

**Minutes**  
**Nottingham Budget Committee Meeting**  
**November 15, 2012**

**Members Present:** Chair Donna Danis, Vice Chair Michael Koester, Chet Batchelder, Selectman Mary Bonser (for Mark Carpenter), School Rep. Peter Perron, Gene Reed, Jeff Wheeler, Barbara Walder, Korey Ferland, and Jason Marcotte (both arrived at 7:40PM).

**Members Absent:** Excused: Barbara Scannell

**Others in Attendance:** Michelle Carvalho, Principal Nottingham School; Erica MacNeil, Assistant Special Education Director SAU#44, and Heidi Seaverns.

Chair Danis opened the meeting at 7:07PM. Introductions were made.

Members decided to approve minutes of the 11/8/12 meeting at their next meeting since they had not had a chance to review them. Chair Danis asked about typical turnaround time for minutes. Ms. Seaverns stated she did not think there would be a problem in getting minutes to the members once the weekly meetings start. Chair Danis then expressed the sentiment that the Committee would like to have manual control of the broadcasts- that is to start and stop broadcasts rather than have the system programmed to start at a certain time and end at a certain time. Ms. Seaverns will look into this. Chair Danis stated that Ms. Wirkkala had the software on her computer.

**Action Item Review:** Chair Danis updated the members on the scheduling hearing dates for the Town Budget Hearing. She informed the members that Mr. Brown had emailed her a revised schedule, however she deleted it accidentally. The suggested date of January 31, 2013 would prevent two late night back to back meetings for school and town hearings. Ms. Seaverns indicated the Committee must be prepared to discuss any petition warrant articles that have a monetary value. The last date for petition articles is February 5<sup>th</sup>, so there should be a meeting scheduled after that date. Discussion followed about recessing the meeting on the 31<sup>st</sup> then reconvening another night, after that petition warrant article deadline. Chair Danis would confer with Mr. Brown and finalize the dates and email the schedule to the members.

Ms. Seaverns provided Chair Danis with the Department Heads schedule for meeting with the Committee. At the November 29, 2012 meeting, the Committee will meet with the Library Trustees, the Police Department and the Recreation Department. The Recycling Center personnel, the Highway Department and the Fire/Rescue Department will meet with the Committee on December 6, 2012. Next item was the summary of individual accounts within each department. Ms. Seaverns reported that the total budgeted amount for the postage lines in 2012 was \$13,056 and the actual year to date was \$6890.01. She also stated that this amount did not include mailings of the second issue tax bills, deed notices or mortgagee notices. She also explained that these lines are updated periodically throughout the year so this number may not reflect total actual expenditures. The Office /PC line total for 2013 is \$ 9320 which consists of 5 new computers, 2 new printers and computer maintenance programs. The last action item concerned the breakdown of insurance plans. The scope of this information is yet to be determined and it will remain as an action item. This concluded the action item list.

**School Budget Review:** Mr. Perron told the members that Mr. Markiewicz had to attend a Northwood School Board meeting this evening so he would not be here. Principal Michelle Carvalho and Assistant Special Education Director Erica MacNeil stepped forward to present the budget. Ms. Carvalho informed the members that the School Board looked at the budget for the first time at their meeting last night. There were two handouts-one outlined the significant changes to the budget and the other was the entire budget of the School for the 2013-2014 year. Ms. Carvalho explained that the school is hoping to utilize the Common Core State Standards going forward and the requests reflect

