

PORTSMOUTH SCHOOL BOARD

Finance Committee Meeting

Friday, September 18, 2026

9:00 to 10:00 a.m.

Alice Lee Conference Room, 4th Floor, City Hall

Convened by Abby Mills, Director of Finance

1. Call to Order (9:00)

2. Purpose of This Session and the Year Ahead (9:02)

Overview of the Finance Committee's role in FY28 budget development and the sequence of sessions running from September through February. Today is the LISTEN session. The work of the year moves from listening to design, testing, finalizing, and then supporting the Board through the budget decision.

Date	Meeting Focus	Follow-up / Action Item
Fri, Sep 18, 2026	LISTEN: what information helps Committee members understand the budget	Sep 21, Mills: document FY28 Budget Presentation Design Principles and Committee actions
Fri, Oct 2, 2026	DESIGN: agree on the broad FY28 budget architecture	Oct 5, Mills: lock first-pass FY28 budget-book architecture
Fri, Nov 6, 2026	TEST: review representative FY28 pages	Nov 9, Mills: incorporate Committee feedback into templates
Fri, Dec 4, 2026	FINALIZE: final design checkpoint before production	Dec 7, Mills: lock final FY28 budget-book templates
Fri, Jan 15, 2027	SUPPORT: respond to Board questions and evaluate scenarios	
Fri, Feb 5, 2027	SUPPORT: test final scenarios before the Board decision	

All meetings 9:00 to 10:00 a.m. in the Alice Lee Conference Room. January meets on the third Friday because the first Friday is New Year's Day and the second collides with Facilities.

3. Existing Budget Materials as a Starting Point (9:10)

Review of current budget documents as a conversation starter rather than a proposal. Members are asked to react to what is in front of them.

4. Committee Discussion: What Works and What Does Not (9:20)

Open discussion organized around three questions:

- What in the current materials genuinely helps you understand the budget?
- What is hard to find?
- What is missing, or present but overly complicated?

5. Committee Discussion: Specific Content Areas (9:32)

Working through the categories where presentation choices matter most:

- Staffing and FTE
- Year-over-year changes
- Revenues and grants
- Major cost drivers
- Additions and reductions
- Risks and assumptions

6. Synthesis: Toward FY28 Budget Presentation Design Principles (9:50)

Identify the themes the Committee wants carried into the design of the FY28 budget presentation.

7. Next Steps (9:56)

Director Mills will document the FY28 Budget Presentation Design Principles and the Committee's actions by Monday, September 21. The October 2 session takes up the broad architecture of the FY28 budget.

8. Adjournment (10:00)