1 2 3 4 5	APPROVED TOWN OF PELHAM BUDGET COMMITTEE - MEETING MINUTES Monday, October 30, 2017 <u>CALL TO ORDER</u> – at approximately 7:30pm				
6 7 8					
0	PRESENT:	Mr. Dave Cate, Mr. Michael Bailey, Mr. Bob Sherman, Mr. Dave Cronin, Mr. Brian Carton, School Board Representative Megan Larson. Also present was Interim School Superintendent Betsey Cox, Business Administrator Deb Mahoney			
0	ABSENT:	Excused: Ms. Daryle Hillsgrove, Ms. Deborah Gibbons, Selectmen Representative Doug Viger			
9 10	PLEDGE OF ALLEGIANCE				
11 12 13	MEETING N	<u>AINUTES</u>			
14 15	October 23, 2017				
16	MOTION:	(Sherman/Bailey) To approve the October 23, 2017 meeting minutes as written.			
17	VOTE:	(4-0-2) The motion carried. Mr. Cate and Mr. Cronin abstained.			
18 19 20		DL BUDGET PRESENTATION- (Representing the School's 2019 Fiscal Year)			
21 22	Interim School District Superintendent Betsey Cox and School Business Administrator Deborah Mahoney came forward for budget presentation/review.				
 23 24 25 26 27 28 29 30 	significantly le and consulting FY2017 into t underspent ite	Mr. Cate pointed out that the Elementary School roof was budgeted for \$350,000 but had cost significantly less for \$221,804, which included roof replacement, five star warrantee for thirty years and consulting services. Ms. Mahoney spoke about the fact that \$1,457,592 had been returned from FY2017 into the Fund Balance to reduce taxes. The figure represented unanticipated revenues and underspent items within the operating budget. Mr. Cate thanked the School for the savings on behalf of all the taxpayers.			
 31 32 33 34 35 36 37 38 	Ms. Mahoney noted there were a number of questions raised during the meeting and forwarded after the meeting. She sent responses via email to the committee. She wanted to confirm that everyone had receive the answers they were looking for. The only exception was a request to have a detail of all the assignments of full-time equivalents, special education and the changes that had occurred. She will put it in writing as soon as possible, prior to the next meeting. In addition, they provided a copy of the technology replacement plan and the five year Nutritional Services equipment replacement plan.				
39 40 41	<u>District / SAU</u> FY2018 Adjusted Budget - \$11,350,312 FY2019 Proposed Budget - \$10,763,595 (<i>decrease of \$586,717</i>)				

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43 Ms. Mahoney told the Board in this year's budget they would see three retirement severance

- 44 payments that were requested, as well as a second year payment for three retirees from the FY17
- 45 year, which resulted in an increase to the salaries lines.
- 46

Mr. Cate questioned the reduction for tutor salaries. Ms. Larson replied the line was reduced
based on previous expenditures. They will review during budget next year to see if it needs to be
adjusted.

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51 Mr. Cronin asked for information regarding the number of days a daily substitute had been used in a room from the beginning of the school year to date. Ms. Mahoney made a note. Mr. Cronin 52 53 wanted to know the substitute daily rate. Ms. Mahoney replied it is \$75 per day. Mr. Cronin 54 asked if that was a common rate for the area. Ms. Larson explained that the School Board recently had a proposal to raise the daily rate from \$65 to \$75 as they were having difficulty 55 scheduling people given many other districts pay \$75. She noted that both the daily and long-56 term substitute expenditures had been reviewed, and it was determined even with the increase in 57 hourly salary, those lines could be reduced. She added that a number of applicants had applied 58 after the hourly pay was increased. Mr. Cronin requested information regarding the number of 59 60 long-term substitutes that had been called in from the beginning of school to date. He also wanted to know their salary. Ms. Mahoney replied the salary was based on the B1 rate, which 61 62 was currently \$210 per day. Mr. Sherman questioned if they had to work a certain number of days before receiving the \$210 per day rate. Ms. Mahoney replied they received that rate from 63 day one and pointed out that they had to be certified teachers. Mr. Cate inquired if they were 64 65 eligible for benefits. Ms. Mahoney replied they were offered benefits offered under the Affordable Care Act; New Hampshire Retirement had other requirements for longevity (19 weeks 66 67 or more). Mr. Cate asked if there was a budget line in insurance. Ms. Mahoney replied they 68 didn't have a separate line specifically for 'potential' NH Retirement expense or health insurance 69 for long-term substitutes. If needed, they would probably use the line specific for the Affordable 70 Care Act.

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Under regular education, rental/lease software, Mr. Cate questioned how the online curriculum development tool was working and wanted to know if it was an annual expense. Ms. Mahoney replied the previous Curriculum Director had recommended they put an online tool together to consolidate/control all of the online resources they anticipated using in the programming. She said it had continued into the budget, but was unsure if the new Curriculum Director had made a decision as to what resource would be appropriate. She didn't have an answer regarding a clear cost at this time, but would make a note for reconsideration.

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Under salaries in Special Education, Mr. Cate wanted to understand the reduction. Ms. Larson
explained a positon had been moved out of the line and would show later in the budget (District
wide special services). The line for instructional assistant salary was reduced based on actual
expenditures; insurance costs were adjusted accordingly.

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Ms. Mahoney noted that in-district professional development with regard to a behavioral
 specialist and school psychologist was increased based on need. Tutor services also was
 increased based on need.

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89 Special education tuition to private school was increased and the tuition residential was

90 decreased. Ms. Mahoney explained there were changes in need from the time that the budget was

generated and the time the superintendent reviewed the budget; therefore significant cuts have

been made. Extended school year budget mirrors special education budget lines because it is the

93 summer program.

- 94 95 Improvement instruction under rental/lease software, Ms. Cox explained it was related to 96 professional development through supervision and evaluation. 97 98 Mr. Cate asked for a brief summary of the proposed technology plan. Director of Technology 99 Holly Doe came forward and described the steps they have been and will be taking to get the 100 district (K-12) to a 1:1 mobile program. Mr. Cate questioned if the chromebooks could be 101 insured. With regard to chromebooks going home with students, Ms. Doe replied parents could 102 purchase insurance for approximately \$12/year. 103 104 Mr. Sherman questioned if Comcast still offered discounts for cable/internet for families in need. 105 Ms. Doe answered yes; as long as a family met certain qualifications. Information is sent home 106 with students. 107 108 Mr. Cronin wanted to know how many district employees were entitled to the TSA match contribution. Ms. Mahoney made a note to provide the Board with a total. 109 110 Decrease for special services admin travel and mileage was due to staff changes. Mr. Cate 111 112 questioned the increase for School Messenger under the business and finance line. Ms. Larson 113 replied the program was used to send secure test scores to families rather than sending them home 114 on paper. 115 116 Under business/finance services, professional services, interim GASB Ms. Mahoney explained there were different requirements each year; the budget year was an interim year. She said there 117 may be an increase next year based on GASB requirements. 118 119 120 Building Services showed an increase for a 50% time maintenance technician which will help 121 with snow removal and assist with tech tickets. 122 There was a discussion regarding the building services budget lines. Mr. Cate questioned if they 123 124 had budgeted enough. Facilities Director Alan Miller came forward and spoke to the work that had been done. Mr. Sherman questioned if any thought was given to enhancing landscaping the 125 126 middle islands. Mr. Miller replied they had spoken to the landscaper regarding getting water to 127 the areas. 128 129 There was an increase for regular transportation. Ms. Mahoney explained they were in year one of a five year contract. Mr. Cate wanted to know why there had been a drastic cut to the 130 gas/diesel line. Ms. Mahoney replied it was an adjustment based on the new contract. In the 131 previous contract they were paying all the fuel and with the new contract they were paying a bus 132 rate and potential fuel surcharge. They hoped the new structure would result in a long-term 133 savings. She noted they also had a new contract for special education transportation. They are in 134 135 year one of a five year contract. Also there are two new out of district students that require transportation. 136 137 It was noted the part-time technology secretary position was being expanded to be a full time 138 position to work in the summer. Mr. Sherman wanted to know if every classroom had internet 139 140 access. Ms. Doe answered yes. Ms. Larson stated there had been constant complaints a couple 141 year ago, but they had dwindled. 142 143 Mr. Cate questioned the reduction for repairs and maintenance under technology services. Ms.
- 144 Mahoney didn't have an explanation, but would review and provide information to the Board.

145 There is a new line under rental/lease software that was related to a new mobile app implementation. Also, a new print management system was implemented which was expected to 146 147 reduce and management the amount of printing they are doing. The decrease to data 148 communications was a culmination of savings through a new contract, discounts through e-rate, 149 etc. Reduction to equipment replacement was based on technology replacement plan. 150 151 Mr. Cate questioned if the final payment had been made for the SAU modular building. Ms. Mahoney replied the final payment would be made during FY19. Mr. Bailey asked if the 152 153 intention was to remain in the portable for the foreseeable future. Ms. Larson answered yes. Ms. 154 Mahoney stated it was currently meeting their needs. 155 156 **Nutrition Services** FY2018 Adjusted Budget - \$1,125,977 157 FY2019 Proposed Budget - \$1,094,945 (decrease of \$31,032) 158 159 Mr. Cate understood that Food Services was self-funded. Ms. Mahoney told the Board that she 160 161 would note any questions the Board had and respond prior to the next meeting. 162 Mr. Cate questioned the Meals Plus rental/lease software. Ms. Mahoney understood it was a 163 164 program used in the high school cafeteria to list lunches on monitors. She pointed out the budget line was level funded. 165 166 167 The increase to USDA commodities was based on the eligible amount. 168 169 Ms. Mahoney noted they were requesting two additional hours for the elementary school 170 breakfast program, which was new this year. Currently there are fifty students attending, which required two people at the register. 171 172 173 There was a reduction for food at the Memorial School based on expenditures. 174 175 Mr. Sherman questioned if Food Service had a reserve fund. Ms. Mahoney answered yes, and will provide the Board with information. 176 177 **Grant Funds** 178 FY2018 Adjusted Budget - \$768,817 179 180 FY2019 Proposed Budget - \$750,000 (decrease of \$18,817) 181 182 Ms. Mahoney explained that they gross appropriate the budget and explained they needed to make sure they have budget available should they have new grants. They budget under a 183 184 miscellaneous line not knowing where the expense might be, and move the budget based on the 185 grants. 186 187 The Board reviewed the budget lines and concluded the evening's review. 188 **GENERAL DISCUSSION / CLOSING COMMENTS** 189 190 191 Mr. Cate asked Board members to forward any questions to him and he would pass them along to 192 Ms. Mahoney. 193 194 The Town has submitted their proposed warrant articles for review. 195

196 **ADJOURNMENT**

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(Sherman/Bailey) To adjourn the meeting. **MOTION:**

VOTE: (6-0-0) The motion carried.

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199	The meeting was adjourned at approximately 9:10pm.			
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201	Resp	ectfully submitted,		
202	Char	ity A. Landry		
203	Reco	ording Secretary		