Ms. Gail Sullivan, Vice President called the Budget Workshop to order at 7:19 p.m. Present were: Mr. Sven Amirian; Attorney Paul Magliocchetti; Mr. Shaun Toohey; Mr. Scott Wood; Mr. Brian O’Connell, Business Manager and Mr. James Scully, Superintendent of Schools. Mayor James Fiorentini, Chairperson and Mrs. Maura Ryan-Ciardiello, President were recorded absent.

Opening Comments by Superintendent & Business Manager

Mr. Scully indicated that in collaboration with the Mayor, the school department had reduced its budget to a 5% overall increase for FY17. He further noted that additional resources for Tilton School and the Haverhill High School had been incorporated into this budget.

Mr. O’Connell reviewed a revised budget document along with recommendations with the committee that included the following:

- Budget Process – FY17
- What is “needs-based budgeting” and what is “zero-based budgeting”?
- Enrollment since 2010
- School Budgets since 2010
- School City Charges since 2010
- How do we compare cost per student?
- How do we compare with the State Average cost per child?
- How do we compare with average Teacher Salaries?
- Proposed FY17 Recommendations
- Items not included in FY17 Budget
- Items included in FY17 Budget
- Next Steps

Mr. O’Connell reported that health insurance costs were increasing and that was a major factor in the FY17 budget.

Comments from the Committee & Administration

- Lease busses and not purchase busses – not prudent to purchase – Mr. Wood
- Pros & cons of lease vs. purchase - Administration
- Salary & Benefits of Director of Strategy & Accountability to be funded by grants – Administration
- Medicaid funds were not included in this budget – Administration
- Extensive discussion was held on Medicaid funding that included the following:
  - Previous mayors with the exception of Mayor Fiorentini had always given 100% of Medicaid funds to the schools since school personnel procured the funds
  - In recent years the monies had been retained in the general fund and sometimes allocated to the schools
  - The president and vice president will work on a letter to send to the Mayor regarding the Medicaid funds
  - The amount of social work that is done by school nurses especially at some of our high needs schools like Tilton – Attorney Magliocchetti
  - Increased testing requirements at our schools – Administration
  - No additional space availability at Consentino and Whittier – Administration
  - Development of a long-term plan for housing of our student population – Ms. Sullivan
  - Reallocation of student population once new Hunking School is fully operational – Ms. Sullivan
• Discontinuing use of Greenleaf School not completely decided
• The issue of taking schools off-line must be handled delicately and thoughtfully – Attorney Magliocchetti
• A dialogue arose over the Budget & Grant Analyst position:
  ▪ The position was cut from the FY16 budget in favor of an Assistant Director type position (Accountant) – Mr. Wood
  ▪ Is the position to monitor/administer or procure grants – Attorney Magliocchetti
  ▪ Clarify need and purpose of the position by the Administration before the position is included in FY17 budget – Committee
• The Committee reassessed how best to better administer special needs services in the district assistant special education director vs. compliance officers
• Several members including Ms. Sullivan and Mr. Wood expressed interest in reallocating funds from travel to professional development for the School Committee

Moved by Mr. Wood and seconded by Mr. Toohey to approve $5,000 in the School Committee - Professional Development line item

A roll call vote was held and the results were the following:

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A 5-0 Vote; motion passes

• After noticing non-unit positions contained salary adjustments, the Committee asked that all non-unit and secretarial adjustments be cut from the line items and put into a salary reserve account

Moved by Mr. Wood and seconded by Mr. Amirian to remove non-unit and clerical salary raises from each line item and place them in a salary reserve line item.

A roll call vote was held and the results were the following:

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A 5-0 Vote; motion passes

The following observations/remarks were made:

• FTE’s are missing on positions – should be included in the budget document – makes it easier to understand
• $50,000 increase in Summer Stipends
• Tuition Services – change in accounting practices
• OTR/COTA – occupational therapist – systemic change
• Textbooks – textbooks were bonded – Mathematics Series – new textbooks – licensing – where we are in five-year purchasing
• SHHMCS has always been treated equitably by the district – the school should be going up the same percentage as similar schools – the SHHMCS Board of Trustees would want more money in the budget
• Copier expense– although district-wide copier expense has been dramatically reduced
• Instructional supplies is a result of math expendables
• Utilities – there are now two line items for gas – two separate sources – supplier shift
• Speech Therapist was hired for FY17
Moved by Mr. Amirian and seconded by Mr. Wood to end tonight’s review at budget page 25.

All present responded in the affirmative.

More observations

- Page 18 - Two ESP’s and an additional nurse to the building not a new position
- Page 19 - Custodial supplies $5,500 – the expenses had been under Tom Geary’s budget but now were under individual schools
- Substitute custodial budgeted at $10,000 – are they using a substitute as another employee – may not be budgeted correctly
- Maintenance Repair - $4,000 as a safeguard
- Page 21 – Educational Support Personnel $18,688 – new position

Moved by Mr. Toohey and seconded by Mr. Wood to cut of the clerical educational support person at Pentucket Lake.

Mr. Wood stated there was a grievance over the use of education support personnel in secretarial roles; there was an agreement with the unions to cut these positions.

Moved by Attorney Magliocchetti and seconded by Ms. Sullivan to table the cut of the clerical education support person to determine the necessity of the position.

Motion to table takes precedence.

A roll call vote was held and the results were the following:

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A 3-2 Vote; motion passes

The committee asked the administration to contact Attorney Cox there was an agreement 4-5 years ago regarding clerical educational support positions.

- Page 22 – equipment cost of $2,000 – it was for 4 phones - $500 per phone – Mr. Scully responded that the carrier’s agreement did not include equipment replacement – The Superintendent related that a phone study was done but there was no funding available last year – the administration would look at this topic again
- Page 23 – Behavior Management history budgeted at $132,118.58 – the line items being so different from the budgeted amounts leads to discussion and questions

The committee is supposed to approve line item transfers.

Meeting adjourned at 9:35 p.m.