**BUDGET COMMITTEE**

**TOWN OF PEMBROKE, NH**

**January 10, 2019 at 6:30 PM**

 Karen Yeaton, Chairman, called the meeting to order at 6:31 pm

1. **Attendance:**

Present: Michael Connor, Connie Soucy, Gerry Fleury, Karen Yeaton, Tina Courtemanche, Marie Chouinard, Brian Seaworth, David Doherty, Daniel Crean, Armand Soucy, Tom Serafin, Ann Bond

Staff: Recording Secretary Jillian McNeil

1. **Approval of Minutes:**

Dan Crean moved to approve the minutes of December 20, 2018. Gerry Fleury seconded the motion. Motion approved 12-0

1. **2019/2020 School Budget**

Patty Sherman, Superintendent, went over the questions from the Budget Committee that had been presented to the School Board prior to the meeting.

* Q: Line #001.2900.291, What is the nature of the position referred to as “non-certified”, are they a part of the Collective Bargaining Agreement (CBA), do they get extended benefits, how many positions were there in 2017/18 vs. 2019/20

A: Non-certified staff includes everyone other than teachers and administrators, they are not covered by the CBA, and if they work more than 30 hours then they are offered insurance. In 2017/18 there were 106 employees, 2018/19 there are 94, and in 2019/20 there will be 91. This information can be found on page 48 of the budget binders.

* Q: How many FTE position did the value on line #001.1100.110.105 represent?

A: There are none in this because this line was for the Village School. All teachers are now under 104-line code.

* Q: Line #001.1100.114.306, What is a transition lab?

A: These are guided study classes with non-certified staff members that are designed primarily for freshmen.

* Q: Line #001.1100.612…, What is infrastructure?

A: This is a new line added to separate out items such as wireless access points, switches, servers, wiring, etc. These items were previously lumped into computer parts and computer replacements. Next year is the final year the school is eligible for E-Rate funds so matching funds have been budgeted. If the school does not match these funds, they will lose them. E-Rate is a grant that can be used for certain computer components. Example: wiring the building is covered but actual computer items are not. The last E-rate cycle was 5 years.

Michael Connor asked if there is an offset for the infrastructure lines. Patty explained that the school has to budget for 50% of the matching funds available through the grant. Example: if the project is $100,000, the school is budgeting for $50,000 and the grant is giving an additional $50,000.

Tina Courtemanche asked if the money has to paid up front. Amber stated that is how it works; however, the vendors have historically allowed the school to only pay their portion up front.

* Q: Line #001.110.738.205.000, Details on the replacement equipment.

A: This is to replace a broken laminator at Three Rivers School.

* Q: Line #001.110.738.306.055, Details on the replacement computer – equipment.

A: To replace 55 computers, 225 Chromebooks, and 25 teacher Chromebooks at Pembroke Academy.

Dan Crean asked what is done with the old computers after being replaced. Patty answered some are kept for replacement parts and some are recycled. Dan asked what is being replaced and what is done with the Chromebooks after they are replaced. Patty stated the Chromebooks are kept until they are no longer supported and she is unsure where they go once they have been recycled.

Gerry Fleury asked if the replacement schedule is because of the fact they have reached their useful life or that they no longer have the capacity or speed to be used effectively as part of the curriculum?

Amber stated they are replaced when they can no longer be updated and/or support is no longer available for that model. Tom stated that the Chromebooks are replacing some of the textbooks previously used in certain courses. Gerry asked if there are reserves in case of emergencies. Patty and Amber answered yes. Gerry asked how they judge how many spares are enough. Amber and Patty stated that would be a question for IT.

Ann Bond asked if every student has a Chromebook or is it per class. Patty stated that the Chromebooks are not 1-1 and they are in the classes and media center. Ann asked if the 225 is replacing all of the Chromebooks this year and how many Chromebooks are there total. Patty said that the 225 is this year’s portion of the replacement cycle. There are 259 total computers and 409 Chromebooks. Pembroke is proposing a 1-1 for the next freshmen class.

Marie Chouinard asked if they take them home. Tom answered that children are not taking Chromebooks home.

Before discussing the next batch of questions, Patty reminded everyone that the 1200 codes are for special education.

* Q: How many aide positions does the line #001.1200.114.205 represent?

A: 12 paraprofessionals and one part-time secretary for special education students at Three Rivers.

Michael Connor asked why on page 14 lines 433-436 there is a 30 percent increase over the 2017/18 actuals. Tom stated that they will figure out a way to address this question that is appropriate for the setting given the sensitive nature of the answer.

Karen Yeaton asked for the total number of aides. Patty answered TRS has 12, PA has 21, and Hill has 19. Karen then asked why are there so many special ed aides at Hill. Patty stated that it is common that students coming into school will need more support. There are more students that will need 1-1 aides in the lower grade levels. The goal is to foster independence which is why there is a lower number at Three Rivers. Pembroke Academy has more because the student population is higher. Karen asked if the higher number at Hill is due to the merger. Patty stated that all the paraprofessionals at Hill are for grades K-4. Paraprofessionals are based on current need. Karen asked if with the declining enrollment, would less special education aides would be needed. Patty answered that enrollment numbers do not translate directly to paraprofessional needs. Patty said she does not have the total figures on aides for 17/18 available at the moment but will get back to the Committee with them. Amber stated that budgeting is done for current needs but students could move in and out of town and the need could fluctuate on a daily basis.

Ann Bond asked if paraprofessionals are hired and the need disappears, what happens to the staff. Patty stated that the school has the ability to let them go but there is so much short staffing within the district, that they can normally utilize them elsewhere.

* Q: How many aide positions does the line #001.1200.114.306 represent?

A: Can be found on pages 49 & 50 and includes 21 paraprofessionals for Pembroke Academy.

* Q: Line #001.1200.117.306, There is a notation “$1,500 moved to summer tutorial”, what does that mean?

A: Pembroke Academy was the only school with a specific line for “summer management”. When a teacher needs to come in for a meeting for special education, the school is legally required to compensate them for their time. The funds were transferred to the summer tutorial line to be consistent across all the schools. All summer management needs for all schools are now addressed in that line.

Michael Connor said on page 14 line 442 moving $1,500 into line 440 should leave the line at zero. Patty and Amber recognized that this was an error in the document and it will be rectified.

* Q: Line #001.1200.118.306, Could the school provide details on the tutoring services?

A: Tutoring services in special education are typically used outside of the normal school day. The school is required to send services to the student if they are out of school for a lengthy amount of time.

* Q: Line #001.1200.322.104, What is CPI Training?

A: CPI training stands for crisis prevention intervention. It is a nonviolent crisis intervention training for staff and faculty to prevent and de-escalate student behavior and maintain the best care, welfare, safety, and security for the entire school. In the unlikely event that a student needs to be physically restrained, staff members must be CPI certified in order to provide the restraint.

* Q: Line #001.1200.323.104-306, What is the nature of contracted services?

A: Contracted services are for special education students. It is cheaper to contract a service rather than hire a person for the district. Examples of contracted services would be vision specialist, behavior specialist, physical therapist, and occupational therapists.

* Q: Line #001.1200.430.205, What is equipment and repair?

A: This is for repairs to specialized equipment that is prescribed by an IEP. An example of specialized equipment would be a sound system for hearing impaired students.

* Q: Line #001.1200.580.104-306, What type of travel and who are these lines covering?

A: This is for when special education staff travel between buildings or to charter schools to provide services required by the IEP. The school must reimburse at the approved IRS rate. This can also include staff who travel with transition students.

* Q: Line #001.1200.733.306, This is noted as non-discretionary. Why is there no value budgeted for last year?

A: This line would only be utilized for a piece of equipment that is needed for an individual student or a program/classroom servicing a special needs student.

* Q: Line #001.1200.739.306, What is the new equipment?

A: There is a program required by law for transition students. The school must begin developing transition plans at age 14 to help special education students to prepare them to leave high school. Next year, the school has to purchase a washer and dryer for this program which will assist with independent living skills. One of the other programs is also in need of some new computers to assist students. The school is obligated to support some students until age 21.

* Q: Line #001.1300.561.306, How many students are anticipated? What were student volumes over the last five years?

A: CRTC reserves 100 spots for Pembroke students but does not cap the amount accepted. The enrollment is as follows; 2018/19 82 students, 2017/18 63 students, 2016/17 68 students, 2015/16 67 students, 14/15 86 students, and 2013/14 99 students. This varies based on student interest. Every high school has an agreement with a regional technical career school. Pembroke’s relationship is with Concord and it is operated out of Concord High School. The students are bused there daily to take classes like fire prevention, construction, culinary, marketing. mechanics, and health services.

Gerry Fleury asked if students were still coming to Pembroke Academy for the agriculture program. Tom stated it was shut down and staffing was adjusted accordingly.

David Doherty stated that the program is no longer called voc and it is now career and technical education. The program prepares students for the job market and continuing education in the fields they were studying.

* Q: Line #001.1300.580.306, What is the PYL Excursion?

A: Pushing Your Limits is the transition program provided to 8th grade students during the summer. It is the final Friday of each session and it is typically to Ellacoya State Park.

* Q: Line #001.1300.610.306, What is a PYL session?

A: There are three 2-week sessions where students from all the towns in the district get together and get to know the school and teachers. The participation rate averages 90% or higher. Tom stated that since implementation, there has been a significant decrease in freshmen failure rates and drop out rates. The students receive 1.25 credits for participation in the program.

* Q: Line #001.1314.738.036(306).055, What is a coding monitor?

A: There is a set of computer monitors for the computer programming class that are specific to the coding curriculum. The monitors require a higher resolution than a standard computer.

* Q: Line #001.2120.116.306, Why are guidance counselors working outside of their contracts?

A: Counselors are covered under the CBA and work the same 185-day contract as teachers but are supplemented with additional days to be worked throughout the summer.

David Doherty explained that a counselor is on call one or two days a week all summer to assist parents and kids with registering and class selections. All counselors also work five days before school begins.

* Q: Line #001.2212.322.104, What is LC Training?

A: LC stands for literacy collaborative from Lesly University covering word study, writing, and reading. Hill School adopted the model a couple years ago and provides training for the rest of the district. A few teachers have gone to Lesly University to become coaches and now every teacher does not have to be sent out to be trained.

* Q: Line #001.2213.110.104, What is the training and how is it doing?

A: The training is a three-year commitment/contract in which professional development is received by a grades 2-4 literacy coach. It is a sustainable program where a coach is trained by professionals and then in turn trains the rest of the staff.

* Q: Line #001.2222.11.306, Was the aide salary moved to another line in the budget?

A: The library aide position was cut for 2018/19 school year. A proposal was received to reinstate that position but this budget does not allow for that.

* Q: Line #001.2223, What is educational media?

A: Educational media is the “media center” portion of the library in each school.

* Q: Line #001.2310, Why are the School Board expenses split up by school?

A: School Board expenses cover all schools. The formula is ultimately based on enrollment but typically works out to 50% of the expenses go to Pembroke Academy, 25% go to Three Rivers, and 25% to Hill School.

Gerry Fleury asked if that formula meant that 50% of the 50% for Pembroke Academy is expensed out to sending towns. Tom answered that 60% of the 50% is paid by the sending towns.

* Q: Line #001.2490.430.105.055, What are Alma, MLP, local filter, SNAP, 504 MGT, and Star Testing?

A: Alma is the student information system (replaced MMS in 2018/19). Alma is where all student information is held, where students can register for classes, houses the parent portal, and allows parents to register students.

MLP – My Learning Plan, professional development management portal.

Local Filter – Filters unwanted content.

SNAP – Health office software for nurses to maintain records.

504 MGT – Software for generating /maintaining 504 plans.

STAR – District-wide assessment for generating student growth data.

Michael Connor stated that the amount of money being spent on this area has doubled in two years. Patty said she will get a breakdown of the costs in those lines and have them for the next meeting.

Gerry Fleury ask if personal confidential information is on those systems and if these systems have state of the art protections so the school is protected against confidentiality breach litigation. Patty stated these systems absolutely have the protections in place for confidential information.

Michael Connor questioned why line 1186, communication at Three Rivers, had double compared to 2017/18. Patty stated the internet pipeline was increased. Karen Yeaton asked if this would be covered under the infrastructure line. Amber answered that this is separate from infrastructure.

* Q: Line #001.2490.890.105 & 104, What are transitions?

A: Transitions are for buses to made available for fourth graders visiting Three Rivers for Step Up Day and for the ceremony at the end of the school year celebrating their “transition” to middle school.

* Q: Could you provide details on how the employees were moved around.

A: Village had two custodians and Hill had 2.5 custodians. Following the merge, Hill will have 3 custodians for a savings of 1.5.

* Q: Line #001.5110.910.306, What is the debt service for?

A: The debt service is related to the Honeywell Energy Project.

* Q: Line#001.5310.930.306, How many kids are currently enrolled in the PACE Academy and what are the enrollment trends for the last 5 years?

A: The AREA student enrollment figures are: 2015/16 - 26, 2016/17 - 29, 2017/18 - 21, and 2018/19 - 30.

David Doherty stated that PACE is the only district sponsored charter school in the state. It is a public charter school and open to students from this district and other districts if there is room. The school is currently located in Allenstown but there are efforts to bring the school to a facility on Rt. 106 in Pembroke. PACE stands for Pembroke Allenstown Chichester Epsom. It is for students who have not been successful in main stream education. Students graduate from PACE who were given no chance of ever graduating from high school. Tom added that they are an independent facility. Tom explained that while the District sponsors the Academy, the only authority they have is a seat on the Board. The original agreement stated that some of the assets of the school would be returned the district should the Academy cease operation.

Gerry Fleury asked if there are many out of district placements. Patty stated that there are some out of district students but the majority of students stay.

Ann Bond asked if the other school districts are sending students and paying for their students. David said that sending districts pay tuition. Those districts are also responsible for any special aid their students need.

Karen Yeaton asked for clarification on going from 4.5 to 3 custodians. There is an increase in those lines of almost $47,000. Amber answered that there is a decrease in the line below of $53,000. Increases are inserted into the end of the budget as a lump sum. Those increases are then moved into the individual budget lines when the year comes into play. It makes it look like a larger increase than there actually is. Josh Coughlin moved personnel around between buildings so the dollars do not necessarily align because of that. When looking at all the budget lines for the schools combined, the actual is down almost $54,000. Amber says this area of the roster fluctuates the most. Custodians are regularly moved around based on need and fit for each school.

* Q: Line #001.2900.292, Administrator Increases – Can you give an overview of this position, FTE? Contracted/CBA? Benefits? How many positions are represented by each value (by school) and what does 3% increase pool mean?

A: Administrators in this account code can be found in the rosters beginning on page 56 of the budget binders. These positions are done as a pool and employees are not covered by a CBA. The 3% pool includes a 3% salary increase if each administrator were to receive 3%. It is called a pool because the board and superintendent have discretion regarding how the increases are awarded. This amount includes salary and all fringes such as retirement, social security, etc.

GENERAL BUDGET QUESTIONS

Michael Connor requested clarification on the consulting services line. Patty stated that those are English language learners. It is for students from other countries that the school is required to provide services for. Amber stated that there is an increase in these students district wide. Patty stated that in order to save money, they hired a teacher and tutors through the SAU and they are sent to the other schools in the district that need them. Armand Soucy asked how many different languages are in the school. Patty says there are at least three but there may be more.

Karen Yeaton questioned the 6.8% increase to co-curriculars. Patty stated that a portion of it was the salaries that were cut last year and are being restored this year. Drama club added an assistant at the Hill School, added a spring show to the Three Rivers drama production, an assistant was added for the fall and spring shows at Three Rivers, and at PA there were two advisors added to the ski club. Pep Band was removed and added to a different position. A fall spirit team will be added and they will be using the same uniforms as winter spirit. Tom stated that the School Board was able to negotiate the co-curricular schedule out of the CBA with the understanding that they would review and collaborate with the staff. Many of the activities were run on a volunteer basis and the School Board looked at the needs of the programs and costs.

Connie Soucy asked how the school justifies adding co-curricular programs to the budget. Tom stated that it is within the school’s best interest to keep students in the school district rather than leaving to go to other schools for their programs. Some programs like hockey, the school district will do a cooperative program with other towns which allows kids to play the sports they want while staying in the district. When looking at the cost of the programs versus the funding that would be lost from the state and the tuition from the sending towns, the programs more than pay for themselves. It is in keeping with the mission to keep Pembroke a school of choice.

Connie Soucy asked if it is known the number of students whose families pay rent and the number of students whose families pay taxes. Tom answered that landlords are factoring property taxes into rents therefore even residents who rent are tax payers directly or indirectly.

Ann Bond stated that if she sends her kids to a different high school, she is still paying taxes so tuition is not lost. Tom stated that if a Pembroke student goes to a different high school, $3,606 per student is lost from state funds. If a sending school does not send their child to Pembroke Academy, the district loses up to $15,000 per child per year.

Patty stated that the studies that show the benefits for drug and alcohol prevention that after school activities offer. Pembroke does not offer afterschool transportation and these kids need somewhere to go and something to do. Gerry Fleury concurred with Patty that you cannot put a price on the co-curriculars and what they do for the students.

Ann Bond asked for the individual breakdown of the bottom line budgets per school. Patty and Amber stated that they do not have that with them today but they will have it for the next meeting.

Ann Bond asked for clarification on the capacity of Pembroke Academy. Tom stated it was built to house 1,000 kids. Ann stated that she has had some resident questions about why TRS and PA are not being combined rather than Hill and Village. Tom stated that the sub-committee looked at space needs of all the schools. That committee’s recommendation was that the best combination was moving the Village School up to Hill.

Michael Connor asked for a breakdown of the 1.1M surplus on the expenditure side of the budget. Tom stated they would have that for the next meeting.

WARRANT ARTICLES

Article 1: Overall budget of $25,717,590

Article 3: $75,000 for floor replacement and security cameras at Pembroke Hill and Three Rivers and painting at Pembroke Academy.

Article 4: $31,000 to be added to School Buildings Capital Reserve Fund.

Karen Yeaton asked what the balance in the CRF is currently. It appears to be zero. Patty answered that the School Building Capital Reserve Fund was established in 1989 but was never funded, for these purposes, the committee should be looking at the column labeled Capital Reserve Fund. Karen then suggested that the warrant article wording should match the actual title of the CRF. Karen clarified that currently in the fund is $169,710.95. Patty answered yes and they will remove the word school building in the warrant article. Tina Courtemanche asked if there is still money from warrant articles that past last year still to be taken out of the CRF. Amber answered yes, around $42,000. Gerry Fleury asked why they are still carrying the 1989 School Buildings CRF if it carries a zero balance. Patty answered that there was a warrant article to create the fund but no appropriations have ever gone into it. Gerry suggested checking with the Department of Revenue to see if the fund is still in existence because the Trustee of Trust Funds has never been questioned on that.

Article 5: $10,000 to be added to the Technology Expendable Trust Fund previously established. Not raised through taxation.

Article 6: $70,000 to be added to School Equipment Expendable Trust Fund. Not raised through taxation.

Tom said the School Board is still putting together a warrant article for the sale of the Village School. Gerry Fleury asked if that would be advisory warrant article. Dan Crean answered it can be a permission or direction. Dan advised that in the case of a warrant article to sell the building, using wording such as; on such terms and conditions that the school board deems appropriate and in the public interest.

Ann asked if the school would have to moth ball the building if the warrant article to sell passes. Tom answered it depends if and when the building would sell. David Doherty stated that the disposition committee is working with Central NH Regional Planning and Brownsfield Land Revitalization Program. The agency will do an assessment on the property and look at a plan to clean it up. They will also assist the school with finding a developer. There was a presentation to the Selectmen and the School Board on Monday about the program. No formal decisions have been made yet. Michael Connor stated that he is working with Brownsfield on a property in Laconia and they will not work with asbestos and they typically work with the grounds. Dan Crean also stated that Brownsfield does not work with asbestos. David Doherty said they discussed it with the rep from Brownsfield and they did not indicate that they would not cover it.

*(David clarified via email on 1/12/19 that they did misinterpret the asbestos clean-up and the committee is now only looking at the assessment part of the project)*

Marie Chouinard commented that the wording of the warrant articles needs to match the name of the trust fund accounts. Dan Crean also commented that the unreserved and unassigned fund balances should be titled the same in Article 4 and Article 5.

Marie Chouinard asked the total budget warrant article be listed last. Amber stated it under the guidance of NHDRA to put it at the top. Patty stated it was also advised by the attorneys to change it to the top.

Gerry Fleury stated that he would like to delay any voting until after meeting with the Town Assessor.

Dan Crean expressed concerns that the budget does not reflect enough concern for tax payers. He will propose further reductions when the time comes. Tom stated that it is less than the 2017 tax rate and the surplus from last year confuses the issue.

1. **Other Business**

Karen stated that David will be here next week with the Town Assessor. Next Meeting will be at 6:00 at Town Hall

1. **Adjourn**

Brian Seaworth made a motion to adjourn at 8:35 PM. Marie Chouinard seconded the motion and it was approved unanimously.

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Karen Yeaton, Chairman

For more detailed information, the meetings are now taped and can be seen on [www.townhallstreams.com](http://www.townhallstreams.com)

click on Pembroke NH and look for the day of the meeting under the month.