

Organization and SAU 55 Withdrawal Plan

Submitted for Public Hearing 20 August 2019



Executive Summary

SAU 55 is comprised of 2 school districts:

- Hampstead School District (HSD)
 - Hampstead, NH
- Timberlane Regional School District (TRSD)
 - Atkinson, Danville, Plaistow, and Sandown, NH

TRSD SAU 55 Withdrawal Planning Committee proposes that TRSD withdraw from SAU 55 to form a single district SAU. The Committee recommends a one-year transition period with an effective date of July 1, 2021 for the new single-district SAU.

Table of Contents

| | |
|--|----|
| Executive Summary | 1 |
| Table of Contents | 2 |
| Background | 3 |
| History | 3 |
| SAU 55 Member Districts | 3 |
| District Overviews | 4 |
| SAU Overview | 6 |
| SAU Budget and Assessments | 6 |
| Committee Overview and Timeline | 7 |
| Process | 7 |
| Documents | 8 |
| SAU 55 Withdrawal Planning Committee Timeline | 9 |
| Findings and Recommendations | 10 |
| Differences between Multi-District SAU and TRSD as a Single-District SAU | 10 |
| Costs to the School District for Construction of School | 12 |
| Educational Impact of Withdrawal | 12 |
| Fiscal Impact of the Withdrawal | 12 |
| Disposition of SAU 55 Assets and Liabilities | 13 |
| Unique Considerations | 14 |
| Transition Plan | 14 |
| Transition Cost FY 2020-2021 | 15 |
| Plan for Providing Superintendent Services in a Single District SAU | 15 |
| Proposed Single District SAU Organization and Staffing | 16 |
| Positions under the Current SAU and TRSD include: | 16 |
| Sample Single District SAU Staffing Structure | 17 |
| Single District SAU - Superintendent Services | 18 |
| 194-C:4 Superintendent Services. | 18 |
| Administrative Duties of the Superintendent pursuant to | 19 |
| RSA 194-C:4.II.a-r | 19 |
| Fiscal Analysis FY 2021-2022 | 20 |
| Proposed SAU Single District Budget | 21 |
| Methods of Financing a Single District SAU | 22 |
| Conclusion | 23 |
| Appendix: | 25 |
| Other Documents Provided During Withdrawal Planning | 25 |

Background

History

SAU 55 Member Districts

Supervisory Union 55 was formed by the state of New Hampshire in 1919 during an era of sweeping education reform. The purpose of these unions (later termed School Administrative Units - SAUs) was to improve the quality of education across the state by allowing districts to share resources. Most units were composed of two to four districts, with 11 cities designated as single-district units.

The original six member towns of Supervisory Union 55 were:

| | | |
|----------|----------|---------------|
| Salem | Atkinson | Hampstead |
| Plaistow | Newton | South Hampton |

In 1919, Superintendents were salaried employees of the state, appointed by the state Board of Education.

In 1919, TRSD did not exist as a regional district; rather each town possessed its own smaller school structure for primary grades and tuitioned students to area high schools for their secondary education. TRSD has since grown and is one of the largest districts in the state of NH.

South Hampton was reassigned to SAU 21 in 1952-53.

As the population in the area began to rise, local high schools started to restrict the number of students accepted from outside towns. TRSD was formed out of necessity in 1964 with a plan to build a new regional junior-senior high school for the towns of Atkinson, Danville, Plaistow, and Sandown. Hampstead was invited to join the cooperative school district at that time. They declined and continued to send their high school students to Pinkerton Academy in Derry, however they remained a member of SAU 55.

In 1965 a change in state law made superintendents wholly employed and paid by the SAUs and their member districts.

In 1966 the current Timberlane Regional High School was built for the students of the 4 member cooperative school district.

Salem left the SAU in July 1967. Newton left the SAU in roughly 1967.

In 1996 RSA 194-C was passed, a revised SAU statute. A key change was to allow local determination of membership in a SAU. Where previously a district needed to petition the state board of education to withdraw from an SAU, the new statute allowed the district to make that determination and, while the State Board of Education reviews a plan for withdrawal, it does not have veto power over an individual district's decision. This change allowed for increased local autonomy over superintendent services.

For the last 55 years the towns of Atkinson, Danville, Plaistow and Sandown have remained in the Timberlane Regional District within SAU 55. Hampstead District has remained part of SAU 55 and continues to send their high school students to Pinkerton.

In 2002, Hampstead hired an outside consultant to conduct a study to determine the feasibility of withdrawing from SAU 55, but found it was fiscally advantageous to remain with SAU 55. In 2015 the citizens of Hampstead again looked to withdraw from SAU 55, but the Hampstead School Board did not support the warrant article and the question failed at the polls.

In 2018 Timberlane voters approved by a vote of 2405-1334 to form a committee to explore the withdrawal of Timberlane Regional School District from SAU 55.

District Overviews

Timberlane Regional School District (TRSD) is a cooperative school district comprised of four towns: Atkinson, Danville, Plaistow, and Sandown.

- The enrollment for TRSD was 3,464 from Pre-K through grade 12 as reported in October 2018. This ranked TRSD as the 10th largest school district in NH.
- Enrollment has declined for all schools except Sandown over the last 10 years.
- TRSD is 3rd in the State for preschool enrollments of 134, following

Manchester and Nashua.

- According to data provided by SAU 55, TRSD employs a total of 674 employees consisting of 409 professional staff and 265 support staff.

| 2018 TRSD Enrollment by Grade Oct 2018 | Total 3,464 |
|---|-------------|
| Preschool | 134 |
| Kindergarten | 219 |
| Elementary | 1,202 |
| Middle | 809 |
| High | 1,100 |
| District Fall Enrollment Data As of October 1, 2018: https://www.education.nh.gov/data/attendance.htm | |

Hampstead School District (HSD) is a single town school district with an elementary school and middle school.

- The enrollment for HSD was 850 students in grades Pre-K through 8 as reported in October 2018.
- Enrollment has been declining. The enrollment in lower grades shows no indication that this trend will change.
- Hampstead's 480 high school students are tuitioned by the town to Pinkerton Academy in Derry, the largest high school in NH with roughly 3,100 students.
- According to data provided by SAU 55, Hampstead employs a total of 182 employees consisting of 98 professional staff and 84 support staff.

| 2018 HSD Enrollment by Grade Oct 2018 | Total 1330 |
|---|------------|
| Preschool | 35 |
| Kindergarten | 74 |
| Elementary | 359 |
| Middle | 382 |
| High | 480 |
| District Fall Enrollment Data As of October 1, 2018: https://www.education.nh.gov/data/attendance.htm | |

SAU Overview

School Administrative Unit 55 is located in Plaistow, NH. It currently includes two districts: Hampstead School District and the Timberlane Regional School District. The SAU office is located near the Timberlane Regional Middle and High School. The SAU building is owned by the Timberlane Regional School District and the SAU leases the building from the TRSD for \$42,250 per year. This amount has remained level for the past 10 years. The SAU is currently staffed by a Superintendent, Assistant Superintendent, Business Administrator, Human Resources Director, and Business Operations Coordinator and a support staff of 9.

There is a significant difference between the districts in regards to public education. TRSD runs a comprehensive public system preK-12 and sends students for Career and Technology Education (CTE) to Salem, NH and Pinkerton Academy. Hampstead runs a public school preK-8 and tuitions its high school students to Pinkerton Academy, Derry, NH.

SAU Budget and Assessments

The SAU carries a budget of \$2M with over half this amount budgeted for salaries and benefits of the 14 SAU employees. Historically, the two districts have shared a 77/23 ($\pm 2\%$) split of the SAU assessment. TRSD's portion of this assessment has been approximately \$1.5M which is a line item within its own budget of \$71.8M.

| Fiscal Year | SAU Budget | Hampstead | TRSD |
|-------------|-------------|-----------|-------------|
| 2019-2020 | \$2,086,622 | \$497,297 | \$1,589,325 |
| 2018-2019 | \$2,160,509 | \$508,848 | \$1,651,661 |
| 2017-2018 | \$1,992,064 | \$474,356 | \$1,517,708 |
| 2016-2017 | \$1,922,276 | \$441,590 | \$1,480,686 |
| 2015-2016 | \$1,602,819 | \$364,552 | \$1,238,267 |
| 2014-2015 | \$1,435,408 | \$322,187 | \$1,113,221 |
| 2013-2014 | \$1,326,556 | \$298,425 | \$1,028,131 |
| 2012-2013 | \$1,279,654 | \$288,788 | \$990,866 |
| 2011-2012 | \$1,287,194 | \$285,121 | \$1,002,073 |
| 2010-2011 | \$1,253,715 | \$278,435 | \$975,280 |
| 2009-2010 | \$1,158,294 | \$260,716 | \$897,578 |

Committee Overview and Timeline

Process

On March 12, 2019 the Timberlane Regional School District voters approved (vote tally 2405-1334) a citizen's petitioned warrant article to create a Planning Committee (the "Committee") to study the advisability of the withdrawal of TRSD from SAU 55 in accordance with RSA 194-C:2, IV. The School District formed the Committee based on RSA 194-C:4. The school moderator, through the school district, asked for any community member that was interested to apply to the committee. He then appointed 4 community members to the committee. Though not required, he chose one member from each of the 4 towns comprising the district. The Timberlane Regional School Budget Committee appointed one member to the Committee and the Timberlane Regional School Board appointed two representatives to the Committee.

The Committee held its first meeting on May 1, 2019. At that meeting officers were elected. An overview of the committee process was provided by the Committee chair as well as the requirements pertaining to the provisions of RSA 91-A applicable to the Committee. Several meetings were scheduled and a general discussion on how to approach the study occurred. The Committee requested information from the SAU office including:

- List of shared services (Timberlane and Hampstead)
- SAU salaries 2009-2019
- SAU job descriptions
- Estimated time (%) each SAU employee dedicates to each district
- Detailed SAU budget
- Contractual obligations and terms of contract

In total, the Committee met "7" times to review the current organizational structure of SAU 55, to consider the advantages and disadvantages of withdrawing from SAU55 and of establishing a single-district SAU, and, ultimately, following a majority vote of the committee on May 15, 2019, to develop a withdrawal plan for further consideration. The

plan was developed to ensure that TRSD voters could ascertain the feasibility and advisability of withdrawal from SAU 55.

Documents

To establish open communication with the public, a SAU Withdrawal Planning Committee link was established on the TRSD website:

<https://public.timberlane.net/projects/sau55withdrawal/default.aspx>

The site included the charge of the Committee as outlined in RSA 194-C:2, a list of Committee members, meeting agendas, meeting minutes and Committee documents. All meetings were posted in both districts and in public. Meetings were livestreamed when possible and made available by video. The Committee welcomed input from voters as part of the public comment portion of the meeting.

To complete the withdrawal plan, the Committee used a variety of materials. These are provided in the appendix and include a short history of SAUs and data from the NH DOE website regarding salaries of SAU top administrators (see appendix). An SAU pro-forma budget was developed by the SAU (see appendix). A list of withdrawal studies from other districts was distributed along with an analysis of outcomes (see appendix). Job descriptions of all SAU employees were reviewed (see appendix). The Superintendent explained to the Committee that it was difficult to determine the amount of time each SAU employee dedicated to each district. A spreadsheet containing all SAUs in the state, SAUs for each district, schools in each district, number of students, average teacher salary, region, school group, school type, and ratio of superintendent to average teacher salary was compiled (see appendix). Members also reviewed 5-year strategic plans for each district and identified similarities and differences.

Additionally, a timeline was developed to ensure that the plan could be timely reviewed by the New Hampshire Board of Education prior to moving forward to the district ballot in March.

SAU 55 Withdrawal Planning Committee Timeline

| Date | Milestone | |
|-----------------|--------------------------|--|
| May 1, 2019 | Committee Meeting #1 | Election of officers, overview of process, discussion regarding required information. |
| May 7, 2019 | Committee Meeting #2 | General discussion concerning current and pro forma budget, contractual obligations, shared services. Timeline for withdrawal plan. |
| May 15, 2019 | Committee Meeting #3 | General discussion regarding pros and cons of withdrawal. Vote to develop withdrawal plan. Assigned sections of plan to committee members. |
| May 28, 2019 | Committee Meeting #4 | Review of draft plan |
| Jun 18, 2019 | Committee Meeting #5 | Review of draft plan |
| July 9, 2019 | Committee Meeting #6 | Vote on withdrawal recommendation |
| July 23, 2019 | Committee Meeting #7 | Finalize plan |
| July 31, 2019 | Notice of Public Hearing | Posted July 24, 2019 |
| August 20, 2019 | Public Hearing | |

Findings and Recommendations

The Committee found the withdrawal of TRSD from SAU 55 and organization of TRSD as a single-district SAU advisable. The Committee sets forth below its findings regarding the advisability of withdrawal, including our investigation regarding matters pertaining to the organization, operation and control of a SAU; the advisability of constructing, maintaining and operating a school or schools to serve the needs of the TRSD; an educational and fiscal analysis of the impact of withdrawal on the remaining district in the SAU; and a proposed plan for the disposition of SAU assets and liabilities. The Committee further describes below a plan for organization of a single-district SAU, including the provision of superintendent services which meets the requirements in RSA 194-C:4, and a one-year transition plan and timeline, including transition budgets and staffing.

Differences between Multi-District SAU and TRSD as a Single-District SAU

The Committee believes the following differences between a multi v. single-district SAU demonstrate the advantages of moving to a single-district SAU:

| Current SAU 55 | Single District SAU |
|---|--|
| <p>Multi District Governance Board</p> <ul style="list-style-type: none"> ➤ Two school districts, 14 committee members - TRSD with 9 members and Hampstead with 5 members ➤ 3 boards are required to meet regularly (one for each district plus one for the SAU) ➤ Board members must attend meetings of both their board and the SAU board. In addition, both boards may have subcommittees. ➤ SAU meeting requires 8 out of 9 TRSB members to attend for a quorum if Hampstead is unable to meet. | <p>Single District Governance Board</p> <ul style="list-style-type: none"> ➤ One school district, 9 TRSD committee members ➤ 1 board is required to meet regularly ➤ No SAU meetings required |

| Current SAU 55 | Single District SAU |
|---|--|
| <p>14 SAU staff members</p> <ul style="list-style-type: none"> ➤ The Superintendent, Human Resources Director and Business Administrator provide services to both districts ➤ The Assistant Superintendent provides services predominantly to Hampstead ➤ The SAU board approves the hiring of the above 4 positions ➤ The support staff provides services to both districts. | <p>12 SAU staff members</p> <ul style="list-style-type: none"> ➤ The Superintendent, Human Resources Director and Business Administrator will provide services solely to TRSD ➤ The Assistant Superintendent will provide services solely to TRSD ➤ TRSD would be directly responsible for the hiring of the above 4 positions. ➤ The support staff would provide services solely to TRSD. |
| <p>The Superintendent oversees two districts</p> <ul style="list-style-type: none"> ➤ 9 schools total - TRSD has 7 and Hampstead has 2 ➤ Superintendent availability and focus spread between two districts with additional responsibilities to Pinkerton Academy to support Hampstead's high school students | <p>The Superintendent oversees one district</p> <ul style="list-style-type: none"> ➤ 7 schools for TRSD only ➤ Increased visibility of the Superintendent with availability and focus solely on TRSD |
| <p>Requires engagement of 3 lawyers</p> <ul style="list-style-type: none"> ➤ SAU legal counsel ➤ TRSD legal counsel ➤ Hampstead legal counsel | <p>Requires engagement of 1 lawyer</p> <ul style="list-style-type: none"> ➤ TRSD legal counsel |
| <p>Requires 3 Audits</p> <ul style="list-style-type: none"> ➤ The SAU, Hampstead, and TRSD each require their own audit ➤ Recent TRSD audits have been late with reported significant deficiencies and material weaknesses in internal controls | <p>Requires 1 Audit</p> <ul style="list-style-type: none"> ➤ TRSD would require one audit with SAU services built into its budget ➤ Having business office responsible for one audit should result in more timely completion with fewer deficiencies |
| <p>Requires 3 budgets</p> <ul style="list-style-type: none"> ➤ The SAU, TRSD, and Hampstead each require their own budget ➤ SAU budget has no deliberative session for voter input, there is no default budget, the amount is automatically built into each member district's budget ➤ Business manager must attend 3 different budgeting sessions for each budget | <p>Requires 1 budget</p> <ul style="list-style-type: none"> ➤ SAU services built into TRSD budget and subject to default calculations providing voters with more input and control over spending. ➤ Increased visibility of business manager, streamlined budgeting process and communication |

Costs to the School District for Construction of School

The construction or renovation of schools would not be affected by TRSD's withdrawal from SAU 55. Each district currently determines its own building construction needs. No new construction would be required in TRSD by withdrawal from SAU 55.

Educational Impact of Withdrawal

The Committee does not anticipate there will be an educational impact on students in either district. Both districts are committed to providing a high-quality education to their students and that will not change. Hampstead School District currently manages operations and educational services relating to its elementary and middle school and its students, and provides educational services to its high school students through a tuition agreement with Pinkerton. TRSD's withdrawal will have no impact on the educational programs offered to Hampstead students. Hampstead will benefit from having a SAU focusing on Hampstead's needs.

The Committee further believes that the individual focus gained from a transition to a single-district SAU may allow for further improvements in TRSD. Withdrawing from SAU 55 has no impact on the size of TRSD as a district. TRSD will remain in the top 10 of largest districts in the state and should not be significantly impacted by economies of scale. A single district SAU allows administrative staff to focus on the singular needs of TRSD without the added responsibilities of completing similar tasks for 2 other entities (HSD and SAU 55). Professionally, administrators will be reporting to one board rather than three allowing for decisions to be made without considering competing interests of another district. Leadership will be more visible and focused on the singular needs of TRSD and the communities it serves.

Fiscal Impact of the Withdrawal

The committee studied the financial impact of TRSD's withdrawal from SAU 55, as required by RSA 194 C:2.

If TRSD withdraws from SAU 55, Hampstead will become the sole district in SAU 55. Hampstead currently leases space from the TRSD and would need to provide space for SAU 55 staff should TRSD terminate the contract. Hampstead currently pays \$11,481

yearly for lease. It is anticipated that Hampstead would either continue to incur a cost to lease space for SAU 55 or house SAU 55 in their district facilities.

Hampstead currently pays 23% of the total SAU budget. It is anticipated that SAU 55 would operate on Hampstead's portion of the total SAU budget (approximately 499,668 for FY 2019/20) based on statements provided by the superintendent to Hampstead School Board in April 2019 (Hampstead School Board meeting 4-9-19, <https://vimeo.com/329582306> @ minute 59).

There is currently a savings of approximately \$90,000 per year due to the current transportation contract which includes both districts. That savings may not continue once that contract has expired or the districts may decide to bid the new contract jointly as they have done in the past. The Committee requested that the Hampstead School Board provide an impact statement relative to the possibility of TRSD withdrawing from SAU 55. The Hampstead School board responded that "they may submit an impact statement after TRSD submits its withdrawal plan for a public hearing and/or to the Department of Education" (Letter dated 5/15/19 from Hampstead School Board-see appendix).

From a community standpoint, voters of both districts will be afforded more control over the budget through the deliberative session and voting process. School Board meetings will be streamlined requiring less time of volunteers with the hopes of increased community involvement as a result.

Disposition of SAU 55 Assets and Liabilities

Assets: SAU 55 does not own any buildings. The only assets are the unassigned fund balance and a fingerprint machine. It is proposed that the TRSD portion of any funds in the unassigned fund balance be returned to the district. It is proposed that the fingerprint machine stay with SAU 55 (approximately \$8,790 of which TRSD ~ 77%).

Liabilities: The SAU has one multi-year contract that ends in August 2022. This contract remains the responsibility of SAU 55. Should there be any continuing obligations to SAU 55 with respect to past employees, those obligations will be subject to discussion between the HSB and TRSB (see appendix for "Schedule of Certain Retirement Related Expenditures".)

Unique Considerations

The Committee found that unique circumstances exist which support the advisability of withdrawal but which did not require consultation with the department of education or resolution. Specifically, the Committee found that internal financial controls are a necessary requirement to protect a district's financial assets. Internal controls are an integral part of ensuring compliance with all federal and state programs. TRSD has received multiple audits, at both the district and SAU level, that report significant deficiencies and material weaknesses in its internal controls. This has necessitated the need for TRSD to hire the assistance of an outside consultant.

The consultant recommended greater internal controls and suggested that TRSD look to hire part time help to focus on federal and state grant funds and food services funds/management. Moving to a single district SAU would allow for a Business Administrator and support staff to focus on TRSD without the added distraction and responsibilities associated with Hampstead and the SAU.

Transition Plan

The Committee recognizes both the size and complexity of TRSD. As such, it recommends a one-year transition period with an effective date of July 1, 2021 for the new single-district SAU. This date is preferable because it allows for the following:

- Expiration of all SAU contractual obligations except for the Superintendent contract which expires in August 2022.
- Incorporation of SAU budget into normal TRSD budgeting cycle.
- Onboarding of new personnel prior to formation of new SAU. It is expected that a new superintendent and 1-2 administrative personnel will be in place 3 months prior to the formation of the new SAU.
- Opportunity for Hampstead to relocate SAU 55 offices or renegotiate lease with TRSD.

The TRSB will be responsible for the transition to a single-district SAU, to include, but not limited to, the hiring of the new superintendent, if needed. The superintendent will then hire the new administrative staff for the transition period and work with the TRSB to hire the remaining staff for FY 2021-2022.

Transition Cost FY 2020-2021

It is estimated that there will be a transition cost of approximately \$100,000 in the year preceding the withdrawal (FY 2020-2021). This expense will be incurred as TRSD forms the new SAU. At a minimum, it is anticipated that a new superintendent and at least 1 administrative staff will be in place for approximately 3 months prior to the formation of the new SAU. The \$100,000 cost represents 3 months' salary and benefits for a superintendent position (\$200,000/4) and one administrative staff (\$100,000 /4) and approximately \$25,000 in miscellaneous expenses.

Plan for Providing Superintendent Services in a Single District SAU

Historically, the idea of shared costs within multi district SAUs was to provide a cost effective way for smaller districts to pool resources and provide necessary superintendent services as outlined by RSA 194-C:4.

In the case of TRSD, shared costs do not necessarily equate to a good value with regard to the services provided. This is most notable with regards to the business operations as seen through the budgeting and audit processes.

TRSD employs a high level of local support for curriculum, pupil, and personnel services. In addition, TRSD contributes 77% of salary and benefits to employ the services of an Assistant Superintendent for SAU 55. The current Assistant Superintendent provided clarification to the Hampstead School Board on May 26, 2015 about her role stating that "although Hampstead pays 23% of the bill they get 80-90% of my time" (See Hampstead School Board minutes 5-26-15). This statement is consistent with analysis of superintendent services Hampstead received as documented in a 2002 withdrawal plan by Hampstead (See Appendix- HSB Agenda Packet May 26, 2015).

Should TRSD move to a single district SAU having the Assistant Superintendent focus solely on TRSD would be an added benefit.

Proposed Single District SAU Organization and Staffing

Summary: Superintendent Services required by RSA 194-C:4 are currently provided to TRSD by positions within SAU 55 and TRSD directly. Moving to a single district SAU would eliminate overlap as there would be no need to differentiate between SAU and District staff. Efficiencies would be realized in both cost and function through a reorganization as the District level positions are integrated into the SAU.

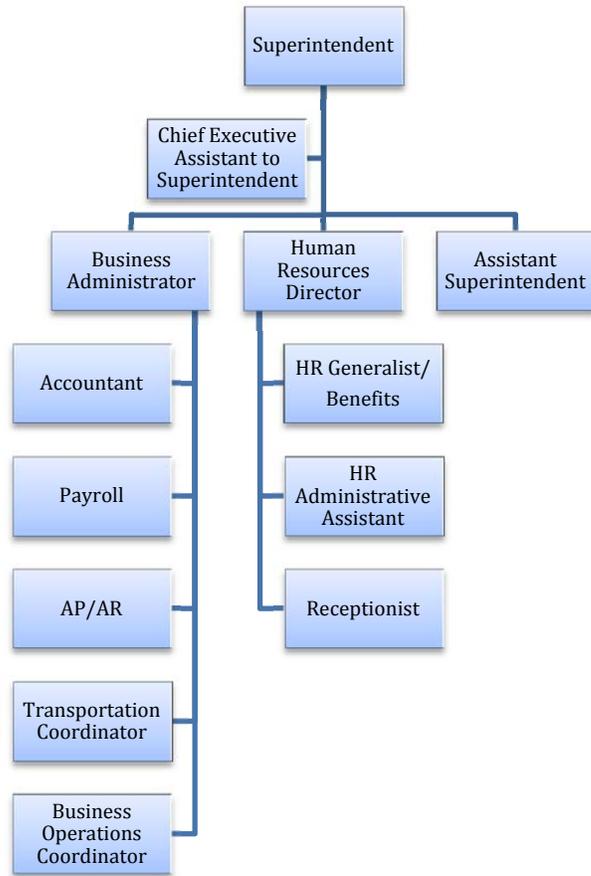
Positions under the Current SAU and TRSD include:

| SAU Position | Department | Salary |
|---|-----------------------------------|-----------|
| Superintendent | SAU Professional Staff | \$164,897 |
| Assistant Superintendent | SAU Professional Staff | \$134,000 |
| Business Administrator | SAU Professional Staff | \$122,000 |
| Human Resources Director | SAU Professional Staff | \$90,000 |
| Business Operations Coordinator | SAU Operations and Transportation | \$92,000 |
| Transportation Coordinator | SAU Operations and Transportation | \$58,000 |
| Chief Executive Admin Assistant to Superintendent | SAU Support Staff | \$64,000 |
| Executive Assistant to BA | SAU Support Staff | \$56,657 |
| Administrative Assistant-Business/Payroll | SAU Support Staff | \$45,318 |
| Administrative Assistant A/P | SAU Support Staff | \$44,282 |
| Human Resources Generalist | SAU Support Staff | \$42,669 |
| Human Resources Coordinator | SAU Support Staff | \$44,808 |
| Administrative Assistance HR | SAU Support Staff | \$41,205 |
| Receptionist | SAU Support Staff | \$21,631 |

| TRSD Position | Department | Salary |
|--|--|---------|
| Executive Director Assessment and Accountability | TRSD Curriculum, Assessment, and Professional Learning | 117,420 |
| Director of Curriculum and Professional Learning | TRSD Curriculum, Assessment, and Professional Learning | 109,000 |
| Director Pupil Personnel Services/SPED | TRSD District Departments | 120,000 |
| Student Services Coordinator | TRSD District Departments | 92,700 |
| District Facilities Supervisor | TRSD District Departments | 65,894 |
| Director of Technology | TRSD District Departments | 113,940 |
| Technology Integration Coordinator | TRSD District Departments | 93,730 |
| Food Services Director | TRSD District Departments | Vendor |
| Athletics Director | TRSD District Departments | 114,000 |
| Music Director | TRSD District Departments | 112,000 |

Sample Single District SAU Staffing Structure

The staffing for a single district SAU is shown below. It is anticipated that the position of assistant superintendent will be staffed through a reorganization of the current TRSD staff. Further, the structure below reflects the elimination of two administrative staff positions. The rationale for the reduction is the decreased workload due to the removal of HSD personnel and redundancies in business operations (i.e. audits, budgets) required in a multi-district SAU.



Single District SAU - Superintendent Services

RSA 194-C:4 requires that each SAU or single district school provide specific superintendent services. The table below indicates how those services will be provided for in the single district SAU.

194-C:4 Superintendent Services.

Each school administrative unit or single school district shall provide the following superintendent services:

I. An educational mission which indicates how the interests of pupils will be served under the administrative structure.

The mission of the Timberlane Regional School District is to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth.

II. Governance, organizational structure, and implementation of administrative services including, but not limited to:

| Administrative Duties of the Superintendent pursuant to RSA 194-C:4.II.a-r | Provided by: Superintendent and personnel as listed below |
|---|--|
| <i>(a) Payroll, cash flow, bills, records and files, accounts, reporting requirements, funds management, audits, and coordination with the treasurer, and advisory boards on policies necessary for compliance with all state and federal laws regarding purchasing.</i> | Business Administrator and all direct reports |
| <i>(b) Recruitment, supervision, and evaluation of staff; labor contract negotiation support and the processing of grievances; arrangement for mediation, fact finding, or arbitration; and management of all employee benefits and procedural requirements.</i> | Human Resources Department |
| <i>(c) Development, review, and evaluation of curriculum, coordination of the implementation of various curricula, provisions of staff training and professional development, and development and recommendation of policies and practices necessary for compliance relating to curriculum and instruction.</i> | Office of Assistant Superintendent Building level administration |
| <i>(d) Compliance with laws, regulations, and rules regarding special education, Title IX, the Americans with Disabilities Act, home education, minimum standards, student records, sexual harassment, and other matters as may from time to time occur.</i> | Office of Assistant Superintendent Special Education Department |
| <i>(e) Pupil achievement assessment through grading and state and national assessment procedures and the methods of assessment to be used.</i> | Office of Assistant Superintendent Building level administration |
| <i>(f) The ongoing assessment of district needs relating to student population, program facilities and regulations.</i> | Office of Assistant Superintendent Building level administration |
| <i>(g) Writing, receiving, disbursement, and the meeting of all federal, state, and local compliance requirements.</i> | Business Administrator and all direct reports |

| | |
|--|---|
| <i>(h) Oversight of the provision of insurance, appropriate hearings, litigation, and court issues.</i> | Human Resources Department |
| <i>(i) School board operations and the relationship between the board and the district administration.</i> | Executive Assistant to Superintendent |
| <i>(j) The daily administration and provision of educational services to students at the school facility including, but not limited to, fiscal affairs; staff, student, and parent safety and building issues; and dealing with citizens at large.</i> | Building Administration Special Ed Department Facilities Department |
| <i>(k) Assignment, usage, and maintenance of administrative and school facilities.</i> | Building level administration Facilities Department |
| <i>(l) Designation of number, grade or age levels and, as applicable, other information about students to be served.</i> | Office of Assistant Superintendent |
| <i>(m) Pupil governance and discipline, including age-appropriate due process procedures.</i> | Office of Assistant Superintendent Building Administration |
| <i>(n) Administrative staffing</i> | Superintendent |
| <i>(o) Pupil transportation</i> | Transportation Coordinator |
| <i>(p) Annual budget, inclusive of all sources of funding</i> | Business Administrator |
| <i>(q) School calendar arrangements and the number and duration of days pupils are to be served pursuant to RSA 189:1</i> | Office of Assistant Superintendent |
| <i>(r) Identification of consultants to be used for various services</i> | Office of Assistant Superintendent Special Education Department |

Source. 1996, 298:3, eff. Aug. 9, 1996. 2010, 5:2, eff. June 18, 2010.

Fiscal Analysis FY 2021-2022

A projected SAU 55 budget is provided below. The 2019-2020 portion of the SAU 55 budget is \$1,589,325. The projected budget for a single district SAU for the same time period is \$1,426,707. This is a savings of ~\$162,000/ year but excludes a one-time transition cost in FY 2020-2021 (see Transition Cost above).

Proposed SAU Single District Budget

| Proposed SAU Budget 2021-2022 | 2019-20 (budgeted) | Single District SAU - TRSD | Difference between 2 and 1 district SAU | Notes |
|--|-------------------------------|---|--|--|
| Executive Salaries SUBTOTALS | | \$485,000 | | Reduced Super Salary, Asst Super paid by TRSD, Reduction in Compensatory Time |
| Support Salaries SUBTOTALS | | \$276,696 | | Reduced headcount from 7.5 to 5.5 |
| SALARIES TOTALS | \$1,069,598 | \$761,696 | \$307,902 | |
| | | | | |
| | | | | |
| Operating Expenses | | | | |
| - Audit | \$8,000 | \$1,000 | \$7,000 | No need for separate audit, \$1,000 estimated increase to TRSD Audit |
| - School Board Expenses | \$600 | \$600 | \$0 | Elimination of SAU board |
| - Conf & Travel Expense | \$10,000 | \$10,000 | \$0 | |
| - Course Reimbursement | \$5,000 | \$5,000 | \$0 | |
| - Technology Services | \$151,060 | \$115,000 | \$36,060 | Estimate provided by CFO |
| - Legal Services | \$40,000 | \$2,500 | \$37,500 | Estimate provided by CFO |
| - Maintenance of Equipment | \$200 | \$200 | \$0 | |
| - Office Rental | \$42,250 | \$0 | \$42,250 | TRSD owns building - no rental fee needed to be split between districts |
| - Contracted Services | \$22,416 | \$5,500 | \$16,916 | Estimate provided by CFO |
| - Liability Insurance | \$3,970 | \$3,000 | \$970 | Assume 23% savings |
| - Telephone | \$9,250 | \$9,000 | \$250 | |
| - Postage | \$4,000 | \$2,000 | \$2,000 | |
| - In District Travel | \$9,000 | \$2,000 | \$7,000 | |
| - Supplies | \$8,500 | \$6,000 | \$2,500 | |
| - New Equipment | \$0 | \$0 | \$0 | |
| - Replace Equipment | \$0 | \$0 | \$0 | |
| - Dues and Fees | \$11,778 | \$6,500 | \$5,278 | |
| - Custodial Service | \$7,000 | \$7,000 | \$0 | |
| - Maintenance | \$0 | \$0 | \$0 | |
| - Custodial Supplies | \$300 | \$300 | \$0 | |
| - Electric Service | \$7,500 | \$7,500 | \$0 | |
| - Fuel / Natural Gas | \$3,000 | \$3,000 | \$0 | |
| - Employee Insurance | \$367,725 | \$300,000 | \$67,725 | Assume 23% savings |

| Proposed SAU Budget 2021-2022 | 2019-20 (budgeted) | Single District SAU - TRSD | Difference between 2 and 1 district SAU | Notes |
|--------------------------------------|---------------------------|-----------------------------------|--|--------------------|
| - Sick Leave Redemption | \$4,700 | \$3,000 | \$1,700 | |
| - Employee Retirement | \$125,377 | \$90,000 | \$35,377 | Assume 23% savings |
| - Social Security | \$86,479 | \$60,000 | \$26,479 | |
| - Unemployment Compensation | \$0 | \$0 | \$0 | |
| - Workers' Compensation | \$3,920 | \$1,000 | \$2,920 | |
| - Other Employee Benefits | \$110,000 | \$25,000 | \$85,000 | |
| - Federal Projects | \$1 | \$1 | \$0 | |
| | | | | |
| SUBTOTALS | \$1,042,026 | \$665,101 | \$376,925 | |
| | | | | |
| Expenditure Summary | \$2,111,624 | \$1,426,797 | \$684,827 | |
| | | | | |
| | | | | |
| TRSD Contribution to SAU | \$1,589,325 | \$1,426,797 | \$162,528 | |

Major savings in the proposed budget include utilization of existing TRSD staff to fulfill statutory requirements for SAU operations, reduction of two administrative assistants, and employee benefits (i.e. insurance, retirement, social security). Operating expense reductions were developed with guidance from the Business Administrator's Pro Forma budget and information provided in regard to shared services.

Methods of Financing a Single District SAU

As noted previously, in FY 2019-2020, TRSD and HSD shared a ~77/23 split of SAU costs with funds raised and appropriated through each district's annual budget. If TRSD withdraws from SAU 55, it will continue to raise and appropriate the necessary funds to provide superintendent services, however it will be done as part of the TRSD budget process. During the transition year, FY 2020-2021, it is anticipated that funds will need to be added to the TRSD budget to hire new SAU personnel. These personnel may include a new superintendent and administrative staff depending on which employees remain with SAU 55. In subsequent years, the SAU will be financed through the

normal school district budgetary process with an anticipated savings over current spending.

Conclusion

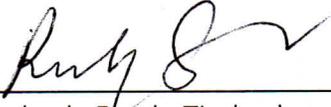
The TRSD SAU 55 Withdrawal Planning Committee voted (5-1-1, Farah, Hughes, Kiszka, Silva, Steele-yes, Alberg-no, Sherwood-abstaining) on July 9, 2019 to recommend that the TRSD withdraw from SAU 55, and after a one-year transition period, begin the operation of its own SAU on July 1, 2021.

After public hearing in accordance with RSA 194-C:2, IV(d), the Committee shall submit this plan to the State Board of Education for review. The plan shall be reviewed by the State Board of Education in accordance with RSA 194-C:2. IV (d-f), which shall then submit the plan to the TRSD school board for placement on the March 2020 TRSD Warrant. As stated in the governing statute, the wording of the warrant article will be as follows:

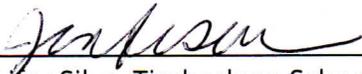
“Shall the Timberlane Regional School District accept the provisions of RSA 194-C providing for the withdrawal from a school administrative unit involving the school districts of Timberlane Regional and Hampstead, in accordance with the provisions of the proposed plan.”

Timberlane Regional School District Withdrawal Planning Committee

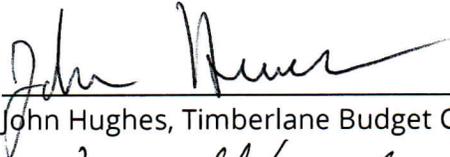
Respectfully submitted,



Dr. Kimberly Farah, Timberlane School Board member, Danville



Jennifer Silva, Timberlane School Board member, Atkinson



John Hughes, Timberlane Budget Committee member, Danville



Karen Steele, Citizen member, Atkinson

Sabrina Alberg, Citizen member, Danville



Barbara Kiszka, Citizen member, Plaistow

Mark Sherwood, Citizen member, Sandown

Dr. Earl Metzler, Superintendent of Schools (non-voting member)

Appendix:

RSA 194-C

SAU withdrawal committee timeline

NH DOE Students per school district

SAU Summary

SAU staffing comparisons

SAU Withdrawal Links/Withdrawal Summaries

SAU 55 Total Enrollment and District Level Staffing

SAU Budget-Summary

SAU Contributions over time

Top Administrative Salaries

2018-2019 SAU Budget

SAU Salaries 2015-2019

SAU Contractual Obligations for Administrative Staff

Budgetary Classification Detail

SAU Vendor Obligations

SAU Job descriptions

Contracts for Superintendent, Chief Finance Officer, Transportation Coordinator,
Business Operations Coordinator and Human Resources Manager

SAU Shared Services

SAU ProForma Budget

Hampstead Withdrawal Study 2002

Letter from Chair of HSD 05 15 19

SAU 55 Budget Single District Budget

SAU /Administrative Function Scenario from Superintendent 07 09 19

Schedule of Certain Retirement Related Expenditures

Other Documents Provided During Withdrawal Planning

Please refer to the following website for other documents:

<https://public.timberlane.net/projects/sau55withdrawal/default.aspx>

- 194-C:6 Federal Assistance.
- 194-C:7 Representation.
- 194-C:8 Weighted Voting.
- 194-C:9 Budget.
- 194-C:9-a Alternative Budget Procedure; Method of Adoption.
- 194-C:9-b Alternative Budget Procedure.
- 194-C:10 Public Hearing.
- 194-C:11 Legislative Oversight Committee. [Repealed.]
- 194-C:12 Duties of the Legislative Oversight Committee. [Repealed.]

CROSS REFERENCES

Special school district, department of corrections, see RSA 194:60.

194-C:1 Status.

I. All school administrative units existing on the effective date of this chapter shall continue in their present form unless modified in accordance with the provisions of this chapter.

II. School administrative units legally organized shall be corporations, with power to sue and be sued, to hold and dispose of real and personal property for the establishment of facilities for administration and any instructional purposes, and to make necessary contracts in relation to any function of the corporation; provided, however, that such school administrative units shall not have the power to procure land, to construct or purchase buildings, to borrow money in order to purchase real estate, or to mortgage said real estate.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996.

LIBRARY REFERENCES

West Key Number

Schools ⇄21.

Westlaw Topic

Westlaw Topic No. 345.

CJS

C.J.S. Schools and School Districts §§ 14 to 15, 21.

194-C:2 Organization, Reorganization, or Withdrawal.

I. GENERAL PROVISIONS.

(a) Any school district pursuant to an article in the warrant for any annual or special meeting may vote to create a planning committee in the following manner:

(1) The question shall be placed on the warrant of a special or annual school district meeting, which body shall have final authority to adopt the provision to create a planning committee.

(2)(A) In districts without annual meetings, the legislative body of the school district shall

consider and act upon the question in accordance with their current procedures. To the extent and if permitted by local ordinance, upon submission to the legislative body within 60 days of the legislative body's vote of a petition signed by 100 or by 2 percent, whichever is less, of the registered voters, the legislative body shall place the question on the official ballot for any regular election otherwise in accordance with their current procedures for passage of referenda.

(B) The school district legislative body shall hold a public hearing on the question at least 15 days but not more than 30 days before the question is to be voted on. Notice of the hearing shall be posted in at least 2 public places in the municipality and published in media of general availability and usage at least 7 days before the hearing.

(C) In the event that the referendum is nonbinding, the question shall be returned for reconsideration to the legislative body which shall have final authority to adopt the provision to create a planning committee.

(D) In the event that the referendum is binding, the public vote shall be the final and binding authority to adopt the provision to create a planning committee.

(3) The planning committee shall consist of the following members:

(A) Two local school board members, appointed by the local school board.

(B) One member of the financial committee having the statutory authority to make recommendations concerning school budgets, appointed by the financial committee. In communities with no such financial committee, the number of public members under subparagraph (a)(3)(C) shall be increased to 5.

(C) Four public members representing the community at large, appointed by the school district moderator or, for districts without an annual meeting, the legislative body of the school district.

(D) The superintendent, who shall be a non-voting member of the committee.

(4)(A) The first-named school board member shall call the first meeting which shall be no later than 30 days from the date of his or her appointment. All planning committee meetings shall comply with RSA 91-A.

(B) At the first meeting, a chairperson shall be elected by the members.

(C) A notice of all meetings of the planning committee shall be posted in all school districts in the existing school administrative unit and in any new school administrative unit which may be created as a result of organization, reorganization, or withdrawal.

(D) All meetings shall allow time for public comment.

(5) The members of the committee shall serve without pay for a term ending:

(A) At the annual meeting of the district next following the creation of the committee, if the committee is created at an annual meeting; or

(B) One year from the date of appointment, if the committee is created at a special meeting.

(C) One year from the date of appointment, if appointed in districts without annual meetings.

(6) Vacancies on the committee shall be filled by the appropriate appointing authority for the balance of the unexpired term.

(7) The district may appropriate money to meet the expenses of the committee at the meeting at which it is created or at any subsequent district meeting notwithstanding the provisions of RSA 32 or RSA 197:3, and such expenses may include the cost of publication and distribution of reports.

(8) A planning committee shall act by a majority vote of its total membership.

(b) If the planning committee chooses to recommend organization of, reorganization of, or withdrawal from a school administrative unit, it shall prepare a plan which complies with the requirements of this section.

(1) Before final approval of a plan by the planning committee, it shall hold at least one public hearing on the plan within the proposed school administrative unit and shall give such public notice of the hearing at least 2 weeks before the hearing and in all affected school districts.

(2) The plan for organization of, reorganization of, or withdrawal from a school administrative unit shall be submitted to the state board of education.

(3) The plan shall be submitted to the voters in accordance with the procedures outlined in this section.

(4) If the voters fail to vote in the affirmative by the $\frac{3}{5}$ vote required, the school district may

submit the plan to the voters at the next annual school district meeting. If the plan fails to receive the necessary $\frac{3}{5}$ vote a second time, the school district shall not offer another warrant article seeking to create a planning committee for a period of 2 years after the date of the second vote by the district.

(c) If the planning committee chooses not to recommend organization, reorganization, or withdrawal from a school administrative unit, that recommendation shall be submitted to the voters of the school district at the next annual school district meeting.

