

SAU 41 GOVERNING BOARD  
AGENDA  
Thursday, December 13, 2018  
6:00PM

**Hollis Brookline Middle School**

Times are estimates only and subject to change without notice

- 6:00 Call to Order
- Appointment of Process Observer
- Agenda Adjustments
- Correspondence
- 6:30 Motion to recess SAU Meeting
- Open Public Hearing – SAU 41 – Fiscal Year 2020 budget presentation
- 7:00 Public Input
- Approval of Minutes
- 7:15 **Deliberations**
- To see what action the Board will take regarding the SAU 41 Fiscal Year 2020 budget
- 7:40 SAU Transportation Request for Proposal Update
- 7:55 Superintendent's Evaluation
- Timeline, Confirm assignments, explain process
- 8:00 Non – Public - under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 8:25 Motion to Adjourn

**SAU #41  
Hollis - Brookline**

**SAU #41**  
School Administrative Unit  
serving the towns of Brookline  
and Hollis, NH  
**Budget**  
**2019-2020 School Year**



**SAU Governing Board Meeting**  
**December 13, 2018**

## SAU 41 Budget Subcommittee

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- ❖ SAU:
  - ❖ Andy Corey, Superintendent
  - ❖ Kelly Seeley, Business Administrator
  - ❖ Linda Sherwood, Assistant Business Administrator
  
- ❖ BROOKLINE:
  - ❖ Alison Marsano, Brookline School Board
  - ❖ Brian Rater, Brookline Finance Committee
  
- ❖ HOLLIS:
  - ❖ Michelle St. John, Hollis School Board
  - ❖ Michael Harris, Hollis Budget Committee
  
- ❖ COOP:
  - ❖ John Cross, Coop School Board
  - ❖ Darlene Mann, Coop Budget Committee

## **Agenda**

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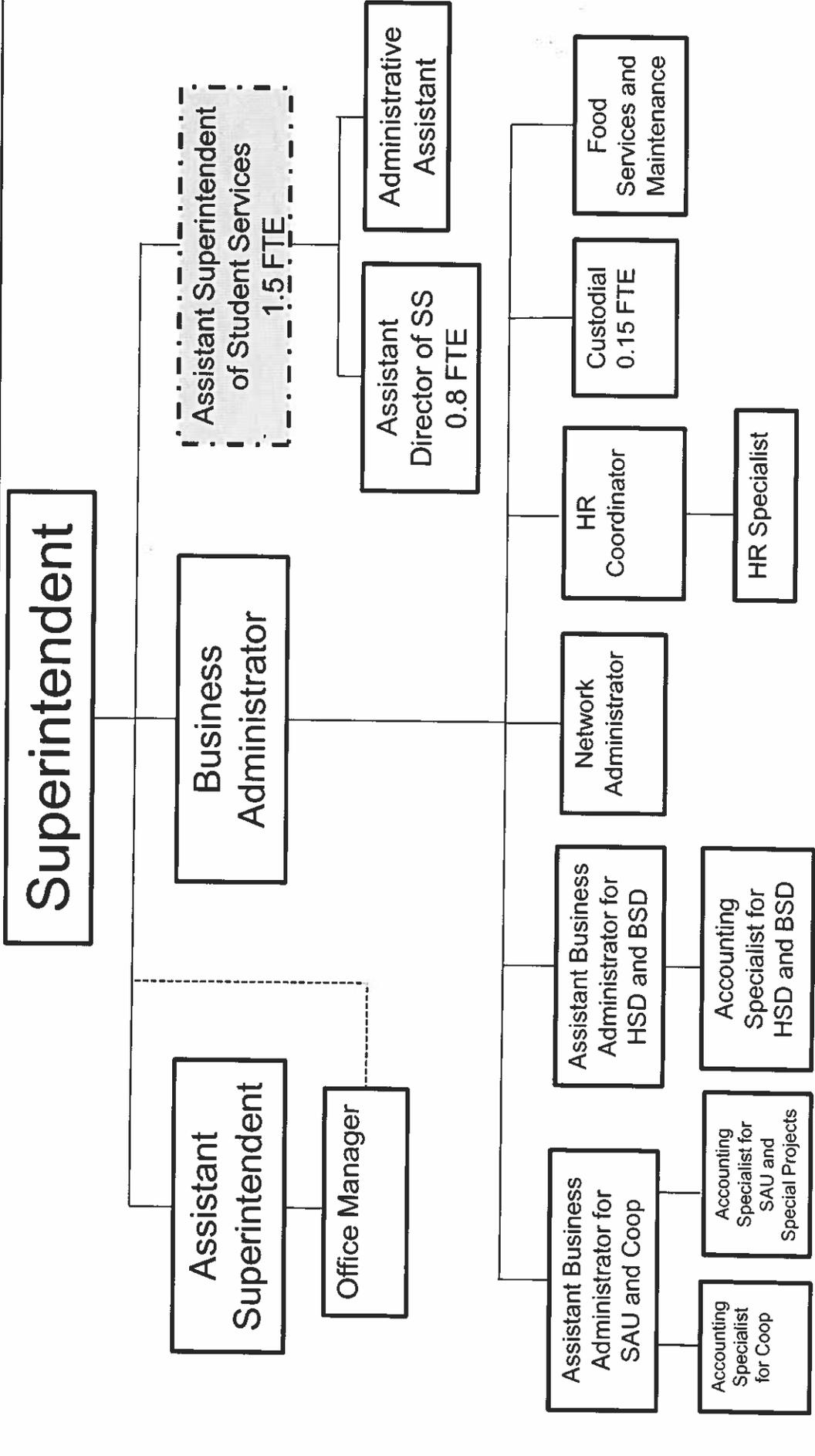
- SAU 41 Organizational Structure
- FY20 Budget
  - Overview: Proposed Budget and Adjusted Budget
  - Budget Components
  - Significant Drivers
  - Budget Breakdown by Category
  - Unassigned Fund Balance
  - Revenue
  - Budget Apportionment by District
- Warrant Article
- Questions & Answers

SAU #41

Hollis - Brookline

FY20 Change

# SAU 41 ORGANIZATIONAL STRUCTURE



# FY20 Budget

Comparison to  
 FY19 Budget



FY19 Budget *	FY20 Proposed Budget	Difference
\$ 1,602,693	\$ 1,719,314	+ \$116,621 + 7.3 %

Comparison to  
 Adjusted Budget

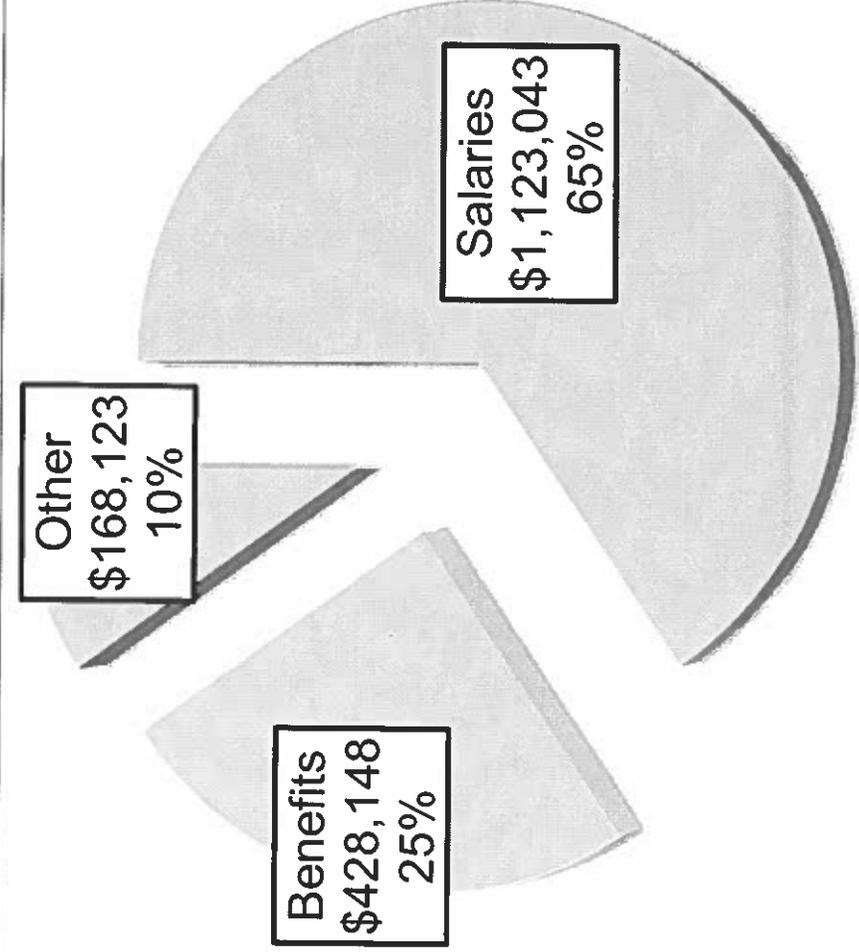


FY20 Adjusted Budget	FY20 Proposed Budget	Difference
\$ 1,691,711	\$ 1,719,314	+ \$27,603 + 1.6 %

\* Includes board approved use of fund balance

# FY20 Budget

## Budget Components



**SAU #41  
Hollis - Brookline**

**FY20 Budget**

Budget Drivers	Increase over FY19 Budget	
Salaries	+\$ 82,975	<ul style="list-style-type: none"> <li>• Assistant Superintendent of Student Services 1.5 FTE</li> <li>• Salaried employees +3.0%</li> <li>• Market rate adjustments \$8,000 to four business office employees</li> </ul>
Benefits & Merit Pay	+\$ 24,924	<ul style="list-style-type: none"> <li>• Health Insurance GMR +8.1%</li> <li>• Dental Insurance GMR +2.3%</li> <li>• Hourly employees +2.5%</li> <li>• Merit pool based on history instead of formula</li> <li>• Associated benefits to new assistant superintendent of student services</li> </ul>
Rent	+\$ 5,000	<ul style="list-style-type: none"> <li>• Final in series of increases:               <ul style="list-style-type: none"> <li>• FY10 to FY17 Rent = \$8,000 per year (\$1.36 sq/ft)</li> <li>• FY18 Rent = \$13,000</li> <li>• FY19 Rent = \$18,970</li> <li>• Fy 20 Rent = \$23,970 (\$4.25 sq/ft)</li> </ul> </li> </ul>

