

Town of Hopkinton New Hampshire



Hopkinton School Board
Hopkinton Budget Committee

Joint Public Meeting
Tuesday, October 18, 2016
5:00pm
ADOPTED MINUTES



Above All, Care

Maple Street School
Room 1

PUBLIC SESSION

In Attendance:

School Board: Matt Cairns, Chair; Liz Durant, Vice Chair; William Chapin, Jr., William Jones, Dave Luneau, Board Members

Student Representatives: Nicholas Mayo

Administration: Steven Chamberlin, Superintendent of Schools; Michelle Clark, Business Administrator

Budget Committee: Ken Traum, Amy Bogart, Mark Zankel, Richard Houston, Don Houston, Deb Norris, Ginnie Haines, Janet Krzyzaniak (5:25pm), John Wuellenweber (6:35pm)

1. Call to Order/Pledge of Allegiance
Chair Cairns opened the meeting at 5:04PM and led the Pledge of Allegiance. Introductions of all members all members of the Budget Committee and School Board were made.
2. Additions/Deletions from Agenda - None
3. Public Comment (1)
4. Comments from the Hopkinton School Board and Hopkinton Budget Committee
Budget Committee members expressed their thanks for putting this meeting together to discuss the roles of the upcoming budget season. Chair Matt Cairns stated that it was a great opportunity to establish procedures.
5. Items for Discussion
 - a. Role Clarity – Hopkinton Budget Committee and Hopkinton School Board
 - i. Budget Development
 - ii. Budget Approval
 - iii. Budget Implementation
 - iv. Budget Oversight

Janet Krzyzaniak stated that the Budget Committee had developed a list of questions to help with the process of FY18 budget development. Mr. Chapin stated the typically the budget committee would not get involved in macro-level budget input to the School Districts budget but they are requesting that they would like to be involved in the process and are looking to see if it can be beneficial.

Chair Cairns stated the School Board would be willing to give macro-level guidance to the Budget Committee and would prefer this guidance sooner than later. Mr. Cairns asked if the Budget Committee was looking for a % change or \$ dollar figure. Mr. Traum stated that the Budget Committee is weighing the affordability of the projected tax rate with the projected Town and School District FY18 budgets. It would help if the Budget Committee knew what cost factors will drive the budget beforehand. Mr. Zankel stated the Budget Committee would appreciate knowing what the cost drivers will be. Mr. Cairns stated that it would be beneficial to know when the Budget Committee would need this information so that the building administrators can complete this task. Mrs. Krzyzaniak stated that having the information by November would help the Budget Committee.

Mr. Chapin, Jr. stated that the Budget Committee is looking for the “big picture” not a year-to-year, ten years if possible. Ms. Durant stated this would be difficult as class size, class offerings, salaries, are hard to project that far out. She suggested a general picture of 3-5 years. Mr. Jones stated that the School District has a CIP plan (ten year projection), capital reserves, and are still working on the cost of a facility plan. Mr. Cairns also added that there are projectables and non-projectables.

<u>Projectable Budget Items</u>	<u>Non-Projectable Items</u>
Health Insurance	Special Education – IEP driven
Salary Increases (CBA)	New students to district
Retirement	

Mr. Luneau stated other factors include state adequacy, CIP items, special education cost, and salary and benefits.

Mr. Don Houston stated that the final tax rate is the big picture and that the School Board has done an admiral job in keeping the tax rate level. He stated that the tax rate is still a major obstacle and that Hopkinton has the 5th highest tax rate in New Hampshire. He feels that it is imperative to take control of the tax rate in order to get more folks to move into Hopkinton.

Mr. Chapin, Jr. stated that the School Board can provide some projected numbers (projectables) but some cost are difficult to foresee. Mr. Houston stated that would be helpful in order to see what the School District is expecting. Mr. Zankel stated that it was important to start this dialogue and realizes it will take a few years to develop a good process. Ms. Durant inquired if the Town would be providing the same information to the Budget Committee. Mr. Houston stated the Town has agreed to provide the same type of information. Mr. Cairns stated the School Board will provide what they can this year and start the process of developing a three-year plan to begin next year.

- b. Expectations
 - i. Communication

- ii.* Public Hearing Presentations
- iii.* Reports –Monthly, Quarterly, End of Year
- iv.* Long Range Planning

Mrs. Krzyzaniak reviewed the process of the Budget Committee Public Hearing from March 2016 and is looking for clarification on procedures for this year. Clarification is needed if the School Budget and Budget Committee recommended budget is not in agreement. The Budget Committee suggested that Town and School Board Counsel review the procedures as mandated by RSA 32.

c. Additional Items

6. Public Comment (2)

7. Adjournment

The Board adjourned at 6:05pm.

Respectfully submitted,

Brenda Vincent