

SANBORN REGIONAL BUDGET COMMITTEE
APPROVED- MEETING MINUTES
THURSDAY, DECEMBER 3, 2015

A meeting of the Sanborn Regional Budget Committee was held on Thursday, December 3, 2015. The meeting was called to order at 7:30. The following were recorded as present:

SRSD BUDGET COMMITTEE **Cheryl Gannon, Chairperson**
 Barry Gluck
 Patricia Stephan
 Ami Faria
 Beth Scanlon
 Annie Collyer
 Nancy Ross, School Committee Representative

ADMINISTRATORS **Carol Coppola, Business Manager**

EXCUSED **James Doggett**

The meeting began with a salute to the flag.

REVIEW AGENDA/ADDITIONS:

There were no additions to the agenda.

PUBLIC COMMENT -No public comment

COMMITTEE COMMENT

Ms. Collyer is grateful for the amount of detail that has been included in the budget and how helpful it is in understanding the budget.

PRIOR MEETING MINUTES

MOTION made by Ms. Collyer to approve the minutes of November 18, 2015 joint meeting with the school Committee and budget committee follow-up meeting as amended. Seconded by Ms. Scanlon. **VOTE:** 6-1-0 (Ms. Ross abstained)

SCHOOL COMMITTEE REPORT

Ms. Ross commented that the School Committee didn't get into the budget at their last meeting. It was a light agenda. She said that Mr. Ramey made an observation in looking at the historical data that a 5% increase funded by revenue from tax dollars is unsustainable. She stated that the School Committee has not made any decisions on the budget numbers other than the generalities that Mr. Ramey brought up.

OLD BUSINESS

Community Outreach: Survey Update

The Committee stated they need the article in the next edition of the Carriage Town News. The Committee discussed the results of the survey. To date, there have been 58 respondents. Ms. Faria believes their primary objective has been met. Residents are getting their information primarily where we are delivering

it. She believes the Committee should continue to collect data and monitor it and publish it in every article they put out.

Ms. Gannon believes it would be nice to get information from the people who don't attend the sessions.

Mr. Gluck agrees they have met their objective of the survey in determining where people are getting their information and we do seem to be getting out to the population. He commented that this isn't representative of our population nor should we construe it as representing what the vast majority thinks.

Ms. Scanlon would like the Committee to thank those who have taken the time to participate in the survey and to reach out to those who haven't, to take a look at it.

Ms. Faria said the next survey report will include the results of this one plus the results of any additional surveys we receive.

NEW BUSINESS

2016-2017 Superintendent's Proposed Budget

The Committee reviewed the questions and answers provided by the administration.

Question/Response #1: Enrollment projections by class at the DJ Bakie were provided. There are 355 students projected with 20 teachers.

Question/Response #2: What is the intended use/purpose of the \$7,500 Student Assistance Counselor Program Operating Budget? It is the necessary operating expenses to maintain the SAC program which has previously been funded through the grant.

Question/Response #3: What percentage of health insurance is funded by the District? Professional Staff is 90% of Open Access +, Support Staff, CDHP, Administrators of Open Access+, Non-union HMO. Open Access+ is the lowest cost plan with a deductible. If an employee chooses a higher plan, they pay the extra. The District pays 90% of the lowest cost plan and that dollar amount can be used by staff toward the purchase of a more expensive plan if they so desire.

Question/Response #4: Capital Improvements for safety and security. It was explained that the District must have an approved appropriation prior to applying for the grant from NH Homeland Security. There will be annual maintenance costs and replacement of the equipment when it is damaged or beyond useful life. The high school vestibule reconfiguration will require visitors to enter a reception area instead of gaining access to the building. This configuration will be replicated at Memorial Elementary and the Middle School in 2018. A full assessment of each building by NH Homeland Security is planned in January. The State may pick and choose what project to fund at 50%. The cost of \$48,250 came from an estimated price. The police chief had input on the drawing.

Question/Response #5: The October 1st enrollment is 1,735 students which is a consistent number with the one we have now.

Question/Response #6: Ms. Collyer asked why the Business Administrator's position becoming a FTE is part of the default budget and not just in the proposed operating budget. There are no guidelines to including it in the default or the operating budget.

Question/Response #7: Ms. Gannon asked if we have any data on how much this software is used and how frequently. Ms. Coppola said she would have to ask for that information but added that there is nothing new in here. It is all renewal.

Question/Response #8: Varsity Ice Hockey was discussed. Ms. Collyer stated she recalls when the Booster Club initially came before the School Committee requesting approval of a proposed ice hockey team, they told the School Board this would always be funded by them. Ms. Coppola explained this request to include it in the operating budget comes from the Athletic Director, not the Booster Club. The annual cost for ice hockey is \$26,000 with a general increase each year of 5%. The Booster Club would fund the ice time which runs \$300 an hour.

Question/Response #9: The difference between P.E. Supplies and Equipment were explained. Supplies are consumable products. Ms. Faria needs additional clarification on whether that is for P.E. or for athletics. Ms. Coppola will provide clarification.

Question/Response #10: The Committee discussed Technology Supplies budget for printer consumables such as printer ink and laptop batteries. It was explained that the budget for each school is \$15,500 despite the difference in the number of students in each building. Ms. Coppola said there is justification for the cost because it is not based on the number of students but is based on usage.

