

Minutes
Nottingham Budget Committee Meeting
December 8, 2016

Members Present: Jennifer Biron, Anthony Dumas, Suzanne Edin, Miska Hadik, Michael Koester, Carrie Lee, Jeff Wheeler, Jackie Snow – School Board Rep

Excused Absences: Tiler Eaton

Other in Attendance: Secretary Dawn Calley-Murdough,

Chair Dumas called the meeting to order and introductions were completed.

2nd Draft School 2017/2018 Budget: Dr. Gadomski reviewed the handouts, which included the proposed regular budget, proposed default budget, teacher contract, the adopted SAU budget, and the adopted pre-school budget. The School Board approved the Para-professional contract at their 12/7 meeting and it is now back before the Para-professionals.

Dr. Gadomski reported there are an expected three retirement packages included with the Teacher Salaries in Regular Education. The Regular Education budget increased an approximate 7% to \$6,606,601.00.

Mr. Hadik asked about the Health Insurance increase. It was stated insurance premiums are expected to increase at 9.3%, based on the current usage, and there will no longer be any payment holidays.

Dr. Gadomski stated the High School Tuition amounts and enrollment amounts and student counts are updated as changes are received; the information will continue to change until the final presentation. After meeting with Dover the tuition increase was reduced from the original proposed 11% to 6%. Another big reason for the budget change is the shift of student enrollments from Dover to Coe Brown.

There is a count of three students in the Anticipated Move-In account for a total of \$45,513.00, but that number is always a best guess.

The increase in Classroom Textbooks is due to an increased number of students in the Language Arts class and the need for more books.

It was explained the State of NH increased the amount the school must pay for the certified teachers in the NH Retirement System from 15.67% to 17.36%, causing increases throughout the budget.

Special Education expenses remain relatively level, with an overall increase of 3% to a total of \$1,817,140.00.

Co-Curricular Salaries increased by 15%, to \$22,236.00. Mr. Sousa stated a stipend had been previously introduced and increased for the teacher chaperones who attend the overnight Mt. Washington and Washington DC trips.

Guidance has increased 26% to \$185,973.00 because of changes in the selected insurance plans, as well as increased Guidance Enrichment programs that involve additional activities and work with students and parents.

Minutes
Nottingham Budget Committee Meeting
December 8, 2016

The Health budget increased 8% to \$120,563.00 and the changes include a proposed retirement buyout.

Special Contracted Services decreased an overall 4%, but does include an increased amount for Contracted Services-ESL and will provide required language screening to determine if additional language assistance might be needed; this will be a continuing budget account. There is also an expected increase in mental health needs.

Mr. Reuning explained that federal grant funding is available to help fund Outside Eval Elementary, dropping the budget account to zero. There is also a shift for the SLC (Strafford Learning Center) Membership services from elementary to high school; the SLC continues to help provide additional savings to the town.

Dr. Gadomski reported the Improvement of Instruction account increased 7% to \$70,678.00 and has helped provide professional development opportunities with the introduction of newer student programs. Mr. Sousa expressed his support and teacher demand for continuing to provide funds to allow teachers to work toward improving lesson plans during the summer months; the school does receive more time from the teachers than what they are paid for.

Dr. Gadomski reported positive results continue to be seen with the Instruction and Curriculum Development and the Curriculum Director/High School Liaison with a total budget of \$108,243.00.

The Library budget increased 11% to \$127,233.00. Mr. Sousa explained the increase in Library Replacement of Equipment and Replacement of Furniture, which is a desire to change the equipment and furniture in the library to make the space friendlier to users and to provide the option to rearrange the space when needed for different activities to work with the new technology. There is also a desire to provide additional programs, as well as newer types of computer software. Ms. Snow stated the School Board reviewed the best method to make the requested changes to work with the budget, and it was determined the change in furniture would be the best start.

