

1 **NOT APPROVED**
2 **TOWN OF PELHAM**
3 **BUDGET COMMITTEE - MEETING MINUTES**
4 **Thursday, October 24, 2016**

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6
7 **CALL TO ORDER** – at approximately 7:30pm
8
9

PRESENT: Mr. Daniel Guimond, Mr. David Cate, Mr. David Cronin, Mr. Bob Sherman,
Ms. Daryle Hillsgrove, Ms. Donna Dube, Mr. Michael Bailey, School Board
Representative Brian Carton, Board of Selectmen Representative Amy Spencer.
Also present was School District Superintendent Amanda Lecaroz, School
Business Administrator Deborah Mahoney

ABSENT: Mr. Michael Bilby

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11
12 **PLEDGE OF ALLEGIANCE**
13

14
15 **MEETING MINUTES**
16

17 **October 6, 2016**

MOTION: (Sherman/Cate) To approve the October 6, 2016 meeting minutes as written.

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

18
19 **2017 SCHOOL BUDGET PRESENTATION– (Representing the School’s 2018 Fiscal Year)**
20

21 School District Superintendent Amanda Lecaroz and School Business Administrator Deborah
22 Mahoney came forward for budget presentation/review. Ms. Lecaroz discussed the educational
23 initiatives being reviewed and pursued by the schools that will possibly be included in the
24 FY2019. She spoke about the facilities and told the Board that the middle school would be the
25 next area of focus. They will be creating an evaluation committee to review the facility and
26 come up with a scope of improvements. Ms. Lecaroz discussed her executive summary and
27 highlighted the items that support student education. She briefly spoke about the items in the
28 budget that support the District’s needs: 1) Chromebook Initiative; 2) STEAM/Innovation
29 Teacher (PES) and Math Coach (PMS); 3) Collaborative Learning Spaces; 4) Placement of
30 students previously out-of-District now in-District; 5) increase of New Hampshire Retirement; 6)
31 Roof at PES and 7) Network Infrastructure.

32
33 **Pelham Elementary School**

34 FY2017 Adjusted Budget - \$6,560,440

35 FY2018 Proposed Budget - \$6,948,108 (*increase of \$387,668, of which \$350,000 is the cost for*
36 *the roof and \$31,000 was the increase for NH Retirement*)
37

38 PES Principal Thomas Adamakos, PES Vice Principal Jessica VanVranken and Assistant
39 Principal Trisha Kaufmann came forward for the discussion.
40

41 The Board began their budget review.

42

43 Mr. Cronin asked that the pay matrix from the PEA and PESPA contracts be provided to the
44 Board. Mr. Guimond understood PESPA was in negotiations and questioned how the process
45 was going. Ms. Lecaroz replied they had recently begun negotiations and was confident they
46 would come to a resolution.

47

48 Ms. Spencer clarified where the STEAM teacher was being added. Ms. Lecaroz noted they had a
49 retiring teacher, which would provide a cost savings to the salary lines. She noted the number of
50 instructional assistants had decreased and the position was reassigned and divided to have one
51 lunch monitor and one recess monitor. Ms. Larson explained for safety reasons they needed to
52 have more adults watching over students during lunch and recess. She spoke about how the role
53 of the instructional assistants was changing so students weren't attached to an adult; they were
54 assigning one aide to a few students. Ms. Spencer understood it could be stigmatizing to have a
55 student attached to an adult. She felt the adjustment was a 'budget win' being 'student driven'.

56

57 Mr. Sherman questioned if the insurance rates were fixed, or if they might be changed at
58 reconsideration. Ms. Mahoney stated they had already received their guaranteed maximum rate
59 and the budget numbers were already adjusted.

60

61 Mr. Cate saw classrooms rugs was cut from 6 to 3 and wanted to know if they were on a regular
62 replacement schedule. Mr. Adamakos replied they review the rugs each year and based on what
63 they had used in the past were able to eliminate three this year.

64

65 Ms. Hillsgrove questioned the reason eight iPads had been replaced. Ms. VanVranken stated
66 they had their iPad cart for approximately 4-5 years. The replacements were from wear and tear.

67

68 Ms. Spencer inquired if all students (K-8) participated in the art program. Mr. Adamakos replied
69 grades 1-5 participated. Ms. Lecaroz noted kindergarten was a half day program and didn't
70 participate in the Unified Arts program. They felt the transition time and classroom time would
71 take away from the kindergarten program; it would be different if kindergarten was a full day
72 program. Mr. Guimond asked if some students had full day kindergarten. Ms. Lecaroz answered
73 yes; there are some English language learner students that attend both the morning and afternoon
74 sessions to help develop literacy. Other students attend an integrated extended day program that
75 includes some special education students. Mr. Bailey questioned if any thought had been given to
76 expanding the KABC program to allow more students into the full day program. Ms. Lecaroz
77 replied she would love to see full day kindergarten for every student. She discussed the
78 importance of early childhood education. Mr. Bailey asked what it would take to make full day
79 kindergarten happen. Ms. Lecaroz replied she would provide numbers for such. Mr. Sherman
80 wanted to know if the numbers would include a building. Ms. Lecaroz answered no; she would
81 find the space if given the personnel.

82

83 Mr. Cronin saw that the line for replacement calculators was eliminated and questioned what they
84 would use. Ms. VanVranken stated during the year they purchased ten replacement packs and
85 teachers indicated they would be okay with them.

86

87 Mr. Cate stated that the music program was tremendous in the schools and questioned if PES was
88 rebuilding the program. He asked how many students were in band. Mr. Adamakos replied the
89 program had grown and would provide the Board with specific numbers. Ms. Larson noted that
90 students share stands between multiple children. Ms. Lecaroz believed over 80% of fourth grade
91 students were in band.

92
93 Mr. Guimond questioned the decrease in miscellaneous materials for enrichment. Ms. Lecaroz
94 noted they purchased robots in the previous year, which was not a repeating expense.
95
96 Ms. Hillsgrove saw there were a number of requests for positions in Special Education that had
97 been reduced and wanted to know if they would come forward as warrant articles. Ms. Lecaroz
98 described their budget process. Principals are asked to submit budgets they feel is needed in
99 order to provide the program she wants them to provide. She then reviews to see what they can
100 ask taxpayers to support. She noted the EH Specialist would return next year as it focused on
101 social/emotional teaching. This year because the budget was up they had to make some tough
102 choices and this cut was difficult. Ms. Larson explained the budget was being presented to show
103 the original submission by principals, the reductions made by Ms. Lecaroz along with the
104 reductions made by the School Board. She said this showed the complete budget history and
105 process.
106
107 Mr. Cronin questioned the reduction of classroom furniture in Special Education. Ms. Lecaroz
108 explained last June they anticipated 14 Special Education three year olds to come into the
109 program based on testing and early intervention services. She said out of the 14 anticipated, they
110 ended up with 8 and therefore didn't need to create an additional space.
111
112 In the Guidance line, Mr. Guimond wanted to know the reason for the reduction in health
113 insurance. Ms. Mahoney replied it was a change in enrollment.
114
115 Mr. Cate said he spoke with Ms. Mahoney about concerns regarding heating oil. He noted last
116 year the School came in with estimates from their consulting company and voluntarily made
117 adjustments. He asked for the same consideration this year for each of the budgets. Ms.
118 Mahoney explained last year they looked to secure a contract to ensure they could stay within the
119 budgetary numbers they agreed to cut to. She said she would try to figure out what they could do
120 in the budget for fuel oil and pointed out that electricity and propane were already decreased
121 based on future estimates.
122
123 Mr. Cronin questioned how the maintenance figure of \$.31 per square foot was arrived at. Ms.
124 Mahoney said they use a set rate (from their consultant) that is adjusted each year by the age of
125 the building.
126
127 Ms. Lecaroz commented that the custodial staff was included in the budget. The vacant position
128 was recently filled. They had difficulty filling positions based on salary (\$11 per hour). They've
129 done a study of surrounding salaries and will bring forward a recommended adjustment for
130 custodial salary pay.
131
132 Ms. Hillsgrove questioned if the items in the repairs and maintenance budget were tracked similar
133 to the list provided in the Town budget. She felt it would be helpful to better understand the line.
134 Ms. Mahoney will review the information provided by the Town to better understand what the
135 Board is looking for and create a summary. Mr. Guimond asked why there had been a large
136 decrease under Grounds Services for contracted repair & maintenance. Ms. Mahoney replied an
137 adjustment had been made for the LED light replacement in the parking lot. Mr. Guimond
138 reviewed the 3-year history and was concerned that something wasn't going to be done. Ms.
139 Mahoney noted she would research what each year entailed and provide information to the Board.
140
141 There was a brief discussion regarding the generator. Ms. Hillsgrove wanted to know if there
142 were any critical equipment that should be connected to the generator that currently was not. Ms.

143 Mahoney understood that the SAU was not connected to a generator, but the main systems of the
144 building itself were connected. She said the difficulty was it couldn't be expanded.
145 Consideration should be given to what they could do in situations when they lose power. It was
146 noted that the phones were on the generator.

147

148 The Board thanked the PES administration for coming forward and discussing their budget.

149

150 **Pelham Memorial School**

151 FY2017 Adjusted Budget - \$4,691,609

152 FY2018 Proposed Budget - \$4,570,003 (*decrease of \$121,606*)

153

154 PMS Principal Stacy Maghakian and PMS Vice Principal Jesse Haarlander came forward for the
155 discussion.

156

157 Ms. Spencer questioned if all students participated in the art program. Ms. Maghakian explained
158 that they had performing arts; students either participate in band/music or they take music and art
159 classes. All students are instructed in the arts.

160

161 Under textbook replacement, Ms. Lecaroz explained there was a reduction because students
162 would utilize Chromebooks to access on-line reading (through open education resources) and do
163 some of the activities in class. Mr. Sherman questioned if students are instructed how to type.
164 Ms. Lecaroz answered yes; they have a typing subscription in the PES budget and students are
165 taught how to type. Ms. Maghakian added that typing is taught in technology class.

166

167 Mr. Cronin wanted to know more information regarding the 7th grade lab tables. Ms. Maghakian
168 replied the lab tables was where students conduct their science. The budget line is for twelve
169 tables. Ms. Lecaroz noted the request for collaborative work stations is listed under the furniture
170 replacement line. She described the current desks, which have a wrap-around 'arm' and a small
171 slanted work area. Mr. Guimond understood the collaborative stations would be phased in. He
172 questioned how many years they would be included in the budget. Ms. Lecaroz said they still
173 needed to replace workstations for Social Studies, Language Arts and Math; at the current rate, it
174 will be a 6-year phase in. Ms. Maghakian noted they weren't looking at retrofitting full
175 classrooms, they were looking to create stations within the classrooms. So classrooms would
176 have a combination of desks, tables and work stations to create versatile work spaces. Ms.
177 Hillsgrove suggested looking at the desk replacement as a project and possibly including it with
178 next year's budget.

179

180 Mr. Cate questioned the cost for sealcoating the back parking lot in the grounds services line.
181 Ms. Mahoney replied the parking lot had been paved; however it had to over-winter before
182 sealcoating could be done, therefore the sealcoating was in the budget.

183

184 Ms. Spencer confirmed that the equipment replacement line for \$64,000 was the underground
185 fuel oil tank. Ms. Mahoney noted that the age of the tank made it out of compliance and they
186 were having difficulty repairing it. She said they were looking at having to replace it. Ms.
187 Spencer understood that there were conversations about natural gas and the line in the budget was
188 'in case' they needed it. Ms. Hillsgrove questioned if the tank was leaking. Ms. Mahoney
189 answered no.

190

191 The Board thanked the PMS administration for coming forward and discussing their budget.

192

193 **Pelham High School**

194 FY2017 Adjusted Budget - \$7,266,291
195 FY2018 Proposed Budget - \$7,593,832 (*increase of \$327,540*)

196
197 Ms. Lecaroz noted the primary reason for the increase was due to: 1) NH Retirement increases, 2)
198 the transfer of a half position (based on enrollment) for music from PES, 3) vocational tuition
199 increase, and 4) enrollment increase (larger class size moving out of middle school and into high
200 school). Ms. Larson added there were other items included in the increase such as the CBA pay
201 scale changes, pay grade changes, and employee turnover.

202
203 PHS Principal Gary Dempsey and PHS Vice Principal Daniel Alexander came forward for the
204 discussion.

205
206 Mr. Guimond questioned how many students were involved in art. Mr. Dempsey replied every
207 student had to take at least one art class during their high school career. He stated every art class
208 was at capacity. Mr. Cate spoke about attending the high school open house and was impressed
209 at the student talent. Mr. Dempsey noted they had approximately 60 students in band. He
210 explained the courses that qualify as an art credit. Ms. Lecaroz told the Board that PHS received
211 60%-70% of the top State awards for art.

212
213 Mr. Cate questioned what instruments were being purchased under the music education
214 equipment replacement line. Mr. Dempsey stated the brass instruments had been identified for
215 FY2018.

216
217 Mr. Cronin asked if the replacement of science textbooks went along with the scheduled changes.
218 Ms. Lecaroz answered yes; a copy of the book replacement schedule was provided to the Board.
219 She said they were also using on-line subscriptions to access real-time information.

220
221 Ms. Spencer inquired if the high school curriculum included courses in American government
222 and civics. Ms. Lecaroz answered yes; textbooks for U.S. Government are included in FY17.

223
224 Mr. Cronin saw there was a special education teacher that didn't have a salary listed but had a
225 note saying 'add'l days per contract'. Ms. Mahoney explained that teacher was paid through the
226 grant fund for their base salary; the budget listed the additional days worked outside of the grant
227 responsibility. Mr. Cronin then requested a summary of what schools students were attending,
228 and how many are attending each. Mr. Sherman wanted to know the types of courses. Mr.
229 Dempsey stated he would provide the Board with information. Ms. Lecaroz noted they averaged
230 approximately 46 students attend CTE programs.

231
232 Mr. Sherman saw that the line for wireless microphones was eliminated from the equipment line.
233 Mr. Dempsey replied they had microphones. The wireless microphones are used primarily for
234 performances. It was noted that the Town may have wireless microphones that could be used.
235 Mr. Bailey questioned if someone was seeking out grants for the arts or similar activities. Ms.
236 Lecaroz replied they didn't have a specific position within the District that looks for grants.

237
238 Mr. Guimond questioned how the high school athletic programs were doing. Mr. Dempsey
239 provided a summary and noted the games he would be attending over the weekend. Ms. Spencer
240 wanted to know if the weight room was sufficient to meet the school's needs. Mr. Dempsey
241 stated the weight room was utilized various times during the school day. Mr. Cronin questioned
242 if there was a schedule for athletic uniform replacement. Mr. Dempsey answered yes and noted
243 he would provide the Board with a copy. Mr. Guimond asked how many students have

244 internships. Mr. Dempsey will provide the Board with information. Mr. Guimond wanted to
245 know the trend for the last three years.

246

247 Mr. Sherman asked if the PSAT was administered to all Sophomores. Ms. Lecaroz replied the
248 PSAT was administered to all Freshmen, Sophomores and Juniors. She noted PHS was above the
249 national average, but not above the State average. She explained the State average was
250 comprised of all public, prep and private schools. She noted the reason for the math coach at the
251 middle school was designed to address math results.

252

253 Ms. Hillsgrove saw that assemblies hadn't been funded in the past and wanted to know if that line
254 had been previously paid from another area of the budget. Ms. Lecaroz stated last year was the
255 first year they budgeted for assemblies although they had been providing them by using club
256 money and donations. Mr. Guimond questioned if there was a parent-teacher organization in the
257 high school. Ms. Lecaroz replied they didn't have that type of organization at the high school,
258 they had booster clubs that are activity based. Mr. Dempsey stated he had begun monthly coffee
259 groups for parents and explained that once per month ten parents were invited to the school to
260 discuss school status and initiatives. His goal was to create a relationship between the school and
261 home. Parents are chosen on a first come first chosen basis and are only allowed to attend once.

262

263 Ms. Hillsgrove saw there was an increase for information access fees in Library Services and
264 questioned what area increased. Ms. Lecaroz told the Board they would provide the Board with a
265 breakdown.

266

267 Mr. Bailey questioned if the drought/water ban caused any damage to the grounds that will need
268 to be repaired. Ms. Lecaroz replied they reduced the amount of watering over the summer before
269 there was a watering ban and lost portions of the new soccer field. The repairs were already done
270 using this year's budget. The other fields were fine, with only some spots that will be repaired
271 during the spring transition time period.

272

273 The Board thanked the PHS administration for coming forward and discussing their budget.

274

275 **ADJOURNMENT**

276

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

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

277

278 The meeting was adjourned at approximately 9:36pm.

279

280

Respectfully submitted,

281

Charity A. Landry

282

Recording Secretary