

**JOINT MEETING
SANBORN REGIONAL SCHOOL BOARD
BUDGET COMMITTEE
MEETING MINUTES
November 9, 2016**

A Joint meeting of the Sanborn Regional School Board and the SRSD Budget Committee was held on Wednesday, November 9, 2016. Superintendent Brian Blake opened the meeting and asked the Chairs to call their respective meetings to order. The School Board meeting was called to order at 7:08 p.m. by Sanborn Regional School Board Chairperson, Corey Masson, followed by Chairperson, Annie Collyer for the Budget Committee, also at 7:08 p.m. The following were recorded as present;

SCHOOL BOARD MEMBERS: Corey Masson, Chairperson
Nancy Ross, Vice Chair
Jan Bennett
Dr. Pamela Brown
Peter Broderick
Sheila Pierce
Tammy Gluck
Michael Giordano-Student Council Representative

EXCUSED: None

BUDGET COMMITTEE MEMBERS: Annie Collyer, Chairperson
Charlton Swasey, Vice Chair
Cheryl Gannon
Ami Faria
Sandra Rogers-Osterloh
Jack Kozec

EXCUSED: Jim Doggett

ADMINISTRATORS: Dr. Brian Blake, Superintendent of Schools
Carol Coppola, Business Administrator
Ellen Hume-Howard, Curriculum Director
Jodi Gutterman, Student Services Director
Robert Ficker, Technology Director
Steven Riley, Facilities Director

The meeting began with a Salute to the Flag.

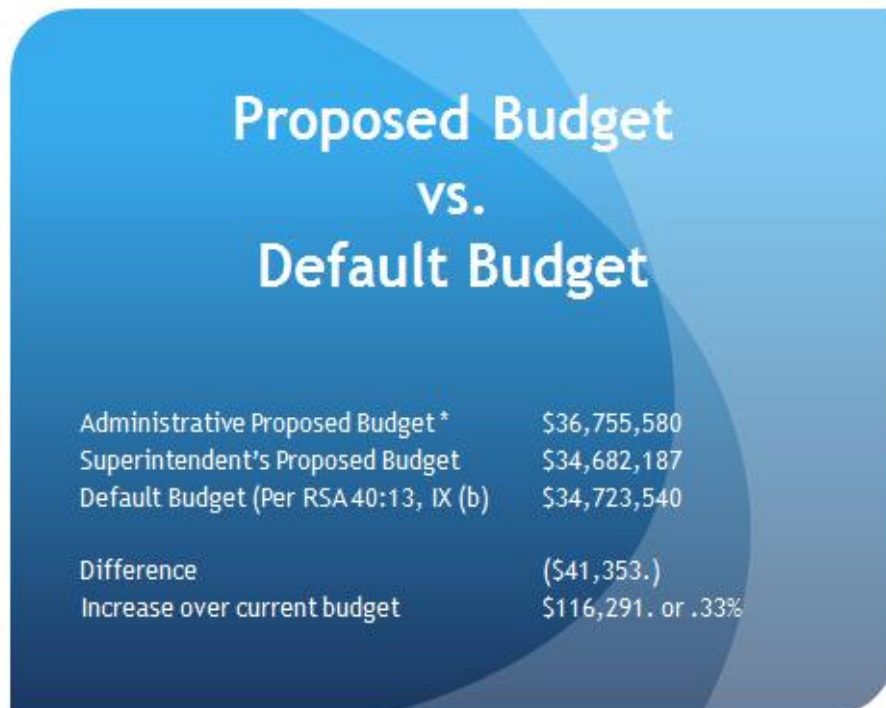
Welcome and Introductions

Dr. Blake welcomed everyone and explained the purpose of the meeting; to deliver the Budget Proposal for the 2017-2018 school year to the School Board and the Budget Committee. For the benefit of the public who were present, he asked that the committee members introduce themselves, along with the Leadership team. Dr. Blake also recognized audience member Greg Fraize, Chairperson of the Fremont School Board

Dr. Blake expressed his intentions to 1) “tell the story” of Sanborn Regional, adding that it is about much more than line items, to 2) capture the positive things going on and to 3) dispel the misinformation out there and to clear the air going forward. His overarching goal is to “provide a clear understanding of what we do”.

As the largest employer in the two towns, Sanborn employs 314 people who serve 1,665 students. The District maintains four separate campuses while offering competitive salaries to well-trained certified staff. Dr. Blake stressed that similar to any business, there are costs associated with our “business” and he will begin the budget presentation this year with the budget number, explain how we got there and how it fits into the Sanborn story.

NOTE: Dr. Blake’s Power Point Presentation can be viewed on the SRSD website on the front page under “Latest News”.



Dr. Blake summarized how he reached his proposed budget as follows:

- Remove all of the \$1.2 million in the Capital Improvement Plan and instead introduce the big ticket items as 4 Warrant Articles and wait on the other smaller improvements. (The risk being that we may have to close Chase Field House and the Swasey Gymnasium if those improvements are voted down.)
- The overall enrollment decline of 265 students (22 per year) over the last 12 years has prompted adjustments each year. For this year, we will reduce classroom teachers by 1 at Memorial Elementary and by 3 at the Middle School.

The High School staffing requires a different examination based on the fluctuations of students from Fremont and other factors. Dr. Blake invited Principal Brian Stack to present his research on *Comparison of Staffing Levels at Public High Schools in New Hampshire* taken from the Department of Education's 2015-16 website under *school and district profiles*. Mr. Stack first discussed the key points related to SRHS staffing and class size considerations and summarized his findings saying that of the 79 NH schools he studied, the District's staffing levels are in the middle if not below the average. Compared to the 21 schools with similar a similar number of students, we are in the middle for teachers and low in numbers for other staff members. He closed by saying that he does not believe we are overstaffed, stressing that in many areas we are actually understaffed but have creative people willing to make up for that. He also feels that our teachers and staff are the biggest asset we have in the community and for our students. His talking points are as follows:

High School Class Size / Staffing Considerations Talking Points for the 11/9/2016 School Board / BudCom Meeting

What are the challenges faced by administration with regards to staffing needs?

- Class size limitations (SREA contract, safety maximums for some courses such as science, shop)
- Teacher certifications (especially complicated in areas such as science)
- Part time status - Difficult to attract and retain teachers for less than full time positions

How does our current schedule lower class size?

- A change from a 4 period to a 5 period day lowered class size by an average of 25%. Why?
 - Staff went from being available 3 out of 4 periods to 4 out of 5 periods.
 - Teacher preparation time was reduced from 90 to 60 minutes (so they are in class more).
- Our new schedule includes an RTI period. We have dedicated time for intervention and enrichment which lowers the failure rate, eliminating the need for students to repeat courses.

| School Year | Total Number of Course Failures Grades 9-11 |
|-------------|---|
| 2015-2016 | 76 |
| 2014-2015 | 202 |
| 2013-2014 | 138 |

If we were to cut one FTE from each content area, what would the impact be?

- It would compromise our ability to team in grades 9 and 10, our small learning community model, which means fewer interdisciplinary and project-based experiences
- We would reduce our ability to offer elective opportunities
- We would likely have to reduce and/or eliminate dual enrollment offerings
- We would have to reduce/eliminate ELO/internship offerings
- We would increase the number of “preps” for each of our teachers
- We would reduce our ability to build a schedule with daily common planning time for each team. This impacts our ability to implement competency education and PACE.
- We have an ever-increasing student population of complex learning disability, physical and mental health needs that would be more difficult to provide
- We would see a rise in discipline referrals. What does the data say?

| School Year | Total Number of Discipline Referrals |
|-------------|--------------------------------------|
| 2015-2016 | 725 |
| 2014-2015 | 999 |
| 2013-2014 | 967 |

As an addendum to the staffing discussion and for full disclosure, Dr. Black brought up that the Music program is an area where staffing enrollment, at the request of the School Board several years ago was increased to accommodate 1.5 FTEs. The result is that the District-wide band program went from 108 students to 256 and has become a very popular program for students.

Next, Dr. Blake discussed the highlights of our Curriculum and the PACE Program and welcomed Ellen-Hume Howard to discuss more about the technological aspects of our curriculum. Ms. Hume-Howard gave a report on the move to Chrome Books and the huge savings in costs vs. purchasing the traditional text books. In addition, the interactive nature of the Google Classroom allows the teacher and student to collaborate in real time and in ways that are

mutually beneficial for the learning experience. The reduction in printing is a significant costs savings for the Districts as well as alleviating the costs of many textbooks that are now online.

| 2016 District Chromebook Implementation | | | |
|---|---|---|---|
| Chromebook | Focus Use | Impact | Overall Savings |
| INSTRUCTION | <ul style="list-style-type: none"> Textbooks and instructional materials available on the Chromebook for students Students use the Chromebook to do research and write | <ul style="list-style-type: none"> Instructional materials updated in real time, including multiple resources beyond one textbook series Student work can be reviewed and monitored by teacher for immediate feedback and assessment purposes | <ul style="list-style-type: none"> Textbook budget decreased. Online licenses and subscriptions replace textbook purchases No need to buy new texts to ensure update information for students Student and teacher time is utilized more efficiently |
| TECHNOLOGY | <ul style="list-style-type: none"> Use of the CLOUD for storage where there is unlimited storage Replace costs for Chromebooks vs. Laptops Software available through APPs | <ul style="list-style-type: none"> Decreases the need for server storage at the district level Cost for Chromebook to replace laptops- a savings of \$750 per device Available APPs for free replace current software needs | <ul style="list-style-type: none"> Cost for storage is \$0 Savings to technology replacement plan for devices, replacement of computer lab devices Savings in the purchase of software |
| RESOURCES | <ul style="list-style-type: none"> Printing minimized as both student product and teacher instructional materials are in the Google Classroom | <ul style="list-style-type: none"> Decreases need to print materials or student work | <ul style="list-style-type: none"> Printing costs decreased in the technology budget |

Dr. Blake gave an overview of our Student Services Program and some of the challenges that are inherent based on state and federal requirements and the fluctuating needs of the students. He then introduced Student Services Director, Jodi Gutterman, who reviewed the 4 areas of the program (Section 504, McKinney-Vento Homeless, Special Education and English for Speakers of Other Languages). The total program makes up 28% of the District’s budget and Ms. Gutterman focused on explaining the 67% of the Student Services budget devoted to Special Education. 309 students are identified with disabilities across the District. Although the SRSD enrollments are going down, the population of students with disabilities is staying the same.

Student Services Adjustments

- Some facts on the Student Services budget
- Reductions to program
- Additions/changes to program
- Impact of Competency Education on Student Services

The budget reductions they are making are as follows:

- Reduce contracted psychological services (which equals 9+ days of assistance) in half and keep some contracted services while also adding 1 full-time psychologist (Masters, Step 6) on staff.
- Cut 3 Case Manager positions, one at each of the elementary schools and one at the High School.
- Reduce one Paraprofessional at the High School.

Ms. Gutterman explained the restructuring of the programs to meet the needs of students despite the students.

Dr. Blake discussed the Fixed Costs and asked Ms. Coppola to explain further.

Operating Budget Fixed Costs

| Department | Description | Reason | Budget |
|----------------------------------|---|---|---|
| DEBT | <ul style="list-style-type: none"> 20 Year Capital Appreciation Bond NH Municipal Bond Bank Refunded (refinanced) on three occasions Final payment 8/15/24 | <ul style="list-style-type: none"> Debt instrument is a legal obligation of the district | <ul style="list-style-type: none"> \$2,305,511 |
| SPECIAL EDUCATION NON PAYROLL | <ul style="list-style-type: none"> Out of district tuition Speech Services Transportation Physical & Occupational Therapy Tutoring, BCBA and Hearing Impaired Services Psychological Services | <ul style="list-style-type: none"> Adherence to federal and state laws Services included in IEPs | <ul style="list-style-type: none"> \$845,909 \$204,138 \$415,265 \$73,780 \$194,406 \$109,512 |
| STAFF RETAINAGE | <ul style="list-style-type: none"> Salaries FICA Retirement Course & ACP Reimbursements Health/Dental Insurance | <ul style="list-style-type: none"> Adherence to Collective Bargaining Agreements for Professional and Support Staff Adherence to federal and state regulations for FICA, retirement, unemployment and worker compensation Abide by School Board Policies pertaining to class sizes | <ul style="list-style-type: none"> \$15,169,150 \$1,155,801 \$2,330,475 177,500 \$4,657,880 |

