

LITCHFIELD SCHOOL DISTRICT

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
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for July 8, 2015

(approved as written 8-12-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Nicole Quintana, Board Member (*excused*)
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mr. Jason Pelletier, Director of IT
Mr. Michael Perez, Assistant Principal, CHS
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:36 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: June 30, 2015: *There were no motions.*

The non-public minutes of June 15 and June 24, 2015 were sealed by the School Board on June 24, 2015.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Mr. Barka announced correspondence was received from Kathleen Follis expressing her disappointment over the resignation of the Superintendent; and a request from the Union Leader to open the minutes of the June 15 non-public session.

G. Approval of Draft Minutes:

- Public Session June 24, 2015

Mr. York made a motion to approve the public minutes of June 24, 2015 as written. Mr. Barka seconded. The motion carried 4-0-0.

- Public Hearing June 24, 2015

Mr. York made a motion to approve the public hearing minutes of June 24, 2015 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

- Public Session June 30, 2015

Mr. York made a motion to approve the public minutes of June 30, 2015 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

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H. Community Forum

Dennis Miller, 37 Wren Street, mentioned the doors to the building were locked. Mr. Miller indicated that he has not seen any record where the Board voted to accept the Superintendent's resignation, yet it was announced on June 27.

Referring to the June 30 Emergency meeting, Mr. Miller made the following statements:

An emergency meeting shall mean a situation where immediate undelayed action is deemed to be imperative by the Chairman or presiding officer of the public body, who shall post a notice of the time and place of such meeting as soon as practicable, and shall employ whatever further means are reasonably available to inform the public that a meeting is to be held. The minutes of the meeting shall clearly spell out the need for the emergency meeting.

The determination that an emergency exists shall be made by the Chairman or presiding officer of the public body, and the facts upon which that determination is based shall be included in the minutes of the meeting.

Mr. Miller went on to say that a roll call vote to enter non-public session is not in the minutes. An emergency meeting can only consider what is posted on the agenda and there was no agenda item to consider the resignation. There was no agenda item to approve an interim superintendent, nor was there an agenda item to encumber funds.

Mr. Miller asked for the reason for the \$150,433 encumbrance and that previous entries included the purpose, which as he understood was required by the auditors.

Mr. Bourque stated that on the advice of counsel he is not authorized to answer any questions regarding the matter of the Superintendent.

Mr. Miller commented that the Superintendent's contract indicates five ways to terminate the contract:

- Board termination for cause – no payments other than accrued vacation time
- Resignation with 90 days' notice – no payments other than accrued vacation time
- Mutual agreement – no payments other than accrued vacation time
- Board termination without cause – full year's salary plus accrued vacation
- Retirement – special circumstances in payout to avoid spiking, which was not the case here.

Mr. Miller indicated there is a \$91,076.72 line item in the payroll manifest from June 30 payable to the Superintendent. He commented that seems like a lot of accrued vacation. He asked for the breakdown between salary and accrued vacation. He asked for the total cost to the district, including benefits, taxes, etc. He commented the payment does not fit the retirement clause in the contract. Mr. Miller asked why there was a payment if the Superintendent resigned. He asked why the 90 days was not required (per the contract) if the Superintendent resigned. Mr. Miller commented the Board routinely holds staff to the terms of their contract until a replacement can be found and wondered why that was not done in this case. He commented that a 90 day window would have allowed the district to find an interim superintendent.

Mr. Miller commented that the Board sealed the minutes and denied a right to know request for minutes to protect a public employee. He indicated a member or members of this Board showed no such deference to the law last September when a non-public email made its way out of the email system and ended up in the newspaper – an email that dealt with the compensation of a public employee. Mr. Miller stated the hypocrisy is stunning. He commented that he hopes the Attorney General will get to the bottom of that release soon.

Mr. Miller commented that events last September and October has led this Board down a path to spending \$150,000 plus of taxpayer money, which was completely unnecessary, and left the district in a far worse position than it would have been. He indicated the district would likely have a new superintendent with a multi-year contract going into the 2015-2016 school year. He commented now there is uncertainty. Mr. Miller noted people need to remember these events next March when two people come up for re-election. He commented that he looks forward to the Board addressing all of the questions as there are more coming and not just from him.

Cindy Couture, 41 Stark Lane, informed the Board that the front doors are locked. She mentioned that could be why there are only two community members in the audience. She asked if anyone can unlock the doors.

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Mrs. Couture thanked Dr. Cochrane for his service and wished him luck in his future endeavors. She expressed concern regarding the financials relative to the June 30 meeting. She commented when Mr. York met with the Budget Committee on June 25 the Budget Committee was told there was an unexpended fund balance of \$97,000, not inclusive of Special Education money. Mrs. Couture observed if the Board spent \$150,000 it is likely that unexpended Special Education funds were used. She indicated that Committee members will be concerned with that. She noted that the minutes do not reflect the purpose for the encumbered funds, which is needed for the auditors to determine if the money was used appropriately. Mrs. Couture indicated the stated purpose of the meeting was 'emergency' and the only business that can be acted upon would be relevant to the interim superintendent position.

I. Superintendent's Comments

The Superintendent did not make any comments.

II. REPORTS

A. School Board Comments

There were no School Board member comments.

B. CHS 1:1 Update

Mr. Perez reported that a letter was sent to the parents of the students enrolled in the 1:1 pilot. He indicated the deadline to respond is July 18 and there is a waiting list as well. He reported that they received 12 confirmations and four are in the process of being confirmed.

Mr. York commented he understood there were 50 students in the pilot. Mr. Perez indicated that 52 students wanted to participate, but it did not work out with their schedules, which resulted in 48 students that are eligible. He noted that the device chosen for the pilot is the Samsung 2 Chromebook.

Mrs. Lepore asked why only 12 confirmations were received if 48 letters were sent. Mr. Perez indicated that the letter was sent out early this week and others are replying. He commented that the price of the computers is \$399 with insurance options.

Mr. Perez reported that pilot classes will consist of:

- 1 section of freshman English
- 1 section of freshman social studies
- 1 section of freshman science
- 1 section of Spanish I
- 1 section of Spanish II
- 2 sections of freshman seminar.

He reported the evaluation tool is a rough draft and will include: teacher survey, student survey, parent survey, administration survey, student attendance and student discipline. He noted assessments will take into account how students perform with the device. He indicated that the goal is to focus on making student college/career ready.

Mr. York requested an enrollment update for the July 22 meeting. He asked what the classes would look like if only 36 students enroll in the pilot. Mr. Perez offered to update the Board regarding classes students signed up for and where they are plugged in at the next meeting.

Mrs. Lepore asked what will happen when students move to a more accelerated subject or class. She asked if the computers will become less relevant as they move through high school or will all students have devices in all grades.

Mr. Perez commented that it would be ideal for every student to have a device. He indicated that issues need to be addressed.

Mrs. Lepore asked if teachers are planning now how they will change their teaching to be prepared a year from now. Mr. Perez indicated some teachers have signed up for Google Summit. He commented that other teachers were

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interested in the pilot, but it did not work out. He noted that there are teachers willing to have this in their classroom.

Mrs. Lepore asked if the parents and students will be purchasing the devices from the school. Mr. Pelletier indicated they will be purchased from the supplier. He commented that there will be a parent portal and insurance will be purchased through the district. He noted the insurance will be full coverage.

Mr. York asked if the devices will have MS 360. Mr. Pelletier indicated they will all be web-based no matter the device.

Mr. York asked if the students would have email capability. Mr. Pelletier indicated they already have email through the district, but that will be addressed.

Mrs. Lepore asked what the plans are for those who cannot afford the device and want to participate in the pilot. Dr. Cochrane indicated that the fee will be waived for families that have free/reduced lunch.

Mr. York asked if the Board would see the surveys before they are sent out. Mr. Perez indicated the Board will review the surveys.

Mr. York asked why student discipline is part of the evaluation tool. Mr. Perez indicated that it is student engagement discipline.

Mrs. Lepore asked if the devices will have virus protection. Mr. Pelletier indicated that the devices run a closed version of the Google operating system and there is an anti-virus and anti-spam built into our email system.

Mr. Bourque asked if there will be loaner devices for students. Mr. Pelletier indicated that we have 10 devices we can use for loaners, as well as additional items such as chargers and batteries.

Mrs. Lepore asked about protection for the devices (physical protection). Mr. Pelletier indicated we can get cases or sleeves that will protect the device as long as backpacks are not thrown around.

Mrs. Lepore asked about students who are not in the pilot, but may be interested in purchasing a Chromebook. Mr. Perez commented that question was raised. He indicated that he does not see why a student would not be allowed to purchase a device. He noted that students take notes on computers currently in classes.

Mrs. Lepore asked if students who are not in the pilot will have access to the same things that those in the pilot are able to access. Mr. Perez indicated their access will be through the media lab. He noted teachers will have to sign up for the media lab. He commented some of the projects and assessments will be the same and all the curriculum and assignments are the same. Mr. Perez indicated all students have to meet the same competencies no matter the class. He noted some students will have instant access while others will use different avenues.

Mrs. Lepore asked if there is a way for teachers in the pilot classes to post links to what they are reading for the students not in the pilot. Mr. Perez indicated that some teachers will start using Google classroom.

Mrs. Lepore commented that material should be made available to every student.

Mr. York asked if anyone's son/daughter could go to the portal and purchase the device. Mr. Pelletier indicated that would be the case.

Mr. Perez commented that raises the topic of Bring Your Own Device (BYOD).

Dr. Cochrane commented that he has seen students bring laptops to school in the latter half of the year. In terms of next year, he indicated that we did build money into the budget to purchase Chromebooks for the pilot and sophomores as we are trying to build scaffolding as we go forward.

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Mr. York commented we are encouraging those devices and we need to change the policy. He suggested the staff can try drafting a revision for the next meeting.

Dr. Cochrane indicated that we have built a draft policy based on the Londonderry policy.

Mr. York requested updates for the next meeting. He commented that students bringing devices to school will create a dilemma for IT as they will be looking for access points. He noted that we had a discussion about wireless connections at a previous meeting.

Mr. Pelletier indicated that we are going to double the access points. He commented that we would like to have 60 students or less per access point. He noted that we have to be concerned with the internet pipe as we could have 500 devices all competing for bandwidth. Mr. Pelletier commented we can throttle them down to a useable bandwidth, adjust them and put them on schedules. He indicated we have switches built into the budget and should not have backbone issues.

C. SIS Update

Mr. Pelletier reported that Andrea Stern started as the database administrator on July 2. He commented she is very knowledgeable. In terms of the SIS, he reported that we delayed approximately 45 days until we had a project manager from Infinite Campus. He noted we met the Project Manager and expect to export data from Rediker to Infinite Campus. Mr. Pelletier reported that the kickoff meeting is scheduled for July 15 and 16 and we will discuss converting data and grades for students. The go-live date has been scheduled for August 17 when all of our data will be brought over from Rediker to Infinite Campus. He noted that will allow us time to determine if the information is correct and the pieces are working properly. Training is scheduled for August 25 and 26. The main deliverables for the beginning of the school year are attendance, grades and discipline. The parent portal will be available in October.

Mr. York asked how that will work against MyLearningPlan.

Dr. Cochrane indicated that has to do with teacher recertification and evaluation. He noted during her interview, we discovered that Ms. Stern found ways to streamline MyLearningPlan in Windham. He commented the requirements are determined by the state and MyLearningPlan is marketed specifically to the state requirements.

Mr. York asked if this makes it easier to keep track of teacher recertifications. Dr. Cochrane commented that it does, but the state's recertification requirements are for goals. He indicated that we had to write 3 year goals in a year's timeframe for this software.

D. Finance Report Update

- 2015 Projections July 2015

Mr. Markiewicz provided end of year projections for the Board. He commented that the unassigned fund balance projection changes as we are still processing payments, releasing encumbrances, and adding encumbrances. He indicated that this process will continue for several weeks before we close FY15. Mr. Markiewicz reported that at this time the pre-audit, unassigned fund balance (excluding special education and self-funded) is \$26,618; the special education/self-funded total is \$475,855, resulting in a total under spend of approximately \$500,000.

Mr. York asked about the food service fund balance. Mr. Markiewicz indicated that lags behind approximately one month. He reported that at this time we have an under spend and will update the Board regarding the food service fund balance at the next meeting.

Mrs. Lepore observed that special education is significantly underspent and asked if that is typical. Mr. Markiewicz indicated in his experience with the district it is typical. He explained when the budget is prepared for special education there are gross appropriations, such as transportation, to be considered. He commented that you budget as if you have to contract services for an individual student. He noted with transportation, special education directors cost share between districts, which results in a savings. Mr. Markiewicz commented the Budget Committee will

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fund the amount you ask for understanding that there will be under spending in certain areas. He indicated that tuition is also a flux because one student could result in a six figure expenditure in the budget.

E. Staffing Report

Dr. Cochrane presented the 2015 Staffing report to the Board. He reported there are 18 current vacancies that include:

- 1 part time Physical Education teacher – CHS
- 1 part time Art teacher – CHS
- 1 Special Education teacher – CHS
- 1 part time Pre-School teacher (special education) – GMS
- 1 part time Receptionist – CHS
- 9 Paraprofessionals
- 4 Coaching positions.

Positions that were filled include: 2 Math teachers (LMS), one Science teacher (LMS), one Math teacher (CHS), one Life Science teacher (CHS), one Spanish teacher (CHS), a Psychologist (LMS), Payroll Coordinator, IT Director, Database Administrator and Athletic Director.

Dr. Cochrane noted that although paraprofessional position vacancies are listed some students moved out of the district and some improved to the point they do not require paraprofessionals. He indicated that GMS and LMS have done their paraprofessional scheduling. Dr. Cochrane commented that we said if we could do this in three years we would be happy and we have accomplished it in elementary and middle school levels. Standardized assessments reflect that not as much paraprofessional assistance is needed.

F. Committee Reports

- Budget Committee (meeting on June 25, 2015)

Mr. York reported the Budget Committee met on June 25, 2015. He commented he provided the Committee with information from the School Board.

III. OLD OR UNFINISHED BUSINESS

A. Teacher Evaluation Revisions Update

- Nurses Update

Dr. Cochrane updated the Board regarding the evaluation rubrics for nurses. He commented that having nurses work together from the Danielson rubric in the fall was discussed. He indicated that Nurse Seabrook was able to find the document, which we now have in our template. He noted that one issue is the suggestion for a nurse supervisor, but we do not have that expertise, and the question becomes will that model work for us. Dr. Cochrane indicated that the document was distributed to the nurses and conversations will commence in the fall.

- Teacher Input Timelines

Dr. Cochrane reported that most, if not all, teachers in most categories were able to participate in editing of the rubrics. The biggest exception is the classroom teachers as we did not have two from each school. He noted the group agreed to send the document out for feedback by July 9, but there was significant pushback on the deadline. Dr. Cochrane commented that he had a conversation with Dr. Heon and the important piece is asking for feedback for what will be used for their evaluation. He indicated Dr. Heon and he discussed waiting until the teachers are back in August to get more input. He noted it will be brought to the Board in the first two meetings of September as people will be able to focus on the document.

Mrs. Lepore indicated that the document should be available to teachers earlier than August 25. Dr. Cochrane indicated everyone has seen the document.

Mr. York commented this is something they were working on for a year. Mrs. Lepore commented it is an 80 page document.

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Mr. York indicated that the whole document does not pertain to every group. He noted the state mandated that it is completed by 2017. He commented it should be sent to them now. The administration and Superintendent will use part of the opening days in August for this. Mr. York commented the teachers need to review it as they have an opportunity. He indicated this is something that should be important to them.

Mrs. Lepore commented there would be a better opportunity for feedback if they have plenty of time to read it regardless of when it is read. She suggested they should have conversations among themselves about what is included.

Mr. Barka commented that they did that two weeks ago. Dr. Cochrane commented it was sent out to teachers and the push back was that they are off for the summer and should not be expected to do this.

Mr. York suggested it should come with a caveat that the School Board is moving forward with or without feedback from the teachers.

Mrs. Lepore commented the caveat should be if you want to provide feedback we encourage you to read this as soon as possible.

The Board discussed a timeframe to send out the document to the teachers. Mr. Bourque commented to send it out July 31.

Mr. York commented that an administrative meeting is scheduled August 21 and 22. He noted teachers return on August 25 and have individual training on August 25 and 26. He suggested groups can get together over those days and finalize their rubrics for their programs with the expectation that by that Thursday we will expect minimal changes. He indicated they should have ample time to read through it and provide input.

Mr. York believes that good teachers do not have anything to worry about using the Danielson rubrics. He believes good teachers do not have problems getting good evaluations. He indicated we wanted our teachers to excel to benefit the students and anything that lessens that expectation is moving in the wrong direction. He was in favor of more challenging rubrics.

Dr. Cochrane commented that the fourth level, distinguished, is considered to be an extremely high level. He suggested people may be concerned it is too difficult to attain. He indicated there is nothing wrong with being proficient.

Mr. Bourque asked if the Superintendent has an example of the language with which they are concerned. Mr. Barka commented it has to do with knowing cultural differences.

Dr. Cochrane indicated a member of the committee expressed that it is not the teacher's responsibility to know the student's cultural differences.

Mrs. Lepore indicated this is a due process issue as we are evaluating them under a different set of terms.

Mr. Bourque clarified they are just updated.

Mr. York commented that a category was added. He believes this could have been addressed easier in this process. He agreed that every teacher has been proficient. He indicated every teacher wants to strive to be distinguished, but it needs to be done through a process. He noted the expectation is that the teacher should be aware of the diversity of their class. Mr. York indicated this should have been handled with the principals.

Mrs. Lepore commented the reason we do this is because it is mandated. She expressed the most important thing (to her) to result from this is for the district to determine where our professional development should be focused. She believes the vast majority of our teachers are excellent.

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Mr. York posed a question: if you have a review process with three steps and are going to a four step process, and you are a teacher who has always been a “3”, should that teacher have the assumption that they are a “4”. Mrs. Lepore commented they should not make that assumption and that is the problem.

Mr. York commented that only a few teachers may attain that level. He indicated that if a teacher is a “3” they may remain a “3” while their peers may move to a “4”.

Dr. Cochrane commented this is the first step in a three step process. He indicated that the teachers are being asked to gather evidence of student learning in MyLearningPlan. He also explained that student achievement and growth data will be used as an input into the evaluation process. If the observation process results differ significantly from student learning and growth data then that discrepancy must be taken into account in the final evaluation determination. Dr. Cochrane also noted that as early as the 2016-17 school year Smarter Balanced growth data will be available to be used in that process.

Mrs. Lepore commented some of the best teachers get some of the most challenging students. She asked if that would affect their evaluation.

Dr. Cochrane commented that student growth percentile is comparing student growth to other students like them and that should not affect the evaluation of a good teacher.

Mr. Barka suggested when the document is sent to the teachers to ask them to make suggestions if there are things they may not agree with.

Dr. Cochrane indicated the document will be sent to teachers on July 31 and data will be brought to the Board over the first two meetings in September.

B. Policies: Revision

- Buildings and Grounds Access and Security Policy/Procedures (ECAB/R)
- School Buildings Security and Safety Assessment
- Litchfield School District Safety and Security Committee Guidelines

Mr. Markiewicz provided a security and safety proposal to the Board. He explained that recent events at CHS highlighted our ability to react to a crisis. He commented that specific areas and how we respond to certain things were examined. Mr. Markiewicz crafted a guideline for developing a committee for safety and security. He noted that some district use the published Physical Security Self-Assessment Guide. He indicated that the Board would like the district to look at the policy, but we need to consider the stakeholders and those involved. He noted we need to have a safety plan developed by the appropriate stakeholders.

Dr. Cochrane commented that we met with the stakeholders following the aftermath of the situation at CHS. He explained that protocols broke down. He indicated that the use of CopSync 911 was discussed at the meeting.

Mr. Bourque commented that we already have a Safety Committee. Mr. Markiewicz indicated each building has a safety committee and the RSA requires the district to have an oversight committee.

Mr. Bourque asked if this is something the Safety Committee can handle. Mr. Markiewicz indicated this is different. He commented the district is in a good place as we are enhancing security features. He noted we need to enjoin everyone involved so that all the enhancements we are making are to the benefit of everyone. Mr. Markiewicz indicated this information is for the School Board’s review and to determine the direction the School Board would like the district to take. He suggested the Board can discuss the proposal in mid-to-late September if the Board so wishes.

IV. NEW BUSINESS

- A. Authority to Sign Contracts (annual event)

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Mr. Bourque made a motion to authorize the Superintendent and Business Administrator to sign all Office of Business Management forms, all contracts, and all grants on behalf of the Litchfield School Board. Mr. Barka seconded. The motion carried 4-0-0.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered non-public session at 8:42 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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes.

VIII. RETURN TO PUBLIC SESSION

Mr. York made a motion to return to public session at 9:15 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes.

IX. ADJOURN

Mr. York made a motion to adjourn at 9:15 p.m. Mr. Bourque seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for July 20, 2015

(approved as written 8-12-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Nicole Quintana, Board Member
Mr. Frank Markiewicz, Business Administrator
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:03 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Community Forum

There was no public input.

II. INTERIM SUPERINTENDENT INTERVIEWS

The School Board interviewed two candidates for interim Superintendent:

- Candidate 1: **James O'Neill**

Mr. Bourque introduced the School Board members. He asked Mr. O'Neill for an overview of his experience.

Mr. O'Neill thanked the School Board for the opportunity to speak with them. He explained that he has been in public employment for many years, the last 16 years as Superintendent in the Jaffrey/Rindge School District. He started as a teacher in Massachusetts, got his Masters degree at Brown University and took a position in Andover Public Schools to teach. He went to Boston University to receive his Doctorate. He has served as an assistant principal, headmaster in Londonderry, a principal in Jaffrey/Rindge and became Superintendent.

Mr. O'Neill commented that in terms of upgrading a school district that is done every time we hire someone. He noted that he has a wide range of experience, contacts and organizations that make him well-equipped. He also has strong community ties. Mr. O'Neil believes that what Litchfield is looking for is someone who has the life experiences to help the organization continue the excellent education and record. He indicated that he believes he has those experiences. He noted that his value system is putting the children first – always thinking about what is best for the children. Mr. O'Neill commented that he has a collaborative leadership style and can make the tough decisions that need to be made. He believes that everyone has a voice and that voices always have to be heard. He believes that the depth and breadth of experience has prepared him well and that he can commit to Litchfield.

Mr. Barka commented the district has embarked on several initiatives. He was concerned that a year could be lost.

Mr. O'Neill indicated that the 1:1 Computer pilot must continue to go forward. He commented that there must be clear goals and a method to accomplish those goals. He noted that the 1:1 initiative in Jaffrey/Rindge did not do well at the time they introduced it in the district. Mr. O'Neill indicated that the flipped classroom is the correct

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model and technology should only be used to assist students' critical thinking skills. He commented that we have to determine how to integrate critical thinking into the classroom. Mr. O'Neill indicated there are some other major decisions that have to be made along with hiring in key positions.

Mr. Barka commented that Litchfield is experiencing culture issues and asked how Mr. O'Neill would move forward.

Mr. O'Neill commented that there seem to be some questions as to whether voices are being heard. He indicated the key to moving forward is to reestablish that culture of collaborative decision making, listening to voices, and reassessing how we got to this point. He noted that trust has to be reestablished, are not heard. He stated that he does listen, but in the end he will do what is best for the children. He believes the culture is still here.

Mr. Barka asked Mr. O'Neill to provide an example of how he handled a really difficult situation.

Mr. O'Neill indicated that there were some difficult situations with teacher behavior some years ago. He noted this was not a collaborative decision because it involved children. He indicated that he examined the situation from different perspectives: what is rationale, perspective, political, organizational and legal. He commented that this situation involved legal counsel, immediate administrative leaves, and people not being involved in the district. Mr. O'Neill referred to the teacher evaluation system and commented that this past year there were standardized issues. He indicated that parties involved were a school board member, principal, human resources and teachers and we established a teacher support and evaluation system. He noted that some decision making is collaborative and some is authoritative. He noted that complex problems are complex and require thinking.

Mr. Bourque asked for Mr. O'Neill's thoughts on Common Core.

Mr. O'Neill commented that the idea of having a curriculum that is consistent throughout the state is a good idea. He indicated that much curriculum work was previously done and rolled into Common Core. He noted that critical thinking skills are important. Mr. O'Neill shared that he taught critical thinking in college for several years. He was concerned about the implementation of Smarter Balance Assessments and SAT's because Smarter Balance Assessment has not been vetted and we are setting bars for children that have not been thought through.

Mr. Bourque asked what he has done to retain good teachers.

Mr. O'Neill commented other than professional development and annual goals, we started with a classroom walkthrough model from UCLA. He explained that two groups were trained and teachers and administrators walk through classrooms together and observe. They then discuss their observations and give feedback to the teachers. He noted that was shared with the entire building. Mr. O'Neill commented that the culture in that building had good discussion about what was best for student learning. Teachers wanted more feedback and formative information in writing. He indicated the most powerful thing that happens is dialogue about practices ongoing in the district and how they align with best practices. Mr. O'Neill noted that the evaluation we have is more concerned with teacher development – teachers support and evaluate. He indicated through dialogue the culture has changed. The biggest supporters in the education system are the teachers. Teachers want to be excellent. He indicated if you empower teachers to be professionals your teaching practices will grow.

Mr. Bourque asked if the evaluation process used is a four step evaluation.

Mr. O'Neill commented that Jaffrey/Rindge implemented the Danielson model 10 years ago. He explained that a group of teachers, community members, school board and administrators was convened. He noted they moderated and changed it, but adopted Danielson. He indicated Jaffrey/Rindge is a Title I school and had to use student outcomes with the teacher evaluations. He commented we took the word 'support' and made it real. Mr. O'Neill indicated that the state uses Jaffrey/Rindge as a model and the biggest change we made was to focus on teacher support.

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Mr. Bourque commented that Litchfield is in the process of developing a four step evaluation process that will be rolled out this year. He asked how that process was received in Jaffrey/Rindge.

Mr. O'Neill indicated that the four areas were already used and a fifth one was added. He commented that they were more concerned this year with student learning objectives (SLO's). He noted they started with building-wide SLO's, then individual SLO's and next year they will roll out the additional model. Mr. O'Neill indicated that teachers were concerned how the SLO's would be used in a fair way. He noted that there will be bumps in the road and dialogue. He commented that this committee will most likely continue to discuss, hear input and modify over the next year; continuously improving. This is a development process.

Mr. Bourque asked Mr. O'Neill about his best strengths.

