

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

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Meeting Agenda for October 19, 2019

Location: Town Hall

In attendance:

- Brian Bourque, Chair**
- Christina Harrison, Vice Chair**
- Elizabeth MacDonald, Board Member**
- Robert Meyers, Board Member**
- Tara Hershberger, Board Member**
- Dr. Michael Jette, 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 at 8:10 a.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Review and Acceptance of Arbitrator’s Report - LSSA Grievance

The Superintendent discussed with the School Board the Arbitrator’s Report for the LSSA grievance filed recently. Dr. Jette reported a grievance was filed by the support staff association regarding a professional development issue. He explained that the administrative assistants at one school in the past had together attended the annual conference in New Hampshire. The CBA reflected one member could attend from each office. He further explained that if all three staff members attend the conference at the same time it would be problematic. Dr. Jette feels it is important to have professional development, but equally important to have the office coverage in each school to service students and parents. The issue worked its way to an arbitrator who interviewed staff, reviewed contract language, history and, based on testimonies and legal briefs, issued a ruling. Dr. Jette announced that the Award of the Arbitrator is that the grievance must be denied. The Arbitrator states the language in the CBA does not say only one person can attend, nor does it say more than one can attend, and that it is ultimately the Superintendent’s decision what is important for the school. The Arbitrator stated the Superintendent’s decision to allow only one office staff member from each school to attend the conference was not arbitrary or capricious and was based on the needs of the school.

Dr. Jette mentioned in the CBA it talks about problem solving situations and there is language that outlines the steps. The arbitrator has issued an advisory opinion and the Board makes the final decision to either uphold the decision or vote against it.

Mr. Bourque asked for clarification if it is one member from each school that is allowed to go, but all administrative assistants in each school want to go to the conference.

Dr. Jette explained that three administrative assistants from one school put in requests to go to the annual conference. He noted the first one came in and was approved, then the other two came in and were denied because two administrative assistants should cover the office. He indicated that there was one request from another school and no requests from the third school.

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Dr. Jette commented the decision was based on having personnel in the office over the three days and the district's stance is that this has been the interpretation of the language all along and the Arbitrator agreed.

Mr. Meyers made a motion for the School Board to accept the Arbitrator's Award and deny the grievance. Mrs. Hershberger seconded. The motion carried 5-0-0.

Dr. Jette added he will provide the cost for the arbitration for the Board.

E. Presentations

- **2019-2020 Requested Budget Presentations:**
8:00 AM SUPERINTENDENT'S BUDGET OVERVIEW

Dr. Jette presented an overview of the FY21 School District Requested Budget to the Board. The development of budget this year has been difficult because of the upgrade to eFinance, which resulted in some loss of information, such as notes in various areas that were not meant to be there. The budget was reviewed line by line; large ticket items were reviewed carefully. Dr. Jette mentioned any items that appear out of place will be fixed. He reported that he called the vendor and they took responsibility for the problems. He noted the budget is more drafty at this point, but we are committed to get it into shape.

Key Components of the Budget

- Revenue Plan: was released today and the late approval of the budget from the State and the additional allocation of funds to schools puts the revenue plan in flux.
- Budget outlines the expenditure framework
- Have a long term plan as an institution.

Major Goals include a budget the voters can approve. Dr. Jette indicated that he anticipates scrutiny by the Budget Committee and because of the nature of student needs you can find yourself in a precarious position. He commented the LEA CBA will be voted upon on October 29 and if the agreement is approved by the voters we will know where we stand, but if it is not approved we have to go back into negotiations. He added that he hopes the voters understand this is the best agreement. Dr. Jette reported that negotiations have begun with the support staff association as there was no agreement last year. He reported there is an active Capital Planning Committee that are reviewing facility needs. He reminded the Board that 78% of the budget is salaries and benefits and that having the best people we can and supporting our people to do their jobs is important to keep in mind.

Dr. Jette reported that enrollments are monitored and drive decisions such as staffing. He indicated the Board is committed to a transparent process. He commented that we continue to receive negativity from people about the Board's lack of transparency; however, we have been posting information and providing that information to the public.

Mrs. Hershberger commented that she attended the LMS PTO meeting and asked them about priorities for budget. She indicated technology should be added to the list of needs. She suggested explaining the budget process and how the budget was prepared.

Dr. Jette indicated that the process started with the Administrative retreat where the Leadership team gelled around major concepts to focus on. Directors are plugging ahead in their own areas. The preliminary budget was provided and Mr. Izbicki and Dr. Jette reviewed the budget line by line with administrators and directors. Increases, decreases and rationale were discussed, as well as suggested personnel changes by administrators and directors.

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Mr. Bourque stated that the public is invited to come to the meeting and provide input.

BUDGET OVERVIEW (Cory Izbicki)

Mr. Izbicki repeated the budget process as outlined by Dr. Jette. He noted salaries and benefits make up 78% of the operating budget. Pending the outcome of the October 29 CBA contract vote, the tax rate is estimated at \$15.68 for this year and should remain around that number. Mr. Izbicki indicated that the district returned \$149,000 this year and will plan to return \$200,000 in June 2020. He explained that more than \$200,000 would have been returned for FY19, but the district received a late transportation bill on June 30. He commented the FY21 budget is 2.16% higher than this year.

Mrs. Harrison asked if the additional funding Litchfield is receiving for the next two years is included in the revenue budget.

Mr. Izbicki indicated the funding for FY21 is not included at this time. He reminded the Board there is also a one time payment of \$666,000 that will provide funding for infrastructure. He noted that the funding of \$425,000 for FY20 is included in the revenue budget.

F. Community Input 15 Minutes

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

9:00 AM BUILDINGS & GROUNDS REQUESTED BUDGETS

Mr. Ross presented the FY21 requested budget with a total of \$1,267,860, which is a decrease of \$45,321 from FY20.

Mr. Bourque asked why supplies have increased. Mr. Ross indicated that is due to supplies needed for the additional portable classrooms.

Mr. Bourque about the drivers for the increase of \$31,000 in repairs and maintenance for GMS

Mr. Ross indicated items that need to be addressed in next year's budget include exterior door replacements, windows for rooms 8-10 which will be ongoing in the older part of the building, asbestos abatement, and replacement of the main office counter. He noted that the window replacement will provide savings in heating.

Mrs. MacDonald asked if there is any ballistic film on the windows in the school.

Mr. Ross indicated that the film has only been installed on the front entrance areas of the school.

Mrs. Hershberger asked about the storage shed lighting budgeted at CHS.

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Mr. Ross indicated that the lights are not working and not safe when they break. He noted installing motion sensor LEDs would save money.

Mr. Bourque indicated that patching for the loading dock stairs is budgeted and believes that the stairs should be replaced.

Mr. Ross explained that when the original concrete was poured it was done in colder temperatures and never cured. He believes chiseling the stairs out is not the answer and it is less expensive to patch.

With reference to the grounds budget, Mr. Bourque asked how many tons of salt are used during the winter months. Mr. Ross indicated he will look into it and provide that information for the Board.

Mr. Bourque asked about the roof replacements for dugouts budgeted at CHS. He asked if the entire roof has to be replaced on each one.

Mr. Ross indicated there are two dugouts for each field. He explained the roofs are in bad shape and need to be replaced.

Mr. Bourque asked if back up batteries for emergency lights and the fire system are actually used up every year.

Mr. Ross indicated they go through these types of batteries each year and there are many emergency lights at GMS.

Mr. Bourque asked about the replacement of the swing set at GMS.

Mr. Ross indicated that the swing set is 30 years old and Primex has recommended replacement.

Mrs. Harrison asked if bathrooms can be installed in the modular classrooms at LMS.

Mr. Ross indicated that running water to the portables would be extremely problematic.

She commented that the students need to be inside the school building.

Dr. Jette asked Mr. Izbicki to schedule a meeting with the vendor to evaluate the portable classrooms.

Mr. Ross mentioned they need windows, doors, carpeting and the siding needs to be replaced. He noted the portables are old and beyond their useful life.

New and Expanded Positions

Dr. Jette mentioned there are two requests for new/expanded positions for Buildings & Grounds. One request is to expand the part time (50%) grounds position to 75% to reduce the need for summer help. The other position requested is for an additional custodian at CHS. After completing an analysis of each building, it was revealed there is a severe shortage at CHS.

Mr. Ross indicated that the additional custodian would be beneficial because there is not enough coverage with the increased demand.

Mr. Bourque asked if there is still a need for the School Dude software system.

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Mr. Izbicki indicated there may be an opportunity to use Google for a work order system and preventive maintenance; however, Facilities Direct is still valuable.

GMS REQUESTED BUDGET

Mr. Thompson presented the FY21 requested budget to the Board with a total of \$170,612, which is a \$2,642 decrease from FY20. He explained full day kindergarten has had an impact on the GMS budget. He indicated there is funding in the budget for a fifth kindergarten teacher if needed and he recommended to keep that funding in the FY21 budget. He noted that he met with Mrs. Bandurski, Ms. Widman, Mr. Pelletier and Mr. Ross to review the needs for GMS.

Mr. Thompson listed the budget drivers and increases/decreases in the FY21 budget:

- \$1,278 increase for storage furniture for a room with little storage and 2 standing desks for students
- \$1,716 increase for services for the Teacher of the Deaf and Tutoring, which are student specific
- \$1,583 decrease (from the prior year) in Additional Furniture, which will focus on replacing student desks rather than chairs
- \$2,876 decrease in Replacement Furniture
- \$1,524 decrease in Reading supplies
- \$1,084 decrease in Student Activities that represents the one time purchase of the lunch wagons in the prior budget.

Mr. Meyers asked about disposable headphones that were budgeted in General Supplies. He asked if more sustainable supplies can be budgeted or if students can bring their own headphones.

Mr. Thompson indicated that they have tried using mid-grade headphones in the past and found they would not last. He noted it is more cost effective to purchase disposable headphones.

Mrs. Harrison was concerned that children would have to bring their own headphones from home. She agreed disposables would be less expensive.

Mrs. MacDonald asked who requested the standing desks. Mr. Thompson indicated OT requested them as they are beneficial for students with specific issues.

Mr. Bourque commented that he is looking at all the other costs, excluding salaries/benefits, that are associated with a fifth kindergarten that have not been spent. He asked if a reserve fund can be established to deposit these monies in the event that a fifth kindergarten is necessary.

Mr. Izbicki indicated we have to establish the fund and the voters have to approve it.

With regard to Student Activities, Mr. Bourque asked why we do not budget for the Great East Festival.

Mr. Thompson indicated that transportation is budgeted, but families/students pay for the other costs.

Mr. Bourque made a motion to add \$4,500 to GMS Co-Curricular Activities, Account 1011141000-810, to fund the Great East Festival costs. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque asked if the higher transportation costs in Co-Curricular Transportation includes out of school trips.

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Mr. Thompson indicated he did not have that information at this time, but will provide it for the Board.

Mr. Bourque commented on the increase in Co-Curricular transportation. He indicated that number will increase.

Mr. Izbicki indicated that the district re-negotiated the hourly rate and it has been adjusted back to the original contract rate.

Mr. Bourque asked for the percentage of the increase over the previous year. Mr. Izbicki indicated the Regular Education Transportation increase is 3.5%. He noted the Co-Curricular Transportation rate was changed from mileage plus hourly rate to straight hourly rate, which reflected an increase of 15%-20%, but should now be 3.5%.

Mr. Thompson added that funding has been included for kindergarten field trips as the PTO structure has changed and they no longer fund field trips.

Mr. Bourque asked about the request for \$7,500 for the new playground set.

Mr. Thompson indicated that this was a recommendation from Primex. Mr. Ross explained all the connections are rusted and the swingset is not safe.

New and expanded positions

Mr. Thompson presented a list of new and expanded positions to the Board:

- Expand Administrative Assistants' hours by 2.5 hours per week as we need to have coverage in the office until 4 p.m.
- Expand the Library Monitor hours to 5.5 per day as many activities have been added, there are 16 Chromebooks and a 3D pen.
- Request for an additional Grade 3 teacher due to the size of the Grade 2 class that will move on to Grade 3.
- Request to expand the part time Computer teacher to full time, which is more beneficial for the students.

Mr. Thompson commented that expansion of the Library Monitor hours is needed because there has been a change in access of the online library database. He explained for many years volunteers have assisted students who check in and check out books in the database, but now that there has been a change in access due to security reasons, volunteers can no longer access the Destiny program. He indicated that now the Librarian has to check in and check out the books, which limits interaction with the students.

Mrs. Hershberger suggested a portable scanner device for volunteers to use to check books in and out.

Mr. Bourque asked if the administrative assistants can come in later or stagger their arrival times so there is coverage in the later afternoon.

Mr. Thompson indicated that would be problematic and may lead to having one administrative assistant in the office later than 4 p.m.

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Mrs. Harrison commented they are contracted for 7.5 hours per day and paid lunches. Dr. Jette indicated the district will be speaking to legal counsel on this issue.

LMS REQUESTED BUDGET

Mr. Lecklider presented the FY21 LMS Requested budget to the Board with a total of \$148,288, which is a \$1,610 decrease from FY20. He indicated that the budget contains many of the same trends and priorities as last year. He mentioned that enrollment has increased by 20 students and he is not confident on the projections for next year. He commented that LMS is focused on sustaining a rigorous academic program with teachers who are content specialist, supporting 21st Century skills and continuing to build support around STEAM resources. Mr. Lecklider indicated that paper agendas will be phased out in favor of more digital platforms; there has been significant progress in the transition to a Learning Commons model; social-emotional learning needs result in increasing supports; Project Lead the Way (PLTW) is an important resource for STEAM programming.

Mr. Lecklider presented increases and decreases in the budget:

- Increase of \$1,500 in Science for PLTW refill kits
- Increase of \$543 in Co-Curricular Activities for additional supplies for the Lego Robotics team and for the Green Raiders recycling team to attend a recycling conference in the spring
- Increase of \$2,500 for tutoring needs for 504 students
- Decrease of \$900 for phasic out paper student agenda books
- Decrease of \$2,693 in Library furniture that was purchased last year.

Mr. Bourque asked about the cost of the annual service agreement for the copiers. Mr. Lecklider indicated the copiers have been breaking down more often.

Mrs. Harrison suggested that teachers should be trained on how to use the copiers. She wondered if the breakdowns are due to user error.

Mr. Lecklider indicated that the breakdowns are not occurring from user error. He noted that one copier was handed down from the town.

Mr. Meyers was concerned over the cost of sheet music and wondered if purchases are being duplicated.

Mr. Bourque indicated only one person is purchasing the sheet music.

Mrs. Harrison commented when Mrs. Corbeil was at a previous meeting, she mentioned there were things that she needed, but they do not appear to be listed in the budget.

Mr. Lecklider indicated that was more of a request for robotics. He explained she has a PLTW class, but when asked if she had any needs she did not provide any.

With regard to athletics, Mr. Bourque commented that athletes are now required to wear white uniforms as well as colors. Mr. Lecklider affirmed that is accurate.

Mr. Bourque made a motion to add \$600 to LMS Athletics supplies, Account 1021142000-610, for uniforms. Mrs. MacDonald seconded. The motion failed 2-3-0.

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Mr. Bourque asked if the same amount of chairs will be needed for promotion. Mr. Lecklider indicated he is not sure at this time.

Mr. Bourque asked if transportation reflects the old rates. Mr. Lecklider believes the rates are correct.

New and Expanded Positions

Mr. Lecklider indicated there are no new or expanded position requests for LMS.

Dr. Jette commented that the enrichment position will not be brought forward. He asked Mr. Lecklider to explain the plan going forward.

Mr. Lecklider commented the Grade 5 numbers are increasing and we are trying to address enrichment through our core program. He indicated that areas such as STEAM, the Learning Commons, more digital resources and resources in our classrooms.

Mrs. Harrison asked if teachers are differentiating. Mr. Lecklider indicated that term has become an educational term, such as the term personalizing. He noted that is what teachers are trying to do as they are seeking that out.

Ms. Widman commented over half the team of staff that attended the summer academies and programs were middle school teachers.

Impromptu Recognition

Dr. Jette recognized that the Supervisors of the Checklist are at the Town Hall today. He asked Mr. Redding,
Chair,
to explain what the Supervisors of the Checklist do.

Mr. Redding explained before any election we have to provide people a chance to register to vote or change party affiliation. He indicated people can register with the Town Clerk or on the day of election. He commented that proof of age, residency, citizenship and identification are required. He noted if a person does not have those documents, the person can sign an affidavit under oath.

Dr. Jette thanked the Supervisors for providing citizens with this opportunity.

CHS REQUESTED BUDGET

Mr. Lonergan presented the FY21 CHS Requested budget to the Board with a total of \$673,826, which is a \$46,479 increase over FY20. He presented budget drivers and increases/decreases in the budget with Board:
Increase of \$10,515 in Athletics with requests for changing over athletic banners, additional kettle bells, a national conference and increases in referee costs

- Increase of \$4,673 for supplies for computer classes, textbook replacements for AP Computer Science, and a 3D Printer for ICT Pathways
- Increase of 4,796 in Library Services for updated, easily movable desks and chairs
- Increase of \$39,341 in Athletic Transportation
- Increase of \$2,840 in Co-Curricular Transportation
- Increase of \$3,198 in Technical Education, Equipment Replacement, due to the need for a combination mitre and chop saw and a new shaper
- Increase of \$2,596 in Music Education for new electronic keyboard and stands for a new music course, Intro to Piano, planned to be offered

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- Increase of \$5,279 in Science Furniture Replacement as the first step of a 3 year plan to replace lab stools that are at the end of their useful life
- Increase of \$4,111 in CHS Vocational Education due an increase of students in the CTE programs
- Decrease of \$2,000 in Regular Education for an updated lease on copier machines
- Decrease of \$1,758 in FACS as there are no more requests for Reality Babies

- Decrease of \$13,900 in Guidance Services Tuition as tuition for a Litchfield resident attending Pinkerton has been eliminated
- Decrease of \$7,974 overall in Music Education, which includes a decrease of \$11,808 in the Equipment Replacement line
- Decrease of \$3,546 overall in Science Education.

Board members discussed the costs for copier leases and transportation for athletics and co-curricular.

New and Expanded Positions

Mr. Lonergan presented a list of new and expanded position requests:

- National Art Honor Society Advisor (stipend)
- We Are All the Same (WAATS) Club Advisor (stipend)

Mr. Lonergan explained that CHS is adding several student clubs to attract a wider student interest, which will be offset by organizations and clubs that are not currently running.

CURRICULUM DEVELOPMENT REQUESTED BUDGET

Ms. Widman presented the FY21 Curriculum Requested budget to the Board with a total of \$165,993, which is a decrease of \$9,723 from FY20. She indicated that the focus this year will be on vertical alignment and on the Humanities program at the high school. She presented increases and decreases in the budget:

- Increase of \$9,450 in Textbooks as we are seeing that current online textbooks are no longer being supported in Social Studies and pockets in ELA. These subjects are being revised this year and want to ensure we have appropriate resources to support the implementation of the new curriculum.
- Increase of \$20,140 in Course Reimbursement, which is the result of moving the In District Professional Development line (320) into the Course Reimbursement line (271) so that there is one pool of funds for reimbursement. The elimination of funds in line 320 actually makes this level funded.
- Decrease of \$22,500 in In District Professional Development (as noted above)
- Decrease of \$4,000 in non-union course reimbursement
- Decrease of \$2,000 in Contracted Services, which will be funded by a grant.

LUNCH *****

The School Board recessed the meeting for lunch at 12:45 p.m. The meeting was reconvened at 1:20 p.m.

SPECIAL SERVICES REQUESTED BUDGET

Mrs Bandurski presented the FY21 Special Services Requested budget to the Board with a total of \$1,305,261, which is an increase of \$104,202 over FY20. She indicated the budget was created with the needs of the student currently being serviced in mind. She noted everything included in the budget is there to meet a need required by an IEP. She presented increases and decreases in the budget:

- Increase of \$27,679 in Special Education Tuition due to a change in student need and increased tuition rates
- Increase of \$1,059 in LMS Special Education Software for Reading Plus licenses for students with disabilities

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- Increase of \$3,709 in CHS Special Education Furniture Replacement for a conference room table and chairs
- Increase of \$55,437 in Psychological Professional Services for contracted school psychology services
- Increase of \$25,385 in Transportation costs
- Decrease of \$3,161 in Special Services Travel for staff
- Decrease of \$3,58 in Speech Services for a change in need.

Mr. Bourque commented that over the last couple of years the amount spent on supplies for the program at LMS has been below \$1,000.

Mr. Bourque made a motion to reduce LMS Special Education Supplies, Account 1021120100-600, by \$1,455.

Mr. Meyers seconded. The motion carried 4-1-0.

Mr. Bourque felt that three printers would not be needed if there is an accessible print release station.

Mr. Bourque made a motion to reduce CHS Special Education Equipment-Additional, Account 1031120100-734, by \$1,000. Mrs. Hershberger seconded. The motion carried 5-0-0.

New and Expanded Positions

Mrs. Bandurski explained the need for the following request:

- Special Education Facilitator \$45,000

Mrs. Bandurski indicated that she has a caseload of 10-20 students, 8 homeless students, home schooled students, in addition to her responsibilities as Director of Special Services, which often require home visits, court appearances, attendance at several meetings, and district truancy services. She noted it is taking much time and a facilitator who can assist with this caseload would benefit the department and reduce the overload on the Director.

G. Community Input

There was no public input.

FOOD SERVICES REQUESTED BUDGET

Ms. Crowley presented the FY21 Food Services Requested budget to the Board with a total of \$302,474, which is a decrease of \$11,732 from FY20. She indicated the focus this year is on food quality, service and to decrease student debt. She noted new vendors were brought in and more things are being made in-house. She highlighted budget drivers:

- Purchase of Meals Plus software, which is more user friendly
- Replacement of all equipment for the upgrade, including registers and key/scan pads
- Supplies have been purchased to increase the overall quality of service, appearance and presentation of meal items.

TECHNOLOGY REQUESTED BUDGET

Mr. Pelletier presented the FY21 Technology Requested budget to the Board with a total of \$414,553, which is an increase of \$4,438 over FY20. He indicated budget drivers include Chromebook purchase for the incoming 5th grade and incoming 9th grade; the 5 year replacement plan, which was reduced from to \$87,700. He highlighted increases/decreases in the budget:

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- Increase of \$65,971, which is a combination of all data and phone funds out of the school budgets and into a district line in the technology budget (this is a lateral move of funds and decreases to offset this will appear in the school lines)
- Increase of \$9,000, which is a subscription fee for GoGuardian (classroom management tool for 1:1 and computer labs)
- Increase of \$30,750 for the cost of incoming freshmen to be equipped with Chromebooks for their tenure at CHS.

Mr. Bourque asked why incoming freshmen are getting new devices when they received a device in Grade 8.

Mr. Pelletier indicated those devices are on a life cycle and Google will not support them. He noted we are trying to get on a schedule where the fifth graders get Chromebooks for their tenure at LMS and then a new one for their tenure at CHS.

Mr. Bourque asked what will happen to the used Chromebooks. Mr. Pelletier indicated they will be recycled down to GMS.

It was pointed out during the review of the technology budget that the total of Line 1000284000-446, DW Software Lease, was inaccurate. The total reflected was \$16,500, but in actuality should be \$34,320, which is a difference of \$17,820 that was added to the bottom line of \$414,553 for a total of \$432,373 and is an increase of \$22,258 over FY20.

Mr. Bourque asked for more detail on the fiber replacement.

Mr. Pelletier indicated that is for the computers for teachers, labs and high speed hard drives that the servers use.

Mr. Bourque mentioned that in terms of software and security, volunteers are unable to access the Destiny software in the Learning Commons at GMS and the librarian now has to take care of check ins/check outs. He asked if there is a possibility of getting a hand scanner or using a kiosk to check books in and out.

Mr. Pelletier indicated that students are already beginning to be set up using their lunch number and the system, either a hand scanner or kiosk style Chrome device, will be rolling out soon.

SAU & SCHOOL BOARD REQUESTED BUDGET

Dr. Jette presented the FY21 SAU Requested budget to the Board with a total of \$27,466, which is a decrease of \$330 from FY20.

Dr. Jette presented the FY21 School Board Requested budget to the Board with a total of \$83,340, which is an increase of \$10,514 over FY21. He indicated that the total reflects an increase in legal services driven by the CBA.

BUSINESS/TRANSPORTATION REQUESTED BUDGET

Mr. Izbicki presented the FY21 Business Requested budget to the Board with a total of \$50,037, which is an increase of \$2,801 over FY21.

Mr. Izbicki presented the FY21 Transportation Requested budget to the Board with a total of \$574,310, which is an increase of \$16,728 over FY21.

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HR / SALARIES & BENEFITS REQUESTED BUDGET

Mrs. Messenger presented the FY21 HR Requested budget to the Board with a total of 8,476, which is an increase of \$116 over FY21.

Mrs. Messenger presented the FY21 Salaries & Benefits Requested budget to the Board with a total of \$17,496,577, which is an increase of \$380,882 over FY21 or 0.98%. She indicated that:

- There are no salaries included for union members
- There is a pool of money for non-union staff (\$29,000) and administrators (\$45,000) raises
- Substitute salaries are based on 3 year averages
- 6th period classes are contractual (\$43,000)

- Teacher and Paraprofessional grade changes (\$14,785); these are degree changes for teachers and certification changes for paraprofessionals
- Severance Payouts (\$169,290) based on employees that sent in intent to retire letter (3 at the end of this current school year; one was from last year that was not received until after Nov 1)
- Health Insurance rates have not been released; budgeted for a 10% increase
- Dental Insurance increase of 3.9%
- NH Retirement had no change.

Expanded positions are requests by departments and have not been included into the budget. The total Salaries cost is \$12,254,159; total Benefits cost is \$5,242,418.

Mr. Bourque asked what is the total just for health insurance. Mrs. Messenger indicated the total is \$2,402,726.

Mr. Meyers was concerned about the \$6,000 budgeted for Special Education Meeting salaries. He believes that it should be included in early release days. He indicated they are getting paid more than their contract.

H. Community Input

There was no public input.

Dr. Jette announced there will be an additional School Board meeting scheduled for October 23, 2019 at 7:00 p.m. for the presentation of additional information the Board with regard to questions from this session and to vote on any changes to the budget.

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 Board entered into non-public session at 3:10 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. Mr. Meyers 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

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)

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

IV. ADJOURN

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

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board