

**Approved
Budget Committee Meeting Minutes
October 14, 2009**

Attendees: Chairman Ann Tierno, Carla Penfield, Judith Szot, Kim Byrd, Allyn Chivers, Erin Asselin, Selectmen's Rep. Carleton Robie, School Rep. Melissa Madden.

Absent: None

Chairman Ann Tierno called the meeting to order at 7:00 pm.

Guests

- BC applicant, Craig Sandler was scheduled to meet with the Board to discuss the possibility of filling the vacancy. However, he was unable to attend this evening but is still very interested in the position.
- Superintendent Dr. Littlefield met with the Budget Committee to provide information in relation to the upcoming School Budget. He spoke in relation to **Budget Drivers**, which included the Teachers Retirement System, High School Tuition, Health Insurance, Teachers Contract, 2 SPED Placements, Utilities, Curriculum Cycle which is a new reading series and Property Insurance on the Moore School.
- Dr. Littlefield spoke of some of the things that they have done in the ensuing year to try to cut some costs to become more efficient. He also wanted to reassure the BC that their thoughts and opinions are valuable. It is a very cooperative effort that takes place among the School Board Members, Administration, and most importantly the Voters. He wants to make sure that everyone understands that everybody is being listened to.
- He continued with discussion on **Cost Savings**, which entailed Personnel Review, Candia/Auburn Maintenance Partnership, Food Services,

Assistant Principal, School Psychologist, Electricity, Telephone Service, and Other Candia/Auburn Partnerships.

- The final topic was **Other Issues**, which included Minds in Motion. Dr. Littlefield provided a brochure, which explained how the program works. He also discussed the Media Center, providing a 3-Year Program Schedule and the Stimulus package. He discussed how stimulus funds will affect the schools and how the Governor is using the majority of the money that has come to New Hampshire to fund adequacy education under the State Standards.
- Dr. Littlefield encouraged the BC to submit any questions they may have to Melissa so she can forward them to him prior to the meeting so he can have correct information to answer on the spot.

Old Business

- Review and approve prior meeting minutes of September 9, 2009.
- Questions answered from the School Board (see attached) from the previous meeting were reviewed, and there were no questions submitted to the Selectmen to review.
- Review of 2009-2010 Budget Season meeting dates. Some of the locations have changed and Ann anticipates there will possibly be 1 more change.
- Ann attended the Budget Workshop on September 22nd and felt she gained some very valuable information. She will be utilizing some of these things for the Budget Hearing.

New Business

- Department Head Budget Presentations, October 28th, and October 29th.
- Discussion among members related to the 2010 Town Budget Proposal. Carla Penfield asked 4 questions to some of the Townspeople. 1. Were they prepared to see an increase in their taxes? Answer was no. 2. How they would like to see a budget, would they accept an increase, level funded or less than level funded and the answer was either level funded or less than level funded. No one wants to see an increase. 3. What basic concerns do they have with the budget and some of the answers where for the BC to pay attention to the Fire & Forestry, Police and Welfare budgets. No wage increases of any kind and no increase in hours. 4. When they go to the polls what number would they vote for? Lower or

higher budget and they all said they would vote for the lower and they don't care where the budget comes from (i.e. Selectmen, Budget Committee, etc.).

- Lyn spoke regarding the Consumer Price Index. Social Security is not getting an increase this year. This has not happened for over 35 years. Obviously we are in unusual times. State Employees will not be getting a Cost of Living raise. Layoffs are still a strong possibility. She feels it would be irresponsible for us to come up with a budget larger than last year.
- Carleton informed the Board when the discussion started with the Selectmen on the Town Budget it was at an increase of 9.6% and he was able to work with them to reduce it to a 4.5% increase.
- Discussion in relation to the Welfare Department. It was noted that Health and Welfare have been split up and two different people are overseeing each? Discussion also noted that while the Selectmen were overseeing the department the town saw monetary savings.
- Ann will send an e-mail to the Secretary of the Selectmen asking her to pass on to the Department Heads to bring with them to the meeting any job description or changes in job descriptions that support raises. Any permits issued, how many? How many police, fire calls, etc.? Basically, anything that supports the reasons for any increase in your departmental budget. If contracts exist, how long are they for and when do they get re-negotiated?
- Carla asked about the contracts for the Police Department. How does the Matrix work? The board hopes for an explanation of the matrix during the budget hearings.
- Review of School Expense and Revenue Sheets.
- Carla commented about last budget season when the BC recommended a \$68,000.00 decrease and the negative backlash that this resulted in. However, the school budget resulted in a year end balance of \$191,637. She commended Melissa, the School Board, and Dr. Littlefield on this accomplishment.
- Review of Town Expense Sheets.
- Discussion regarding the process of expenditures within each department. Do the Selectmen have to approve certain expenses? The Selectmen expect each Department to oversee their own expenses and to stay within their budget.

- The Budget Committee again strongly urged the Selectmen to find a way to cover the \$11,000.00 shortage within the Highway Department before the end of the year.
- Kim Byrd feels that because 27.82% of the budget remains that the Selectmen will have the money to cover the \$11,000.00 shortage within the Highway Department. He would be more concerned if there was less than 25% of the budget left.
- Allyn and Ann commented that they are still concerned with December spending.
- Discussion related to Town Revenue particularly the “wash” items that distort the figures. Reduction in vehicle registrations & recyclables revenue.

Other

- Discussion related to the Audit Report.

Motion to adjourn at 9:24 pm. All were in favor.

Recorded by Mary Phillips

Questions for the Candia School Board and/or Superintendent's Office
Requested at the 9/9/09 Budget Committee Meeting
Pertaining to the August 2009 Financial Reports

1- How many students does the \$491K in account 21-1200-5561-3-02-61
Sped tuition other public HS cover?

That is for 26 students.

2 - Life insurance, who receives this benefit and why?

The district provides life insurance to all teachers, all administrators and classified staff who work 30 hours or more per week. It was included in the Teachers contract effective July of 1995. This is one of the cheapest benefits an employer can provide to their employees (the cost to the district is \$45 for each person covered with a \$30,000 policy). It is also a benefit that is offered in most school districts.

3 - Does the New Morning School pay rent for using the kindergarten room for K-care and after school care?

The New Morning School does pay rent for the use of the classroom. The annual amount per our contract with them is \$1,500.

4 - A percentage column will be added to the Projected Financial report either this month or next.

5 - The BC will now receive a copy of the monthly student enrollment report as requested.

6 - Beginning this month the BC will receive a monthly revenue report. On the other side is a brief description of the accounts and when the money is generally received.

General Fund Revenue Info

<u>21 General Fund</u>	<u>When usually received</u>	<u>What it is</u>
21-1111-4000-0-00-00-000000 District Assessment	monthly	taxes paid by Candia residents & businesses
21-1411-4000-0-00-00-000000 Bus Fares	semi annual (Oct & March)	bus pass money
21-1510-4000-0-00-00-000000 Interest	monthly	interest earned
21-1800-4000-0-00-00-000000 Use of Facilities	semi annual (Nov & April)	rental fee for use of school building
21-1990-4000-0-00-00-000000 Other Local Revenue	any time	This account is used to post money rec'd that does not fit into any of the above, more specific accounts. For instance if the bank cashes a check for less than the amount it is made out for, or if we receive money for lost books from students.
21-3111-4000-0-00-00-000000 State Adequacy Grant	4 times per year	These amounts are both from the state. We receive adequacy money directly from the state and the ed tax money comes through the Town but is also from the state. The numbers are typically set ahead of our budget process so we usually get the same amount as we budget.
21-3112-4000-0-00-00-000000 State Education Tax	4 times per year	
21-3230-4000-0-00-00-000000 Catastrophic Aid	annually	Reimbursement from the Federal Government based on Special Education costs from the previous year. It is not a flat percentage rate. It is based on formula too complicated to explain here.
21-3270-4000-0-00-00-000000 Drivers Education	as classes occur	There is an offsetting expense to this revenue and therefore no impact to the tax rate.
21-4580-4000-0-00-00-000000 Medicaid Reimbursement	usually monthly	Medicaid reimbursement is for the current year's expenses we incur for Medicaid eligible students. The amount we receive for reimbursement is based on a complicated formula which takes into account several pieces; para salaries and benefits, cost associated with related services, transportation. Basically for para costs and related services we get about 50% reimbursed. The others are more complicated.