



**BUDGET COMMITTEE**  
**Town of Hollis**  
 Seven Monument Square  
 Hollis, New Hampshire 03049  
 Tel. 465-2209 FAX 465-3701

**Minutes of January 15, 2009**

Meeting was held in the Community Room, Hollis Town Hall and was called to order by Chairman, Chris Hyde at 6:15 PM

Members present: Chris Hyde, Chairman; Mike Harris, Vice Chairman; Frank Cadwell, Selectmen's Representative; Bill Beauregard, School Board Representative; Tom Jambard, Bob Labednick, Frank Whittimore and Lorin Rydstrom.

Also present: Susan Hodgdon, Superintendent; Candi Fowler, Principal HUES; Elizabeth Allen, Principal HPS; Dawna Duhamel, Business Administrator; Bob Kelly, Dir. of Special Education; Susan Benz and Alison Haytayan (arrived late), School Board Members.

**2009-2010 Hollis School District Budget – Second Presentation**

C. Hyde welcomed everyone to the second presentation and review of the Hollis School District budget.

B. Beauregard presented the Budget Committee (BudCom) with the following handouts.

- BudCom Guidance Formula with FY10 Proposed Budget
- Budget Summary by Cost Category
- Budget Detail by Cost Category
- FY10 Budget Proposal
- Budget Adjustments Page 17 (1<sup>st</sup> review)
- Budget Adjustments Page 15 & 16 (NEW 2<sup>nd</sup> review)

B. Beauregard introduced the school officials and board members that were present. The Hollis School Board (HSB) met last night for approximately four hours to discuss reducing their budget to reflect a 0% increase. During their first budget presentation the HSB presented a budget request that was \$77,538 under the BudCom guidance but their budget request still exceeded the FY09 budget amount.

B. Beauregard explained that he was proud to present a budget request that was now not only under the BudCom guidance but was \$142 or 0.001% less than the FY09 budget. B. Beauregard pointed to the first page of the handout and stated that nothing changed in the first three sections of the guidance formula.

B. Beauregard asked all BudCom members to review the changes with him while pointing out the following lines.

Line 10 - \$11,322,344 - Approved Budget

Line 48 - \$11,635,985 - Recommended Budget with Guidance

Line 50 - \$11,363,714 - Total Requested by Board of Education

Line 60 - (\$41, 512) - ESL Revenue offset

B. Beauregard stated that the requested budget of \$11,322,344, which included the ESL revenue offset was \$142 below the FY09 budget. The Budget Committee members had no questions at this point.

M. Harris asked B. Beauregard to summarize the changes made since their first presentation.

B. Beauregard explained that D. Duhamel tracked every change made to the budget by means of a dated adjustment sheet.

Page 17 was presented at the last meeting and pages 15 and 16 were new changes.

B. Beauregard explained that each year his board started with last years budget taking out any mandatory decreases, then they added only mandatory increases (i.e. contractual agreements) back in. Any discretionary item was added to a needs list. The HSB found this to be a very efficient solution to preparing their budget.

B. Beauregard stated that originally the HSB was looking at over \$350, 000 in increases from FY09 between contracts and benefits. B. Beauregard pointed out the following adjustments to their budget on Page 15.

Line 15 – Remedial Reading Position (Special Education) - \$42,456

**Budget Committee Minutes/January 15, 2009– Page 2 of 5**  
**Draft**

This was a one-year position for a teacher who would perform duties in the Resource Room

Line 16 – Tuition - (\$49,944)

These funds were no longer needed for sending students out of the district for special education.

Line 22 - Math Coach - \$21,600

Line 23 – Literacy Coach - \$21,600

Two curriculum coordinator positions were eliminated and the HSB made a shift to hiring teacher coaches. These positions would be contracted eliminating benefit costs. C. Hyde questioned the hours that would be worked. E. Allen explained that the coaches would work approximately 12-15 hours per week for 36 weeks. These coaches would spend 100% of their time in the classroom. B. Beauregard assured the BudCom that the teachers would be trained to teach the new math curriculum. M. Harris questioned how they would get their feedback on the effectiveness of the implementation of the new math curriculum. C. Fowler explained that part of their observation process would be feedback. The coach would not be part of the evaluation process. B. Beauregard stated that North West Evaluation Association (NWEA) testing was in place to keep track of progress. M. Harris wanted to be sure that the HSB had sufficient funds in the budget to introduce a new curriculum. The HSB was confident that they had sufficient funds to implement the new curriculum.

Line 26 – Salaries, Secretaries - \$2,186 & Line 27 – Salaries, Secretaries - \$2,185

These line items were to pay secretarial overtime in the summer. Each line amount would authorize for a ½ day secretary for the summer. C. Hyde questioned if there was a benefit impact. B. Beauregard stated no and clarified that these employees already worked full time.

