

# WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL

## WLCS BUDGET COMMITTEE MEETING & JOINT SCHOOL BOARD BUDGET SESSION MINUTES Tuesday, October 23, 2018 at 6:30 p.m. in the WLC MS/HS Conference Room

**Committee Membership:** Chair Leslie Browne (Facilities Committee Rep.), Vice Chair Christine Tiedemann, Secretary Lisa Post (Strategic Planning Committee), Pam Altner, Jennifer Bernet (Strategic Planning Committee), Kevin Boette, Dennis Golding (School Board Rep.), Edwina Hastings (School Board Rep.), William Ryan (Facilities Committee Rep.), Alex Loverme (SB Budget Committee Representative).

The Agenda was as follows:

1. Call WLCS Budget Committee to Order
2. Public Comment
3. Review and Approval of September 25, 2018 Meeting & Joint Session Minutes
4. Budget Committee Review and Planning Session
  - a. Committee Reports:
    - i. Facilities
    - ii. Strategic Committee
5. **FY 2019-2020 Joint Budget Session at 7:00 p.m. in the Media Room**
  - a. Middle School
  - b. High School
6. Other Business:
  - a. Schedule Next Meeting  
The next Joint Budget Session is scheduled for Tuesday, November 13, 2018 at 7:00 p.m.
7. Adjournment of Budget Committee

**Attendees: Leslie Brown, Christine Tiedemann, Lisa Post, Kevin Boette, Dennis Golding, Edwina Hastings, William Ryan.**

1. Chair Browne Called the Budget Committee to Order at 6:33 p.m.
2. Public Not Present
3. Review and Approval of September 25, 2018 Meeting & Joint Session Minutes

**A Motion was made by Edwina Hastings to approve the minutes as written; Seconded by Kevin Boette.**

**Voting: All in favor with one abstention (Christine Tiedemann).**

4. Budget Committee Review and Planning Session
  - a. Committee Reports:
    - i. Facilities: Leslie Browne reported roofing and paving are in progress. Also, the CIP plan is changing with the addition of \$12K for replacing stalls in the boys & girls locker room and upgrade to the bathrooms in the High School wing. Chimney work at FRES will be on the 19/20 CIP and the Facility Committee will be recommending a warrant article. She indicated that the bond payments will end in 2020/21 and there is a plan to increase the CIP to \$180K and will increase in subsequent years. Chair Browne replied to Ms. Post's question that the CIP can be found on the SAU Website.
    - ii. Strategic Committee: Lisa Post reported that she did not attend the last meeting; however, the Committee has been focusing on the Calendar for the upcoming year. A discussion Administrative Structure and the Middle School reorganization resulted in a motion which passed to recommend the Middle School reorganization with two staff reductions. The

10/23/2018 BC & Joint Session Minutes (Joint Session Minutes provided by Ms. Fowler have been amended from notes and recordings from the BC Secretary.)

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Committee met with Robert Deignan, Food Service Manager and discussed the challenges of producing and ways to improve the quality and nutrition of food being served while maintaining a reasonable cost per meal. Portion size at the WLC was also discussed.

- b. Chair Browne was concerned over the proposed 5.5% increase at FRES. She questioned if the purchase of books could be offset by the PTO. The Committee discussed this issue and Ms. Browne will be addressing this at tonight's Joint Session
- c. Lisa Post said she had been to a Town of Lyndeborough Board of Selectman's meeting to set the tax rate. She indicated that the Selectman questioned the increase to Lyndeborough school tax increase as Mr. Lane had presented a decrease to Lyndeborough at the Public Hearing. This caused the town to be a bad position and indicated that these increases are unsustainable for Lyndeborough residents. Mrs. Post will address this at the Joint Session.

***A Motion was made by Christine Tiedemann, Seconded by Dennis Golding to recess at reconvene at the Joint Session at 7:04 p.m.***

***Attendees: Harry Dailey, Matt Ballou, Mark Legere, Charlie Post, Joyce Fisk, Carol LeBlanc, Miriam Lemire and Jonathan Vanderhoof, Superintendent Bryan Lane, Principals Brian Bagley, Tim O'Connell, Director of Technology Kevin Verratti and Clerk Kristina Fowler***

5. FY 2019-2020 Joint Budget Session at 7:00 p.m. in the Media Room

- a. Middle School
- b. High School

Superintendent Lane provided a copy of the facilities budget for 2019-20 as requested. He asked that all members provide their Chairs with specific questions and he will respond to everyone and include the questions. This will be reviewed at the next meeting.

Principal Bagley gave an overview of his budget including briefly explaining the process and highlighting increases and decreases. He reported the budget is inclusive of the costs for WLC MS and HS operations, special education and maintenance. The 2019-20 proposed budget is \$1,615,322 compared to 18-19 adopted budget of \$1,593,449, an increase of less than a 1%.

Areas of decrease include \$5,408 in general education software due to a new direction for the business department, \$1,965 in general education replacement equipment, and \$11,151 in general education replacement furniture.

Areas of increase include \$9,331 in general education books (four AP classes, Algebra 1 books and MS transitioning to Perma-Bound novels for better quality and longer lasting), \$9,758 in contracted services for the NEASC Centennial visit (for accreditation), \$6,380 in principal travel/conferences for training (3 new AP teachers-math, language arts and social studies), \$12,000 in new library equipment for air conditioning. Most other areas show a decrease or are level funded.

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Principal Bagley spoke of last year's additional period to both MS and HS schedules. In HS Advanced Placement classes were added and will continue to be added giving the students the ability to earn college credit. Hands on project-based classes and "Tech Ed" classes have also been added at the MS. The additional class has allowed students to receive math intervention and enrichment opportunities.

He reported the special education decreases have helped the bottom line in both budgets; a decrease in HS of \$48,725 and MS a decrease of \$4,762 for an overall decrease of \$53,487.

Chair Daily opened the floor for questions as answers as follows:

- Is the NEASC visit an annual cost, Principal Bagley responded, it is every 10 years.
- If the air conditioning was in the budget last year, why were the funds not encumbered, Superintendent Lane answered, the Budget Committee recommended a decrease in the budget and that was one of the things we removed and not brought forward to the voters.
- Chairman Browne questioned how much we will continue to use text books as her experience is that everything is done online and with worksheets. Principal Bagley answered one teacher requested paperback text books which is a little cheaper and the others wanted text books. Superintendent Lane added (for what we need) the text book companies focus their efforts on hard copies with supplemental material online as opposed to many college text books that are more readily available online.
- It was requested that Ms. Moore bring back an explanation for the increase in the proposed budget over 2018-19 adopted budget, under HS and MS associate psychologist-contracted. Questions were raised regarding the decreases in special education on the summary sheet and how this links back to the budget sheets. Superintendent Lane responded it may not be updated, we will provide a separate special education budget and this may be a better way of presenting it going forward.
- A question was raised regarding what is being purchased for "Tech Ed" applications. Principal Bagley responded one is a Virtual Reality Station and there are plans to use the curriculum for digital media with educational titles such as exploring the human anatomy, Chernobyl and dinosaurs. The new MS science teacher also has new equipment for the classroom.
- A question was raised regarding what the \$10,000 is used for under dues and fees. Principal Bagley confirmed the \$10,000 goes to reduce fees for students going to the 6 the grade Maine Ecology Trip. The comment for this line should only have science camp listed.
- A question was raised regarding the increase in speaker fees at the MS. Principal Bagley responded it is difficult to find good speakers and costly. They do not know who the speakers will be for next year.
- Questions were raised regarding the life skills program. Superintendent Lane gave a brief overview of the program (part of the RISE program). It is for students to become more independent when they leave us and is located in the MS with equipment that was all grant funded. It saves on out of district costs. Ms. Lemire questioned if these costs are annual to which Mr. Lane responded that the classes are pretty well outfitted at this point, but it covers the consumables. Mr. Lane indicated if you tour the building, take a look at this classroom.
- Superintendent Lane confirmed the MS repairs and maintenance line contains replacement stair treads.
- Regarding café tables under furniture and fixtures, it was confirmed 3 tables had been replaced last year instead of 5 due to budget reductions; it's part of a three year cycle. This budget includes five tables. Mr. Vanderhoof raised concerns of having a 3-year plan and not following it.

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- Jon Vanderhoof questioned Principal Bagley who confirmed this budget includes supply costs for MS regular education-summer school which they have not had in the past.
- Budget Committee Chair Browne questioned if the \$11,151 reduction or “area of decrease,” for furniture and fixtures is accurate? Mr. Lane said he have to look at that and would get back to her.
- Questions were raised regarding the budget for the athletic trainer; since this has remained unfilled this year should it be removed from the budget for next year. Superintendent Lane spoke in favor of keeping this in the budget and suggests if it remains unfilled for two years the funds should be placed in a holding account and sent back to the tax payers. He gave a brief explanation of why the trainer is important to have and what their role is and that the liability coverage for the trainer is not paid for by the district.
- Ms. Browne questioned if the PTO still did a Book Fair fund raiser and if those funds could be used offset the costs for book purchases. Principal O’Connell confirmed they hold two book fairs and the funds primarily go back to the PTO. He noted the PTO gives hundreds of dollars back to the school for books for the classroom and library plus defraying the cost to ensure every child has a book. Mr. Lane expressed concern for depending on fundraising scenarios to reduce costs is that we would need to keep track of the funds that are donated and how that can reduces costs moving forward. Ms. Browne indicated that the suggestion wasn’t to reduce the \$4K but that there were some concerns by the Budget Committee to bolster the library all at one time. She indicated with \$5K from the Book Fair and the \$4K that budgeted, that’s \$9K to boost up the Library program. Mr. Lane indicated that they would need to do an evaluation of the catalogs and would make a determination factor if we can reduce costs.
- Mrs. Post attended the Town of Lyndeborough emergency meeting to set the tax rate. They (Board of Selectman) were very concerned because when they attended the Public Hearing, they understood there would be a tax reduction for the Town of Lyndeborough and it was actually and increase this year of 3.8%. Ms. Post questioned where that increase came from to which Mr. Lane responded that he does not have this information at present but will review it and will bring that information forward. Mr. Ballou noted it is not published on the state website at this time. Chairman Dailey noted this will be on the next agenda. Mrs. Post stated that information given by Superintendent Lane was used by Lyndeborough in consideration of planning purposes for the Town Tax Rate. Chairman Dailey noted that information is based on current enrollment and evaluation numbers and he is guessing at what may have happened. Mrs. Post commented that perhaps we shouldn’t address things that way in Public Meetings to bring that expectation of a decrease. We put that out there as a decrease and, in fact, it is not. Regardless of what the driver is, people voted on it, and believed there would not be any increases to our taxes. She further stated that the Town of Lyndeborough has the same problems as the SAU has with unpaid revenue from Food Service. Lyndeborough wants to take care of their folks that can’t afford the continual increases in the school portion of their taxes. They write off thousands of dollars for these people and they work to keep residents’ tax rate low, but it is shrinking as the School District’s budget is going up. Mrs. Post asked that there be some consideration and balance. We asked the selectman to come to the meeting to better explain this to the Board. Chairman Dailey stated that we don’t have this information and it could be a very simple or complicated explanation. He stated that last year the Board discussed the change from an annual ADM to a 3- to 5-year rolling average which would help to level out the tax rate for both towns and hopes that everyone is still on board with this. Mrs. Post questioned why this wasn’t done before. Chairman Dailey responded that the Articles of Agreement have to be in place for 5 years (before any changes); and we now can have a warrant article for this. Mr. Boette

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suggested that it is like a population CIP, you are just trying to keep it flat and it makes perfect sense. Mr. Post spoke of the tax increase noting Lyndeborough had a big increase two years ago and now is a 3.75% increase; the expectation was that it would drop. He states "it is just not sustainable; the staff remains the same even though the student numbers drop." We have reached the tipping point in Lyndeborough in terms of cost and the Board needs to keep that in mind for this year's budget. The discussion continued briefly. Mr. Boette requested that this be added to the next agenda. Chairman Dailey indicated that it will be an agenda item.

- **IMPACT FEES:** Chairman Dailey spoke (for informational purposes) of discussion at the Wilton select board meeting regarding impact fees which are assigned when new homes are built. Wilton passed a warrant article for this prior to 2014. Lyndeborough doesn't have impact fees. An outside consultant had been hired to determine what the impact fees should be; a little over \$5,000 per home and of that \$3,200 is for "impact to the schools" and should be coming to the school district. Superintendent Lane provided some basic information in regard to the process for impact fees including that the impact fee is paid for by the contractor who is building the home not the home owner. He noted that any funds from an impact fee would be put into the revenue stream. It is not known if any fees have been collected at this time. However if the money is not spent within six years the money goes back to the contractor not the home owner. Additional information needs to be collected regarding this topic including the language of the warrant article.

## 6. Other Business:

### a. Schedule Next Meeting

The next Budget Committee Meeting is scheduled for Tuesday, November 13, at 6:30 p.m. in the WLC MS/HS Conference Room, followed by a Joint Session at 7:00 p.m. in the Media Room. The next Joint Budget Session is scheduled for Tuesday, November 27, 2018 at 7:00 p.m.

## 7. Adjournment of Budget Committee

***A MOTION was made by Ms. Tiedemann; Seconded by Mr. Golding to adjourn the Budget Committee Session at 8:04 p.m. Voting: All Ayes. Motion passed.***

Respectfully Submitted,  
Lisa C.M. Post, Secretary