

SCHOOL ADMINISTRATIVE UNIT #34

Deering, Hillsboro, Washington, and Windsor

SAU #34 SCHOOL BOARD MEETING

Wednesday, November 4, 2020 - 6:30 pm

VIRTUAL LOCATION:

<https://zoom.us/j/95071098224?pwd=eEkyTWZvSW5vSUpmZVhmVVMzZGRNdz09>

Meeting ID: 950 7109 8224 **Passcode:** 335144

Audio by Phone Only: 888 475 4499 US Toll-free; **Meeting ID:** 950 7109 8224

MINUTES

A. CALL TO ORDER—PLEDGE OF ALLEGIANCE

Chair McGinn called the regular meeting to order at 6:30pm

1. As Chair of the SAU #34 Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

1. Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:
 - a. We are utilizing Zoom for this electronic meeting.
 - b. ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-929-205-6099 and password 335144 , or by clicking on the following website address:
<https://zoom.us/j/95071098224?pwd=eEkyTWZvSW5vSUpmZVhmVVMzZGRNdz09>
2. Providing public notice of the necessary information for accessing the meeting:
 - a. We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the SAU #34 Board at: <https://www.hdsd.org/>
3. Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - a. If anybody has a problem, please call Carol Fogarty or email at: cfogarty@hdsd.org.
4. Adjourning the meeting if the public is unable to access the meeting:
 - a. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call

vote.

Roll call attendance - each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

B. ROLL CALL

A roll call was taken by the secretary with the following results:

Hillsboro-Deering School Board	Rich Pelletier- Present Christopher Bober - Present Paul Plater- Present Kathryn McGinn- Present Herla Iadonisi - Present
Washington School Board	Linda Musmanno- Present Karen Belanger- Absent Kathy Atkins- Present Cameo Mulliner- Present Arin Mills- Present
Windsor School Board	Cynthia Stosse- Present Laurie Hambleton - Absent Dave Robbins - Present

C. CORRESPONDENCE

1. None

D. PUBLIC COMMENT

1. None

E. NEW BUSINESS

1. Appointments, Leaves and Resignations

a. New Business Administrator, annual salary \$97,000 prorated, effective 12/14/2020

1. Mary Henry is being nominated for this position. Linda Musmanno participated in the search process.

2. Questions

a. Bober

i. What do you see as some of the biggest challenges of this position?

1. Being with multiple school districts, rather than just one.
2. Is excited to work with everyone

b. Plater

i. The salary is for Mary, but David Jack's salary comes out of contractual services?

1. No, Dave will have to make a move from the Business Manager salary to contractual services until the position is filled.

F. NON-PUBLIC RSA 91-A:3 II. (a)

1. Bober moved to go into non-public session citing RSA 91-A:3 II (a). Atkins seconds. Motion passed 7-0-0 @ 6:40pm

2. Role Vote
Hillsboro-Deering School Board

Rich Pelletier- Yes
Christopher Bober - Yes
Paul Plater- Yes
Kathryn McGinn- Yes
Herla Iadonisi - Yes
Linda Musmanno- Yes
Kathy Atkins- Yes
Cameo Mulliner- Yes
Arin Mills- Yes
Cynthia Stosse- Yes
Dave Robbins - Yes

Washington School Board

Windsor School Board

G. CALL BACK TO ORDER

1. Chair McGinn called the meeting back to order at 6:44pm

H. ACTION ITEMS AFTER NON-PUBLIC

1. Stosse moved to seal the minutes of the non-public session citing RSA 91-A:3 II (a). Musmanno seconds. Motion passed 7-0-0
2. Role Vote

Hillsboro-Deering School Board

Rich Pelletier- Yes
Christopher Bober - Yes
Paul Plater- Yes
Kathryn McGinn- Yes
Herla Iadonisi - Yes
Linda Musmanno- Yes
Kathy Atkins- Yes
Cameo Mulliner- Yes
Arin Mills- Yes
Cynthia Stosse- Yes
Dave Robbins - Yes

Washington School Board

Windsor School Board

3. Stosse moved to authorize the Superintendent to act on what was discussed in the non-public session citing RSA 91-A:3 II (a). Bober seconds. Motion passed 7-0-0
4. Role Vote

Hillsboro-Deering School Board

Rich Pelletier- Yes
Christopher Bober - Yes
Paul Plater- Yes
Kathryn McGinn- Yes
Herla Iadonisi - Yes
Linda Musmanno- Yes
Kathy Atkins- Yes
Cameo Mulliner- Yes

Washington School Board

Windsor School Board

Arin Mills- Yes
Cynthia Stosse- Yes
Dave Robbins - Yes

I. CONTINUED BUSINESS

1. Revised FY20 Income Statement
 - a. See attached sheet
2. Fund Balance
 - a. See attached sheet

J. PUBLIC COMMENT

1. None

K. ACTION ITEMS

1. Meeting Minutes
 - a. September 23, 2020
 1. Bober moved to approve the minutes of September 23, 2020 as presented. Mills seconds. Motion passed 6.4 -0.0-0.6 (Totals 7)
 2. Role Vote

Hillsboro-Deering School Board

Rich Pelletier- Yes
Christopher Bober - Yes
Paul Plater- Abstained
Kathryn McGinn- Yes
Herla Iadonisi - Yes

Washington School Board

Linda Musmanno- Yes
Kathy Atkins- Yes
Cameo Mulliner- Yes
Arin Mills- Yes

Windsor School Board

Cynthia Stosse- Yes
Dave Robbins - Yes

- b. October 22, 2020
 1. Bober moved to approve the minutes of October 22, 2020 as presented. Stosse seconds. Motion passed 5.5-0.0-1.5 (Totals 7)
 2. Role Vote

Hillsboro-Deering School Board

Rich Pelletier - Yes
Christopher Bober - Yes
Paul Plater- Yes
Kathryn McGinn- Yes
Herla Iadonisi - Yes

Washington School Board

Linda Musmanno- Yes
Kathy Atkins- Abstained
Cameo Mulliner- Abstained
Arin Mills- Yes

Windsor School Board

Cynthia Stosse- Yes
Dave Robbins - Yes

2. Appointments, Leaves and Resignations

a. Bober moved to approve the Appointments, Leaves and Resignations as presented. Stosse seconds.

1. Plater moved to approve the Business Manager position effective 12/14/20 with the prorated annual salary of \$97,000 as presented. Bober seconds.
Motion passed 7-0-0

b. Role Vote

Hillsboro-Deering School Board

Rich Pelletier- Yes
Christopher Bober - Yes
Paul Plater- Yes
Kathryn McGinn- Yes
Herla Iadonisi - Yes

Washington School Board

Linda Musmanno- Yes
Kathy Atkins- Yes
Cameo Mulliner- Yes
Arin Mills- Yes

Windsor School Board

Cynthia Stosse- Yes
Dave Robbins - Yes

3. Approve FY22 SAU #34 Budget for Public Hearing (12/3/2020)

a. Bober moved to approve the FY22 SAU #34 Budget for Public Hearing (12/3/2020) as presented. Iadonisi seconds. Motion passed 7-0-0

b. Role Vote

Hillsboro-Deering School Board

Rich Pelletier- Yes
Christopher Bober - Yes
Paul Plater- Yes
Kathryn McGinn- Yes
Herla Iadonisi - Yes

Washington School Board

Linda Musmanno- Yes
Kathy Atkins- Yes
Cameo Mulliner- Yes
Arin Mills- Yes

Windsor School Board

Cynthia Stosse- Yes
Dave Robbins - Yes

4. Fund Balance

a. Bober moved to approve the revised Fund Balance as presented. Atkins seconds.
Motion passed 7-0-0

b. Role Vote

Hillsboro-Deering School Board

Rich Pelletier- Yes
Christopher Bober - Yes
Paul Plater- Yes
Kathryn McGinn- Yes
Herla Iadonisi - Yes

