

# BUDGET COMMITTEE MEETING – December 12, 2013

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Official

## **BUDGET COMMITTEE MEETING**

**Hooksett Town Hall**

**35 Main Street**

**Thursday, December 12, 2013**

**5:30 pm**

### **CALL TO ORDER**

Pledge of Allegiance

### **ATTENDANCE**

Chair M. Miville, K. VanHorn, C. Morneau, S. Peterson, C. Akstin (School Board Rep.), JR Ouellette, J. Pieroni (arrived at 6:10), T. Jennings (6:23) and T. Lizotte (Town Council Rep).

### **APPROVAL OF MINUTES**

December 5, 2013 - Tabled

### **PUBLIC INPUT**

### **NEW BUSINESS**

P. Littlefield will provide some updates from October.

The School Board Rep. C. Akstin will provide H.S. updates.

K. Lessard will address questions of the Budget Committee followed by cost center presentations.

P. Littlefield: In October the goal was a status quo maintenance budget in recognition of h.s. issues. That was accomplished. I indicated that we would revisit a team teaching position at Cawley to more efficiently assign teacher teams. That was in the original Board budget and then recommended that be removed in a desire to keep the budget as low as possible. A year from now we will make the case to put the position back. Technology – the Board cut \$40,000 from that request. J. Thain will address that. There are 4 retirements. The budget is at Master 5 and each retirement has resulted in savings. No changes in collective bargaining and the budget reflects the agreement approved by the voters with 2% increase for teachers and 2% for support staff. Health Insurance, the move to school care continues to pay off. The increase is 4.8% HMO and 4.7% for the point of service plan. This is significantly lower than years past. Last year the increase was 5.4%. The employers contribution to retirement didn't change until next year. In Special Education, there are significant increase and will be outlined by C. Gialousis. Guidance Assistant - 190 days at 5.5hrs/day at a cost of \$18178.00. This is in the event that a high school plan is adopted and children are exercising choice, those students will be looking for guidance and transitioning students into more than one school starting this

year. This is an effort to take the clerical burden off of the guidance. That is it except for high school.

C. Akstin: In Sept. 2012 was the first time parents expressed concerns with Manchester high school. The School Board reached out to Manchester and invited them to a meeting. We implemented a biweekly reporting. The Board moved forward with "Breach" and Manchester sued based on too many students going out of district. We went to court before breach went to court. A settlement agreement resulted in 2 payments in \$100,000 (1 each year) The tuition would increase to 10,200 and continue the capital payment cost for 4 years of 791,000. In return we no longer have to assign students but they will continue to accept for the next 4 years then we can renegotiate. That is when the Board inquired about other h.s. options. On December 17<sup>th</sup> the SB will meet and decide on the contract with Pinkerton which will affect the tuition line and the transportation line.

M. Miville: This added "x" amount of dollars to the budget.

C. Akstin: The current budget is based on this year's tuition.

P. Littlefield: The \$10,200 Manchester current rate vs. a \$10,800 Pinkerton rate. There are other decisions the Board may make which would impact budget. If students attend a satellite school, the contribution by Hooksett for that student is \$10,200. If we enter into a contract with Pinkerton at the \$10,800 rate it is possible that the Board could set \$10,800 as the paid rate to Satellite schools. Transportation would \$198,400.

T. Lizotte: Wouldn't all those numbers be part of the default budget because it is contractual.

P. Littlefield: I asked Karen to do a default budget and she did put one together today which is preliminary. The SB could take action that would change that default budget.

K. Lessard: The question of what was cut by the SB. A sheet was distributed reflecting cuts of \$528,192. (See attached)

T. Lizotte asked if there was a number of enrolled students in high school including private school students.

K. Lessard 10/18/13 number including Trinity is 641 for 2013  
The Board asked to add a row for the 2013 proposed. A report was run with the budget for 2013 but I do not have the actuals. That can be provided in the future.  
The preliminary default budget is \$140,000 less than the proposed budget.

T. Lizotte: Is there something we can find to bring the default to the proposed budget number?

P. Littlefield: I think that is a request the Budget Committee can make to the School Board.

D. Pearl: If the contract with Pinkerton is passed on the 17<sup>th</sup>, and the transportation, the spread will get wider.

