

Auburn Budget Committee Meeting
December 2, 2017
Auburn Village School

Members Present: Peter Miles, Chairman; Mary Beth Lufkin, Vice Chair; David Wesche, Dan Carpenter, Kevin Downing, Paula Marzloff, Keith Leclair and James Headd

Others Present: School Board Member Alan Villeneuve; Superintendent of Schools Charles Littlefield, Business Administrator Karen Lessard, AVS Principal Lori Collins, Director of Student Services Deena Jensen, Maintenance Director Scott Dube and Town Administrator Bill Herman

The Chairman called the meeting to order at 9:00 AM and attendees introduced themselves around the table.

School Improvement Project

Chairman Miles indicated before moving into the 2018-2019 budget, he had asked for a presentation on the school improvement project that is being developed by the School Board and the School Improvement Committee. Alan Villeneuve, on behalf of the School Board, reported the board had appointed a 14-member committee of residents, school administration, the School Board and town government. The Committee has been working on a potential school improvement project that has been unanimously endorsed by the committee and the Auburn School Board. Final design features and cost estimates are being developed, but the general proposed project includes:

- Replacing current nine portable & modular classrooms with a 13 room two-story addition;
- Increased size and capacity of the cafeteria and kitchen areas, and
- Renovations and modifications to the nurse, special education and administration areas.

He indicates it is expected this project will come in at less than \$15 million once the plans are finalized. Mr. Villeneuve said the proposed project addresses all or part of the four goals established by the School Board four or five years ago for building needs. He also reported the School Board has met with the Board of Selectmen to discuss the project and funding, and the Selectmen recommended a 15 year bond would make the most sense for this project.

Mary Beth Lufkin asked whether the recreation fields would be refined and repaired as part of this project, and Mr. Villeneuve indicated the fields would likely serve as the construction staging area for the duration of the project, but would be improved as the construction project came to a close. Mrs. Lufkin also asked if there would be savings to the School District with the elimination of the portable classrooms. Mr. Villeneuve

indicated the operating costs for the school would be about the same for while there would be some savings by not having the portable classrooms, there would be other expenses incurred as a result of the expanded foot print of the total building.

Auburn School District 2018-2019 Budget

Chairman Miles asked for representatives of the Auburn School District to provide an overview of the proposed budget and highlights the Budget Committee should be aware. Superintendent Charles Littlefield indicated the school district was aware of the long-term goals for the school improvement project in developing the 2018-2019 budget and, as a result, took a conservative approach. He indicated the bottom-line of the budget increased \$224,000, but generally by items that are contractually required or are cost items outside of the District's control. He indicated some areas showing increases were wage increases contained in the collective bargaining agreement approved by the voters, a health insurance increase of seven percent, and an anticipated tuition rate increase for Pinkerton Academy of four percent. But he also noted a number of other changes, including a re-configuration of staff by the school administration by re-defining existing positions, resulted in cost savings.

School Board Chairman Keith Leclair noted costs in the area of Special Education saw an increase of approximately \$240,000, while there is also a concern in the area of transportation as a new contract for school buses is worked out. Statewide there has been a concern for the cost and ability to hire school bus drivers, while there are also four or five replacement school buses in the next contract.

Business Administrator Karen Lessard indicated the Budget Committee should not address budget account lines today that deal with advanced learner and high school tuition. Further details will be developed before the end of December which may result in reductions from current anticipated budget numbers.

Mr. Leclair indicated the \$13,520,750.50 proposed operating budget being recommended by the School Board represents a 1.7% increase over the current budget, which is generally the rate of inflation.

Superintendent Littlefield also felt AVS Principal Collins should be commended for her vision and work on re-configuration of staff, and he asked her to update the Budget Committee. Ms. Collins reported she had two goals she wanted to address including the need for expanded health education with a certified health teacher. She indicated this was now a requirement for public schools. And an increased focus on technology and STEM education. She felt it provided more of a focus on what's needed in the workforce, in addition to also providing more of the collaborative process. She said this includes robotics for the fifth grade, circuitry for the sixth grade, coding for the seventh grade and virtual reality for the eighth grade. She also indicated there was increased music programming by moving from an 80% position to a 100% position, which allows for third and fourth grade music.

Regular Education (Account #1100)

Teacher Salaries

Requesting \$2,218,747.32, a reduction of \$39,029.30 from 2017.

Paraprofessional

Requesting \$44,624.19, an increase of \$4,368.65 from 2017.

Substitute Salaries

Requesting \$40,000, an increase of \$7,500 from 2017.

Health Insurance Buyout

Requesting \$4,250, an increase of \$1,100 from 2017.

Health Insurance

Requesting \$694,404, a decrease of \$1,659.28 from 2017.

Dental Insurance

Requesting \$15,563.04, a decrease of \$630.36 from 2017.

Life Insurance

Requesting \$3,062.69, a decrease of \$34.18 from 2017.

Disability Insurance

Requesting \$5,643.16, an increase of \$157.34 from 2017.

FICA

Requesting \$176,533.36, a decrease of \$2,449.39 from 2017.

NHRS Professional

Requesting \$365,556.90, a decrease of \$9,961.73 from 2017.

Tuition Reimbursement

Requesting \$30,000, level funded from 2017.

Workshop Reimbursement Professional

Requesting \$12,480, level funded from 2017.

Workshop Reimbursement Support

Requesting \$200, level funded from 2017.

Unemployment Insurance

Requesting \$4,620, an increase of \$2,100 from 2017.

Worker's Compensation

Requesting \$9,903.27, an increase of \$2,371.66 from 2017.

Student Team Building

Requesting \$2,600, a decrease of \$832.00 from 2017.

Mary Beth Lufkin moved to approve Teachers' Salaries, Paraprofessionals, Substitute Salaries, Health Insurance Buyout, Health Insurance, Dental Insurance, Life Insurance, Disability Insurance, FICA, NHRS Professional, Tuition Reimbursement, Workshop Reimbursement Professional, Workshop Reimbursement Support, Unemployment Insurance, Worker's Compensation and Student Team Building at a total of \$3,628,187.93. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Regular Education Supplies

Regular Education Supplies

Requesting \$30,204.64, a decrease of \$1,376.46 from 2017.

Paula Marzloff asked if this provides for full-day kindergarten. Mr. Leclair indicated it did not because in the 2018-2019 school year, the school district does not have adequate space to offer full-day kindergarten. He indicated currently there are approximately 50 children in half-day kindergarten, but the student population is trending upward.

Mary Beth Lufkin moved to approve Regular Education Supplies at \$30,204.64, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Maintenance (Account #2600)

Scott Dube presented the proposed budget for Maintenance, which totaled \$645,805.55 at present, which is an increase of \$9,359.69 from the current budget of \$636,445.86.

Mr. Dube responded to questions concerning maintenance contracted services which covers the sprinkler and fire alarm systems. Mr. Leclair noted the School Board had requested Mr. Dube to develop a full listing of work he felt was required within the school building for the Board's consideration. He presented a detailed budget totaling \$563,855, which the School Board went through in detail to make determinations as to whether the renovation project would address the item or not; whether the item was absolutely necessary in 2018 or whether it might be able to wait a year or two; or whether the work was potential in support of the proposed renovations. In the end, the School Board advanced a total budget request of \$105,000 for the coming year which everyone feels is sufficient even if the renovation does not pass. He indicated the school district has done a considerable amount of catch-up work in terms of maintenance in the past two to three years, and the administration and School Board will now phase in the remaining work over a period of years. Mrs. Lufkin commented she felt the school looks better than it has in a long time.

Mary Beth Lufkin moved to approve Maintenance (Account #2600) at \$645,805.55, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Education Supplies (Account #1100)

Foreign Language Supplies

Requesting \$350, a decrease of \$4.62 from 2017.

Art Supplies

Requesting \$4,670.24, an increase of \$601.96 from 2017.

Language Arts Supplies

Requesting 4,190.79, an increase of \$1,399.02 from 2017.

Tech Ed Supplies

Requesting \$3,764.23, an increase of \$2,041.73 from 2017.

Math Supplies

Requesting \$4,556.42, an increase of \$2,713.10 from 2017.

Music Supplies

Requesting \$3,645.97, an increase of \$398.45 from 2017.

Phys Ed Supplies

Requesting \$1,853.57, an increase of \$904.88 from 2017.

Reading Supplies

Requesting \$167.39, a decrease of \$259.90 from 2017.

Science Supplies

Requesting \$10,399.60, a decrease of \$5,529.58 from 2017.

Tech Integration Supplies

Requesting \$104.10, a decrease of \$714.89 from 2017.