Line 35 – Retirement Benefit (HEA) – (\$47,024)

As of January 1<sup>st</sup>, the HSB had not received any notification of retirement therefore there was no need to hold these funds.

Line 36 – Transfer to Expendable Trust – (\$13,000)

B. Beauregard reminded the BudCom that they were still down a Director of Maintenance. Interviews were currently taking place for the position. B. Beauregard was comfortable reducing the contribution to this trust for upcoming projects.

B. Beauregard asked the BudCom to turn to Page 16 of the handout. He explained that most of the line items were corrections because the 2009 contractual salary increases had not properly been distributed amongst individual line items.

Line 17 – Salaries, Aids – (\$53,125)

The three positions that now assist the large sixth grade class would be eliminated next year. C. Fowler noted that aids were now called instructional assistants.

Line 32 – Salaries, School Psychologist – (\$33,470) & Line 33 Salaries, School Psychologist – \$37,295

The salary was simply moved from one school to the other school.

Line 49 – Health Insurance - \$104,877

Normally enough funds were added to the budget to allow for 5-6 employees to make health insurance enrollment changes throughout the year. This year because of the economic conditions, the HSB requested funding for seven employee insurance changes. Any funds not used would be returned to the general fund. M. Harris was unsure with this practice and felt that the HSB should budget for what existed. C. Hyde asked what the HSB historically expended for this purpose. D. Duhamel explained her reasoning for requesting additional funds but never gave an historical figure. M. Harris stated that historically they only budgeted for the IEP's that existed and not for what might happen. C. Hyde would like these funds to be moved to the contingency line item in their budget. M. Harris agreed. B. Beauregard asked if the BudCom supported moving the requested health insurance funds to the School Board Expenses, Contingency found on Page 11, Line 483 of the handout. M. Harris would support the funding this year because of the economic circumstances. M. Harris asked the HSB to begin tracking this figure. D. Duhamel agreed. M. Harris wanted it to be clear that the BudCom would support the HSB raising their contingency line item from \$95,000 to \$200,000 because of the current economic conditions.

B. Beauregard stated that he was not presenting the revenues. Revenues existed that would reduce the budget even further. In past years the HSB had not shown revenue projections. M. Harris questioned if the state's budget shortfall would impact the town. Harry Haytayan, audience member, stated that the state aid figures would be finalized by June 2009. D. Duhamel could present an estimated revenue report but reminded the BudCom that the numbers kept changing.

C. Hyde questioned if the \$20,000 negotiation budget request was sufficient. B. Beauregard stated that it was \$28,000 but because of the board's experience with the negotiation process now it should be less.

**Budget Committee Minutes/January 15, 2009– Page 3 of 5**  
**Draft**

B. Beaugard was comfortable with the budgeted amount. B. Beaugard felt that having Tom Flaggar, attorney, at the table proved invaluable in helping both sides reach an agreement.

M. Harris questioned if the school lunch program came into balance. B. Beaugard stated yes.

M. Harris asked when the bus contract was scheduled to be negotiated. The contract will be renegotiated in 2011.

C. Hyde noticed Harry Haytayan and Tom Enright in the audience and opened the floor for public comment. There was no public comment

B. Beaugard reiterated for the public that the HSB requested a budget that was \$142 less than the FY09 budget. L. Rydstrom questioned if the professional staff was included in the budget. B. Beaugard stated yes. The budget was all-inclusive.

C. Hyde gave BudCom members an opportunity to ask additional questions. T. Jambard asked if employees received a stipend for declining insurance coverage. B. Beaugard stated that a \$1500 yearly stipend was given to each employee that declined insurance.

C. Hyde thanked the HSB for doing a commendable job by balancing the budget while still delivering an excellent quality of education to the children. B. Beaugard commended his team for doing a phenomenal job. Everyone brought a unique perspective to the meetings and he was thankful for each of them.

Math Curriculum

M. Harris questioned if the math book funding, requested at the last presentation, was missing in this budget.

B. Beaugard explained that the request for funding of the math textbooks was removed from their budget request. B. Beaugard explained that D. Duhamel recently discovered that the FULL TIME EQUIVALENCY Report was reporting inaccurate figures. A partial position was reporting as a full time position. In the end, she discovered that two part time positions were being reported using the full time salary figures. In the process of dissecting the budget line by line, D. Duhamel found enough funds to allow the purchase of the math books.

M. Harris questioned if the Hollis schools had coordinated with the middle school before they changed curriculum. M. Harris wondered if Brookline was switching their math curriculum. C. Fowler explained that she was on a committee with representation from all of the Hollis and Brookline schools. The committee was tasked with researching how the curriculum changes would affect 7<sup>th</sup> graders. B. Beaugard felt the initiative that they were proposing would spread SAU wide. C. Fowler assured the Budget Committee that representatives from Brookline were working with them even though they were not yet ready to look at a new tool.

Heating Oil

B. Beaugard stated that the assumption of \$4.04 per gallon was dropped to \$2.50 per gallon. The Budget Committee felt this was reasonable.

Staff and Student Enrollment

L. Rydstrom asked if any teaching positions were eliminated. B. Beaugard stated no. The BudCom and HSB had a lengthy discussion about the current enrollment of grades K-6. The concentration of students was in sixth grade. B. Beaugard explained that sixth grade had six units and the HSB would like to keep six units next year despite the very low 5<sup>th</sup> grade enrollment. In sixth grade the students were taught in two classroom teams allowing the students to move between two rooms. There was not a homeroom in seventh grade and it was important for the students to prepare for this freedom in sixth grade. The current fifth grade class was smaller than normal but had a large amount of special needs students. C. Hyde asked what the average classroom size would be for next year's sixth grade class. B. Beaugard stated that according to the forecast it would be approximately 19 students per class. C. Fowler explained that it was very difficult to estimate student transfers. The BudCom agreed.

B. Beaugard was aware that if student population continued to decrease in a few years they would have to reduce the sixth grade from 6-4 units each having 25 students per class. M. Harris pointed out that keeping the teams was important.

C. Hyde read the State Board of Education's Specifications for state mandates of classroom size

Grade	State Mandate size of classroom	Strive for size of classroom
K-2	25 or fewer	20
3-5	30 maximum	25
6-12	30 or fewer	

**Budget Committee Minutes/January 15, 2009– Page 4 of 5**  
**Draft**

B. Beauregard realized the classroom sizes were below state mandates but explained that the student-teacher ratio was the best predictor of performance. M. Harris reminded C. Hyde that it was a conscience decision voted on by the Town to reduce classroom sizes. C. Hyde questioned what the Hollis education specifications were for the 6<sup>th</sup> grade. B. Beauregard stated 23 students per class. B. Beauregard understood where C. Hyde was heading and stated that he was aware and fully acknowledged that a class could be dropped in the sixth grade. B. Beauregard was against dropping one class because of the team method. Two classes could not be dropped at this time. The HSB had previously discussed this reduction in class size and were aware that a classroom could be dropped. After discussing the additional special needs students enrolled in fifth grade the HSB decided to keep all six classrooms. C. Hyde wondered if the need for teacher aids would reduce because of the increased teacher contact.

B. Beauregard stated that a reduction in teacher aids was being discussed with the administration but reminded the BudCom that the total number of aids was stipulated in the IEP's that were negotiated as a team. The BudCom understood. The BudCom and HSB discussed the job descriptions and requirements of Teacher Aids and Para Professionals. C. Hyde was questioned by a resident as to why so many aids were just one aid to one student and not shared amongst multiple students. B. Beauregard explained that there was a very technical decision process of deciding if an aid was one to one or not. The HSB was fully aware that this process needed to be reviewed and assured the BudCom that it would be. S. Hodgdon stated that they were trying to pull back on out of district service because it was very costly but reminded the BudCom that in doing so monies needed to be spent to provide additional support in the classroom. L. Rydstrom asked how many Teacher Aids and Para Professionals were currently employed. B. Kelly stated that the Hollis Primary School (HPS) had 18 in special education. The Hollis Upper Elementary School (HUES) had 16 in special education.

B. Kelly clarified that the terminology for a one on one teacher aid meant that a student had needs that required support all day long in every class. B. Kelly agreed that a one on one aid should support other students if their student was on track. B. Kelly stated that there were a couple of rare occasions when an aid must strictly remain with one student. B. Kelly stated that four special needs students were moving from the HUES to the Hollis Cooperative, four students were moving from the HPS to the HUES, two students enrolled in Kindergarten and one in First Grade. C. Hyde questioned the amount of teacher aids that were not for special education purposes. C. Fowler stated that there were two instructional aids in Kindergarten, one instructional aid in grades 1-3 and one part time library aid. The BudCom seemed to understand the explanation.

C. Hyde brought attention to the fact that over the last three or so years student population had decreased by 100 students and 3.5 positions were added. B. Beauregard disputed that 3.5 positions were added. He reminded C. Hyde of the glitch in the system that D. Duhamel discovered. B. Beauregard stated that the only new position was the early intervention math teacher. B. Beauregard questioned if C. Hyde was looking for further reductions to the already presented flat budget. C. Hyde was not sure but needed more details.

C. Hyde asked for the classroom sizes for all grades this school year.

HPS Grade	Recommended	Classroom	1	2	3	4	5	6	
Pre-K (3 yrs)	12			12	11				
Pre-K (4yrs)	12			12	10				
Kindergarten	18			18	17	14	11		
½ day classes. Full enrollment should be 72 and there were currently 60.									
1 <sup>st</sup> grade	18			16	17	17	17	15	
2 <sup>nd</sup> grade	20			20	19	19	19	17	
3 <sup>rd</sup> grade	20			15	15	16	14	14	15
4 <sup>th</sup> grade	23			20	21	21	22	22	23
5 <sup>th</sup> grade	23			21	22	23	23	23	
6 <sup>th</sup> grade	23			20	24	24	24	25	25

The BudCom and HSB agreed that the third grade class was well below the recommended class size.

C. Fowler stated that a class would be dropped in the fourth grade next year and a fifth grade class would be added to meet enrollment needs. B. Beauregard stated that the positions would follow the class. Essentially the fourth grade teachers would move with the fourth grade class. B. Beauregard stated that the big challenge was figuring out what to do two years from now when fifth grade was down to 100 students. The BudCom agreed. C. Hyde and the BudCom seemed satisfied with the discussion.

**Budget Committee Minutes/January 15, 2009– Page 5 of 5  
Draft**

BudCom Guidance Formula

	<b>Guidance for FY 2010</b>	<b>FY 2009</b>	<b>FY 2008</b>
Operating Budget from MS22	\$10,775,102	\$10,359,585	\$9,657,710
+ Expendable Trust	81,632	96,882	-
+ Special Revenue	130,000	122,041	122,041
+ Food Service	335,610	302,087	283,413
<b>Approved Budget per MS22</b>	<b>\$11,322,344</b>	<b>\$10,880,595</b>	<b>\$10,063,134</b>
- Special Revenue	130,000	122,041	122,041
- Food Service	335,610	302,087	283,413
- Expendable Trust	81,632	-	-
- Debts Service	397,431	402,988	423,799
- Special Education – Non administrative	2,074,475	2,013,761	1,668,928
<b>Recommended Budget Base</b>	<b>\$8,303,196</b>	<b>\$8,039,718</b>	<b>\$7,564,983</b>
Guidance Percent Increase	1.8%	1.8%	3.9%
<b>Guidance Increase to Budget</b>	<b>149,458</b>	<b>144,715</b>	<b>295,034</b>
<b>Budget Base + Guidance Increase</b>	<b>\$8,452,654</b>	<b>\$8,184,433</b>	<b>\$7,860,017</b>
+ Other – maintenance needs	-	-	36,500
+ Special Revenue	130,000	130,000	122,041
+ Food Service	325,000	325,000	302,087
+ Expendable Trust	75,266	76,632	-
+ Debt Service	391,778	397,431	402,988
+ Special Education – Non Administrative	2,261,287	2,074,475	1,936,267
<b>Total Recommended Budget</b>	<b>\$11,635,985</b>	<b>\$11,184,971</b>	<b>\$10,659,900</b>
Total Requesting	11,363,714	11,274,223	
<b>Amount (Over)/Under Guidance</b>	<b>\$272,271</b>	<b>\$(89,253)</b>	

**NON-PUBLIC SESSION**

*MOVED by Mike Harris seconded by Tom Jambard that the Budget Committee enter NON-public session in accordance with RSA 91-A: 3-II (c) for the consideration of matters which, if discussed in public would likely affect adversely the reputation of any person. Voting in favor of the motion were Hyde, Harris, Cadwell, Beauregard, Jambard, Labednick, Whittemore and Rydstrom. No one was opposed.*

*The motion PASSED 8-0-0.*

The Board entered non-public session at 7:30 PM.

**CONCLUSION OF NON-PUBLIC SESSION**

*MOVED by Mike Harris seconded by Tom Jambard that the Budget Committee seal the minutes and come out of NON-public session in accordance with RSA 91-A: 3-II (c). Voting in favor of the motion were Hyde, Harris, Cadwell, Beauregard, Jambard, Labednick, Whittemore and Rydstrom. No one was opposed. The motion PASSED 8-0-0.*

The Board came out of non-public session at 7:45 PM.

**ADJOURNMENT**

*MOVED by Lorin Rydstrom, seconded by Frank Whittemore that the Budget Committee adjourn. Voting in favor of the motion were Hyde, Harris, Cadwell, Beauregard, Jambard, Labednick, Whittemore and Rydstrom. No one was opposed. The motion PASSED 8-0-0.*

The Board adjourned at 7:50 PM.

Respectfully submitted,  
Kimberly Dogherty, Secretary