***T. Lizotte motioned to accept the School District budget. Seconded by J. Pieroni. Vote unanimously in favor.***

K. Lessard:

Guidance salary increase of \$2000 and yes, it is related to the collective bargaining agreement

Legal fee expectation – the number is based on 2011-12 which was \$75,000 last year.

The proposed legal budget is \$40,000.

A listing of the capital reserve trust funds with the balance was distributed to the committee.

Warrant Article for generator for Underhill and upgrades to Cawley HVAC.

J. Pieroni asked why the need for an emergency generator at Underhill?

K. Lessard: If power is loss during the day, the students must be dismissed because the result is no water. We cannot always send students home if we dismiss because we can't send home students if there is no one home.

K. Lessard: Underhill question – Soundproofing for bathroom: The bathroom and director of student services share a wall. To respect privacy, it should be soundproof. The seal coating for both schools was cut because it was preventative work.

### **Hooksett School District Budget Presentation**

#### **Underhill – M. Bairstow**

The Budget is status quo while addressing student needs educationally and emotionally.

Continue the implementation of Math and Focus and the Imagine It Reading Program.

Focus of professional development for all teachers.

Math implementation needs will change but we still have the need for training.

We are working to replace old furniture with new.

We included emergency management tools and supplies which we learnt to be needed in a recent evacuation process last year.

C. Morneau: One item on the budget was the furniture for a room which was changed. Is it a replacement or a new room?

M. Bairstow: We struggle at Underhill to find space to meet. We found a new space and would like to a professional space for meetings.

C. Morneau: courses for you and your assistance that haven't been used for the past 3 years. Is it really a need?

P. Littlefield: that is a contractual obligation with the Principals.

T. Jennings: Are the furthering ed meetings and conferences contractual or requests?

P. Littlefield: For teachers there are contractual obligations.

T. Jennings: New counter and mailbox.

M. Bairstow: The counter in the main office is laminate and is peeling and in disrepair. We want it similar to Memorial and Cawley for consistency. Currently our teacher mailboxes are in the teachers room which is occasionally used by the public. We want to move that for security.

Tiger Program: It reenforces social awareness and the lessons we are teaching. Memorial does the same thing through Plymouth State with Singers and actors.

T. Jennings: pg 30 need for TIBLES testing. Is that software needed, what is the money for?

M. Bairstow: There are administration booklets to keep the assessments for the year. Those books, the Administration manuals and the yearly subscription for the software.

M. Miville: Pg 200 – painting of the gym walls and ceiling?

M Bairstow: The painting in the gym currently looks dirty. If it were my home I'd want it painted. It was on the agenda to do a few years ago. Originally it was white. It is probably from the '60.

S. Peterson: The HVAC at Cawley? Is it digital or manual controls and is it the same vendor?

K. Lessard: We are getting to the point where we have the same vendor at all schools.

Ray: All schools have DDC. Cawley unfortunately has a system that is 10 years old. The controls for the rooms are no longer made. To upgrade we have to upgrade the front. The controller will be changed which will allow us to run new busses so we can start upgrading things. If needed, the first thing to get a new bus will be the front offices. Underhill and Memorial have the same, Cawley has a different one. This time we can update what we have or use the same vendor as the other two schools.

T. Jennings: page 239 – Is the paving of the parking lot needed?

M. Miville: That has already been removed from the budget.

c. Morneau: Do we have 3 tractors, one at each school. We are only looking to replace the Cawley tractor?

Ray: Yes, Cawley is the oldest. It will be traded in.

M. Miville: Replacement of floors for kindergarten.

M. Bairstow: The seams are cracking and it is becoming a safety issue.

M. Miville: Volunteer Coordinator?

M. Bairstow: We have thousands of volunteer hours that are managed by the this position and if there is a large event, she helps with coordinating and organizing that.