David Wesche moved to approve Supplies accounts for Foreign Language, Art, Language Arts, Tech Ed, Math, Music, Phys Ed, Reading, Science and Technical Integration totaling \$33,702.31. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

Foreign Language Textbooks

Requesting \$265.95, a decrease of \$142.37 from 2017.

Mary Beth Lufkin moved to approve Foreign Language Textbooks at \$265.95. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Regular Education Information Access Fees

Requesting \$6,274, an increase of \$1,075 from 2017.

Tech Ed Information Access Fees

Requesting \$100, this is a new line item since 2017.

Tech Integration Information Access Fees

Requesting \$551, an increase of \$233 from 2017.

Mary Beth Lufkin moved to approve Regular Education Information Access Fees, Tech Ed Information Access Fees and Tech Integration Information Access Fees at a total of \$6,925. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Language Arts Practice Books

Requesting \$2,696.48, an increase of \$1,160.83 from 2017.

Math Practice Books

Requesting \$10,956.75, a decrease of \$307.45 from 2017.

Reading Practice Books

Requesting \$11,106.30, a decrease of \$1,542.32 from 2017.

Paula Marzloff moved to approve Language Arts Practice Books, Math Practice Books and Reading Practice Books at a total of \$24,759.53. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Replacement Furniture

Requesting \$8,998.50, a decrease of \$2,926.44 from 2017.

Lori Collins indicated the specific plan for furniture purchase will be determined based on whether the renovation project is approved or not.

Mary Beth Lufkin moved to approve Replacement Furniture at a total of \$8,998.50. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Art Other Equipment

Requesting \$2,189.64, an increase of \$545.59 from 2017.

Music Other Equipment

Requesting \$6,108, an increase of \$3,961 from 2017.

Music Dues & Fees

Requesting \$392.30, a new item since 2017.

David Wesche moved to approve Art Other Equipment, Music Other Equipment and Music Dues & Fees at a total of \$8,689.94. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

Dr. Littlefield noted the Superintendents of the sending communities to Pinkerton Academy are meeting with Pinkerton officials on December 6th to be advised what the tuition rate will be for the coming school year. He has included a potential four percent rate increase in his budget calculations, but recommended the Budget Committee hold off taking action on budget items related to Pinkerton tuition until a later meeting.

Karen Lessard reported there were several different budget account lines that would be affected by Pinkerton tuition rates, including Regular Education High School Tuition Public Academies (Account #1105), Special Education High School Tuition Public Academies (Account #1200), and Advanced Learner Tuition Public Academies (Account #1270). She agreed they should not be taken up until the actual tuition rate is known. David Wesche asked what the high school population was for Auburn and Mrs. Lessard reported there were 262 in the 2017-2018 budget year and 258 are being budgeted for in the 2018-2019 budget. Peter Miles asked what the current Auburn Village School student population was and Lori Collins indicated it was 606 students.

Special Education (SPED) (Account #1200)

Deena Jensen presented the proposed budget for Special Education, which totaled \$3,069,591.43 in the printed budget, an increase of \$181,506.04 from the current budget of \$2,888,085.39.

Karen Lessard noted Account Line SPED High School Tuition Public Academies is one of the budget lines that should not be taken up at this time until the Pinkerton Academy tuition rates are known. Without this account, the remainder of the proposed Special Education budget totals \$1,899,320.43.

David Wesche moved to approve Special Education (Account #1200) at \$1,899,320.43 not including SPED High School Tuition Public Academies, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Extended School Year (ESY Elementary) (Account #1230)

Deena Jensen presented the proposed budget for Extended School Year Elementary, which totaled \$34,461.04 in the printed budget, a decrease of \$1,501.06 from the current budget of \$35,962.10. It was noted this budget is for summer programming for Special Education students.

Paula Marzloff moved to approve ESY Elementary (Account #1230) at \$34,461.04. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

English Language Learners (ELL) (Account #1260)

Deena Jensen presented the proposed budget for ELL, which totaled \$12,910.33 in the printed budget, an increase of \$648.65 from the current budget of \$12,261.68. It was noted this budget is for one-to-one assistants to students who do not speak English.

Mary Beth Lufkin moved to approve ELL (Account #1260) at \$12,910.33. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Co-Curricular Activities (Account #1410)

The proposed budget for Co-Curricular Activities, which totaled \$25,651.85 in the printed budget, is an increase of \$3,330.24 from the current budget of \$22,321.61.

This budget covers virtually of all the different clubs and the Student Council at the Auburn Village School. Lori Collin noted the increase covers the provision of stipends for the Art Teacher to handle the Art Club, another teacher to support the Sewing Club, and other teachers to support the Mind Craft program. She indicated one of the school's goals is to have all students participate in some sort of co-curricular activity whether it be sports or club activity. At the present time she estimated 80% of the middle school population is involved in a co-curricular activity.

David Wesche moved to approve Co-Curricular Activities (Account #1410) at \$25,651.85. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Athletics (Account #1420)

The proposed budget for Athletics, which totaled \$34,702.20 in the printed budget, is an increase of \$2,005.14 from the current budget of \$32,697.06.

David Wesche moved to approve Athletics (Account #1420) at \$34,702.20. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

The Chairman called a recess to the meeting at 10:25 AM. The meeting resumed at 10:35 AM.

Summer School (Account #1430)

The proposed budget for Summer School, which totaled \$9,575.75 in the printed budget, is level funded from the current budget.

Paula Marzloff moved to approve Summer School (Account #1430) at \$9,575.75. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Guidance (Account #2120)

The proposed budget for Guidance, which totaled \$143,940.89 in the printed budget, is an increase of \$10,737.50 from the current budget of \$133,203.39.

Mary Beth Lufkin moved to approve Guidance (Account #2120) at \$143,940.89. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Health (Account #2130)

The proposed budget for Health, which totaled \$162,490.02 in the printed budget, is a decrease of \$74,482.64 from the current budget of \$236,972.66.

Mary Beth Lufkin moved to approve Health (Account #2130) at \$162,490.02. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Psych Services (Account #2140)

The proposed budget for Psych Services, which totaled \$80,462 in the printed budget, is a decrease of \$2,915.61 from the current budget of \$83,377.61.

Paula Marzloff moved to approve Psych Services (Account #2140) at \$80,462. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Speech Services (Account #2150)

The proposed budget for Speech Services, which totaled \$212,667.89 in the printed budget, is an increase of \$3,555.14 from the current budget of \$208,924.97.

Mary Beth Lufkin moved to approve Speech Services (Account #2150) at \$212,667.89. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Therapy Services (Account #2160)

The proposed budget for Therapy Services, which totaled \$125,654.34 in the printed budget, is an increase of \$12,323.79 from the current budget of \$111,085.63.

The Committee members were advised this was the account that covered occupational and physical therapy.

Paula Marzloff moved to approve Therapy Services (Account #2160) at \$125,654.34. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Other Support Services (Account #2190)

The proposed budget for Other Support Services, which totaled \$3,924 in the printed budget, is an increase of \$128 from the current budget of \$3,796.

Mary Beth Lufkin moved to approve Other Support Services (Account #2190) at \$3,924. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Staff Development (Account #2210)

The proposed budget for Staff Development, which totaled \$126,972.05 in the printed budget, is an increase of \$8,014.88 from the current budget of \$118,957.17.

David Wesche moved to approve Staff Development (Account #2210) at \$126,972.05. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Media (Account #2220)

The proposed budget for Media (Library), which totaled \$133,322.46 in the printed budget, is an increase of \$15,318.91 from the current budget of \$116,618.42.

David Wesche moved to approve Media (Account #2220) at \$133,322.46. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

School Board Services (Account #2310)

The proposed budget for School Board Services, which totaled \$33,008.65 in the printed budget, is a decrease of \$3,151.98 from the current budget of \$36,160.63.

Mary Beth Lufkin moved to approve School Board Services (Account #2310) at \$33,008.65. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

SAU Services (Account #2320)

The proposed budget for SAU Services, which totaled \$299,931 in the printed budget, is an increase of \$12,902 from the current budget of \$287,029.

Mary Beth Lufkin asked how the Auburn share of SAU Services was calculated. Dr. Littlefield and Mrs. Lessard noted the total SAU budget is proportioned among the three participating school districts (Auburn, Candia and Hooksett) by a formula involving property valuation and student enrollment. Based on the formula agreed to by the three school districts, Auburn pays approximately 25% of the SAU total costs. Auburn's total costs have increased due largely to increasing property valuation compared to Candia and Hooksett.

Paula Marzloff moved to approve SAU Services (Account #2320) at \$299,931. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Principal Services (Account #2410)

The proposed budget for Principal Services, which totaled \$424,685.90 in the printed budget, is a decrease of \$10,357.93 from the current budget of \$435,043.83.

