

# Joint Meeting with Candia School Board and Town of Candia Municipal Budget Committee Approved Meeting Minutes

**Meeting Date:** December 4, 2019  
**Location:** Media Room at the Henry W. Moore School  
**Attendees:** Lynn Chivers  
Bob Stout  
Dick Snow  
Sue Young  
Stephanie Helmig  
Jodi Hedstrom  
Todd Keating  
Kaycee Vitale  
Amy Ransom (Business Administrator)  
Bill Rearick (Superintendent)  
Becky Wing (Principal)  
Marge Polak (Assistant Superintendent)  
Kathryn Duncan (Director of Student Services)  
Dana Buckley (School Board)  
Kristina Ickes (School Board)  
**Absent:** Susan Gill  
Katrina Niles

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

Introductions of the Budget Committee and the School Board

## **Questions for the School Board 2020-2021 Budget**

Chairman Chivers read the below questions to the School Board (in italics) and the subsequent answers are written below:

*How many teachers in the 19-20 school budget as compared to the 20-21 budget?*

- There are 31 teachers in the 19-20 budget and 31 teachers in the proposed 2020-21 budget

*Are the new white boards going to be smart boards?*

- This request is for white boards not smart boards.
  - Todd asked for a clarification on the amount in the budget line.
    - Stephanie Helmig answered that it was for Bookcases and Whiteboards \$2922

*What is the contractual wage increase percentage from this year to next year?*

- The teacher's contract is currently being negotiated. There is a 2% increase in salaries for non-union employees. In addition, the School Board approved a flat \$1.50 hourly increase for custodians.
  - Chairman Chivers asked for clarification
    - Bill Rearick explained that there was a tentative agreement signed with the teacher's union so the salary increases are not a part of the budget; it will be a separate warrant article that will go before the voters if the increase is approved by the school board.
      - Chairman Chivers asked for teachers, what increase was used when computing this budget.
        - Amy Ransom answered, in sum, that there are no increases in the budget unless they tracked or stepped.

*How many years in the Pinkerton contract?*

- The Pinkerton contract expires in 2035. However, the contract can be reopened in July of 2023.
  - Dick Snow asked if either side could reopen it and for what purpose?
    - Superintendent Rearick answered yes, you can ask to reopen it but both sides would have to agree on the conditions.
  - Selectman Young asked if it is accurate that the current contract with Pinkerton does not have a tuition cap?
    - Superintendent Rearick said that was his understanding that they can charge sending districts whatever they want.
    - Marge Pollack answered that she believed that there was no set “not to exceed” increase.

*On the SPED admin/other salaries and secretarial salaries the increase shown is more than 2%. Why? (This is also true for many other admin / non-union salary lines.)*

- The budget adjustments have not been made to move the money from wage pool admin/other salaries to the corresponding expense lines. Once the adjustments are made, the increases for admin/other salaries will show 2%. Also, Candia has a support staff union, and their raises are based on the salary schedule.
  - Chairman Chivers asked for more clarification on the answer provided.
    - In sum, Amy Ransom answered that in previous budgets there was a line for “wage pool” going forward that line will be eliminated. Going forward the wages will be allocated to their appropriate lines for clear line of site.
  - Bob Stout asked if the idea is to show line by line where we overspent and underspent instead of moving money around?
    - Amy Ransom said yes, going forward this is the plan.
    - Bill Rearick agreed that it makes for a more transparent process and the board understands in real time where money is being spent.
      - Discussion ensued. Refer to audio for full discussion.

*In the SPED line 5330, what are the other professional services?*

- Other professional services include related services that are deemed necessary through a student’s IEP such as specialized tutoring and behavioral support. Additionally, the line includes legal consultation fees and academic evaluation service fees.

*ELL other professional services, what is this?*

- ELL (English Language Learners) Other Professional Services are provided to students who are learning the English language and do not meet English language proficiency standards.