Dr. Blake closed his portion by reviewing the budget book saying there is much to celebrate at Sanborn and that he hopes that the Board and Budget Committee will continue to give them the tools to continue to provide the excellent education that they do. He pointed out that this process has not been a haphazard one, but one that has been deliberately and thoughtfully prepared.

Budget Document Highlights

- Page 8: 17 Reasons to Celebrate
- Pages 10-13 School Board Goals
- Page 80 has all of the Additions and Deletions
- Page 301 is the Capital Improvement Plan
- Page 313 starts the Capital Replacement Plan
- Page 329 Default Budget calculation
- Page 333 Community profile information

SCHOOL BOARD COMMENT

Mr. Masson asked, for the purpose of those in the audience, for a clarification of what a Proposed Budget is versus the Default Budget. Dr. Blake explained this along with the dates leading up to the vote in March. Ms. Collyer asked for the areas of reduction in addition to the CIP. Dr. Blake informed her that he had reviewed that but Ms. Coppola recapped those reductions again:

- CIP Capital Improvement Plan eliminated
- 1 paraprofessional at high school
- 3 teachers at Middle School
- 3 SPED teachers (1 each elementary and 1 at High School)

Mr. Masson asked, along with Ms. Collyer, about the goals set by the Board and where they can be found in the Budget Book. Dr. Blake explained that they are there in the book.

Ms. Gannon asked for clarification on what budget the increases and decreases are from. Ms. Coppola answered that they are from the current budget

Mr. Giordano asked that if the budget were to pass, what would be the biggest impact. Dr. Blake answered that the teaching sections would need to be reworked for larger classrooms size and the other impact would be the Capital Improvement Plan's future if voters do not approve renovations.

Ms. Gluck asked for the specifics of the 4 Warrant Articles from the CIP. Dr. Blake responded as follows: Swasey Gym (638K), Chase Field House (102K), Middle School window replacement (148,600K) and lastly the doors and security measures at Bakie and Memorial. (Not totaled yet as there are more items to add).

Dr. Brown asked if there is any new data on the Smarter Balance scores. Dr. Blake responded that he should have them in the next couple of weeks. Some discussion ensued on the way the test has changed or not changed. Dr. Brown asked whether the Guidance Counselors are overstaffed. Dr. Blake commented that he did not think they were.

Ms. Rogers-Osterloh asked how many teachers it takes to run a 9th grade team and a 10th grade team versus the traditional model. Mr. Stack responded that for the 180 9th graders there are 2 teams with 5 teachers on each team, which is an 18:1 ratio. For the 10 graders, there are 3 pods with 60 students each with a 20:1 ratio. Ms. Rogers-Osterloh asked about the paraprofessionals and whether they move with students. Dr. Blake responded that students move and paraprofessionals stay put.

Ms. Gannon asked about the CIP in year two and do items roll over? Ms. Coppola responded that this is a draft CIP so it all depends on what the Board decides to vote on doing.

Mr. Masson asked about the Information Management Services line item of 120k which Ms. Coppola attributed to the financial services software. He also asked for clarification on P/T and O/T services. Dr. Blake responded that contracted services are different than the on staff rate.

Charlton Swasey commented that the way to look at the numbers is to add the budget increase to the CIP which makes it more than what is stated. Mr. Broderick pointed out that the CIP has not been thoroughly looked at yet so we cannot finalize these numbers.

Mr. Masson asked Ms. Coppola to review the process of the CIP plan. Dr. Blake contributed to the response as well. Ms. Collyer asked about the default vs. the proposed budget.

Ms. Gannon asked about the CIP project process. Ms. Coppola clarified the process. Ms. Gannon asked if the projects are agreed on, does it go into the default. Ms. Coppola explained that it depends on what FY it is decided on.

Ms. Faria asked about the timeline and when the CIP will be discussed. Dr. Blake informed her of the timeline and that this is the first anyone knows of the CIP being cut and put as Warrant Article.

Mr. Giordano commended Dr. Blake on his attention to the Board's request for Warrant articles.

Mr. Broderick asked whether Fremont, who pays a student ratio, would pay a portion of a Warrant Article. Ms. Coppola answered that they do not, based on a formula that backs out capital costs, transportation and out-of-district tuition.

Mr. Masson asked Ms. Coppola to assist Board members to navigate through the budget book.

PUBLIC COMMENT

Jim Baker/Newton-commented that CIP should be considered as part of the whole budget plan. Also the unexpended fund(s) should be taken into account when totaling the budget.

Chuck Howard/Fremont-he represents a group of concerned parents from SRSD (past, present and future) committed to Sanborn Athletics and their commitment to excellence. He asked why 70 students have left the District in the past 2 years.

Mary Cyr/Kingston-asked about the CIP and the unexpended funds related to the Chrome Books from 2 years ago. Mr. Masson pointed out that Public Comment is not for individual questions. Dr. Blake pointed out that there is a big disconnect regarding the default budget that we need to clarify. Mr. Masson will add this to the presentations he develops.

SCHOOL BOARD COMMENT

Ms. Bennett mentioned how many times over the past 18 years the question of Warrant Article versus the budget has been discussed and stressed that it is very important it is to have a sense of humor on the Board.

Michael Giordano commented he and the SRSB students feel that the Guidance Department is understaffed. He also added that the SAT scores should not be the only marker for student performance and voiced his displeasure with the lack of discussion around the priorities of what the students want during these budget discussions.

Mr. Masson closed with a quote by the outgoing U.S. President that says, "Don't tell me what you value, show me your budget and tell me what you value".

BUDGET COMMITTEE COMMENT

Ms. Gannon thanked Dr. Blake and the Administration and looks forward to face-to-face opportunities to work together on this huge responsibility. Ms. Osterloh and Ms. Faria agreed.

Dr. Blake closed by saying that this process is about the kids and not about anyone else. He hope that both Boards can work together to come up "with a fair budget and bot a spite budget."

Ms. Collyer reminded everyone that they will be meeting every week (except for Thanksgiving) and welcomed the public to participate by attending. She thanked Dr. Blake and Ms. Coppola

for providing the volumes of information and voiced her appreciation for the work involved in the Budget preparation and presentation.

ANNOUNCEMENTS

The next Sanborn Regional School Board Meeting will be held on Wednesday, November 16, 2016 at 6PM in the School Board Room (Room 137) at the Sanborn Regional High School, 17 Danville Road, Kingston. **This is a Non-Public Meeting regarding contract negotiations.**

The next Budget Committee Meeting will be held on Thursday, November 17, 2016 at 7:30 pm in the School Board Room (Room 137), at the Sanborn Regional High School, 17 Danville Road, Kingston. Meetings will follow weekly. The public is welcome to attend.

A Joint Board Meeting with the Fremont School Board will be held on Thursday, December 17, 2016 at 6PM in the SRHS Library.

The next Sanborn Regional School Board meeting will be held on Wednesday, December 7, 2016 at 7PM

ADJOURNMENT- Mr. Masson made a Motion to adjourn the meeting at 9:40 PM, moved by Ms. Ross . **Vote: All in favor.**

BUDGET COMMITTEE MEETING

Chairperson Collyer called the meeting to order at 9:41. Ms. Gannon requested a copy of the slideshow for the members. She also asked how many of the Administrators will be coming to the next budget meeting. Ms. Collyer will obtain that information and encouraged that other requests be sent to her as well. Also, the December 1st meeting will be held in the Library following the Joint Board meeting. **Ms. Collyer asked for Motion to adjourn at 9:44 PM, Ms. Rogers-Osterloh moved the Motion and Ms. Gluck seconded. Vote: All in Favor.**

Minutes respectfully submitted by,

Phyllis Kennedy
Recording Secretary

Minutes of the School Board meetings are unofficial until approved at a subsequent meeting of the School Board.