

**Sanborn Regional School District**

**Budget Committee Minutes**  
Thursday, October 10th, 2019  
Sanborn Regional High School Library

**Present:**

Chair - Annie Collyer – Newton  
James Doggett - Newton - tardy  
Jim McCarthy - Newton  
Vanessa Matias – Kingston  
Cheryl Gannon – Kingston  
Mary Cyr, - Member-at-Large  
Larry Heath, School Board Representative

**Members Excused/Absent:**

Moira Bashaw - Kingston

**Chair of the Budget Committee**, Annie Collyer, called the meeting to order at 7:05 p.m.  
The Pledge of Allegiance was recited.

**Introduction of New Budget Committee Member;** A. Collyer introduced and welcomed the new committee member, Vanessa Matias.

**Point of Order** by L. Heath: Concerning RSA 671:33, section 4, which states: The Budget Committee members are to be selected by the people of their town. This was mentioned at the School Board Meeting and the School Board said that the Budget Committee and the School Board are two separate entities. Whatever the committee here decides is what is going to happen.

- A. Collyer: RSA 671:33 states: section IV: “ **IV.** In a cooperative school district, the remaining budget committee members representing the same town or towns as the departed member shall fill a vacancy on the budget committee, provided that there are at least 2 such members..  
She suggested that members defer discussion for 2 weeks as a part of our guidelines discussion;

**Approval of Minutes:**

Minutes of February 6, 2019 – **removed from the agenda it had been previously approved.**  
Minutes of May 23, 2019 – Motion to accept: by J.Doggett /second L. Heath vote= VOTE: unanimous

**Business Administrator: Answers to Budget Committee Questions**, submitted on or before 9/24/2019.  
Mathew Angell:

The superintendent has been discussing that next year’s budget be the same amount as the default budget. He reviewed the statute that defines how the default budget is calculated

The default budget is the same appropriation contained in the operating budget authorized in the previous year, then we reduce it or increase it. A. Collyer noted that default budgets are also reduced by the salary and benefits of employees being eliminated in the proposed budget.

**Responses to Committee questions were reviewed and clarified by Mr. Angell. (See attached details)**

A. Collyer – Thanked Mr. Angell for his efforts and reminded members to submit any additional questions by October 16.

**Public Comments -- None.**

**Committee Comments** – V. Matias Should we submit action items I wrote as questions?

A. Collyer –Yes

**Next Agenda items: Thursday, October 24<sup>th</sup>, 2019, 7p.m.**

Business Administrator Presentation: Funds & Revenues –will be at the joint school board meeting.

Business Administrator Answers to Follow-Up Questions

Review and Approval of Budget Committee Guideline Revisions  
How we fill vacancies.

**J. Doggett Motion to adjourn/M. Cyr second.**

**VOTE: Approved unanimously**

**Adjourned – 8:58**

Judith Schaefer  
Recording Secretary

Budget Questions 1. **New budget request of \$11,750. Auditorium Replacement Equip/Fees for Concerts.** This acct. name has never been changed, and as default budget approved at district meeting last year, it will get carried forward to the current year.

Budget Question 2. **Request \$75,000. – District Wide Expenditure**

Transferred to professional improvement services, district wide professional education for the teachers. Can't be changed because it's a default budget. New budget request – wrong acct wrong description.

Budget Question 3. **\$151,255.71 – 11% increase - Regular Education Salaries – Bakie**  
Mentioned are salary increases “specials” degrees earned, unpaid leave, etc.

Budget Question 4. Subject **\$98,287.78– Stipend- Regular Education Salary Increase – Middle School**

J. McCarthy – Can we get a list of the specials being considered for teachers, for transparency?  
V. Matias – Can we get a breakdown of the number for employees leaving and starting? Agreed upon.

Budget Question 5. Subject **\$4500. – Stipend – before and after school care - Bakie**

C. Gannon – Could you tell us what the before and after school care entails? M. Angell – Before and after school care would be a special where, someone is providing care for the children before and after school so the children aren't being unsupervised on school property. It is not a before or after school program like the Y.

Budget Question 6. Subject **\$4,500. – Stipend - Support Salaries - Memorial**

~~This is pretty much the same as number 5~~

Budget Question 7. Subject **\$26,999.28 – Employee Sift Compensation – H.S.**

Support staff for high school – new hire and for what purpose? – pay differences for employees filling position from one year to the next.

Budget Question 8. **Why the reductions in Teacher initiative? Staff Impact?**

~~Yes,~~ the numbers are down, and it may be a timing of when expended. Further investigation is needed.

Budget Question 9. Subject **(\$19,251.00) – Contracted Services filled by District Employee**

District had to hire Kingston Police Dept as a contracted SRO – school resource officer. Now an employee.

Budget Question 10. **\$1,141,933.83 increase in Regular Education Actual number is \$1,556,019 – Contracted salaries, benefits & supplies plus online service for \$68,374 moved to this category from another**

All the grant codes are put in as one number, so it skews the figures.

M. Angell – The \$1.4 mill intervention plan that was previously discussed, would begin next year. A Collyer noted there are already 2 interventionists in the HS without increased expense.

**Budget Question 11. Special Education Increase – Salaries, benefits & out of district placements**

Special education - 457,237.36 M. Angell – ~~Ok, as I said,~~ the data is skewed from one year to the next.

M. Cyr – We cannot provide the services here, but we are obligated to pay for that.

**Budget Question 12. Technical Services – Guidance – Student testing**

M. Angell – technological services SAT and PSATs.

**Budget Question 13. Psychological Services – Psychological evaluation for special education**

SoRock the drug abuse prevention program just recently lost their grant funding We will have to come up with some special funding to get the program to continue in the district.

**Budget Question 14. Information Access Fees – Library – increase 246.4% -Online resources**

M. Angell – This will be an ongoing expense that replaces printed resources.

**Budget Question 15. Legal Services – Reduction 68.2% - Several one-time legal issues**

Contract negotiations.

**Budget Question 16. Other Property Services – 100. % Reduction- One-time cost remediation Seminary Property.**

M. Angell – Every single water faucet, every single water source is tested. Published on NHDES website.

**Budget Question 17. Property Insurance – Decrease based upon claims of District Pool (cities, towns)**

M. Angell – Our insurance company has flat lined our premiums for two years. Revaluation of some possibly overinsured buildings being looked at.

**Budget Question 18. Fuel Oil – Increase/Decrease H.S. – Movement between buildings**

M. Angell– Although you have an incredible rate on fuel this year, I'm not going to count of that going forward. M. Angell – I'm looking at two companies to come in to evaluate our energy use. Proposals will be made to taxpayers, with estimates for ~~ROI~~-Return on investment

**Budget Question 19. Care & Upkeep of Grounds – Land Improvement – Increase 61.9% - Most is H.S. maintenance**

A. Collyer – This building went into use 2006/7, we're in our 14<sup>th</sup> year for this building.  
M. Angell – We will start seeing maintenance costs going up.

**Budget Question 20. Student Transportation – Increase according to contract? - Yes**

M. Angell – Really no increase in routes. One bus route had significant increase stops.

**Budget Question 21. Student Trans/Homeless – Increase in need? – Yes, in anticipation**

M. Angell – The federal statute requires transportation for homeless students. We must have funding.

**Budget Question 22. Information Maintenance. Services - For new software, budget for last year? Has it been spent? How does actual cost compare with estimates? Is this a one-time expense not to be in default budget?**

M. Angell –These are on-line services, not new software.

**Budget Question 23. Revisions to revenue estimates per actual experience – After several years with no change, what changes are occurring in our district? Will revenue estimates increase or decrease for the actual this year and coming budget year? - The issue is very slow state aid figures that go into the revenue estimates.**

M. Angell –I updated revenue estimates for this school year. Current year, big numbers that I can deal with; tuition rate, Medicaid funding, no Keno revenues. That’s as close to actual. as I can get

**Question 24. General Facilities Fund – Revenues – Facilities rental manger – Facilities fund – needs being paid – Rental Revenues have been going down. Facilities Manager is for the auditorium not rental management.**

M. Angell – We rent our facilities and that amount goes into a revolving fund. We can use the rental revenue to pay for technology and custodial needs. Members requested looking at ways to increase rental revenue.