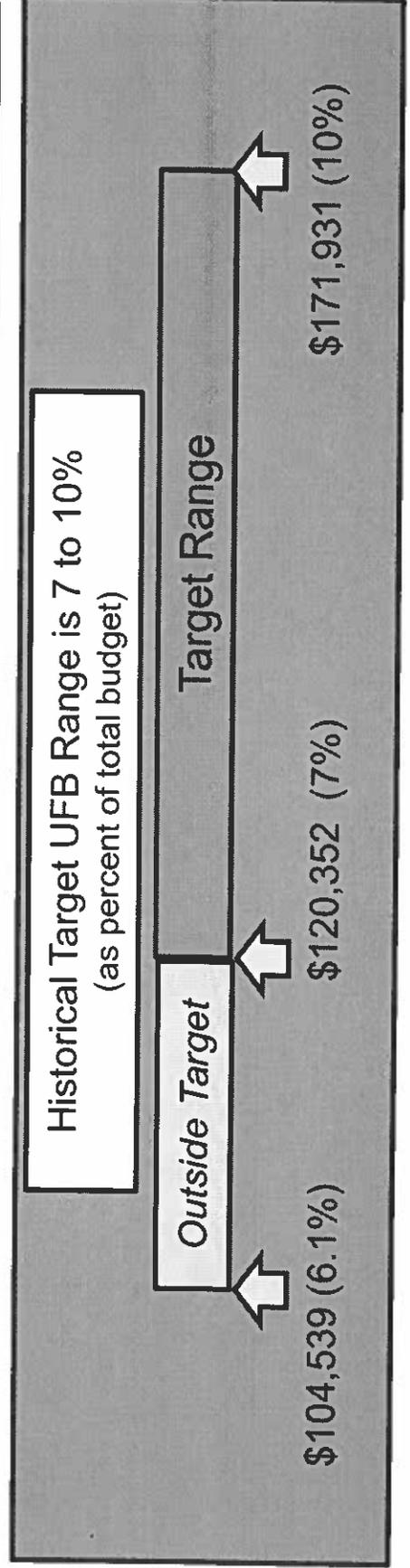
**SAU #41  
Hollis - Brookline**

**FY20 Budget**

Category	FY19 Budget	FY20 Proposed	\$ Change	% Change
Wages	1,040,068	1,123,043	82,975	8.0%
Benefits	415,642	428,148	12,506	3.0%
Merit Increase	9,520	21,938	12,418	130.4%
Operations & Maintenance	46,520	54,340	7,820	16.8%
Professional Development	24,600	26,475	1,875	7.6%
Travel	16,160	16,600	440	2.7%
Services	21,383	21,420	37	0.2%
Equipment & Software	14,200	14,150	-50	-0.4%
Expendables	14,600	13,200	-1,400	-9.6%
<b>Total</b>	<b>\$ 1,602,693</b>	<b>\$ 1,719,314</b>	<b>\$ 116,621</b>	<b>7.3%</b>

# FY20 Budget

<b>UNASSIGNED FUND BALANCE</b>	
When revenue exceeds expenses at year end, the balance goes into this unassigned fund.	
	<b>Balance</b>
FY19 Unassigned Fund -- Beginning Balance	\$129,509
FY19 Expenses covered by fund balance	- \$24,970
FY19 Projected Unassigned Fund -- Ending Balance	<b>\$104,539</b>
FY20 Projected use of fund balance	\$0



FY20 Budget

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REVENUE	
Grants/Indirect Costs	\$ 4,000
Use of Fund Balance	\$ 0
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Total Revenue	\$ 4,000

## FY20 Budget

### Distribution of Funds to be Raised by Districts

	2018-2019	2019-2020	
Expenses	\$ 1,577,723	\$ 1,719,314	
Revenue	\$ 10,651	\$ 4,000	
<b>Total Appropriation</b>	<b>\$ 1,567,072</b>	<b>\$ 1,715,314</b>	
<b>School District</b>	<b>2018-2019 District Share</b>	<b>2019-2020 District Share</b>	<b>2019-2020 District %</b>
Brookline	\$ 279,152	\$ 302,679	17.6%
Hollis	\$ 481,112	\$ 534,271	31.2%
COOP	\$ 806,808	\$ 878,364	51.2%
<b>Total Appropriation</b>	<b>\$ 1,567,072</b>	<b>\$ 1,715,314</b>	<b>100.0%</b>

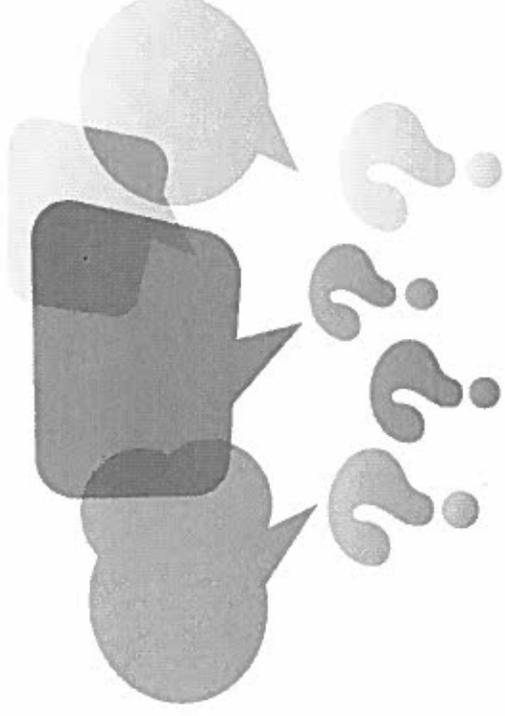
Distribution is determined by a calculation using equalized valuation as provided by the state and the average daily membership of students.

## Warrant Article

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Shall the voters of the \_\_\_\_\_ School District adopt a school administrative unit budget of \$1,719,314 for the forthcoming fiscal year in which \$XXXX is assigned to the school budget of this school district? This year's adjusted budget of \$1,691,711, with \$ XXXX assigned to the school budget of this school district, will be adopted if the article does not receive a majority vote of all the school district voters voting in this school administrative unit. The budget committee **does/does not** recommend this appropriation. The school board **does/does not** recommend this appropriation.

## Questions & Answers



*We thank you  
for your support !*

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	Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Proposed Budget	FY20 less FY19	% change	FY20 DEFAULT
26	<b>Student Services</b>								
27	Salary, Student Services Director	\$99,330	\$105,379	\$105,350	\$108,405	\$167,128	\$58,723	54.2%	\$167,128
28	Salary - Asst. Director of Student Services	\$39,501	\$71,000	\$72,775	\$74,885	\$77,132	\$2,247	3.0%	\$77,132
29	Salary, Student Services Admin Asst.	\$42,067	\$42,771	\$43,680	\$44,948	\$44,948	\$0	0.0%	\$44,948
30	Course Reimbursement		\$6,740	\$11,878	\$0	\$0	\$0	-	\$0
31	Conferences- DSS/ADSS	\$1,029	\$1,150	\$1,270	\$850	\$2,770	\$1,920	225.9%	\$850
32	Contracted Services	\$19,529		\$7,225	\$0	\$0	\$0	-	\$0
33	Telephone DSS/ADSS-Contract	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$1,800
34	Travel-DSS In District- contract	\$900	\$900	\$900	\$900	\$900	\$0	0.0%	\$900
35	Travel-ADSS- Out of District	\$1,534	\$1,972	\$1,888	\$2,200	\$2,000	-\$200	-9.1%	\$2,000
36	Travel- Conferences	\$891	\$452	\$361	\$550	\$550	\$0	0.0%	\$550
37	Travel- DSS- Out of District	\$501	\$2,315	\$1,809	\$2,600	\$2,600	\$0	0.0%	\$2,600
38	Travel- Professional Development			\$1,375	\$0	\$500	\$500	-	\$0
39	Equipment	\$713		\$0	\$0	\$0	\$0	-	\$0
40	Dues	\$1,490	\$1,340	\$1,540	\$1,400	\$1,690	\$290	20.7%	\$1,690
41	<b>TOTAL STUDENT SERVICES</b>	<b>\$209,284</b>	<b>\$235,819</b>	<b>\$251,852</b>	<b>\$238,538</b>	<b>\$302,018</b>	<b>\$63,480</b>	<b>26.6%</b>	<b>\$299,598</b>
42	<b>Network Administrator</b>								
43	Salary, Network Administrator	\$74,775	\$78,559	\$78,178	\$80,445	\$82,858	\$2,413	3.0%	\$82,858
44	Course Reimbursement - Network Admin	\$224		\$0	\$0	\$0	\$0	-	\$0
45	Conferences-Network Administrator	\$298	\$793	\$0	\$900	\$900	\$0	0.0%	\$900
46	Telephone-Contract	\$510	\$600	\$600	\$600	\$600	\$0	0.0%	\$600
47	Travel	\$350	\$0	\$0	\$500	\$500	\$0	0.0%	\$500
48	Travel- Conferences		\$634	\$0	\$750	\$750	\$0	0.0%	\$750
49	<b>TOTAL NETWORK ADMINISTRATOR</b>	<b>\$76,157</b>	<b>\$80,586</b>	<b>\$78,778</b>	<b>\$83,195</b>	<b>\$85,608</b>	<b>\$2,413</b>	<b>2.9%</b>	<b>\$85,608</b>
50	<b>Technology</b>								
51	Contracted Scvs-Tyler Technologies	\$27,892	\$29,287	\$31,251	\$0	\$0	\$0	-	\$0
52	Technology Supplies			\$86	\$400	\$400	\$0	0.0%	\$400
53	Support Contracts/Hosted Services	\$500	\$836	\$505	\$836	\$1,000	\$164	19.6%	\$1,000
54	Site Licenses	\$496	\$496	\$496	\$550	\$550	\$0	0.0%	\$550
55	Additional Computer Equipment		\$1,046	\$140	\$900	\$900	\$0	0.0%	\$900
56	Replacement Computers	\$22,296		\$0	\$850	\$1,000	\$150	17.6%	\$850
57	<b>TOTAL TECHNOLOGY</b>	<b>\$51,183</b>	<b>\$31,664</b>	<b>\$32,477</b>	<b>\$3,536</b>	<b>\$3,850</b>	<b>\$314</b>	<b>8.9%</b>	<b>\$3,700</b>

	Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Proposed Budget	FY20 less FY19	% change	FY20 DEFAULT
58	<b>Business Office</b>								
59	Salary, Business Administrator	\$94,000	\$98,756	\$99,000	\$105,378	\$108,539	\$3,161	3.0%	\$108,539
60	Salary, Asst. Business Administrators (2)	\$85,655	\$98,855	\$103,269	\$110,472	\$118,787	\$8,315	7.5%	\$118,787
61	Contract End Stipend				\$1,105	\$0	-\$1,105	-100.0%	\$0
62	Salary, Business Office Staff (AS/ HR)	\$134,570	\$152,106	\$135,615	\$189,969	\$198,199	\$8,230	4.3%	\$198,199
63	Wages- Archiving		\$2,940			\$0	\$0	-	\$0
64	Course Reimbursement - BA			\$257	\$2,000	\$1,000	-\$1,000	-50.0%	\$2,000
65	Conferences-BA/ABA	\$220		\$225	\$500	\$500	\$0	0.0%	\$500
66	Conferences-Bus Off		\$175	\$180	\$300	\$300	\$0	0.0%	\$300
67	Professional Services- Training		\$1,100	\$1,100	\$3,500	\$3,500	\$0	0.0%	\$3,500
68	Audit	\$5,050	\$3,950	\$4,500	\$4,600	\$4,600	\$0	0.0%	\$4,600
69	Other Professional Services	\$5,483	\$100	-\$47	\$120	\$120	\$0	0.0%	\$120
70	Temp Agency		\$11,570	\$19,760	\$17,277	\$0	-\$17,277	-100.0%	\$0
71	Telephone-BA-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600
72	Travel-BA-Contract	\$1,878	\$600	\$600	\$600	\$600	\$0	0.0%	\$600
73	Travel- Conferences- Bus Office	\$100	\$190	\$0	\$200	\$200	\$0	0.0%	\$200
74	Travel- Conferences- BA/ABA	\$50	\$53	\$53	\$200	\$200	\$0	0.0%	\$200
75	Travel- ABA/Bus Office		\$765	\$1,002	\$1,100	\$1,200	\$100	9.1%	\$1,100
76	Dues-BA	\$1,222	\$1,471	\$1,662	\$1,775	\$1,871	\$96	5.4%	\$1,871
77	<b>TOTAL BUSINESS OFFICE</b>	<b>\$328,828</b>	<b>\$373,178</b>	<b>\$367,776</b>	<b>\$439,696</b>	<b>\$440,216</b>	<b>\$520</b>	<b>0.1%</b>	<b>\$433,116</b>
78	<b>Maintenance</b>								
79	PT Custodian	\$4,391	\$4,478	\$4,502	\$8,500	\$8,500	\$0	0.0%	\$8,500
80	Maintenance Stipend-Hinckley	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%	\$1,500
81	Inspections		\$1,084	\$604	\$1,250	\$700	-\$550	-44.0%	\$1,250
82	Septic	\$600	\$600	\$300	\$650	\$650	\$0	0.0%	\$650
83	Furnace	\$450	\$0	\$405	\$500	\$500	\$0	0.0%	\$500
84	Snow Removal	\$2,483	\$7,393	\$5,261	\$8,500	\$8,500	\$0	0.0%	\$8,500
85	Mowing/ Landscaping	\$519	\$17	\$0	\$1,000	\$3,500	\$2,500	250.0%	\$1,000
86	General Maintenance	\$8,348	\$2,540	\$2,590	\$3,550	\$3,550	\$0	0.0%	\$3,550
87	Rent	\$8,000	\$8,000	\$13,000	\$18,970	\$23,970	\$5,001	26.4%	\$23,970
88	Maintenance Service Contracts		\$736	\$948	\$800	\$1,050	\$250	31.3%	\$1,050
89	Property Liability Insurance		\$2,818	\$2,912	\$2,970	\$3,120	\$150	5.1%	\$3,120
90	Utilities	\$4,337	\$4,923	\$5,538	\$5,500	\$6,200	\$700	12.7%	\$6,200
91	Heating Oil	\$2,057	\$2,019	\$2,011	\$2,600	\$2,600	\$0	0.0%	\$2,600
92	<b>TOTAL MAINTENANCE</b>	<b>\$32,684</b>	<b>\$36,108</b>	<b>\$39,573</b>	<b>\$56,290</b>	<b>\$64,340</b>	<b>\$8,051</b>	<b>14.3%</b>	<b>\$62,390</b>

	Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Proposed Budget	FY20 less FY19	% change	FY20 DEFAULT
93	<b>General</b>								
94	Salary, Office Mgr	\$26,831	\$27,300	\$25,696	\$26,880	\$32,663	\$5,783	21.5%	\$32,663
95	Office Substitutes	\$1,463		\$0	\$1,000	\$1,000	\$0	0.0%	\$1,000
96	Coursework Reimbursement-Pooled			\$0	\$0	\$0	\$0	-	\$0
97	Course Reimbursement- new opps			\$0	\$0	\$0	\$0	-	\$0
98	Summer Leadership Planning Session	\$2,919	\$997	\$997	\$1,500	\$1,200	-\$300	-20.0%	\$1,500
99	Legal Services	\$625	\$138	\$341	\$1,000	\$1,000	\$0	0.0%	\$1,000
100	Contracted Services	\$11,492	\$481	\$211	\$788	\$600	-\$188	-23.9%	\$788
101	Attic Recycling	\$1,907		\$0	\$0	\$0	\$0	-	\$0
102	Print management		\$1,040	\$1,445	\$1,718	\$1,800	\$82	4.8%	\$1,800
103	Copier Service/ Leases	\$3,527	\$3,250	\$2,409	\$5,446	\$5,000	-\$446	-8.2%	\$5,446
104	Internet-eRate Funded	\$0	\$0	\$0	\$0	\$0	\$0	-	\$0
105	Telephone	\$4,734	\$5,779	\$6,224	\$6,300	\$7,000	\$700	11.1%	\$7,000
106	Postage	\$6,952	\$5,929	\$3,582	\$6,500	\$4,500	-\$2,000	-30.8%	\$6,500
107	Advertising	\$450	\$1,443	\$653	\$1,500	\$1,500	\$0	0.0%	\$1,500
108	Printing	\$238	\$248	\$277	\$275	\$300	\$25	9.1%	\$275
109	Travel, Clerical Staff	\$887	\$90	\$78	\$110	\$150	\$40	36.4%	\$110
110	Office Hospitality	\$606	\$423	\$797	\$600	\$800	\$200	33.3%	\$600
111	Expendable Supplies	\$4,785	\$4,600	\$3,987	\$4,800	\$4,800	\$0	0.0%	\$4,800
112	Beginning of Year Kick Off	\$1,342	\$1,343	\$1,638	\$1,400	\$1,800	\$400	28.6%	\$1,400
113	New Hire Orientation	\$1,520	\$758	\$1,203	\$1,300	\$1,300	\$0	0.0%	\$1,300
114	Equipment Repair/Replacement	\$999	\$401	\$353	\$2,000	\$2,000	\$0	0.0%	\$2,000
115	Office Equipment		\$1,760	\$0	\$1,500	\$1,500	\$0	0.0%	\$1,500
116	Bank Fees	\$76	\$0	\$0	\$0	\$0	\$0	-	\$0
117	Professional Development-Series-NHSAA	\$1,950	\$1,950	\$1,850	\$2,100	\$2,100	\$0	0.0%	\$2,100
118	<b>TOTAL GENERAL</b>	<b>\$73,302</b>	<b>\$57,930</b>	<b>\$51,741</b>	<b>\$66,717</b>	<b>\$71,013</b>	<b>\$4,296</b>	<b>6.4%</b>	<b>\$73,282</b>

	Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Proposed Budget	FY20 less FY19	% change	FY20 DEFAULT
119	<b>Benefits</b>								
120	Hourly Salary Increases-CPI			\$0	\$0	\$6,938	\$6,938	-	\$0
121	Year End Merit Pool	\$14,500	\$10,000	\$11,000	\$3,686	\$15,000	\$11,314	306.9%	\$3,686
122	Health Insurance	\$111,062	\$131,723	\$151,928	\$153,785	\$155,279	\$1,494	1.0%	\$155,279
123	Dental Insurance	\$8,734	\$8,949	\$12,268	\$15,213	\$11,547	-\$3,666	-24.1%	\$11,547
124	Life, LTD, and ADD insurance	\$5,002	\$5,668	\$5,743	\$6,921	\$7,346	\$425	6.1%	\$7,346
125	Flex Benefit Spending	-\$44	-\$4	-\$672	\$0	\$0	\$0	-	\$0
126	Superintendent 403b Match	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.0%	\$5,000
127	FICA/Medicare	\$65,930	\$71,674	\$71,428	\$79,826	\$86,718	\$6,892	8.6%	\$86,718
128	NH Retirement	\$89,397	\$88,077	\$94,228	\$130,355	\$128,038	-\$2,317	-1.8%	\$128,038
129	Unemployment Compensation	\$1,413	\$750	\$500	\$550	\$550	\$0	0.0%	\$550
130	Workers' Compensation	\$4,790	\$3,091	\$3,164	\$3,163	\$3,400	\$237	7.5%	\$3,400
131	Contracted Services-GASB 75	\$4,500	\$0	\$6,500	\$0	\$6,500	\$6,500	-	\$6,500
132	ADA-Accommodations	\$0	\$0	\$269	\$0	\$0	\$0	-	\$0
133	Fy19 Board approved benefits	\$0	\$0	\$0	\$23,770	\$23,770	\$0	0.0%	\$23,770
134	<b>TOTAL BENEFITS</b>	<b>\$310,284</b>	<b>\$324,928</b>	<b>\$361,356</b>	<b>\$422,269</b>	<b>\$450,086</b>	<b>\$27,817</b>	<b>6.6%</b>	<b>\$431,834</b>

<b>Total Expenses</b>	<b>\$1,403,186</b>	<b>\$1,432,101</b>	<b>\$1,488,777</b>	<b>\$1,602,693</b>	<b>\$1,719,314</b>	<b>\$116,621</b>	<b>7.3%</b>	<b>\$1,691,711</b>
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Less FY19 Board approved benefits \$24,970

Original FY19 Budget \$1,577,723

COMPARISON (FY20 to FY19)	FY20 Proposed	\$1,719,314
	less FY 19 Budget	\$1,602,693
	Difference	\$116,621
Difference as % of FY19		7.3%

FY19 Board approved additions to budget	
Salaries	\$19,000 (included in salary account lines)
Reimbursements	\$24,970
Total	\$43,970

COMPARISON (FY20 to Default)	FY20 Proposed	\$1,719,314
	less FY20 Default	\$1,691,711
	Difference	\$27,603
Difference as % of Proposed		1.6%

FUND BALANCE	FY19 Beginning Balance	\$129,509	As % of FY20 Budget
	less FY19 approved use	\$24,970	
	Projected FY19 Ending Bal	\$104,539	
		6.1%	(Target 7 to 10%)