

Minutes
Nottingham Budget Committee Meeting
December 13, 2012

Members Present: Chet Batchelder, Selectman Mark Carpenter, School Rep. Peter Perron, Korey Ferland, Jason Marcotte, Gene Reed, and Barbara Scannell, Barbara Walder, Jeff Wheeler

Members Excused: Chair Donna Danis, Vice Chair Michael Koester,

Other in Attendance: Secretary Dawn Wirkkala,

Mr. Batchelder called the meeting to order and stated he is acting Chair, as regular Chair Donna Danis and Vice-Chair Michael Koester were absent.

OUTSTANDING MINUTES:

Motion: Motion by Mr. Marcotte, second by Mr. Wheeler to approve the minutes of the December 6, 2012 meeting as amended.

Vote: 9 – 0 in favor.

Action Items Review: Mr. Carpenter reported the information on the Services Contracts from the Fire Department hasn't been received.

The idea of multi towns putting out a bid together for each to purchase an ambulance has come up before with the Town of Raymond with no action and the Town of Milford is currently seeking an ambulance, but it may be too late in the process for Nottingham to work with them. The question of creating a statewide purchasing program to assist towns in making similar types of lower priced purchases has been brought up and will be discussed at the Selectmen's meeting on January 14 meeting with Town Representatives.

The Recycling revenues would be presented at a later date.

Mr. Perron reported the spreadsheet providing details on the prior year school default budget hasn't been received.

The pre-school cost structure has changed and a new total will be calculated; Strafford is continuing to send their students to the pre-school with only a 20% contribution for fewer students attending and Northwood and Nottingham will go up to 40% each based on higher student count.

Mr. Carpenter asked about the individual cost per student to attend the pre-school and it was stated the calculation is approximately \$9100.00 per student but the cost includes all aspects of pre-school; education, transportation and operations. Mr. Marcotte asked if the amount paid to the pre-school would be reviewed annually and Ms. Levenson stated it would.

Mr. Perron reported the current Technology plan will finish in 2013 and the School Board has already begun planning for the next cycle; a committee is being put together to establish a new plan. No specifics have been established for a new plan. It was stated the existing plan is available on the school website for review and members for the technology committee are being sought.

REVIEW OF FINANCIALS:

School Budget 2nd Draft: Mr. Perron reviewed the handouts: SAU 44 Operating Budget, School Budget, and Preschool Budget, memo from the business administrator, Overview and Information sheet, and answers to previously asked 1st draft questions. Mr. Ferland distributed information regarding the Summer Institute.

Minutes
Nottingham Budget Committee Meeting
December 13, 2012

38 Ms. Levenson reviewed the School Board has continued with two additional meetings and while the
39 bottom line hasn't changed dramatically, there has been shifting for the more critical issues. The
40 school has received some test results, which are being reviewed for understanding and will include
41 planning methods for improvement of teacher training and student's needs; specifically under
42 consideration is a new math program.

43 Ms. Carvalho stated some decisions have been made and the school board is supporting and
44 recommending the math specialist. Mr. Carpenter asked how many math teachers the school had.
45 Ms. Carvalho stated each teacher for grade K through 5 teaches math and then there are individual
46 math teachers one for grade 6, one plus for grade 7 and 8; one teaches full time and the other
47 teaches math and other subjects. Mr. Carpenter asked about the Everyday Math program and when
48 the new program will be implemented. Ms. Carvalho stated Everyday Math would be taught until
49 the spring when hopefully the new pilot math program could begin. Mr. Carpenter asked about the
50 value of the specialist, given the total number of existing math teachers. Ms. Carvalho stated the
51 position will help students who need more specialized, targeted and intensive instruction in math.

52 Mr. Carpenter thanked all the School Board members for attending and asked if they felt the math
53 specialist position was a priority. Mr. Perron replied that they did. Ms. Levenson stated overall
54 academic improvement was a priority, Ms. Mill and Ms. Doughty agreed and stated this is a work in
55 process and the position may or may not be needed.

56 Ms. Carvalho reviewed the Speech Specialist position and stated there have been a higher number
57 of students needing speech and language services in recent years; there would be the existing full
58 time position and the second part time would go to full time. This is a response to the previous loss
59 of a teacher of the deaf and there is the hope to find one full time person who can cover most if not
60 all the areas for speech and language needs.

61 Mr. Wheeler asked about the number of specialized speech and math teachers in the other SAU
62 schools. Ms. Carvalho stated she believe they had two speech positions but didn't know about the
63 math specialist; Nottingham had three reading specialist. Mr. Wheeler asked if the one was enough;
64 Ms. Carvalho stated probably not, but she hoped.

65 Ms. Carvalho reviewed that the information provided documented and identified the additional
66 hours per week used by the speech and language specialist.

