

**NHSAU 29 School Board Meeting**  
**NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29**  
**John W. Day Educational Center**  
**34 West Street**  
**Keene, New Hampshire 03431**  
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**WEBSITE: [www.sau29.org](http://www.sau29.org)**

**COMMITTEE:** Advisory Committee of the N.H. School Administrative Unit 29 School Board

**DATE:** October 26, 2009

**LOCATION:** Large Group Instruction Area, Keene High School, 43 Arch Street

**CALLED TO ORDER:**      7:04 p.m.

**TIME ADJOURNED:**      7:56 p.m.

**BOARD MEMBERS PRESENT:**

<u>TOWN:</u>	<u>PRESENT:</u>
• Chesterfield	<b>Judy Idelkope</b>
• Harrisville	<b>Jack Calhoun</b> Earl Horn
• Keene	<b>Kathy O'Donnell</b> Neil W. Donegan Carol A. Brown Carl Panza Amy Speas Kristin Blais Christopher Coates (arrived 7:06 p.m.)
• Marlborough	<b>Michael Briggs, Chair</b>
• Marlow	Stephanie Tickner (arrived 7:06 p.m.)
• Nelson	<b>Kelly M. French</b> (arrived 7:04 p.m.)
• Westmoreland	<b>Stuart R. Adams</b> (arrived 7:07 p.m.) Mike Acerno

**OTHERS PRESENT:**

- Wayne E. Woolridge, Co-Superintendent
- William B. Gurney, Co-Superintendent
- Paul R. Cooper, Director of Human Resources
- John Harper, Business Administrator
- Catherine L. Reeves, Director of Special Education
- Media (1 -Keene Sentinel)

Mr. Briggs called the meeting to order at 7:04 p.m. with members representing 5 district boards present.

**1. Approval of Minutes:** Mr. Briggs requested a motion for approval of the October 27, 2008 and January 26, 2009 meeting minutes.

**MOTION: Ms. Carol Brown moved to approve the minutes from October 27, 2008 and January 26, 2009 and Mr. Neil Donegan seconded the motion. The minutes of October 27, 2008 and January 26, 2009 were unanimously approved.**

**2. Presentation of NHSAU 29 Proposed Budget: 2010-2011: *Mr. John Harper***

Mr. Wayne Woolridge shared the following overview of the SAU 29 administration's recommendation for the 2010-2011 budget.

The operating expenditure budget totals \$2,662,299, a decrease of \$54,510 or 2.01% for the year. The total impact of this budget that will be paid directly by the member SAU school districts is \$2,364,502, a decrease for the year of \$78,293, or 3.21%.

Personnel costs continue to constitute the majority of the budget, amounting to over 84% of the total. Changes in employee salary and benefits reflect the recommendations of the SAU Compensation Committee. Those recommendations include no cost of living adjustments, reduction of the stipend for the co-superintendents from 15% to 13%, elimination of a \$15,000 staff equity/merit pool, a \$5,000 reduction in funds available for tuition reimbursement as well as a continuation of employer health insurance contributions at 88% of premiums. Those premiums are budgeted at a 21% increase – based on a guaranteed maximum price from the health insurer.

The budget reflects no new staffing positions from the one that was approved last year. A director of technology position, included as a full-time staff position in the current year budget, is reduced to a part-time contracted position in 2010-2011. There are no increases in budget hours for any positions.

Other items of note include the elimination of funding for capital improvements for 34 West Street (\$40,000 budgeted in 2009-2010) – based on the anticipation of relocation in 2011 to a new facility on Maple Avenue near the new Keene Middle School. Included in the budget to assist in planning for the move, is the inclusion of \$10,000 for records retention.

Revenues from sources other than district allocations improve the financial picture. Application of \$182,806 from a record total surplus of \$232,806 from fiscal 2008-2009 (up from \$161,731 the previous year), is the primary contributor to a net \$23,783 revenue increase. This change, combined with the decrease in the expenditures budget, results in the overall projected decrease in member districts' allocations cited above. The remaining \$50,000, at the recommendation of the Business Administrator would be reserved for application against member allocations required to support the 2011-2012 budget, in an

attempt to moderate the roller coaster effect that significant changes in budget surpluses can have on the following year's budget.

Mr. Woolridge turned the floor over to Mr. Earl Horn (Harrisville), Compensation Committee Chair. Mr. Horn distributed a memo from the Compensation Committee to the Advisory Board dated October 26, 2009. In the memo the following items are addressed:

- Level funding of both administrator salaries and hourly staff rates
- No change in employee contribution to health care premiums
- Increase in the health care buyback
- Make changes to the health care plans offered
- Reduce administrator tuition reimbursement
- Accept the salary ranges as proposed by Mr. Cooper
- Reduce the superintendent stipend from 15% to 13%

Discussion ensued over the superintendent stipend. Ms. Idelkope was under the impression that the stipend was a flat dollar amount not a percentage. Mr. Cooper confirmed that superintendent stipend has been in the amount of 15% of the co-superintendents' salaries. Mr. Calhoun stated that initially the superintendent stipend was a flat dollar amount which was then renegotiated to 15%.

Ms. French inquired about increasing the healthcare buyback from \$1,000 to \$2,500 and whether this would encourage more employees to participate. Mr. Cooper stated that currently we have one employee who takes advantage of the healthcare buyback.

Discussion continued with Ms. Brown inquiring about the rationale behind changing the Director of Technology position to a part-time contracted position.

Mr. Woolridge shared that the Director of Technology position is currently a .7 contracted position. If the economy were different, he would not recommend the position continue as part-time. His recommendation would be to restore to a full-time position for next year.

Mr. Woolridge reminded the group that part of the charter of the advisory committee is to revise or move forward a budget this evening. On November 23, 2009, the full SAU 29 board will vote on the budget. The full board has the opportunity to amend the budget before moving forward to the public hearing on December 21, 2009.

Mr. Woolridge turned the floor over to Mr. John Harper, Business Administrator, to speak to the details of the 2010-2011 budget.

Mr. Harper began by referring to section two in the budget books, page 1 of 16, Expense Budget Summary.

Mr. Harper noted the following from the expense budget summary:

- 2010-2011 budget down 2.01% from current year
- Majority of the budget expended on salaries and benefits
- Budget reflects decrease of \$112, 207 which is partially tied to the Director of Technology position which was not filled as a full-time position for current school year
- Currently the Director of Technology position is a contracted service (\$74,400) for planning and consultation
- \$10,000 allocated for record retention costs related to move to new Central Office building
- Eliminated \$15,000 from the equity pool for merit increases
- Stipends for the co-superintendents reduced by 2%
- Reduced staff development funding by \$5,000

Mr. Calhoun asked Mr. Harper to elaborate on the record retention plan and associated costs, inquiring as to whether or not this will take place in house or if an outside service will be hired.

Mr. Harper responded that as much as possible will be done in house, with time dedicated to determining which records need to be moved, which can be shredded, etc. Mr. Harper shared that the City of Keene recently underwent a similar project so perhaps it would be prudent to consult with the City. Policies are in place that address the statutory requirements for maintaining specific records, it would be an opportune time to revisit the existing policies.

Mr. Harper next reviewed page 2, Revenue Budget Summary, by noting the following:

- Driven by assessments to the member districts
- \$232,806 surplus from prior year
- Recommendation is to reserve \$50,000 for next budget to avoid the rollercoaster effect and will prevent a drop in the assessment to the member districts
- Special district apportionments reflect any positions not funded by the general formula of the SAU (70/30 – Keene pays 70%, town pays 30%)
- 5.67% decrease in special apportionments from previous year

Mr. Harper reviewed page 3, Total District Share, by noting the following:

- Reflects the budget by individual district
- SAU budgets are apportioned – 50% by relative share of property wealth in a particular community and how it compares to other district towns, and 50% based on students in attendance
- Tends to be more fluctuation with smaller districts as flux with students has greater impact
- Overall SAU shares down 3.12%

Mr. Harper reviewed page 4, General Distribution, and noted the following:

- Shows impact of equalized valuation of a particular town
- Key is how they compare to total property of SAU and in terms of pupil percentage
- Overall down 5.67% for general distribution

Mr. Harper reviewed page 5, Special Apportionments, and noted the following:

- 50/50% apportionment share
- Special education coordinator and town business manager listed

Mr. Harper reviewed page 6, 50/50% Apportionment Positions, and noted the following:

- Towns pay pro rata share
- Includes salaries and benefits of two superintendents and secretaries
- Includes salaries and benefits of special education secretary and payroll clerk

Mr. Harper continued to review the remaining pages in the 2010-2011 budget including highlighting pages 10 and 14 detailing Harrisville and Nelson shares where the most notable changes occurred.

Following Mr. Harper's presentation of the budget, discussion ensued. Ms. Idelkope commented that the Advisory Committee received a \$2.7 million budget they have not seen prior to this evening. Finds it difficult to give any careful consideration to the numbers in such short order and would prefer in the future to receive the budget information prior to the Advisory Committee meeting.

Mr. Harper stated that the presentation of the budget to the Advisory Committee is the beginning of the process. The bulk of the work was finalized last week by the Compensation Committee. Unless the Compensation Committee presents their recommendations sooner, it would be difficult to process the proposed budget any faster. Mr. Harper reminded the group that members should not consider the budget presented a final document, no action taken tonight should be considered definitive. The next step in the process is for the budget to move forward to the full SAU board on November 23.

Ms. Idelkope reminded the committee that last year Chesterfield raised the issue of the apportionment of salaries for the superintendents and their two secretaries. Chesterfield once again raises the issue of the town superintendent who is also the SAU superintendent providing services to Keene, the towns and the SAU.

Discussion ensued over the timeline for the budgeting process. Mr. Harper stated he would need information for the budgeting process two weeks in advance of when the finished product is needed. Mr. Cooper stated that it may be helpful for the Compensation Committee to become a standing committee rather than an ad hoc committee with meetings held in late spring and late summer.

**MOTION: Mr. Mike Acerno moved to accept the budget as presented and move it forward to the full board November 23, 2009. Ms. Carol Brown seconded. By a unanimous voice vote the motion passed.**

**MOTION: There being no further business to come before the committee, Mr. Chris Coates moved to adjourn the meeting. Mr. Neil Donegan seconded. The meeting was adjourned at 7:56 p.m.**

*Respectfully submitted,  
Cathy Dieter*

**APPROVED: 10/4/10**