

LITCHFIELD SCHOOL DISTRICT

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)

**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for October 15, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

8:00 a.m.

A. Call to Order

Mr. Bourque called the meeting to order at 8:06 a.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Presentations

Mr. Bourque explained the reason for this meeting is to review the FY18 Requested Budget. He mentioned there will be an opportunity for community input after each budget segment.

- 2017-2018 REQUESTED BUDGET PRESENTATIONS:
 - FISCAL YEAR 2018 OVERVIEW

Mr. Markiewicz provided a brief presentation for the School Board that consisted of a breakdown of salaries and benefits compared to operation expenses; object account breakdown; location account breakdown; and function account breakdowns. He indicated the FY18 General Fund requested totals \$21,185,564 with an increase of \$782,642 or 3.84%. Salaries and Benefits total \$16,505,099.

Mr. Barka asked where the increase is coming from. Mr. Markiewicz indicated there have been a number of new hires, a health insurance increase, and an increase in NH Retirement.

Mr. O'Neill commented the increase is not so much in salaries, but in the down shift from the State to towns and districts.

Mr. Markiewicz reported operating expenses have decreased from 25.71% to 22.09% since 2014 (not including salaries/benefits) and salaries and benefits have increased from 74.29% in 2014 to 77.91% in 2018.

Mr. O'Neill commented this information is of concern because when operational expenses are declining and salaries and benefits are increasing, it will eventually consume the budget when projected out. He asked (rhetorically) to what extent does the decline in operations reflect the reductions in operations that will impact the district's ability to operate effectively. He commented it is interesting the amount of salaries and benefits we control.

Mr. O'Neill provided a presentation regarding enrollment cohorts and cost per pupil vs equalized valuation. He indicated the district has had a loss of 305 students since 2008 and declining enrollment will be evident in the middle and high schools over the next eight years. He commented that we may have a new trend to monitor in grade 1 while in grade 2 the district may recommend the appointment of an additional grade 2 teacher as our classes

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are higher than policy recommends. Mr. O'Neill noted that we want our students to be literate in numeracy and literacy skills. He commented more recently we are seeing an average gain of 23 students from K to 1. He indicated there is no significant increase in grades 4-5 that the data reflects and the average increase over the last five years is 5.4 students.

Mrs. Izbicki commented the data supports early intervention. She suggested looking at that data putting more time into grade 1. Mr. O'Neill indicated that full day kindergarten has been discussed, but there are budget and building issues to cross.

Continuing with his presentation, Mr. O'Neill commented that it will be interesting to see if the comparison of enrollment projections supports the conclusion relative to the migration of significantly lower enrollment in grades 5-12. He provided information regarding cost per pupil in Litchfield as compared to districts of similar size and valuation. He indicated according to the average cost per pupil in these districts and in the State, Litchfield spends \$2,000 less than those districts. When comparing the per pupil equalized valuation in the target towns, Mr. O'Neill reported that per pupil equalized valuation for Litchfield is \$637,956. He commented that Litchfield has the capacity to pay for public services, but it is a question of the will to pay. He indicated he is not recommending that we add to the tax rate. He clarified he believes Litchfield is a good district, but is lacking the financial resources to become an excellent district.

Mr. O'Neill provided information regarding requested new or expanded positions. He indicated there are two positions that will be placed on the warrant. He noted one is a Special Services Coordinator for K-4. He explained that K-4 are critical years for all children, but with 6 grades in elementary school we do not have the capacity to deal with our exceptional children.

Mrs. Bandurski clarified that the Special Services Coordinator position would be to service K-8.

Mr. O'Neill commented the other position is an Enrichment Coordinator. He indicated last year great deal was placed on the part of parents, teachers, and principals to provide additional opportunities for children. He suggested hiring an enrichment coordinator for PreK-8. He explained this person would be developing programs, teaching the teacher and running afterschool activities.

Mr. O'Neill presented the expanded positions requested:

- An additional teacher for Grade 2, which is in direct response to the teacher/student ratios;
- Expanding the current Assistant Principal at GMS to full time as interventions in PreK-4 are critical to the long term success of any student, and principals spend 16-20 hours every week on special services reassessments and evaluations;
- Team Leader;
- Academic Assistant;
- Lego Robotics Advisor;
- Destination Imagination Advisor;
- Library Computer Club Advisor;
- Two additional Summer Reading teachers for K-1;
- Academic Support Tutor as we require more academic instruction defined in IEPs;
- Expand Curriculum Director to 40 hours.

