

**Unapproved  
Candia Budget Committee  
Meeting Minutes  
December 13, 2012**

**Members Present:** Matt Broadhead, Lynn Chivers, Paul LeBlond, Todd Allen, Carla Penfield, Emily Roster, School Board Representative, and Richard Snow, Board of Selectmen Representative.

The meeting was called to order at 7:00. Matt led the Pledge of Allegiance.

Matt announced that Christine has an excused absence tonight.

The 2013 town insurance rates and plans were submitted to the Committee. Everyone agreed that the rates submitted will be placed in the town budget instead of the numbers that are currently in the insurance lines and will be presented at the public hearing on Wednesday, December 19, 2012.

Matt said that the minutes from the meeting last night (December 12) will be expedited and posted online on Monday. Attached to those minutes will be the Budget Committee proposal. It will show what the Select Board's proposal was and the Budget Committee's. There will also be copies available at the public hearing.

Preliminary Recommended Adjustments to the School Budget:

Emily said that since there had been questions regarding adding account numbers to the budget after the budget is approved, the School Board asked the DRA for confirmation. She read an e-mail from Jeanne Samms from the Department of Revenue Administration as follows: "When we talk about dollars being in a line item, or purpose, it refers to the MS-22 and the account numbers that appear on it. (Emily explained that the MS-22 is a very consolidated budget form that gets presented to the DRA at the end of the year). If you are breaking down those account numbers and being more specific about how the funds are being spent in that account number, that is fine. You cannot transfer into an account number that didn't have an appropriation contained on the MS-22. So as long as the MS-22 contains an appropriation in that account number, you can add as many sub-categories, or object codes, as you wish." Matt said the question had been posed, and he sent the question to the LGC (Local Government Center) as well because it was something that was shocking to him. The account can stay the same, but the lines can change. As long as you are not adding an account, you can add a line under that account. Emily said if that was not allowed, then no one would ever present a detailed budget to anybody. Matt said the question was brought up not as questioning the School Board, but to find out how budgets work. And everyone learned something. Matt said that the important thought is that if there is a specific item proposed and the town votes no on that specific item, then the "No means No" rule is not affected by the addition of a line. Emily also said that she hears a lot of times during the budget process, especially for the school, that we spend too much money per student in the town. She was not aware what the appropriate amount of money being spent per student is, so she did some research. The NH Department of Education website shows that Candia's cost per student is a lot lower than the average and a lot lower than the majority of districts within the state. The average cost per student, for all costs, including transportation, private tuition that we have to pay, and special education, is \$15,683.59. That is from the 2011-2012 school year figures. She calculated the average cost per students for the budget for next year that they are presenting tonight and it is \$14,179, based on the projected enrollments for next year. So that number is \$1,500 lower than the state average was two

years ago. The other point is within the state, there are 161 districts and out of those, there are only 16 districts that had a lower cost per student than Candia. This is figures from grades K – 12, including everybody. Dick asked if there is any capital costs figured in there, or is it just operating costs. Emily explained that these figures do not include bonds. The \$15,683 figure does include operating and tuition, transportation, equipment, construction, and interest. The state average, not including those costs, are \$13,159 and in 2011-2012, Candia's average cost was \$11,390. We are almost \$2,000 lower than the state average in 2011-2012. Emily feels this shows that we are putting forth responsible budgets that are in line with what other districts are doing in the State of NH.

At 7:10, Judith Szot joined the meeting.

School Operating Budget:

Matt said that the proposals tonight are preliminary and are going to be submitted to the public hearing for the school budget on January 2, 2013 at 7:00 at the Moore School. That is the opportunity for the public to be heard on our proposals that we come up with tonight. After that the Committee will meet again to finalize their recommendations. Those final recommendations will go to the Deliberative Session to be voted on by the town. Matt would like to go through the budget line by line just like for the town budget, but before he starts with that, he would like to call a straw vote on the proposed school budget to see where everyone stands as of now. The vote was 2 to 5 with 1 abstaining.

General Fund Regular Education:

Todd proposed cutting out the \$61,000 for the Common Core Facilitator. However, he would like to add \$15,000 to the Improved Instructional Services line to compensate for the cut. This will give the teachers extra cash for doing the research and improving their course work. Matt clarified that the Common Core Facilitator line would be reduced to \$0, and any related costs in the taxes, benefits, and retirement lines would be reduced as well. Lynn said the total cost to be reduced is \$61,128.93, which is the figure that was in the cover letter attached to the budget from the SAU. Todd said that since we are buying a brand new math program to address the Common Core, he doesn't see the facilitator as a full time, 40 hours per week job. He could see it possibly as a part time job, or as a collateral duty more than a primary duty of a teacher. Judith said that she looked at the Common Core Standards. Teachers need to look at the differences between what they are doing now and what they will need to do to meet the Standards. All of the information is available online. So it is a matter of whoever is in charge of curriculum instruction in the school making that available to their teachers and showing them what is required to be taught. If you spend the kind of money that we will be spending, along with Hooksett, on new textbooks, such as the new math books, the textbook company will provide support. They will come in and run workshops before the school year starts to help get the staff used to the changes in the program. There will be facilitators that will come during the year and trained staff to train the rest of the staff in future years. Judith feels that taking someone from the current staff who is not a curriculum coordinator and giving them the job of a coordinator, when Dr. Littlefield said that people are not trained in this, doesn't make sense. How will this person be successful in trying to teach the other teachers to implement the Common Core Standards? That person will have to learn it themselves.