Mr. O'Neill indicated his capacity to communicate with teachers, the community and the school board is his strength. He commented that he is straight and honest and historically his relationships with teachers have been excellent. He noted he brings that sense of "team" and people will feel comfortable coming into his office. Mr. O'Neill indicated he would invite representatives from administration, teachers and others to come in his office and talk. He commented with 40 years in education and community he can bring a wide range of skills and knowledge to go far to make Litchfield go forward and excel.

Mr. Bourque asked how he measures his success.

Mr. O'Neill indicated it is measured by how the students are doing – if they improved in test scores, in programs and activities. He shared that they started the Quest Program in his district in conjunction with Franklin Pierce University that involves learning activities in the morning with community and physical activities in the afternoon. He noted that children need the right surroundings. Mr. O'Neill was proud that Jaffrey/Rindge started all day Kindergarten and aligned the curriculum in the elementary schools. He noted they added technology and an athletic facility for gym, and rebuilt the music room at the high school. He indicated every time we hired someone we looked at it as what is the best candidate to improve the district.

Mr. Bourque asked about Blizzard Bag use.

Mr. O'Neill commented his opinion is that they are not as functional as they appear. He noted principals did not like the idea because they felt we were losing quality teaching time. He indicated they looked at adding time at the end of each day and provide an opportunity for teachers to use that time differently. He noted they started using the hours calendar and used the Monday and Tuesday in November (Thanksgiving week) for professional development and gave the students the week off. He commented they used another Monday and Tuesday for professional development as well. Mr. O'Neill explained that they went through the schedules and calendars to calculate instructional hours. The concern was with all the mandates and changes more time was needed for professional development. He commented that it was decided three more professional development days for our teachers was better for our district. He indicated they tried to contract the school year to expand time in the summer and think about adding a third semester. He noted they added programs for summer at all levels.

Hearing no further questions, Mr. O'Neill thanked the School Board for their time and commented that he was looking forward to the opportunity to serve the district.

The Board recessed the meeting at 6:45 p.m.

Board reconvened the meeting at 6:50 p.m.

- Candidate 2: **Keith Pfeifer**

Mr. Bourque asked Mr. Pfeifer for an overview of his career.

Mr. Pfeifer indicated he has spent 42 years in public education and 29 of those in the central office. He commented he has been an interim Superintendent for the last five years. He has served two Superintendencies in New

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Hampshire and one in Massachusetts, and has served as Director of Curriculum/Instruction, Special Education and Adult Education.

Mr. Barka asked how Mr. Pfeifer would keep progress moving forward in Litchfield.

Mr. Pfeifer indicated he needs to understand Litchfield's goals and where the staff wants to go. He believes in continuing professional development. He commented that if there are things we need to accomplish they are the things we need to address. He noted some things can be done collectively (i.e. professional development or instructional development). He commented it is important to listen to people and gather direction forward.

Mr. Barka commented we are experiencing culture issues and asked how we would move forward.

Mr. Pfeifer commented that the Superintendent needs to be visible, accessible and communicate with the public. He noted that it is important to attend community and school events and be visible in the community so people can talk to you. He indicated he would help support projects for both the school and community.

Mr. Barka asked Mr. Pfeifer to provide an example of how he handled a challenging situation.

Mr. Pfeifer commented there are challenges if we are not performing or with the staff and that is done collectively. He noted that has been the greatest challenge. He indicated change in education is slow, but it is important if we are moving forward. He commented change is perceived differently as 1/3 are early adopters, 1/3 are on the fence, and 1/3 have a difficult time with change. Mr. Pfeifer indicated that he would increase his end of supporters and convince people why it is important for children to be prepared for a global challenge.

Mr. Pfeifer commented in some other places he has looked at vehicles to extend curriculum. He believes that continuing education is the goal for students in danger of not graduating. He noted it is an unintended goal, but the greatest achievement was programs for students who achieved. He indicated he reached a fair number of his own students by thinking globally.

Mrs. Lepore asked Mr. Pfeifer about 1:1 computing experience.

Mr. Pfeifer commented that computer programs and virtual learning were running after school until 9:00 p.m. Advisories are critical with a 1:1 relationship for students to move forward. Not all students learn within our four walls. He indicated he has had much experience with special education and helping to expand the interests of special education students. He noted they succeed outside of school and can become contributing citizens.

Mrs. Quintana asked if Mr. Pfeifer worked in any districts with the teacher evaluation process.

Mr. Pfeifer commented that he worked on an existing system in Massachusetts where administrators assisted in collecting evidence and related that to best practices. He indicated they used a user framework similar to Danielson. He commented you can build your system around competencies and help administrators improve their vision of what they are seeing and interpret that into improvements.

Mr. Bourque asked about the working relationship Mr. Pfeifer had with school boards.

Mr. Pfeifer commented he tried to work on what they wanted in Monadnock and build off the former superintendent's goals. He indicated in Littleton we accomplished much with the evaluation, ensuring everyone was evaluated.

Mr. Bourque asked for Mr. Pfeifer's thoughts on Common Core.

Mr. Pfeifer expressed his support for Common Core and believes it is good to have a common set of beliefs about what we should be teaching. He commented it is important to have a common set of goals to measure improvement. He indicated Smarter Balance Assessments are the instrument to which attention should be paid. He noted that there are other assessment protocols that are important. Mr. Pfeifer shared in Sanborn we had choices: for example,

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students could build portfolios or complete a senior project. He was hopeful that the students have been challenged and prepared for what they choose.

Mr. Bourque asked about Mr. Pfeifer's strengths.

Mr. Pfeifer commented he listens, is knowledgeable and is proud to be a public educator. He indicated he has experience in negotiations, business/finance and is goal driven.

Mr. Bourque asked how Mr. Pfeifer would measure his success.

Mr. Pfeifer indicated it would be measured on how many students were going to graduate and how many did graduate. He commented that it is important to know if students are becoming literate or moving forward in math. He noted he likes to have people in the same room discussing curriculum development. He indicated they have an ongoing math committee at Monadnock and are trying to find venues for them to continue their growth.

Mr. Bourque asked about Blizzard Bag use.

Mr. Pfeifer believes they are a good idea. He noted teachers have to be online answering questions. He commented Kearsarge was a trend setter in that respect and improved the system. He indicated he would support Blizzard Bags as long as there is meaningful work being done.

Mr. Barka asked about the Steam Ahead program.

Mr. Pfeifer indicated that he is excited by that program as it is preparing students who are looking for engineering, math and science. He commented they are getting ready to go out into the world, learn and apply their skills.

Hearing no further questions, Mr. Pfeifer thanked the School Board for the experience and opportunity to speak with them.

III. PUBLIC INPUT

A. Community Forum

Kathleen Follis, 8 Mike Lane, stated her comments are not directed at one person. She indicated that she supports the teachers, but there has been a climate created where parents are afraid to come and say anything. She commented there is concern among the town this has happened quickly and who else can this happen to. She noted that Mr. York commented he did not want to split the vote in the newspaper. Mrs. Follis commented she does not vote for sheep, but votes so she can be represented. She indicated she would prefer to have a split vote. She indicated that nothing was said about why this happened, just that there was a vote of no confidence and Dr. Cochrane resigned. Mrs. Follis commented you voted as a School Board to make him interim Superintendent and now are trying to find a permanent interim and then a permanent Superintendent. She noted this is a lot of change. She was concerned about our progress and falling back.

Mrs. Follis commented both candidates seem nice and mentioned Danielson and professional development. She indicated there are still problems in the district. She commented that we have great teachers, but if we continue to change those teachers are short-changed as are the students. She noted Mr. Barka referred to a culture of not listening. She wanted to know if that was indeed the culture in Litchfield. She asked who is not listening. Mrs. Follis commented the School Board did not open the situation to the community and there has been no word about "digging" and leg work and the School Board is here to do this. She indicated we want to know you did the leg work as do many other towns. She commented we want to know the reason.

Cindy Couture, 41 Stark Lane, commented that the first candidate made the observation that Litchfield has a long history of having a collaborative culture. She indicated that going forward a collaborative management style is going to be the key – making sure all stakeholders have a voice.

VI. NON-PUBLIC SESSION: RSA 91-A:3II (b-c)

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[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. York, the Board entered into non-public session at 7:28 p.m. under RSA 91-A:3II (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

A. District Business

The Board discussed the candidates for the position of Interim Superintendent.

V. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 7:50 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

Mr. Barka made a motion to authorize the Chair to negotiate with James O'Neill for the position of Interim Superintendent. Mrs. Lepore seconded. The motion carried 5-0-0.

VI. ADJOURN

Mr. Barka made a motion to adjourn at 7:51 p.m. Mrs. Lepore seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for July 22, 2015

(approved as written 8-12-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Nicole Quintana, Board Member (*excused*)
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included removing Technology Report and replacing it with Business Administrators Update. Under Superintendent's Comments the agenda item should be entitled School Board Goals.

D. Summary of Non-Public Actions from: July 8, 2015:

Mr. Bourque made a motion to approve the non-public minutes of June 30, 2015 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. York made a motion to accept the nomination of Wendy Langelier as part time Special Education teacher at CHS for a salary of \$24,333.50 for the 2015-2016 year. Mr. Bourque seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

- Acceptance of Donation: Piano for CHS Music Department

Dr. Cochrane presented the donation of a piano with a value of \$500 for the CHS Music Department from John Curtis.

Mr. Bourque made a motion to accept the donation of a piano with a value of \$500 for the CHS Music Department from John Curtis. Mrs. Lepore seconded. The motion carried 5-0-0.

F. Correspondence

Mr. Barka reported that correspondence was received from Cecile Bonvouloir regarding article in the Union Leader about a Manchester Superintendent with a similar situation as Litchfield.

G. Approval of Draft Minutes:

- Public minutes of July 8, 2015

The draft minutes were tabled until the August 12, 2015 School Board meeting.

H. Community Forum

There was no public input.

I. Superintendent's Comments

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- **School Board Goals**

Dr. Cochrane thanked then School Board for the opportunity to lead the district over the last three years. He thanked the administration and staff for their hard work, professionalism and leadership in educating the children of Litchfield. He commented when he arrived in 2012, the School Board was interested in improving student learning. Dr. Cochrane noted the district at that time had a six year curriculum review cycle in place that was behind in curriculum development. He indicated that the district was still rebuilding its technology infrastructure, implementing teacher recertification and had systemic issues in special education. Dr. Cochrane commented thanks to support from the School Board and the Budget Committee our technology has been greatly updated. He commended Mrs. Bandurski and the special education staff for improvements in special education. He noted that work remains for all students to have access to the curriculum. He acknowledged a successful teachers' contract, the transition to Smarter Balance Assessment, a teacher ID system and the move toward implementation of a new Student Information System. He indicated some of these undertakings are documented in the School Board goals report. Dr. Cochrane commented that most of the accomplishments achieved were from the SAU Administration, school administration, faculty and staff. He thanked the Budget Committee for open, honest and meaningful conversations. He believes a real sense of trust has been established.

Dr. Cochrane indicated he was prompted by some to read some of the posts from the Litchfield Community Boards. One writer claimed the district had a 20% turnover this year, which was inaccurate. He noted the district has approximately 280 employees and we had five teachers leave the district this year – mostly because of the salary scale difference and lost steps. One writer claims Dr. Cochrane was on the secret committee to choose a superintendent. He noted this was inaccurate as well.

School Board Goals Report

Dr. Cochrane commented in the fall of 2012, the School Board had discussions about their role and obligation under the state regulations to ensure certain things were happening. The Board has taken that charge seriously and improved certain goals. Although 15 years ago the goal was to graduate, some students were not career or college ready. He indicated we completed work toward the implementation of the Common Core State Standards. He noted we were not on track in 2012 and were still writing curriculum guides and purchasing materials.

Dr. Cochrane commented there was some weakness at the lower elementary levels and part of that had to do with trying to keep up with curriculum and materials at that time. Referring to the NECAP charts, he indicated that the chart shows the differential relative to proficiency. In 2013 grade 3 math was below the state average for the first time and looking at the cohort over time we can see the differential impact. In Science we have done relatively well at most levels and tend to score above the state average. He noted we did not hit our targets for proficiency with distinction as we would have liked.

Mrs. Lepore observed that in Goal 1.2 it appears that we decreased a bit in NWEA as compared to national scores in grades 9 and 10. She noted both decreased from 2012.

Mrs. Quintana observed that grades 3-5 decreased in the NWEA math results.

Dr. Cochrane indicated all are relatively high levels over the last four years except for this last year. He commented you will always get some fluctuation, but the key is to know when it is a pattern.

Mrs. Lepore indicated that looking at the last couple of years since 2012 it seems a pattern of down turn has occurred. Dr. Cochrane commented it seems stable in his observation.

Mrs. Quintana commented when looking at the spring math it appears that grade 5 decreased and every grade since 2012 has dropped.

Dr. Cochrane explained that NWEA began to shift to Common Core questions. Teachers found areas the students scored poorly on were in the areas of Common Core. He noted we were making the transition to Common Core at that time and spent little money on math resources until 2014. He indicated that when looking at the NECAP

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student growth percentile we will see more growth. The grade 7 results showed scores that decreased the last three years, but we will see some data that conflicts with that.

Dr. Cochrane gave a brief explanation of the NWEA chart. He noted it is color coded and the results in the green areas are 1-15 points higher; the results in the blue areas are 16 points higher. Around the timeframe of 2010, 2011, and 2012 GMS had high results and was in the top 10% in the state. He commented it is difficult to sustain that. Some of the regression is due to transitioning to Common Core. One of the other patterns to look for are year to year changes.

Referring to writing, Dr. Cochrane indicated that we focused on writing over the last three years. The lowest year was 2011 and we have been higher than the state average (double digits) (i.e. grade 8 for three of the last five years). Dr. Cochrane commented that the high school has not fared well in the past and is now above the state average. Grade 4 science trended above the state average and grade 8 traditionally slightly better than the state average. He noted that the scores dropped in 2014 even with the same set of curriculum and teachers in place. Grade 11 science results have become very strong.

Dr. Cochrane commented that our results in proficient with distinction were below the state average in 2008-2010, higher as years went forward. GMS has been up and down and LMS has struggled. Writing at GMS is above average and GMS Science is at the state average. CHS has done well.

Mrs. Lepore indicated that those scores declined since 2012. Dr. Cochrane commented that one cannot read much into that because of the number of students.

Mrs. Lepore commented by that same logic one cannot read much into an increase either. Dr. Cochrane indicated that larger numbers yield better results.

Dr. Cochrane indicated that with aggregate SAT scores we are looking for a general trend over five years. With respect to math, we have gone from below the national average to above, but are still below the state average. There were significant gains in critical reading in 2013 and 2014. He noted the NH state average is 28% free/reduced lunch and ours is 9%. Writing comparisons yield the same results. Dr. Cochrane commented that with SAT's most of our students is a slightly selective group. He noted that the aggregate scores were below in 2008 and 2009 and then at the average. The last two years the scores have been above the average. He commented it is a stepwise progression over multiple years.

Dr. Cochrane reported that AP results yielded 62% participation in 2013-2014 and 50% in 2014-2015. He noted we want as many students as possible to take AP exams. He indicated that this number was lower this year (39% of the graduating class) partly because of teacher turnover this year. He commented generally over three years we have had two good years.

Dr. Cochrane reported that we added students in AP Calculus BC. He commented when asking students to take the most difficult classes available it is hard to bring the scores up. We have a lot of students who take AP exams in classes we did not offer this year. The AP results are typically more selective. Dr. Cochrane noted that high school guidance has done a good job and more students are looking to take more AP classes.

Dr. Cochrane reported that digital portfolios have been completed this year. He indicated next year's freshmen will come into the high school with a portfolio completed and can start at a higher level, not needing to take computer applications.

Dr. Cochrane reported that in special education we followed a multiyear plan and have done good work. He noted we went from 19.6% identified students to 9.6%. He indicated that we were in violation, which was discovered in 2011-2012 and in 2012-2013 we identified 16 more students that should have been identified. Measurable goals in IEP's were low and we focused on improving that. We spent time trying to keep students in-district. He indicated that there was professional development this year.

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Dr. Cochrane reported the drop-out rate has been maintained at very low levels and it is anticipated we will have a zero drop-out rate this year. We will increase students taking the PSAT and SAT and are encouraging students in lower grades to take those tests. He reported the scholars program has been doing excellent.

Dr. Cochrane reported that a completed audit was performed for CHS guidance and the Director of Guidance developed an action plan in 2013-2014 based on the American School Counselor Association's program audit model. He noted there has been broad recognition that the CHS guidance department has shown significant improvement across a broad range of areas over the last two years.

Goal 3.1 reflects that the district will increase student participation in school activities, including more academically oriented opportunities. Dr. Cochrane reported student participation in these activities has improved. Goal 3.2 provides teachers with opportunities to participate in professional learning communities. Dr. Cochrane noted that those communities are wrapped into NEASC work at CHS. He noted that common planning time is provided at GMS and LMS and there is a need to support the team leaders.

Goal 3.3 is to assess the capital equipment status and develop a multiyear plan for replacement. Dr. Cochrane indicated that it was proposed to have \$55,000 to perform this function. He commented that the Building and Planning Committee has done a lot of good work. He noted there is framework at GMS, a successful warrant on Building Access Control, a plan for GMS, and we have been able to get much deferred maintenance work done by spending the budget down.

Goal 3.4 was to design and implement a web-based reporting system for the goals. He reported that no progress has been made with respect to transitioning to a data dashboard housed on the district website.

Goal 3.5 is to maintain a robust computer network and network capacity. Dr. Cochrane reported that the district has increased bandwidth, the number of smart boards, added a computer lab at GMS and hired a part time technology integration teacher, laptops for the double math curriculum at LMS, and this year all classrooms will have either smart boards or interactive projectors. The phone system replacement at GMS is going well and a bit ahead of schedule; the 1:1 computer pilot implementation is slated for next year.

With respect to the goal to implement an online adaptive Smarter Balanced Assessment and the needed changes, Dr. Cochrane reported that Dr. Heon proceeded in an efficient manner. He noted that we are looking at decreasing the impact of testing on instructional time.

Mrs. Lepore asked if students that attend adult night school will be counted in the graduation rate or the drop-out rate.

Dr. Cochrane explained that students that attend the Londonderry program receive Londonderry high school credit, but do not receive our diploma. He noted they are counted as completers. Students who go to Nashua are those who need to catch up with their credits in order to graduate from CHS.

Dr. Cochrane reported that we will not receive Smarter Balance test results until late October. He noted next year the results should be available by the end of July.

Student Attendance and Truancy

Dr. Cochrane presented information regarding the Student Attendance, Absenteeism and Truancy policy to the Board. He explained that the policy does not address the definition of a half day unexcused absence. He commented there is a lot of flex in how unexcused is defined.

Mr. York commented it depends on when school starts because many parents go on vacation at the very end of August. He indicated when discussing the policy it was one of the times the Board had a very early start of school and we had quite a few students miss the first four days of school. He noted the argument at the time was that in this situation a student would be truant. Mr. York indicated there was a very lengthy discussion and difference of opinion of whether or not a parent taking their child on vacation when school is in session was an excused absence.

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He noted according to the policy those are unexcused absences and a student who misses five days would have reached truancy status. Mr. York commented that the Board let that pass most likely because we could never get a clear answer from the NH DOE. The situation was never resolved and was not a priority at the time.

Dr. Cochrane explained that these regulations had to be set up in Infinite Campus so that student attendance can be tracked. He indicated these are practices that occur at all three schools: 68 students habitually truant at GMS; 21 at LMS; 3 at CHS. He observed that the question is what are grounds for the policy and practices at each building. He noted some policies consider being tardy three times as an absence.

Mr. Bourque suggested that this is a discussion that can be placed on the agenda for the next Board meeting.

II. REPORTS

A. School Board Comments

Mr. York asked if the vocational students at CHS would be attending Pinkerton this year. He asked for the breakdown of students that are attending Nashua and Pinkerton. He indicated that there will be a transportation issue if students are traveling to two different schools. Mr. York suggested that the issue be placed on the agenda and the Board needs to decide how to direct the administration.

Dr. Cochrane indicated he had conversations with high school administrators and they requested that students who took their first year in Nashua stay in Nashua as long as the students self-transport.

Mr. York commented self-transportation should be considered for Pinkerton as well. He noted it would be a major change in the policy.

Mr. York announced that Kelly Fraser approached him and informed Mr. York he has begun an investigation of the issues with heroin use. He commented that Mr. Fraser had conversations with the School Resource Officer. He indicated Mr. Fraser informed him there have been eight deaths from heroin use in Litchfield. Mr. York commented that we have seen some communities have hosted forums on this issue. He indicated Mr. Fraser requested to make a presentation to the Board on August 12 or 26 regarding scheduling an outreach on heroin at CHS on October 19. Mr. York mentioned that members of intervention and families with tragic loss spoke to different communities. He noted that Mr. Fraser would like to present his ideas and the process for the outreach. He indicated it is an appropriate conversation to have.

Mrs. Lepore expressed support for the idea. She commented that education should start earlier than high school. Mr. York believes Mr. Fraser has a plan to include all schools.

Mr. Bourque thanked Dr. Cochrane for his service to the district. He commented that Dr. Cochrane has done much good work and wished him well in future endeavors. He announced that at the July 20 meeting a motion was made to allow the Chair to begin negotiations with James O'Neill as interim superintendent. Mr. Bourque indicated in reference to Dr. Cochrane he has answered many questions and with the Union Leader lawsuit there are questions he can answer and there are those he cannot. He commented there are several reasons why he does not read the Litchfield Community Message Boards, one of which is there is much misinformation out there. Mr. Bourque indicated that three members of the Budget Committee have spoken on the message boards that a gentlemen's handshake was broken when referring to special education monies. He commented that Mrs. Couture is the Chair of the committee and it was stated on the message boards that the monies the Board paid to Dr. Cochrane were taken from the special education underspend. He stated that the monies were not taken from special education. He noted he will announce if Mr. O'Neill agrees to serve as interim superintendent and if he agrees, his start date will be August 3.

B. CHS 1:1 Update: Enrollment

Dr. Cochrane presented an update from Mr. Perez for the CHS 1:1 Computer Pilot, including enrollment information.

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Mr. Bourque indicated there are 34 confirmed students, 1 that dropped out, 10 not decided and 4 that cannot be reached. He commented it may be a smaller pilot than anticipated.

Dr. Cochrane indicated that Mr. Perez is confident the enrollment will close to what was anticipated.

C. SIS Update

Dr. Cochrane provided an update on the Student Information System to the Board. He reviewed the timeline for the SIS, which began on April 8 with Board approval; Jason Pelletier started as IT Director on May 28; Andrea Stern was hired as the Database Administrator; it took two weeks to get a project director in place; two days of training were scheduled last week; six days to prepare data for the extraction; prepare data conversion. Dr. Cochrane explained Admin+ was installed in four different places and the information is conflicting across the systems.

Dr. Cochrane reported that the district had to purchase a copy of Crystal Reports so that the data could be dropped into spreadsheets. He indicated that we are working with staff at all buildings to complete the transition. He commented that staff involved have been offered overtime and allowed to carry over their vacation time. He was concerned that the July 24 deadline may not be met. Dr. Cochrane commented that the process of converting from Admin+ to Infinite Campus (IC) was impacted by the sudden resignation of IT Director Tom Duer, as well as delays in the approval of the IC contract and the assignment and availability of a project director by IC.

Dr. Cochrane reported that all available personnel have been working on data extracts, but much more remains to be completed. He indicated that at this point there are three options:

- Option 1: the goal remains to have IC running and functional for professional development prior to the start of the school year; have the student demographics, scheduling, attendance and grading modules working on the first day of school; add the student discipline module a few weeks later; have the parent portal open by the end of October
- Option 2: start the school year with the student demographics, scheduling, and attendance modules, with the grading and discipline modules available two/three weeks later and the parent portal available by late October
- Option 3: start the school year in Admin+ and transition at a break point (such as the end of the first quarter or mid-year). In this case the district calendar would need to be revised to accommodate professional development for teachers and staff.

Mr. York asked if the teachers can take attendance at every class.

Mr. Cooper, CHS teacher, indicated that they will be able to take attendance at every class. He explained that attendance reports would be sent to the main office at the beginning of the day and attendance would be taken throughout the day.

Dr. Cochrane commented when we move to IC teachers will not have to report attendance to the office and we will have the vehicle to help define a half day (with regard to truancy). He noted if we cannot open with the gradebook on the first day we can open with a short delay in gradebooks with little backlog. He indicated we have extended our contracts with Edline and Gradequick and can extend the transition, which would give us more time to clean up the data. He noted the date for a decision is August 7.

Mr. York commented the latest date for a decision is August 12. He recommended that the district commit to the original implementation plan. He noted that is what the Board expects. Mr. Bourque agreed.

Dr. Cochrane indicated that the key people are working 10-12 hour days as well as other critical work they have to complete. He commented that if the timeline is missed we are considering other options.

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Mr. York commented that Infinite Campus delayed the project and we need to hold them accountable and bring in more resources.

Dr. Cochrane cautioned that IC can get it done well with a little more time. He indicated that Mr. Pelletier and Ms. Stern agreed that if we keep working at this rate and nothing goes wrong we will be fine. He noted the options are being considered in the event of a setback.

Mr. York commented that the Board's expectation is for the new system to be up and running by the deadline. He mentioned that it is understood that it may not be perfect.

Mr. Bourque indicated the Board will review it on August 12.

D. Business Administrators Update

Mr. Markiewicz provided an update for FY15 to the Board. He indicated he will provide a full financial report at the first meeting in August.

Mr. Markiewicz reported that the YTD revenues are the same as the previous report; YTD expenditures total \$19,474,598; the general fund balance underspend totals \$482,230 with a projected balance of \$510,361, subject to encumbrances and lagging bills. Excluding special education and self-funded underspends, the general fund balance totals \$91,457. Special Education was underspent by \$451,097; Food Service ended the year with \$14,402 at this time.

Mr. York asked if a lunch price increase would be brought before the Board for approval for the coming year as required by law and if it would be presented on August 12.

Mr. Markiewicz deferred to Mrs. Lawrence and noted she is looking at that calculation and should be able to bring it forward on August 12.

Mr. Markiewicz provided a snapshot of the special education underspend for past years. He indicated that more detailed breakdown will be presented at a future meeting.

Mr. York requested that Special Services present a budget at the same expenditure as last year. He commented if there are requests above that amount they can provide that separately.

Mr. Markiewicz indicated that he gave guidelines to the budget managers to focus on giving definition to the budget this year with respect to increases. He noted that off-budget recommendations will be provided on a separate document.