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the curriculum moving towards this program. The implementation of the Common Core standards will necessitate a curriculum change to reflect those materials & training. The Common Core Standards outline what you teach & what the outcome should be. This initiative started with the Governors of the contiguous 48 states in order to come up with a common set of expectations throughout the states. It provides the opportunity for students to know certain things by a certain grade. For example, a 7<sup>th</sup> grader in NH should know the same material as a 7<sup>th</sup> grader in Florida and by utilizing the methods in this program, which would hopefully be the case. Ms. Walder asked if there would be 2 streams of education, No Child Left Behind & Common Core. Ms. Carvalho explained that No Child Left Behind, a federal law, does not identify instructional expectations and bases its evaluation on test results. The NECAP tests (currently used) would be replaced with the Common Core program providing a smarter, more balanced assessment of students. If the Common Core State Standards are approved, the first assessment will be in 2015. Ms. Carvalho started with the overview sheet. She prefaced her remarks with the statement that several of the items included in this document are not reflected in the budget as yet. The School Board has not made a decision on whether to include them or not. There are six categories in the overview document, starting with personnel. These positions are not included in the budget as yet and they are as follows:

- 1) Math Specialist to provide more intervention & additional math support for those students requiring instruction over & above the regular requirements. Currently, Title 1 staff & Special Education staff are the only ones to address these issues and the students must meet specific criteria in order to access either one of these supports. If this Math Specialist is added, the number of supports in the area of math could be increased and it would become part of the Response to Instruction (RTI) similar to the Reading Specialists. Nottingham School is a School in Need of Improvement in both reading & math. Those students that start behind usually stay behind. To try to help these students, there needs to be targeted instruction in addition to the regular instruction (\$45,051.53 & Benefits).
- 2) K-3 program paraprofessionals (3) to enhance instruction in these lower grades. This additional staffing is based on a survey of a number of towns in NH that have had student performance gains after adding additional staff in a similar manner (\$80,685 includes FICA & Benefits). This would allow more targeted assistance to students needing it.
- 3) Increase the Speech Language Pathologist to full time (from 60% position). This is necessary due to an increase in number of students requiring services. This will also allow for early intervention with the pre-school students (additional \$16,496.40 & Benefits).

The second category, included in the operating budget, is the purchase of new textbooks in the areas of Math, Science, Social Studies and Reading Language Arts (\$96,616). These purchases go along with the Common Core State Standards. The Math textbooks are for grades K-8, Science & Social Studies K-8 with emphasis on intermediate & upper grades and Reading/Language Arts for Grade 7.

The third category is Professional Development (\$10,000). This is needed to ensure understanding of the new materials and their proper use, which maintains the fidelity of the programs. Some professional development has no cost associated with it; this would fund multiple professional development opportunities throughout the year.

The fourth category, which is not reflected in this draft of the budget, is the Summer Programming (\$15,000). The School has offered a summer program in reading & math and also a kindergarten academy (funded by School/District In Need of Improvement). This funding is no longer available & it is hoped to continue this targeted type of instruction throughout the summer.

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The fifth category is Technology. The Technology Plan is in effect through June of 2014. The School Board has decided to continue with the replacement plan for computers. There will be 16 replacements computers for the administration, reading & classrooms (\$12,272). There is a proposal to add 4 more SmartBoards, at request of parent community. There are also LCD projectors in this number as well (\$18,112 total). The SmartBoards allow for interactive learning and increase the motivation to students to engage in learning. There are currently 5 SmartBoards in the school. The SmartBoards would be installed in Grade 1, Grade 5, Grade 6 & Music classrooms. Mr. Marcotte asked if the SmartBoards are hooked up to the internet, they are. Ms. Walder asked why the Music classroom needed one. It was answered they would use it for math/fractions which is just one part of music. There is also a proposal for an upgrade to the networking software (\$5100), for virus & content filtering.

The sixth category is Grounds & Facility Improvements. The first component of this category is Building repairs (\$19,426). There is a request to add two overhangs for the gym doors to prevent water seepage under the doors (\$5860). There has been one repair to the gym floor for damage from the seepage. There is also money for HVAC improvements. This is reflected in the CIP. The next part is Replacement for Furniture (\$20,000). This is for the replacement of 4 complete sets of classroom desks & chairs. Grade 2 would receive 3 sets, with the fourth going to a fifth classroom (\$10,930.12). There is also a request to replace six classroom rugs in the primary grades (\$3000) and the replacement off the blue stage curtains (\$4098), which are wearing thin due to usage & age. The final component of this category is Replacement of Kitchen Equipment (\$51,941). This item is not included in the budget as yet. This request is in the CIP. The equipment is the original equipment when the school was built in 1995 and is need of replacement. Ms. Carvalho indicated that the School Board will continue to discuss those items on the list that have not been finalized and make decisions on whether or not they will be included in the budget. Mr. Batchelder asked if the addition of the SmartBoards was based solely on the parent's request. He suggested the School Board may want to add the fact that the teachers are also recommending the additional SmartBoards to enhance instruction. Ms. Carvalho informed the members that 10 additional teachers have taken the SmartBoard training. Mr. Koester asked if there was a date for the Technology Plan presentation to the Budget Committee. It was suggested that the members go to the School for this presentation so they could see a SmartBoard in action. Chair Danis suggested an off night for this presentation. Mr. Perron will pursue this and let the Committee know. It was also suggested that perhaps the members could see the items slated for replacement in the budget-rugs, kitchen equipment, desks & chairs. This would give them a better understanding of the requests.

Ms. Carvalho asked if the Committee wanted a line by line review of the operating budget. Members requested a line by line review.

**Regular Education:**

The Teacher Salaries reflect the step & track increases for the estimated staff. The Substitute teacher salary line reflects an increase, based on a 5 year average. The Health Insurance line shows an 8.84% increase but it is unknown if these rates are final. The Retirement line shows a 27.36% increase. It was stated that there are 4 individuals that are retiring. It is unknown if this reflects the payouts. Both the Health Insurance & Retirement questions are an action item for the School Board. The Tuition line for Dover & Other Public Schools reflects a decrease and the Tuition line for Coe-Brown (CBNA) reflects an increase. Ms. Carvalho explained that Dover High enrollment is down & CBNA is up. Both lines are figured at a 2% increase in rates for next year. The Music supply line has an increase for the purchase of additional instruments to continue implementation of Grade 6 Band

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during the school day. There was a discussion about E books vs. Textbooks. Ms. Carvalho indicated it is long term goal to have a 1 on 1 technology piece in the Plan. This is an ongoing discussion. Some members questioned the expenditure of \$96,000 for new textbooks if in a few years the school would go to E-readers. Ms. Carvalho stated this area would be deeply investigated before any implementation. There are license questions as well as the fact that E books are not acceptable in lower grades. The Regular Education Budget, as proposed, is \$6,166,707.51 which is an increase of \$227, 402.87 over the 2012-2013 budget.

**Special Education**

The Special Education Teachers salaries are governed by the Collective Bargaining Agreement (CBA). The Special Ed Coordinator is not part of that unit. Ms. Carvalho noted that the School Board has not determined whether or not there will be increase or what the increases will be for non CBA personnel (approximately 18 employees). It was pointed out that the Health Insurance costs are more in this section of the budget and it is unknown why that is. This is another action item. The Teacher of the Deaf line reflects a large increase for contracted services. There are students in the district that as a result of a medical diagnosis now require a certified Teacher of the Deaf and this is reflected in their IEP. Mr. Koester asked if there were offsetting revenues for this line. Ms. MacNeil stated there are 2 avenues of funding-catastrophic aid which is 3 ½ times the cost of regular student and that threshold would not be met. The other is Medicaid, and whether or not this would be covered is not available. The Preschool line is for the preschool run by SAU #44 for all three towns. The amount shown is 1/3 of the total budget. Members requested a copy of the budget to review (action item). The Tuition line to CBNA reflects the estimated costs for next year/. The parent would pay any overages in the difference in tuition between Dover & CBNA unless the team determines that this would be the proper placement for the student. The Tuition line to Non Public Schools reflects an 82% increase. Ms. MacNeil stated this number reflects the estimated costs anticipated for next year. This line item generated much discussion. Members want a list of schools & costs for service but it is unclear whether or not this information can be provided without privacy violations. The Members also would like justification for the increase in this line since the first quarter financials had totally different figure (\$331,862 v. \$489,000). Mr. Koester asked when the Capital Reserve Fund for Special Education would be used. Ms. Carvalho indicated the School Board had started that discussion at their meeting Wednesday night. The Special Education Budget, as proposed, is \$1,738,053.67 which is a \$369,241.05 increase over the 2012-2013 budget.

**Co-Curricular Salaries:**

Total increase is due to the CBA. The 2013-2014 requested amount is \$17,132.71, which is an increase of \$2,552.23 over the 2012-2013 budget.

**Athletics:**

Most of the increase is due to the CBA. Dues & Fees increased due to membership in the Lego League. The 2013-2014 requested amount is \$ 24,164.42, which is an increase of \$ 3,201.92 over the 2012-2013 budget.

**Guidance:**

The salary increases are due to the CBA. The large increase in retirement line will need explanation. It was unknown if it was just due to change in rates or individual retiring. The total Guidance Budget is \$151,696.32, which is an increase of \$ 33,399.43 over 2012-2013 budget.

**Health:**

This budget is for the School Nurse and associated operating costs of the office. The Health budget is \$76,716.25 which reflects a \$2,481.78 increase over the 2012-2013 budget.

**Special Contracted Services:**

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The Outside evaluation line was increased from \$4000 to \$8000 based on the last 2-3 years. Ms. MacNeil explained that this line is typically over and the decision was made to increase it to more closely reflect the actual expenditure. Members would like a more detailed explanation (action item). The Strafford Learning Center membership line reflects a 3% increase. They provide services to the district such as the Preschool, OT, PT and ESL at discounted rates. The benefits of these services far surpass the cost of membership. OT & PT lines reflect an increase in funding. The Special Contracted Services Budget is \$111,094.00 which is an increase of \$38,486.00 over the 2012-2013 budget.

**Speech:**

The Speech Pathologists are part of the CBA. The Speech Budget is \$133,213.64 which is a \$4,654.99 increase over the 2012-2013 budget.

**Improvement of Instruction:**

The CBA allows for reimbursement for college courses for certified staff. Mr. Reed requested a copy of the CBA as a result of this discussion. The Improvement of Instruction budget is \$ 55,690.55 which is a \$11,559.66 over the 2012-2013 budget.

**Library & Educational Media:**

The Librarian is part of the CBA. The increase in the Equipment line is due to the library program is expanding to include digital media and also for new equipment for the PEG cable channel. The Library & Educational Media budget is \$97,588.79 which is an increase of \$ 6,833.44 over the 2012-2013 budget.

**Computer Assisted Instruction:**

This budget includes the additional SmartBoards, LCD projectors and replacement computers discussed in the overview. The budget for Computer Assisted Instruction is \$43,273.40 which is an increase of \$14,541.82 over the 2012-2013 budget.

**Other Support Services-Instructional Staff:**

This is the budget for the Technology Director who is not part of the CBA. An increase in salary has not been determined. The budget for Other Support Services-Instructional Staff is \$70,953.27 which is an increase of \$ 1,179.00 over 2012-2013 budget.

**School Board Services:**

The increase in this budget is for the Financial Audit. The budget for School Board Services is \$ 55,153.61 which is an increase of \$584.59 over 2012-2013 budget.

**Principal's Office:**

Members wanted clarification of the increase in retirement, and life insurance lines if no Salary had been determined. The budget for Principal's Office is \$311,199.23 which is an increase of \$ 8,599.28 over the 2012-2013 budget.

**School District Bookkeeper:**

The Bookkeeper is not part of the CBA. The budget for the School District Bookkeeper is \$55,020.72 which is an increase of \$ 930.93 over the 2012-2013 budget.

**Operation & Maintenance of Plant:**

This budget includes the custodians which are not part of the CBA. The trash disposal & lawn maintenance were put out to bid this year. This section reflects the purchase of replacement furniture, rugs & stage curtains as outlined earlier in the meeting. There is also money for a fence to demarcate the propane tank from the playground. The budget for the Operation & Maintenance of Plant is \$421,459.16 which is a \$12,336.57 increase over the 2012-2013 budget.

**Transportation:**

There is a slight increase in the Class-Field Trip line to allow for trips to Dover High & CBNA as well as Life Skills class for middle School grades. The High School Transportation Dover reflects the

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costs for 3 busses and the High School Transportation line CBNA reflects the costs for 2 busses. Mr. Ferland asked how often the transportation line is put out to bid. Ms. Carvalho explained they have a five year contract and she believes this is the third year of the current contract. The Special Education line is up due to increased services from Dail Transportation. The budget for Transportation is \$725,866.00 which reflects an increase of \$54,512.60 over the 2012-2013 budget.

**Site Improvements:** no funding.

**Food Service:**

The Food Service staff is not part of the CBA. There is a 10% increase in the cost of food & milk. There are also more requirements for training. The school is going to have to increase the cost of school lunches. This will be done gradually over a few years. The reason for the increase is the cost of a free/reduced lunch cannot be over what is charged for a regular lunch. This budget, as presented, does not include the replacement of the kitchen equipment as previously discussed. The budget for the Food Service is \$215,964.71 which is an increase of \$21,856.39 over the 2012-2013 budget. Ms. Walder questioned the increase in the Special Education transportation line. Ms. MacNeil explained the current level of funding will not cover the budget next year. Ms. Bonser commented that if the additional items proposed are included, the School budget will go up 11%. Mr. Perron reminded the members that the School Board has only reviewed the budget, no discussions about what will be funded outside the CBA & other contractual obligations have taken place. Chair Danis thanked Ms. Carvalho & Ms. MacNeil for their presentation. She asked that members submit their questions to her after review of the budget, so they can be passed on to the School Board so they can use them in their preparation of the 2<sup>nd</sup> draft if the budget. Ms. Carvalho & Ms. MacNeil left the meeting at 10:06PM.

**ROUNDTABLE / OTHER BUSINESS:**

Chair Danis asked Mr. Batchelder if he wanted to discuss RSA 32:5 V-b, tax impact on warrant articles. Mr. Batchelder said he would wait until the next meeting for that discussion.

Mr. Koester let the committee members know that he, Jeff, Korey and Bunny are going to have a meeting on the School Default budget on Tuesday, November 20 at 7:15 pm.

Mr. Koester asked if the Committee could receive the Town spreadsheets as an Excel document. Ms. Seaverns will take the request to the Town Administrator.

**ACTION ITEMS:**

1. Town answers to questions regarding the budget:
  - a. Finalized Dates for Town Hearing.
  - b. Summary of additional individual account sections (postage & equipment already provided).
  - c. Breakdown of Insurance plans and how many individuals in each plan.
2. School answers to the following:
  - a. Are health insurances rates final & why are rates different in various sections of the budget-regular ed & special ed.
  - b. Retirement amounts- clarification on all lines throughout budget-rates, payouts etc.
  - c. Pre-school budget breakdown
  - d. Clarity to Line 01-1200-569-061 Special Ed Tuition non-public schools, varying amounts presented in subsequent meetings (\$331,862 v \$489.000).
  - e. Identify what is driving the increase in Line 01-2140-5336-061-Outside evaluations

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- 273 f. If salaries have not been established for non CBA employees, why the increases in all  
274 lines associated with salary.  
275 g. Set up off night Technology Plan presentation at the School by the Technology  
276 Director with tour of facilities (items/equipment slated for possible replacement.  
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278 **ADJOURNMENT:** Having no further business,

279 10:07 PM **Motion:** Motion by Ms. Walder, second by Mr. Marcotte.

280 **Vote:** 11-0 in favor.

281 Respectfully Submitted,

282 Heidi Seaverns  
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**Approved as written**  
**11/29/2012**