

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 29, 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
Jason Pelletier, Director of Technology
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 6:05 p.m.

(Broadcast and recording of the meeting did not begin until approximately 6:30 p.m.)

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Superintendent's Comments

The Superintendent did not have any comments.

E. School Board Comments

Mr. York congratulated the GMS PTO for raising over \$22,000 with their Raise Craze fundraiser. Mrs. Harrison reported the students performed 2,025 acts of kindness.

Mr. Bourque suggested that a challenge be created for the other two schools.

Mr. Bourque thanked Board members for attending the meeting. He indicated he wanted to gather feedback on the direction of the Board with regard to the major priorities in the budget prior to the Budget Committee meeting tomorrow night.

Mrs. MacDonald and Mrs. Harrison were concerned about the cost of full day kindergarten in the budget and felt that it should be the voters who decide if they want to support the program.

Mr. O'Neill commented there are three sources of funding for full day kindergarten: 1) the State is providing additional funding (\$100,000); 2) two middle school teachers and one elementary teaching positions will be reallocated to provide two teachers for kindergarten and two paraprofessionals (\$250,000); 3) the remaining \$150,000 has been taken from the operating budget. He explained when we began budget preparations, we asked people to keep in mind that full day kindergarten is the number one priority. He indicated full day kindergarten will educate our children earlier for success. Mr. O'Neill commented that it is in the best interest of all our children as more students will be in core curriculum and deficiencies can be identified earlier. He noted that data has shown full day programs reduce special needs accommodations in curriculum.

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 the district is in good shape this year and if we can spend ahead this year, we will have the money in the budget next year.

Mrs. Harrison expressed support for the full day program. She indicated she also sees it as a point of adding a \$350,000 annual expense.

Mr. Bourque clarified that much of the cost is a one-time expense and not year to year.

Mr. York commented that we already have the teachers, we are just reallocating the positions and not adding new positions. He noted the positions are moving from one grade level to the other.

Mr. Barka commented if the full day program is not approved, there will still be a reduction in force at LMS. Mr. O'Neill indicated regardless of the program being approved, there will be a reduction in force at the middle school. He clarified that we would be moving two teaching positions and dividing the third teaching position into two paraprofessionals positions.

Mrs. MacDonald was torn between putting the program on the warrant or leaving it in the budget.

Mrs. Harrison believes it should be on the warrant. She feels the support is there and the article will be approved.

Mrs. MacDonald was not confident the article will be approved by the voters.

Mr. York indicated if it is not included in the budget the district will never be able to implement it. He commented that he understands the idea behind the warrant articles, but kindergarten was already approved by the voters. He noted that the extra cost is for set up and site work; the teaching positions will be reallocated. Mr. York commented as a Board, you should feel comfortable reallocating assets to benefit the education of the children.

Mrs. MacDonald commented once explained it should be better supported.

Mr. Barka indicated this is our budget and we are saying to the voters this is what we feel meets the needs of the district and the students.

Mr. York made a motion for the School Board to continue to support full day kindergarten through the operating budget. Mr. Bourque seconded.

Mr. O'Neill believes that the full day program is a priority and urged the Board to put it in the budget.

Mr. York commented one of the goals of the School Board is to implement full day kindergarten by fall 2018. He indicated the Board needs to be unified in their support.

Mr. Bourque commented that declining enrollment is constantly brought up, but towns around Litchfield have full day programs and that will hurt this town.

Mrs. Harrison indicated she will support the program in the budget regardless of how she votes.

The motion carried 4-1-0, with Mrs. Harrison opposing.

II. UNFINISHED BUSINESS

A. FY19 Default Budget

Mr. Izbicki provided a reconciliation of the default budget for the Board. The Board discussed the default budget.

Mr. York commented there are many instances where we have significant deltas between what is in the budget and what is in the default budget. He asked if the Board is comfortable that the document presented is a true

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)

representation of the default budget. He indicated that Mr. Izbicki would have to prepare explanations for the increases in some functions as the Budget Committee will question them.

Mr. Izbicki indicated that he will go through the default budget and provide an explanation for each line item.

Mr. York commented that there is a large decrease in the 2900 function and asked where the funds are allocated.

Mr. Izbicki explained that the funds for the CBA were placed in that function and have since been reallocated to their proper functions.

Mr. York asked why there is a \$34,000 increase in the guidance function.

Mr. Izbicki indicated he will provide the explanations and bring the default budget back to the Board on December 6.

B. FY19 Warrant Articles

The Board reviewed the draft warrant articles provided.

Mr. York suggested the Board consider removing Articles 3 (Building & Maintenance Capital Reserve Fund) and Article 4 (Fund Retention). He anticipates there will be a lengthy discussion about full day kindergarten and the retention fund. He recommended that end of year funds should be spent on identified maintenance projects instead of building up the capital reserve fund. Mr. York indicated based on the conversations the Capital Planning Committee had that money would be better served on year end projects.

Mr. Bourque commented many of those projects would not necessarily fall into what the capital reserve fund is used for as that fund is for major projects.

Mr. York commented the money would be better served on maintenance work and this is a good place to get that money. He indicated if the recommendation from the administration is that they would rather see money placed in the reserve fund that that is where it should go.

Mr. O'Neill commented he does not wish to confuse the voters with Article 4 and agreed that it be removed from the warrant. He indicated if we remove Article 3 and have a capital need in the spring, the money can be expended from the capital reserve fund at that time. He noted if we have capital needs beyond what we expend out of that fund we will have to find the money somewhere in the budget. Mr. O'Neill indicated he will discuss the Board's comments with the Administrative Team and ask for feedback. He commented that full day kindergarten is the major issue and priority this year. He noted the warrant articles will be brought back to the Board on December 6.

Mr. York believes that there are various items that year end funds can alleviate instead of putting them into the capital reserve fund.

C. Five Year Technology Replacement Plan

The five year tech replacement plan was provided for the Board. Mr. Izbicki commented that the technology plan was requested by the Budget Committee. He indicated that the plan is a changing document and Mr. Pelletier made revisions to the plan approved last year by the Board.

Mr. Bourque inquired about 52 Chromebooks and 8 Windows machines for LMS that are listed in the replacement plan. He asked if students in grade 8 are going to have Chromebooks, is there still a need for these replacements?

Mr. Pelletier explained that two Windows labs are slated to be replaced. He indicated that instead of taking it out of the plan, the 52 Chromebooks will be put toward what is needed for the 1:1 initiative. He noted the total cost of the 1:1 initiative is not completely in the budget for FY19.

Mr. Bourque asked why we are replacing 112 computers at CHS.

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. Pelletier explained in 2020 all teacher desktops are slated for replacement as well as the computer lab in Room 147 and the Physics laptop cart. He noted they are still participating in Project Lead the Way and using programs such as AutoCad, which require more processing and video power that the Chromebooks do not have.

Mr. York asked what needs to be done to outfit the computers to provide them for students so we are not updating Windows machines throughout the school every three years.

Mr. Pelletier indicated that computers are replaced every five years. He explained that the technology department is looking at the road map for the Chrome OS (operating system). He noted that schools will still need some Windows machines regardless. He commented that he does not foresee eliminating Windows machines in the next five years.

Mr. Pelletier went on to explain that when the five year breakdown in the plan was first created the cost was significantly higher than what is presented currently. He indicated because of the 1:1 program there are major decreases in the cost of the plan. He noted we will be able to eliminate more server hardware and there will be less server contracts and licenses. He commented the technology budget is decreasing by implementing the 1:1 program and improving connectivity in the buildings.

Mr. Bourque asked for an explanation of a Chrome Box. Mr. Pelletier indicated a Chrome Box is basically a desktop and more practical Chromebooks at the elementary level. He commented that Chrome Boxes have the Chrome OS and can eliminate expensive servers and thin clients.

Mr. O'Neill commented the five year technology plan has to be revised every year. He indicated that it would be difficult to say what we will do two years from now because things are always changing. He thanked Mr. Pelletier for his work and maintaining technology in the district.

Mr. York made a motion to approve the 2018-2022 Technology Replacement Plan. Mrs. Harrison seconded. The motion carried 5-0-0.

D. FY19 Budget Information Requested by the Budget Committee
Information regarding requests by the Budget Committee for the FY19 School Board Recommended budget was reviewed and discussed by the Board.

Mr. Bourque indicated the Budget Committee requested the following information: current Board goals, current teachers' contract, five year technology plan, course enrollment at LMS and CHS, 6th period classes at CHS, mentor program, Superintendent salary comparison, CHS Guidance case load, curriculum review cycle and textbook replacement schedule, textbook spend ahead and GMS teachers' years of experience. He commented the information is straightforward.

Mr. York requested the Board schedule work on goals and objectives for the next Board in January or February 2018. Mr. Bourque commented the Board may change drastically.

Mr. York believes that the current Board cannot wait for the new Board and that the goals have to be in place by June 30. He commented whatever this Board starts, the next Board can finish.

III. MANIFEST

The manifest was circulated and signed by the Board.

IV. PUBLIC INPUT

A. Community Forum

There was no public input.

V. NON-PUBLIC SESSION

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)

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

Upon a motion by Mr. Barka, the Board entered into non-public session at 7:03 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. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.

VI. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 7:49 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.

VII. ADJOURN

Mr. York made a motion to adjourn the meeting at 7:50 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board