(1) If a majority of voters present and voting vote in the affirmative, the recommendation shall be accepted.

(2) If a majority of voters present and voting reject the recommendation, the vote shall represent a vote to create a new planning committee in accordance with RSA 194-C:2, II and that planning committee shall prepare a plan for organization, reorganization, or withdrawal from a school administrative unit which meets the requirements of this section.

II. ORGANIZATION.

(a) The planning committee shall:

(1) Study the advisability of establishing a school administrative unit in accordance with this chapter, its organization, operation, and control, and the advisability of constructing, maintaining, and operating a school or schools to serve the needs of such school administrative unit.

(2) Estimate the construction and operating costs of operating such school or schools.

(3) Investigate the methods of financing such school or schools, and any other matters pertaining to the organization and operation of a school administrative unit.

(4) Prepare an educational and fiscal analysis of the impact on the school districts within the existing school administrative unit and on any new school administrative unit which may be created, and prepare a proposed plan for the disposition of any school administrative unit assets and liabilities.

(5) Consult with the department of education regarding any unique issues and resolve such issues in a timely manner and submit a report or reports of its findings and recommendations to the several school districts within the existing school administrative unit.

(b) If the planning committee recommends the organization of a school administrative unit, it shall prepare a plan to provide superintendent services which meet the requirements set forth in RSA 194-C:4 for the proposed school administrative unit, and a transition plan and timeline which includes consideration of transition budgets and staffing and is signed by at least a majority of the membership of the planning committee.

(c) The planning committee shall submit a copy of the proposed plan to the several school districts within the existing school administrative unit and the school districts in any new school administrative unit which may be created as a result of organization, and shall hold at least one public hearing no less than 14 days prior to submission to the state board.

(d) The state board of education shall review the proposed plan within 60 days of receipt to determine whether the plan complies with the requirements of this section and RSA 194-C:4. If, in the opinion of the state board, all requirements have been met, it shall forward the plan to the school district clerk for a vote at a regular or special school district meeting.

(e) If the state board of education determines that all requirements of this section and RSA 194-C:4 have not been properly addressed, the deficiencies shall be noted and the plan shall be promptly returned for revision. When the plan is resubmitted, the state board of education shall promptly return the plan and make a recommendation for or against its adoption based on whether or not the plan complies with the requirements of this section and RSA 194-C:4. This recommendation shall be reported to the legislative body of the district. The state board shall not have veto power over any plan once it is resubmitted to the state board by the planning committee.

(f) The state board shall submit the organization plan to the school boards of the districts for acceptance by the districts as provided in subparagraph (c). Upon such submission, the state board shall cause the approved plan to be published once at the expense of the state in media of general availability and usage within the proposed school administrative unit.

(g) Upon the receipt of written notice of the state board's recommendation of the plan, the plan shall be submitted for approval by the school districts under the procedures outlined in paragraph I of this section. The question shall be in substantially the following form:

"Shall the school district accept the provisions of RSA 194-C providing for the organization of a school administrative unit involving school districts of _____ and _____ etc., in accordance with the provisions of the proposed plan?"

Yes _____ No _____

(h) If $\frac{2}{3}$ of the votes cast on the question in each district shall vote in the affirmative, the clerk of each district shall forthwith send to the state board a certified copy of the warrant, certificate of posting, evidence of publication, if required, and minutes of the meeting in the district. If the state board finds that $\frac{2}{3}$ majority of the votes cast in each district meeting have voted in favor of the establishment of the school administrative unit, it shall issue its certificate to that effect; and such certificate shall be conclusive evidence of the lawful organization and formation of the school administrative unit as of the date of its issuance.

III. REORGANIZATION.

(a) The planning committee shall:

(1) Study the advisability of reorganizing school administrative units in accordance with this chapter, their organization, operation, and control, and the advisability of constructing, maintaining and operating a school or schools to serve the needs of reorganized school administrative units.

(2) Estimate the construction and operating costs of operating such school or schools.

(3) Investigate the methods of financing such school or schools, and any other matters pertaining to the reorganization and operation of a school administrative unit.

(4) Prepare an educational and fiscal analysis of the impact of the reorganized school administrative unit on any remaining districts in the school administrative unit and on the school districts in any new school administrative unit which may be created as a result of reorganization, and a proposed plan for the disposition of any school administrative unit assets and liabilities.

(5) Consult with the department of education regarding any unique issues and resolve such issues in a timely manner and submit a report or reports of its findings and recommendations to the several school districts within the existing school administrative unit.

(b) If the planning committee recommends the reorganization of a school administrative unit, it shall prepare a plan to provide superintendent

services which meet the requirements set forth in RSA 194-C:4 for the proposed reorganized school administrative unit, and a transition plan and timeline which includes consideration of transition budgets and staffing and is signed by at least a majority of the membership of the planning committee.

(c) The planning committee may submit to the board of an existing school administrative unit, a plan for joining the existing school administrative unit. If approved, the plan shall be submitted to the state board of education and the school district voters in accordance with this section.

(d) The planning committee shall submit a copy of the proposed plan to the several school districts and shall hold at least one public hearing no less than 14 days prior to submission to the state board. Within 60 days, the state board of education shall review the proposed plan for administrative structure and to determine whether or not the proposed plan complies with the requirements of this section and RSA 194-C:4

(e) If in the opinion of the state board, all requirements of this section and RSA 194-C:4 have been met, it shall forward the plan to the school district clerk for a vote at a regular or special school district meeting.

(f) If the state board of education determines that all requirements have not been properly addressed, the deficiencies shall be noted and the plan shall be promptly returned for revision. When the plan is resubmitted, the state board of education shall promptly return the plan and make a recommendation for or against its adoption based on whether or not the plan complies with the requirements of this section and RSA 194-C:4. This recommendation shall be reported to the legislative body of the district. The state board shall not have veto power over any plan once it is resubmitted by the planning committee.

(g) The state board shall submit the reorganization plan to the school boards of the districts for acceptance by the districts as provided in subparagraph (d). Upon such submission, the state board shall cause the approved plan to be published once at the expense of the state in media of general availability and usage within the proposed school administrative unit.

(h) Upon the receipt of written notice of the state board's recommendation of the plan, the plan shall be submitted for approval by the school districts under the procedures outlined in paragraph I of this section. The question shall be in substantially the following form:

"Shall the school district accept the provisions of RSA 194-C providing for the reorganization of a school administrative unit involving school districts of _____ and _____ etc., in accordance with the provisions of the proposed plan?"

Yes _____ No _____

(i) If $\frac{3}{5}$ of the votes cast on the question in each district shall vote in the affirmative, the clerk of each district shall forthwith send to the state board a certified copy of the warrant, certificate of posting, evidence of publication, if required, and minutes of the meeting in the district. If the state board finds that $\frac{3}{5}$ majority of the votes cast in each district meeting have voted in favor of the reorganization of the school administrative unit, it shall issue its certificate to that effect; and such certificate shall be conclusive evidence of the lawful organization and formation of the school administrative unit as of the date of its issuance.

IV. WITHDRAWAL.

(a) The planning committee shall:

(1) Study the advisability of the withdrawal of a specific school district from a school administrative unit in accordance with this chapter, its organization, operation and control, and the advisability of constructing, maintaining and operating a school or schools to serve the needs of such school district.

(2) Estimate the construction and operating costs of operating such school or schools.

(3) Investigate the methods of financing such school or schools, and any other matters pertaining to the organization and operation of a school administrative unit.

(4) Prepare an educational and fiscal analysis of the impact of the withdrawing district on any school districts remaining in the school administrative unit and a proposed plan for the disposition of any school administrative unit assets and liabilities.

(5) Consult with the department of education regarding any unique issues and resolve such issues in a timely manner and submit a report or reports of its findings and recommendations to the several school districts within the existing school administrative unit.

(b) If the planning committee recommends the withdrawal from a school administrative unit, it shall prepare a plan for organization or reorganization. The plan shall include providing superintendent services, which meet the requirements set forth in RSA 194-C:4, and a transition plan and

timeline, which includes consideration of transition budgets and staffing for the withdrawing district, and is signed by at least a majority of the membership of the planning committee.

(c) The planning committee may submit to the board of an existing school administrative unit, a plan for joining the existing school administrative unit. If approved, the plan shall be submitted to the state board of education and the school district voters in accordance with this section.

(d) The planning committee shall submit a copy of the proposed plan to the several school districts and shall hold at least one public hearing no less than 14 days prior to submission to the state board. Within 60 days, the state board of education shall review the proposed plan for administrative structure and to determine whether or not the proposed plan complies with the requirements of this section and RSA 194-C:4.

(e) If in the opinion of the state board, all requirements have been met, it shall forward the plan to the school district clerk for a vote at a regular or special school district meeting.

(f) If the state board of education determines that all requirements have not been properly addressed, the deficiencies shall be noted and the plan shall be promptly returned for revision. When the plan is resubmitted, the state board of education shall promptly return the plan and make a recommendation for or against its adoption based on whether or not the plan complies with the requirements of this section and RSA 194-C:4. This recommendation shall be reported to the legislative body of the school district. The state board shall not have veto power over any plan once it is resubmitted by the planning committee.

(g) The state board shall submit the plan for district withdrawal from a school administrative unit to the school board of the withdrawing district for acceptance by the district as provided in subparagraph (h). Upon such submission, the state board shall cause the approved plan to be published once at the expense of the state in media of general availability and usage within the district which proposes to withdraw from a school administrative unit.

(h) Upon the receipt of written notice of the state board's recommendation of the plan, the plan shall be submitted for approval by the school district under the procedures outlined in paragraph I of this section. The question shall be in substantially the following form:

“Shall the school district accept the provisions of RSA 194-C providing for the withdrawal from a school administrative unit involving school districts of _____ and _____ etc., in accordance with the provisions of the proposed plan?”

Yes _____ No _____

(i) If $\frac{3}{5}$ of the votes cast on the question in the withdrawing district shall vote in the affirmative, the clerk of that district shall forthwith send to the state board a certified copy of the warrant, certificate of posting, evidence of publication, if required, and minutes of the meeting in the district. If the state board finds that $\frac{3}{5}$ of the votes cast in that district meeting have voted in favor of withdrawing from the school administrative unit, it shall issue its certificate to that effect; and such certificate shall be conclusive evidence of the lawful organization and formation of the new, single district school administrative unit as of the date of its issuance.

HISTORY

Source. 1996, 298:3. 1997, 245:1-3. 1999, 287:1, 3, eff. Sept. 14, 1999. 2010, 5:1, eff. June 18, 2010.

Amendments—2010. Amended section generally.

—1999. Paragraph IV(b)(4): Added by ch. 287:3.

Paragraph VI: Chapter 287:1 substituted “hold at least one public hearing no less than 14 days prior” for “hold public hearing at least 60 days prior” in the first sentence.

—1997. Paragraph I: Chapter 245:1 deleted the former proviso from the end of subpar. (a) regarding prior votes.

Paragraph II(b)(2): Amended generally by ch. 245:2.

Paragraph IV: Amended generally by ch. 245:3.

Paragraph V: Chapter 245:3 substituted “RSA 194-C:2, VI and VII” for “RSA 194-C:2, V and VI” in the second sentence of subpar. (a), and “hearing” for “forum” in two places in subpar. (b).

Paragraph VI: Amended generally by ch. 245:3.

Paragraph VII(b): Amended generally by ch. 245:3.

Paragraph VIII(a): Chapter 245:3 substituted “subparagraph (b)” for “paragraph VI” at the end of the first sentence.

Paragraph VIII(b): Amended generally by ch. 245:3.

LIBRARY REFERENCES

West Key Number

Schools \Leftrightarrow 45, 63.

Westlaw Topic

Westlaw Topic No. 345.

CJS

C.J.S. Schools and School Districts §§ 7, 74, 76, 110, 112, 114, 116, 129, 141 to 142, 168 to 191, 194 to 195, 218, 244, 248, 253, 259, 264 to 265, 321, 341 to 342, 346, 725.

194-C:3 Single District School Administrative Units; Exemption. Single district school administrative units shall be considered the same as a single school district and shall be exempt from meeting the requirements of this chapter, except that they shall provide superintendent services pursuant to RSA 194-C:4.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996.

CROSS REFERENCES

Single district school administrative units, see RSA 194:1-a.

LIBRARY REFERENCES

West Key Number

Schools ⚡63.

Westlaw Topic

Westlaw Topic No. 345.

CJS

C.J.S. Schools and School Districts §§ 110, 112, 114, 116, 129, 141 to 142, 168 to 191, 194 to 195, 218, 244, 248, 253, 259, 264 to 265, 321, 341 to 342, 346, 725.

194-C:4 Superintendent Services. Each school administrative unit or single school district shall provide the following superintendent services:

I. An educational mission which indicates how the interests of pupils will be served under the administrative structure.

II. Governance, organizational structure, and implementation of administrative services including, but not limited to:

(a) Payroll, cash flow, bills, records and files, accounts, reporting requirements, funds management, audits, and coordination with the treasurer, and advisory boards on policies necessary for compliance with all state and federal laws regarding purchasing.

(b) Recruitment, supervision, and evaluation of staff; labor contract negotiation support and the processing of grievances; arrangement for mediation, fact finding, or arbitration; and management of all employee benefits and procedural requirements.

(c) Development, review, and evaluation of curriculum, coordination of the implementation of various curricula, provisions of staff training and professional development, and development and recommendation of policies and practices necessary for compliance relating to curriculum and instruction.

(d) Compliance with laws, regulations, and rules regarding special education, Title IX, the Americans with Disabilities Act, home education, minimum standards, student records, sexual harassment, and other matters as may from time to time occur.

(e) Pupil achievement assessment through grading and state and national assessment procedures and the methods of assessment to be used.

(f) The on-going assessment of district needs relating to student population, program facilities and regulations.

(g) Writing, receiving, disbursement, and the meeting of all federal, state, and local compliance requirements.

(h) Oversight of the provision of insurance, appropriate hearings, litigation, and court issues.

(i) School board operations and the relationship between the board and the district administration.

(j) The daily administration and provision of educational services to students at the school facility including, but not limited to, fiscal affairs; staff, student, and parent safety and building issues; and dealing with citizens at large.

(k) Assignment, usage, and maintenance of administrative and school facilities.

(l) Designation of number, grade or age levels and, as applicable, other information about students to be served.

(m) Pupil governance and discipline, including age-appropriate due process procedures.

(n) Administrative staffing.

(o) Pupil transportation.

(p) Annual budget, inclusive of all sources of funding.

(q) School calendar arrangements and the number and duration of days pupils are to be served pursuant to RSA 189:1.

(r) Identification of consultants to be used for various services.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996. 2010, 5:2, eff. June 18, 2010.

Amendments—2010. Paragraph II: Substituted a comma for “and” following “Governance”; inserted a comma following “organizational structure”; and, substituted “implementation” for “delivery” preceding “of administrative services” in the introductory paragraph.

Paragraph II(b): Inserted a comma following “supervision” and following “fact finding”.

Paragraph II(c): Inserted a comma following “review”; substituted “professional” for “staff” following “training and”; and, inserted “and practices” following “recommendation of policies”.

Paragraph II(g): Inserted “all federal, state, and local” following “meeting of”.

Paragraph II(h): Substituted “Oversight of the provision of insurance, appropriate hearings,” for “Insurance, hearings,”.

Paragraph II(j): Substituted “and parent” for “parent,” and deleted “for” following “issues; and”.

References in text. Title IX, referred to in par. II(d), is Title IX of the Education Amendments of 1972, classified principally to 20 U.S.C. § 1681 et seq., as amended.

The Americans with Disabilities Act, referred to in par. II(d), is classified principally to 42 U.S.C. § 12101 et seq.

CROSS REFERENCES

Agreements between governmental units, joint exercise of powers, see RSA 53-A:3.
 Organization, reorganization, and withdrawal, see RSA 194-C:2.

LIBRARY REFERENCES

West Key Number

Schools ◊45.

Westlaw Topic

Westlaw Topic No. 345.

CJS

C.J.S. Schools and School Districts §§ 7, 74, 76.

UNITED STATES SUPREME COURT

Education, public schools, textbooks and curriculum, relief from court-ordered increase in funding of English language instruction, Equal Educational Opportunities Act, see *Horne v. Flores*, 2009, 129 S.Ct. 2579, 557 U.S. 433, 174 L.Ed.2d 406, on remand 577 F.3d 1014.

194-C:5 Organization and Duties.

I. The school board of each school administrative unit shall meet between April 1 and June 1 in each year, at a time and place fixed by the chairpersons of the several boards, and shall organize by choosing a chairperson, a secretary, and a treasurer.

II. (a) Each school administrative unit shall provide superintendent services to be performed as required by RSA 194-C:4. School districts shall not be required to have a superintendent and may assign these services to one or more administrative personnel working full or part-time; or such services may be independently contracted.

(b) The state board may establish certification requirements for superintendents in smaller and larger districts, and may designate services in addition to those established in RSA 194-C:4.

(c) Other administrative positions may be established, but only after 50 percent or more of the school districts in the school administrative unit representing 60 percent of the total pupils in the school administrative unit has voted favorably upon the establishment of the position.

III. The school board of each school administrative unit shall fix the salaries of all school administrative unit personnel, shall apportion the expense of the salaries and benefits among the several districts, and shall certify the apportionment to their respective treasurers and to the state board of education. The school administrative unit board shall have the authority to remove superintendents and other administrators.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996.

LIBRARY REFERENCES

West Key Number

Schools ◊45.

Westlaw Topic

Westlaw Topic No. 345.

CJS

C.J.S. Schools and School Districts §§ 7, 74, 76.

194-C:6 Federal Assistance. School administrative unit boards are hereby authorized to cooperate with the federal government or any agency thereof to request, receive and expend federal funds for educational purposes. The receipt and expenditure of federal funds by a school administrative unit shall be accounted for in the same manner as established for federal funds processed through local school districts. Each school administrative unit is hereby directed to establish separate from its operating budget a federal grant account.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996.

194-C:7 Representation. Every school district maintaining one or more public schools shall be entitled to 3 votes on the joint board of school administrative units, plus additional votes as provided in RSA 194-C:8. Districts not maintaining schools shall have one representative on the joint board, who shall be entitled to one vote. Each school district board member present shall be entitled to have a proportionate share of the school district's votes provided that the total votes per district shall be equally divided among the district's board members present and cast as each member present decides on any issue.

HISTORY

Source. 1996, 298:3. 1999, 287:2, eff. Sept. 14, 1999.

Amendments—1999. Substituted “RSA 194-C:8” for “RSA 189:46” in the first sentence.

194-C:8 Weighted Voting. In all votes regarding school administrative unit affairs, including the organization of such unit's school board and selection of officers, each district shall be entitled to one vote for each 16 pupils residing in that district and enrolled in schools under the administrative unit. A balance of 8 or more students shall entitle that district to an additional vote. A balance of fewer than 8 students shall have no net effect on a district's vote. Enrollments shall be based on the average daily membership in residence of each district for the school year which ended in the preceding June. Weighted votes shall only be used upon the demand of a majority of the members of any board present and voting in the school administrative unit. The school board members present at a school administra-

tive unit school board meeting shall be entitled to cast the entire number of votes assigned to their school districts, provided that each representative present shall be entitled to a proportionate share of the total to be cast as provided in RSA 194-C:7.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996.

LIBRARY REFERENCES**West Key Number**

Schools ◊45, 63.

Westlaw Topic

Westlaw Topic No. 345.

CJS

C.J.S. Schools and School Districts §§ 7, 74, 76, 110, 112, 114, 116, 129, 141 to 142, 168 to 191, 194 to 195, 218, 244, 248, 253, 259, 264 to 265, 321, 341 to 342, 346, 725.

194-C:9 Budget.

I. At a meeting held before January 1, the school administrative unit board shall adopt a budget required for the expenses of the school administrative unit for the next fiscal year, which budget may include the salary and expenses of supervisors of health, physical education, music, art, and guidance, and any other employees, and shall include the expenses necessary for the operation of the school administrative unit. Superintendents, assistant superintendents, business administrators, teacher consultants, and the regularly employed office personnel of the school administrative unit office shall be deemed employees of the school administrative unit for the purposes of payment of salaries and contributions to the employee's retirement system of the state of New Hampshire and workers' compensation. The school administrative unit board shall apportion the total amount of the budget among the constituent school districts in the following manner: the apportionment shall be based $\frac{1}{2}$ on the average membership in attendance for the previous school year and $\frac{1}{2}$ on the most recently available equalized valuation of each district as of June 30 of the preceding school year. Prior to January 15 in each year, the board shall certify to the chairperson of the school board of each constituent school district the amount so apportioned. Each district within a school administrative unit shall raise at the next annual district meeting the sum of money apportioned to it by the school administrative unit board for the expenses of services which each district received in connection with the school administrative unit office. The school administrative unit board in adopting the budget shall not add any new service to the school administrative unit budget unless a majority of the school districts in the school

administrative unit representing not less than 60 percent of the total pupils in the school administrative unit have voted favorably upon the establishment of the service. A vote to accept a new service shall not be construed as a vote to raise and appropriate money within the meaning of RSA 197:3.

II. The provisions of paragraph I shall not apply to school administrative units comprising only one district. The budget for these units shall be a part of the school district budget and subject to the vote of the annual school district meeting or, for those districts without an annual meeting, by the legislative body.

III. Paragraph I of this section shall not apply to school districts which have adopted the provisions of RSA 194-C:9-a.

HISTORY

Source. 1996, 298:3. 2003, 279:1, eff. Sept. 16, 2003.

Amendments—2003. Paragraph III: Added.

CROSS REFERENCES

Alternative budget procedure, see RSA 194-C:9-b.

Public hearing, see RSA 194-C:10.

LIBRARY REFERENCES**West Key Number**

Schools ◊92.

Westlaw Topic

Westlaw Topic No. 345.

CJS

C.J.S. Schools and School Districts §§ 9, 500, 502 to 507, 511.

194-C:9-a Alternative Budget Procedure; Method of Adoption.

I. (a) Each school district, within a school administrative unit that is composed of 2 or more school districts, may vote to adopt the provisions of RSA 194-C:9-b to determine the means for adopting the school administrative unit budget by placing a question on the warrant of their next annual school district meeting. The question shall be voted on in accordance with the ballot and voting procedures in effect in that school district.

(b) The wording of the question shall be: "Shall the voters of the _____ school district within school administrative unit number _____ adopt the provisions of RSA 194-C:9-b to allow for insertion of the school administrative unit budget as a separate warrant article at annual school district meetings?"

(c) If a majority of the voters voting in the school districts within the school administrative unit approve the question, then RSA 194-C:9-b shall apply starting with the next annual school

district meeting of the school districts within that school administrative unit, and shall continue until rescinded. Each school district moderator shall cause a vote by secret ballot to be taken, record the number of yeas and nays, and announce the result of the vote at the annual meeting. The ballots shall be delivered to the moderator of the school district with the latest chronological annual meeting. The moderator of the latest chronological annual meeting shall record the total number of yeas and nays, announce the results of the final vote on the method of adopting the school administrative unit budget, and deliver the ballots to the secretary of the school administrative unit. The secretary of the school administrative unit board shall certify the results to the department of revenue administration.

II. If, in any year, the question presented to the voters in subparagraph I(b) is not adopted, the question may be resubmitted as part of the warrant of the next annual school district meeting, provided each school district within the school administrative unit complies with the petition procedure set forth in RSA 197:6.

III. In order to rescind the adoption of RSA 194-C:9-b, each school district within the school administrative unit shall comply with the petition procedure set forth in RSA 197:6 and upon such compliance, a question shall be placed on the warrant of the next annual school district meeting. The wording of the question shall be: "Shall the voters of the _____ school district within school administrative unit number ____ rescind the adoption of RSA 194-C:9-b, relative to the alternative school administrative unit budget adoption procedure, and adopt the provisions of RSA 194-C:9 as the method for governing the adoption of the school administrative unit budget?" If a majority of the voters voting in the school districts within the school administrative unit approve the question, then the provisions of RSA 194-C:9 shall govern the procedure for adopting the school administrative unit budget in such school administrative unit. Each school district moderator shall cause a secret ballot vote to be taken, record the number of yeas and nays, and announce the result of the vote at the annual meeting. The ballots shall be delivered to the moderator of the school district with the latest chronological annual meeting. The moderator of the latest chronological annual meeting shall record the total number of yeas and nays, announce the results of the final vote on the question of adopting the school administrative unit budget adoption method, and deliver the ballots to the secretary of the

school administrative unit. The secretary of the school administrative unit board shall certify the results to the department of revenue administration.

IV. After a vote to adopt or rescind the alternative school administrative unit budget procedure, the secretary of the school administrative unit shall place the ballots and all envelopes or wrapping which had previously contained them in a suitable container showing the contents and the date of the vote. The ballots shall be retained for 60 days from the date of the vote or any recount, unless further preservation is necessary or unless disposal is enjoined by the superior court.

V. Any registered voter who resides in a school district within the school administrative unit may, in writing, petition the secretary of the school administrative unit for a recount of the vote no later than the Friday following the latest chronological annual meeting of school districts in the school administrative unit. The secretary shall schedule a recount, to be conducted by the school administrative unit, not earlier than 5 days nor later than 10 days after the date the secretary receives the petition.

VI. For any town which has adopted a charter under RSA 49-D:3, the method of adoption shall be the manner of amending the charter as provided under RSA 49-B.

HISTORY

Source. 2003, 279:2. 2004, 75:1-3, eff. May 7, 2004. 2012, 7:1, 2, eff. Mar. 22, 2012.

Amendments—2012. Paragraph I(c): Amended generally by ch. 7:1.

Paragraphs III and IV: Amended generally by ch. 7:2.

Paragraphs V and VI: Added by ch. 7:2.

—2004. Paragraph I(a): Chapter 75:1 deleted "town" following "2 or more" in the first sentence.

Paragraph I(c): Chapter 75:2 inserted "voting" following "majority of voters" in the first sentence, and added the second and third sentences.

Paragraph III: Chapter 75:3 inserted "voting" following "majority of the voters" in the third sentence, and added the fourth and fifth sentences.

LIBRARY REFERENCES

West Key Number

Schools ⌘92.

Westlaw Topic

Westlaw Topic No. 345.

CJS

C.J.S. Schools and School Districts §§ 9, 500, 502 to 507, 511.

194-C:9-b Alternative Budget Procedure.

I. In a school administrative unit composed of 2 or more school districts which has adopted the provisions of RSA 194-C:9-a, the school administrative

unit budget adopted according to RSA 194-C:9, I shall be placed before the voters of each school district of that school administrative unit in a separate warrant article at the annual school district meeting. Notwithstanding RSA 32 and RSA 40:13, the budget adopted by the school administrative unit board shall not be amended or changed in any way prior to the vote. Each school district moderator shall cause a vote by paper ballot to be taken, record the number of yeas and nays, and announce the result of the vote at the annual meeting. The ballots shall be delivered to the moderator of the school district with the latest chronological annual meeting. The moderator of the latest chronological annual meeting shall record the total number of yeas and nays, announce the results of the final vote on the question of adopting the school administrative unit budget, and deliver the ballots to the secretary of the school administrative unit. The secretary of the school administrative unit board shall certify the results to the department of revenue administration. A majority of voters voting in favor shall result in adoption of the budget proposed by the school administrative unit board. If the article receives less than a majority vote, the budget amount accepted shall be that of the previous year adjusted for continuing contracts. Wording of the warrant article shall be as follows:

“Shall the voters of _____ (name of school district) _____ adopt a school administrative unit budget of \$_____ for the forthcoming fiscal year in which \$_____ is assigned to the school budget of this school district?”

This year’s adjusted budget of \$_____, with \$_____ 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.”

II. After a vote on the school administrative unit budget, the secretary of the school administrative unit shall place the ballots and all envelopes or wrapping which had previously contained them in a suitable container showing the contents and the date of the vote. The ballots shall be retained for 60 days from the date of the vote or any recount, unless further preservation is necessary or unless disposal is enjoined by the superior court.

III. Any registered voter who resides in a school district within the school administrative unit may, in writing, petition the secretary of the school administrative unit for a recount of the vote no later than the Friday following the latest chronological annual meet-

ing of school districts in the school administrative unit. The secretary shall schedule a recount, to be conducted by the school administrative unit, not earlier than 5 days nor later than 10 days after the date the secretary receives the petition.

IV. This section shall not apply to a school administrative unit that includes a city.

HISTORY

Source. 2003, 279:2. 2004, 75:4, eff. May 7, 2004. 2012, 7:3, eff. Mar. 22, 2012.

Amendments—2012. Amended section generally.

—2004. Amended section generally.

LIBRARY REFERENCES

West Key Number

Schools ☞92.

Westlaw Topic

Westlaw Topic No. 345.

CJS

C.J.S. Schools and School Districts §§ 9, 500, 502 to 507, 511.

194-C:10 Public Hearing. Before final adoption of the school administrative unit budget as provided in RSA 194-C:9, at least one public hearing shall be held within the school administrative unit, at a time and place specified by the school administrative unit board chairperson, upon a preliminary budget prepared by the school administrative unit board. Notice of such public hearing and a summary of the preliminary budget shall be submitted by the secretary of the board for publication in a newspaper of general circulation in the school administrative unit at least 7 days prior to the date of the hearing. The budget, subsequent to its final approval by the school administrative unit board, shall be posted in a public place in each constituent school district and given such other publication as the school administrative unit board may determine.

HISTORY

Source. 1996, 298:3, eff. Aug. 9, 1996.

194-C:11 Legislative Oversight Committee.

[Repealed 2014, 321:2, I, eff. Sept. 30, 2014.]

HISTORY

Former RSA 194-C:11, which was derived from 2004, 244:2, related to the establishment of a legislative oversight committee.

194-C:12 Duties of the Legislative Oversight Committee.

[Repealed 2014, 321:2, II, eff. Sept. 30, 2014.]

HISTORY

Former RSA 194-C:12, which was derived from 2004, 244:2, related to the duties of the legislative oversight committee.

SAU 55 Withdrawal Committee Timeline - 2019

| | Monday Week | Milestone | Actual Date | RSA Guidelines | Notes / Outcome |
|-----------|-------------|---|-------------------------|---|--|
| March | 11-Mar | Voting Day | March 12 (Tuesday) | | |
| | 18-Mar | | | | |
| | 25-Mar | | | | |
| April | 1-Apr | New School Board Sworn In/Appointed | April 4 (Thursday) | | |
| | 8-Apr | | | | |
| | 15-Apr | | | | |
| | 22-Apr | | | | |
| May | 29-Apr | Committee Meeting #1 | May 1 (Wednesday) | Must happen within 30 days of New School Board | Kim Farah - Chair, Barbara Kiszka - Vice Chair |
| | 6-May | Committee Meeting #2 | May 7 (Tuesday) | | |
| | 13-May | Committee Meeting #3 | May 15 (Wednesday) | | |
| | 20-May | | | | |
| June | 27-May | Committee Meeting #4 | May 28 (Tuesday) | | |
| | 3-Jun | | | | |
| | 10-Jun | | | | |
| | 17-Jun | Committee Meeting #5 | June 18 (Tuesday) | | |
| July | 24-Jun | | | | |
| | 1-Jul | | | | |
| | 8-Jul | Committee Meeting #6 | July 9 (Tuesday) | | |
| | 15-Jul | | | | |
| August | 22-Jul | Committee Meeting #7 (?) | | | |
| | 29-Jul | Notice of Public Hearing | | No less than 14 days prior to the Public Hearing | |
| | 5-Aug | | | | |
| | 12-Aug | | | | |
| September | 19-Aug | Public Hearing | | No less than 14 days prior to submission to State Board | |
| | 26-Aug | | | | |
| | 2-Sep | Submit Plan to State Board of Education | September 2 (Monday) | BOE Must review within 60 days | |
| | 9-Sep | State Board of Education Meeting | September 12 (Thursday) | | Meet 2nd Thursday/month, September - May |
| October | 16-Sep | | | | |
| | 23-Sep | | | | |
| | 30-Sep | | | | |
| | 7-Oct | State Board of Education Meeting | October 10 (Thursday) | | |
| November | 14-Oct | | | | |
| | 21-Oct | Response By Board of Education | NLT October 25 (Friday) | BOE Must review within 60 days | |
| | 28-Oct | | | | |
| | 4-Nov | | | | |
| December | 11-Nov | State Board of Education Meeting | November 14 (Thursday) | | |
| | 18-Nov | | | | |
| | 25-Nov | | | | |
| | 2-Dec | | | | |
| December | 9-Dec | | | | |
| | 16-Dec | State Board of Education Meeting | December 12 (Thursday) | | |
| | 23-Dec | | | | |
| | 30-Dec | Submit Warrant Article, if needed | | Requires 3/5 of Voter to approve (March 2020) | |

NHDOE STUDENTS PER SCHOOL DISTRICT

| School/District | # Students | G1 | G2 | G3 | G4 | G5 | G6 | G7 | G8 | G9 | G10 | G11 | G12 |
|---|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Academy for Science and Design Charter School | 525 | 0 | 0 | 0 | 0 | 0 | 85 | 127 | 123 | 61 | 54 | 41 | 34 |
| Allenstown | 304 | 33 | 37 | 32 | 44 | 44 | 46 | 29 | 39 | 0 | 0 | 0 | 0 |
| Alton | 400 | 37 | 54 | 40 | 42 | 51 | 52 | 60 | 64 | 0 | 0 | 0 | 0 |
| Amherst | 1,126 | 121 | 128 | 138 | 128 | 129 | 137 | 176 | 169 | 0 | 0 | 0 | 0 |
| Andover | 222 | 31 | 22 | 35 | 28 | 29 | 25 | 34 | 18 | 0 | 0 | 0 | 0 |
| Ashland | 136 | 18 | 15 | 14 | 19 | 22 | 11 | 19 | 18 | 0 | 0 | 0 | 0 |
| Auburn | 552 | 54 | 70 | 62 | 68 | 78 | 62 | 79 | 79 | 0 | 0 | 0 | 0 |
| Barnstead | 393 | 47 | 55 | 53 | 38 | 50 | 56 | 55 | 39 | 0 | 0 | 0 | 0 |
| Barrington | 799 | 96 | 94 | 104 | 84 | 114 | 103 | 102 | 102 | 0 | 0 | 0 | 0 |
| Bartlett | 167 | 16 | 16 | 12 | 18 | 24 | 13 | 38 | 30 | 0 | 0 | 0 | 0 |
| Bath | 65 | 9 | 11 | 13 | 9 | 13 | 10 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bedford | 4,251 | 301 | 316 | 311 | 353 | 353 | 359 | 385 | 381 | 377 | 385 | 360 | 370 |
| Berlin | 1,077 | 79 | 66 | 94 | 73 | 78 | 77 | 96 | 98 | 97 | 118 | 100 | 101 |
| Bethlehem | 131 | 21 | 16 | 25 | 15 | 30 | 24 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bow | 1,487 | 84 | 95 | 97 | 86 | 88 | 112 | 147 | 153 | 153 | 171 | 169 | 132 |
| Brentwood | 258 | 42 | 57 | 41 | 61 | 57 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Brookline | 448 | 65 | 69 | 73 | 73 | 67 | 101 | 0 | 0 | 0 | 0 | 0 | 0 |
| Campton | 257 | 27 | 26 | 30 | 34 | 36 | 35 | 31 | 38 | 0 | 0 | 0 | 0 |
| Candia | 295 | 37 | 30 | 29 | 38 | 37 | 34 | 51 | 39 | 0 | 0 | 0 | 0 |
| Chester | 475 | 49 | 46 | 51 | 62 | 46 | 72 | 63 | 86 | 0 | 0 | 0 | 0 |
| Chesterfield | 256 | 30 | 42 | 24 | 33 | 17 | 43 | 33 | 34 | 0 | 0 | 0 | 0 |
| Chichester | 196 | 25 | 16 | 26 | 24 | 23 | 25 | 26 | 31 | 0 | 0 | 0 | 0 |
| Claremont | 1,613 | 135 | 128 | 131 | 159 | 137 | 114 | 137 | 126 | 152 | 129 | 127 | 138 |
| Cochecho Academy for the Arts | 66 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 19 | 14 | 10 | 23 |
| Coe-Brown Northwood Academy | 710 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 196 | 179 | 153 | 182 |
| Colebrook | 318 | 26 | 24 | 30 | 19 | 24 | 24 | 25 | 22 | 34 | 37 | 27 | 26 |
| Compass Classical Academy Charter School | 72 | 9 | 16 | 11 | 18 | 13 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| Concord | 4,269 | 291 | 313 | 336 | 335 | 339 | 314 | 324 | 352 | 391 | 467 | 353 | 454 |
| Contoocook Valley | 1,994 | 148 | 136 | 158 | 163 | 145 | 163 | 169 | 175 | 177 | 160 | 194 | 206 |
| Conway | 1,664 | 107 | 97 | 102 | 107 | 116 | 105 | 146 | 135 | 185 | 212 | 201 | 151 |
| Cornish | 75 | 9 | 5 | 12 | 8 | 9 | 10 | 7 | 15 | 0 | 0 | 0 | 0 |
| Croydon | 20 | 2 | 7 | 6 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CSI Charter School | 49 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 5 | 41 |
| Deerfield | 425 | 54 | 64 | 49 | 55 | 44 | 62 | 46 | 51 | 0 | 0 | 0 | 0 |
| Derry Cooperative | 3,029 | 359 | 329 | 365 | 396 | 392 | 374 | 400 | 414 | 0 | 0 | 0 | 0 |
| Dover | 3,657 | 300 | 292 | 289 | 284 | 293 | 312 | 309 | 266 | 324 | 351 | 329 | 308 |
| Dresden | 1,122 | 0 | 0 | 0 | 0 | 0 | 90 | 150 | 133 | 208 | 183 | 165 | 193 |
| Dunbarton | 181 | 26 | 31 | 31 | 41 | 31 | 21 | 0 | 0 | 0 | 0 | 0 | 0 |
| East Kingston | 123 | 22 | 19 | 27 | 29 | 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Epping | 891 | 87 | 71 | 70 | 81 | 74 | 80 | 73 | 78 | 68 | 78 | 57 | 74 |
| Epsom | 391 | 34 | 62 | 45 | 53 | 42 | 52 | 47 | 56 | 0 | 0 | 0 | 0 |
| Errol | 12 | 3 | 1 | 1 | 2 | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exeter | 821 | 151 | 160 | 185 | 163 | 162 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exeter Region Cooperative | 2,997 | 0 | 0 | 0 | 0 | 0 | 451 | 420 | 441 | 416 | 451 | 425 | 393 |
| Fall Mountain Regional | 1,366 | 98 | 105 | 124 | 106 | 107 | 100 | 112 | 121 | 114 | 130 | 131 | 118 |
| Farmington | 821 | 62 | 78 | 73 | 72 | 58 | 67 | 79 | 69 | 77 | 59 | 62 | 65 |
| Franklin | 992 | 91 | 90 | 76 | 88 | 78 | 75 | 81 | 76 | 121 | 86 | 64 | 66 |
| Freedom | 47 | 6 | 9 | 12 | 7 | 4 | 9 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fremont | 368 | 39 | 46 | 44 | 44 | 45 | 43 | 53 | 54 | 0 | 0 | 0 | 0 |
| Gate City Charter School For the Arts | 154 | 19 | 20 | 20 | 19 | 18 | 20 | 18 | 20 | 0 | 0 | 0 | 0 |
| Gilford | 1,109 | 71 | 74 | 66 | 73 | 81 | 72 | 85 | 96 | 127 | 102 | 128 | 134 |

NHDOE STUDENTS PER SCHOOL DISTRICT

| School/District | # Students | G1 | G2 | G3 | G4 | G5 | G6 | G7 | G8 | G9 | G10 | G11 | G12 |
|---|------------|-------|-------|-------|-------|-------|-------|-------|-----|-------|-------|-------|-----|
| Gilmanton | 359 | 42 | 37 | 41 | 51 | 55 | 44 | 47 | 42 | 0 | 0 | 0 | 0 |
| Goffstown | 2,607 | 155 | 158 | 164 | 146 | 186 | 163 | 242 | 286 | 323 | 282 | 230 | 272 |
| Gorham Randolph Shelburne Cooperative | 389 | 26 | 29 | 23 | 36 | 28 | 35 | 42 | 36 | 34 | 31 | 31 | 38 |
| Governor Wentworth Regional | 2,141 | 152 | 176 | 147 | 163 | 148 | 199 | 173 | 179 | 209 | 189 | 204 | 202 |
| Granite State Arts Academy Charter School | 131 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32 | 38 | 35 | 26 |
| Grantham | 181 | 31 | 24 | 24 | 32 | 33 | 37 | 0 | 0 | 0 | 0 | 0 | 0 |
| Great Bay eLearning Charter School | 150 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 17 | 29 | 29 | 31 | 37 |
| Greenland | 358 | 40 | 49 | 51 | 41 | 48 | 43 | 42 | 44 | 0 | 0 | 0 | 0 |
| Hampstead | 788 | 77 | 88 | 88 | 77 | 104 | 107 | 121 | 126 | 0 | 0 | 0 | 0 |
| Hampton | 990 | 101 | 116 | 103 | 134 | 134 | 141 | 129 | 132 | 0 | 0 | 0 | 0 |
| Hampton Falls | 220 | 17 | 32 | 16 | 33 | 30 | 30 | 33 | 29 | 0 | 0 | 0 | 0 |
| Hanover | 392 | 73 | 86 | 65 | 91 | 77 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Harrisville | 43 | 7 | 11 | 5 | 10 | 3 | 7 | 0 | 0 | 0 | 0 | 0 | 0 |
| Haverhill Cooperative | 587 | 42 | 46 | 45 | 52 | 42 | 55 | 50 | 49 | 46 | 52 | 58 | 50 |
| Henniker | 331 | 44 | 47 | 45 | 44 | 43 | 40 | 33 | 35 | 0 | 0 | 0 | 0 |
| Hill | 53 | 8 | 6 | 14 | 10 | 7 | 8 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hillsboro-Deering Cooperative | 1,055 | 72 | 82 | 80 | 74 | 106 | 99 | 99 | 101 | 99 | 82 | 80 | 81 |
| Hinsdale | 471 | 46 | 41 | 36 | 50 | 42 | 36 | 35 | 38 | 40 | 42 | 33 | 32 |
| Holderness | 141 | 16 | 15 | 9 | 23 | 17 | 19 | 17 | 25 | 0 | 0 | 0 | 0 |
| Hollis | 577 | 79 | 86 | 95 | 117 | 94 | 106 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hollis-Brookline Cooperative | 1,247 | 0 | 0 | 0 | 0 | 0 | 0 | 209 | 209 | 202 | 208 | 179 | 240 |
| Hooksett | 1,192 | 136 | 129 | 139 | 147 | 163 | 171 | 154 | 153 | 0 | 0 | 0 | 0 |
| Hopkinton | 823 | 58 | 59 | 56 | 62 | 77 | 77 | 87 | 76 | 81 | 65 | 68 | 57 |
| Hudson | 3,299 | 233 | 203 | 249 | 272 | 278 | 275 | 267 | 255 | 326 | 336 | 287 | 318 |
| Inter-Lakes Cooperative | 947 | 74 | 62 | 83 | 75 | 83 | 65 | 94 | 81 | 80 | 93 | 80 | 77 |
| Jackson | 36 | 1 | 10 | 5 | 8 | 6 | 6 | 0 | 0 | 0 | 0 | 0 | 0 |
| Jaffrey-Rindge Cooperative | 1,262 | 105 | 111 | 107 | 129 | 116 | 104 | 110 | 90 | 96 | 99 | 99 | 96 |
| John Stark Regional | 673 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 169 | 178 | 165 | 161 |
| Kearsarge Regional | 1,631 | 118 | 142 | 131 | 128 | 136 | 154 | 136 | 131 | 138 | 149 | 136 | 132 |
| Keene | 3,016 | 183 | 192 | 208 | 198 | 189 | 218 | 224 | 230 | 365 | 343 | 362 | 304 |
| Kensington | 85 | 14 | 19 | 14 | 17 | 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Laconia | 1,747 | 158 | 147 | 168 | 172 | 139 | 132 | 144 | 138 | 134 | 130 | 151 | 134 |
| Lafayette Regional | 107 | 12 | 12 | 22 | 22 | 21 | 18 | 0 | 0 | 0 | 0 | 0 | 0 |
| Landaff | 9 | 3 | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Lebanon | 1,520 | 103 | 114 | 123 | 100 | 98 | 103 | 145 | 123 | 155 | 155 | 135 | 166 |
| Ledyard Charter School | 33 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 7 | 16 | 6 |
| Lempster | 84 | 10 | 7 | 14 | 13 | 11 | 6 | 12 | 11 | 0 | 0 | 0 | 0 |
| Lincoln-Woodstock Cooperative | 282 | 25 | 19 | 25 | 29 | 19 | 25 | 22 | 26 | 26 | 21 | 25 | 20 |
| Lisbon Regional | 317 | 23 | 19 | 20 | 25 | 21 | 21 | 50 | 30 | 28 | 31 | 19 | 30 |
| Litchfield | 1,257 | 85 | 88 | 85 | 82 | 106 | 119 | 111 | 119 | 115 | 123 | 131 | 93 |
| Littleton | 663 | 48 | 49 | 56 | 49 | 72 | 56 | 43 | 66 | 67 | 56 | 57 | 44 |
| Londonderry | 3,991 | 283 | 263 | 300 | 305 | 299 | 336 | 341 | 343 | 356 | 375 | 402 | 388 |
| Lyme | 188 | 21 | 21 | 18 | 23 | 25 | 18 | 34 | 28 | 0 | 0 | 0 | 0 |
| Madison | 119 | 20 | 11 | 20 | 18 | 26 | 24 | 0 | 0 | 0 | 0 | 0 | 0 |
| Making Community Connections Charter School | 159 | 0 | 0 | 0 | 0 | 0 | 5 | 10 | 9 | 57 | 40 | 24 | 14 |
| Manchester | 12,492 | 1,049 | 1,089 | 1,100 | 1,058 | 1,055 | 1,000 | 1,012 | 938 | 1,287 | 1,047 | 1,011 | 846 |
| Marlborough | 161 | 17 | 18 | 25 | 26 | 21 | 18 | 18 | 18 | 0 | 0 | 0 | 0 |
| Marlow | 29 | 3 | 6 | 4 | 6 | 6 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mascenic Regional | 959 | 74 | 79 | 77 | 81 | 78 | 74 | 87 | 69 | 95 | 87 | 71 | 87 |
| Mascoma Valley Regional | 1,028 | 68 | 90 | 100 | 87 | 92 | 94 | 71 | 100 | 86 | 76 | 86 | 78 |
| Mason | 59 | 11 | 12 | 10 | 13 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

