

**Newfound Area School District**  
**Budget Committee Meeting Approved Minutes**  
**Tuesday, November 21, 2017**  
**6:30 pm**  
**Newfound Regional High School**  
**Library Media Center**

Members Present: John Jenness, New Hampton; Ruby Hill, Danbury; Christen Dolloff, Bristol; Jeff Bird, Bridgewater; Stan Newton, Hebron; Skip Reilly, Alexandria; Sharon Klapyk, School Board Rep (filling in for Jeff Levesque)

Members Absent: Gina Rescigno, Groton

District Staff Present: Stacy Buckley, Superintendent; Michael Limanni, Business Administrator; Paul Horiis, Principal NRHS; Jay Lewis, Principal NMMS; Sarah Rollins, Principal BES; Ann Holloran, Principal NHCS; Dana Andrews, Principal BHVS; Allison Roberts, Principal DES; Ann Holton, Student Services Administrator; Kimberly Sarfde, Curriculum Coordinator; Matt Bennet, Facilities Director

Public Present: John Larsen

John Jenness called the meeting to order at 6:30 followed by the Pledge of Allegiance.

- **Approval of minutes from 9.12.17 meeting**

Skip Reilly raised a concern that the minutes from the previous meeting are incomplete because they did not go into enough detail about which RSA's were part of the discussion about the laws governing whether the school board prepares the budget or the budget committee. He stated he made a call to Michelle Clark at the DRA regarding the matter and that she informed him that assistance from other agencies in preparation of the budget is acceptable, but that the budget committee is ultimately responsible for the budget. To clarify the question of the minutes being incomplete, John Jenness asked if the meeting had been audio recorded. Stacy Buckley said she would look into it. Skip proposed that the minutes be held until a full transcript be provided to the committee. Stacy clarified that that the meeting minutes should not be a transcript, but rather a general summary of discussion. Skip further stated that he recalled having asked Stacy to contact the district attorney, not Jeff Levesque as stated in the minutes. John offered to meet with Skip after the presentation if he has any further concerns.

Ruby Hill asked if Mr. Limanni's name is spelled correctly in the minutes, he confirmed it is. She added that there is a spelling error on page 2 in that the word "council" was used instead of "counsel."

Jeff Bird made a motion to accept the minutes with the spelling error correction. John Jenness seconded the motion. Christen Dolloff raised the question of abstaining from voting on the minutes despite being present for the meeting. Stacy stated that at yes or no vote is generally expected if an individual was present. The motion passed by a vote of 3-1-3, the dissenting vote belonging to Skip Reilly and Ruby Hill, Stan Newton and Sharon Klapyk abstaining.

Skip Reilly made a motion that Stacy Buckley bring the recording from the last meeting to the next meeting if available. Mike Limanni stated that there is no recording posted on the SAU website, but that they would look into it. The motion was seconded by John Jenness and passed by a vote of 7-0-0.

- **2018-2019 Budget presentation**

Stacy began the presentation with introductions of the administrative team. She also introduced new school board member representative for Bristol, John Larsen.

Stacy presented goals of the 2018-2019 budget: Increased rigor with stronger student outcomes, long range planning, facilities improvement, curriculum improvement, retain programming, looking for efficiencies and cost savings, and doing so within the tax cap.

The presentation outlined further considerations to keep in mind for this budget cycle: The district is in year 2 of the teacher contract, support staff will receive step increases with no changes to the grid,

including a longevity stipend for those at the top step and a minimum number of years of service, specialist and administrator increases of approximately 3%, health insurance increase of 12.58% (guaranteed max rate), retirements costs (17.36% for teachers; 11.38% for others), increase of 3% in transportation and the ability to implement the CIP (Capital Improvement Plan) as approved.

Ruby Hill asked for clarification of the definition of “GMR.” Stacy clarified that the Guaranteed Maximum Rate is an estimate of increased costs based on usage in the preceding year. The actual rate change could be less, but no more.

Jeff Bird asked about the roof replacement at NRHS and its status. Mike Limanni stated that the bids will start in January, and that the district is still in the planning phase. He added that a project manager will be brought in to determine the best kind of roof to bid out and guide best practices with the project. The school board will make the ultimate decision as to when and how much is spent. Jeff asked about difference between estimated and actual costs and what would happen if we have budgeted more than necessary. Any overage in budget will go back to the general fund and eventually back to the tax payer.

Stacy informed the committee about the “Bear Facts” pamphlet that is available regarding improvements and information to the district.

