

**Minutes of the Litchfield Budget Committee Meeting
Held on December 9, 2014**

The Litchfield Budget Committee held a meeting on Tuesday, December 9, 2014 at Campbell High School, 1 Highlander Court, Litchfield, NH 03052.

PRESENT: C Couture (Chair), A Cutter (Vice Chair), W Spencer, R Peeples, C Pascucci, D Vaillancourt, K Douglas, B Bourque (School Board Representative), F Byron (Selectmen's Representative)

Absent:

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

1. PLEDGE OF ALLEGIANCE

2. PUBLIC INPUT

There was no public input.

3. REVIEW/ADDITIONS TO AGENDA

Mr. Spencer requested a brief discussion about FY16 District Project Revenues under Member Input.

4. REVIEW/ACCEPTANCE OF MINUTES

- **December 2, 2014**
- **December 4, 2014**

MOTION: by Mr. Cutter

Move to approve the minutes of December 2, 2014

SECOND: by Mr. Spencer

VOTE: 9-0-0

The motion passed.

MOTION: by Mr. Pascucci

Move to approve the minutes of December 4, 2014 as amended

SECOND: by Mr. Peeples

VOTE: 7-0-2, with Mr. Cutter and Mr. Spencer abstaining

The motion passed.

5. CORRESPONDENCE

Mrs. Couture announced the following correspondence was received: questions from Mr. Spencer regarding out of district placements; a letter from Mr. Byron regarding December 16 meeting attendance.

6. SCHOOL BUSINESS

- **Budget Review**
 - **LMS**

Mr. Lecklider presented the FY16 LMS School Board Recommended budget to the Budget Committee.

Mr. Cutter commented that the laminator repair line in Regular Education Repairs and Maintenance, Line 430, has never been spent to the maximum budgeted.

Mr. Lecklider commented that it is difficult to predict when something will happen to the laminator. Mr. Bourque indicated that the laminator is getting older and there is more risk of repair.

Mr. Cutter commented he is trying to determine what a reasonable number would be for the actual usage. Mr. Markiewicz pointed out that it is a bottom line budget and if you reduce the line and the item needs repair we will have to find the money to fund the expenditure.

Mr. Spencer observed that the 430 Account as a whole is over budgeted by approximately \$118,000. Mr. Cutter asked if a decision was made at the previous meeting to review and vote on the aggregate level or by individual account. Mrs. Couture indicated that the final (aggregate) voting will be done at the January 8 meeting according to the MS-27 format. She noted we will be able to see the changes that impact those accounts. She asked Mr. Lecklider if he would like to speak about how the budget was prepared or justification for a specific item in the budget.

Mr. Lecklider indicated that there is not much change in the overall budget. He commented that LMS is focused on math and will be focused on math next year. He noted that there are areas impacted by the transition to Common Core Standards and curriculum revision. Mr. Lecklider indicated that there is a music request included in the budget. He commented that some curricular areas that were the focus last year will not be in this budget.

Mr. Cutter indicated that Line 643, Periodicals-Print, in the Art Education account was removed from the 2015 budget and is now included. He noted that the subscription portion of the line has never been spent. Mr. Lecklider commented that the students do much work with periodicals in class and they supplement the instruction. He offered to look into why the line item was not included in the 2015 budget.

Mrs. Douglas referred to Regular Education supplies and asked what kind of agendas are budgeted for the students. Mr. Lecklider indicated the agendas are the student handbooks and include a homework assignment log and their class schedule.

Mr. Cutter asked why there is an increase in Foreign Language supplies. Mr. Lecklider indicated that LMS now has two Spanish I courses and an Exploratory Spanish program to involve more students. He noted that supplemental materials are need and workbooks are especially useful in the Exploratory program.

Mr. Cutter asked about the electric range budgeted in FACS Equipment Replacement. Mrs. Couture indicated that the range is not working and LMS tries to replace one appliance a year.

Mr. Vaillancourt asked about the Ten Marks software budgeted in the Math account. Mr. Lecklider indicated that math is a major focus at LMS. He explained that LMS has moved to a double block of math in grade 7 and this software will help us differentiate instruction.

Mr. Pascucci asked about the additional equipment (instruments) budgeted in Line 734 in the Music account. He asked if the intention is the lease or purchase the instruments and if the intent is to purchase, is the exact cost in the budget. Mr. Markiewicz indicated that there is a cost to the lease and the School Board made the decision to purchase the instruments outright. He noted that the correct cost for the purchase is in the budget.

Mr. Cutter asked how the students learn on the instruments (i.e. practice at home, class instruction). Mr. Lecklider explained that band students have band every day; they take their instruments home to practice; and some students take lessons. He noted they take their instruments to competitions. He indicated there are approximately 160 students in band. He commented that the music program has grown significantly.

Mr. Cutter asked if there is any risk allowing the students to take expensive instruments home. Mr. Lecklider commented that the students are respectful of the instruments. He noted there has never been an issue.

Dr. Cochane indicated that the instruments come with a carrying case and parents provide instruments for their own children. He commented there are some specialty instruments needed for the band program for which the district pays as these instruments round out the sound of the band. He noted in this case it would be prohibitive to ask a parent to purchase the instrument. Dr. Cochane indicated that there are three bands and having these instruments will allow more than one student to use them.

Mrs. Couture commented that band students are the most motivated students and understand the instruments are expensive.

Mrs. Douglas asked if there is a formal agreement for damages with the parents. Mr. Lecklider indicated that there are forms the parents are required to complete.

Mr. Spencer asked for clarification that the amount budgeted is the direct purchase price and that a lease is not planned. Mr. Lecklider confirmed that the purchase price is in the budget.

Mr. Cutter asked why two of the Yamaha instruments are in the budget this year and were in the budget last year as well. Mrs. Couture indicated that those were part of a lease left over from last year.

Mr. Cutter commented that the Repairs and Maintenance line in the Music account has never been spent in the past. He noted it is a significant increase. Mr. Lecklider indicated there are

going to be more repairs. He commented that Mrs. Leite felt there would be more of a risk and offered to get more information for the Committee.

Mr. Cutter commented that Line 649 in the Music account has never been spent. Mr. Pascucci commented that the small increases seem too random. Mr. Markiewicz commented that these are based on the consumer price index and some standard increases will be seen in the budget.

Mr. Cutter asked why Line 650, Software, was removed in 2015 and included in 2016. Mr. Lecklider indicated that Smart Music has been used for a number of year and is not sure why it was not included last year.

Mr. Cutter asked about the rationale for Line 640, Text Replacement, in the Reading account. Mr. Lecklider explained that reading level appropriateness is being determined. He noted that much work has been done with PERC and we are in the middle of a transition to Common Core. He indicated there is a new English Language Arts curriculum and there are texts that are purchased through that line that are also used in the Reading department, which encompasses different types of students at different grade levels.

Mr. Cutter inquired about Game Officials commented that this line has never been spent to what was budgeted. He noted that this Committee reduced this line last year. Mr. Spencer commented that we looked at all the 391 accounts in the budget as a whole and reduced them by 10%. Mr. Lecklider commented that post season games are unpredictable and is a component where there will be a variable from year to year. Dr. Cochrane commented we have no control over referee rates.

Mr. Cutter commented on the Athletic supplies and asked why it has increased. Mr. Markiewicz indicated that supplies change, needs change and programs change.

Mr. Cutter acknowledged that these are small numbers and commented that he is taking a deep look at the budget as there is a significant increase overall. He indicated that the LMS budget may have decreased, but he believes there are areas that can be decreased further.

Mrs. Couture asked if uniforms are recycled. Mr. Lecklider indicated that some uniforms are recycled and some are in the cycle for replacement. He mentioned that cross country carries the largest uniform expense as the sport has grown over the last seven years.

Mr. Cutter asked why the consult fee (per hour) has increased in Line 339, Professional Services, Guidance. Dr. Cochrane indicated it is the market that drives the fee.

Mr. Spencer asked if Project Safeguard is now being funded by the school. Mr. Lecklider indicated there is some fundraising that occurs. He noted the largest expense is the fee for the speakers.

Mr. Spencer commented when the program first began it was funded by parents and fundraising. Mr. Lecklider concurred, but explained that it became unsustainable. He noted that parents, students and staff are involved in this program.

Mr. Cutter commented that when reviewing the numbers for this line item, it appears you never spent the budget for that purpose. Mr. Lecklider believes the funds were moved from another part of the budget and is sure that the money was spent last year.

Mrs. Douglas asked who exactly benefits from the program. Mr. Lecklider indicated that the grade 7 students participate in the program. He noted that there is a class trip for grade 6 and for grade 8, and we wanted to do something for the grade 7 students. He explained that many districts have a similar program and Litchfield originally partnered with Merrimack, but decided to do their own program. Mr. Lecklider indicated that topics addressed are anti-bullying, parenting, study skills, drug prevention and college career.

Mr. Cutter commented that it would be helpful to know what other line items have moved [in connection to this line]. Mr. Lecklider indicated he will get that information.

Mr. Spencer expressed concern over the transportation budget.

Mr. Cutter commented that the LMS and GMS budgets are showing reductions and he can tell that thoughtful care went into their budget preparation.

o GMS

Mr. Thompson presented the FY16 GMS School Board Recommended budget to the Budget Committee. He commented that we try to keep the budget as low as possible and at the same time try to assure the best program we can. He indicated that areas of focus are Science and Math. He noted there is a request for a Math Tutor in the budget. Mr. Thompson commented that we have some money for enrichment in Math and Technology requests to expand the use of technology. He noted the computer lab was approved and installed last year and we are looking to expand the use of that lab. With only a part time computer teacher, Mr. Thompson indicated that we would like to find ways to use the lab outside of the grade 4 classes. He noted that there are facilities requests in the GMS Buildings/Grounds budget to keep the [old] building in the best shape possible.

Mr. Cutter asked for an update on the new music room.

Mr. Thompson explained that the music teacher has had no music room for 12 years and teaches music on a cart to provide music instruction. He commented she travels throughout the building and to the portables for kindergarten classes. He indicated that because we have reducing enrollment there is an opportunity to establish a location for music in the building.

Mr. Vaillancourt asked if there are standard chairs in the music class. Mr. Thompson explained that the standard music chair is designed to improve posture appropriate for singing or playing an

instrument. He noted if we are going to outfit a room it seemed appropriate to have the correct chairs.

Mr. Cutter asked if there is still a POD at the school with chairs/furniture. Mr. Thompson indicated there is one POD, but often what you need is not necessarily what you have. He noted that the POD is approaching the end of its useful life as we will be using the 1930's building for some storage.

Mr. Spencer asked about the storage cabinet for a grade 4 classroom in Line 733, Regular Education. Mr. Thompson indicated that we need additional storage for a grade 4 classroom per the Fire Department.

Dr. Cochrane commented that the furniture at GMS is not very good. Mrs. Couture commented that in the past there was a plan to replace a certain amount of furniture and asked if we are trying to get back to that plan. Dr. Cochrane indicated that there is no expectation for a furniture replacement cycle.

Mrs. Douglas commented that a white board is budgeted in Line 733 in the Music account and is expensive. She asked if there are any in the 1930's building that can be re-appropriated. Mrs. Couture indicated to her recollection there were no whiteboards in that building.

Mr. Cutter commented that what is budgeted for Kindergarten supplies is out of line. He indicated that typically \$5,700 - \$6,000 is spent. Mr. Thompson explained that GMS budgeted according to what we project to be the actual number and used a 2.4% increase in this budget. He noted that more supplies are used in some years.

Mr. Cutter commented that many of the descriptions (budget notes) in many of the line items are the same as previous budgets. Mr. Thompson indicated that those are items we use every year (i.e. consumables).

Mr. Cutter asked what about the funding for peaceful playgrounds in Student Activities supplies. Mr. Thompson indicated those are playground supplies. He noted that peaceful playgrounds is a program begun by the former guidance counselor. He noted we plan incentive activities on the playground to help the students play peacefully, which changes every year.

Mr. Peebles referred to Line 738 in the Audio Visual account and asked about the replacement televisions. Mr. Thompson explained that when the vcr and dvd players are broken and being replaced, the new ones are not compliant with the older televisions. He noted that the Librarian suggested replacing the televisions.

Mr. Spencer asked what the non-instructional staff account includes in Line 890 under School Administration. Mr. Thompson commented it is the account for the staff luncheon at the start of the year.

Mr. Spencer asked how the amount was determined. Mr. Thompson offered to provide that information.

Mr. Vaillancourt commented that there is room to reduce Postage, Travel and Supplies in the School Administration function. He noted these lines have not been spent to the 2015 level.

Mr. Cutter commented that the conferences and travel accounts are a separate discussion. Mrs. Couture indicated that it was decided last week that those accounts will be reviewed when we review the last budget this month.

Dr. Cochrane commented that the \$35,000 increase in the 272 account in Special Services is related to getting teachers the certifications they need for EH and LD. He noted we have advertised for people with special certification, but have not been able to fill these positions for years. He indicated it is less costly to get our existing teachers certified than it is to hire people with those certifications.

Mr. Cutter observed that the 2015 approved transportation budget amount does not match what this committee approved last year. Mrs. Couture indicated the district was in the process of negotiating a new contract. Mr. Markiewicz indicated that the district was in the default budget and had to move money around.

o Salaries and Benefits

Mrs. Messenger presented the FY16 Salaries and Benefits School Board Recommended budget to the Budget Committee.

The Budget Committee decided to review the Salaries and Benefits budget in totality.

Mrs. Messenger reported:

- the Health Insurance estimate guaranteed maximum rate (GMR) increase is 7.5% and Dental is 5%;

She noted if we had opted to remain with HealthTrust the increase would have been 11.5%. Mrs. Messenger reported that a comparison of 2014 to 2015 actual expenditures for health insurance reflected a savings of \$41,000.

- LTD and STD increased 12%;
- NH Retirement: Teacher group increased to 15.67% - Employee group increased by .4%;
- The CBA total cost is \$6.8 million, increasing from 2015 to 2016 by \$184,000;
- Non-LEA salaries will see a 3% step increase;
- Administrator salary increase pool is \$31,730, from which the Superintendent provides increases via performance-based evaluations;
- Moved substitute salary lines out of district-wide to the appropriate school;
- Substitute salaries increased \$12,400 (over spent last 2014-2015);
- Moved a custodial position budgeted in CHS to district-wide Buildings/Grounds;
- Nursing substitute lines moved to appropriate school;

- Budgeted \$30,000 anticipated for Affordable Care Act (ACA) fees (beginning January 1, 2015 there is a fee imposed for employers that offer insurance that is not affordable to full time eligible employees who are subsidized on the health exchange.

Mrs. Messenger noted according to the ACA any employee who works 30 hours or more is considered full time eligible. She indicated the district will pay a fee if we offer insurance that an employee cannot afford and they go to the health exchange, enroll and their premium is subsidized.

Dr. Cochrane indicated we do not offer paraprofessionals health care. He noted by budgeting for potential fees, we can protect the district and taxpayers against what is now an unknown.

Mr. Spencer commented that the 110 Line (salaries) increased \$150,000 over what was spent last year. He indicated that a difficult situation is created for the voters.

Mr. Cutter commented that this Committee is looking at a \$2 million increase, taking into consideration the CHS bond payoff. He was concerned with the significant increase, but was unsure of the right budget number. He indicated he is prepared to cut \$1 million from the budget to get to a reasonable budget this town can afford.

Mrs. Douglas commented that there are positions that can be eliminated.

Mr. Vaillancourt observed there are many vacant positions.

Mr. Markiewicz indicated all the positions you see in this year's budget have been rolled to 2016. He commented that this budget represents position control of all current positions from this year. He noted there were a number of positions added, specifically:

- 7 paraprofessionals that were required by IEPs
- 1 paraprofessional moved from grant to the budget
- 5 additional days for the high school guidance administrative assistant
- Part time math tutor
- Stipends for STEM programming
- Part time math enrichment support
- Stipends for curriculum writing
- 6th block funding.

Mrs. Couture commented that she looked at the enrollment projections per grade and the class size policy and feels we can easily reduce a grade 3 and grade 4 teacher at GMS. She noted that at LMS we can reduce a teacher in grade 6 and grade 7. She indicated that the district can still maintain services with the reduction of four teachers in those grade levels. She commented that CHS has appeared to reduce staff over the years.

