

**TOWN OF FARMINGTON
BUDGET COMMITTEE
MEETING MINUTES
Saturday – December 10, 2011
356 Main Street - Farmington, NH**

Members Present: Arthur Capello, Sam Cataldo, Brian St.Onge, Ann Titus, Steve Henry, Mike Morin, Neil Johnson and Cindy Snowdon (arrived 10:55am)

Selectman's Rep: Paula Proulx

School Board Rep: Joe Pitre

Public Present: Carolyn Rioux Interim School Finance Administrator, Superintendent Dr. Frank Mellaci, Walter Anacki, Jacquie Capello, Matt Jozokos, Joel Chagnon, Penny Morin, Steve Woodward, Cynthia Sparks, Joshua Olstad, Scott Mooers, Diann Pitre and Bonnie Telles.

Chairman Arthur Capello opened the meeting at 9:14pm and thanked all those present today for being present today to go through all the school budgets.

A. Superintendent's Opening Remarks:

Dr. Frank Mellaci explained that he has found this year to be the most difficult financially in all his years working in school departments and noted that though all programs are essential the school department worked diligently to bring forward a responsible budget. He asked the budget committee to look carefully at what is presented and why certain lines show decreases or increases before making final decisions.

B. Overview of Handouts:

Carolyn Rioux reviewed all the paperwork the committee members were given and how they are organized. She gave a brief overview of the budget lines and how they are broken down. It was also noted that the General Fund Operating Budget that was adopted for 2011-2012 is \$15,610,608 and they are proposing \$15,509,708 for 2012-2013 which is a variance of \$100,900. Also the SAU apportionment for 2011-2012 is \$839,046 with a proposed 2012-2012 budget of \$836,648 which is a variance of \$2,398. Finally the adopted 2011-2012 Food Service Budget is \$625,513 and they are proposing \$613,887 for 2012-2013 which is an \$11,626 variance.

The significant increases for this year include the following;

Retirement	*increase of 24% for teachers *decrease of 21% for non-certified *net increase \$160,782
Salaries & Health Insurance	*New positions \$245,402 less \$38,447 eliminated *tutors, aides, subs & add'l transportation \$103,255 *Health Insurance \$155,000
Tuition (Voc. & Special Ed.)	*Increased \$41,077

- Fuels and Electricity *increased \$114,908
- Equipment & Supplies *support and software \$37,341
 - *bleacher repair (HWMS and FHS) \$19,648
 - *Equipment new and replacement \$79,825

This year there are some new position requests and changes. The first request is for one additional custodian at Henry Wilson as there is only three custodians currently in the building and they used to have seven. An Assistant Principal for Valley View is also requested at 50% funded because they have 50% of the funding through IDEA grant funding. A paraprofessional library aide for HWMS is requested as well as a HQT teacher for the Learning Academy. They are also proposing a Social Worker for the high school and a part-time IT technician for the district.

C. Salaries & Benefits Budget (Carolyn Rioux, Interim Business Administrator):

Carolyn reviewed the proposed salary and benefits budget.

D. Henry Wilson 4-6 Budget (Jacquie Capello, Principal):

Arthur announced that he would abstain from any voting regarding the 4-6 school.

Jacquie explained that she requested some increases after reviewing the supplies and such that the school currently has. They are proposing an increase to line 10-1100-56104-12-33 (Supplies, eng/lang. arts). They are also proposing an increase to line 10-1100-56105-14-33 (supplies, social studies) to purchase new atlases since the ones in the building were purchased 30 years ago and are no longer correct. Jacquie explained she can cut \$500 from line 10-1100-56112-14-33 (supplies, Music – Gen. Ed) because she recently was able to find power cords. Steve questioned why we are purchasing multiple copies of black line masters (for example the roller coaster black line) when there is no limit on the number of copies made. Jacquie responded that they didn't want the teachers to have to share but the multiple copies can be cut. Paula suggested maybe having two copies so that there is a back up. Steve suggested making a digital copy of the masters so teachers have the PDF available.

Carolyn explained that in the past the school staff purchased toners and inks on their own from different venues and they are now going to a company that both provides the toners as well as the servicing for the printers.

Jacquie explained that she would like to purchase one class set of 6th grade science books and assorted class set of social studies books for both 4th and 5th grade. Steve asked what the normal life expectancy of a text book is and Jacquie responded about 5-7 years and the district is trying to get on a textbook replacement cycle. Arthur asked if a capital reserve fund for textbook replacement funded through the undesignated fund balance would be appropriate and Carolyn said it might be a good idea because district wide the expenditure is \$50,000- \$60,000 a year. Jacquie explained that she has put in the order for 25 science textbooks because they are currently 19 books short to allow all students to have a book.

The new equipment line is for two new white boards and replacement of four classroom white boards as well as, a Frigidaire with a freezer for the nurse. Jacquie explained that they would like an assistant library because they have up to 75 students in the library at some times. Mr. Woodward explained that the librarian also sets up the NWEA computer testing school wide twice

a year and this responsibility pulls the librarian from her library responsibilities. This position is 60% funded in the HWMS 4-6 budget.

Arthur asked why the telephone line is increased and Carolyn explained that the increase is to add technology and voicemail to the lines.

E. Special Education Budget (Walter Anacki, Special Ed. Director):

Walter explained that he cut the translator from the budget as the position is no longer needed. Arthur asked why the para line has such a large increase and Carolyn explained there was a step increase but also \$82,000 was moved out of the grants to the operating budget in order to take advantage of Medicaid reimbursements. Walter then added that additional one on one aides are needed this year. Medicaid billing is now going to be done in house.

Arthur asked what line 10-1200-56100-12-20 (supplies, gen – spec ed HW 7-8) is for and Walter explained that they are adding some supplies to the programs at a few of the schools for life skills which will prevent a few of the schools from requiring out of district placement and hopefully bring some additional students back from out of district placement in the future. Steve asked why \$650 laptops are being purchased for each school to do Medicaid billing and Walter replied that the paras do not have access to computers now and will need to be able to access the web to input their Medicaid billing. Steve stated that cheaper laptops can probably be purchased if the main role of the laptop is to utilize the web. Carolyn will check to see if the Medicaid program can run on the IPAD.

At 11:37pm the Committee broke for a short break.

At 11:45pm the Committee reconvened.

F. Farmington High School Budget (Matt Jozokos, Principal):

Steve asked Matt to explain the need for a Social Worker and Matt explained that currently this year they have had 8 students who have required hospitalizations with four more identified. A social worker would meet the needs of the high school and FLA to assist these students and their families. They are currently looking at outside agencies to see what is available. Arthur asked if there has been a thought of adding an additional guidance counselor instead of a social worker and Matt explained no because they have different skill sets.

Arthur asked why the math supplies line is increased and Matt explained it is to purchase two classroom sets of TI 84 graphing calculators. Arthur asked why tuition to voc.ed has increased when it was supposed to go down with the students going to Wolfeboro and Matt explained there was an increase to the tuition but also some students are finishing a program at Somersworth Voc. Ed that they started last year. The increase will allow for up to 37 students to attend the Wolfeboro Voc. Ed.

Arthur asked what line 10-1420-57370-30 (equipment, Replace FHS) is for and Matt explained it is to replace a 20 football helmets. Mike asked why line 10-2130-56105-30 (supplies, Nurse FHS) is increased and Matt explained the nurse needs to purchase an epi-pen and \$100 last year really wasn't sufficient for band-aids and such. Arthur asked what line 10-2400-57370-30 (equipment, replace office) is for and Matt explained it is to purchase four filing cabinets and one office chair.

G. Farmington Learning Academy Budget (Joel Chagnon, Director FLA):

Joel explained that he envisioned a HQT teacher at the FLA for several years because the HQT teaching is done through the Virtual Learning Academy via the computer. The State may require this position and he is currently awaiting a response. Mike asked if this position would increase the number of students we could bring back into district or that we could enroll from other districts and Joel replied he thinks so.

H. Henry Wilson 7-8 Budget (Steve Woodward, Principal):

Steve explained that the physical education supplies line was increased because it was a line that was cut last year and the teacher needs to replace several balls, hockey sticks, etc. Arthur asked if the reading specialist is moving to a full-time position and Steve explained that there was a shift in the position and HWMS 7-8 is taking over the responsibility of the entire position because she now teaches solely for them. Steve also noted that he is a supporter of the assistant librarian that was previously discussed.

At 12:45pm the Committee broke for lunch.

At 1:30pm the meeting was reconvened.

I. Valley View Community School Budget (Cynthia Sparks, Principal):

Cynthia explained that they would like an assistant principal to support her administratively with interventions, special education coordination, meetings, testings, etc. This year this position has a higher precedence because the RTI position was cut. Arthur asked when the RTI position was eliminated and Carolyn said it was cut last year and the position ended as of June 30, 2011. It was discussed that though it might be nice to have an assistant principal; economically it might not be feasible to add this new position. Suggestions were made to restructure some of the responsibilities and maybe give a stipend to a teacher to act as vice-principal when Cynthia is out of the building. Carolyn explained that this position is of extreme priority to the School Board. It was also noted that Valley View is in the beginning of restructuring to meet the requirements of being identified as a School In Need of Improvement (SINI).

Mike asked why line 10-1410-53106-11 (assemblies) has increased by \$250 and Cynthia explained that the grant funding for the tiger assembly from Plymouth State has ended and she would like to continue to bring this program to the school. Brian asked what the total cost is for the new software for the libraries at all the schools and Carolyn replied \$4845 plus \$399 for another aspect of the program. Josh Olstad stated that the cost will go down in subsequent years after the initial installation.

J. Curriculum & Instruction, ESOL, G & T, Extra Curricular Budget (D. r. Mellaci, Superintendent):

Dr. Mellaci stated that the School Board eliminated Saturday detention but has found that it is necessary noting that the school does not have an in-school suspension. Mike said he doesn't see anything budgeted for gifted and talented and Carolyn said that budget was cut last year and gifted and talented and programs are now included throughout the school day with different interventions.

K. Technology Budget (Joshua Olstad, Technology Director):

Josh explained that as a district the technology has increased tremendously over the past years to

move our students into the 21st century and he really needs a part-time assistant to assist with the district's needs. This position would deal with small hardware issues, ink/toner replacements. Ann asked if they think they will be able to find a person who would be willing to take the position for \$12/hr. Josh said honestly he is hoping to entice a college student to take the position as an intern; he noted he has had interns before and the money will help to keep someone.

Arthur asked if any of the items can be purchased through the technology trust fund. Josh explained that he has been looking at this fund but he is concerned that the infrastructure will need some large upgrades to support technology. An example is that when the high school and Henry Wilson were built the wiring was not done up to current spec (Valley View appears to have been done correctly) and he will be working on putting this plan together after Christmas. There is also the potential to build an access road that will go between Valley View and the high school and if that is done he would like to install fiber optics.

Steve asked if the iPads are capable of handling the Medicaid billing and Josh said he heard that question earlier and he will look into this because he is not aware of the program specifications.

L. Facilities Budget (Scott Mooers, Facilities Director):

Arthur asked why there is a \$3000 increase to line 10-2620-54240-00-66 (grounds maintenance) and Carolyn explained this line was increased but the individual schools went down \$3000. Arthur asked what is being done to the high school boiler and Scott explained a new circulator pump is being installed. Mike asked what the heating oil was budgeted for per gallon and Carolyn replied \$3.95/gallon for oil, propane at \$3.50/gallon. Cindy said she heard there was some type of issue this year with the oil lock in and Carolyn replied no, they didn't accept the first bid and therefore were able to save \$0.30 a gallon when the next bid came in.

Arthur asked for a breakdown of line 10-2620-57352-14-66 (equip, replace-installed, HW 4-6) and Carolyn explained it is \$978 for bleacher seating replacement, replacement of 2 damaged bathroom stalls for \$1200, four café tables and replacement of the library rug. Arthur asked how much money is in the capital reserves and Mike said there is \$256,193 in the Building fund and \$64,168 in the school facilities capital fund. Arthur asked why the carpet replacement can't come out of the capital funds and Carolyn said they didn't want to put it in a warrant in fear it wouldn't pass and then the carpet couldn't be replaced. Arthur responded that warrants that do not have a tax impact almost always pass.

Arthur asked if Scott looked into grants or programs available for the light bulb replacements. Scott explained that he is currently discussing options with PSNH but the information will not be available until January 1, 2012. Cindy asked if the full-time custodian position that is being requested can be changed to two part-time positions to save money. Joe said that the CBA does not allow for the hiring of part-time.

M. Food Service Budget (Diann Pitre, Food Service Director):

The food service budget has decreased.

At 3:32pm the Committee took a short recess.

At 3:47pm the meeting reconvened.

N. Transportation Budget (Bonnie Telles, Bus Coordinator):

Bonnie explained that she is requesting a new van and replacement of the 13 year old two-way radios. Arthur asked why there was a large increase to line 10-2700-57310-00-77 (replacement equipment, buses) andCarolynn said the bus tire replacement costs was moved to this line. Steve asked if a car could be purchased in lieu of a van and Bonnie replied she could but she never thought of it before. Bonnie will look into the car options.

Steve asked why line 10-2722-55190-00-27 (transport, spec. ed) has such a large decrease and Bonnie replied that Walter Anacki told her one of the students will be coming back in district.

O. Misc. District-wide, SAU and School Board Budget (Carolyn Rioux):

Arthur made note that he is disappointed that the outsourcing budgets were not available today and Carolyn apologized and explained they will be available for the next meeting. Arthur also noted that he still is in favor of administrators paying a portion of their insurance. Carolyn noted that the deductibles are being increased and the co-pays are being increased.

It was then questioned why the legal line is up and Carolyn explained that all CBAs and the Area agreement are being negotiated and there is no guarantee they are going to pass this year. It was noted that line 10-2620-52200-00-96 (FICA, sick day bb custodians) is a typo error and should be \$19.00.

P. Discussions and wrap up:

The public hearing is January 12, 2012 at 6pm at the high school.

At 4:28pm, Ann Titus motioned to adjourn, 2nd Sam Cataldo. Motion carried.

Respectfully Submitted,

Brandy Sanger
Recording Secretary