

*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**

**Draft Minutes for October 23, 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**

**7:00 p.m.**

**A. Call to Order**

Mr. Bourque called the meeting to order at 7:01 p.m.

**B. Pledge of Allegiance**

**C. Review & Revision of Agenda**

There were no revisions to the agenda.

**D. Correspondence**

There was no correspondence.

**E. FY21 Requested Budget Review and Approval**

- **FY21 Budget Update**
- **Enrollment Projections Updated**

The School Board requested additional information from administrators on various budget items. The School Board may make adjustments to the budgets and approve the bottom line for submission to the Budget Committee.

**CHS**

Mr. Lonergan and Joshua Knight, Athletic Director were present. Board members had questions regarding the Athletics budget for 2020-2021.

**Impact Testing**

Mr. Bourque asked about the testing cost. Mr. Knight indicated that although concussion testing is not required, he prefers to test each athlete. He noted the testing is \$1,000 for each school.

Mr. Bourque asked about adding testing for basketball athletes and the cost for the athletic trainer to read the results. Mr. Knight indicated he would need to gather more information with regard to the athletic trainer.

**Game Officials**

Mr. Bourque indicated that he is aware the rates for game officials have increased. He asked how much the cost has changed. Mr. Lonergan indicated it depends on the sport.

Mr. Bourque asked about the mileage stipend for each sport. Mr. Knight explained if a referee travels 40 miles or more s/her gets an additional \$14. He indicated that when preparing the budget, he actually went through and "paid out" every game official to determine the resulting budget request.

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### **Repairs/Maintenance**

Mr. Bourque commented that the athletics budget never had a line for repairs/maintenance. Mr. Lonergan indicated it may have been an oversight. He noted that the former athletic director used to transfer funds out of another account to pay for repairs.

Mr. Bourque asked what the money is being spent in the supplies lines as he sees the same justification in this line from year to year (i.e. mouthguards, nets, balls).

Mr. Knight indicated that we took what the former athletic director had done the prior year to prepare the budget. He noted that many items were not budgeted in the right place and we will have to move money around until it is straightened up. He commented this is his first year and he will have to rework this budget.

Mr. Bourque asked about the uniform replacement schedule.

Mr. Knight explained the oldest uniforms are for girls lacrosse. He indicated in looking through the uniforms, he did not see any labeled prior to 2015. He added that for sports such as golf, spirit, and wrestling he could not find the years they were purchased. He believes no uniforms will need to be purchased this year.

Mr. Bourque asked about the typical cost for a uniform.

Mr. Knight indicated the cost can range from \$2,000 to \$4,000 depending on the sport and size of the team. He commented he will be speaking with vendors this week and if we can make a deal with a brand name vendor, such as Nike, we will get a discount on uniforms and sometimes even a rebate for spending over a specific amount of money that will go back into the athletic program.

Mr. Bourque asked about the replacement banners budgeted. Mr. Knight indicated the cost of \$6,500 is accurate. The championship years will be listed on one banner per sport to replace the individual banners hanging in the gym as there is no more room to hang individual banners.

### **Dues and Fees**

Mr. Bourque indicated that the budget for dues and fees goes up and down each year. Mr. Knight explained all these numbers come from NHIAA and it is possible they could have increased fees and backed them down for a year.

Mrs. Harrison asked about the drivers for the supplies. Mr. Knight indicated \$2,900 of the increase is due to the banners. He noted there are some equipment costs with the transition over to Wilson athletic balls, which we are being required to purchase for playoffs.

Mrs. MacDonald asked if there are any redundancies in the budget lines, such as mouthguards, helmets, gloves, etc. Mr. Knight indicated that he prefers to provide mouthguards for each athlete.

Mrs. Harrison asked if there are any one time items that can wait in the athletic budget.

Mr. Lonergan indicated that there is a need for storage in the weight room. Mr. Knight commented there is a need for the lower weights in terms of kettle bells.

***Mr. Bourque made a motion to reduce Account 1031142000-610, Athletic Supplies, by \$4,900. Mrs. Hershberger seconded. The motion carried 5-0-0.***

Mr. Izbicki commented that he completed an analysis of all athletic transportation. He indicated the new hourly rate that was increased is in effect for this year. He took the numbers and applied 20.75% to the FY17 budget for a number more in line with what should have been budgeted this year. He took that amount and applied the new rate increase, which would decrease athletic transportation to \$83,800.

Based on Mr. Izbicki's recalculation of the actual hourly rates, the Board made the following motions:

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**Mr. Bourque made a motion to reduce Account 1031272400-519, CHS Athletic Transportation, by \$20,000. Mr. Meyers seconded. The motion carried 5-0-0.**

**Mr. Bourque made a motion to reduce Account 1031272500-519, CHS Co-Curricular Transportation, by \$2,842. Mr. Meyers seconded. The motion carried 5-0-0.**

**Mrs. Harrison made a motion to increase Account 1021272400-519, LMS Athletic Transportation, by \$514. Mrs. Hershberger seconded. The motion carried 5-0-0.**

**Mr. Bourque made a motion to increase Account 1021272500-519, LMS Co-Curricular Transportation, by \$957. Mrs. Harrison seconded. The motion carried 5-0-0.**

**Mrs. Harrison made a motion to increase Account 1011272500-519, GMS Athletic Transportation, by \$62. Mrs. Hershberger seconded. The motion carried 5-0-0.**

Mr. Bourque commented each year the Board inquires about fundraisers and the reason for raising funds. He mentioned in the past student athletes could not answer regarding what they were fundraising for.

Mr. Knight indicated that from his perspective, they are fundraising to get their sweaters.

Mrs. Harrison commented that team sweaters, jackets and such should be paid for by their families.

Mr. Meyers commented there should be a process to go through to get approved for the team apparel.

Mr. Knight indicated that he does not wish to be in a position where 19 of the 23 students have the money to pay for these items and the remainder cannot afford it.

Mr. Meyers suggested selling ads in a program to raise funds.

The School Board thanked Mr. Knight for coming to the meeting to provide explanations for their questions.

#### **CHS (other than athletics)**

Mr. Lonergan indicated that some of the language was cleaned up in the budget. He provided numbers for the library database requested by the Board. He commented what we included in the budget, with respect to technology, was recommended by the IT Director.

The School Board went through the budget and made recommendations.

#### **Tech Ed Digital Arts and Computer Education**

Mr. Bourque asked about the subscription cost for Lynda.com as well as an explanation for Lynda.com.

Mr. Lonergan indicated it is a program that allows teachers to access technical manuals. He noted this is not for students to use. He commented it is not as expensive as is budgeted and Mr. Pelletier is looking at it as well.

Board members were concerned about security and students accessing the software.

**Mr. Bourque made a motion to reduce Account 1031110019-644, Information Access Fees, by \$175. Mr. Meyers seconded. The motion carried 5-0-0.**

**Mr. Bourque made a motion to reduce Account 1031110025-644, Information Access Fees, by \$540. Mrs. Hershberger seconded. The motion carried 5-0-0.**

#### **Vocational Education**

Mr. Bourque asked if the students who attend vocational programs are identified.

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Mr. Lonergan indicated these are current students going to CTE. He noted some will age out, but we will not know that information until sophomores become juniors.

#### **Regular Education**

Mrs. Hershberger indicated that she had some concerns in the budget. She felt that based on what was spent over the past three years, the line can be level funded and there will still be more in the total than was spent in previous years.

***Mrs. Hershberger made a motion to reduce Account 1031110000-610, Regular Education Supplies, by \$1,343. Mr. Bourque seconded. The motion carried 5-0-0.***

Mr. Lonergan agreed that is not an unreasonable number.

#### **Computer Education**

Mrs. Hershberger commented there is a large jump in supplies.

Mr. Lonergan indicated that is due to Project Lead the Way supplies as it is a new expense.

***Mrs. Hershberger made a motion to reduce Account 1031110025-610, Computer Education Supplies, by \$900. Mrs. Harrison seconded.***

Mrs. Harrison believes one of the last places the Board should reduce the budget is computer education.

***The motion failed 1-4-0.***

#### **Co-Curricular Activities**

Mrs. Hershberger asked about the increase in supplies.

Mr. Lonergan indicated that the increase is due to supplies for the Mock Accident and for the portable PA system.

Mrs. Hershberger asked if the notes in the budget can reflect what is a one time purchase. Mr. Lonergan indicated that would be a challenge.

#### **Library**

Mrs. Hershberger asked about the \$3,358 budget for library furniture replacement. Mr. Lonergan indicated that is for the last of the mobile shelving for the Learning Commons.

#### **Special Services**

Mr. Meyers asked what the training for special education teachers is for.

Mrs. Bandurski explained that there is specialized training she needs to send them to and some is training they would like to attend. She noted this is to pay for the training, not the teacher. She indicated the training depends on the specific need of the student(s). Mrs. Bandurski commented specialized training is very expensive.

Mr. Meyers commented that he is struggling with it as no other department has that. He indicated it should be coming out of professional development and not special services.

Mrs. Bandurski explained these funds are not just for a teacher to be sent to a training, but we can also have someone come in-district to train.

Mr. Meyers believes this does not belong in special services.

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Dr. Jette commented this was an effort to earmark the funds for special needs. He indicated there is a big distinction between money contractually promised and this type of funding where we direct them what to train in.

***Mr. Meyers made a motion to reduce Account 1000120100-272, DW Special Education Conferences/Workshops Reimbursement, by \$5,999 and increase Account 1000222100-272, DW Improvement Instruction Conferences/Workshops Reimbursement, by \$3000. Mr. Bourque seconded.***

***Mrs. Harrison amended the motion to move \$6,000 from Account 1000120100-272 to 1000222100-272. The motion failed for lack of a second.***

***The main motion made by Mr. Meyers carried 5-0-0.***

#### **LMS Special Education**

***Mr. Bourque made a motion to reduce Account 1021120100-610, LMS Special Education Supplies, by \$1,455. Mr. Meyers seconded.***

Mr. Bourque based his reduction on three year actual expenditures.

***The motion carried 4-1-0.***

#### **CHS Special Education**

***Mr. Bourque made a motion to reduce Account 1031120100-734, Equipment Additional, by \$1,000. Mrs. Hershberger seconded.***

Mr. Bourque believes that the printer line is too high.

***The motion carried 5-0-0.***

#### **Psychological Services**

Mr. Bourque asked about the budgeting for psychological services.

Mrs. Bandurski explained the district lost the psychologist position. She noted that position did all the adaptive, social-emotional testing and services. She indicated if we contract out for those services the costs will be extremely high. She commented if we paid a school psychologist to do all student evaluations every day, it would cost over \$100,000.

Mr. Bourque asked if the psychologists at the other schools can provide some of those services.

Mrs. Bandurski indicated that we tried that when she first arrived in the district and it did not work from a needs perspective. She noted that we hired a third psychologist two years later and things worked out much better. However, now that she has resigned we cannot find a replacement, so we hired a mental health clinician to take care of the IEPs and we contract out for psychology services. She pointed out we intend to do this next year as well. Mrs. Bandurski indicated if we maintain the clinician, the needs of the students are being met, counseling is being met and psychology services are done on a contracted basis.

Mr. Bourque commented if you hire a psychologist you will be in the same position as you were. Mrs. Bandurski indicated the clinician was being paid out of a grant and now is being paid out of the psychologist salary line. She noted if we cannot find a psychologist it makes sense to use the budget for the clinician and this person is readily available for the students.

Mrs. MacDonald commented there are 24 paraprofessionals at GMS and 23 at LMS. Mrs. Bandurski indicated all paraprofessionals are IEP specific.

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Mr. Bourque asked who oversees the paraprofessionals and determines where they would be more beneficial. Mrs. Bandurski indicated most of the time it is up to the principals. She noted special education teachers should be providing feedback on paraprofessionals and if students are progressing in class.

Mr. Bourque asked about the responsibilities of a special education facilitator (new position).

Mrs. Bandurski under this director's purview is special education, section 504, students in transition, home school program, case management for 12 students, court appearances, foster care liaison, and truant officer. At the building level there are no coordinators or facilitators; principals, assistant principals or the director sits in on IEP meetings. She is concerned that there are too many responsibilities and not enough assistance. She noted with out of district meetings there are many people sitting at the table.

Mrs. Harrison indicated this is a critical need and has been for years. She asked if more students are being identified.

Mrs. Bandurski indicated many years ago a significant changes was made. Since then numbers have stayed consistent, but the level of need of the students has expanded to different areas.

#### **Other Budget Questions**

Mr. Izbicki reported that a Capital Reserve Fund can be established in order to fund the maintenance and operations costs of a fifth Kindergarten class. He indicated that the district will bring forward a warrant article to move the funds for the fifth Kindergarten class (\$28,801) into the Capital Reserve Fund.