Dr. Cochrane expressed that he was encouraged in the Budget Committee meetings last year. He indicated he talked to the budget managers about the practices in the past where the district was returning large amounts of money to the town and not purchasing resources for the classrooms. He commented that the Budget Committee indicated that is not what they wanted, but rather to tell them what we want and to spend it on what we tell them we will spend it on.

Mr. Markiewicz indicated the \$91,000 underspend is a bit more than half of 1% of the budget and the special education underspend is approximately 10%. He commented the budget managers worked well this year.

Dr. Cochrane suggested that if we could increase the special education reserve fund it would make it easier to budget less in special education.

III. OLD OR UNFINISHED BUSINESS

A. Teacher Evaluation Revisions Update

Dr. Cochrane provided information regarding the NH Educator Effectiveness Overview and Summary to the Board. He explained it consists of professional practice rating and the student performance rating. There are four components to teacher effectiveness, two components to student performance, one of which is student learning

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objectives (slo's). SLO's form the foundation of the NH approach for documenting changes in student growth associated with a teacher or group of educators.

Mrs. Quintana described the SLO process as a teacher picking a goal, tracking the goal and tracking student data. She explained that it is not just about how many students are making progress, but how many changes are made by the teacher to help students progress or change the direction of student progress.

Mr. York asked for the definition of the goal. Mrs. Quintana indicated that fact fluency is an example of a goal. She noted a teacher may say that they would like 80% of the students in the class to be proficient on the exam. Fluency is tracked with testing and progress is tracked throughout the year. She indicated that the students' history has to be considered. Mrs. Quintana commented that it is a guess by the teacher that most of the class may get to proficiency by the end or middle of the year. She indicated there are variables and it is more important for the teacher to implement different tools to increase students' progress.

Mr. York asked how many goals a teacher would address per year. Mrs. Quintana indicated a teacher would not want to take on more than two goals per year. She explained much tracking and testing is required. She commented the hard part is approving and assessing the SLO's.

Mr. Bourque commented that setting goals is like trying to see into the future what you will accomplish.

Dr. Cochrane commented the best use of SLO's, NECAP and student percentile data is to improve instruction. He indicated there is a natural tendency to use it for accountability. The natural inclination is to over-interpret the data. The district uses the data as improvement first then moves to the next level. Then have the teacher agree to use the data. It will help them get a better evaluation over time. He indicated that most teachers teach with what is best for the students.

Student Growth Percentiles

Dr. Cochrane noted the 2013 growth results yield how a teacher performed as compared to their peers in the same grade. He indicated you can have a school that has a high percentage of proficient students, but low growth. If you break it out by school data the graph gets bigger. He recommended that a teacher wants to be in the high growth, high performance area. Teaching over time is a collaborative result. Most schools are in the 45-54 percentile. Dr. Cochrane commented that the district is in the 49 percentile in reading and math, which is average instruction. Changing one person in a building level team can affect the percentile. Dr. Cochrane indicated this should be about where we are and how we can get better. He commented his advice is to air on the side of underusing student growth percentiles and to use the data for improvement of instruction and improvement of student learning. He indicated teachers should feel free and confident to try things. Dr. Cochrane noted if you focus too much on accountability it takes away your ability for student learning.

B. Safety and Security Systems Committee Proposal

Mr. Markiewicz asked Board members for direction regarding moving forward with a District Security and Safety Committee.

Mr. York suggested returning the policy to all school administrators to determine what is necessary at their buildings for access and time for teachers to be in the buildings. He indicated the administrators need to provide feedback to the Board after having discussions about what is realistic and what is necessary.

Mr. Markiewicz indicated the administrators were involved in the original construction of that policy. He noted the development of a committee is to look at all of that.

IV. NEW BUSINESS

There was no new business.

V. MANIFEST

The manifest was circulated and signed by the Board.

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VI. PUBLIC INPUT

A. Community Forum

There was no public input.

VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. York, the Board entered non-public session at 8:55 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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes; Mrs. Quintana, yes.

VIII. RETURN TO PUBLIC SESSION

Mr. Barka made a motion to return to public session at 9:37 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes; Mrs. Quintana, yes.

Mr. Barka made a motion to accept the contract of James O'Neill as Interim Superintendent for 2015-2016. Mrs. Lepore seconded. The motion carried 5-0-0.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 9:40 p.m. Mr. Bourque seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052**

**Approved Minutes for August 12, 2015
(approved as written 8-26-15)**

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Nicole Quintana, Board Member
Mr. James O'Neill, Interim Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Laura Rothhaus, Principal, CHS
Mr. Michael Perez, Asst. Principal, CHS
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION 6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:30 p.m. Mr. Bourque introduced and welcomed James O'Neill, Interim Superintendent.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: July 20, 2015: *There were no non-public actions.*

Summary of Non-Public Actions from July 22, 2015:

Mr. York made a motion to approve the non-public minutes of July 8, 2015 as written. Mr. Bourque seconded. The motion carried 4-0-1, with Mrs. Quintana abstaining.

Mr. Bourque made a motion to accept the nomination of Lane Conner as part time Physical Education teacher for CHS at a salary of \$20,463.35 for the 2015-2016 year. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. York made a motion to accept the nomination of Alexandra Aponik as part time Art teacher for CHS at a salary of \$16,161.43 for the 2015-2016 year. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Brian Crowley as a Special Education teacher for CHS at a salary of \$38,710 for the 2015-2016 year. Mr. Barka seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

• Senior Project Funding Proposal

Austin Snell presented a senior project funding proposal to the Board. He indicated that he took the Fit for Life course and worked with Coach Kiestlinger. He noted that the Ropes course was utilized in the Fit for Life program. He explained that his desire is in engineering and proposed to build a bridge to connect to the course. Mr. Snell explained that through exercises in the Ropes unit students learned responsibility and trust. He indicated the bridge would be 50 feet with no handrails. There is a harness cable running adjacent with the bridge. The estimate cost is \$1,350. Mr. Snell was able to secure a 50% discount on materials through Home Depot. He commented additional funding is needed for the remainder of the cost. He noted the area at the site is prepped and the materials are ready.

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Mr. Bourque asked who will deem the bridge safe. Mr. Kiestlinger commented that the course is being inspected on August 27 or 28 and the bridge should meet the specifications.

Mr. Barka asked who built the original obstacles. Mr. Kiestlinger indicated he and his students built the original obstacles.

Mr. Barka commented that Mr. Snell did a good job on the presentation and complimented him on his initiative.

Mr. York commented that this is a CHS project and there are student activity funds that can be used to fund the project. Mrs. Rothhaus indicated that student activity funds can be used to fund the project. She commented that the student wanted to present the project to the Board.

Mr. Bourque asked how the students' projects are normally funded. Mrs. Rothhaus indicated it depends on the situation. She commented that there are some projects for which students fundraise and people donate.

Mr. Bourque asked Mr. Snell if he has done any fundraising. Mr. Snell commented he has not done fundraising. He indicated most projects do not have anything to do with the school. He noted he is trying to build something that will benefit future classes as well.

Mr. Markiewicz commented that the specifications will have to be reviewed by the insurance carrier for liability.

Mr. York asked who inspects the course. Mr. Kiestlinger indicated that Pro Image is a ropes course training and building company. He noted that they have been working at Alvirne, Londonderry and Litchfield for the past 10 years. He commented that the inspector provided safety reports since 2007 and this element is in addition to the other elements, which are all at different heights. Mr. Kiestlinger indicated the course has been in existence since 2001 and there is a unique partnership with the town.

Mr. York commented that since Darrah Pond is town property he suggested the proposal would need to be approved by the Board of Selectmen. He suggested contacting the Town Administrator for clarification. He commented that the Business Administrator can verify insurance issues with Primex.

Mrs. Lepore complimented Mr. Snell on his presentation. She believes the bridge will be a great addition to the Ropes course. She asked that it be kept in mind that only those who are allowed to use the course at a certain time are able to use that element.

Mr. Snell indicated that there are pegs on the tree that can be removed so that others cannot climb.

Mr. York commented this is not a School Board expenditure and the Board does not have control over student activity funds. Mr. Barka commented that the Board of Selectmen may want to know that the Board approved the project.

Mrs. Lepore made a motion to approve the senior project proposed by Austin Snell to build a 50 foot bridge on the CHS Ropes course, subject to review by Primex and approval by the Board of Selectmen. Mr. Barka seconded. The motion carried 5-0-0.

- CHS Drug Prevention Outreach Proposal

Kelly Fraser presented a drug prevention outreach proposal to the Board. Mr. Fraser is the Chair of the CHS Safety Committee. He proposed a an outreach forum to provide information and education to high school and middle school students, parents and concerned residents of the drug abuse in the Litchfield area, how to recognize it, avoid it and combat it. He indicated that positive alternatives for our students will be encouraged, as well as individual follow up with students.

Mr. Fraser reported:

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- there have been 321 drug related deaths in 2014 in NH so far and 3,275 uses of Narcan, which is used to avert more deaths
- 18.1% of teens 14 or younger say they've been offered, sold or given illegal drugs on school property
- 47 drug deaths and over 250 overdose related calls so far in 2015 in Manchester
- 89 felony arrests for drug related crimes and 57 overdoses so far in Hudson this year.

Mr., Fraser presented a timeline of information assemblies, a community forum, small group/individual follow up, a presentation at Project Safeguard with a guest speaker, and reassessment and planning for the 2016-2017 school year. He indicated that a Heroin Forum is planned for October 19 at CHS with opening statements by a panel of experts (state narcotics, police and fire departments), and an open forum where the panel can respond to questions/comments from the audience.

Mr. Fraser noted that there are other on-going prevention activities such as the CHAT (child Assistance Team), an aggressive information campaign, Life of an Athlete program, NH Bureau of Drug and Alcohol training, Safe Homes Parents Network, periodic drug dog searches and drug testing (given under reasonable suspicion by the School Nurse). He suggested establishing a drug task force to do strategic planning, which should include a Board member.

Mr. Barka thanked Mr. Fraser for his presentation. Mrs. Lepore agreed that it is an excellent and necessary idea.

Mr. Bourque asked if heroin use is the main target and if there is a large enough use of heroin in CHS. Mr. Fraser commented that heroin use is the top focus. He noted that heroin usage is not widespread at CHS, but other drugs are used. He explained that middle school students experiment with other gateway drugs, which escalates in high school.

Mrs. Lepore commented that heroin is available on the streets, is cut with fentanyl and is very dangerous. She indicated it is very cheap and easy to acquire. She believes one is never too young to start the education process.

Mrs. Rothhaus commented that the CHS administration is committed to prevention education.

Mr. York commented that he attended Project Safeguard this past year and heard seniors talking to the students and parents. He believes that Mr. Fraser's proposal is a great idea and easy to set up. He noted that many things can be done. Mr. York indicated that he is an advocate of later school start/end times. He commented that school that begins earlier results in children returning home to empty houses. He noted that he continues to bring this conversation to the Board and believes it should be undertaken. Mr. York commented that would be happy to be the Board representative to this committee.

Mr. Bourque commented any information we can give to our students and parents is worthwhile. He asked if we do this in any of the schools currently. Mrs. Rothhaus indicated we have Project Safeguard, prevention information, and at risk teams. She commented that this proposal will be a forum and we would like the task force to give us recommendations. Mr. Fraser commented the issue is here now and we feel we need to do more.

Mr. O'Neill commented that he is familiar with what is being proposed. He noted that in Jaffrey/Rindge, we included the Attorney General's office, police, fire, etc., students and parents to discuss addiction and the pitfalls. He indicated that we need to pull together as communities to prevent this.

Mrs. Lepore asked if Mr. Fraser will be able to be a resource for the students. Mrs. Rothhaus indicated that Mr. Fraser would need to be part of the CHAT team as the team gets together when there is a student at risk, assesses the situation and recommends resources.

Mr. O'Neill asked if there are any resources needed that should be discussed with the Board at this time. Mr. Fraser indicated we do as much as we can with the limited resources we have. He noted at some point we may be looking for funding for a speaker or for Project Safeguard.

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Mr. O'Neill commented we want to ensure the School Board is fully supporting the program.

Consensus: Board members were in support of the program.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public minutes of July 8, 2015

Mr. York made a motion to approve the public minutes of July 8, 2015 as written. Mr. Barka seconded. The motion carried 5-0-0.

- Public minutes of July 20, 2015

Mr. York made a motion to approve the public minutes of July 20, 2015 as written. Mr. Bourque seconded. The motion carried 5-0-0.

- Public minutes of July 22, 2015

Mr. York made a motion to approve the public minutes of July 22, 2015 as written. Mr. Bourque seconded. The motion carried 5-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

Mr. O'Neill commented that his first two weeks in the district has been enjoyable. He indicated he met with administrators and members of the SAU Office and is impressed by the staff. He noted he is looking forward to spending the next 11 months in Litchfield.

II. REPORTS

A. School Board Comments

There were no School Board member comments.

B. CHS 1:1 Update

Mr. Perez provided an update regarding the CHS 1:1 computer pilot program. He reported that 38 students are enrolled in the pilot. The enrollment breakdown is as follows:

- 38 students enrolled in Humanities
- 31 students enrolled in Freshman Seminar
- 20 students enrolled in Freshman Science
- 12 student enrolled in Spanish II.

Mr. Perez noted there are some concerns with the following:

- increase of non-pilot Humanities class enrollment as there are 48 students currently enrolled in the class
- student equity
- professional development for the 1:1 teachers
- follow through of parents to purchase devices through the portal.

Mr. York asked what the plan will be for professional development going forward. Mr. Perez indicated that Andrea Ange completed Google Docs training and is now a trainer. He noted that Alex Scarelli has completed training as well. He commented that professional development was not "front loaded".

Mr. York asked if there is a plan to solve that problem. Mr. Perez indicated it is a team effort. He noted that there is a Google seminar at Pinkerton coming up soon and we are looking at collaboration with other schools. He commented that professional development opportunities will be researched.

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Mr. York asked if a plan can be developed with a cost analysis by the first Board meeting in September. He commented that the School Board and the school are invested in this pilot and the administration needs to get a plan in place quickly to resolve any issues and concerns. He noted the Board needs to support the training and CHS has to come back to the Board with a plan in place and a request for the cost.

Mr. Perez commented that he is concerned that the parent portal is open to the public and there is not much room for changes with scheduling. He noted that Mr. O'Neill suggested having one more meeting with parents to confirm and follow through with the purchase of devices.

Mr. York indicated that CHS inform parents there is no room in the regular classes and expect the 38 commitments. He commented that the School Board expects the pilot will not be perfect.

Mr. Perez agreed and indicated he wanted to be sure everyone was informed. He commented we want to have more strategic planning days and firm up the evaluation tools.

Mr. O'Neill indicated that the memo is going to be sent to parents if the Board is in agreement. We can announce there will be a mandatory meeting next Tuesday. Mr. Perez indicated that Blackboard can be used as well to inform parents of the meeting.

Mr. O'Neill noted that the School Board is asking for Mr. Perez to come back the second week of September with a plan for training and resources.

Mr. Perez commented that he is concerned about student equity. He asked the Board for direction regarding students that say they cannot afford to purchase the device.

Mr. York indicated that it was discussed that would be considered on a case by case basis with qualifications relative to free/reduced lunch eligibility. He commented that those funds should not be taken from student activity funds, but should come out of the operating budget.

Mr. Bourque asked if parents expressed any concerns when the presentation was first given.

Mr. Perez indicated some parents asked about a payment plan, but we were not considering it at that time. He explained the company selling the devices does not provide a payment plan. He noted that we would have to purchase the devices and set up a payment plan with the families. Mr. Perez indicated that we want to make sure we start strategic planning as we move forward with 1:1 computing (i.e. what to do with the next incoming class and what we will do with the pilot class).

Mr. York indicated that should be a large part of your presentation to the Board in September. He commented there will need to be a training plan for the next four years and beyond. He noted as you work the schedules you need to determine the maximum number of students that will use handheld devices. The goal is 100% of all incoming freshmen should be participating in 1:1 computing.

Mr. Perez asked the Board to consider the goal for the pilot. He indicated that we would like to see 100% of freshmen involved in 1:1 computing. He commented we would like the committee to stay together and increase the membership to include parents of students in the current pilot, students and a School Board member.

Mr. York commented the Board was not thinking of increasing the speed of the course as we will not have budget information to transition to 100% of the freshmen class.

Mr. Perez noted that goal was noted in the League of Innovative Schools plan. He indicated that there may be a grant offered through the League that would provide money for professional development.

Mr. York commented that we would need to secure a grant to purchase devices for the first year. He indicated if the League of Innovative Schools can provide money for professional development, it would help. He noted that it is

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likely that purchasing devices for freshmen to reach the goal of 100% participation would be a warrant article. Mr. York commented that if the program is a success and we are receiving funds for professional development and a grant for the cost of devices, it will make a better presentation to the Budget Committee and community.

Mr. O'Neill commented we have to consider how this does impact IT – for example, do we need more resources, staff, bandwidth, infrastructure; how does the whole school mandate impact; what is the value added to student learning using computers. He indicated if we need to demonstrate that student outcomes are enhanced. He noted sophisticated analysis has to be done before he would recommend adopting a school-wide mandate to the Board.

Referring to an article he read in the newspaper, Mr. York commented that New Hampshire received a waiver to use the SAT's in place of the Smarter Balance assessment tests.

Mr. Perez commented he attended the Smarter Balance test score training and they indicated that scores would be sent to Superintendents mid-September, but will not be released to the public until mid-November. He noted they do not compare with NECAP.

C. CHS CTE Status

Mrs. Callinan provided an update regarding the Career and Technical Education program at CHS. She indicated students may not be receiving schedules until August 26 or 27. She commented that we can use the new SIS August 19-24 and are meeting with students in the meantime. Mrs. Callinan reported that as of today, there are three students with IEP's who will be staying enrolled in Nashua and they are all required to self-transport. She indicated that 22 students will be attending Alvirne and 11 will attend Pinkerton. She reported a total of 36 students are enrolled in CTE classes.

Mr. York indicated that Pinkerton will begin their classes earlier than Litchfield. Mrs. Callinan reported that she met with Mr. Markiewicz and Frist Student regarding the early start at Pinkerton and First Student will be providing transportation for our students that are attending Pinkerton. She noted the students will receive notification.

Mr. York commented that in reading through the information provided regarding students that will self-transport, he noted that Pinkerton does not allow students to self-transport.

Mrs. Callinan commented they only allow self-transportation to two locations. She indicated that she will research the matter further. She reported that currently there will be two round trips provided by First Student – one to Alvirne and one to Pinkerton, and all other students will self-transport.

Mr. Markiewicz complimented Mrs. Callinan on her work with the CTE scheduling. He commented it is a process where students who started a program want to finish that program. He indicated you will see savings over the year. He noted we will work out the issues and move toward Pinkerton being the sole CTE site.

Mr. York asked what will happen if one of the students transporting to Nashua loses the use of his/her vehicle.

Mrs. Callinan indicated she included a stipulation that if the student is not able to self-transport s/he will be removed from that class.

D. SIS Status

Mr. O'Neill provided an update regarding the Student Information System. He indicated we will still implement the SIS when we open school. He reported that some of the information has been pushed out to August 19 with August 24 as a worst case scenario. He commented in some respects the extra time will give us a chance to look at the historical data and training is going forward as planned. Mr. O'Neill indicated that Rediker will be kept running for redundancy. He noted we will have to be careful with data that has been input into Rediker and retain data in hard copies. He commented whenever you implement a new SIS there are bound to be some hiccups. He indicated we continue to communicate with the people involved as we move forward.

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E. Technology Report

The July 2015 Technology report was provided for the Board.

Referring to the report, Mr. Bourque asked for clarification on the statement that GMS has no more space on their server.

Mr. O'Neill reported that he had a brief conversation with Mr. Pelletier regarding that issue. He indicated that the GMS space went down to a minimal amount and the whole system broke down. He explained there is a stack of servers and they are looking at the cost to add an additional server, which may be in the \$20,000 area. He noted that a follow up conversation occurred today and he was informed that GMS may have another issue during the year because of the lack of available space.

Mr. York asked if the old data has been cleared. Mr. O'Neill indicated Mr. Pelletier is in the process of reviewing that.

Mr. York commented that there have been many discussions regarding technology over the years and the Board has never been told GMS did not have enough space.

Mr. O'Neill indicated that he will ask Mr. Pelletier to attend the next Board meeting to provide a report.

III. OLD OR UNFINISHED BUSINESS

A. Attendance/Truancy Discussion

Board members requested a discussion and clarification of unexcused absences with regard to truancy. Mr. Markiewicz indicated that we have to bring some clarification to that for the Student Information System.

Mr. Bourque indicated the question was 'what exactly is a half day' with regard to absences.

Mr. O'Neill indicated the Administrative Team will meet tomorrow. He commented the definition of half day has not been defined across the district. He noted the Administrative Team needs to get that defined and bring it back to the Board at the next meeting.

B. Student Self-Transport Discussion

Board members requested a discussion regarding student self-transportation relative to the CTE program at CHS.

Mr. York commented that the private transportation policy states in the second paragraph that students need a consent agreement to self-transport. He indicated it has been the Board's process that students drive to school events on a school bus. He noted the policy has created excitement with the ski group. Mr. York commented that the Board struggled with trying to answer the question of which non-school sponsored activity is being run under school policies. He indicated that the group was not able to get good pricing unless they signed up as a school sponsored club and there are times when parents transport a bunch of children to go to a ski club event. Mr. York noted that when the club sends out paperwork, it does not state that it is a school sponsored event. He asked Mr. O'Neill for input.

Mr. O'Neill commented that he will need more detail. He indicated he will consider the issue and provide other options. He noted that there is a program in Jaffrey and there are always issues with self-transportation.

C. 2015-2016 School Board Goals

Mr. Bourque commented that he has had conversations with Mr. O'Neill regarding meeting outside regular meetings to establish goals. He asked Board members if there is a day and time that would work best.

Mrs. Lepore believes the whole Board should be involved in goal setting. She noted that 5:00 pm is a good time.

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Mr. O'Neill commented that he would like to have the goals completed by the middle of September. He suggested that more information may be available after meeting with the administration. He indicated that he needs to review the goals from the last two to three years.

Board members discussed several meeting options. It was agreed that the Board will meet on September 2 from 5:00 pm to 7:30 pm and on September 9 from 5:00 pm to 6:30 pm to discuss goals.

IV. NEW BUSINESS

A. School Board Audit Questionnaire 2015

Board members were asked to complete the 2015 Audit questionnaire.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. York, the Board entered non-public session at 8:28 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes; Mrs. Quintana, yes.

VIII. RETURN TO PUBLIC SESSION

Mr. Barka made a motion to return to public session at 9:45 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes; Mrs. Quintana, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 9:46 p.m. Mr. York seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052**

**Approved Minutes for August 26, 2015
(approved as written 9-9-15)**

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member (*excused*)
John York, Board Member
Nicole Quintana, Board Member
Mr. James O'Neill, Interim Superintendent
Mr. Frank Markiewicz, Business Administrator
Mr. Jason Pelletier, Director of IT
Ms. Andrea Stern, Database Administrator
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: August 12, 2015:

Mr. York made a motion to approve the non-public minutes of July 20, 2015 as written. Mrs. Quintana seconded. The motion carried 5-0-0.

Mr. York made a motion to approve the non-public minutes of July 22, 2015 as written. Mrs. Quintana seconded. The motion carried 5-0-0.

Mrs. Lepore made a motion to accept the nomination of Jeanne Schratwieser as Science teacher at CHS for a salary of \$61,482 for the 2015-2016 year. Mr. York seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Mr. Barka read correspondence from the Litchfield Historical Society regarding use of the 1930's building on either October 17 or 18 to display Litchfield art and the restored Grange Hall drape.

Mr. Bourque made a motion to grant the Litchfield Historical Society permission to use the GMS 1930s building for an art show October 17 or 18, 2015. Mr. Barka seconded. The motion carried 4-0-0.

G. Approval of Draft Minutes:

- Public minutes of August 12, 2015

Mr. York made a motion to approve the public minutes of August 12, 2015 as written. Mr. Barka seconded. The motion carried 4-0-0.

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H. Community Forum

There was no public input.

I. Superintendent's Comments

Mr. O'Neill commented there was some discussion about more students enrolling in the school than anticipated this year. He indicated that current numbers show LMS and CHS have higher enrollment due to new students coming into the district. He noted that last year at LMS 457 student and currently there are 459; CHS had 495 students last year and anticipate 522 this year. Mr. O'Neill suggested that the Board wait until the end of September or October 1 for more historical numbers. He commented if enrollment increases it may have an impact on planning going forward. He indicated that the cohorts in elementary school are well below the numbers. He noted that the economic market is improving and more construction could have an impact on the schools in the next 5-10 years.

Mr. York commented that he does not recall budgeting for 130+students for 3 out of 4 classes at CHS. Mr. O'Neill cautioned that it is early and we do not yet know if all the students will attend. He commented if this is an emerging trend it will make a significant impact on budgeting.

Mr. O'Neill reported all the teachers were in the schools this week. He commented it was an excellent start of school and a successful assembly. He indicated the practice of celebrating all of our teachers is a wonderful tradition. Mr. O'Neill commented that the teachers appeared excited and there was much energy in the auditorium. He indicated the best day of the year is the first day when all the children come into the schools.

II. REPORTS

A. School Board Comments

Mr. York commented that there was an article in the Union Leader on Monday regarding adequacy aid and the fact that Dover has filed a suit in Superior Court to force the state to pay adequacy aid owed. He indicated there was a meeting in Concord regarding this information. He recommended the Board stay up to date in that process because as a district we do not fall well in that formula. Mr. York commented it could have an impact on the amount of adequacy aid our town receives, which would impact the money needed to run the schools. He indicated that two Dover school board representatives went to Concord to represent their district. He suggested the Board may want to stay active on this situation.

Mr. York commented that he was reviewing the bus schedule and noticed students are being dropped off at CHS at 6:55 am and school does not start until 7:30 am. He indicated those students will have to wait outside in the colder and inclement weather. Mr. York suggested the Superintendent begins a conversation with the Administrative Team regarding school hours. He indicated that the Board should be considering changing school times as negotiations draw nearer. He commented that this needs to be vetted and in place before negotiations begin. He suggested the principals can provide feedback at the Board meeting.

Mr. Bourque asked if the students can wait inside the gym in the middle school in colder weather.

Mr. O'Neill indicated that the situation needs to be investigated and that he will discuss it with the Board at the next meeting.

