

**Town of Northwood
Budget Committee Minutes
April 29, 2014**

Chair Ginger Dole calls the meeting to order at 7:00 p.m.

PRESENT: Chair Ginger Dole, Vice Chair Betsy Colburn, Selectmen Representative Robert Holden, School Board Representative Timothy Jandebour, Water District Representative John Jacobsmeyer, Bonnie Sears, Bunny Behm, Mike Carlton, Thomas Chase, Hal Kreider, Joseph McCaffrey, and Board Administrator Linda Smith. *Nicole Roy arrives at 7:04 p.m.*

ABSENT: Excused: Daniel McNally, Keith McGuigan, and a representative from the Northwood Cove Village District.

MINUTES

April 7, 2014

Mr. Holden makes a motion, second by Ms. Behm, to accept the minutes of April 7, 2014, as written.

Page 1: *typo*

Motion passes, 9/0/2. Mr. Kreider, and Mr. McCaffrey abstain, as they were not at the meeting.

Budget Committee Rules of Procedures

Ms. Dole reads through each item on the budget committee's rules of procedures. A discussion is held regarding the process of reconsidering a passed motion:

A motion to reconsider can be made and seconded by any eligible member of the committee. If after voting, the motion to reconsider prevails by 2/3 majority, reconsideration takes place. If not passed by 2/3 majority, the issue is dead, as you can ask to reconsider the issue at hand only one time.

Ms. Roy references Robert's Rules of Orders and further discussion ensues. Ms. Smith explains past practice of the committee has been that the motion must come from a member of the prevailing side. Mr. Holden comments that in the end, the majority rules, and perhaps makes people vote in favor when they really want to vote no so that they can be on the prevailing side, thus he will be voting no.

After discussion, **Ms. Behm makes a motion, second by Ms. Colburn, to amend the committee's procedures to include the words to reconsider. The motion and second are withdrawn.**

Ms. Behm makes a motion, second by Ms. Colburn, to amend the language of the committee's procedures to remove "and seconded" and add ... *who voted on the prevailing side.*

**Town of Northwood
Budget Committee Minutes
April 29, 2014**

Mr. McCaffrey expresses concern about having the opportunity to reconsider. Ms. Dole explains that there have been some situations where motions have been made to reconsider at a later time.

VOTE: YES: BC, NR, BS, BB, MC, JJ, JM, TJ, GD. NO: RH, TC, HK. Motion passes; 9/3.

Third Quarter School District

Mr. Jandebaur, school board representative, states that the Local Government Center insurance is -2.8% and this is good news.

Mr. Jandebaur explains that the town will now have two new students included in the NECC program, which will generate funds.

Mr. Jandebaur states that in September there will be \$48,000 coming into the school district from HealthTrust, which will show on the revenue report.

Mr. Jandebaur states that all funds have been transferred to the capital reserves per the warrant articles.

Mr. Jandebaur states that on the audit management letter there was only one item listed, student activity fund. He states that this matter is being addressed and should not show up in the next audit.

Mr. Jandebaur explains that the school is currently working on a better system for the school lunch program. There has been discussion about the possibility of outsourcing.

Mr. Jandebaur refers to the revenue report and states that the school is anticipating having \$190,000 of excess revenue by the end of the year. He explains that this is expected for the funds from the overcharge of LGC and new Health Trust. He adds that the SAU student services director, Mr. Reuning, has uncovered some billing issues and has been able to get some funds back from the other school districts. He states that the school is also anticipating additional funds from catastrophic aid.

Mr. McCaffrey asks for clarification on the revenue funds. Mr. Jandebaur explains that there is a 3 year window of opportunity to recover funds and Mr. Reuning is checking into this further. Further explanation is provided by Mr. Jandebaur relative to the unanticipated revenues.

Mr. Kreider asks about Medicaid reimbursements. Mr. Jandebaur states that there will be a shortfall in this line. He explains that it is very difficult to project this amount ahead of time and it overlaps year to year. He states that there are enough funds coming in through the unanticipated revenue to out-shadow this

**Town of Northwood
Budget Committee Minutes
April 29, 2014**

item. Additional discussion ensues. Mr. Jandebaur states that the new staff has been doing a great job.

Mr. Holden asks if the school will be returning funds to the town and/or encumber some funds. Mr. Jandebaur replies that the majority of the funds will be returned to the town. He mentions that some expenses are less this year; Coe Brown, Special Education Transfer, etc. Mr. Holden states it may be difficult to buy down the tax rate this year as the town's contribution to the unexpended fund balance has decreased. He states that perhaps the school will be able to help out this year. Mr. Jandebaur estimates approximately \$300,000 could be returned to the town. He adds that lines have been encumbered where spending is needed.

Mr. Kreider asks about the warrant articles. Mr. Jandebaur refers to page 14 and states that the articles have all been transferred accordingly.

BUDGET

Page 1

Mr. Jandebaur refers to Teacher Substitute Wages and states that \$25,000 was budgeted; however, the line was amended, which will no longer be done. He states that \$13,000 was added. He explains that many teachers have been out on leave which requires substitutes and this will cause the line to be overspent. Mr. Holden asks if there is a short term disability plan. Mr. Jandebaur replies that there is only long term disability. He states that there are many teachers with many sick days accrued. Further discussion is held regarding sick time and unpaid sick days. Mr. Jandebaur adds that this year there was a warrant article created for a benefit pay fund to help out with this matter. He expresses concern over the number of substitutes and the impact it has. Mr. Chase asks if the substitutes are qualified to move the curriculum forward in these classes. Mr. Jandebaur replies yes, at this time. He states that there are a number of qualified teachers available.

