

**MILFORD SCHOOL BOARD
AGENDA
Tuesday, September 6, 2011
Milford High School – Lecture Hall Room # 182 – 7:00 PM**

1. Call to Order
2. Board Member Comments
3. Public Comments
4. Reports and Presentations
 - a. Superintendent's Report
 - b. Job Coach Program, Sage School – Kristi Bradshaw
 - c. Annual Report From Director of Buildings and Grounds
5. New Business
 - a. Adopt Budget Process Guidelines **EXHIBIT**
6. Old Business
 - a. Policy Proposal
 1. Deletion of Policy # 6025 High School Building Security Policy **EXHIBIT**
(Second Reading)
7. Housekeeping Items
 - a. Approval of Minutes 8/15/11
 - b. Approval of Manifests
Vouchers # 3,1014,1019,1020,1021,1022,1023,1024,1025,1026
1027,1028.
8. Public Comment
9. Nonpublic Session RSA 91-A :3II (c)
 - a. Personnel
10. Adjournment

Budget Process Guidelines for 2012/2013 Budget

Time Line

- ❖ 1st Sept. meeting – Board adopts guidelines for the budget process (this document) and establishes any parameters for the administration.
Note: In the recent past, the board has chosen to not establish parameters at this point – other than a general request for the administration to keep the effect on the tax rate in mind – preferring to wait until November to see the effects of expenses mandated by contractual and legal obligations.
- ❖ 2nd Sept. meeting – Board and administration discuss, in broad terms, potential areas for warrant articles.
Note: The intent of this discussion is to give enough time for the administration to gather any necessary facts before the presentation of the proposed budget in November.
- ❖ 2nd October meeting – Establish enrollment projections by grade, based on a 2-year average of previous enrollments for Kindergarten, a 3-year average of previous enrollments growth rate for Grade 1, and a 3-year average cohort survival rate for all other grades. Enrollment projections will be based on October 1st enrollments. Mason enrollment projections will be calculated separate from Milford enrollments, and will be merged with Milford enrollments for the final projection.
- ❖ 1st Nov. meeting – Administration presents proposed budget as per Budget Checklist.
- ❖ Noon, one week following proposed budget presentation – deadline for school board members and budget committee members to E-mail questions on the budget to jfrench@sau40.com.
Note: Questions to be distributed quickly to appropriate administrators to help prepare for the following Saturday's discussion. Questions should be categorized by administrative area for ease in distribution and should also include the page number as well as account number. All school board and budget committee members to receive copies of all questions.
- ❖ 2nd Saturday after proposed budget presentation – Board and budget committee meet with administrators to discuss their respective budget areas. Each administrator to give an overview of major areas of change in their budget, a justification for new/expanded programs and positions, followed by a review of submitted questions.
Note: Presentations usually start at 8:00, with the district-wide items penciled in for the last time slot, allowing the opportunity for this information to be presented during other gaps.
- ❖ 2nd Nov. meeting and first December meeting (and possibly other dates as the board determines) – Time allotted for budget work during meeting(s).
- ❖ 2nd Dec. meeting – Formal meeting with budget committee. Finalize all budget and warrant article decisions.
Note: Work on the budget and warrant articles must be finalized by the end of this meeting to allow adequate time for preparation of state forms, default budget, voter guide, graphs, etc.

Budget Development, Presentation, and Review

- ❖ Budget to be developed using “zero-based” principles, as has been the past practice.
- ❖ New/expanded positions and programs to include grant-funded positions being switched to district-funded positions and materials needed for new courses.
- ❖ Proposed warrant articles and new/expanded positions and programs should show all original requests to the superintendent as well as those approved by the superintendent.
- ❖ Due to upcoming/ongoing negotiations with our organized labor groups no increase in classified staff salaries will be built into the budget unless the board establishes one as part of the budget parameters. If not established as a budget parameter, the budget overview should indicate the total cost of a 1% salary increase. Board members can then estimate the cost for various percentages using that information.
- ❖ As a general rule, the background information to be reviewed at the Saturday meeting should be distributed in advance of the meeting to all meeting attendees to allow them time to review the material and to be involved in ~~much background information as possible should be distributed to board members before the Saturday session to allow for~~ informed discussion. If items are to be handed out at the Saturday session, there must be at least 15 copies available to ensure that all school board and budget committee members receive the information.

Articles

- ❖ No article will appear on warrant without a positive Board vote to place it there.
- ❖ Once all decisions have been made with respect to placing items on the warrant/ballot, there will be a separate vote on each item placed there with respect to the Board’s recommendation on the item. The board’s recommendation is contingent upon a positive vote in that regard, otherwise the item will be considered as not recommended.

General

- ❖ Information sent to school board also to be sent to budget committee, and vice-versa.
- ❖ These guidelines are established in advance to provide all participants with clarity for the process. They may, however, be overridden at any time by majority vote.

Default Budget

- ❖ The default budget is developed by the Business Administrator using the guidelines found in Policy 2327 Calculation of Default Budget (see attached), and is approved by the School Board. The School Board may modify this policy at any time at their discretion, but implementing any modifications should be done early in the budget process if possible.

Budget Checklist

First November Meeting

- ❖ Proposed Budget (function, with line-item descriptions).
- ❖ Backup Materials, to include the following items (which may be combined):
 - Budget Overview explaining significant areas of change within the main budget.
 - New or Expanded Positions and Programs including original requests from administrators.
 - Warrant Article proposals – including original requests from administrators.
 - Proposed Budget (object level – no line-item descriptions; as time allows).
 - Timeline for School District Voting, approved by counsel (as time allows).
 - Default Budget (as time allows).
 - Revenue Projections (as time allows).
 - Tax Impact Projections (as time allows).
- ❖ Current-Year Forecasts (as time allows).