Mary Beth Lufkin moved to approve Principal Services (Account #2410) at \$424,685.90. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Transportation (Account #2700)

Karen Lessard noted the School District has not yet completed negotiations with the school bus provider, so the main budget line for Regular Education Transportation Student Transportation Services should not be acted upon at this meeting, but the remaining lines are set for approval.

The proposed budget for Transportation including Co-Curricular Trips, Field Trips and SPED Student Transportation Services totals \$347,200, which is an increase of \$79,499 from the current budget of \$267,701.

Paula Marzloff moved to approve Transportation for Co-Curricular Trips, Field Trips and SPED Student Transportation Services (Account #2700) at \$347,200. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Evaluation Services (Account #2814)

The proposed budget for Evaluation Services, which totaled \$1.00 in the printed budget, was level funded from the current budget of \$1.00.

David Wesche moved to approve Evaluation Services (Account #2814) at \$1.00. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

Pre-Employment Physicals (Account #2835)

The proposed budget for Pre-Employment Physicals, which totaled \$250 in the printed budget, is level funded with the current budget of \$250.

Paula Marzloff moved to approve Pre-Employment Physicals (Account #2835) at \$250. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

IT Services (Account #2840)

The proposed budget for IT Services, which totaled \$185,691.22 in the printed budget, is a decrease of \$6,781.05 from the current budget of \$192,472.27.

Paula Marzloff noted the new line item for New Furniture and Alan Villeneuve and Keith Leclair noted the school has a Chrome Book for every student. They had been storing them individually in a file-type cabinet, but that was not working well. During the current year, they found specific carts that have individual storage spaces which enables storage and charging of the units which have worked out well. So they are planning to ramp up that type of furniture for all the Chrome books in the coming year.

Mary Beth Lufkin moved to approve IT Services (Account #2840) at \$185,691.22. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Wage Pool Paraprofessional (Account #2900)

The proposed budget for Wage Pool, which totaled \$24,601.47 in the printed budget, is an increase of \$1,901.52 from the current budget of \$22,699.95.

Mary Beth Lufkin moved to approve Wage Pool Paraprofessional (Account #2900) at \$24,601.47. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Buildings

Use of Facility

Requesting \$1.00, level funded from 2017.

Site Acquisition

Requesting \$1.00, level funded from 2017.

Architecture & Engineering

Requesting \$1.00, level funded from 2017.

Food Service Transfer Fund Transfers

Requesting \$1.00, level funded from 2017.

Capital Projects Fund Transfers

Requesting \$1.00, level funded from 2017.

Expendable Fund Transfers

Requesting \$1.00, level funded from 2017.

Mary Beth Lufkin moved to approve Use of Facility (Account #3300), Site Acquisition (Account #4100), Architecture & Engineering (Account #4300), Food Service Transfer Fund Transfers (Account #5221), Capital Projects Fund Transfers (Account #5230) and Expendable Fund Transfers (Account #5252) at \$1.00 each for a total of \$6.00. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Other Business

Paula Marzloff asked if the school renovation project is approved and the school district is no longer using the portable classrooms, would they be available for other uses if the addition was approved. Mr. Villeneuve and Mr. Leclair indicated they certainly could be, depending on their overall condition. They felt some of them would be usable structures the taxpayers of Auburn own and could put towards other uses. There could be a cost to remove them from the current site, but there was plenty of time to consider that as they would not be available for approximately two years should the project be approved. They indicated one was about four or five years old, while two others were 10 and 13 years old, and perhaps in worse condition.

Alan Villeneuve noted it took the Budget Committee just under two hours to go through the School District budget this year. He thought, as a result, the Committee might want to consider moving back to Thursday evening meetings versus a Saturday meeting next year. Mr. Miles indicated the Committee would consider that type of scheduling.

Peter Miles noted Auburn would be marking a significant retirement in the coming year with Dr. Littlefield leaving his position at the end of the current school year. He felt he had done well by Auburn during his tenure and the Budget Committee responded with a round of applause. Dr. Littlefield noted he would still be on the job for seven months, but has been with SAU 15 for the past 12 years. He indicated he had spent 20 years as a City Supervisor in Massachusetts and felt his move to SAU 15 was the best decision he had ever made.

Adjourn

David Wesche moved to adjourn the meeting at 11:10 AM. Seconded by Paula Marzloff. A vote was taken; all were in agreement, the motion carried unanimously.

The meeting adjourned at 11:10 AM.