67 Ms. Carvalho reviewed that the text books amount was reduced and only new math text books are
68 being requested. Nottingham is a school in need of improvement/district in need of improvement
69 (SINI/DINI) which identifies the school to evaluate the current math program and requests changes.
70 The school board decided to focus on math specifically, and will work towards a new math program
71 that will meet the new Common Core state testing standards. There will be a pilot program of the
72 new math in the spring, with hopefully a full change in the fall of September 2013.

73 Mr. Marcotte asked about the success of the common core program and Ms. Carvalho explained
74 Common Core is the testing method and a new math program hasn't yet been selected. The plan is
75 to select a program, train the teachers in the use, and have the pilot program in the spring with
76 students and then full implementation in the fall. The Everyday math program will still be used
77 until the new program is up and running, but there will be no additional purchases for books or
78 Everyday Math workbooks, copying will take place instead. General discussion took place about
79 the information provided in the handout.

Minutes
Nottingham Budget Committee Meeting
December 13, 2012

Mr. Reed asked what is being eliminated for books. Ms. Carvalho stated the science and social studies books across all grades levels and language arts at the grade school level have been eliminated. Ms. Levenson stated the common core testing results are still being reviewed; reading, writing and language arts had a newer program not long ago, showing positive results, and the School Board felt the other programs were less of a priority. The new math plan and the professional development to get it running would be better to focus funds on.

Ms. Levenson stated there is a plan for a five year book replacement cycle which would help create more level funding. Mr. Ferland asked why books were replaced. Ms. Carvalho stated content, age and use are part of the reasons for replacement, but newer guidelines are more rigorous and content is becoming a higher reasons for replacement; the practice of reviewing methods and approaches to teaching to determine what is and what isn't working is also considered. Mr. Ferland asked about the existing age of non-replaced books. Ms. Carvalho didn't have an answer but would find out.

Mr. Reed asked if the books used in the Common Core program are consumable. Ms. Carvalho stated it would be a combination of permanent and consumable books; typically consumables are used by elementary grade level students.

Mr. Marcotte asked if the other books aren't replaced will the kids be at a disadvantage. Ms. Carvalho stated reading and language arts are currently in a good position and with the implementation of the five year plan, it may mean new books next year. Mr. Wheeler asked if there would be a discount with the new math books. Ms. Carvalho stated there isn't a vendor yet, but there are typically some types of savings with new purchases.

Ms. Carvalho stated there is professional development plan with the new math program and there will be a need to develop methods measuring student progress. New books may provide some free services but typically training is at the cost of the school. Mr. Reed asked how staff would be trained. Ms. Carvalho stated a consultant may be needed to train the entire staff at a yet to be determined cost.

Ms. Carvalho stated there is the plan to include summer programming, not part of the original budget, but was mentioned in the 1st draft supplemental information. The summer program provides targeted help for students in need; previously supported by grants that are no longer available but were also part of the SINI/DINI funds provided. Ms. Scannell asked about the total number of students participating; Ms. Carvalho stated there is an average of 15 students per subject (math & reading) and approximately 9 others.

Mr. Carpenter asked if the grant is no longer available, is it fair to ask the town to support the program; should the parents who have children participate be asked to offset the additional cost? Ms. Levenson stated the School Board has discussed the option and asked the Superintendant about receiving assistance with grant writing to find support; all options are being explored. Ms. Scannell asked about the per hour employee cost for the ten needed employees for the summer program; Ms. Carvalho stated staff is paid at \$25/hour, with no benefits except for certified staff retirement.

Ms. Carvalho stated the proposal addresses the current technology plan to replace outdated and broken PC's, two old/outdated projectors, and a change in networking software for a new required firewall. General discussion took place about the new networking requirement. Mr. Reed asked if replacement of computers was for age or that they don't work. Ms. Carvalho stated it a combination of the two issues. Mr. Reed asked about replacing only those that are broken; Ms. Carvalho stated it

Minutes
Nottingham Budget Committee Meeting
December 13, 2012

122 is part of the tech plan to replace them and Mr. Reed stated the plan could be flexible. Mr. Ferland
123 stated it may be a need with updated software that isn't compatible with the older machine or that
124 they are too slow for use; Ms. Carvalho stated PC use is more than MS Word, there are more
125 interactive programs used by both students and teacher. Mr. Batchelder asked if this plan would
126 bring the school in line with the current technology plan and Ms. Carvalho stated it did.

127 Mr. Carpenter asked about the type of computer being purchased, laptop versus PC. Mr. Perron
128 stated a decision had previously been made by the School Board to purchase laptops that will
129 provide more flexibility of use; it is the number of units under consideration. Mr. Carpenter asked
130 about tablets and Ms. Carvalho stated there wouldn't be a tablet purchase until there is a long term
131 study to established positive use. Mr. Perron stated the word computer is used in a broad sense, the
132 purchase will be the product that best meets the needs of the students; tablets are not that product.

133 Mr. Carpenter asked about the older PC's and stated there is an agency in Concord that refurbishes
134 older PC for use by those in need. Ms. Carvalho stated older units are used for parts and there is a
135 policy to sell any unused possible school equipment.

136 Mr. Wheeler asked about the 16 replacement computers. Ms. Carvalho reviewed which computers
137 would be replaced; some don't work at all and some don't function well. Mr. Batchelder reminded
138 members the first computers wouldn't be purchased until July 2013 and there may be additional
139 changes of need.

140 Mr. Carpenter asked about the projectors; Ms. Carvalho stated 2 LCD's are planned, while not
141 Smartboards, they are utilized with technology integration.

142 Ms. Carvalho reviewed that Grounds and Facility improvements includes the installation of two
143 overhangs over the back side gym doors, for \$5,800.00 will be to keep damage from happening the
144 floors. The amount is the larger part of the total \$19,000.00 budget that will also take care of other
145 building repairs. Ms. Carvalho stated the gym floor was replaced in entirety previously and the
146 overhangs were recommended by the floor repair people to prevent new damage.

147 Replacement furniture has been reduced to one classroom desks and chairs and rugs that are several
148 years old that students sit on; rugs have an expected life of six years and those needing replacement
149 are eight years with duct tape holding them together. It was stated three rooms of 2nd grade desks
150 and chairs were removed with the concern of reducing the overall budget.

151 Ms. Carvalho stated Replacement of Kitchen equipment has been reduced slightly with \$8000 for
152 repairs to the steamer versus replacement. Ms. Levenson stated the other equipment is aged, but the
153 steamer is the priority. Ms. Carvalho stated life expectancy is 10 to 15 years with the use. Mr.
154 Reed asked about the narrative for replacement and repairs and Ms. Carvalho clarified some
155 information should be crossed out and continued explaining the milk cooler should also be replaced
156 but the funds aren't budgeted. Ms. Carvalho stated it is a challenge, but the cost to repair is \$800
157 and replacement is \$1600; when do you replace versus repair.

158 Ms. Carvalho stated the warrant articles are still under discussion.

159 Mr. Carpenter asked about the number of smart boards; it was stated there are 9 boards in
160 classrooms and the library. Portable Smartboard units are available and they are smaller but they
161 could be an option; the projector would still be needed. Mr. Carpenter suggested the possibility of a
162 multiple projector purchase at a lower cost with portable screens, providing the technology but at a

Minutes
Nottingham Budget Committee Meeting
December 13, 2012

163 lower cost. Ms. Carvalho stated Smartboards are currently shared by those teachers who have them;
164 students get to use them in the classroom and in the library. The School Board would review all
165 technology options with the creation of the new Technology plan.

166 Ms. Carvalho started her review of the budget proposal, stating she would highlight the larger and
167 key items, and started her review regarding salary information.

168 Mr. Carpenter asked for understanding of the percentage of salary increases. Mr. Markiewicz stated
169 salaries are part of the collective bargaining agreement (CBA) with contracted levels for increases
170 based on level of education and applies to all certified teachers. Mr. Carpenter stated he wants to
171 understand the changes in increases. Mr. Reed stated there is a list of teachers and their current step
172 percentages that could be used to establish the exact budget changes. Mr. Carpenter stated he wants
173 the SAU to calculate the changes for employees. Ms. Scannell stated she would like to understand
174 the salary increases as well. Mr. Markiewicz stated the CBA is for certified teachers, all others are
175 considered Para-professionals.

176 Ms. Carvalho reviewed Regular Education changes were included on pages 1 through 4. Page 1 did
177 not include the salary increase for the Permanent Subs line, 01-1100-5112-000. Mr. Perron stated
178 the School Board agreed to include a 2% cost of living (COLA) increase for all non-CBA positions.

179 Ms. Carvalho stated the increase of 70% on Substitute Teachers Salaries, 01-1100-5120-000, is to
180 meet actual expenditures; there is a history of overages and information is provided in the narrative;
181 substitute teachers earn a flat rate of \$70.00 per day.

182 Ms. Carvalho stated General and Art Supplies were level funded.

183 Mr. Carpenter asked about spending less tuition at Dover and more at Coe Brown. Ms. Levenson
184 stated there is a shift of students from attending Dover to more attending at Coe Brown. Mr.
185 Markiewicz stated applicant information would be provided to the School Board in near future; the
186 Dover rate includes their tax cap amount of 2% and the Coe Brown line does not include the
187 offsetting revenue for the tuition differential. Mr. Carpenter asked about total number of high
188 school students; it was stated as of today it would be 2.9 million dollars for 225 students, at
189 approximately \$12,900.00 per student.

190 Ms. Carvalho stated there were no changes to page 3. Page 4 includes a reduction for Classroom
191 Workbooks, 01-110-5643-000, for the change in math programs and the removal of the Everyday
192 Math consumables, Classroom Periodicals and Textbooks were also reduced.

193 Mr. Wheeler asked about the reduction of books; the response was books for K-5 grade students. If
194 the workbooks become needed, copies can be made. Ms. Levenson stated there is the intent to have
195 the new pilot math program and therefore the workbooks won't be needed.

196 Ms. Carvalho stated the additional amount for the 2% salary increase for the Special Education
197 Coordinator and Special Education Secretary needs to be added.

198 Ms. Walder asked about the difference in salary changes for the Special Education Coordinator
199 between the 1st and 2nd budget proposals. Ms. Carvalho stated the previous budget didn't include a
200 COLA but now it does. Mr. Perron stated the 2012/2013 budget amount was over budgeted and the
201 current amount reflect actual plus the 2% COLA.

Minutes
Nottingham Budget Committee Meeting
December 13, 2012

202 Ms. Carvalho stated for the Teacher of the Deaf, 01-1200-5322-061, the school has re-looked at the
203 method of staffing for deaf, speech and speech language needs; one teacher will be hired and
204 hopefully be able to meet the students needs in all area. This one person position will replace
205 multiple positions. Mr. Carpenter asked about the total of hearing impaired students; the response
206 was five students.

207 Ms. Carvalho stated the increase in Special Education Pre-school, 01-1200-5563-000, includes the
208 increased financial responsibility agreement between Nottingham, Northwood and Strafford

209 Mr. Carpenter stated he calculates this cost is an approximate \$9,000.00 per student to attend pre-
210 school and asked about the number of hours, days, and weeks attended. Mr. Carpenter provided
211 information that pre-school was 3 days a week for 2.5 hours a day. Ms. Levenson stated she
212 believed it was three days; Mr. Markiewicz stated it is 3 or 4 days but doesn't have the answer. r.
213 Markiewicz stated the SAU has been asked these questions multiple times and the answer is
214 difficult to understand. The program is required for those identified by the district to work with the
215 students early for those students in need of a potential IEP. It is difficult to establish a per student
216 cost, as there are other costs involved. Mr. Markiewicz stated enrollment is smaller at the beginning
217 of the year and increases as more students are identified; the spaces must be held for the special
218 needs children. Trying to establish per student cost is to review daily attendance numbers, adding
219 them together for a year end total to establish a potential per student cost.

220 Mr. Carpenter stated he is confused and appalled with \$9,000.00 per student. Mr. Carpenter stated
221 he isn't saying the program isn't necessary and it is good to early identify special needs students, but
222 why is the cost \$9,000.00 per student. Ms. Levenson stated the federal government requires
223 identification of students, it is a big discussion and location will be something to look at; yes it is
224 needed, yes it provides vital services, and yes it is required. It will be looked at in the future to
225 determine if this is the best method to deliver the education. Mr. Carpenter asked for Ms. Levenson
226 to work with the SAU to clarify the actual cost per student.

227 Ms. Levenson stated attendance at the pre-school is a constantly changing number; there are
228 currently 44 students between the three towns and any vacant seats are opened for those who pay
229 tuition, it is to try and understand how it can be made to be more cost effective.

230 Mr. Carpenter asked the School Board to look hard at what is actually needed by preschool students
231 and how to best get what they need to them. Ms. Levenson stated there is the intent for further
232 support by having Nottingham parents work with their children to help prepare them for
233 kindergarten. The intent is to get the school to offer specific information to parents about desired
234 levels of knowledge needed by children so they are ready when they start school.

235 Mr. Carpenter stated Nottingham has received an offer a donation for the space for a pre-school of
236 its own. Ms. Levenson stated it isn't only the space needs, but all the other costs involved; teachers,
237 operations and Mr. Carpenter stated if it can be provided by Nottingham better without going thru
238 the SAU then it should be done.

239 Mr. Reed asked about pre-school screening. Ms. Carvalho stated a pre-K screening was completed
240 and results indicate that approximately 40% of the students identified to have some level of risk.
241 Ms. Levenson stated there are education standards, the pre-screening takes place to identify those
242 who are and who aren't ready to meet the standards; if the child is considered at risk based on the

Minutes
Nottingham Budget Committee Meeting
December 13, 2012

243 criteria there should be something or someone who will work to assist those children that are at risk
244 and getting them better prepared.