Washington School Board

Linda Musmanno- Yes

Windsor School Board

Kathy Atkins- Yes
Cameo Mulliner- Yes
Arin Mills- Yes
Cynthia Stosse- Yes
Dave Robbins - Yes

L. ADJOURNMENT @7:13pm

1. Stosse moved to adjourn. Bober seconds. Motion passed 7-0-0
2. Role Vote

Hillsboro-Deering School Board

Rich Pelletier- Yes
Christopher Bober - Yes
Paul Plater- Yes
Kathryn McGinn- Yes
Herla Iadonisi - Yes
Linda Musmanno- Yes
Kathy Atkins- Yes
Cameo Mulliner- Yes
Arin Mills- Yes
Cynthia Stosse- Yes
Dave Robbins - Yes

Washington School Board

Windsor School Board

Respectfully Submitted,
Megan Fleagle

SAU #34
June 30, 2020

SAU #34
FY 20 INCOME STATEMENT

	Approved Budget	YTD	Variance	% Variance
Revenues				
SAU Assessment	\$ 1,112,200	\$ 1,112,196	\$ (4)	
Indirect Costs from Grants	20,000	39,784	19,784	
Interest Income	-	2,550	2,550	
Total Revenue	\$ 1,132,200	\$ 1,154,530	\$ 22,330	
Expenditures				
Salaries & Benefits	\$ 1,042,306	\$ 1,028,647	\$ 13,659	1.31%
Audit, Legal & Other Services	39,000	40,375	(1,375)	-3.53%
Leases & Other Purchased Services	52,500	51,986	514	0.98%
Postage, Telephone, Advertising, Printing & Mileage	32,500	28,266	4,234	13.03%
Supplies & Books	10,200	10,699	(499)	-4.89%
Equipment	3,500	2,236	1,264	36.11%
Dues & Fees, Academic Recognition & Board Contingency	12,200	13,889	(1,689)	-13.84%
Total Expenses	\$ 1,192,206	\$ 1,176,098	\$ 16,108	
Fund Balance Contribution	\$ (60,006)	\$ (21,568)	\$ (38,438)	
Actual Fund Balance Contribution	\$	\$ 21,568.00		

\\SAU34\FSU2\IAR Share\BicShare\Business Office Spreadsheets\SAU #34\FY2019-2020\ACCOUNT RECONS FY 19-20 10-29-20 R.DJ

SAU #34
Fund Balance Analysis
6/30/20

FY 2019 Audited Unassigned Fund Balance	\$ 162,639
Board Voted Reserve	(75,000)
Fund Balance Designated for FY 2020 Budget	(60,000)
FY 2020 Estimated Savings / (Overage) from Budget <i>indirect cost income exceeded estimate</i>	38,438
Projected Unassigned Fund Balance @ 6/30/2020	<u>\$ 66,077</u>
Fund Balance Designated for FY 2021 Budget	<u>(55,000)</u>
Projected Unassigned Fund Balance @ 6/30/2021	<u>\$ 11,077</u>