B. IT Director Report on GMS Server Space

Mr. Pelletier provided additional information regarding the GMS server space issue. He indicated a server cluster crash occurred at GMS due to running out of disk space. Since then we were able to clean up areas to create more space, going from 21GB of free space to currently 322 GB. Mr. Pelletier noted that this amount of storage space can easily be used up in the first couple of months of school, which will create another crash. He explained that as the servers' storage increase and there is not enough storage space for the data, all of the servers will crash because they share all of the storage. The current appliance is full and no more storage can be added to it. He recommended adding another appliance to remedy the technology needs at GMS, which will cost approximately \$25,000. Mr. Pelletier reported that LMS and CHS are in better shape, but are also low on storage space. He commented that IT is closely monitoring their storage usage as well.

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Mr. Bourque asked if the storage issue can be monitored on a regular basis.

Mr. Pelletier indicated that it can be monitored and some of the thin clients can be replaced with regular desktops, but it will be costly.

Mr. York asked if this issue is for this year.

Mr. Pelletier commented that a few hundred GB can be used up in the first few months. He noted it only takes a few users that download huge files. He indicated that teachers should be storing data on the network folder, but some still use the C/ drive.

Mr. O'Neill commented with reference to Mr. York's question, that we should inform the Board that Mr. Pelletier anticipates there could be another crash this year and we may need to find the money this year to remedy the situation.

Mr. Pelletier indicated that it appears we will run out of space and this will be an issue.

Mr. York asked if adding a server is just a temporary solution. Mr. Pelletier indicated that adding a new server would be the ideal remedy. He commented replacing thin clients would be a temporary solution. He noted the new server will give us quite a few years.

Mr. York asked if there is anything in the current budget the IT department can do without in order to purchase the new server.

Mr. Markiewicz commented that Mr. Pelletier has only been here for a short period and has met stiff challenges, which revolved around equipment, software licenses and other technology items not budgeted. He indicated that he met with Mr. Pelletier and had a discussion with the Superintendent. Mr. Markiewicz noted that we should address some funds to give relief to the IT budget that is now stretched. He indicated he will address funding in the finance report.

Mr. York asked if an appliance is purchased and we move to TB drives, would data be pulled off the GB drives in order to upgrade those drives at some time?

Mr. Pelletier commented that there are many options once we have the new appliance. He indicated that Mr. York's suggestion is an option.

Mr. York asked about the condition at LMS and CHS. Mr. Pelletier indicated that LMS has 750GB of free space and CHS has 900GB of free space. He noted that storage will become a concern next year.

Mrs. Quintana was concerned about smart board and similar technology installed over the summer. She commented that teachers will download to use those devices and that may impact storage space.

C. Financial Report Aug 2015

Mr. Markiewicz presented the August 2015 financial report to the Board. He reported:

- The financial audit draft was completed in August 31, 2015
- The General Fund Unassigned Balance is \$518,594, with the largest underspent appropriations occurring in Special Education underspent, Regular education and custodial services.

Mr. Markiewicz thanked staff members involved in the audit process and expressed a special thank you to Jody Bellerive, former Chief Accountant, for her support and guidance throughout the audit process. He noted the audit this year was the cleanest it has been.

Mr. Markiewicz reported that Food Service has an end of year balance of \$112,920, due to an operating gain of \$42,260, which he attributed to Mrs. Lawrence and her staff. He noted that cooperative purchasing was a large

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contributor to the gain. Because the NH DOE requires that Food Service maintains a three month operating fund balance, he asked Mrs. Lawrence to consider spending down some of the year-end balance.

Mr. Markiewicz indicated there is not much to report for FY16 at this time. He provided a breakdown of budget detail, including budget transfers. He reported that the auditors require the School Board to take affirmative action regarding budget transfers. Mr. Markiewicz provided a summary of building and maintenance projects over the summer.

Mr. Markiewicz reported that the district has an E-Rate revenue balance of \$80,422. He noted this program is meant to give money back to the schools to pay for technology. He indicated that a decision is required on where to spend the funds. He asked the School Board for a recommendation to fund the additional server appliance at GMS and in some areas where the IT budget has been impacted heavily.

Mr. Barka made a motion to approve the use of up to \$30,000 in E-Rate funds to purchase an additional storage server at GMS. Mr. Bourque seconded. The motion carried 4-0-0.

Mr. Markiewicz indicated Board approval is needed for the budget transfer report.

Mr. Barka made a motion to approve the budget transfers included in the accepted financial report for August 2015. Mr. York seconded. The motion carried 4-0-0.

Mr. Markiewicz provided the 2015-2016 bus schedules for the schools. He thanked Mrs. Flynn for gathering the data and preparing the schedules. He noted they are posted on the website and at every school.

D. SIS Status

Ms. Stern provided an update to the Board regarding the new Student Information System. She reported that the district is still in the conversion process. She indicated that we have met all of Infinite Campus' deadlines, but they have not met ours. She reported on the first day of school staff will have access and will be able to see student demographics, take attendance and input discipline. Ms. Stern commented that she cannot guarantee that teachers will have gradebook access, but we are trying to resolve the gradebook issue. She indicated that Infinite Campus did not understand our needs, particularly at CHS. She noted that options were discussed. Ms. Stern commented she does not plan to open the parent portal until the data is clean. She indicated the portal will be rolled out once all the contact information has been received, we are sure our data converted cleanly, and teacher gradebooks are running and calculating correctly.

Mr. York expressed his appreciation for the hard work Ms. Stern has been doing. He indicated that what was reported was not unexpected. He noted once the system is up and running correctly everyone will be happy with it. He anticipated it will be well received by students, parents and staff.

Mr. O'Neill asked Ms. Stern to define the parent portal.

Ms. Stern indicated the parent portal will enable parents to see what their children are doing, such as grades and attendance. She noted it gives a live, at the moment snapshot of how their children are performing.

Mr. York asked if digital portfolios are part of the Student Information System.

Ms. Stern commented as the systems become better they are adding patching documents that can be used with digital portfolios. She indicated she would rather test the system first.

Mr. Bourque asked about a high school schedules update.

Ms. Stern indicated the schedules are in, but there was a grading setup issue. She noted all the schedules have to be pulled out of the system and cleaned. She commented the students have schedules and they can be printed, but we

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could not fix all the issues quickly enough. Ms. Stern indicated they could not get the schedules printed and mailed or emailed.

Mr. O'Neill expressed his thanks and appreciation to Mr. Pelletier and Ms. Stern for their hard work and dedication.

III. OLD OR UNFINISHED BUSINESS

A. Attendance/Truancy Clarification

Mr. O'Neill reported that he met with the school principals and started looking at the Litchfield cultures and values for attendance. He commented that students need to be encouraged to come to school and districts need to be positive they are in school. He noted that as children get older (as in high school) that attendance becomes more required for college and career readiness. Mr. O'Neill indicated that he and the principals looked at policies for Merrimack, Londonderry and Portsmouth as they are using Infinite Campus. He commented that after much discussion the principals will come back with firm recommendations that 120 minutes be the point that would qualify for half day attendance. Mr. O'Neill noted that a number of schools have chosen the 120 minute mark to give principals flexibility with that policy and to reward children at elementary school. He indicated that he and the principals will meet again. He recommended to start Infinite Campus with a marker of 120 minutes for a half day, which can be revisited and changed for next year.

Mr. York commented that in most cases in elementary or middle school there is a parent/guardian that picks up their children if dismissed. He indicated that high school students below age 18 cannot sign themselves out. He asked if that would allow the flexibility the principals need. Mr. York commented that if it is used incorrectly with some students we will get that feedback. He encouraged the administration to find a ground easier to be tolerant and correct for students.

Mr. O'Neill commented equity is important to be served for all students. He indicated there should be no treatment where certain students get disproportionate favor. He noted that younger children get a little more flexibility, but as we get into the higher grades we tighten up that flexibility.

Mr. York asked if 120 minutes is a half day, what is a full day?

Mr. O'Neill commented that it has not fully been defined. He indicated the state is focusing on the half day. He noted we dealt with the half day definition and talked about how many of the students have an issue with this. Mr. O'Neill indicated that there does not seem to be a problem. He commented principals are concerned as we focus our policy and actions on the family as well as the child (i.e. family vacations). He noted it is not a major issue.

IV. NEW BUSINESS

There was no new business.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. York, the Board entered into non-public session at 7:40 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr.

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Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mr. York, yes; Mrs. Quintana, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York, the Board returned to public session at 8:04 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mr. York, yes; Mrs. Quintana, yes.

IX. ADJOURN

Mr. York made a motion to adjourn at 8:05 p.m. Mr. Barka seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052**

**Approved Minutes for September 2, 2015
(approved as written 9-9-15)**

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair (*excused*)
Janine Lepore, Board Member (*arrived late*)
John York, Board Member
Nicole Quintana, Board Member (*left early*)
Mr. James O'Neill, Interim Superintendent
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

5:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 5:02 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There was no revision to the agenda.

D. Superintendent's Comments

Mr. O'Neill commented that he will provide comments at the next Board meeting. He indicated that the opening of school was successful.

Mr. Bourque requested ridership counts for the buses. He was concerned that the reduction of a bus has impacted ridership on some of the elementary buses.

Mr. O'Neill commented that he will ask Mr. Markiewicz to provide that information to the Board via email.

Mr. York suggested informing the Budget Committee that enrollment in Grade 4 is at 104 students.

II. NEW BUSINESS

A. School Board Goals Work Session

Mr. O'Neill reported that we pulled together the goals for the last three years and received input from the principals regarding what has been accomplished for each objective. He noted that past goals were recaptured for a historical perspective. He observed that three major goals were the focus for the last three years and four goals were the previous focus. Mr. O'Neill asked Board members for their thoughts on major goals and objectives.

Mr. York commented that the Board needs additional information regarding the goal objective to increase SAT scores.

Mr. O'Neill commented that all districts struggle with ways to make assessments valuable to students. He indicated that in Litchfield the expectations should be high for our children and we should strive to compare to the top quartile.

Board members discussed ideas for goals with the Superintendent.

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School Board member suggestions for goals:

- Pathway for students who may not want to go to college – career skills (what core classes does a student need to take to prepare for trades)
- Increase SAT scores
- Increase AP participation
- Increase college acceptance
- Increase college graduation rates
- Increase technology options at LMS and GMS
- Increase scores at all levels in Math and Science
- Increase math options at LMS
- Promote CHS in the community
- Develop communication about various programs at CHS and divergent paths students have at grades 11 and 12
- Post graduate feedback regarding college readiness (did graduates now in college feel they were prepared for college)
- Promote more positive culture in the schools and about schools in the community
- Move kindergarten classes inside the school building (possible use of 30's building classrooms – upgrading)
- Move Grade 5 into the school building
- Remove portables and upgrade or add classrooms at GMS and LMS
 - Potential engineering or architectural studies
- Capital improvement plan by end of FY16
- Being the Best
 - What do schools need to be the best
 - Example of being the best
 - What is inhibiting the school from being the best
- Community engagement
 - Bring more community members into the schools and to the events
 - Articles in HLN by Superintendent
 - Articles in HLN by Principals
 - Blog on website
 - Social media
 - Opportunities for active seniors in schools

Mr. Bourque commented that he would like to see full time kindergarten and kindergarten moved into the building at GMS. He expressed concern about the safety of the portables. He suggested using the 1930's building classrooms. He indicated there are funds in impact fees.

Mr. York suggested drafting a warrant article to hire a company to develop a plan for renovation/expansion at GMS and LMS. He requested that the Superintendent bring to the Board a cost analysis to upgrade the schools.

Mrs. Lepore commented that she would like to see plans for not only moving Kindergarten inside the building, but for moving grade 5 to GMS and expanding classrooms for grades 6-8.

Mr. O'Neill wanted to verify that the Board is asking for:

- An education plan for the district for the next 5 years (do we want to continue with PreK-4, 5-8 model or change to PreK-5, 6-8 model)
- The cost of adding classrooms to the elementary and middle schools.

He indicated there are two priorities: full time kindergarten and moving kindergarten classes inside the building for safety.

Mr. York commented that an estimate of what it would cost to get detailed engineering or architectural studies to remove the portable at GMS and upgrade or add classrooms and a study to remove the portables at LMS and add

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four classrooms. He indicated that the School Board would have to request the use of impact fees from the Board of Selectmen.

Mr. O'Neill commented we will send the draft minutes with a bulleted outline of goal ideas to the Board for review and feedback. He asked Board members to send specific goal ideas to Mrs. Flynn and himself to prepare for the next goals work session on September 9.

III. PUBLIC INPUT

A. Community Forum

There was no public input.

IV. ADJOURN

Mr. York made a motion to adjourn at 7:20 p.m. Mr. Bourque seconded. The motion carried 3-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for September 9, 2015

(approved as written 9-16-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Nicole Quintana, Board Member (*excused*)
Mr. James O'Neill, Interim Superintendent
Mr. Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum & Instruction
Mr. Scott Thompson, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mrs. Laurie Rothhaus, Principal, CHS
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

5:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 5:10 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There was no revision to the agenda.

D. SCHOOL BOARD GOALS WORK SESSION

Mr. O'Neill observed that there were four major goals until 2012, but in the past three years it appears the fourth major goal was not included. He indicated that all suggestions discussed at the previous goals session should be sub-goals (objectives) under the major goals. He believes that increasing NWEA scores should remain as a sub-goal and that Smarter Balance Assessments should be included as well. He explained that lower assessments should be included in the objectives in order to measure where our students are in terms of standard deviations nationally.

Mr. O'Neill noted that suggestions from the Board and the feedback from the principals have been applied to the four major goals. He suggested the Board review and prioritize the subgoals, and the Superintendent and Mrs. Flynn can develop more specific criteria for those subgoals/objectives. Mr. O'Neill commented that we will bring the goals back to the Board in October and the Board can finalize them.

Mr. York commented that part of increasing the scores is holding teachers accountable for the proper process. He asked if NWEA is administered once or twice per year.

Mr. O'Neill indicated that NWEA is administered in the fall, but he would like to see it administered in the spring as well. He explained that it measures growth on a RiT scale. Teachers receive functional information such as areas and concepts that students do or do not know. He noted that there are many software applications that tie to NWEA to help students that are missing concepts. Mr. O'Neill indicated that he would like to parallel NWEA and Smarter Balance Assessments for a couple of years.

Mr. York commented that the test should be used as a tool. He indicated the data can help improve teacher performance and growth. Referring to the objective to improve SAT scores, he commented he is unsure how we improve those scores. He asked if we should increase SAT prep classes.

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Mr. O'Neill explained that NWEA is valuable in measuring the growth of where a child is at the beginning of the year and at the end of the year on the RiT scale and how it compares with growth scales nationally. He indicated adopting an SAT improvement goal allows for a strong statement to everyone because the SAT aligns with Common Core Standards. He commented we should be teaching core curriculum in high school. Mr. O'Neill suggested providing a presentation on NWEA and Smarter Balance Assessments and what they do to see if the Board would like to continue with one or both.

Mr. O'Neill commented that if there are any major goals or objectives Board members do not see on the spreadsheet to let him or Mrs. Flynn know and we can put together affinity groups (similar things under one goal).

Tina Harrison, resident of Litchfield, commented the district is good at supporting students that are struggling, but there are not many supports for students that excel. She indicated she would like to see in the future more options for enrichment programs and programs for higher achieving students.

Mr. Bourque commented that the PTO started implementing those kinds of resources at GMS.

Mr. York commented that he thought there were online programs students could access in the classroom for higher achieving students.

Mr. Bourque made a motion to recess the meeting. Mr. York seconded. The motion carried 4-0-0. The meeting was recessed at 6:20 p.m.

The Board meeting reconvened at 6:30 p.m.

E. Summary of Non-Public Actions from: August 26, 2015:

Mr. Barka made a motion to approve the non-public minutes of August 12, 2015 as written. Mrs. Quintana seconded. The motion carried 4-0-0.

F. Presentations & Recognitions

There were no presentations or recognitions.

G. Correspondence

Mr. Barka reported there was correspondence from Jason Kohm regarding the dress code policy and the inequitable treatment of girls vs boys.

H. Approval of Draft Minutes:

- Public Session August 26, 2015

Mr. York made a motion to approve the public minutes of August 26, 2015 as written. Mr. Barka seconded. The motion carried 3-0-1, with Janine abstaining.

- Public Session September 2, 2015

Mr. York made a motion to approve the public minutes of September 2, 2015 as written. Mrs. Lepore seconded. The motion carried 3-0-1, with Mr. Barka abstaining.

I. Community Forum

Elizabeth MacDonald, 46 Naticook Avenue, commented [in reference to the dress code] that she has seen girls wearing short shorts and see through shirts. She indicated that she would like to comment about class sizes at CHS. She commented that Humanities classes are too large and should be smaller. She noted that there are 40-48 students in Humanities classes with a high percentage of special education students. Mrs. MacDonald was concerned about those students that get lost in the classes and that she would rather see differentiation. She asked why there cannot be a basic English class or Honors class for students who can do more. She indicated not leveling is hurting our students and not every teaching style fits every child. She commented the students need English classes.

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J. Superintendent's Comments

• First Day Enrollment

Mr. O'Neill presented the First Day enrollment counts. He reported that the actual head count reflects 1,355 students attended the first day and that 1,398 are registered. He commented that 522 students were projected at CHS, but 508 students registered. He noted that 1,417 students were projected to be enrolled and if the enrollment continues to decline we will have to reflect that as we move forward. He indicated that October 1 numbers are more solid.

II. REPORTS

A. School Board Comments

There were no School Board member comments.

B. CHS 1:1 Professional Development Plan

Mr. Perez presented an update on Professional Development for the 1:1 computing pilot to the Board. He reported that the committee met on August 24 and will meet monthly. He indicated they discussed possible workshops teachers will attend this year. Mr. Perez reported that in-house professional development is scheduled for the first semester. He indicated that the group will meet and discuss any glitches as well as open the meeting to other faculty members for presentations. He noted there are three potential out of district professional development opportunities. Mr. Perez reported the Chromebook distribution is scheduled for tomorrow night and the finalized evaluation tool will be brought to the Board.

Mr. Bourque asked for an update on the Chromebooks purchase. Mr. Perez all 40 Chromebooks were purchased and are ready to go. He noted that a shipping fee of \$12.95 was not communicated to them, but Mr. Pelletier was able to negotiate a decreased shipping cost of \$3.95 per device.

C. Curriculum Report

Dr. Heon reported that teachers have been working on curriculum frameworks and curriculum units over the summer. She indicated that PERC will be busy vetting those documents. She reported that pilot materials for K-8 Language Arts are planned to rollout; elementary and middle schools are targeting to replace Social Studies materials; Grade 5 will pilot the Journeys series; Grades 6-8 will pilot the Study Sync series (students/parents have access at home); Big Ideas is in its second year in middle school and high school with positive feedback from teachers. Dr. Heon commented that teachers at GMS were given a choice on negotiating for new resources this year (new version for Math). She indicated that a discussion about the products is planned.

Mr. York commented that some questions during the goals discussion revolved around higher achieving students. He noted it seems that the educational opportunities for those students lean toward self-taught education. He asked what is occurring to answer that question for those students to give them opportunities to learn at a higher level in the same classroom as their peers.

Dr. Heon indicated there are many resources to challenge students included in these materials. She commented that it is difficult for teachers with 25 students to negotiate different ranges. It is important for students to have something to discuss with their classmates and teachers. Dr. Heon noted at the elementary school there are reading groups at various levels. She commented that it is difficult sometimes not having enough technology as computers can give interactive feedback.

Mr. York commented the concern is the student in classroom and learning at many different levels. He indicated the opposite side of resolving the problem with more technology is that it does not solve the problem with the student or the teacher. He noted that students deserve the same amount of time or teaching aspect as the other students.

Dr. Heon indicated the curriculum is there and if a student exceeds his/her current progression they can go beyond.

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Mr. York commented that technology is an undocumented crutch that should never be used. He indicated there is not a device that teachers said they needed that they have not received. He commented if there is a gap then tell us where that gap is. Mr. York does not believe that more technology is the answer.

Mr. Bourque commented that more personnel is needed to direct technology studies.

Dr. Heon commented that we need more personnel. She indicated there are three reading tutors with teaching certifications, a new district tutor to assist with math, but limited resource with Title I. She commented that she does not know that each teacher has been asked what they would like for computers in their classes. Dr. Heon indicated that currently teachers have a computer and they are projecting on a screen, unless they sign into the computer room or share a lab.

Mr. York asked how many computers are in classrooms at GMS and LMS.

Mr. Thompson noted that there are 2 or 3 computers in classrooms at GMS, but the only way they can work is for students to work independently because the teacher cannot change focus from 20 students to 1 student. He indicated he met with facilitators today and they were talking about a wealth of resources on the web.

Mr. Lecklider indicated that at LMS the Grade 5 library class embeds technology; Grade 6 has access to one of the mobile carts; Grade 7 has a new mobile lab dedicated to math; and Grade 8 has a LitTech class in a lab with thin clients. He commented that there is a computer literacy class that is curriculum based as well. Mr. Lecklider noted that the math program recently added has had access to the lab every day, but in Language Arts students are still writing out papers. Mr. Lecklider commented we would like to see more technology in the classrooms.

Mr. York asked if mobile labs are more of an asset. Mr. Lecklider indicated they are more flexible.

Mr. O'Neill indicated that the entire wireless issue will be addressed at GMS and LMS as wireless is not accessible throughout their schools. He commented that we want to saturate our buildings with wireless and get bandwidth internally. He noted there is a lab phase from when we acquire technology and start training teachers until the technology is in the classrooms and begins impacting student outcomes. Mr. O'Neill commented that there is considerable professional development for teachers trying to increase technology in the classrooms. He indicated we want to focus on how technology improves student learning. Mr. O'Neill reflected that his observation is that we have been in a budgetary era where it is difficult to talk about growing things; when growing one thing means reducing something else. He indicated that we have to prioritize and make a decision of personnel in the classroom over technology. He commented that professional development and curriculum work for teachers is extremely costly in budgets.

D. Principals' Reports

- GMS

Mr. Thompson spoke about rising expectations. He commented now that there has been a reduction of one grade three classroom we can do more with the specialist. He indicated that extended learning opportunities (ELO's) will be introduced in grade four this year; reading and math tutors will spend one period per week providing enrichment opportunities in grades one and two; computer instruction will be focused in grades three and four; grade two students can elect to go to the computer lab one day a week to use the computers. Mr. Thompson reported that GMS has new Social Studies, Math and Reading textbooks. He commented that there is a need for full day Kindergarten in the future at GMS. He noted that most states have full day Kindergarten, but New Hampshire only offers half day sessions.

Mr. Bourque commented that he has not seen homework brought home. Mr. Thompson indicated they are trying to get the students use to the classroom setting. He noted after the summer break, children are not in the "school mode".

Mr. O'Neill commented there is enough increase in grade one over Kindergarten. He asked if that is a consistency. Mr. Thompson indicated that it is always consistent to have more students in grade one than in Kindergarten. He

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noted many parents will choose religious education, but most parents say we need full day Kindergarten. He commented it is difficult for parents that work a full time job because they have to provide transportation.

- LMS

Mr. Lecklider spoke about Math at LMS. He provided an example of a math exercise to the Board and noted that LMS transitioned into the new math resource last year with positive feedback from teachers. He indicated that grade seven moved to double math and the strategy by the end of grade seven is for students to have a full year of pre-Algebra. Mr. Lecklider reported that 52 grade seven students are in accelerated math and we plan to track the numbers over the next two years to try to grow those numbers. He commented that the book, resources and technology component are excellent, and over the last year we have been increasing rigor and depth of knowledge.

Referring to technology at LMS, Mr. Lecklider reported that most teachers have smart boards. He indicated that TenMarks (math) is a laser point supplement to give students the opportunity to be focused in that area and it can also be used for enrichment.

Mr. York commented that his only goal is to make sure the district as a whole realizes the Board wants the education challenge in the classroom to be challenging to all students. He understands it is difficult and there are restrictions, but reaffirmed that expectations of the Board center on higher achievement. He noted if there are obstacles the Board needs to know what they are so we know where we can help. Mr. York acknowledged that budgets are tight and access issues are being resolved. He commented there are some things the Board can do better, but at the same time we are challenging everyone.

- CHS

Mrs. Rothhaus reported that enrollment numbers include students being tracked in school in Nashua and Londonderry; the graduation rate is 100% for 2015; the new Athletic Director is doing a great job. She provided a copy of the teacher planbook to the Board and indicated that teaching strategies are included in the book. Mrs. Rothhaus commented that she collects them annually, reviews them and rewards teachers who do well with their planning. She indicated that CHS does not level classes and acknowledged that some of the classes have grown. She noted that CHS has many part time teachers and the full time teacher numbers are low. Mrs. Rothhaus reported that the Guidance Director has been working very hard.

Mr. Bourque asked what the number of full time teachers was compared to current numbers. Mrs. Rothhaus did not have the numbers, but indicated that the student base in the past has been as high as 570.

Mr. York complimented LMS on their PBIS program and noted there has been great progress. Mr. Lecklider indicated it is a team effort as the teachers are “in the trenches” and make the culture and climate happen.

Mr. Bourque asked about the status of Infinite Campus.

Mr. O’Neill indicated we are looking at getting final data into the system by Friday.

Dr. Heon commented that we should be able to open up on Friday for the teachers, and at LMS and CHS in two weeks. She clarified that there is no parent portal at GMS. She indicated that the potential for GMS to have digital grading is being discussed. Dr. Heon noted that teachers at GMS have not done any online grading. She reported that teachers are struggling with using the new student information system while learning all new resource materials this year.

Mrs. Rothhaus also reported that CHS will be speaking with Philip Bradley (International High School) next week and he is expecting answers regarding if CHS is ready to go forward and about the tuition rate.

E. Committee Reports

- Budget Committee

Mr. Bourque commented that the Budget Committee has not held a meeting since August 27.

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III. OLD OR UNFINISHED BUSINESS

There was no old or unfinished business.

IV. NEW BUSINESS

A. FY17 Budget Presentation

Mr. Markiewicz commented that it is a historic event that the district is delivering a budget in an earlier timeline. He indicated the principals have a difficult job and compilation of the budget comes from their staff. He complimented the administration for doing a good job of meeting the deadline and thanked them for their hard work.

Mr. Bourque expressed his appreciation to have the budget this early. He believes it will streamline the meetings.

Mr. O'Neill thanked administrators for their help and hard work. He thanked Mr. Markiewicz for his work with the budget.

Mr. O'Neill indicated the budget is substantially completed, but there is more work that needs to be done. He noted that the Board has been provided with many areas that the principals and directors can control and the other sections are forthcoming. He recommended beginning the budget process with the schools. Mr. O'Neill indicated there will be some areas that will be unknowns (e.g. Retirement, Health Insurance). He reported that Catastrophic Aid has only been funded at 72%. Mr. O'Neill explained that we did things a little differently this year as we looked at historical information in the expenditures and are working off a three year expenditure trend line. He noted we went back to all of the actual expenditures and made sure of the rationale, then if an additional was requested we asked for more justification. He commented that Mr. Markiewicz met with all the administrators and directors and reviewed budgets. Mr. O'Neill believes all lines have been reviewed and asked the Board for direction.

Mr. Markiewicz suggested that budgets will be posted online for the Board and the public.

Mr. York recommended that the budgets be posted online after the first Board meeting in October. Mr. O'Neill commented we will post it online as it is vetted by the Board.

Mr. Bourque asked about the commentary in the notes. Mr. Markiewicz commented that we asked budget managers to put their justification in the notes and prepare a memorandum to summarize their budget. He indicated that strategic needs that are not in the budget are included in a separate document as well.

Mr. Bourque asked if notes will reflect if funds were moved last year, as well as an increase/decrease line. Mr. Markiewicz indicated that is something we can ask them to do.

Mr. Bourque suggested budget managers have that information when they present their budgets. He noted it also helps for Budget Committee review.

Mr. O'Neill indicated that the word "draft" should appear on budgets as they are posted and we can send the budgets to the Budget Committee as working drafts.

Mr. York commented that Mr. O'Neill mentioned the wireless connections at GMS and LMS are in dire need.

Mr. O'Neill clarified in order to really have wireless computer use by teachers you have to have 100% wireless. He indicated that we need to move more toward wireless technology for every teacher and move to a more wireless access. He noted we have to get to 100% coverage in order to technology and wireless embedded in our curriculum. He commented we will try to have wireless capability in our buildings in the budget.

Mr. Bourque was pleased about having the budget early and complimented the content presentation.

Mr. Markiewicz thanked Mrs. Flynn for her hard work in getting the budget books prepared and completed. He noted when the Superintendent recommended the budget be color coded and that Board members each have a book,

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she drove to Staples and purchased the necessary materials, copied the budgets and prepared the books. He noted that she enlisted assistance from some colleagues in the office as time was short.

Mr. O'Neill commented that the professionalism at the SAU is appreciated. Referring to the budget, he reported:

- revamping the strategic plan for Technology was discussed when reviewing the budget
- there is an increase in the budget due to budgeting for wireless access at GMS and LMS
- bandwidth and storage items are addressed
- there is a request for a .5 special education teacher for Pre-K (additional enrollment)
- curriculum will continue to be revamped
- teacher mentoring will be brought up
- professional development will be discussed
- Science curriculum material for GMS
- a plan for full day Kindergarten will be brought forward
- we are looking to move the students inside the buildings
- we will ask for consideration of assistant principal positions
- we are looking at adding programs for higher achieving and struggling students
- we will look at Project Lead the Way at CHS and associated materials.

Mr. O'Neill commented that earlier this evening the Board stated they funded everything the teachers requested. He noted that is true. Mr. O'Neill believes that we should ask for everything we need in order to be the best in the state. He indicated we will be looking at strategic needs to make this district the best in the state. He commented should there be some funds to support these things in the future, the Board will know what is needed.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. York, the Board entered non-public session at 8:10 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York, the Board returned to public session at 8:32 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 8:32 p.m.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for September 16, 2015

(approved as written 9-23-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member (*excused*)
Nicole Quintana, Board Member
Mr. James O'Neill, Interim Superintendent
Mr. Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum & Instruction
Mr. Scott Thompson, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mrs. Laurie Rothhaus, Principal, CHS
Mrs. Michele E. Flynn, School Board Administrative Assistant (*excused*)

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: September 9, 2015:

Mr. York made a motion to approve the non-public minutes of August 26, 2015 as written. Mr. Barka seconded. The motion carried 3-0-1, with Mrs. Lepore abstaining.

F. Presentations & Recognitions

There were no presentations or recognitions.

G. Correspondence

There was no correspondence.

H. Approval of Draft Minutes:

- Public Session September 9, 2015

Mr. Barka made a motion to approve the public minutes of September 9, 2015 as written. Mr. Bourque seconded. The motion carried 2-0-1, with Mrs. Quintana abstaining.

I. Community Forum

There was no community input.

J. Superintendent's Comments

Mr. O'Neill commented that the district had a smooth opening of school. He noted the district is working on detailing bus routes and working hard on the adoption of the Student Information System (SIS). He indicated that a report will be provided at the next meeting for the Board and community regarding the status of the SIS, as well as a timeline of adoption points and live points relative to the parent portal and other similar components.

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II. REPORTS

A. School Board Comments

There were no Board member comments.

III. OLD OR UNFINISHED BUSINESS

A. FY17 Budget Presentations:

• GMS

Mr. Thompson presented the FY17 GMS Requested Budget to the Board. He mentioned that the GMS budget is focusing on maintaining current programming. He commented there are many changes in the budget that reflect the purchasing of textbooks is centralized and coordinated at the district level. He indicated a science initiative, Project Lead the Way, has been budgeted, which results in an increase in science education. Mr. Thompson reported that all teachers are using online components; the enrollment trend is stable; the last large class in grade 4 will be graduating this year, which has had a budgetary impact for next year. He indicated that full day kindergarten is a priority, which would require four classrooms. He believes that full day kindergarten will incentivize those whose children attend private school to return to GMS.

Mr. Bourque commented that full day kindergarten was suggested as one of the Board's goals. He noted the Board has already begun conversations.

Mr. Thompson commented as part of the strategic needs he would like to expand the part time technology position to full time. He explained that in order for the current teacher to offer instruction to grade 2 students they have to give up recess. He noted there are decreases in the math budget because the district now has a multiyear agreement for consumables. Mr. Thompson added that strategic requests include an enrichment teacher, furniture for the main office conference room, a health teacher and a library paraprofessional.

Mr. Barka asked Mr. Thompson what he envisions for the requested enrichment teacher.

Mr. Thompson explained that currently Mrs. Parent will spend one hour out of the week and Mrs. Tate will spend one hour out of the week doing enrichment for students with higher than expected math or reading skills. He indicated an enrichment teacher could provide something beyond differentiated instruction based on data driven identifying students.

Mr. Bourque asked if any specialist teachers can be used in that position.

Mr. Thompson indicated that this year Art, Music, Physical Education and Library specialists are providing 8 week pull out sessions for students in Grades 3 and 4. The Art teacher and Library teacher are working collaboratively on a project. The Physical Education teacher is trying to develop critical thinking by having students develop games, rules and strategies for use in the game. Mr. Thompson noted we are also focusing on more capable students in Grades 1 and 2 reading and math.

Mr. Bourque observed that there is a significant increase in the copier lease. He noted that leases were a concern for the Budget Committee last year.

Mr. Markiewicz indicated the Business Office controls the budget numbers for leases. He commented that copier expense to the district is extreme. He explained the district incurs a lot of cost in supplies and exceeding copy amounts. He indicated that we have instituted a more restrictive process of copying through IT – delayed printing, which results in eliminating unnecessary printing.

Mr. Thompson highlighted major increases/decreases in the FY17 GMS budget.

- Math Education – decrease of \$10,9998 in supplies due to multiyear agreement for consumables
- Music Education – decrease of \$7,880 in furniture additional
- Music Education – decrease of \$2,131 in furniture replacement

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- Science Education – increase of \$13,930 in supplies mainly due to the Project Lead the Way program
- Kindergarten – decrease of \$4,259 in supplies
- Nurse Services – increase of \$1,120 for the purchase of an Audiometer used for hearing screening
- Audio Visual Services – decrease of \$2,236

FY17 GMS Budget total decrease: \$4,870.

Mr. Bourque commented that postage has increased. He noted that was also a Budget Committee concern last year.

Mr. Thompson explained that GMS is now mailing their own purchase orders.

Mr. Bourque commented that Destination Imagination (DI) was approved in the budget last year and then removed because it was not a stipend position. He indicated it has been supported by the PTO for the last three years. He asked Board members to consider including it in the budget.

Mr. O'Neill commented that he has had the pleasure of attending the competition in Knoxville and it is a thrilling event for the children. He noted that children are getting the recognition they do not often receive. He indicated it is a great program.

- LMS

Mr. Lecklider presented the FY17 LMS Requested Budget to the Board. He mentioned that the focus at LMS I to sustain and maintain the current model content specialists. He reported that enrollment is at 458 students and that 446 projected students were used in the budget. He indicated that Project Lead the Way has been budgeted programmatically and support areas we feel are important will be requested. Mr. Lecklider commented when it comes to accelerating students in math we do it individually as we do not have a dedicated staff for enrichment for the higher achieving population. Title I funding has decreased and we do not have funding for a math tutor until a few months into the year, which makes it difficult to fill that position. He indicated this is for the students that need support and may not be identified with an IEP. He commented he would like to pull that away from Title I funding and include it in the budget. Mr. Lecklider advocated for a position that would support students who can do the work, but may not have support or motivation and would benefit from after school intervention.

Mr. Lecklider highlighted major increases/decreases in the budget.

- Music Education – decrease in equipment additional of \$2,172 (additional equipment for the music program was requested last year; the second phase is included in this budget)
- Science Education – increase in supplies of \$6,010 due to Project Lead the Way initiative
- Reading Education – decrease in textbook replacement of \$2,067
- Guidance Services – increase in professional services of \$3,282 due to an increase in 504 students and hearing impaired students that require services

FY17 LMS total budget increase: \$5,766.

Mr. Barka asked if the math tutor is included in the budget.

Mr. Markiewicz indicated that strategic needs requests are not included in the budget.

Mrs. Quintana asked about the supplies for Reading Education. Mr. Lecklider indicated that a large part of that line item is for consumables and materials needed by the reading specialists.

Mr. Bourque asked if all the classrooms are set up with smart boards or projector boards. Mr. Lecklider indicated with the exception of two rooms, the classrooms are set up with those devices.

Mr. Bourque asked why overhead bulbs were budgeted. Mr. Lecklider indicated that there are some teachers that use overhead projectors.

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Mr. Bourque indicated that he had a question from Mr. York, who asked if GMS and LMS are funded to meet the needs for after school STEM programs.

Mr. Lecklider commented that LMS does not have any district funded STEM programs. He indicated that LMS has the Destination Imagination team and Lego Robotics team that are both supported by the PTO and volunteers. He noted that LMS also has Math Counts as well. Mr. Lecklider mentioned that he has discussed this with the Board in the past and was told to look at co-curricular activities and see where we can allocate funds from one club to another based on enrollment.

Mr. Bourque requested for Mr. Lecklider to bring the numbers to the next meeting, along with any other programs you would like to offer if you had the funding.

Mr. Thompson commented that GMS has two after school programs funded in the budget: Chorus and Scarecrow Jamboree. He indicated all others are supported by the PTO.

Mr. Bourque requested Mr. Thompson provide information regarding programs that GMS would offer if they had funding to the next meeting.

Mr. O'Neill mentioned that Mr. Lecklider recently communicated information regarding cross country participation.

Mr. Lecklider explained LMS currently has 140 students in cross country. He noted this is the third year cross country has had large enrollment. He commented that the two coaches do a great job, but we feel there is more of a safety issue with two adults for 140 athletes. He indicated he has had conversations with the Superintendent about adding an assistant coach.

Mr. O'Neill commented it is clear that the desire to have after school activities is very strong and we have to continue to look at how we increase during and after school opportunities for students and how we support those activities as a public school district.

- Curriculum

Dr. Heon presented the FY17 Curriculum Development Requested Budget to the Board. She highlighted areas of significance and explained justification for increases/decreases in the budget. She explained the major requests of this budget are for replacement texts. She noted there are no new courses or programs that require new textbooks.

- Math K-5: Year 2 payment of \$13,354
- English Language Arts 6-8: \$35,279
- English Language Arts K-5: Year 1 of 3 payments of \$53,825

Dr. Heon commented that there is a strong need to align our new curriculum and Smarter Balanced Assessment requirements. She indicated this is the core what we are about in terms of learning for students. She noted we need to provide them with the best resources we can that are most effective for students and most efficient for teachers. Dr. Heon commented the goal is to minimize the amount of time teachers spend searching for materials as extensive searching for core materials takes away from instruction time. She indicated that PERC has been discussing revising the curriculum review cycle to align with the reality of what we have been able to fund. She noted that one cycle is based on non-funding research review analysis and evaluation of curriculum materials we have; the second is a chart of what we have been able to do and what we anticipate. Dr. Heon explained every time our anticipated curriculum is not realized we have to realign it. She commented we have not been funded to the level to be the best in the state.

Dr. Heon reported that the requested math texts for K-5 were approved last year, but there was not enough money. She explained she was able to negotiation a three year payment for the enVisions series. In Language Arts, we are currently piloting resources in all grades K-8. She indicated the texts were approved by PERC.

Mr. Barka commented that we get six years of texts and consumables for three years of payments.

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Mr. Bourque was concerned the Budget Committee will reduce this line. He asked about the result if the line is reduced.

Dr. Heon commented we would have to go back to our old books.

Mr. Markiewicz commented if the district chose to continue with the new curriculum the decision would be to try to find other monies to fund the reduction.

Mr. O'Neill indicated the right way to budget is to prioritize items and not trim things. He commented once prioritized top priorities should be fully funded. He noted from where this Superintendent sits curriculum is on the top of the priorities in the district and should be fully funded.

Dr. Heon commented that the Software line reflects software for Project Lead the Way. She recommended to the Board to adopt the project as a resource for science. She noted the amount budgeted is for a yearly subscription for yearly content. She indicated we want to challenge students more in science and raise it as a priority. We want students to do more inquiry and be challenged to do more analysis, drawing conclusions and doing research. Dr. Heon explained that Project Lead the Way has been around for several years and its courses are adopted in CTE schools and some high schools. She commented two teachers at the high school attended training and we now have a stronger engineering course both in regular and Honors options classes.

Dr. Heon commented that a full year of computer science is planned. She indicated students have already signed up for computer science courses that include an Everyday Level 1 Programming course. She noted this funding will support the curriculum, lessons, design, videos and digital resources. Dr. Heon commented supplies are included in the principals' budgets.

Dr. Heon spoke about strategic budget requests that are not included in the budget. Requests include:

- AP Social Studies texts \$5,340
- Economics for Grade 9 \$13,720
- World Languages (Spanish 1 and French 1) \$29,266 (current materials are from 2007)
- Project Lead the Way K-12 (iPads are needed for this program)

Mr. Bourque asked if Chromebooks can be used for Project Lead the Way.

Dr. Heon indicated that the elementary program for Project Lead the Way is in the Apple format. She explained that the representatives feel that younger students use iPads more efficiently. She offered to invite two elementary teachers and high school teachers to provide snippets of the curriculum in the program to the Board.

Mr. O'Neill asked Board members to email administrators with questions. He asked presenters to attend the next Board meeting and answer questions. He explained he would like to give the Board the opportunity to listen to what is presented, time to digest the information, and ask questions.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. PUBLIC INPUT

A. Community Forum

Robin Corbeil, 4 Nesmith Court, spoke in support of after school program for those children who need extra assistance. She commented it used to be a beneficial program run by a certified teacher who did a great job. She indicated we do not have that program at LMS anymore. She commented it is an important program.

Nate Cooper, CHS teacher, commented on stipend issues. He indicated stipend positions can be added by a procedure in the CBA.

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Mr. Markiewicz commented there has been past practice of adding stipend positions and deleting others.

Mr. O'Neill commented we are in the process of discussing the budget and have not fully vetted all parts of that budget. He indicated that the Superintendent's recommended budget can incorporate any stipend position if we so desire.

VI. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered non-public session at 8:10 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes.

VII. RETURN TO PUBLIC SESSION

Mr. Barka made a motion to return to public session at 8:25 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes.

Mr. Bourque asked about revenue impacts of the proposed State budget compromise.

Mr. Markiewicz indicated he is preparing to provide revenue numbers in the coming weeks.

VIII. ADJOURN

Mr. Barka made a motion to adjourn at 8:30 p.m. Mrs. Lepore seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

LITCHFIELD SCHOOL DISTRICT

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052**

**Approved Minutes for September 23, 2015
(approved as amended 9-30-15)**

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Nicole Quintana, Board Member
Mr. James O'Neill, Interim Superintendent
Mr. Frank Markiewicz, Business Administrator
Mr. Jason Pelletier, Director of IT
Ms. Andrea Stern, Database Administrator
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Move the FY17 Budget Review before the FY17 Budget Presentations.

D. Summary of Non-Public Actions from: September 16, 2015:

Mr. Bourque made a motion to approve the non-public minutes of September 9, 2015 as written. Mr. Barka seconded. The motion carried 3-0-1, with Mrs. Quintana abstaining.

F. Presentations & Recognitions

There were no presentations or recognitions.

G. Correspondence

Mr. Bourque mentioned that the School Board received a thank you note from Connie Faro, GMS Assistant Principal, for her gift for 40 years of service in the district.

Mr. Bourque mentioned that Ralph Boehm, 6 Gibson Drive, contacted him regarding a football rewards card code issue. Mr. Bourque researched the issue and provided a solution to call the company to provide the code to access rewards.

H. Approval of Draft Minutes:

- Public Session September 16, 2015

Mr. Barka made a motion to approve the public minutes of September 16, 2015 as written. Mr. Bourque seconded. The motion carried 3-0-1, with Mr. York abstaining.

I. Community Forum

There was no public input.

J. Superintendent's Comments

Mr. O'Neill commented that administrators that presented their budgets last week did respond to all questions from the School Board during the meeting. He indicated there were no additional questions on these budgets. He

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mentioned that he spoke with Mr. Bourque and decided that those administrators were excused from attendance this evening, but will attend when the Board has completed reviewing the budget. Mr. O'Neill reported that an Infinite Campus report will be provided and would like some time to address the topic.

II. REPORTS

A. School Board Comments

Mr. Bourque asked if there is a meeting scheduled for September 30.

Mr. O'Neill indicated that a meeting has not been scheduled for that night. He explained that Mr. Markiewicz and Mrs. Flynn reviewed the schedule and discovered that additional time is needed to review the budgets. He commented if the Board would like to meet on September 30, the Board can meet earlier in the evening or extend other meeting times.

School Board members agreed to meet at 5:30 p.m. on September 30, 2015.

B. Business Administrators Report

• DOE 25

Mr. Markiewicz presented the 2015 DOE 25 report to the Board for signatures. He noted it is the annual financial report submitted to the NH DOE and the NH DRA.

C. IT Report

The September technology report was provided for the Board.

D. SIS Report

Mr. O'Neill indicated it is important to recognize that the technology department is working very hard to work their way through the existing database. Some challenges include 10 year old data in Rediker that is centered on parent and student names, whereas, the new system is centered on addresses. There was data reflecting 13 different residents living at a particular address over 10 years. Mr. O'Neill noted the older data has never been purged from the system. He commented that it took several hours to go through the data and the team discovered it is taking significant time to get accurate data into that database. Mr. O'Neill indicated the timeline we hoped to implement will not be realized. We all agree we want to open the data when we are sure it is working and the data is accurate. Once we get through the demographic data we have to work on the academic data. The data has to be completely redone. Mr. O'Neill noted that Ms. Stern will be attending training that is critical to the district. He noted we have made some good strides and Infinite Campus has been responding to our needs. He asked to be patient while we work to get the new student information system up and running.

Mr. York commented that four of the Board members have children in the district. He suggested that they participate in the beta test in order to get unbiased input.

Ms. Stern commented that this is a project that normally takes six months, but we have done it in six weeks. She indicated we went straight from conversion to live and there is going to be bad data in there. She noted in the old system we would enter the student name and the parent name for each student, but if those parents are contacts for another student they are entered again. Ms. Stern indicated in Infinite Campus the data is entered in once with one address that creates a household and within that household there is a relationship that has to be created.

Mr. O'Neill reported we had several meetings and discussed how we can edit the data. He commented we took an administrative assistant from each school and brought them into the group to work with Andrea and they have been working very hard. He indicated that the "we" referenced here are six dedicated employees who are trying to work through the data. Mr. O'Neill mentioned he has much respect for them.

Ms. Stern indicated here team is excellent and very positive. She reported we sent home forms for parents to record their information. The administrative assistants brought the returned forms and had to enter them into the system. Ms. Stern commented that with the cleanup other things have to be done in association with the roll out of the portal. She indicated that she is reluctant to open the portal until the data is clean and accurate. Ms. Stern commented that

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parents will login with one login and we have to create all parent user names, passwords, instructions for navigation and make sure the school staff is trained on the portal. Once all the pieces are in place we can do the beta testing. Parents will only have access to demographics at first because we want to make sure that is what they are seeing. Teachers need to learn to use the gradebook. Ms. Stern indicated she hopes the portal can be open at the end of October/beginning of November.

Mr. York acknowledged that grades are important, but indicated that homework is more important to him. He commented knowing what to expect of my children and knowing what they are supposed to be doing on a daily basis is important.

Ms. Stern reported that teachers are starting to feel comfortable with using the attendance module. She noted that there are some that have not yet started using it.

Mr. Pelletier commented that he has heard from many teachers that they like the attendance module and every teacher has been taking attendance.

Mrs. Lepore commented that she heard Ms. Stern note that transcripts are not clean. She indicated that students will begin applying to colleges over the next couple of months.

Ms. Stern indicated when she returns from Infinite Campus that will be her focus.

Mrs. Lepore was concerned colleges receiving students' transcripts.

Ms. Stern indicated that the school will print the transcripts and mail them to colleges.

Mr. O'Neill clarified that the calculations for GPAs in Infinite Campus are not the same as we calculate them. He noted we have to scrub all the data and then reload how we calculate that data.

Ms. Stern explained that in Rediker it is a calculation and you cannot transfer a calculation. She indicated you have to pull the data, make it into a snapshot and enter into Infinite Campus as a calculation. She commented that we are making progress, but cannot provide a firm timeline.

Mr. O'Neill commented that we are promising to do everything we can to get the demographics open to parents. He noted we are paralleling that with staff training. He indicated once we train all the teachers, parents and complete beta testing, we will scrub up the data. Mr. O'Neill commented we will then work on the grading and homework assignment piece. He noted that a conversation occurred regarding glitches and we may not be able to open up the academic data until after the first of the year.

Ms. Stern commented that it has been her past experience that once the data is converted they are on that conversion for a full year before opening the parent portal. At this point the parent portal is open as read only information.

Mrs. Quintana was concerned about students who need parents to be informed. She commented by the beginning of the year we may have students at risk because parents may not be aware.

Mr. Bourque commented that elementary school students come home with book that has assignments. He indicated he is more concerned about grades, which should be on the forefront.

Ms. Stern indicated there is an option to show parents an "in progress grade".

Mr. O'Neill commented the high school will be sending home progress reports in the next week or so to give parents some idea of where their children are currently. He indicated that he understands parents are anxious to see grades and homework assignments and we are trying hard to get that information to them.

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III. OLD OR UNFINISHED BUSINESS

A. FY17 Budget Presentations:

- IT

Mr. Pelletier presented the FY17 IT Budget to the Board. He commented that the technology department is trying to be careful not to lease computers. He noted some things were removed and more priorities were added at GMS and LMS. He indicated it was more important to be able to accommodate the online testing and digital components of instruction. Mr. Pelletier reported that the phone system replacement is being budgeted in phases; it is planned to increase bandwidth between buildings and upgrade to 200 Mps by 2017.

Mr. Bourque asked why nothing is being budgeted for Rental/Leased Equipment. Mr. Pelletier indicated that the School Board preferred an outright purchase.

Mr. Bourque asked about the replacement of speakers at CHS. Mr. Pelletier commented some get broken and have to be replaced.

Mr. York asked about replacement printers that were budgeted. He was concerned with the number of printers in the district.

Mr. Pelletier indicated that there are several printers in the CHS building and we know some things will fail.

Mr. Bourque asked about the cost of leases for software.

Mr. Pelletier indicated that we do not own MS Office or Adobe and the lease cost for Adobe has increased significantly.

Mr. Bourque asked about wireless replacement at GMS. Mr. Pelletier indicated we have a controller at LMS and CHS, but neither are reliable. He noted there is no coverage at GMS. In order to have a robust and reliable wireless we have to replace everything.

Mr. Bourque complimented Mr. Pelletier in his preparation of the technology budget.

Mr. Bourque asked for an update on the 1:1 computing pilot and the Chromebooks.

Mr. Pelletier reported that the pilot has been going well. He noted there was a minor glitch with the sync from active directory and Google, but we are resolving it. He indicated he has not heard any negative feedback and would like to try to help parents be more involved.

- Buildings & Grounds:

Mr. Markiewicz expressed gratitude to Mr. Ross and Mrs. Flynn for putting the budget together. He provided key issues in a handout of priorities for the Board. He indicated there is a need for a facility and property condition assessment report. He noted that the GMS facility manager reported there are 20+ punctures in the roof membrane from roof shoveling.

Mr. Markiewicz commented that remaining items include emergency communication (cell phones do not work in this building), a three year new/replacement equipment plan that is in progress, and classroom /services room locks. He noted that recommendations from principals is to look at classroom security relative to lockdowns as teachers have to go outside the room and lock the door.

Mr. Markiewicz highlighted increases and decreases in the budgets:

- Overtime increases
- Supply costs were addressed for consistency
- Addressing of some issues with LMS in repairs/maintenance
- Smart Start program is coming offline at GMS and LMS
- Marginal increase in propane
- Electricity cost will reflect a downswing.

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Mr. York commented that grounds work is stretched thin with staff. He suggested the Board ask the SAU to develop a bid for outsourcing the cutting of grass at all schools from April 1 to November 1. He indicated the amount of money, time and equipment spent on cutting the grass can be done much more efficiently and faster by someone who cuts grass for a living.

Mr. Bourque agreed. He commented that it would eliminate equipment, the need for repair/replacement of equipment and storage problems.

Mr. Markiewicz commented he would like to return with a definition of the specifications and clarity when we get to that point as to what we are looking at.

Mr. Bourque requested current and historical costs. Mr. Markiewicz indicated we can gather operational costs.

Mr. Bourque asked if the decrease in supplies is accurate. Mr. Markiewicz indicated that a cost analysis was completed across the district and the average cost will be consistent.

Mr. Bourque asked about the number budgeted for water use. Mr. Markiewicz indicated that he used a three year average and we are using supplies that use less water.

Mr. Bourque asked about the increase in the disposal line. Mr. Markiewicz indicated that the number of pickups increased and we are negotiating the disposal rate.

Mr. Bourque inquired about the POD rentals. Mr. Markiewicz indicated that the POD is storing items that cannot be stored in the 1930s building; however, there are items that can be removed. He noted that he would like an inventory to be completed.

Mr. Bourque asked about the fuel oil projection. Mr. Markiewicz indicated that we have a vendor that gives a projection for a year. He noted they are not always accurate. He commented we are currently paying \$2.05 per gallon and \$1.35 per gallon for propane. He indicated that the oil projection will increase marginally.

Mr. York commented on the hood duct cleaning in the kitchen. He asked if that should be the responsibility of food services. Mr. Markiewicz indicated that the district has historically paid for it and it is not uncommon for districts to pick up that cost.

Mr. Bourque commented on the costs budgeted for catch basin cleaning and power sweeping. He asked for evidence of actual costs. Mr. Markiewicz commented that catch basins need to be cleaned out more frequently because the drain pipe was installed too low and silt builds up. He indicated that actual costs will be provided for the Board.

Mr. Bourque commented on irrigation repairs and asked for more actual costs.

Mr. York commented on the increase in contractor repair and maintenance, specifically the security alarm cost increase. He asked for additional information.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. PUBLIC INPUT

A. Community Forum

There was no public input.

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VI. NON-PUBLIC MINUTES

A. Approval of Draft Non-Public Minutes of:

- September 16, 2015 Non-Public Minutes

Mr. Bourque made a motion to approve the non-public minutes as written. Mrs. Quintana seconded. The motion carried 4-0-1, with Mr. York abstaining.

VII. ADJOURN

Mr. York made a motion to adjourn at 8:25 p.m. Mr. Barka seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for September 30, 2015

(approved as written 10-7-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
John York, Board Member
Janine Lepore, Board Member (*excused*)
Nicole Quintana, Board Member
Mr. James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Mrs. Hollie Messenger, Human Resources Director
Mrs. Laura Rothhaus, Principal, CHS
Mr. Jarod Mills, Athletic Director, CHS
Mrs. Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

5:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 5:31 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from: September 23, 2015: No non-public session was held.

E. Presentations & Recognitions

There were no presentations and recognitions.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session September 23, 2015

Minor revisions were made to the minutes.

Mr. York made a motion to approve the public minutes of September 23, 2015 as amended. Mr. Bourque seconded. The motion carried 4-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

Mr. O'Neill provided an SIS update to the Board. He reported that seven clerical employees are working on the demographic data. He commented there are many issues to deal with and some of the addresses are taking several hours to untangle. He indicated the late October/early November timeline is still planned.

Mr. O'Neill reported the internal administrative team is working on goals. He commented that we are looking to having the goals ready for the first meeting in November. He explained that the team is trying to make the objective more efficient and defined with expectations.

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Mr. O'Neill reported that policy work has been discussed. He indicated that we will start addressing some policy work after the budget work is completed. He noted there are many policies that reflect changes and older policies need to be addressed after the first of the year. He asked Board members to consider if they would like to establish a policy sub-committee.

II. REPORTS

A. School Board Comments

There were no Board member comments.

III. OLD OR UNFINISHED BUSINESS

A. FY17 Budget Presentations:

- Human Resources

Mrs. Messenger presented the FY17 Human Resources requested budget to the Board. She highlighted major increases/decreases:

- Professional services: decrease of \$1,300
- Advertising: increase of \$400.

Mr. Markiewicz commented that one of the items that is often raised is conferences/workshops. He indicated the FY15 expenditures are lower than what was requested last year because of the Sungard National User Conference. He explained our district is one of four districts in NH that use Sungard. Mr. Markiewicz commented that he and Mrs. Messenger attended the very useful conference last year. He noted it was placed in the budget as part of educational development.

- CHS

Mrs. Rothhaus presented the FY17 CHS requested budget to the Board. She highlighted increases and decreases.

- Science: increases due to STEM programs (Project Lead the Way)
- Computer Science Education: reflects increases impacted by STEM curriculum
- STEM increases match previous goals

Mrs. Rothhaus commented that she would like to address staffing. She noted NEASC had concerns about the number of part time teachers on staff at CHS. She commented that physical education is staffed with part time teachers. She indicated that French is another area to address and requested to expand the French teacher to a 67% position. Mrs. Rothhaus was concerned that CHS will lose an excellent teacher if the position is not expanded. She commented that CHS would like to build the French program.

Mr. York asked about eventually eliminating French and capitalize it into a robust Spanish program. Mrs. Rothhaus indicated that accreditation requires that a high school offer two languages. She commented that another world language can be considered and that CHS is beginning conversations about offering a different language.

Mr. Bourque asked if interest in French has increased. Mrs. Rothhaus commented that there was a loss of interest over the years, but we hired a very energetic, excellent teacher and we do not want to lose her.

Mr. York asked how CHS would fix the problem if the French teacher took another position in the spring and another part time teacher could not be found. Mrs. Rothhaus indicated that it was challenging trying to hire the current French teacher. She noted that the program may grow given time.

Mr. York commented that classes are teacher driven. He indicated that the Board may not be sure there is reason to grow the program or increase the position when we do not know if that is a logical direction. Mrs. Rothhaus indicated we could have her teach a Freshmen seminar class as well as French classes.

Mr. Markiewicz commented that tonight's budget discussion centers on the operations of the school. He indicated that requests for personnel will be presented by the Superintendent.

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Mr. York asked how the 1:1 computer pilot affects the need for Lenovo STEM computers. He asked if tablets would alleviate the need for the laptops.

Mrs. Rothhaus indicated that tablets are not sufficient for the courses and that is a requirement of Project Lead the Way. She mentioned that UNH donated used science equipment to CHS with a value over \$5,000.

Mr. York indicated that the donation will have to be accepted by the Board. He asked Mrs. Rothhaus to come back to the Board with the appropriate documentation.

Mr. Bourque commented on a four year plan to replace chairs. Mrs. Rothhaus indicated that the Board asked the administration to replace computer task chairs in a rotation plan. She noted we have been replacing six chairs per year.

Mr. Bourque observed that FY16 is the fourth year of the plan. Mr. Markiewicz indicated that item will be removed from the FY17 CHS budget.

Mr. Bourque asked about damaged textbooks. Mrs. Rothhaus indicated that books do get damaged and students are required to pay for the books. She noted they will not graduate until their debts are paid.

Mr. Bourque asked about the maintenance and repairs for the Ropes course. Mrs. Rothhaus indicated there is an inspection and the equipment is rotated. Mr. York indicated he had a conversation with the Recreation Commission about the Ropes course. He noted that maintenance and inspection is very inexpensive based on what Coach Kiestlinger does and the upkeep by the Recreation Department.

Mr. Bourque inquired about physical education supply costs. Mrs. Rothhaus indicated much of the inventory is 16 years old.

Mr. Bourque commented that FACS equipment requested can be purchased less expensively elsewhere. He also commented on the cost budgeted for the types of saws for Tech Ed. Mr. Bourque asked for an explanation of the Science supplies.

Mrs. Rothhaus indicated what is budgeted is part of a 3-5 year plan to increase the hands on lab experiences. She commented that it is anticipated that five sections will increase labs. She noted last year there was an anonymous \$10,000 donation for science and labs have an impact on the essential questions in student learning. She commented the large increase is a result of the Project Lead the Way program.

Mr. Bourque commented on the tuition budgeted for Vocational Education. He was under the impression that we would not be sending students to Nashua next year.

Mrs. Rothhaus indicated we wanted to allow the students who want to finish in Nashua to complete their program.

Mr. Bourque commented that the Board made a decision that this would be the last year for students going to Nashua. He asked Mrs. Rothhaus to look at the Vocational Education cost.

Mr. York commented that last year's expenditures totaled \$31,000. He indicated it is now increased by \$12,000. He noted that more explanation is needed on those budget lines.

Mr. York asked about the increase in the Dues and Fees line from \$7,143 to \$14,143. Mrs. Rothhaus explained that Robotics was moved to that line. She commented that in the past it was broken out over several accounts and it was believed that it would be easier to account for in one line.

Athletics

Mr. Bourque asked about the trainer services impact testing software. Mr. Mills indicated that is concussion software that is read by a physician.

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Mr. Mills commented that Repairs/Maintenance reflects repairs/maintenance for scoreboards that are not working. Mr. Bourque commented that line was reduced by the Budget Committee over the last few years. He suggested using year end funds (if there are any remaining) if the line item is reduced.

Mr. Bourque asked about items budgeted under athletic supplies (i.e. socks, mouthguards). Mr. Mills indicated that we provide socks for different teams as they are required to wear a different color for away and home games.

Mrs. Rothhaus indicated that mouthguards are required to be provided for emergencies.

Mr. York asked what is reflecting the large increase from 2015 to 2017. Mr. Mills commented that many items were not purchased due to reductions. He indicated there is also the addition of wrestling as a sport this past year. Mr. Mills noted there is an increase in participation in football and every piece of football equipment has to be reconditioned annually.

Mr. Bourque asked about fundraising by the sports teams and where the money is spent. Mrs. Rothhaus indicated that the money is deposited into a student activity account for that sport and the funds are used for that sport.

Mr. O'Neill commented that his previous experience has been that these fundraisers are an important component. He noted sometimes the controls and procedures used need more scrutiny.

Mr. Markiewicz indicated these are student activity funds, which are under the direction and control of the building principal. He explained these funds are deposited under those specific accounts for those specific students. He commented that the Business Administrator does selectively audit those accounts and receives a monthly report from building principals.

Mr. Barka commented that the Board needs to see that report. Mr. Markiewicz indicated these are funds raised by students for student activities. He commented if there are any funds remaining in a club activity fund there are procedures for the principal to follow.

Mr. O'Neill commented that student activity accounts are different than finance accounts. He indicated the accounts run from year to year after they are set up.

Mr. Markiewicz indicated that the auditors audit student activity funds annually.

Mr. York asked about the cost of tuition budgeted under guidance. Mrs. Rothhaus indicated that an increase was requested for the students that are at risk to graduate. She noted that 75% of the funds are returned.

Mr. Bourque asked about the increase in printing under School Administration. Mrs. Rothhaus indicated that account is used to print the student agendas, handbooks and program of studies.

Mr. York believes the amount budgeted is high.

Mrs. Rothhaus addressed strategic budget requests. She noted the Board asked for a long term plan. She indicated that lockers are needed for the music department and she asked for input from the Board. She commented there are over 70 different instruments and the band cannot meet in the band room anymore.

Mr. York suggested placing the lockers on the warrant.

Mr. Bourque commented the CHS budget contains an increase of \$29,000 over last year, which is substantially less than the increase requested in the FY16 budget.

Mr. O'Neill was hopeful that the budget maintains current services.

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- Buildings & Grounds:

Mr. Markiewicz commented that the district is proposing an increase in property insurance. He noted that Litchfield went through a revaluation, which will have an impact on the district's insurance. He pointed out that there is a \$6,000 increase in the snow plowing budget that is directly affected by the salt and sand that we purchase from the town. He noted it has not been budgeted in the past.

- CHS

Mr. Markiewicz presented the FY17 CHS Buildings and Grounds requested budget to the Board. He highlighted increases/decreases in the budget. He noted there is an increase in the disposal cost that was inadvertently omitted from that line last year. He indicated that the district is waiting for a proposal to phase that on a three to five year process. Mr. Markiewicz noted there is an increase in supplies that was a result of a cost analysis to create consistency across the district, but that cost will be reduced substantially.

Mr. Bourque inquired about the furniture replacement line item. Mr. Markiewicz indicated that four cafeteria tables were replaced last year and more need to be replaced.

Mr. Bourque asked about the rubbish removal increase. Mr. Markiewicz indicated that cost was omitted last year and we are negotiating a better rate at this time. He noted that Waste Management has increased the cost by 12%.

Mr. Bourque asked about the increase for the wood chipper. Mr. Markiewicz indicated that in the past the budget reflected a one week cost and the chipper is needed for a longer period.

Mr. York asked if Mr. Markiewicz had a discussion about contracting out for lawn cutting. Mr. O'Neill indicated that a discussion did occur in which we considered costs and salaries/benefits.

Mr. Markiewicz commented that there was much discussion, which included conversation two years ago where we want to be more in line with maintenance and not contracting out as much.

Mr. York suggested if we free up maintenance of the fields in the district that person can be better utilized or the custodial staff can be increased by a part time position.

Mr. O'Neill indicated that a long discussion occurred this morning regarding how we currently utilize our resources in the district. He noted that several aspects were discussed: chain of command, what is going on in neighboring district, and levels of consideration. He commented that we do not have specific recommendations at this point, but we will take the task the Board assigned us seriously. Mr. O'Neill indicated that preventive maintenance was discussed, as well as resources and the position disbursed among all buildings. He noted if we let our preventive maintenance slide, our equipment will wear out quicker than it should.

Mr. York asked about the durability of the music lockers for CHS. Mr. Markiewicz indicated they are made to last years.

Mr. York asked if there are other schools that may be looking to dispose of these types of lockers. Mr. Markiewicz indicated these are very specialized locker and one size does not fit all. He noted they are not only to protect the district's investment in instruments, but in the student owned instruments as well.

Mr. Bourque commented that repairs and maintenance appears to be recurring costs. Mr. Markiewicz indicated much is recurring.

Mr. Bourque commented on the frequency of elevator inspections. Mr. O'Neill indicated that it is costly, but there are not many vendors that perform the service.

Mr. Bourque asked if the auto scrubber budgeted needs to be replaced. Mr. Markiewicz indicated it is in very bad condition and we reduced the original requested cost.

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○ DW

Mr. Markiewicz presented the FY17 DW Buildings and Grounds requested budget to the Board.

Mr. Bourque asked what the fuel line item cost is based upon. Mr. Markiewicz indicated that we looked at what our costs have been over the years.

• ECAB

Mr. Markiewicz presented a revision to the Buildings Access and Security policy. He explained that the hours of access for staff has been revised and key coordination was changed as well.

Mr. Bourque made a motion to approve the revisions to policy ECAB/R. Mr. Barka seconded. The motion carried 4-0-0.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. PUBLIC INPUT

A. Community Forum

VI. ADJOURN

Mr. Barka made a motion to adjourn at 7:31 p.m. Mr. York seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for October 7, 2015

(approved as written 10-21-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
John York, Board Member
Janine Lepore, Board Member
Nicole Quintana, Board Member (*excused*)
Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum & Instruction
Mrs. Hilda Lawrence, Director of Food Services
Mr. Scott Thompson, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mrs. Laura Rothhaus, Principal, CHS
Mrs. Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

October 1, 2015 Enrollment Report was added to Reports.

D. Summary of Non-Public Actions from: September 30, 2015: No non-public session was held.

E. Presentations & Recognitions

• Spanish Trip

Anna Helbling and Jen Watson, Spanish teachers, and Courtney Mullins, EF Tours representative, presented a trip to Spain for students who are enrolled in Spanish courses in Grades 8-11 for the purpose of cultural experience and expansion of world language competencies. The 8-day international trip would take place after the school year ends in June 2016, with a cost of \$3,275 per person. Ms. Helbling explained that they would like permission to present the trip to their students and advertise at LMS and CHS. She commented if the trip is approved they would schedule meetings with parents and students. She indicated the emersion opportunities are endless.

Ms. Mullins explained that chaperones would include the two teachers, staff and parents. She noted a bilingual chaperon is provided. She indicated there are guidelines for emergencies and insurance, and there is access to local medical and emergency services. She commented that alternatively a trip could be proposed for February 2017 with a lower cost and more time to plan the trip. Ms. Mullins indicated the trip is available for Spanish students in grades 8-11, and if the number for students that participate is low, students outside Spanish classes that are interested are welcome to go on the trip. She noted there are several districts that run this trip.

Mrs. Lepore asked about security during the trip. Ms. Mullins indicated that EF Tours has heightened safety measures, a local presence where they travel, and they negotiate safety and security with hotels. She commented tour directors have daily communication with local offices and first aid certification.

Mr. Barka asked if it is possible a tour can be combined with another district. Ms. Mullins commented that if the tour bus is not full we would look for another group to tour with, which could be another US high school.

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Mr. Bourque was concerned about the June date. Ms. Helbling indicated that the date will account for snow days. Ms. Mullins commented that no arrangement have been made at this point. She suggested that dates can be determined so that there are no conflicts with final exams or snow days.

Mr. York made a motion to approve the Spain trip. Mr. Barka seconded. The motion carried 4-0-0.

- Hawaii Trip – CHS Music Department

Phil Martin presented a proposal for a trip to Hawaii for the CHS music program. He explained the music department has a four year cycle for trips. He indicated that the CHS music department was contacted last spring by company that arranges major music events and is setting up memorial services for the 75th anniversary of the bombing of Pearl Harbor. Mr. Martin commented that CHS was invited to apply. He noted that CHS applied after speaking with students and parents to see if there was interest. He commented that there are 39 students and 11 parent chaperones signed up to date. He indicated that our students would be part of a mass band and chorus of US and Japanese students performing for veterans. Mr. Martin explained that the trip would also consist of educational components as well as musical.

Mr. Barka observed that the students will miss one week of school and asked how that will impact their instruction.

Mr. Martin indicated that the students will talk to their teachers about the work they will miss and make arrangements to make up that work. He noted that there is a process and students are responsible for the work they miss.

Mr. Barka made a motion to approve the Hawaii trip. Mrs. Lepore seconded. The motion carried 4-0-0.

Mrs. Rothhaus introduced the newly elected student representatives, Kylie Elliot and Gabriel Desjardins. Ms. Elliot and Mr. Desjardins provided information on their background for the Board. Both students wish to bring the student body's voice to the Board.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session September 30, 2015

Mr. York made a motion to approve the public minutes of September 30, 2015 as written. Mr. Bourque seconded. The motion carried 3-0-1, with Mrs. Lepore abstaining.

H. Community Forum

There was no public input.

II. REPORTS

A. School Board Comments

There were no Board member comments.

B. Curriculum Report

Dr. Heon provided the Curriculum report for October 2015 to the Board.

- K-12 PE Curriculum

Dr. Heon provided a final draft of the K-12 Physical Education curriculum to the Board. She commented this is the first example of the fully formatted curriculum framework. She explained that it contains instructional practices that will support how students will learn the frameworks, information regarding competencies and indicators under each grade span. Dr. Heon indicated that students in high school will be expected to meet competencies through physical education courses. She commented throughout the framework is a progression of indicators through the grades and the high school portions lists the courses. Goals are listed in the framework. Dr. Heon commented that a draft was

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presented to the Board last spring and the work has commenced for a year. She noted it has been updated with the latest research regarding what is good for children for fitness.

Mrs. Lepore asked if dance movement is included in the curriculum. Dr. Heon noted those courses are listed under music.

Mr. York commented that dance is included in physical education at LMS and should be part of the physical education curriculum for the high school.

Dr. Heon indicated the group felt it would not be appropriate under physical education. She explained that dance is an activity and a variety of activities are used to meet competencies. She commented that we do not list the activities because we would be asking you to constantly change the framework. Dr. Heon indicated expected results are outline in the unit design; Stage 2 is where assessments are designed; Stage 3 is pre-assessment, instruction and activities. She noted the unit design is the method that supports the curriculum framework.

Mr. York asked the principals if they reviewed the framework and if they were comfortable with the content.

Mr. Thompson, Mr. Lecklider and Mrs. Rothhaus all indicated they were comfortable with the draft framework.

Mr. Barka asked if there are other unit designs that have been drafted. Dr. Heon indicated teachers are working on them.

Mr. Barka suggested sharing unit designs to help the Board understand the relationship with the frameworks.

Mr. Thompson indicated that the clarity was valuable. He commented the competencies are the same and expectations change at every grade level.

Mr. York felt that the Board should not vote on this until they have had a chance to review it.

Mr. Bourque suggested revisiting the document at the next meeting.

- Revised Teacher Evaluations Rubric

Dr. Heon provided the revised teacher evaluation rubric to the Board. She indicated that Mr. O'Neill hoped to bring the revised document to the Board by October 15; however, the work of the committee than reconvened this fall required more time. She commented the committee met yesterday afternoon and agreed that one of the two options be brought to the Board to expedite approval so that administrators are able to completed observations and evaluations for this year. Dr. Heon explained they were asked to put evaluations on hold because we did not have a rubric with four points as required by the State and US DOE. She noted the committee took the rubric approved by the Board in 2010 and added a fourth point (distinguished). She commented it was a descriptor in the document, but was not labeled.

Mr. York commented that the language of the distinguished category has not changed much from the proficient wording. He believes it is not ready for the Board's approval.

Mrs. Lepore asked if the item can be tabled so that the Board can hear Mr. O'Neill's insight.

Mr. Bourque mentioned that the Superintendent asked that this be presented to the Board tonight so that the administration can go forward with evaluations. He noted the committee is at a stalemate and observations/evaluations have been delayed.

Mr. York commented whatever the issue is the administration has the prerogative to fix the problem and institute the new rubric. He indicated the administration should bring a rubric to the Board that is fair and equitable to approve.

Mr. Bourque commented that approving this tonight would get the process moving forward and in compliance with the State. He noted the recommendation is from the Superintendent.

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Mr. York believes the Board should not vote to accept the rubric tonight, but should instead give direction for the next meeting. He commented the administration should bring a fair and equitable rubric back to the Board.

Dr. Heon commented that the wording in the rubric was approved by the Board in 2010.

Mr. York commented that column 3 was moved to column 4 and some of the words were changed. He asked the principals for their input regarding the revised rubric.

Mrs. Rothhaus commented many of the comments by Mr. York are comments that were made by the committee. She noted this is the form she has been using since coming to CHS.

Mr. Thompson commented that it is all about the language. He noted that the committee has been working on an update of the Danielson rubric. He indicated that this language is familiar and the new language is similar, but with better delineation. Mr. Thompson commented people have been working in earnest to improve it. He indicated the problem the committee was trying to resolve is by our own standard we are supposed to have observations completed by October 14. It became apparent we would not be able to present the finished rubric, so we decided that this rubric would allow us to continue the observations and keep working to come up with a better model in the spring.

Mr. Lecklider commented there is another layer we are working on called 'critical attributes', which really illustrates what it looks like in the classroom. He noted we are trying to make those fit.

Mr. York commented the language for proficient illustrates an educator that is diverse and good at their job. He indicated that it would be difficult to make the leap to the distinguished category. He suggested finding a way to soften the proficient category description.

Dr. Heon commented that the description for distinguished may appear to have subtleties, but they are very significant. She explained the quality of what a teacher is able to do is how distinguished status is determined.

Mr. Bourque commented that we do not want to make it easier for teachers to attain proficient status.

Dr. Heon commented if we were faced with a reduction in force with a 3 point rubric we could be facing difficulties. She noted we are not talking about naming or stamping someone with proficient or distinguished. She indicated each person will be different in the particular criteria.

Mr. Thompson commented the first three categories are verbatim as they were approved in 2010; the fourth category wording is verbatim standards.

Mr. Bourque commented it is what the administration needs to move forward at this time.

Mr. Bourque made a motion to approve the revised teacher evaluation rubric with the understanding that there is a new rubric in place by March 2016. Mr. Barka seconded. The motion carried 2-0-1, with Mr. York opposing.

C. Principals' Reports

- GMS

Mr. Thompson reported that he visited first and second grade classrooms and observed the practice test consisting of clicking and dragging items on the computer [which is similar to Smarter Balance Assessment testing]. He indicated this is good preparation for students and teachers. He thanked the Board for the opportunities for the schools to have professional development and noted that there were six or seven activities transpiring for a variety of teachers.

Mr. York asked if some of the co-curricular budget is being reallocated to support strategic needs at GMS.

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Mr. Thompson indicated that he sent information to the Superintendent and School Board regarding Destination Imagination and the Lego League. He commented they are usually supported by the PTO and he hopes to include them in the budget.

Mr. York expressed his support for those programs. He commented those co-curricular activities need to represent the student body and not be unfunded or under-funded.

- LMS

Mr. Lecklider reported that he prepared information regarding Destination Imagination, Lego League and Math Counts. He feels that Math Counts can be included in the math program.

Mr. Lecklider reported that LMS is in the middle of NWEA testing and it is going well. He noted the NWEA does mirror the Smarter Balance testing. He thanked the Board for the professional development opportunities, noting that teachers worked on Study Sync, English Language Arts, and Infinite Campus.

Mr. York asked if full days are needed based on what is done for professional development.

Mr. Lecklider indicated the tasks we were working on do not require a full day. He noted that the full day is more useful for unit design work.

- CHS

Mrs. Rothhaus reported that Officer Corl and Shannon Szepan held a forum for the students today at CHS. She commented the students were well behaved. She also reported that English teachers gave writing prompts to students in grades 9 and 10. She indicated that we would like to improve writing across the curriculum. She noted next Wednesday students will be taking PSAT's during the day.

Mr. York asked for an update on the International School initiative.

Mrs. Rothhaus commented she will be meeting with Mr. O'Neill on October 15. She reported that she spoke with Phil Bradley and we are at a place where CHS would receive \$13,277.50 per student and a host family would receive \$200 week. She indicated the next step is to enter into recruitment for 2016-2017 and students would attend for one year either as juniors or seniors. Mrs. Rothhaus mentioned that the heroin seminar is scheduled this month and the community is invited to raise awareness.

D. Committee Reports

- Budget Committee

Mr. Bourque reported the Budget Committee met on October 1 and will be meeting every week going forward. He indicated the new Town Administrator was in attendance and Mr. Byron outline the budget process for the town. He commented Mr. Byron asked about having department heads at the Budget Committee meetings. Mr. Bourque noted the Budget Committee will have the town budgets earlier and have the opportunity to review them first and send questions ahead of time. He commented that the Board budgets are trending about one week behind schedule. He suggested approving budgets that will be recommended by the Superintendent and sending them to the Budget Committee to meet their timeline.

Mr. Markiewicz indicated that we can begin at the next meeting with the operational budgets the Superintendent recommends and send those forward to the Budget Committee. He noted that we are still working on Salaries and Benefits.

E. October 1, 2015 Enrollment Report

Mr. Bourque commented that the October 1 enrollment report has been provided for the Board. He noted that there are 425 students enrolled at GMS; 458 at LMS and 509 at CHS.

III. OLD OR UNFINISHED BUSINESS

There was no old or unfinished business.

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Mr. Barka left the meeting at 8:15 p.m.

IV. NEW BUSINESS

A. FY17 Budget Presentations:

- FY17 Food Service

Mrs. Lawrence presented the FY17 Food Services requested budget to the Board. She reported that lunch counts have increased and even with 25 less students this September they are serving 30 more lunches per day.

Mr. Markiewicz indicated that Mrs. Lawrence has been able to lower food costs by participating in a food buying coop with other districts.

Mrs. Lawrence reported that she met with the NH Buying Group and there are 43 district involved.