Dr. Gadomski reported a 21% increase in Computer Assisted Instruction to \$42,354.00. This includes increasing the Replace Tech Equip. account as the school will need to replace one computer server and replace ten computers for staff members. Chair Dumas stated the school might find a longer term benefit to changing over to a virtualization system, despite some startup expenses it might offer more flexibility for the future and provide a long term benefit.

Mr. Sousa explained that changes in Computer Assisted Instruction will continue, because it is now a large part of the instruction of students today; students are asking for more and more in this area and the school is steadily pushing towards a one-to-one platform. Ms. Snow stated these changes continue based on the technology plan.

Dr. Gadomski reviewed the School Board Services account, stating the Contracted Services-Atty & Negotiator has been reduced as fewer services needed during the budget year. Community Services, for outreach, was increased upon request of the School Board.

Minutes
Nottingham Budget Committee Meeting
December 8, 2016

It was stated the school administration staff were asked about their intent to attend classes to provide a better estimated budget for Workshops – Principal, which is contractually required.

The SAU budget amount increases 2% to \$453,467.00.

Operation and Maintenance of Plant increased 4% to \$487,732.00. Ms. Snow explained in Operation and Maintenance of Plant had increases in the Asst. Custodial Salaries because it went from 2 ½ to 3 people, as well as to provide the hourly differential salary for night time supervisory hours when needed.

Dr. Gadomski reported some initially requested items from Maintenance-Contracted Services and Repairs and Maintenance-Grounds have been removed and put off for another year.

The school is locked into propane supply agreement and continues to estimate the electricity budget based on the history of actual usages from the past five years.

Mr. Sousa reported there has been a change in the Rubbish Removal account because of a need to increase the number of pick-ups each week.

Dr. Gadomski stated reviews and multi-year comparison of all utilities continues to take place to estimate the future expenditure. New fireproof file cabinets are needed for confidential files, along with general furniture replacement, and new Replacement of Equipment with a new vacuum and floor scrubber.

Transportation increased overall by 2%. Mr. Reuning reviewed the special education transportation information. There is an attempt by the transportation provider to find rideshare students from other towns for potential savings; this is an account that could fluctuate widely from year to year. Dr. Gadomski reported the total proposed school budget is \$11,955,575.00; a \$590,006 / 5% increase from the prior year. Ms. Snow reported the largest part of the increase is required contractual increases, such as teacher step and track increases and insurances.

Ms. Whitmore reported the School Board has requested a projection of anticipated surplus that could be returned to the town at the end of the year, which should be available at the next meeting.

It was stated the Default Budget is \$11,914,378.00, a \$548,809.00 increase from the prior year default budget; but a small difference between the proposed budget and default budget increases.

Mr. Hadik asked if the School Board takes into consideration the increases in new housing construction. It was reported the School Board does take it into consideration and while there are no real studies, there is a continued review of the information from the town and other sources about changes in populations. Part of the discussion by the School Board includes adding modular classrooms to address the current needs of the school and possible future changes, such as the move toward a full day kindergarten.

Dr. Gadomski reported on the proposed changes with the teacher contract. Changes are seen in the tentative contract include: holiday days, early retirement, longevity, health insurance options, bereavement. Part of the discussion regarding the contract is to consider changes to the health insurances to prevent possible additional taxation with a “cadillac tax.”

Minutes
Nottingham Budget Committee Meeting
December 8, 2016

Additional beginning salary scale changes have been implemented to try and hire and retain staff in Nottingham.

Dr. Gadomski reported there are few adjustments to the SAU budget; primarily for staff salaries.

The Pre-School budget has increased an approximate 11%. Mr. Reuning reported the increase is misleading because it does not include the revenue that will be received with the adjustments in cost sharing with the other towns. Increases are seen with the pre-school teachers to bring the amounts more in line with their peers. After the revenues are received, the actual increase is an approximate \$16,000.00.

Ms. Snow stated while the increase is more than what has been seen in the past, a lot of those are based on the contractual obligations and asked if there are any committee comments.

Chair Dumas reported it is telling to see the small difference between the increase in the default budget and proposed budget.

