

**Minutes**  
**Nottingham Budget Committee Meeting**  
**November 15, 2018**

**Members Present:** Tim Dabrieo, Miska Hadik, Michael Koester, Lee Lederer, Karyl Martin, John Morin, Benjamin Bartlett – BOS Rep, Roslyn Chavda – School Board Rep

**Excused Absences:** Carrie Lee, Erin Maskwa

**Other in Attendance:** Secretary Dawn Calley-Murdough, Sue Levenson, Nate Byrne, Chris Sousa  
Chair Hadik called the meeting to order and introductions were completed.

**1<sup>st</sup> Draft 2019/2020 Proposed School Budget/Year End 2017/2018 Financials/General School Updates:** Ms. Levenson reviewed the year end 2017/2018 school year budget financials, and the steps the School Board took to start the preparation of the 2019/2020 budget. The audited financials have not yet been received and are expected in December with a final close to the year end amounts. Mr. Byrne stated there is also a letter of explanation and an apology from the SAU about the calculation problem with the prior distribution of the year end financials at the prior meeting.

Mr. Byrne reviewed the highlights from the 2017/2018 year end financials identifying accounts that were significantly over spent or under spent. One big area was Transportation expense with a 75% refund of the cost of the one missing bus. There was a change in staff for SpEd Salary causing a shift of expenses from one account to another, with the change of placement for a student.

Mr. Sousa explained the over expenditure for course reimbursement is based on actual use, which is a requirement per the teacher contract. The budgeted amount is determined by five year average of historical use.

Discussion took place about the over expenditure in the Computer Assisted Instruction account and it was stated the amount shows the entire expenses, but the amount is offset by revenue from a received grant.

Chair Hadik asked about the over expenditure in Repairs and Maintenance – Building account. It was stated the duct work was cleaned as the amount of dust was causing the fire alarms to go off. The work also helped improve the air quality in the school.

Ms. Levenson reviewed the budget binders stating the 2019/2020 Proposed Budget is still in draft form with a current 3.77% increase, and provided the committee with the budget drivers considered by the School Board. The introduction of full day kindergarten has been implemented with ~~for~~ minor budget increases but resulted in savings in the transportation budget. The board continues to make repairs to the building ~~for~~, seeks to improve education programming by adding world language, consider improvements to STEM programming, and space again is being considered. The biggest budget drivers are contractual with the teacher and paraprofessional contracts, insurances. The Coe-Brown tuition amount has been received, as well as the Special Education amounts. Final amounts are not known for Pre-school or the SAU budgets, but do anticipate them soon.

Ms. Levenson asked to have a Budget Committee member join the recently revived Space Advisory Committee.

The general education account includes increases in Teacher Salaries. Regular Ed Paraprofessional Salaries increased with a shift in staffing from the Special Education paraprofessional account. Health Insurance amounts are not yet known and there is an expectation of having Worker's Compensation maxing out at the 10% cap.

**Minutes**  
**Nottingham Budget Committee Meeting**  
**November 15, 2018**

Math Supplies is increased with the need for new supplies. Music Supplies are increasing with the expectation to purchase new music equipment replacing older broken equipment. Mr. Morin asked if the increase for music supplies should be considered a one time purchase and if the account would decrease the following year. Mr. Sousa stated it will have a lower budget amount in the next year.

New Testing Supplies increased with a change in testing programs, which puts all kids on the same testing platform. Reading Supplies is also increased to replace the older reading books in the younger grades. Science Supplies was decreased and those ~~supplies previously purchased~~ will meet the new standards.

Mr. Sousa stated the school previously put off buying a new shredder and put it back in the budget in the New Equipment account. The shredder is needed to dispose of confidential documents.

Mr. Byrne stated there is an overall 2.23% increase in the general education budget.

Mr. Koester asked if Worker's Comp increased because of accidents or another reason. Mr. Byrne stated it is just costing the school more with rates set by the state.

Mr. Byrne stated the Auditor has requested the SAU moved some budget information from one account number to another number to comply with the state account numbering/reporting requirement. The ESY – Elementary, Special Education Tuition Preschool, and Special Education Tuit-Non-Public Elem accounts are included in this change. Other accounts are throughout the budget. This change unfortunately causes a loss in the history of expenses with the creation of the new account, and gives the appearance of a 100% decrease in the old account when it only moved to the new number.

Mr. Byrne stated the Special Education staff positions changed reflecting in an increase or decrease throughout the section, with also reflects the changes in the applicable retirement and insurance accounts.

The state Retirement percentage increased for the teachers, and is shown in all the retirement accounts.

Ms. Levenson stated the SAU budget salaries have not yet been discussed by the Joint School Board.

Mr. Byrne stated the Special Education Tuition Preschool amount has been reduced with an allocation of un-reimbursed costs.

Mr. Byrne stated the Medicaid Administration Fee was reduced from 10% to 8% processing fee. Overall the Special Education budget decreased .85%, which doesn't happen often.

Mr. Sousa stated there is an increase in the Co-Curricular accounts in order to provide stipends for previously volunteer positions, such as the Computer Gaming Club, the Wider Horizon's program, and an increase in the required over-night trip stipend. The Athletic accounts includes the mandated cost for Officials-Umpires-Referees, and needed Repairs and Maintenance to the ball fields and volleyball courts. Repairing the fields is being partnered with help from the NYA for more use with the school sport and NYA sport schedules.

**Minutes**  
**Nottingham Budget Committee Meeting**  
**November 15, 2018**

Mr. Sousa reported the increase in Guidance is the personnel track change for the guidance staff.  
Mr. Byrne stated the Guidance Software now includes 504 program software in the correct account, which was moved from another account per the auditor.

Mr. Morin asked about Guidance Enrichment. Mr. Sousa stated the program was increased to help support the Social/Emotional curriculum and will pay for special guest speakers, motivational speakers, and activities for the kids such as Kindness Week. The Social/Emotional program helps students to have a more positive transition to high school and then eventually the work force; teaching life skills and helping students gain long term better mental health. Mr. Sousa reported Nottingham has also introduced counseling services into the school building for students that might have transportation issues and it also provides a low cost service at no charge to the school.

Mr. Byrne reported the Contracted Service – Behavior Technician has a budget place holder of \$1.00 just to make sure the account is available if services become needed during the school year. The Speech accounts also include mostly contractual requirements. The majority of increases in the Special Contract Svcs accounts are contractual.

Mr. Sousa reviewed the Improvement of Instruction accounts stating the school has received more work than what teachers have been paid with the Resource Development account that offers teachers a small amount to come in over the summer to work to refine their curriculums for any changes. There is an additional amount for In-Service Training to join a consortium that will bring consultants into the school to meet and teach multiple teachers in multiple sessions throughout the school year, rather than paying to send only one or two teachers to regular methods of continuing education training.

It was stated that a 3% salary increase has been added as a marker to identify raises for all non-contracted employees throughout the budget. The collective bargaining unit has different percentages per each level and each step.

The Library and Educational Media account has mostly contractual increases, with some smaller increases seen for supplies.

Mr. Sousa reviewed the Computer Assisted Instruc(tion) accounts and reported there is an increase for Internet Access to provide the school with faster speeds with the ~~higher~~ more use of computer testing, and ~~There~~ There is an increase for the Software account because of a shift of the expenses from one account to another and a renewal of the school antivirus and firewall software. Software also includes an emergency contact system, IXL software for parents and students for student monitoring, as well as other curriculum related software.

Mr. Sousa stated the school continues to use Chromebooks and uses them until they can no longer be used completing repairs when able. The Chromebooks have been very successful at an overall lower price. The Other Support Svcs-InstStaff account is for the Director of Technology and increases are contractual.

Ms. Levenson stated the School Board Services is mostly level funded, with a higher decrease in legal services and has an overall decrease. Legal expenses will be higher in the next budget with needed assistance with the renewal of the Teacher Contract in 2020/2021.

It was stated the SAU budget will be established later in the month. The budget will include a new position, new accounting software, and all applicable salary changes. The proposed purchase cost

**Minutes**  
**Nottingham Budget Committee Meeting**  
**November 15, 2018**

121 for the accounting software in the proposed SAU budget will be reduced to a regular software  
122 maintenance cost in the next budget. Discussion continues about how the best system to replace the  
123 current system, and luckily the SAU is in a good position to be able to take some time to choose a  
124 software rather than need an immediate replacement. The Pre-School amount will be determined  
125 soon.

126 Mr. Sousa explained that many of the increases in the Principal's Office accounts ~~are contractual~~,  
127 includeing a 3% salary increase for not contract employees. The school does plan to update some  
128 of their phones. The school is considering and currently testing a new software program to help  
129 manage student bus changes.

130 Mr. Sousa stated The Principal's Office accounts also includes an increase to support student voice  
131 and video projects and improve communication with the community by buying new audio and  
132 video equipment.

133 It was stated the Assistant Custodial Salaries account in Operation and Maintenance of Plant was  
134 decreased. Lawn Care increased with a new lawn care contract, which will take care of all  
135 necessary yard maintenance and not just mowing the lawn. A suggestion was made to change the  
136 account title so it addresses all the work being done, rather than it being seen as only mowing the  
137 lawn.

138 Mr. Sousa stated the Repairs and Maintenance – Grounds account include funds for repair of  
139 sinkholes that are popping up around the grounds. Repairs and Maintenance – Building include  
140 funds to repair the roof on the pump house and shed.

141 Chair Hadik asked about the significant changes in the history of propane expenses. It was stated  
142 the amounts would be verified, but there was a feeling that spikes in the price per gallon as well as  
143 the weather are the primary reasons impacting the amounts.

144 Mr. Byrne review the transportation expenses, stating the majority are contractual. There may be  
145 changes eliminating some special education transportation, as well as possible decreases by sharing  
146 some routes with pre-school students from other towns. Hope continues to find a driver for the  
147 missing bus. There are some accounts that also include a request for recoding.

148 Mr. Koester asked to identify those accounts that were recoded in the notes sections of both the new  
149 and old account numbers. This will allow the board to determine what is being shifted versus any  
150 increases or decreases in the amount being requested.

151 It was stated the overall increase for the Food Service account is 2.35%.

152 Mr. Byrne stated the increase in the Dover High School Tuition account is not because of a tuition  
153 increase, but is due to a shift in the number of students considering attendance to Dover versus Coe  
154 Brown. The Dover tuition amount is set at a 5% increase, but the actual amount won't be received  
155 until the fall of 2019.

156 The notes for the Dover High School and Coe Brown Tuition accounts identify the projected  
157 student counts for each school, as well as the proposed tuition amounts. Counts will be refined as  
158 the budget process moves forward but that number will continue to change up to the start of school.

159 It was stated the Coe Brown Tuition amount has been set with a 2.84% increase from \$16,177.00 in  
160 2018/2019 to \$16,636.00 in 2019/2020.

**Minutes**  
**Nottingham Budget Committee Meeting**  
**November 15, 2018**

161 Discussion took place about the cost for the Alt Ed. Program, which is included in the Tuition Coe-  
162 Brown account. These funds are used to provide additional help to students who have encountered  
163 any special health issues to make sure they graduate; it is primarily a drop out preventative. Any  
164 amount not used is returned to the budget.

165 Ms. Martin asked about the Tuition – Anticipated Move-In’s account not being currently funded.  
166 Ms. Levenson stated this is an account the board will continue to look at. Ms. Martin asked if an  
167 enrollment analysis was being completed. Ms. Levenson stated one was completed and the School  
168 Board is receiving enrollment information from NESDAQ to help them with future planning with  
169 the Space Advisory Committee.

170 Ms. Levenson reminded the committee higher enrollment trends mean ~~that~~ there is the expectation  
171 to have higher tuition costs. ~~high school tuition expenses as the current~~

172 Mr. Bartlett asked about the number of home school students in comparison to school attendance.  
173 Ms. Levenson reviewed the attendance counts stating there aren’t a high number of home schooled  
174 students, remaining fairly steady with 8 to 10 students. However, homeschool students are entitled  
175 to use school facilities and can become a school student at any time.

176 Mr. Byrne stated the Special Education Tuition-Other Public High School account is currently  
177 decreased from the prior budget, but is based on current student needs. All special education  
178 account and amounts could change at any point based on student need at any time throughout the  
179 school year.

180 Mr. Byrne stated the High School transportation increases are according to the contract and any  
181 potential changes in student locations.

182 Ms. Levenson stated the default budget is being created and will be reviewed by the School Board  
183 soon. The SAU included the legal changes regarding the default budget.

184 Mr. Byrne reviewed the additional documents provided in the binder, which included the proposed  
185 revenue amounts that continue to be refined, warrant article place holders, staff salary  
186 compensations, health and dental expenses, special education placements, the teacher contract,  
187 enrollment report, and current Capital Improvement Plan. It was stated the paraprofessional  
188 contract is still in negotiations and should be included soon.

189 Ms. Levenson stated the School Board should be approving the Technology Plan soon. The board ~~is~~  
190 is also meeting with the Coe-Brown and Dover High Schools to get updated on their recent changes.

191 Discussion took place about the selected 2<sup>nd</sup> Draft School review, Deliberative Session Date and the  
192 needed snow date.

193 The committee thanked everyone for attending.

194 **General Town Updates:** Mr. Bartlett reported all highway equipment is operating and everyone is  
195 ready to start plowing. The town will utilize two contractors to help with snow plowing, including  
196 his company.

197 Sub-Committee Reports:

198 CIP: Ms. Lederer stated the CIP committee hasn’t met yet.

**Minutes**  
**Nottingham Budget Committee Meeting**  
**November 15, 2018**

199 Space Advisory Committee: Ms. Martin stated she might be interested in participating in the Space  
200 Advisory Sub-committee, depending on the meeting schedule. Mr. Dabrieo stated he might also be  
201 able to attend.

202 Transportation: Ms. Martin stated they probably won't meet again until spring because there is a  
203 current contract in place.

204 **Approval of Minutes: Postponed**

205 A question was asked about the ability for the committee to make the corrections to minutes online.  
206 Ms. Calley-Murdough would check for a legal opinion regarding the matter.

207 **OTHER BUSINESS:**

208 **ROUNDTABLE:** Ms. Martin stated she attended eding the school climate survey meeting and  
209 encouraged others to watch the video. It was very informative, allowed the students in grades 3 to 8  
210 to participate, the teachers, administration, and parents to all take a survey. Ms. Martin stated the  
211 information was very helpful, with communication being the biggest issue. There was agreement  
212 that communication is becoming a bigger problem everywhere.

213 Dr. Chavda stated the School Board determined they needed to engage more with the students and  
214 improve areas for students that are having a harder time at the school and having positive feelings  
215 about being at school. Dr. Chavda stated Nottingham is considering tracking methods to make sure  
216 that all students are having positive interaction with teachers to prevent them from becoming lost.

217 **ACTION ITEMS:**

218 **Town:**

219 **School:** Provide Space Advisory meeting schedule. Verify propane expenses.

220 **ADJOURN:** Having no further business,

221 **9:06 PM Motion:** by Ms. Martin, second by Ms. Lederer.

222 **Vote:** 8 – 0 in favor.

223 Respectfully Submitted,

224 Dawn Calley-Murdough