SAU
2022 Proposed Budget

version 22/0/2022
12:22 PM

EXPENDITURES	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed	Proposed vs 2021	Percent difference	2022 Alternative Budget
100 SUPERINTENDENT SALARY	142,944	147,914	145,448	161,164	135,993	144,188	4,199	3.05%	144,188
105 SUPERINTENDENT SALARY (SALE OF VACATION DAYS)	2,749	9,209	5,713	-	-	0	0		-
101 ASSISTANT SUPERINTENDENT	105,463	108,627	110,600	123,382	-	0	0		-
102 BUSINESS ADMINISTRATOR	85,173	87,400	89,144	105,705	102,500	105,575	3,075	3.02%	102,500
103 ADMINISTRATIVE STAFF	179,560	178,223	152,151	163,272	158,554	163,309	4,754	3.02%	158,554
104 DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENT	47,554	46,957	45,675	91,800	96,554	98,432	2,877	3.02%	96,554
105 DIRECTOR OF STUDENT SUPPORT	-	-	-	-	92,500	95,775	2,775	3.02%	92,500
106 BOOKKEEPERS	111,175	88,994	99,465	101,192	105,221	106,477	3,156	3.02%	105,221
108 FINANCIAL CLERK	-	-	16,440	7,179	23,355	0	(73,355)	-100.00%	23,355
110 HEALTH INSURANCE	19,975,411	21,500	21,040	27,000	18,000	9,000	(9,000)	-50.00%	9,000
111 HEALTH INSURANCE	60,774	75,950	106,645	108,342	161,793	162,000	762	0.47%	161,793
112 DENTAL INSURANCE	18,748	10,514	11,714	11,088	17,500	17,475	925	7.40%	17,475
113 LIFE INSURANCE	1,486	1,856	1,510	1,403	2,000	2,000	0	0.00%	2,000
114 LONG TERM DISABILITY INSURANCE	1,753	1,819	1,773	1,707	2,000	2,000	0	0.00%	2,000
120 PCA & MEDICARE	47,177	48,661	52,840	55,471	56,400	54,574	(1,826)	-3.24%	47,177
230 NH RETIREMENT	68,897	66,766	71,543	71,753	81,500	100,500	19,000	23.31%	99,286
240 CORRESPONDENCE	990	-	-	-	5,000	2,000	(3,000)	-60.00%	5,000
250 UNEMPLOYMENT COMPENSATION	1,124	500	500	474	750	750	0	0.00%	750
260 LIABILITY & WORKER COMP INSURANCE	4,508	5,052	3,689	4,374	5,000	5,000	0	0.00%	5,000
290 PROF DEVELOPMENT & TRAINING	8,795	7,966	5,028	6,164	8,400	6,400	(2,000)	-23.81%	8,400
330 CONSULTED PROFESSIONAL SERVICES	15,446	27,279	40,340	30,438	35,100	63,500	28,400	78.07%	63,500
380 AUDIT & LEGAL FEES	3,869	3,443	7,062	9,958	5,000	11,000	2,000	22.22%	9,000
430 EQUIPMENT REPAIRS & MAINT	-	-	-	-	2,500	500	(2,000)	-80.00%	2,500
440 COPPER & EQUIPMENT LEASES	7,709	4,558	6,725	11,956	12,000	13,000	1,000	8.33%	12,000
460 OFFICE RENTAL	35,000	40,000	40,000	40,000	40,000	40,000	3,000	7.50%	40,000
520 TELEPHONE SERVICES	14,064	16,587	14,440	14,789	16,500	13,500	(3,000)	-18.18%	16,500
530 POSTAGE	3,307	3,560	3,383	3,454	4,000	4,000	0	0.00%	4,000
540 ADVERTISING	850	-	1,619	6,906	1,100	2,000	900	81.82%	1,100
560 PRINTING EXPENSE	-	-	194	-	400	400	0	0.00%	400
580 TRAVEL	5,856	10,898	4,288	3,138	7,000	4,500	(3,000)	-42.86%	7,000
620 SUPPLIES	8,977	7,337	8,284	10,544	9,000	9,500	0	0.00%	9,000
640 BOOKS & PERIODICALS	129	186	75	155	750	300	(450)	-60.00%	750
730 COMPUT. & EQUIPMENT	2,778	2,682	2,689	1,741	1,500	2,050	500	33.33%	1,500
799 FURNITURE & FIXTURES	522	827	558	495	1,000	1,000	0	0.00%	1,000
810 DUES & FEES	7,926	6,690	7,861	5,780	7,000	6,050	(1,700)	-24.29%	7,000
840 BOARD CONTINGENCY	36	291	45	-	200	200	0	0.00%	200
880 ACADEMIC RECOGNITION	4,486	5,385	4,117	1,946	5,000	5,000	0	0.00%	5,000
COST TO RUN SAU	975,890	1,028,817	1,147,423	1,175,099	1,277,621	1,252,033	24,427	1.96%	1,235,218