### **Memorial – S. Harrises**

The idea of looking at students social and emotion growth, the budget looks at that. 2014-15 population will remain consistent. The District will be going into year 2 of Math and Focus and continue the Imagine It program. As we move forward we are always looking to foster life-long learning skills with collaborative skills. We have funds put aside for professional development. High Quality ongoing professional development is key to student success. Streamlining of printing and copying and cutting back on the number of devices and eliminating some machinery and going to centralized printing.

M. Miville: Equipment ot be replaced or repaired?

J. Thain: Will address later

M. Miville: SAU professional development director?

Staff member that has that role and is stipend as a contractual item.

Replacement of walkie talkie?

S. Harrises; Our students are performing at Cawley for winter carnival. Memorial doesn't have the wireless system.

S. Harrises: Staff improvement is the additional paid time. We have ups and downs and what we are able to get from grants. Some years we get more grants and basically, we anticipate we will need to us more of our general fund because needs have changed.

M. Polak: This is district wide staff development that would be done district wide and each year it depends on certain toopics. This year it is focused on math instruction. Sometime we get grant money. It doesn't look like we will get much for grants. It is for our workshop days, consultants, etc.

Increase part time secretary hours?

S.Harrises: Those hours are calculated based on what the salary gets currently. It takes in needs and additional time working on NWEA material, summer mailings and planning and preparing for the new school year and exiting the current school year.

P. Littlefield: That item has been cut. It is level funded.

### **Cawley**

M. Benson: Enrollment will remain constant. Maintain excellence of all programs. We've requested an additional teacher which was approved and supported in concept. I understand it was cut due to budget. It will come back to the budget next year. Summer school special programs is not a new program. We are required to budget for this and off set it with parent payments. It is summer enrichment designed by our teachers and based on enrollment. The protable scoreboard was cut again this year. It is needed and we get a lot of parent questions and it will come back to the budget next year. Cawley's 10<sup>th</sup> Anniversary and we have seen a lot of machines that come from Memorial. The kiln was pulled from the budget and we looked in to repairs and we see issues in Family and consumer science. We are looking to create a new line for repairs. The teachers have reached out to the community to do work. This is all volunteer and it is becoming a safety issue. The language arts teacher have requested e readers for the struggling reader. Copies are more effective to be used as printers.

J.Pieroni: the thing that struck me was two sony digital cameras for the music program with a 15% shipping cost. That is an administration issue.

K. Lessard: The shipping cost did go up a few years ago and we set that as the standard.

J. Peironi: No other comment. Well done.

P. Littlefield: We have "p" cards and with those we will be able to take advantage of online purchasing. We re going to try and take advantage of free shipping.

M. Miville: Ukulele?

S. Harris: For the Memorial music program, it is a way to expand the music program and bring an entry level string into the program.

### **Media Services – Justine Thain**

WE provide education media services to all three schools and provide a space for instruction. We provide video cameras, e readers, chorme books, etc. WE are a place that all students and staff can come to borrow equipment.

A large item is maintenance for the online access catalog. Supplies for digital storage and traditional storage, budget for books, video recording access line, periodicals, and new and replacement equipment. Traditionally our budget has been consistent. We are around \$20,000 for discretionary spending for the past 5 year. \$57,748 is the proposed. That is less than the spending of the 2010-2011 school year actual. It averages \$20,000 per building.

The Media Conference at the Christa McAuliffe Technology Conference is always attended. The NH School Library Media Conference may be overnight if it is not local.

T. Lizotte asked assets are disposed of.

J. Thain: We now have an inventory asset monitor online that we can track at all times. There is also a policy for disposal of equipment.

Technology question – where the \$40,000 sb cut?

Technology Plan at the SB level, if we wanted to be one year behind, what dollar value would apply.

It would eliminate \$10,000 for Cawley classroom refresh. ( one grade vs 2 grades)

\$10,000 from Memorial classroom refresh (one grade vs 2 grades)

\$20,000 from the Underhill classroom refresh (one grade vs 3 grades)

T. Jennings: I have a hard time understanding why there is a push at this grade level for I products and their use. They are more expensive than open source product or Microsoft products. I have a problem seeing large parts of the budget spent on I products. My kids have tablets that run open source and SNHU runs it classes on open source. How do we justify using these products we could save money on this.

I understand the need for tech, but I believe there could be money saved in the type of tech we are purchasing. How do we move from the need for hardware and the want for pretty packaged hardware?

P. Littlefield: there are a number of assumptions with cost of ownership and we don't want to get into a platform discussion.

M. Woodrow: There is no specific software request in the budget. The decision to go with Apple over a window based product. Over the past few years we have worked with the Technology Committee to introduce alternative like Google Chrome which is an open source product. The platform debate is a past concern. The nice thing about Chrome books is we have Google apps at no cost. I think speaking from personal experience, having the machines like the Imax to do video editing and the tools that come on board make it cost effective vs. the additional cost with the PCs. Sometimes we look at the out of the box cost but the software included is significant. There are some open source products used at the buildings is significant. We use "Alice" a 3D design software for example. Open source is becoming more acceptable and available to any equipment. There is no software in the budget because we are accessing open source.

### **Special Education**

C.Gialousis: Special Education is responsible for providing individual programs for students with disabilities for children from 3 to 21. The decisions are made by a team of staff, parents and medical professionals.

Once those decisions are made, we provide unique services for free appropriate education.

There is predicted an increase of 20 students at the high school level. The Case managers at the high school level will have more responsibility. There will be 156 students that are in this category. There is an increase and need for additional time at the high school level.

Para professionals are determined by the students needs. At the high school level, para professionals are also used as tutors. There is an increase in tuition due to the increase in enrollment increase of 20.

T. Lizotte: When we looked at the difference between the Special Ed budget and actual, there was a large disparity. The committee cut \$100,000 last year. Looking at the budget now, last year we took the \$100,000 thinking there was still 170,000 and 138,000 was added for this year's forecasted special ed needs and we added the next piece. My position was that we will be as liberal possible in terms of this budget to say there are a lot of variable to cover. The board made a motion regarding regular high school tuition would be funded 100% and a principal the excess would be returned to the taxpayer. I'm saying when I look at it we added a contingency piece and there is \$170,000 sitting there. If there is anywhere to cut that could be made anywhere?

C. Gialousis: I will take another look with these numbers prepared in September.

J. Pieroni asked what percentage of the Special Education is Federal Funded?

M. Polak: In the 80's it was said they would provide States with 40% and lately it has been more like 19%. We expend any Federal or grant funding that we get.

P. Littlefield: Money at the end of the year that was left in Special Education accounts, why can't that be used to enhance summer opportunities. The answer is we can't cross fiscal years. It must be returned as fund balance. We will never move money that deprives services that kids are supposed to be receiving.

J. Peironi stated he is confused with what happened with the high school. There is a 8% increase. We had a contract with Manchester and it was a 20 year contract. The School Board made a decision to declare that Manchester was in breach. Then the Hooksett Board negotiated with Manchester significant money to get out of the contract. The reason for the breach was because Manchester wasn't providing a quality education then Manchester sues and the Board decides there is a settlement that is costing the taxpayers a lot of money. Is Hooksett still negotiating with Manchester to send students to a district we have declared breach. Why are the taxpayers paying a large fine and continue to send students there beyond those completing their 4 years.

c. Akstin: We filed breach and they sued and their suit came first. We were ordered to mediate by the court which resulted in a settlement. We were required in that settlement to pay 2 payments of \$100,000 and the tuition increased to \$10,200. That option is provided for the next 4 years.

J. Peironi: I'm trouble that we as a school district will continue to send students to a school that we claimed inadequate after incurring a penalty.

J. Pieroni: Is there a cost to allowing students to attend more than one high school. Not just in tuition costs but also in management costs.

c. Akstin: Yes if you base it on the Manchester base tuition increased to \$10,200. Another piece is the Board voted to pay the Satellite schools the same tuition as Manchester and parents pay the difference. On December 17<sup>th</sup>, we make decisions on Pinkerton which will result in an increase. The transportation will also be address if the contract is decided. The other increase in guidance to facilitate the students transitioning to other schools.

**PUBLIC INPUT**

None

**ADJOURNMENT**

The Board adjourned at 8:45 pm.

S. Peterson. Seconded by K. VanHorn