

OFFICIAL

HOOKSETT BUDGET COMMITTEE MEETING MINUTES Saturday, December 8th

LOCATION OF MEETING: David R. Cawley Cafeteria

CALL TO ORDER

Chairman M. Miville called the meeting to order at 12:38 PM

Pledge of Allegiance

ATTENDANCE

Chair M. Miville, F. Bizzarro, N. Haas, S. Peterson, D. Argo, T. Lizotte and T. Young
T. Jennings, C. Moreau, and J. Hyde - Excused

Village Water, Central Water - Absent

School Board members: d. Argo, C. Akstin, T. Korkosz, and M. Dubisz.

Staff: Dr. Littlefield, M. Polak, K. Lessard, R. St. Pierre, Underhill Assistant Principal, S. HARRISES, Memorial Principal, M. Bensen, Cawley Principal, M. Woodrow, Technology Director, J. Thain, Media Director, C. Giolousis, Spec. Ed.

PROOF OF POSTING

Proof of posting was provided by L. Moynihan

BUDGET WORKSHOP

Budget Overview – Dr. P. Littlefield

Dr. Littlefield reviewed the drivers including the insurance, which was a maximum of 10% but with School Care we have firm rates which will not exceed 5.4%. The other issue in the budget is the down shifting of retirement cost from the State to the employers. The contribution went from 11.3% to 14.16% for teachers and from 8.8% to 10.77% for other employees and that is an increase of \$20,000 dollars.

Special Ed tuition is another increase which has been addressed. It doesn't take a lot of children with needs to increase costs rapidly. The increase was \$575,000 dollar increase in Spec. Ed. That is a fluid number and it is continually worked on. That number is less today.

Another issue to deal with is the Common Core and the math program. What is in the final Board's budget is half of \$296,000 which will be to replace the math program. The other half will be purchase this year in math materials.

In October we spoke about the request at Cawley for two teachers due to the enrollment at the sixth grade level. The goal at the Middle School is to departmentalize the teachers. Historically, teachers get reassigned every year. So from year to year, some students are getting a veteran teacher and others are getting teachers that are teaching a subject for the first time. Those positions were cut from the School Board budget and we were asked to reallocate the cost. We took advantage of the retirements and reassigned those positions. We have started to plan for the administration of the new State test which will be called "Smarter Balance" and that will take place in the Spring of 2015. I have a request in the budget for a Common Core facilitator and that will be a reassignment of a current teacher. We envision someone already on staff that has demonstrated expertise in Common Core. That will be filled with existing resources rather than creating a new position. That will be the shift of a Kindergarten teacher at Underhill (as a position).

The Budget submitted to the Budget Committee is \$500,000 less than what Dr. Littlefield requested due to reallocation of teacher positions. This was done by reallocating the source of the funding to existing funding.

Dr. Littlefield presented a comparison of educational costs with other districts.

In 2011-2012 the state average at the elementary school \$13,413 vs. Hooksett - \$10,854

Middle School State average \$12, 605 vs. Hooksett \$10,931

High School State average \$13,101 vs. Hooksett – No average but we send to Manchester for \$8500 next year.

Ralene St. Pierre – Underhill School

Things at Underhill are solid and there are not any major issues. Our enrollments are consistent.

No major changes but will answer questions.

1. Regarding folders – prices origin?

The prices come from a catalog but when ordering they seek the best price.

Generally do you check for lower prices and are there bid processes.

K. Lessard: As an SAU we go out for bid and then everyone buys from that supplier.

2. Ziploc bags?

Line that wasn't specified, page 45 (\$517) not sure what that was?

K. Lessard – It is in the book, page 47 explains the speaker system for \$517.

R. St. Pierre – The speaker system is being replaced and used for the Imagine-It Program. They were breaking due to the amount of use so the new speakers will be more durable and will perform better.

3. Portable PA system Page 53

R. St. Pierre – that is used for assemblies and speakers. This is replacing the existing.

4. Purchasing two more walkie-talkies- those are being replaced?

R. St. Pierre – Yes that is to communicate with staff for safety purposes.

5. Page 222 – recoating of the gym floor and does the HYAA still pay half?

K. Lessard – In the past HYAA has paid for half. If that is the case, HYAA will pay and that will be returned to the general fund and we will have to budget for the full cost.