Mr. Spencer commented that he is curious why the School Board did not follow the class size policy at GMS. He referred to a class size projection chart that was prepared several years ago. He noted it reflects Mrs. Couture asked Mr. Spencer to send it to the Budget Committee.

Mrs. Douglas commented that we have sustaining decline and have to consider reducing teachers at some grade levels.

Mr. Spencer referred to the policy language that states: *The Board is aware and research confirms that class size has bearing upon effective teaching. It therefore directs the Superintendent to work with principals in attempting to establish a reasonable and equitable class enrollment for each teacher. The Board understands that achieving this goal is dependent upon the financial ability of the school district.* He commented that in 2006 the voters voted to use the old numbers and that has not been followed. He indicated a reduction of two teachers can occur at GMS next year.

Mrs. Couture suggested that the part time math tutor should go on the warrant. She believes that with the focus on math in the district the article will be approved by the voters.

Mr. Spencer commented on turnover at GMS last year. Mrs. Couture indicated that in the past an attrition number was taken and that has not been continued. She commented that it varies subject to turnover and there was not as much turnover at the lower grades as in previous years.

Mr. Spencer commented that there are two teacher positions that do not belong in the budget that would equate to approximately \$180,000.

Mrs. Douglas was concerned about the amount budgeted for substitutes in the GMS budget. Mr. Markiewicz commented that those are unanticipated expenditures and there is no way to plan for it.

Mrs. Douglas referred to Line 211, Health Insurance, and noted that the LEA prescription reimbursement is budgeted. She indicated that when the former contract was set up the prescription account was supposed to be a one time expenditure. Mrs. Messenger indicated it is currently in the LEA contract.

Mrs. Douglas asked about the vacant GMS reading positions. Mrs. Messenger indicated they are summer school positions and we fill them later in the year.

Mrs. Couture asked about the amount budgeted for a tutor at LMS for enrichment math program support. Dr. Cochrane indicated it is a stipend for the after school math acceleration program.

Mrs. Douglas asked about the curriculum writing and curriculum development that was budgeted in CHS regular education. Dr. Cochrane indicated that we are writing curriculum units for the first time and hope to have each grade level from K-4 finished in Math or English, which will take two years. He noted that the money is for teachers to write that curriculum.

Mr. Spencer asked about the tutor for needed services budgeted for CHS. Dr. Cochrane indicated that tutor is for students who become ill or are suspended and miss instruction. Mr. Markiewicz noted that position, although vacant, is an actual position.

Mr. Cutter asked about a vacant position for NEASC which was budgeted at \$300 last year and \$6,000 this year. Dr. Cochrane indicated that it is a stipend for teacher work on accreditation and is included in the CBA. He noted that the amount of the stipend depends on where they are in the accreditation cycle.

Mr. Spencer asked how the number of projected paraprofessionals is determined. Dr. Cochrane explained it is based on testing and IEP's being written. He noted the process can begin as early as this year. He commented the IEP indicator in March indicates the support we have to provide.

Mrs. Couture asked about the ESOL position and if we have a lot of students that require a teacher. Dr. Cochrane commented that last year we requested for the position to be 100%, but it was denied.

Mrs. Douglas asked if the vacant positions in Athletic Activities will be filled. Mrs. Messenger indicated that all the positions are listed in the CBA, but building administration decides which ones to fund and fill. She noted there is a reduction in the District-wide account.

Mrs. Douglas commented that it does not make sense to budget for a position that is not going to be filled. Mr. Markiewicz indicated that the positions have to be budgeted per the contract. Mrs. Couture indicated that a bottom line reduction can be made for those that will not be filled.

Mr. Spencer commented on self-funded programs. He indicated that they should not be included in the budget. Mr. Markiewicz commented it is a dollar for dollar budget and has to be included because we cannot expend those funds without appropriation.

Mr. Spencer asked if the budget expenditures are restricted by the amount that is budgeted. Mr. Markiewicz indicated as long as there is a dollar figure we can make budget adjustments.

Mrs. Couture commented if we budget one dollar we can still run the programs. She indicated that the discussion was we have to budget this money and appropriate it and it is raised by taxes. Mr. Markiewicz indicated there is no appropriation because there is offsetting revenue.

Mr. Spencer commented that the issue is the voters will not see that. Mr. Markiewicz indicated this has a zero tax impact.

Mr. Spencer commented you can budget a lower number and still spend what you take in. Mr. Markiewicz indicated that he agreed with Mr. Spencer conceptually, but the money has to be in the budget.

Mrs. Couture commented when you get to the bottom line it may have a psychological benefit to see it that much lower.

Mrs. Douglas asked about the additional days budgeted in Guidance. Mrs. Couture indicated they do not work the whole summer and typically additional days are budgeted for them to do some work over the summer.

Mr. Spencer asked if the district is hiring a new bus monitor at CHS. Mrs. Messenger indicated that it is based on the needs of a 504 student and it is less expensive to budget for a monitor than a paraprofessional.

Mr. Peeples commented that we have declining enrollment and we are increasing employees. Mr. Markiewicz indicated it is not about enrollment; it is about need.

Mrs. Douglas asked why there are additional days for the GMS Librarian and not the ones in the other two schools. Dr. Cochrane indicated that librarian teachers full time every day. He noted she takes inventory at the end of the year and then opens the library to ready it for school. He commented we decided not to take her away from her instructional time and gave her additional days.

Mr. Spencer commented that there are two monitors budgeted for the CHS library that were not in the budget last year. Mr. Markiewicz indicated one is for the library and the other should be charged to study hall. Dr. Cochrane noted we did not have enough teachers for study halls so we had to create a job description for the monitor.

Referring to the Assistant Principal position at GMS, Mr. Pascucci asked about requirements for a full time or part time assistant principal. He wanted to know what numbers determine that need.

Dr. Cochrane indicated the approval standards require an assistant principal in schools with enrollment of over 500. He commented that they are busy the whole time they are there covering special education meetings, issues that arise, and many other tasks. He noted that we would not be in violation of approval standards if GMS did not have an assistant principal.

Mr. Pascucci commented that he is looking to future years for all schools and asked if there is appoint when the assistant principal can be shared between schools. Dr. Cochrane indicated that a 4-5 year strategic plan has been discussed at the School Board level. He commented that the point at which we may make that type of reduction is when enrollment goes from 1500 to 1000 students.

Dr. Cochrane commented that the numbers reflected in the class size policy may not adequately take into account the range of students in the classroom. He indicated we are now able to keep a broader range of students in the school system. He noted that class sizes that exceed by one by policy could essentially backfire. Dr. Cochrane acknowledged that 13 years ago there was a much more homogenous group of students and the expectation that one teacher could instruct that group. He commented with the greater inclusion of students it becomes a much more difficult task.

Mr. Spencer asked what a paraprofessional does. Dr. Cochrane indicated there are two types: individual paraprofessional, which works one on one with a student; program paraprofessional that works in a classroom. Mr. Spencer commented teachers have more support now than in the past.

Mrs. Couture indicated that she was the driving force behind the policy approved in 2003 and performed the research. She commented that she does not believe it has changed much. Mr. Spencer respectfully disagreed.

- **Budget Voting**
 - **CHS**

Mrs. Couture commented that CHS made a lot of reductions to their budget. She indicated that she was not comfortable with the increase in athletics.

Mr. Cutter commented that he went through the budget and followed the meeting video. He indicated that he identified 27 areas where the budget can be reduced.

MOTION: by Mr. Cutter

Move to reduce Line 440, Rental/Lease Equipment, in Account 1031110000, Regular Education, by \$255 for a new line item total of \$17,916

SECOND: by Mrs. Douglas

Mr. Cutter indicated that after analyzing expenses year over year, the reduction seemed reasonable.

VOTE: 5-3-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 610, Supplies, in Account 1031110000, Regular Education, by \$4,000 for a new line item total of \$19,655

SECOND: by Mrs. Douglas

Mr. Cutter indicated that he believes the line item is high and the amount is not justified.

VOTE: 8-1-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 610, Supplies, in Account 1031110008, Physical Education, by \$150 for a new line item total of \$2,346

SECOND: by Mrs. Douglas

VOTE: 7-2-0

The motion carried.

MOTION: by Mr. Peeples

Move to reduce Line 650, Software, in Account 1031110008, Physical Education, by \$599 for a new line item total of \$0

SECOND: by Mr. Pascucci

Mr. Peeples indicated that purchasing the Fitnessgram software is buying into a new program that can be covered by the student information system.

VOTE: 7-1-1

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 610, Supplies, in Account 1031110009, FACS, by \$1,000 for a new line item total of \$8,103

SECOND: by Mrs. Douglas

Mr. Cutter indicated that the reduction is more closely in line with actuals.

Mr. Peeples commented that the increase is driven by the cost of healthy foods. Budget Committee members briefly discussed the cost of offering healthy foods according to the recent new nutrition standards.

Mr. Cutter withdrew his motion. Mrs. Douglas withdrew her second.

MOTION: by Mr. Cutter

Move to reduce Line 650, Software, in Account 1031110012, Music Education, by \$400 for a new line item total of \$560

SECOND: by Mrs. Douglas

Mr. Cutter indicated money has been budgeted in this line, but has never been fully spent.

Dr. Cochrane indicated that the software version is being updated.

Mr. Cutter withdrew his motion. Mrs. Douglas withdrew her second.

Mr. Cutter asked about Information Access Fees in Computer Education. He commented that the line has never been spent fully in the past.

Dr. Cochrane indicated that there are now two programming classes. Mr. Cutter asked for additional information.

Mr. Spencer asked about the \$5,000 reduction in Vocational Education. Mrs. Couture commented that Mrs. Rothhaus mentioned that they would like to have an agreement with Pinkerton to send all vocational students there to save money.

Mr. Markiewicz indicated that we budgeted what CHS has currently.

MOTION: by Mr. Cutter

Move to reduce Line 391, Game Officials, in Account 1031142000, Athletic Activities, by \$3,845 for a new line item total of \$27,780

SECOND: by Mr. Pascucci

Mr. Cutter indicated that he took Wrestling into consideration, but discovered that swimming and gymnastics were new this year. He commented the increase is not from Wrestling.

Mr. Pascucci commented that he is comfortable with the reduction. He indicated all sports should be in that budget and divided equally.

Mrs. Couture agreed that sports should not be singled out. She indicated that she agreed with the reduction.

VOTE: 8-1-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 430, Repairs/Maintenance, in Account 1031142000, Athletic Activities, by \$1,500 for a new line item total of \$2,900

SECOND: by Mrs. Douglas

Mr. Cutter commented that this budget has never been spent fully year over year.

VOTE: 7-2-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 610, Supplies, in Account 1031142000, Athletic Activities, by \$7,525 for a new line item total of \$31,800

SECOND: by Mr. Pascucci

Mr. Cutter commented as a committee we approved just over \$29,000 last year. He indicated that \$31,800 seems reasonable by comparison.

VOTE: 7-2-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 650, Software, in Account 1031142000, Athletic Activities, by \$4,200 for a new line item total of \$1,500

SECOND: by Mr. Spencer

Committee members asked about the HUDL software. Mr. Peeples indicated that the software allows for analysis of game videos.

Dr. Cochrane commented it is important to video for students who are scholar athletes. Mr. Markiewicz indicated that coaches scout other teams. He noted teams agreed to do their own films and exchanges with other coaches in the league. He commented there are a number of benefits to the software.

Mr. Cutter commented it has no trail of being in the 610 account. Mr. Pascucci commented that he is having a difficult time supporting this as it is not a necessity.

VOTE: 8-1-0

The motion carried.

MOTION: by Mr. Vaillancourt

Move to reduce Line 734, Equipment Additional, in Account 1031142000, Athletic Activities, by \$1,000 for a new line item total of \$1,000

SECOND: by Mr. Cutter

Mr. Vaillancourt indicated that \$1,000 is sufficient funding for this line.

VOTE: 8-1-0

The motion carried.

MOTION: by Mr. Vaillancourt

Move to reduce Line 738, Equipment Replacement, in Account 1031142000, Athletic Activities, by \$500 for a new line item total of \$1,500

SECOND: by Mr. Cutter

Mr. Vaillancourt indicated that there will still be enough in the line for what is needed.

VOTE: 5-4-0

The motion carried.

MOTION: by Mr. Vaillancourt

Move to reduce Line 734, Equipment Additional, in Account 1031142000, Athletic Activities, by \$1,000 for a new line item total of \$1,000

SECOND: by Mr. Cutter

Mr. Vaillancourt indicated that \$1,000 is sufficient funding for this line.

VOTE: 8-1-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 130, Overtime, in Account 1031212000, Guidance Services, by \$550 for a new line item total of \$250

SECOND: by Mr. Peeples

Dr. Cochrane commented that the overtime will help with work on the new student information system. He indicated if we do change the student information system high school guidance administration will not be able to populate the system.

Mr. Pascucci asked why that cannot be done during the regular working day. Dr. Cochrane indicated that there is much work in guidance during the day.

Mr. Pascucci commented in his world, he would tell his employees that the work has to get done during business hours.

Mr. Cutter commented that the budget notes do not mention the student information system.

VOTE: 5-3-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 890, Miscellaneous, in Account 1031212000, Guidance Services, by \$500 for a new line item total of \$150

SECOND: by Mrs. Douglas

VOTE: 7-2-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 643, Periodicals/Print, in Account 1031222200, Library Services, by \$660 for a new line item total of \$1,067

SECOND: by Mr. Pascucci

VOTE: 8-1-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 644, Information Access Fees, in Account 1031222200, Library Services, by \$1,750 for a new line item total of \$6,500

SECOND: by Mr. Peeples

Mr. Peeples indicated he is not sure if the numbers are correct, but they seem to be in line.

Dr. Cochrane indicated that the Turn It In software is a plagiarism checker and is a high priority. He indicated it helps student improve and gives students the ability to write at the college level with feedback.

VOTE: 1-8-0

The motion failed.

MOTION: by Mr. Cutter

Move to reduce Line 534, Postage, in Account 1031241000, School Administration, by \$275 for a new line item total of \$4,500

SECOND: by Mrs. Douglas

VOTE: 6-3-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 550, Printing/Binding, in Account 1031241000, School Administration, by \$903 for a new line item total of \$6,000

SECOND: by Mr. Pascucci

VOTE: 7-2-0

The motion carried.

MOTION: by Mr. Cutter

Move to reduce Line 890, Miscellaneous, in Account 1031241000, School Administration, by \$500 for a new line item total of \$1,500

SECOND: by Mrs. Douglas

Mr. Cutter indicated that the average spent has been \$1,500.

VOTE: 8-1-0

The motion carried.

7. MEMBER INPUT/NEW BUSINESS

Mr. Spencer referred to the Salaries and Benefits budget and asked if it is possible to know what the health insurance anticipated number was as opposed to the actuals. Mr. Markiewicz asked Mr. Spencer to make his request through the Chair.

Mr. Spencer commented that the reason we had the discussion on Salaries and Benefits is because this is an open forum and those questions should be asked and answered.

Mr. Cutter commented that he asked to see the contract for audit services. Mr. Markiewicz indicated there is no contract and that they provide a contract when they arrive to do the audit.

Mr. Byron reported that the town warrant articles that are budgetary have been posted to the budget portal. He noted there are links provided for back up for the articles.

Mr. Byron reported that once we have the state form completed for the default budget we will share it with the Budget Committee.

Mr. Byron reported that the Recreation Commission approved a mowing contract tonight and awarded A & A a contract for \$3,900 for mowing and \$1,900 for sprinkler maintenance.

8. PUBLIC INPUT

There was no public input.

- **Upcoming meetings**

The next meeting of the Budget Committee is scheduled on December 11, 2014.

MOTION: by Mr. Vaillancourt

Move to adjourn.

SECOND: Mr. Pascucci

VOTE: 9-0-0

The motion passed unanimously.

There being no further business, the meeting adjourned at 11:40 p.m.

Minutes by: *Michele E. Flynn (Recording Secretary)*

Date approved: