreniere at the end of December and the unfortunate departure of Denise Norton in mid-December, the Business Office found itself in a very challenging position.

Three excellent candidates came from our job searches and they are:

Assistant Business Administrator for Hollis and Brookline

Kristen Maher

Kristen started in early January and comes to us from the corporate world with a whole new perspective on how we do things.....I anticipate some very positive improvements. She has a very strong accounting background which will keep the business office moving in the right direction.

Accounting Specialist

Cathy Pounder – Hollis and Brookline

Cathy started at the end of September. Her background is from the municipal side of the world with experience in both payroll and accounts payable. Her “town government” knowledge enabled her to hit the ground running when she joined the staff.

Lily Chavez – Coop and SAU

Lily started at the end of December. She came to us from a temp agency as a temp-to-perm. She is doing such a fabulous job that she’ll be joining our staff permanently on March 1st. Lily’s experience comes from a school system in Kansas where she did payroll. She recently moved back to NH and we are benefiting from her location change.

RECOGNITION

It is very important to note that the smooth transition we are enjoying from the outgoing employees to the new staff is 100% due to the exceptional dedication of Debbie Paradis and Linda Sherwood. They have both gone above and beyond their roles to ensure that our three freshmen staff are well trained and ready to take on the critical duties of the Business Office. It has been very stressful but I can’t stress enough how truly important their contributions have been.

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UNASSIGNED FUND BALANCE REQUEST

Although we did an excellent job of hiring our new staff at the salaries that fall within what was budgeted for FY17, we were not able to accurately predict what health and dental choices these employees would make.

In addition, despite several tries, we were not able to secure an appropriate candidate for the last accounting specialist position through our normal hiring process so we turned to the agency that brought us two other great employees: Carrie Marsh and Maryann Johnson. Because there are fees involved in a temp-to-perm situation, we are lacking budget monies to cover the full amount of fees.

Lastly, we are also short on funds to continue the archiving of our confidential personnel records so we can reduce paper in the attic and have these records secured digitally.

Because of these three situations, I'd like to request the following be funded from the unassigned fund balance. The request represents a worst case scenario. We will do everything we can to fund these shortages with current budget monies:

Health Insurance Discrepancy - \$6,000

Temp Fees - \$5,000

Record Archiving - \$2,000

Total Request: \$13,000

Suggested Motion: To approve the use of up to \$13,000 in unreserved fund balance to ensure funding for health insurance, temp fees associated with staffing and record archiving for FY17

The current unassigned fund balance in the SAU is \$126,000.