*What is the arrangement with SNHU for students to come to our school for the math program?*

- Currently, SNHU students do not visit the Henry Moore School.
  - Stephanie Helmig brought up that in previous discussions she was told that this was a program that we do have.
  - Marge Pollack answered that we had a class here last year and students would come with a professor from SNHU. The professor would teach them class and then those students would go out to the classrooms and support teachers. This was the last year of that course. This year we just do not have it and we assume that we will have something the following year.
    - Todd Keating asked what does Hooksett do that is different than us? We were told that Hooksett and Candia have the same program but it sounds like Hooksett has a program and we have nothing?
      - Marge Pollack answered this year there was one math class at Memorial and an early literacy class at Underhill. The key for SNHU and Hooksett is proximity. Discussion ensued, refer to audio for full details.

*What are the additional stipends in co-curricular salaries?*

- There is a new stipend for someone to supervise the Distant Learning Program which is offered through Pinkerton Academy. This class is held before the start of school.
  - Todd Keating asked what is the Distant Learning Program?

- Principal Wing answered that we have students that are beyond an Algebra I class and are connecting with a Pinkerton class to take advanced class during period A at 7 a.m. Currently it is Algebra II.

*What is driving the increase in PSYCH services? How many hours is the psychologist contracted to work? Is it the same every week/month?*

- PSYCH Services are contracted with multiple providers to deliver evaluation services for student's referred for special education as well as direct services as outlined in IEPs and 504s. The time contracted with the various psychologists varies and is dependent on these needs. These services are for all students within the Candia School District including those attending Henry Moore School, high schools, preschools, charter schools, and private special education placements. In years past, psych services provided by private special education schools were included in tuition lines. However, these services are now separated and part of the PSYCH service line. Additionally, part of these contracts has been grant funded in years past, but with decreasing grant allocations, all services have been moved into the general fund.
  - Selectman Young asked if Pinkerton offers this as a part of our tuition?
    - The answer was no

*What does the line for other professional services in Speech represent? Where is our full-time speech therapist listed?*

- Other Professional Speech Services include contracted services provided by speech therapists to identified students at the Henry Moore School, preschools, high schools, and private special education placements. The Candia School District does not employ a full-time speech therapist, but contracts services based on student needs. In years past, speech services provided by private special education schools were included in tuition lines. However, these services are now separated and part of the speech service line.

*Please explain the need for an assistant principal as our school population continues to decline.*

- Listed below is a brief overview for the rationale for maintaining the position.
  - Supervision, training and evaluation of all staff
  - Student discipline
  - Supervision of student co-curricular activities
  - Curriculum oversight to include coaching & data review
  - Monitor progress of all students
  - Facilitate transportation
  - Scheduling of students, staff & substitutes
  - Creation/Updating of handbooks and operating procedures
  - Plan/Facilitate/Coordinate professional development for staff
  - Oversee Emergency Management Planning/Preparation
  - Facilitate and/or attend all committee meetings (Emergency management, technology, grade level, team, data review, math, reading, joint loss, staff, etc.)
  - Evaluate academic programs
  - Complete state reporting requirements
  - Recruit and hire teachers/staff
  - Ensure compliance with local, state and federal laws and requirements
  - Oversee management of student records (attendance, grades, etc.)
  - Budget development
    - Selectman Young pointed out that ED306-15 requires that each school with an enrollment of 500 or more students to have an assistant principal or two people with an administrative certificate. Do you think that now our population is 300 do we support the need for an Assistant Principal?
      - Superintendent Rearick answered yes. The bulleted responsibilities are shared responsibilities with the Principal and Assistant Principal. There have been at least 4 cases since September where the Principal has been taken "offline" for a day or more and we need an Assistant Principal to run the school in her absence. With 300 kids it is not just discipline it is also evaluations and team meetings requiring two people to run the school, even with 300 kids.

- Selectman Young said then in your opinion it would be better to have the position instead someone picking up an advanced learner class and making it a shared position?
      - Superintendent Rearick answered that it would not be the best interest of our kids or the operation of our school. There is a lot that goes on that requires two qualified people.
    - Selectman Young asked if Special Ed was also considered and administrative position?
      - Superintendent Rearick answered yes but Kathryn is not always onsite. She has to be where her students are placed doing reviews and IEP meetings.
  - Bob Stout asked if it could be done by having a person that is a part time teacher, maybe even a teacher from a lower grade that is taking administrative classes with the hopes of becoming an administrator, and offering them a 50/50 teaching and administrator job? Is that feasible and are there any schools that do that currently?
    - Superintendent Rearick answered maybe smaller schools, maybe a K-4 school or a pre-K-2 school. Where we have such a range in grades, K-8, I do not think it would be practical.
  - Chairman Chivers said we have 31 teachers but we do not have 31 classrooms, so what are some of the duties of the teachers that are not in a classroom?
    - Principal Wing answered that we have 18 classroom teachers, 3 teachers are also case managers for special education, 3 teachers are focused on reading intervention, 1 teacher that is focused on math intervention, 1 Art teacher, 1 Physical education/Health teacher, 1 Music teacher, 1 Spanish teacher, 1 Media/Library specialist, and a Guidance Counselor
      - Chairman Chivers said, back to Bob's question, could any of those teachers share responsibility?
        - Principal Wing answered that they are all with students all day, they may not be assigned to a large group but they are with students all day.

*When was the last time we bought a floor burnisher?*

- The current floor burnisher was purchased in 2005.

*What projects and costs are planned in the maintenance/building improvements line?*

- The School Board has reduced this line by \$100,000. They did not cut any specific request.

- The original requests are as follows:
 

▪ Kindergarten playground fence and gate.	\$8,665
▪ Replace stair treads in the 1938 wing.	\$2,210
▪ Paint kitchen	\$2,800
▪ Replace windows in Rooms 25-29	\$10,750
▪ Buy new shades for Rooms 25-29	\$2,880
▪ Asbestos abatement in Rooms 9-11	\$37,274
▪ New flooring in Rooms 9-11	\$10,200
▪ Refurbish stage floor (Turner Group)	\$6,400
▪ Refurbish wood floors in Rooms 1 & 7	\$5,600
▪ Paving remaining parking lots	\$83,500
▪ Install field fencing	\$1,762
- Chairman Chivers asked if there was still going to be a warrant article for maintenance?
  - Stephanie Helmig said that the School Board found out that since we are already in charge of the two trust funds that we were originally going to ask to use, we now do not need a warrant article.
    - Chairman Chivers asked if they school planned on using those trusts to fund some maintenance costs and still complete these projects?
      - Stephanie Helmig said that is the plan.
      - Superintendent Rearick said that we are doing an energy audit for the building, and we believe that it will be several hundred thousand dollars when the recommendations come in. We were very happy to hear that

the trust funds were available and we may have to use those funds to support the findings of the energy audit.

- Chairman Chivers asked how much was in those funds now?
  - Amy Ransom answered that in the Candia Facilities Capital Reserve Fund there is \$290,740 and in the Candia School Maintenance Trust fund there is \$31,744.

*If a foster child lives in Candia, how do we get reimbursed from the town of residence for the cost of education?*

- If the child is a regular education student, then Candia would not receive reimbursement. If a child requires special education services, then the home district would be required to pay tuition.
  - Marge Pollack answered that if the student was here long enough, we would receive adequacy money from the state, not from other towns or parents.
    - Discussion ensued. Refer to audio for full discussion.

*There is still a line for advanced learner – teacher salary. Are there any plans to fill this position on either a full or part time basis?*

- There are no immediate plans to fill the advanced learner position. This position was cut when the teacher retired after the 2017-2018 school year.

### **Other Questions for The School Board**

- Dick Snow asked if the School Board was going to be putting in any warrant articles and when are we going to see them?
  - Chairman Chivers said the non-petitioned warrant articles are due today and asked the school board if they know what they are going to be?
    - Stephanie Helmig and Superintendent Rearick said that there is one for the budget and one for the teacher's contract.
  - Todd Keating said he remembered a large dollar capital improvement plan that was posed at a school board meeting. Will none of that money be asked for in a warrant article?
    - Superintendent Rearick said no. The energy audit that we are doing will not have results until March. We may use some of the money in the trust funds but no warrant articles.
    - Chairman Chivers said that all the town departments were asked to submit their capital improvement projects. It is the job of the Planning Board to then set up a capital improvement plan and prioritize the projects.

### **The Budget Committee vote on recommended budget**

Chairman Chivers asks the Committee if they would like to approach the vote. We will not go line by line.

- Todd Keating said that the budget is over by \$300,000 - \$500,000 every year and that is what is returned to us. If they ask for X and spend Y, why do we not just budget for Y.
- Selectman Young said that her opinion is that it is an endless well with the school. She trusts and has faith in the school board but our enrollments keep declining. She does not think we need an assistant principal for the size school that we have. The class size is wonderful and way below the goal that NH has set.
  - Todd said that his point is that on a budget as big as this, they both sat here and told us that they need an Assistant Principal, if we are looking to cut \$89,000 there are other ways to do that.
  - Jodi Hedstrom noted that she does high school as well so she is dealing with more than 500 kids. Whether we have 1 child or 400 children we still have to educate them and the cost expectation can exponentially go up even as our numbers go down. She would have to cut so much to not leave any wiggle room for if a kid moves in mid-year with Special Education.
    - Selectman Young said we have a fund in case the school has an emergency need.
    - Bob Stout said he agrees with Jodi and would recommend 2% cut, which would be about \$172,000 cut would leave a little wiggle room. Todd said it is always between \$300,000 and \$400,000 so it is not slashing it.

- Jodi said that its not like they do not give it back. If they are willing to itemize it so we can truly see the transparency it will make it a little easier for us. It would concern her if we cut \$300,000 out of the budget and it would cripple them if a boiler went.
  - Jodi mentioned that we have to catch up on years of neglect to the school maintenance and this is a part of this budget.
    - Chairman Chivers said that years ago we spent nothing on school maintenance. We went many years going with the bare minimum and not investing in the maintenance of the school.
- Dana Buckley address the budget committee and said that the School Board is very aware and want to be as respectful to the taxpayers as possible. One of the things we have been talking about at the S.A.U. meetings is looking to see what we can consolidate with redundant staff etc. This will save money for all three towns in the future but we just started those discussions.
  - Kristina Ickles also said that we are looking at enhanced leverage in our buying paper for things like paper, fuel etc. Right now, each school buys separately.
  - Stephanie Helmig said that the School Board was not as cohesive as they are now. Further discussion ensued, refer to audio for more details.
- Chairman Chivers said that what she is hearing is that there is some indication of percentage reduction in the budget. A 1% reduction is \$8,732,404 which is about \$100,000 more than the default budget. If we reduce it by 2% that is \$8,644,000 which is almost the same as the default budget. If we do 1.5% \$8,688,000 which is a little bit more than the default.
  - Stephanie Helmig said that as a warning the proposed non contractual items would have to be cut.
    - Chairman Chivers asked where does the surplus that we have every single year come from?
      - Stephanie Helmig said she would have to look.
      - Chairman Chivers said it comes from High School Tuition and Health Insurance.
      - Stephanie Helmig said we have to budget for every possible child in a year, legally
      - Chairman Chivers challenged that saying we didn't have to do that in the past. Further discussion ensued, refer to audio for discussion.
- Bob Stout makes a motion to take 1.5% out of the proposed operating budget of \$8,820,611
- Selectman Young seconds the motion
  - This would bring the proposed budget down \$133,000 to \$8,687,611
  - 5 in favor (Todd Keating, Selectman Young, Bob Stout, Chairman Chivers, Dick Snow)
  - 2 opposed (Jodi Hedstrom, Stephanie Helmig)
  - 2 absent (Susan Gill, Katrina Niles)
  - Motion Passes 5 in favor-2 oppose-2 absent

### **Additional Business**

- Next week we have two public hearings. Wednesday 12/11 is with the Town and Thursday 12/12 is with the school both held in the town office.

There being no further business, Bob Stout made a motion to adjourn, was seconded by Todd Keating and the motion carried.

Meeting was adjourned at 8:15 pm

Submitted by: Kaycee Vitale, Administrative Assistant