6. Maintenance – John Deer Tractor maintenance for \$1400.

They are also buying a new tractor.

K. Lessard – we will make an adjustment on that but it also covers repairs of other equipment. We may not need it all but we will still need some of it.

T. Lizotte: Has the maintenance on the tractor gone up every year?

K. Lessard: It is 10 years old therefore the repair costs have been increasing so now is the time to replace it.

Matt Benson: The tractor is used for snow blowing and maintenance in the summer. It has the bagger and the cover. It is easy to store it is used a great deal at all three schools.

K. Lessard: We would trade in the old one and I will look into the value of the trade.

7. Outdoor camera systems would go out to bid. Any item over \$5000 will get bid out. We try and get 3 bids if they are available.

8. Gym window shades need replacing?

R. St. Pierre: The current shades are hanging by a thread.

The Budget Committee raised the question of leasing a tractor since the previous tractor lasted 10 years.

The scanner – all copies I've seen have scanners and are networked.

K. Lessard- our copies are networked.

M. Benson – There is a special need from guidance, each year starting in April, our guidance counselor takes all the 8th grade records and scans them in. We hold all those records and get request for those records. We send those records to the high school. Due to the amount of time our guidance spends on this (about 2 months), it would not be practical and for someone to use the copy machine for that large amount of time.

A discussion ensued regarding leasing of copy equipment and supplies.

Toner for printer for 8500 dollars? Is that covering toner for all the printers?

M. Woodrow: That is the cost for all toner at Cawley School.

SNAP is the software system used by the Nurses.

S. Peterson questioned why the HVAC repair wasn't handled under the roof repair if they caused the damage. Questions will be directed to Lee Ann and forwarded to the Maintenance Director and K. Lessard.

S. Peterson: When you purchase equipment, there are high shipping costs, are those negotiated?
K. Lessard: Yes

F. Bizzarro: Kindergarten teacher is retiring?

K. Lessard: No, the Kindergarten teacher position becomes the Common Core Facilitator because of what we are anticipating the enrollment to be which will result in class size of 20 vs. current class size of 15 which is within the policy.

T. Lizotte and T. Young questioned the reporting of enrollment numbers.

Layoffs

T. Lizotte asked about the staffing plan in light of Dr. Littlefield's frequent statement that he will never lay off teachers.

Dr. Littlefield stated he never said he would never lay off a teacher, he said he would never cut programs and staff to balance a budget. My job is to deliver to this community a spending plan that provides the necessary spending. I am proud that I have never laid off staff. I am aware of a personnel plan. Attrition helps so you can cut positions when you have attrition. We had that at the SAU. We didn't fill a vacant position. Regarding a staffing plan, each principal is looking at an individual unit and I'm looking at a school unit. This plan is looking at a staffing change and the distribution of the resources can change therefore we can meet new needs with existing resources. Regarding enrollment, I just don't see the enrollment in the district is down. Our enrollment is up for next year. The plan is that we can operate the district next year and we can address new needs and requirements with existing resources. More and more gets put upon the district to do. We try and do it with existing resources. 22 and 24 kids is very low but we are killing teachers with the responsibilities we are putting on teachers. This Common Core is monumental. It completely changes what we teach in public education with no manual on how we teach Common Core. There are people above my pay grade that need to make decisions about what we teach. I don't think we should be teaching common core. I don't think we can transition to common core with the resources we have but no one is asking me. We are governed by rules and regulations and nothing gets taken away. An example is the "Smarter Balance" test. The notion that the NECAP will disappear and "Smarter Balance" will take its' place and the test will be online. I asked if the State would provide us with the funding to make this change in our technology. The answer was no.

T. Lizotte asked what would be cut if the school had a default budget?

K. Lessard stated that the default budget is slightly higher than the proposed budget at \$26,770,875.

Memorial – S. Harrises

The Memorial budget supports high standard for students and fulfilling our core values.

Our enrollments remain relatively the same, there is movement throughout the year, but when I look at the enrollments, we were able to go to 21 homerooms with 22.3 kids per class. By grade level, we are at about 22 in 3rd, 24 in 4th and 22 in 5th grade.

Some specific questions:

1. Teacher supplies and sharpeners?

These are needed in every classroom and they do break and need replacement. We typically replace every other year. (Electric)

2. Health supplies – an electronic supplier was cut by the Principal
3. Math – 30 calculators (with BYOD) why do we need them. Calculators are not part of the BYOD program. Calculators need replacement and are needed for the assessment testing.
4. Physical Education supplies – replacement equipment (step cart)
Our equipment is used by three grades and heavily used. They need to be replaced from time to time.
The cart is a storage device for steppers which is needed to safely store and transport the equipment.
5. Science supplies – the kits that are ordered are designed for two separate classes rather than one.
6. Social Studies supplies – Why are we ordering maps of NH when we can download and copy.
These are larger and unique maps which are great explanatory devices. It is large and something students can keep.
7. Laminating film – it protects materials from wear and tear but doesn't preserve them from year to year. New students and new materials or reference sheets for the year, not for the life time.
8. Math textbooks –Line 59812 – half of the total amount.
9. Music textbooks -24 books need replacement, are these new or different?
24 is the code for the books not the number of books. The recorder books are used by the 3rd grade students with 150 students per year, we are replacing about 20 annually due to lose or damage.
10. Survey Monkey – software – It is a survey tool. It is a free service. If you need more than 100 responses, there is a fee. (\$250)
T. Young asked if this software could be used by the entire district if we signed up as the Hooksett School District. Would this be a better use?
S. Harrises: Do not know
11. Information access for \$8500. This is E-Suite and our classrooms use it as well as at home for Imagine-It. Do not have the data on how much it is used.
12. Study Island – this program since September has 1100 hits and increases around this time of year when the report cards go out. We plan to utilize it more in the summer with opportunities of summer learning.
13. Music equipment – Xylophones were cut. Mac Books were also cut.
14. Physical Ed – Rock wall was zero
15. Summer academy coordinator was zero
16. Nurse's salaries – this should be the supply line. This is an annual expense for new AED pads.
17. Staff improvement \$12,600. This is district wide staff improvement. This is professional development and is part of the budget approval process.
T. Lizotte: How much is dedicated to common core development skills?
S. Harrises: As we move toward the common core, we will see more of that training.
T. Lizotte: Have you started developing training for common core?
S. Harrises: We are working with our SAU to develop a plan with Becky Wing to work that through. At Memorial, last year, we started basic training for common core. As we move forward this year, teachers are submitting lessons at all 3 schools for 21st century learning and the common core. At Memorial, as we move to the 2nd half of the school year, our faculty meetings and training is in the direction of common core.
T. Lizotte: The Council of State Officers have development a number of video's for training which are free.
S. Harrises: We use those materials but it doesn't replace working with someone side by side like Becky and myself to get that training.
T. Lizotte: You need to lead that change and the Principals should be in the forefront. We only hear the negative and we need more dialogue about the common core and become more excited about it.
18. Office Periodicals for Memorial – Decrease in past requests. Journals to be defined in the future and to be current. Phi Delta Kappa is a subscription for an educational journal that has been a great tool. It is the same cost both printed or digitally. Primarily an Administrative tool and is infused into the staff meeting with specific relative articles.

19. Office equipment – line decrease because it was level funded and the 350 is going specifically for the replacement of a new walkie-talkie at \$350 each.
20. Stipends stayed the same
21. Additional secretarial time was level funded
22. Office of the Principal for course reimbursement is part of the Principals contract. This was an increase in UNH tuition.
23. Online subscription – Reading A-Z was cut. Mac Book pros were cut.

Cawley – M. Bensen: I don't believe in wish lists, these are things we need.