Emily said that the intention is not to use someone within the staff to fill this position. It would only be filled by a person who is qualified to fulfill the job description. She went on to say that with the exception of Judith, the people on the Committee are not educators. We hire experts within the town to administer the education to our students. This is something that our Superintendent and Administrators feel strongly about, that we need this position in order to be successful in this adoption. This is different than having one new student come into a class and a teacher has to adjust the schedule. Now the teacher needs to adjust the entire year's schedule for everyone and are we expecting them to

take their summertime to work on that, when they are not really contracted during those times. Are they supposed to take time out of the work day or after the work day to train themselves? The intention of the Improvement of Instructional Services is the extra time for teachers to learn new things, but the Common Core is such a large task that it is unreasonable to expect them to do that outside of their regular hours. Matt feels that the case was made that this person will not just be training the teachers, but drafting the guidelines, working on the paperwork end, and trying to develop the system that needs to be in place. It is a temporary position. Matt feels we need someone doing this, but didn't feel that the case was made for a full time person. He would rather see the Facilitator position be cut to a part time position, thereby saving money on benefits. Matt made a proposal to cut the Common Core Facilitator line to \$20,000, along with any related benefit and retirement costs. Carla believes that when we buy the math program, it will come with instruction on how to implement it. Emily said that the budget for the bussing will need to come down by \$23,000 because they are not going out to bid. She hoped maybe that information might help in making a decision on this line where people are unsure of this position. She hoped the Committee would keep funds in the budget for the position and leave it up to the administrators to decide. Also, we could ask the Administration if it could be a part time position. Paul asked if other districts are looking at a facilitator position as well. Emily said other districts are considering it because this is all new for everyone. This is something that Dr. Littlefield has put a lot of thought into. Paul said this is a dramatic change in the way things are taught. You can't expect teachers to go online and figure out how to do it. Todd withdrew his proposal. **Matt moved that the Common Core Facilitator line be reduced to \$20,000, along with the related tax and benefit costs.** Carla added that the message is that the Committee believes the position is warranted, but does not believe it has to be a full time position. **Matt's motion seconded by Lynn. Vote on reducing the Facilitator line to \$20,000 and any related costs was 5 to 3. Motion carried.** Carla proposed reducing the amount for the 2<sup>nd</sup> half day Kindergarten teacher, which she believes includes an aide. She feels that the town spoke last year when it voted and said they did not want a full day Kindergarten. The Committee has an obligation to listen to that. Carla's estimate is \$60,000, which would cover the teacher, the aide, and whatever benefits associated with those salary items. Lynn said that the number the Committee was given last year was \$68,000. This was the discussion before the person was actually hired last year. Todd said that an important point to bring up is that the school is receiving increased dollars from the State because they have a full time Kindergarten. Emily stated that we receive more in State funds for kids to be in full time Kindergarten than we pay the Kindergarten teacher. We receive \$124,200 in funds and we pay out around \$60,000. So, if we stop full time Kindergarten, it would be a reduction in revenue. Emily reported that the school gets \$3,450 per full time Kindergarten student. We have 36 students. That is \$124,200. If you go down to two half time Kindergartens, you cut the revenue number in half (\$62,000) and the two Kindergarten teachers salaries are around \$60,000, so it is a wash. Carla asked if the state is going to stop funding the full time Kindergarten at some point. Emily said not for at least four years because Maggie Hassen said she would not change adequacy aid. Emily reported that the kids are doing wonderfully. When they go on to the first grade we will see great things. There is so much more expected of the children in the Common Core and this program gets them ready for that. Paul reminded that the vote was not done by a binding warrant article. As an example, if there was a non-binding warrant article to abolish the Budget Committee and if that was in favor, we still wouldn't be disbanding the Budget Committee. We don't know how many people voted on the article knowing that it was non-binding. There is no way to tell. Judith asked if there is another warrant article this year that is binding and it passes, would the School Board removed the full day Kindergarten? Paul said if there is a binding article and it passes, then there is nothing this committee could do about it. Matt said that his thoughts are that it should be put to a town vote. Otherwise, it is a policy issue that the school can assign their funds to. Carla said speaking from strictly from a budget point of view, if this program is essentially at no cost to the town, you can't refuse this. **Vote on reducing the Regular**

**Education Teacher Salary line by \$68,000 was 2 to 6. Motion failed.** Todd questioned if we really need nine budget lines for supplies. Emily said that each department administers their own budget. That is how they track the expenses. Judith has a problem with the insurance lines. The number that is approved and what was actually spent is about \$69,000 different. Every time they need money and want to transfer funds, the money comes out of the health insurance fund. She knows they have to budget for everyone, but every year there is a significant amount of money left over. Todd said that the School Board has said that in the past they had to budget for the maximum because they did not have the rates yet when the budget was created. This year, they have the actual rates and they based the amount on the coverage that everyone has now. There may have been a surplus in previous years, but there probably won't be as much in this year's budget. Therefore, Todd is leery of touching that line. Lynn feels that line items such as this are a lot of money and we don't have a basis for removing it. We think there will be money left over. We know there are a lot of facilities needs. At this point, Lynn wants to leave those lines alone and if there is some money left over, she hopes the school will use those funds for some of the facilities issues. Todd said that the facility issues are going to be put in a warrant article. Lynn said that the Committee can recommend that they go in the operating budget so that they can be used if there is surplus in the large lines such as insurances and high school tuition. The Committee would then not recommend the warrant article. Carla said the five year plan for maintenance doesn't have to be done in that particular order. If they see they will have a surplus, they can use that to do some of the items on the 5 year plan list. Emily said, so use the overages and not return the funds to the town this year? Judith said yes, the work needs to be done. The building needs to be fixed. Emily said the reason for the five year plan was to not hit the town with a large impact. Judith withdrew her proposed changes. Matt said that the Principal had said that if the school was not buying instructional supplies for every student, the amount in the Instructional Supplies line would be about \$15,000. Matt does not recommend going that low, but would like to see that number come down. He sees a benefit to the parents, but to provide 100% of the supplies seems like a bit of an excess. Lynn proposed reducing the Instructional Supplies to \$19,000. That would provide each student with \$25 worth of supplies. Lynn's theory is that everyone has seen an increase in their taxes, but she doesn't think \$25 is excessive. The problem of long lists of needed supplies is a management issue. A manager should ensure that lists are consistent and prevent the excessive lists. Matt said that every child is an individual. For every child that works better with an assignment book, he can show you a child that works better with an Ipad. Or a parent might have supplied an individualized organizational system. Todd said that there is some merit with consistency – like if everyone has a blue binder for math. But, the Principal should be reviewing the lists before they go to the parents to ensure they make sense. He feels that would have been a better way to handle it. Judith commented that 4,000 plastic binders (10 per child) is excessive. **Vote to reduce the Instructional Supplies line to \$19,000 was 5 to 2 with 1 abstaining. Motion carried.**

#### High School Tuition:

Lynn feels that the High School Tuition line is like the Insurance line. There is usually money left over and we expect there will be. That would be a good place to find funds to do some of the essential repairs. Judith asked where the \$94,000 increase came from because we have fewer students this year. Emily said an increase in costs to Manchester. Emily said that the School Board has adopted a new policy to allow parents choice to send their kids to other schools. So, there may be more kids switching to other schools because of the issues in Manchester.

#### School Sponsored Athletics:

There was discussion about the lack of a baseball team. There will not be a team this spring because the decision to do that had to be made last spring and there was not enough interest. If there is enough

interest this May, the school will plan on a team in the spring of 2014. Lynn proposed reducing Athletic Stipends by \$1,200, and related tax costs; reduce Officials & Referees by \$525; Supplies line reduced by \$300; and Equipment line reduced by \$194. Emily said that there are several parents that are not happy with the process last year of how the kids were polled for interest in baseball. It was confusing because the decision needs to be made a year in advance. We may have been able to have a team this year. Emily recommends leaving the funds in the budget this year. If we are sitting here next year having the same discussion, then take it out. Todd wants to give them the year. If next year there is still no team, then we cut it. **Vote to reduce the baseball costs was 1 to 7 and 1 abstaining. Motion failed.**

School Board Services:

Carla feels that the informational handout the School Board did last year should be reformatted and have more copies printed for the public and not spend so much money on them. Carla said the one the town sends out is not pretty, but it goes to every household and doesn't cost as much money. Judith said that lots of people didn't know about the school Deliberative Session because they didn't get a notice about it like the town did. Judith wondered if the town and school could be sent together. Lynn suggested instead of mailing them, put them in the library, post office, stores. She feels we are wasting money by mailing them to everybody because most people throw them out. Judith feels we have a responsibility to inform the public. What they choose to do with the information is not our responsibility. Emily will propose the idea to the Board.

Operations & Maintenance of Plant Services:

Todd said that there is a line in the budget that has been religiously under-budgeted. He would like to increase Maintenance Building Repairs to \$20,000. He wants the building maintenance done to avoid the future replacement costs. The line is currently funded at \$6,000. The line has been over-spent six out of the last eight years. He would recommend \$30,000 to \$35,000 except for the expected surplus in the lines of Insurance and High School Tuition that could be used for maintenance. Dick suggested adding the \$35,000 from the warrant article into that line. Matt asked if the \$35,000 should be part of the regular operating budget. Matt suggested adding \$15,000 to the Building Improvements line. Todd stated that Dr. Littlefield had said that Candia likes to have choice. Todd feels if the Budget Committee is on board with an individual increase like the maintenance items, and there are no contentious things like last year, he doesn't see a problem with the town approving it. It should be in the budget, and should have been in the budget in the first place so it didn't happen. But, if we are looking at a five year process, put it in the budget, along with the normal maintenance costs, and then drop it after the five years. We want whatever is going to keep the building maintained. Todd wants to put that line to where it should be from year in to year out. Lynn said everyone agrees we need to spend the money. Her concern is there will be a warrant article to spend it and she doesn't want to spend it twice. Out of the \$7.5 million budget, there should be enough left over in other lines to put it in that line. She is hoping in future years it will just be in the budget, not as a warrant article. She went on to say that there is also another warrant article for \$50,000 for the Candia School Facilities Needs Capital Reserve Fund. She feels that Dr. Littlefield's concern of losing the entire budget because of the maintenance items is unfounded. They will be more likely to vote down a warrant article. Lynn would like to see the items in the budget, but where they are in warrant articles now, she is concerned with spending it twice. Matt withdrew his proposal to increase the Building Improvements to \$15,000, hoping the town will approve that. Emily said that if the Budget Committee wants to add the maintenance items to the operating budget, the School Board would, in good faith, remove the warrant article from the warrant. Since warrant articles aren't official until January 8, Matt proposed to add \$35,000 to the maintenance line and if on January 9, if that article is still on the warrant, the Committee can vote to remove the \$35,000 from the budget. Carla feels that amount is too high because everyone feels there is surplus in

the Insurance and High School Tuition lines that Emily has been told the Committee would recommend be used on maintenance. Matt proposed to add \$10,000 to the Building Improvements line. Dick said that using the Building Improvement line is inconsistent with the two funds that we have that the people understand. Dick argued which items are improvements or repairs. Matt wants to provide the School Board with more flexibility with their funds. If it is in the budget, the Board can move between improvements and repairs. Emily said she is hearing contradiction about how important the Committee thinks it is to fix the building. The School Board presented a very tight budget this year. Why wouldn't we just fund the full \$35,000 and we can do some extra items with any surplus we may have. It seems like we are nickel and diming when it seemed like the intention of the Committee was to make sure this maintenance happens. We don't know for sure we will have extra money in the other lines. Matt said he would like to see every year \$35,000 in the improvements line. Emily said if the full \$35,000 is not funded, the School Board will be putting a warrant article in for it and the Committee will be pulling those costs out of the budget again. Todd said that the increase he is proposing is just to bring the budgeted items up to what is being spent year to year. It doesn't cover any of the excess that they are planning on doing. Todd said that a discussion should occur between the School Board and the Budget Committee to negotiate a meet-in-the-middle number. Dick had further discussion of Trust Funds and the purpose of the "leaky roof fund". Emily said there is a warrant article asking for \$50,000 to put into the Capital Reserve Fund. That fund is for major items, such as a new roof, new septic and currently has only \$173,000 in it. That fund needs to be built back up for items in the \$100,000 to \$200,000 range. Carla said that we need to look out for the voters. She does not believe that the \$35,000 warrant article will pass. We don't know what is going to happen with the economy. **Vote on the proposal to increase the Building Repairs line to \$20,000 was 8 to 0. Motion carried. Vote on the proposal to increase the Maintenance Buildings Improvements to \$10,000 was 4 to 4. Motion failed.**

Student Transportation Services:

Emily made a proposal to reduce the Regular Education Transportation Services by \$23,004, which would bring the new line to \$248,040. This is because the School Board is not going out to bid for bus services. Todd questioned the increase over the past several years for bussing. Emily explained the remaining increase is a \$16,000 increase over two years, which is a 3% increase per year in the contract. Lynn feels this is another budget item that she thinks of in the same vein as High School Tuition and Insurance. It may be over-budgeted, but we don't know for sure. If there is money left over, she feels it should be used towards the \$35,000 for improvements. **Vote on reducing Regular Education Transportation line to \$248,040 was 8 to 1. Motion carried.**

**At 9:15, Judith made a motion to adjourn. Seconded by Todd. All in favor. Motion carried.**

Minutes respectfully submitted by,  
Cheryl Eastman