

**Minutes of the
Litchfield Budget Committee Meeting
Held on November 8, 2018**

The Litchfield Budget Committee held a meeting on Thursday, November 8, 2018 at Litchfield Town Hall, 2 Liberty Way, Litchfield, NH 03052.

PRESENT: K Douglas (Vice Chair), J Bourque, J Martin, J Whitnell, B Hodgkins, C Harrison and R Meyers (School Board Representatives), J Brunelle (Selectmen Representative)

Absent: C Couture (Chair), N Fordey

1. CALL TO ORDER

Mrs. Douglas called the meeting to order at 7:00 p.m.

Mrs. Douglas announced that Mrs. Couture will not be in attendance this evening and Mrs. Harrison (School Board Representative) is sitting in for Mr. Meyers who will arrive late.

● **PLEDGE OF ALLEGIANCE**

2. PUBLIC INPUT

There was no public input.

3. REVIEW / ACCEPTANCE OF MINUTES

● **November 1, 2018**

The minutes of November 1, 2018 were not available.

4. CORRESPONDENCE

5. OLD BUSINESS

● **Follow Up of Questions from November 1, 2018**

There were no questions.

6. SCHOOL BUDGET PRESENTATIONS

Mike – New and expanded positions:

LMS Enrichment Tutor and Math Tutor on warrant articles

GMS Kindergarten Teacher and Paraprofessional – due to potential increased enrollment – subject to enrollment projections and School Board decision – we will come back to Budget Committee after next Board meeting to provide Board decision –

Cory – materials and supplies for the fifth K classroom are included in the budget –

Keri – told people it would not have cost impact now saying need more staff

Jan – but if enrollment increases don't they have to add a teacher

Keri – they voted for it as it was presented – it is what it is

Jen – if enrollment warrants that is not predicted

Mike – GMS Technology teacher increase to full time not supported by the School Board

GMS Library Monitor not supported by the Board as current model is working

LMS 5th Grade Teacher – enrollment projections do not support it – Board did not support it

CHS Receptionist increase part time to full time for security – Board did not support it

CHS Guidance Counselor increase to 75% to allow expansion of ELOs – Board did support it

DW Grounds increase to full time to increase productivity – Board did not support it

Mike – we are challenged at certain times during the year but Board felt not an increase they could bring forward in good faith – want BC to understand on this list the Board made difficult decisions –

Cory – did receive GMR for health insurance and making adjustments in Salaries and Benefits – it is lower than 9% -

- **Griffin Memorial School**

Scott – enrollment changes large part of general trends – official projections was Oct 2016 NESDEC projections which were 61 Grade K and 73 Grade 1 – our actual enrollment is 82 Grade K and 90 Grade 1 – significant improvements in technology – made additional staff requests –

Budget Drivers –

Additional resources for fifth K classroom \$28,801

Online Subscriptions and other Online Resources \$9,382 (additional requests for software by teachers)

Replacement Furniture requests such as students desks/chairs for grade 4 classrooms, tables for 3 grade 1 classrooms \$8,719

Replacement Art Furniture requests because height of furniture is inappropriate for K-4 art students \$2,876

Increases:

Supplies based on increase in students in grades 1-4; also includes enrichment tutor supplies \$5,008

Desks, chairs, tables \$8,719

Art room furniture \$2,876

Music Supplies student numbers increase and online music subscriptions \$2,740

Shipping omitted in supplies \$2,215

K increases for materials for fifth K classroom \$28,801

Lunch wagons (to replace plastic buckets to tote lunch boxes to the lunch room) and First Lego League (cost of fees, supplies, kit) \$1,434

DESSA membership to measure and track social/emotional growth of students \$1,760

Decreases:

Replacement of copier (donation) \$5,873

Library furniture bought last year \$8,124
Cabinets for admin asst last year \$1,999

Keri – if we add fifth K would it require more portables

Scott – plan would be to move 3 year old PK back to original room inside building and the enrichment in with art and put K in the portable

Keri – look at more space – there were injuries with enrichment in with art class

Scott – enrichment was in back part of art room – in addition music teacher's desk and cabinet were in there so there was no room – not in there now and should be more room – Title I tutors change in number subject to grant – permanently share Room 16, 9 and 10 with multiple professionals who work with small groups –