**Budget Question 25. Student Info System Infinite Campus/Gradebook & Wazzle Pinnacle Gradebook - Why are two “gradebooks” (as detailed) needed at 30k**

M. Angell - One does a better job on the grade book, one for transcripts.

**Budget Question 26. Rental Space for SAU office – Middle School Library position is not filled, source of funds for the SAU Rental**

M. Angell – I asked each of the schools to give 1.54% of their overall budget to fund MS construction this year.

**Budget Question 27. A-V Services for School Board – Discussions with the Administration is in process– solution forthcoming.**

**Budget Question 28. What is the likely tax impact of the approved Budget? What is the impact of the \$400,000? Now held for emergency expenditures? - How does the amount returned to taxpayers this year differ for the past 5 years? - Why was the amount of unexpended revenues higher in the past few years?**

M. Angell – I will go into more detail in the future.

Questions were voiced regarding security of the front of the Memorial Building being funded from operating budget.

## 2019-20 BUDGET QUESTIONS

Budget Code	10-1100-00-50000-0-17-00000
-------------	-----------------------------

Subject: New Budget Request \$11,750

Details of Question: What is this for? Instead of calling it 'New Budget request, can it please be given its appropriate line item and description?

When the budget is created within the accounting software, we can create new accounts for a new budget request. The hope is to rename the account; however, that did not occur here. The budget worksheet that created this does not have a description. However, this was created in the 18-19 budget cycle can carried forward with the default budget. It is for auditorium replacement equipment and fees for concerts.

Budget Code	10-1100-18-50000-0-70-00000
-------------	-----------------------------

Subject: New Budget Request \$75,000

Details of Question: What is this for? Instead of calling it 'New Budget request, can it please be given its appropriate line item and description?

This is a similar issue to the one above, however, the budget worksheet states that it is a transfer of funds from "Professional Improvement Services – District." All I can say is that this was intended for a District Wide expenditure and that Professional Improvement Services for the District was reduced by this amount.

Budget Code	10-1100-00-51120-1-21-00000 Regular Educ. Salaries - Bakie
-------------	--

Subject:  
\$ 151,255.71

Details of Question: 11% increase. Is this additional staff? Why such an increase?

Upon review of the account detail, most employees received their step/grade increase + the contract increase approved by District Meeting. I can see that 1 employee left at the end of FY 2018, while a new one was added in FY 2019. Also, 2 employees moved line to another, where this account was the recipient of the full activity. Upon review, this account should have always been the account of choice. Two employees began receiving "specials" in FY 2019 that they did not receive in FY 2018 Three employees received degree increases, which increased their pay (they were pushed to a higher pay track). One employee had significant unpaid leave in FY 18, while working the entire year in FY 19. Another employee had unpaid leave in FY 19, but none in FY 18.

Budget Code	10-1100-00-51120-2-25-00000 Regular Educ. Salaries - Middle
-------------	---

Subject:

\$ 98,287.78

Details of Question: Why this 7.2% increase?

Upon review of the account detail, most employees received their step/grade increase + the contract increase approved by District Meeting. I can see that 1 employee left at the end of FY 2018, while a new one was added in FY 2019. One employee had unpaid leave in FY 2018, but worked FY 2019 without leave. One employee began receiving a \$1,500 "special" in FY 2019 that they did not receive in FY 2018. One employee received a higher degree and moved to another track, which increased their pay. Six employees left employment, while one was added.

Budget Code

10-1100-00-51130-1-21-00000 Stipend

Subject: \$4500

Details of Question: What is this for?

Before and after school care. This stipend existed, but was reclassified as a budget adjustment (zeroing out the line-item).

Budget Code

10-1100-00-51130-1-22-00000 Stipend

Subject: \$4500

Details of Question: What is this new stipend for?

Before and after school care. This stipend existed, but was reclassified as a budget adjustment (zeroing out the line-item).

Budget Code

10-1100-00-51140-3-27-00000 Supp Staff Salaries-High

Subject:

\$ 26,999.28

Details of Question: Was this a new hire and for what purpose?

This appears to be a shift of employees from one year to the next. The prior year's employees were compensated at a lower rate than the current year.

Budget Codes

10-1100-00-51160-1-21-00000 Teacher Initiative-Bakie

10-1100-00-51160-1-22-00000 Teacher Initiative-Memorial

10-1100-00-51160-2-25-00000 Teacher Initiative-Middle

10-1100-00-51160-3-27-00000 Teacher Initiative-High

Subject:

\$ (2,704.80) -4.8%

\$ (13,180.00) -84.1%

\$ (8,732.58) -78.4%  
 \$ (8,260.00) -100.0%  
 \$ (30,250.52) -100.0%

Details of Question: Why the reductions in teacher initiative? What impact on staff?

Yes, the numbers are down. I will have to dig into this deeper, but I suspect the issue relates to timing. I noted in FY 2018 that many of the transactions in the beginning of the year related to the prior year (there was an adjustment to reclass the exp. to FY 2017).

Budget Code  
 10-1100-00-53300-3-27-00000 Contracted Services - SRO

Subject:  
 \$ (19,251.00)

Details of Question: Has this position been eliminated or has it been made an employee instead of contracted services? If the latter, where is the cost found?

This is not a position, but rather contracted services. The District had to hire the local Police Department for SRO services. For The current year, the position is filled with a District employee.

Budget Code

<b>TOTAL 1100 Regular Education</b>	<b>\$13,364,993.37</b>
-------------------------------------	------------------------

Subject:  
 \$ 1,141,933.83 increase

Details of Question: 1- Contracts were about \$600K. What is the other cost for?

I am unable to identify the increased noted above (I have \$1,556,019) and the \$600k of contracts mentioned. However, I am showing - \$631,568 increase for salaries. Within this, there is a relocation of federal grants for \$462,671 that was not performed in the prior year. The issue on how the budget has historically been setup is that federal grants are reported as a single number and broken out by object code (salaries, benefits, contracts, transportation...). Regardless, prior year School District meeting approved an increase in two CBA agreements, where teachers are one of the agreements approved.

- \$610,815 for employee benefits. Within this is an increase for health insurance (\$422,811) and NH Retirement (\$124,371).  
 - \$136,097 for supplies. The largest part of this increase (\$68,374) relates to online services, where they were within a different line-item in the prior year.

2- There have already been some teachers reallocated from classroom teaching to intervention, haven't there, in both Middle and High School? If so, what schools, subjects, and specific number of teachers in addition to the math coordinator K-8? Out of the \$1.4M intervention plan for the District over coming years, what positions are now covered for intervention by staffing reallocations?

No, there have not been any reallocations of teaching to intervention in the current year's budget.

Budget Code  
**TOTAL 1210 Special Education**

Subject:  
 \$ 457,237.96 +13.4%



Details of Question: Is this in line with forecasts? What changes have occurred this year?

For this specific budget code, I am seeing an increase of only \$42,997. However, I see that IDEA budget was not broken out from the operating budget. This is a problem with how the budget was developed, where federal grants are lumped as a single number. The result is a skewing of data from one year to the next.

Regardless, I am seeing an increase in salaries and related benefits that are due to new CBA agreements. Also, I am seeing an Increase in health insurance costs. Finally, I am seeing an increase in out-of-District placements.

Budget Code

10-2120-00-53400-3-27-00000 Technical Services - Guidance

Subject:

\$ 39,301.00 897.5%

Details of Question: What is this for?

This account is to track costs related to student testing, such as the SAT.

Budget Code

10-2140-00-53300-1-21-00000 Other Prof. Services - Psych. Services	49,600.00
--	-----------

10-2140-00-53300-1-22-00000 Other Prof Serv Psych Services -Memorial	57,450.00
--	-----------

10-2140-00-53300-2-25-00000 Other Prof. Services - Psych. Services	59,950.00
--	-----------

10-2140-00-53300-3-27-00000 Other Prof Services - Psych. Services	92,500.00
---	-----------

<b>TOTAL 2140 Psychological Services</b>	<b>\$263,500.00</b>
--	---------------------

Subject:

\$ 54,339.66 26.0%

Details of Question: What is this increase for and why?

This account is for psychological evaluation for special education.

Also know that SoRock, which is drug-abuse prevention program. SoRock is part of the vendor that performing psyc evals. Know that the most recent developments for SoRock has placed federal funding for this program in doubt. I do not recommend reducing funding for this program; however, I expect the amount to increase in the future while funding decreases to zero.

Budget Code

10-2222-00-56430-3-27-00000 Information Access Fees - Library

Subject:

\$ 26,255.20 246.4%

Details of Question: What is this for and why?

This account is to track costs for online programs that enhance the Library experience, such as Encyclopedia Britannica and

Discovery Education. I expect many, if not all, of the Library references to transition to online resources in the future.

Budget Code

10-2318-00-53300-0-17-00000 Other Prof - Legal Services

Subject:

\$ -68.2%  
64,458.39)

Details of Question: What caused this decrease?

The simple answer is that there were several one-time legal issues that occurred in FY 2019. The budget for this account was \$28,776, \$94,458, and \$30,000 for FY's 2018, 2019, and 2020 respectively. In FY 2019, there were two CBA negotiations. In FY 2020, there is only one CBA negotiation.

Budget Code

10-2600-00-54900-0-70-00000 Other Property Services

Subject:

\$ (21,800.00) -100.0%

Details of Question: Why this reduction? What were the other prop services?

Ok, the reduction should not have been so dramatic; however, the account tracks environmental costs/remediation, such as ground water testing. In FY 2019, there was a one-time cost for testing and remediation of the Seminary property. Going forward, we should incur reoccurring ground water testing, which is required since the Flint, Michigan water issue.

Budget Code

10-2600-00-55200-1-21-00000 Property Ins - Bakie  
10-2600-00-55200-1-22-00000 Property Ins -  
Memorial  
10-2600-00-55200-2-25-00000 Property Ins - Middle  
10-2600-00-55200-3-27-00000 Property Ins - High

Subject:

\$ (862.89) -12.2%  
\$ (2,104.76) -14.3%  
\$ (1,396.73) -13.7%  
\$ (1,670.61) -14.4%  
\$ (8,299.01) -14.9%

Details of Question: Why these reductions?

Based upon the account data, it appears that the cost of property insurance decreased. I would not count on year-after-

year reductions. Our insurance rates are based upon claims of the pool as a whole (Other Cities, Towns, and School Districts that are members of the pool).

Going forward, we are looking at the valuation that determined our insurance fee. I suspect a couple buildings are overvalued (the old high school, which is an abandoned property, was reported as a significant asset). This project is being considered carefully, as I do not want to create unnecessary exposure of loss for the District.

**Budget Code**

10-2600-00-56240-0-70-00000 Fuel Oil - Old HS

Campus

10-2600-00-56240-1-21-00000 Fuel Oil - Bakie

10-2600-00-56240-2-25-00000 Fuel Oil - Middle

10-2600-00-56240-3-27-00000 Fuel Oil - High

**Subject:**

\$ (368.83) -15.8%

\$ 16,116.16 27.9%

\$ 12,525.41 29.2%

\$ (10,388.88) -8.6%

Details of Question: Please explain increases and the decrease at the HS

Just movements between buildings, hopefully based upon usage. While we received an incredible rate for this fiscal year, I expect rates will increase in following years.

**Budget Code**

**TOTAL 2630 Care & Upkeep of Grounds- Land Impr.**

**Subject:**

\$ 20,428.73 61.9%

Details of Question: Please explain the increase

Individual line-item increases range from \$400 to \$4,060. The largest increases appear to be just general maintenance at the High School. I have notice an increase (combined \$6k) in maintenance due to the age of the HS building. For example, the dust collector blew its filter bag, which is an item that costs several thousand dollars. We have been replacing door hinges, as the most used doors are beginning to sag.

**Budget Code**

**TOTAL 2700 Student Transportation**

**Subject:**

\$ 36,409.30 4.0%

Details of Question: Is this according to the contract? Any bus route changes this year?

Any increases to student transportation relate to contractual increases.

Budget Code

10-2722-00-55191-1-21-00000 Student Trans/Homeless

Spec Ed - Bakie

10-2722-00-55191-1-22-00000 Student Trans/Homeless

Spec Ed/Memorial

10-2722-00-55191-2-25-00000 Student

Transportation/Homeless Sped

10-2722-00-55191-3-27-00000 Student

Transportation/Homeless Sped

Subject:

\$ 10,000.00 100.0%

\$ 10,000.00 100.0%

\$ 20,000.00 100.0%

\$ 25,000.00 100.0%

Details of Question: Have there been increased needs, or is this just parked in case a need arises?

Mostly yes. We do have students who fit in this category.

Budget Code

10-2840-00-54300-0-70-00000 Information Maint. Services

Subject:

\$ 160,452.90 62.7%

Details of Question: Is this for the new software identified last budget season? Has it been spent? How do actual costs compare with estimates? Is this a one-time expense that will not be in the new default budget?

Most relate to online software that is being used to operate the District. We are in the process of shifting our online software/resources purchases to a consortium that will streamline monitoring of usage. Here however, we are evaluating online resources annually, which are budgeted here.

Budget Code

General Revenue Question

Subject: Revisions to revenue estimates per actual experience

Details of Question: After several years with no change to revenue estimates in the proposed budget, what changes are occurring in our District? Will revenue estimates increase or decrease for the actual this year and for the coming budget year?

When I prepared the MS-24, estimated revenues, I tried to tie the revenue to actual revenue trends. The issue currently is the timeliness (being very, very slow) of state aid figures that go into the revenue estimates.

Budget Code General Facilities fund Question

Subject: Expense for facilities rental manager and impact if any on actual revenues

Details of Question: We are now paying \$6000 I believe as a stipend for a facilities rental manager...have rental revenues gone up, down or remained the same? What is the status of the facilities fund now? What needs for the auditorium are being paid for out of this fund?

Rental Revenues - Rental revenues have been going down. I have been reviewing this trend. As of the end of September, there is less than \$188k in this fund. Please note that I am working towards funding computer equipment using this fund. I am hoping to lower its balance significantly over the next few years.

Also, please know that this position is to manage the auditorium and not for rental management.

Budget Code 10-2840-00-54300-0-70 & 10-2840-00-54300-0-70

Subject: Student Info System Infinite Campus/Gradebook & Wazzle Pinnacle Gradebook

Details of Question:

This info was detailed on the spreadsheet provided to us.

Both of these items have "gradebook" in their titles – for a cost of over \$30,000. Can you explain why 2 are needed?

*One is the student information system, from which the transcripts are generated (a type of grading). The other is the actual active gradebook teachers use to enter grades.*

Facilities Usage and Fund

Budget Code General Rent Question

Subject: New SAU Rental

Details of Question: Where is the funding for rental of space for the SAU office coming from?

We are actively looking to carve out budget funds to pay for the middle school transition to the high school, where this is one of many items that need to be funded. More specifically, the MS Library position is not filled, which has become the source of funds for the SAU Rental.

Budget Code A-V Services for School Board

Subject:

Details of Question: How many people are contracted for running the AV at school board meetings? How much are they paid per hour? Is that overtime pay? Are there any high school student being trained to do some of this work, as was stated when the proposal of using paid staff for this task was put forth? What is the annual cost, and where can it be found in the budget?

We have had internal discussions regarding this issue, with a solution forthcoming.

## Budget Code General Tax Question

Subject: What is the likely tax impact of the approved budget?

Details of Question: What role if any is there from other revenue sources? What is the impact of the \$400,000 now held by the School Board for emergency expenditures? How does the amount returned to taxpayers this year differ for the past 5 years? Why was the amount of unexpended revenues higher in the past few years?

The role of other revenue depends on restrictions applied by the sender of the funds. If the funds are general and for tax relief, then real estate taxes go down. However, if the funds were given for a specific purpose, then they can only be spent on that purpose and not for tax relief.

The reservation is called the "Contingency Fund." The impact of retaining the \$400,000 to taxpayers is \$0.27/\$1,000 for Kingston and \$0.35/\$1,000 for Newton. For an home assessed at \$300k, the tax impact would be \$81 for Kingston and \$105 for Newton. While the amount retained can be for emergency expenditures, it can be released to reduce the tax rate too. In my opinion, the District needs to retain funds, because it has no other tool to smooth the tax rate.

The amount of unassigned fund balance differs from the prior year by the \$400,000 retained in the "Contingency Fund."

I can't answer why certain financial conditions occurred in the past few years. I am going to work towards a more comprehensive look at funds being returned to taxpayers. I would rather spend more effort on planning, which will reduce the amount returned to taxpayers. The problem with tightening up estimate (especially for revenues) is that it can cause a swing in the tax rate, where my only tool to mitigate the swing is with the "Contingency Fund."

Budget Code	
-------------	--

Subject:
----------

Details of Question:
----------------------

Budget Code	
-------------	--

Subject:
----------

Details of Question:
----------------------

Budget Code	
-------------	--

Subject:
----------

Details of Question:
----------------------