

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 20, 2018

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Robert G. Meyers, III, Board Member
Elizabeth MacDonald, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Ph.D., Superintendent
Cory Izbicki, Business Administrator
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

8:00 a.m.

A. Call to Order

Mr. Bourque called the meeting to order.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There was no revision to the agenda.

D. Presentations

- 2019-2020 REQUESTED BUDGET PRESENTATIONS:

SUPERINTENDENT'S BUDGET OVERVIEW

Dr. Jette provided an overview of the FY20 Requested Budget. He commented that the State is downshifting revenues to local municipalities who will bear the brunt of funding stabilization over the next several years. He indicated that the educational strategy has to include a long range plan while developing the budget. He noted the budgeting process compelled our team to plan. Dr. Jette reported that the enrollment projections are not available at this time; however, we have begun to work on them and will meet with a consultant to make sure we have accurate information. He commented the budget we are developing has to have the ability to deal with the unexpected. The goal is to bring forward the most responsible budget to the voters in March and to have a transparent process. He noted the FY 20 Requested Budget total is \$21,754,329.

DEFAULT BUDGET (CORY IZBICKI)

Mr. Izbicki reviewed the FY20 Proposed Default Budget, which is 1.17% over the previous year and is \$166,000 less than the proposed budget at this time. He reported the State changed legislation for the calculation of the default budget, specifically regarding new contracts that are not allowed to be included in the default budget. Mr. Izbicki noted that we will not have a new contract for transportation until next year so that presents a problem and the district is mandated to provide transportation. He indicated with regard to the CBAs, the district has to pay the increase in health insurance, therefore, it will be carried over to the default. The total FY20 Proposed Default Budget total is \$21,541,899 at this time.

Mr. Izbicki reported that State stabilization and equalization grants are decreasing 4% each year and the reduction in revenue has a bigger impact on our tax rate than does the increase in this budget, which averages approximately 1.8%. He commented there has been discussion about the Claremont decision (regarding funding) and Litchfield is below the State average for education funding. He indicated there has been conversation that our year end fund balance is too high. Mr. Izbicki explained that we use the year end fund balance to stabilize the tax rate and what we return signifies financial health, which is important if the district has to secure a loan or goes to bond. He commented there are many unforeseen elements that make it challenging to project 12 months ahead.

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Mrs. MacDonald mentioned that the year end fund balance was discussed at the Budget Committee meeting. She indicated that comments centered on the amount of the fund balance that was left over even after we implemented kindergarten.

Mr. Izbicki indicated that it is too difficult to project how much of the fund balance will be left over at this point in time as it is too early in the year.

Dr. Jette reported that the district is waiting for a statement from the auditor defining what is healthy to have as a fund balance. He indicated attorneys who led the Claremont lawsuit are saying the situation has gotten worse and the disparity is growing.

Mrs. Harrison suggested inviting our State Representatives to discuss state funding.

E. Community Input

There was no public input.

HR AND SALARIES/BENEFITS REQUESTED BUDGETS

School Board members reviewed the FY20 HR Requested budget with a bottom line of \$8,360.

Mrs. Messenger indicated the increase of \$259 reflects the dependent care/flex care account manager.

SALARIES/BENEFITS: \$17,291,430

School Board members reviewed the FY20 Salaries and Benefits Requested budget with a bottom line of \$17,291,430.

Mrs. Messenger reported budget drivers for salaries and benefits:

- State increased employer contributions for retirement
- Lump sum in Function 2900 for insurance increase
- Lump sum in Function 2900 for administration salary increases
- Lump sum in Function 2900 for non-union staff salary increases
- Lump sum in DW Long Term Subs for substitute salaries
- Lump sum in Substitutes for schools
- Lump sum for 6th period classes as it is unknown who will be in that category next year
- Grade changes for paraprofessionals and teachers based on movement on the degree schedule
- 9% increase for health insurance budgeted (expect actual GMR November 15)
- 2.3% increase for dental insurance
- 2.5% increase for NHRS teacher rates (employee rate decreased 1.9%).

Mrs. Messenger reviewed new and expanded position requests with the Board.

- LMS Enrichment Tutor to support high achieving learners (warrant article)
- LMS Math Tutor to provide Tier 2 and Tier 3 intervention (warrant article)
- GMS fifth Kindergarten teacher next year
- GMS increase part time Technology teacher to full time
- GMS Library monitor
- LMS additional 5th grade teacher (due to projected 94 students next year)
- CHS increase part time Receptionist to full time based on after school security
- CHS increase Guidance counselor from 50% to 75% to help expand ELOs
- DW increase Grounds employee from 75% to 100% to increase productivity and balance work load

Total increase to budget: \$336,770.14. Total increase for new and expanded positions: \$393,751.84.

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Mrs. Messenger mentioned that GMS requested an additional grade 2 teacher for the high number of students moving from grade 1 to grade 2, which can be accommodated through a reduction in grade 3; request to keep the fifth grade 1 teacher. She indicated there is no budget impact with these requests.

With regard to the request to increase the CHS part time receptionist to full time, Mr. Meyers suggested that the district consider paying a teacher a 6th period rate for watching the lobby.

Dr. Jette indicated that can be discussed with the CHS principal when he is present in November.

Mrs. Harrison asked if Title I funds can be used for the math tutor.

Mrs. MacDonald asked about the cost budgeted for DW Special Education Special Education meeting in Salaries and Benefits.

Mrs. Bandurski indicated that the funds budgeted are for after school meetings and/or trainings.

Mrs. MacDonald asked why they are paid to stay after school.

Mrs. Bandurski indicated that these employees go above and beyond the regular day to do collaboration and schedules.

Mr. Meyers asked if the meetings can be scheduled during Parent Conference days. Dr. Jette indicated he will look into it.

Mr. Bourque asked about the salary budgeted for extra-curricular paraprofessional support (special education).

Mrs. Bandurski indicated that the district has to cover the costs associated with a paraprofessional's salary/travel, etc. for support for any student with a disability that goes on a trip or event.

Mr. Bourque made a motion to reduce Account 1000120100-114, Para/Monitor Salary, by \$8,075 (which reflects the increase in that line). Mrs. Harrison seconded. The motion failed 2-3-0.

GMS REQUESTED BUDGET

School Board members reviewed the FY20 GMS Requested budget with a bottom line of \$172,858.

Mr. Thompson indicated that enrollment changes affect personnel and supplies. He noted GMS would like to increase the use of technology as well. He pointed out the overall request increase is \$39,353 is driven by a request for a fifth kindergarten teacher (\$28,801); the addition of online subscriptions and resources (\$9,382); student desks, chairs and tables for three grade 1 classrooms (\$8,719); art room furniture replacement (\$2,876) because the furniture is old and the height is not appropriate for elementary students.

Mr. Thompson described a potential plan to add a kindergarten classroom at GMS, which would entail moving the 3 year old PreK program out of the portable and back into Room 25; and moving three teachers, art, enrichment, tutors and ESOL.

Mr. Thompson spoke to the additional personnel requests. He explained the requests are based on enrollment for grades K and 2; the others are based on programming. He noted with five classes in grades K-2, there have to be five specials. A library monitor/paraprofessional will help monitor students who are coming and going in the library (exclusive of classes run in the library). The increase for the Computer teacher from part time to full time is to address instruction for students in keyboard skills so they are able to take assessments.

Dr. Jette indicated that he had a conversation on a longer term vision of technology integration, including the evolution of what that position would look like. He noted many districts have moved to an integration model.

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Mr. Bourque asked about supplies budgeted for Scarecrow Jamboree. Mr. Thompson indicated most of what is budgeted is for prizes.

Mr. Bourque made a motion to reduce Account 1011149000-610, Student Activities Supplies, by \$400. Mrs. Hershberger seconded.

Mr. Bourque noted, with the exception of prizes, supplies are not necessary since parents provide the supplies for their children's projects.

Mrs. MacDonald felt that the reduction was too great.

Mrs. MacDonald amended the motion to reduce Account 10111490-610, Student Activities Supplies, by \$150. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. Bourque withdrew his original motion. Mrs. Hershberger withdrew her second.

Mr. Bourque asked about the need for rolling lunch wagons.

Mr. Thompson explained that currently lunches brought to school by students are kept in tubs in the classroom. He indicated that the wagons would allow better storage of lunch boxes, easier transportation of lunches and more controlled distribution of lunches.

Mr. Bourque made a motion to reduce Account 1011149000-610, Student Activities Supplies, by \$1,134.40. Mr. Meyers seconded.

Mr. Bourque did not feel that rolling lunch wagons are a necessary expense.

The motion failed 2-3-0.

Mr. Bourque asked about the cost for the sensitive skin hand wipes budgeted under Nurse's Supplies. He asked why less expensive wipes are not good enough.

Mr. Thompson indicated that the sensitive skin hand wipes and antimicrobial wipes are necessary for students with allergies that can cause anaphylaxis.

Mr. Bourque made a motion to reduce Account 1011213400-610, Nurse Services Supplies, by \$1200. Mrs. Hershberger seconded. The motion failed 2-3-0.

LMS REQUESTED BUDGET

School Board members reviewed the FY20 LMS Requested budget with a bottom line of \$149,639.

Mr. Thompson commented that LMS has made strides in technology, STEM and the 1:1 Computing Model. He noted that Learning Commons has been the theme of the budget for the last two years. He indicated budget drivers include: digital resources (i.e. Newsela), Learning Commons furniture and shelving, Guidance supplies, STEM (adding an assistant coach to Lego Robotics), a digital piano and a part time Enrichment Specialist.

Mr. Meyers felt that schools should move more toward online resources, such as online magazines and newspapers.

Mr. Meyers made a motion to reduce Object account 643, Periodicals-Print, by \$742. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. Lecklider spoke to personnel needs and requests. He indicated that there is only reading support outside the class for students. With reference to the requested Math Tutor, he explained that the position would enable LMS to target the Tier 2 students. He requested adding an Enrichment Specialist for high achievers.

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Mr. Lecklider commented that Grade 7 and 8 are critical years and LMS currently has a double math block in grade 7. He indicated with decreased enrollment in grade 7 next year, we may have to reduce double math to one block or extend our blocks in the content areas.

CHS REQUESTED BUDGET

School Board members reviewed the FY20 CHS Requested budget with a bottom line of \$628,738.

Mr. Lonergan reported that NEASC recommended to include more faculty in the processes and increase extended learning options. He noted that is the reason CHS is requesting the increase in the hours of the part time guidance counselor position. He indicated budget drivers include a high science budget due to the fifth year of a five year program; storage needs and replacement of aging amplifiers for the music department; Challenge Day included in the co-curricular budget; State BOE manifest educational hardship; an increase in hours for the receptionist in the main office; replacement of furniture in the Learning Commons; and a guidance increase due to more students taking night school classes in Nashua.

Mr. Lonergan elaborated on some of the request increases in the budget. He commented that students in the Music department need storage for their percussion instruments and for sheet music. The request for an increase in hours for the receptionist is based on the need for security in the school that was evident during a situation that occurred during school hours recently. He indicated that she knows the students, where they are supposed to be and if they are missing. He added there is also a need for someone to manage the time between 1:00 pm and 3:30 pm.

Mrs. Harrison asked why students in FACS pay a lab fee.

Mr. Lonergan indicated it has been past practice to help pay for supplies used in the class.

Mrs. Harrison does not believe students should be paying fees to take a course.

Mrs. Harrison made a motion to add \$3,000 to account 1031110009-610, CHS FACS Supplies. Mrs. MacDonald seconded. The motion carried 4-1-0.

Mr. Bourque made a motion to reduce account 1031110009-734, CHS FACS Equipment Additional, by \$1,758. (Reality Babies)

The motion failed for lack of a second.

Mr. Bourque made a motion to reduce account 1031100115-519, CHS Social Studies Transportation, by \$500. Mrs. MacDonald seconded.

Mr. Bourque indicated that there are other methods to transport the recyclables rather than renting a truck twice a year.

The motion carried 4-1-0.

Mr. Meyers made a motion to reduce account 1031110015-644, CHS Social Studies Information Access Fees, by \$98. Mr. Bourque seconded.

Mr. Meyers indicated that a subscription to Quia for quizzes is redundant since CHS uses Google Classroom.

The motion carried 5-0-0.

Mr. Bourque made a motion to reduce account 1031110025-734, CHS Computer Education Equipment Additional, by \$1,760. Mrs. Harrison seconded.

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Mr. Bourque indicated that there is no need to purchase 8 Samsung Galaxy tablets since there will not be ICT Pathways course next year.

The motion carried 5-0-0.

F. Community Input

Betty Vaughn, Stark Lane, commented that the Math Counts program was inspirational and there were competitions at other schools. She indicated it is critical for 7th and 8th grade students to decide to get involved in math.

CURRICULUM DEVELOPMENT REQUESTED BUDGET

School Board members reviewed the FY20 Curriculum Development Requested budget with a bottom line of \$173,356.

Ms. Widman commented that this is a transition year and some things you see are based off of estimates from resources that are out there. She indicated that she is looking at vertical alignment, Math and Computer Science this year. She pointed out that there will be shifts in professional development money and resource money to support that work. Budget drivers include course and workshop reimbursement, software, new textbooks, and contracted services.

Increases:

- Conferences/Workshops \$13,900
 - Competency Based Education Design Studio (team of 10) \$7,500
 - PLTW training for two teachers \$4,800
 - AP courses (modified curriculum) – Summer training two teachers \$1,600
 - Contracted services: consultant with focus on instruction (DW) \$2,000

Decreases:

- Course Reimbursements \$7,718
- Textbooks \$8,348.

There were no changes made to the budget.

SPECIAL SERVICES REQUESTED BUDGET

School Board members reviewed the FY20 Special Services Requested budget with a bottom line of \$1,245,767.

Mrs. Bandurski commented the population of identified students seems to have stabilized, but it is difficult to predict what will occur a year ahead. She reported budget drivers include tuition, transportation and professional services. She indicated that tuition makes up 70% of the Special Services budget and has been reduced by \$83,427; transportation is mainly for students with an IEP, which includes out of district placements.

Increases:

- Travel for trips and field trips \$6,500
- Classroom furniture S3 program \$1,913
- Equipment for paraprofessionals \$2,771
- IEP driven vocational/community experiences for student transition \$2,700
- Protocols needed for psycho-ed evals \$1,766.

Mr. Bourque asked why funds are budgeted in the Miscellaneous account for paraprofessionals for the CHS New York City trip. He commented the trip is not definite.

Mrs. Bandurski indicated that if the special education students participate in the trip, we have to provide paraprofessional support for them throughout the trip.

Mr. Bourque made a motion to reduce account 1031120100-890, Miscellaneous, by \$2,400. Mrs. MacDonald seconded. The motion carried 3-2-0.

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FOOD SERVICES REQUESTED BUDGET

School Board members reviewed the FY20 Food Services Requested budget with a bottom line of \$617,758.

Ms. Crowley commented she is looking at this year as a rebuilding year with plans to bring better quality foods to the students. She indicated that there will be many items made in-house, a new pizza vendor, more fresh fruits and vegetables. She noted that she will work to make preparation and serving as efficient as possible. Ms. Crowley plans to use the state commodities as creatively as possible. She mentioned that students will be able to customize their own lunch, which is very popular.

Mr. Bourque suggested that it would be helpful for Ms. Crowley to survey random students at all three schools about their likes and dislikes. He added that menus can be more descriptive.

Mr. Izbicki commented Ms. Crowley has done a good job communicating with all three schools. He noted that the district is having staffing issues.

There were no changes made to the budget.

TECHNOLOGY REQUESTED BUDGET

School Board members reviewed the FY20 Technology Requested budget with a bottom line of \$390,149.

Mr. Pelletier indicated budget drivers include upgrading the fiber connectivity; restructuring telephone bills; and scheduling privacy and security audits mandated by HB 1612.

Increases to the Technology budget include:

- \$5,975 for price increase for Chromebooks since we are not purchasing as many
- \$5,000 for annual security audit HB1612
- \$1,976 for adding enterprise cloud backup to current backup and disaster recovery procedures
- Variable telephone service costs
- \$2,000 for upgraded switches

Decreases include:

- Removal of TenMarks software (\$5,000)
- Eliminated School Dude for IT (\$6,088)
- 5 Year Replacement Plan (\$3,400)
- Various 542 account decreases

Mr. Bourque indicated that the students moving up from grade 8 will be taking their Chromebooks with them to CHS.

Mr. Bourque made a motion to reduce Object account 734 by \$7,250. Mrs. MacDonald seconded. The motion carried 5-0-0.

BUILDINGS & GROUNDS REQUESTED BUDGET

School Board members reviewed the FY20 School Board Requested budget with a bottom line of \$72,826.

Mr. Izbicki commented that he worked with Mr. Ross and Mr. Reynolds to keep the budget relatively stable from year to year. He indicated budget drivers include:

- facilities certification course for Mr. Ross and Mr. Reynolds \$1,080
- professional services contract with Tecta America for annual roofing inspection/maintenance
- heating oil increase \$25,352
- Property & Liability insurance decrease of \$6,730.

Mr. Bourque commented that two new snow blowers are being purchased so service should not be necessary.

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Mr. Bourque made a motion to reduce account 1021263000-430-, LMS Building Repairs/Maintenance, by \$800. Mrs. MacDonald seconded. The motion carried 5-0-0.

SAU & SCHOOL BOARD REQUESTED BUDGET

School Board members reviewed the FY20 SAU Requested budget with a bottom line of \$27,796. There were no changes made to the budget.

School Board members reviewed the FY20 School Board Requested budget with a bottom line of \$72,826. There were no changes made to the budget.

BUSINESS/TRANSPORTATION REQUESTED BUDGET

School Board members reviewed the FY20 Business Office Requested budget with a bottom line of \$72,826. There were no changes made to the budget.

TRANSPORTATION

School Board members reviewed the FY20 Transportation Requested budget with a bottom line of \$72,826. There were no changes made to the budget.

Mr. Bourque asked about the increase to the overall budget. Mr. Izbicki indicated the increase is \$458,000 over the FY19 Approved budget.

DISCUSSION OF LMS ACCESS ROAD

Mr. Ross reported the road leading up to the front of the school is not structurally safe. He explained there is a sink hole that was created from a boulder that shifted near the culvert that runs under the road. The boulder crushed the pipe and the water washed out under the road. He indicated that there is a plan in place to fix the road, which will need approval of the Building Inspector.

Mr. Izbicki indicated that there were two quotes from contractors. The quote chosen carries a cost of \$31,500. He noted that we can identify the funds in the budget or go to the Capital Reserve Fund. Mr. Izbicki will be calling Primex to see if there is any part of the repair covered by the insurance.

G. Community Input

There was no community input.

PLEASE NOTE: BUDGET PRESENTATION TIMES ARE APPROXIMATE AS SOME BUDGET SEGMENTS MAY TAKE LONGER THAN OTHERS.

II. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion made by Mrs. Harrison, the School Board entered non-public session at 4:10 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

III. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Harrison, the Board returned to public session at 4:30 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

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IV. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 4:30 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board