

**Approved**  
**Candia Budget Committee Meeting Minutes**  
**November 20, 2008**

**Attendees: School members and SAU Staff,** Carla Penfield, Chairman; Ann Tierno; Kristine Pouliot; Kim Byrd; Allyn Chivers, Stephen Higgins; Judith Szot; Karen Smith, School Representative; Tom Giffen, Selectman's representative, Ed Caito, Karen Lessard, Dr. Littlefield, Bob St. Cyr, Becky Forestall, Ingrid Byrd, Rhonda Thyng, Melissa Madden, Becky Sarra and Mrs. Webster.

**Absent:**

Chairman Carla Penfield called the meeting to order at 7:02 pm.

**School Budget Review**

- Continued discussion of the School budget using the revised document from K. Smith. The discussion will be line by line.
- The wage pool is the same as last year at \$31,641. The wage pool for this year has not been allocated yet. The Assistant Principal received his increase from the wage pool.
- K. Smith said the amounts for the budget 2009/2010 will not be moved over until the school approves the amounts.
- The school is working on new software for the wages and information is still being inputted. This was started in August and may not get done until next month. Everyone is receiving their correct pay which means there is no retroactive pay.
- Presented are budget amounts not actually expenditure amounts.
- Course reimbursement and workshop reimbursements lines cannot be reduced.
- There was no increase in the regular instructional supplies; SAU used the 08/09 level.
- Dr. Littlefield noted that the budget is below the default budget and is conservative. There are many level funded items.
- Decrease of students spread over all 9 grades was taken into account with the reduction of 2 teachers over past 4 years. One teacher was approved to be replaced but was not replaced.
- The Child Find is required by law to seek out students who need special education starting at 3 years old.
- Enrollment report was requested.

- There is a new music system with music books to replace outdated books. This is intergraded with the curriculum. The cost is \$2500. 1<sup>st</sup> and 2<sup>nd</sup> grade music books will be like their reading books and they will understand them. CDs are okay but hands on is better. Instruction is important.
- \$2415 on vocabulary workbooks was questioned. These books are an educational decision to work with reading to teach vocabulary.
- It was requested to be more specific on “Other information resources line”. It was explained this line name comes from the State and must be reported to the State this way.
- Line 21-1200-2451-1-02-61 \$200.00 is for Workshop Reimbursements, which are required. Questioned if this could be combined and if really necessary.
- Medicare program line 21-1200-5330-1-02-61 is \$6500.00 and is for administrative costs. This position works to keep the Town in compliance with the law. It was suggested to change to read Medical not Medicare. Refunded Medicare is seen in the revenue account and not on the presented expenditure report. Revenue for 2007 and last years expenditures information will be sent to Chairman Penfield.
- Shredder line was questioned. The school has one shredder but is not sufficient and the school has to shred to comply with Federal Laws.
- 21-1200-5563-2-02-61 Tuition In-State Private JH line is \$125,000. Reimbursement from Medicaid is seen in the same fiscal year but not funding from the state.
- IDEA reimbursement for private students averages 17%. Estimated revenue from last year was requested. Noted revenue in following year to offset expenditures.
- Salaries were discussed. A Para-professional was eliminated for a decrease of \$17,021.85.
- Federal funds Title I program is to keep students from falling behind.
- The School Board took away all stipends for School Board members. This was another way in which they felt they could lessen the burden on the tax payers
- Volunteer, non-athletic stipends to parents who are the coordinator the rest of the volunteers do not receive stipends.
- Every budget season the School Board looks at clubs in existence. Stipends come through with teacher’s contract and must be paid. If there is no one in this position the money goes back to the general fund. Cross country stipend cannot be taken out.
- Minds in Motion reach approximately 18 students. This program is in its 4<sup>th</sup> year and will be reevaluated again this year.
- Drivers Education was discussed and left as is. It is in fact a wash line item.
- The CYAA is given \$50,000 a year. There is no contract, just pay as you go. If the school does not use the facilities there would not be any teams or leagues because the students cannot play in the gym.
- Athletic stipends line was raised by \$1200.00 and is contractual.
- Nurse professional’s line was kept and substitute nurse line that was taken out. The payroll line for the substitute was eliminated and now is contracted out.

