CALL TO ORDER
J. Hyde called the meeting to order at 6:35 pm

ATTENDANCE
Jason Hyde, Chair, Brian Soucy, Chris Morneau, and Rick Ross
Virtually: Germano Martins, (COVID concerns) Kara Salvas, SB Rep.,(COVID 19). Michael Yakubovich joined the meeting at 7:00 pm. Elliot Axelman joined the meeting at 8:00 pm
Excused: Luis Amadeo (COVID 19
Absent: Adam Gianunzio

APPROVAL OF THE MINUTES
B. Soucy motioned to approve the minutes of November 5, 2020 as amended.
Seconded by C. Morneau.
Roll Call Vote unanimously in favor.6:0

OPPORTUNITY FOR THE PUBLIC
No comments

NEW BUSINESS
Hooksett School District
Overview – William Rearick, Superintendent
Amy Ransom, Business Administrator presented a power point.(See attached presentation)
Insurance will be reduced for rates.
There is an increase of $54,000 for the Hooksett portion of the SAU budget.
There is an increase of $39,328 for the tuition line regular ed for Pinkerton Academy at 5%.
There is an increase of $12,250 in tuition at other MOU schools.
**These increases plus the current 8th grade enrollment results in a total tuition cost of 7,568,458.**

**Reduction of $5500 for the bond which will be paid in 2022.**
The proposed is built from the default budget. We begin the budget with the default. In September the administrator put in their request. Requests were reviewed by the Superintendent. All of the requests are a repeat of last year since the budget failed in March.

**Raises for non-union staff of 2% is $38,893 in salary with $49,382 in related benefits which includes the increase in retirement.**
The School Board decided to award raises to the staff in spite of the default.
$68,620 in plant operation including trash removal and detection systems
The balance were level funded.
Increase of $98,474 for equipment request of which $92,000 for upgrades to Underhill and technology.
$146,038 for pupil regular ed transportation. This includes 3 of the 5 years which were not included due to the default.
HESPA is currently negotiating. If voted and passed will be added to the operating budget.

**Questions and Answers received via email**
Can you forward to the committee any file or document that pertains to requests from the Principal?  *This information was sent to Jason and the BC in a separate email at 12:40 today*
- Is 17% the average population for special ed students in a given district? (I think they are looking for comparisons to surrounding towns, or comparisons to past years in Hooksett) Last year the percentage was 15% of the total population of students or 311 students with IEP(s) as of October 1st 2019. This year the percentage is 17% of the total population of students or 310 students with IEP(s) as of October 1st 2020. This number is in line with the state average. The percentage is going to change as the overall enrollment changes.

- Are the insurance costs (estimated at 10%) built into the default budget? Yes they are built in for those employees that are under a collective bargaining agreement. The ones that are not would be administrators (principals, tech director, etc) not covered by a CBA.

- When will we get the actual tuition cost to PA? The increase has been provided by PA in December. We have included a 5% place card holder. The board has formally requested the number to come sooner but Pinkerton has declined to provide it any earlier.

- What is the total number being raised by taxation? For example, on p1 the general fund is 34,775,246 then grant money is added to get to the total of 36,016,816. Is it the 34,775,246 that is raised by taxation? The number being raised and appropriated is $36,016,819. This includes the food service and grant funds. They will be shown as having an offsetting revenue when the State forms are processed so they have no tax impact. The number that would be raised in taxes is $34,813,814 if the proposed operating budget were to pass as presented. This would be offset by any other revenues we might receive (Medicaid, Special Education Aid, State Adequacy, Interest, Rental Income, Impact Fees etc)

- A request had been made last year to review contracts with printer/copier companies and see if they could be consolidated to be more cost effective? Was that done and is there an update? I do not remember receiving this request. I tried looking in my emails and I could not find it. We do not have a contract with a printing company. We currently have leases with NECS for our copiers. They have been the district's vendor for quite a few years. Hooksett currently has 13 machines in various locations throughout the district. Each machine has its own leases agreement and these leases will each be up at a different point in time. As the leases come up I will be getting quotes from various vendors to replace them. If
you would like to see each individual copier contract for each machine please let me know and I will have those pulled and copied for you.

- How many teachers are in the district? This was relative to the tech line for new laptops - how many teachers/laptops does that number represent? The tech line for new laptops would provide new Macbooks for the 80 professional staff at Underhill and Memorial.

- p42 "other professional services" - please explain what that is The other professional services on page 42 are listed under the function of Health Services. You will see that the line 31-2130-1-03-00-5330 Health Services - Underhill Other Professional Services had a budget last year of $46,080 and now shows a budget of $0. On line 31-2130-1-04-00-5330 Health Services - Memorial Other Professional Services had a budget last year of $0 and now has a budget of $46,080. This shows that a student(s) moved from Underhill up to Memorial and that nursing services are being provided by a contracted service provider based on the student(s) IEP(s).

- p44 Speech and audiology appear on multiple lines - please explain Speech and Audiology Services presented on page 44 are broken out by location (Underhill, Memorial, Cawely) based on ESSA (Every Students Succeeds Act) requirements that require us to report to the State and Federal government the services provided to students at a specific location. In the past there were quite a few District Wide accounts in the budget and we had to manually breakout this information for our reporting. During last year's budget process we discussed that we have been working on distributing those amounts to the building level for more transparency and help with the required data reporting. If you look on page 44 line 31-2150-0-00-00-5330 Speech & Audiology Services - Other Professional Services you will see that in FY18-19 it had actual expenses of $418,022.35 in FY19-20 it had actual expenses of $393,936.41 and in the FY20-21 budget it has a budget of $56,972.92. In the FY21-22 budget it shows $0.00 We have moved these expenses over that last year and a half to the building level. You will see that reflected in Speech and Audiology - Underhill, Speech and Audiology - Memorial, Speech and Audiology - Cawley.

J. Hyde: Were there additional Para Professionals in the budget?
A. Ransom: We move Para’s from school to school. We have replaced some employees and those salaries changes are reflected there.

C. Gialousis: The is an increase in teacher salaries and Paras are in a separate line. There are buildings that have reduction and we got rid of 5 Paras that we have been carrying as vacancies.

B. Soucy asked why $50,000 in ESY and $60,000 in the default.

C. Gialousis: We did have an increase in students needing services and is included in the default.

J. Hyde: Couple items as placeholders, insurance and potential increase in tuition HS. What is the philosophy behind that? The Town doesn’t add the number until they have it as a hard number.

A. Ransom: In my experience, neither is right or wrong. I think it is better to say I estimated 10 and need 5 rather than say I budgeted 0 and now need 15. I have always done it that way. Pinkerton is based on a trend.

W. Rearick: The Town has an option starting July 1 to enter into a discussion with Pinkerton about language changes. They can also opt out of 5 more years starting July 1st. That is by agreement based on the 5 year anniversary. Pinkerton is not obligated to give us anything; just obligated to meet with us.

A. Ransom: Per the contract, we must send 63.2% of the 8th grade class to Pinkerton. If students chose other schools, we must pay anyway. The Board changed the policy last year to all students are assigned to Pinkerton and parents can petition to attend other schools. That way there will be no penalty.
B. Soucy: Under Speech and Audiology, it looks like you no longer will be using professional services at $70,000 and now will be using staff.

A. Ransom: No we had a speech teacher that retired and now we will contract that position which resulted in a decrease.

B. Soucy: I meant Occupation Therapy.

A Ransom: We did hire a person and reduced the contracted service. This year it is $69,552 and next year is 0.

Memorial Workshops and Conferences Administration – CPI training is additional training. There is some savings due to virtual learning but there are still costs.

M. Benson: Additional office equipment for $1088 is for a TV for the main office. This will be for public display and includes mounting software.

J. Hyde: Natural Gas for Underhill reallocated to other buildings.

A. Ransom: My philosophy is to not do budget transfers so you can see where and why we went over budget. Last year we made no transfers. After looking at the usage, we took the money he had for gas, and moved it.

Dean Farmer: There is $8700/trash in each building and $12,000 for shooter detection in each building for a total of $20,700. This is for the software for the detection system. That is an every year expense moving forward.

C. Morneau: When this first was presented to the Budget Committee it was stated that there were no ongoing costs. Now we have these costs which are significant.

J. Hyde: Charter School miscellaneous expenses?
A. Ransom: That is by the State, even if we have students who elect a charter school, we are responsible for the special education services. Either a para or speech and therapy. It is not tuition for the charter school. It is just for their special education needs.

A. Ransom: A definition of default is last years budget plus any contractual items. Now it says you must have a public hearing and let people know what the default is and what the proposed budget is. About 85% of the budget is salary and benefits and we are contractually required to pay that. There is also IEP’s which are also contractual. I have followed that process for 15 years. That is why I start with the default budget and build up.

B. Soucy: C. Gialousis, it looks like your budget increased $150,000 from last year.

A. Ransom: Page 55, the number has default and proposed items. Special Ed only went up $127,000. Her special education salary line went down $71,000. Non salary went down $55,000.

J. Hyde: Page 33 one time expenses for retirement. The Town Financial Director set this up as a warrant article to move funds from unassigned fund balance to assigned fund balance.

A. Ransom: There is no right or wrong way to do this. You must decide when it is time for the community to allow you to establish a trust fund.

J. Hyde: What was underspent in 2019/20 and where did it go?

A. Ransom: Fund balance of $760,537 of that $100,000 went into the new trust fund for maintenance and the balance $660,000 was held in retainage as approve by the voters. This is for emergencies and COVID should qualify for that.
B. Soucy: So the school returned 0 dollars to the taxpayers to offset taxes?

A. Ransom: The law for spending those funds is emergency purposes. You then have a hearing and go before the Budget Committee and the Department of Ed must approve.

J. Hyde: I question the expenditure in fund balance for safety glass at Underhill. That was part of a warrant article that was zeroed out by the voters.

W. Rearick stated that the glass was not part of the warrant article.

J. Hyde: What was the driver behind moving the $660,000 into the emergency fund?

W. Rearick: It was the balance of the remaining funds.

J. Hyde: Why take all the balance.

W. Rearick: Because there were expenses we cannot foresee as well as COVID.

B. Soucy: Kara? Is there a time ever since you've been on the the School Board that the school has spent $660,000 for an emergency?

K. Salvas: Yes, I believe they have. It depends on the needs of the district. The fund balance is $900,000 and we approved 630,000.

B. Soucy: I cannot remember ever a time when 0 was returned to offset taxes which now is actually 1.2 million.

OTHER BUSINESS
BUDGET COMMITTEE MEETING – November 12, 2020

J. Hyde read the letter from the Sewer Commission into the record. (See attached)

J. Hyde has forwarded this information to the attorney again for their opinion.

Upcoming Schedule
November 18\textsuperscript{th} – School District Budget continued
November 25\textsuperscript{th} – Thanksgiving
December 3\textsuperscript{rd} – School District Municipal Budget
Conservation
Waste water
December 10\textsuperscript{th} – School District

ADJOURNMENT

\textit{B. Soucy motioned to adjourn. Seconded by C. Morneau}
\textit{Roll Call Vote unanimously in favor 8:0.}

Respectfully submitted,

Lee Ann Moynihan