Keri – not comfortable with moving enrichment back to art room to share room – want to see alternatives

Jen – for fifth K classroom we see an increase in textbooks and furniture but not in salary and benefits – are there any other places that will be impacted –

Scott- if look under equipment tech that is total amount needed – we did consider tech but based on moving K into the existing portable and the equipment is already in there –

Jen – on supplies, noticed cost per student at GMS is \$60.11; LMS is \$40; CHS is \$22 – wondering what \$60 buys –

Scott – colored paper, markers, crayons, tape, construction paper, handwriting paper and graph paper various sizes, ink and toner, all office supplies, folders for each students per subject –

Jen – 3% increase across all supplies – where came from

Cory – standard cost increases from year to year

Brion – lunch wagons – why

Scott – to carry the lunch boxes

Keri – lunch boxes now in tub and students have to lug down to café

Brion – any reason why they can't carry them

Scott – all lunch boxes are toted down by two students and leave the tubs at foot of table – it is a long way from the rooms to the café – also the wagons will be less confusing for kids –

- **Litchfield Middle School**

Tom – LMS focused on STEAM programming, 1:1 Technology model implementation – transition from library to learning commons model occurred last year, emergency operations planning and response to intervention –

Budget Drivers:

Digital Resources such as Newsela

Learning Commons requests for furniture, shelving for completion

Social Emotional Learning

STEAM – Lego Robotics very popular with four teams and over 40 students – also request for digital keyboard (piano) – challenge to maintain one of the pianos and this is more sustainable and portable

Increases:

Newsela \$4,000

Lego Robotics supplies \$1,045

Athletic Transportation \$2,169

Decreases:

PLTW supplies for maintenance only \$1,289 and \$3,301

Library Services last of furniture and shelving to complete learning commons \$8,307

Jen – Supplies what is student getting for \$40 per student

Tom – things teachers need to implement instruction – we do still use paper – general supplies –

Jen – thought with 1:1 that would decrease

Tom – over time with new equipment coming in will start to decrease – take time to implement the entire program

Keri – noticed School Board made some reductions

Cory – in the periodicals lines across the budget because of digital subscriptions –

Keri – Newsela by individual child or across grade level

Tom – by individual with different lexile levels –

Mike - it adjusts to the level of the student – even though student is reading same article as others it is the level of each student – pushes student to advance

Keri – how many Lego Robotics team last year

Tom – 3 and looking to add a fourth team

Keri – think that is a wonderful program

Tom – much team comraderie

Keri – mobile bookcases last for the commons

Tom – yes they are – they are solid and durable -

- **Campbell High School**

Bill – not expecting anticipated enrollment to change significantly – 1:1 technology program is well established and does not require a lot of funding at this time – transitioning to learning commons model and still have original furniture from when CHS opened – furniture is heavy, rickety and broken – currently purchasing chairs but would like to look at replacing tables in the next year – NEASC process completed in May – most recommendations are those we can manage without budget impact – the counseling position is important because ELOs are another way for students to get their credits in high school but challenge is to have staff to supervise it and provide a bridge for students and parents – many other districts have ELO Coordinators –

Budget Drivers

Science supplies to do 21st century learning \$14,993 (microscopes, probes, etc)
 Equipment and consumables \$16,511
 Music Department storage for sheet music \$8,190 (4 unit console)
 Instrument storage for percussion \$1,890
 Replacing amps for guitars \$1,760
 Co-curricular \$16,000 for Challenge Day (anti-bullying) for positive school culture
 Learning Commons \$2,577
 1:1 access fees \$15,607 (with more devices, resources are electronic and require information access fees)
 Counseling budget includes tuition student to Pinkerton, night school students

Increases:

Art request for digital cameras \$2,000
 FACS supplies for additional course, food prices, filters, lightbulbs, cartridges
 Athletic trainer services increase \$1,800 required by NHIAA
 Transportation increase \$6,720
 Vocational transportation and co-curricular

Decreases

Regular Ed Equipment replacement \$1,999
 Business Ed textbooks \$1,795
 Phys Ed lockers were replaced \$4,038
 FACS replaced range hoods last year \$1,795
 Replaced conference table last year \$1,649
 Computer Ed \$2,160 eliminating tablets

Tech Ed was broken out and split in budget as it is two classes – notice expensing of new air filtration system that was encumbered last year and was pulled into the FY20 budget –

Jen – CHS budget is so much bigger with a lot of \$1 placeholder items –

Cory – high school more departments – you will see several teachers broken out into departments

Jen – placeholders

Cory – cannot transfer into line unless placeholders

Jen – digital cameras – under impression if take course you have to have camera – is that for students who cannot afford a camera

Bill – yes – and good digital cameras are costly

Jen – co-curr misc: fairly significant increase robotics – is this just moving point A to point B –

Bill – it was added at deliberative and was made part of the budget

Jen – tuition fees: would like to have clarification –

Mike – change in state law for manifest ed hardship – change was to meet any one of the criteria instead of all the criteria – the State Board then ruled in favor – we had to budget for it – not anticipated – there is a \$3,636 in per pupil revenue to the district –

Keri – have state reps in town and encourage that we get that changed –
 Mike – SB submitted resolution to legislation – also invited state reps to next Board meeting –
 Keri – did not agree with it –

Keri – Pandora subscription under Music Ed
 Bill – way to play music and motivate students in the class
 Mike – it is a reliable music source

Keri – FACS: looking for a certain number of reality babies?
 Bill – she is budgeting for 2 more so she can split between the class but will ask her –
 Keri – are we on a cycle of constantly adding 2
 Bill – no – they were not approved 3 years ago –
 Keri – what is life expectancy
 Bill – able to have the early ones reprogrammed – ask what end number is
 Keri – what will we be seeing from year to year
 Bill – will ask her that question –

Keri – had five classes for nutrition –
 Bill – she changed this year to four and increasing next year –

Keri – Tech Ed – new chairs next few years
 Bill – these are the original chairs and hope is to get them replaced over the next three years

Keri – how is budget aligned to meet goal for AP Science
 Bill – like to increase those courses and testing but challenge is we don't always get as many so we cannot offer AP Environ Science every year

Keri – replacement of text books for 8 courses
 Bill – those are replacement for AP Environ Science because text has been changed –

Keri – mentioned probe last year – always had this need, classroom not completely outfitted – we returned \$700K and why are we not outfitting our classes –
 Bill – how hard do we want to hit the budget – two teachers sharing a cart – there is a sensitivity in some cases to spend the entire \$30K –
 Cory - \$700K comes from FY18 – not exact science to project it – previous administration – do not honestly think you will see that much returned at end of the year – if we knew the money was going to be there we could have used it –
 Keri – this is genuine need and we are not funding it –
 Cory – those are the types of things we can take into consideration when we get close to end of year
 Keri – when see have a need when have the money it is concerning
 Mike – budgeting 20 months out – unanticipated expenses – like today got call family moving in with out of district sped student –

Keri – camcorders: how many do we hope to have – says we have 4 and we are replacing 4 – what kind of schedule are we looking at –

Bill – challenge with that with a question of technology – think there is life span – ask Shawn – uses those as part of digital and video program –

Keri – Challenge Day: does it take 3 days away from instruction

Bill – not all students all three days – 1 school day per group of students

- **Food Service**

Cory – Lauren Crowley hired as Director – working to increase participation and grown program- replace software that is being used – My School Bucks not conducive to the needs of the program – basically that part of budget is increasing but it is self-funded program so revenues offset the increases – if food service becomes not profitable then funds are transferred from general fund –

Rob – added that the software not updating –

7. **REPORTS**

- **Town Business**

- **General Update**

John – police ot is continuing to take an impact and is running over – had unexpected pumper truck repairs – utility truck broke down a while back and repairs will exceed the value of vehicle- unexpected \$12,000 repair for snow truck – still targeting Jan deadline for warrant -

8. **MEMBER INPUT/ NEW BUSINESS**

9. **PUBLIC INPUT**

There was no public input.

10. **ADJOURN**

MOTION: by

Move to adjourn the meeting.

SECOND: by

VOTE:

The motion carried.

Next meeting: November 15, 2018

The meeting was adjourned at p.m.

Recorded by: Michele E. Flynn, Recording Secretary

Approved: