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APPROVED
TOWN OF PELHAM
BUDGET COMMITTEE - MEETING MINUTES
Monday, November 9, 2015
APPROVED – November 12, 2015

CALL TO ORDER – at approximately 7:30pm

PRESENT: Mr. David Cate, Ms. Daryle Hillsgrove, Mr. David Cronin, Mr. Leo Rush,
Ms. Donna Dube, School Board Representative Megan Larson, Selectmen
Representative Doug Viger

EXCUSED: Mr. Daniel Guimond, Mr. Bob Sherman, Mr. Michael Bilby

Also present: School District Superintendent Amanda Lecaroz, School Business Administrator
Deborah Mahoney

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PLEDGE OF ALLEGIANCE

MEETING MINUTES

November 5, 2015

MOTION: (Rush/Dube) To approve the November 5, 2015 meeting minutes as written.

VOTE: (6-0-1) The motion carried. Ms. Larson abstained.

2016 SCHOOL BUDGET REVIEW – (Representing the School's 2017 Fiscal Year)

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

An information sheet was provided to the Board in response to questions raised at the previous
meeting.

- 1) They currently have 4 long-term substitutes covering for teacher leaves. During the last
fiscal year, they paid 9 different individuals for long-term substitute work;
- 2) Regarding the administrator adjustment – the salary cost of a 3% increase for the 11
administrators would total \$25,429;
- 3) Bus routes – PES: 15 routes both in the morning and the afternoon, PMS/PHS also has 15
routes both in the morning and the afternoon;
- 4) Superintendent adjustments in FY17 General Fund request total a reduction of
\$434,076.60 // School Board adjustments in FY17 General Fund recommended budget
total a reduction of \$336,574.33;
- 5) Fuel oil budget was reviewed for 2017 against the recommended range provided by the
School's Energy Consulting Group of 2.06-3.17/gal. Based on current commitment for
gallons and rate per gallon, the School can work with a reduction in fuel oil down to their
current contracted per gallon rate for 2016 of \$2.06 per gallon. This change results in a
total reduction of \$78,451 with a portion for each of the three schools as follows: PES-
\$24,225 / PMS-\$23,362 / PHS-\$30,864.

43 The Board conducted an overall review of the proposed School budget and noted areas that a
44 reduction may be proposed.

45

46 **Elementary School -**

47 Ms. Lecaroz understood there was a question regarding the replacement iPads for special
48 education. She noted they wouldn't be bringing iPads down from Memorial School or the High
49 School because most of the iPads were already at the Elementary School. Any iPads currently at
50 Memorial or the High School would remain there. Ms. Larson noted that the Elementary School
51 PTA had donated most of the iPads at the school; they hadn't gone through a budget cycle. Ms.
52 Lecaroz pointed out that the budget line for iPads was for specific special education usage (such
53 as Individual Education Programs 'IEP').

54

55 Under School Administration - Mr. Viger asked if the proposed administrator compensation
56 market adjustment was across the schools or just in district wide. Ms. Lecaroz said the proposed
57 budget showed their current salary. She said the proposed adjustment would come from the
58 district budget, which would then be reflected in the salary lines during the next budget cycle.

59

60 **Memorial School –**

61 Athletic Transportation – Ms. Hillsgrove wanted to know the reason for the increase. Ms.
62 Lecaroz explained the athletics mapped out every game and playoff that they could potentially
63 have. She understood it was different from what they had spent and pointed out that she had
64 already made a cut to the line.

65

66 **Pelham High School –**

67 Regular Education – Equipment Replacement – Ms. Hillsgrove asked what the budget line was
68 for. Ms. Lecaroz saw that the detail was left off. She believed it was for the musical instrument
69 storage racks.

70

71 Language Arts – Supplies – Ms. Hillsgrove asked what the increase was based upon. Ms.
72 Lecaroz broke the costs out between the vocabulary books (grades 9-12) and the grammar books,
73 which were all replaced annually. She noted that the current Sophomore class was larger than
74 other classes, so each year they move up additional books (supplies) are required.

75

76 Music Education – consumable supplies – Ms. Hillsgrove questioned why they had jumped up,
77 based on what was previously budgeted. Ms. Lecaroz stated they were expecting a much larger
78 band next year. She summarized a list of items the program expected to need.

79

80 Social Science – supplies to support student collaboration– Ms. Dube questioned what supplies
81 were needed. Ms. Lecaroz replied she would provide the detail at the next meeting.

82

83 Student Transportation – Mr. Rush questioned if an adjustment could be made to diesel fuel oil
84 for the busses, since fuel oil was reduced in the schools. According to the contract, he believed
85 they paid for the fuel oil. Ms. Mahoney understood the question, since the costs were tied
86 together. She reviewed the contracts and spoke with the energy buying group. She would like to
87 retain the utilities budget to ensure they had funds in the event they had to offset anything at the
88 high school. She noted they were working with estimates at the high school based on the
89 engineers and averages over three years. During the 2017 budget year they will learn what the
90 'actuals' would be. She didn't want to cut from all the utilities because she didn't know if she
91 could manage them to a lower number. She said if they fell below, they would have to draw from
92 student services.

93

94 Co-curricular Transportation – Pathway field trip –Ms. Hillsgrove questioned if these field trips
95 were previously in the budget. Ms. Lecaroz answered no; in the past the students had paid. She
96 noted it was part of the curriculum; students sign up for specific pathways.

97

98 Mr. Cate asked for the status of the high school project. Ms. Lecaroz stated they were on time
99 and on budget.

100

101 Mr. Cronin requested a breakdown of what vocational programs the students were going to and
102 how many participated. Ms. Lecaroz will get the figures. It was noted students currently went to
103 Salem High School and Pinkerton. They have the ability to also go to Alvirne; however she
104 didn't believe anyone signed up this term.

105

106 **District Wide -**

107 Regular Education – Rental/Lease software-Discovery Education – Ms. Lecaroz explained this
108 line was virtually the entire resource for social studies and science in the middle school. She said
109 it was a video library, so rather than purchasing books, it provided regular updates for students to
110 have up to date information.

111

112 OT Services – Professional Services – contracted OT services provided to charter school students
113 at the elementary school level– Ms. Lecaroz understood there was a question if the line could be
114 cut. She said they had to provide special educational services to all students that attend charter
115 schools that are Pelham residents. Currently, the charter school cost is upwards of \$50,000-
116 \$60,000. The State mandates the school to provide services, even though the district receives no
117 funding to do so. Ms. Lecaroz noted if the line was cut they would have to take money from
118 other places in the budget.

119

120 Improvement Instruction – printing – Ms. Hillsgrove questioned if the estimate was based on a
121 quote. Ms. Lecaroz replied the estimate was based in general. She noted the Smarter Balance
122 assessment reports were being sent Thursday and will have an exact number at that time.

123

124 Superintendent Services – Salaries – Ms. Lecaroz provided the Board with a chart of the 11
125 Administrator positions showing their current salary, comparative salary (5-7 districts in area)
126 and the raise needed in year 1, to get them 1/3 toward target average salary. If for some reason
127 someone left their position, to fill the position the school district wanted to be competitive with
128 the surrounding area. Mr. Viger asked if salary was based on experience. Ms. Lecaroz replied
129 there was a salary range (within each position) for experience. They found the pool for
130 administrative positions was small and once people entered a position they didn't make lateral
131 moves, they moved up. The proposal would provide the district with the salary figure to hire
132 new people in at a competitive range. The proposal would get people 1/3 of the way to having
133 competitive salaries. It was noted that people weren't going to automatically receive an
134 adjustment, they will be raised based on experience and merit. Ms. Lecaroz told the Board they
135 would do a comparative salary spread sheet each year.

136

137 Mr. Rush asked how many administrators had left each year. Ms. Lecaroz said in the five years
138 she was with the district, five people from the list had left.

139

140 Grounds Services - Mr. Cate asked if the contracted figure was a firm number. Ms. Lecaroz
141 replied they had a contracted figure to manage the grounds. She told the Board there were things
142 beyond the contract the company handled without any additional charge. Mr. Cate asked that the
143 contracted amount be provided to the Board as he recalled it was a question brought up last year.

144

145 Regular Transportation – Ms. Hillsgrove said she would be making a recommendation to reduce
146 the budget line for the ‘additional one hour per day potential billing’ since it was not historically
147 charged. Ms. Lecaroz agreed although it was in the contract, they had not been charged for it.
148

149 The Board had no additional questions in regard to Food Service or Grants.
150

151 The Board discussed their upcoming meeting schedule. School budget vote will occur Thursday,
152 November 12th at 7:30pm. Town and School warrant article review and vote will occur Monday,
153 November 16th at 7:30pm.
154

155 **ADJOURNMENT**
156

MOTION: (Hillsgrove/Cronin) To adjourn the meeting.

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

157
158 The meeting was adjourned at approximately 8:45pm.
159

160 Respectfully submitted,
161 Charity A. Landry
162 Recording Secretary