

1 **APPROVED**
2 TOWN OF PELHAM
3 BUDGET COMMITTEE - MEETING MINUTES
4 Monday, November 2, 2015
5 APPROVED – November 4, 2015
6

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

PRESENT: Mr. David Cate, Mr. Bob Sherman, Ms. Daryle Hillsgrove, Mr. Michael Bilby,
Mr. Leo Rush, Ms. Donna Dube, School Board Representative Megan Larson

ABSENT: Mr. Daniel Guimond, Mr. David Cronin, Selectmen Representative Doug Viger

9
10 Also present: School District Superintendent Amanda Lecaroz, School Business Administrator
11 Deborah Mahoney, Pelham High School Principal Dr. Dorothy Mohr, Pelham High School
12 Assistant Principal Daniel Alexander
13

14 **PLEDGE OF ALLEGIANCE**

15
16 **MEETING MINUTES**

17
18 **October 8, 2015**

MOTION: (Sherman/Bilby) To approve the October 8, 2015 meeting minutes as written.

VOTE: (7-0-0) The motion carried.

19
20 **MEMBER APPOINTMENT**

21 **MOTION:** (Sherman/Larson) To appoint David Cronin as a member of the Budget
Committee.

VOTE: (7-0-0) The motion carried.

22
23
24 **2016 SCHOOL BUDGET PRESENTATION – (Representing the School’s 2017 Fiscal Year)**
25

26 School District Superintendent Amanda Lecaroz and School Business Administrator Deborah
27 Mahoney came forward for budget presentation/review.
28

29 To begin, Ms. Lecaroz provided the Board with a breakdown of the Technology Plan costs
30 projected out to 2028. Included in this was a cost comparison of book replacement vs.
31 Chromebook leasing. The cost to provide each student with a Chromebook (and case) in grades
32 7-12 is \$76,000. They will each have a 3-year lease. Chromebooks would be collected each June
33 for updates and issued back to the same students the following school year. Ms. Lecaroz pointed
34 out that by using the Chromebooks, they would save money on book replacement as there were
35 courses that would use a digital curriculum. They would possibly still purchase an in-classroom
36 book set. In summary if they followed the book replacement schedule, the cost would be
37 \$95,414.85, whereas leasing Chromebooks will cost \$76,000.00 for an overall savings of
38 \$19,414.85.
39

40 Mr. Cate asked if having Chromebooks would help the school with the Future Ready designation.
41 Ms. Lecaroz answered yes, but felt more importantly it helped students be career and college
42 ready.

43
44 Ms. Dube wanted to know the difference between a Chromebook and a textbook. Ms. Lecaroz
45 replied a Chromebook was a laptop that dealt primarily with Google applications, which are used
46 throughout the district for education. They will access course curriculum using technology. Ms.
47 Dube questioned if a unit was lost or damaged. Ms. Lecaroz stated they were in the process of
48 investigating insurance programs. She discussed how/what the insurance would cover. Mr.
49 Sherman asked if consideration would be made for families who had financial difficulties. Ms.
50 Lecaroz answered yes; they would have a sliding scale. It was noted that Comcast had a program
51 for low-income families to access the internet at home.

52
53 Ms. Lecaroz provided the Board with a breakdown showing the reallocation of resources to
54 provide a transition teacher at the high school for special education students ages 18-21. The
55 transition teacher will be responsible for coordinating, overseeing and administering the
56 vocational/transition experiences of students in order to ensure that they develop skills to help
57 then be successful in careers after the age of 21. Ms. Lecaroz stated the position would cost
58 \$71,316.79 (salary & benefits), by doing so they can cut \$95,000.00 from special education
59 professional services at a cost savings of approximately \$25,000.00. Mr. Sherman questioned if
60 any portion of the salary was eligible for Medicare reimbursement. Ms. Lecaroz replied they had
61 grant funds and would review the possibility.

62
63 **Pelham High School**
64 FY2016 Adjusted Budget - \$7,134,203
65 FY2017 Proposed Budget - \$7,234,061 (*increase of \$99,858*)

66
67 Dr. Mohr came forward for the discussion. Ms. Lecaroz began to review the proposed budget.
68 Ms. Mahoney noted she was in the process of reviewing the vacant positions listed in the budget
69 and would provide information to the Board shortly.

70
71 Mr. Sherman asked how many hall monitors were at the high school. Dr. Mohr stated they had
72 two. Mr. Sherman confirmed there was a school resource officer. Ms. Lecaroz answered yes and
73 noted officer was funded through the Police Department.

74
75 Regular Education – supplies, Mr. Rush questioned if the \$15,000 figure was an estimate. Ms.
76 Lecaroz answered yes. Ms. Larson noted the expenditure and budget for previous years. She
77 said the cost for consumables related to the enrollment and next year they projected
78 approximately fifty additional students. The proposed increase was \$891. Mr. Bilby asked if the
79 supply costs were increasing because of the building addition. Mr. Lecaroz explained this
80 particular supply line was geared toward the number of students, not the number of classrooms.

81
82 Business Education – equipment additional - Mr. Bilby asked for information about the additional
83 computer screens for split screen work. Dr. Mohr said they were looking at wider screens go
84 along with the elimination of textbook purchases. The larger monitors allow for students to do a
85 split screen tutorial, while completing work at the same time.

86
87 Physical Education – equipment replacement is phase 2 and completes the plan previously
88 submitted.

89

90 Math Education – textbook replacement is the normal replacement of worn textbooks. The
91 Trigonometry rotation has been zeroed out because it will be taught on-line with the one-to-one
92 initiative.

