

SCHOOL ADMINISTRATIVE UNIT #34

Deering, Hillsboro, Washington, and Windsor

SAU #34 SCHOOL BOARD MEETING

Thursday, October 26, 2017 - 6:30 pm

Hillsboro-Deering Elementary School Media Center

MINUTES

A. CALL TO ORDER—PLEDGE OF ALLEGIANCE

Chair Hahn called the meeting to order at 6:30pm. He led the Pledge of Allegiance and a moment of silence. He thanked everyone for attending the meeting and stated that the meeting was being recorded and will appear on the internet.

B. ROLL CALL

Hillsboro-Deering School Board	Rich Pelletier	Present
	Chris Bober	Present
	Paul Plater	Present
	Nancy Egner	Present
	Steve Hahn	Present
Washington School Board	Gayle Terani	Absent
	Linda Musmanno	Present
	Karen Belanger	Present
	Kathy Atkins	Present
	Cameo Mulliner	Present
Windsor School Board	Darlene Cuddy	Absent
	Gloria Landry	Present
	Cynthia Stosse	Present

Robert Hassett, Superintendent
Patricia Parenteau, Assistant Superintendent
Lori Schmidt, Business Administrator
Carol Fogarty, Executive Assistant

C. CORRESPONDENCE

None

D. PUBLIC FORUM—Limited to five minutes per person.

- a. Comments by John Segedy
 - i. Give all the money back.
 1. There is enough in the slush funds already
 - ii. Buying Bob's vacation time has to stop.
 1. Need to remove this option from any future contract.

A Public Budget Hearing will be held on the FY 2018-2019 Proposed Budget for SAU #34 on Monday, November 13, 2017 at 6:30 pm, in the Hillsboro-Deering Elementary School Media Center. A regular meeting of the SAU #34 Board will immediately follow at the same location.

- iii. Questions why there is anything but a small token about of money allocated to line item 442 of the proposed budget.
 1. The copiers are owned by the SAU.
 - a. The SAU is not leasing the equipment. This line item should be set at \$0.00.
 - i. This, in his opinion, is hiding slush money.
 2. Clarification on the previous meeting's minutes
 - a. Letter 'F', section 'a', line 'ii'
 - i. Add "at the end of the contract" so that the minutes will now read: "He suggests that the current board continue to plan to do so at the end of the contract."
 3. Asked for clarification on the variations on the proposed budget handout
 - a. Typo found in the 3rd box.
 4. Requests that a second public forum be added to the agenda after the discussion portion of the meeting, and before the voting portion of the meeting to give the public a chance to comment on what was discussed before the board votes.

E. NEW BUSINESS

1. Proposed FY19 SAU #34 Budget
 - a. Lori Schmidt
 - i. The Hillsboro-Deering School Board voted to hold the rent at \$40,000 for one year, instead of increasing it by \$5,000 as the contract dictates.
 - ii. Added an office assistant position for the SAU to the proposed budget.
 - iii. Contacted services line in the proposed budget includes \$10,000 for the strategic plan.
 - iv. There is a guaranteed 1% maximum rate increase for insurance premiums.
 - v. Line item 442 - Copiers
 1. We do own the equipment, however we still have to pay for maintenance and supplies
 - a. We will be cleared in April to solicit bids for a new copier contract.
 - vi. Adding an administrative assistant position
 1. Budgeted at \$20/per hour for 24 hours a week.
 - a. Not a benefited position, but prorated paid time off will be available.
 - i. Finding someone qualified to fill this position with the set terms will be difficult.
 2. In the past, there was a "financial annalist" position
 - a. This position could be used to lighten the work load across several position at the SAU office. This would mean redefining current staff job descriptions,
 - b. Job descriptions could be presented at the public budget meeting if requested.
 - vii. Question by Nancy Egner - Are there complications to re-defining other people's job descriptions?

1. The dollar amount presented will not change, just the capacity of the proposed position.
2. General Discussion
 - a. Nancy Egner
 - i. Concerned that they lost a full-time position, and that only a part time position is being added back.
 - ii. The strategic plan is very important.
 - iii. This position in the capacity presented will not only help the business office, but everyone in the district.
 - iv. The strategic plan is a one time special project.
 1. Projected cost is \$10,000.
 - v. The proposed added position is an added operational expense.
 - b. Chris Bobber
 - i. A strategic plan is definitely needed. Especially if we add a new position and will be changing the job descriptions of current positions.
 - c. If the strategic plan was not in the SAU budget, the presented budget would be \$10,000 less.
 - i. The \$10,000 would be distributed in the individual school board budgets.
 - ii. Best to keep it in the SAU budget.
 - iii. Feels that taking the \$10,000 for the strategic plan from the reserves will not negatively effect the SAU budget.
 - d. Robert Hassett
 - i. The proposed budget is a 7.4% increase from last year's SAU budget.
 - ii. Stressed that the board will need to actively advocate for the 7.4% budget increase.
 - iii. A unanimous vote will show the public that this increase is needed and supported.
 - iv. The office assistant position was cut due to a required budget decrease.
 1. This position is needed to support the office staff.
 - v. He supports adding both the position and the strategic plan
 1. This translates to a \$34,183 increase in the budget.
 - e. Rich Pelletier
 - i. Does not have a problem with adding either the position, or the strategic plan.
 - ii. Does have a problem with a 7.4% increase in the budget as a tax payer.
 1. We will have a better idea of how it will go over once the town tax rates are set.
 - iii. If they pull the strategic plan from the SAU budget and pay for it out of the district budgets, the SAU budget will decrease by \$10,000
 1. Changes the budget increase from 7.4% to a 2.52% increase.
 2. Hillsboro-Deering would end up paying for 84% of the strategic plan.
 3. Dislikes the idea of taking the money to pay for the strategic plan out of the reserve fund.
 - f. Steven Hahn

- i. Suggested that the board can take money from the reserve fund to cut the \$34,000 increase to \$14,000.
 - ii. The strategic plan is for the SAU, and is desperately needed.
 - iii. The plan needs to be comprehensive, and comprehensible.
 - iv. How we pay for it is not as important as that if it gets done.
- g. Paul Plater
 - i. If the strategic plan is going to concern all of the schools, it should be paid for by the SAU.
 - ii. Likes the idea of paying for the strategic plan out of the reserves.

F. PUBLIC FORUM—Limited to five minutes per person.

- a. Comments by John Segedy
 - i. Unless you give back all the money, He will keep promoting that the budget be defeated,
 - ii. He has doubts about the effectiveness of a strategic plan
 - 1. If you are going to go do it, using the surplus money is better than raising taxes to pay for it.

G. ACTION ITEMS

- 1. Meeting Minutes – September 25, 2017
 - a. Corrections to the minutes
 - i. Letter "D", number 3 - change "from out of state" to "Similar states"
 - ii. Letter 'F', section 'a', line 'ii' - Add "at the end of the contract" so that the minutes will now read: "He suggests that the current board continue to plan to do so at the end of the contract."
 - iii. Letter "G", number 2 - change "accept" to "delete"
 - b. Motion by Chris Bober to accept the minutes as amended, second by Nancy - Motion passed 6.4-1-0.
- 2. Fund Balance Amount to Return
 - a. Nancy Egner moved to take \$10,000 from the fund balance to pay for the strategic plan, resulting in a total of \$60,000 from the fund balance, seconded by Chris Bober, motion passed 6.4-0.1 (Rich Pelletier opposed)
- 3. Approve FY19 SAU #34 Budget for Public Hearing
 - a. Motion by Chris Bober to approve the budget as presented, including the part-time position, seconded by Cynthia Stosse, motion passed 6.4-0.1 (Rich Pelletier opposed).

H. ADJOURNMENT

Cynthia Stosse motioned to adjourn the meeting at 7:30pm. Motion seconded by Chris Bober. Motion passed 7- 0 - 0.

Respectfully Submitted,

Megan Fleagle
Board Secretary

Per RSA 91-A:3 II. (a) -(e), (k) and (l) only the following matters may be considered or acted upon by a school board in non-public 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/her, 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 public body itself, unless such person requests an open meeting;
- d) consideration of the acquisition, sale or lease of property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community; and
- e) consideration or negotiations 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/her membership in such body or agency until the claim or litigation has been fully adjudicated or otherwise settled.
- k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.
- l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

SAU
2019 Proposed Budget

updated 10/20/2017
9:17 AM

EXPENDITURES		2016 Actual	2017 Actual	2018 Budget	2018 Actual YTD (9/30/17)	2018 Projected	2019 Proposed Budget	\$ Diff	Notes	2019 Alternate Budget
100	SUPERINTENDENT SALARY	139,458	142,944	146,500	39,447	146,500	149,448	2,948	3	149,448
100	SUPERINTENDENT SALARY (SALE OF VACATION DAYS)	5,364	2,749	5,600	-	5,635	5,713	113	3	5,713
101	ASSISTANT SUPERINTENDENT	97,516	105,463	108,600	29,246	108,600	110,780	2,180	3	110,780
102	BUSINESS ADMINISTRATOR	99,521	85,193	87,500	23,531	87,400	89,148	1,648	3	89,148
103	ADMINISTRATIVE STAFF	133,110	139,560	149,600	36,639	147,373	150,300	700	3	150,802
104	DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENT	44,256	45,584	52,500	12,641	50,000	50,000	(2,500)		52,500
106	BOOKKEEPERS	110,954	111,175	95,600	24,468	95,600	97,600	2,000	3	95,600
	BUSINESS OFFICE ASSISTANT						22,464		4	
110	HEALTH INS BUY OUT	18,293	19,979.41	36,000	-	31,500	27,000	(9,000)	5	27,000
211	HEALTH INSURANCE	51,139	68,913	73,300	16,684	79,650	91,585	18,285	5	91,585
212	DENTAL INSURANCE	8,232	10,248	10,000	2,577	10,514	11,000	1,000		10,514
213	LIFE INSURANCE	1,436	1,496	2,000	406	1,558	2,000	-		2,000
214	LONG TERM DISABILITY INSURANCE	1,686	1,751	2,500	468	1,816	2,500	-		2,500
220	FICA & MEDICARE	46,856	47,177	52,200	12,394	51,455	53,700	1,500		52,096
230	NH RETIREMENT	60,740	63,897	72,900	17,185	66,880	68,000	(4,900)	6	68,450
240	COURSE REIMBURSEMENT	-	960	5,000	-	5,000	5,000	-		5,000
250	UNEMPLOYMENT COMPENSATION	1,008	1,134	1,300	-	1,300	1,300	-		1,300
260	WORKER COMP INSURANCE	3,493	4,908	2,300	5,053	5,053	5,500	3,200	7	5,500
290	TRAINING	8,509	8,235	10,200	3,964	10,200	8,400	(1,800)	8	8,400
330	CONTRACTED PROFESSIONAL SERVICES	43,932	15,445	39,600	26,066	39,600	37,000	(2,600)	9	32,875
380	AUDIT & LEGAL FEES	5,388	5,889	9,000	-	9,000	9,000	-		9,000
430	EQUIPMENT REPAIRS & MAINT	77	-	5,000	-	5,000	2,500	(2,500)		5,000
442	COPIER & EQUIPMENT LEASES	6,208	7,709	12,000	3,529	5,500	10,000	(2,000)	10	12,000
450	OFFICE RENTAL	30,000	35,000	40,000	-	40,000	40,000	-		40,000
531	TELEPHONE SERVICES	8,745	15,063	8,500	3,539	16,000	17,500	9,000	11	17,500
534	POSTAGE	4,291	3,817	4,000	108	4,000	4,000	-		4,000
540	ADVERTISING	3,025	850	1,100	-	1,100	1,100	-		1,100
550	PRINTING EXPENSE	-	-	400	-	400	400	-		400
580	TRAVEL	6,013	5,896	10,200	85	10,200	8,000	(2,200)	12	8,000
610	SUPPLIES	11,683	8,927	10,000	2,328	10,000	10,000	-		10,000
640	BOOKS & PERIODICALS	-	199	200	-	200	200	-		200
730	COMPUTER EQUIPMENT	5,510	2,728	1,500	1,704	1,704	1,500	-		1,500
733	FURNITURE & FIXTURES	1,520	522	2,000	-	2,000	2,000	-		2,000
810	DUES & FEES	8,322	7,926	7,700	5,880	7,000	7,000	(700)	13	7,700
840	BOARD CONTINGENCY	-	36	200	111	200	200	-		200
890	ACADEMIC RECOGNITION	3,286	4,486	5,000	-	5,000	5,000	-		5,000

COST TO RUN SAU		969,569	975,860	1,070,000	268,053	1,062,937	1,106,837	14,373	14	1,084,809
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LESS: APPLIED FUND BALANCE		80,000	60,000	70,000			50,000	(20,000)		50,000
9020	GRANT INDIRECT COST REVENUE	-	3,156	30,000			15,000	(15,000)	1	15,000

ASSESSMENT FROM DISTRICTS		962,654	960,106	970,000	-	-	1,041,837	71,837	2	1,019,809
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\$ change in Assessment		71,837					49,809			
% of Change in Assessment		7.4%					5.1%			

\$ change in Costs to Run SAU		36,837					14,809			
% of Change in Costs to Run SAU		3.4%					1.4%			

Last Year's Budget	\$ 1,070,000
Less:	-
Business Office Conference	(4,000)
Plus:	
Employee contracts	8,091
NHRS	(4,450)
Insurance Benefits (changes + Incr 13.5%)	9,798
WC & Liability Insurance	3,200
FICA & Medicare	(104)
Contracted Services -Accounting Software Support	(6,725)
Rental Agreement	-
Phone Service	9,000
	<u>\$ 1,084,809</u>

SAU
Variations on Proposed Budget
FY 2019

updated 10/20/2017
9:25 AM

Option #1 - Remove position		
	2019 Proposed Budget	Alternate Budget
Proposed Budget	1,106,837	
Less cost of Business Office Position	(24,183)	
Revised Proposed Budget	1,082,654	1,084,809
\$ Change from 2018 Budget	12,654	14,809
% Change from 2018 Budget	1.18%	1.38%

Option #2 - Remove strategic plan		
	2019 Proposed Budget	Alternate Budget
Proposed Budget	1,106,837	
Less cost of strategic plan	(10,000)	
Revised Proposed Budget	1,096,837	1,084,809
\$ Change from 2018 Budget	26,837	14,809
% Change from 2018 Budget	2.51%	1.38%

Option #3 - Remove position & strategic plan		
	2019 Proposed Budget	Alternate Budget
Proposed Budget	1,106,837	
Less cost of rent increase	(34,183)	
Revised Proposed Budget	1,072,654	1,084,809
\$ Change from 2018 Budget	2,654	14,809
% Change from 2018 Budget	0.25%	1.38%