1. 2 additional teachers – 6th grade is an increase in enrollment but my goal is to have continuity of instruction. Year 2 of a new Language Arts Program and year one of a new Math Program with new teacher evaluations, student data will be part of that evaluation. With moving teachers around into subjects they have not taught in a few years is a disservice to students and teachers. I am concerned that we will not have teachers that are highly qualified if we continue with past practices. We are reallocating two teachers from Memorial to Cawley.
2. Lamination supplies was addressed at Memorial and it is a way to preserve things
3. \$170 of additional supplies for new teachers
4. LA supplies and books - are the additional material that needs to be laminated as well as publishing and posters used in the school.
Books have their own library because the students are using the material in their classroom and it is specific to the curriculum
5. Math supplies, math boards – this is a 21 century pilot program classroom and is an interactive board.
6. Math text books will be purchased
7. Information access fees – Study Island at Cawley is a major part of what we do. It is part of our intervention. Last year, we had 50 students participating with parent permission. Student performance increased for 49 to 68%. We have 60 slots filled which is what we want. We have 15 additional slots which will be filled in January. We target students that can benefit from the support.
8. Document camera (2) – These are needed for Language Arts and Math teachers. They cannot be shared because they are used simultaneously. As the teachers are working, they can see it and it can be saved and downloaded to the website for homework.
9. Industrial Tech replacement – Disc sander and jointer. These are older machines and we are missing parts that are handmade and they cannot be fixed and they have to be replaced.
10. ALPS- teachers are restructuring the program and it will be a co-teacher model and work with students in small groups using a laptop.
11. Cawley Stipend – Summer Program – starts in February when students are identified after our NECAP and we look at students in need and risk of failure. This includes evaluation, parent contact and running the program.
12. Percussion equipment – I spoke with Mr. Devine and the equipment is becoming none usable and we have an increased interest in the percussion instruments.
13. Portable scoreboard – I like to attend games on the field and we don't have a scoreboard on the field. Pepsi and Coke do not donate the scoreboards any more. We don't have something electrical that can power a permanent board. This has been requested by parents and staff. We can use it for multiple sports and multiple seasons. The cost is \$2275 for a portable sign. The issue with a permanent sign is providing power.
If we were to get permanent boards, we would need 3 boards for all the fields.
14. Athletic Co-curricular: Consistent with High School and Middle Schools – teams keep uniforms for a few years. We don't have JV teams to pass down used uniforms. We save uniforms for kids that may need in the nurses office.
15. Physical Therapy is for Special Education students.
16. Project Safe Guard – This has been ongoing for over 20 years. It is for 7th grade students. It is a parent and student day for parents and students for prevention of substance abuse. It is unique because it brings students and parents together off site for an all-day conference. We are fortunate to be able to

use SNHU where we get a discount rate. 90 to 95% of our parents and students utilize this program. The students must purchase their own meal.

17. Scanner questions were answered earlier

18. Secretarial time level funded.

T. Young: Are you looking at all classrooms having smart boards in future?

P. Littlefield: Probably not with changing technology. We don't think all teachers need them and we don't want the smart boards to be a large overhead projector.

\$38,702 – Common Core at Cawley

The new positions were budgeted for \$41,000 and the two retirements are \$68, 000 and \$61,000

There is also a retirement payout for the retiring teacher of \$17,000 which is contractual.

Technology – Matt Woodrow

Overview – replacement equipment line has an increase which is to support the “Smarter Balance”.

We are moving completely web based in Spring of 2015. There is documentation at the National level but have not had that released at the State level to let us know what the system requirement will be for testing. I put in what I think we will need to be fully prepared for our students to meet the needs of the new common core.

1. Course Reimbursement – for Director – per my contract and is approved by the School Board
2. Value of workshops to the taxpayers – The workshop is Google Apps for Education Summit which reviews how to administer the Google apps platform. It cost the district \$20/year. My estimate it would \$6250 to keep up with Microsoft office upgrades (per user fee). Given we could move away from Microsoft and open source it is \$20/year for that domain. Given the price of the workshop - \$1800 it is a saving of \$4250/year so that is a good investment. That summit is also in a different line and has two technicians who attend as well.
 2. Fees for Barracuda web filter and Power School costs – Quotes and proposals are available. This can be shared and Ruckus support is detailed along with Power School information.
 3. BYOD was an approved policy – The items in the program support teachers in the classroom. Smarter Balance test cannot be done on BYOD, it must be district owned equipment.
 4. Tablets had service contract. We have a one year Manuf. Warrantee on tablets, no service contract.

Media Director – Justine Thain

Provided an overview and responded to questions

Special Education – Christine Gialousis

Reviewed the budget impact and responded to questions from the committee.

ADJOURNMENT

The meeting was adjourned at 4:10 pm by the Chair.

Respectfully submitted,

Lee Ann Moynihan