

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 December 14, 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
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.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Mr. O'Neill requested that the Five Year Technology Replacement Plan agenda item be moved up in the agenda.

D. Summary of Non-Public Actions from: November 30, 2016:

Mrs. Lepore made a motion to approve the non-public minutes of November 16, 2016 as written. Mrs. Harrison seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session November 30, 2016

Mrs. Izbicki made a motion to approve the public minutes of November 30, 2016 as written. Mrs. Harrison seconded. The motion carried 3-0-2, with Mr. Barka and Mrs. Lepore abstaining.

H. Community Forum

There was no community input.

I. Superintendent's Comments

Mr. O'Neill remarked on all the events that have been and are occurring in the district. He complimented the students that have participated in choral and band performances. He expressed holiday sentiments to all.

II. REPORTS

A. School Board Comments

Mr. Bourque echoed the Superintendent's sentiments. He mentioned he attended the middle school holiday concert and complimented Carolyn Leite on the excellent job she does with the LMS band. He noted it was a great performance by the students. Mr. Bourque also complimented Mrs. Labelle and her chorus for their wonderful concert.

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Mrs. Izbicki commented that the events are spectacular.

B. FY18 Default Budget

Mr. Markiewicz reviewed the FY18 Default budget with the Board. He indicated it was previously presented to the Board. He noted there are two minor changes: the addition of the IT Plan contractual increase to the telephone system and internet and the removal of the funds for the school district building assessment that should have been deducted as a one-time appropriation.

Mrs. Lepore questioned why the district technology plan is included in the default budget. Mrs. Harrison asked if it is a contractual obligation. Mr. Markiewicz indicated that is the way it has been consistently handled in the past.

Mr. Barka asked if that is how curriculum was handled in the default budget as well. Mr. Markiewicz indicated that the textbook replacement plan has been handled that way.

Mr. Barka commented we have not yet implemented the technology plan and was unsure if including it in the default budget could be justified.

Mr. Bourque commented that, as with curriculum, textbooks are changing all the time and we still purchase them for instruction. He noted technology is no different.

Mrs. Lepore commented she views it as a contractual obligation since we are implementing the 1:1 program and we have contracted the means for the students to take the classes.

Mr. O'Neill commented that like curriculum you do not stop buying books for a year, but continue revisiting it every 3 or 5 years. He indicated we have had technology plans for the past 10 years and they are revisited every 3 to 5 years. He noted it is the ongoing commitment to an integral component of student learning and the plans are part of an ongoing development process.

Mr. Barka asked why not just level fund it to the current level. Mr. Markiewicz commented that he met with Dr. heon and there is a \$56,000 reduction in curriculum because that is what the plan calls for. He indicated if the technology adjustment follows the same line it is only a \$2,000 difference.

The Board deferred voting on the default budget until the December 21 meeting.

C. FY18 Revenue Projections

Mr. Markiewicz reviewed projected revenues for FY18 with the Board. He indicated it was provided previously for the Board and there have been no changes.

The Board deferred voting on the revenue projections until the December 21 meeting.

D. Draft Warrant Articles

The Board reviewed and revised warrant articles.

Article 1 is the Operating Budget and has no totals at this time.

Article 2 is the LEA Collective Bargaining Agreement and has not yet been ratified.

Article 3 is the LSS Collective Bargaining Agreement and is currently in fact-finding.

Article 4: Special Services Coordinator \$92,885.21, tax impact \$0.10.

Mrs. Izbicki commented this is the most important position for the district. She indicated it is invaluable to have someone's eyes on special education ensuring plans are following the children. She noted in time it is a cost effective position.

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Mr. Bourque commented the person in this position could save money for the district. Mrs. Izbicki added by following the child through the grades that person comes to know them and their needs.

Mr. Barka asked Mrs. Izbicki in her experience where does this position fit? Mrs. Izbicki indicated the position should be between the director and the teachers. She commented this person can sit with the LEA to make sure all the laws are met, approve evaluations, make sure referrals are in place and on time, and make sure the services are getting to the students.

Mrs. Izbicki made a motion to recommend Article 4. Mr. Barka seconded. The motion carried 5-0-0

Article 4 was recommended by the School Board by a vote of 5-0-0.

Article 5: Full Time PreK-8 Coordinator \$80,355.43, tax impact \$0.09.

Mrs. Harrison felt with the tax impact the article may not be likely to be approved.

Mrs. Lepore felt the article would be competing with Article 4.

Mr. Barka believes the funds would be better spent on the Special Education Coordinator and full time Curriculum Director.

Mrs. Izbicki commented all children deserve all things, but a full time curriculum director will be able to give teachers a support system and teachers should be able to read all the students.

Mr. Bourque commented this article may be better served for the following budget year.

Mr. Barka made a motion to remove Article 5. Mrs. Lepore seconded. The motion carried 5-0-0.

Article 5 was removed from the warrant.

Article 6: Security Equipment \$61,645, tax impact \$0.07.

Mrs. Izbicki commented that security is very important and asked if there is a plan to implement security equipment and measures. Mr. Markiewicz indicated the recommendations from Homeland Security can be addressed in the school building assessment being done by HL Turner Group and the report will included prioritized recommendations for the FY19 budget.

Mr. O'Neill commented when we met with representative from Homeland Security one of the things we discussed were immediate changes that were the highest priority. He indicated the glass film they recommended is designed to slow down an intruder; the monitor and better exterior cameras provide more visibility for the main office; one way film is also included. Mr. O'Neill noted what we included in this article are the most important things to do to deter or slow down intruders.

Mr. Bourque asked if the cameras are additional. Mr. Markiewicz indicated they are additional cameras that will provide more resolution from the parking lot coming into the front entrance.

Mrs. Izbicki commented this seems like the most fiscally responsible of what we can do.

Mr. O'Neill commented we will get recommendations on visitor holding areas (vestibules). He indicated this article consists of the lower cost items compared to what could be spent making the building safer.

Mrs. Lepore commented this is important, but she is concerned with the language. She asked if the article can list the schools and modular classrooms as well as what is being proposed for security. Mr. O'Neill indicated we can

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spell out the schools and modular classrooms. He commented the security equipment cost in the article includes fencing around the modular classrooms for added security.

Mrs. Lepore asked if the cameras will be inclusive of the portable classrooms. Mr. Markiewicz indicated the cameras are exclusive to the main entrance. He noted we do not have proximity access on the portables as they are key driven.

Mrs. Izbicki made a motion to recommend Article 6 with a change to the wording. Mr. Barka seconded. The motion carried 5-0-0.

Article 6 was recommended by the School Board by a vote of 5-0-0.
(Note: this article will be renumbered to Article 5.)

Mr. Markiewicz indicated Articles 7-9 are capital reserve funds and are funded in the order they are approved.

Article 7: Special Education Capital Reserve Fund \$100,000, tax impact \$0.

Mr. Barka asked for the projected underspend in special services. Mr. Markiewicz indicated that amount is unknown at this time.

Mr. O'Neill mentioned we became aware of an addition to our special education budget of \$106,000 a few weeks ago. He strongly urged the Board to support the \$100,000 request for the Special Services Capital Reserve Fund and not include the \$106,000 additional placement in the budget. He noted we have not added it to the budget at this time.

Mr. Bourque commented that a warrant article was presented last year and with the additional placement there is more need for the reserve fund.

Mrs. Harrison made a motion to recommend Article 7. Mrs. Izbicki seconded.

Mr. Barka was concerned about the article because of what occurred at Deliberative Session last year. He commented we had a large underspend last year. He indicated this year we have a teachers' contract and support staff contract.

Mrs. Lepore felt that the Board should ask for less than \$100,000 to add to the reserve fund.

Mr. Bourque commented we are not going to see a large underspend this year and Special Services is budgeted tightly for FY18. He indicated we have an additional placement and was concerned for future years.

The motion carried 4-1-0, with Mr. Barka opposing.

Article 7 was recommended by the School Board by a vote of 4-1-0.
(Note: this article will be renumbered to Article 6.)

Article 8: Technology Capital Reserve Fund \$50,000, tax impact \$0.

Mr. Bourque suggested the Building Maintenance Capital Reserve should come before this article.

Mr. Barka believes there is enough in the Technology Capital Reserve Fund.

Mr. Bourque indicated it is important to continue to contribute to the fund. He suggested revising the amount to \$25,000.

Mr. Bourque made a motion to revise the article to \$25,000. Mr. Barka seconded. The motion carried 5-0-0.

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Mr. Barka made a motion to recommend Article 8 as amended. Mrs. Harrison seconded. The motion carried 5-0-0.

Article 8 was recommended by the School Board by a vote of 5-0-0.

Article 9: Building Maintenance Capital Reserve Fund \$50,000, tax impact \$0.

Mr. Barka made a motion to recommend Article 8. Mrs. Harrison seconded. The motion carried 5-0-0. (Note: this article will be renumbered to Article 7.)

Mrs. Izbicki asked what would happen if there were a catastrophic event and the district does not have the money to cover it. Mr. Markiewicz indicated we would have to reallocate funds in the budget. He cautioned we do not want to borrow from the following year's budget.

Mr. O'Neill commented if you do not have a good capital reserve you do not have a good solution for a catastrophic event.

Mrs. Lepore asked about insurance coverage for a roof collapse due to a snow load. Mr. Markiewicz indicated that he has to look at the policy. He commented the district maintains their roofs, keeping drainage clear and checking the membranes often.

Article 10: School Board Membership Increase, tax impact \$0.

Mr. Bourque commented that we discussed if we need more membership on the board. Mrs. Lepore indicated there is not a lot of interest.

Mr. Bourque asked for Board member input regarding the need for increased membership.

Mrs. Lepore commented increased membership would spread the load more. She indicated it is difficult for some of us to be here for every meeting.

Mrs. Izbicki suggested reflecting as a Board whether we need to be on the committees we have and which are most important. She was concerned with increasing the membership and longer meetings.

Mrs. Harrison was torn, but felt it is a continuity issue. Mr. Barka commented shedding committee responsibilities would help.

Mr. Bourque commented the initial thought was because of what we are going through this year and if the contracts fail we will be back into negotiations and we will have a superintendent search this coming year.

Mrs. Izbicki inquired if it is necessary for the Board to meet twice per month.

Mr. Barka made a motion to remove Article 10. Mrs. Harrison seconded. The motion carried 5-0-0.

Article 10 will be removed from the warrant.

Article 11: Rescind 1991 Article Relative to Bus Fees.

Mr. Bourque indicated that legal counsel has advised the article is advisory and the Board does not need to vote to rescind the article. Further, the Board can reduce transportation fees that they increased in the past. He commented the original article relative to charge transportation fees of \$1.00 per week was approved in 1973 and increased by warrant article to \$1.50 per week in 1991.

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Mrs. Harrison asked if the 2003 advisory warrant article relative to new and expanded positions can be rescinded.

Mrs. Izbicki felt it was not a good article and is unique to this district and town.

Mr. Bourque commented that discussion has taken place at the Budget Committee when it was asked if we need to put the reinstatement of a full time position (from a part time position) on a warrant and the answer from the Chair was no. He indicated the point has been brought up with regard to the warrant article for weeks at Budget Committee meetings.

Mrs. Izbicki commented she would like to see a better relationship with the Budget Committee and for things to move in a forward motion.

Mrs. Harrison commented it seems as if some years ago there was a question about trust. She believes the Board has been open about decisions made. She was hopeful the community would be more trustful.

Mr. O'Neill commented it seems we have people elected by the voters to represent them and you have knowledge of what is needed for the professional needs of the district and the financial needs of the taxpayers. He indicated a normal check and balance is there. He noted your roles are impacted when you start moving back to the mentality that "everybody votes for everything". Mr. O'Neill indicated the Budget Committee has a slightly difference perspective as all members are elected to represent the community and vet the budget. He noted what comes out of the vetting process goes to the voters who ultimately approve or not.

Mr. Bourque commented the people at the SAU and in the schools are the professionals who know what the needs are.

Article 11 was removed from the warrant.

E. LMS Bus Routes

Mr. Markiewicz presented proposed changes to the LMS bus routes to the Board. He commented the information reflects ridership and an analysis of ridership. He indicated there are issues with high ridership on LMS Bus 1 and we asked the bus company to provide a recommendation to alleviate the high numbers on that bus. He noted reducing the ridership on Bus 1 will impact some other buses and the projected shift to the other buses is marginal, with the exception of Bus 8, which will be monitored.

Mr. Bourque commented the information is good and presented well. He requested the same information for GMS and CHS.

Mr. Markiewicz commented if the Board agrees, we would like to begin informing parents about the changes to the LMS routes.

Mr. O'Neill asked if it would be possible to have the information on the other schools before next week. Mr. Markiewicz indicated an analysis can be done and recommendations made, but it is subject to how quickly First Student can utilize their software.

F. Enrollment Report Nov 2016

Mr. O'Neill provided the November 2016 enrollment report to the Board.

G. Committee Reports

- Budget Committee

Mrs. Harrison reported that the Budget Committee completed its voting on the FY18 Recommended budget. Final voting is scheduled for December 22.

III. OLD OR UNFINISHED BUSINESS

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A. Technology Replacement Plan *(this items was moved ahead on the agenda)*

A 5-year technology replacement plan was presented to the School Board during the FY18 Requested Budget presentations in October 2016. The School Board is expected to approve the 5-year technology plan.

Mr. O'Neill indicated Board previously reviewed the plan, but there was no formal motion by the Board.

Mr. Bourque asked Mr. Pelletier to provide an overview for the listening audience.

Mr. Pelletier indicated that there was never an official technology replacement plan, but that certain projects were included in the approved technology plan for the district. He commented that it was discovered that much of the equipment in the district was over 10 years old and replacing everything could be a huge cost. He noted we need to be fiscally responsible and stretch a plan over five years. Mr. Pelletier indicated the replacement plan includes all computers and the main critical IT equipment (lab computers, Chromebooks, teacher and student computers, servers, wireless, UPSs). He noted that the plan over five years is to replace a certain amount of equipment each year with an average yearly cost of \$150,625. He commented we can average out the yearly cost and have an idea of our complete asset value while level funding the plan in the budget.

Mr. Barka asked why there are Chromebooks and Windows machines in the plan. Mr. Pelletier indicated that there are some places where Windows machines are appropriate and some where Chromebooks are appropriate. Chromebooks will be used in many of the computer classes and the Windows machines will be used in tech labs for CAD and programs that run on Windows machines.

Mr. Barka asked what type of device will be provided for teachers when we go back to laptops. Mr. Pelletier indicated that we will provide Windows laptops for functionality.

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

B. Policies:

- 2nd Reading:
 - IIAE Acceptable Use Policy

Mr. Barka made a motion to approve IIAE, Acceptable Use Policy. Mrs. Harrison seconded. The motion carried 5-0-0.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. PUBLIC INPUT

A. Community Forum

There was no public input.

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

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

Upon a motion by Mr. Barka the Board entered into non-public session at 8:00 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; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VII. RETURN TO PUBLIC SESSION

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Upon a motion by Mr. Barka, the Board returned to public session at 8:50 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VIII. ADJOURN

Mr. Barka made a motion to adjourn at 8:50 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board