

Town of Epping  
Budget Committee Meeting  
December 4, 2019

Call to Order:

The budget committee meeting was called to order at 7:00pm. Pledge of Allegiance was recited by the members followed by a moment of silence for the troops.

Attendance:

Budget Committee Members: Steve Ozols-Chairman, Jacklyn Ulban-Vice Chairman, Rep, Heather Clark-School Board Rep., Robert Hodgman, Jen Chapman, Adam Munguai-Town Selectmen Rep, Marc Nickerson. John Cody, Phil Dudovicz, Mike Lecuyer, Michael Charkowski 7:05, Greg Dodge and Cynthia Hounam.

Other Attendees: Valerie McKenney, Bonnie Sandstrom, Ben Leavitt, Nicole Carleton and Dave Mylott.

Opening Comments:

Steve said tonight is the 2020 school budget review, any opening comments.

New Business:

Dave Mylott introduced the school board and mentioned Deb Brooks was unable to be here tonight. Dave put a presentation together to make it easier to review (attached). Valerie said this will give a brief overview of how we prepare of budget.

- Valerie explained the budget starts at building level
  - Accountability: State assessment systems test that they are required to take annual and gets recorded out
  - Professional Learning: Every year some money for teachers that would like to go back to school and get their masters or doctorate degree.
  - Competency base learning:
  - Curriculum: We are not buying books like we use to, a lot of info is online now.
  - Assessment: How we know our students are learning,
  - Instruction: Every year a set of new teachers and 4 times a year we spend time to make sure they are comfortable in their environment and making progress
- Valerie recently spoke to Steve and he asked about the enrollment data (attached sheet 1 of 5). Bonnie takes the year before data and try to figure who is in private pre-school.

- Steve asked about the Epping High School Withdrawal grades 9-12, Valarie said they come and go, some move before the school year, get homeschool or sometimes the parents do not give a reason. (attached sheet 2 of 5).
- Marc asked if the enrollment numbers even out with the withdrawal numbers, Valerie said with some degree.
- Steve asked about the withdrawals, it looks like 19-20 seems like the only year show numbers transferred to non-public, none of the previous school year and at the same time the other column has a fair amount of number for those earlier years except for this year, have those "other" numbers been transferred to non-public. Valerie said they tightened up the systems and now ask where they are going so they can transfer the transcripts, some parents are forth coming and others are not.
- Dave said the factors that add to rising cost are:
  - Bargaining agreement: Increased \$50,000. Year 3 of the para-professional agreement is \$50,000 of the \$200,000 for the teaches bargaining.
  - Medical: 7.8% increase, small increase in dental
  - Debt services: Increase
  - Principal: Decrease
  - Total of the mandated increases that we have no control over is about \$400,000
- Dave reviewed the pie chart (attached sheet 3 of 5)
  - The two big pieces are wages and benefits which is what we have not control over. The part we do have control over is very small.
  - Items of importance to the school committee (attached sheet 4 of 5)
- Notable changed to the budget (not in default) (attached sheet 4 of 5)
  - Climate & Culture Survey: \$34,000. Received a grant for \$20,000
  - Tuition for Special Ed Placements: \$172,498
    - Steve asked if that was out district placements, Valerie said yes and had to continue. Dave said that we do a lot in house but some sneed are beyond our capacity and we need to send them out of district.
  - Special Education Transportation: \$8381
  - Increased cost to SST: \$53,960. Students went from 55 to 65.
    - Steve asked if the students go every day, Valerie said they have 3 session-morning, midday and afternoon so they go to only go to one of those sessions.
    - Marc asked with the change for next year are there any students this year that cannot go next year, Valerie said we budgeted for 65 and we have 53 currently. Steve asked if they brought the number back to 55 would we have to turn any students away, Valerie does not think so.
    - Marc asked if it starts freshman year, Valerie said usually sophomore to senior.
    - Roberts asked if you can forecast how many freshman would want to go versus the seniors leaving, Heather said not really because as a freshman they are not sure what program they would like to go in so they may opt to go another year and they still need to apply to get in.

- 15% reduction in all supply lines: (\$18,042), these are items were cut across the board and get rid of what we do see is necessary.
- Reduction in Equipment and Furniture: (\$39,478).
- Reduction in one Paraprofessional: (\$39,270)
- Proposed budget 2021: \$20,671, 464
- Budget 2020 (current): \$20,102,123
- Difference 2020 to 2021: \$569,341
- Default Budget: \$20,383,75
- Difference proposed to default: 287,719
- Dave also gave the board a heads up as the warrant articles that will be coming forward (attached sheet 4 of 5)
  - HVAC
  - Paving in front of and behind Epping Elementary School
  - Capital Reserve for Building and Grounds
  - Special Education Capital Reserve

Steve asked Dave if we could go by section with the biggest changes. Bonnie suggested skipping over the salaries

- Page 3: \$21,150 local tuition. Tuition outside the district
- Page 4: Supplies across the board.
  - Marc asked how was the decision made to go 15% all across the board, Valerie said at her previous place their tax accountant decided to cut 20%, so they decided to go with 15%
- Page 5: Supplies for language arts, Increased to \$3000 due to a new program that will work with lower grade levels
- Page 8-9: Textbooks: Increase \$3500 with a reduction in science on bottom of page 9 so they try to balance out between classes.
- Paged 12: Increase in computer software. Bonnie said overall the software line was down by \$12,694
- Page 13: New equipment at the high school down from \$3000 to \$500
  - Jen asked we purchased a couple years ago for \$20,000, Bonnie said i was the phone, tv.
- Page 14: Reduction to \$1550 for furniture
- Page 15: Steve asked the about the furniture line for this year and last year both at \$14,600, is that something you need for both years. Bonnie said instead of having each department buy their own furniture it was put all into the same line.
  - John asked how many classrooms that furniture is for, Bonnie said all of them.
- Page 16: Special ed and salaries
- Page 18: Contract services: Increase to \$61,000. Bonnie said this was for tutor and aids for special ed, more kids so we need more services
  - John asked if there any online services available, Bonnie said this is for aids or tutors that need to sit with them 1 on 1.

- John asked if that was a projected or definite number of students, Bonnie said she takes the students we have now and what she expects to have next year, they do not add any. Valerie said by public law 94142 they need to keep students who don't graduate until the age of 21.
- Steve asked with the special ed would the default budget be the same as what the school budget is this year, so you won't see those increase if we go with the default, Bonnie said yes.
- Jacklyn said the default is less than what the budget is with the mandated extras, Heather said if the budget does not pass, we would have to come up with \$172,000
- Adam asked what % of employees are not in the collective bargaining agreement, Bonnie said the administrators, administrative assistant, custodial and food staff. She will get the exact numbers and send them to the board.
- Mike asked if the private non-NH is out of state tuition, Dave said yes, when the services are not available in the state we need to send them out of state. Steve asked if that line includes transportation, Dave said no,
- Page 22: Employee and non-adjustment items, Increase of \$53,900 for SST.
- Page 23: Reduction in tutor in middle/school summer. We had fewer kids going to summer school
- Page 24: Salaries and unchanged
- Page 25: Reduction in athletic supplies
- Page 26: Salaries
- Page 28: Reduction of \$1500 in health equipment
- Page 30: Salaries and some supplies.
  - Phil asked about the Site Contract and Services with \$4000 increase, Bonnie said that was for out of district services. Heather said it was from in and some out district psychologist. It is cheaper to contract them out to have them on our payroll and pay their benefits.
- Page 31: Salaries and supplies
- Page 32: Mike asked about the decrease in audio contract service, did we renegotiate the contract, Valerie said her guess was there were fewer hearing impaired students.
- Page 35: Mike asked if the software for STAR is for the autism students, Valerie said it was for internal screening in the elementary to help determine if they need help in reading and math
- Page 36: Media supplies increase, the elementary school goes up and the middle/high school goes down.
- Page 37: Software items related to the media center
  - John asked if the x space was the virtual reality program, Valerie said yes, they got all 7 tv's through a grant along with the training.
- Page 38: Software increases

