Minutes
Nottingham Budget Committee Meeting
September 25, 2014

Members Present: Chet Batchelder, Donna Danis, Korey Ferland, Miska Hadik, Doug Poulin, Eugene Reed, Jackie Snow, Donna Danis – BOS Representative, Peter Perron – School Board Representative

Excused Absences:, Anthony Dumas, Michael Koester, Jeff Wheeler

Other in Attendance: Secretary Dawn Wirkkala, Tech Director Kevin Smith, Principal Chris Sousa

Chair Batchelder called the meeting to order and introductions were completed.

Approval of Minutes

Motion: by Ms. Danis, second by Mr. Reed to approve the September 4, 2014 minutes as amended.

Vote: 9 in favor

Discussion took place about clarifying statements that were written in the minutes, as they include only a summary of the discussion took place at the meeting and while they include some statements they don't include all, which can sometimes be misleading or confusing. If a statement of clarification is needed regarding information provided in prior meeting minutes the clarification would be provided in the meeting minutes when the clarification is made.

School Technology Plan Review: Mr. Smith and Mr. Sousa completed introductions. Mr. Smith reviewed the requirement and process the Technology Committee utilized to adopt the school technology plan, including a brief summary of the plan to bring the school towards a one-to-one user program. The goal was to do that both economically and reasonably for the students, teachers and tax payers and will be completed with a phased in plan over the next several years with smaller purchases instead of one large purchase.

Mr. Perron stated the students are now required to complete standardized testing and the approved purchase in March will allow them to do that. Moving toward a one-to-one plan will also allow the teachers and students to use online features when new text books are purchased that works with the text book material.

Mr. Sousa stated education is moving more and more towards on-line programming and the chromebooks being purchased will provide the needed access to that programming; to textbooks that are only electronic to the additional supplemental information that will work with paper textbooks. It was stated the middle school text books have been purchased on a per class room basis versus one for each student. The one-to-one chromebooks will allow students to access the text book information and any additional components at home; also eliminating the need to carry the book home. Moving toward fully integrating the technology introduces additional methods for teachers to utilize professional development as well as the student benefits.

Ms. Danis asked about the philosophy used to choose the type of equipment to be used. Mr. Smith stated there is conflicting information about which method of technology is best and which should be used will depend on who you talk to; however, he personally believes chromebooks is the best option available right now. Mr. Sousa stated currently Google Chromebooks appears to offer the best collaborative technology available for all grades, helping to minimize expenses while providing necessary services and software applications. Mr. Smith stated Windows machines will continue to be used in the science labs for the interactive research.

General discussion took place about the services provided by Google, including access to software similar and compatible with MS Office, email management, file storage and access, as well as additional applications.

Mr. Hadik asked about the plan to train the educator for use of the new equipment and programs. Mr. Smith stated the teachers are being trained on a continual basis and there has been a transition toward using the Google program.

Mr. Sousa stated the Curriculum Director will include technology into the curriculum plan, utilizing both the one-to-one technology and the smart boards.

Mr. Reed asked about the proposed timeline for purchasing the equipment and if additional staff will be needed to manage the physical needs for all the new equipment. Mr. Smith stated while the technology plan is a three year plan, he believes it will take five years to purchase the total number of machines needed and additional staff shouldn't be needed; chromebooks are easier to manage with automatic log-in and updates.

Discussion took place about the changes in book and technology use in the Library and for the Librarian. Mr. Sousa stated he doesn't have the specifics about a future plan for the Library and integration with technology, but the Library will still be part of the school and will evolve with the technology.

Ms. Danis asked as the school moves toward the one-to-one model will students take their equipment with them, to each class room, including labs and Library, eliminating equipment currently needed for them.

Mr. Perron stated discussion continues about having a one-to-one model that allows grades 7 and 8 to take the equipment home, but a decision hasn't been made. Currently the budget is fairly small for books in the Library, with a larger expense for a subscription to a research tool for the students. The School Board and Administration will need to determine how the Library will change with the introduction of technology.

Discussion took place about the available and soon to be available technology loaner program and hand-me-downs being provided for students that might not have access to current technology.

Mr. Smith stated if individual committee members had questions about the different technologies being introduced they could email him.

Mr. Reed asked about the estimated fund amount established for the new equipment. Mr. Smith stated the amount is currently an estimate for the carts and a specific number of units. The amount will be established annually by putting the request out to bid for exactly what is needed for the year, providing a more accurate amount. Mr. Perron stated the amount will be reviewed and updated every year.

Discussion took place about the Budget Committee having an ability to tour the school and review how the equipment is being utilized and the School Board would establish a tour date sometime in January 2015.

Committee members thanked Mr. Smith and Mr. Sousa for attending.

Budget Cycle Meeting Calendar: Chair Batchelder stated the calendar has been updated with the deadlines.

After discussion it was determined the Calendar will be posted as established up through December.

Budget Workshop Review: Chair Batchelder reviewed the received NHMA workshop supplement paperwork, stating it is applicable for those with the 2013-2014 edition of the budget workbook.

Chair Batchelder stated he does not remember the information regarding unanticipated funds being an issue but it appears there is a change; however, the specific information about the change was unknown. It was stated the issue has typically been addressed during the budget cycle.

Mr. Hadik stated the workshop provided him with a lot of good information.

Mr. Reed stated the new Town Administrator and Bookkeeper also went to the Manchester workshop.

School Update: Mr. Perron reported the budget process has started and a first draft is expected soon. The Vice Principal Jen Asdot and Curriculum Director Jude Chauvette received a bonus for taking on the additional duties over the summer that was created by the vacant principal position and doing so positively and successfully.

An additional 17 laptops were purchased for the new projectors.

Mr. Perron stated a committee has been re-instated to review and start engaging negotiations between Dover and Coe-Brown High schools, with the intent of establishing a new contract, for one or the other, or both schools. If anyone is interested in participating in the committee or wants to provide input or express their thoughts or concerns about a high school selection they can notify the School Board. Once a decision is completed the contracts will be presented to the Town in the manner of a warrant article; once this year and if it doesn't pass then again next year.

Chair Batchelder asked if the School Board will use a planning agency to help with the high school selection process. Mr. Perron stated the School Board made a decision to move from an RFP option to engaging voters in order to have two attempts at selecting a high school and contract. General discussion took place about the High School Selection Committee and the process of contracting with a high school.

Chair Batchelder reminded Mr. Perron about providing an answer regarding the under spending of the Food Service Program.

Town Update: Ms. Danis reported the budget process is also beginning for the Town and individuals departments. Mr. Sterndale reviewed potential warrant articles with the Selectmen but there hasn't been any definitive discussion yet.

Mr. Reed asked how the Selectmen decide upon what will and won't be a warrant article. Ms. Danis stated it is her opinion that any large ticket items should be a warrant article and not part of the budget; Mr. Carpenter and Ms. Bonser appear to agree with the idea. There may be items that the Selectmen move from the operating budget and put the request for funds into a warrant article, giving voters more of a choice.

Sub-Committee Reports:

MPEC: Ms. Danis reported the committee had a positive showing at Nottingham Day. A lot of suggestions were received from the public about what should be incorporated at the property; including ball fields, archery, walking trails, pavilions, and many other good ideas.

Ms. Danis stated most people have heard about the property and have expressed a lot of positive interest. The Community Input Session will be October 24th and child care and food will be provided. Mr. Hadik stated students are also welcome to attend and participate in the session.

Ms. Danis stated the Town website now includes a lot of good information about the Marston Property available; a fact sheet, pictures, maps and additional information.

Transportation: Ms. Snow stated the committee has had one additional meeting. Committee members had questions about the number of students and routes because the information wasn't matching up. The Transportation Company is being invited to the next meeting to learn more about their process for establishing routes and stops. The committee will also request to review the prior invoices to determine why the budget was over spent.

CIP Committee: Mr. Reed stated the committee hasn't met but believes a meeting is attempting to be scheduled.

OTHER BUSINESS: None

ROUNDTABLE:

Ms. Snow stated it was great to have the Technology Director available to explain the plan and it will help better evaluate what is going on.

Mr. Perron stated the recent hires have provided the school with what appears to be very responsive staff for the school.

ACTION ITEMS

1. Details on the under spending of the Food Service Program.

ADJOURNMENT: Having no further business,

8:30 PM **Motion:** by Mr. Poulin, second by Ms. Danis.

Vote: 9 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala