

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 November 15, 2017

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Derek Barka, Board Member
John York, Board Member
Elizabeth MacDonald, Board Member
James L. O'Neill, Superintendent
Cory Izbicki, Business Administrator
Michele E. Flynn, Administrative Assistant

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

I. PUBLIC SESSION 6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:00 p.m. John York and Derek Barka not here at this time.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from November 1, 2017:

Mr. Bourque made a motion to deny the tuition waiver. Mr. York seconded. The motion carried 3-2-0.

E. Presentations and Recognitions

There were no presentations and recognitions.

F. Correspondence

Mrs. Harrison announced she wrote some letters regarding SB 193 to our legislators.

G. Superintendent's Comments

- Enrollment Report Oct 2017

Mr. O'Neill provided the enrollment report for October 2017. He noted there is not much change in the enrollments from the previous month.

H. Community Forum

There was no public input.

I. School Board Comments

Mrs. Harrison commented that the Raise Craze fundraiser by the GMS PTO has raised over \$17,000 and students have completed over 1,300 acts of kindness.

Mr. Bourque suggested that a Raise Craze challenge be presented to each school.

Mrs. Harrison announced that Mrs. Leite has been nominated to conduct the Boston Pops in Manchester in December. She indicated that people can vote for her on Facebook as she competes against other nominees in the state.

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)

Mr. Bourque commented he attended the GMS and LMS Veterans Day celebrations and both schools did an excellent job.

Mr. Barka arrived at 6:06 pm.

II. CONSENT AGENDA

A. Public Minutes:

- October 21, 2017

Mrs. Harrison made a motion to approve the public minutes for October 21, 2017. Mr. Barka seconded. The motion carried 4-0-0.

- November 1, 2017

Mr. Bourque made a motion to approve the public minutes for November 1, 2017. Mrs. MacDonald seconded. The motion carried 4-0-0.

B. Budget Transfers

Mr. Barka made a motion to approve the Oct/Nov 2017 budget transfers. Mrs. Harrison seconded. The motion carried 4-0-1, with Mr. York abstaining.

Mr. York arrived at 6:08 pm.

III. REPORTS

A. Business Administrator's Report

Mr. Izbicki provided a report on the district financials to the Board.

- FY19 Budget Update

Mr. Izbicki reported some adjustments were made to the FY19 Recommended budget for the November 9 Budget Committee meeting. He indicated that he has received an updated proposal from the portables contractor. He commented through further review of the curriculum budget it was determined some of the textbooks included were over-calculated. He noted the items will be sent to the Budget Committee for their review.

- Warrant Articles

Mr. Izbicki briefly reviewed the draft warrant articles for FY19 with the Board. He noted that the articles may not contain cost amounts at this time.

Article 1: Recommended Budget

Article 2: Special Education Coordinator

Article 3: Building Maintenance Capital Reserve Fund

Article 4: Fund Balance Retention

Mr. Izbicki commented that some people see a 2.5% contingency reserve and believe it will cost taxpayers more, but this does not add funds. He explained it is a fund that would reserve a portion of what was gross appropriated and use of the funds would require approval by both the Budget Committee and the NH DOE.

Mr. York commented that this article was brought before the voters in the past and failed. He indicated the School Board has added more money to the Building Maintenance Capital Reserve Fund. He believes the discussion at the time of the article was that we would close the Capital Reserve Funds if the article was approved and merge them with the retention funds. Mr. York indicated the School Board was not surprised when the article failed. He was concerned about putting an additional \$300,000 in the School Board's hands and believes it should be something we put much time and thought into.

Mr. Izbicki commented that we are not taking money that you will put into the Trustees and the Board does not have the authority to spend the funds without additional approval.

Mr. York commented at that time the argument for the article was flawed. He indicated the voters did not want the Board to have both capital reserve funds and a retention fund.

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)

Mr. Izbicki explained there will be no additional deposits to the capital reserve funds. He indicated the argument regarding the Special Education Capital Reserve Fund is that the district never used it or needed it until it is needed, which is concerning. He noted if we do use it and spend it down we have to put it back.

Mr. York commented that the voters have always been good about replenishing the capital reserve funds.

Mr. O'Neill commented the retention fund is not in perpetuity and has to be revoked annually. He indicated the Board has to vote to retain it. He mentioned that in a previous district they had this type of fund and viewed it as a fund for a major catastrophe that cannot be predicted. Mr. O'Neill noted most towns in New Hampshire have a significant reserve fund for emergencies or catastrophes, but this is separate from a reserve fund; specifically and categorically to be used in an emergency. He indicated there are major checks and balances in conservative agencies. He commented this fund does have a purpose.

- Default Budget

Mr. Izbicki provided a summary of how the FY19 default budget was developed.

Mr. Bourque observed the default budget will be lower than the proposed budget. He asked about the difference in amounts.

Mr. Izbicki indicated the difference is approximately \$100,000.

Mr. O'Neill inquired about the percentage of the current proposed budget increase. Mr. Izbicki indicated the proposed budget increase is 2.9% over last year.