Mr. O'Neill believes these positions are needed for Litchfield to become an excellent and exceptional district.

Robin Corbeil, Nesmith Court, asked if we are competitive with salaries and benefits because we need to attract good, young teachers. She asked why we are spending less in the operational budget.

Mr. O'Neill indicated our salaries and benefits at the beginning level are not competitive and we need them to be.

Mrs. Corbeil commented we lost some good teachers to other districts for salary reasons and we gained some because of salaries.

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Mr. Barka commented we are looking at a three year comparison.

Mrs. Corbeil commented on the comparative costs per pupil indicating when looking at the state average we are investing below that average. She noted we want our children to aspire, but it is difficult to do with the cost logistics.

Mr. O'Neill commented that he shares the concerns over the operational costs.

Mrs. Izbicki commented we are at a pivotal point with the proposed additional staff to get to that level. She indicated you can get to a point where things are going so well you start reducing your staff, but we have to start balancing out to get to that level.

Mr. Bourque commented we can listen to what you say, but once we pass the budget on to the Budget Committee it is their budget. He indicated it is important for you and others to go to the Budget Committee meetings and to Deliberative Session.

Kathleen Follis, Mike Lane, believes that we need some of the recommended positions. She commented we have no industry in Litchfield and no services in our town. She indicated when you look at the cost of taxes compared to other towns and the fact we have no services, it impacts our capacity to pay. Mrs. Follis noted the Board role is difficult because you have to develop a budget that is considerate not only of the education of the children, but of the taxpayers as well.

Mrs. Lepore commented one of the things people look at when they move is the achievement level of the public schools.

Mr. Bourque commented we are looking to do more than push the children through school.

Mrs. Follis commented she does not want to see families moving out because of higher taxes and older families moving in with no children.

Mrs. Izbicki commented we should be a town where people are flocking, but it may be because of where our school district is at this point. She indicated it may be wiser to pay a little more in taxes and get more services in education.

Mrs. Follis commented that she does not see where we cut our services to children over the last few years.

Mr. Bourque commented that we need to move on to allow the specialists to present their budgets.

Mrs. Follis commented when Destination Imagination first started it was presented as a PTO run program. Mr. Bourque clarified with the agreement the district would put it in the budget.

Mrs. Follis asked if we have a program that is run by the PTO and is successful why bring it into the budget. She indicated it is the Board's job to look for ways to keep these things from shifting over or every year we will be shifting something over to the budget.

Mr. O'Neill clarified that he is not saying we have not improved the organization because we have. He commented the shifting of monies for Destination Imagination is that we make it part of the stipends and co-curricular stipends are included in the budget as part of the CBA. He indicated we want to take programs that are interesting to the students and fund those while sunseting others we do not use.

Mrs. Follis commented she would like to see a balance. Mr. O'Neill commented the data shows we have to respond to the reduction in students.

Mrs. Follis indicated she does not want to see student services affected.

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Mrs. Corbeil commented afterschool academic assistance is needed at LMS.

○ FY18 SAU & SCHOOL BOARD REQUESTED BUDGET

The FY18 SAU and School Board requested budget was provided for the Board with a bottom line of \$107,656.

○ FY18 SPECIAL SERVICES REQUESTED BUDGET

The FY18 Special Services requested budget was presented to the Board with a bottom line of \$1,094,462, which is a decrease of \$84,960 over FY17. She indicated over the summer 14 new students moved into the district and as of June 2016 the Special Services Department is servicing 245 students with disabilities.

Mr. O'Neill commented if we go into deficit appropriations we would have to borrow that amount from the following year's budget and start that year off with \$100,000 deficit we have to make up.

Mrs. Izbicki commented Special Education is a true unknown and is year-long.

Mrs. Bandurski indicated students can transition in after the budget is completed and we will not know for some time. Mr. Barka commented that he does not recall overspending the Special Services budget.

Mr. Barka asked about music therapy. Mrs. Bandurski explained that these music specialists come into PreK and facilitate communication and movement.

Mr. Bourque asked what is done with FM Systems each year. Mrs. Bandurski indicated the entire system is examined, cleaned and ensured that it is working properly. She noted some are under warranty, but some are out of warranty.

Mr. Bourque commented there are Chromebooks throughout the budget. He was concerned that Chromebooks may not be the right choice. He asked what they will be used for in K-4. Mrs. Bandurski explained they are placed in the Resource Room for utilizing resources and will replace laptops that are aging out. She indicated that Chromebooks were preferred by the staff.

Mr. O'Neill mentioned that he asked Mr. Pelletier at what point we can replace individual printers with network printers. He indicated Mr. Pelletier noted we have made that transition and if there is a printer in the budget, it is specific to a teacher, a specialist or a student.

Mrs. Izbicki asked if there has been any discussion about going paperless with IEPs. Mrs. Bandurski commented there has been conversation. She indicated we looked into the cost of a document management system, but it was more expensive than purchasing a fireproof file cabinet. Mrs. Izbicki commented when you send an IEP you have to send it to several people and she is looking at the cost.

Mrs. Harrison asked about the \$8,894 increase in Special Education transportation. Mrs. Bandurski explained there are out of district placements that attend CTE programs and other out of district placements for whom we have to provide transportation. Mr. Markiewicz indicated part of that increase is due to contractual services and costs.

With reference to the PreK Special Education teacher, Mrs. Bandurski explained this position is currently funded by a grant and is part time. She indicated we will not have that grant funding next year and the position needs to be full time for transitioning special education students. She noted the grant is an annual allocation and any funds remaining at the end of the year are carried over, but we are only allowed to carry remaining funds over for two years.

Mrs. Bandurski explained the Academic Support Tutor for GMS is to provide direct instruction to students per IEP. She indicated the Special Education Coordinator for K-8 will allow special education to go to the next level in terms of coordinating staff and oversight.

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Mrs. Corbeil asked if the Special Education Coordinator will work under the Director of Special Services and how this will work with staff supervision. Mrs. Bandurski indicated the Coordinator will work under the Director and will be a layer of complement staff when needed, will provide coordination of compliance, be a representative at meetings if needed, support the staff, and review IEPs. She noted where our numbers have increased over the years, it has come to the point where there needs to be another area of support for issues that arise.

Mrs. Corbeil asked how the responsibilities of this position filter to the students. Mrs. Bandurski indicated the position is another set of eyes and can provide immediate feedback.

Mrs. Corbeil asked what qualifications are required for the position. Mrs. Bandurski indicated the employee must be certified as a Special Education administrator and could sit in as the LEA representative for IEP meetings.

Mr. O'Neill explained it would be helpful to have another person who has this training to be able to step in when needed. He indicated it is a systemic solution to many students with exceptionalities.

Mr. Nate Cooper, teacher at CHS, commented on the IEP printing. He mentioned that we have capabilities with Infinite Campus to load IEPs and download them to the district drive.

Mr. Bourque asked if information stored in the cloud is secure. Mr. Cooper affirmed that the information is secure. Mr. Bourque suggested the Board should discuss this option with regard to printers.

○ FY18 CURRICULUM DEVELOPMENT REQUESTED BUDGET

Dr. Heon presented the FY18 Curriculum Development requested budget to the Board with a bottom line of \$231,234, which is a \$2,495 increase over FY17. She commented this budget is a continuing effort to bolster resources for our staff and students. She indicated technology is critical to implementing curriculum and we are increasing using curriculum that is technology based. Dr. Heon encouraged the Board to look at salaries and benefits in account 2210 as there is \$19,000 for curriculum development for all the schools. She indicated it is important to maintain it because we continue to write our instructional units that should be constantly reviewed.

Mrs. Corbeil was concerned about language labs being used. She commented she does not want to see them limited because technology sits in a room. She indicated they are designed for the language class.

Dr. Heon commented the opposite is often true. She indicated we have digital needs that occur on an as needed basis, but on an impromptu basis. She noted the technology should be able to be utilized and the reason it is dedicated here is so the connection to the curriculum instruction practices is clear.

Mrs. Harrison commented we have Chromebooks, laptops, iPads and tablets. She asked if it can be streamlined. Mrs. Corbeil commented we have already started looking at how to get the students in middle school acclimated to Google Classroom. She indicated we have to make sure the technology we have is used to its best ability by all our students.

Andrea Ange, CHS Librarian, commented that students are using web-based resources. She indicated we put our library use on Twitter for the last month. She noted with the limited resources we have it is difficult to plan curriculum without technology.

Dr. Heon commented she felt it was important when there is an aspect directly related to curriculum and instruction that technology resources be included. She indicated those resources can be shared. Mrs. Izbicki commented it is not the responsibility of the Board to solve the problem of how the technology will be used among teachers.

Heather Davis, CHS Spanish teacher, commented through the process of revitalized curriculum at the high school we talked about the need for new technology. She indicated existing textbooks are outdated, but not the source of our curriculum. She noted students need access to resources and with only one computer in the classroom it is difficult to have the resources needed for the students to understand the curriculum. She commented there is not always access to media lab.

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○ FY18 CHS REQUESTED BUDGET

Mr. Lonergan presented the FY18 CHS requested budget to the Board with a bottom line of \$613,700, which is a \$66,164 increase over FY17. He commented that CHS is 16 years old and the facility is showing signs of wear. He indicated systems and equipment needs work, older equipment needs to be removed, old furniture needs to be replaced. Mr. Lonergan commented we need to give scrutiny to some of our programs and ensure they are top notch, and ensure the students are graduating on time. He indicated it is great to send students to CTE programs, but it is costly. He noted that technology is needed for the classrooms, but it becomes confusing in the budget because of the 1:1 initiative. Mr. Lonergan commented overtime is concerning because administrative staff needs to be available for late days or nights. He indicated the lighting panels in the auditorium is needed and is not in our budget.

Mrs. Harrison asked about the ropes course. Mr. Lonergan reported he discussed it with Coach Kiestlinger. He indicated much is spent to maintain it and it is only used for one day. He commented it has become an institution at CHS, but could be a program we sunset or perhaps share with the town recreation department.

Mrs. Harrison suggested turning the course over to the town. Mr. O'Neill indicated we will do more research and follow up at the next meeting.

Mr. Bourque indicated that Board members can motion their changes.

Science Education

Mr. Bourque asked about the microscopes budgeted in the Science budget. Mr. Lonergan explained CHS has tried to maintain them for years, but they are becoming more difficult to repair and challenging to moved them from one classroom to another.

Theater Arts

Mrs. Harrison asked if the choreographer, lighting and sound design for the musical and play are needed. Mr. Martin explained that lighting and sound experts have to be hired to set the light board, lighting and assist in production.

FACS

Mr. Barka asked about Reality Babies budgeted for FACS and believes they are not needed.

Mr. Barka made a motion to reduce Account 1031110009-734, FACS Equipment Additional, by \$1,665. Mr. Bourque seconded. The motion carried 4-1-0.

Math Education

Mr. Bourque commented on the TI-84 calculators budgeted in Math Education. He believes it is not necessary for the school to purchase them for the students.

Mr. Bourque made a motion to reduce Account 1031110011-610, Math Education Supplies, by \$1,100. Mrs. Lepore seconded. The motion carried 5-0-0.

Athletics

Mr. Bourque commented that Athletics contains budgeting for all playoff games. He indicated that what is budgeted for Game Officials is very high. Mr. Mills, Athletic Director, explained NHIAA is not covering officials as early as required and we are now responsible for paying those rounds.

Mr. Bourque made a motion to reduce Account 1031142000-391, Athletics Game Officials, by \$5,000. Mrs. Harrison seconded. The motion carried 5-0-0.

Guidance Services

Mr. Barka commented that Tuition for Londonderry and Nashua night courses is higher than was budgeted in the past.

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Mr. Barka made a motion to reduce Account 1031212000-561, Guidance Services Tuition, by \$2,000. Mr. Bourque seconded. The motion carried 5-0-0.

Library

Mr. Bourque asked why Information Access Fees have increased. Mr. Lonergan indicated an online plagiarism system, Turn It In, is being budgeted for students and teachers to use. Mrs. Ange mentioned if enrollment declines the cost decreases.

Mr. Barka asked about the five extra days for the Library Media Specialist. Mr. Lonergan indicated the days were reduced when there was a budget crisis and never replaced. He noted the days are necessary for preparing the library at the beginning of the year and closing the library at the end of the year.

School Administration

Mr. Barka asked about discipline forms and tardy slips. He commented they can be printed out when needed.

Mr. Barka made a motion to reduce Account 1031241000-550, School Administration Printing and Binding, by \$1,000. Mr. Bourque seconded. The motion carried 5-0-0.

Amy Goldstein, 1 Spicebush Circle, expressed her support for the request for instrument lockers for the music department. She indicated athletes have lockers to keep equipment in and music students do not. She commented we have thousands of dollars of equipment in the band room and no way to keep them safe or free from damages. She asked the Board to consider the purchase of the lockers to protect this large investment.

Mr. Bourque indicated there is no request for them in the budget. Mr. Lonergan commented he would like to purchase them if there is money left over in the budget.

Mr. Martin spoke about the lighting in the auditorium. He provided history about the lighting and indicated that the ellipsoidal lights that CHS has been purchasing are discontinued and the light board is beyond its useful life. He indicated that they have been purchasing newer LED lighting and the existing light board will not be able to handle the number of channels it will take to operate the stage lights when they purchase them. Mr. Martin commented a new light board with more than enough channels and capacity to handle the lighting would cost approximately \$9,000. He indicated it is necessary to equip the auditorium with adequate lighting and will be better able to handle future additions.

Dennis Perreault, CHS teacher, commented on CHS plans for parking. He indicated there was a presumption that the parking lot would be maintained by the town. He explained parking permits were originally \$5.00 and then increased to \$10.00. He noted when the budget crisis occurred in the district, parking fees were increased to \$100. Mr. Perreault indicated the district was reimbursed \$1.8M, but not all the money was used to add back the reductions that were applied. He commented by charging a parking fee you are taxing the students who do not have a choice to vote to put you in office. He noted the town is not maintaining the parking lot. He encouraged Board members to reduce the parking permit fees to \$0.

Mrs. Corbeil commented students should not have to pay for parking and transportation. Mr. Bourque commented once they are able to drive they stop taking the bus.

○ FY18 GMS REQUESTED BUDGET

Mr. Thompson presented the FY18 GMS requested budget with a bottom line of 130,485, which is a \$13,992 increase over FY17. He explained that the budget is an effort to move GMS from a position of strong achievement to a position of excellent student achievement. He reported the projected enrollment for 2016-2017 was 333 students, but the actual enrollment is 387 with a particular increase in grade 1. He indicated he will be requesting an additional teacher in grade 2 next year. He noted as programs grow and reduce we shift teachers around in the earlier grades. Mr. Thompson indicated all incoming K-1 students will be screened to determine early reading

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problems next year. He commented there are requests for additional personnel, expansion of the technology teacher, continuing with Project Lead the Way and replacement of the administrative assistants' furniture.

Mr. Bourque mentioned there is a sign for the main entrance in the budget. He indicated that it will not be able to be seen from the driveway. He asked what can be done for the 1930s building entrance so people will not think it is the main entrance. Suggestions included putting up a sign with arrows directing people to the main entrance.

With reference to Project Lead the Way, Mr. Thompson commented that last year kits were requested for all students. He indicated the purchase has been budgeted over two years.

Mrs. Izbicki asked about the dues and fees for Destination Imagination. She asked if the fees increase with the number of teams. Mr. Thompson indicated the cost includes competition fees, supplies, registration costs and dues.

Mrs. Izbicki asked if it is school sponsored and if so, there is much that goes with that. Mr. Thompson indicated there are logistics to work out.

○ LUNCH

The School Board took a brief intermission for lunch at 12:40 p.m.

The School Board reconvened at 1:10 p.m.

○ FY18 HR REQUESTED BUDGET

Mrs. Messenger presented the FY18 Human Resources requested budget with a bottom line of \$10,247, which is a \$234 increase over FY17.

Mrs. Harrison mentioned that she and Mr. Thompson will be presenting a new after school program for GMS and it may require additional background checks for volunteers.

Mrs. Harrison made a motion to add \$250 to Account 1000283000-280, New Hire Expenses. Mr. Barka seconded. The motion carried 5-0-0.

○ FY18 SALARIES & BENEFITS REQUESTED BUDGET

Mrs. Messenger presented the FY18 Salaries & Benefits requested budget with a bottom line of \$16,505,099, which is a \$636,308 increase over FY17. She indicated increases and decreases in the budget are as follows:

- Health Insurance increase \$210,600 (10%)
- Dental Insurance increase \$7,734 (3%)
- Removal of Summer Check Benefits Rate Adjustment \$28,000
- New Hampshire Retirement:
 - Teacher rates increase \$149,917 (17.36% from \$15.67%)
 - Employee rates increase \$12,823 (11.38% from 11.17%)
- No increases in the budget for LEA salaries as we are in the midst of contract negotiations
- No increase in the budget for LSS salaries as we are in the midst of contract negotiations
- Non-affiliated employees increase includes:
 - Administrators, Professional, SAU Office
 - Total increase \$57,524
- Substitutes Salaries decrease \$12,884 (daily substitutes)
- Substitutes Salaries increase \$30,860 (long term substitutes)
- 6th Period classes budgeted current cost \$28,258
- Expected Teacher and Paraprofessional Grade Changes budgeted \$8,720 estimate
- Severance Payouts budgeted \$49,201 (subject to change November 1)
- DW Administrative Vacation Buybacks (administrators' contracts) budgeted \$8,000
- Vacant Superintendent position budgeted \$135,000, plus \$52,000 for cost of benefits
- New Positions:

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- DW Special Services Coordinator \$92,885
- DW Enrichment Coordinator PreK-8 \$80,355
- Changes in current positions:
 - GMS Grade 2 Teacher \$82,843
 - GMS Assistant Principal (part time to full time) \$61,561
 - GMS Summer Reading Teachers (2 additional) \$4,425
 - GMS Team Leader Special Services \$1,079
 - GMS Team Leader PreK \$1,079
 - LMS Library/Computer Club Advisor \$1,806
 - LMS Lego Robotics Advisor \$1,806
 - LMS Destination Imagination Advisor \$1,806
 - LMS Academic Assistance Support \$5,397
 - CHS Library Media Specialist additional days \$2,314
 - LMS Special Education Teacher (part time to full time) \$13,286
 - DW Special Services Academic Support Tutor \$28,495
 - Curriculum Director (part time to full time) \$35,991.42

Mr. Bourque asked what drives NH Retirement numbers. Mrs. Messenger commented the rates were low and a large influx of teachers retired when there was no medical subsidy.

Mr. O'Neill explained the funding is so there is enough in the investment pool to guarantee teachers receive the amount that is contracted when they signed up as a teacher. He indicated the calculation was significantly underfunded to be able to pay all the commitments the system had. He noted they recalculated the amount they needed for teacher retirement and the state has started to downshift that cost to towns and school districts.

Mr. Barka made a motion to reduce Account 1031222200-110, CHS Library Services Salaries, by \$1,847 for the 5 additional days for the Librarian.

Mr. Bourque commented the librarian has to close the school down once the school year has ended and there is much inventory and work that is not morally done by the classroom teacher. He indicated it is a reasonable expense.

Mr. Barka withdrew the motion.

Mrs. Harrison asked why CHS has a library monitor and there are none at the other two schools. Mr. O'Neill indicated that decision is up to the principal. He offered to provide the answer for the Board.

○ FY18 LMS REQUESTED BUDGET

Mr. Lecklider presented the FY18 LMS requested budget with a bottom line of \$150,800, which is a \$10,253 increase over FY17. He commented that overall he is proud of last year and where we are with student achievement. He indicated we will continue to build on Project Lead the Way in the budget, and Lego Robotics and Destination Imagination have been growing. He noted the Music Program Choral position was removed five years ago, which resulted in an after school choral program and is being requested in this budget. Mr. Lecklider explained that trends over the last five years yielded that numbers in chorus have decreased significantly, which is a concerning trend. He noted band numbers are very large.

Mrs. Corbeil was concerned there were no computers budgeted in the science account in the LMS budget. Mr. O'Neill indicated he will provide the answer.

Mrs. Leite commented the choral position is critical. She indicated choral is suffering and the gap is large. She noted it is crucial to the continuity of that program.

Mr. Lecklider acknowledged that the Board has to consider declining enrollment, but he asked for consideration for the content specialists.

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Mr. Bourque commented you have an incoming class that is less 40 students. He indicated the Budget Committee will be looking at that. He was concerned the Board may not be able to save a teacher if the Budget Committee makes that reduction.

○ FY18 TECHNOLOGY REQUESTED BUDGET

Mr. Pelletier presented the FY18 Technology requested budget with a bottom line of \$465,940, which is a \$189,296 increase over FY17. He indicated the budget includes one year of a five year cycle for mission critical technology equipment and the incorporated cost of implementing the 1:1 initiative.

Mr. Bourque was concerned that Chromebooks were budgeted for the CHS World Language lab. He noted there are different prices for Chromebooks. Mr. Pelletier explained that the cost depends on the function of the Chromebook. He added different size screens impact the price and there are licenses and fees.

Mr. Bourque asked if the Chromebooks are restricted to that course. Mr. Pelletier commented they will not have to be restricted and anyone should be able to use them.

Mr. Bourque asked about the need for Chromebooks if the teacher has an interactive board and a Chromebook. Mr. Pelletier indicated that Chromebooks are for individual use. Mrs. Izbicki commented if you want to teach differentiated instruction through Google Classroom, you can push three different classes out to different students.

Mr. Pelletier mentioned at GMS they have only one Windows laptop cart and one Chromebook cart. He commented it is very difficult to clear the computer lab for testing.

Mr. Bourque asked about the increase in equipment replacement. Mr. Pelletier indicated the Board will see an increase in all equipment replacement lines to replace four projectors and/or smart boards.

Mr. Bourque asked for an explanation of the different in the actual expenditures over the last four years. Mr. Pelletier indicated in 2016 much was paid ahead. He explained we actually took some 2016 funds and purchased items budgeted for 2017.

Mr. O'Neill commented there is a staff of three in the IT department with 2,100 devices to service. He indicated we are requesting to add 200 devices per year. He wanted to know the industry standard.

Mr. Pelletier indicated one person per 100 devices is normal.

Mrs. Corbeil commented as we go forward somewhere in these budgets there has to be teacher training for these devices. She indicated we have to expose students and teach them Microsoft.

Mr. Barka left the meeting early.

○ FY18 BUSINESS REQUESTED BUDGET

Mr. Markiewicz presented the FY18 Business requested budget with a bottom line of \$55,475, which is a decrease of \$8,377 over FY17.

Mr. Markiewicz presented the FY18 Transportation requested budget with a bottom line of \$494,764, which is a \$23,555 increase over FY17.

○ FY18 BUILDINGS & GROUNDS REQUESTED BUDGET

Mr. Ross presented the FY18 Buildings & Grounds requested budget with a bottom line of \$1,325,522, which is a \$32,143 increase over FY17. He indicated we are in the process to complete a building assessment with the approved vendor. He commented some of the budget has been held back subject to cost recommendations of that assessment. He noted DW Maintenance includes a new position and costs associated with that position. Mr. Ross indicated that building services include a continuation of door and window replacements, carpet removal and tile installation.

LITCHFIELD SCHOOL DISTRICT

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Mr. Bourque asked why there is a request for a van in DW Additional Equipment. Mr. O'Neill indicated he drove that request. He explained in any district or business when you have a maintenance person who needs supplies, belts, tools, etc. it makes more sense to stock these things in a van instead of keeping them at a centralized location and with traveling between locations.

Mr. Bourque mentioned there is a new Gator vehicle budgeted. He asked what is wrong with the existing Gator. Mr. Ross explained the vehicle is used heavily every day. He indicated it is very run down and past life expectancy. He commented the crew needs a vehicle that is more heavy duty.

Mr. Bourque commented he observes the gator being driven around between school locations often.

Mr. Bourque made a motion to reduce Account 1000263000-738, DW Equipment Replacement, by \$15,999. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque asked about the amounts budgeted for catch basins and power sweeping. Mrs. Flynn indicated that she provided information researched through the vendors regarding the costs for these items. She explained that the catch basin vendor supplied extensive information about the number of catch basins at each location, where they are located and what is entailed in cleaning them. She reported that a contracted cost was negotiated for next year at an actual rate. With reference to power sweeping, Mrs. Flynn provided actual costs from the vendor. She noted he has not changed his price in several years, but anticipated an increase next year.

Mr. Bourque made a motion to reduce Account 1031263000-430, CHS Grounds Repairs & Maintenance, by \$300 (power sweeping). Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque asked about the amount budgeted for back up batteries for the emergency lights and fire systems at all three schools. Mr. Ross indicated he believes that the amounts budgeted can be reduced, if necessary.

Mr. Bourque made a motion to reduce Account 1011264000-430, GMS Non-Instructional Equipment Repairs & Maintenance, by \$2,000 (back up batteries for emergency lights, fire system). Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to reduce Account 1021264000-430, LMS Non-Instructional Equipment Repairs & Maintenance, by \$1,000 (back up batteries for emergency lights, fire system). Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to reduce Account 1031264000-430, CHS Non-Instructional Equipment Repairs & Maintenance, by \$3,500 (back up batteries for emergency lights, fire system). Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque asked about the amount budgeted for portapotties in CHS Grounds Services. Mr. Ross indicated that the rentals are for 2 portable toilets @ \$100/each for 7 months.

