

1 **APPROVED**
2 TOWN OF PELHAM
3 BUDGET COMMITTEE - MEETING MINUTES
4 Thursday, October 24, 2019
5 **APPROVED – October 28, 2019**

6
7 **CALL TO ORDER** – at approximately 7:30pm
8

PRESENT: Ms. Amber Capone, Mr. Bob Sherman, Mr. Dave Cate, Ms. Daryle Hillsgrove, Ms. Meg Bressette, Mr. Eduardo Martony, Mr. Kannan Sasi, Mr. Jas Moorjani, Selectmen Representative Heather Forde, School Board Representative Deb Ryan

ABSENT: Mr. David Cronin (excused)

9 **PLEDGE OF ALLEGIANCE**

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11
12 **MEETING MINUTES**

13
14 **October 17, 2019**

15
16 **MOTION:** (Sherman/Hillsgrove) To approve the October 17, 2019 meeting minutes as written.

17 **VOTE:** (7-0-2) The motion carried. Mr. Cate and Mr. Moorjani abstained.

18 **NEW BUSINESS / OLD BUSINESS**

19
20 Ms. Capone provided the Board with a hard copy of the most recent version of the Zoning Board ByLaws for review.

21
22
23 **Fiscal Year 2021 SCHOOL DISTRICT OPERATING BUDGET REVIEW**

24
25 Presenting the School budget was Superintendent of Schools Bill Furbush and Business Administrator Deb Mahoney. Ms. Mahoney summarized the contents of the Executive Summary which outlined the major areas the budget supports and the initiatives they are taking. The summary includes an overview of the budget presentation; the General Fund reflects a 3.76% increase, Food Service Fund decrease of 9.82%, Grants Fund and Other Special Revenue Fund had zero change. The total overall budget increase is 3.17% (65% of increase reflect the non-discretionary-type items). The information included enrollment projections and explained the different areas of the budget such as the object, function and location code summaries with comparison information from past years.

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34 ***Pelham Elementary School***

35 FY2020 Adjusted Budget: \$7,022,192

36 FY2021 School Board Recommended: \$7,252,852

37
38
39 Ms. Mahoney told the Board there were very few changes with positions and summarized the adjustments to meet the student's needs. There was a request to add 50% Special Education Coordinator. Mr. Furbush explained they had a number of new referrals; as students begin to be

42 identified at younger ages it is important for them to receive the support they need. He stated the
43 special education process was complex and had a lot of governing rules. He said the expanded
44 position also applied to the other two schools. He described the old model they had for special
45 education and how the expanded position would allow for administrative support for staff, parents
46 and students.

47
48 Mr. Cate questioned if they ever had compliance issues and if the position would help with such.
49 Mr. Furbush replied they were very well in compliance since in New Hampshire and
50 administrator who holds a certification can conduct the meetings; however, he said they may not
51 be the best qualified to facilitate them. They wanted to do better for staff and students by having
52 someone with the qualifications and expertise in special education. He pointed out the expanded
53 position would free up administrator and other staff to focus on other students and activities going
54 on in the building.

55
56 Mr. Sasi questioned how many students, teaching staff and non-teaching staff were in the special
57 education program. Ms. Mahoney replied she will provide information to the Committee and
58 noted the Special Education Director is scheduled to attend the next budget meeting, as was the
59 other District Directors.

60
61 Mr. Furbush explained in the past they wanted to make the special education position full-time
62 but recognized it might not be a possibility and instead had a part-time position split between the
63 middle school and high school. The proposal is to have a .5 increase to the middle school, a .5
64 increase to the high school and a new .5 position for the elementary school. There would be a
65 total of three personnel; the middle school and high school would each have a full-time position
66 and the elementary school would have a half-time position. Ms. Capone inquired if the student
67 population would sustain the positions. Mr. Furbush replied it was hard to tell; however, the
68 trend was growing in the number of services and referrals. He said they could try the half-time
69 position for one year and see how successful it is and receive feedback.

70
71 Mr. Sherman asked if there was any prospect of having full-day kindergarten. Mr. Furbush
72 replied it was a concern and the School Board fully supported continuing to look at solutions for
73 kindergarten, but at this time the priority has been the middle school renovation. Mr. Sherman
74 questioned how the State had been doing about raising money through Keno. Mr. Furbush
75 understood it was successful although the State's account was influx and some districts were
76 losing funding. He didn't know what the funding would look like going forward.

77
78 Ms. Capone asked how staff morale had been with the new contract. Ms. Mahoney replied it was
79 very good. Mr. Furbush believed relationships had improved and people supported the fact that
80 everyone had come together with a unified effort. Ms. Capone questioned if they had seen a
81 decrease in turnover. Mr. Furbush replied it was too soon to tell and noted there were fewer new
82 teachers this year and hoped it would continue.

83
84 Ms. Mahoney reviewed the salary lines and summarized the positions contained therein. She said
85 while they want to budget the positions, they felt they need, when they review the total overall
86 budget with the Superintendent, they make tough decision about the priorities. Mr. Furbush told
87 the Board they wanted to present a reasonable budget to everyone. He said the budget in front of
88 the Committee is the 'prioritized' budget of the school Administrators, School Board and
89 Superintendent.

90

91 Mr. Sherman wanted to know when the instructional assistant contract ended. Ms. Mahoney
92 replied it would end this year; they were currently in negotiations. She went on to review the
93 salary lines and explained how benefits were calculated.

94
95 Ms. Hillsgrove asked for an explanation regarding the teacher intervention trial. There new
96 request under rental/lease software IReady Toolbox to provide further interventions to teachers.
97 Principal Jessica VanVranken came forward. She explained IReady was a universal screener
98 diagnostic assessment used in all three school buildings; each program has different aspects to
99 help teachers through instructional pieces. The teacher toolbox provides teachers with
100 interventions to help students through the reading process. Mr. Sherman saw there was a
101 reduction from 24 to 12 teachers. Ms. VanVranken stated they were currently doing the program
102 in fifth grade and hoped to progress down through the grades. There is an annual subscription
103 fee.

104
105 There was a brief discussion regarding the budget for classroom supplies and supplies per
106 student. Teachers are allocated \$50 for their own supplies and \$20 per student for student
107 supplies. Instructional supplies that are 'content specific' are listed under their own category.
108 Supplies are purchased through W.B. Mason (State contract) using a specific district approval
109 process. Teachers have an option to search on-line for the best deal using the district
110 procurement card program.

111
112 Ms. Capone questioned if there was a replacement schedule for furniture. Mr. Furbush replied
113 not at this time. They are considering going through and putting plans in place. Ms. Capone
114 asked if most of the furniture was original to when the elementary school was built (2003). Ms.
115 VanVranken indicated it was. Ms. Hillsgrove suggested they look at their needs so a schedule
116 could be created to spread replacement costs out. Mr. Sasi suggested creating a set budget line
117 for 'furniture replacement'. Ms. Capone commented it would be good to be proactive rather than
118 having emergencies. Ms. Forde inquired if replacement furniture would come in varying sizes to
119 account for students of all heights. Ms. VanVranken answered yes; the proposed chairs were
120 similar to those in the library which varied in size. She noted there was also flexible seating in
121 the classroom, and they were going to create a replacement schedule for rugs. Ms. Capone
122 wanted to know the process used when reducing budget lines. Mr. Furbush explained the
123 process. He said principals helped to identify priorities and this year it was the administrative
124 positions. He commented there were certain things that would be 'nice' to have but they wanted
125 to submit a reasonable budget to the voters.

126
127 Mr. Sherman questioned if all the teachers had iPad. Ms. VanVranken answered no; teachers
128 used laptop computers. Mr. Sherman asked if the administrators had iPad. Ms. Mahoney and
129 Mr. Furbush answered no. Mr. Furbush added some staff had iPad if it was needed for their
130 position, such as special educators to utilize applications for certain students and services. He
131 said they were currently reviewing the technology plan to determine what staff needed to meet
132 the requirements of their jobs. Mr. Sherman wanted to know if teachers could bring laptops home
133 and if they had been warned against using the equipment for personal information. Mr. Furbush
134 replied teachers could take laptops home. The district has personal use and acceptable use
135 policies that are signed by staff annually. Ms. Hillsgrove asked if the equipment had insurance.
136 Ms. Mahoney replied they didn't have a separate policy. Ms. Capone asked if they had a lot of
137 broken laptops. Mr. Furbush answered no. He added students were also very responsible; there
138 was an occasional drop or misuse. They dealt with those on an individual level. Ms. Mahoney
139 noted there was insurance available for student chrome books. Ms. VanVranken told the Board
140 the elementary school had two iPad cards for teachers to sign out. The budget contains money for
141 the replacement of one iPad each year. Mr. Sherman asked if there were enough iPad to provide

142 for the biggest class. Ms. VanVranken answered yes; the full cart has thirty iPad; the mini cart
143 has twenty-five iPad. The Kindergarten cart has approximately twenty iPad.

144

145 Ms. Capone saw budget lines for teacher and employee recognition which she felt were very
146 important. She asked for an explanation so new Committee members would understand what the
147 district did. Ms. VanVranken described the various ways the budget line was spent, such as staff
148 welcome breakfast, t-shirts for Kindness Initiative that went along with bracelets for staff and
149 students. Everyone was appreciative and enjoyed the activities. It was noted the request was
150 level funded, they weren't requesting an additional amount.

151

152 The Board then reviewed the budget lines for the specific subject areas.

153 Art showed a reduction \$353

154

155 Physical Ed showed a reduction of \$509. There was a new program 'Snag Football'.

156

157 Math showed an increase \$450 for supplies associated with program costs.

158

159 Music showed an increase of \$794 for instrument replacement. Textbook replacement showed a
160 reduction of \$297 (based on replacement schedule).

161

162 Science showed an overall reduction of \$1,100. Ms. Bressette questioned why grade four showed
163 no reduction when other grades did. Ms. Mahone replied they reviewed and budgeted for the
164 needs of each grade. Ms. Capone inquired if the district had reached out to Amazon to find out if
165 they gave an 'education' discount. Ms. Mahoney replied they were currently looking into having
166 an Amazon business account. She discussed the other areas of the science lines.

167

168 Social Studies showed an increase of \$973 for supplies. Textbooks showed an increase of \$448.

169 Resources showed a \$900 for software. Ms. Capone had a question regarding the teacher

170 resources. Ms. Mahoney noted the Director of Curriculum would be present at the next meeting

171 to answer any questions.

172

173 STEAM showed a reduction of \$2,194

174

175 Reading testing protocols showed an increase of \$814. Ms. Bressette questioned the cost for dry
176 erase boards. Ms. VanVranken explained they were specific boards for the foundation program
177 with pre-drawn components. Supplies showed an increase of \$28,848 for the implementation of
178 new writing program grades 1-5. Ms. VanVranken told the Board they were currently piloting
179 two programs. They found the need to do so based on programs in K-2 that don't include a
180 program for writing. In looking at programs in grades 3-5 they found the programs to be focused
181 on reading with very little writing. In looking at student data (from school to school) they found
182 there was a decrease in the New Hampshire statistic results. They felt the writing program would
183 benefit students and provide a consistent course across the grade levels. Ms. VanVranken told
184 the Committee that teachers had just received the pilot program and had started implementing
185 within the classroom. Mr. Furbush noted the budgeted number was the higher of the two
186 programs; depending upon what program is chosen at the end of the pilot they have budgeted for
187 the worst-case scenario. Mr. Sherman suggested adding the programs to the (textbook)
188 replacement schedule for tracking purposes. Ms. Capone agreed that the average 'life' of the
189 materials for each program should be tracked.

190

191 Textbook Replacement had an overall increase of \$2,751

192 Software increase of \$100 for the Reading Specialist use of applications for iPad.

193 Additional Equipment showed a reduction of \$810.
194 Miscellaneous increase of \$300 providing refreshments for community readers (volunteers).
195
196 Special Education – 13.5 positions. The budget shows one additional pre-K teacher as required
197 by IEP. Mr. Sasi asked how many hours instructional assistants worked. Ms. Mahoney noted
198 there were 25.5 positions; each worked 6.5, or 6.75 to support special education students. There
199 was one half-time position that works 3 hours. The starting hourly rate is approximately \$13.25-
200 \$14; the contract ends June 2019; negotiations are in process.
201
202 Supplies showed a decrease of \$677.
203 Textbook replacement reduction of \$138.
204 Software increase of \$255.
205 Additional Equipment reduction of \$860.
206 Furniture replacement increase of \$450.
207
208 Co-Curricular supplies increase of \$500. Ms. Mahoney commented they didn't have a budget
209 line in the past. She said they decided to keep the funding, so the teachers had a line to draw
210 from, so they weren't buying supplies themselves. Students have a zero cost to participate. Ms.
211 Capone suggested having teachers track their needs to ensure the budget figure was adequate.
212 She didn't want students to be turned down because of a lack of supplies. Ms. Mahoney replied
213 they hadn't turned students away. Ms. Ryan cautioned the Committee about adding tasks and
214 responsibilities onto staff/teachers. She believed if there was a necessity for funding to be
215 increased/decreased the subsequent budget will reflect such. She pointed out the budget had gone
216 through numerous review processes before being submitted to the Committee. Ms. Mahoney
217 explained it was a new budget line. They reviewed the details to determine an appropriate number
218 to ensure they didn't continue to have out-of-pocket costs. If they find it isn't the right number
219 future budgets will be adjusted.
220
221 Ms. Mahoney explained the self-funded line items were areas they receive revenue but had to also
222 pay. She noted they were required to show gross appropriation within the budget.
223
224 Social work lines reflected funding for the activities; the position itself is contained in the district-
225 wide budget.
226
227 There are two Guidance positions at the elementary school. There is a request to add a school
228 counselor. Mr. Furbush explained the responsibility of the social/emotional needs of students
229 was falling to schools to identify those who may need additional supports and in return offer
230 those additional supports. Currently this responsibility falls to teachers and guidance counselors;
231 the current case load for guidance counselors is too great to meet student needs. Mr. Furbush
232 discussed the 504 process which is separate from special education. Mr. Sherman questioned
233 how many students were in the building. Ms. Mahoney replied enrollment on October 1, 2019
234 was 766. Mr. Sherman said if that number was divided between the two guidance counselors it
235 well exceeded the State and National recommendation. The National recommendation is one
236 counselor per 250 students. Ms. Hillsgrove asked that the Committee be provided with
237 data/tables that outlined that information. Mr. Furbush replied they would provide statistics to the
238 Committee. Ms. Bressette asked where the proposed counselor would be located. Ms.
239 VanVranken replied they would have a room for the position. Ms. Mahoney stated the estimated
240 cost for the position was \$77,408.78 (including salary and benefits).
241
242 Guidance supplies showed a reduction of \$1,023.
243 Textbooks reduction of \$36.

244 Information access fees increase \$250.
245 Equipment additional increase \$ 2,500 based on anticipated need for 504 supplies.
246
247 The line for Nurses shows 1.5 position and a vacant nurse's aide position.
248 Professional services showed an increase of \$352 for CPR certifications/recertifications
249 Repairs showed a reduction of \$4 for meter calibration.
250
251 Supplies showed an increase of \$32. Ms. Hillsgrove questioned if parents supply epi pens for
252 their children. Mr. Furbush answered yes; he noted they keep several replacements on-hand. He
253 added the cost for epi pens had increased ridiculously.
254
255 Software increase of \$14.
256 Furniture-additional had an increase of \$1,000 for a supply closet.
257 Equipment replacement was increased \$2,000 to replace the two nurse's computers.
258
259 Ms. Mahoney told the Board the special education budget included certain functions that included
260 psychologist, speech, occupational and physical therapy, special education student services
261 administration and special education transportation. All of these functions make up a subset of
262 the special education budget. She explained they have discussion to make sure they appropriate
263 enough money to support the special education anticipated needs; should they not spend those
264 funds, they had an agreement between all parties, including the School Board and Budget
265 Committee to return the funds back to the voters if they weren't needed. She stated they wanted
266 to ensure they had enough money to support a new move in and at the same time be sure to be
267 careful with the funds. Ms. Mahoney understood there had been a question about that process
268 and noted the following was an area of the budget that fell under that process.
269
270 Mr. Cate stated when he first came onto the Budget Committee the element of trust between the
271 various boards and committees wasn't there; however, over the years they've developed a trust.
272 He discussed an instance where funding was cut from the budget and later needed when a new
273 family moved into district. The practice since that time was for the district to return any money
274 not needed back to the voters. Mr. Sherman pointed out there were certain legal requirements of
275 the federal and state governments. Mr. Cate told the Committee that they agreement had worked
276 well during the last six-seven years.
277
278 Ms. Mahoney reviewed the Psychology, Speech, OT line items and spoke to the increases and
279 reductions.
280
281 Other Student Services maintained \$1,000 even though they spent \$708 from the line last year.
282 Ms. Hillsgrove questioned how many assemblies it paid for. Ms. VanVranken replied they
283 typically had one; they worked with the PTA to bring someone in.
284
285 Library Services has one librarian and one assistant.
286 Supplies increased \$58.
287 Textbook replacement showed a decrease of \$247.
288 Information access increased \$52.
289 Publications was reduced \$13.
290 Software increased \$42.
291 Furniture increased \$575 to provide additional shelving.
292
293 Equipment Replacement \$3,240 to replace ten iPad from the library's cart. They will continue to
294 replace iPad until they are all replaced.

295

296 Computer Technology continued to show projectors being replaced with promethean (interaction)
297 boards; this is year two of a three-year plan. The line shows a reduction because it was part of the
298 A/V replacement under their technology plan.

299

300 School Administration salary lines showed no significant change.

301 The lines for Printing, Travel & Mileage, Supplies all showed reductions.

302 Software showed an increase of \$1044 for K-4 class creator software. Ms. Mahoney noted they
303 had been using the software for several years. Funding was previously under a different line; it
304 was moved as it was more of an administrative function. Mr. Sasi questioned the expense of
305 \$16,000 to lease four copiers. Ms. Mahoney answered yes; the leases varied between 3-4 years.
306 The copiers are business machines; the schools are using them rather than individual printers.
307 Mr. Sasi asked if leasing was less expensive than purchasing. Ms. Mahoney explained that the
308 cost per print on old machines was expensive, as they age it becomes a 'creeping' increase. Also,
309 older machines break down more often and there is more cost for fixing and maintaining the
310 equipment. Ms. Ryan noted they reviewed the equipment and maintenance a number of years
311 ago. Ms. Mahoney added the machines went through millions of copies each year.

312

313 Other support services had no changes associated with the line items.

314

315 Building Services has six custodial positions.

316 Ms. Mahoney told the Committee they had done a full review of all the utilities and went on to
317 review each of the budget lines. She explained how they determined the increase/decrease
318 amounts based on a per square foot cost. They follow an energy efficiency guideline.

319

320 Mr. Sherman asked for the status of the sidewalks (along Marsh Road). Ms. Mahoney replied the
321 project was in the bidding phase and anticipated it to be done in the Spring.

322

323 Ms. Mahoney discussed items that were originally included in the budget but after careful
324 consideration had been removed. Those items were: Island plantings, parking lot replacement
325 and playground equipment. Mr. Sherman asked if the parking lot replacement would be moved
326 to next year. Ms. Mahoney replied the School Board would have to make those decisions. She
327 added it will continue to be monitored and brought forward for consideration.

328

329

330 ***Pelham Memorial School***

331 FY2020 Adjusted Budget: \$5,036,068

332 FY2021 School Board Recommended: \$5,217,918

333

334 There are 30.5 teacher positions. There was a request under the Collective Bargaining Agreement
335 to have a sabbatical; a half-year cost was budgeted.

336

337 Ms. Capone wanted to know if 'reading books/novels' was included on the replacement plan.

338 Mr. Furbush replied they were generally paperback novels used in the classroom; they replaced as
339 needed, either a few copies or a whole set. Principal Stacy Maghakian came forward and said
340 replacements were determined when reviewing the programming; paperbacks are cycled through
341 when needed.

342

343 Under Language Arts there was a request for furniture replacement/flexible seating.

344

345 Foreign Language Education included a request to increase the Spanish licenses for the transition
346 of changing the programming. Ms. Maghakian explained that the foreign language teacher
347 retired; she taught Spanish and French. She said they surveyed parents and students about the
348 programming going forward and decided to only offer Spanish. They currently have fifty-five
349 online subscriptions and need to increase the number for all students (potentially 180). There was
350 also a request for flexible learning chairs (\$650).

351
352 Physical Education request for flexible seating (\$764). There was also a request for a new
353 program called spike ball; however, the budget lines showed a decrease of \$3,150 because of a
354 previous one-time expense for snowshoes.

355
356 Math Education showed increases for textbook subscription (\$48,000) and furniture replacement
357 (\$2,500).

358
359 Music showed a total increase of \$3,170 (consisting of various lines). Mr. Cate asked how many
360 students were involved with band. Ms. Maghakian believed there were approximately 100
361 students.

362
363 Science showed an overall decrease of \$51,980 due mainly to the fact that they weren't
364 purchasing textbooks.

365
366 Social Science had a total increase of \$2,447 comprised mainly of textbook/classroom reader
367 replacement, six subscriptions for personalized learning and additional furniture.

368
369 Ms. Mahoney concluded the review of regular education.

370
371 There are 7.5 Special Education positions. Request to expand the 50% special education position
372 to 100%; total cost \$54,259.04.

373
374 There are 14 Instructional Assistants; two positions higher than what is currently in the budget
375 (one transferred from high school) as required by IEP.

376
377 Ms. Mahoney stated there was no significant change to co-curricular. Under Athletics, the soccer
378 shirts/shorts will be replaced; however, the overall supplies line showed a decrease of \$5,748.

379
380 There was no change for the social work lines.

381
382 There are two positions in the Guidance department. Ms. Ryan noted the ratio percentage was
383 good at Memorial School, although it was close.

384
385 Library had some adjustments; the main increase of \$2,750 was for the purchase of a new
386 laminator.

387
388 No significant changes to the Administration lines.

389
390 Under Building Services two hours had been moved from the high school because it was needed.
391 Ms. Mahoney spoke about utilities. There was an increase for septic (\$2,247) due to an
392 additional pumping for the new portable. Under supplies there were increases for the new
393 portable and feminine products (per HB142). It was noted that the feminine supplies are free to
394 students. Mr. Cate wanted to know if Ms. Mahoney was comfortable with the propane budget

395 line. Ms. Mahoney replied she based the budget on the contract she signed a month ago which
396 matched the forward market price.

397

398 Ms. Mahoney noted they left \$1 placeholder under site improvement to ensure they had a budget
399 line for it per Department of Revenue Administration rules. They also held a line for architect
400 and engineering (\$50,000). Mr. Cate questioned if the amount was adequate. Ms. Mahoney
401 replied it was the figure they were comfortable with supporting in the budget. Ms. Hillsgrove
402 asked if 'fees' would be included in a warrant article. Ms. Mahoney answered yes; the budget
403 supported 'additional work' with the project that was outside the approval. Ms. Hillsgrove
404 believed the engineering cost should be included in the warrant article. She asked if the budget
405 was a 'contingency' to have additional work done in the event the article didn't pass. Ms.
406 Capone wanted to know if the \$50,000 would be returned to the General Fund if the warrant
407 article passed. Ms. Mahoney replied the School Board would have to direct them how to move
408 forward. She said they were budgeting for contingency to be able to move the process forward.
409 Mr. Sherman suggested they could have an understanding that the money would be returned to
410 the General Fund if it wasn't spent (as designated); similar to Special Education. Ms. Mahoney
411 noted the School Board would be returning \$1,261,000 to offset the tax rate. She said they
412 manage the budget as closely as they could to ensure they returned what needed to be returned.

413

414 Ms. Bressette questioned if they should hold off on seal coating Memorial School. Ms. Mahoney
415 replied they may stall the sealcoating based on how the renovation project moves forward.
416 However, by having the budget line available (related to parking lots), they may consider using it
417 for the elementary school parking lot.

418

419

420 ***Pelham High School***

421 FY2020 Adjusted Budget: \$8,273,495

422 FY2021 School Board Recommended: \$8,567,874

423

424 There are 48 positions at the high school. Ms. Mahoney noted there was a 43% math teacher
425 position for teacher support.

426

427 Regular education software showed an increase of \$4,480 for a virtual classroom user license and
428 for an attendance plug-in to Power School. Mr. Furbush discussed the virtual learning
429 opportunities offered to the students. Principal Dawn Mead came forward. Ms. Capone
430 questioned if the district had explored dual enrollment. Mr. Furbush answered yes; it was an
431 offering that had continued to grow. Ms. Mead told the Committee that students had multiple
432 opportunities to explore taking college credit courses. She added that students are transported to
433 Pinkerton Academy and Alvirne for CTE/vocational courses. Ms. Hillsgrove questioned if there
434 were courses requested that weren't available. Ms. Mead wasn't aware of any. She stated they
435 had three full buses that transported students to CTE schools.

436

437 Under equipment-additional there was an \$1,800 increase to support the school store by
438 purchasing shelves and initial merchandise.

439

440 Foreign language, physical education, FACs education, tech education and social science all
441 showed reductions. Math. The largest increase under Science was \$1,800 for PH and
442 conductivity probes. Ms. Hillsgrove wanted to know if they were only replacing probes, or if
443 they were replacing whole units. Ms. Mead replied they were purchasing the whole units
444 (reusable); currently they were using paper litmus. Ms. Hillsgrove questioned how many would
445 be purchased. Ms. Mahoney replied they would find out.

446

447 Mr. Sherman pointed out there was supposed to be a replacement for college biology textbooks in
448 2021. Ms. Capone recalled they had been switched for another subject that had a greater need.

449 Ms. Mahoney replied she would find out which textbooks were in need of replacement. Reading
450 education showed an increase \$2,500 for textbooks.

451

452 Special Education has nine positions. The coordinator is currently at 50% and the reading
453 coordinator is at 43%. There was a request to expand the coordinator to 100%; the total cost for
454 that change is \$54,259.04. There is an additional request for position change due to reduced grant
455 funding (IDEA Grant). Mr. Furbush explained the budget reflected the anticipated reductions of
456 the grants. He pointed out the budget showed a cost sharing for the position; they anticipated
457 being able to fund part of the position through the grant. The cost was \$37,232.35. There are
458 16.5 instructional assistants; this was done by one that had been moved to Memorial School. Ms.
459 Mahoney pointed out they added a line for postage that was previously in another area of the
460 budget.

461

462 Furniture replacement showed an increase (\$4,000) for flexible seating (tables, chairs, desks).

463

464 Mr. Sasi asked for an explanation of the decrease for vocational education. Ms. Mahoney stated
465 they never know how many students will participate; they budget a flat amount. Currently there
466 are seventy-four students being transported to CTE centers, which has increased over the last five
467 years (previously approximately 50). They anticipated the numbers to increase next year. Ms.
468 Hillsgrove felt it would be helpful to have the figures from the last few years to compare the per
469 student cost breakdown. Ms. Mahoney replied she would provide the Committee with the
470 historical per student cost.

471

472 Under co-curricular, Mr. Sherman asked if the vacant positions had been filled. Ms. Mahoney
473 replied she had a bit of a challenge because the budget was being done prior to staff members
474 being elected into any of the position; therefore, she had to leave them vacant. She noted the
475 purpose for the budget lines was related to the budget based on the collective bargaining contract.
476 She said just because it indicated 'vacant' didn't mean they weren't running the program. Ms.
477 Mead stated the positions were actually all filled except for the French Honor Society. They were
478 currently working with the national society to see if they could find someone to serve as the
479 advisor. Mr. Sherman questioned if an outsider could apply. Ms. Mead answered yes.

480

481 Under Athletic Activities – equipment replacement there was a budget line for four sideline
482 benches at Harris' Field/soccer field (\$6,000). The overall budget lines showed reductions
483 making the total budget line increase \$3,499.

484

485 Ms. Mahoney pointed out that the self-funded programs were budgeted as gross appropriations
486 with offsetting revenues.

487

488 Guidance services shows an increase for Power School (student information system) as there will
489 be two attendees. Ms. Mahoney explained they were doing training in planning for an upcoming
490 retirement/transition. Mr. Sherman wanted to know the Guidance Counselor's case load. Ms.
491 Mead replied they each had approximately 180-200 students. She said it was below what the
492 State required; a lot of school go up to about 250. Guidance showed an overall reduction of
493 \$15,296.

494

495 Under computer technology (per tech plan) there was an increase for twenty-five computers for
496 CAD lab.

497

498 Ms. Capone asked what had reduced under School Administration-miscellaneous. Ms. Mahoney
499 replied they budgeted for the NEASC. Ms. Mead replied they had visited the schools and
500 wouldn't be back for twelve years.

501

502 With regard to the Spanish Exchange Program, Ms. Mead noted students would come back to
503 Pelham in 2021. The budget of \$3,000 will cover the host fees. During the exchange student's
504 last visit, they stayed ten days. In alternating years Pelham students will go to the exchange
505 country.

506

507 Ms. Mahoney pointed out there was a request to add a bus for vocational transportation which
508 had been added in the current year.

509

510 There were no additional questions pertaining to the presented budget.

511

512 Ms. Capone thanked the Committee, Mr. Furbush, Ms. Mahoney and the school principals for
513 taking their time reviewing the proposed budget.

514

515 **NEW BUSINESS / OLD BUSINESS**

516

517 There was a consensus of the Committee to move the start time for the next meeting to 7pm.

518

519 The Budget Committee will meet October 28, 2019 at 7pm within Sherburne Hall.

520

521 **ADJOURNMENT**

522

MOTION: (Sherman/Cate) To adjourn the meeting.

VOTE: (9-0-0) The motion carried.

523

524 The meeting was adjourned at approximately 10:25pm.

525

526

Respectfully submitted,

527

Charity Landry

528

Recording Secretary