93
94 Music Education – purchase new instruments to replace old instruments – Dr. Mohr believed they
95 were looking to purchase a tuba and a french horn. These are school-based instruments that a
96 family would not normally have at home.

97
98 Science Education – textbook replacement increase is due to a larger class size.

99
100 Reading Education – Supplies – Mr. Sherman questioned if all Sophomores would be taking the
101 PSAT. Ms. Lecaroz replied all Freshmen, Sophomores and Juniors will take PSAT. She said
102 beginning this year all Juniors will take the SAT, which is considered the State Accountability
103 Assessment. Mr. Rush wanted to know if the school was following the concept that colleges
104 weren't putting as much weight on the SAT's. Ms. Lecaroz said she had read so, but their
105 experience was not that. She noted that both the SAT and ACT was very important and remained
106 part of the college application process. Mr. Bilby asked if the Chromebooks would have
107 resources to help study for the SAT. Ms. Lecaroz answered yes.

108
109 Special Education – Mr. Rush wanted to know how many students required special education at
110 the high school. Ms. Lecaroz said there were approximately 145 in grades 8-12.

111
112 C-curricular activities – travel & mileage – Ms. Lecaroz explained they provide travel for all the
113 athletic programs. In evaluating the educational programs, they realized they don't provide travel
114 for non-athletic programs (i.e. music, Granite State Challenge). The budget line was to provide
115 travel for non-athletic co-curricular programs. Mr. Rush asked if they had filled the advisor
116 positions. Ms. Mahoney explained when the budget was drafted, they didn't have all their data in
117 for all the positions. All the positions are contained in the collective bargaining agreement.

118
119 Athletic Activities – It was noted that the 'vacant athletic director' line will be removed. This
120 position will be taken out during the present negotiations. Ms. Lecaroz said in the past the
121 position had been a stipend position; however, they now have an Athletic Director position.
122 Mr. Cate saw that the high school had new expenses for a swim team and hockey team. Ms.
123 Lecaroz explained currently they both had booster clubs that paid for part of the ability to have
124 teams within the school district. She said each student paid a certain amount of money to be on
125 the team. The budget line would bring those programs in line with the other athletic programs.
126 Mr. Cate asked what facilities they used. The swim team used the Workout Club in Salem. The
127 hockey team was a combined with Alvirne and used several different ice rinks. Ms. Larson
128 commented that the teams were currently considered club sports. She would like them to become
129 varsity sports and have the same treatment as the other sports at the high school. Mr. Cate asked
130 if they participated in any meets. Ms. Lecaroz answered yes; the teams were considered a varsity
131 as far as NHIAA (Statewide athletic association) was concerned. It was the funding piece where
132 they are considered a club sport, where a student has to pay in order to participate. She noted a
133 student playing football pays zero dollars, whereas a student playing hockey has to pay \$600.
134 Mr. Sherman asked if Alvirne was contributing the same amount as Pelham. Dr. Mohr stated
135 they were splitting the fee in half between the schools.

136
137 Under supplies, Ms. Lecaroz provided the Board with a breakdown of the uniform replacement
138 schedule.

139

140 Guidance Service – rental/lease software – Mr. Cate asked for an explanation of the Naviance 5-
141 year lease. Dr. Mohr stated Naviance is an on-line resource for parents and students that assists
142 with the whole college application process. The high school uses it with 9-12 grades.

143

144 Other Student Service – miscellaneous – Is an earmark figure for guest speakers and student
145 assemblies. Ms. Lecaroz noted they usually cost more than the budgeted \$1,000 and they get
146 other agencies to help offset costs.

147

148 Library Services – magazines and newspapers – Mr. Cate questioned what was being purchased.
149 Dr. Mohr replied the budget line was mainly for on-line subscriptions of major national
150 publications.

151

152 School Administration – postage/general expenses – postage increased due to an increase in
153 mailers, some are mandated through the State (such as student assessments). There is also an
154 increase in postage. Dr. Mohr noted the postage meter cost was previously divided under
155 administration and guidance, but was now combined and listed under one account. Mr. Cate
156 asked for backup information regarding postage costs. Mr. Rush asked if report cards were sent
157 in the mail. Dr. Mohr answered yes.

158

159 There was a brief discussion about the heating oil line item. The figure was based on forecasting
160 out 1.5 years. Mr. Rush wanted to know the current cost. Ms. Mahoney said she would provide
161 the information to the Board. Ms. Larson noted that the school hadn't used the new addition
162 building for a full year and were still in an estimating phase. Mr. Rush questioned if the heating
163 system in the new building was capable of being converted to natural gas. Ms. Lecaroz stated the
164 current system ran with propane. They had the ability to hook into a natural gas line, if it were to
165 along on Marsh Road, because they added the connectors at the time of construction.

166

167 Athletic Transportation – Showed an increase based on the current contract. Ms. Mahoney noted
168 it was the last year of a three-year contract.

169

170 Non-instructional Equipment – contracted repair & maintenance – Mr. Rush asked for an
171 explanation of the costs. Ms. Lecaroz outlined which maintenance contracts were included.

172

173 PHS Site Development – construction services – Ms. Mahoney explained the budget line showed
174 money that was encumbered for fire hydrants at the high school. The money was carried over to
175 the budget so it could be expensed in the adopted year.

176

177 Dr. Mohr ended by providing a status report of the high school project, which was running ahead
178 of schedule. Ms. Lecaroz noted they were currently on budget.

179

180 **ADJOURNMENT**

181

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

VOTE: (7-0-0) The motion carried.

182

183 The meeting was adjourned at approximately 8:40pm.

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185

Respectfully submitted,

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Charity A. Landry

187

Recording Secretary