Mr. Koester responded that is typical in the budget and asked if the teacher contracts are complete. Ms. Snow stated the teacher contract is complete and the school Board has approved the para contract, which will now go to back to the para's.

It was stated the 9.3% increase in health insurances is also significant.

Mr. Hadik reported it is nice to see the comments explain why an account has changed significantly, providing details about the specific reasons for change.

Dr. Gadomski reported the School Board continues review and adjustments to the proposed budget and to review new information becomes available for possible future changes to the amounts.

Chair Dumas and the committee members thanked the SAU for attending.

CIP Committee Final Report: Mr. Koester reviewed the changes to the CIP Report, the intent is to provide a more complete picture with the proposed projects/expenses as well as identify the funding methods, including capital reserve funds. The proposed CIP Report ultimately shows that there is an average annual expenditure of approximately \$900,000.00 on town capital improvements. The goal is to try and spread out the amounts raised by taxes per year.

Mr. Koester stated it was a good group and they worked with the Town Administrator to come up with new methods of how to share the information gathered by the committee. Starting with the review of the individual requests from each department becoming a lesser part of the review process, and spending more time establishing how the items should be funded.

General discussion took place about the format of the report.

Mr. Hadik asked about the proposed plan for the modular classrooms at the school. Ms. Snow reported the School Board is in the preliminary discussion phase of the process to determine how best to address the growth needs of the students; from technology and health/gym related issues. There is an approximate \$209,000.00 in available school board impact fees and the School Board will need to determine the best way to increase the needed space at the school.

Minutes
Nottingham Budget Committee Meeting
December 8, 2016

Mr. Hadik stated the report is great to provide information about what the town and school needs to plan for and the attempt to keep the amount level funded.

Chair Dumas expressed his concern that the concerns of citizens were not really addressed by the Fire Department with their plan to purchase a Quint, including the suitability of the vehicle for all town roads and not seeking grants to help pay for the proposed equipment. Chair Dumas also expressed concern that delays in purchasing new equipment could cause future headaches with other equipment that will also need to be replaced.

Town Updates: Discussion took place about which of the department heads the committee would like to see. Chair Dumas reported information has been received that there are few changes for most of the departments.

Ms. Snow reported she likes the idea of meeting with department heads and understanding their processes and getting to know them.

Ms. Lee, Mr. Hadik, and Ms. Biron agreed to hearing from all department heads.

The Committee decided to have all department heads attend a meeting.

Review of Budget RSA's & Rules: Ms. Snow reviewed RSA 91-A, the Access to Governmental Records and Meetings; also known as Right to Know law.

Mr. Hadik reviewed RSA 32:14 Adoption (of a Budget Committee), RSA 32:16 Duties and Authorities of the Budget Committee, and RSA 32:17 Duties of the Governing Body and Other Officials.

Approval of Minutes

Motion: by Ms. Snow, second by Mr. Koester to approve the November 17, 2016 minutes as amended.

Vote: 7 in favor.

OTHER BUSINESS: None

ROUNDTABLE: Mr. Hadik expressed his support and liked the presentation of both the SAU/School Budget and the CIP process.

Chair Dumas reported the town hasn't received any interest for the two vacancies. General discussion took place about the committee membership and the number of available vacancies coming up for the town 2017 March elections.

Ms. Snow was glad the presentation was useful and additional questions can continue to be submitted.

Mr. Koester stated an opinion article was presented on The Forum, a perspective, about the Deerfield Budget Committee and the public response and vote on the proposed budget. It was a great article to describe the actions and process of the Budget Committee.

Chair Dumas thanked the SAU for the presentation of the school budget.

Minutes
Nottingham Budget Committee Meeting
December 8, 2016

Ms. Lee stated it was a good meeting and the notes in the budget are very helpful.

ACTION ITEMS: None

ADJOURNMENT: Having no further business,

9:36 PM Motion: by Ms. Lee, second by Ms. Edin.

Vote: 7 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough