

Minutes
Nottingham Budget Committee Meeting
November 29, 2018

Members Present: Tim Dabrieo, Miska Hadik, Michael Koester, Lee Lederer, Karyl Martin, John Morin, Erin Maskwa, Anthony Dumas – BOS Rep, Roslyn Chavda – School Board Rep

Excused Absences: Benjamin Bartlett, Carrie Lee

Other in Attendance: Secretary Dawn Calley-Murdough, Scott Reuning, Susan Levenson

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

Discussion 1st Draft 2019/2020 Proposed School Budget/General School Updates:

Mr. Reuning reported the proposed budget was updated with any new budget information the school/SAU had received and tried to address the Budget Committee comments and questions resulting in version two of the proposed budget. Mr. Reuning reviewed the major differences between the first version and this second version of the proposed budgets. The only major adjustment included the not yet adopted SAU budget that includes the new accounting software and preschool budget.

Mr. Morin asked about the spending versus proposed budgeted amounts for the Lunch Room Monitor. Dr. Chavda reported there were prior vacancies that resulted in less spending and the new proposed amount includes an increase in salary to try and keep staff. Ms. Martin and Ms. Lederer stated it is a part time position, for only two hours a day. Parents and other school volunteers have been used in the past, to try and fill in the need in the cafeteria.

Ms. Martin asked if the retirement amount in Regular Education Teacher Salaries is a known amount or an estimate. Mr. Reuning reported teachers must notify the school of their plans to retire one year in advance, the budget includes the contracted payout, but teachers can withdraw those plans. The budget does include proposed retirement payouts at this time, but it may not be used.

Mr. Morin asked about the General Education Repairs and Maintenance account being funded at \$350.00 but not spent and would it be annually funded at \$350.00. Dr. Chavda stated while there were no repairs from the prior year, it is an unknown, and the school has a fabulous Maintenance Director that can fix almost anything. Chair Hadik asked for clarification that this account was only for repairs and maintenance and not new purchases or could it be pooled with the New Equipment account for a needed purchase. Mr. Reuning reported he would need to verify how the account is used with Principal Sousa, feeling it would be for equipment batteries.

Mr. Morin asked about the budget amount for Art Supplies, as it is an increase of almost \$1,600.00 from the actual expenditures in the prior two years. Have prices gone up or are more supplies needed. Chair Hadik asked about a similar style increase seen in the Math Supplies account.

Dr. Chavda stated the notes indicate the increase for Math Supplies is primarily due to adding new projects and materials for all grades, such as Math Counts program. Mr. Reuning reported Principal Sousa would be available at the next meeting to answer specific questions.

Ms. Maskwa asked if the Insurance Buy Out was based on an estimate or actual election. Mr. Reuning reported it is based on the current year numbers.

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Mr. Morin asked why in many cases it appears accounts have been incrementally increased over the past few years with little to no corresponding spending, or accounts have been budgeted at zero and then have a new large amount. Is this because of a one time purchase, and the account will return to zero in the following budget, as this type of budgeting can be seen in the Reading Supplies and Classroom Workbook accounts. Dr. Chavda stated many are purchased on a cycle or when they need to be replaced because they are damaged, and there can be an increase in the photocopying of consumable materials. Mr. Reuning reported he believes the 2019/2020 budget is for replacement of level readers and there isn't a guarantee that the amount will go back down.

Dr. Chavda reported her recent experience has shown the current Language Arts books for 6th 7th and 8th grades are paperback and are falling apart. The School Board created the reserve fund for text books, and a cycled six year purchasing plan is to help smooth out the costs to prevent a large purchase in one year and a zero amount the next few years.

Chair Hadik asked to verify if the Regular Education New Equipment account is for referencing a new shredder or is it the is a new shredder or the same shredder that was in the a proposed ~~purchased in 2107/2108~~ budget. Mr. Reuning would determine the answer.

Ms. Lederer asked about the process for offering insurance coverage to staff and the amount offered for buy out if insurance isn't selected; is the buyout based off the lowest costing plan. Ms. Lederer also asked how the school shops for insurance plans. Mr. Reuning reported it will vary between bargaining agreements, as the teachers have one agreement and the paraprofessionals have a different method and referenced the bargaining agreement. Mr. Reuning stated that the school utilizes insurance plans through the NH Health Trust or School Care, considered broker out a few years ago but the costs were much higher. The proposed budget includes the maximum rate increase as an estimate, as the actual rates will be received in the spring.

Chair Hadik asked if the Special Education Preschool Aide is based on student need. Mr. Reuning reported the Preschool Aide is a paraprofessional to provide additional student specific assistance at the preschool, when needed. Nottingham jointly pays for preschool teachers and paraprofessionals in the Special Education Tuition – Preschool account and the Preschool Aide is in addition to those general costs.

Chair Hadik asked what a DOE25 report is. Mr. Reuning stated it is a financial report filed at the NH Department of Education with the information transferred to the NH Department of Revenue form MS25 which is used in the tax rate setting process. It is this forms that is the are a reason for many of the changed account numbers and amounts moving from one account to the other, as recommended by the Auditor. These changes will help simplify the process in completing required state financial forms.

Chair Hadik asked if the budgeted amount for Special Education Tuit-Non-Public Elem would be enough when the history indicates prior years being higher actual expenditures. Mr. Reuning reported the Special Education Director is trying to estimate what will be needed for students in the fall of 2019; eight months in advance. The process is to use information based on current student need and plan for it being similar. The danger is having another student moving into the district that has special needs without having budgeted for those needs and having to find the

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funds elsewhere or use funds from the capital reserve fund. It is much easier when students need less than anticipated as the surplus can be returned.

Chair Hadik asked about the decrease in Special Education Supplies. Mr. Reuning reported it is likely less math and OT supplies are needed and there is an attempt to collaborate and share resources between the three districts. Funds from other revenue sources are also utilized to pay for supplies, when those funds are available.

Ms. Maskwa asked about the new amount for Special Education Language Arts Reading Supplies. Mr. Reuning reported this is to meet current student need, targeting any specific disability requiring different resources than previously used.

Ms. Lederer asked about what changed in the Special Education accounts that increased the budget from the prior week presentation. Mr. Reuning reported it is an increase in the amount for Special Education Tuition – Preschool account and reviewed that the SAU calculates preschool using a three year average. This method helps even out any significant increases or decreases for all three towns.

Mr. Reuning reviewed the process of hiring a private company to process Medicaid applications and what the school is able to request for reimbursement.

Chair Hadik asked about the increase in Co-Curricular accounts. It was stated the amount is to pay the stipend to the 7th and 8th grade Washington DC trip chaperones and the introduction of a new stipend to the Wider Horizon manager. Dr. Chavda stated the trip takes place every two years, and the stipend is to pay staff for being away for three days and two nights and they should be paid for their time. Mr. Dabrieo stated it is now part of the contract. Ms. Lederer stated it would be an every other year cost.

Ms. Lederer asked about the stipend for Wider Horizon manager. Dr. Chavda stated this is a new payment to the person currently managing and coordinating all the Wider Horizon activities, which is extensive and involves many hours of work.

Mr. Dabrieo asked ~~about if the same amount being budgeted for the Athletic Replace Other account in 2018/2019 and in 2019/2020 is because uniforms were not purchased in 2018/2019. same amount being budgeted for Replace Other account in Athletic budget.~~ Mr. Reuning reported he would verify the amount for 2019/2020 as funds were spent in 2018/2019 ~~reason.~~

Chair Hadik asked about the \$3,000.00 for the Athletic Repairs and Maintenance. Mr. Dabrieo stated the NYA is helping with some of the repairs. Mr. Reuning would verify the reasons and if they would be ongoing maintenance costs to the fields.

Mr. Dabrieo asked if it is a conflict of interest if the school has sponsors; could they get sponsors to try and offset some of the Co-Curricular expenses. Dr. Chavda would look into the option. Others indicated it might not be possible because of conflicting sponsors or advertising.

Chair Hadik asked if the Guidance Salaries is existing positions or new staff. Mr. Reuning reported it is the two existing staff members with contractual and possible track changes.

Mr. Morin asked about Guidance Dues and Fees and what are the benefits of being part of any association. Mr. Reuning reported it is a variety of Counseling Associations. The benefits

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provide materials, class lessons, and other resources that are utilized by the staff. It also provides the staff with a list-serve for questions and answers by other professionals.

Chair Hadik asked about the Guidance Enrichment. Mr. Reuning stated this amount will help support bringing in motivational speakers, as well as events at the school for students and parents. This will also help guidance address the greater need seen for emotional and social learning.

Chair Hadik asked about Special Contracted Services Outside Evaluation – Elementary account. Mr. Reuning reported parents have the right to appeal any changes to special education plans, which could be very expensive ~~interviews~~ or tests for the student assessments, if needed. This account will help pay for any needed review in case there is an appeal.

Chair Hadik asked about the Physical Therapist. Mr. Reuning reported this is a service contract agreement with the Strafford Learning Center (SLC) contract, at a reduced rate. The actual cost is not yet known and the 5% is just an estimate of a possible increase, as well as estimating the needs of the students several months in advance.

Chair Hadik asked about Course Tuition Reimbursement, as it doesn't appear that prior year actuals are more than the budgeted amounts. Mr. Reuning reported the teacher contract requires reimbursement of continuing education. Dr. Chavda reported not all teachers take continuing education, and if they did the amount that would be reimbursed would be much greater than the budgeted amount. The School Board attempts to budget something, based on historical spending to cover what might be used.

Chair Hadik asked about joining the consortium for Demonstrated Success. Mr. Reuning explained it will provide Nottingham professional assistance with the change to assessment testing and competency based curriculums. Ms. Lederer asked if the amount would remain at the current amount or will it change in the future. Mr. Reuning reported it will depend on the progress made with the program transition by teachers. The hope is that teachers will gain enough knowledge to need less assistance, but the state changes the competencies and it may mean teachers need additional assistance to implement new and/or updated programs.

General information was provided about insurance changes, stating it reflected increases in premiums, but could also apply to changes in plans by staff.

Dr. Chavda stated the new 25 Chromebook identified in the Comp Assist Instruc New Equipment account is a low number. The Director of Technology works hard to get more than the recommended five year life out of the existing Chromebooks. The Technology Plan is being updated as well and how technology is being included in the curriculum.

Mr. Dabrieo asked why School Board Services Advertising – Legal Notices was budgeted much higher than previously expended. Dr. Chavda would determine the answer.

Chair Hadik asked about the increase in the SAU 44 District Assessment amount. Mr. Reuning reported it is still an estimate and could change as the Joint School Board hasn't yet approved the new budget. Student population and total town valuation determines the percentage each town in the district pays toward the total SAU budget.

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159 Dr. Chavda reported the school is receiving a donation of phones that match the currently used
160 outdated phone system to help repair and replace needed phones at the school.

161 Chair Hadik asked about the Dues and Fees for the Principal's Office, as it appears to be a
162 duplicate in another section. Dr. Chavda stated each section will have their own Dues and Fees
163 depending on the needs of those departments. Mr. Reuning reported there are dues and fees for
164 the Curriculum Director and the other for the Principal, which could be the same certification.
165 Maintaining certifications can sometimes offer discounts to materials or services that the school
166 would normally use, ultimately saving the school some funds.

167 A request was made to rename the Lawn Care account to identify it is more than mowing the
168 lawn.

169 It was stated some of the repair to sink holes in the parking areas has already taken place, and
170 more may be needed – in the Repairs and Maintenance – Grounds account.

171 Chair Hadik asked about the transfer to Food Service. Mr. Reuning reported this account reflects
172 the needed transfer amount that will be determined later in the year to support the Food Service
173 program, as it cannot run with a negative balance.

174 Mr. Dabrieo asked about the Repairs to Equipment that took place in the prior two budgets. Dr.
175 Chavda stated some of the equipment was previously replaced and other equipment repaired.
176 Additional information could be provided about the specific equipment.

177 Chair Hadik asked if the Tuition Anticipated Move-Ins account was new, as it is not funded. Mr.
178 Reuning reported it is fairly new, based on a prior request of a Budget Committee member. Mr.
179 Koester asked if a reserve account for anticipated move in students was approved or would one
180 be considered. General discussion took place about survey²s and a study taking place of student
181 population, including how it^s has changed in the prior years. The School Board is receiving new
182 information regarding student population from NESDAQ to try and better project future
183 enrollment numbers.

184 Dr. Chavda reported high school tuition is up for both schools. The increase in the Dover
185 Tuition account is offset with a decrease in Coe Brown Tuition account, with a shift in the
186 number of students attending each school. Mr. Reuning reported student counts are currently a
187 guess and will be refined as 8th grade students report on their selections. It was stated high
188 school tuition expenses will continue to increase as there are more student^s going into high
189 school over the next four years than the number of students that are graduating.

190 Chair Hadik thanked Mr. Reuning for coming in to help answer questions.

191 Mr. Reuning stated he would seek answers to the questions asked by the committee, with the
192 expectation to bring those answers to their next school Budget Committee meeting.

193 Chair Hadik stated he found the conversation beneficial and hoped others did as well. This
194 meeting helps explain more details about the budget.

195 **General Town Updates:** Mr. Dumas reported the Select Board had a presentation from a
196 company, Granite Apollo, who has approached the town for a 25 year lease of the property on
197 Route 4 for a large scale solar array. This will provide the town with revenue from an annual

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198 lease amount, as well as the property taxes, and possibly royalties from the power generated.
199 The town is waiting for enough time to pass in the tax deeding process before making any final
200 agreements, but preliminary work for the agreement has started. The preliminary agreement will
201 include property survey and delineations.

202 Chair Hadik asked about plowing expenses. Mr. Dumas stated the town is fully staffed and is in
203 a much better position this year than last year. Fuel costs are rising, but the service being
204 provided is better.

205 Ms. Martin asked if there is a plan to hire a Director of Public Works. Mr. Dumas stated the
206 town keeps looking to hire but hasn't found the right candidates and work continues to fill the
207 position.

208 **Sub-Committee Reports**

209 CIP: Ms. Lederer stated she is still waiting to hear about a meeting.

210 Space Advisory Committee: It was stated the daytime start of the meeting made it hard to find a
211 Budget Committee member that could attend. Chair Hadik stated if the meeting times change a
212 member might be able to attend in the future.

213 **Approval of Minutes**

214 **Motion:** by Ms. Martin, second by Ms. Lederer to approve the February 1, 2018 meeting
215 minutes as amended.

216 **Vote:** 6 in favor; 3 abstained.

217 **Motion:** by Dr. Chavda, second by Ms. Lederer to approve the October 4, 2018 meeting minutes
218 as amended.

219 **Vote:** 8 in favor; 1 abstained.

220 **Motion:** by Mr. Koester, second by Mr. Morin to approve the October 18, 2018 meeting minutes
221 as amended.

222 **Vote:** 8 in favor; 1 abstained.

223 **Motion:** by Dr. Chavda, second by Mr. Koester to approve the November 15, 2018 meeting
224 minutes as amended.

225 **Vote:** 7 in favor; 2 abstained.

226 **OTHER BUSINESS:**

227 The Holiday Parade would be Saturday, December 1. Christmas trees will be available for sale
228 at the Fire Department.

229 **ROUNDTABLE:**

230 **ACTION ITEMS:**

231 **Town:** None

232 **School:** Committee members asked for additional details regarding the following accounts:

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- 233 Regular Education Repairs and Maintenance: is the account for repairs only or does it include
234 replacement of needed equipment.
- 235 Art Supplies and Math Supplies: why is the budget higher than prior year expenditures.
- 236 New Equipment: A prior budget approved purchase of a shredder. Is this an error or ~~if~~ is another
237 shredder needed.
- 238 Athletics Replace Other and Repairs and Maintenance: What specifically is needed.
- 239 Athletics: Can sponsor be used to offset some of the expenses.
- 240 School Board Services Advertising: Why the difference between the budgeted amounts and prior
241 year expenditures.
- 242 Food Service Program: What kitchen equipment was replaced in prior years.
- 243 **ADJOURN**: Having no further business,
- 244 **9:20 PM Motion:** by Mr. Dabrieo, second by Ms. Maskwa.
- 245 **Vote:** 9 – 0 in favor.
- 246 Respectfully Submitted,
- 247 Dawn Calley-Murdough