

WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL

WLCS BUDGET COMMITTEE MEETING & JOINT SCHOOL BOARD SESSION

Tuesday, January 23, 2018 at 6:30 P.M. Location: WLC MS/HS Conference & Media Room

Committee Membership: Chair Leslie Browne (Facilities Committee Rep.), Vice Chair Karen Grybko, Secretary Lisa Post, Pam Altner (Strategic Planning Committee), Edwina Hastings (School Board Rep.), James Kofalt (School Board Rep./Strategic Planning Committee), William Ryan (Facilities Committee Rep.), Christine Tiedemann, Dawn Tuomala, Charlie Post (SB Budget Committee Representative).

The Agenda was as follows:

1. Call WLCS Budget Committee to Order
2. Public Comment
3. Review and approval of meeting minutes
 - a. January 9, 2018 Budget Committee & Joint Session
 - b. January 15, 2018 Budget Committee Meeting
4. FY 2018-2019 Committee Budget Preparation Review and Discussion
5. Other Business:
 - a. The next Budget Committee is scheduled for Tuesday, January 30, 2018 at 6:30 p.m. in the WLC MS/HS Media Room for preparation of Public Hearing.
 - b. The Public Hearing is scheduled for Thursday, February 8, 2018 in the WLC MS/HS Media Room. Snow date: Friday, February 9, 2018.
 - c. Period for filing for Elective Office is January 24 – February 2, 2018.
6. FY 2018-2019 Final Draft Preparation for Public Hearing: Joint Session
7. Adjournment of Budget Committee

Attendees: Leslie Browne, Lisa Post, Pam Altner (Via Telephone), Edwina Hastings, James Kofalt, William Ryan, Christine Tiedemann, Charlie Post.

1. The Budget Committee was called to order by Chair Browne at 6:35 p.m.
2. No Public Present
3. Review and approval of meeting minutes were postponed until the next meeting in order to prepare for the Joint Meeting.
4. FY 2018-2019 Budget Preparation Review and Discussion: Chair Browne opened the review and discussion of the presentation to be given by the Budget Committee to the School Board this evening.

5.

A Motion was made by William Ryan that the Budget Committee recommends against Full-Day Kindergarten this year whether it is presented in the Operating Budget or as a Warrant Article; Seconded by Lisa Post. Voting: All in favor. Motion passed unanimously.

A Motion was made by James Kofalt that a Budget Line Item of "0" (zero) be added for Full-Day Kindergarten; Seconded by Edwina Hastings. Voting: All in favor. Motion passed unanimously.

6. Other Business:

- a. The next Budget Committee is scheduled for Tuesday, January 30, 2018 at 6:30 p.m. in the WLC MS/HS Media Room for preparation of Public Hearing.
- b. A Budget Committee Meeting has been scheduled for Tuesday, February 6 at 6:30 p.m. in the WLC MS/HS Conference Room followed by a Joint Session at 7:00 p.m. in the Media Room
- c. The Public Hearing is scheduled for Thursday, February 8, 2018 in the WLC MS/HS Media Room. Snow date: Friday, February 9, 2018.
- d. Period for filing for Elective Office is January 24 – February 2, 2018.

02/15/2018 Final (Joint Meeting Minutes submitted by Kristina Fowler, Clerk)

WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL

A Motion was made by Christine Tiedemann to recess at 7:03 p.m. and reconvene at the Joint Session; Seconded by James Kofalt. Voting: All in favor. Motion passed.

7. FY 2018-2019 Final Draft Preparation for Public Hearing: Joint Session (Minutes provided by K. Fowler, Clerk)

Present: Harry Dailey, Geoff Brock, Matt Ballou, Miriam Lemire, Mark Legere, Joyce Fisk, Carol LeBlanc, Alex LoVerme and Charlie Post.

Superintendent Bryan Lane, Business Administrator Lise Tucker, Director of Student Support Services Betty Moore, Principal, Tim O'Connell, Director of Technology Kevin Verratti, and Clerk Kristina Fowler

The budget committee was already in session as they met prior at 6:30pm. They have prepared a presentation regarding the budget; presented by Chairman Browne. A copy of the slides shown can be found with these minutes.

She reported the committee met last week and reviewed the line item budget, looked at items that were increased over last year, compared expenditures from FY17, and reviewed prior presentations. We looked at areas that were significant and looked for justification in them and if we didn't find it we made cuts. The committee has questions on the areas that were unclear to them, want additional information on or what makes up those numbers. Chairman Browne reviewed the proposed budget with reductions and reasons which included:

Proposed budget reductions for SAU:

- \$3,000-professional development, supplies, postage (increase over FY 2017)
- \$10,000-business office (request justification-increase over FY 2017)
 - Total SAU reduction \$13,000

Superintendent Lane answered a question regarding the curriculum coordinator and why this was separated (\$4,100), he reported we didn't have a budget prior to this year, it was created. It is for professional development for conferences, to bring back staff development instead of bringing in outside vendors, travel cost, dues and memberships for NHSAA and Curriculum Development Association. The offset of the expense for membership is reduced cost for staff development. Cost of membership is based on enrollment and is an annual fee. He expects the numbers to be consistent and better determined down the road.

Additional justification was asked regarding the increase in the business office. Superintendent Lane explained two full time positions will be combined into one position. Five thousand six hundred dollars (\$5,600) is allocated for substitute services if needed (temp service) should the one person be out as currently backup is available. The logistics of this were briefly discussed. It was suggested to look into a payroll service or cross train in the office. Superintendent Lane commented if the board wanted to designate that money into a holding fund and used for only its purpose and would be return to the towns if not used he is agreeable to this.

Mr. Kofalt suggested it would be helpful to have some sort of mapping to the running budget.

Proposed budget reductions for technology:

- \$8,000-software (request explanation-increase over FY17)
- \$10,000-replacement equipment (request justification-increase over FY 2017)
 - Total technology reduction \$18,000

Ms. Tucker reported one major expense (\$8,400) is SchoolDude which includes maintenance and IT work orders and CIP licensing (a forecasting module to be used with the CIP) and includes help from the vendor to "put it all together" incorporating data from the facilities study and will be mostly used by Ms. Tucker. Costs

WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL

about \$6,300 vs, \$1,700 for this piece if we did the work ourselves (mostly data entry). It was noted that the quote seems high and if approved other vendors should be looked at. The annual cost is believed to be about \$1,500 in following years.

Mr. Verratti confirmed replacement equipment does not include 1:1 computing but replacing other systems that are 5-7 years old such as laptops for staff and touchscreen devices for grades 1-2. He explained the cost for camera replacements as two different types of cameras, one for interior and one for exterior. Exterior camera has 360 views including straight down and needs to be heated as it is outside. In the past replacements were on the lower end and we don't get as much life out of them.

Proposed budget reductions for FRES:

- \$5,000-replacement equipment, furniture (specifically rugs, desks, chairs and shelving units and snow blower-request clarification-increase over FY17)
- \$10,000-utilities, contracted services, postage (specifically water, sewage, fuel snowplowing, electricity and building maintenance-increase over FY17)
- \$13,000-math coach (need justification, didn't see value at this time-decrease from FY17 and FY18)
- \$20,000-curriculum (request explanation-increase over FY17 and FY18)
 - Total FRES reduction \$48,000

Principal O'Connell explained a large amount of instruction takes place on the rugs and although cleaned each summer, about two or three need replacing. Furniture is on an 8 year replacement cycle, although the building is new, 8 classrooms contain repurposed furniture. Shelving units are part of Reader's Workshop, each classroom contains reading libraries and some classrooms are not adequate to have these robust libraries. Mr. Erb confirmed the snow blower has needed to be replaced for years although it is operable, they continue to "Band-Aid it". It was noted allocation of \$2,900 seems high for this. Ms. Tucker confirmed building maintenance/repairs includes preventative repairs, inspections and contracted services such as plumbing, heating and fire protection. She confirmed fuel was based on current CIP at the time and "you take an average" but it does depend on the weather.

Regarding the math coach, the budget committee wanted to see with the addition this year of the RTI and curriculum coordinator if trending would improve (the role of the math coach is to train staff) as not enough time has been given to see results with the addition of these two roles. Superintendent Lane, Principal O'Connell and Dr. Heon, Curriculum Coordinator all support a math coach. There was a long discussion on this subject which included sharing of opinions, the agreed upon need to increase student achievement, the background of elementary teachers training is not focused in math, it is the same model as the Reader's Workshop and significant growth is being made in this area, gaps in math for elementary students have a waterfall effect, not giving what we currently have a chance, and waiting a year to see what progress has been made.

