

**ADVANCE COPY
SUBJECT TO THE APPROVAL OF THE PROSPECT MOUNTAIN
SCHOOL BOARD**

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNITS #51 & #72
ALTON & BARNSTEAD SCHOOL DISTRICTS**

COMMITTEE M I N U T E S

Budget and Finance Committee Meeting
November 1, 2005
Prospect Mountain High School

I. CALL TO ORDER

Members Present: Cydney Johnson, Chairperson
Diane Beijer
Keith Couch
Terri Noyes

Others Present: Normand Tanguay, PMHS Superintendent
Russ Holden, PMHS Principal
Kathy O’Blenes, Business Manager
Amy Ransom, Business Manager

The meeting was called to order at 6:07 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. AGENDA REVIEW

On a motion by C. Johnson, seconded by K. Couch, the committee voted unanimously to accept the agenda as presented.

V. APPROVAL OF MINUTES

Minutes of October 17, 2005

D. Beijer made a motion, seconded by C. Johnson to approve the minutes as presented. K. Couch pointed out that on page 3, “pennies” should be “pinnies”. The amended minutes were approved by a unanimous vote by the committee.

T. Noyes welcomed and introduced Amy Ransom, the new business manager.

VI. 2006-2007 WORK SESSION

Mr. Holden noted that although Jason Hills cannot attend tonight, he has found a way to save money in regard to individual licenses for software. He verified the subscription cost in the budget was for 30 monthly magazines for the Health Department. He also provided a handout with supporting information for enrollment projections. Mr. Tanguay explained that new budget books have been provided with color-coded pages. K. Couch said he'd like to revisit enrollment projections and long-term plans. T. Noyes agreed, suggesting that we discuss these issues after the work session.

Technology Education (Industrial Arts) – Brian Hikel

Mr. Hikel began by noting the \$1000 maintenance request as a contingency in case something gets broken, it may be replaced quickly. Hopefully we won't need that line item. The metals textbook is being cycled, the one they're using is 1988 and there has been evolving technology. He addressed comments in the last meeting's minutes that some equipment is not being used, saying that the equipment is being used. He noted that the circular saw and router were inadvertently missed in last year's budget. Some of his personal tools are being used, that's why he's asking for it in this budget. Mr. Hikel said the circular saw being requested is one commercial grade saw. The large format printer would be a supplement to the CAD program. Mr. Hikel brought in a sample of work done (by a former student, now in college) on a large format printer. AutoCad 2005 is compatible with the printer requested. T. Noyes asked, on a scale of 1 to 10, where does it fall on his "wish list"? Mr. Hikel said a 7, since it would supplement the class and it would definitely add to the program. Mr. Hikel highlighted other items being requested, such as sheet metal machines, roller, and universal testing machine. With the last item, they can actually test the hardness of metals, compression testing, build cylindrical designs, lab reports, and they use the West Point Bridge Design to build a model bridge. Mr. Holden asked Mr. Hikel to explain how this relates to a student in the job market. Mr. Hikel said the kids must understand the equipment being used whether it's electrical engineering, the military, or continued education. C. Johnson asked if any of his classes are eligible for the Running Start Program, Mr. Hikel said no. Regarding the sheet metal/roller/accessory package, he said Mr. Marcou would like to expand his metals program. He has 11 years in the metals industry and 11 years teaching experience. D. Beijer said "will he be using the mill?" Mr. Hikel said yes. He added that many of the department's requests are one-time purchases. Mr. Holden said this request has been cut by approximately \$14,000 already. K. Couch said he does not argue with the merit of these items, they are good to enhance the program, but he questions the *long-term plan*. Are we doing it all this year? Mr. Hikel explained that many of these items were needed the first year, and he's just asking for them now. Mr. Holden said from an educational standpoint, the need to cycle and keep up with technology doesn't end. K. Couch said things are either consumed or eclipsed by technology; he understands that. He referred to T. Noyes' question about prioritizing the items (scale of 1 to 10). Mr. Tanguay commented that the driving force are curriculum

standards. K. Couch suggested that it's difficult to discern between consumable or not. Mr. Hikel presented a 60' maple bookcase built by his students. The classes will be making these and they will then be used in the school. He said that students spent around \$76.00 for materials and a similar item (online) retails for about \$539.00. T. Noyes asked committee members to keep in mind that his budget was originally \$250,000 to get IA up and running, and was cut by \$100,000. D. Beijer said she just wants to make sure a piece of equipment for \$30,000 is being used. Mr. Hikel said electrical issues held up its use, it is being used now. D. Beijer attested to the benefits of the item in the real-life workplace. She continued that \$2,000 for various metals seems low, Mr. Hikel said that many of the projects are quite small and don't require large pieces (he showed several of these pieces). D. Beijer made a suggestion for a guest speaker, Mr. Hikel asked her to email him the information. Mr. Holden noted that Mr. Hikel has increased his enrollment by 90 students. Mr. Hikel concluded his presentation. K. Couch said he would find benefit in observing an IA class some time. Mr. Holden welcomed him to do so.

Music – Tom Stevens

Mr. Stevens noted the department's increase of 99 students from last year's enrollment. There are 215 students between 2 teachers. The guitar class was completely filled by upperclassmen. Music Technology filled quickly and students were turned away. Introduction to Music is offered all 4 quarters and is taught by Jamie Bolduc (she is currently half-time). They increased the limit from 10 to 15 for the keyboarding class. T. Noyes asked for an explanation of Music Technology. He said they are working with sound equipment, how to set up for a performance, tearing down, how to properly run the equipment, and using recording equipment. His goal is to have students recording during concerts and having them be able to set up for various people coming in to perform, and run the sound and lighting. Another component he'd like to add is having students compose music using software. This benefits students who don't play an instrument. There has been an increase from 25 to 50 in band and there are not enough chairs or stands. Risers have already been cut, but chairs and stands are essential. New Equipment involves buying instruments. Currently, school-owned instruments are all being used. Mr. Holden noted that instruments are expensive, for example, a trumpet is \$900. Mr. Stevens said it's important to let students try various instruments. Dues and Fees are needed in the budget for expenses to send students to festivals, audition fees, Lakes Region Music Festival costs, and for Jamie and Tom to attend the Music Educators National Conference on January 21st. PMHS is hosting the Lakes Region Music Festival which involves 13 schools, with choral and band's involvement. Mr. Holden pointed out that some percussion instruments (gong, chimes, bell chimes, etc.) are one-time purchases. \$1575 is being requested for maintenance which entails changing valves, pads and repairs on instruments which will prolong the life of the instrument. C. Johnson said that some kids rent their own instruments, some own...some use school instruments. How do you decide? Mr. Stevens explained that basically students who have an instrument have owned them for several years by this time. Those

who do not own them, typically request them from the school. C. Johnson asked about grants, Mr. Stevens said he hasn't found any, but he's still looking. As far as donations, Mr. Stevens noted that he chooses high-quality instruments that will serve the students well over many years. He is open to donations as long as they are good-quality instruments. He doesn't want the school to become a dumping ground for old instruments that people don't want anymore. K. Couch commented that Mr. Stevens explained increased enrollment and its impact quite well. T. Noyes asked what we need – Mr. Holden brought up the need for Marching Band. Mr. Stevens said we've missed opportunities to participate in Marching Band events, since they don't have the necessary equipment. He would like to develop this, and eventually have them entered in competitions. This would necessitate the need for more instruments. Quads and snare drums, as well as more percussion, would be required. Mr. Holden said we've been invited to perform (last year's St. Anselm's halftime show, Katrina Relief parade in Laconia) and we're not prepared. Mr. Holden endorsed the value of developing a marching band because it combines music, competition, and physical activity. C. Johnson asked Mr. Stevens, including Alton, how long have you been with us? Mr. Stevens said he's in his 5th year. She commended him on his work in strengthening the music program at both schools. She has seen an amazing difference. Mr. Stevens concluded his presentation.

Special Education – Maria Dreyer

Ms. Dreyer said that on the surface she's going by a 37% increase, but if you look more closely they've had to absorb 2 aides from Barnstead which inflated support-staff salaries. A 504 Aide has been added, as has a Special Education teacher. There are some intermingled costs between special education and 504's (in the learning center). Today, there are 57 special education students, 5 are graduating, 26 are incoming next year. 78 students are estimated for enrollment next year. She's concerned about out-of-district placements, because it will restrict her from doing creative programming. She hopes to have the new teacher assist with returning out-of-district placements back in the school. Mr. Holden confirmed the savings of placing these students back in the school. D. Beijer asked Ms. Dreyer to get #'s from Anna in Barnstead. Ms. Dreyer explained the funding for catastrophic aid. This budget reflects their assimilating routine costs. C. Johnson asked how placing students back in the building affects the M.O.U., particularly if there is an uneven # from both towns. Mr. Tanguay said we'd have to alter the M.O.U., and noted that it's up for review prior to Feb. '06 anyway. Ms. Dreyer expressed a need for an assistant in the learning center, saying the previous budget ('05) was "bare-bones". T. Noyes asked about the software request, Ms. Dreyer said the software is two-fold. They need advanced and technical software, currently it is not able to service all students. They are listed by their primary disability, for example, a student with a traumatic brain injury might also have a vision disability. They would need software to support this student, such as voice-activated software. C. Johnson and T. Noyes agreed that there is confusion arising from the "5+ students" reference in the MOU wording. Mr. Holden agreed, saying Maria would have to breakdown students by disability. Ms. Dreyer said the

software is not child-specific, it is a new data system required by the state for reporting purposes. This is all tied in to being able to report for IDEA and catastrophic aid. Alton and Barnstead are equipped to handle this reporting, PMHS is not, this translates into a need for updated software. C. Johnson suggested having Maria Dreyer come back again after the committee is able to review some MOU information, D. Beijer added that maybe she should come before the full board as well. K. Couch asked about the differences in teaching positions between '06 and '07. Ms. Dreyer explained that she has 3 aides (2 absorbed, 1 added), also a part-time secretary is requested. Currently, the secretary they have is covering 4 people and this is not working. It worked last year because they didn't have a SPED Director. Ms. Dreyer concluded her presentation.

Student Athletics – Kammi Reynolds

Ms. Reynolds provided Committee Members with a handout, and referred to page 3 which highlights total enrollment (428), unique athletes (151), and the percent of student population involved in athletics (35.280%). Page 2 shows her justification for the increase in the budget. She feels trophies for awards night should be absorbed by the athletic budget rather than the vending machine monies. The first year, all of the games were away, now they need paint, lines, tennis balls and equipment (high jump mat, ground covers). Last year they used tarps, and this didn't work with the harsh weather. There is a new NHIAA policy which states that all varsity home uniforms must be white. The silver uniforms may be used at the JV level. D. Beijer asked for more specifics on "equipment". Ms. Reynolds said that all supplies are standard (band-aids, ice-packs, mouth guards) and you'll see them in the budget every year. K. Couch suggested dividing items by Consumable/Not Consumable. Ms. Reynolds noted that generally these are divided already by Equipment (not consumable) and Supplies (consumable). She said that as a Class M school we need to offer more sports. Mr. Holden said the 3 major sports are soccer, basketball, and volleyball. T. Noyes said basketball must be difficult since there are only 5 players on the court. Mr. Holden said having a freshman team is beneficial to keep students involved in sports. C. Johnson asked if there was a need for a freshman soccer team or freshman girls' basketball team? K. Reynolds: not yet. C. Johnson asked about the banner; K. Reynolds said it is dependent on winning a championship, which hopefully will happen. When a team wins a state championship, the school has to buy their own banner. She would like to have warm-up suits for the basketball team, this is a standard item in Class M schools. They are about \$150 each. D. Beijer asked about fund-raising for these, and they are used on a 7-year cycle. D. Beijer asked how many she is asking for; Ms. Reynolds said 30 (15 boys/15 girls). She said all of their games are mandated. She provided By-Law Article X with a breakdown of all sports (# of games, home/away games). Officials, with a standard salary, are NHIAA mandated. PMHS belongs to the Lakes Region League, and then belong to the sister cluster, northern teams that they play once. C. Johnson asked "what is the tent for?" Ms. Reynolds explained that it's taken to track and field events to protect athletes from sun, rain, etc. and they were the only school without one at

the state meet. D. Beijer asked about the need for dugouts and what it would entail. Ms. Reynolds explained that it would be a concrete slab floor, with a roof, and they need 4. She continued that a school-wide survey had been conducted on sports of interest to the student body. The three most popular requests were football, lacrosse, and wrestling. Mr. Holden said she had originally put football in the budget and he took it out since it costs between \$30,000-\$50,000. She knows of at least 50 boys interested in playing football who aren't currently playing another sport. C. Johnson asked if we could have a 5-year plan for football. T. Noyes said there must be a feeder program, it's not typically a sport that students start in 9th grade. D. Beijer commented on the scholarship aspect of a football program. Football is the overwhelming sport that students would like to have. There are students who do not attend this school because football is not offered. Field Hockey is another sport with high interest. Wrestling would be the most affordable. K. Couch asked about a warrant article for football, but T. Noyes said the auditor frowned on separate warrant articles. Ms. Reynolds said she wouldn't push to start football if it would be at the expense of another sport. Ms. Reynolds concluded her presentation.

Food Service – Kim Dubuque

Mr. Dubuque noted that warranties on equipment are ending, thus the increase in the Repairs and Maintenance line in the budget. A new cashier stand is needed, since one is approaching saturation. C. Johnson asked about the debit card system; Mr. Dubuque is in use and is very successful. Food Service is a business, and he is in the black by \$13,000 as they near the end of October. Historically, November and December are bad months for food service and the balance will decrease. C. Johnson asked how many lunches are served per day, Mr. Dubuque said about 350-375 per day, which is about 74% lunch participation. Breakfast has a participation of 13%, but he'd like to see it higher. It probably will increase in the winter months. C. Johnson asked if there's a coffee machine, he said there is, but it's turned off by 8:00 a.m. T. Noyes confirmed that there are 2 kitchen workers being requested: Food Preparation (3 hrs/day) and a Cashier (3 hrs/day). Everyone on staff is now at maximum hours, but this reflects a great savings. One employee works 40 hrs per week, all others are part-time. Mr. Dubuque concluded his presentation.

Guidance – Marilyn St. Cyr

She is requesting a ½ time counselor go to full-time and the addition of a ½ time guidance secretary. New students are arriving, this is the main reason for increasing staff needs. Their goal is to take a personal approach and with college prep, calls, testing, and scheduling it leaves little time for personal counseling. Mr. Holden said that Marilyn is in charge of the Master Schedule and this is a huge undertaking. Professional Services involve Stanford 9 and NEIAP's. Supplies reflects a decrease, New Furniture is for a new desk/computer station and chair for student use. Dues and Fees represent professional fees within the guidance office. The guidance counselor ratio is 1-250 and they are looking at over 500 students. The administrative duties are becoming too great. T. Noyes pointed out that last

year they asked for full-time and received half-time, Mr. Holden confirmed this. Ms. St. Cyr expressed the need for more staff because they are handling a lot of phone calls, teacher-consulting, parent visits, and these things take time if handled properly. Currently, the department has Marilyn St. Cyr (full-time), Barbara Shumway (full-time) and Kathy Bond (half-time). Kathy Bond has expressed interest in going to full-time. Ms. St. Cyr gave an overview of the importance of the Teen Institute, which is an anti-drug, anti-alcohol program. C. Johnson asked how long the program lasts; Ms. St. Cyr said 1 week during the summer. It involves (usually) 4-5 students attending and bringing back what they learned to the rest of the school. T. Noyes asked if there was any cost of this to the student; Ms. St. Cyr said no. It was also noted that Linda Roy does many tasks: registrar work, state reports, data entry, scholarship program, vocation list, honor roll, among others and she is constantly interrupted. A half-time guidance secretary could alleviate some of the burden. Mr. Holden agreed that her schedule is too hectic and he endorses the need for this position. Ms. St. Cyr concluded her presentation.