**Total Budget:**

Budget	2017-2018	2018-2019	Difference
Fund 10 (General Fund)	\$22,000,656	\$22,342,600	\$341,944
Fund 21 (Food Services)	\$585,515	\$629,901	\$44,386
Fund 22 (Grant)	\$1,214,455	\$841,094	(\$373,361)
Total of all funds	\$23,800,626	\$23,813,595	\$12,969

The proposed increase in Fund 10 (General Fund) is \$341,944, a 1.55% increase year over year and \$1,403 UNDER the tax cap. Adequacy aid came in about \$40,000 low and adjustments have already been made to this budget presentation accounting for the decrease. The items removed from this budget presentation included additional security cameras for buildings because the state of NH has recently implemented an infrastructure improvement grant program that the school district has applied for and will likely be awarded.

Michael Limanni clarified that a transfer of \$95,000 from Fund 10 (General Fund) to Fund 21 (Food Services) will be made, so overall food service is down about \$50,000 in expenditures.

The total default budget for 2018-2019 is \$23,535,833, or \$277,762 less than the proposed budget.

Stacy continue on to highlight some staffing adjustments in the budget. New IT Technician, reduction SPED teacher, Reduction 3 SPED secretaries (to increase teacher-parent contact), reduction 1 SPED para at DES (based on need), Reduction of elementary PE from 2.5 days to 1.0 day. Ruby Hill asked if this position had been increased due to travel a year or two ago, to which Mike clarified that it was a music instruction position that had been changed.

## District-Wide

- Project Promise:
  - Overview of grant for 18-19
  - Overall reduction of \$47,873 based on projected grant
- Summer Programs:
  - Includes Bridge Academy (NRHS); mid-step (NMMS); special education; NMMS remediation
  - Does not include regular education or Title 1
- Continue painting district wide
- Food Services: reduction of \$95,000

Stacy presented the District-Wide budget items of note, as shown above. She noted that the Project Promise afterschool program grant ends this year. The grant funding maybe significantly reduced and it is unclear for eligibility given recent legislative changes. About \$150,000 has been budgeted, but an alternative may be developed to help meet student needs. An RFP has been drafted in case the grant does not come through for a 3<sup>rd</sup> party vendor if that becomes the need. Skip asked where the \$95,000 money is coming from. Stacy clarified that the food service has been outsourced to save money, and that the district is no longer subsidizing food.

## Bridgewater-Hebron Village School

- **Academic Requests:**
  - Maintenance of current programming
- **Technology requests:**
  - Chromebooks (10): \$3,700
  - Document cameras (3): \$750
  - Wall mounted speakers (1): \$190

Dana Andrews presented his budget as shown above. He also noted that the 10 Chromebooks would bring the school total near 80. He also added that the Wall Mounted Speaker is for the computer lab. Skip asked if the cameras requested are for security purposes. Dana clarified that they are for displaying student work like an overhead projector. Skip asked about security cameras at the school, to which Dana responded that security is in a separate part of the budget. Mike added that part of CIP is that the security projects are all priced out and ready to go, and will be ready to be purchased with infrastructure grants mentioned earlier in the presentation.

## New Hampton Community School

- **Academic Requests:**
  - Maintenance of all current programming
  - Replacement classroom furniture: \$3,000
- **Technology Requests:**
  - Chromebook cart (25): \$10,000
  - Document Cameras (3): \$750
- **Facilities Requests:**
  - Window replacement (CIP): \$32,300
  - Parking lot/safe front entrance (CIP): \$125,000

Ann started by saying being able to focus on one school has been an excellent change and thanked the committee for supporting that change. She continued by presenting her budget as shown above.

She detailed her request of a Chromebook cart with 25 units, as well as 3 document cameras. Matt Bennett, facilities director, spoke to the facility improvements as they are part of CIP. Window replacements are necessary as well as parking lot/front entrance improvements to add a barrier between traffic and the school entrance for student safety. Ruby asked about the lights in the nurse's office being covered by medical pads to keep light levels low in her room. She requested that those lights be looked into. Mr. Bennett said that perhaps changing the lenses and/or bulbs would help remedy the situation. John Jenness asked how many children are attending NHCS. Ann Holloran said that currently they are at 106 and that the 25 new Chromebook will bring them close to enough Chromebook for everyone. John also asked Dana Andrews about BHVS enrollment, to which he replied they are at 147, including preschool. Stacy stated that there is a concerted effort this budget cycle not to cut technology this year. She again pointed to the "Bear Facts" pamphlet for a device-student ratio.

## Bristol Elementary School

- **Academic Requests:**
  - Maintenance of current programming
  - Stage Curtains: \$3,300
  - Classroom replacement furniture: \$3,500
- **Technology Requests:**
  - Chromebook cart (25): \$10,000
  - Interactive projector (1): \$3,500
  - Document cameras (3): \$750
  - Wall speakers (5): \$950
- **Facilities Requests:**
  - Classroom flooring replacement: \$5,000
  - Playground fence: \$4,500
  - Window frame/sill replacement: \$3,000

Sarah Rollins presented budget requests as shown above. She elaborated on classroom replacement furniture saying that the plan is to replace classroom furniture with more tables to improve collaborative work between students and teachers.

Technology requests include Chromebook cart (25 units), 1 interactive projector, 3 doc cameras, 5, wall speakers for the intercom system.

Matt Bennett spoke to facility improvements classroom flooring replacement is necessary due to age and condition, playground fencing to improve safety of the students, and window frame/sill replacement on units that have significant problems.

### Danbury Elementary School

- **Academic Requests:**
  - Maintenance of current programming
- **Technology Requests:**
  - Document camera (1): \$250
  - Wall mounted speakers (5): \$950
- **Facilities Requests:**
  - New playground (CIP): \$60,000
  - Parking lot pavement/safe entrance (CIP): \$115,000
  - Replacement door closures: \$1,500
  - Boiler room door replacement: \$2,300

Allison Brown presented the budget items shown above. She spoke to the improvements she has seen with the implementation of the new math program.

Matt Bennett spoke to facility improvements including new playground equipment and parking lot safety improvements (much like NHCS), which are part of CIP. Replacement of door closures, boiler room door replacement are also important as the boiler room is currently locked by padlock, which is not ideal. Ruby asked about the playground improvements, Matt stated that the equipment will be new and completely replace what is currently there. Ruby also asked about parking lot improvement and how changes will impact the limited parking spaces. Mike Limanni stated that structure will be brought into the design phase once approved. He continued that the goal is to maximize and use the space as best as we can. Jeff Bird asked about minimum standards for school entrances. Matt Bennett stated that it depends on the size of the lot. John asked about other paving projects, specifically Newfound Road at the high school. Mike stated that CIP addresses the most immediate concerns that can be addressed within the tax cap. Newfound Road reconstruction is contained within the CIP for 2020.

### Newfound Memorial Middle School

- **Academic Requests:**
  - French textbooks: \$6,000
  - ELA resources: \$5,900
  - Display panels: \$1,020
  - Technology Education- new equipment: \$1,550
  - Classroom furniture replacement: \$3,200
  - Stools for art: \$2,100
  - Wellness classroom- new tables: \$2,000
  - Technology classroom- new tables: \$3,000
- **Technology Requests:**
  - Chromebook cart (30): \$15,800
  - Chromebook replacement cart (20): \$9,700
  - Document cameras (3): \$750
  - Replacement interactive projectors (10): \$35,000
  - Digit recording- NBN studio: \$7,000

Jay Lewis presented the budget items shown above. He elaborated on some of the academic requests and shared that the French textbooks being replaced are 18 years old. The Tech Ed equipment include woodshop saws and sanders. The stools for the art room are meant to enhance student experience as they have easels attached. The Technology classroom (computer lab) tables are to replace items that have actually fallen apart.

The Chromebook replacement will replace a cart that does not charge machines anymore. He shared that the NBN studio (formerly used for morning announcements) no longer works and with the proposed upgrades could be streamed through interactive projectors. The NBN studio itself gives students a chance to get hands on experience with technology all in preparation for the opportunities they will have at NRHS. John Larsen asked if the interactive projectors are “smart boards”. The units are Epson branded, but similar. Ruby asked about science lab improvements as brought up a few budget cycles ago. Jay stated that a lot of furniture improvements have been made and that, to his knowledge, all the science labs are fully functional now. Ruby asked about standing desks, Jay mentioned that the teachers that requested standing desks will get their units, but not a whole classroom worth.

### **Newfound Regional High School**

- **Academic Requests:**
  - Girls soccer (addition of 1 JV team): \$6,581
  - Additional bus to transport to Huot Technical Center: \$24,129
  - Math textbooks (replacement cycle): \$26,000
  - Robotics equipment: \$1,000
  - Art tables: \$9,286
  - Tablets for art: \$1,500
  - Upstage curtain for auditorium: \$1,000
  - PSAT for 9, 10, 11 graders and writing for SAT: \$10,500
  - One Book/One School (books and author visit): \$6,000
- **Technology Requests:**
  - Chromebook cart (30): \$15,620
  - Replacement Chromebook cart (20): \$9,570
  - Interactive projectors (10): \$35,000
- **Facilities Requests:**
  - Night/Day lobby refurbish (CIP): \$80,000
  - Track replacement (CIP): \$300,000
  - Replace outdoor wall lighting: \$3,000
  - Replace outside doors: \$8,000
  - Fertilize/seed fields: \$12,000

Paul Horiis presented the budget items shown above. The addition of a girls’ soccer JV team is in response to a request because the district does not have enough girls playing soccer in middle school who have committed to playing next year to warrant splitting the co-ed team at the high school level. Bus transport to Huot Tech Center in Laconia is for students that wish to participate in vocational programs not currently offered in Plymouth. The art tables requested have been cut from budget in years past and he feels that with some smart shopping, the costs could come down. The request for One

book/One school materials allows for the staff and students will read together and it was a successful program this year.

Technology requests include a Chromebook cart for 30 units. There is also a request for 20 new Chromebooks because the ones currently on hand are aging and need to be replaced. The interactive projectors are also aging and the projections have become pixelated and need to be replaced.

Matt Bennett spoke to facility improvements refurbish night/day lobby, track replacement, outdoor wall lighting, replace outside doors, fertilize/seed fields.

John asked for details about the track. Mike responded that it will be a complete replacement including drainage. Jeff asked what the life span of a \$300,000 track is, Mr. Bennett responded that the track should be resurfaced within 8yrs, and if properly maintained the lifespan could be 20-25 years. This track has not been resurfaced, is pitched incorrectly and needs to be fixed. Mr. Bennett spoke to his experience with the track at a former school district. Stan asked about the field hockey field. Stacy stated that it was fixed, but needs to seed for a year. Discussion about the condition and maintenance of the field.

Ruby asked how many departments are in the High School. Paul responded that there are 7 departments including special education. John asked about the timing of the lobby replacement and Mike responded that he would like the lobbies done this summer. The priority is to replace corroded metal, glass damage and roof damage.

Stacy gave the committee an overview of their budget books. Ruby asked if she could have a list of what was spent at the end of last school year before money was given to back to the taxpayer. Also, this year, she asks that the committee consider buying 2 additional Chromebook carts for the high school that there could be one for each department.

*Discussion:*

Skip asked John if, as the chairman, under NH RSA 32:5,VI he has submitted the budget to the DRA. Stacy clarified that the budget gets submitted after approval. Currently we are in the drafting stage, the "MS" forms will be submitted on time. It is signed by the committee after the budget hearing. Skip quoted NH RSA 32:5,V (a). Stacy clarified that this draft budget will be reviewed by the governing body through our budget process and the hearing to be held in January. John suggested Skip set up a meeting to address his concerns with the school board outside of this meeting. Stacy assured Skip and the committee that the budget has not been "rubber stamped" from last year and rather created from scratch from each teacher and administrator. She noted that operating under a tax cap does limit a budget committee's ability to amend a budget and limit their role in the process. Mike Limanni also addressed Skip's concern and stated that we are documenting expenditures and are transparent above the requirements of law. John asked what Skip would like to see happen or come of the concerns he's raised this meeting.

John thanked the administrators for their time and presentations and they were dismissed from the meeting.

Skip quoted RSA 32:5,I.

John stated that he does not believe that this budget committee can remedy Skip's concerns. Ruby stated she believed that Skip would be pleased with a legal opinion from the DRA. Stacy offered to call the DRA for an opinion on the process being followed and provide Skip and the rest of the committee with a certification in writing.

Mike spoke to the budgeting process that the district undertakes each year and the amount of work and time it takes from each administrator and for the SAU administrators to bring this budget to the school board and budget committees for review.

John directed Stacy to contact the DRA as she had offered and obtain an opinion stating we are in compliance with the law.

Next meeting December 5 at NMMS in LMC.

At 8:35pm, Jeff Bird made a motion to adjourn, seconded by Christen Dolloff. Motion passed 7-0-0.

Respectfully Submitted,

Kimberly Bliss  
Budget Committee Clerk