Superintendent Lane spoke regarding the increase in the curriculum line. Reader's Workshop was approved in current budget (\$25,000) and the goal is to maintain this level of improvement and to add Writer's Workshop (\$23,000). It's a one year expense and after that, curriculum pieces would be looked at to see if we need to change the math piece. Also included in the curriculum line is replacement for social studies text books (approximately \$4,700) and Handwriting without Tears.

It was noted transportation increased due to new contracts (includes latest regular education bid) and cost fluctuates as it includes special education transportation.

Proposed budget reductions for LCS:

WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL

- \$4,000-utilities, contracted services, repair, postage (increase over FY17-to bring it more in line with previous years)
- \$2,200-professional development (request explanation-increase over FY17)
- \$6,000-curriculum (request explanation-increase over FY17)
 - Total LCS reduction \$12,200

Superintendent Lane explained professional development includes the LCS portion of the math coach (\$14,400 FRES/\$3,600 LCS=\$18,000 total) this line also includes a portion for Reader's Workshop and Writer's Workshop. Principal O'Connell added Handwriting without Tears is included (new multi-researched based program allows for progress and make strides faster) currently 3rd grade is the last grade we teach handwriting but wish to extend up to 4th grade. It was noted there is an increase in transportation.

Proposed budget reductions for MS:

- \$7,500-replacement equipment, furniture (request explanation-increase over FY17)
- \$3,000-new equipment furniture (request explanation-increase over FY 2017)
- \$12,000-travel, dues and fees (increased over FY17)
 - Total MS reduction \$22,500

Superintendent Lane explained replacement equipment includes cost for bleachers (split .45MS /.55 HS) and cafeteria tables (.45/.55, 10 tables), and new equipment includes Ecolab cleaning caddy (cost split) for custodians to disinfect the bathrooms which "basically power washes the bathrooms". Superintendent Lane explained travel/dues and fees include district contribution for fees to 6th grade camp for students who struggle with payment. It also includes athletics transportation which is not in the transportation line. The main purpose of the district van is transporting to/from career and tech classes in Milford and saves the district funds. It is currently transporting one sped student. It is used for other things when it does not interfere with its main purpose often for athletics. He anticipates sharing data on the van use in April. It was pointed out there is a decrease in transportation.

Proposed budget reductions for HS:

- \$7,500-replacement equipment, furniture (request explanation-increase over FY17)
- \$5,000-new equipment (request explanation- increase over FY17)
- \$9,000-curriculum (request explanation-increase over FY17)
 - Total HS reduction \$21,500

Superintendent Lane explained equipment and furniture includes \$5,000 for cafeteria tables (.55 of 10 tables), 5 were replaced last year. Also included is replacement furniture for classrooms and bleachers (.55 split) for outdoors. He explained regarding curriculum there is a STEM initiative (science, technology, engineering, and math) with costs associated in line 100-650-03 for a combination of computer and technology applications. It was noted a small increase in transportation.

Proposed budget reductions for payroll and benefits:

- reduction of 5th grade teacher (\$71,045)
- added back 2 MS teachers (+\$90,000-not supporting MS proposed model change)
 - Grand Total of proposed budget committee cuts \$116,245.

Chairman Browne concluded with noting appreciation for the cuts made by Superintendent Lane and the need to invest in curriculum which they fully support but they cannot continue to bear a growing budget and came up with areas for reduction as presented. Chairman Dailey acknowledged appreciation for the amount of time and effort that they put into the process, getting better and better each year. Chairman Browne confirmed it is not necessarily their final number, it is a proposal and the budget committee would like to take into consideration (and discuss) the information they received this evening to determine if they want to make any adjustments.

WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL

Discussion had included the process and this being the first time the school board has seen it. Further discussion was had when the budget committee would meet to discuss, either recess and meet now or a different day and should the next school board meeting include another joint session. Consensus is to include a joint session at the next school board meeting on February 6 and Superintendent Lane noted he hopes an exchange of information could happen prior to that with the understanding all emails sent are a matter of public record. The budget committee is meeting on January 30 and will have a consensus on their proposal. Chairman Browne confirmed the budget committee does not support full day kindergarten in any form, in the budget or as a warrant article at this time.

I. PUBLIC COMMENTS

Parent, Brianne Lavalley, Lyndeborough spoke in regard to professional development in math noting it is not just something we might need; it's something we have to have. She spoke of seeing multiple students struggle with math and that the math today is very different; it being a multistep process and so involved. She noted it's not just the teachers who need the professional development but the Para educators also stating even if they understand it they may not know how to communicate it effectively and it being an area the students can really benefit from.

Parent, John Vanderhoof, Lyndeborough asked for clarification on the math coach. Superintendent Lane responded it is professional development similar to what was done around the reading program happening at the end of the school year, during summer and additional days prior to the beginning of school for grades K-5. The consultant (math coach) would come in observe teachers in the same format during the year as the Reader's Workshop is done now. The amount of hours contracted and assumed similar to Reader's Workshop. Teachers observe the consultant conducting lessons and use those strategies in the classroom and obtain feedback and support. Principal O'Connell confirmed a search would need to be done to find someone to meet the needs and the budget. He states the budget for this is fair and would get us what we need. Superintendent Lane added our curriculum coordinator is not a math specialist and we are looking for a person who has that level of focus, background knowledge. Responding to a question from Ms. Post, he confirmed the need for a curriculum coordinator depended on the long term needs of the district and plan. Discussion was had regarding if math has changed or not and agreed fundamentally it has not however how you get there has. Mr. Kofalt although wants to improve the situation, has concerns investing in something that is an education trend and down the road we would want to go back to basics. Superintendent Lane reviewed STAR 360 (assessment tool) has a math portion and what we are/can learn from using it with a level of consistency. He reviewed the importance understanding word problems and the need to know what to do first and in which order. He states in a larger school district he would hire a full time person however we are not and do not have the same level of need but do have to find a way to make a positive impact. This can be done for a small amount of money in a short time. Answering a question from Ms. Post, he discussed RTI (response to instruction) and the different tiers that exist (tier 1, 2, 3). He confirmed we need the RTI position currently and would continue to evaluate the data for future needs.

Ms. Post voiced preference for the budget committee to recess and meet. She spoke of being pretty satisfied with the proposed budget committee's number and it being close to a final and suggests to the school board they can still get what they want by moving some things around but need to think about where they want to cut. The situation was further discussed with differing opinions voiced including there being no wiggle room left in the budget (to negotiate) as all of the items were cut. Mr. Post questioned if the budget is so locked down it can't be reduced by 1%, and if that 1% was even talked about. Chairman Dailey commented there are statutory and legal requirements (added \$1,000,000 in debt service), there comes a point when we tweak and tweak; we deferred maintenance before and ended up with \$8,000,000 in repairs because so much maintenance was deferred.

WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL

Ms. Ashley Saari, reporter (Ledger) questioned if the budget committee's stance on kindergarten was purely financial. Chairman Browne responded a little of both, we don't feel the taxpayers can carry that burden right now and do not see evidence of the benefit. Ms. Post added generally the budget committee does not recommend things that are not mandated. Mr. Kofalt added the studies seem to be split and interpreted the data as a "break even" or negligible regarding benefit of full day. Ms. LeBlanc commented that most people who are financially able choose full day kindergarten for their children and are benefiting from it. Ms. Post noted if you are going to do it she would like to see it as a warrant article. Chairman Dailey added the school board preliminarily voted to remove it as a warrant article.

A MOTION was made by Ms. Tiedemann and SECONDED by Mr. Kofalt to recess the budget committee session at 9:20pm.

Voting: all aye; motion carried unanimously.

A Motion was made by Christine Tiedemann to recess at 9:20 p.m. and reconvene in the Cafeteria, Seconded by James Kofalt. Voting: All in Favor. Motion carried unanimously.

Chair Browne opened a discussion regarding the Joint Meeting and the School Board's rejection of the Budget Committee's proposed Operating Budget for FY 2018-19.

8. The Budget Committee Adjourned at 10:10 p.m.

A Motion was made by Christine Tiedemann to adjourn the meeting; Seconded by Lisa Post. Voting: All in Favor. Motion passed.

Respectfully Submitted,
Lisa C.M. Post, Secretary