NHDOE STUDENTS PER SCHOOL DISTRICT

| School/District | # Students | G1 | G2 | G3 | G4 | G5 | G6 | G7 | G8 | G9 | G10 | G11 | G12 |
|--|------------|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|-----|-----|
| Merrimack | 3,393 | 262 | 261 | 284 | 255 | 295 | 265 | 315 | 282 | 306 | 271 | 314 | 283 |
| Merrimack Valley | 2,280 | 161 | 159 | 181 | 194 | 172 | 181 | 190 | 202 | 205 | 227 | 196 | 212 |
| MicroSociety Academy Charter School of Southern NH | 130 | 19 | 21 | 22 | 22 | 23 | 23 | 0 | 0 | 0 | 0 | 0 | 0 |
| Middleton | 119 | 15 | 23 | 20 | 22 | 17 | 22 | 0 | 0 | 0 | 0 | 0 | 0 |
| Milan | 92 | 16 | 12 | 18 | 11 | 19 | 16 | 0 | 0 | 0 | 0 | 0 | 0 |
| Milford | 2,203 | 136 | 158 | 161 | 180 | 145 | 207 | 186 | 202 | 219 | 205 | 224 | 180 |
| Mill Falls Charter School | 144 | 24 | 24 | 24 | 34 | 28 | 10 | 0 | 0 | 0 | 0 | 0 | 0 |
| Milton | 493 | 40 | 49 | 47 | 41 | 41 | 36 | 37 | 35 | 59 | 46 | 34 | 28 |
| Monadnock Regional | 1,443 | 128 | 134 | 131 | 113 | 108 | 108 | 107 | 137 | 122 | 120 | 116 | 119 |
| Monroe | 70 | 12 | 7 | 6 | 5 | 10 | 11 | 13 | 6 | 0 | 0 | 0 | 0 |
| Mont Vernon | 160 | 21 | 29 | 28 | 24 | 32 | 26 | 0 | 0 | 0 | 0 | 0 | 0 |
| Moultonborough | 457 | 35 | 31 | 40 | 29 | 33 | 32 | 44 | 28 | 60 | 31 | 47 | 47 |
| Mountain Village Charter School | 73 | 19 | 20 | 11 | 14 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Nashua | 10,182 | 819 | 838 | 900 | 878 | 879 | 777 | 817 | 755 | 1,036 | 905 | 802 | 776 |
| Nelson | 52 | 11 | 12 | 11 | 6 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| New Boston | 469 | 61 | 75 | 86 | 81 | 79 | 87 | 0 | 0 | 0 | 0 | 0 | 0 |
| New Castle | 43 | 4 | 13 | 6 | 7 | 8 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| Newfields | 106 | 20 | 24 | 19 | 28 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Newfound Area | 1,107 | 81 | 85 | 69 | 91 | 98 | 97 | 108 | 92 | 111 | 92 | 90 | 93 |
| Newington | 38 | 8 | 6 | 4 | 5 | 9 | 6 | 0 | 0 | 0 | 0 | 0 | 0 |
| Newmarket | 930 | 76 | 79 | 99 | 85 | 101 | 65 | 94 | 85 | 62 | 63 | 69 | 52 |
| Newport | 908 | 66 | 65 | 88 | 61 | 58 | 68 | 70 | 97 | 81 | 77 | 75 | 102 |
| Next Charter School | 66 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16 | 15 | 13 | 22 |
| North Country Charter Academy | 44 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 15 | 21 |
| North Hampton | 355 | 26 | 44 | 33 | 48 | 43 | 36 | 60 | 65 | 0 | 0 | 0 | 0 |
| Northumberland | 331 | 18 | 26 | 17 | 24 | 28 | 18 | 29 | 31 | 40 | 33 | 31 | 36 |
| Northwood | 341 | 39 | 37 | 38 | 44 | 50 | 36 | 47 | 50 | 0 | 0 | 0 | 0 |
| Nottingham | 485 | 52 | 52 | 70 | 62 | 62 | 67 | 58 | 62 | 0 | 0 | 0 | 0 |
| Oyster River Coop | 1,997 | 132 | 144 | 141 | 160 | 151 | 167 | 163 | 175 | 210 | 184 | 187 | 183 |
| PACE Career Academy Charter School | 36 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15 | 6 | 10 | 5 |
| Pelham | 1,833 | 106 | 131 | 123 | 146 | 171 | 166 | 149 | 186 | 179 | 141 | 176 | 159 |
| Pembroke | 1,479 | 79 | 71 | 97 | 82 | 84 | 93 | 77 | 86 | 238 | 212 | 202 | 158 |
| Pemi-Baker Regional | 674 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 172 | 174 | 174 | 154 |
| Piermont | 48 | 8 | 4 | 3 | 11 | 5 | 5 | 6 | 6 | 0 | 0 | 0 | 0 |
| Pinkerton Academy | 3,166 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 884 | 812 | 768 | 702 |
| Pittsburg | 91 | 6 | 8 | 8 | 9 | 4 | 7 | 8 | 6 | 8 | 5 | 8 | 14 |
| Pittsfield | 503 | 37 | 56 | 32 | 44 | 50 | 44 | 35 | 39 | 71 | 45 | 31 | 19 |
| Plainfield | 170 | 27 | 20 | 16 | 26 | 23 | 16 | 23 | 19 | 0 | 0 | 0 | 0 |
| Plymouth | 350 | 42 | 34 | 45 | 42 | 51 | 39 | 46 | 51 | 0 | 0 | 0 | 0 |
| Polaris Charter School | 111 | 15 | 21 | 26 | 24 | 20 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| Portsmouth | 2,419 | 162 | 163 | 170 | 166 | 150 | 172 | 188 | 161 | 274 | 292 | 266 | 255 |
| Profile | 218 | 0 | 0 | 0 | 0 | 0 | 0 | 41 | 35 | 28 | 43 | 41 | 30 |
| Prospect Mountain JMA | 496 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 129 | 114 | 136 | 117 |
| Raymond | 1,207 | 88 | 94 | 105 | 99 | 99 | 91 | 120 | 91 | 134 | 95 | 100 | 91 |
| Robert Frost Charter School | 39 | 5 | 14 | 4 | 4 | 2 | 8 | 0 | 2 | 0 | 0 | 0 | 0 |
| Rochester | 3,858 | 282 | 330 | 282 | 309 | 334 | 302 | 277 | 309 | 395 | 376 | 356 | 306 |
| Rollinsford | 140 | 21 | 20 | 26 | 20 | 28 | 25 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rumney | 94 | 9 | 10 | 10 | 11 | 18 | 12 | 11 | 13 | 0 | 0 | 0 | 0 |
| Rye | 391 | 50 | 46 | 37 | 48 | 60 | 46 | 45 | 59 | 0 | 0 | 0 | 0 |
| Salem | 3,339 | 280 | 236 | 260 | 281 | 257 | 288 | 290 | 301 | 305 | 285 | 297 | 259 |
| Sanborn Regional | 1,516 | 80 | 100 | 101 | 104 | 115 | 94 | 138 | 130 | 185 | 162 | 152 | 155 |

NHDOE STUDENTS PER SCHOOL DISTRICT

| School/District | # Students | G1 | G2 | G3 | G4 | G5 | G6 | G7 | G8 | G9 | G10 | G11 | G12 |
|---|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Seabrook | 604 | 80 | 76 | 76 | 80 | 72 | 74 | 77 | 69 | 0 | 0 | 0 | 0 |
| Seacoast Charter School | 240 | 32 | 34 | 26 | 38 | 34 | 32 | 22 | 22 | 0 | 0 | 0 | 0 |
| Shaker Regional | 1,200 | 108 | 105 | 105 | 98 | 98 | 85 | 99 | 101 | 105 | 120 | 83 | 93 |
| Somersworth | 1,435 | 123 | 122 | 130 | 119 | 131 | 107 | 123 | 107 | 124 | 109 | 119 | 121 |
| Souhegan Cooperative | 831 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 188 | 181 | 237 | 225 |
| South Hampton | 63 | 7 | 8 | 4 | 8 | 12 | 8 | 8 | 8 | 0 | 0 | 0 | 0 |
| Stark | 23 | 1 | 5 | 4 | 5 | 2 | 6 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stewartstown | 66 | 4 | 4 | 10 | 10 | 9 | 11 | 12 | 6 | 0 | 0 | 0 | 0 |
| Stoddard | 75 | 14 | 14 | 14 | 11 | 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Strafford | 373 | 35 | 35 | 43 | 46 | 51 | 60 | 54 | 49 | 0 | 0 | 0 | 0 |
| Stratford | 50 | 10 | 7 | 3 | 8 | 2 | 8 | 7 | 5 | 0 | 0 | 0 | 0 |
| Stratham | 472 | 71 | 90 | 92 | 102 | 117 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Strong Foundations Charter School | 199 | 30 | 33 | 34 | 19 | 19 | 21 | 21 | 22 | 0 | 0 | 0 | 0 |
| Sunapee | 392 | 24 | 26 | 23 | 33 | 28 | 41 | 37 | 36 | 43 | 29 | 29 | 43 |
| Surry Village Charter School | 83 | 10 | 10 | 11 | 11 | 11 | 10 | 11 | 9 | 0 | 0 | 0 | 0 |
| Tamworth | 188 | 20 | 17 | 22 | 28 | 28 | 24 | 21 | 28 | 0 | 0 | 0 | 0 |
| TEAMS Charter School | 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15 | 5 | 1 | 0 |
| The Birches Academy of Academics & Art A Public Charter Sch | 198 | 25 | 25 | 25 | 26 | 24 | 26 | 21 | 26 | 0 | 0 | 0 | 0 |
| The Founders Academy Charter School | 291 | 0 | 0 | 0 | 0 | 0 | 82 | 87 | 67 | 39 | 16 | 0 | 0 |
| Thornton | 177 | 15 | 19 | 22 | 28 | 23 | 24 | 23 | 23 | 0 | 0 | 0 | 0 |
| Timberlane Regional | 3,215 | 216 | 229 | 257 | 274 | 243 | 271 | 262 | 291 | 301 | 271 | 300 | 300 |
| Unity | 101 | 14 | 14 | 13 | 5 | 17 | 13 | 18 | 7 | 0 | 0 | 0 | 0 |
| Virtual Learning Academy Charter School | 211 | 0 | 0 | 0 | 0 | 0 | 1 | 10 | 18 | 32 | 36 | 41 | 73 |
| Wakefield | 377 | 51 | 55 | 42 | 56 | 42 | 39 | 40 | 52 | 0 | 0 | 0 | 0 |
| Warren | 68 | 11 | 7 | 9 | 12 | 7 | 6 | 9 | 7 | 0 | 0 | 0 | 0 |
| Washington | 42 | 4 | 11 | 6 | 10 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Waterville Valley | 21 | 4 | 3 | 1 | 1 | 4 | 2 | 2 | 4 | 0 | 0 | 0 | 0 |
| Weare | 912 | 101 | 113 | 110 | 109 | 134 | 106 | 109 | 130 | 0 | 0 | 0 | 0 |
| Wentworth | 51 | 7 | 5 | 7 | 4 | 7 | 5 | 6 | 10 | 0 | 0 | 0 | 0 |
| Westmoreland | 123 | 9 | 10 | 16 | 16 | 19 | 19 | 20 | 14 | 0 | 0 | 0 | 0 |
| White Mountains Regional | 1,037 | 63 | 70 | 96 | 75 | 112 | 71 | 76 | 85 | 105 | 107 | 88 | 89 |
| Wilton-Lyndeborough Cooperative | 523 | 47 | 40 | 39 | 52 | 36 | 45 | 45 | 49 | 46 | 41 | 45 | 38 |
| Winchester | 357 | 39 | 46 | 54 | 50 | 52 | 33 | 33 | 50 | 0 | 0 | 0 | 0 |
| Windham | 2,746 | 177 | 193 | 227 | 249 | 244 | 255 | 259 | 241 | 253 | 227 | 217 | 204 |
| Winnacunnet Cooperative | 1,024 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 265 | 271 | 273 | 215 |
| Winnisquam Regional | 1,322 | 94 | 112 | 109 | 93 | 116 | 119 | 115 | 118 | 101 | 109 | 115 | 121 |
| State Total | 164,355 | 12,378 | 12,885 | 13,309 | 13,612 | 13,718 | 13,722 | 14,102 | 14,075 | 15,139 | 14,292 | 13,785 | 13,338 |

SAU SUMMARY

| SAU # | SAUName | Super's Salary | # Districts/ SAU | # Students | Teachers' Avg Salary | Super's Salary/Avg Teacher Salary |
|--------------|----------------------------------|-----------------------|-------------------------|-------------------|-----------------------------|--|
| 1 | Contoocook Valley SAU Office | \$142,500 | 1 | 1994 | \$51,533 | 2.77 |
| 2 | Inter-Lakes Cooperative SAU | \$123,000 | 2 | 1083 | \$58,496 | 2.13 |
| 3 | Berlin SAU Office | \$119,377 | 1 | 1077 | \$58,800 | 2.03 |
| 4 | Newfound Area SAU Office | \$128,622 | 1 | 1107 | \$52,358 | 2.46 |
| 5 | Oyster River SAU Office | \$167,908 | 1 | 1997 | \$70,514 | 2.38 |
| 6 | Claremont SAU Office | \$120,000 | 2 | 1714 | \$41,483 | 2.94 |
| 7 | Colebrook SAU Office | \$104,030 | 3 | 475 | \$43,012 | 2.43 |
| 8 | Concord SAU Office | \$148,928 | 1 | 4269 | \$73,531 | 2.03 |
| 9 | Conway SAU Office | \$127,308 | 3 | 1867 | \$55,640 | 2.33 |
| 10 | Derry Cooperative SAU Office | \$138,000 | 1 | 3029 | \$60,787 | 2.27 |
| 11 | Dover SAU Office | \$143,000 | 1 | 3657 | \$54,915 | 2.60 |
| 12 | Londonderry SAU Office | \$135,960 | 1 | 3991 | \$64,452 | 2.11 |
| 13 | Tamworth SAU Office | 78.00 hr | 3 | 354 | \$54,236 | |
| 14 | Epping SAU Office | \$125,664 | 1 | 891 | \$55,766 | 2.25 |
| 15 | Hooksett SAU Office | \$148,000 | 3 | 2039 | \$55,449 | 2.67 |
| 16 | Exeter SAU Office | \$155,485 | 7 | 4862 | \$71,771 | 2.18 |
| 17 | Sanborn Regional SAU Office | \$138,750 | 1 | 1516 | \$51,912 | 2.67 |
| 18 | Franklin SAU Office | \$125,454 | 1 | 992 | \$44,676 | 2.81 |
| 19 | Goffstown SAU Office | \$147,305 | 2 | 3076 | \$54,389 | 2.72 |
| 20 | Gorham SAU Office | \$99,000 | 3 | 493 | \$41,806 | 2.40 |
| 21 | Winnacunnet SAU Office | \$155,000 | 5 | 2266 | \$66,391 | 2.34 |
| 23 | Haverhill Cooperative SAU Office | \$119,646 | 4 | 736 | \$45,484 | 2.65 |
| 24 | Henniker SAU Office | \$147,625 | 4 | 1991 | \$50,828 | 2.97 |
| 25 | Bedford SAU Office | \$140,000 | 1 | 4251 | \$61,536 | 2.28 |
| 26 | Merrimack SAU Office | \$158,429 | 1 | 3393 | \$57,438 | 2.76 |
| 27 | Litchfield SAU Office | \$132,500 | 1 | 1257 | \$57,536 | 2.30 |
| 28 | Pelham SAU Office | \$135,000 | 1 | 1833 | \$37,625 | 3.59 |
| 29 | Keene SAU Office | \$151,281 | 7 | 3680 | \$54,873 | 2.77 |
| 30 | Laconia SAU Office | \$140,000 | 1 | 1747 | \$52,213 | 2.68 |
| 31 | Newmarket SAU Office | \$136,578 | 1 | 930 | \$53,104 | 2.57 |
| 32 | Plainfield SAU Office | \$64,045 | 1 | 170 | \$51,924 | 1.23 |
| 33 | Raymond SAU Office | \$117,300 | 1 | 1207 | \$51,090 | 2.30 |
| 34 | Hillsboro-Deering SAU Office | \$149,448 | 3 | 1055 | \$58,574 | 2.55 |
| 35 | SAU #35 Office | \$110,766 | 5 | 782 | \$56,406 | 1.98 |
| 36 | White Mountains Regional SAU | \$115,000 | 1 | 1037 | \$45,726 | 2.51 |
| 37 | Manchester SAU Office | \$165,000 | 1 | 12492 | \$60,864 | 2.71 |
| 39 | Amherst SAU Office | \$135,000 | 3 | 2117 | \$65,045 | 2.10 |
| 40 | Milford SAU Office | \$137,650 | 1 | 2203 | \$66,566 | 2.07 |
| 41 | Hollis-Brookline SAU Office | \$149,331 | 3 | 2272 | \$59,528 | 2.51 |
| 42 | Nashua SAU Office | \$161,925 | 1 | 10182 | \$60,155 | |
| 43 | Newport SAU Office | \$99,807 | 1 | 908 | \$43,399 | 2.30 |
| 44 | Northwood SAU Office | \$124,000 | 3 | 1199 | \$53,567 | 2.33 |
| 45 | Moultonborough SAU Office | \$127,000 | 1 | 457 | \$60,807 | 2.09 |
| 46 | Merrimack Valley SAU Office | \$143,518 | 2 | 2502 | \$55,669 | 2.58 |

SAU SUMMARY

| SAU # | SAUName | Super's Salary | # Districts/SAU | # Students | Teachers' Avg Salary | Super's Salary/Avg Teacher Salary |
|-----------|-----------------------------------|------------------|-----------------|-------------|----------------------|-----------------------------------|
| 47 | Jaffrey-Rindge SAU Office | \$134,000 | 1 | 1262 | \$53,546 | 2.50 |
| 48 | Plymouth SAU Office | \$163,435 | 8 | 1765 | \$58,722 | 2.83 |
| 49 | Governor Wentworth Regional | \$141,041 | 1 | 2141 | \$64,366 | 2.19 |
| 50 | Greenland SAU Office | \$136,144 | 4 | 830 | \$71,114 | 1.93 |
| 51 | Pittsfield SAU Office | \$101,736 | 1 | 503 | \$40,879 | 2.49 |
| 52 | Portsmouth SAU Office | \$151,228 | 1 | 2419 | \$72,563 | 2.08 |
| 53 | Pembroke SAU Office | \$126,305 | 5 | 2795 | \$59,105 | 2.14 |
| 54 | Rochester SAU Office | \$138,926 | 1 | 3858 | \$52,494 | 2.65 |
| 55 | Timberlane Regional SAU | \$171,286 | 2 | 4003 | \$60,422 | 2.85 |
| 56 | Somersworth SAU Office | \$137,000 | 2 | 1575 | \$51,223 | 2.68 |
| 57 | Salem SAU Office | \$155,500 | 1 | 3339 | \$66,368 | 2.34 |
| 58 | Northumberland SAU Office | \$95,000 | 3 | 404 | \$39,222 | 2.45 |
| 59 | Winnisquam Regional SAU Office | \$120,000 | 1 | 1322 | \$49,773 | 2.41 |
| 60 | Fall Mountain Regional SAU Office | \$130,000 | 1 | 1366 | \$55,165 | 2.36 |
| 61 | Farmington SAU Office | \$105,060 | 1 | 821 | \$47,705 | 2.20 |
| 62 | Mascoma Valley SAU Office | \$124,000 | 1 | 1028 | \$55,588 | 2.23 |
| 63 | Wilton SAU Office | \$115,464 | 1 | 523 | \$52,377 | 2.20 |
| 64 | Milton SAU Office | \$105,000 | 1 | 493 | \$48,846 | 2.15 |
| 65 | Kearsarge Regional SAU Office | \$147,884 | 1 | 1631 | \$62,600 | 2.36 |
| 66 | Hopkinton SAU Office | \$130,000 | 1 | 823 | \$64,315 | 2.02 |
| 67 | Bow SAU Office | \$137,015 | 2 | 1668 | \$57,221 | 2.42 |
| 68 | Lincoln-Woodstock SAU Office | \$92,754 | 1 | 282 | \$53,281 | 1.74 |
| 69 | Middleton SAU | #N/A | 1 | 119 | \$41,750 | |
| 70 | Hanover SAU Office | \$167,475 | 2 | 1514 | \$75,704 | 2.21 |
| 71 | Lempster SAU Office | \$42,675 | 1 | 84 | \$50,696 | 0.84 |
| 72 | Alton SAU Office | \$88,000 | 1 | 400 | \$57,293 | 1.54 |
| 73 | Gilford SAU Office | \$123,067 | 1 | 1109 | \$60,457 | 2.04 |
| 74 | Barrington SAU Office | \$112,200 | 1 | 799 | \$50,743 | 2.21 |
| 75 | Grantham SAU Office | \$68,587 | 1 | 181 | \$61,014 | 1.12 |
| 76 | Lyme SAU Office | \$145,860 | 1 | 188 | \$71,965 | 2.03 |
| 77 | Monroe SAU Office | \$77,340 | 1 | 70 | \$53,989 | 1.43 |
| 78 | Rivendell Interstate SAU Office | \$100,316 | 1 | | #N/A | |
| 79 | Gilmanton SAU Office | \$68,213 | 1 | 359 | \$55,775 | 1.22 |
| 80 | Shaker Regional SAU Office | \$120,000 | 1 | 1200 | \$56,144 | 2.14 |
| 81 | Hudson SAU Office | \$130,500 | 1 | 3299 | \$49,695 | 2.63 |
| 82 | Chester SAU Office | \$90,500 | 1 | 475 | \$51,441 | 1.76 |
| 83 | Fremont SAU Office | \$80,000 | 1 | 368 | \$51,430 | 1.56 |
| 84 | Littleton SAU Office | \$109,585 | 1 | 663 | \$55,873 | 1.96 |
| 85 | Sunapee SAU Office | \$129,459 | 1 | 392 | \$68,807 | 1.88 |
| 86 | Barnstead SAU Office | \$87,550 | 1 | 393 | \$43,700 | 2.00 |
| 87 | Mascenic Regional SAU Office | \$126,819 | 1 | 959 | \$52,719 | 2.41 |
| 88 | Lebanon SAU Office | \$142,562 | 1 | 1520 | \$65,533 | 2.18 |
| 89 | Mason SAU Office | \$79,181 | 1 | 59 | \$48,596 | 1.63 |
| 90 | Hampton SAU Office | \$138,865 | 1 | 990 | \$65,937 | 2.11 |

SAU SUMMARY

| SAU # | SAUName | Super's Salary | # Districts/SAU | # Students | Teachers' Avg Salary | Super's Salary/Avg Teacher Salary |
|--------------|-------------------------------|-----------------------|------------------------|-------------------|-----------------------------|--|
| 92 | Hinsdale SAU Office | \$85,819 | 1 | 471 | \$47,355 | 1.81 |
| 93 | Monadnock Regional SAU Office | \$126,100 | 1 | 1443 | \$50,922 | 2.48 |
| 94 | Winchester SAU Office | \$74,000 | 1 | 357 | \$50,285 | 1.47 |
| 95 | Windham SAU Office | \$150,000 | 1 | 2746 | \$61,535 | 2.44 |
| 99 | Croydon SAU Office | 78.00 hr | 1 | 20 | \$41,345 | |
| 100 | Cornish SAU Office | \$56,794 | 1 | 75 | \$40,384 | 1.41 |
| 101 | Wakefield SAU Office | \$80,000 | 1 | 377 | \$49,900 | 1.60 |
| 103 | Hill SAU Office | \$45,600 | 1 | 53 | \$40,089 | 1.14 |
| 201 | Coe-Brown Northwood Academy | | 1 | 710 | \$72,718 | |
| 202 | Pinkerton Academy | | 1 | 3166 | \$58,442 | |
| 301 | Prospect Mountain JMA | \$80,000 | 1 | 496 | \$56,949 | 1.40 |
| 401 | Charter Schools | | | 3248 | \$38,862 | |

SAU Staffing Comparisons

| DISTRICT ENROLLMENT | Timberlane 3215 | Derry Co-op 3029 | Exeter Co-op 2997 | Gov Wentworth 2141 | Londonderry 3991 |
|------------------------------|---|---|--|--|---|
| STAFFING | Superintendent Exec Admin to Superintendent Asst Superintendent Business Administrator Director HR Business Operations Coordinator Transportation Coordinator Admin Asst AP Admin Asst Payroll Admin Asst HR Receptionist Exec Asst to BA HR Generalist HR Coordinator | Superintendent Admin Asst Asst Superintendent Admin Asst Business Administrator Human Resources Admin Asst Acct Payable Acct Receivable Accountant Reception Payroll | Superintendent Admin Asst Asst Superintendent of C&A Asst Superintendent for HR Associate Superintendent Accountant Reception Payroll Transportation Coordinator Admin Asst AP/Payroll Accounts Payable Admin to HR Fiscal Services | Superintendent Asst Superintendent Business Administrator Human Resources Acct Payable Bookkeeper Payroll Bookkeeper Payroll Bookkeeper Reception Admin Secretary | Superintendent Admin Asst Asst. Superintendent Business Manager Bookkeeper Payroll Payroll Financial Serv. Manager Benefits Office Assistant Office Assistant HR Director HR Generalist Bookkeeper |
| TOTAL | 14 | 12 | 14 | 10 | 14 |
| DISTRICT STAFF AT SAU | Student Services Coordinator District Facilities Supervisor Technology Integration Coord. Director Technology Director Pupil Personnel/SPED Dir. Assessment/ Accountability Dir. Curriculum/ Prof. Learning Food Services Director | Director Nutrition Director Student Services Director Support Services Math Coach Director Federal Projects Homeless Liaison Director Technology Director Facilities | Coord. School Safety/Security SPED Administrator Admin Asst SPED Student Services Admin School /Community Coord. | SPED Director Admin to Sped Director Director Curriculum Out District Placement Coordinator Maintenance Supervisor Plant Operation Specialist | Dir. Building/Grounds Pupil Services Office Asst to Facilities Database Administrator Technology Coord. Office Asst SPED Out District Court Facilitator Network Specialist |

SAU Withdrawal Links

Ashland SAU#2

https://aes8.org/sites/default/files/Jacqui/Withdrawal%20Study%20Report_17-12-04.pdf

Auburn SAU#15

<http://auburnschoolboard.sau15.net/wp-content/uploads/sites/14/2014/06/FINAL-Withdrawal-Committee-Final-Report-03122017.pdf>

Cornish SAU#6

http://www.cornishnh.net/wp-content/uploads/2014/08/SAU-Committee-Report-12-8-2015_Public-Hearing.pdf

Goshen SAU#71

http://www.goshennh.org/Final_Goshen_Withdrawal_Plan_from_SAU71_10_25_15.pdf

Hindsdale SAU#38

http://www.hnhsd.org/~hsd/files/Announcements/SAU_Withdrawal.pdf

Newport SAU#43

<http://www.sau43.org/home/newport-school-district-withdrawal-study>

Madison SAU#13

<http://www.madison-nh.org/wp-content/uploads/2011/08/SAU-Withdrawal-Plan-Final-Approved-12-9-11.pdf>

Monadnock SAU#38

<https://www.mrsd.org/site/handlers/filedownload.ashx?moduleinstanceid=68&dataid=859&FileName=Withdrawal%20report%20final%200810.pdf>

Summary of other withdrawal plans with brief rationale for decisions:

Ashland SAU#2 chose to look at joining SAU48 to align educational programs, better preparing Ashland Elementary for transition to Plymouth HS. The committee cited cost as the reason not to withdraw and instead opted to create a memorandum of understanding between Ashland School District and SAU48 moving forward in order to best address their concerns surrounding educational impact to students.

Auburn SAU#15 cite the relationship between the Superintendent's Office and the Auburn School Board as problematic and impacting the ability of the two organizations to work collaboratively to guide the school district. Different districts within the SAU had different experiences working with SAU. Despite many attempts over the years to rectify the problems, it appears the differences were irreconcilable.

Findings state, "There are no studies that empirically prove that single district or multi district SAUs are better in terms of curriculum, instruction, professional development, or student achievement...In the absence of empirical evidence, the Sub-Committee identified qualitative benefits and drawbacks of withdrawal." Benefits/drawbacks focused on educational impact. Benefits included curriculum and professional development being more focused on specific needs of Auburn rather than the SAU. Drawbacks cited loss of professional collaboration with SAU and needing to seek out these relationships with other districts. Losing professional resources on SAU website was another concern.

The recommendation was against withdrawal because Auburn felt doing so would distract from a school renovation project being proposed and that the cost to form a stand alone SAU was prohibitive.

Cornish SAU#6 Cornish looked at joining Plainfield and after meeting with Superintendent of SAU32 decided against doing so due to the substantive change in governance that would be required of Plainfield. Specifically, SAU32 would have to move away from a single district SAU which requires 1 board, 1 budget, 1 audit, and 1 set of financial/administrative reports to DRA. If Cornish joined SAU32, it would now be required to have 3 boards, 3 budgets, 3 audits and 2 sets of financial/administrative reports to DRA.

The report went on to state, "Moreover, the disparity in student population and equalized valuation between Plainfield and Cornish would result in an SAU budget apportionment of approximately 66% Plainfield and 34% Cornish."

Cornish recommended moving to a single district SAU and "utilizing the technology services from the Windsor Southeast Supervisory Union (WSESU) just across the river" from them.

Goshen SAU#71 explored withdrawing to form a single district SAU. In part this was driven because "During various withdrawal discussions beginning as early as the 2012-2013 school

year, it became evident that the once collaborative and cooperative relationships between the Towns of Lempster and Goshen regarding the education of both Goshen and Lempster students were heading in divergent and separate directions.”

Some of the benefits cited were more focused effort for the board to work more closely with the schools, full governance of SAU services by citizens and parents of Goshen, autonomy in decision making, long term administrative savings, and more direct and timely communication and implementation of goals.

Goshen did talk with other SAUs about possibility of joining them, however other area SAU were single district SAU and had no desire to make the move to a multi district SAU. As a result the committee recommended moving to a single district SAU.

Hinsdale SAU#38 Since a \$15M building project in 2008 the Hinsdale School District had slowly been moving toward more independence from other schools within SAU38. While there was overlap in the day to day administrative functions, the general servicing of staff and students was independent of other districts within the SAU. Curriculum, staff development, and special ed were all managed locally within Hinsdale School District.

The committee recommended to form a single district SAU and while they recognized that there might be an increase in costs relative to initial set up, they did not find any distinct cost disadvantage when weighed with the fact that 100% of the money spent would be dedicated solely to Hinsdale. Furthermore, the committee was able to identify areas for ongoing cost savings.

One benefit clearly articulated was more focused leadership that is accessible and accountable to one board and the community that it serves. Hinsdale Withdrawal Committee contacted Barnstead, Fremont, Chester, Sunapee, and Bow who had all gone through withdrawal process and moved to a single district SAU. “ When asked if they were pleased with the results of their withdrawal, all responded that it was the right thing to do”. When asked if they were ever given the opportunity to return to a multi district SAU would they do so- they all responded “no”. “Also noted was the superintendent’s singular focus on the needs of one district, without distraction or demands from other districts, was invaluable and well worth any potential additional costs”.

Noted benefits beyond the singular focus to Hinsdale was more productive SAU meetings if streamlined to a single SAU, autonomy in decision making, undivided attention of leaders “without distractions and demands of other districts”, more visibility of Business Manager with better tracking of AP/AR, streamlined budget process, more timely attention and priority to facilities needs, and more streamlined communication.

Newport SAU#43 looked to recommend single district SAU and in the process reviewed Sunapee, Cornish and Croydon noting that in all cases focus on educational needs of only one district and greater fiscal control were two main drivers behind separation. Newport

recommended withdrawal on the basis that having administrative positions divide their time between two districts creates disproportionate amount of support to each district in a combined SAU. Newport also felt a single district SAU would bring a layer of fiscal responsibility directly back to the voters through the budget process. "Overall, the Committee feels that despite the added cost that Newport will take on, the dedication of effort toward our students and staff and the ability to better manage resources and allocate them where they are needed are values that are worth the cost."

One area that was recognized as a benefit of being in a multi district SAU was cooperation with other districts in areas of professional development and distance learning opportunities. Newport felt this level of cooperation could still continue as has been evidenced with withdrawals of Goshen/Lempster, Alton/Barnstead, and Grantham/Lebanon.

The history behind SAUs being designed as a cost effective way to deliver services was recognized, however the committee felt given the current climate shared costs did not necessarily equal good value.

Madison SAU#13 history of this school district is interesting and not at all a typical withdrawal study in that Madison originally was a member district of SAU9. In 1991 Madison, Freedom, and Tamworth withdrew (from SAU9) to form SAU13 in part due to geographical location to Conway, level of service commensurate with financial contribution and disagreement over use of weighted voting policy. By 2008 voters in Madison expressed displeasure over "below average educational performance" and "burgeoning budgets" and authorized forming a committee to look at leaving SAU13 and going back to SAU9.

At that time, the committee recommended against withdrawal. This decision was supported by voters in 2010, but notes that this vote appears to have been influenced by the fact that SAU13 had just hired a new superintendent and new principal. The committee felt that the "new superintendent and principal should be allowed to start their jobs and demonstrate whether they could make the educational and financial improvements apparently desired by the voters of Madison."

In 2010 and 2011, the voters in Madison and the other towns within SAU13 voted against the proposed budget which set the political backdrop to look at withdrawal once again. "In evaluating how the current SAU13 might be able to rise to a level of staffing and performance necessary to deliver services comparable to SAU9, the Study Committee concluded that it would require a significantly higher budget than has already been rejected by voters in SAU13 towns twice in as many years."

In the case of Madison the issue of local control was seen as a drawback, not a benefit of joining SAU9. "The Study Committee concluded that it makes little sense to favor local control over a resource that exhibits inferior performance at significantly higher cost than the alternative" and recommended moving forward with plan to withdraw from SAU13 and join

SAU9. In March 2014 the vote to support the withdrawal plan failed at the polls coming in one vote shy of the 60% needed to pass.

Monadnock SAU#38 Monadnock is a regional school district that looked to withdraw with all its member towns and create a new single district SAU. Identified benefits were eliminating SAU staff from making administrative decisions based on competing interests of different districts, increased involvement and visibility of a superintendent focused on one district, and accountability of performance issues at the SAU.

“The study committee was concerned about the impact of withdrawal on health insurance costs, since the employees of three districts with staff members and the SAU are currently part of a pool and the increase in costs for health insurance was expected to increase by 23% during the 2010-2011 school year. After consulting with the Local Government Center, the committee found that the costs would remain the same or actually be reduced as a single-district SAU.”

The committee signed the plan for withdrawal in July 2010 urging voters to support plan to withdraw in July 2011.