Mr. York asked about food waste. Mrs. Lawrence indicated because we allow students to have salad as a vegetable offering and provide more fruit choices we are seeing less waste.

Mr. Bourque suggested offering carrot sticks and cucumber with ranch dressing at GMS.

Mrs. Lawrence indicated that the budget for workshops has increased because there is mandated professional development for food service staff. She commented she would like to see the staff meet certification standards.

Mr. Markiewicz indicated developing the lead positions in the schools has provided Mrs. Lawrence with more input and given the lead positions more authority to manage their staff.

Mrs. Lawrence indicated that there are equipment replacement requests included in the budget.

Mr. Markiewicz commented that he asked Mrs. Lawrence to develop an equipment replacement cycle.

- FY17 SAU

Board members reviewed the FY17 SAU requested budget.

- FY17 School Board

Board members reviewed the FY17 School Board requested budget. Mr. York commented that funds for the Superintendent search need to be included.

- FY17 Business/Finance

Mr. Markiewicz presented the FY17 Business/Finance requested budget to the Board. He indicated that some expenses have been reclassified and reallocated.

Mr. Bourque asked about movie licensing and if it allows the district to show movies without applying for licenses.

Mr. Markiewicz indicated it allows the schools to show major movies without applying for licenses. He noted it is specific to the schools.

Mr. Bourque asked why contractor services has increased. Mr. Markiewicz indicated that the actuarial costs are included this year. He noted the actuarial report is needed for retiree reporting.

B. Business Administrator's Report Sep 2015

Mr. Markiewicz provided the September finance report to the Board. He commented that he has tried to streamline the amount of data in financial reports provided for the Board. He reviewed the report with the Board and indicated that there is a breakout of Salaries and Benefits, operational costs, and a first quarter report. He noted the salary information reflects the percentage of change from the previous year with a 6% change in paraprofessional expenses. Mr. Markiewicz indicated that he looked at a four year average trend of how salaries and benefits have been increasing, which reflects that long term substitutes and paraprofessionals/monitors salaries have increased

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over 10%. He reported that he looked at a four year trend for benefits, which reflects that teacher benefits are the largest expense. Mr. Markiewicz noted he looked at trends over the past five years for salaries and benefits as well. He reported that budget transfers were included in the report.

Mr. Markiewicz provided a recommendation from Mrs. Messenger, Director of Human Resources. He explained that the Board approved a 3% salary increase for food service lead positions and 3% for other food service staff for 2015, but the salary schedules were not updated to reflect the changes. Although the food service staff are being paid their correct salary rates, the schedules were not updated. Mr. Markiewicz indicated that Mrs. Messenger is recommending the Board approve the updated salary schedule.

Mr. Bourque made a motion to accept the updated salary schedule for Food Services. Mrs. Lepore seconded. The motion carried 3-0-0.

Mr. Markiewicz asked the Board to approve the budget transfers included in the business report.

Mr. Bourque made a motion to approve the budget transfers from July 2015-October 6, 2015. Mrs. Lepore seconded. The motion carried 3-0-0.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

IX. ADJOURN

Mrs. Lepore made a motion to adjourn at 9:13 p.m. Mr. Bourque seconded. The motion carried 3-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for October 21, 2015

(Approved as written 11-4-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
John York, Board Member
Janine Lepore, Board Member
Nicole Quintana, Board Member
James L. O'Neill, Superintendent
Devin Bandurski, Director of Special Services
Hollie Messenger, Director of Human Resources
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:37 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Mr. O'Neill mentioned that the Physical Education curriculum framework will be postponed to next meeting.

D. Summary of Non-Public Actions from: October 7, 2015: No non-public session was held.

F. Presentations & Recognitions

- Science Equipment Donation to CHS

Mr. O'Neill announced that some used science equipment was donated by UNH to CHS. He noted the high school can use the equipment and recommended the Board accept the donation.

Mr. Bourque made a motion to accept the donation of science equipment from UNH for CHS. Mrs. Lepore seconded. The motion carried 5-0-0.

G. Correspondence

Mr. Barka reported that correspondence was received from a parent that was upset that the high school administration did not reply to her email. Correspondence was also received from a parent who was concerned about staff absenteeism in the district.

Mr. York commented that the parent asked to remain anonymous, but believes the letter should be read. He indicated it is very general and does not violate non-public requirements.

Mr. Barka read the letter, which expressed concerns regarding teachers abusing the system.

Mr. York commented there is no vacation policy in the teachers' contract. He indicated the use of sick days and personal days is clearly written. He requested the administration discuss with the Board in non-public session how a teacher was able to use personal time that is not geared to be used as vacation time and receive approval from the building administrator. Mr. York believes that should not have occurred.

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Mr. O'Neill commented we need to do an evaluation of absenteeism regarding teachers in the district. He indicated we need to analyze the degree to which absenteeism corresponds with professional development that that which is not beneficial. He noted that we need to research allegations and look into the specific example. Mr. O'Neill commented that he will report back to the Board in two weeks.

Mr. York suggested that Mr. Bourque respond to the parent that sent the email to inform him/her of actions that will be taken.

H. Approval of Draft Minutes:

- Public Session October 7, 2015

Mr. York made a motion to approve the public minutes of October 7, 2015 as written. Mr. Bourque seconded. The motion carried 4-0-1, with Mrs. Quintana abstaining.

I. Community Forum

There was no public input.

J. Superintendent's Comments

- Revised Teacher Evaluation Rubric

Mr. O'Neill reported School Board Goals will be presented to the Board at the meeting. He indicated we are at our third iteration and have adopted a different format.

Mr. O'Neill provided an SIS update and reported that some Board members participated in the beta test and provided feedback, which is appreciated. The test went smoothly and will be finalized. Letters will be sent to parents at the end of the week regarding activation numbers. If there are no issues, the parent portal (demographics) will be open early next week. Mr. O'Neill thanked Ms. Stern for her work on the student information system. In a meeting with principals, discussion focused on migrating report cards into Infinite Campus, as well as migrating grades and other information for transcripts. A Blackboard alert was sent to parents with the information regarding the SIS. There was a request to have hard copy progress reports sent to parents until SIS grading is running.

Mr. O'Neill commented on the recently approved teacher evaluation rubrics. He explained the request was prompted because the administrators were concerned about not having a document they could use for the whole year. He indicated that teacher renewal contracts come out April 15 and evaluations have to be completed by April 1. He noted that good progress has been made with review of the wording of the document. He indicated there are 22 different areas Danielson provides and several were addressed. Mr. O'Neill acknowledged a concern that the difference between Proficient and Distinguished is difficult to determine. He commented that we have to work at it. He indicated the committee has been made aware that the Board extended the timeframe to March 1. He expects to bring a final document to the Board in or before March 1.

Mr. O'Neill indicated that Mr. Lecklider is in charge of the committee for SLO's and will be working in parallel with the Evaluation Committee. He explained Mr. Lecklider will be more of an administration representative. He noted he would like to see teacher leadership on that committee, which will include representation from each school building. Mr. O'Neill commented he was unsure if the Board has had a discussion regarding SLO's and how that impacts the learning process. He indicated 20% of the teacher evaluation must be tied to SLO's and those committees ultimately have to combine their work. He noted as the SLO committee moves forward we will have combined committee meetings and combine those documents, as well as develop a timeline for adoption of SLO's and a determination of what will be attributed to a group. Mr. O'Neill indicated that we are mandated to use SLO's next year and beta testing on that work will be done between March 15 and June 15. He acknowledged we are working hard and making progress. He commented that our teachers feel engaged in the process and will be full partners with us as we develop the SLO's.

Mrs. Quintana mentioned that she has had 60 hours of training on SLO's and offered to share that information with the committee.

Mr. O'Neill extended to Mrs. Quintana an invitation of membership on the committee. He commented when a committee includes a Board member the Board is better informed. He indicated the committee meets every other

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week and that he will inform Mr. Lecklider. He noted we will make it our job to report to the School Board monthly as we move forward.

Mr. York commented he had conversations with parents at soccer games regarding the student information system. He indicated the email stirred some passion from the parents. He noted he explained the timing and the reason behind why Edline was discontinued, as well as where we are in this process. He commented that he informed them they would be pleased with the results as we move into the beginning of next year as the timing may not have been perfect, but we are better off than we would have been waiting until next September to implement the system.

Mr. O'Neill indicated that he is aware that parents want as much information as they can get about their children. He commented that in the letter it was stated we are very concerned about confidentiality and getting the information out as quickly as we can. He noted the feedback we received contained some suggestions that we used where we were able.

II. REPORTS

A. School Board Comments

Mr. Barka commented that it seemed Board members were pleased with the 5:30 pm meeting start as we were able to end earlier. He asked if Board members would prefer to start the meetings earlier going forward.

Mrs. Lepore indicated it is very difficult for her to arrive earlier than 6:00 pm.

Mr. Bourque commented that Mrs. Quintana may have difficulty arriving earlier. He felt the meeting should not be started until all members arrive.

Mr. York indicated the meeting can start at 6:00 pm if some members are late and housekeeping agenda items can be addressed.

School Board consensus: move the meeting start time to 6:00 pm.

B. IT Report

Mr. O'Neill reported that Mr. Pelletier wanted the Board to know he received the storage appliance and it is being installed at GMS. At this time Mr. Pelletier does not believe additional storage is needed. He indicated that it was discovered that some of the wiring in the modular classrooms is not weather proof wiring resulting in some issues. He noted the wiring has to be replaced in the future.

Mr. York requested that the Board begin receiving updates regarding the 1:1 computing and plans for the next phase by the beginning of the year.

Mr. O'Neill indicated there is a meeting next week to discuss that. He commented that he is aware there could be budgetary implications next year in the Superintendent's budget subject to how we choose to proceed (e.g. keep current participants in the sophomore year; will all freshmen be required to purchase devices). He noted we need to give the Board our thoughts at the next meeting.

Mr. York believes all freshmen should be required to participate in 1:1 computing. He indicated that the question becomes should it be presented to the voters in a warrant article. Mr. Bourque commented we would only be asking voters for approval to purchase the devices.

Mr. York asked if the voters would be saying no to the program at that point. Mr. Bourque indicated we can get clarification on the no means no law.

Mr. O'Neill commented that placing the purchase of devices on the warrant would be beneficial if it does not put the program in jeopardy. He indicated we will ask for current legal opinion on the no means no law.

C. Enrollment Report

- October 1 Enrollment
- October Enrollment Projections – NHSBA

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Mr. O'Neill reported that the district received the NHSBA enrollment projections. He commented the historical data through 1995-1996 is correct and reflects declining enrollment. He was concerned that Kindergarten projections are low and grade one numbers are almost double those. He indicated the projected increase for grade one in future years seems underestimated. Mr. O'Neill noted he would like to have a clearer picture of this as he believes the decline will not be as large as projected by 2021. He commented looking at the decline in enrollments we will have to make difficult decisions about teacher reduction and if the numbers are correct over the next five years, we will have to look at our internal resources. He believes the projections have to be vetted by an additional source.

Mr. York asked how the projections would be impacted if the Board starts discussion regarding full time Kindergarten.

Mr. O'Neill commented if we have more children enrolling into Kindergarten and the quality of our programs is seen, we would have higher numbers in grade one. He believes if they enroll for full day Kindergarten they will stay in Litchfield.

D. Committee Reports

• **Budget Committee**

Mr. Bourque reported the Budget Committee met on October 15, 2015 and continued their review of the Town budget. He indicated there were questions regarding the behavior specialist position, for which Mr. Bourque explained a psychologist was hired and we now have a psychologist in each building. He noted the Budget Committee asked about E-Rate monies and he explained it is a government program where money is held to use for technology purchases not in the budget.

Mr. O'Neill indicated that we have been advised to expend the E-Rate funds we have over the next 12 months to enhance technology. He noted it is not tied to tax information in the community.

III. OLD OR UNFINISHED BUSINESS

A. FY17 Budget Presentations:

• **Special Services**

Mrs. Bandurski presented the FY17 Special Services requested budget to the Board. She highlighted increases/decreases to the budget. She reported:

- There is a continued need to not only train our staff, but also support the cost for staff to obtain additional certifications in the areas of LD and EH.
- There are two staffing requests: a half day preschool teacher at GMS as we have four preschool sessions running with several identified students; a full day special education teacher at CHS for transitioning students and to decrease the case load of case managers.

Mr. York commented that the district has to support special education students until they are 21.

Mrs. Bandurski indicated that it is projected they will graduate high school.

Mr. Bourque asked if special education teachers are different than regular education teachers in terms of the warrant article regarding new positions. Mr. York indicated they are IEP and needs driven.

Mr. Bourque asked if there is some documentation that can be provided to the Budget Committee to justify the request for these positions. Mrs. Bandurski indicated she can provide trend information.

Mr. O'Neill commented that in his former district we would try to develop our own "home grown" programs and allowed the students to stay in the communities in which they were raised. He noted the students we have with exceptionalities are going to spend much time in the community where the high school is located. He indicated from a fiscal perspective and in terms of Catastrophic Aid, we may be better to have our own home grown programs so we can keep the students in-district.

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- There is a need to provide special education and related services to meet student need and insure IEP compliance:
- - Teacher of visually impaired
 - Teacher of the deaf
 - Music therapist
 - Braille instruction
 - Behavior services
 - Physical therapy
 - Various extended school year programming options
 - Counseling
 - Occupational therapy and speech therapy for out of district placements
 - Orientation and mobility
 - Adaptive technology and augmentative assistive technology evaluations.
- Tutoring increase driven by the need for services at charter schools
- Legal services increase
- Handicapped tuition for actual student placements budgeted at a 3% increase
- Potential placement \$150,000

Mr. Bourque commented that based on Budget Committee conversations and the under spend last year, they will be looking for that kind of budget.

Mrs. Bandurski commented she understands their concern, but she is looking at actual students with actual needs and we need to budget in the event they are here for additional years.

Mr. Barka asked if we can analyze last year's budget to determine why it was under spent.

Mr. York indicated it has been under spent over a longer period of time. He commented that a warrant article needs to be created to increase the reserve fund to \$250,000 over time to alleviate budgeting concerns with out of district placements.

Mr. Bourque advised Mrs. Bandurski to bring information to the Budget Committee budget presentations regarding the past under spend.

Mr. Barka asked about money budgeted in the GMS Buildings Services budget to renovate the behavior room due to damages by students. He asked if we have students damaging the facility should we look at out of district placement or reimbursement for the damages.

Mrs. Bandurski indicated she will have a discussion with Mr. Thompson about the budget item. She speculated it may be to make the room safer. She noted that we have meetings and strategies when there is any situation where student behavior escalates.

Mr. York suggested reducing the legal fees by \$3,000.

Mr. Bourque asked about additional furniture that was included in the budget. Mrs. Bandurski indicated it is due to the anticipation of a new preschool teacher.

Mr. Bourque asked about the increase in workshops. Mrs. Bandurski indicated the increase is driven by the new psychologist.

- Transportation: only budgeted what is actually paid for – the increase between the actual expenditures and the recommended budget are the two actual students from this year. Everything in that account is allocated.

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- Salaries & Benefits

Mrs. Messenger presented the FY17 Salaries and Benefits requested budget to the Board. She highlighted major increases/decreases to the budget:

- Overall increase of \$563,872; breakdown:
 - Salaries \$259,963
 - Benefits: Health \$266,220 (estimated at 10% increase); Dental \$7,380
 - No change in NHRS rate contributions, but is driven by salaries
 - LEA Salaries: movement based on 2016-17 salary schedule including longevity
 - Non-LEA Salaries: step increase (3%)
 - Non-affiliated personnel not on step schedules budgeted for 3% increase
 - Longevity awarded to those at top step if eligible
 - Substitute salaries contains no increase
 - Long term substitutes rate will increase next year
 - 6th period classes budget at \$41,276 (current cost for FY16)
 - Teacher and paraprofessional grade changes based on employee salary schedule
 - Severance payouts budgeted at \$98,173 contractually under LEA – could increase by November 1
 - LEA Prescription reimbursement remains the same at \$5,000
 - Summer check benefit rate adjustment budgeted at \$28,000, which is the estimate of the difference between the benefit GMR rates for 2017 and 2018 summer pays
 - Vacation buybacks per administrator contracts budgeted at \$8,000
 - Reduction of \$82,500 for one teaching position.

Mr. O’Neill commented that the reduction of a teaching position will be reflected in the Superintendent’s budget. He noted the reduction was based on a decrease in student numbers in elementary school and the analysis of student/teacher ratios.

Mr. York suggested Board members review the budget and submit questions. He asked about where this budget looks in comparison to last year.

Mr. O’Neill indicated the recommended budget from the Superintendent is in the 3.7% net increase range. He commented we are looking at last minute numbers and special education issues that will impact the budget. He noted that the Board will have the Superintendent’s recommendations at the next meeting with a document delineating all the changes, the recommended final budget and inclusion of any considerations from the Superintendent. Mr. O’Neill indicated the goal of the Superintendent’s budget is to maintain the current level of services and add services where feasible, but to recognize that given the environment we are in a budget with an increase above 3.7% is not reasonable.

Mr. York asked for Mr. O’Neill’s view of the 1:1 Computing program. Mr. O’Neill indicated we need to define what the educational plan will look like for next year. He noted there are many things to consider: equipping all freshmen with a device; pulling devices from participating freshmen who will become sophomores next year; training; capacity; bandwidth; requiring every student and teacher participating this year to participate next year. He commented he will provide a recommendation at the next meeting.

Mr. O’Neill thanked Mrs. Bandurski and Mrs. Messenger for their work on the budgets.

B. K-12 PE Curriculum

The K-12 Physical Education curriculum framework will be postponed until the November 4 meeting.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. PUBLIC INPUT

A. Community Forum

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VI. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. York, the Board entered into non-public session at 8:13 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York, the Board returned to public session at 8:19 p.m. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

Board members discussed the budget process and delivering the budget to the Budget Committee. Mr. York commented the Board does not have to vote to move the budget forward. He suggested telling the Budget Committee Chair the Board is providing the budget in its present form.

Mr. Bourque suggested providing some of the budgets the Board is satisfied with to the Budget Committee now.

Mr. O'Neill commented we can provide a list of those budgets next week. He indicated he cannot support many of the requests for personnel.

Mr. Bourque requested adding Destination Imagination to the GMS budget. Mr. York suggested adding FIRST Lego Robotics to the LMS budget.

Mr. York made a motion to authorize the Board Chair to pass on to the Budget Committee budgets that have been reviewed and supported by the Board. Mrs. Quintana seconded. The motion carried 5-0-0.

VIII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. York, the Board entered into non-public session at 8:30 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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York, the Board returned to public session at 8:59 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

X. ADJOURN

Mr. York made a motion to adjourn at 9:00 p.m. Mr. Barka seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

Mary Prindle

October 21, 2015

Attachment to the October 21, 2015 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the October 21, 2015 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

From: sysadmin
Sent: Wednesday, October 21, 2015 5:45 PM
To: SchoolBoard
Subject: Litchfield School District: lack of info

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:

Name: Lise Boucher
Subject: lack of info

Message:

Dear school board members,

About 2.5 weeks ago I made an attempt to contact the school psychologist at CHS. However, I was unable to find the information on the CHS website. I thought I could send an email to the administrative assistant but I couldn't do that either. The website listed their names but there was no link to send them a message. So, I decided to send the principal an email requesting the information. I never heard back from her. I realize that I can call the office to get the information and that will be my next step but with my schedule sending an email when I have a free moment is significantly easier than finding the time to make a phone call. While the situation that I need to discuss with the psychologist is not urgent it is something that I would like addressed sooner rather than later. I am very disappointed that this information is not readily available and that the principal made no attempt to contact me.

Thank you, Lise Boucher

Last page visited

Page Title: All School Board Members
Page URL: <http://www.litchfieldsd.org/27-email-entire-school-board>

Sent: Wednesday, October 21, 2015 2:50 PM

To: Janine Lepore; John York; Derek Barka; Nicole Quintana; Brian Bourque

Subject: Absenteeism

Dear School Board Members-

I am writing to you to bring up concerns over our staff absentee rate. It is a **fact** Litchfield School District has one of the highest absentee rate in southern NH. I can tell you that a not week goes by when one of my children does not have a substitute for a class. I know there are people in town who have made a career out of being a substitute teacher and work every single day. My older children told me over the past years they don't even have enough substitutes to cover the absences in any given week, especially near holidays and towards the end of the year.

No one would ever deny any teacher a sick day or a day for a family member's illness, but the system is being abused by many of our teachers. Check the records. I understand teachers have a very generous sick policy and some teachers (not all) use every single day. If you combine sick days with personal days a teacher could potentially be out 10% of the school year and add in professional days and field trips some teachers could be out over 20 days! That is just wrong! My husband and I have five sick days and 3 personal days along with three/four weeks of vacation time. I think that is close to the norm in the business world. We have four children and we make it work! Last year my son had a [REMOVED] teacher who was out every Monday or Friday. Nothing was ever done or said to the parents, including me. I am sure he used up all of his time before he retired, but he truly did a disservice to his students by being absent so much. What happened to keeping the kids first?

This being said, it is unclear why a [REMOVED] grade teacher took four days off to go to Florida during the first six weeks of school. How is it be possible for a teacher who works approximately 180 days cannot take a vacation during the other 180 days? She had 14 plus weeks of vacation time to go away while most of us have 4 weeks if we are lucky! I don't understand how this can be allowed.

I implore each and every one of you to follow up and see for yourselves.

*A Concerned Parent
name withheld*

I'm unable to attend the upcoming board meeting, where I would have spoken to this during community input. Please read this during the correspondence section and ensure that is included with the minutes.

I understand there was a recent incident with two student athletes who were identified as attending a party where alcohol was present and where underage drinking may have been taking place. I understand the board cannot talk about individual students and discipline, but if I understand correctly, there may have been a policy violation by the superintendent. The board can (and in this case needs to) understand and address why the policy wasn't followed.

Policy JJ (and associated procedures) deals with the expectation of student athletes, was adopted after much work (from a committee) and appears to have been ignored.

The relevant conduct portions are here:

For the purposes of this policy:

- These expectations shall be in effect 365 days per year.
- Once a student has begun his/her first co-curricular activity for the school year, he/she is subject to the provisions of this policy.
- If a student is determined to be in the presence of underage alcoholic consumption or illegal drugs, the student shall be deemed, under this policy, to be in possession of the alcohol or illegal drugs.
- Violations that occur on or off school grounds are subject to this policy.

V. Conduct Review The CHS Disciplinary Board/LMS Administration is shall be responsible for determining the penalty and consequences for violations of this policy depending on the circumstances and seriousness of the violation, as well as the repetitive nature of a student's misbehavior. The consequences listed in the procedures following this policy for the violations are minimum and may be increased by the CHS Disciplinary Board/LMS Administration to a full range of consequences depending on the circumstances of the violation, including but not limited to permanent suspension from participation in co-curricular activities, suspension from school, expulsion from school, and referral to the police for criminal prosecution. Consequences may continue into the next school year if appropriate. In addition, student athletes may be subject to sanctions by the NHIAA that are outside the scope of this policy.

The CHS Disciplinary Board shall consists of:

- Student's present advisor/coach
- Assistant Principal
- Either the Athletic Director or Director of Guidance.

The decision of the disciplinary board is final, but may be appealed through a series of appeals, of which the superintendent is #3, but only if the discipline is increased beyond what the policy sets as the minimum.

As I understand it, the superintendent became involved before the disciplinary board could meet and cleared the student athletes to continue to play. This appears to be a violation of the policy as the superintendent has NO ROLE under the policy.

Since there was no investigation or decision from the CHS Disciplinary Board, I fail to see how the superintendent could seize power granted by approved Board policy to the Disciplinary Board and allow the athletes to play. Perhaps only if the board granted him that authority, but I can't see where that happened.

I can't believe this action is sitting well in the greater Campbell community and when word gets out, it would reflect poorly on the district as it looks like someone bowed to parental pressure instead of following policy.

Thank You,
Dennis Miller

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052**

**Approved Minutes for November 4, 2015
(approved as written 11-181-15)**

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair (*excused*)
John York, Board Member
Janine Lepore, Board Member
Nicole Quintana, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum and Instruction
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from: October 21, 2015: There were no actions.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Mr. Bourque announced correspondence was received from Jason Guerrette regarding the Londonderry School Lunch program; Dennis Miller regarding the recent student athletes issue at CHS; Elizabeth MacDonald regarding the new 1:1 Computing pilot at CHS.

Mr. O'Neill responded to Mr. Miller's letter that purports the Superintendent interfered with the investigative and disciplinary process. Mr. O'Neill stated he did not interfere with the process as the disciplinary board did take action. He indicated he spoke with legal counsel and received legal opinion that he may review the matter and has the authority to stay the course of punishment assigned by the principal pending completion of the review process. He read legal counsel's comments:

Legal counsel advised: "Policy CB, which states "the Superintendent shall be the Chief Executive Officer of the school system and shall have, under direction of the school board and in conformance with state laws and policies, general supervision of the public schools and all the personnel and departments of the school district."

Also, "We believe you may review this matter. While it is under review, we also believe you have the authority to stay the enforcement of the punishment assigned by the principal. Again, you have the responsibility for the full range of the leadership of the district, including student services and student discipline. Consequently, just like the School Board has the authority to stay a suspension while it is under appeal to the School Board (see RSA 193:13,1), you, as the Chief Executive Officer of the district, have the authority to stay a decision by a principal pending completion of a review of a principal's decision."

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Mr. York was concerned with Mr. Miller's email because he is making assumptions that would lead a person to conclude he has information from someone in the school pertaining to that event or decision-making. Mr. York commented he is concerned that Mr. Miller has information he should not have regarding the discipline process in handling the situation. He encouraged the SAU to determine if Mr. Miller received information he was not entitled to from someone in the district.

G. Approval of Draft Minutes:

- Public Session October 21, 2015

Mr. York made a motion to approve the public minutes of October 21, 2015 as written. Mr. Bourque seconded. The motion carried 4-0-0.

H. Community Forum

Robin Corbeil invited the School Board to the LMS Veterans breakfast and ceremony on November 10. She indicated breakfast is served at 7:00 a.m. and the ceremony is scheduled to begin at 7:45 a.m.

Mr. Thompson extended an invitation to the Board to attend the GMS Veterans ceremony on November 10 at 2:00 p.m.