Mr. Thompson provided further information regarding the costs for the Great East Festival at GMS. In his memo, he noted that the original cost budgeted was \$60 per student for 76 students. He proposed for the budget, \$30 per student for 75 students and families can pay for the parking portion (\$30).

***Mr. Bourque made a motion to reduce Account 1011141000-810, Co-Curricular Dues and Fees, by \$2,250. Mrs. Hershberger seconded. The motion carried 5-0-0.***

Mr. Izbicki reported that he:

- Discussed replacement of the LMS portables with the vendor and will provide further information on November 6;
- Indicated that we can discuss a copier replacement plan with one vendor once the accountant returns from vacation;
- Received quotes and other estimates for the CHS dugouts and will reach out to other companies;
- Adjusted the budget for oil and propane based on four year average of per gallon prices.

The Board discussed the fund balance and what is a reasonable number to budget. Mr. Izbicki indicated the auditors recommend budgeting to 2.5% of the bottom line.

Mrs. Hershberger commented many of the items in the buildings and grounds budgets for GMS and LMS will be replaced or completed over the summer. She asked if we can use some of the \$200,000 in the fund balance to reduce the amount in the budget.

Mr. Izbicki explained \$200,000 is the minimum expected to be returned to the taxpayers.

Mr. Bourque added if we end up with a higher fund balance we encumber for items for the next budget year.

#### **Salaries & Benefits**

***Mr. Meyers made a motion to reduce Account 1000120100-110, Special Education Salaries, by \$6,000. Mrs. Harrison seconded.***

Mr. Meyers commented all other departments have meeting requirements and do not get paid for them.

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Dr. Jette explained she budgets the pool of money because it is difficult to get teachers to go to the special education meetings during the school day.

Mr. Meyers felt that it was not fair to the other teachers.

***The motion carried 5-0-0.***

***Mr. Bourque made a motion to reduce Account 1011213400-120, GMS Nurse Services Substitute Salaries, by \$400. Mrs. MacDonald seconded. The motion carried 5-0-0.***

***Mr. Bourque made a motion to reduce Account 1021213400-120, LMS Nurse Services Substitute Salaries, by \$600. Mrs. Harrison seconded. The motion carried 5-0-0.***

***Mr. Bourque made a motion to reduce Account 1031213400-120, CHS Nurse Services Substitute Salaries, by \$2,000. Mrs. Hershberger seconded. The motion failed 2-3-0.***

***Mrs. MacDonald made a motion to reduce Account 1031213400-120, CHS Nurse Services Substitute Salaries, by \$500. Mrs. Harrison seconded. The motion carried 5-0-0.***

#### **New and Expanded Positions**

Board members discussed new and expanded position requests.

Mrs. Harrison was concerned about the request for the special education facilitator. She suggested if we are going to put it on a warrant article we need to make it clear to voters it is such a critical need. She commented we do have the right as a Board to add a position.

Dr. Jette indicated they are working out the administrative assistant request with LSSA negotiations; the library monitor will be rectified with a piece of technology; the third grade teacher is based on enrollment numbers; we will work out the fifth kindergarten issue with the Budget Committee.

#### **F. Community Forum**

*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.*

There was no public input.

## **II. OLD BUSINESS**

### **A. LSSA Grievance - Arbitrator Costs**

The Superintendent provided costs for the arbitrator presiding over an LSSA grievance. He indicated that legal counsel costs for the school district were: \$4,225 (Attorney Elwell), \$8,808 (Attorney Phillips); Arbitrator Gary Altman \$2,880; for a total cost of \$15,913. He indicated if lost time for employees meeting with attorneys on the day of the arbitration were added into the cost it would be even greater than the legal costs.

### **B. 2020 NHSBA Resolutions**

- **Delegate Assembly (Jan 25, 2020)**
- **Continuing Resolutions**
- **Current Resolutions and Statements of Belief**

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● **Proposed Resolutions by the School Board - Due 11/4/19**

School Board members did not suggest any resolutions to submit.

**III. MANIFEST**

There wa no manifest.

**IV. PUBLIC INPUT**

A. Community Forum

There was no public input.

**V. 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 10:55 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, Tara Hershberger, yes.*

**VI. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. Harrison, the Board returned to public session at 11:40 p.m. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**VII. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 11:40 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board.