Mr. O'Neill inquired about the percentage of the increase in the default budget. Mr. Izbicki indicated the default budget increase is 2.3%.

- Revenues – Discussion

Mr. Izbicki reported that the district has just received the adequacy aid numbers from the state; however, anything tax rate related will not be accurate until the MS-1 is released.

- FY18 Financials

Mr. Izbicki provided updated and current financials for the Board.

Mr. O'Neill observed that as enrollment declines our revenues will decrease. He indicated that the Board should be aware that the likely scenario over the next five to eight years will be declining revenues from the state unless there are significant changes in demographics.

B. Committee Reports

- Budget Committee

Mrs. Harrison reported Budget Committee met on November 9 and heard budget presentation from Human Resources, Buildings & Grounds, Curriculum, Food Service, SAU, School Board and Business Office. She indicated it was suggested the Budget Committee go through the budget and gather information and questions over the next two weeks. She noted they will vote on budget changes on November 30.

Mr. O'Neill expressed his appreciation to the principals, directors and Mr. Izbicki for their work in preparing the budget. He commented the Budget Committee meetings were the smoothest he has attended in the three years he has been in the district. He looks forward to feedback in the coming weeks. He thanked the Budget Committee Chair for her handling of the budget and process.

- Capital Planning Committee
 - Draft CIP Matrix

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)

Mr. York reported the CPC met last week and went through every item on every page of the matrix. He indicated the methodology of the committee with regard to items on the matrix was as follows:

- if the item cost was under \$1,000 it was allocated to Maintenance;
- determined if an item would be allocated to maintenance or be included in a bond;
- removed \$1.6M in the architectural matrix;
- removed \$865,000 on the electrical matrix;
- removed \$225,000 on the site matrix;
- removed \$5,000 on the mechanical/plumbing matrix;
- some items were already completed and some were determined to be a want more than a need;
- HVAC will be put out to bid;
- \$3.8M of the total matrix can be bonded.

Mr. York reported the CPC decided to recommend a bond for the \$3.8M in items on the building assessment matrix.

Mr. Bourque commented many maintenance items were either completed or in progress and many that remain on the matrix need to be done. He indicated some of the items were identified as potential year-end fund projects. Mr. Bourque mentioned a bond for \$3.8M was discussed, but a phase approach was suggested. He noted that costs for the items will change if the district goes out to bid. He indicated once the Board has gone through the budget process we can decide on a direction.

Mr. York commented Mr. Ross needs to go through the list and identify the items that were allocated to maintenance for each school and prioritize them. He noted Mrs. Douglas felt that would be justified because of the report. He mentioned that she was prioritizing items as the committee reviewed them and felt she would support those items, as would the Budget Committee, because there would be quotes for the projects. He commented the committee did a good job going through the matrix and reducing the assessment costs in half.

Mr. Bourque commented many of the items that did not fall into the tally have to be completed in 5-7 years or more. He mentioned that Mrs. Douglas said she was pleased to see how everything was outlined for maintenance. He suggested supplying the Budget Committee with an updated list for the budget process.

Mr. O'Neill commented that he reviewed the final report and was at a loss to understand why the committee did not support LED lighting. He indicated LED lighting has a significant cost saving. He asked if any members research a Return on Investment (ROI) on LED lighting. He suggested the Board may want to consider it.

Mr. York commented that the lighting was changed in all the buildings years ago. He believes the district broke even on the cost to complete the project and the savings from the lighting.

Mr. Bourque commented that lighting is a huge expense and by the time it is paid off we would be ready to go into a different type of lighting.

IV. OLD OR UNFINISHED BUSINESS

A. Policies:

- 2nd Reading:
 - IKF, Graduation Requirements

The policy was presented to the Board as a second reading.

- List of Qualifying High School and CTE Math Courses

Mrs. Flynn explained the math course information was not available at the November 1 meeting. She provided the information to the Board and indicated it requires approval from the Board.

Mrs. Harrison noted she has questions about what makes these courses qualifying courses.

Mr. York commented if it pertains to math even a little it is a qualifying course. He noted the instructions from the state are vague; however, what is allowed and is not allowed is the Board's decision.

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)

Mr. Bourque suggested to defer any decision by the Board until the December 6 meeting with the principals.

Mr. Barka made a motion to approve Policy IKF, Graduation Requirements. Mrs. Harrison seconded. The motion carried 5-0-0.

- BEDC, Quorum

The policy was presented to the Board as a second reading.

Mrs. Harrison made a motion to approve Policy BEDC, Quorum. Mr. Barka seconded. The motion carried 5-0-0.

- ILD, Student Surveys, Non-Educational Surveys, Questionnaires and Research

The policy was presented to the Board as a second reading.

Mr. Barka made a motion to approved Policy ILD, Student Surveys: Non-Educational Surveys, Questionnaires and Research. Mrs. Harrison seconded. The motion carried 5-0-0.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

- A. Community Forum

There was no public input.

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

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

Upon a motion by Mrs. Harrison, the Board entered into non-public session at 6:47 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. Mr. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Harrison, the Board returned to public session at 7:20 p.m. . Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.

IX. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 7:20 p.m. Mr. York seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the Board