SAU 55 Total Enrollment and District Level Staffing

| As of May 2019 from SAU data* | Timberlane | Hampstead |
|-------------------------------|------------|-----------|
| Total Students** | 3472 | 1330 |
| Students in SAU 55 | 3472 | 850 |
| Professional Staff | 409 | 98 |
| Support Staff | 265 | 84 |
| Total Staff | 674 | 182 |

*According to DOE enrollment data from Oct 2018

** Hampstead high school students attend Pinkerton Academy

SAU Actual Spend Over Time

(Budgeted)

| | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|-----------------------------|--------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Salaries | \$737,058 | \$742,991 | \$766,306 | \$775,241 | \$794,464 | \$836,313 | \$908,556 | \$956,627 | \$1,001,079 | \$1,087,615 |
| Operating Expenses | | | | | | | | | | |
| - Audit | \$6,205 | \$6,000 | \$5,093 | \$5,825 | \$6,200 | \$6,200 | \$7,565 | \$7,835 | \$7,078 | \$10,000 |
| - School Board Expenses | \$400 | \$0 | \$284 | \$1,705 | \$124 | \$131 | \$139 | \$598 | \$152 | \$600 |
| - Conf & Travel Expense | \$8,382 | \$10,855 | \$8,025 | \$13,287 | \$16,672 | \$10,238 | \$13,880 | \$18,236 | \$19,538 | \$20,000 |
| - Course Reimbursement | \$0 | \$0 | \$0 | \$184 | \$0 | \$4,725 | \$5,520 | \$3,840 | \$3,015 | \$5,000 |
| - Technology Services | \$42,700 | \$45,700 | \$50,700 | \$52,750 | \$53,750 | \$57,450 | \$61,100 | \$82,928 | \$106,330 | \$125,268 |
| - Legal Services | \$2,503 | \$1,231 | \$1,242 | \$1,814 | \$801 | \$400 | \$0 | \$16,396 | \$29,838 | \$40,000 |
| - Maintenance of Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$200 |
| - Office Rental | \$42,250 | \$42,250 | \$42,250 | \$42,250 | \$42,250 | \$42,250 | \$42,250 | \$42,250 | \$42,250 | \$42,250 |
| - Contracted Services | \$300 | \$400 | \$992 | \$1,200 | \$2,148 | \$11,147 | \$9,456 | \$29,855 | \$46,191 | \$50,500 |
| - Liability Insurance | \$2,805 | \$2,793 | \$3,152 | \$2,933 | \$3,138 | \$3,267 | \$3,424 | \$3,434 | \$3,532 | \$3,600 |
| - Telephone | \$9,900 | \$9,000 | \$8,500 | \$8,500 | \$8,750 | \$8,750 | \$9,500 | \$9,250 | \$9,250 | \$9,250 |
| - Postage | \$4,500 | \$4,000 | \$3,500 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 |
| - In District Travel | \$4,400 | \$4,600 | \$4,600 | \$3,000 | \$5,400 | \$5,400 | \$5,400 | \$5,400 | \$7,800 | \$5,400 |
| - Supplies | \$8,940 | \$9,098 | \$9,190 | \$7,174 | \$7,690 | \$7,556 | \$8,000 | \$8,500 | \$8,163 | \$8,500 |
| - New Equipment | | | | | | | | | | \$9,250 |
| - Replace Equipment | | | | | | | | | | |
| - Dues and Fees | \$7,399 | \$7,718 | \$8,357 | \$7,925 | \$8,075 | \$8,015 | \$7,133 | \$11,191 | \$11,009 | \$9,608 |
| - Custodial Service | \$4,511 | \$4,511 | \$4,577 | \$5,000 | \$5,500 | \$5,500 | \$6,000 | \$6,500 | \$7,000 | \$7,000 |
| - Maintenance | | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| - Custodial Supplies | \$300 | \$300 | \$300 | \$300 | \$300 | \$300 | \$300 | \$300 | \$300 | \$300 |
| - Electric Service | \$10,000 | \$10,000 | \$8,000 | \$7,500 | \$7,000 | \$7,000 | \$7,000 | \$7,500 | \$7,500 | \$7,500 |
| - Fuel / Natural Gas | \$3,155 | \$3,155 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$3,500 | \$3,000 | \$3,000 | \$3,000 |
| - Employee Insurance | \$184,782 | \$187,996 | \$176,998 | \$166,553 | \$207,232 | \$228,418 | \$242,215 | \$297,280 | \$322,830 | \$396,800 |
| - Sick Leave Redemption | \$236 | \$3,179 | \$1,498 | \$2,477 | \$7,625 | \$3,181 | \$3,874 | \$54,871 | \$4,671 | \$4,500 |
| - Employee Retirement | \$69,507 | \$68,877 | \$73,524 | \$65,762 | \$89,280 | \$90,729 | \$102,037 | \$122,106 | \$117,679 | \$121,223 |
| - Social Security | \$54,066 | \$55,392 | \$60,198 | \$56,788 | \$62,628 | \$62,307 | \$67,113 | \$75,015 | \$80,117 | \$82,737 |
| - Unemployment Compensation | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$700 |
| - Workers' Compensation | \$2,709 | \$2,381 | \$2,238 | \$0 | \$0 | \$0 | \$0 | \$872 | \$2,920 | \$2,600 |
| - Other Employee Benefits | \$21,943 | \$30,944 | \$33,852 | \$37,034 | \$30,479 | \$22,544 | \$23,174 | \$24,842 | \$47,663 | \$115,069 |
| - Federal Projects | \$0 | \$0 | | \$0 | \$0 | \$0 | \$1 | \$1 | \$0 | \$1 |
| SUBTOTALS | \$491,893 | \$510,380 | \$509,570 | \$496,461 | \$571,542 | \$592,008 | \$632,581 | \$836,000 | \$891,826 | \$1,084,856 |
| Expenditure Summary | \$1,228,951 | \$510,380 | \$1,275,876 | \$1,271,702 | \$1,390,295 | \$1,432,890 | \$1,556,146 | \$1,882,035 | \$1,945,182 | \$2,172,471 |

SAU Actual Spend Over Time

(Budgeted)

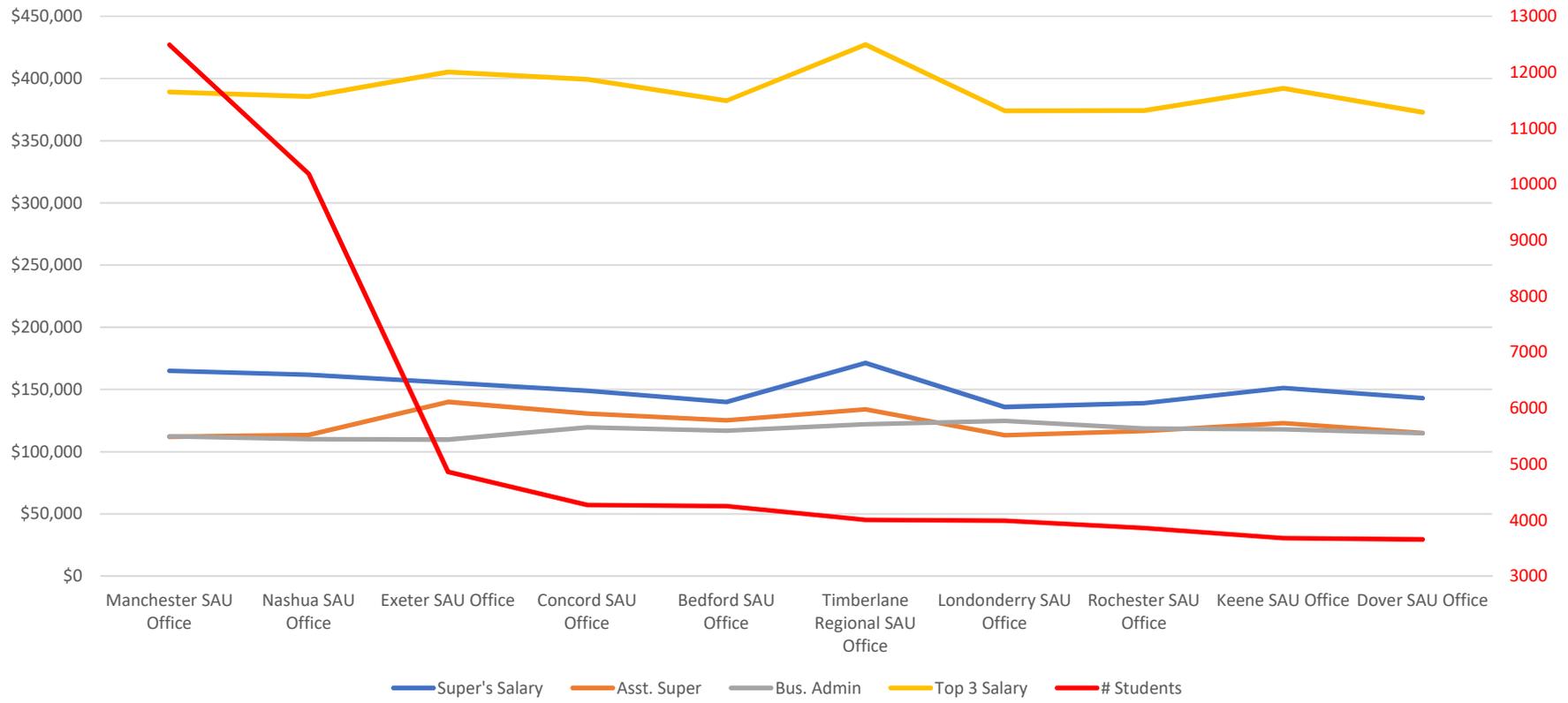
| | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Receipts | | | | | | | | | | |
| - Beginning Fund Balance | \$128,590 | \$20,000 | \$56,340 | \$13,561 | \$25,000 | \$9,826 | \$25,776 | \$25,776 | \$66,683 | \$25,000 |
| - District Support | \$1,158,294 | \$1,253,715 | \$1,287,194 | \$1,279,654 | \$1,326,556 | \$1,435,408 | \$1,602,819 | \$1,922,276 | \$1,992,064 | \$2,147,469 |
| - Other Income | \$657 | \$500 | \$557 | \$2,331 | \$25,290 | \$14,822 | \$13,962 | \$1 | \$1 | \$1 |
| - Federal Projects | \$0 | \$1 | \$0 | \$0 | | \$0 | \$0 | \$1 | \$1 | \$1 |
| TOTALS | \$1,287,541 | \$1,274,216 | \$1,344,091 | \$1,295,546 | \$1,376,846 | \$1,460,056 | \$1,642,557 | \$1,948,054 | \$2,058,749 | \$2,172,471 |
| Allocation | | | | | | | | | | |
| - Hampstead | \$260,716 | \$278,435 | \$285,121 | \$288,788 | \$298,425 | \$322,187 | \$364,552 | \$441,590 | \$474,356 | \$508,848 |
| - Timberlane | \$897,578 | \$975,280 | \$1,002,073 | \$990,866 | \$1,028,131 | \$1,113,221 | \$1,238,267 | \$1,480,686 | \$1,517,708 | \$1,651,661 |
| TOTALS | \$1,158,294 | \$1,253,715 | \$1,287,194 | \$1,279,654 | \$1,326,556 | \$1,435,408 | \$1,602,819 | \$1,922,276 | \$1,992,064 | \$2,160,509 |

SAU CONTRIBUTIONS OVER TIME

| Fiscal Year | SAU Budget | Hampstead | TRSD |
|--------------------|-------------------|------------------|-------------|
| 2019-2020 | \$2,086,622 | \$497,297 | \$1,589,325 |
| 2018-2019 | \$2,160,509 | \$508,848 | \$1,651,661 |
| 2017-2018 | \$1,992,064 | \$474,356 | \$1,517,708 |
| 2016-2017 | \$1,922,276 | \$441,590 | \$1,480,686 |
| 2015-2016 | \$1,602,819 | \$364,552 | \$1,238,267 |
| 2014-2015 | \$1,435,408 | \$322,187 | \$1,113,221 |
| 2013-2014 | \$1,326,556 | \$298,425 | \$1,028,131 |
| 2012-2013 | \$1,279,654 | \$288,788 | \$990,866 |
| 2011-2012 | \$1,287,194 | \$285,121 | \$1,002,073 |
| 2010-2011 | \$1,253,715 | \$278,435 | \$975,280 |
| 2009-2010 | \$1,158,294 | \$260,716 | \$897,578 |

Top 3 Admin Salaries of 10 Largest SAU's

(Superintendent, Asst. Super, Business Administrator)



TOP ADMIN SALARIES - DATA

| SAUName | Super's Salary | Asst. Super | Bus. Admin | Top 3 Salary | # Students | Teachers' Avg Salary |
|--|------------------|------------------|------------------|------------------|-------------|----------------------|
| Manchester SAU Office | \$165,000 | \$112,000 | \$112,348 | \$389,348 | 12492 | \$60,864 |
| Nashua SAU Office | \$161,925 | \$113,550 | \$110,211 | \$385,686 | 10182 | \$60,155 |
| Exeter SAU Office | \$155,485 | \$140,000 | \$109,798 | \$405,283 | 4862 | \$71,771 |
| Concord SAU Office | \$148,928 | \$130,744 | \$119,645 | \$399,317 | 4269 | \$73,531 |
| Bedford SAU Office | \$140,000 | \$125,306 | \$116,868 | \$382,174 | 4251 | \$61,536 |
| Timberlane Regional SAU Office | \$171,286 | \$134,000 | \$122,000 | \$427,286 | 4003 | \$60,422 |
| Londonderry SAU Office | \$135,960 | \$113,300 | \$124,815 | \$374,075 | 3991 | \$64,452 |
| Rochester SAU Office | \$138,926 | \$116,761 | \$118,718 | \$374,405 | 3858 | \$52,494 |
| Keene SAU Office | \$151,281 | \$123,000 | \$117,996 | \$392,277 | 3680 | \$54,873 |
| Dover SAU Office | \$143,000 | \$115,007 | \$114,882 | \$372,889 | 3657 | \$54,915 |
| Merrimack SAU Office | \$158,429 | \$134,217 | \$115,754 | \$408,400 | 3393 | \$57,438 |
| Salem SAU Office | \$155,500 | \$127,300 | \$93,550 | \$376,350 | 3339 | \$66,368 |
| Hudson SAU Office | \$130,500 | \$111,124 | \$111,124 | \$352,748 | 3299 | \$49,695 |
| Goffstown SAU Office | \$147,305 | \$107,866 | \$105,000 | \$360,171 | 3076 | \$54,389 |
| Derry Cooperative SAU Office | \$138,000 | \$119,154 | \$116,269 | \$373,423 | 3029 | \$60,787 |
| Pembroke SAU Office | \$126,305 | \$126,305 | \$99,032 | \$351,642 | 2795 | \$59,105 |
| Windham SAU Office | \$150,000 | \$119,363 | \$112,363 | \$381,726 | 2746 | \$61,535 |
| Merrimack Valley SAU Office | \$143,518 | \$114,800 | \$98,913 | \$357,231 | 2502 | \$55,669 |
| Portsmouth SAU Office | \$151,228 | \$132,885 | \$123,827 | \$407,940 | 2419 | \$72,563 |
| Hollis-Brookline SAU Office | \$149,331 | \$116,000 | \$105,371 | \$370,702 | 2272 | \$59,528 |
| Winnacunnet SAU Office | \$155,000 | \$112,475 | \$97,286 | \$364,761 | 2266 | \$66,391 |
| Milford SAU Office | \$137,650 | | \$106,000 | | 2203 | \$66,566 |
| Governor Wentworth Regional SAU Office | \$141,041 | \$120,308 | \$92,358 | \$353,707 | 2141 | \$64,366 |
| Amherst SAU Office | \$135,000 | \$110,000 | \$75,000 | \$320,000 | 2117 | \$65,045 |
| Hooksett SAU Office | \$148,000 | \$113,348 | \$104,826 | \$366,174 | 2039 | \$55,449 |
| Oyster River SAU Office | \$167,908 | \$122,560 | \$113,684 | \$404,152 | 1997 | \$70,514 |
| Contoocook Valley SAU Office | \$142,500 | \$115,500 | \$100,940 | \$358,940 | 1994 | \$51,533 |
| Henniker SAU Office | \$147,625 | \$115,000 | \$89,965 | \$352,590 | 1991 | \$50,828 |
| Conway SAU Office | \$127,308 | \$102,700 | \$83,194 | \$313,202 | 1867 | \$55,640 |
| Pelham SAU Office | \$135,000 | | \$100,087 | | 1833 | \$37,625 |
| Plymouth SAU Office | \$163,435 | \$110,700 | \$93,659 | \$367,794 | 1765 | \$58,722 |
| Laconia SAU Office | \$140,000 | \$114,330 | \$101,846 | \$356,176 | 1747 | \$52,213 |
| Claremont SAU Office | \$120,000 | \$102,649 | \$114,964 | \$337,613 | 1714 | \$41,483 |
| Bow SAU Office | \$137,015 | \$110,237 | | | 1668 | \$57,221 |

TOP ADMIN SALARIES - DATA

| SAUName | Super's Salary | Asst. Super | Bus. Admin | Top 3 Salary | # Students | Teachers' Avg Salary |
|-------------------------------------|----------------|-------------|------------|--------------|------------|----------------------|
| Kearsarge Regional SAU Office | \$147,884 | \$117,841 | \$117,777 | \$383,502 | 1631 | \$62,600 |
| Somersworth SAU Office | \$137,000 | \$100,511 | \$93,840 | \$331,351 | 1575 | \$51,223 |
| Lebanon SAU Office | \$142,562 | | \$98,132 | | 1520 | \$65,533 |
| Sanborn Regional SAU Office | \$138,750 | | \$128,750 | | 1516 | \$51,912 |
| Hanover SAU Office | \$167,475 | | \$117,500 | | 1514 | \$75,704 |
| Monadnock Regional SAU Office | \$126,100 | | \$95,000 | | 1443 | \$50,922 |
| Fall Mountain Regional SAU Office | \$130,000 | | \$103,505 | | 1366 | \$55,165 |
| Winnisquam Regional SAU Office | \$120,000 | \$107,897 | \$87,250 | \$315,147 | 1322 | \$49,773 |
| Jaffrey-Rindge SAU Office | \$134,000 | | \$93,467 | | 1262 | \$53,546 |
| Litchfield SAU Office | \$132,500 | | \$88,000 | | 1257 | \$57,536 |
| Raymond SAU Office | \$117,300 | | \$97,000 | | 1207 | \$51,090 |
| Shaker Regional SAU Office | \$120,000 | | \$104,557 | | 1200 | \$56,144 |
| Northwood SAU Office | \$124,000 | | \$83,500 | | 1199 | \$53,567 |
| Gilford SAU Office | \$123,067 | \$118,906 | | | 1109 | \$60,457 |
| Newfound Area SAU Office | \$128,622 | | \$98,046 | | 1107 | \$52,358 |
| Inter-Lakes Cooperative SAU Office | \$123,000 | \$118,000 | | | 1083 | \$58,496 |
| Berlin SAU Office | \$119,377 | | \$74,352 | | 1077 | \$58,800 |
| Hillsboro-Deering SAU Office | \$149,448 | \$110,800 | \$89,148 | \$349,395 | 1055 | \$58,574 |
| White Mountains Regional SAU Office | \$115,000 | | | | 1037 | \$45,726 |
| Mascoma Valley SAU Office | \$124,000 | | \$96,181 | | 1028 | \$55,588 |
| Franklin SAU Office | \$125,454 | | \$85,000 | | 992 | \$44,676 |
| Hampton SAU Office | \$138,865 | | \$110,063 | | 990 | \$65,937 |
| Mascenic Regional SAU Office | \$126,819 | \$93,840 | \$83,895 | \$304,554 | 959 | \$52,719 |
| Newmarket SAU Office | \$136,578 | | \$99,774 | | 930 | \$53,104 |
| Newport SAU Office | \$99,807 | | | | 908 | \$43,399 |
| Epping SAU Office | \$125,664 | | \$99,000 | | 891 | \$55,766 |
| Greenland SAU Office | \$136,144 | \$106,359 | \$106,750 | \$349,253 | 830 | \$71,114 |
| Hopkinton SAU Office | \$130,000 | | \$100,006 | | 823 | \$64,315 |
| Farmington SAU Office | \$105,060 | | | | 821 | \$47,705 |
| Barrington SAU Office | \$112,200 | | | | 799 | \$50,743 |
| SAU #35 Office | \$110,766 | | | | 782 | \$56,406 |
| Haverhill Cooperative SAU Office | \$119,646 | | \$98,838 | | 736 | \$45,484 |
| Coe-Brown Northwood Academy | | | | | 710 | \$72,718 |
| Littleton SAU Office | \$109,585 | | | | 663 | \$55,873 |

TOP ADMIN SALARIES - DATA

| SAUName | Super's Salary | Asst. Super | Bus. Admin | Top 3 Salary | # Students | Teachers' Avg Salary |
|------------------------------|----------------|-------------|------------|--------------|------------|----------------------|
| Wilton SAU Office | \$115,464 | | | | 523 | \$52,377 |
| Pittsfield SAU Office | \$101,736 | | | | 503 | \$40,879 |
| Prospect Mountain JMA | \$80,000 | | | | 496 | \$56,949 |
| Milton SAU Office | \$105,000 | | | | 493 | \$48,846 |
| Gorham SAU Office | \$99,000 | | | | 493 | \$41,806 |
| Colebrook SAU Office | \$104,030 | | | | 475 | \$43,012 |
| Chester SAU Office | \$90,500 | | | | 475 | \$51,441 |
| Hinsdale SAU Office | \$85,819 | | | | 471 | \$47,355 |
| Moultonborough SAU Office | \$127,000 | | \$91,500 | | 457 | \$60,807 |
| Northumberland SAU Office | \$95,000 | | | | 404 | \$39,222 |
| Alton SAU Office | \$88,000 | | | | 400 | \$57,293 |
| Barnstead SAU Office | \$87,550 | | | | 393 | \$43,700 |
| Sunapee SAU Office | \$129,459 | | \$95,000 | | 392 | \$68,807 |
| Wakefield SAU Office | \$80,000 | | | | 377 | \$49,900 |
| Fremont SAU Office | \$80,000 | | | | 368 | \$51,430 |
| Gilmanton SAU Office | \$68,213 | | | | 359 | \$55,775 |
| Winchester SAU Office | \$74,000 | | | | 357 | \$50,285 |
| Tamworth SAU Office | \$156,000 | | | | 354 | \$54,236 |
| Lincoln-Woodstock SAU Office | \$92,754 | | | | 282 | \$53,281 |
| Lyme SAU Office | \$145,860 | | \$72,800 | | 188 | \$71,965 |
| Grantham SAU Office | \$68,587 | | | | 181 | \$61,014 |
| Plainfield SAU Office | \$64,045 | | | | 170 | \$51,924 |
| Middleton SAU | | | | | 119 | \$41,750 |
| Lempster SAU Office | \$42,675 | | | | 84 | \$50,696 |
| Cornish SAU Office | \$56,794 | | | | 75 | \$40,384 |
| Monroe SAU Office | \$77,340 | | | | 70 | \$53,989 |
| Mason SAU Office | \$79,181 | | | | 59 | \$48,596 |
| Hill SAU Office | \$45,600 | | | | 53 | \$40,089 |
| Croydon SAU Office | \$156,000 | | | | 20 | \$41,345 |

S.A.U. NO. 55

Timberlane / Hampstead School Districts

**30 GREENOUGH ROAD
PLAISTOW, NEW HAMPSHIRE 03865**

S.A.U. NO. 55 BUDGET

| | | | <u>BUDGETED</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>BUDGETED</u> |
|----------------------------------|-----|-----------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | | | <u>2017-2018</u> | <u>2017-2018</u> | <u>2018-2019</u> | <u>2019-2020</u> |
| <u>SALARIES</u> | | | 1,001,079 | 1,053,356 | 1,087,615 | 1,069,598 |
| <u>OPERATING EXPENSES</u> | | | | | | |
| 2317 | 330 | AUDIT | 9,000 | 7,078 | 10,000 | 8,000 |
| 2319 | 310 | SCHOOL BOARD EXP | 200 | 152 | 600 | 600 |
| 2320 | 580 | CONF & TRAVEL EXPENSE | 20,000 | 19,538 | 20,000 | 10,000 |
| 2390 | 270 | COURSE REIMB | 5,000 | 3,015 | 5,000 | 5,000 |
| 2390 | 360 | TECHNOLOGY SERVICES | 106,330 | 106,330 | 125,268 | 151,060 |
| 2390 | 390 | LEGAL SERVICES | 40,000 | 29,838 | 40,000 | 40,000 |
| 2390 | 440 | MAINT OF EQUIP | 200 | 0 | 200 | 200 |
| 2390 | 451 | OFFICE RENTAL | 42,250 | 42,250 | 42,250 | 42,250 |
| 2390 | 452 | CONTRACTED SERVICES | 47,440 | 46,191 | 50,500 | 22,416 |
| 2390 | 521 | LIABILITY INSURANCE | 3,600 | 3,532 | 3,600 | 3,970 |
| 2390 | 531 | TELEPHONE | 9,250 | 9,250 | 9,250 | 9,250 |
| 2390 | 532 | POSTAGE | 4,000 | 4,000 | 4,000 | 4,000 |
| 2390 | 580 | IN DISTRICT TRAVEL | 5,400 | 7,800 | 5,400 | 9,000 |
| 2390 | 610 | SUPPLIES | 8,500 | 8,163 | 8,500 | 8,500 |
| 2390 | 741 | NEW EQUIPMENT | 0 | 0 | 9,250 | 0 |
| 2390 | 742 | REPLACE EQUIP | 0 | 0 | 0 | 0 |
| 2390 | 810 | DUES AND FEES | 9,538 | 11,009 | 9,608 | 11,778 |
| 2620 | 433 | CUSTODIAL SERVICE | 7,000 | 7,000 | 7,000 | 7,000 |
| 2620 | 441 | MAINTENANCE | 0 | 0 | 0 | 0 |
| 2620 | 610 | CUSTODIAL SUPPLIES | 300 | 300 | 300 | 300 |

S.A.U. NO. 55 BUDGET

| | | | <u>BUDGETED</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>BUDGETED</u> |
|---|-----|-----------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | | | <u>2017-2018</u> | <u>2017-2018</u> | <u>2018-2019</u> | <u>2019-2020</u> |
| <u>OPERATING EXPENSES (cont'd)</u> | | | | | | |
| 2620 | 652 | ELECTRICITY | 7,500 | 7,500 | 7,500 | 7,500 |
| 2620 | 653 | NATURAL GAS | 3,000 | 3,000 | 3,000 | 3,000 |
| 2900 | 211 | EMP. INSURANCE | 375,749 | 322,830 | 396,800 | 367,725 |
| 2900 | 225 | SICK LEAVE REDEMPTION | 4,500 | 4,671 | 4,500 | 4,700 |
| 2900 | 221 | EMP. RETIREMENT | 112,323 | 117,679 | 121,223 | 125,377 |
| 2900 | 230 | SOCIAL SECURITY | 76,927 | 80,117 | 82,737 | 86,479 |
| 2900 | 250 | UNEMPLOYMENT COMP. | 700 | 0 | 700 | 0 |
| 2900 | 260 | WORKERS' COMPENSATION | 2,600 | 2,920 | 2,600 | 3,920 |
| 2900 | 290 | OTH EMPLOYEE BENEFITS | 114,678 | 47,663 | 115,069 | 110,000 |
| 5220 | 880 | FEDERAL PROJECTS | 1 | 0 | 1 | 1 |
| TOTAL EXPENSE | | | <u>1,015,986</u> | <u>891,825</u> | <u>1,084,856</u> | <u>1,042,026</u> |

EXPENDITURE SUMMARY

| | | | | |
|-------------------|------------------|------------------|------------------|------------------|
| SALARIES | 1,001,079 | 1,053,356 | 1,087,615 | 1,069,598 |
| OPERATING EXPENSE | 1,015,986 | 891,825 | 1,084,856 | 1,042,026 |
| TOTALS | <u>2,017,065</u> | <u>1,945,181</u> | <u>2,172,471</u> | <u>2,111,624</u> |

S.A.U. NO. 55 BUDGET

| | <u>BUDGETED 2017-2018</u> | <u>ACTUAL 2017-2018</u> | <u>BUDGETED 2018-2019</u> | <u>BUDGETED 2019-2020</u> |
|------------------------|--------------------------------------|------------------------------------|--------------------------------------|--------------------------------------|
| <u>RECEIPTS</u> | | | | |
| BEGINNING FUND BALANCE | 25,000 | 66,683 | 25,000 | 25,000 |
| DISTRICT SUPPORT | 1,992,064 | 1,992,064 | 2,147,469 | 2,086,622 |
| OTHER INCOME | 1 | 1 | 1 | 1 |
| FEDERAL PROJECTS | 1 | 1 | 1 | 1 |
| TOTALS | <u>2,017,066</u> | <u>2,058,749</u> | <u>2,172,471</u> | <u>2,111,624</u> |

ALLOCATION

| <u>DISTRICT</u> | <u>Equalized Valuation 2017</u> | <u>A.D.M. 2016-2017</u> | <u>Percentage 2018-2019</u> | <u>Percentage 2019-2020</u> | <u>Distr. Share 2019-2020</u> |
|------------------------|--|------------------------------------|--|--|--|
| Hampstead | \$1,248,788,229 | 865.04 | 23.55% | 23.83% | 497,297 |
| Timberlane | \$3,290,664,189 | 3,426.77 | 76.45% | 76.17% | 1,589,325 |
| Total | <u>\$4,539,452,418</u> | <u>4,291.81</u> | <u>100.00%</u> | <u>100.00%</u> | <u>\$2,086,622</u> |

| DISTRICT | 2018-2019 | 2019-2020 | DIFFERENCE |
|-----------------|------------------|------------------|-------------------|
| HAMPSTEAD | 505,777 | 497,297 | (8,480) |
| TIMBERLANE | <u>1,641,692</u> | <u>1,589,325</u> | <u>(52,367)</u> |
| | 2,147,469 | 2,086,622 | (60,847) |

SAU 55 2015-2016 Salaries

Administration

| Assignment | 2015-2016 | ADDITIONAL | | | | | | | | | | | TOTAL SALARIES & ADDITIONAL | | | |
|-----------------------------------|-------------------|-----------------------|-------------|-------------|--------------------|---------------------|---------------------|------------------|-------------|----------------------|-------------|--------------|-----------------------------|---------------------|----------------------|---------------|
| | | PERFORMANCE INCENTIVE | EXTRA HOURS | SRVC RECOG | VACATION BUYOUT | SICK DAY BUYOUT | COMP TIME BUYOUT | SCH BRD CLERK | SUBSTITUTE | RETIREMENT INCENTIVE | OTHER | TOTAL ADDT'L | | | | |
| Assistant Superintendent | \$ 123,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 123,000.00 |
| Business Operations Coordinator * | \$ 61,269 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 61,269.00 |
| Business Administrator | \$ 115,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 115,000.00 |
| Assistant Business Administrator | \$ - | \$ - | \$ - | \$ - | \$ 8,813.00 | \$ 10,558.00 | \$ 821.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20,192.00 | \$ 20,192.00 |
| Director of Human Resources | \$ 75,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 160.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 160.00 | \$ 75,160.00 |
| Superintendent | \$ 149,450 | \$ 5,600.00 | \$ - | \$ - | \$ - | \$ - | \$ 11,415.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 17,015.00 | \$ 166,465.00 |
| Transportation Coordinator | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 50,000.00 |
| | \$ 573,719 | \$ 5,600.00 | \$ - | \$ - | \$ 8,813.00 | \$ 10,558.00 | \$ 12,236.00 | \$ 160.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 37,367.00 | \$ 611,086.00 | |

Support

| Assignment | 2015-2016 | ADDITIONAL | | | | | | | | | | | TOTAL SALARIES & ADDITIONAL | | |
|--|-------------------|-----------------------|---------------------|------------------|-----------------|-----------------|------------------|------------------|--------------------|----------------------|-------------|--------------|-----------------------------|---------------------|----------------------|
| | | PERFORMANCE INCENTIVE | EXTRA HOURS | SRVC RECOG | VACATION BUYOUT | SICK DAY BUYOUT | COMP TIME BUYOUT | SCH BRD CLERK | SUBSTITUTE | RETIREMENT INCENTIVE | OTHER | TOTAL ADDT'L | | | |
| Administrative Assistant - Accounts Payable | \$ 39,276 | \$ - | \$ 65.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 65.00 | \$ 39,341.00 |
| Administrative Assistant - Business/Payroll | \$ 39,694 | \$ - | \$ 33.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 33.00 | \$ 39,727.00 |
| Administrative Assistant - HR | \$ 38,311 | \$ - | \$ 1,208.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,208.00 | \$ 39,519.00 |
| Administrative Assistant - HR * | \$ 9,288 | \$ - | \$ 632.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 632.00 | \$ 9,920.00 |
| Administrative Assistant - Payroll | \$ 39,876 | \$ - | \$ 186.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 186.00 | \$ 40,062.00 |
| Chief Executive Admin Asst to the Superintendent | \$ 54,600 | \$ - | \$ 14,854.00 | \$ - | \$ - | \$ - | \$ - | \$ 200.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 15,054.00 | \$ 69,654.00 |
| Human Resources Specialist | \$ 46,009 | \$ - | \$ 6,304.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,304.00 | \$ 52,313.00 |
| Receptionist (salary 50/50 SAU/TRSD) | \$ 19,510 | \$ - | \$ 378.00 | \$ 546.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 924.00 | \$ 20,434.00 |
| SUBSTITUTE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,512.00 | \$ - | \$ - | \$ - | \$ - | \$ 1,512.00 | \$ 1,512.00 |
| | \$ 286,564 | \$ - | \$ 23,660.00 | \$ 546.00 | \$ - | \$ - | \$ - | \$ 200.00 | \$ 1,512.00 | \$ - | \$ - | \$ - | \$ - | \$ 25,918.00 | \$ 312,482.00 |

* amount prorated \$ 860,283 \$ 5,600.00 \$ 23,660.00 \$ 546.00 \$ 8,813.00 \$ 10,558.00 \$ 12,236.00 \$ 360.00 \$ 1,512.00 \$ - \$ - \$ 63,285.00 \$ 923,568.00

SAU 55 2016-2017 Salaries

Administration

| Assignment | 2016-2017 | ADDITIONAL | | | | | | | | | | | TOTAL SALARIES & ADDITIONAL | | | |
|---------------------------------|-------------------|--------------------|-------------|-------------|-------------|-------------|---------------------|-------------|-------------|-------------|-------------|---------------------|-----------------------------|-------------|---------------------|----------------------|
| | | PERFORMANCE | | | VACATION | | SICK DAY | COMP TIME | SCH BRD | | RETIREMENT | | | TOTAL | | |
| | | INCENTIVE | EXTRA HOURS | SRVC RECOG | BUYOUT | BUYOUT | BUYOUT | CLERK | SUBSTITUTE | INCENTIVE | OTHER | ADDT'L | | | | |
| Assistant Superintendent | \$ 127,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 127,000.00 |
| Business Administrator | \$ 120,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 14,798.00 | \$ - | \$ - | \$ - | \$ - | \$ 25,200.00 | \$ - | \$ - | \$ 39,998.00 | \$ 159,998.00 |
| Business Operations Coordinator | \$ 93,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 93,000.00 |
| Director of Human Resources | \$ 82,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 82,000.00 |
| Superintendent | \$ 155,055 | \$ 5,978.00 | \$ - | \$ - | \$ - | \$ - | \$ 11,717.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 17,695.00 | \$ 172,750.00 |
| Transportation Coordinator | \$ 53,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 53,000.00 |
| | \$ 630,055 | \$ 5,978.00 | \$ - | \$ - | \$ - | \$ - | \$ 26,515.00 | \$ - | \$ - | \$ - | \$ - | \$ 25,200.00 | \$ - | \$ - | \$ 57,693.00 | \$ 687,748.00 |

Support

| Assignment | 2016-2017 | ADDITIONAL | | | | | | | | | | | TOTAL SALARIES & ADDITIONAL | | |
|--|-------------------|--------------------|---------------------|--------------------|-------------|-------------|---------------------|------------------|--------------------|---------------------|--------------------|---------------------|-----------------------------|------------------------|----------------------|
| | | PERFORMANCE | | | VACATION | | SICK DAY | COMP TIME | SCH BRD | | RETIREMENT | | | TOTAL | |
| | | INCENTIVE | EXTRA HOURS | SRVC RECOG | BUYOUT | BUYOUT | BUYOUT | CLERK | SUBSTITUTE | INCENTIVE | OTHER | ADDT'L | | | |
| Administrative Assistant - Accounts Payable | \$ 40,641 | \$ - | \$ 117.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 117.00 | \$ 40,758.00 |
| Administrative Assistant - Business/Payroll | \$ 41,132 | \$ - | \$ 11.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 11.00 | \$ 41,143.00 |
| Administrative Assistant - HR | \$ 36,336 | \$ - | \$ 2,588.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,588.00 | \$ 38,924.00 |
| Administrative Assistant - Payroll | \$ 41,296 | \$ - | \$ 652.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 476.00 | \$ - | \$ 1,128.00 | \$ 42,424.00 |
| Chief Executive Admin Asst to the Superintendent | \$ 58,149 | \$ - | \$ 12,125.00 | \$ - | \$ - | \$ - | \$ - | \$ 940.00 | \$ - | \$ - | \$ - | \$ 1,118.00 | \$ - | \$ 14,183.00 | \$ 72,332.00 |
| Human Resources Benefits Specialist | \$ 39,585 | \$ - | \$ 1,136.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,136.00 | \$ 40,721.00 |
| Human Resources Specialist | \$ 48,321 | \$ - | \$ 9,658.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 929.00 | \$ - | \$ 10,587.00 | \$ 58,908.00 |
| Receptionist (salary 50/50 SAU/TRSD) | \$ 20,111 | \$ - | \$ 139.00 | \$ 1,092.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,231.00 | \$ 21,342.00 |
| SUBSTITUTE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,752.00 | \$ - | \$ - | \$ - | \$ 1,752.00 | \$ 1,752.00 |
| | \$ 325,571 | \$ - | \$ 26,426.00 | \$ 1,092.00 | \$ - | \$ - | \$ - | \$ 940.00 | \$ 1,752.00 | \$ - | \$ - | \$ 2,523.00 | \$ - | \$ 32,733.00 | \$ 358,304.00 |
| | \$ 955,626 | \$ 5,978.00 | \$ 26,426.00 | \$ 1,092.00 | \$ - | \$ - | \$ 26,515.00 | \$ 940.00 | \$ 1,752.00 | \$ 25,200.00 | \$ 2,523.00 | \$ 90,426.00 | \$ - | \$ 1,046,052.00 | |

SAU 55 2017-2018 Salaries

Administration

| Assignment | 2017-2018 | ADDITIONAL | | | | | | | | | | | TOTAL ADDT'L | TOTAL SALARIES & ADDITIONAL | |
|---------------------------------|------------|-------------|-------------|------------|----------|----------|-----------|---------|------------|-----------|-------|------|--------------|-----------------------------|---------------|
| | | PERFORMANCE | | | VACATION | SICK DAY | COMP TIME | SCH BRD | RETIREMENT | | OTHER | | | | |
| | | INCENTIVE | EXTRA HOURS | SRVC RECOG | BUYOUT | BUYOUT | BUYOUT | CLERK | SUBSTITUTE | INCENTIVE | | | | | |
| Assistant Superintendent | \$ 131,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,519.00 | \$ 2,519.00 | \$ 133,519.00 |
| Business Operations Coordinator | \$ 90,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,731.00 | \$ 1,731.00 | \$ 91,731.00 |
| CFO/Business Administrator | \$ 120,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,308.00 | \$ 2,308.00 | \$ 122,308.00 |
| Director of Human Resources | \$ 86,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,654.00 | \$ 1,654.00 | \$ 87,654.00 |
| Superintendent | \$ 159,707 | \$ 6,202.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,071.00 | \$ 9,273.00 | \$ 168,980.00 |
| Transportation Coordinator | \$ 56,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,077.00 | \$ 1,077.00 | \$ 57,077.00 |
| | \$ 642,707 | \$ 6,202.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 12,360.00 | \$ 18,562.00 | \$ 661,269.00 |

Support

| Assignment (mid-year assignment changes) | 2017-2018 | ADDITIONAL | | | | | | | | | | | TOTAL ADDT'L | TOTAL SALARIES & ADDITIONAL | |
|--|------------|-------------|--------------|-------------|-------------|-------------|-----------|-------------|-------------|-----------|-------|------|--------------|-----------------------------|---------------|
| | | PERFORMANCE | | | VACATION | SICK DAY | COMP TIME | SCH BRD | RETIREMENT | | OTHER | | | | |
| | | INCENTIVE | EXTRA HOURS | SRVC RECOG | BUYOUT | BUYOUT | BUYOUT | CLERK | SUBSTITUTE | INCENTIVE | | | | | |
| Administrative Assistant - Accounts Payable | \$ 42,866 | \$ - | \$ 1,047.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,051.00 | \$ 2,098.00 | \$ 44,964.00 |
| Administrative Assistant - Business/Payroll | \$ 43,744 | \$ - | \$ 211.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,302.00 | \$ 1,513.00 | \$ 45,257.00 |
| Administrative Assistant - HR * | \$ 23,233 | \$ - | \$ 973.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 797.00 | \$ 1,770.00 | \$ 25,003.00 |
| Administrative Assistant - HR/ HR Coordinator | \$ 40,335 | \$ - | \$ 3,784.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 960.00 | \$ 4,744.00 | \$ 45,079.00 |
| Administrative Assistant Payroll * | \$ 9,945 | \$ - | \$ 260.00 | \$ - | \$ 1,563.00 | \$ 6,632.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 8,455.00 | \$ 18,400.00 |
| Chief Executive Admin Asst to the Superintendent | \$ 61,500 | \$ - | \$ 13,623.00 | \$ 546.00 | \$ - | \$ - | \$ - | \$ 1,060.00 | \$ - | \$ - | \$ - | \$ - | \$ 1,632.00 | \$ 16,861.00 | \$ 78,361.00 |
| Executive Assistant to CFO/BA * | \$ 36,133 | \$ - | \$ 9,625.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,571.00 | \$ 11,196.00 | \$ 47,329.00 |
| Human Resources Benefits Specialist/Generalist | \$ 42,828 | \$ - | \$ 2,266.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 837.00 | \$ 3,103.00 | \$ 45,931.00 |
| Human Resources Specialist * | \$ 17,653 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 17,653.00 |
| Receptionist (salary 50/50 SAU/TRSD) | \$ 21,000 | \$ - | \$ 107.00 | \$ 546.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 829.00 | \$ 1,482.00 | \$ 22,482.00 |
| SUBSTITUTE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,628.00 | \$ - | \$ - | \$ - | \$ - | \$ 1,628.00 | \$ 1,628.00 |
| | \$ 339,237 | \$ - | \$ 31,896.00 | \$ 1,092.00 | \$ 1,563.00 | \$ 6,632.00 | \$ - | \$ 1,060.00 | \$ 1,628.00 | \$ - | \$ - | \$ - | \$ 8,979.00 | \$ 52,850.00 | \$ 392,087.00 |

*amount pro-rated \$ 981,944 \$ 6,202.00 \$ 31,896.00 \$ 1,092.00 \$ 1,563.00 \$ 6,632.00 \$ - \$ 1,060.00 \$ 1,628.00 \$ - \$ 21,339.00 \$ 71,412.00 \$ 1,053,356.00

SAU 55 2018-2019 Salaries

Administration

| Assignment | 2018-2019 | ADDITIONAL | | | | | | | | | | | TOTAL SALARIES & ADDITIONAL* |
|---------------------------------|-------------------|--------------------|-------------|-------------|---------------------|--------------------|----------------------|-------------|-------------|-------------|-------------|----------------------|------------------------------|
| | | PERFORMANCE | | | VACATION | SICK DAY | COMP TIME | SCH BRD | RETIREMENT | | OTHER** | TOTAL ADDT'L | |
| | | INCENTIVE | EXTRA HOURS | SRVC RECOG | BUYOUT | BUYOUT | BUYOUT | CLERK | SUBSTITUTE | INCENTIVE | OTHER** | TOTAL ADDT'L | |
| Assistant Superintendent | \$ 134,000 | \$ - | \$ - | \$ - | \$ 10,613.61 | \$ 1,507.55 | \$ 3,221.15 | \$ - | \$ - | \$ - | \$ - | \$ 15,342.31 | \$ 149,342.31 |
| Business Operations Coordinator | \$ 92,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 92,000.00 |
| CFO/Business Administrator | \$ 122,000 | \$ 2,440.00 | \$ - | \$ - | \$ - | \$ - | \$ 16,202.06 | \$ - | \$ - | \$ - | \$ - | \$ 18,642.06 | \$ 140,642.06 |
| Director of Human Resources | \$ 90,000 | \$ - | \$ - | \$ - | \$ - | \$ 1,557.69 | \$ 16,918.57 | \$ - | \$ - | \$ - | \$ - | \$ 18,476.26 | \$ 108,476.26 |
| Superintendent | \$ 164,897 | \$ 6,388.28 | \$ - | \$ - | \$ - | \$ - | \$ 92,364.22 | \$ - | \$ - | \$ - | \$ - | \$ 98,752.50 | \$ 263,649.50 |
| Transportation Coordinator | \$ 58,000 | \$ - | \$ - | \$ - | \$ - | \$ 669.23 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 669.23 | \$ 58,669.23 |
| | \$ 660,897 | \$ 8,828.28 | \$ - | \$ - | \$ 10,613.61 | \$ 3,734.47 | \$ 128,706.00 | \$ - | \$ - | \$ - | \$ - | \$ 151,882.36 | \$ 812,779.36 |

Support

| Assignment | 2018-2019 | ADDITIONAL | | | | | | | | | | | TOTAL SALARIES & ADDITIONAL* |
|---|---------------------|--------------------|---------------------|--------------------|---------------------|--------------------|----------------------|--------------------|--------------------|-------------|-------------|----------------------|------------------------------|
| | | PERFORMANCE | | | VACATION | SICK DAY | COMP TIME | SCH BRD | RETIREMENT | | OTHER** | TOTAL ADDT'L | |
| | | INCENTIVE | EXTRA HOURS | SRVC RECOG | BUYOUT | BUYOUT | BUYOUT | CLERK | SUBSTITUTE | INCENTIVE | OTHER** | TOTAL ADDT'L | |
| Administrative Assistant - Accounts Payable | \$ 44,281 | \$ - | \$ 2,606.37 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,606.37 | \$ 46,886.97 |
| Administrative Assistant - Business/Payroll | \$ 45,318 | \$ - | \$ 554.05 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 554.05 | \$ 45,872.05 |
| Administrative Assistant - HR | \$ 41,205 | \$ - | \$ 1,347.78 | \$ 546.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,893.78 | \$ 43,098.58 |
| Chief Executive Admin Assistant to the Superintendent | \$ 63,991 | \$ - | \$ 12,801.12 | \$ 546.00 | \$ - | \$ 764.29 | \$ - | \$ 4,803.00 | \$ - | \$ - | \$ - | \$ 18,914.41 | \$ 82,905.61 |
| Executive Assistant to CFO/BA | \$ 56,657 | \$ - | \$ 1,821.13 | \$ - | \$ - | \$ 1,392.86 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,213.99 | \$ 59,870.59 |
| Human Resources Coordinator | \$ 42,661 | \$ - | \$ 3,035.48 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,035.48 | \$ 45,696.28 |
| Human Resources Generalist | \$ 44,808 | \$ - | \$ 1,304.91 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,304.91 | \$ 46,113.31 |
| NEW SUPPORT POSITION | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 360,551.10 |
| Receptionist (salary 50/50 SAU/TRSD) | \$ 21,631 | \$ - | \$ 39.60 | \$ 546.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 585.60 | \$ 546.00 |
| SUBSTITUTES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,899.80 | \$ - | \$ - | \$ 3,899.80 | \$ 3,899.80 |
| | \$ 360,551 | \$ - | \$ 23,510.44 | \$ 1,638.00 | \$ - | \$ 2,157.15 | \$ - | \$ 4,803.00 | \$ 3,899.80 | \$ - | \$ - | \$ 36,008.39 | \$ 396,559.49 |
| | \$ 1,021,448 | \$ 8,828.28 | \$ 23,510.44 | \$ 1,638.00 | \$ 10,613.61 | \$ 5,891.62 | \$ 128,706.00 | \$ 4,803.00 | \$ 3,899.80 | \$ - | \$ - | \$ 187,890.75 | \$ 1,209,338.85 |

* Final Reporting for Salaries may not equal the Total Salaries & Additional listed as certain Additional Compensation components are budgeted and accounted for separately.

SAU 55 Contractual Obligations

Administration

| Assignment | Contract Expires | Administrator Benefit Sheet | Retirement Incentive | Vacation Leave Redempt. | Retire Sick Leave Redempt. | Annual Sick Leave Redempt. | Annual Perf. Bonus | Annual Annuity | Mileage | Travel & Conf |
|---------------------------------|------------------|-----------------------------|--------------------------------------|-------------------------|----------------------------|----------------------------|--------------------|----------------|----------|------------------|
| Superintendent | 8/31/2022 | no | no | max 40 | no | no | 4% max | \$ 10,000 | \$ 2,400 | as approved |
| Assistant Superintendent | 6/30/2019 | yes | 1.5% salary x exp; max 45% salary | max 60 | 50% per diem; max 90 days | 30% per diem; days >90 | no | 3% salary | \$ 1,600 | \$1,000 - shared |
| CFO/Business Administrator | 6/30/2021 | yes | 1.5% salary x exp; max 45% salary | max 60 | 50% per diem; max 90 days | 30% per diem; days >90 | 4% max | 3% salary | \$ 1,000 | \$1,000 - shared |
| Director of Human Resources | 6/30/2021 | yes | 1.5% salary x exp; max 45% salary | max 60 | 50% per diem; max 90 days | 30% per diem; days >90 | no | 3% salary | \$ 1,200 | \$1,000 - shared |
| Business Operations Coordinator | 6/30/2021 | yes | 1.5% salary x exp; max 45% salary | max 60 | 50% per diem; max 90 days | 30% per diem; days >90 | no | 3% salary | \$ 2,400 | \$1,000 - shared |
| Transportation Coordinator | 6/30/2021 | yes | 1.5% salary x exp; max 45% salary | max 60 | 50% per diem; max 90 days | 30% per diem; days >90 | no | 3% salary | \$ 400 | \$1,000 - shared |

Support

| Assignment | Contract Expires | Support Staff Benefit Sheet | Retirement Incentive | Vacation Leave Redempt. | Resign/Retire Sick Leave Redempt. | Annual Sick Leave Redempt. |
|---|------------------|-----------------------------|--------------------------------------|-------------------------|-----------------------------------|----------------------------|
| Chief Executive Admin Assistant to the Superintendent | 6/30/2019 | yes | 1.5% salary x exp; max 45% salary | max 20 | \$100 per day; max 90 days | \$100 per day; days >90 |
| Administrative Assistant - Accounts Payable | 6/30/2019 | yes | 1.5% salary x exp; max 45% salary | max 20 | \$100 per day; max 90 days | \$100 per day; days >90 |
| Administrative Assistant - Business/Payroll | 6/30/2019 | yes | 1.5% salary x exp; max 45% salary | max 20 | \$100 per day; max 90 days | \$100 per day; days >90 |
| Administrative Assistant - HR | 6/30/2019 | yes | 1.5% salary x exp; max 45% salary | max 20 | \$100 per day; max 90 days | \$100 per day; days >90 |
| Receptionist (salary 50/50 SAU/TRSD) | 6/30/2019 | yes | 1.5% salary x exp; max 45% salary | max 20 | \$100 per day; max 90 days | \$100 per day; days >90 |
| Executive Assistant to CFO/BA | 6/30/2019 | yes | 1.5% salary x exp; max 45% salary | max 20 | \$100 per day; max 90 days | \$100 per day; days >90 |
| Human Resources Generalist | 6/30/2019 | yes | 1.5% salary x exp; max 45% salary | max 20 | \$100 per day; max 90 days | \$100 per day; days >90 |
| Human Resources Coordinator | 6/30/2019 | yes | see benefit sheet | max 20 | see benefit sheet | see benefit sheet |

benefit detail

SAU 55 Contractual Obligations

Maximum Exposure estimated as of June 2019

Administration

| Assignment | Contract Expires | Administrator Benefit Sheet | Retirement Incentive | Vacation Leave Redempt. | Retire Sick Leave Redempt. | Annual Sick Leave Redempt. | Annual Perf. Bonus | Annual Annuity | Mileage | Travel & Conf |
|---------------------------------|-------------------------|------------------------------------|-----------------------------|--------------------------------|-----------------------------------|-----------------------------------|---------------------------|-----------------------|----------------|--------------------------|
| Superintendent | 8/31/2022 | no | \$ - | \$ 25,369 | \$ - | \$ - | \$ 6,596 | \$ 10,000 | \$ 2,400 | as approved |
| Assistant Superintendent | 6/30/2019 | yes | \$ 60,300 | \$ 30,923 | \$ 23,192 | \$ 2,319 | \$ - | \$ 4,020 | \$ 1,600 | \$ 200 |
| CFO/Business Administrator | 6/30/2021 | yes | \$ 54,900 | \$ 28,154 | \$ 21,115 | \$ 2,112 | \$ 4,880 | \$ 3,660 | \$ 1,000 | \$ 200 |
| Director of Human Resources | 6/30/2021 | yes | \$ 40,500 | \$ 20,769 | \$ 15,577 | \$ 1,558 | \$ - | \$ 2,700 | \$ 1,200 | \$ 200 |
| Business Operations Coordinator | 6/30/2021 | yes | \$ 41,400 | \$ 21,231 | \$ 15,923 | \$ 1,592 | \$ - | \$ 2,760 | \$ 2,400 | \$ 200 |
| Transportation Coordinator | 6/30/2021 | yes | \$ 26,100 | \$ 13,385 | \$ 10,038 | \$ 1,004 | \$ - | \$ 1,740 | \$ 400 | \$ 200 |

Support

| Assignment | Contract Expires | Support Staff Benefit Sheet | Retirement Incentive | Vacation Leave Redempt. | Resign/Retire Sick Leave Redempt. | Annual Sick Leave Redempt. |
|---|-------------------------|------------------------------------|-----------------------------|--------------------------------|--|-----------------------------------|
| Chief Executive Admin Assistant to the Superintendent | 6/30/2019 | yes | \$ 28,800 | \$ 4,923 | \$ 9,000 | \$ 1,500 |
| Administrative Assistant - Accounts Payable | 6/30/2019 | yes | \$ 19,927 | \$ 3,406 | \$ 9,000 | \$ 1,500 |
| Administrative Assistant - Business/Payroll | 6/30/2019 | yes | \$ 20,393 | \$ 3,486 | \$ 9,000 | \$ 1,500 |
| Administrative Assistant - HR | 6/30/2019 | yes | \$ 18,542 | \$ 3,170 | \$ 9,000 | \$ 1,500 |
| Receptionist (salary 50/50 SAU/TRSD) | 6/30/2019 | yes | \$ 9,734 | \$ 1,664 | \$ 9,000 | \$ 1,500 |
| Executive Assistant to CFO/BA | 6/30/2019 | yes | \$ 25,496 | \$ 4,358 | \$ 9,000 | \$ 1,500 |
| Human Resources Generalist | 6/30/2019 | yes | \$ 20,164 | \$ 3,447 | \$ 9,000 | \$ 1,500 |
| Human Resources Coordinator | 6/30/2019 | yes | \$ 19,201 | \$ 3,282 | \$ 9,000 | \$ 1,500 |

benefit detail values

Timberlane Regional School District
Withdrawal Planning Committee
May 7, 2019

Budgetary Classification Detail - Other Employee Benefits

| | |
|-----------------------|-----------|
| Sick Day Buyout | \$66,427 |
| Retirement Incentive | \$84,896 |
| Deferred Time Payable | \$106,840 |
| Vacation Time Payable | \$104,930 |

Budget Account Note:

"Other Employee Benefits" is not budgeted or designed to match spend. Certain benefits become payable at the time of employee separation. "Other Employee Benefits" is used for the purpose of budgeting to raise (and have on hand) cash necessary to pay out certain benefits, particularly at the time of separation. Funds not used for such purposes in any given year build up fund balance to enable payment in a subsequent year.

ex. 10 Employees have a combined liability to the SAU of \$250,000 should they separate or retire from the SAU. It is unlikely ALL 10 employees will separate or retire from the SAU in one year. It is unreasonable therefore to budget the full amount of \$250,000 every year. A portion of that amount is budgeted every year. If \$100K is budgeted, and 2 employees separate and they are owed \$60,000 upon separation or retirement, budgeting \$100,000 allows for the \$60,000 to be available, and the remaining \$40,000 goes to fund balance to act as a buffer in future years.

Timberlane Regional School District
Withdrawal Planning Committee
May 7, 2019

Budgetary Classification Detail - Contracted Services

| | |
|---------------------------------|----------|
| Benefits Strategies | \$0 |
| Recruiting / Online Advertising | \$3,371 |
| Survey Monkey | \$325 |
| District Courier | \$17,000 |
| SAU Meeting Videographer | \$700 |
| The Omni Group | \$520 |
| Treasurer / Asst Treasurer | \$500 |

Timberlane Regional School District
Withdrawal Planning Committee
May 7, 2019

Budgetary Classification Detail - Technology

| | |
|-----------------------------|----------|
| Infinite Visions estimate | \$85,844 |
| Frontline (AppliTrac) | \$3,999 |
| Frontline (AESOP) | \$13,428 |
| TimeClockPlus | \$29,952 |
| Hardware allocation | \$5,720 |
| Edulog | \$4,917 |
| iTouch Biometrics | \$0 |
| Document Mgmt Annual Maint. | \$7,200 |

Shared Services between Hampstead School District and Timberlane School District

Benefits Strategies Claims Funding

Section 125 Company/Administrator (required document for pre-tax health ins. deductions)
Flex Savings Accounts & Dependent Care Accounts
Cost Savings: *Savings likely; total savings uncertain*

Durham Services

Special Transportation Provider
Cost Savings: *Savings highly likely; total savings uncertain*

First Student

Regular Transportation Provider
Cost Savings: *Timberlane \$613,700 over 5 years; Hampstead \$400,010 over 5 years*

Frontline Technologies

Applitrac Employee Tracking
AESOP - Substitute Coverage Program
Cost Savings: *Savings likely; total savings uncertain*

Greater Haverhill Chamber of Commerce

General representation in business community
Cost Savings: *Savings likely; could be \$295/yr*

LGC Health Trust

Medical (prescription), Dental, Life, and Disability Insurance Coverage
Dedicated Service Rep (only possibly due to combined scale)
- Consistent & Efficient Response Time
Cost Savings: *Savings uncertain*

The Omni Group

Services charges can be sometimes be paid by investment firms
Third Party Administrator 403(b) & 457 plans
Maintain all related documentation for SAU/Districts in fiduciary capacity
Cost Savings: *Savings highly likely; total savings uncertain*

NutriKids

Student meal balance system provider
MySchoolBucks.com integration, PowerSchool integration
Cost Savings: *Savings highly likely; total savings uncertain*

Primex

Workers Comp., General Liability, and Unemployment (HSD)
Cost Savings: *Savings likely; total savings uncertain*

Shared Services between Hampstead School District and Timberlane School District

SafeSchools (Pending)

Training & Communication Platform
Integrated into Teacher Evaluation System
Continued Training & Compliance
Cost Savings: *Savings likely; total savings uncertain*

SchoolDude

Work Order Tracking Assignment/Tracking
Maintenance
Cost Savings: *Savings likely; total savings uncertain*

Vector Solutions

TeachPoint Subscription
Professional Development & Evaluation Tool
Cost Savings: *Savings likely; total savings uncertain*

TimeClockPlus

Shared between 3 Districts
Cost Savings: *Savings likely; total savings uncertain*

TD Bank

Common Etreasury Platform & common Relatinshiop.
Cost Savings: *Savings likely; total savings uncertain*

Tyler Technologies

Infinite Visions (I/V) Enterprise System
Includes Finance, HR, A/P, P/R, and Fixed Assets
Infinite Visions Workflow
ESS (Employee Self-Service Portal)
Utilize One Common Administration Module
Cost Savings: *Savings highly likely; total savings uncertain*

** Subject to modification as further information is obtained.*

SAU 55 Vendor Contractual Obligations

Benefits Strategies Claims Funding

Annual / Rolling

Frontline Technologies

Annual / Rolling

Greater Haverhill Chamber of Commerce

Annual / Rolling

LGC Health Trust

Annual / Rolling (realistically would need > 1 year to change)

The Omni Group

Annual / Rolling

NutriKids

Annual / Rolling

Primex

Annual / Rolling (SAU may opt for 3 year commitment)

SafeSchools (Pending)

None at this time.

TimeClockPlus

Annual / Rolling

TD Bank

Annual / Rolling

Tyler Technologies

Annual / Rolling

Timberlane Regional School District

Description: Lease

Term: 7/1/2017-6/30/2022

Rent: \$42,500 / Yr

** Subject to modification as further information is obtained.*

SAU JOB DESCRIPTIONS

- CFO/Business Administrator
- Director of Human Resources
- Business Operations Coordinator
- Chief Executive Assistance to the Superintendent of Schools
- Executive Assistant to the CFO Business Administrator
- Administrative Assistant Accounts Payable
- Administrative Assistant Business/Payroll
- Human Resource Coordinator/Admin Assistant to the Assistant Superintendent
- Human Resource Generalist
- Administrative Assistant to Human Resources
- Receptionist

SCHOOL ADMINISTRATIVE UNIT NO. 55

Serving the Hampstead and Timberlane School Districts

TITLE Chief Finance Officer/Business Administrator

QUALIFICATIONS:

- B.A. in Business Administration and/or Certification by New Hampshire Department of Education preferred.
- Ten years' experience in financial management accounting preferred.
- Five years in governmental accounting preferred.
- Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate and acceptable.

REPORTS TO: The Superintendent of Schools

JOB GOAL: To administer the business affairs of the School Administrative Unit 55 and Hampstead and Timberlane School Districts in such a way as to provide the most effective use of financial resources available.

PERFORMANCE RESPONSIBILITIES:

Supervisory: Supervises and directs the work for financial, food service, transportation and facilities and grounds operations.

Budget Development:

- Compiles necessary statistical data for the preparation of the fiscal budget
- Develops forms and procedures for the collection and review of budget requests and is responsible for the approval of budget requests in non-instructional areas
- Provides estimates on costs of alternate proposals and programs, and on available income for the annual budget and for long-range planning
- Liaisons with the Budget Committee and School Boards on Budget Development

Purchasing:

- Initiates contacts with vendors relative to supply and equipment availability, invoices, purchase orders and contracts
- Obtains and studies comparative prices and quotations
- Prepares all bidding documents, including notice to bidders, instruction to bidders, specifications and forms of proposal
- Reviews all bids received and selects contractors and manages work in process
- Monitors all purchase requisitions to determine correctness of information, price extensions, and coding information and authorizes all expenditures

Accounting:

- Establishes and supervises a program of accounting and reporting for the financial affairs of the district

- Maintains general, revenue and appropriations ledgers on an encumbrance basis
- Maintains a continuous internal auditing program for all funds
- Prepares reports to the proper staff officials concerning the status of their budgetary accounts
- Supervises the prompt and accurate payment of all district obligations
- Submits a monthly statement to the Superintendent detailing the status of appropriation items and the analysis of problem areas
- Prepares financial reports as required by state and federal agencies
- Prepares Annual reports for each District
- Completes applications for state and federal funds
- Oversees audit preparations and ensures compliance
- Oversees the enterprise-wide financial and human resource information system as well as the district time keeping system
- Liaison with the NH Department of Revenue Administration and NH Department of Education to ensure compliance with state and federal program requirements and reporting
- Assist in collective bargaining negotiations, develop financial scenario modeling to assist in determining financial impact
- Liaison with the NH Municipal Bond Bank to ensure compliance on existing obligations and to obtain estimates on future projects

Payroll and Accounts Payable:

- Oversee the payroll and accounts payable operations for each district and SAU 55
- Ensure timely reporting and approval of employee time by employees and managers
- Ensure compliance with Department of Labor and New Hampshire Retirement System regulations
- Review payroll voucher requests from payroll staff and review actual disbursements

Operation of Plant:

- Coordinates with school building maintenance staff and principals to ensure the security and accountability of school property and for maintaining adequate inventories of property
- Coordinates with school building maintenance staff and principals for the procurement of contract supplies and services for required building maintenance and repairs including necessary architectural and engineering services

Management:

- Assists in recruiting, screening, evaluating and hiring of all business staff
- Interprets and presents school district budgets to the community at large
- Consults with the Superintendent and other personnel on questions relating to the districts business affairs
- Negotiates contracts for the districts insurance programs, and administers proper premium payments
- Administers proper payroll procedures

- Coordinates the financial aspects of the special needs area with the Special Education Director
- Prepares financial plans for future acquisitions and SAU goals
- Supervises the acquisition of computer equipment
- Reviews all bids received, select contractors and manage work in process
- Negotiates any financial loans, bonds or other borrowing by any member district or SAU
- Participates indirectly in contract negotiating by providing figures and financial advice as requested
- Oversees the Food Service Program to ensure programs are in compliance with State and Federal regulations
- Performs other duties as assigned by the Superintendent

Equipment Used:

- General office equipment which may include telephone, copy machine, computers, printers, keyboards, fax machine, etc.

EVALUATION:

- The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which yearly job goals are met.

WORKING CONDITIONS:

- **Mental demands:** calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting both simple and complex information and material.
- **Physical demands:** sitting, standing, walking, writing, operating equipment, adjusting, connecting, lifting (to 25 lbs.), and bending, keyboarding, pulling, pushing, and carrying.
- **Environmental conditions:** inside, outside, working around moving objects, working alone, and working with students, faculty, parents, and staff members. Willingness and ability to work with others and to share with others; willingness to support the concept of 'teaming' and a 'team approach' in meeting the needs of the District.

HUMAN RESOURCE DIRECTOR

The Human Resource Director is responsible for driving the central office's Human Resources Department addressing the employment needs of all staff and retirees.

This includes administrative guidance on employee issues, communications and support for all employee benefits, workers compensation, government reporting, recruitment, leaves, retirement, government compliance (FMLA/ ADA), employment contracts and letters of agreement, certification, collective bargaining negotiations and developing the processes to support the union agreements, and proper personnel/medical file retention.

Develop and direct the Human Resource team to provide effective guidance for all staff and retirees including benefits, retirement process, investments, leaves, attendance, certification, future needs, and direction of the district's benefits plans.

Support and develop processes and procedures for School Board policies. Provide ad hoc reports and data associated with salaries, benefits and trends. Address employee issues as needed. Support the needs of both districts.

Providing educational information sessions for benefits, retirement process, open enrollment, job fairs, recruitment and other topics as needed.

All other tasks assigned by the Superintendent or Assistant Superintendent.

School Administrative Unit 55

Hampstead and Timberlane Regional School Districts

Title Business Operations Coordinator.

Qualifications:

1. Education/Certification: Minimum five years' leadership experience in facilities and maintenance functions with additional experience in general district operations, federal and state grant application processing and administration. Hold a valid State of New Hampshire Criminal History Records Check Approval.
2. Special Knowledge/Skills
 - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities as listed below.
 - b. Possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - d. Demonstrated computer and technological skills.
 - e. Be team oriented with excellent interpersonal and communication skills.
 - f. Be willing to participate in ongoing in-service training as requested.
 - g. Maintain a high level of ethical behavior and confidentiality of information as require by law.
3. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.
4. Such alternatives to the above as the Superintendent finds appropriate and acceptable

Reports to: CFO / Business Administrator

Job Goal: To assist the Business Administrator in the efficient operation of the Facilities, Maintenance and Grounds, Transportation and Food Services Departments for SAU 55 (where applicable) and the Hampstead School District and Timberlane Regional School Districts

Roles and Responsibilities:

1. Oversees the following departments:

- a. Facilities
- b. Maintenance & Grounds
- c. Food Service
- d. Transportation

Primary responsibility is to assist the Business Administrator in the following:

1. Oversee and provide leadership to Directors/Supervisors of Facilities in both Districts, implement best practices and communicate district standards.
2. Review all facilities, maintenance, and transportation related expenditures for adherence to Board policies related to the finances and standards of the districts. Approve material purchases for consistency in each respective district.
3. Track food service expenditures and revenues to budget.
4. Maintain and track all contracts relating to areas overseen, and coordinate with the CFO/Business Administrator, Superintendent, outside agencies and respective boards.
5. Ensure adherence to bid process where applicable.
6. Maintain and update Capital Improvement Plan document and related support.
7. Serve as co-chair to Safety and Facilities Committees.
8. Attend to ad hoc requests from the administration, the Superintendent, committees and respective boards.
9. Develop budgets and planning for areas overseen.
10. Monitor budgetary control over all purchases and approve all purchase orders.
11. Review all District emergency operations plans.
12. Apply for and manage grants related to security, safety, facilities, and other operations.
13. Work with risk management firm, Primex, to ensure best operational and facilities practices, and to file and monitors claims when needed and ensure reimbursement when due.
14. Serve as either first point of contact or escalation point of contact for parent concerns surrounding safety, transportation, and facilities.
15. Serve as directed by the Superintendent of Schools and Business Administrator.

SCHOOL ADMINISTRATIVE UNIT NO. 55

Serving the Hampstead and Timberlane School Districts

TITLE CHIEF EXECUTIVE ASSISTANT to the TO SUPERINTENDENT
QUALIFICATIONS

1. Education/Certification: Associates degree or equivalent work experience. Hold a valid State of New Hampshire Criminal History Records Check Approval.
2. Special Knowledge/Skills
 - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities as listed below.
 - b. Possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - d. Demonstrated computer and technological skills.
 - e. Be team oriented with excellent interpersonal and communication skills.
 - f. Be willing to participate in ongoing in-service training as requested.
 - g. Maintain a high level of ethical behavior and confidentiality of information as require by law.
3. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO Superintendent of Schools

JOB GOAL To assist the Superintendent of Schools and the Assistant Superintendent in all administrative support areas.

PERFORMANCE RESPONSIBILITIES

1. Provide administrative support primarily to the Superintendent with assistance to the Assistant Superintendent as it relates to correspondence, calendars, appointments, dissemination of information, monthly mileage reimbursements, etc.
2. Coordinate all administrative functions as it relates to annual budget hearings, deliberative sessions, warrants, ballots and the annual reports for both the Hampstead and Timberlane Regional School Districts.
3. Update, maintain and provide administrative support for all union contracts, legal postings, policies and procedures, CIP, Strategic Plans, etc.

ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT

4. Provide administrative support to the SAU Board and the Timberlane Regional School Board.
5. Maintain and coordinate the tuitioning of students and inner district transfers as it relates to tracking, billing, and annual notification.
6. Works collaboratively with the Superintendent and/or Assistant Superintendent in matters relating to legal residency.
7. Interface with district counsel on legal matters as well as maintain legal files.
8. All other duties as requested by the Superintendent and Assistant Superintendent.

EQUIPMENT USED

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, scanner, postage meter, and other pieces of general office equipment.

WORKING CONDITIONS

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting.

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (up to 25 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment.

Environmental Conditions: inside, working around moving objects, working alone.

TERMS OF EMPLOYMENT

Salary and work year in accordance with letter of agreement.

EVALUATION

The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

NOTE: The above job description reflects the general requirement necessary to describe the principal functions of responsibilities of the job identified and shall not be interpreted as detail description of all work requirements that may be inherent in the job, either

SCHOOL ADMINISTRATIVE UNIT NO. 55

Serving the communities of Atkinson, Danville, Plaistow and Sandown

TITLE EXECUTIVE ASSISTANT TO THE CFO/BA (PAYROLL CLERK)

QUALIFICATIONS

1. Education/Certification: Associates Degree or equivalent work experience. Hold a valid State of New Hampshire Criminal History Records Check Approval.
2. Special Knowledge/Skills
 - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities as listed below.
 - b. Possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - d. Demonstrated computer and technological skills.
 - e. Be team oriented with excellent interpersonal and communication skills.
 - f. Be willing to participate in ongoing in-service training as requested.
 - g. Maintain a high level of ethical behavior and confidentiality of information as require by law.
 - h. Knowledge of information systems and databases.
3. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO

Business Administrator

JOB GOAL

To assist the Business Administrator in the efficient operation of the Business Department as it pertains to payroll, for the Timberlane Regional School District, and position tracking, general accounting, and grants assistance for both the Timberlane Regional School District, SAU 55, and Hampstead School Districts.

PERFORMANCE RESPONSIBILITIES

1. Process payroll for all Timberlane Regional School District employees on a bi-weekly basis.
2. Maintain payroll database.
3. Review and import data from time keeping system, vet and resolve employee time approvals, time exceptions and manager time exceptions.
4. Completion of setup of new staff, process transfers of existing staff in Infinite Visions(IV) and TCP.
5. Calculate final pay for terminated staff, and process in IV and TCP.
6. Calculate financial implications of leave of absence for staff in TRSD, HSD and SAU 55.
7. Prepare stipend sheets for Athletics, Evening Division and Extra-Curricular Activities.
8. Verification of employment for current and past employees for TRSD.

9. Maintain position control for TRSD, HSD and SAU 55 in Infinite Visions.
 10. Preparation and verification of salary schedules for new fiscal years and new fiscal database.
 11. Monthly review, FICA adjustments and distribution of Grant Reports.
 12. Ad hoc payroll reporting.
 13. Prepare all Form 941's, Form W-2's, and other tax forms relating to payroll for TRSD.
 14. Conduct annual audit reporting.
 15. Prepare annual Retirement Liabilities for all entities.
 16. Report to and update NHRS records, report retirements and assist in periodic NHRS reviews.
 17. Initiate or review Adjusting Journal Entries as requested.
 18. Development of the Employee Self Service (ESS) web portal to optimize department efficiencies.
 19. Review balance sheet accounts on a periodic basis relating to payroll area for respective entities.
- Performs other tasks and assumes other responsibilities as assigned by the CFO/Business Administrator.

EQUIPMENT USED

Computer, printer, calculator, telephone, copy machine, fax machine, scanner, postage meter, and other pieces of general office equipment.

WORKING CONDITIONS

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting.

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (up to 25 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment.

Environmental Conditions: inside, working around moving objects, working alone.

TERMS OF EMPLOYMENT

Salary and work year in accordance with letter of agreement.

EVALUATION

The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

NOTE: The above job description reflects the general requirement necessary to describe the principal functions of responsibilities of the job identified and shall not be interpreted as detail description of all work requirements that may be inherent in the job, either at present or in the future.

SCHOOL ADMINISTRATIVE UNIT NO. 55

Serving the Hampstead and Timberlane School Districts

TITLE ADMINISTRATIVE ASSISTANT ACCOUNTS PAYABLE

QUALIFICATIONS

1. Education/Certification: Minimum two years' experience in bookkeeping with additional experience in accounts payable and/or payroll functions. Hold a valid State of New Hampshire Criminal History Records Check Approval.
2. Special Knowledge/Skills
 - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities as listed below.
 - b. Possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - d. Demonstrated computer and technological skills.
 - e. Be team oriented with excellent interpersonal and communication skills.
 - f. Be willing to participate in ongoing in-service training as requested.
 - g. Maintain a high level of ethical behavior and confidentiality of information as require by law.
3. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO

Business Administrator

JOB GOAL

To assist the Business Administrator in the efficient operation of the Business Department as it pertains to accounts payable functions for SAU 55 and the Hampstead and Timberlane Regional School Districts.

PERFORMANCE RESPONSIBILITIES

1. Provide accounting support, maintain records, and files required to maintain compliance for federal and state grant funds.
2. Provide support to the district's annual independent audit process.
3. Create budget journal entries once approved by CFO/BA, as requested.
4. Maintain the district office petty cash account.
5. Perform detailed work with numerical data and make mathematical computations rapidly and accurately.
6. Maintain computer records of all purchases.
7. Communicate clearly and effectively, verbally and in writing, with employees, vendors, and members of the public to address exceptions, and regarding District policy and procedures.
8. Assist employees, vendors and others in understanding District policy, practice, and procedures.

9. Maintain an appropriate level of confidentiality regarding records of the organization.
10. Alphabetize all invoices and purchase orders in preparation for processing.
11. Match up and verify invoices with existing purchase orders and packing slips.
12. File all other purchase orders and invoices for future verification.
13. Enter verified, approved invoices to create a Payables voucher in a timely manner for each District. Match invoices to individual voucher detail sheets. Notify school board member of availability of vouchers for review.
14. Diligent in tracing errors and proper adjustment to correct charges or credits as needed.
15. Maintain file of all course reimbursement and travel expenses for school districts. Pay course reimbursement and travel vouchers per collective bargaining agreements. Provide periodic reports to Union Presidents regarding aggregate usage and remaining balances for course reimbursement benefit.
16. Assist schools with invoice and purchase order information.
17. Correspond with vendors if there are questions or problems with pricing, invoices or back ordered supplies not being delivered timely or other related issues.
18. Mail checks when approved by school board to appropriate vendors.
19. Filing of paid invoices and backup.
20. Cross train for other SAU support positions.
21. Maintain contact with District Treasurers to coordinate voucher review and check signing.
22. Assist in treasurer report verification.
23. Upload voucher information for treasurer review and tracking.
24. Upload check information for positive pay reporting for all entities.
25. Use bank provided data to reconcile bank statements identify and resolve exceptions.
26. Review balance sheet accounts on a periodic basis relating to accounts payable area for respective entities.
27. Performs other tasks and assumes other responsibilities as assigned by the CFO/Business Administrator.

EQUIPMENT USED

Computer, printer, calculator, telephone, copy machine, fax machine, scanner, postage meter, and other pieces of general office equipment.

WORKING CONDITIONS

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting.

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (up to 25 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment.

Environmental Conditions: inside, working around moving objects, working alone.

TERMS OF EMPLOYMENT

Salary and work year in accordance with letter of agreement.

EVALUATION

The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

NOTE: The above job description reflects the general requirement necessary to describe the principal functions of responsibilities of the job identified and shall not be interpreted as detail description of all work requirements that may be inherent in the job, either at present or in the future.

SCHOOL ADMINISTRATIVE UNIT NO. 55

Serving the Hampstead and Timberlane School Districts

TITLE ADMINISTRATIVE ASSISTANT BUSINESS/PAYROLL

QUALIFICATIONS

1. Education/Certification: Minimum two years' experience in bookkeeping with additional experience in accounts payable and/or payroll functions. Hold a valid State of New Hampshire Criminal History Records Check Approval.
2. Special Knowledge/Skills
 - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities as listed below.
 - b. Possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - d. Demonstrated computer and technological skills.
 - e. Be team oriented with excellent interpersonal and communication skills.
 - f. Be willing to participate in ongoing in-service training as requested.
 - g. Maintain a high level of ethical behavior and confidentiality of information as require by law.
3. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO Business Administrator

JOB GOAL To assist the Business Administrator in the efficient operation of the Business Department for SAU 55, the Hampstead School District, and Timberlane Regional School Districts.

PERFORMANCE RESPONSIBILITIES

1. Process payroll for all Hampstead School District and SAU 55 employees.
2. Verification of employment for current and past employees for HSD and SAU 55.
3. Review and import data from time keeping system, vet and resolve employee time approvals, time exceptions and manager time exceptions.
4. Completion of setup of new staff, process transfers of existing staff in Infinite Visions(IV) and TCP.
5. Prepare stipend sheets for Athletics and Extra-Curricular activities.
6. Prepare all Form 941's, Form W-2's, and other tax forms for HSD and SAU 55.
7. Maintain and update payroll related records.
8. Report to and update NHRS records, report retirements, and assist in periodic NHRS reviews.
9. Download and format monthly bank data in preparation for bank account reconciliation process.

10. Scan bank statements, distribute to schools and upload for Treasurer.
11. Review balance sheet accounts on a periodic basis relating to payroll area for respective entities.
12. Process free and reduced applications, update and maintain internal systems relating to student eligibility, liaison with NH DOE, parents and stakeholders throughout the process. Ensure schools are aware of and can communicate eligibility processes. Annually process mandatory verification of eligibility as required by NH DOE.
13. Receive, review, deposit and book general district bank deposits. Prepare and maintain deposit records.
14. Review and maintain student meal deposit records and reports, confirm bank deposit to meals reporting.
15. Process Forms AV-1 for payment relating to CTE students.
16. Maintain database of Utility usage and cost.
17. New Vendor requests and completion of credit applications
18. Annual preparation and distribution of Form 1099-Misc.
19. Performs other tasks and assumes other responsibilities as assigned by the Business Administrator.

EQUIPMENT USED

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, scanner, postage meter, and other pieces of general office equipment.

WORKING CONDITIONS

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting.

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (up to 25 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment.

Environmental Conditions: inside, working around moving objects, working alone.

TERMS OF EMPLOYMENT

Salary and work year in accordance with letter of agreement.

EVALUATION

The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

NOTE: The above job description reflects the general requirement necessary to describe the principal functions of responsibilities of the job identified and shall not be interpreted as detail description of all work requirements that may be inherent in the job, either at present or in the future.

HUMAN RESOURCE COORDINATOR

Duties and Responsibilities:

- **HSD Board** – All documentation/communication for Hampstead School Board
- **HSD Policies and Procedures** – Updates, communicate and control of all HSB policies and procedures.
- **Agreements** – Create, distribute and account for HSD and TRSD non – union support, TSSU; HASS: HSPA, all SAU staff.
- **Contracts** – Create, distribute and account for TTA and HEA contracts
- **Onboarding** - Preparation, discussion, processing of all new employees in three districts.
- **Re-nomination** – TRSD Admin, TTA certified staff, HSD Admin, HEA certified staff
- **Re-Certification** – Of all staff in Hampstead, Timberlane and SAU
- **Track Change**- Documentation verifications with updates to Payroll and Human Resources
- **Employee Information System** – add new hires, remove terminated staff, and create spreadsheet for non-instructional certificated staff for i4see manual upload of course assignments.
- **New Hires** – Forward applicants to Mrs. Belcher for appointment (with notes if needed)
 - set up in Employee Maintenance
 - assign to position
 - generate contracts
 - communicate ESS instructions
- **Updating Employee Files** – Updating and organization of all personnel files
- **Employee Changes** – Effectuate changes in IV upon receipt of Employee change form and communicate changes.
- **Ad hoc reporting** – For HR and Assistant Superintendent as needed
- **Annual Salary Reports** – For Health Trust life, and disability plan coverage for staff
- **Assist HR Director and Assistant Superintendent** – As needed
- **TRSD Strategic Plan** – Support Strategic Planning committee as needed
- **Scheduling**- For Assistant Superintendent
- **Retirement Estimates**- Create retirement estimate according to collective bargaining agreements
- **Coordinate and Manage District Events**
 - Job Fairs
 - Annual Retirement Party
 - Annual Edith Hammond Conference
 - Annual Open Enrollment sessions
 - Annual Retiree Information sessions
- **MSB (Medicaid) Practitioner rates** – Provide detail information for staff in all districts
- **Provide support** – Human Resource Director and Assistant Superintendent
- **Verification of Employment** – Provide verification of employment for all staff as needed
- **All other tasks** – Assigned by Assistant Superintendent and/or Human Resource Director

HUMAN RESOURCE GENERALIST

Duties and Responsibilities:

- **Onboarding new employees** – Review benefits, payment schedule, salary, etc.
- **Manage Insurance and benefits**
- **ESS**–user and insurance management–process changes, terminations, and enrollments
- **HealthTrust Coordinator** for district events, communications, and issues
 - Manage Events & Planning
 - Biometric screening (Oct planning for Jan Event)
 - Flu Clinics (April planning for Sept/Oct)
 - Wellness Events
 - Resolve invoice and billing issues for employees and Business Dept.
- **Benefit Strategies Administrator**
 - Process electronic enrollment for all employees
 - Update and terminate employee status changes on Administrator Portal
 - Review deduction report for accuracy
 - Resolve employee issues
- **Coordinate and Manage District Events**
 - Job Fair (March 2016)
 - Annual Retirement Party (Jan-June) Coordinate vendor Nov.
 - Annual Edith Hammond Conference (March-April)
 - Annual Open Enrollment sessions (March-April-May) Coordinate vendors Jan
 - Annual Retiree Information Session (March/April) Coordinate vendors Jan
- **Aesop Administrator** – Configuration and setup, user controls, reporting, technical support.
- **Create and Implement HR Processes and Procedures**
- **Manage and Implement Training** – Aesop, ESS insurance enrollment, and flex account enrollment, other as needed, for sub, staff, and administrator user roles.
- **Manage Retiree Insurance** – meet w/retirees, process enrollment, changes, and billing.
- **Record** all-employee changes, resignations, terminations, and update: personnel files, insurance, NHRS, Aesop, Benefit Strategies, and other vendors accordingly
- **Create PowerPoint** presentations as needed for HR initiatives
- **Update**, track and maintain personnel files
- **Technology Committee Member**
- **Long Term Substitutes** – generate letter of assignment, communicate out
- **Non-Renewal Letters** – HEA and TTA
- **Longevity/Experience Differential**–TRSD Admin, TTA certified staff; HAS Admin, HEA certified staff
- **Annual Sick Leave Redemption** – TRSD support, HSD Admin, HEA, HASS, HSPA, non-union support; SAU Admin and support
- **Applitrack and School Spring** – Job posting, forms creation/editing; add/tweak/delete users
- **ESS** – Liaison with IV, manage users and roles; troubleshoot and continue development
- **Personnel Reports** – TRSD and HSD personnel reports submitted for board’s approval
- **All other tasks** – Assigned by Human Resource Director

SCHOOL ADMINISTRATIVE UNIT No. 55

Serving the Hampstead and Timberlane Regional School Districts

TITLE **Administrative Assistant to Human Resources**

QUALIFICATIONS

1. **Experience:** Two years' experience working within a Human Resources department.
2. **Special Knowledge/Skills**
 - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities as listed below.
 - b. Proficient in Microsoft office with advanced skills in Excel and Word.
 - c. Possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - d. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - e. Team oriented with excellent interpersonal and communication skills.
 - f. Willing to participate in ongoing in-service training as requested.
 - g. Maintain a high level of ethical behavior and confidentiality of information as require by law.

REPORTS TO Director of Human Resources

JOB GOAL To assist the Human Resources Director in the efficient operation of the Human Resources department.

PERFORMANCE RESPONSIBILITIES

1. Provide administrative support to the Director of Human Resources as it relates to all correspondence, calendars, appointments, dissemination of information, etc.
2. Update, track and maintain personnel files.
3. Responsible for all stocking of material for the SAU/District office including office supplies, stationary, coffee supplies, copier supplies, beverage machine and postage machine.
4. Produce meeting minutes or notes as needed.
5. Coordinate all administrative functions as it relates to Human Resources, compensation and benefits.
6. Routine and Ad hoc reporting as needed.

7. Performs other tasks and assumes other responsibilities as assigned by the Director of Human Resources.
8. Perform detailed work with numerical data accurately.
9. Communicate clearly and effectively, verbally and in writing with supervisor, employees and vendors.
10. Maintain an appropriate level of confidentiality regarding conversations, documents and records of the organization.
11. Perform other tasks and assume other responsibilities as assigned by the Director of Human Resources.

EQUIPMENT USED

Computer, printer, calculator, telephone, copy machine, fax machine, scanner, postage meter, and other pieces of general office equipment.

WORKING CONDITIONS

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting.

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (up to 25 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment.

TERMS OF EMPLOYMENT

Hourly and work year in accordance with letter of agreement.

EVALUATION

The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

NOTE: The above job description reflects the general requirement necessary to describe the principal functions of responsibilities of the job identified and shall not be interpreted as detail description of all work requirements that may be inherent in the job, either at present or in the future.

SCHOOL ADMINISTRATIVE UNIT NO. 55

Serving the Hampstead and Timberlane School Districts

TITLE RECEPTIONIST

QUALIFICATIONS

1. Education/Certification: High School Diploma and customer service experience. Hold a valid State of New Hampshire Criminal History Records Check Approval.
2. Special Knowledge/Skills
 - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities as listed below.
 - b. Possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - d. Demonstrated computer and technological skills.
 - e. Be team oriented with excellent interpersonal and communication skills.
 - f. Be willing to participate in ongoing in-service training as requested.
 - g. Maintain a high level of ethical behavior and confidentiality of information as require by law.
3. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO Human Resource Director

JOB GOAL

PERFORMANCE RESPONSIBILITIES

1. Greet and assist public.
2. Answer incoming calls, screen them for proper distribution and/or take accurate messages.
3. Sort and distribute incoming mail.
4. Sort and distribute incoming interoffice mail.
5. Process substitute applicants.
6. Data entry applicant information (name, position, degree, ad answered, etc) into master database for analysis by HR Director .
7. Coordinate applicant packet “check-out” system for administrators to view packets and interview.

RECEPTIONIST

8. Assist payroll coordinator with stuffing payroll envelopes.
9. Prepare and update monthly district-wide wall calendar.
10. Assist as needed with district projects such as copying and distributing correspondence.
11. Update and maintain Snow Call List as well as the news outlet emergency closure list.
12. Perform other tasks as assigned by the Business Administrator or Superintendent.

EQUIPMENT USED

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, scanner, postage meter, and other pieces of general office equipment.

WORKING CONDITIONS

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting.

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (up to 25 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment.

Environmental Conditions: inside, working around moving objects, working alone.

TERMS OF EMPLOYMENT

Salary and work year in accordance with letter of agreement.

EVALUATION

The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

NOTE: The above job description reflects the general requirement necessary to describe the principal functions of responsibilities of the job identified and shall not be interpreted as detail description of all work requirements that may be inherent in the job, either at present or in the future.

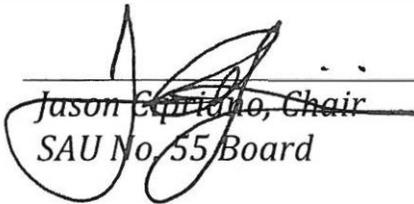
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
30 Greenough Rd. • Plaistow, NH 03865 603/382-6119
Fax 603/382-3334

Serving The
Timberlane Regional School District
Hampstead School District

ADDENDUM

In accordance with the terms of the contract dated October 7, 2015, between Earl F. Metzler, II, Ed.D., Superintendent of Schools, and School Administrative Unit No. 55, Section 3:

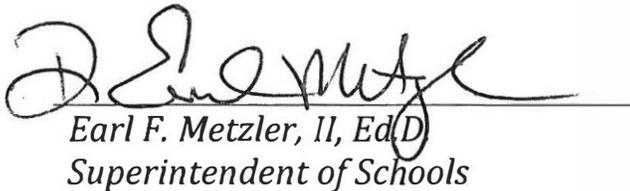
Salary is amended to read \$164,897 per annum, as authorized by the School Administrative Unit No. 55 Board on May 9, 2018.



Jason Capriano, Chair
SAU No. 55 Board

6.21.18

Date



Earl F. Metzler, II, Ed.D.
Superintendent of Schools

6-21-18

Date

EARL F. METZLER 2018 - 2019

SAU 55 SUPERINTENDENT OF SCHOOLS CONTRACT

1. **Preamble.** This agreement is entered into on the 7th day of October, 2015, between the School Board of School Administrative Unit #55, Plaistow, New Hampshire, hereinafter "SAU", and Dr. Earl Metzler II, hereinafter called "Superintendent."
2. **Employment and Term.** The SAU agrees to employ the Superintendent, and the Superintendent agrees to accept employment in the position of Superintendent of Schools for a six-year term **commencing the first day of September, 2016, and extending through the thirty first day of August, 2022.** Effective September 1, 2016, this Agreement replaces and supersedes the agreement that the SAU and the Superintendent executed on or about August 30, 2012, which provided for the Superintendent's term of employment to be August 31, 2012 to August 31, 2015 and supersedes the agreement that the SAU and the Superintendent executed on or about May 29, 2013, which provided for the Superintendent's term of employment to be September 1, 2013 to August 31, 2017.
3. **Compensation/Salary.** The Superintendent shall receive an annualized starting salary of One Hundred Thirty Thousand US Dollars (\$130,000), payable in equal biweekly installments and subject to such deductions as may be authorized or as may be required by law. The Superintendent shall be eligible for a performance and merit review to be effective on July 1, 2013 and annually thereafter. In no event shall the Superintendent be paid a lower amount than he was paid in the prior year. When an adjustment is made in salary, it shall be upon vote of the Board of the SAU at a duly constituted meeting, and the minutes recording that vote shall be attached to this agreement and become part of this agreement.
4. **Performance Bonus.** The SAU Board shall annually determine a set of quantifiable goals for the Superintendent. Based on the Superintendent's success in achieving these goals, the Superintendent shall be eligible to receive up to a 4% bonus annually. The SAU Board shall have sole discretion in determining how much, if any, of the 4% bonus is payable. Any bonus is payable as of July 1.
5. **Authority and Responsibility.** Per NH RSA 194-C:4, The Superintendent agrees to administer and supervise the schools of School Administrative Unit 55 in accordance with the laws of the State of New Hampshire and in accordance with the rules and regulations of the State Board of Education, of the School Administrative Unit, and of the Timberlane and Hampstead School Boards within the School Administrative Unit. As stipulated in the New Hampshire Code of Administrative Rules, the Superintendent shall serve as the executive officer of the local school districts within the School Administrative Unit and shall be responsible for planning and administering the activities of the local school districts within the School Administrative Unit subject to statutory requirements, the NH Code of Administrative Rules and the policies and procedures of the local district. The Superintendent shall be responsible for the nomination of professional staff as required by law and the hiring, placement, and transfer of all school district and SAU personnel.
6. **Certification.** The Superintendent shall be required to hold for the life of this agreement a valid certificate for Superintendent of Schools, properly registered and issued by the State of New Hampshire.
7. **Renewal of Contract.** The SAU will notify the Superintendent in writing no later than February 28, 2022 whether it wishes to enter into a successor employment agreement. The Superintendent will notify the SAU in writing no later than February 28, 2022 whether he wishes to enter into a successor employment agreement. Regardless of whether these notices are given and regardless of whether the parties enter into a successor employment agreement, this agreement shall expire on August 31, 2022. This contract shall be automatically renewed for a period of five years on the same terms and conditions of the last year (2021-2022) of this contract unless the SAU, at least 180 days before the end of the term of this contract, gives written notice of non-renewal to the Superintendent or offers him a new contract.

E A R L F . M E T Z L E R . I I

During any period by which this contract is automatically extended pursuant to this paragraph, the Superintendent is entitled to written notice of non renewal at least 180 days prior to the end of such term or else the extended contract will automatically be renewed for an additional five year term.

8. **Termination for Cause.** This agreement may be terminated by the SAU at any time for immorality, incompetence, insubordination, failure to follow SAU and/or School District policies or failure on the part of the Superintendent to conform to the laws of the State of New Hampshire, the rules and regulations of the State Board of Education, of the School Administrative Unit and of the local school boards within the School Administrative Unit. If a conflict arises, the rules and regulations established by the SAU Board will prevail.

Termination of the Agreement for one or more of these reasons shall take place only following written notification with reasons specified. Unless the Superintendent submits to the SAU, within twenty (20) days of receipt of such notification, a written request for a hearing before the Board of the SAU, the Agreement is considered terminated as of the date, which falls thirty (30) days after the Superintendent's receipt of notification. If the Superintendent requests a hearing, the SAU shall hold this hearing, which shall be public or private at the option of the Superintendent, within twenty (20) days beyond receipt of this request. The SAU shall render a written decision to the Superintendent within ten (10) days of the hearing.

9. **Termination by Mutual Consent.** This agreement may be terminated at any time by mutual consent of the SAU and the Superintendent. If terminated by the Superintendent, a minimum of 365 days written notice must be given.

10. **Vacation Leave.** During each of the first five years of service, the Superintendent will receive twenty (20) days of paid vacation. Beginning with the sixth (6th) year of service, the Superintendent will receive an additional one half (1/2) day of paid vacation each succeeding year up to a maximum of twenty-five (25) days of paid vacation. In addition of the number of days of paid vacation received each year, the Superintendent may carry up to a maximum of forty (40) days of unused paid vacation days. Any amount above this maximum will be taken by the Superintendent or will be forfeited. Upon termination of employment, the Superintendent will be entitled to payment for any unused vacation days.

11. **Sick Leave.** Sick Leave with full pay shall be granted at the rate of fifteen (15) days per year cumulative to ninety (90) days. No reimbursement for unused sick leave shall occur for the Superintendent who leaves the SAU, nor shall Sick time be transferred for use by any other SAU or school district employee.

12. **Personal and Bereavement Leave.** Three (3) days of personal leave are available annually and 5 days of bereavement leave shall be given for the death of any immediate family member.

13. **Leave Notification.** The Superintendent shall notify the SAU Board Chair prior to taking five (5) or more contiguous days of leave.

14. **Holidays.** A total of eleven (11) paid holidays designed by the SAU Board will be provided commensurate with the usual and customary national, state and local holidays.

15. **Insurance Benefits.**

- a. Health: The Board agrees to provide medical coverage under the same insurance plan(s) as are available to SAU employees under their present contract and will pay 90% of the cost for a single person, two person or family medical insurance plan, whichever is appropriate.

1. If the superintendent elects to waive SAU paid health insurance, he must provide evidence of continuing insurance from outside the SAU, and will be eligible for \$5,000 cash payment paid

I
L
E
R
,
I
N
T
E
R
M
E
D
I
A
T
E
R
E
L
A
T
I
O
N
S

by the SAU at the end of the contract year with the stipulation that there be no change in selection of plan during the year. This settlement shall not be considered as salary.

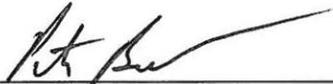
- b. Dental: The SAU shall provide a dental insurance plan identical to that provided to SAU employees. The SAU will pay 90% of the insurance cost of single, two person or family plan, whichever is appropriate.
 - c. Life: The SAU will provide 2x annual salary to a maximum of \$300,000 group life insurance plan at no cost to the Superintendent;
 - d. Liability: The SAU will provide a public liability insurance plan at no cost to the Superintendent to cover legal expenses in defense of claims and payment of judgments from his/her functioning as Superintendent and will reimburse him/her for any portion of such judgments not covered by insurance. In no case shall Superintendent be considered personally liable for indemnifying against such demands, claims, suits, actions and legal proceedings.
 - e. Disability: The SAU/ will provide long-term disability insurance in the amount of sixty-six and two-thirds percent (66 2/3%) of the Superintendent's monthly salary with a ninety (90) day elimination period. Disability benefits shall be provided for as outlined in the disability benefit schedule.
16. **Travel and Expense Reimbursement.** The Superintendent shall be paid a monthly distribution of \$200 per month (\$2,400 per year) for in district travel between Hampstead, Timberlane and SAU facilities. No other reimbursement for in district travel will be allowed. The Superintendent shall be reimbursed at the IRS rate for out of district travel and shall be reimbursed for other expenses for the business of the SAU outside of the geographic boundaries of the SAU. The Superintendent shall also be reimbursed for all reasonable expenses resulting from the performance of his/her duties as Superintendent. All requests for reimbursement will require receipts and each must be authorized by the SAU Board Chair.
17. **Professional Development.** The Superintendent shall be reimbursed for expenses incurred in attending work-related professional growth activities and attendance at national, regional, or state conferences, seminars, workshops, or meetings provided all such expenses are within SAU approved budget. All requests for reimbursement will require receipts and must be authorized in advance by the SAU Board Chair.
18. **Professional Associations.** The SAU shall pay the Superintendent's fees and dues to the New Hampshire School Administrators Association, the Regional New Hampshire School Administrators Association, the American Association of School Administrators, and such other professional associations as may be mutually determined by the Board and the Superintendent. All Association Memberships must be authorized in advance by the SAU Board Chair.
19. **Medical Examination.** The SAU may require the Superintendent to have a medical examination by a physician selected by mutual agreement once each year with the cost of such examination to be borne by the SAU unless covered under the Superintendent's medical insurance policy. Any report of the medical examination shall be given directly and exclusively by the examining physician to the Superintendent. Such report shall be confidential. A copy of this report shall be kept in the employee's medical file at the SAU.
20. **Performance Evaluation.** Per SAU 55 policy CBI and procedure CBI-R, The SAU shall provide the Superintendent with at least one written evaluation each year of the Superintendent's performance under this Agreement. This evaluation shall focus on, but not limited to, the written role description and to the written goals and objectives established by the SAU. In the absence of such evaluation by the SAU, the Superintendent's performance shall be presumed satisfactory.

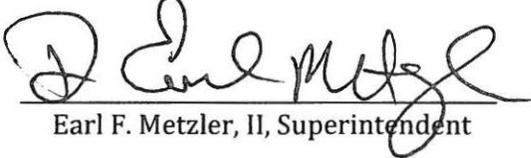
E A R L F . M E T Z L E R , I I

21. **Professional Activities.** The Superintendent may engage in activities such as teaching, lecturing, or consulting, in addition to employment with the SAU, provided that these activities do not interfere with the Superintendent's performance of responsibilities under this Agreement, are not in conflict with responsibilities under this agreement and have been approved by the SAU Board prior to their commencement.
22. **Retirement Annuity.** The SAU will match the Superintendent's contribution, up to a maximum of \$10,000 per year, contributed by the SAU, to a tax-deferred retirement annuity plan, such as a 457 plan. For example: if the Superintendent contributes \$3,000 the SAU will also contribute \$3,000. Although the maximum for the SAU's matching contribution is \$10,000 per year, the Superintendent may continue to contribute up to the plan limits. The Superintendent shall not be limited to making contributions exclusively via payroll deductions.
23. **Course reimbursement.** The SAU will pay for one (1) job related course and direct expenses (such as books, lab fees, etc, but NOT travel costs) at the UNH rate, per semester. Course and reimbursement must be approved by the SAU Board Chair prior to its commencement.
24. **Savings Clause.** This Agreement is subject to all applicable laws, rules, and regulations of the State of New Hampshire. Invalidity of any portion of this Agreement under the Laws of the State of New Hampshire or of the United States shall not affect the validity of the remainder of the Agreement.
25. **Relocation Expense.** Reimbursement of relocation expenses associated with moving to New Hampshire of up to \$5,000 shall be payable to the Superintendent upon submission of receipts to the SAU Board Chair.
26. **Other Documents and Agreements.** This four (4) page document shall be the sole agreement regarding salary, terms and conditions and benefits between the Superintendent and the SAU Board. Any benefits, terms or conditions not contained in this document shall be unenforceable by either party. Any future changes and/or additions to this agreement shall be held only in this document.
27. **Criminal Records Check.** The Superintendent's initial employment, and continuation of employment during the term of this Agreement, is conditioned upon the Superintendent providing the SAU with a criminal history records check which is satisfactory to the SAU, and which is in accordance with the provisions of RSA 189:13-a and RSA 189:14-d.

In witness whereof, the parties have executed this Agreement this 7th day of October, 2015.

School Administrative Unit #55

By  _____
Peter Bealo, Chair

 _____
Earl F. Metzler, II, Superintendent

Cc: Each Member of the SAU Board

Attached minutes of the SAU Board meeting of October 7, 2015

- *Originally contract approved August 30, 2012.*
- *Amended by the SAU Board on May 29, 2013 to a five-year term of employment ending in 2017.*
- *Amended by the SAU Board on October 7, 2015 for an additional five-year term of employment ending in 2022.*

EARL F. METZLER, II

CHIEF FINANCE OFFICER / BUSINESS ADMINISTRATOR CONTRACT
SCHOOL ADMINISTRATIVE UNIT NO. 55

1. **PREAMBLE.** This agreement is entered into this 15th day of June, 2018, between School Administration Unit No. 55, Plaistow, New Hampshire, hereinafter "SAU No. 55" and **Geoffrey Dowd**, hereinafter called "CFO/ Business Administrator."
2. **EMPLOYMENT AND TERM.** The SAU No. 55 agrees to employ the CFO/ Business Administrator, and the CFO/Business Administrator agrees to accept employment in the position of CFO/Business Administrator for a term commencing the first day of July, 2018, and extending through the thirtieth day of June, 2021.
3. **SALARY.** The CFO/Business Administrator shall receive a salary during the first year of this agreement of **\$122,000 per annum**, payable in no fewer than twenty-six (26) equal installments and subject to such deductions as may be authorized or as may be required by law.
4. **PERFORMANCE BONUS.** The Superintendent shall annually determine a set of quantifiable goals for the CFO/Business Administrator. Based on the CFO/Business Administrator's success in achieving these goals, the CFO/Business Administrator shall be eligible to receive up to a 4% bonus annually. The Superintendent shall have sole discretion in determining how much, if any, of the 4% bonus is payable. Any bonus is payable as of July 1.
5. **AUTHORITY AND RESPONSIBILITY.** The CFO/Business Administrator agrees to keep books of account of the school administrative unit and the school districts thereof, to prepare their operating and capital budgets, to oversee the daily financial operations that includes providing leadership and expertise to ensure that the system of internal financial controls effectively and efficiently safeguard the assets of the school administrative units and school districts, provide accurate and timely financial information as required, direct the business affairs of the organizations, including the areas of financial management, financial accounting, management and reporting in accordance with Government Accounting Standards Board (GASB), acts as the Budget Officer in budget preparation, budget presentation and budget administration, recommend to the Superintendent requests for transfers of funds between budgeted appropriation categories, and be responsible for long-term budget planning. The CFO/Business Administrator will accept and perform any and all other tasks assigned by the Superintendent of Schools.
6. **CERTIFICATION.** The CFO/Business Administrator shall be required to hold for the life of this Agreement a valid certificate for Business Administrator, properly registered and issued by the State of New Hampshire, or in pursuit of certification, may work under a State of New Hampshire Statement of Eligibility until it expires.
7. **RENEWAL OF CONTRACT.** The SAU will notify the CFO/Business Administrator in writing no later than December 31, 2020 whether it wishes to enter into a successor employment agreement. The CFO/Business Administrator will notify the Superintendent in writing no later than December 31, 2020 whether he/she wishes to enter into a successor employment agreement. Regardless of whether these notices are given and regardless of whether the parties enter into a successor employment agreement, this agreement shall expire on June 30, 2021.

This contract shall be automatically renewed for a period of three years on the same terms and conditions of the last year (2020-2021) of this contract unless the Superintendent, at least 180 days before the end of the term of this contract, gives written notice of non-renewal to the CFO/Business Administrator or offers him/her a new contract. During any period by which this contract is automatically extended pursuant to this paragraph, the CFO/Business Administrator is entitled to written notice of non-renewal at least 180

days prior to the end of such term or else the extended contract will automatically be renewed for an additional three year term.

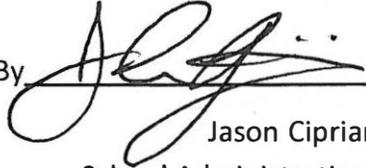
8. **TERMINATION FOR CAUSE.** This agreement may be terminated by the SAU No. 55 at any time for immorality, incompetence, insubordination, poor or unsatisfactory performance, or failure on the part of the CFO/Business Administrator to conform to the laws of the State of New Hampshire, the rules and regulations of the State Board of Education, the School Administrative Unit and the local school boards within the School Administrative Unit. If a conflict arises, the rules and regulations established by the SAU No. 55 Board will prevail. Unused leave days, including but not limited to sick days, vacation days, and personal days shall not be paid upon termination of this contract for cause.
9. **TERMINATION WITH PAYMENT.** If at any time the SAU No. 55 in its discretion shall so determine, the SAU No. 55 may relieve the CFO/Business Administrator of his/her duties under the Agreement, provided that the SAU No. 55 continues to pay for the duration of the Agreement, or any extension thereof, full salary and economic benefits accorded the CFO/Business Administrator under the provisions of the Agreement reduced by any compensation or benefits earned by the CFO/Business Administrator following termination which he/she was not earning prior to termination. Unused leave days, including but not limited to sick days, vacation days, and personal days shall be paid upon termination of this contract under this provision.
10. **RESIGNATION.** The CFO/Business Administrator may resign at any time, but must give three hundred sixty-five (365) days written notice to the Chair of the School Administrative Unit. Unused leave days, including but not limited to sick days, vacation days, and personal days shall not be paid upon resignation under this provision.
11. **TERMINATION BY MUTUAL CONSENT.** This Agreement may be terminated at any time by mutual consent of the Superintendent and the CFO/Business Administrator.
12. **VACATION LEAVE.** Twenty (20) days paid vacation during the first five (5) years of full time professional service (administrator or teacher) in the SAU or the districts that comprise the SAU. After five (5) years of full time professional service, paid vacation shall be increased one-half (1/2) day per year to a maximum of twenty-five (25) days. Paid vacation shall be accumulative to forty-five (45) days for salary settlement purposes and sixty (60) days for extended use purposes.
13. **SICK LEAVE.** Sick leave with full pay shall be granted at a rate of fifteen (15) days per year cumulative to ninety (90) days. In the case of absence for sickness or injury beyond three (3) working days, the SAU No. 55 may at its discretion and its cost, require the CFO/Business Administrator to submit medical evidence substantiating the need for the extended absence.
14. **DISABILITY.** See attached Addendum entitled *Administrator Benefits*.
15. **PHYSICAL EXAMINATION.** The SAU No. 55 may require the CFO/Business Administrator to have a physical examination by a physician selected by mutual agreement once each year with the cost of such examination to be borne by the SAU No. 55 unless covered under the CFO/Business Administrator's medical insurance policy.

Any report of the medical examination shall be given directly and exclusively by the examining physician to the CFO/Business Administrator. The SAU No. 55 Board shall be advised in writing by the physician if the CFO/Business Administrator has a physical or mental impairment which would substantially interfere with his/her ability to perform the required duties. Such report shall be confidential.

16. **ECONOMIC BENEFITS.** The SAU No. 55 will extend to the CFO/Business Administrator benefits such as medical insurance, dental insurance, life insurance, disability insurance, and payment of annuities.
17. **TRAVEL AND EXPENSE REIMBURSEMENT.** The CFO/Business Administrator shall be reimbursed for authorized travel and other expenses for the business of the SAU No. 55 inside or outside of the geographic boundaries of the School Administrative Unit. The CFO/Business Administrator shall also be reimbursed for other expenses incurred in professional development activities and attendance at national, regional, or state professional conference, seminars, workshops, or committee meetings provided all such expenses are approved by the Superintendent of Schools within SAU No. 55 approved budgets.
18. **PROFESSIONAL ASSOCIATION.** The SAU No. 55 shall pay the CFO/Business Administrator's fees and dues to the Association of School Business Officials, the New Hampshire Association of School Business Officials, the New Hampshire School Administrators Association, the Regional New Hampshire School Administrators Association, and such other professional associations as may be mutually determined by the Superintendent and the CFO/Business Administrator.
19. **PERFORMANCE EVALUATION.** The Superintendent may provide the CFO/Business Administrator with at least one written evaluation each year of the CFO/Business Administrator's performance under this Agreement. This evaluation should be related but not be limited to a written position description and to written goals and objectives established by the Superintendent.
20. **PROFESSIONAL ACTIVITIES.** Upon written approval by the Superintendent, the CFO/Business Administrator may engage in activities such as teaching, lecturing, or consulting, in addition to employment with the SAU No. 55, provided that, in the opinion of the SAU No. 55, these activities do not interfere with the CFO/Business Administrator's performance of responsibilities under this Agreement.
21. **OTHER.** The attached SAU No. 55 Administrator Benefits sheet specifies benefits that accrue to the position of CFO/Business Administrator.
22. **SAVINGS CLAUSE.** This Agreement is subject to all applicable laws, rules, and regulations of the State of New Hampshire. Invalidity of any portion of this Agreement under the Laws of the State of New Hampshire or of the United States shall not affect the validity of the remainder of the Agreement.

In witness whereof the parties have hereunto set their hands.

SCHOOL ADMINISTRATIVE UNIT NO. 55

By  6.21.18

Jason Cipriano, Chair
School Administrative Unit No. 55 Board

CHIEF FINANCE OFFICER/BUSINESS ADMINISTRATOR

By  6/29/18

Geoffrey Dowd

**SCHOOL ADMINISTRATIVE UNIT NO. 55
ADMINISTRATORS BENEFITS INFORMATION SHEET**

SUMMARY OF BENEFITS:

1. **Life Insurance** – 2 x salary life insurance policy (maximum \$300,000)

2. **Medical Insurance** – 90% SAU support of medical insurance plan.

Employees opting not to enroll in the group medical program will receive a cash settlement of 30% of the SAU's support of the plan for which the employee is eligible, that the cash settlement be paid at the end of the contract year with the stipulation that there be no change in selection of plan during the year. To be eligible for this benefit employees must first complete one year of employment.

3. **Retiree Medical Supplement** – The SAU Board, upon written request, will annually provide administrators retiring after 1999 a benefit equal to that provided Hampstead professional employees which is currently as follows:

A fixed sum for single or two-person medical insurance for the SAU's health insurance plan, the State Retirement System's health insurance plan, or a medical insurance plan of the retiree's choice as follows:

- a. **Before Medicare Eligibility** – Subject to sub section "e" below each eligible retiree shall receive: Thirty-three hundred dollars (\$3300) per year.
- b. **After Medicare Eligibility** – Subject to sub section "e" below each eligible retiree shall receive: Sixteen hundred fifty dollars (\$1650) per year.
- c. Retirement will be defined as recognized by the NH Retirement Board.
- d. To qualify for this benefit the member must have been employed at least 10 years by the SAU or the districts that comprise the SAU.
- e. Said fixed sum in sections "a" and "b" above shall not exceed the cost to the employee of a single or, if eligible, a two-person plan.
- f. In the event Hampstead discontinues the benefit for the professional employees, existing SAU administrators shall be grandfathered and the annual increase will be equal to the prior year's CPI increase.

4. **Dental Insurance** – 90% SAU support of dental insurance plan.

5. **Long Term Disability** – 100% SAU support of long term disability plan equal to 2/3 salary after 90 days disability.

6. **Retirement/Annuity** – 3% of salary for Assistant Superintendent, Business Administrator, Business Operations Coordinator, Human Resource Director and Transportation Coordinator.

7. **Vacation** – 20 days paid vacation during the first 5 years of full time professional service (administrator or teacher) in the SAU or the districts that comprise the SAU. After 5 years of full time professional service, paid vacation shall be increased one-half (1/2) day per year to a maximum of 25 days. Paid vacation shall be accumulative to 60 days for salary settlement purposes and 60 days for extended use purposes.

| | | | |
|-------------------------|------------------|------------------------|------------------|
| 8. Holidays – 11 | Independence Day | Thanksgiving Day | Civil Rights Day |
| | Labor Day | Day After Thanksgiving | President's Day |
| | Columbus Day | Christmas Day | Memorial Day |
| | Veterans Day | New Year's Day | |

ADMINISTRATORS BENEFITS 2018 - 2019

- 9. **Sick Leave** - 15 days sick and family leave annually, accumulative to 90 days
- 10. **Retirement Sick Leave Redemption** - Upon leaving active employment and with at least ten years of service within the SAU or districts that comprise the SAU, unused sick leave may be redeemed at a rate equal to 50% per diem, up to a maximum of 90 days (equal to the benefits for Hampstead staff).
- 11. **Annual Sick Leave Redemption** - Days beyond the maximum of 90 will be redeemed at a rate of \$50 per day or 30% of the per diem rate, whichever is greater, for days unused as of June 30, payable in July of the next fiscal year, equal to the benefit for Hampstead staff.
- 12. **In-District Unvouchered Travel Allowance** - As follows:
 - \$1600 Asst. Superintendent | \$1000 Business Administrator | \$1200 Director of Human Resources
 - \$2400 Business Operations Coordinator | \$400 Transportation Coordinator
- 13. **Out-of-District Mileage** - Reimbursed at IRS rate.
- 14. **Course Reimbursement** - UNH rate, 3 courses per year.
- 15. **Sabbatical Leave** - Eligibility after seven years consecutive service with the SAU.
- 16. **Maternity/Paternity Leave** - Eligibility after one year of employment in the SAU.
- 17. **Personal/Legal/Bereavement Leave** - At discretion of Superintendent.
- 18. **Paid professional association dues** - National, state, and regional dues at discretion of Superintendent.
- 19. **Business expense account** - Not to exceed \$1,000 to be shared by the Superintendent, Assistant Superintendent, Business Administrator, & Business Operations Coordinator.
- 20. **Compensatory time** - As approved in advance in Time Clock Plus by the Superintendent for work on holidays and/or weekends /or when the SAU office is closed for business.
- 21. **Early Retirement Incentive** - Administrators with at least 11 years of service in the SAU or districts that comprise the SAU who are at least 55 years of age, and who are eligible for early or normal retirement under the New Hampshire Retirement System, shall be eligible for the following early retirement incentive program equal to the Timberlane Regional School District's benefit for professional employees which currently is as follows:

Administrator must submit written notice of his/her intention to retire under this program to the SAU Board no later than January 1st of the last full school year of full-time employment.

Effective July 1, 2006, the retirement incentive shall equal one and one half percent (1 ½ %) of the employee's last salary times the number of years immediately prior to retirement that the employee served the SAU or districts that comprise the SAU in a full-time position. However, in no event shall the amount paid to an employee exceed forty-five percent (45%) of the employee's last salary.

Effective: July 1, 2018

DIRECTOR OF HUMAN RESOURCES CONTRACT
SCHOOL ADMINISTRATIVE UNIT NO. 55

1. **PREAMBLE.** This agreement made June 15, 2018, between School Administration Unit No. 55, Plaistow, New Hampshire, hereinafter "SAU No. 55" and **Nancy Louiselle**, hereinafter called "Director of Human Resources."
2. **EMPLOYMENT AND TERM.** The SAU No. 55 agrees to employ the Director of Human Resources, and the Director of Human Resources agrees to accept employment in the position of Director of Human Resources for a **term commencing the first day of July, 2018, and extending through the thirtieth day of June, 2021.**
3. **SALARY.** The Director of Human Resources shall receive a salary during the first year of this agreement of **\$90,000 per annum**, payable in no fewer than twenty-six (26) equal installments and subject to such deductions as may be authorized or as may be required by law.
4. **AUTHORITY AND RESPONSIBILITY.** The Director of Human Resources agrees to implement human resources strategies by managing human resources operations, establishing department accountabilities and processes that include talent acquisition, employment processing, health and welfare benefits, generating employment contracts, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, investigations and discipline, negotiating collective bargaining agreements, and labor relations. The Director of Human Resources will accept and perform any and all other tasks assigned by the Superintendent of Schools.
5. **RENEWAL OF CONTRACT.** This contract shall be automatically renewed for a period of three years on the same terms and conditions of the last year (2020-2021) of this contract unless the Superintendent, at least 120 days before the end of the term of this contract, gives written notice of non-renewal to the Human Resources Director or offers him/her a new contract. During any period by which this contract is automatically extended pursuant to this paragraph, the Human Resources Director is entitled to written notice of non-renewal at least 120 days prior to the end of such term or else the extended contract will automatically be renewed for an additional three year term. In the event of non-renewal, the CFO/Business Administrator is entitled to make a formal presentation to the SAU No. 55 Board.
6. **TERMINATION FOR CAUSE.** This agreement may be terminated by the SAU No. 55 at any time for immorality, incompetence, insubordination, poor or unsatisfactory performance, or failure on the part of the Director of Human Resources to conform to the laws of the State of New Hampshire, the rules and regulations of the State Board of Education, the School Administrative Unit and the local school boards within the School Administrative Unit. If a conflict arises, the rules and regulations established by the SAU No. 55 Board will prevail. Unused leave days, including but not limited to sick days, vacation days, and personal days shall not be paid upon termination of this contract for cause.
7. **TERMINATION WITH PAYMENT.** If at any time the SAU No. 55 in its discretion shall so determine, the SAU No. 55 may relieve the Director of Human Resources of his/her duties under the Agreement, provided that the SAU No. 55 continues to pay for the duration of the Agreement, or any extension thereof, full salary and economic benefits accorded the Director of Human Resources under the provisions of the Agreement reduced by any compensation or benefits earned by the Director of

Human Resources following termination which he/she was not earning prior to termination. Unused leave days, including but not limited to sick days, vacation days, and personal days shall be paid upon termination of this contract under this provision.

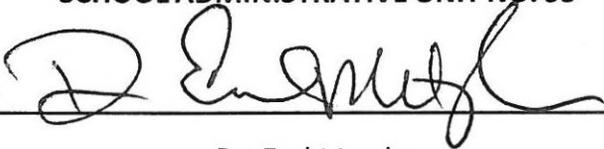
8. **RESIGNATION.** The Director of Human Resources may resign at any time, but must give three hundred sixty-five (365) days written notice to the Chair of the School Administrative Unit. Unused leave days, including but not limited to sick days, vacation days, and personal days shall not be paid upon resignation under this provision.
9. **TERMINATION BY MUTUAL CONSENT.** This Agreement may be terminated at any time by mutual consent of the Superintendent and the Director of Human Resources.
10. **VACATION LEAVE.** Twenty (20) days paid vacation during the first five (5) years of full time professional service (administrator or teacher) in the SAU or the districts that comprise the SAU. After five (5) years of full time professional service, paid vacation shall be increased one-half (1/2) day per year to a maximum of twenty-five (25) days. Paid vacation shall be accumulative to forty-five (45) days for salary settlement purposes and sixty (60) days for extended use purposes.
11. **SICK LEAVE.** Sick leave with full pay shall be granted at a rate of fifteen (15) days per year cumulative to ninety (90) days. In the case of absence for sickness or injury beyond three (3) working days, the SAU No. 55 may at its discretion and its cost, require the Director of Human Resources to submit medical evidence substantiating the need for the extended absence.
12. **DISABILITY.** See attached Addendum entitled *Administrator Benefits*.
13. **PHYSICAL EXAMINATION.** The SAU No. 55 may require the Director of Human Resources to have a physical examination by a physician selected by mutual agreement once each year with the cost of such examination to be borne by the SAU No. 55 unless covered under the Director of Human Resources' medical insurance policy.

Any report of the medical examination shall be given directly and exclusively by the examining physician to the Superintendent of Schools. The SAU No. 55 Board shall be advised in writing by the physician if the Director of Human Resources has a physical or mental impairment which would substantially interfere with his/her ability to perform the required duties. Such report shall be confidential.
14. **ECONOMIC BENEFITS.** The SAU No. 55 will extend to the Director of Human Resources benefits such as medical insurance, dental insurance, life insurance, disability insurance, and payment of annuities.
15. **TRAVEL AND EXPENSE REIMBURSEMENT.** The Director of Human Resources shall be reimbursed at the IRS rate for district travel and shall be reimbursed for other expenses for the business of the SAU outside of the geographic boundaries of the SAU. The Director of Human Resources shall also be reimbursed for all reasonable expenses resulting from the performance of his/her duties as Director of Human Resources. All requests for reimbursement will require receipts and each must be authorized by the Superintendent.
16. **PROFESSIONAL ASSOCIATION.** The SAU No. 55 shall pay the Director of Human Resources' fees and dues to professional associations as may be mutually determined by the Superintendent and the Director of Human Resources.

- 17. PERFORMANCE EVALUATION.** The Superintendent may provide the Director of Human Resources with at least one written evaluation each year of the Director of Human Resources' performance under this Agreement. This evaluation should be related but not be limited to a written position description and to written goals and objectives established by the Superintendent.
- 18. PROFESSIONAL ACTIVITIES.** Upon written approval by the Superintendent, the Director of Human Resources may engage in activities such as teaching, lecturing, or consulting, in addition to employment with the SAU No. 55, provided that, in the opinion of the SAU No. 55, these activities do not interfere with the Director of Human Resources' performance of responsibilities under this Agreement.
- 19. OTHER.** The attached SAU No. 55 Administrator Benefits sheet specifies benefits that accrue to the position of Director of Human Resources.
- 20. SAVINGS CLAUSE.** This Agreement is subject to all applicable laws, rules, and regulations of the State of New Hampshire. Invalidity of any portion of this Agreement under the Laws of the State of New Hampshire or of the United States shall not affect the validity of the remainder of the Agreement.

In witness whereof the parties have hereunto set their hands.

SCHOOL ADMINISTRATIVE UNIT NO. 55

By  6-14-18

Dr. Earl Metzler
Superintendent of Schools

DIRECTOR OF HUMAN RESOURCES

By  6/21/18

Nancy Louiselle

**SCHOOL ADMINISTRATIVE UNIT NO. 55
ADMINISTRATORS BENEFITS INFORMATION SHEET**

SUMMARY OF BENEFITS:

1. **Life Insurance** – 2 x salary life insurance policy (maximum \$300,000)
2. **Medical Insurance** – 90% SAU support of medical insurance plan.

Employees opting not to enroll in the group medical program will receive a cash settlement of 30% of the SAU's support of the plan for which the employee is eligible, that the cash settlement be paid at the end of the contract year with the stipulation that there be no change in selection of plan during the year. To be eligible for this benefit employees must first complete one year of employment.

3. **Retiree Medical Supplement** – The SAU Board, upon written request, will annually provide administrators retiring after 1999 a benefit equal to that provided Hampstead professional employees which is currently as follows:

A fixed sum for single or two-person medical insurance for the SAU's health insurance plan, the State Retirement System's health insurance plan, or a medical insurance plan of the retiree's choice as follows:

- a. **Before Medicare Eligibility** – Subject to sub section "e" below each eligible retiree shall receive: Thirty-three hundred dollars (\$3300) per year.
- b. **After Medicare Eligibility** – Subject to sub section "e" below each eligible retiree shall receive: Sixteen hundred fifty dollars (\$1650) per year.
- c. Retirement will be defined as recognized by the NH Retirement Board.
- d. To qualify for this benefit the member must have been employed at least 10 years by the SAU or the districts that comprise the SAU.
- e. Said fixed sum in sections "a" and "b" above shall not exceed the cost to the employee of a single or, if eligible, a two-person plan.
- f. In the event Hampstead discontinues the benefit for the professional employees, existing SAU administrators shall be grandfathered and the annual increase will be equal to the prior year's CPI increase.

4. **Dental Insurance** – 90% SAU support of dental insurance plan.
5. **Long Term Disability** – 100% SAU support of long term disability plan equal to 2/3 salary after 90 days disability.
6. **Retirement/Annuity** – 3% of salary for Assistant Superintendent, Business Administrator, Business Operations Coordinator, Human Resource Director and Transportation Coordinator.
7. **Vacation** – 20 days paid vacation during the first 5 years of full time professional service (administrator or teacher) in the SAU or the districts that comprise the SAU. After 5 years of full time professional service, paid vacation shall be increased one-half (1/2) day per year to a maximum of 25 days. Paid vacation shall be accumulative to 60 days for salary settlement purposes and 60 days for extended use purposes.

- | | | | |
|-------------------------|------------------|------------------------|------------------|
| 8. Holidays – 11 | Independence Day | Thanksgiving Day | Civil Rights Day |
| | Labor Day | Day After Thanksgiving | President's Day |
| | Columbus Day | Christmas Day | Memorial Day |
| | Veterans Day | New Year's Day | |

ADMINS TRAITORS BENEFITS 2018 - 2019

- 9. **Sick Leave** – 15 days sick and family leave annually, accumulative to 90 days
- 10. **Retirement Sick Leave Redemption** – Upon leaving active employment and with at least ten years of service within the SAU or districts that comprise the SAU, unused sick leave may be redeemed at a rate equal to 50% per diem, up to a maximum of 90 days (equal to the benefits for Hampstead staff).
- 11. **Annual Sick Leave Redemption** – Days beyond the maximum of 90 will be redeemed at a rate of \$50 per day or 30% of the per diem rate, whichever is greater, for days unused as of June 30, payable in July of the next fiscal year, equal to the benefit for Hampstead staff.
- 12. **In-District Unvouchered Travel Allowance** – As follows:
 - \$1600 Asst. Superintendent | \$1000 Business Administrator | \$1200 Director of Human Resources
 - \$2400 Business Operations Coordinator | \$400 Transportation Coordinator
- 13. **Out-of-District Mileage** – Reimbursed at IRS rate.
- 14. **Course Reimbursement** – UNH rate, 3 courses per year.
- 15. **Sabbatical Leave** – Eligibility after seven years consecutive service with the SAU.
- 16. **Maternity/Paternity Leave** – Eligibility after one year of employment in the SAU.
- 17. **Personal/Legal/Bereavement Leave** – At discretion of Superintendent.
- 18. **Paid professional association dues** - National, state, and regional dues at discretion of Superintendent.
- 19. **Business expense account** – Not to exceed \$1,000 to be shared by the Superintendent, Assistant Superintendent, Business Administrator, & Business Operations Coordinator.
- 20. **Compensatory time** – As approved in advance in Time Clock Plus by the Superintendent for work on holidays and/or weekends /or when the SAU office is closed for business.
- 21. **Early Retirement Incentive** – Administrators with at least 11 years of service in the SAU or districts that comprise the SAU who are at least 55 years of age, and who are eligible for early or normal retirement under the New Hampshire Retirement System, shall be eligible for the following early retirement incentive program equal to the Timberlane Regional School District’s benefit for professional employees which currently is as follows:

 Administrator must submit written notice of his/her intention to retire under this program to the SAU Board no later than January 1st of the last full school year of full-time employment.

 Effective July 1, 2006, the retirement incentive shall equal one and one half percent (1 ½ %) of the employee’s last salary times the number of years immediately prior to retirement that the employee served the SAU or districts that comprise the SAU in a full-time position. However, in no event shall the amount paid to an employee exceed forty-five percent (45%) of the employee’s last salary.

Effective: July 1, 2018

BUSINESS OPERATIONS COORDINATOR CONTRACT
SCHOOL ADMINISTRATIVE UNIT NO. 55

1. **PREAMBLE.** This agreement is entered into this 15th day of June, 2018, between School Administration Unit No. 55, Plaistow, New Hampshire, hereinafter "SAU No. 55" and **Thomas F. Geary, III**, hereinafter called "Business Operations Coordinator."
2. **EMPLOYMENT AND TERM.** The SAU No. 55 agrees to employ the Business Operations Coordinator, and the Business Operations Coordinator agrees to accept employment in the position of Business Operations Coordinator for a **term commencing the first day of July, 2018, and extending through the thirtieth day of June, 2021.**
3. **SALARY.** The Business Operations Coordinator shall receive a salary during the first year of this agreement of **\$92,000 per annum**, payable in no fewer than twenty-six (26) equal installments and subject to such deductions as may be authorized or as may be required by law.
4. **AUTHORITY AND RESPONSIBILITY.** The Business Operations Coordinator agrees to provide direct oversight and management of the food service program, transportation services, and facilities which shall include acting as purchasing agent for the school administrative unit and the school districts thereof, to prepare contracts for and to supervise repairs and maintenance of school buildings, to prepare contracts for and to supervise and operate transportation facilities and the food service programs for the school districts. The Business Operations Coordinator will accept and perform any and all other tasks assigned by the Superintendent of Schools.
5. **RENEWAL OF CONTRACT.** This contract shall be automatically renewed for a period of three years on the same terms and conditions of the last year (2020-2021) of this contract unless the Superintendent, at least 120 days before the end of the term of this contract, gives written notice of non-renewal to the Business Operations Coordinator or offers him/her a new contract. During any period by which this contract is automatically extended pursuant to this paragraph, the Business Operations Coordinator is entitled to written notice of non-renewal at least 120 days prior to the end of such term or else the extended contract will automatically be renewed for an additional three year term. In the event of non-renewal, the Business Operations Coordinator is entitled to make a formal presentation to the SAU No. 55 Board.
6. **TERMINATION FOR CAUSE.** This agreement may be terminated by the SAU No. 55 at any time for immorality, incompetence, insubordination, poor or unsatisfactory performance, or failure on the part of the Business Operations Coordinator to conform to the laws of the State of New Hampshire, the rules and regulations of the State Board of Education, the School Administrative Unit and the local school boards within the School Administrative Unit. If a conflict arises, the rules and regulations established by the SAU No. 55 Board will prevail. Unused leave days, including but not limited to sick days, vacation days, and personal days shall not be paid upon termination of this contract for cause.
7. **TERMINATION WITH PAYMENT.** If at any time the SAU No. 55 in its discretion shall so determine, the SAU No. 55 may relieve the Business Operations Coordinator of his/her duties under the Agreement, provided that the SAU No. 55 continues to pay for the duration of the Agreement, or any extension thereof, full salary and economic benefits accorded the Business Operations Coordinator under the

provisions of the Agreement reduced by any compensation or benefits earned by the Business Operations Coordinator following termination which he was not earning prior to termination. Unused leave days, including but not limited to sick days, vacation days, and personal days shall be paid upon termination of this contract under this provision.

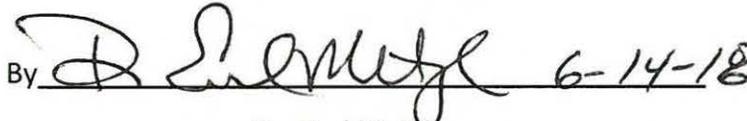
8. **RESIGNATION.** The Business Operations Coordinator may resign at any time, but must give three hundred sixty-five (365) days written notice to the Chair of the School Administrative Unit. Unused leave days, including but not limited to sick days, vacation days, and personal days shall not be paid upon resignation under this provision.
9. **TERMINATION BY MUTUAL CONSENT.** This Agreement may be terminated at any time by mutual consent of the Superintendent and the Business Operations Coordinator.
10. **VACATION LEAVE.** Twenty (20) days paid vacation during the first five (5) years of full time professional service (administrator or teacher) in the SAU or the districts that comprise the SAU. After five (5) years of full time professional service, paid vacation shall be increased one-half (1/2) day per year to a maximum of twenty-five (25) days. Paid vacation shall be accumulative to forty-five (45) days for salary settlement purposes and sixty (60) days for extended use purposes.
11. **SICK LEAVE.** Sick leave with full pay shall be granted at a rate of fifteen (15) days per year cumulative to ninety (90) days. In the case of absence for sickness or injury beyond three (3) working days, the SAU No. 55 may at its discretion and its cost, require the Business Operations Coordinator to submit medical evidence substantiating the need for the extended absence.
12. **DISABILITY.** See attached Addendum entitled *Administrator Benefits*.
13. **PHYSICAL EXAMINATION.** The SAU No. 55 may require the Business Operations Coordinator to have a physical examination by a physician selected by mutual agreement once each year with the cost of such examination to be borne by the SAU No. 55 unless covered under the Business Operations Coordinator's medical insurance policy.

Any report of the medical examination shall be given directly and exclusively by the examining physician to the Business Operations Coordinator. The SAU No. 55 Board shall be advised in writing by the physician if the Business Operations Coordinator has a physical or mental impairment which would substantially interfere with his/her ability to perform the required duties. Such report shall be confidential.
14. **ECONOMIC BENEFITS.** The SAU No. 55 will extend to the Business Operations Coordinator benefits such as medical insurance, dental insurance, life insurance, disability insurance, and payment of annuities.
15. **TRAVEL AND EXPENSE REIMBURSEMENT.** The Business Operations Coordinator shall be paid a monthly distribution of \$200 per month (\$2,400 per year) for in district travel between Hampstead, Timberlane and SAU facilities. No other reimbursement for in district travel will be allowed. The Business Operations Coordinator shall be reimbursed at the IRS rate for out of district travel and shall be reimbursed for other expenses for the business of the SAU outside of the geographic boundaries of the SAU. The Business Operations Coordinator shall also be reimbursed for all reasonable expenses resulting from the performance of his/her duties as Business Operations Coordinator. All requests for reimbursement will require receipts and each must be authorized by the Superintendent.

- 16. PROFESSIONAL ASSOCIATION.** The SAU No. 55 shall pay the Business Operations Coordinator's fees and dues to professional associations as may be mutually determined by the Superintendent and the Business Operations Coordinator.
- 17. PERFORMANCE EVALUATION.** The Superintendent may provide the Business Operations Coordinator with at least one written evaluation each year of the Business Operations Coordinator's performance under this Agreement. This evaluation should be related but not be limited to a written position description and to written goals and objectives established by the Superintendent.
- 18. PROFESSIONAL ACTIVITIES.** Upon written approval by the Superintendent, the Business Operations Coordinator may engage in activities such as teaching, lecturing, or consulting, in addition to employment with the SAU No. 55, provided that, in the opinion of the SAU No. 55, these activities do not interfere with the Business Operations Coordinator's performance of responsibilities under this Agreement.
- 19. OTHER.** The attached SAU No. 55 Administrator Benefits sheet specifies benefits that accrue to the position of Business Operations Coordinator.
- 20. SAVINGS CLAUSE.** This Agreement is subject to all applicable laws, rules, and regulations of the State of New Hampshire. Invalidity of any portion of this Agreement under the Laws of the State of New Hampshire or of the United States shall not affect the validity of the remainder of the Agreement.

In witness whereof the parties have hereunto set their hands.

SCHOOL ADMINISTRATIVE UNIT NO. 55

By  6-14-18

Dr. Earl Metzler

Superintendent of Schools

BUSINESS OPERATIONS COORDINATOR

By  6.21.18

Thomas F. Geary, III

SCHOOL ADMINISTRATIVE UNIT NO. 55
ADMINISTRATORS BENEFITS INFORMATION SHEET

SUMMARY OF BENEFITS:

1. **Life Insurance** – 2 x salary life insurance policy (maximum \$300,000)
2. **Medical Insurance** – 90% SAU support of medical insurance plan.

Employees opting not to enroll in the group medical program will receive a cash settlement of 30% of the SAU's support of the plan for which the employee is eligible, that the cash settlement be paid at the end of the contract year with the stipulation that there be no change in selection of plan during the year. To be eligible for this benefit employees must first complete one year of employment.

3. **Retiree Medical Supplement** – The SAU Board, upon written request, will annually provide administrators retiring after 1999 a benefit equal to that provided Hampstead professional employees which is currently as follows:

A fixed sum for single or two-person medical insurance for the SAU's health insurance plan, the State Retirement System's health insurance plan, or a medical insurance plan of the retiree's choice as follows:

- a. **Before Medicare Eligibility** – Subject to sub section "e" below each eligible retiree shall receive: Thirty-three hundred dollars (\$3300) per year.
- b. **After Medicare Eligibility** – Subject to sub section "e" below each eligible retiree shall receive: Sixteen hundred fifty dollars (\$1650) per year.
- c. Retirement will be defined as recognized by the NH Retirement Board.
- d. To qualify for this benefit the member must have been employed at least 10 years by the SAU or the districts that comprise the SAU.
- e. Said fixed sum in sections "a" and "b" above shall not exceed the cost to the employee of a single or, if eligible, a two-person plan.
- f. In the event Hampstead discontinues the benefit for the professional employees, existing SAU administrators shall be grandfathered and the annual increase will be equal to the prior year's CPI increase.

4. **Dental Insurance** – 90% SAU support of dental insurance plan.
5. **Long Term Disability** – 100% SAU support of long term disability plan equal to 2/3 salary after 90 days disability.
6. **Retirement/Annuity** – 3% of salary for Assistant Superintendent, Business Administrator, Business Operations Coordinator, Human Resource Director and Transportation Coordinator.
7. **Vacation** – 20 days paid vacation during the first 5 years of full time professional service (administrator or teacher) in the SAU or the districts that comprise the SAU. After 5 years of full time professional service, paid vacation shall be increased one-half (1/2) day per year to a maximum of 25 days. Paid vacation shall be accumulative to 60 days for salary settlement purposes and 60 days for extended use purposes.

- | | | | |
|-------------------------|------------------|------------------------|------------------|
| 8. Holidays – 11 | Independence Day | Thanksgiving Day | Civil Rights Day |
| | Labor Day | Day After Thanksgiving | President's Day |
| | Columbus Day | Christmas Day | Memorial Day |
| | Veterans Day | New Year's Day | |

ADMINS TRATORS BENEFITS 2018 - 2019

- 9. **Sick Leave** – 15 days sick and family leave annually, accumulative to 90 days
- 10. **Retirement Sick Leave Redemption** – Upon leaving active employment and with at least ten years of service within the SAU or districts that comprise the SAU, unused sick leave may be redeemed at a rate equal to 50% per diem, up to a maximum of 90 days (equal to the benefits for Hampstead staff).
- 11. **Annual Sick Leave Redemption** – Days beyond the maximum of 90 will be redeemed at a rate of \$50 per day or 30% of the per diem rate, whichever is greater, for days unused as of June 30, payable in July of the next fiscal year, equal to the benefit for Hampstead staff.
- 12. **In-District Unvouchered Travel Allowance** – As follows:
 - \$1600 Asst. Superintendent | \$1000 Business Administrator | \$1200 Director of Human Resources
 - \$2400 Business Operations Coordinator | \$400 Transportation Coordinator
- 13. **Out-of-District Mileage** – Reimbursed at IRS rate.
- 14. **Course Reimbursement** – UNH rate, 3 courses per year.
- 15. **Sabbatical Leave** – Eligibility after seven years consecutive service with the SAU.
- 16. **Maternity/Paternity Leave** – Eligibility after one year of employment in the SAU.
- 17. **Personal/Legal/Bereavement Leave** – At discretion of Superintendent.
- 18. **Paid professional association dues** – National, state, and regional dues at discretion of Superintendent.
- 19. **Business expense account** – Not to exceed \$1,000 to be shared by the Superintendent, Assistant Superintendent, Business Administrator, & Business Operations Coordinator.
- 20. **Compensatory time** – As approved in advance in Time Clock Plus by the Superintendent for work on holidays and/or weekends /or when the SAU office is closed for business.
- 21. **Early Retirement Incentive** – Administrators with at least 11 years of service in the SAU or districts that comprise the SAU who are at least 55 years of age, and who are eligible for early or normal retirement under the New Hampshire Retirement System, shall be eligible for the following early retirement incentive program equal to the Timberlane Regional School District’s benefit for professional employees which currently is as follows:

 Administrator must submit written notice of his/her intention to retire under this program to the SAU Board no later than January 1st of the last full school year of full-time employment.

 Effective July 1, 2006, the retirement incentive shall equal one and one half percent (1 ½ %) of the employee’s last salary times the number of years immediately prior to retirement that the employee served the SAU or districts that comprise the SAU in a full-time position. However, in no event shall the amount paid to an employee exceed forty-five percent (45%) of the employee’s last salary.

Effective: July 1, 2018

TRANSPORTATION COORDINATOR CONTRACT
SCHOOL ADMINISTRATIVE UNIT NO. 55

1. **PREAMBLE.** This agreement made June 15, 2018, between School Administration Unit No. 55, Plaistow, New Hampshire, hereinafter "SAU No. 55" and Sandra St. Cyr-Hodgkins, hereinafter called "Transportation Coordinator."
2. **EMPLOYMENT AND TERM.** The SAU No. 55 agrees to employ the Transportation Coordinator, and the Transportation Coordinator agrees to accept employment in the position of Transportation Coordinator for a term commencing the first day of July, 2018, and extending through the thirtieth day of June, 2021.
3. **SALARY.** The Transportation Coordinator shall receive a salary during the first year of this agreement of \$58,000 per annum, payable in no fewer than twenty-six (26) equal installments and subject to such deductions as may be authorized or as may be required by law.
4. **AUTHORITY AND RESPONSIBILITY.** The Transportation Coordinator agrees to serve as the liaison between the school districts and the transportation contractors; establish all regular and special bus routes, schedules and stops; develop route maps for drivers and schools as appropriate; coordinate student transportation activities with school officials, department heads and other interested groups or individuals; participate along with school officials in parent/student conferences in an effort to resolve or prevent misconduct and unsafe conditions which involve the transportation system; and will accept and perform any and all other tasks assigned by the Superintendent of Schools.
5. **RENEWAL OF CONTRACT.** This contract shall be automatically renewed for a period of three years on the same terms and conditions of the last year (2020-2021) of this contract unless the Superintendent, at least 120 days before the end of the term of this contract, gives written notice of non-renewal to the Transportation Coordinator or offers him/her a new contract. During any period by which this contract is automatically extended pursuant to this paragraph, the Transportation Coordinator is entitled to written notice of non-renewal at least 120 days prior to the end of such term or else the extended contract will automatically be renewed for an additional three year term. In the event of non-renewal, the Transportation Coordinator is entitled to make a formal presentation to the SAU No. 55 Board.
6. **TERMINATION FOR CAUSE.** This agreement may be terminated by the SAU No. 55 at any time for immorality, incompetence, insubordination, poor or unsatisfactory performance, or failure on the part of the Transportation Coordinator to conform to the laws of the State of New Hampshire, the rules and regulations of the State Board of Education, the School Administrative Unit and the local school boards within the School Administrative Unit. If a conflict arises, the rules and regulations established by the SAU No. 55 Board will prevail. Unused leave days, including but not limited to sick days, vacation days, and personal days shall not be paid upon termination of this contract for cause.
7. **TERMINATION WITH PAYMENT.** If at any time the SAU No. 55 in its discretion shall so determine, the SAU No. 55 may relieve the Transportation Coordinator of his/her duties under the Agreement, provided that the SAU No. 55 continues to pay for the duration of the Agreement, or any extension thereof, full salary and economic benefits accorded the Transportation Coordinator under the provisions of the Agreement reduced by any compensation or benefits earned by the Transportation

Coordinator following termination which she was not earning prior to termination. Unused leave days, including but not limited to sick days, vacation days, and personal days shall be paid upon termination of this contract under this provision.

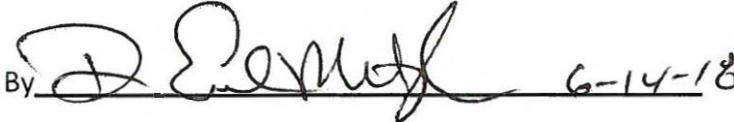
8. **RESIGNATION.** The Transportation Coordinator may resign at any time, but must give three hundred sixty-five (365) days written notice to the Chair of the School Administrative Unit. Unused leave days, including but not limited to sick days, vacation days, and personal days shall not be paid upon resignation under this provision.
9. **TERMINATION BY MUTUAL CONSENT.** This Agreement may be terminated at any time by mutual consent of the Superintendent and the Transportation Coordinator.
10. **VACATION LEAVE.** Twenty (20) days paid vacation during the first five (5) years of full time professional service (administrator or teacher) in the SAU or the districts that comprise the SAU. After five (5) years of full time professional service, paid vacation shall be increased one-half (1/2) day per year to a maximum of twenty-five (25) days. Paid vacation shall be accumulative to sixty (60) days for salary settlement purposes and sixty (60) days for extended use purposes.
11. **SICK LEAVE.** Sick leave with full pay shall be granted at a rate of fifteen (15) days per year cumulative to ninety (90) days. In the case of absence for sickness or injury beyond three (3) working days, the SAU No. 55 may at its discretion and its cost, require the Transportation Coordinator to submit medical evidence substantiating the need for the extended absence.
12. **DISABILITY.** See attached Addendum entitled *Administrator Benefits*.
13. **PHYSICAL EXAMINATION.** The SAU No. 55 may require the Transportation Coordinator to have a physical examination by a physician selected by mutual agreement once each year with the cost of such examination to be borne by the SAU No. 55 unless covered under the Transportation Coordinator's medical insurance policy.

Any report of the medical examination shall be given directly and exclusively by the examining physician to the Superintendent of Schools. The SAU No. 55 Board shall be advised in writing by the physician if the Transportation Coordinator has a physical or mental impairment which would substantially interfere with his/her ability to perform the required duties. Such report shall be confidential.
14. **ECONOMIC BENEFITS.** The SAU No. 55 will extend to the Transportation Coordinator benefits such as medical insurance, dental insurance, life insurance, disability insurance, and payment of annuities.
15. **TRAVEL AND EXPENSE REIMBURSEMENT.** The Transportation Coordinator shall be reimbursed for authorized travel and other expenses for the business of the SAU No. 55 inside or outside of the geographic boundaries of the School Administrative Unit. The Transportation Coordinator shall also be reimbursed for other expenses incurred in professional development activities and attendance at national, regional, or state professional conference, seminars, workshops, or committee meetings provided all such expenses are approved by the Superintendent of Schools within SAU No. 55 approved budgets. See attached SAU 55 Administrators Benefit Sheet.
16. **PROFESSIONAL ASSOCIATION.** The SAU No. 55 shall pay the Transportation Coordinator's fees and dues to professional associations as may be mutually determined by the Superintendent and the Transportation Coordinator.

- 17. PERFORMANCE EVALUATION.** The Superintendent may provide the Transportation Coordinator with at least one written evaluation each year of the Transportation Coordinator' performance under this Agreement. This evaluation should be related but not be limited to a written position description and to written goals and objectives established by the Superintendent.
- 18. PROFESSIONAL ACTIVITIES.** Upon written approval by the Superintendent, the Transportation Coordinator may engage in activities such as teaching, lecturing, or consulting, in addition to employment with the SAU No. 55, provided that, in the opinion of the SAU No. 55, these activities do not interfere with the Transportation Coordinator's performance of responsibilities under this Agreement.
- 19. OTHER.** The attached SAU No. 55 Administrator Benefits sheet specifies benefits that accrue to the position of Transportation Coordinator.
- 20. SAVINGS CLAUSE.** This Agreement is subject to all applicable laws, rules, and regulations of the State of New Hampshire. Invalidity of any portion of this Agreement under the Laws of the State of New Hampshire or of the United States shall not affect the validity of the remainder of the Agreement.

In witness whereof the parties have hereunto set their hands.

SCHOOL ADMINISTRATIVE UNIT NO. 55

By  6-14-18

Dr. Earl Metzler
Superintendent of Schools

TRANSPORTATION COORDINATOR

By 

Sandra St. Cyr-Hodgkins

SCHOOL ADMINISTRATIVE UNIT NO. 55
ADMINISTRATORS BENEFITS INFORMATION SHEET

SUMMARY OF BENEFITS:

1. **Life Insurance** – 2 x salary life insurance policy (maximum \$300,000)
2. **Medical Insurance** – 90% SAU support of medical insurance plan.

Employees opting not to enroll in the group medical program will receive a cash settlement of 30% of the SAU's support of the plan for which the employee is eligible, that the cash settlement be paid at the end of the contract year with the stipulation that there be no change in selection of plan during the year. To be eligible for this benefit employees must first complete one year of employment.

3. **Retiree Medical Supplement** – The SAU Board, upon written request, will annually provide administrators retiring after 1999 a benefit equal to that provided Hampstead professional employees which is currently as follows:

A fixed sum for single or two-person medical insurance for the SAU's health insurance plan, the State Retirement System's health insurance plan, or a medical insurance plan of the retiree's choice as follows:

- a. **Before Medicare Eligibility** – Subject to sub section “e” below each eligible retiree shall receive: Thirty-three hundred dollars (\$3300) per year.
- b. **After Medicare Eligibility** – Subject to sub section “e” below each eligible retiree shall receive: Sixteen hundred fifty dollars (\$1650) per year.
- c. Retirement will be defined as recognized by the NH Retirement Board.
- d. To qualify for this benefit the member must have been employed at least 10 years by the SAU or the districts that comprise the SAU.
- e. Said fixed sum in sections “a” and “b” above shall not exceed the cost to the employee of a single or, if eligible, a two-person plan.
- f. In the event Hampstead discontinues the benefit for the professional employees, existing SAU administrators shall be grandfathered and the annual increase will be equal to the prior year's CPI increase.

4. **Dental Insurance** – 90% SAU support of dental insurance plan.
5. **Long Term Disability** – 100% SAU support of long term disability plan equal to 2/3 salary after 90 days disability.
6. **Retirement/Annuity** – 3% of salary for Assistant Superintendent, Business Administrator, Business Operations Coordinator, Human Resource Director and Transportation Coordinator.
7. **Vacation** – 20 days paid vacation during the first 5 years of full time professional service (administrator or teacher) in the SAU or the districts that comprise the SAU. After 5 years of full time professional service, paid vacation shall be increased one-half (1/2) day per year to a maximum of 25 days. Paid vacation shall be accumulative to 60 days for salary settlement purposes and 60 days for extended use purposes.

- | | | | |
|-------------------------|---|---|---|
| 8. Holidays – 11 | Independence Day Labor Day Columbus Day Veterans Day | Thanksgiving Day Day After Thanksgiving Christmas Day New Year's Day | Civil Rights Day President's Day Memorial Day |
|-------------------------|---|---|---|

ADMINISTRATORS BENEFITS 2018-2019

9. **Sick Leave** – 15 days sick and family leave annually, accumulative to 90 days
10. **Retirement Sick Leave Redemption** – Upon leaving active employment and with at least ten years of service within the SAU or districts that comprise the SAU, unused sick leave may be redeemed at a rate equal to 50% per diem, up to a maximum of 90 days (equal to the benefits for Hampstead staff).
11. **Annual Sick Leave Redemption** – Days beyond the maximum of 90 will be redeemed at a rate of \$50 per day or 30% of the per diem rate, whichever is greater, for days unused as of June 30, payable in July of the next fiscal year, equal to the benefit for Hampstead staff.
12. **In-District Unvouchered Travel Allowance** – As follows:
 \$1600 Asst. Superintendent | \$1000 Business Administrator | \$1200 Director of Human Resources
 \$2400 Business Operations Coordinator | \$400 Transportation Coordinator
13. **Out-of-District Mileage** – Reimbursed at IRS rate.
14. **Course Reimbursement** – UNH rate, 3 courses per year.
15. **Sabbatical Leave** – Eligibility after seven years consecutive service with the SAU.
16. **Maternity/Paternity Leave** – Eligibility after one year of employment in the SAU.
17. **Personal/Legal/Bereavement Leave** – At discretion of Superintendent.
18. **Paid professional association dues** – National, state, and regional dues at discretion of Superintendent.
19. **Business expense account** – Not to exceed \$1,000 to be shared by the Superintendent, Assistant Superintendent, Business Administrator, & Business Operations Coordinator.
20. **Compensatory time** – As approved in advance in Time Clock Plus by the Superintendent for work on holidays and/or weekends /or when the SAU office is closed for business.
21. **Early Retirement Incentive** – Administrators with at least 11 years of service in the SAU or districts that comprise the SAU who are at least 55 years of age, and who are eligible for early or normal retirement under the New Hampshire Retirement System, shall be eligible for the following early retirement incentive program equal to the Timberlane Regional School District’s benefit for professional employees which currently is as follows:

 Administrator must submit written notice of his/her intention to retire under this program to the SAU Board no later than January 1st of the last full school year of full-time employment.

 Effective July 1, 2006, the retirement incentive shall equal one and one half percent (1 ½ %) of the employee’s last salary times the number of years immediately prior to retirement that the employee served the SAU or districts that comprise the SAU in a full-time position. However, in no event shall the amount paid to an employee exceed forty-five percent (45%) of the employee’s last salary.

Effective: July 1, 2018

Shared Services between Hampstead School District and Timberlane School District

Benefits Strategies Claims Funding

Section 125 Company/Administrator (required document for pre-tax health ins. deductions)
Flex Savings Accounts & Dependent Care Accounts
Cost Savings: *Savings likely; total savings uncertain*

Durham Services

Special Transportation Provider
Cost Savings: *Savings highly likely; total savings uncertain*

First Student

Regular Transportation Provider
Cost Savings: *Timberlane \$613,700 over 5 years; Hampstead \$400,010 over 5 years*

Frontline Technologies

Applitrac Employee Tracking
AESOP - Substitute Coverage Program
Cost Savings: *Savings likely; total savings uncertain*

Greater Haverhill Chamber of Commerce

General representation in business community
Cost Savings: *Savings likely; could be \$295/yr*

LGC Health Trust

Medical (prescription), Dental, Life, and Disability Insurance Coverage
Dedicated Service Rep (only possibly due to combined scale)
- Consistent & Efficient Response Time
Cost Savings: *Savings uncertain*

The Omni Group

Services charges can be sometimes be paid by investment firms
Third Party Administrator 403(b) & 457 plans
Maintain all related documentation for SAU/Districts in fiduciary capacity
Cost Savings: *Savings highly likely; total savings uncertain*

NutriKids

Student meal balance system provider
MySchoolBucks.com integration, PowerSchool integration
Cost Savings: *Savings highly likely; total savings uncertain*

Primex

Workers Comp., General Liability, and Unemployment (HSD)
Cost Savings: *Savings likely; total savings uncertain*

Shared Services between Hampstead School District and Timberlane School District

SafeSchools (Pending)

Training & Communication Platform
Integrated into Teacher Evaluation System
Continued Training & Compliance
Cost Savings: *Savings likely; total savings uncertain*

SchoolDude

Work Order Tracking Assignment/Tracking
Maintenance
Cost Savings: *Savings likely; total savings uncertain*

Vector Solutions

TeachPoint Subscription
Professional Development & Evaluation Tool
Cost Savings: *Savings likely; total savings uncertain*

TimeClockPlus

Shared between 3 Districts
Cost Savings: *Savings likely; total savings uncertain*

TD Bank

Common Etreasury Platform & common Relatinshiop.
Cost Savings: *Savings likely; total savings uncertain*

Tyler Technologies

Infinite Visions (I/V) Enterprise System
Includes Finance, HR, A/P, P/R, and Fixed Assets
Infinite Visions Workflow
ESS (Employee Self-Service Portal)
Utilize One Common Administration Module
Cost Savings: *Savings highly likely; total savings uncertain*

** Subject to modification as further information is obtained.*

S.A.U. NO. 55 (Pro-Forma DRAFT, TRSD ONLY)
30 Greenough Rd., Plaistow, NH

| | | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Pro-Forma Bgt</u> | <u>Pro-Forma Bgt</u> | <u>Pro-Forma Bgt</u> |
|----------------------------------|-----|-----------------------|------------------|------------------|------------------|----------------------|----------------------|----------------------|
| | | | <u>2017-2018</u> | <u>2017-2018</u> | <u>2018-2019</u> | <u>2019-2020</u> | <u>2020-2021</u> | <u>2021-2022</u> |
| <u>SALARIES</u> | | | 1,001,079 | 1,053,356 | 1,087,615 | 1,069,598 | 1,101,686 | 1,134,737 |
| <u>OPERATING EXPENSES</u> | | | | | | | | |
| 2317 | 330 | AUDIT | 9,000 | 7,078 | 10,000 | 0 | 0 | 0 |
| 2319 | 310 | SCHOOL BOARD EXP | 200 | 152 | 600 | 600 | 600 | 600 |
| 2320 | 580 | CONF & TRAVEL EXPENSE | 20,000 | 19,538 | 20,000 | 10,000 | 10,000 | 10,000 |
| 2390 | 270 | COURSE REIMB | 5,000 | 3,015 | 5,000 | 5,000 | 5,000 | 5,000 |
| 2390 | 360 | TECHNOLOGY SERVICES | 106,330 | 106,330 | 125,268 | 114,958 | 118,406 | 121,959 |
| 2390 | 390 | LEGAL SERVICES | 40,000 | 29,838 | 40,000 | 20,000 | 20,000 | 20,000 |
| 2390 | 440 | MAINT OF EQUIP | 200 | 0 | 200 | 200 | 200 | 200 |
| 2390 | 451 | OFFICE RENTAL | 42,250 | 42,250 | 42,250 | 0 | 0 | 0 |
| 2390 | 452 | CONTRACTED SERVICES | 47,440 | 46,191 | 50,500 | 5,416 | 5,686 | 5,971 |
| 2390 | 521 | LIABILITY INSURANCE | 3,600 | 3,532 | 3,600 | 3,970 | 3,970 | 3,970 |
| 2390 | 531 | TELEPHONE | 9,250 | 9,250 | 9,250 | 0 | 0 | 0 |
| 2390 | 532 | POSTAGE | 4,000 | 4,000 | 4,000 | 0 | 0 | 0 |
| 2390 | 580 | IN DISTRICT TRAVEL | 5,400 | 7,800 | 5,400 | 0 | 0 | 0 |
| 2390 | 610 | SUPPLIES | 8,500 | 8,163 | 8,500 | 0 | 0 | 0 |
| 2390 | 741 | NEW EQUIPMENT | 0 | 0 | 9,250 | 0 | 0 | 0 |
| 2390 | 742 | REPLACE EQUIP | 0 | 0 | 0 | 0 | 0 | 0 |
| 2390 | 810 | DUES AND FEES | 9,538 | 11,009 | 9,608 | 9,978 | 10,178 | 10,381 |
| 2620 | 433 | CUSTODIAL SERVICE | 7,000 | 7,000 | 7,000 | 0 | 0 | 0 |
| 2620 | 441 | MAINTENANCE | 0 | 0 | 0 | 0 | 0 | 0 |
| 2620 | 610 | CUSTODIAL SUPPLIES | 300 | 300 | 300 | 71 | 71 | 71 |
| 2620 | 652 | ELECTRICITY | 7,500 | 7,500 | 7,500 | 0 | 0 | 0 |
| 2620 | 653 | NATURAL GAS | 3,000 | 3,000 | 3,000 | 0 | 0 | 0 |
| 2900 | 211 | EMP. INSURANCE | 375,749 | 322,830 | 396,800 | 367,725 | 391,752 | 412,858 |
| 2900 | 225 | SICK LEAVE REDEMPTION | 4,500 | 4,671 | 4,500 | 4,700 | 4,700 | 4,700 |
| 2900 | 221 | EMP. RETIREMENT | 112,323 | 117,679 | 121,223 | 125,377 | 129,138 | 133,012 |
| 2900 | 230 | SOCIAL SECURITY | 76,927 | 80,117 | 82,737 | 86,479 | 89,073 | 91,746 |
| 2900 | 250 | UNEMPLOYMENT COMP. | 700 | 0 | 700 | 0 | 0 | 0 |
| 2900 | 260 | WORKERS' COMPENSATION | 2,600 | 2,920 | 2,600 | 3,920 | 3,920 | 3,920 |
| 2900 | 290 | OTH EMPLOYEE BENEFITS | 114,678 | 47,663 | 115,069 | 50,000 | 50,000 | 50,000 |
| 5220 | 880 | FEDERAL PROJECTS | 1 | 0 | 1 | 1 | 1 | 1 |
| TOTAL EXPENSE | | | 1,015,986 | 891,825 | 1,084,856 | 808,395 | 842,696 | 874,389 |

| | Budget 2017-2018 | Actual 2017-2018 | Budget 2018-2019 | Pro-Forma Bgt 2019-2020 | Pro-Forma Bgt 2020-2021 | Pro-Forma Bgt 2021-2022 |
|--|-----------------------------|-----------------------------|-----------------------------|------------------------------------|------------------------------------|------------------------------------|
| <u>EXPENDITURE SUMMARY</u> | | | | | | |
| SALARIES | 1,001,079 | 1,053,356 | 1,087,615 | 1,069,598 | 1,101,686 | 1,134,737 |
| OPERATING EXPENSE | 1,015,986 | 891,825 | 1,084,856 | 808,395 | 842,696 | 874,389 |
| TOTALS | <u>2,017,065</u> | <u>1,945,181</u> | <u>2,172,471</u> | <u>1,877,993</u> | <u>1,944,382</u> | <u>2,009,125</u> |
| <u>Offsets / Additions (Pro-forma, 2019-20 Budget figures only)</u> | | | | | | |
| SAU Building Receptionist (offset 50%) | | | | 5,569 | 5,728 | 5,892 |
| Facilities Director (cost to Timberlane Reg. School Dist. Directly) | | | | 90,000 | 92,700 | 95,481 |
| FICA | | | | 7,311 | 7,530 | 7,755 |
| Retirement | | | | 11,258 | 11,595 | 11,942 |
| Health Ins. | | | | 31,314 | 33,037 | 34,854 |
| 76.17% Supt, CFO/BA, Bus Ops Coor Salaries | | | | 301,115 | 301,115 | 129,370 |
| 76.17% Supt, CFO/BA, Bus Ops Coor Benefits | | | | 119,758 | 123,274 | 49,884 |
| 76.17% Supt, CFO/BA, Bus Ops Coor Travel, Dues | | | | 11,481 | 11,481 | 3,510 |
| Loss of Rental Income (net revenue) | | | | 10,068 | 10,068 | 10,068 |
| Loss of Offset for Courier (net revenue) | | | | 4,051 | 4,051 | 4,051 |
| Loss of Software / Hardware Support from Hampstead S.D. (actual) | | | | 6,500 | 6,500 | 6,500 |
| Loss of Other Revenue | | | | 17,000 | 17,000 | 17,000 |
| Loss of Utilities / Communications / Supplies Offset (net revenue) | | | | 7,447 | 7,447 | 7,447 |
| Loss of Custodial Salary & Supplies Offset | | | | 5,705 | 5,705 | 5,705 |
| Payment of Other Liabilities / Long Term Liabilities Est'd (TBD) | | | | 100,000 | 100,000 | 100,000 |
| Total Offsets / Additions | | | | <u>728,577</u> | <u>737,231</u> | <u>489,459</u> |
| Total Stand Alone Pro-Forma Costs | | | | <u>2,606,570</u> | <u>2,681,613</u> | <u>2,498,584</u> |
| TRSD SAU Contribution (use 19-20 Budget for all yrs) | | | | 1,589,325 | 1,589,325 | 1,589,325 |
| Net Additional Cost / (Cost Savings) | | | | <u>1,017,245</u> | <u>1,092,288</u> | <u>909,259</u> |

REGULAR MEETING 7:00 PM

Hampstead Town Hall, Hampstead, NH

Dr. Earl Metzler, Superintendent

Jason Cipriano, Chair

Dr. Roxanne Wilson, Asst. Superintendent

Jaye Dimando, Vice Chair

TUESDAY, MAY 26, 2015

I. Opening 7:00 PM

- A. Call to Order, Roll Call, Pledge of Allegiance
- B. Approval of Minutes
 - 1. May 12, 2015 regular session
- C. Public Comments *

**While comments from the public are welcomed, the Board respectfully requests they be limited to three minutes or less and that individuals address new topics only.*

II. Administrative Reports, Announcements, and Updates 7:10 PM

- A. Principals
- B. Directors
- C. Student Representative - **Jake Hudgins**

III. Current Business 7:20 PM

- A. Strategic Plan Presentation – ACTION (20 minutes)
- B. Changes to HMS Program – ACTION (15 minutes)
- C. Science NECAP Presentation – INFORMATIONAL (15 minutes)
- D. Chromebook Proposal – ACTION (10 minutes)
- E. Tuition Rates – ACTION (5 minutes)
- F. Suspension Authorization – ACTION (5 minutes)
- G. Food Service Contract – ACTION (10 minutes)
- H. Policies – ACTION (5 minutes)
- I. HASS Intent to Negotiate – INFORMATIONAL/ACTION (5 minutes)
- J. School Board Goals – ACTION (10 minutes)
- K. SAU 55 Membership – INFORMATIONAL (10 minutes)

IV. School Board Member’s Comments & Correspondence 9:10 PM

V. Consent Agenda 9:15 PM

- A. **Personnel Report FY 2014-15**
- B. **Assistant Superintendent’s Report**
- C. **Approval/Signature of Vendor/Payroll Manifests and other Documents**

VI. Other Business

VII. Non-Public (Personnel Matter)

VIII. Adjournment 9:40 PM

**times are estimated*

Upcoming Calendar

| | | | |
|---------|-----------------------|-----------|---------|
| June 2 | Training Session | HCS | 6:30 PM |
| June 9 | Regular Board Meeting | Town Hall | 7:00 PM |
| June 23 | Regular Board Meeting | Town Hall | 7:00 PM |

**New Hampshire School Administrators Association
and
New Hampshire School Boards Association**

**Report For The
HAMPSTEAD SCHOOL DISTRICT**

Subject:

Assessment of Organizational Structure

and

**Costs Benefits Analysis for Creating a Separate
NH School Administrative Unit**

Prepared by:

**Dr. Mark V. Joyce
Mr. R. Dean Michener**

October, 2002

Index of Tables

| <u>Table</u> | <u>Topic</u> | <u>Page</u> |
|--------------|--|-------------|
| 1 | 2002-2003 Budget - SAU #55 | 4 |
| 2 | Equalized Valuation and Student Percentages for Districts in SAU #55 | 5 |
| 3 | Averaged Percentage Applied to SAU #55 Budget | 6 |
| 4 | Seven Major Areas of Responsibility: Educational System Leadership | 6 |
| 5 | Matrix of Administrative Responsibility and Personnel Needs | 8 |
| 6 | Projected Costs of New SAU: 2003-2004 | 10 |
| 7 | Selected SAU Information for 2002-2003 | 13 |

Copyright © 2002

All rights reserved. This report is intended for the exclusive use of the Hampstead School District. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, without permission in writing from the publishers except in the case of brief quotations embodied in reviews or articles.

The materials presented herein are the expressions of the authors and do not necessarily represent the policies of NHSAA and NHSBA. NHSAA and NHSBA are registered servicemarks of the New Hampshire School Administrators Association and the New Hampshire School Boards Association.

Printed in the United States of America.

Table of Contents

| <u>Section</u> | <u>Topic</u> | <u>Page</u> |
|---------------------|---|-------------|
| I. | Introduction | 1 |
| | Purpose of Study Scope of Work | |
| II. | Consultant's Background | 1 |
| III. | Process Used in Study with Timeline | 2 |
| IV. | Current Hampstead and SAU #55 Structure | 3 |
| V. | Design of Hampstead as a Separate SAU * School Leadership Responsibilities * Analysis of Efficiency and Effectiveness | 6 |
| VI. | Comparison to Other SAU's and School Districts | 12 |
| VII. | Impact on SAU #55 | 13 |
| VIII. | Findings, Observations and Alternatives | 14 |
| Appendices | | |
| <i>Appendix A -</i> | Summary of Meeting with Hampstead School Board on September 12, 2002 | 17 |
| <i>Appendix B -</i> | Procedure for Hampstead School District to Withdraw from the existing School Administrative Unit #55 | 18 |
| <i>Appendix C -</i> | Cost Estimate of Business Software and Hardware | 21 |

I. Introduction

Scope of the Study

The New Hampshire School Administrators Association and the New Hampshire School Boards Association were selected to complete a study of the cost benefits for the Hampstead School District to remain within, or secede from, SAU #55 creating its own SAU. The study format was defined in a proposal dated June 6, 2002 by Dr. Mark Masterson, the Assistant Superintendent of Schools. This study is based on our Response to the RFP, dated June 18, 2002.

In brief, the study's purpose is to carefully review the administrative and organizational structure of the Hampstead School District and SAU #55. This review will allow an assessment of the viability and potential costs of Hampstead operating as an independent School Administrative Unit. This analysis is based, in part, on a measure of the projected level of effectiveness and efficiency of the new configuration. In addition, recommendations are made that will lead towards maximizing the delivery of services to the students and community that make up the Hampstead School District.

About NHSAA and NHSBA

NHSAA and NHSBA are private non-profit organizations that seek to provide support services to the leadership of public education in NH, to offer high quality services to its members, and to support and promote public education in New Hampshire. As part of our ongoing service to schools, NHSAA and NHSBA periodically provide highly specialized services directly to individual public school districts in NH. It is our commitment that we will provide high quality work that meets all components of our agreed upon design.

II. Consultant's Background

Dr. Mark V. Joyce

Education and Professional Experience:

Dr. Joyce earned his BA from Niagara University, a teaching certification and Masters in Education, specializing in Educational Administration from the University of New Hampshire. In 1986 Mark earned his Doctorate in Education from Boston College with a specialization in leadership, curriculum and instruction.

Dr. Joyce has been a teacher of students in grades 7-12 and the graduate school level. In addition, he has served as a secondary and elementary school principal, an assistant superintendent of schools in New Hampshire. He has also served as a Superintendent of Schools in both New Hampshire and Maine. Dr. Joyce is currently the Executive Director of the New Hampshire School Administrators Association located in Penacook, NH, a frequent consultant to organizations and businesses, and a resident of Epping, NH.

Mr. R. Dean Michener

Education and Professional Experience:

Mr. Michener earned his BA from Baldwin-Wallace College in Ohio and his Masters of Arts degree from the University of New Hampshire. His Masters degree is in Sociology with a special emphasis on research methods and statistics.

Mr. Michener has taught statistics at the college level and was involved in a National Science Foundation project on the development of a computerized statistical question retrieval system as the delivery of an individualized approach to statistical instruction. Dean is currently Director of Governmental Relations and School Finance for the New Hampshire School Boards Association located in Concord, NH and a resident of Durham, NH.

III. Process Used in Study with Timeline

Initial Meetings ~ July 30 and August 23, 2002

Initial meetings were held between the Consultants, Superintendent and Assistant Superintendent of Schools for SAU #55 to finalize the design of the study, collect research materials, and review the structure of administration and leadership for the Hampstead and Timberlane School Districts. Following the August meeting, the investigators toured the Hampstead Central and Middle School buildings.

Review of Artifacts ~ August - September, 2002

The Consultants reviewed copies of job descriptions, organizational designs and charts, prior study by NESDEC dated 1997, and listings of personnel for the Hampstead School District and SAU #55. In addition, they reviewed enrollment projections completed by NESDEC, reviewed State of NH statistics and investigated other NH school districts of similar size and arrangement.

Follow-up Meetings ~ September, 2002

On September 5th the Consultants conducted interviews and meetings with the Business Administrator, current principals of the Hampstead Central and Middle Schools, and the Hampstead administrative team.

On September 12th the Consultants met with the members of the Hampstead School Board to gather information and perceptions.

Analysis of Data and Development of Report ~ September, 2002

The Consultants carefully analyzed information collected, spoke further with members of the SAU #55 Team and developed a draft of the final report.

Submitted Final Report ~ October 14, 2002

The Consultants submitted the final report to the Assistant Superintendent of Schools for SAU #55.

Meeting with Members of the Hampstead School Board ~ November, 2002

The Consultants will meet with the school board to review the final report and discuss findings and recommendations.

IV. Current Hampstead and SAU #55 Structure

Current Hampstead School District/SAU #55 Administrative and Leadership Structure

The Hampstead School District is currently a part of NH School Administrative Unit (SAU) #55. The SAU was established by the New Hampshire State Board of Education approximately 40 years ago in the mid 1960's and currently serves the Hampstead School District and the Timberlane Regional School District. The New Hampshire towns served by SAU #55 include:

Towns Served by School Administrative Unit #55

| Hampstead School District | Timberlane Regional School District |
|---------------------------|---|
| Hampstead | Atkinson Danville Plaistow Sandown |

The central office building is located in Plaistow and is the primary administrative office. The superintendent of schools, one assistant superintendent and a business administrator are housed at this site. The assistant superintendent primarily serves the Hampstead School District. In addition, the SAU office also employs 10 staff members providing payroll, purchasing, accounts payable, transportation, personnel and secretarial services. Specifically, the current SAU is staffed by the following positions for the 2002-2003 school year:

- Superintendent of Schools - (McDonald, Douglas)
- Assistant Superintendent of Schools - (Fugere)
- Business Administrator - (McDonald, Thomas)
- Transportation Coordinator - (Hodgkins-St. Cyr)
- Personnel - (Fraser, Timberlane - Hendy, Hampstead)
- Payroll - (Smith, Timberlane - Hendy, Hampstead)
- Purchasing - (Antkowiak)
- Accounts payable - (Downie)
- Office manager - (Herrick)
- Secretary (Morgan, Rogers and Sanville)

All of the above staff members are paid by SAU #55 funds and are SAU employees.

The current SAU budget contains anticipated expenditures for the 2002-2003 school year of \$824,779. As of June 30, 2001, the SAU had \$5,001 in cash, thereby reducing the general fund amount to be shared by Hampstead and Timberlane to \$819,778.

TABLE 1. 2002-2003 Budget - SAU #55

Major expenditure categories of the budget include:

| | |
|---|------------------|
| SAU Professional Salaries | \$ 328,651 |
| SAU Support Staff Salaries | 184,114 |
| Travel Expenses: In-district (\$4,000), Conferences (\$4,500) | 8,500 |
| Operation of Plant | 14,825 |
| Maintenance of Plant | 1,825 |
| Fixed charges - retirement, social security, benefits | 216,165 |
| Other expenses - includes \$24,948 in rent | 70,698 |
| Capital Outlay | 0 |
| Federal Projects | <u>1</u> |
| Total Expenditures | \$ 824,779 |
| Cash receipts | <u>5,001</u> |
| Amount to be Shared by Districts | \$ 819,778 |

The majority of general fund revenues needed to fund an SAU budget come from assessments to the member school districts, i.e. Hampstead and Timberlane Regional. The SAU budget process and assessment formula is established by New Hampshire State Law in RSA 194-C:9:

194-C:9 Budget. -

I. At a meeting held before January 1, the school administrative unit board shall adopt a budget required for the expenses of the school administrative unit for the next fiscal year, which budget may include the salary and expenses of supervisors of health, physical education, music, art, and guidance, and any other employees, and shall include the expenses necessary for the operation of the school administrative unit. Superintendents, assistant superintendents, business administrators, teacher consultants, and the regularly employed office personnel of the school administrative unit office shall be deemed employees of the school administrative unit for the purposes of payment of salaries and contributions to the employee's retirement system of the state of New Hampshire and workers' compensation. The school administrative unit board shall apportion the total amount of the budget among the constituent school districts in the following manner: the apportionment shall be based 1/2 on the average membership in attendance for the previous school year and 1/2 on the most recently available equalized valuation of each district as of June 30 of the preceding school year. Prior to January 15 in each year, the board shall certify to the chairperson of the school board of each constituent school district the amount so apportioned. Each district within a school administrative unit shall raise at the next annual district meeting the sum of money apportioned to it by the school administrative unit board for the expenses of services which each

district received in connection with the school administrative unit office. The school administrative unit board in adopting the budget shall not add any new service to the school administrative unit budget unless a majority of the school districts in the school administrative unit representing not less than 60 percent of the total pupils in the school administrative unit have voted favorably upon the establishment of the service. A vote to accept a new service shall not be construed as a vote to raise and appropriate money within the meaning of RSA 197:3. II. The provisions of paragraph I shall not apply to school administrative units comprising only one district. The budget for these units shall be a part of the school district budget and subject to the vote of the annual school district meeting or, for those districts without an annual meeting, by the legislative body.

Source. 1996, 298:3, eff. Aug. 9, 1996.

Simply stated, a school district's assessment percentage of an SAU budget is based 1/2 on the ADM in Attendance (number of students) and 1/2 on the equalized valuation (property wealth). The most recent data* needed to determine the Hampstead School District share of the SAU budget are as follows:

*These figures reflect the most recent State Department of Education data available to the SAU #55 office during budget preparation development in the fall of 2001. Data that became available during the summer and fall of 2002 will be used for 2003-2004 budgeting and allocation of costs.

TABLE 2. Equalized Valuation and Student Percentages for Districts in SAU #55

| School District | Equalized Valuation | Percent | Students (ADM) in Attendance | Percent |
|-----------------|---------------------|---------|------------------------------|---------|
| Hampstead | \$ 550,832,723 | 27.11% | 1,187.8 | 22.23% |
| Timberlane | 1,481,107,710 | 72.89% | 4,154.9 | 77.77% |
| SAU #55 Total | \$2,031,940,433 | 100.00% | 5,342.7 | 100.00% |

The actual assessment of each school district can be determined by averaging the district's property wealth (equalized valuation) percentage and the student size (average daily attendance) percentage. This average percentage is then applied to the total general fund budget to determine the district assessment.

TABLE 3. Averaged Percentage Applied to SAU #55 Budget

| School District | Equalized Valuation Percentage | Average Daily Attendance Percentage | Averaged Percentage | District Share of SAU Budget |
|---------------------|--------------------------------|-------------------------------------|---------------------|------------------------------|
| Hampstead District | 27.11% | 22.23% | 24.67% | \$ 202,243 |
| Timberlane District | 72.89% | 77.77% | 75.33% | \$ 617,535 |
| SAU #55 Total | 100% | 100% | 100% | \$ 819,778 |

The Hampstead School District will spend approximately \$202,243 for SAU services in the 2002-2003 school year. This includes a full time Assistant Superintendent virtually dedicated to Hampstead, a Hampstead payroll and personnel position as well as shared services from several other SAU support positions. It is important to note that the Assistant Superintendent, and one support staff position providing dedicated Hampstead services, are SAU positions for which the costs are shared by both Hampstead and Timberlane.

V. Design of Hampstead SAU as a Separate SAU

One highly valued method of analyzing the feasibility of creating a new SAU is to outline certain design requirements and to assign those to individuals. Once the projected staffing levels are identified, a budget can be accurately projected.

Overview of school leadership responsibilities

A NH-SAU provides overall professional educational leadership to a school system or systems. This specialized leadership work can be grouped in at least seven major areas of responsibility: General Leadership, Finance, Communications and Community Relations, Personnel, Student Services, Curriculum and Instruction, and Maintenance and Capital Improvement. Within each of these areas reside a myriad of complex legal and procedural roles and responsibilities. The following table describes a few of the major activities that are required to meet these responsibilities.

TABLE 4. Seven Major Areas of Responsibility: Educational System Leadership

| <u>Areas of Responsibility</u> | <u>Activities</u> |
|--------------------------------|---|
| General Leadership | <ul style="list-style-type: none"> ❖ Acting as Chief Executive Officer of SD and SAU. (Planner, evaluator, policy advisor, and more) ❖ Hearing officer, and appeals judge ❖ Legal representative and more ❖ School Board relations, meeting leadership and CEO work |

| | |
|--|--|
| Curriculum and Instruction | <ul style="list-style-type: none"> ❖ Leading the development of the “What” and “How” of schools ❖ Student assessment, district report cards, etc. ❖ Accountability planning to measure performance to mission and goals of school system and more |
| Personnel Management | <ul style="list-style-type: none"> ❖ Collective bargaining, recruiting, hiring procedures and retention ❖ Deployment, supervision and evaluation of all employees ❖ Professional development and training of all staff and more |
| Finance | <ul style="list-style-type: none"> ❖ Budget development, implementation, monitoring ❖ Purchasing, control, reporting and audit ❖ Annual meeting preparation and more ❖ Running the largest business in the community |
| Student Services | <ul style="list-style-type: none"> ❖ Special education, 504, and attendance, procedures ❖ Overseeing the Food service, and transportation systems ❖ Planning and supervising the behavior management, safety programs and more |
| Communications and Community Relations | <ul style="list-style-type: none"> ❖ Accountability, newsletters, information sharing ❖ Establishing effective two-way communication system with all citizens ❖ Policy development, revision and more |
| Maintenance and Capital Improvement | <ul style="list-style-type: none"> ❖ Long-term planning for facilities, projections, capital Improvement Plan ❖ Overseeing the maintenance and care of all facilities and grounds |

Historically, these services have been provided to the Hampstead School District by New Hampshire SAU #55. For the purpose of this study, it is expected that the new SAU would meet or exceed these standards of service.

A Separate SAU for Hampstead

After carefully reviewing the current structure of SAU #55, the identified goals of the Hampstead School District and the general areas of leadership responsibility, it is recommended that a new SAU solely administering the Hampstead School District would need to include the following personnel positions:

- ❖ All current administrative personnel currently budgeted in the Hampstead School District Budget including:
 - I. Building level administrators
 - II. Special Education Director and secretary
 - III. Physical Plant Director
 - IV. Technology Coordinator
 - V. Curriculum Coordinator

- ❖ The SAU #55 personnel currently dedicated to Hampstead School district including:
 - Assistant Superintendent to be transformed into a Superintendent position
 - Personnel/payroll secretary

- ❖ The following new positions would be necessary in order to meet the legal requirements and local expectations of the new SAU.
 - Business Administrator (New Position 1)
 - Accounts payable and receivable Clerk (New Position 2)
 - Secretary /Receptionist (New Position 3)
 - Food Service Coordinator (New Position 4)
 - Transportation Coordinator (New Position 5)

In order to provide a comprehensive justification for these positions, the following table outlines how the current and new personnel will be utilized in the new SAU in relation to the seven- (7) areas of responsibility noted earlier.

TABLE 5. Matrix of Administrative Responsibility and Personnel Needs

| <u>Areas of Responsibility</u> | <u>Now</u> | <u>Future</u> | <u>Additional Personnel Needed to Assist</u> |
|---|---|---|--|
| General Leadership | Asst.Supt. SAU#55 Support Staff | New Supt. Principals | New Position 3 |
| Personnel Management | Asst.Supt. &Supt. & BA SAU#55 Support Staff | New Supt. Principals New BA New Office Sec | New Positions 1 & 3 |
| Finance | BA SAU#55 Support | New Supt. BA & Clerk Principals | New Positions 1, 2 & 3 |
| Student Services | Asst.Supt. SAU#55 Support Special Ed. D. | New Supt. Special Ed. D. Transp. & Food Serv. Principals | New Positions 1, 3, 4, & 5 |
| Communications and Community Relations | Asst.Supt. SAU#55 Support | New Supt. Principals | New Position 3 |
| Maintenance and Capital Improvement | Dir. Bldg.Grs. SAU#55 Support | New Supt. BA Dir. Bldg.Grs. Principals | New Positions 1 & 3 |
| Curriculum and Instruction | Asst.Supt. SAU#55 Support | New Supt. Curr. Coordinator Principals Teachers Staff | None |

Note: New positions 1-5 are identified on prior page.

Analysis of Efficiency and Effectiveness

There are a number of indicators of efficiency of any complex human service organization and for the purposes of this study the investigators have chosen to utilize three measures of projected efficiency, namely; required performance, client/customer perception and cost. Each of these measures poses a different critical question about the performance of an organization. The Consultants are able to project a comprehensive and defensible assessment of an organization's projected efficiency and some measure of its perceived effectiveness.

Required Performance Efficiency and Effectiveness

Critical Question: Will the proposed organization complete its legally required functions on time and consistently?

Analysis: As previously stated, a NH-SAU provides overall professional educational leadership and specialized work that can be grouped in at least seven major areas of responsibility (General Leadership, Finance, Communications and Community Relations, Personnel, Student Services, Curriculum and Instruction, and Maintenance and Capital Improvement). Compliance to these complex and ever changing requirements is measured annually or periodically in the case of compliance audits or complaints. Specifically, a variety of financial and compliance auditing procedures annually test and question the efficiency of an SAU's and school district's operation.

The presence or absence of formal complaints, law suits, adverse findings and other forms of outstanding dispute resolution will be reviewed annually to assess efficiency and effectiveness in this area of total "risk" management. In considering these legal responsibilities, it is the Consultants' judgement that if the SAU is staffed at the recommended level noted in the prior section, with qualified people, the SAU will be able to meet its legally required functions on time and consistently.

Customer and/or Client Perception of Efficiency and Effectiveness

Critical Question: Will the clients of the organization recognize and value the increased level of services that will be provided to residents of the Hampstead School District?

Analysis: Perhaps the most subjective area to assess in an efficiency study is the area that relates to the perception of the clients/customers and superiors. In order to gain a better understanding of this area, the Consultants interviewed leaders and members of the school board.

As a result of a review of the feedback in this area, it is clear that people are generally satisfied with the long history of services provide by SAU #55. While individuals were quick to identify a number of substantive strengths in this area, they were also able to target specific advantages that would accrue if a separate SAU were created.

Strengths of continued association with SAU #55:

- ❖ Realize certain efficiencies of size and scale and share in specialized services in a cost-effective manner
- ❖ Continue traditional services
- ❖ Access to diverse expertise of SAU and Timberlane personnel
- ❖ Access to high quality technology system used in business operations

Advantages of creating a separate SAU:

- ❖ Control over decision-making and full emphasis on Hampstead School District's mission
- ❖ Enhanced local control of resources
- ❖ Development of coordinated services with the community

It is clear and important to note, that the members of the Administrative Team and School Board would like a new SAU to offer all of the same services that the current SAU offers plus additional benefits. In particular, the additional services would center on improved comprehensive long-range planning (e.g. curriculum, capital needs and finance), improved business information/management, and Hampstead focused leadership.

In summary, the final assessment of this area will be made by the school board and the residents of the community through their voting on a possible separation at school district meetings and school elections.

Cost Efficiency and Effectiveness

Critical Question: Will the defined services of the organization be offered in a cost efficient and accountable manner?

Analysis:

The Consultant's have projected staffing, salary levels and budget figures for the purposes of this study. The following budget would be sufficient to house and staff the new SAU, given the staffing recommended in the prior section.

TABLE 6. Projected Costs of New (Hampstead Only) SAU: 2003 - 04

Hampstead School District SAU Proposed Budget 2003-2004

Salaries

| | |
|------------------------------------|------------------|
| Superintendent | \$90,000 |
| Business Administrator | \$64,000 |
| Secretary to the Superintendent | \$28,000 |
| Bookkeeper/Payroll/Finance | \$25,000 |
| Transportation Coordinator | \$30,000 |
| Food Service Coordinator (stipend) | \$10,000 |
| Receptionist/Secretary | \$20,800 |
| Total Salaries | \$267,800 |

Related Budget Items

| | |
|---|------------------|
| Insurance, Social Security, and tuition reimbursement | \$85,696 |
| 25% Fringe Benefits + 7% Social Security | |
| Workshops/Conferences | \$2,500 |
| Travel | \$2,000 |
| Professional Books | \$500 |
| Professional Dues for service to school district | \$3,500 |
| Salary of Treasurer (including FICA & Worker's Comp) | \$400 |
| Treasurer Exp./Legal Services/Advertising | \$3,500 |
| Postage/Printing | \$3,000 |
| Supplies | \$5,000 |
| Furniture and Equipment (copier, postage, fax, desks, chairs...[Note 1].) | \$21,000 |
| Computer Hardware (Note 2) | \$23,000 |
| Computer Software (Note 3) | \$28,000 |
| Annual software support | \$4,000 |
| Cleaning/Service Equip. | \$4,500 |
| Property Insurance/Telephone | \$5,000 |
| Electricity/Heat | \$7,000 |
| Rent (Note 4) | \$25,000 |
| Total of Base Budget – Annual Cost | \$491,396 |

Notes to Table 6

- 1.) Furniture is estimated at a cost of \$15,000. for chairs, desks cabinets, etc.
- 2.) Hardware is a one-time initial cost that may be bought with a lease purchase. See Appendix C.
- 3.) Software is a one-time cost. See Appendix C
- 4.) Based on conversations with local realtors, commercial rent in Hampstead is \$10-\$15 per sq. ft., or approximately \$25,000 for 2,000 sq. ft. per year. A double modular classroom, slightly less than 2,000 sq. ft., leases for \$2,080 per month, or \$24,960 per year.

Currently the Hampstead District is paying \$202,243 annually towards the operation of SAU#55. The increased difference in annual costs would be \$289,153. However, if you subtract the stipend paid for food service which is funded by the food service program, the increase is reduced to \$279,153.

In summary, the fully independent Hampstead SAU could be achieved for an additional cost of approximately \$279,153. Ultimately the residents of the school district will have to judge the value of the increased services and accountability that this arrangement will afford to the residents of the school district. From the perspective gained by studying school districts around the state and region, the Consultants judge this new SAU structure to be appropriately staffed and the projected budget to be based on current averages. In addition, the following section will demonstrate that the projected staffing levels are comparable to other SAU's of similar size and structure.

VI. Comparison to Other SAU's and School Districts

Overview of School District Organization in New Hampshire

There are a number of important indicators to keep in mind when comparing one New Hampshire School Administrative Unit to another. As background information to the reader, the following brief summary describes the arrangement of schools in New Hampshire as reported by the NH Department of Education in a report dated September 2000.

The 221 towns and cities of New Hampshire are organized into 176 school districts and 14 of these school districts do not operate schools. Statewide there are 232,906 students eligible to attend school in grades K-12, with 208,461 served within the 176 public school districts.

A school district may be a single district (131), a cooperative district (31) or a school district not operating a school (14). In addition, an individual school district may be related to another district through a tuition contract (11), an AREA agreement (19) or in other ways (21). There are 39 sending districts that pay tuition to the 19 receiving AREA districts.

These 176 school districts are further organized under state law into 78 NH School Administrative Units, each with its own superintendent of schools. An SAU may include a single district (43), two districts (11), or multi-district (24). Based on the 2001- 2002 school year, SAU's service student enrollments ranging from a low of 295 to a maximum of 17,438 with an average of about 2,500 students.

SAU #55 is a large, multi-district SAU, and serviced about 5,450 students in the 2001-2002 school year. If the Hampstead District were to separate from SAU #55 it would become a small sized NH SAU containing one single town school district, serving approximately 1,200 enrolled students and 450 tuitioned students to Pinkerton Academy. The new SAU would be on the smaller end of the NH SAU administrative structure.

Table 7, titled: "Selected SAU Information for 2002-2003", shows comparative information collected in September 2002. The other SAU's listed in this table are similar in configuration to the potential new SAU composed of just the Hampstead School District. From a careful review of this information a reader can discover the relative size, staffing levels, and number of schools for each of the districts in the comparative sample. In particular, if the district is staffed at the level recommended by this study, it would be generally comparable to all of the districts in this sample.

TABLE 7. Selected SAU Information for 2002-03

| <u>SAUs:</u> | <u># of System Personnel by code (See below)</u> | <u># of School Districts</u> | <u>FY '02 in- district Enroll ment</u> | <u># of towns, Coop. SD Included</u> | <u># of School Buildings/ Campus</u> |
|--------------------|--|--------------------------------------|--|--|--|
| #72 - Alton | S,B,Fs,Sa,Tc,2Se | 1 | 736 | 1 | 2 |
| #74 - Barrington | S,B,Sa,Fs,Cc,Tc,Pc,2Se | 1 | 912 | 1 | 1 |
| #25 - Bedford | S,As,B,Sa,Tc,Tr,4Se | 1 | 2,709 | 1 | 4 |
| #73- Gilford | S, B, Sa, Tc, Pc, Fs,4Se | 1 | 1,406W/T | 1 Area | 2 |
| #31 - Newmarket | S,B,Sa,Fs,Pc,3.25Se | 1 | 1,152 | 1 | 2 |
| #45 - Moultonboro | S,B,Sa,Tc,Pc,4Se | 1 | 707 | 1 | 2 |
| | | | | | |
| # Hampstead | S,B,Sa,Pc,Tc,Fs,4Se | 1 | 1,181 | 2 | 4 |

Source: Survey of Superintendents' Offices, 9/02

Table 7 - Code Key:

S = Superintendent; As = Assistant Superintendent;
 B = Business Manager or Assistant for Business; Sa = Special Education Administrator;
 Cc = Curriculum coordinators; Se = Secretary, clerks, assistants, or bookkeepers; Pc = Physical Plant
 Coordinators; Tc =Technology Coordinator; Tr = Transportation Coordinator; Gc = Grants
 Coordinator; Fs = Food Service Director.

Table 7 notes:

- a.) *Not all system personnel are included in an SAU's budget total, some districts include costs in other budget areas. Therefore, in order to create fair comparisons each location is treated as a single system.*
- b.) *The table does not include administrative positions that may service the district through privatized agencies (e.g. transportation coordinators that are paid for by the bus company and food service personnel employed by the outside service company.)*
- c.) *The (W/T) symbol denotes that the enrollment includes AREA tuitioned students at the high school.*

VII. Impact on SAU #55

The total budget of SAU #55 is \$819,778. If a separation were to occur, consistent with the recommendations in this study, SAU #55 would lose about \$202,243 in revenue. As a result of conversations with administrators and reflection on the experiences of other SAU separations, it would appear that the current staffing of SAU #55 may be adjusted to mitigate the loss in revenue but probably new staff would be added to replace some of the personnel moved to the new SAU.

VIII. Findings, Observations and Alternatives

Based on a careful consideration of the preceding information the following findings and/or observations are offered:

1. All employees, school board members and citizens who took part in the group and individual meetings were thoughtful, candid and cooperative. Each participant demonstrated a deep commitment to serve the students of the Hampstead District and a high level of professional competence and civic responsibility.
2. The consultants made the following assumptions in developing recommendations.
 - a. If the Hampstead School District decides to separate, no furniture or equipment would be available to equip the new office since all current materials at the SAU office are the property of the Timberlane School District.
 - b. It is our understanding that there is no other joint equipment or property that needs to be divided between the new SAU and SAU #55.

Alternative 1. Create a separate Hampstead only School Administrative Unit

Essential Elements are:

- Follow procedures for separation that are detailed in Appendix B
- Secure all necessary approvals including a vote at the School District meeting
- Hire new Superintendent
- Decide on and secure new physical location

| Advantages (+) | Disadvantages (-) |
|---|---|
| <ul style="list-style-type: none"> ♦ Allows full control over SAU services by the Hampstead voters and their representatives. ♦ Allows for a more focused effort of school leaders to work directly with the town of Hampstead on matters of mutual interest and benefit. ♦ Provides school based staff and students full and complete access to all SAU services. | <ul style="list-style-type: none"> ♦ Significant annual SAU operating cost increase of approximately \$279,153. ♦ One-time cost of \$72,000 to purchase, computer hardware and software and office furniture and equipment. ♦ Loss of shared expertise and services available in larger SAU office, and from the Timberlane School District. ♦ Need to find housing for SAU services; if space is taken from a school it would increase crowding in already crowded schools. ♦ The level and quality of access to certain office functions would be of a lesser quality than under current arrangement. (e.g. technology for business operations, shared expertise...) |

Alternative 2. Remain as part of SAU #55 with the Timberlane School District

Essential Elements are:

- No specific action is required

| Advantages (+) | Disadvantages (-) |
|---|--|
| <ul style="list-style-type: none"> • Maintains current relationship • No cost increase other than that amount voted at the SAU#55 meeting. A savings of over \$279,153 from alternative 1. • Continue to share expertise and services with Timberlane • Dedicated services of Ast Supt and support staff are included in SAU budget | <ul style="list-style-type: none"> • Control of operations still needs to be shared and/or negotiated with the Timberlane School District. • May limit some Hampstead focused collaboration efforts with the town (e.g. joint financial planning....) due to limitations of shared staff time. • Less than full-time attention of SAU # 55 personnel who need to accommodate both school districts needs. |

After carefully considering the results of this study, it appears that the School Board has two viable choices of structure for providing Superintendent Services for the Hampstead School District.

1.) Remain within SAU #55

This option is the less expensive option but it also offers less control over SAU operation (Control, ownership, focus). However, it should be noted that Hampstead is receiving the almost dedicated service of the current SAU #55 Assistant Superintendent, basically serving as a Superintendent for the Hampstead district, while being paid from SAU funds for which Hampstead only contributes approximately 25%. This is also true for a support staff person covering payroll and personnel functions for Hampstead.

2.) Become a new separate SAU.

This option costs an additional \$279,153 in operating costs per year (see page 12) but provides the greatest amount of independence and control over the daily operations of the district. The increased costs are a function of adding the new positions and increased services noted in prior sections of this report.

General note:

It has been suggested that the new SAU could purchase services (business, personnel, and more) from SAU#55 on a contracted fee basis. This would reduce the increase in cost associated with a separation. Upon considering this option the consultants observe that when comparing the cost of purchasing services to that of a complete separation, the savings may be minimal depending on the services requested.

Closing Comments

School Administrative Unit #55 is a well run and effective organization that enjoys a rich history of success and a high level of support.

The observations, findings and recommendations shared in the previous sections of this report are not intended in any way to reflect the performance of any individual. The views represent the best professional judgement of the Consultants given the information available at this time.

Appendix A

Summary of Meeting with Hampstead School Board on September 12, 2002

1.) Strengths of Current SAU#55 Relationship:

- Realize benefits of economy of scale
- Familiar with structure and how system works
- Receive a lot of brainpower and expertise for a district our size
- Enjoy access to a comprehensive technology system
- The Assistant Superintendent focuses most of his time on Hampstead.... It is like having a Superintendent and this system has evolved overtime
- Negotiations is shared between the Superintendent (Hampstead) and Assistant (Timberlane) allowing some "distance"
- The current facility housing SAU services is a good facility
- Hampstead may benefit from connection with Timberlane in attracting and retaining staff

2.) Weaknesses or Limitations of Current Arrangement

- ❖ Don't always have representation when you need it because of shared services (e.g. business assistance)
- ❖ Hampstead is only 1/5th of the organization and as a result doesn't have even control (e.g. weighted vote)
- ❖ Lack of public involvement in SAU meeting
- ❖ Office is not located in Hampstead
- ❖ Open question as to whether we are getting 1/5th of the services?
- ❖ Lack of total focus within the community of Hampstead ...shared work with the town, grant research, shared financial planning

3.) Vision of Future Services if Hampstead had its own SAU

- Currently a town with 9,000 people is run like one of 2,000. Greater planning, coordination and enrichment of services would be possible, especially between the town and the school.
- More focused business operations, leading to more grants, better coordination with the town, long range planning of capital needs and more.
- The presence of a strong educational leader for the community
- Being separate is not a negative reference to Timberlane but a proactive vision of what's good for Hampstead
- Final decision would need to evaluate the cost and benefit of a change
- Greater local control and community ownership
- There is a question of whether being smaller will hurt our ability to attract and retain staff.

Appendix B

Summary of Procedure for Hampstead School District to Withdraw from the existing School Administrative Unit #55

Reference: RSA 194-C:2-4

1. Initial warrant article at an annual or special meeting to create a planning committee. A public hearing must take place 15-30 days prior to the vote to form a planning committee. If approved at the annual meeting, the committee serves until the next annual meeting.
2. Duties of the planning committee:
 - Study the advisability of establishing an SAU;
 - Estimate the costs involved;
 - Investigate possible ways for funding the new SAU;
 - Prepare an educational and fiscal analysis on the remaining districts in the SAU;
 - Submit a report to the other districts in the SAU.
3. The planning committee must either:
 - a) recommend to legislative body not to withdraw, or
 - b) recommend withdrawal and prepare a plan for the provision of superintendent services for the district. At least one public hearing must be held with reasonable notice prior to the planning committee making final approval of a plan.
4. When the planning committee approves a plan, it must:
 - a) submit a copy of the proposed plan to any district within the SAU;
 - b) submit the proposed plan to the State Board for review, holding a public hearing on the proposed plan at least 60 days prior to the State Board submission.
5. Within 60 days, the State Board reviews the plan for the services specified in 194-C:4 (Superintendent Services - see below*). Each plan must also include an educational and fiscal analysis of the impact on all remaining districts and the disposition of SAU assets. The State Board may:
 - a) return the plan for deficiencies to be addressed, in which case the plan is revised and resubmitted; or
 - b) recommend adoption of plan.
6. The State Board submits the withdrawal plan to the school board for local legislative body approval, with 3/5 vote required to approve the plan.

Timeline: Hampstead could create a Planning Committee at the March 2003 annual meeting. Even if all action proceeds smoothly, the planning committee needs to submit a report by November 1, 2003 to the other district in SAU #55 (Timberlane Regional) and hold a public hearing on the plan. Submission of the plan to the State Board could then occur January 1, 2004, allowing 60 days for State Board action to recommend approval and have the plan considered at the March 2004 district meeting.

*** § 194-C:4 Superintendent Services.** – Each school administrative unit or single school district shall provide the following superintendent services:

- I. An educational mission which indicates how the interests of pupils will be served under the administrative structure.
- II. Governance and organizational structure and delivery of administrative services including, but not limited to:
 - (a) Payroll, cash flow, bills, records and files, accounts, reporting requirements, funds management, audits, and coordination with the treasurer, and advisory boards on policies necessary for compliance with all state and federal laws regarding purchasing.
 - (b) Recruitment, supervision and evaluation of staff; labor contract negotiation support and the processing of grievances; arrangement for mediation, fact finding or arbitration; and management of all employee benefits and procedural requirements.
 - (c) Development, review and evaluation of curriculum, coordination of the implementation of various curricula, provisions of staff training and staff development, and development and recommendation of policies necessary for compliance relating to curriculum and instruction.
 - (d) Compliance with laws, regulations, and rules regarding special education, Title IX, the Americans with Disabilities Act, home education, minimum standards, student records, sexual harassment, and other matters as may from time to time occur.
 - (e) Pupil achievement assessment through grading and state and national assessment procedures and the methods of assessment to be used.
 - (f) The on-going assessment of district needs relating to student population, program facilities and regulations.
 - (g) Writing, receiving, disbursement, and the meeting of compliance requirements.
 - (h) Insurance, hearings, litigation, and court issues.
 - (i) School board operations and the relationship between the board and the district administration.
 - (j) The daily administration and provision of educational services to students at the school facility including, but not limited to, fiscal affairs; staff, student, parent, safety and building issues; and for dealing with citizens at large.
 - (k) Assignment, usage, and maintenance of administrative and school facilities.

(l) Designation of number, grade or age levels and, as applicable, other information about students to be served.

(m) Pupil governance and discipline, including age-appropriate due process procedures.

(n) Administrative staffing.

(o) Pupil transportation.

(p) Annual budget, inclusive of all sources of funding.

(q) School calendar arrangements and the number and duration of days pupils are to be served pursuant to RSA 189:1.

(r) Identification of consultants to be used for various services.

Source. 1996, 298:3, eff. Aug. 9, 1996.

Appendix C

Cost Estimate of Business Software and Hardware

Estimate was given to the Shaker Regional School District SAU #80 in advance of their recent separation from SAU #46

Software:

Breen Systems Management, Inc.
600 Blair Park Rd.
P.O. Box 507
Williston, VT 05495

FundWorks Plus Accounting Software

Includes 5 Operator License and the following modules:

| | |
|---|----------|
| General Ledger; Accounts Payable; Purchase Order; Payroll; Personnel; | |
| Fixed Asset; Contract Management | \$18,400 |
| Sybase Server & User License | 775 |
| Cognos Impromptu Report Writer | 895 |

Total Software **\$20,070**

| | |
|-----------------------|-------|
| Software Installation | 1,536 |
| Software Training | 4,992 |
| Travel (4 days) | 400 |

Total Other Conversion Costs **\$6,928**

Total Software Cost **\$26,998**

Annual Maintenance estimate **\$3,757**
(actual cost 01-02 \$3,870)

Hardware:

Mac-Durgin Business Systems, Inc.
570 Union Ave.
Laconia, NH 03246

| | |
|-----------------------------------|---------|
| Microsoft Windows NH 4.0 Service, | |
| Intel Pentium III, | |
| 800 Mhz File Server | \$6,630 |
| Battery Backup System | 395 |
| Tape Backup, Tapes, Backup Exec | 4,723 |
| Windows NT 4.0 Operating System | 635 |
| NetGear 24 port Ethernet Hub | 280 |
| 2 2100TN Printer & Toner | 3,000 |
| 2 Workstations (\$1,485 ea) | 2,970 |
| 1 Workstation (\$2,450) | 2,450 |

Total Hardware **\$21,083**

*Software was purchased outright, hardware was purchased through a 3-year lease (total lease \$21,083) with a \$1,00 Buy-Out. Annual Lease payment: \$5,191.00

Bradbury v. Shaw (1976)

[Right to Know NH](#)
[Right to Know advocacy in New Hampshire](#)
righttoknownh.wordpress.com

Bradbury v. Shaw, 116 N.H. 388, 360 A.2d 123 (1976)

[388] [123]
Doc. No. 7289, N.H. Supreme Court
116 N.H. 388 (1976)
360 A.2d 123 (1976)

THE SUPREME COURT OF NEW HAMPSHIRE

Strafford

No. 7289

SUSAN BRADBURY

v.

JOHN SHAW & a.

June 30, 1976.

[389] [124] Anthony A. McManus, by brief and orally, for the plaintiff.

Urien & Coraine and Anthony T. Coraine (Mr. William B. Cullimore orally) for the defendants.

KENISON, C.J. Petition under the Right to Know Law, RSA ch. 91-A (Supp. 1975), to secure public access to the meetings and records of the mayor's industrial advisory committee of Rochester. The Trial Court (Douglas, J.) ruled that the committee was subject to the statute, but certain records of its meetings were exempt from disclosure. The court awarded attorney's fees to the plaintiff and denied the defendants' motion for costs for the reproduction of certain documents furnished to the plaintiff in discovery pursuant to a court order.

There is no statute or ordinance which establishes or provides for the mayor's industrial [125] advisory committee. **It derives its authority from the mayor who**

Bradbury v. Shaw (1976)

created it and who calls its meetings. The committee consists primarily of prominent businessmen, but also includes newspapermen and members of the city council. The committee met once each month during the six months preceding the filing of this suit. The committee performed a variety of functions. For example, it contacted concerns which it thought might locate in Rochester and it gathered information which potential investors might find useful.

The committee also devoted its time to the sale of city-owned land. The city sold two parcels to commercial developers in 1973 and was negotiating a third sale at the time suit was brought in 1974. Members of the committee were active in arranging the two 1973 transactions, and the committee participated in the 1974 negotiations. The mayor submitted one proposed sale to the city council with the statement that it had been approved by the committee. The committee attempted to find purchasers for other land that the city owned, and it reviewed certain land purchases which the city made. The committee frequently discussed the extension of city water and sewer lines and the construction of new streets. Regarding the possible end of the committee's official status, its chairman testified, "[W]e would perhaps go back to a Chamber of Commerce group but we couldn't be a tenth as effective because we need the immediate ability to tell a prospect 'yes, a city can do this, that, and the other,'"

Not all organizations that work for or with the government are subject to the right-to-know law. Lombardo v. Handler, 397 F. Supp. [390] 792 (D.D.C. 1975); Wolfe v. Weinberger, 403 F. Supp. 238 (D.D.C. 1975). Advisory committees have been recognized as special problems. See Federal Advisory Committee Act, 86 Stat. 770, 5 U.S.C.A. App. I (Supp. 1976); Stein, FOIA and FACA: Freedom of Information in the 'Fifth Branch'?, 27 Ad. L. Rev. 31 (1975). The primary issue here is whether the mayor's industrial advisory committee is a "board, commission, agency, or authority of [a] municipal corporation," and consequently subject to the right-to-know law. RSA 91-A:1 IV (Supp. 1975). The Court of Appeals for the District of Columbia Circuit stated its approach to a similar problem of classification as follows: "[A]ny general definition can be of only limited utility to a court confronted with one of the myriad organizational arrangements for getting the business of government done The unavoidable fact is that each new arrangement must be examined anew and in its own context." Washington Research Project, Inc. v. Department of H.E.W., 504 F.2d 238, 245-46 (D.C. Cir. 1974); cf. Burton v. Wilmington Parking Auth., 365 U.S. 715 (1961). On the present record, the trial court properly found that the committee's involvement in governmental programs and decisions brought it within the scope of the right-to-know law. Herron v. Northwood, 111 N.H. 324, 282 A.2d 661 (1971); Town of

Bradbury v. Shaw (1976)

Palm Beach v. Gradison, 296 So. 2d 473 (Fla. 1974); Project, Government Information and the Rights of Citizens, 73 Mich. L. Rev. 971, 1197-99 (1975); Annot., 38 A.L.R.3d 1070, 1082 (1971).

The plaintiff argues that the trial court erred in ruling that the records of the committee's meetings are partially exempt from disclosure by reason of RSA 91-A:3 II (d) and 5 IV (Supp. 1975). This issue is not before this court because the plaintiff saved no exception in the trial court and none has been transferred here. Merriam v. Salem, 112 N.H. 267, 293 A.2d 596 (1972); Barton v. Manchester, 110 N.H. 494, 272 A.2d 612 (1970).

RSA 91-A:8 (Supp. 1975) provides: "Any body or agency which, in violation of the provisions of this chapter, refuses to provide a public document or refuses access to a public proceeding, to a person [126] who reasonably requests the same, shall be liable for reasonable attorney's fees and costs incurred in making the information available or the proceeding open to the public provided the court renders final judgment in favor of such request." The defendants argue that two restrictions ought to be placed on the unqualified right given by the statute; first, no attorney's fees should be awarded if the defendant's position is sustained in part [391] only; second, no attorney's fees should be awarded if the defendant resists the plaintiff's claim for access in good faith.

The Federal Freedom of Information Act provides for the award of attorney's fees if "the complainant has substantially prevailed." 5 U.S.C.A. § 552 (a) (4) (E) (Supp. 1976). It has been suggested that the New Hampshire statute requires the award of counsel fees where the only relief secured is a declaration that the government has acted illegally. Douglas, The New Hampshire Right to Know Law — An Analysis, 16 N.H.B.J. 227, 245 (1975). There is no occasion in this case to decide whether a plaintiff must be substantially or significantly successful to be entitled to recover his counsel fees under our statute. For if there is such a condition the plaintiff has met it in this case. Project, Government Information and the Rights of Citizens, 73 Mich. L. Rev. 971, 1136-37 (1975).

The provision for the award of attorney's fees is critical to securing the rights guaranteed by the statute. Comment, Court Awarded Attorney's Fees and Equal Access to the Courts, 122 U. Pa. L. Rev. 636, 666-67 (1974). Without this provision, the statute would often be a dead letter, for the cost of enforcing compliance would generally exceed the value of the benefit gained. In some cases, the plaintiff may gain a financial benefit by the invalidation of government action taken in violation of the statute. See Stoneman v. Tamworth School Dist., 114 N.H.

Bradbury v. Shaw (1976)

[371](#), 320 A.2d [657](#) (1974). But it will frequently be impossible to place a monetary value on the interests protected by the right-to-know law. The attorney fee provision was enacted so that the public's right to know would not depend upon the ability of individuals to finance litigation. Wiener, Poverty Law, in 1974/75 Ann. Surv. Am. Law. 483, 492. The legislative history indicates that the purpose of the attorney's fees provision is not to punish the defendant but to promote the statutory objective. N.H.H.R. Jour. [592-93](#) (1973); N.H.S. Jour. [919](#) (1973). In some cases, citizens might be deterred from seeking vindication of public rights if good faith secrecy were a defense to the award of attorney's fees. The proposed defense has no basis in the language and is inconsistent with the function of the attorney's fees provision. The trial court properly awarded fees to the plaintiff. Newman v. Piggie Park Enterprises, 390 U.S. 400 (1968); Annot., 16 A.L.R. Fed. 643, 652 (1973).

Under the statute, attorney's fees may be charged only against public bodies and agencies, and not against individuals. RSA 91-A:8 (Supp. 1975). The award of fees in this case is properly chargeable to the city of Rochester because the mayor was sued in [392] his official capacity. Wadlow v. Kanaly, 182 Colo. 115, 511 P.2d 484 (1973); Zimmerman v. Miller, 237 Pa. 616, 85 A. 871 (1912); Lake & Co., Inc. v. King County, 4 Wash. 2d 651, 104 P.2d 599 (1940).

The defendants also excepted to the denial of their motion for costs for the reproduction of documents furnished to the plaintiff in preparation for trial pursuant to court order. See Superior Court Rule 41, RSA 491: App. R. 41 (Supp. 1975); Annot., 76 A.L.R.2d 953 (1961). On the record and exhibits before us in this case, we cannot say that the trial court's ruling denying the defendants' motion for \$553 in [127] costs for reproduction of documents was erroneous. Menge v. Manchester, 113 N.H. [533](#), [538](#), 311 A.2d [116](#), [119](#) (1973); RSA 525:3.

Defendants' exceptions overruled.

All concurred.

HAMPSTEAD SCHOOL BOARD

30 Greenough Road, Plaistow, NH 03865

www.hampsteadschools.net

Caitlin Parnell, Chair

Karen Yasenka, Vice Chair

May 15, 2019

SAU55 Withdrawal Planning Committee

30 Greenough Road

Plaistow, NH 03865

Dear Committee members,

This letter is in response to the committee's request that the Hampstead School Board provide an impact statement relative to the possibility of the Timberlane Regional School District withdrawing from School Administrative Unit #55.

The Board's position at this time is that the Hampstead School District will continue to look at all options pertaining to this potential withdrawal and, as such, reserves the right to submit an impact statement after the Timberlane School District, by way of the Withdrawal Planning Committee, submits its withdrawal plan for a public hearing and/or to the Department of Education.

The Hampstead School Board remains committed to providing the very best educational opportunities that are in the best interest of our district, our students and staff members, and the Hampstead taxpayers. The board will continue to monitor the process, study our options, and will provide an impact statement at the appropriate time.

Sincerely,

Caitlin Parnell, Chair

SINGLE DISTRICT SAU BUDGET

| SAU Budget | 2019-20 (budgeted) | Single District SAU - TRSD | Difference between 2 and 1 district SAU | Notes |
|-------------------------------------|-------------------------------|---------------------------------------|--|---|
| Executive Salaries SUBTOTALS | | \$485,000 | | Reduced Super Salary, Asst Super paid by TRSD |
| Support Salaries SUBTOTALS | | \$276,696 | | Reduced headcount from 7.5 to 5.5 |
| SALARIES TOTALS | \$1,069,598 | \$761,696 | \$307,902 | Removes Compensatory |
| Operating Expenses | | | | |
| - Audit | \$8,000 | \$1,000 | \$7,000 | No need for separate audit, \$1,000 estimated increase to TRSD Audit |
| - School Board Expenses | \$600 | \$600 | \$0 | |
| - Conf & Travel Expense | \$10,000 | \$10,000 | \$0 | |
| - Course Reimbursement | \$5,000 | \$5,000 | \$0 | |
| - Technology Services | \$151,060 | \$115,000 | \$36,060 | Estimate provided by CFO |
| - Legal Services | \$40,000 | \$2,500 | \$37,500 | Estimate provided by CFO |
| - Maintenance of Equipment | \$200 | \$200 | \$0 | |
| - Office Rental | \$42,250 | \$0 | \$42,250 | TRSD owns building - no rental fee needed to be split between districts |
| - Contracted Services | \$22,416 | \$5,500 | \$16,916 | Estimate provided by CFO |
| - Liability Insurance | \$3,970 | \$3,000 | \$970 | Assume 23% savings |
| - Telephone | \$9,250 | \$9,000 | \$250 | |
| - Postage | \$4,000 | \$2,000 | \$2,000 | |
| - In District Travel | \$9,000 | \$2,000 | \$7,000 | |
| - Supplies | \$8,500 | \$6,000 | \$2,500 | |
| - New Equipment | \$0 | \$0 | \$0 | |
| - Replace Equipment | \$0 | \$0 | \$0 | |
| - Dues and Fees | \$11,778 | \$6,500 | \$5,278 | |
| - Custodial Service | \$7,000 | \$7,000 | \$0 | |
| - Maintenance | \$0 | \$0 | \$0 | |
| - Custodial Supplies | \$300 | \$300 | \$0 | |
| - Electric Service | \$7,500 | \$7,500 | \$0 | |
| - Fuel / Natural Gas | \$3,000 | \$3,000 | \$0 | |
| - Employee Insurance | \$367,725 | \$300,000 | \$67,725 | Assume 23% savings |
| - Sick Leave Redemption | \$4,700 | \$3,000 | \$1,700 | |
| - Employee Retirement | \$125,377 | \$90,000 | \$35,377 | Assume 23% savings |
| - Social Security | \$86,479 | \$60,000 | \$26,479 | |
| - Unemployment Compensation | \$0 | \$0 | \$0 | |
| - Workers' Compensation | \$3,920 | \$1,000 | \$2,920 | |
| - Other Employee Benefits | \$110,000 | \$25,000 | \$85,000 | |
| - Federal Projects | \$1 | \$1 | \$0 | |

SINGLE DISTRICT SAU BUDGET

| SAU Budget | 2019-20 (budgeted) | Single District SAU - TRSD | Difference between 2 and 1 district SAU | Notes |
|---------------------------------|-------------------------------|---------------------------------------|--|--------------|
| SUBTOTALS | \$1,042,026 | \$665,101 | \$376,925 | |
| | | | | |
| Expenditure Summary | \$2,111,624 | \$1,426,797 | \$684,827 | |
| | | | | |
| | | | | |
| TRSD Contribution to SAU | \$1,589,325 | \$1,426,797 | \$162,528 | |

Timberlane Regional School District
Withdrawal Planning Committee
SAU / Administrative Function Staffing Scenario
as of July 9, 2019

District Wide Administrators & Directors - SAU/Operations Functions

| New or Existing | Positions - Administration | Rationale (New Positions Only) |
|------------------------|---|---|
| Existing | Superintendent | |
| Existing | Assistant Superintendent | |
| Existing | CFO/Business Administrator | |
| Existing | Director of Human Resources | |
| New | Ass't Business Admin./Director, Finance | Position is typical in a stand-alone district the size of TRSD. |
| Existing | Business Operations Coordinator | |
| Existing | Transportation Coordinator | |

| New or Existing | Positions - Support | Rationale (New Positions Only) |
|------------------------|---|---------------------------------------|
| Existing | Chief Executive Admin Ass't to the Superintendent | |
| Existing | Executive Assistant to CFO/BA | |
| Existing | Administrative Assistant - Accounts Payable | |
| Existing | Administrative Assistant - Business/Payroll | |
| Existing | Human Resources Coordinator | |
| Existing | Human Resources Generalist | |
| Existing | Administrative Assistant - HR | |
| Existing | Receptionist | |
| Existing | Administrative Assistant - Facilities | |

EXECUTIVE SUMMARY – SAU55 WITHDRAWAL STUDY COMMITTEE

Superintendent Input on SAU Staffing – July 9, 2019

This narrative shall serve as a supplement to the SAU/Administrative Function Staffing Scenario as of July 9, 2019 document submitted to the committee on July 9, 2019.

It is my recommendation that the SAU administrative organization add a new Assistant Business Administrator/Finance person consistent with concerns raised by the Timberlane School Board at both the Timberlane and SAU level. The SAU55 Board has recently approved a new bookkeeping/accounting position. As a historical reference, the SAU office staff at one time included an Assistant Business Administrator position; however, it was determined the position needed to be repurposed to assist the current Business Administrator with non-financial responsibilities that needed immediate attention. Those responsibilities included facilities oversight (custodial/grounds/maintenance/building projects), food service oversight (food service program/food service staffing), and transportation oversight (transportation program/routing/troubleshooting). The Business Administrator at that time was confident in his abilities to handle the financial business without assistance once the other responsibilities were re-assigned to a Business Operations Coordinator. Since that time, and with a deeper and greater appreciation for making improvements to the business department and its internal controls, the current Business Administrator, the Business Consultant, and the Auditors have all recommended additional staffing to support the business department. I strongly believe both a Business Operations Coordinator and an Assistant Business Administrator (or its equivalent) are necessary to properly staff the business portion and operations portion of a single district SAU.

The rationale behind not reducing current office staff levels for a Timberlane only SAU is based on my determination that the SAU office is currently understaffed and has been for a number of years. In October 2017, I requested adding two support staff members to address this need (one RTK position with additional administrative assistant responsibilities, and one to assist in transportation). Only one position was approved (RTK position); however, I withheld filling the position due to preliminary conversations about adding staff to the business department. In December 2018, the RTK position was removed from the budget completely. In June 2019, the SAU Board added a part-time bookkeeper/accountant position.

I do not support reducing the number of staff in the Human Resource Department as this department is stretched now and can be overburdened quickly by an increased volume in FMLA processing, onboarding of new staff members, volunteer fingerprinting and background checks, conducting personnel investigations, and open enrollments (to name a few).

I do not support reducing the number of staff in the Business Department specifically as it relates to the Hampstead Payroll Clerk as this position also processes Free and Reduced Lunch applications, processes general district bank deposits, prepares and maintains student meal deposit records and reports, confirms bank deposit to meals reporting, processes Forms AV-1 for payment relating to CTE students, maintains database of Utility usage and cost, processes new vendor requests and completion of credit applications, and assists in the annual preparation and distribution of 1099s.

I hope the committee finds this information helpful in its understanding of my staffing recommendations for a single district SAU.

Respectfully submitted,

Dr. Earl Metzler

Timberlane Withdrawal Committee
Schedule of Certain Retirement Related Expenditures
July, 2019

Insurance Subsidy (Direct Payment):

| <u>Year</u> | <u>Total Paid</u> |
|-------------|-------------------|
| 2018-19 | 8,250.00 |
| 2017-18 | 6,600.00 |
| 2016-17 | 6,600.00 |

New Hampshire Retirement System Expenditures:

| <u>Year</u> | <u>Total Paid</u> |
|-------------|-------------------|
| 2018-19 | 136,451.66 |
| 2017-18 | 117,678.70 |
| 2016-17 | 122,105.98 |