

# WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL

## Budget Committee Meeting

Tuesday, August 16, 2016 at 7:00 PM in the WLC Media Room

**Committee Membership:** Karen Grybko, Chair, Leslie Browne, Vice Chair (Facilities Committee Rep.), Lisa Post, Secretary, Pam Altner, Mary Guild (Facilities Committee Rep.), Edwina Hastings, James Kofalt (School Board Rep.), Ellen Pomer (School Board Rep.), Christine Tiedemann, Harry Dailey (WLC School Board Rep.)

The Agenda was as follows:

1. Call WLCS Budget Committee to Order
2. Public Comment
3. Dave Roemer Budget Committee Presentation
4. Lise Tucker Food Service Presentation
5. Review and Approval
  - a. June 15, 2016 BC Meeting Minutes
6. Other Business:
  - a. Schedule Next Budget Committee Meeting
7. Adjournment of Budget Committee

**Committee Attendance:** Karen Grybko, Chair, Leslie Browne, Vice Chair (Facilities Committee Rep.), Lisa Post, Secretary, Pam Altner, Edwina Hastings, Ellen Pomer (School Board Rep.), Christine Tiedemann, Harry Dailey (WLC School Board Rep.)

1. Budget Committee called to order at 7:02 p.m.
2. No Public Comment
3. The new Superintendent, Brian Lane, attended the meeting and introduced himself to the Budget Committee. He stated his goals were to listen, set guidance and to support our students.
4. Dave Roemer Budget Committee Presentation: Dave Roemer discussed the role, responsibility and power of School District's Budget Committee. He emphasized the budget is set by the Budget Committee and not the School Board. The following handouts were presented:
  - a. Title XV Education, Chapter 195 Cooperative School Districts Section: 195:12-a Budget Committee. He highlighted the fact that the School Budget Committee has the same powers and duties of a municipal budget committee and that the budget committee's prime responsibility is to prepare and provide the budget to the school board annually.
  - b. Title III Towns, Cities, Village Districts, and Unincorporated Places, Chapter 32 Municipal Budget Law, Preparation of Budgets Section 32:5. This document outlines the legal requirements for preparing and presenting the recommended budget.
  - c. Title III Towns, Cities, Village Districts, and Unincorporated Places, Chapter 32 Municipal Budget Law, Budget Committee Section 32:16. Dave highlighted the role of the budget committee is to: prepare the budget; confer with the governing bodies and receive documentation of estimated costs, revenues anticipated and services performed; and conduct public hearing required by RSA 32.5.

Dave advised the budget committee to monitor the WLCS budget using the quarterly reports General Fund Expenditures and General Fund Revenue as key tools being aware to review what was spent in the last year and encumbrances on the budget. He said these should be distributed to the budget committee on a quarterly basis via email. Also, he suggested that a column be added to "Budget Comparison Report" with the previous year's actual number, Lise said she will do this. He felt it was important to review the "Requests for Transfer" of funds to be aware of where funds are being spent and where the money is being move from and to. There is a 5K threshold for transfers. Superintendent Lane said he would inform us of major budget transfers. He wants everything very transparent. He believed it was up to the SAU to provide the budget committee with all the information needed to prepare a budget within the limitations of as to what he can discuss, ie., student and personnel issues. Edwina indicated that a transfer sometimes occurs within the same account, and even if it is above 5K, it would not generate a transfer request. Harry stated that the upcoming year's budget is finalized in

# WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL

February but starts in July creating the need for Transfer Requests which are generated and sent to Business Administration, the principal and the School Board.

Lise Tucker indicated that there are quarterly changes in State Aid and that unanticipated revenue is not able to be spent by the District and must go back to the taxpayer. When we vote on a budget number, the District cannot spend more than that number without having a special "District" meeting and/or "Unanticipated Revenue Budget Hearing and that permission is needed from the state to hold the meeting. Dave said the Budget Committee is in place to "educate our children." He reviewed the decline number of students trending over the last 15 years. This should have resulted in a 25% reduction in the budget. However, there is not much to contain the budget even though the numbers are going down. If the trend continues, consolidation will be needed. Superintendent Lane said declining enrollment is a demographic change in migration of young professionals and the aging population, and 55+ communities with no children. The NH Regional Planning Commission numbers show the decline.

Dave that with a 12M budget, that 75% is salaries, benefits, OT & PT and consultants and that to reduce the budget, we need to reduce the number of people it takes to educate our students. He said guidelines are needed to recommend to the School Board for labor negotiations (collective bargaining) contract for the next three years. Teachers' contracts going into negotiation will be a Warrant Article to be approved. Stipulations are that there are no surprises in Special Education, although there are Capital Reserve Funds for unexpected expenses. There is a fairly substantial unexpended fund balance. There will be 2 year of the 3K bond increase. Dave recommended since we do not have "line-item control" that budget should be tightened. We should look at the total salary of the collective bargaining unit and benefit numbers. We can suggest a cap at a certain percentage of the salary increase. Superintendent Lane said he would provide the Budget Committee and School Board with a comparative study of 12 surrounding districts salaries with WLCS. He indicated that finding, attracting and retaining teachers is a goal. Karen Grybko expressed concern and questioned whether it was a conflict of interest to have a School Board member with a spouse in the school system negotiating a major salary increase the Teachers' contract. Dave Roemer reminded the committee that Special Ed students are ages 3-21 years and suggested that we look at offering programs within the district and using our own vehicle for transportation.

5. Lise Tucker Food Service Presentation (See Attachments)
  - a. After review of the attachments, there was concerned that it was the "make up" of the meal that was the "waste" and wondered if could provide a nutritious meal the students would like and eat. Lise indicated that we can charge for lunches but not breakfast. She also stated that some grants are attached to the School Lunch program. Karen Grybko asked for the percentage of students that participate in the lunch program. It was shown with outsourcing lunches, there is still a loss. Whatever the outcome, we must be aware Food Service is part of the budget and not a "self-sustaining" program.
6. Other Business:
  - a. Review and Approval of June 15, 2016 BC Meeting Minutes. *A motion was made by Leslie Browne to accept the minutes as amended. Ellen Pomer seconded. All in favor. Motion passed.*
  - b. There was a discussion regarding the upcoming Teachers' Contract negotiations and setting target guidelines for the collective bargaining agreements and general recommendations. Superintendent Lane will provide budget numbers that will be a "default" budget along with population and recommendation for class sizes.
7. The next Budget Committee is scheduled for Tuesday, September 6 at 7 PM at the WLC M/HS Media Room.
8. The Budget Committee Adjourned at 8:50 p.m.

Respectfully Submitted,  
Lisa Post, Secretary