Buildings and Grounds – Mark Everett

Mark Everett noted that “Other Equipment Rental” is \$500 for 3 aerial lifts. A new \$5500 small portable lift has been discussed, but it won’t work for some jobs, such as the sloping floor of the auditorium. These lifts are needed for changing light bulbs in the gym, cleaning windows and other work on high ceiling areas. New Equipment covers 2 dispensers for drinking water in the teacher’s lounge and main office. New Furniture includes folding chairs and white boards. Mr. Everett said the white boards are on a 3-5 year cycle and they need to use an appropriate cleaner on them. T. Noyes asked if snow plowing and lawn care are final numbers; Mr. Everett said they are 5% over this year’s bid. D. Beijer asked about the HVAC projection, Mr. Everett said it’s also based on a 5% increase. D. Beijer said that’s a huge increase, Mr. Everett said it’s for travel charges, labor increases, etc. D. Beijer said she’d be interested to see the contract. K. Couch reminded the committee that it still has to go out to bid. C. Johnson asked if \$4800 for septic pumping is accurate, M. Everett said yes, it’s for regular maintenance pumping. C. Johnson asked about parking lot striping costs, M. Everett said it’s to re-stripe existing lines and crosswalks. T. Noyes asked “how did you save \$1000 in supplies?” M. Everett said “paper”. While going over line items, it was discovered that winterizing was duplicated.... “winterizing” on page 137 should be removed. Mr. Everett concluded his presentation.

VII. RETURN TO GENERAL SESSION

C. Johnson said there are 1.9 million in warrant articles in Alton that the Selectmen are supporting. Typically, SB2 towns typically fail all warrant articles the first year, and it goes to a default budget in that case. Mr. Tanguay noted that they went up \$500,000 on the net assessment last year. Mr. Holden said enrollment growth is 11%, and fuel costs are extremely high. T. Noyes said the joint budget committee cut \$217,000 last year. She continued that we have to

consider which costs are fixed. Regarding the proposed budget, C. Johnson said she feels \$83,000 seems high for Dues and Fees. Mr. Holden said a lot of it is internet, ADS, websense, anti-virus, Plato, Metrocast, and technology related expenses of \$28,000. Regarding bleachers, Mr. Holden said we're going to run into problems at graduation because the auditorium is too small to accommodate the growing enrollment. Permanent bleachers will generate revenue in the future by allowing us to host events. D. Beijer asked, if it were between bleachers and a field house which would you choose? (to RH) Mr. Holden said "I'd take bleachers", since he feels it would benefit the community more at this time. K. Couch said he'd like to go back to Barnstead and research their numbers. C. Johnson pointed out that the Alton and Barnstead schools need a number from PMHS, as a line item for their budgets. Mr. Holden said that from a teaching standpoint, it helps them to have a number from them regarding budget restrictions.

VIII. NON-PUBLIC SESSION

C. Johnson made a motion, seconded by D. Beijer, to convene in non-public session under the provisions of RSA 91-A: 3 II (a) at 9:14 p.m.

C. Johnson made a motion, seconded by D. Beijer, to come out of non-public at 9:21 p.m.

No Decisions were made.

IX. SCHEDULE FUTURE BUDGET WORK SESSIONS

Monday, November 7th at 6 pm, and Tuesday, November 15th (following the full board meeting) are the next two dates for budget work sessions of this committee.

X. ADJOURNMENT

C. Johnson made a motion, seconded by D. Beijer, to adjourn at 9:21 p.m. and the motion passed unanimously.

Respectfully submitted,

Jennifer Patrice Harper
Recorder