Mr. Bourque commented the town pays \$60 for a rental fee. He suggested checking with the town regarding renting portable toilets at a lower cost.

Mr. Bourque asked about the cost to purchase modular classrooms. Mr. Markawicz indicated he will get a cost from the vendor.

Mr. O'Neill reported Mr. Markiewicz and Mr. Ross have been gathering information regarding security. He indicated he will share that information in non-public session with the Board.

Holly Love, LMS teacher, commented with regard to plans in the budget to thin the woods between the portables and the field. She indicated it could become a distraction to the students in the portables.

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○ **FY18 FOOD SERVICE REQUESTED BUDGET**

Mrs. Lawrence presented the FY18 Food Services requested budget with a bottom line of \$328,102, which is a decrease of \$25,770 over FY17. She indicated that she used a 3 year average of actual expenditures to prepare the budget. She commented that purchasing supplies through the food coop is helping to bring costs down.

Mr. Bourque asked how the budget impacts meal prices. Mrs. Lawrence indicated that meal prices have to remain as the current rate according to the price reimbursement for free meals mandated by the federal government. She explained the state provides an equity formula for paid meals over the next four years and which tells us the price for the next year.

Mr. Bourque commented that budget dollars do not influence the price of the meal. He asked if we can change or upgrade the food we serve. Mrs. Lawrence indicated when schools belong to the national lunch program there are certain meal patterns and food required to be served. She noted we are restricted because we have to follow the guidelines.

Mr. Bourque commented schools that opted out have increased their sales. Mrs. Lawrence indicated it varies and some schools had to go back to the lunch program.

Mr. Markiewicz commented the opportunity for opting out to be successful is in the larger school districts. Mrs. Lawrence indicated the concern of opting out is that we tend to leave behind the free and reduced lunch children.

Mr. Bourque asked how many students participate in free and reduced meals. Mrs. Lawrence indicated it is between 9% and 11%.

Mrs. Harrison commented if we were to revamp what we serve it would be a long process to acclimate the children to the newer foods. She indicated because we have done a good job as a district of being cost conservative, maybe we are in the position to do something different now.

Mrs. Lepore commented she would like to see the different food choices and believes some are not that difficult to make.

Mr. Bourque made a motion to reduce Account 2111310000-430, GMS Food Service Operations Repair & Maintenance, by \$2,500. Mrs. Lepore seconded. The motion carried 3-0-1.

Mr. Bourque made a motion to reduce Account 2111310000-610, GMS Food Service Operations Supplies, by \$1,000. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to reduce Account 2111310000-630, GMS Food Service Operations Food, by \$6,000. Mrs. Lepore seconded. The motion carried 3-0-1.

Mr. Bourque made a motion to reduce Account 2121310000-430, LMS Food Service Operations Repair & Maintenance, by \$1,500. Mrs. Lepore seconded. The motion carried 3-0-1.

Mr. Bourque made a motion to reduce Account 2121310000-610, LMS Food Service Operations Supplies, by \$500. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to reduce Account 2121310000-630, LMS Food Service Operations Food, by \$5,000. Mrs. Lepore seconded. The motion carried 3-0-1.

Mr. Bourque made a motion to reduce Account 2131310000-430, CHS Food Service Operations Repair & Maintenance, by \$800. Mrs. Lepore seconded. The motion carried 3-1-0.

Mr. Bourque made a motion to reduce Account 2131310000-610, CHS Food Service Operations Supplies, by \$1,000. Mrs. Lepore seconded. The motion carried 4-0-0.

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Mr. Bourque made a motion to reduce Account 2131310000-630, CHS Food Service Operations Food, by \$10,000. Mrs. Lepore seconded. The motion carried 3-0-1.

Mr. Bourque commented this budget work session has been a good process with great dialogue. He was pleased there were many community members in attendance earlier who provided some good information and feedback from the budget. He encouraged community members to attend the Budget Committee budget review meetings.

Nate Cooper, CHS teacher, agreed that this was a great way to go about the budget process. He indicated that people were able to see connectivity between the line items and conversation that may not happen over five or six meetings. He noted there was productive dialogue and thanked the Board for allowing the input.

Mr. O'Neill commented that the town meeting format allows for dialogue around good ideas and helps people understand these things. He indicated it adds to the long term health of the district. He asked the Board to consider a consent agenda in the future.

II. ADJOURN

Mrs. Lepore made a motion to adjourn at 4:10 p.m. Mrs. Harrison seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board