Ms. Colburn notes the language arts line and states that she feels that there are some columns that seem high for the end of the school year. Mr. Jandebaur states that the school board is trying to anticipate actual figures to give an honest view.

Page 2

Ms. Roy asks about the Special Ed Teacher Substitute line. Mr. Jandebaur states that there is an increase in this line as well and he adds that the 2014/2015 substitute lines have also increased.

**Town of Northwood
Budget Committee Minutes
April 29, 2014**

Ms. Colburn asks regarding new equipment and furniture. Mr. Jandebour states that funds were spent for items for the nurse and have been allocated to the wrong line. He states that this will be changed.

Page 3

Ms. Dole refers to the original appropriation column and the amended column and asks if this will be removed. Mr. Jandebour replies yes and explains that there will be one column that shows actual funds appropriated.

Mr. Kreider asks if Mr. Reuning would be able to provide a calculation in detail regarding the special education and the adequacy grant. Mr. Jandebour states that special ed. Revenue is really impacted by the amount catastrophic aid received. He states that it is what makes a difference. He adds that this particular year we did well. Mr. Jandebour states that he will speak to Mr. Reuning. Further discussion is held regarding catastrophic aid and special education tuition.

Mr. Jandebour refers to the enrollment report and states that previously there were some students that the district was not receiving funds for. He reviews the different locations where students attend. He adds that the school board is now doing a better job budgeting /tracking students. Mr. Jandebour states that parents are involved in the IEP meetings and discussion. He further explains the IEP process.

Page 5

Mr. McCaffrey asks what the guidance salary covers. Mr. Jandebour replies that this guidance salary is for the counselors for grades K-8. He states that there are currently two counselors.

Mr. Jandebour explains the Regional Technical Training Center in Dover where 10-15 students a year may benefit by going there and going through the program. Further discussion is held regarding the vocational program and how guidance can be involved. Additional discussion is held regarding the job description of a guidance counselor.

Page 7

Ms. Colburn asks about the course reimbursement lines and states that the lines should be at zero. Mr. Jandebour replies that this amount was what was expended through March.

Page 9

Ms. Dole asks about the additional funds added to equipment technology. Mr. Jandebour states that the warrant article did not pass. Ms. Dole states that these funds were added in anticipation of that. Mr. Jandebour replies yes.

**Town of Northwood
Budget Committee Minutes
April 29, 2014**

Page 10

Ms. Roy asks for a clarification regarding the unanticipated expenditure on the principal salary line. Mr. Jandebaur replies that the principal has resigned and he will not be taking all of his earned vacation time; it will be paid to him.

Page 12

Ms. Behm asks about the grounds maintenance and asks why \$3,200 was budgeted and over \$12,000 is expected to be spent. Mr. Jandebaur replies that there were some safety issues and concerns that needed to be addressed. He states that the funds were available funds in the teachers' retirement.

Page 13

Mr. Jandebaur notes that there is a savings in the special ed. transportation line, which resulted from changing to a new company.

Page 14

Ms. Behm asks about the food service sub line. Mr. Jandebaur states that this is anticipated funds; however, will not be spent if it is not necessary.

Enrollment Report

Ms. Colburn refers to the enrollment report and notes that there are differences with the totals for homeschooled students on the census. Mr. Jandebaur states that he will ask and get an answer.

Ms. Behm states that there should not be reference to a middle school as there is no middle school in Northwood. She explains that there are specific requirements for a middle school and she does not feel it is right to list as such. The town has an elementary school, K-8.

Special Education Handout

Mr. Kreider notes that the handout lists "homeless". Ms. Behm states that the school must consider a student homeless if they live in a camp and the town must educate these children. Mr. Jandebaur states that there will be some additional changes made to the enrollment report and he states that he would like the report to include all students that Northwood is paying for. Discussion ensues regarding the alternate education program. Mr. Jandebaur adds that the students in the alternate education program are not special education students and should not be listed in the special education handout.

SAU-44 Report Card

Mr. Jandebaur provides a few copies of a new report, a report card for the SAU. He explains that the school is trying to critique themselves. The report consists of a variety of data for the elementary and high school.

**Town of Northwood
Budget Committee Minutes
April 29, 2014**

OTHER

Accept Letter of Resignation

A letter of resignation has been received from Jim Ryan. Ms. Dole states that the resignation letter was discussed at the previous meeting; however, no motion was made to accept the resignation. **Mr. Jandebour makes a motion, second by Mr. Chase, to accept the resignation of Mr. Ryan, with regret. Motion passes unanimously; 12/0.** A letter to be sent to Mr. Ryan thanking him for his service to the budget committee.

Upcoming Meetings

The next meeting is scheduled for August 20, 2014; at 7:00 p.m. Ms. Roy will not be able to attend. Other meetings are scheduled as follows:

Wednesday, October 15, 2014; 7:00 p.m. quarterly meeting,

Saturday, December 6, 9:00 a.m. - Town

Monday, December 8, 7:00 p.m. - Town

Wednesday, December 10, 7:00 p.m. - Town

Saturday, December 13 at 9:00 a.m. School

Monday, December 15, 7:00 p.m. - School

Wednesday, December 17, 7:00 p.m. - School

Adjournment

Mr. Holden makes a motion, second by Ms. Colburn, to adjourn. Motion passes at 8:37 p.m.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary