

Seabrook School District

Seabrook School Board Budget Work Session

Monday, November 16, 2017 – 5:30 p.m.

Seabrook Middle School Library

258 Walton Road, Seabrook, NH

www.sau21.org

School Board Members present:

Jessica Brown; Chair, Michael Chase; Vice-Chair, Keith Sanborn, Michael Rabideau, and Maria Brown.

Administration present:

Matt Ferreira; Business Administrator, Erin Milbury; Middle School Principal, Cynthia Fagan; Middle School Assistant Principal, and Anna Williams; Director of Special Services.

Dr. Robert Sullivan, Superintendent excused himself at 5:49 p.m.

Stephanie Lafreniere; Elementary School Principal, and Mark Dangora; Elementary School Assistant Principal excused themselves at 5:50 p.m. and returned to the meeting at 6:10 p.m. to attend the Fourth Grade Music Concert.

Dr. Ronna Cadarette, Assistant Superintendent excused herself at 6:07 p.m.

Nancy Tuttle; Finance Manager excused herself from the meeting at 6:41 p.m.

Terry Bragg; Facilities Director excused himself at 6:45 p.m.

Abigail Kaplan; School Nutrition Director excused herself from the meeting at 7:06 p.m.

At 5:30 p.m., Jessica Brown called the Budget Work Session of the Seabrook School Board to **order**.

Superintendent Sullivan excused himself 5:49

Principal Lafreniere excused herself at 5:50 p.m.

Mark Dangora excused himself at 5: 50 p.m.

2. 2017-2018 Budget Review

Page 105 5262026 Buildings (Out of order)

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Page 106 5262026-102 Salary – Maintenance Supervisor – proposed \$68,229 - This amount is to be amended per Board vote of 1.5% increase.

Page 107 5262026-110 Salary- Clerical - proposed \$26,182 – This amount is to be amended per Board vote of 1.5% increase.

Proposed increase hours – last year this position was cut from 5 hours to 4 hours. This year the proposal is to maintain the position for 5 hours per day.

The Board agreed not to increase the additional hour for this position.

Motion: Jessica Brown motioned to adjust non-union raises from the proposed 2.25% increase to a 1.5% increase over the current salary. Second: Maria Brown. Motion passed 5-0-0.

Dr. Ronna Cadarette excused herself from the meeting at 6:07 p.m.

Stephanie Lafreniere and Mark Dangora returned to the meeting at 6:10 p.m.

Nancy Tuttle excused herself from the meeting at 6:41 p.m.

Page 108-109 5262026-111 Salaries – Custodians - proposed \$350,687 – This amount to be amended per Board vote of 1.5% increase.

Page 110 5262026-128 Salaries – Substitutes \$8,500

Page 111 5262026-130 Salaries – Overtime \$2,700

This is based on the 3-year average of \$3,174.

The Board agreed with 5262026-130 Salaries – Overtime \$2,700

Page 112 5262026-340 Consultants - \$8,000

Page 113 5262026 -411 Water - \$3,500

Page 114 5262026-421 Trash Removal \$2,000

Page 115 5262026-426 Fire Safety/Protection \$14,450

Page 116 5262026-432 Repair/Maintenance Service \$65,000

14% increase based on the three-year average.

The Board agreed with 5262026-432 Repair/Maintenance Service \$65,000

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Page 117	5262026-520 Insurance \$29,840
Page 118	5262026-610 Supplies - \$54,700
Page 119	5262026-622 Electricity - \$88,288
Page 120	5262026-624 Heating Fuels \$76,500
Page 121	5262026-720 Renovations \$18,000
Page 122	5262026-733 New Furniture \$10,000
Page 123	5262026-739 Equipment \$7,600
Page 124	5262026-896 Training \$500
Page 125	5253026 Grounds (Out of Order)
Page 126	5263026-422 Snow removal \$45,000
	The Board agreed to maintain 5263026-422 Snow removal \$45,000
Page 127	Grounds 5263026-434 Ground Maintenance \$20,400
	The Board agreed to maintain Grounds 5263026-434 Ground Maintenance \$20,400
Page 128	5263026-610 Supplies \$8,500
Page 129	5265026 Vehicle
Page 130	5265026-436 Vehicle Expenses \$3,400
	\$34,000 is a typo.
	Terry Bragg; Facilities Director excused himself at 6:45 p.m.
Page 131	5265026-732 Vehicle Purchase/Lease \$0
Page 154	5522100 Interfund Transfer
Page 155	55221000-931 Transfer to food service \$1
	There is the anticipation of breaking even.
Page 156	5312030 Food Services (Out of order)

