

**Town of Chester
Budget Committee
Approved Minutes
January 8, 2018**

I. Meeting to Order

Chair Michael Weider called the meeting to order at 7:11 PM on Monday, January 8, 2018.

II. Pledge of Allegiance

Chair Michael Weider led the meeting in the Pledge of Allegiance.

III. Attendance

Chair Michael Weider
Vice Chair Lamphere
Brian Shankey
Becky Owens
Brennan Holmes
Chuck Heuer

Liaisons:
Selectman Stephen D'Angelo

Invited Guests:
Dr. Darrell Lockwood
Royal Richardson
Sheryl Rich

Absent:
Mike Romick, Vice Chair Chester School Board

IV. Announcements by the Chair -

V. Public Comment –
None

VI. BOS Update – Selectman Stephen D'Angelo

VIII. Committee Updates –

IX. Minutes –

Vice Chair Lamphere would like to request line numbers be added to the minutes.

As for Selectman D'Angelo, it's not that he cannot vote on the BC budget proposal, but that he abstains as he is a Selectman.

Mr. Shankey moves to accept the minutes of December 18th with amendments. Mr. Holmes seconds his motion. All in favor, Vice Chair Lamphere and Mr. Heuer abstain.

XI. New Business -

a. School Board - Budget Review

The school board will present their budget plan; questions are to be sent to the Chair of the BC and then sent to the school board so the SAU and CSB can put together the necessary responses.

For future budgets, Vice Chair Lamphere would like to request an additional column for the budgeted amount in addition to the actual amount.

The planning for the school budget begins in August for the following year. Worksheets are given to staff to begin planning based upon what they feel they need for the upcoming year.

This budget proposal does not include the contract for the teachers. They had 10 hours of mediation, they did reach an agreement. A ratified CEA agreement should be ready for the meeting on the 22nd.

Dr. Lockwood shared a number of points for the budget through a Powerpoint presentation including proposed spending, and major increases.

	<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Variance</u>	<u>% Change</u>
Operations Budget	\$11,922,693	\$12,096,935	\$174,242	1.46%
Debt Services	\$ 297,075	\$ 263,900	-\$ 33,175	-11.17
Total General Fund	\$12,219,768	\$12,360,835	\$141,067	1.15%
Federal Funds	\$ 202,044	\$ 204,481	\$, 2,437	1.21%
Food Service Fund	\$ 185,500	\$ 170,000	-\$ 15,500	-8.36%
Budget for All Funds	\$12,607,312	\$12,735,316	\$128,104	1.02%

- 1200 – Special Education Programs - \$51,648(2.88%)
- 2130 – Health by - \$22,296 (23.04%)
- 2140 – Psychological by - \$8,612 (11.60%)
- 2152 – Speech by - \$11,914 (7.44%)
- 2163 – Occupational Therapy by - \$5,009 (9.32%)
- 2400 - School Administration by - \$104,849 (25.03%)
- 2721 – Student Transportation by - \$60,443 (9.74%)
- **1200** – Special Education Programs \$51,648(2.88%)
 - Addition of Paraprofessionals from 16 in budget to 18

- High School Tutors
- Extended Year Contract Services
- Tuition to Pinkerton Academy (Resource, ACT and Passes)
- **2130** – Health by - \$22,296 (23.04%)
 - Dollars have been allocated for a Family Health Care Plan
- **2140** – Psychological by \$8,612 (11.60%)
 - Increase due to change in staff member (Behavior Specialist) which increased salary and benefits
- **2152** – Speech by - \$11,914 (7.44%)
 - Increase is due to anticipated changes in health benefits for Speech Pathologists
- **2163** – Occupational Therapy by - \$5,009 (9.32%)
 - Increase due to fewer dollars being allocated from IDEA for this account
- **2400** - School Administration by - \$104,849 (25.03%)
 - Increase is due to adding a Director of Student Affairs position. This allows the Assistant Principal to take on the role of Curriculum Supervision and Development.

*Please note reductions in staffing of regular education that are associated with this proposal.

- **2721** – Student Transportation by - \$60,443 (9.74%)
 - Going into 2nd year of three year Contracts
 - Regular Transportation - \$32,385 Inc. (7.5%)
 - Special Education Transportation - \$31,966 Inc. (18.91)
 - This includes an additional bus for an out of district special education route.
 - Additional minor reductions to Field Trip and After School Transportation
- Food services are self-funding.
- The proposed expenditure summary does not include the teacher contract.
- There is a 3 year lease program for technology which allows for up to date tools for a lesser cost.
- There is a 20,000 gallon tank for fire control, it needs to be inspected. It either requires digging up, or a diver to go down. So that is a large cost.
- Insurance holiday money that comes back is \$37,288.
- Retirement 17.36% for teachers, and 11.38% for employees.
- Accurately predicting K and 1 enrollment.
- The insurance cost is \$37,822 which is going up by 4.77%.
- A 20 year agreement with Pinkerton has been signed. It's a good education for a low cost.
- Chester tax rate schedule - the comparison is actual, it's not the estimate and it's after the return.
- Standardized testing takes place in grades 3, 4, 5, 6, 7, 8, 10. They use the IReady testing versus NWEA.

Selectman D'Angelo had a question: The budget was starting with \$11,219,165 and now it's \$11,922,622. That's a difference of \$700,000. A surplus has been turned in each year, why is so much being requested?

The school board reply was that it's a guesstimate for June 2020, we're planning what we can for 18 months ahead. It's a 3% increase across the board.

Mr. Heuer - Is the Extended School Year service a legal need? - Yes it is a legal requirement.

The school board is proposing a new position in order to allow the assistant principal to focus on curriculum development and enabling this new position to handle the day to day requirements such as discipline and busing.

The expectations are as follows:

Assistant Principal:

- Curriculum: Analyze current curriculum, use data to evaluate effectiveness, needs, and methodology to move forward. This process involves observing lessons, surveying staff and students, holding subject level meetings, reviewing assessment results, training staff on new materials and subject matter, meeting with representatives from Curriculum development companies, doing demonstration lessons and developing and presenting reports to the PTO and the School Board. This work also involves communication and coordination with Department Heads at Pinkerton Academy in all subject areas to promote the success of Chester students.
- Instruction: Train and supervise staff while analyzing current instructional practices and further the instructional practices of staff to better handle the learning needs of today's students. Keep abreast of ongoing instructional improvements, techniques, and research to recommend high "bang-for-your-buck" instructional improvements.
- Assessment & Data: Work with staff on formative and summative assessment practices and development. Change the focus of assessments to be more authentic, relevant, and meaningful to staff and students. Train staff to be able to: develop assessments that tell us what we want to know about students and student learning; know what to do with the information once we have it; understand what standardized tests tell us about our students and how and when we use that data effectively at the classroom level.
- Grading & Report Cards: Work with teachers on standards-based grading, competencies, report card development and generation.
- Evaluation & Coaching: Evaluate staff according to the Chester Education Association Master Agreement. Work with staff members in need of additional support, as determined by ongoing observations and evaluations.
- Professional Development: Partner with Professional Development Committee members to determine the professional development needs and desires of staff, work to schedule needed PD, and make suggestions based on research. Represent SAU#82 at all regional and statewide Curriculum and Instruction meetings.
- Supporting Academically At-Risk Students: Manage our Student Support Team. Work with staff, students, and families to develop and implement personalized learning plans for academically at-risk students.
- Vision & Leadership: Working with the Principal, keep the ongoing focus of the school as a place of learning.
- School Safety: Chairs In-house Safety Committee. Revises Emergency Operations Plans and procedures.

- Public Communication: Maintain marquee out front with upcoming school events & assist principal with other communication as needed.

Director of Student Affairs:

- Student Behavior Management: Coordinates wrap-around support for students. Manages data and tracking (in PowerSchool) of student behavior. Works in a team approach with the School Counselors and the Behavior Specialist to provide proactive support and correction of student conduct. Counseling students regarding behavior and choices. Through this proactive model we expect to have fewer disruptions in the classroom and students with better skills to handle unexpected situations.
- Student Training: Due to the prevalence of trauma (e.g. jail, opioids, non-traditional housing situations, etc.) in our society today, a counseling/social work background for this position is important. Training students in recognizing their own level of emotion and assisting them in developing strategies to get themselves back on track.
- Parent Communication: A key to a student's success at school is having support from home. The Director of Student Affairs will work directly with the School Counselors and the Behavior Specialist in assisting parents with developing strategies for behavior management of their youngsters in the home.
- Staff Training: Provides professional development and support to staff with classroom management and student behavioral issues. Provides training in behavioral strategies, de-escalation strategies, and classroom management techniques.
- PBIS/school-wide Behavior Program: Work with staff and team to analyze effectiveness of current program and make adjustments as appropriate. Implement improvement and school-wide vision for student conduct with common language, expectations, and procedures. Manage school-wide positive behavior rewards.
- Supporting Behaviorally At-Risk Students: Work with staff, students, and families to develop and implement personalized learning and behavioral plans for students with a high incidence of problem behaviors, participating in our Student Support Team process when appropriate.
- Daily functioning activities with students (e.g., lunches, recess, busses, attendance): Supervise lunch and recess. Maintain stock of recess equipment. Coordinate student transportation & busses. Monitor student attendance for truancy and refer frequently absent students to the Chester Academy Student Support Team.

The current assistant principal is expected to do all of these tasks which are more than can be handled at this time. Creating a separate position for the day to day will allow for better focus on the necessary tasks.

Mr. Shankey - Has it been researched to have a full time superintendent rather than part time to have them do curriculum coordination etc.? Could a best guess numerically be provided to say in 3 years or so how this position would be a benefit?

No, the full time superintendent position has not been looked at. As for the numerical proof, it is not the same cohort but we're hoping they'd be above state averages in math scores. The hope would also be to have more project based learning activities.

Selectman D'Angelo - Is there a break down not of special education students, but those with special needs that attend Pinkerton and do not receive supports? It's a very small number.

Mrs. Owens - Why was there a behavioral specialist change?

The last person accepted a job elsewhere, someone took the role internally and that changed the cost/benefits.

Mr. Heuer - There's a continued downturn in revenue coming from the state, the lookout is fairly bleak for support. After you go through the revenues, and what the request is, there's a \$443,000 difference.

There is cost shifting going on. For special education, the federal government said they'd pay no less than 40% and they've yet to pay more than 12% since the 70s. They're passing rules and laws onto tax payers, and there's very little state money. Costs that used to be paid by the state like the 17% has been shifted onto tax payers instead.

There was a discussion about the warrant article wording, such as "up to".

Mr. Heuer - Another way to get the word out to more people of the town than simply parents of students in school would be to do a short interview with CTV to put the info out, and have the short clip run during programming.

Vice Chair Lamphere - The revenues are not being budgeted accurately, the over budget just leads to more in.

Discussion after:

Vice Chair Lamphere - Some think that the new position should be put into a warrant article. The school board was elected to manage the school budget. After they've taken the time to put the needs together, she does not think that putting a position into a warrant article is not supported by her personally because the legislature looks at just the cost, they don't know all of the ins and outs and understanding. Full disclosure should be in writing for the residents of the town, but a separate warrant article should not be put forth as it can be voted down.

Mr. Heuer respectfully disagrees, if it's the selectmen or the school, if the position can be justified, that's the most you can do. It should be up to the public when it's that much money.

Chair Weider - The teachers' contract is up this year, and having that plus this new position are two large things, if they say no to one, they could say no to both. The teacher contract could be renegotiated, but the curriculum would remain the same.

Selectman D'Angelo would like to know what has changed so much in the past year that makes this new position necessary.

Mr. Holmes - The last principal was phoning it in for the last couple of years, letting things be. There is no clear message; the younger grades are not coming up with a clear path. Some

teachers are trying to pull it together on their level. A position like this is a critical need especially since the functionality has been spread out between 11 or 12 people. There was further discussion as to whether or not this position could be done by those already on staff, or if the new position is crucial.

Mr. Heuer does think it is starting a slippery slope if this position is added into the budget rather than a warrant article.

The new position will be for student affairs that cover needs such as a dean of students. The assistant principal will remain as assistant principal but with the job description being split to focus on curriculum. The new hire will be for the student needs.

Vice Chair Lamphere - The BC can take money out of the lines for the school board if it is decided they would like to not support this position. One budget goes to the town meeting which is the BC budget, but it can look like 2 budgets being presented. The wording should be changed to allow for better understanding.

Chair Weider - Scenario: remove the extra late bus, few different areas that they may not like, but bring it down .46 out of \$174,000, take about \$58,000 out, comes out as about 1%.

$\$116,242 - \$33,000 = \$83,242$ back out $\$28,000 = \$55,242$ add $\$5,000$ back in. Bottom line after debt services is $\$60,000$.

$\$174,000$ becomes $\$1,200,000$ with the bottom line after debt services is $\$60,000$ instead of $\$128,000$.

Selectman D'Angelo - Concerned that this impacts the taxpayers, yes they can get the money after the fact but it does not help ahead of time.

XIII. Member Comments - Chair Weider made a motion to move into a non-public session according to RSA 91 - A:3 for reviewing email procedures. Mr. Heuer seconded the motion, all in favor.

Chair Weider made a motion to seal the non-public session minutes for six months. Mr. Heuer seconded the motion, all in favor.

XIV. Public Comments –

XV. Next Meeting Date – January 15, 2018

XVI. Adjourn -

Mr. Heuer made a motion to adjourn. Mrs. Owens seconded the motion. All in favor, the Budget Committee meeting of January 8, 2018 adjourned at 9:56pm.

Respectfully Submitted,

Sarah DeLisle, Recording Secretary