

Regular Meeting of the
Candia Budget Committee
December 4, 2013
Smyth Public Library, Candia, NH
Approved Minutes of the Public Session

Present: Chairman Matthew Broadhead, Vice-Chair Allyn Chivers, Secretary Paul Leblond, Carla Penfield, Todd Allen, Christine Watson, Selectmen's Rep. Carleton Robie, School Board Rep. Emily Roster

Excused: Judith Szot

Also Present: Marlene Montminy

Call to Order

Chairman Broadhead called the meeting to order at 7:00 pm and led the attendees in the Pledge of Allegiance.

Administrative Business

Minutes

Motion: To approve the minutes of November 13, 2013 as written. Motion by Allyn Chivers, second by Carla Penfield. All in favor, motion carried.

Old/New Business

Noting the Candia School Board 2014-2015 Proposed Budget Report that was provided to the Budget Committee, along with the supplemental information included in the binders, Chairman Broadhead stated the committee will review the proposed budget line by line and compile questions in preparation for the joint meeting with the School Board scheduled for December 11th.

2014-2015 Proposed School Budget

General Fund:

Chairman Broadhead stated the Common Core Facilitator position, when first talked about, was to be for only a few years. Chairman Broadhead then asked what year the position was currently funded for. Emily Roster stated the position is in its first year, with two more years to go. Chairman Broadhead then asked if the funding was for multiple facilitators or just one. Emily Roster said it was for one facilitator. In a follow up question, Chairman Broadhead asked if the

position funding was being increased up to \$67,000. Emily Roster stated the salary proposed for the 14-15 budget was the actual amount currently being paid but the School Board was unable to fully fund the position in the 13-14 budget due to the default budget.

Chairman Broadhead then asked if the funding will remain the same for the third year. Emily Roster stated it would, provided it is the same person in the position.

Todd Allen then asked the committee if it was in favor of funding the position. Carla Penfield noted that the committee was not in favor of it last year. Although it was not voted on, she recalled a majority of the committee did not feel the position was necessary. Todd Allen then asked if the School Board could provide information on how this position has helped them so far. Carla Penfield followed by asking for a general description of what the facilitator does. Emily Roster stated that the facilitator works on the curriculum and teacher training and has been very beneficial and well received thus far but would defer to the meeting with the School Board on December 11th when a presentation could be made that would provide greater detail and justification.

Todd Allen stated throughout the budget there appeared to be a 10% increase in health insurance costs and asked if the figures were placeholders at this point. Emily Roster stated that it should only be about a 4% increase for health insurance. Chairman Broadhead referred to a memo dated November 21, 2013 to the Budget Committee from the Candia School Board that indicated the health insurance increase was between 4.2% and 4.3% and the dental insurance increase was 5.1%. Todd Allen stated a 10% increase was pretty consistent throughout the budget. Emily Roster was not certain as to the reason for the increases but would get clarification from Karen Lessard.

Carla Penfield asked if information could be provided relative to how the insurance is obtained, noting the town's insurance increase was only about 1%. Emily Roster stated the health insurance is part of the SAU plan which has a much larger pool. Todd Allen asked if the increase was reflective of what was negotiated in the collective bargaining agreement. Emily Roster stated she would find out for the next meeting.

Todd Allen stated he noticed the Unemployment Compensation line had an increase of 75% and wondered if it was a typo where in the rest of budget for this line there was only an increase of 4% to 5%. Emily Roster said she would find out for the next meeting.

Allyn Chivers asked why there were increases in the CEA Course Reimbursement and Workshop Reimbursement when the actual amounts spent were significantly lower in the 2012-2013 budget. Emily Roster explained that the funding is contractual and budgeted as such.

Allyn Chivers followed with a question regarding Paraprofessional Salaries, noting the reduction funding for the 2014-2015 budget, asked if there were fewer Paraprofessionals needed. Emily Roster stated there was reduction in staff this year that will carry over into the next budget.

Chairman Broadhead, referring to the Replacement Furniture line, asked if this funding included the student desks and how many more classrooms were left that needed to have their desks

replaced. Emily Roster explained that every year there are two to three classrooms that have their desks replaced and that several classrooms still have desks that are 20 to 30 years old but stated she would find out how many more years the replacement desks will be included in the budget. After reviewing the backup information provided in the binder (pg.52) it was noted by Chairman Broadhead that there was \$9,400 in the line for three classrooms to receive desks and chairs and the amount included the shipping.

Allyn Chivers asked if the funding for the Math Practice Books was for the new math program that was recently received. Emily Roster confirmed that it was and added it was for the workbooks which are not reusable.

Regular Education High School Tuition:

Emily Roster stated that the figure for Public High School tuition is a formula derived by the state and that the tuition to Manchester increased by \$1,000 per student. Emily also stated that she would have the calculations that reflect the projected number of high school students that were being budgeted for at the next meeting. Allyn Chivers asked if the calculation will include the capital costs. Emily confirmed that it would and noted that the state historically provided rebates to cover some of the capital costs.

Todd Allen asked for breakdown per high school assuming Manchester was not the only high school tuition was being paid to. Emily Roster said that all tuition costs are the same regardless of school. Any amount exceeding the tuition cost that the town pays is paid by the parents of the student and capital cost remains the same whether there is one or 200 students.

Special Programs:

Todd Allen noted there is a 20% increase in the Special Ed. Health Insurance line, referring back to his concern of significant increases to the Health Insurance lines throughout the budget. Emily Roster stated she believed that if there are positions to be filled that qualify for insurance, the amount included for health insurance is based on the cost of a family plan to ensure adequate funding.

Allyn Chivers noted that the funding for the Health Insurance Buyout has gone down and is presuming more people are picking up the insurance rather than opting for the buyout.

Also, as a general budgeting question, Allyn Chivers asked if the funding was based on just the students currently known or is additional funding added in for the unknown, noting that one student could potentially make a \$100,000 difference. Emily Roster stated that funding is based on the current student population with the hope that the student needs will not change that significantly, adding that there was also the Special Education Trust Fund should anything come up.

Extended School Year:

Todd Allen noted the large increase in Elementary Private Tuition. Emily Roster stated she would inquire what the increase included but believed it was for one student who must need to attend school year round.

English Language Learner:

No discussion

ALPS:

Emily Roster reminded the committee that this was the Minds in Motion program.

School Sponsored Co-curricular:

Allyn Chivers asked why the requested funding for this budget category has doubled compared to the 2012-2013 actual spent. Emily Roster indicated that there has been an increase in non-athletic clubs that require stipends (i.e., LEGO League, Debate Club) be paid. Carla Penfield asked if the students share any of the responsibility in paying for participation in the club. Emily stated that the funding in the budget was to pay for the staff person to run the club (the stipends are contractual), supplies and dues. Parents are not asked to pay for their child to join the club. The funding for Extended Field Trip Stipends is for staff to attend Science Camp with the students. The funding for student participation in Science Camp is paid by the parents.

School Sponsored Athletics:

Referring to the supplemental information provided in the binder, Todd Allen inquired about the purchase of a felt banner and the cost of having to clean felt versus vinyl which may not be as costly to clean. Emily Roster stated that the question would have to be asked.

Chairman Broadhead asked if Lacrosse was going to be added to the athletic program. Emily Roster said that a sign up sheet had been distributed but was uncertain if the school was going to go forward with it depending upon interest. Christine Watson recalled a survey being distributed asking what sport students may want to participate in but did not recall a sign up sheet being distributed noting that a survey is much different than a sign up sheet and that it would be difficult to sign up for something if you don't know about it.

Emily Roster added that the budget may look different next year if there isn't much interest in the athletic programs currently being offered. Funding will not continue if there is no interest.

Guidance Services:

No discussion

Health Services:

No discussion

Medical Services:

Todd Allen asked if the Contracted Vision Services could be funded at \$1 noting that the money appropriated had only been spent once in the last 10 years. If it is determined that the funds are needed, it could be found within the budget if expenditures are prioritized.

Emily Roster stated she would find out what the funding is used for before the committee decided to make any reductions.

Psychological Services:

Chairman Broadhead asked if the contractual services were year to year or extended through multiple years. Emily Roster was unsure of the length of the contract but would find out for the next meeting.

Referring to the Supplies line, Todd Allen asked about the \$900 appropriated for the forms necessary for the identification of students (pg. 162). Emily Roster believed the forms were two or three-part forms that could not be printed in-house but stated she would find out for the next meeting exactly what they were and how many forms \$900 buys and how long the supply of forms lasts.

Todd Allen asked if one form could be completed and multiple copies made and distributed as needed. Chairman Broadhead believed they were protected forms that could only be purchased from the manufacturer.

Speech and Pathology Services:

Allyn Chivers asked why there was an increase in funding for Contracted Services within this budget category. Emily Roster was not sure what the increase consisted of but stated she would inquire for the next meeting.

Carla Penfield asked for clarification regarding the increase in Speech Health Insurance and the decrease in Speech Health Insurance Buyout. Is the Health Insurance for one position and was there a buyout this year that will not be occurring next year? Emily Roster stated she would find out for the next meeting.

Allyn Chivers asked if the Speech Assistant position was shared with other schools, noting that the salary was low for a full time position. Emily Roster believed the position was part-time which prompted a follow-up question from Allyn Chivers asking why health insurance benefits were being paid for a part-time position. Emily stated she would have an answer for next meeting.

PT & OT Services:

Carla Penfield asked if the physical therapy was done at the school. Emily stated that it was and Christine Watson added that it was typical of schools to do so.

Other Support Services:

No discussion

Improvement of Instruction Services:

Allyn Chivers inquired why the Improve Instructional Services appropriation within this budget category has increased to \$8,200. Carla Penfield asked what it was. Emily Roster explained that it was for teacher workshops, seminars, and courses throughout the year. Allyn Chivers referred to page 184 in the binders and read it was programs to support student achievement and staff stipends. Todd Allen provided a breakdown of expenditures dating back to the 2007-2008 budget. The breakdown reflected that expenditures for this cost item were fairly consistent over the years and had not exceeded \$6,800 with the exception of the 2007-2008 budget when \$15,000 was expended. Christine Watson noted that the funding request was equivalent to this year. Chairman Broadhead asked if a breakdown of what the funding consisted of could be provided. Emily Roster stated some of the funding was contractual and cited pages 185, 186, and 187 in the binder for the breakdown. Chairman Broadhead then changed his question to ask if a breakdown of what was actually spent in 2012-2013 could be provided.

Todd Allen stated that even if the funding was contractual, it did not have to be funded at the contractual amount and if additional funding was needed it could be found in the budget if expenditures are prioritized.

Carla Penfield asked why there were so many coordinator positions in the budget and shouldn't there be just one coordinator since it appears there is doubling up of positions. Emily Roster stated that it was explained to her that the curriculum was being worked on for every subject for the Common Core Program and that need for all of the positions was being evaluated to see if all of them were needed. This is only the first year of the program and we are only 3 months into it.

Christine Watson asked if it was the Common Core Coordinator's responsibility to determine where each student falls within the program and what lessons are needed to bring each student to the level they should be since all of the students are starting the program in different grades.

Carla Penfield asked what the Professional Development Representative does. Emily Roster indicated they coordinate all of the professional development for the teachers to ensure they have the proper training and is different from the Common Core training. Emily stated she believed there was going to be a structural change in how all of these things happen. Christine Watson asked how long the Common Core Coordinator position will be budgeted. Paul Leblond stated it was for three years.

Emily Roster explained to the committee that the Common Core Program is a major undertaking to bring the new standards to the school and ensure the students are ready to take the required tests.

Educational Media Services:

Todd Allen stated that this budget category had an increase of over \$40,000 inclusive of an increase to the salary line and the related payroll and insurance driven lines. Emily Roster stated the current Media Generalist is retiring and the increase is reflective of the retirement payout and the health insurance increase is due to it being budgeted at the family plan rate since it is unknown what plan the new Media Generalist will elect to enroll in.

Carla Penfield asked if the budget request will decrease in the 2015-2016 budget since there won't be a retirement payout anticipated then and a new person hired for the position will be paid less than the current employee. Emily Roster stated that it would be hard to determine the salary at this point not knowing how much experience the new employee may have.

Todd Allen questioned the accuracy of the Unemployment Compensation figure since the increase was so significant. Emily Roster stated she would get an explanation for the next meeting.

School Board Services:

Todd Allen asked why there was an increase to the Audit Expenses line noting the 2012-2013 expense was only \$7,500. Emily Roster stated she would get an explanation for the next meeting.

Executive Administrative Services:

Regarding the Assessment SAU #15, Allyn Chivers asked what are we getting to justify a \$19,000 increase to that line. Emily Roster stated that it was formula driven and wanted the committee to note that there were not many increases to the budget but this particular increase included website development for the schools and the SAU. Todd Allen asked if the formula was inclusive of the student population. Emily stated that it was and added that Candia's portion went up this year due to the assessed value of homes going down in Hooksett. The formula includes the total assessed value of homes in the three towns and then is divided based on the state requirements. Emily stated she would provide the assessment at the next meeting for the committee to review.

Office of the Principal Services:

Todd Allen commented that the School Office Printing appropriation was high considering what had actually been spent in the years previous. Todd Allen asked if the line could be reduced to \$500.

Operations & Maintenance of Plant Services:

Allyn Chivers asked how the five- year plan was progressing. Emily Roster stated that it was accelerated last year and that the plan is now considered to be long range planning. This change is more in line with the improvements and maintenance of the school that will be on-going. A five-year plan implies there is an end when the reality of building maintenance is cyclical. There are a few items that are expected to be done this year which are the well pump and storage tanks, doors in the library, and painting in several areas of the building as noted on page 259 of the binder.

Allyn Chivers asked if there were going to be any warrant articles relating to this budget category or if the \$35,000 requested in Building Improvements is going to cover what is planned. Emily Roster stated that warrant articles have not been discussed yet and could not give a definitive answer.

Todd Allen asked what the difference was between the \$12,000 that is requested in the Maintenance Building Repairs line and the \$35,000 that is requested in the Building Improvements line. Emily Roster stated that the \$12,000 requested is to cover the routine repairs and maintenance of the building and the \$35,000 is for major projects that require outside contractors.

Student Transportation Services:

Todd Allen asked if a bus will be purchased for the Special Ed. Transportation referring to the \$11,000 increase requested in that line. Emily Roster stated that it may be the difference of a student be transported somewhere. Detailed information is provided in the binder and the request is based on an actual number of students and not speculation.

Allyn Chivers inquired about the increase to the Co-curricular Transportation line compared to what was actually spent in the 2012-2013 budget. Todd Allen stated the average expenditure for that line has been \$5,000 to \$8,000. Emily Roster stated that if a Lacrosse team is organized, additional transportation will be needed and also noted that the school did not have a baseball team or a track team last year and was hopeful that these teams would also be organized again.

Todd Allen asked if this budget category could be reduced by \$10,000. Carla Penfield followed by asking if the teams can't be organized, then why budget for them? Emily Roster explained that the school could not have a baseball team for three years because three years ago they were unable to organize a team and was penalized as a result and that Lacrosse is a new sport for the school. They were also unable to find a Track coach last year. The Paul Leblond stated that budgeting for the teams cannot continue if the kids do not want to play.

After further discussion, Emily Roster stated she would ask what the plan is for school athletics.

Evaluation Services:

No discussion.

Health Services:

No discussion.

Information Management Services:

Allyn Chivers asked why the funds requested in this budget category are not taken from the Technology Fund. Emily Roster stated since the School Board was spending close to \$20,000 a year for technology it was decided that the funding would be put in the budget rather than a warrant article. The big increase is for new computers for the teachers. The current laptops are not compatible with the latest operating systems and programming. The balance of the Technology Fund is being spent this year and there will not be a warrant article in addition to this request. The requested funding also includes the replacement of the desk top computers in the Computer Lab/Media Center.

After further discussion regarding what specifically was going to be purchased and the impression that technology is not compatible with other technology currently in use or expected to be purchased, Emily Roster would ask why the purchasing is not consistent.

Referring back to the Education Media Services budget category and the \$7,000 that is requested for Media Library Books, Carla Penfield asked if the school made use of the town public library. Emily Roster stated that other than the occasional field trip, the school did not utilize the public library to supply books to the students.

Todd Allen asked if the committee was going to be provided with a Federal Fund and Food Service budgets. Emily Roster said she would ask for them.

Chairman Broadhead asked if the School Board had set a deadline set for submitting warrant articles stating he had received an email from the town indicating that a January 14th deadline had been set. Chairman Broadhead then asked Selectman Robie if a meeting had been set by the Selectmen to approve the language of the warrant articles to be submitted. Selectman Robie said a meeting date had not been scheduled but would most likely be the 27th of January in conjunction with their regular meeting.

Chairman Broadhead stated that the Budget Committee meeting tentatively scheduled for January 8th may need to be moved to the following week, January 15th, so the committee could review the draft warrant articles.

Selectman Robie noted that the School Board's budget proposal has an increase of only \$241 over the 2013-2014 approved budget.

Chairman Broadhead reminded the committee that the next meetings are scheduled for December 11 and December 12 and will be held at the school library and town hall respectively. Both meetings are at 7:00 pm.

Adjourn

Lacking further business, Chairman Broadhead entertained a motion to adjourn.

Motion: To adjourn. Motion by Christine Watson. Second by Todd Allen. All in favor, motion carried.

The meeting adjourned at 8:20 pm.

Recorded by Marlene Montminy