- John asked if the inventory software is new, Valerie said yes. John also asked if the security camera software was new or an upgrade, Bonnie said she thinks it was budgeted last year.
- Valerie said that DINO program is something the teachers can look remotely to see what website the students were on and pull them off.
- Page 39: Big decrease of \$11,000 in tech equipment classroom.
  - John asked what the difference between lease equipment and purchase. Bonnie said they lease for 3 years then we own the equipment, but we usually keep it 4 and it evens things out.
  - Steve asked about the continually decrease for that line item, will it stay steady around \$35,563 year after year. Bonnie said we are hoping every year will be the same
- Page 41: SAU salaries and non-changeable. Climate and Culture survey for \$34,000.
  - John asked if the Superintendents Professional Improvement was in the contract, Bonnie no, the Superintendent is considered the entire offices training. John asked about the \$2000 for Nashville conference, Bonnie said every 2 years someone goes to an international conference.
- Page 42: Accounting software for the Superintendent: \$37,000, major purchase they had to do this year and no need to do it again next year.
- Page 46: Reduction in travel and office supplies
- Page 47: Operation plant-custodians.
  - Marc asked about the graduation expense going down, Bonnie said it was because they changed it so the graduations are held indoors.
- Page 48: Water/septic increase estimate due to the rate increase, Custodial supplies down, fuel oil down \$10,000 which is only an estimate, regular transportation up vacation transportation down due to the new contract.
- Page 50: Decrease of \$10,000 for athletic, Bonnie said he used to budget for every team going to the championship, so we cut it down
- Page 51: Many items have \$1.00 to keep the line open. Valerie said a letter of interest was sent into the state for the building aid as it needed to be submitted January 1<sup>st</sup> so they can be considered for a grant and the plans need to be ready by July 1<sup>st</sup> if they are still interested. Bonnie said that was to be eligible for 2020, then we need to have a warrant article to be passed within 2 years.
- Page 52: Total are lower than given before as the numbers do not include food service and federal grants.

Revenue Budget: Bonnie gave an overview

- This numbers the boards receives are the numbers she gets the department of education
- Building aid on schedule for what we receive next year
- Transportation vacation aid \$13,000
- Cat aid is an estimate from the department of revenue

- Medicaid has been reduced due to the new medical rule that we may not be collecting medicad
- Summer tuition/pre-school tuition
- \$90,000 of impact fees we collect from the town each year
  - Adam said if they identify those as exactly that purpose to offset middle school bond you can, is that correct. Bonnie agreed as well as what was told to Adam by Lisa.
  - Steve asked about the actual numbers from 2018-2019 Bonnie said 2018-2019 we collected more impact fees to cover the overage on the elementary HVAC
- Chrome books fee: Student entering the 6<sup>th</sup> grade, 9<sup>th</sup> grade or new students pay a \$30 fee
- \$10,000 a year from Newmarket for the football team
- \$14,500 e-rate we get back for any new infrastructure for computer stuff
- Food service
- Grant money

Bonnie asked for any questions on anything she did not cover.

Adam asked about a final tab which is general fund by object code, Bonnie said that is the pie graph she supplied (attached sheet 3 of 5).

- Heather said that on page 1 teachers' salaries, that is not one teacher it is a group. Adam asked about the athletic salaries (2<sup>nd</sup> line), asked why the athletic director salary dropped down, Bonnie said the previous one retired and the new hire was not as experienced.
- Steve asked if this was the first year of the contract, Valerie said it is the 2<sup>nd</sup> year. Steve asked if it was a 3 year contract, Valerie said yes.
- Mike asked if they have looked at any alternatives for the HVAC system, Dave said yes. Marc asked when we will see the warrant article, Dave said next week. Bonnie said they are voting on them tomorrow and she can send the warrant articles to the board after the vote.

Steve asked for any other questions.

- Mike asked if he feels that the school is being fairly represented by the public, if the ratings from the state are accurate and represents what the school has to offer. Dave has not sat down and looked to see which ones are creditable or not but he can say that developed a reputation that we take our budget seriously and are very conservative. Valerie said that every district has different qualities, but we are trying to project Epping as a model and make education more personalized.

Steve asked for any other questions. Steve said we have received a lot of information and would like some time to digest, he suggests to email Bonnie with any questions before next week. Bonnie reviewed what she needs to get to the board: What percentage of the staff is on the CBA, fix Marcs' name, back up for the HVAC, warrant articles and the financials. Steve that is everything. Steve thanked the school board for coming.

Adam asked Heather which number was correct, the \$281,622 which is on the budget summary sheet or the \$287,719 on the presentation, Heather said the \$281,622, she will ask Bonnie why there is a difference. Steve asked if the number on the March ballot will be \$281,622, Heather said yes.

Next is to accept the minutes from the last two meetings, Marc motioned to table the minutes until next meeting so they can review them, seconded by Heather.

Steve said next week will be the School budget/warrant articles and town budget. Steve asked for any questions or concerns.

Marc motions to adjourn, seconded by Heather. Meeting adjourned 9:35pm.

Respectfully submitted:

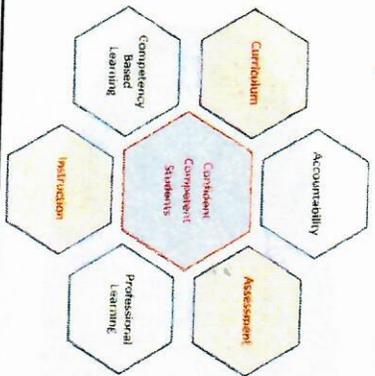
Cynthia Hounam

# ESD Proposed Budget



December 4, 2019

Leadership considerations in the preparation of a budget with the goal of confident, competent students who are well prepared for adult life in the 21st Century!



## Enrollment Data 2014-2021

Year	Students K-12
14-15 Actual	1002
15-16 Actual	999
16-17 Actual	1016
17-18 Actual	998
18-19 Actual	968
19-20 Actual	931
20-21 Projected	966

## FACTORS THAT CONTRIBUTE TO RISING COSTS:

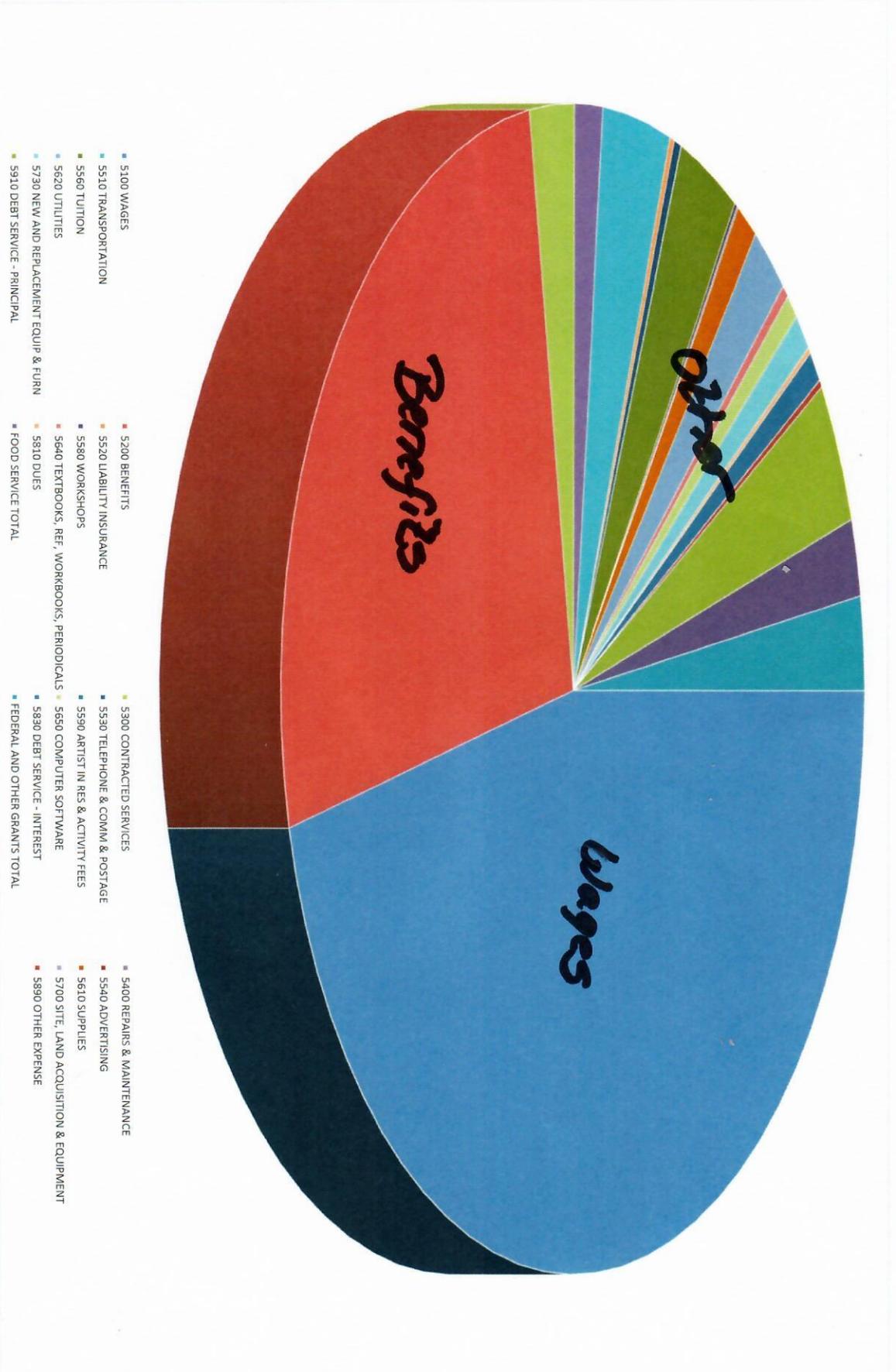
### Mandated Budget Increases:

- Year 3 of Paraprofessional Bargaining Agreement \$ 49,048
- Year 2 of Teachers Bargaining Agreement \$198,036
- 7.8% Increase Medical Insurance \$155,515
- 3.9% Increase for Dental Insurance \$ 9,406
- Debt Service- Principal \$ 20,400
- Debt Service- Interest \$ (34,672)

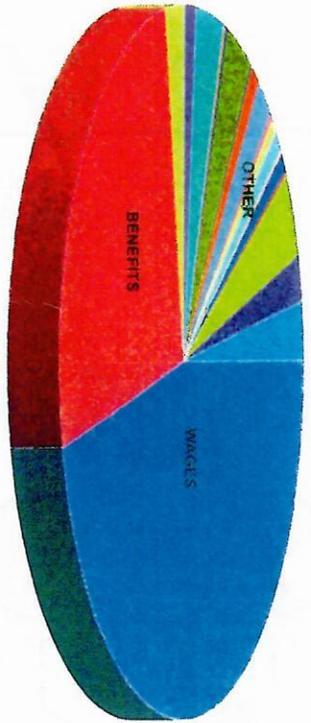
**TOTAL MANDATED BUDGET INCREASE: \$397,733**

### Epping High School Withdrawals Grade 9 -12

Years/Grade	Transferred to Non-Public	Moved In State - Public	Home Schooled	Moved Out of State	Other	TOTALS by GRADE
<b>2015-16</b>						
9	0	2	0	3	0	5
10	0	2	1	3	1	7
11	0	0	1	1	3	5
12	0	0	0	1	5	6
<b>Totals</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>8</b>	<b>9</b>	<b>23</b>
<b>16-17</b>						
9	0	9	1	2	0	12
10	0	2	0	1	3	6
11	0	0	1	0	4	5
12	0	0	0	0	10	10
<b>Totals</b>	<b>0</b>	<b>11</b>	<b>2</b>	<b>3</b>	<b>17</b>	<b>33</b>
<b>17-18</b>						
9	0	7	2	6	0	15
10	0	2	1	0	2	5
11	0	4	1	1	0	6
12	0	0	1	0	7	8
<b>Totals</b>	<b>0</b>	<b>13</b>	<b>5</b>	<b>7</b>	<b>9</b>	<b>34</b>
<b>18-19</b>						
9	0	5	3	2	2	12
10	0	3	2	0	0	5
11	0	0	1	2	4	7
12	0	3	1	0	4	8
<b>Totals</b>	<b>0</b>	<b>11</b>	<b>7</b>	<b>4</b>	<b>10</b>	<b>32</b>
<b>19-20</b>						
9	3	5	0	1	1	10
10	2	6	1	2	0	11
11	0	0	1	1	0	2
12	1	0	0	0	0	1
<b>Totals</b>	<b>6</b>	<b>11</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>24</b>



### Cost Breakdown



### Items of Importance to the School Community

- Small Class sizes K-5 (20 or less K-2) (25 or less 3-12)
- Quality District Music Program and opportunities
- One to one Chromebooks in all schools
- Seacoast School of Technology
- World Language Opportunities 6-12

### Anticipated District Warrant Articles

- HVAC at the middle/high school buildings- This is a top priority at this point in time.
- Paving in front of and behind Epping Elementary School- This has been put into the annual budget for the past five years and then removed to reduce costs. Ultimately, doing this at one time will complete the project and save money.
- Capital Reserve for Buildings and Grounds- Specific to a new roof at EES in 20-21 according to the Epping School CIP.
- Special Education Capital Reserve- This 50k is set aside annually to ensure that the budget is not impacted by unanticipated special education costs.

### Notable Changes to Budget (Not in Default).

Climate and Culture Survey \$ 34,000 15% Reduction in all Supply Lines \$ (18,042)  
 Tuition for Special Ed Placements \$172,498 Reduction in Equip and Furniture \$ (39,476)  
 Special Education Transportation \$ 8,381 Reduction of one Paraprofessional \$ (39,270)  
 Increased cost for SST \$ 53,960

<b>Proposed Budget 2021</b>	<b>\$ 20,671,464</b>
Budget 2020 (current)	\$ 20,102,123
Difference 2020 to 2021	\$ 569,341
<b>Default Budget</b>	<b>\$ 20,383,745</b>
Difference Proposed to Default	\$ 287,719

Epping School District  
Average Class Size as of 11/21/19

**2019-2020**

<u>Grade</u>	<u>Teachers</u>	<u>Actual</u>	
		<u>2019-2020</u>	<u>2019-2020</u>
<u>K-FT</u>	<u>5</u>	<u>Enrollment</u>	<u>Class Size</u>
1	4	88	18
2	4	68	17
3	4	69	17
4	4	78	20
5	4	68	17
6	4	65	16
7	4	73	18
8	4	69	17
		71	18

**2020-2021**

<u>Grade</u>	<u>Teachers</u>	<u>Projected</u>	
		<u>2020-2021</u>	<u>2020-2021</u>
<u>K-FT</u>	<u>4</u>	<u>Enrollment</u>	<u>Class Size</u>
1	5	71	18
2	4	88	18
3	4	68	17
4	4	69	17
5	4	75	19
6	4	70	18
7	4	65	16
8	4	73	18
		69	17

<u>NH Public School Standards</u>		
<u>Grades</u>	<u>Standard</u>	<u>Strive for</u>
K	25 or less	20 or less
1 to 2	25 or less	20 or less
3 to 5	30 or less	25 or less
6 to 8	30 or less	
9 to 12	30 or less*	