Question/Response #11: It was asked if the PTA/PTO helps fund the Artist in Residence (AIR). A breakdown was provided for this at each school. Memorial PTO provided \$3500 for AIR resulting in a lower budget line at Memorial. SRHS just started an AIR program which is funded by the Sanborn Seminary trustees at \$10,000 annually. Ms. Ross explained the AIR program had been in the past used by multiple schools and asked what has changed in this program that the artist isn't among the schools with the dollar amount equally paid for among the four schools.

Question/Response #12: An explanation of Administration travel was provided to the Committee. Bakie and Memorial cost is \$4,000. SRHS is \$8,000 which includes professional development and has more administrators. The Middle School does not budget for this.

Question/Response #13: The Committee asked how many preschool students use the transportation and if we transport non-SPED students. Ms. Coppola explained this is a special bus just for preschool. There are 8 students at Memorial and 8 at Bakie. This is charged per student and by the needs of the student. There are 4 routes per day at each school. This is a contracted service only for SPED students.

Ms. Coppola described the types of services that could be included in the cost for the Preschool Transportation line. For example, there could be a nurse required for a student, special equipment for medical conditions on the bus, or an additional monitor. She explained if it costs the District 3.5 times more for education services for a student with special needs than the typical student, then the District is eligible for catastrophic aid but that aid comes the following year.

Question/Response #14: Ms. Coppola explained SST charges are 1.5 times more for special ed students which is based on historical information.

Question/Response #15: Athletic Technical services was discussed. These services include referees, technical time and scheduling service, police and EMT details based upon the number of people expected at an athletic event over and above the number of students. Ms. Coppola explained the athletic trainer is a contracted service for the high school.

Question/Response #16: The Committee asked what a Teacher Specialist is. Ms. Coppola explained they include guidance counselors, nurses, librarians, occupational therapists and speech therapists. They are under the Professional Staff Agreement. Ms. Gannon asked what would be the specific position in the District-Wide budget listed as a half-time position. Ms. Coppola will provide that information.

Question/Response #17: It was asked if the window replacement at Memorial School has gone out to bid. Ms. Coppola explained the District will utilize professional services to select the most appropriate product, prepare bid specifications and quality bidders. They are getting estimates of the cost so they can budget and explained the cost isn't just for the product but it includes costs associated with installation.

Question/Response #18: The Committee asked how many students are using chromebooks and e-books now and how often. Ms. Coppola explained the District doesn't currently own chromebooks. This cost is for additional technology equipment but not necessarily chromebooks. This is part of a 5 year capital plan. Mr. Gluck would like to know what they would be used for and why they would be needed. Ms. Coppola explained that different schools are moving forward with different initiatives and said the Committee will see a decrease in textbook requests but it won't be because of chromebooks.

Question/Response #19: The Committee asked if the administration has looked at higher deductibles than \$1000 on the building insurance policies. Ms. Coppola explained the District is a member of the NHPRIMEX risk pool. A risk pool is a trust. You are pooled in with other members which is more cost effective.

Question/Response #20: The Committee asked for the cost of the Everyday Math program and the salary of the Math Coordinator for the past 3 yrs. The Math Coordinator Salary for FY14 was \$71,316, FY15 \$72,384 and FY16 \$73,814. Ms. Coppola explained this is only salary, not benefits. Everyday Math is school specific.

Ms. Collyer asked what the math curriculum coordinator does that teachers don't do. Ms. Coppola can get the answer to that. She explained this line item falls under regular education and is split between three schools.

Question/Response #21: The Committee was provided with a list of 'yes' votes vs. 'no' votes for the proposed operating budgets over the past 5 years.

Ms. Coppola provided the Committee with additional information and data. This included the current professional staff contract, a list of professional staff for the current year, a list of administrator's salaries, a copy of the check register, the CIP list of what has been postponed or not done, and 3 years of historical operating budget. Ms. Coppola described the Additional Compensation Plan for teachers.

Ms. Coppola stated that every question on the list has been answered with the exception of Everyday Math because they didn't understand the question.

Ms. Gannon requested the Committee members submit any additional questions to her by midnight on Saturday and she will forward them to the SAU on Monday morning.

SMARTER BALANCE ASSESSMENT RESULTS

The Committee tabled this. The results have been published in the Eagle Tribune. There is an appeal to clarify the number of students reported taking the test compared to the actual number of kids who took the test. Ms. Ross stated an announcement will be made once they have the answers.

PUBLIC COMMENT

Jim Baker of Newton, NH thanked the Committee for their work.

COMMITTEE COMMENT

Ms. Gannon informed the Committee she attended the School Board meeting held last night and was disappointed the Chair said he wasn't prepared to discuss the budget and she is not sure when they will be voting on it. Three or four School Board members had looked at the budget in depth and a few questions were raised.

Mr. Gluck said it is the Budget Committee's vote that counts in the end and this Committee is taking this seriously. We lead with the budget and the school Committee follows and rarely does it work the other way. The Budget Committee is tasked with putting the number on the Deliberative.

Ms. Ross commented the Committee did an excellent job.

Ms. Stephan presented a draft article she would like to submit to the Carriage Towne News and read it to the Committee. Ms. Stephan will email the article to Ms. Gannon in the morning. The article will be emailed to the Carriage Towne News and the article will be included within the body of the email and not as an attachment.

UPCOMING MEETINGS

The upcoming meetings for the Budget Committee will be at 7:30 pm on Thursday, December 10, 2015 and at 7:30 pm on Thursday, December 17, 2015.

ADJOURNMENT

MOTION to adjourn the meeting made by Ms. Scanlon and seconded by Ms. Collyer. **VOTE:** unanimous

The meeting adjourned at 9:46 pm.

Minutes submitted by,

**Linda Mahoney
Recording Secretary**