Prior to Saturday Session

- ❖ Board and Budcom questions and answers.
- ❖ Backup material from administrators.
- ❖ Schedule for Saturday presentations.

Voter Guide

- ❖ For the ballot-voting session, mail a voter guide to each household.
- ❖ The ballot-session voter guide contains the following:
 - Message to Voters from the Board; List of Board Members (group picture?)
 - Message from the Bud Com (at their discretion); List of members (group picture?)
 - Summary of warrant articles. Each article gets a one-paragraph summary of the article, the school board's opinion (with vote tallies and, where needed, minority reports and indications of the votes of individual board members), and the budget committee's opinion (with vote tallies, at budget committee's discretion).
 - Up to one page (8 1/2 X 11) to provide details for each warrant article, except the budget article, which has its own rules, below.
 - Proposed Budget Overview (to include spending and tax rate comparisons with previous years).
 - Budget Detail by Object & Function (table).
 - Pictures, if possible, of school activities and art work. (Superintendent should have principals start collecting some of these items as soon as possible).
 - Petition Warrant Articles – Petitioners may supply the above one-paragraph and/or one-page information for the school board's consideration for inclusion with the Voter Guide; however the school board retains all editorial control.
- ❖ No political ads will be allowed in the voter guide. Short, free candidate profiles may be allowed if time and space permit.

The Board believes the intent of the Default Budget provisions in RSA 40:13 (also known as "SB 2") is to produce a budget figure for the next school year that represents the figure approved by the voters for the current school year, with adjustments made only to recognize changes specifically required by law or contract.

When producing a proposed default budget figure for the Board's consideration the Superintendent shall use the following guidelines:

Equipment – In an effort to simplify the determination of which equipment purchases in the current year were for ongoing replacement programs and which were for new programs, the amounts in the current budget for all NEW equipment, furniture and computers SHALL NOT be included in the default budget. The amounts in the current budget for all REPLACEMENT equipment, furniture and computers SHALL be included in the default budget.

Legal and/or Contractual Obligations – Unless otherwise provide for in this policy, the only adjustments that shall be considered for legal and/or contractual obligations are:

- Adjustments for which the District has a written contract for the next school year which contains an actual price for the product/service. (If the product/service is required, but there is no written contract, no adjustment shall be made. If the contract includes a per-unit rate then the current year's quantity shall be used to determine any adjustments).

Collective Bargaining Obligations – Unless otherwise provided for in this policy, the only adjustments that shall be considered for collective bargaining obligations are:

- Projected changes in salaries for collective bargaining positions that were included in the current year's budget AND that are also included in the Board's proposed budget for the next year. (Positions eliminated from the proposed budget shall be eliminated from the Default Budget. Positions for which salary or benefits have been reduced in the proposed budget shall have the same reduction(s) reflected in the Default Budget.)
- Projected changes for a specific product/service from a specific vendor called for in collective bargaining agreements. If the agreement calls for a specific product, but does not specify a vendor, no adjustment shall be made.
- Projected changes for products/services called for in a collective bargaining agreement for which no alternative can be selected without the approval of the bargaining unit.
- Early Retirement Adjustments. Positions affected by early retirements shall appear in the Default Budget at the average new-hire amounts. The early retirement obligations shall also be included in the Default Budget.

Special Education – All projected adjustments to meet requirements of Individualized Education Plans (IEPs) for known students at the time of development of the Default Budget shall be included.

Curriculum Cycle – Given that different areas of the curriculum are updated each year, the Board believes the provisions of the Equipment section, above, address the major issue with respect to annual curriculum costs. With that in mind, no further adjustments to curriculum-related items such as supplies, textbooks, etc. will generally be needed.

Non-Recurring Expenses – Other expenses from the current budget not likely to recur in the succeeding budget shall be considered for removal/reduction on a case-by-case basis.

Adopted: 1/2010
Revised: 1/2011

The custodial staff will take full responsibility of building security after regular school hours.

CUSTODIAL RESPONSIBILITIES

1. Unlocking entrances for staff and students between 7:00 and 7:30 A.M.
2. All exterior doors except office entrance will be re-secured one half (1/2) hour after the beginning of school.
3. Lobby fire doors will be secured two (2) hours after the closing of school.
4. The office entrance will be locked after the office staff leaves at approximately 5:00 to 5:30 P.M.

TEACHER RESPONSIBILITIES

1. Schedule all activities in writing with the office. Office will arrange with custodial staff means of entry and time.
2. Students will not be admitted into building without a teacher or advisor being present.
3. Once a group enters the building, doors will be immediately secured.
4. Teachers will keep their group in immediate area where activity is located.
5. Plan to end all activities no later than 11:00 P.M. – notify custodial staff member when leaving the building.
6. Building will not be reopened between the hours of 11:30 P.M. and 7:30 A.M. without authorization from the Superintendent, Principal, Assistant Principal, or the School Board.

WEEKEND

The building will be open on Saturday between 8:00 A.M. and 4:00 P.M. for activities and teacher convenience by scheduling in advance through the school office. All building admittance for evening activities will be through the main lobby entrance or the office entrance. Please specify entrance on request. Custodian will re-secure building after groups enter. Teachers will instruct group to leave by the same door which they entered.

Adopted: 6/1971

Revised: 6/1975