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- Page 157 5312030-102 Salary-Directors, MGRS. – proposed \$49,692 – This amount to be amended per Board vote of 1.5% increase.
- Page 158-159 5312030-112 Salaries – Workers - proposed \$123,346 – This amount to be amended per Board vote of 1.5% increase.
- Page 160 5312030-128 - Salaries-Substitutes \$350
- Page 161 5312030-430 Repair/Maintain Equipment \$4,500
- Page 162 5312030-614 Supplies – Non-Food \$8,500
- Page 163 5312030-630 Supplies – Milk & Food \$135,000
Proposed 8% increase due to an increase in food prices
- Page 164 5312030-631 Supplies – USDA Commodities \$22,000
- Page 165 5312030-650 Software \$2,070
Matt Ferreira informed of a 40% increase.
Abigail Kaplan informed that this is a program that shows an interactive web site which encompasses nutrition, menus, and other, and can cut out any allergens, serves as a nutritional report card, it will review total carbs, protein etc.
- Page 166 5312030-739 Equipment \$2,000
- Page 167 5312030-890 Other Expenses \$3,982
Abigail Kaplan; Food Nutrition Director excused herself from the meeting at 7:06 p.m.
- Page 1 5110009 Regular Education**
- Page 2-6 5110009-103 Salaries – Certified Staff \$3,602,686
- Page 7-8 5110009-105 Salaries – Ed Assocs/Aides/Monitors \$255,028
- Page 9 5110009-107 Salaries – Tutors \$116,358
- Page 10 5110009-128 Salaries – Substitutes \$110,500
The Board agreed with 5110009-128 Salaries – Substitutes \$110,500
- Page 11 5110009-430 Repair/Maintain Equipment \$1,300

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Page 12	5110009-442 Rental/Lease Equipment \$26,918
Page 13-14	5110009-610 Supplies \$62,500
Page 15	5110009-641 Books/Print Media \$67,500
	The Board agreed with 5110009-641 Books/Print Media \$67,500
Page 16	5110009-739 Equipment \$15,600
Page 17	5120012 Special Education
Page 18	5120012-102 Salary – Directors, MGRS – proposed \$89,794 – This amount to be amended per Board vote of 1.5% increase.
Page 19-20	5120012 – 103 Salaries – Certified Staff \$675,767
	This line item involves two steps plus 1.75% increase and is contractual
	The Board agreed with 5120012 – 103 Salaries – Certified Staff \$675,767
Page 21	5120012 – 104 Salaries – Specialists \$146,816
Page 22-23	5120012 – 105 Salaries – ED Assocs/Aides/Monitors \$466,168
Page 24	5120012 – 110 Salary – Clerical - proposed \$51,002 – This amount to be amended per Board vote of 1.5% increase.
Page 25	5120012 – 322 Workshops/Seminars \$4,000
Page 26	5120012 – 331 Professional Services \$267,900
Page 27	5120012 -332 Evaluations/Testing \$5,000
Page 28	5120012 – 333 Legal \$8,835
	The Board agreed with 5120012 – 333 Legal \$8,835
Page 29	5120012 – 442 Rental/Lease Equipment \$1,960
	Matt Ferreira informed that this contract is extended for one more year, and agreed to change the language
	The Board agreed with 5120012 – 442 Rental/Lease Equipment \$1,960
Page 30	5120012 – 560 Tuition \$204,000

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Matt Ferreira informed that this line item is based on current needs.

The Board agreed with 5120012 – 560 Tuition \$204,000

Page 31 5120012 – 580 Travel Reimbursement \$3,700

Matt Ferreira explained that this line item is based on the travel reimbursements that we are currently spending and includes projected out encumbrances.

The Board agreed to maintain 5120012 – 580 Travel Reimbursement \$3,700

Page 32 5120012 – 610 Supplies \$4,000

Page 33 5120012 – 641 Books/Print Media \$800

Matt Ferreira informed that this increase due to the purchase of CPI training materials

The Board agreed with 5120012 – 641 Books/Print Media \$800

Page 34 5120012 – 739 Equipment \$2,000

Page 35 5120012 – 810 Dues and Fees \$1,373

Page 36 5140060 – Student Activities

Page 37-38 5140060 –118 Salaries – Coaches/Advisors \$41,799

Matt Ferreira informed that this Increase of \$4,400 is for stipends for band, chorus, and four coaches for Girls on the Run - both spring and fall.

The Board agreed with 5140060 –118 Salaries – Coaches/Advisors \$41,799

Page 39 5140060 – 324 Speakers \$6,500

The Board agreed with 5140060 – 324 Speakers \$6,500

Page 40 5140060 –327 Admissions \$4,500

Matt Ferreira informed that this line item will supplement the Grade 8 New York City Trip, Grade 6 Ecology School, and the Grade 8 Cruise.

The Board agreed with 5140060 –327 Admissions \$4,500

Page 41-42 5140060 – 610 Supplies \$5,948

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Matt Ferreira discussed that this line item is a Zero Based budget, and adding a 5th and 7th Grade DARE Program with booklets and materials.

The Board agreed to discuss DARE Program curriculums at the School Board meetings.

The Board agreed to add \$700 for a 7th Grade Dare Programming.

Motion: Michael Chase motioned to increase line item 5140060 – 610 Supplies by \$700.00 for a total of \$6,648. Second: Michael Rabideau. Motion passed 5-0-0.

Page 43 5140060 – 739 Equipment \$823

Page 44 - 45 5140060 – 810 Dues and Fees \$9,640

Principal Milbury agreed to bring forward information about the availability on epi pens.

Page 46 5143028 Summer School

Page 47 5143028-121 Salaries – Summer School - \$20,760

Page 48 5212029 - Guidance

Page 49 5212029-103 Salaries – Certified Staff- \$151,873

Page 50 5213044 Health

Page 51 5213044-103 Salaries Certified Staff - \$153,863

Page 52 5213044-128 Salaries Substitutes - \$1,250

Page 53 5213044-314 Employment Exams - \$759

Page 54 5213044-610 Supplies- \$2,650

Page 55 5215012 Speech Services

Page 56 5215012-103 Salaries – Certified Staff - \$206,613

Page 57 5215012-105 Salaries – Ed Associates \$1

Page 58 5219009 Other Student Support

Page 59 5219009-332 Evaluations/Testing \$1

Page 60 5219009 Improvement of Instruction

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Page 61	5221009-240 Tuition Reimbursement \$20,000
Page 62	5221009-321 Testing \$9,463 Matt Ferreira informed that this line item is due to progress monitoring. The Board agreed with 5221009-321 Testing \$9,463
Page 63	5221009-322 Workshops/Seminars \$17,400
Page 64	5221009-336 Professional Development – SESPA \$4,000
Page 65	5221009-580 Travel \$3,200 The board agreed with 5221009-580 Travel \$3,200
Page 66	5221009-641 Books/Print Media \$500
Page 67	5222042 Educational Media
Page 68	5222042-103 Salaries – Certified Staff \$148,132
Page 69	5222042-610 Supplies \$2,800
Page 70	5222042-641 Books/Print Media \$21,000
Page 71	5222522 Computer Services
Page 72	5222522-103 Salaries – Certified Staff \$80,536
Page 73	5222522-109 Salaries – Technology - proposed \$69,647 – This amount to be amended per Board vote of 1.5% increase.
Page 74	5222522-322 Workshops/Seminars \$4,000
Page 75	5222522-431 Repair/Maintain Computers \$3,500
Page 76	5222522-612 Supplies-Computer \$12,000
Page 77	5222522-643 Information Access Fees \$10,820 Matt Ferreira informed that this line item is required to become E9911 compliant. The Board agreed with 5222522-643 Information Access Fees \$10,820
Page 78-79	5222522-644 Software License/Support \$30,810

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Page 80 52225222-650 Software \$2,000

Page 81 52225222-734 Technology Equipment \$97,700

Matt Ferreira informed that this is a proposal to replace the intercom system/clocks. The intercom blows fuses all the time, is difficult to get parts for, and is a major component for safety.

There is an Infrastructure Fund for security items life safety and fiber. We will apply to this fund for an intercom.

Page 82 522900 Support Services

Page 83 5229000-328 Contracted Services \$112,700

Page 84 522900 Board of Education

Page 85 5231000-117 Salaries-District Officers \$27,061

Page 86 5231000-333 Legal \$5,000 5231000-333 Legal \$5,000

The Board agreed with 5231000-333 Legal \$5,000

Page 87 5231000-334 Audit \$10,450

Page 88 5231000-335 Annual Meeting \$2,450

Page 89 5231000-534 Postage \$700

Page 90 5231000-540 Advertising \$1,000

Page 91 5231000-810 Dues and Fees \$3,900

Page 92 5231000—890 other expenses \$2,000

Matt Ferreira informed that this increase was based on a 3-year average, and that we put in this line item what we are spending.

The Board agreed with 5231000—890 other expenses \$2,000

Page 93 5232000 SAU Services

Page 94 5232000-311 SAU Services \$499,728

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Matt Ferreira informed that the Joint Board voted and approved the Seabrook School District share of the SAU #21 costs based on the real estate and number of students, and Seabrook just got a new tax assessment.

The Board agreed with 5232000-311 SAU Services \$499,728

Page 95 **5241031 School Administration**

Page 96 5241031-101 Salaries – Administration – proposed \$355,607 – This amount to be amended per Board vote of 1.5% increase.

Page 97-98 5241031-110 Salaries – Clerical – proposed \$169,550 – This amount to be amended per Board vote of 1.5% increase.

Page 99 5241031-322 Workshops/Seminars \$4,000

Page 100 5241031-531 Telephone \$4,000

Matt Ferreira informed that this line item includes a \$500 monthly bill for each school, and 6 additional lines.

Matt Ferreira agreed to change \$1,800, (6 additional lines @ \$25/month x 12 months - \$1,800) and state that it is a one-time move.

To move all of what is on page 100 and move it to page 77, and add more explanation that we are not paying for cell phones.

Page 101 5241031-534 Postage \$4,000

The Board agreed 5241031-534 Postage \$4,000

Page 102 5241031-580 Travel \$800

Page 103 5241031-610 Supplies \$4,500

Page 104 5241031-810 Dues and Fees \$4,675

Page 132 **52720 Transportation**

Page 133 5272109-515 Transportation-Contract \$596,530

Page 134 5272212-516 Transportation-Special Needs \$188,944

Matt Ferreira informed that this increase is based on need.

Page 135 5272460-517 Transportation-Athletics \$9,500

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Page 136 5272509-518 Transportation- Field Trips \$9,000

Matt Ferreira informed that the PTO had in the past supplemented this line item.

The Board agreed with 5272509-518 Transportation- Field Trips \$9,000

Page 137 5272909-519 Transportation – Other \$40,000

Matt Ferreira informed that this line item is required by federal law.

The Board agreed with 5272909-519 Transportation – Other \$40,000

Page 138 **5290000 Employee Benefits**

Page 139-141 5290000-211 Health Insurance \$1,371,963

Page 142 5290000-212 Dental Insurance \$45,831

Page 143 5290000-213 Life Insurance \$9,279

Page 144 5290000-214 L.T.D. Insurance - proposed \$26,009 – This amount to be amended per Board vote on 1.5% increase.

Page 145 5290000-220 F.I.C.A proposed \$579,158 – This amount to be amended per Board vote on 1.5% increase.

Page 146 5290000-230 Retirement – proposed \$1,057,091 – This amount to be amended per Board vote on 1.5% increase.

Page 147 5290000-250 Unemployment Insurance \$7,711

Page 148 5290000-260 Workers Compensation \$51,280

Page 149 5290000-285 403B Contribution \$10,000

Page 150 5290000-810 Dues and Fees \$785

Page 151 **5510000 Debt Service**

Page 152 5511000-910 Principal Payment \$118,673

Page 153 5512000-830 Interest Payment \$10,757

Proposed Total Budget \$13,747,212

The Board agreed with the proposed 2018 - 2019 total budget as discussed and presented.

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Warrant Articles proposed:

1. **SESPA Contract - \$36,765** This SESPA Negotiations have not been ratified yet.
2. **Window Replacement – Phase 2 – (SES) –\$327,000** is the exact number.
The Board agreed to accept Window Replacement – Phase 2 – (SES) –\$327,000
3. **Locker Replacement - \$95,000**
The Board agreed to accept the Locker Replacement for \$95,000. The lockers do no longer have the parts to fix them.
4. **Expendable Trust Funds**
The Board agreed to fund trust funds as listed below:
 - a. SPED Expendable Trust Fund - SPED Expendable Trust Fund — used from the unreserved fund balance by \$75,000
 - b. The Board agreed not to fund the Building Maintenance Fund used from the unreserved fund balance - \$0.
5. **Petition Article - Child Benefit Services - \$27,132**
The Board agreed to accept Petition Article - Child Benefit Services - \$27,132

Matt Ferreira discussed using a three-year average usage to reduce costs or to increase costs, and using real numbers.

Motion: Jessica Brown closed the Budget Work Session at 8:23 p.m. Second: Michael Chase. Motion passed 5-0-0.

Submitted by Maureen Hastings, Recording Secretary (Approved December 11, 2017)