245 There was agreement to have a need to identify students; early identification provides the
246 intervention to possibly limit the needed support after a few years, getting them the training and
247 services they need. There are students who are at a higher need level and require an Individualized
248 Education Plan (IEP) and specific specialized assistance and then there are those children who may
249 need just a little bit of extra help to bring them to the level needed for each grade.

250 Mr. Perron stated just because a student is behind academically doesn't mean they have been
251 identified for special education; or have a disability. Ms. Carvalho stated if they aren't identified
252 they tend to fall further and further behind.

253 Ms. Carvalho stated Nottingham pays for those students who have been identified as being special
254 needs.

255 Ms. Walder asked if a child has been identified and chooses to attend a school other than
256 Nottingham, is Nottingham responsible for paying for that education at another school. Ms.
257 Carvalho stated the funds are required to provide the service; staff would follow the students to
258 whatever school they went to and reimbursement would be sought, when and if available.

259 Ms. Scannell asked about the number of identified pre-school students and if a student weren't
260 identified did they pay tuition. Mr. Markiewicz stated there is a revenue line that is anticipated with
261 the pre-school. It was stated there are 13 students with IEP's and 5 without that are attending pre-
262 school.

263 Ms. Walder asked about the amount for Special Education Tuition Non-Public School, 01-1200-
264 5569-061, and to have information provided to show where the fund specifically went. Ms.
265 Scannell stated she agreed with the request for information. Mr. Perron stated the answer is
266 provided in the Question and Answer handout; providing a breakdown of each student and the cost
267 of services provided. Mr. Perron stated this is a volatile budget line because the change of even one
268 new student requiring additional needed services can give a drastic change.

269 Mr. Perron reviewed the breakdown of the individual cost per student and the amount each needed
270 to support their specialized education plan. No student names or school names were provided. It
271 was stated there was a decision to track the students year to year, identifying them by letter and
272 tracking their annual costs; student A would remain student A until they no longer were part of the
273 system.

274 Ms. Scannell asked to have this report every year and also asked to have the total years of provided
275 services and the cost of transportation included in the information provided. It was stated
276 transportation wasn't as easy to calculate as transportation sharing was taking place.

277 Mr. Reed asked about the assignment of students to a particular school and if there were alternative
278 options. Ms. Carvalho stated each school is identified to address the specific needs of students, by
279 age and special need; the schools are certified.

280 Mr. Carpenter asked who determines if the amounts used for special education make sense. Ms.
281 Levenson stated neither the School Board nor School has the expertise to do so. Mr. Markiewicz
282 stated he believes the Dept of Ed sets the rates and includes tuition and operational services.

Minutes
Nottingham Budget Committee Meeting
December 13, 2012

283 Mr. Batchelder asked about the school Capital Reserve fund. Ms. Levenson stated discussion has
284 taken place about what the funds would be used for, but a decision hasn't been made to establish an
285 amount going in. Mr. Perron stated the account has approximately \$52,000.00 for special education
286 and \$38,000.00 for building improvements, but these were not exact amounts.

287 Mr. Wheeler asked about the needs for building improvements and if they totaled above the capital
288 reserve fund. It was stated there is a process to over spend the bottom line of the budget, with
289 special warrant and meeting and request to the state.

290 Ms. Carvalho reviewed New Equipment, 01-1200-5731-061 had a reduction of \$1200.

291 Mr. Carpenter asked about the amount for Co-Curricular salaries, 01-1410-5110-028, and Ms.
292 Carvalho stated it was an increase in the agreement from the next year. Mr. Carpenter asked about
293 the Substitute Coordinator and Ms. Carvalho stated it is the person who coordinates work and tasks
294 for the substitute teachers for a stipend of \$1600.00; the total budget amount represents coverage for
295 all Co-Curricular activities such as the game club, music and band, year book advisor, other
296 advisors, and the substitute coordinator. The advisors received an increased stipend under the CBA
297 agreement; however, the substitute coordinator position is not part of the CBA agreement.

298 Ms. Carvalho stated there were no changes on pages 7, 8, 9, 10 and 11. Narratives on page 9 and 10
299 were clarified; page 10 references two full time positions of the speech pathologist and the assistant.

300 Mr. Carpenter asked about Guidance increase of 28%. Ms. Carvalho stated it is an expectation for a
301 full time retirement payment; the Guidance Counselor is expected to retire during this budget cycle
302 and the budget line includes the annual salary and retirement buy out. General discussion took
303 place about school retirement plans, specific to the guidelines provided by the CBA. The increase
304 in the budget line includes the regular salary increase and the price of her retirement buy out.

305 Ms. Carvalho stated the Library Books, 01-2220-5640-009, was reduced to reflect the prior year
306 actual amount spent. Replacement of Furniture, 01-2220-5737-009, was reduced to zero.

