

# Approved

## **HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT BUDGET COMMITTEE**

A regular meeting of the Hollis Brookline Cooperative School District Budget Committee (BC) was conducted on Thursday, June 27, 2019 at 7:00 p.m. at the Hollis Brookline Middle School.

### **Members of the Committee Present:**

Darlene Mann, Chair  
Raul Blanche, Vice Chair  
Matt Maguire, Secretary  
Brian Rater  
David Blinn  
Cindy Van Coughnett (SB Rep)

### **Members of the Committee Absent:**

Tom Enright, Lorin Rydstrom

### **Also, in Attendance:**

Kelly Seeley, Business Administrator

The meeting was called to order at 7:00 PM.

### **AGENDA ADJUSTMENTS**

None

### **Appointment of Meeting Observer**

David Blinn was appointed meeting observer.

### **Secretary's Report**

Raul Blanche moved to approve the meeting minutes from the regular meeting held in May 23, 2019. Brian Rater seconded.

**Motion Carried 6-0-0**

### **Public Input**

None

### **General Business**

Prior to the BC meeting Kelly Seeley gave a tour of the HBHS to several of the BC members.

### **Financial Update**

Kelly Seeley provided the BC a financial update and reviewed the FY19 YTD Expense and Revenue report that was part of the agenda material. Kelly Seeley reported that overall the financial conditions are better than expected and have improved compared to the YTD expenses and revenue reported at last months' BC meeting. As of 6/11/19, the expense balance is \$481,082 and the total revenue balance is \$53,116. The

unreserved fund balance is \$561,780. After the anticipated reductions to the unreserved fund balance for transfer to the contingency fund and the various trusts, there will be approximately \$152,780 returned to the taxpayers. Some of the highlights from the expense and revenue report include:

- Regular Education – Staffing changes have been favorable and there have been fewer lane changes.
- Special Education – There have been some savings in salary, out of district placements, tutoring and services.
- Instructional Staff Support – Savings in teacher professional development.
- School Board/SAU Assessment - \$100k contingency fund was not used and there were lower legal fees.
- Transportation – The delay in the delivery of the Vans that were leased have resulted in higher transportation cost. (Note: Delay was due to fire at Van MFG)

Raul Blanche asked Kelly Seeley if Superintendent Corey was able to find additional money in the current budget, per the discussion at last month's BC meeting, to reduce the impact of the cost for the HBMS Robotics Space changes. Kelley Seeley said this has not occurred yet and indicated that any additional budget funds that could be applied towards the project would be from FY20, not FY19.

Darlene Mann asked about the Transportation Contract that was discussed at the special SAU GB meeting on 5/29. She asked if there would be any contract changes due to the purchase of Hollis Transportation by Student Transportation of America (STA). There was some discussion on the bus contract, and it was stated that there will not be any changes to the contract.

There was then some discussion on the FY20 Stipends. The agenda material contained information on the FY20 HBHS and HBMS Athletic stipends. It was reported that there was a slight increase in some of the stipends. The Athletic Stipends for HBHS total \$202,250 and for HBMS, \$50,200.

The Maintenance Expendable Trust and Athletic Expendable Trust were the next topics of discussion for the BC. The agenda material contained the information that was provided for the June 19, 2019 Public hearing that the SB held. A public hearing is required for any of the funds in the trust to be allowed to be used. Summary of the two Trust Funds:

#### **Athletic Expendable Trust Background**

The Athletic Expendable Trust is funded by parent-paid athletic fees. The total fees collected in one year are sent to the Trust in the following year. An annual request and public hearing occur each year to spend all or part of that allocation.

#### **Athletic Expendable Trust**

Current Balance: \$ 101,065

FY19 Expenditures: \$ 59,997

To be added in FY20: \$ 67,000

FY20 Expenditures: \$ 67,000 per FY20 Budget Documents

Resulting Balance: \$ 41,068 6/30/20

The SB is requesting \$67,000 from the Athletic trust. As indicated above, it is expected that there will be a \$41,068 balance in the Athletic Expendable Trust. Darlene Mann asked what would happen to the balance. There was some discussion regarding what if the balance could be applied towards field use, or if it could be used if there was an unexpected expense (Athletic Related) such as equipment that breaks. In order to access funds for those purposes the SB would have to hold another public hearing.

#### **Maintenance Expendable Trust**

Current Balance: \$ 122,205

FY19 Expenditures: \$ 10,030

To be added in FY20: \$ 75,000

FY20 Expenditures: \$ 95,000 per FY20 Budget Documents

Resulting Balance: \$ 92,175 Fall of 2019

The SB is requesting for FY19 to use \$10,030 to replace the traveling cable for one of the elevators at the HBMS. The elevator at the middle school is approximately 30 years old and this repair should provide another 3 to 5 years for the elevator as long as nothing else breaks.

The LULU lift at the HBHS was also discussed and it was noted that the Capital Improvement Plan (CIP) includes a replacement of the lift with a real elevator.

Darlene Mann mentioned that the agenda material included the audit results from last year. These results will be discussed at a future meeting if desired. The BC could also have the auditors attend a meeting. The report contains a summary of the findings.

Darlene Mann provided an update on HB415 that is in-process. This HB (House Bill) would require any vote to move to SB2 to take place at the district meeting vs. having an all-day vote. It was asked if the same would apply for leaving SB2. HB415 only covers moving to SB2 and does not address leaving the SB2 format.

Also, there are several HB (House Bills) and SB (Senate Bills) that are in process that could have an impact to the amount of state aid and grants for the district. At this time the impact is unclear if the district would receive more or less aid from the various bills. The SB and BC will monitor the status of the various bills.

#### **SB Update**

Cindy Van Coughnett provided the BC with a SB update. The SB approved a contract with Quirk Construction for the construction of the turf field. The contract is for \$1,457,000. It was reported that all concerns and issues with the ROW (Right of Way) have been resolved. Construction is cleared to begin and will start ASAP.

The Middle School will be moving to a “waterfall” schedule similar to the high school. One key influence behind change to the schedule was changes to the New Hampshire Rules for the education of children with

disabilities. There was a major revision of rules in 2017. As a result of those changes the District's special education model became non-compliant in a couple of areas. The change would be to shift to an 8-period day with lunch and ROCK (Home Room) pulled out of those 8 periods. The waterfall type of schedule would rotate the core classes at different times depending on the day of the week.

The architectural services for the utilization of the Tech Ed space and accompanying equipment upgrades/replacement was awarded to Windy Hill Associates, at a cost not to exceed Eight Thousand Dollars (\$8,000). The Total cost of the proposal is not to exceed Eighteen Thousand Dollars (\$18,000). The source of funding is a private donation in the amount of Five Thousand Dollars (\$5,000) and Warrant Article 13 approved at the Annual Meeting.

### **Facility Update**

Kelley Seeley provided the BC with a facility update. A Status Report handout was provided to the BC for the discussion. The evaluation methodology included discussions with:

- Building Administration
- District Maintenance Personnel
- Superintendent
- Outside Sources

The facility Audit tool was also used. The tool is a spreadsheet that captures the status of the major systems in each building. The evaluator then assigns points based on functional compliance and safety/compliance concerns. The items with the highest points become higher priorities.

### **HBMS prioritized areas of concern include:**

- Elevator
- Water System
- Gym Bathroom Upgrades
- Paving Issues
- Fire Panel Replacement
- HVAC Control and Fans, Duct Cleaning and Admin AC.
- Soffits
- Tables and Chairs in the MPR.
- Classroom and Hallway flooring
- Exterior Lighting
- Intercom System
- Alarm System Upgrades
- Life Skills Upgrade
- Day Tank Replacement
- Exterior Doors and Windows

- Door Security
- Library/Upper Level Roof

**HBHS prioritized areas of concern include:**

- Restroom Hand Dryers
- HVAC Upgrades, Duct Cleaning
- Ceilings
- Roof
- Energy Efficiencies
- Parking Lot
- Main Office Security
- LED Replacement Cycle
- Day Tank Replacement
- Window Seals
- Masonry Work
- Student Restroom Partitions
- Interior Doors and Exterior Doors
- Main Office A/C
- Storage Shed
- Fence Repairs
- Outdoor Insect Control
- Egress
- Security Cameras
- Intercom
- Storm Water Drain Repairs
- Window Blinds
- Tile Floors
- Soffits
- Sanitary sewer repairs

The updated capital improvement plan (CIP) breaks the various items out into two categories: under \$20k and over \$20k. The CIP will be updated annually. The ballpark estimates will be refined as time permits. The agenda material provided a breakdown of all the items indicated above into the two categories and prioritized them by year.

The BC will investigate having someone from the Hollis Energy Committee come to speak to the BC about the energy program at the Hollis Primary school. The discussion would take place at the September BC meeting or later.

There was some discussion about where these types of items (lists above) should reside in the budget. Hollis uses the maintenance trust to fund all maintenance items. This is a change to how the budget is done for the COOP as it transfers money from the budget into the trust. The budget would be lower but the trust funds would be much higher with this approach.

### **Announcements**

No July Meeting

Next meeting will be the 5<sup>th</sup> Thursday in August (8/29).

### **Process Observer Readout**

David Blinn commented that the BC had a good meeting.

### **Adjournment**

**Raul Blanche made a motion to Adjourn. Brian Rater seconded. Motion Carried 7-0-0**

Meeting adjourned at 8:17 p.m.