- Retirement professional expense is the Town's portion of the NH retirement that is required.
- Guidance services, school counselors work on social skills and wellness and also work with 8<sup>th</sup> graders for advancement.
- Large increase of \$28,000 for the Nurse's salary is due to retirement. Next year the line will be back at \$40,000. The retirement amount is a contractual requirement.
- Para-professional is full time. Need to have someone to provide this service. Difficult to find qualified personnel.
- The contracted \$82,000 for speech was lowered to \$56,000 with new in house person for Special Ed at \$19,950. She can service more Special Ed students and provide more than an outside person by being available every day. This is not labeled a special education line because other students who need help can use this service.
- Line 2140 Psychological services are for the school psychologist to give specific help. From August to November there are 13 new students using this service. 30 students have already been tested. They also provide services to preschool.
- Line 2163 OT Services provide an Occupational therapist for grades one through eight. It is to help the students with physical abilities to carry out day to day activities in contrast to a Physical Therapist who concentrates more on actual physical needs and disabilities i.e. walking.
- It was noted that the population of students is decreasing and special education students are increasing.
- Line for mileage reimbursement is for driving students to different schools.
- Summer school is paid by school. Summer program is not by request. There is also Saturday help available.
- 2220 Educational Media services Specialist helps in computer labs and Librarian. The Media Specialist teaches techniques for research that are available.
- The school cannot combine their library with the Town library. Different books are bought for the school.
- 21-2220-5731-1-02-09 Additional Media Equipment is video and digital cameras. The school's goal is to have one in each classroom to produce electronic student portfolios.
- The finalized SAU assessment budget number is given in this report. Actual expenditures for SAU 2006/2007 were \$134,000 and is going up to \$164,000. The large increase was questioned. 07/08 expenditures were 142,829.00 expected expenditures for 2009/2010 are 154,842.00. Anticipate same budget increase as SAU levels at 6% increase. Shared expenditures do not go down with fewer students. This is per hour. There are also dues and fees for the National Assoc. which is part of SAU.
- Maintenance contracts for the batteries were clarified and are for 2-way radios.
- After school activities, sports transportation is for competitions at different schools.
- School pays for the field trips not the parents. Each field trip meets different objectives.
- Science camp figure stipend is contractual.

- Line 21-2700-5519-1-02-61 Special Education Transportation at \$233,463.00 costs more than all other grades combined. Special Education students do not pay for bus transportation. Regular High School Students must pay. State mandates the school district to pay for Special Education transportation.
- Power school is a student database that enables parents to access student's information. This is a valuable tool for parents, students, and teachers.
- Each teacher receives a one time each year health insurance buy-out of \$1000. It is a choice if they do not take a plan that that is offered. Huge savings for the district. Teachers on the JY plan who choose to go to another plan also get a buyout of \$1000 for the year. Paid out 2-3 times over the year. If they choose the District plan it pays 100% for a single plan, 75% two for a family plan and 50% of for a family plan.
- Discussion on laptops, replacements for outdated units.
- Discussion on printers, 4 need to be updated. There are a total of 10 located throughout the school.
- Lunches are FDA funded. Transferred \$4,000 from general fund to offset costs.
- There are no new positions except for the nurse whom is retiring.
- 21-5252-5930-0-02-32 Warrant fund for Technology line is \$12,500. Technology is expensive and evolving and replacements are expensive and the school needs to put money aside to offset costs for upgrades.
- Capital Reserve Fund draft is \$409,230.97.
- Special Education fund \$109,950.70. There is no request to add to this fund given the economic times.
- Chair Penfield commented positively on the revenue report presented. She requested 9 revenue reports through the first of December in the same format.
- K. Byrd suggested 10% cut on supply lines.
- Consensus of the Board to reach a number that does not increase the tax rate.
- Default budget is same as last year, plus new contractual agreements. T. Giffen commented that there are fixed elements regardless of number of students. Suggested considering next year starting with tax rate and work the budget from that point.

#### **Review of minutes 11/14/08**

K. Byrd **motioned** to accept minutes of November 14, 2008 as amended. A. Tierno **seconded**. **All were in favor.**

The following amendments were made:

- Page one under attendees the following names were added: Bob St. Cyr, Ingrid Byrd, Rhonda Thyng, Mary Webster, Becky Sarra, Sandra Allen, Melissa Madden

#### **Other Business**

- Chair Penfield suggesting adding another Budget Committee meeting to cover everything. The additional meeting will be Monday December 1, 2008 at 7:00pm at the Town Library. T. Giffen has a selectman's meeting on 12/1/08.

- Other Budget meetings were noted on the 2<sup>nd</sup> at the Library and the 8<sup>th</sup> and 10<sup>th</sup> at the Town Hall at 7:00pm.

T. Giffen **motioned** to adjourn at 10:00pm. A. Tierno **seconded**. **All were in favor**.

Taken from Kristine Pouliot's notes and tapes

Respectfully submitted,

Sharon Carrier