307 Ms. Carvalho stated Other Support Services - Instruction Staff includes the 2% salary increase as
308 they are non-CBA staff members.

309 Mr. Marcotte asked about 01-2310-5110-000, School Board salaries and a possible reduction. Ms.
310 Levenson stated the matter is under discussion by the School Board members.

311 Mr. Carpenter asked about Network Software, 01-2225-5750-031, and the new virus and content
312 filtering software. Ms. Carvalho stated it is an upgrade for the internet filtering, with further details
313 in the Overview information. Mr. Perron stated the amount is a perpetual license and is a good
314 value; there is the expectation the software would normally cost approximately \$10,000.00 plus.
315 There is the need of this filtering software due to e-rate funding received.

316 Ms. Scannell asked about School Board member payments and if additional funds would be needed
317 with any prepayments that may have been given to members that recently resigned; how are funds
318 distributed and would the budget be overspent for the current year? It was stated payments were
319 distributed semi-annually, in December and June, and payments would be prorated if someone left
320 early; the budget wouldn't be overspent.

321 Ms. Carvalho reported page 14 includes a change of 2% salary increases for non-CBA employee
322 salaries. Courses - Principal, 01-2410-5242-007, was reduced. School District Bookkeeper, 01-

Minutes
Nottingham Budget Committee Meeting
December 13, 2012

323 2510-5110-000, Maintenance Director, 01-2620-5110-032 and Assistant Custodian, 01-2620-5111-
324 032, received the 2% non-CBA salary increase. Repairs and Maintenance to Grounds, 01-2620-
325 5433-032, was reduced.

326 Ms. Carvalho reported she reviewed the actual expenses in correlation with temperature for Electric,
327 01-2620-5622-032 and Propane, 01-2620-5623-032 and the new budget amount was changed to
328 match current expenses and both were reduced; hopefully the winter won't be cold and a higher cost
329 associated.

330 Replacement of Furniture, 01-2620-5737-032, was decreased as previously mentioned in the
331 Overview and Information sheets.

332 Mr. Reed asked about New Equipment, 01-2620-5731-032, and the two new air-conditioners with
333 reference to Section 504. Ms. Carvalho stated the school is required to address the needs of
334 students with disabilities and provide consistent air quality.

335 Ms. Carvalho stated Class Field Trip Transportation, 01-2700-5519-001, was reduced by \$1000.00.
336 Ms. Carvalho stated individual grades would be looked at to eliminate field trips providing the
337 savings. Mr. Carpenter asked if there wasn't anywhere else where \$1000.00 could be eliminated to
338 save the field trips and suggested even possible fundraisers to raise funds to keep the field trips.
339 Ms. Carvalho stated the school runs different fundraisers already and it becomes challenging to add
340 more; Mr. Carpenter stated he would donate for field trips.

341 Mr. Batchelder asked if the bus transportation costs were being reviewed. Ms. Levenson stated a
342 transportation committee has been established to review current routes, student counts to each
343 school, and possible better routes to establish a more cost effective plan.

344 Mr. Marcotte asked about the student capacity on the buses. Ms. Levenson stated buses weren't
345 full, but would have more information with further review by the committee, the raw data was only
346 just received and there is a question about the existing contract. General discussion took place
347 about the number of students allowed on a bus; the allowed elementary student count is higher than
348 high school students allowed, establishing better routes to reduce road time while picking up more
349 students. Ms. Levenson would include Budget Committee members in the information regarding
350 the bus transportation.

351 Mr. Reed asked if the transportation company had routing software. It was stated they didn't know,
352 but based on the information received they don't believe so. Mr. Marcotte asked about a
353 requirement for high school student transportation and Mr. Markiewicz stated it isn't mandated,
354 elementary school is mandated.

355 Mr. Carpenter asked about the number of Para-professional teachers and if they exclusively served
356 special education students and the number for regular teachers; it was stated there are 21 Para-
357 professional teachers and Ms. Carvalho stated the Teacher Salaries budget line does not account for
358 all the teachers in the school; there are others included in other budget lines doing more specialized
359 work. Additional teacher count information was available in the Overview and Information sheets
360 provided.

361 Ms. Carvalho reviewed Repairs to Equipment, 04-5220-5430-000, has an increased budget amount
362 due to needed repairs to the kitchen steamer and hopefully one new milk cooler.

Minutes
Nottingham Budget Committee Meeting
December 13, 2012

363 Mr. Carpenter asked about the default budget. Mr. Perron stated an early presentation was an
364 approximate 4.8% increase. Mr. Markiewicz stated adjustments continue to be made and new totals
365 will be presented to the School Board next week.

366 Ms. Levenson asked about the School Board default budget. It was stated Mr. Koester had
367 requested additional information regarding detailed line item expenses from the prior year and it is
368 being worked on.

369 Ms. Carvalho clarified that items and issues on pages 5 through 9 in the Overview and Information
370 sheets continue to be reviewed by the School Board for other additions, in consideration of the
371 overall budget, SINI/DINI requirements and other requirements. The last page includes student
372 enrollment numbers for all school students.

373 Mr. Carpenter asked about what will happen if the default budget is passed. Ms. Levenson stated
374 ideas have been discussed; the biggest concern will be text books. Mr. Perron stated the problem
375 with the passing of the default budget is when there isn't a line item in the budget; you can't move
376 money from one line to another. The current budget doesn't have a line item for books and
377 therefore if the default budget passes, money can't be spent on books. Ms. Levenson stated no
378 books have been purchased for two years.

379 Mr. Batchelder suggested the School Board might consider writing a special warrant article to fund
380 text books. If there is worry about the passing of the default budget a warrant article for books
381 should be included to prevent any major issues.

382 Mr. Fernald asked about the issues beyond page 5, and if there have been no decisions made after
383 the first bulleted item. Ms. Carvalho agreed, no decision has been made on those issues yet and
384 they need to still be considered.

385 Mr. Carpenter asked for a few minutes of the board members time; he shared a previously presented
386 slide showing the comparison between the school budget increases over the last several years and
387 the decreasing education testing results and ranking of Nottingham school in NH. Expenses have
388 increased while student testing results have decreased to 30% state of NH New England Common
389 Assessment Program (NECAP) scores ranking Nottingham to other NH towns. Mr. Carpenter
390 stated he is concerned that the expenses are increasing and there is something wrong when test
391 results have fallen significantly. The School Board and School Administration were asked to assist
392 in solving the problem, while also preventing continuing increased education costs; people are
393 moving out of town because they can no longer afford the taxes.

394 Ms. Levenson stated some of the results will come from positive community outreach. Mr.
395 Carpenter stated he wants to hear the strategy and plan from the School Board and School
396 Administration for student improvement; he understands the change in the School Board and time
397 constraints for the current budget. Mr. Carpenter stated there should be a consideration of what the
398 town can reasonably afford, but identifying what is the #1 priority that will be best for the kids, then
399 the 2nd priority, and continuing a list from there.

400 Ms. Carvalho reviewed historical data from the Department of Education website that show
401 Nottingham NECAP test results from 2005 with upward positive results in student testing; which is
402 a direct correlation to the programs and changes made at the school. The new changes planned for
403 math should reflect similar positive changes as seen in reading.

Minutes
Nottingham Budget Committee Meeting
December 13, 2012

404 Mr. Wheeler asked about a comparison to Nottingham School versus the other school in the district;
405 student counts, class size, teacher counts and budgets. Mr. Markiewicz stated there are similar
406 counts for students, Northwood has the highest budget, but each school spends money differently.
407 Special education in Northwood and Strafford are higher than Nottingham; but there are more
408 similarities in the districts than differences. Mr. Wheeler asked if the special education component
409 was removed, was spending similar and Mr. Markiewicz stated they were.

410 Mr. Carpenter stated while he is happy to see positive test results, the results are based on two
411 different sets of criteria. Results presented by Ms. Carvalho are specifically the results of
412 Nottingham students over a period of years. The results Mr. Carpenter presented are the ranking of
413 Nottingham School in comparison to other schools in NH. There is concern that while Nottingham
414 is continuing to improve, so are the other schools; Nottingham ranks in the 30th percentile.

415 Mr. Batchelder asked about the recent negotiation for the Para-professional contract and salary
416 information. Mr. Markiewicz stated he wasn't prepared to give the information, but could review
417 the information he has. The Para-professional staff has a separate contract covering salary and
418 benefits, the agreement was just signed by the School board, and it will not be included in the
419 general budget but will be part of a special warrant article.

420 Mr. Carpenter asked to review information about the SAU budget.

421 Mr. Markiewicz stated the budget is consistent with previous years; the largest section of the budget
422 is salary and benefits. The biggest change is how salary increases are established; increases now
423 represent a maximum 2% salary increase based on employee performance and merit. The audited
424 financials have been received and the boards decided to use some of the fund balance to offset the
425 assessment back to the three towns; a portion of which will be used to upgrade the telephone system
426 as well. Insurance and retirement costs have increased.

427 Mr. Carpenter asked if the total budget amount, of over 1 million dollars, was split evenly between
428 the three towns. It was explained there are calculation provided by the NH Department of
429 Education based on property assessment values from the NH DRA and students counts to come up
430 with a percentage; Nottingham is on the higher end. Ms. Levenson stated the Nottingham portion is
431 approximately \$365,000.00.

432 Mr. Carpenter asked if it would be helpful for the Superintendent to discuss the value the SAU
433 brings to the town, for the money it pays. Mr. Markiewicz stated a meeting could happen, but
434 would take an evening to review all the requirements the SAU is required to provide.

435 Mr. Batchelder stated much of the information is covered in the joint SAU meeting. Ms. Levenson
436 stated there is a management sub-committee that has created an operational analysis of the SAU.
437 Mr. Markiewicz stated there is a draft report that can be distributed reviewing the business aspect,
438 Superintendent's Office and Special Education that would provide more information.

439 Ms. Levenson stated there are areas in the financial area that would be difficult to duplicate but is
440 open to reviewing a consideration reviewing the value of the SAU.

441 Mr. Perron stated the Superintendant would be in a better position to explain, and an evaluation is
442 needed, however, the SAU manages the high school student population, which isn't available in-
443 house, and would include a Special Education Director, HR personnel, in addition to other services;
444 it might be a wash with the hiring of the needed personnel to cover the needed areas.

Minutes
Nottingham Budget Committee Meeting
December 13, 2012

445 Mr. Perron stated part of the budget process should include hearing from the Budget Committee
446 about where they feel the school budget is at versus where the School Board feels they are at. Mr.
447 Batchelder stated there was way too much information presented to have any informed discussion
448 about it, and there may be the need for an additional work session.

449 Ms. Walder asked about the previous warrant articles brought to the committee. Ms. Carvalho
450 stated there were no additional warrant articles. The 1st draft information presented were only items
451 under consideration, which may or may not have been included in the 1st draft budget. Mr. Perron
452 stated some of the previously presented information included items that were in the budget and
453 some were not and the School Board requested that Ms. Carvalho merge the two documents so that
454 only one actual budget document was being reviewed.

455 Mr. Perron stated scheduling is becoming an issue in getting Budget Committee comments on the
456 2nd draft school budget, wanting to make sure the School Board addresses any concerns. Mr.
457 Batchelder stated timing is becoming important, and deadlines for submissions are rapidly
458 approaching. After discussion there was agreement with Budget Committee members to hold a
459 work session on December 20.

460 There was agreement by committee members that the School Board has completed a lot of work but
461 there is still work to do.

462 Ms. Carvalho reviewed the differences between the summer programs. The school Summer
463 Institute has been at Nottingham for 30 years and is an enrichment program for students in grade 4
464 and above. The program runs for 3 weeks and targets assistance in identified area such as critical
465 thinking, sessions in music, and other areas that are used throughout the school year; this program
466 works with the SINI/DINI goal plans. Parents pay a nominal fee to support the program and for
467 some of the materials for the program.

468 The summer program is more for target and intensive tutorials for reading and math; providing
469 tutoring to those students in need, closing the gap between grade and performance levels for
470 students at the entry level. Mr. Marcotte asked if a parent could request to attend the programs for a
471 fee.

472 Mr. Batchelder asked about the tax impact request warrant article for the school and Mr. Perron
473 stated he has seen a draft.

474 **ROUNDTABLE / OTHER BUSINESS:**

475 Mr. Batchelder asked for the OK to schedule an additional work session to review the school budget
476 prior to the January meeting, and there was agreement.

477 Ms. Levenson stated it would be nice to have input from the committee about the school budget but
478 discussion will continue about it at the next School Board meeting and beyond. Mr. Batchelder
479 stated typically the Budget Committee continues to work on the budgets thru to the hearing, making
480 adjustments.

481 Mr. Batchelder stated Mr. Reed had questions about the Budget Committee preparing a budget per
482 statute. There was agreement with the information was emailed that reviewed the steps of the
483 Budget Committee: there is a gathering of information, working with the school and town to
484 establish validity of expenses and recommends cuts, up to the final hearing and any changes and
485 then reporting.

Minutes
Nottingham Budget Committee Meeting
December 13, 2012

Ultimately the Budget Committee recommends the final budget to the citizens, after all the discussions and meetings with all parties it is the Budget Committee who makes the actual recommendation of the prepared budget and reports the information to the state.

There were no comments during round table discussion.

ACTION ITEMS:

1. Michelle Carvalho: Age of current text books.
2. Frank Markiewicz: Amount and reasons for increase in salary; percentages, COLA for certified teachers and Para-professionals. Provide a copy of collective bargaining agreement.
3. Frank Markiewicz: Distribution of School Board member payments.
4. Michelle Carvalho: breakdown of how many staff members are reflected in each salary line.
5. Frank Markiewicz: Para professional salary information

ADJOURNMENT: Having no further business,

10:08 PM Motion: by Mr. Marcotte, second by Mr. Ferland

Vote: 9-0 in favor.

Respectfully Submitted,

Dawn Wirkkala

Approved as amended
12/20/2012