I. Superintendent's Comments

- 1:1 Computing Recommendation

Mr. O'Neill noted that the Board asked for information and plans for 1:1 Computing for the coming year. He indicated that he has had discussions with the high school administration, IT Director and Curriculum Director. He reported the current initiative is going very well and students are engaged. Mr. O'Neill indicated the general direction is to continue with the current participating students as sophomores. He commented that we would like to have all incoming freshmen participate in the initiative, but there are hurdles to overcome. He noted when moving from a trial implementation to a wider implementation, the ramp up in terms of scheduling and training is significant. He indicated that dialogue with grade 8 is necessary. Mr. O'Neill commented that we are looking at asking students to purchase Chromebooks and to have a pool of money for those students who cannot afford to do so. He noted there may be some money at CHS for that purpose. He indicated that if we implemented this across the freshmen class next year, we would most likely need to increase bandwidth, increase the IT department to service the computers and look at a 4-5 year replacement cycle. He commented there are policy concerns and educational issues to ramp up as well.

Mr. York commented at the end of their four years, the students should take their computers and move on and you should not have to look for replacements.

Mr. O'Neill indicated that is a policy decision the Board has to address. He commented if the decision is the devices are supplied by the students, that statement is correct; however, if the decision is for the district to ramp up the purchase of computers, we have to look at what the district needs for that type of implementation.

Mr. York asked if we received an opinion from legal counsel about placing this on the warrant relative to the no means no law. Mr. O'Neill indicated that conversation did not yet occur, but that he will solicit a legal opinion.

Mr. Bourque mentioned that he spoke to Frank Byron about that and in terms of the 1:1 computing, if anything relative is placed on the warrant and the warrant fails it could halt the program.

Mr. O'Neill commented that he is excited by the positive feedback received in the form of letters and has heard much input from others that Litchfield is going in the right direction. He indicated we have to look at what is needed to go forward.

II. REPORTS

A. School Board Comments

There were no Board member comments.

B. Curriculum Report

Dr. Heon presented the November Curriculum report to the Board. She reported that the district received a grant for 11 iPads and cases to move ahead with Project Lead the Way for science. She indicated there will be a pilot class in grade 1 and a pilot class in grade 4. She noted the long term goal is that over the summer the rest of the staff will be trained

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by the two teachers who attended “Train the Trainer”. Dr. Heon commented we requested to alternate classes in this program in 2017.

Dr. Heon reported that students in grade 11 will take the 2016 version SAT instead of the Smarter Balanced Assessment, which will occur in March with a make-up date in April. She indicated proctors need to be trained. She assured the Board that there is no cost to the district for the math and reading portion of the SAT. She noted that we want to do the writing portion, which will be a small cost to the district.

Dr. Heon announced we are looking for one person to serve on the PERC Committee. She reported we will soon be establishing a committee referred to as Student Work Study Practices as we have to be prepared for K-12 competencies. She indicated an accompanying reporting mechanism is required to report out work study practices (eg. Coming to class prepared, work ethic). She announced we are looking for two parents to join the committee and expressed an invitation to include a Board member on the committee as well.

Mr. York commented the decision was made to move all purchasing of books under the curriculum budget and we are seeing the success of the 1:1 computing pilot at CHS that we are going to move to all students. He asked if we should consider not purchasing as many books at CHS because the students will use digital books.

Dr. Heon indicated the purchases made all have digital components in anticipation of moving closer to a digital environment. She noted we told all vendors we could not go to 100% digital at that time. She indicated in another round of purchasing we can begin to look at those products.

Mr. York commented we are buying more replacement books because the group of students involved in the 1:1 pilot are heading to those grades (eg. Science textbooks). – not going to order new Science texts, etc.

Dr. Heon indicated that depends on assurances. She commented if we get to a budgetary situation where the students will reach those grades and have those materials we will make a decision accordingly. She noted we have to plan for those students that are not using devices.

Mr. O’Neill commented he would expect to still have some type of textbook and they are not inexpensive. He indicated migrating to fully digital instruction is long way off. He noted we still have steps to take that will include some type of textbook online, but he believes we would not eliminate our textbooks.

Mr. York commented he was not suggesting eliminating textbooks, rather making sure that if we move away from print they will have digital texts with annual updates.

Dr. Heon noted the digital piece is updated and if we use write-in books in lower grades those updates are included as well.

- PERC Consent Items:

Dr. Heon reported the district is required to have competencies in place for K-12. She indicated the staff has created universal competencies that include basic or common competencies from grade to grade. She noted what will differ are grade span indicators .

- Creative Curriculum for Preschool

Dr. Heon presented Creative Curriculum for Preschool and reported that it aligns with the assessment required by state. She noted the Director of Special Services has the funding.

Mr. Bourque made a motion to approve the Creative Curriculum for Preschool as presented. Mrs. Quintana seconded. The motion carried 4-0-0.

- K-12 PE Curriculum

Dr. Heon asked Board members for approval of the K-12 Physical Education curriculum. The curriculum framework was presented to the Board last month. She indicated that the document includes the philosophy, instructional practices and aspects that are key to each subject area. She noted the four competencies are repeated throughout the document. Dr. Heon commented rather than individual grade levels you will see grade spans (eg. K, 1, 2). She explained under the

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competencies, you will see the indicators. The language of the indicators reflects the progression of what the students should be achieving. Dr. Heon noted that curriculum frameworks are not about instruction; however, that is the purpose of the unit design that was provided to Board members at their request. She indicated the format is clean and includes the scope and sequences.

Mr. Bourque made a motion to approve the K-12 Physical Education Curriculum Framework. Mrs. Quintana seconded. The motion carried 4-0-0.

- Health Curriculum

Dr. Heon presented the K-12 Health Curriculum Framework to the Board. She indicated the document was provided almost two weeks ago so the Board could have time to review it. She noted it is the same design as the Physical Education framework.

Mr. O'Neill commended Dr. Heon for her excellent work. He commented she is well positioned in the district in terms of curriculum and pedagogic practices.

Mrs. Lepore made a motion to approve the K-12 Health Curriculum Framework. Mrs. Quintana seconded. The motion carried 4-0-0.

C. Principals' Reports

- GMS

Mr. Thompson presented the GMS Principal's report to the Board. He indicated that he would like to speak about the GMS computer class. He commented he observed grade 3 students using keyboard manipulation software one year ago. Recently, he noted he was struck by how far those students, now in grade 4, have progressed in the use of technology. Mr. Thompson indicated they continue to use Typing Pal, which teaches finger placing and body posture, working on accuracy and speed. The number and types of programs the students are exposed to is increasing. Students are learning to self-assess their work and make appropriate choices for their documents. Students will be introduced to MS Excel as they need to understand graphs and are learning how to make them. Students will have specific projects that will have to complete over the year and are working on digital portfolios. Students are keeping monthly journals to keep track of what they are working on. Mr. Thompson students are learning digital citizenship, multi-tasking projects, and research projects that are guided by the teacher and curriculum areas. He noted there has been incredible growth in the one year the students had computer class.

Mr. Bourque commented it is exciting to hear the amazing progress students have made in one year. He asked if Mr. Thompson can envision introducing this to the lower grades.

Mr. Thompson indicated that there is a budget request to expand the class to grades 1 and 2. He noted if we expand the teacher to full time we will be able to offer the class to students in grades K-2.

- LMS

Mr. Lecklider presented the LMS Principal's report to the Board. He reported that much has been done developing competencies and indicators for Science. The LMS NECAP reflects that at the end of grade 8 we will still give NECAP for science. He commented he is pleased with the Inquiry area and this needs to be a theme in the K-12 Science Curriculum framework. Mr. Lecklider indicated we are going deeper into the cognitive area. He referred to the Hess Matrix regarding depth of knowledge and explained the different levels and depth of learning. He noted we are working on embedding new concepts in the curriculum we are working with.

Mr. Lecklider reported the meeting for Project Lead the Way was productive and we discussed the unit we will be using next year. Some examples of what is in the foundation units include: design and modeling, robotics, architecture and medical electives.

Mr. York asked if similar sheets will be created for every course. Mr. Lecklider indicated that there is a document similar to what was presented tonight for all content areas. He noted the next step is the unit design. He commented that teachers are familiar with the matrix and have been working on it for some time.

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Mr. York asked how close they are to the end and if there are obstacles to completing the work sooner. Mr. Lecklider indicated we will have 4-5 units per content area by the end of the year.

Mr. York asked if he would be able to see where his child falls in the matrix regarding understanding the subject matter. Mr. Lecklider indicated the matrix does not measure performance levels.

Mr. York commented that our curriculum is academic, but parents are not. He indicated parents think about how well their students are adapting to what they are learning in terms of depth of knowledge.

Mr. Lecklider explained how schools assess a student and communicate their level of understanding. He indicated for a unit a teacher is going to end up with a summative assessment (assessment of student learning) and for each one of those assessments there should be a level of understanding.

Dr. Heon commented it would be unfair to students to use the matrix and pigeon hole a student in one of the boxes. She indicated depending on what the requirement is a student could perform differently on different assessments. The teacher will be able to say most of time what the child is able to do. We are currently working on report cards for next year, but what we want to have are grade level indicators in addition to competencies on report card, which should give parents a deeper level of what their child is expected to do for that competency. Dr. Heon indicated the schools are working on the grade reporting piece (numbers, letters) so parents will have indications meaningful to them.

Mr. York commented he found the assessments you sent home to be very informative, but he could not figure out how they got to their grade. He indicated he could not see if the homework or classroom assessments had any impact on the grade. He commented report cards have to contain information regarding how the information is used to determine the grade.

Mr. Lecklider indicated once it rolls out it should be easier to understand.

Mr. Bourque commented the things that are graded must be weighted in terms of overall grade. Mr. Lecklider indicated they are weighted and there is a difference between a summative assessment and a formative assessment.

- CHS

The CHS Principal's report was deferred to the November 18 meeting.

D. Committee Reports

- Budget Committee

Mr. Bourque reported the Budget Committee met on October 29 and continued to review the town budget. He reported that he provided the FY17 Budget Review Schedule to the Budget Committee and they requested that Mrs. Bandurski attend both the review and actions meeting to answer questions. He commented that Mr. Spencer mentioned he would like to look at pre-registration for grade 1. Mr. Bourque indicated Mr. Thompson has done some research of surrounding schools to determine the number of students that will enroll in grade 1 at GMS. He commented it appears the enrollment will be approximately 71 students. He suggested starting registration for grade 1 earlier and that the Budget Committee will reduce a Grade 1 teacher if we do not have better numbers.

Mr. O'Neill believes there is an under representation of those numbers. He hopes to have better numbers to give to the Budget Committee. He note the cohort does not truly reflect what is happening in Litchfield.

III. NEW BUSINESS

A. FY17 Superintendent's Budget Recommendations

Mr. O'Neill presented the FY17 Superintendent's Budget Recommendations to the Board. He expressed appreciation to Mr. Markiewicz for his work on the budget. He thanked Mrs. Flynn for her work on the budget and the goals.

Mr. O'Neill explained that the focus of the budget was on the last three years' expenditures. He indicated the approach used was as a zero-based budget, directing budget managers to analyze actual expenditures and justify requests in the budget notes. He reported the overall budget total is \$20,831,616, which is a change of \$732,958 or 3.6%. He pointed out as we go through the budget a vast majority is salaries and benefits and the remainder is operations. Mr. O'Neill

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commented over the next five years we cannot keep feeding into other portions of the budget to keep our salary increases as we have significant operational issues.

Mr. O'Neill reported over the last five years the annual increase is 1.6%. He commented the district has been budgeting conservatively at a low rate of increase. He noted that special education has been increasing over the last four years. He indicated there are no major changes in the GMS, LMS, CHS and SAU budgets.

Mr. Markiewicz indicated the presentation included a snapshot of where the dollars are allocated excluding salaries and benefits. He noted the largest contributors are special education and buildings and grounds. Areas representing 69.4% of the budget include special education, school administration, building services, custodial services and regular education.

Mr. O'Neill reported the teacher retirement rate increased 1.5% in 2015, but reflects no increase since then. The primary driver of salaries and benefits is the three year CBA. With regard to salaries, Mr. O'Neill indicated that:

- Mandatory salary contractual obligations total \$192,484
- Non-LEA affiliated staff and administrators total \$111,894
- There is a reduction of one grade 4 teacher for a total of \$82,500
- Overtime is reduced for custodial staff from \$17,603 to \$12,500.

Mr. Markiewicz indicated he spoke to the Superintendent about combining the overtime amount (\$12,500) with some summer custodial funds and hiring a part time custodian to work on the weekend. He commented it would be a zero dollar impact in the budget.

Mr. York asked if the change has been made from an 8 hour day to an 8.5 hour day with a 30 minute lunch break.

Mr. Markiewicz commented that custodians are required to stay in the building and are interrupted during their lunch breaks, which constitutes a working lunch.

Mr. York commented the Board discussed implementing that change to increase productivity in hourly staff. He indicated the Board was expecting it in this budget.

Mr. O'Neill indicated that Mr. Markiewicz made him aware of that conversation, but he did not think it was clear that it was a Board mandate. He noted if that is the direction of the Board we can reconsider the impact. He commented it will not impact the budget.

Mr. York commented that paying someone to eat lunch creates overtime and he does not believe we have any other positions where we pay people to eat lunch. He believes the direction from the Board at that time was to correct it across all positions in the district.

Mr. Bourque indicated that we were told it would be corrected once the new timeclock was installed.

Mr. O'Neill commented that it is common in public employment that some employees are paid continuous time. He indicated if we are directed by the Board we will change that. He asked the Board for direction and noted it will not change the budget.

Mrs. Lepore wanted to know if people are working at their desks during lunch. She indicated if the custodial staff is interrupted during lunch and they are on call all day, it is not really a lunch break and a working lunch would be compensated.

Mr. York commented that we had this debate. He indicated the daytime hourly staff entitled to a lunch break are probably going to a break room for 30 minutes and not dealing with school or district work. He noted if that is not happening the district is violating the law.

Mr. O'Neill commented he would appreciate being informed of the conversations he is not aware of. Mr. York note the discussion is reflected in past minutes.

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Mr. Markiewicz indicated that a waiver can be requested from the Department of Labor for employees who are working through lunch or not taking a lunch break. He noted a change of schedule to incorporate a 30 minute lunch break will not eliminate overtime. He commented the overtime in the budget is for emergency call for custodians that is in addition to their normal work schedule.

Mr. Bourque indicated this issue can be discussed at the next meeting.

Continuing with the budget presentation, Mr. O'Neill commented that Salaries and Benefits constitutes 77% of the budget. A breakout of types of salaries was presented. He noted that a 10% increase has been projected for health insurance; there are 13 new hires in 2015-2016 that are benefit eligible; teacher retirement rate and dental rate are unchanged. He indicated since 2013 health insurance has increased 16.8%; dental 8.4%; teacher retirement 15.4%, over which we have no control.

Investigating other health insurance companies/plans was discussed. Mr. O'Neill asked for Board direction if this is something to look at this year.

Mr. Markiewicz commented that discretionary spending is 23% of the budget and includes:

- 649,792 for building repairs and maintenance
- \$624,264 for transportation
- \$565,242 for utilities
- \$266,620 for technology
- \$120,778 for textbooks.

Mr. O'Neill presented the 2017 strategic appropriations:

- \$50,000 for district-wide legal fees (attorney is lead negotiator)
- \$40,000 for a school building assessment and capital plan (external expert to perform assessment)
- \$43,282 for special education psychological services (outsourcing for services for which we do not have qualified employees)
- \$119,598 for curriculum adoption
- \$25,000 for network storage (anticipated additional storage as district analyzes 1:1 computing)
- \$16,500 for computer servers
- \$54,000 to replace the Wifi at GMS and LMS
- \$34,000 to upgrade the phone system at LMS.

Mr. York commented that the district has been working on the building assessment and capital plan for six years and it has never made it through the budget process. He believes the Budget Committee will suggest placing it in a warrant article. He believes end of year funds should be used for this purpose. Mr. York commented we do not know how well any maintenance or upgrading has been documented. He asked the Board to request of the Budget Committee Chair that they make a decision on these things sooner rather than later so we know what we have to do.

Mr. O'Neill indicated it is imperative the district develop a comprehensive capital improvement plan. He cautioned if this goes to a warrant article and fails [the no means no law] could impact any work with the capital improvement plan. He commented we do not know the capacity of our school systems saving energy and these types of tasks are critical to the life of the district.

B. 2016 Deliberative Session

The School Board discussed the date for Deliberative Session.

IV. OLD OR UNFINISHED BUSINESS

A. School Board Goals

Mr. O'Neill presented the draft 2015-2018 District Goals to the Board. He thanked Mrs. Flynn for her collaboration and work on the goals.

Litchfield School District Goals

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2015-2018

- 1. The Litchfield School District will provide a learning environment that increases achievement for all students, which: maximizes the intellectual rigor of all students in all areas, increases student interest in academic work, and optimizes the use of critical thinking challenges that solve authentic problems.**

Indicators:

- Increase the number of students that make annual growth objectives by 1% annually in NWEA until the district achieves a national ranking at the 95th percentile as measured by NWEA.
- Increase Smarter Balance Assessment test scores from baseline data by 2% annually for each grade level.
- Increase SAT and ACT scores annually for the next 3 years.
- Increase college acceptance rates until 90% of our students are accepted at college by June 2018.
- Increase the number of students taking AP exams to 75 students by June 2018 with 90% scoring a 3 or better on the Advanced Placement tests.
- Explore options between standard grading practices, conversion scales, class rank and competency based grade reporting, and develop competency-based report cards for K-12 by June 30, 2017.
- Increase technology options at the elementary and middle school levels:
 - Increase GMS computer technology position to full time so students in grades K-2 can also have computer class as a special (currently offered only to students in grades 3-4).
 - Provide teachers with laptops so they can access web-based programs from home and utilize interactive projectors in their classrooms without going back to their desks periodically.
 - Insure 100% connectivity in all spaces within the building.
 - Increase enrichment opportunities for students by incorporating Destination Imagination and FIRST Lego League into the operating budget for the 2016-17 school year.
 - Ensure opportunities for gifted and talented education are offered at all grade levels
 - Provide Gifted and Talented Enrichment advisor at each building by June 2018.
- Implement full day Kindergarten:
 - Complete a feasibility study by June 2016 *that includes:*
 - Analysis of enrollment trends
 - Analysis of space allocations
 - Analysis of staffing and curriculum requirements
 - Develop public awareness of the need for full day Kindergarten and hold community forums throughout 2017.
 - Obtain voter approval through a vote on a warrant article on the ballot for March 2018.
 - Offer full day Kindergarten in August 2018.
- Promote a positive culture in all schools:
 - Conduct annual surveys of parents, teachers and students
 - Provide an analysis of the feedback to the School Board.

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2. The Litchfield School district will develop confident, responsible and productive students with post-graduate aspirations.

Indicators:

- Strengthen and enhance pathways for students who may not want to go to college:
 - Enhance current offerings:
 - Investigate expansion of CTE programs at Alvirne and Pinkerton
 - Review alternative High Schools (Nashua and Londonderry)
 - Increase offerings for Extended Learning Opportunities.
 - Enhance Project Lead the Way.
- Investigate and recommend to the School Board additional offerings that diversify post-graduate aspirations.
- Analyze college and career readiness:
 - Collect pre-graduate feedback about student perception of college and career readiness through surveys or focus groups.
 - Collect post-graduate feedback about college and career readiness through surveys or focus groups in the fall of the year after graduation.

3. The Litchfield School District will implement and assess the effectiveness of the Supervision and Evaluation model regarding student achievement, improved instructional strategies, and professional development.

Indicators:

- Review data of both objective and subjective measures, broadening of student learning opportunities, targeted professional development.
- Review data of co-curricular evaluation process.

4. The Litchfield School District will review, update, and support the Capital Assets of the District.

Indicators:

- Implement a safe, supportive and effective learning environment by:
 - Moving classes in portable classrooms inside the building at the elementary and middle schools
 - Removing portable classrooms
 - Upgrading or adding classrooms at the elementary and middle schools.
- Define the current state of district buildings/grounds and implement a comprehensive five year preventive maintenance program for all district buildings/grounds.
 - Define the current status of buildings/grounds including the assessment of all systems
 - Update and maintain buildings/grounds and facility systems database
 - Analyze the current status of safety and security in all schools.
 - Implement current best practices for secure entryways at all district schools.

5. The Litchfield School District will support, encourage, and facilitate two-way communication within the district among staff, parents, and the community regarding shared involvement in a quality education.

Indicators:

- Develop and implement a community awareness and engagement program.
 - Redesign and implement district and school websites.

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- Investigate and make recommendations to the School Board about enhancing media presence in the community:
 - Analyze the use of Facebook, Twitter, and Blogs as vehicles for communication
 - Provide a quarterly digital district update to the community.

Mr. O'Neill asked Board members to review the goals and indicators in order for discussion at the next meeting.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. York, the Board entered into non-public session at 8:50 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. Quintana seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York the Board returned to public session at 10:24 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

IX. ADJOURN

Mr. York made a motion to adjourn at 10:25 p.m. Mrs. Lepore seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052

Approved Minutes for November 18, 2015
(approved as written 12-2-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
John York, Board Member
Janine Lepore, Board Member
Nicole Quintana, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Laura Rothhaus, Principal, CHS
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

A. NON-PUBLIC SESSION: RSA 91-A:3II (a-c) 5:45 p.m.
[Minutes of Non-Public Session are written under separate cover.]

The Board entered into non-public session at 5:55 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.

Non-public session ended at 6:25 p.m.

I. PUBLIC SESSION 6:00 p.m.
A. Call to Order

Mr. Bourque called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: November 4, 2015:

Mr. York made a motion to approve the non-public minutes of October 21, 2015 as written. Mrs. Quintana seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

- CHS PTO Donation to CHS Library

Janice Hood, CHS PTO, presented a furniture donation to the Board. The PTO would like to purchase sofas for the CHS Library.

Mr. Barka made a motion to accept a donation of furniture with a value of \$2,148.84 from the CHS PTO for the CHS Library. Mrs. Lepore seconded. The motion carried 5-0-0.

- PTO Fundraiser – Clothing Donation Bin

Janice Hood, CHS PTO, presented a clothing bin fundraiser proposal for the CHS PTO to the Board. She indicated the PTO has been involved in a clothing drive for some time. She commented that the clothing that is collected has to be transported daily to a member's residence where it is collected by the organization.

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Ms. Hood proposed that a clothing bin be placed on school property to allow the PTO to collect the clothing on a continuous basis. She noted the collection bin would be emptied monthly by the Epilepsy Foundation.

Mr. York asked where the clothing bin would be placed. Ms. Hood indicated it would be placed at the back of the property or next to the existing bin for recycling at the back of the parking lot.

Mr. Bourque asked if there was a need for the clothing bin in the area. Ms. Hood commented there has never been a problem filling up a truck and it would be convenient when the lost and found items need to be emptied.

Mr. York asked how the administration feels about the clothing bin. Mrs. Rothhaus believes it is a great way to raise funds. She noted the PTO researched other schools that have done this type of fundraiser.

Mr. Bourque asked if the donations are done with every fill. Ms. Hood explained that the donations are done on a monthly basis and are calculated by weight (\$0.20 per pound). She estimated that the PTO would receive \$50 per month.

Mrs. Lepore asked if there is an agreement with a timeframe that the clothing bin would be on the property. Ms. Hood indicated there is no agreement, but offered to speak to the foundation about one.

Mr. Markiewicz commented this is not a school contract, but consent would be required for the clothing bin to be on the property. He indicated there is a clothing bin at either GMS or LMS and noted it is a concern.

Mr. Bourque commented he would like to see the terms of an agreement if we are to commit to a certain period of time.

Mr. York pointed out it is the CHS PTO's commitment.

Mr. Markiewicz indicated that the district would request an insurance rider if it is to be placed on the property.

Mrs. Lepore asked who would repair the bin if it is damaged by a vehicle or plow. Ms. Hood indicated that was not specified.

Mr. Barka asked if it is a consistent \$50 per month. Ms. Hood indicated if we go over the fill line we can call to have it emptied more often.

Mr. York asked if there is some other method that can be used. Ms. Hood commented there could be, but at the high school level there are not many volunteers. She indicated we are trying to get the most productivity for the return and we have people willing to show the support.

Mr. York made a motion to approve the clothing bin fundraiser subject to the administration ensuring that it meets all policies and regulations the School Board has in place. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. O'Neill complimented the PTO and expressed his appreciation at the willingness of the adults to get involved in an altruistic way to help the high school.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session November 4, 2015

Mr. York made a motion to approve the public minutes of November 4, 2015 as written. Mrs. Quintana seconded. The motion carried 4-0-1 with Mr. Barka abstaining.

H. Community Forum

There was no public input.

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I. Superintendent's Comments

Mr. O'Neill presented the Spring 2015 Smarter Balanced Assessment results to the Board. He noted Dr. Heon would elaborate at the next meeting. He indicated:

In Math:

- 64% of students in grade 3 scored at Level 3 or above– State average 52%
- 38% of students in grade 4 scored at Level 3 or above– State average 49%
- 32% of students in grade 5 scored at Level 3 or above – State average 44%
- 57% of students in grade 6 scored at Level 3 or above – State average 46%
- 61% of students in grade 7 scored at Level 3 or above – State average 51%
- 40% of students in grade 8 scored at Level 3 or above – State average 44%
- 41% of students in grade 11 scored at Level 3 or above – State average 37%

In ELA/Literacy:

- 67% of students in grade 3 scored at Level 3 or above– State average 55%
- 66% of students in grade 4 scored at Level 3 or above– State average 56%
- 61% of students in grade 5 scored at Level 3 or above – State average 63%
- 68% of students in grade 6 scored at Level 3 or above – State average 57%
- 74% of students in grade 7 scored at Level 3 or above – State average 63%
- 53% of students in grade 8 scored at Level 3 or above – State average 58%
- 72% of students in grade 11 scored at Level 3 or above – State average 60%.

Mr. O'Neill indicated that Litchfield exceeded the state in 9 of 14 assessments. He noted grades 4, 5 and 8 were below the state average in Math and grades 5 and 8 were below the state average in ELA/Literacy. He commented clearly our math still needs work. He noted that overall as a school system we performed in both areas above the state average.

Mr. O'Neill indicated we have to address the grades that performed below the state average in Math and ELA. He cautioned we have to be careful with a single set of cohorts and we will work with this data.

Mr. Barka asked if we can look at NECAP results for grades 5 and 8 to see if they performed lower on that assessment as well.

Mr. O'Neill commented that the data for the NECAP and NWEA can be provided and analyzed.

Mr. York asked if there is information on other districts as well. Mr. O'Neill indicated that the data on districts with similar demographics, as well as Litchfield's neighboring towns, will be provided for comparison in December. He believes Litchfield should be the top performing district in the state in all areas.

II. REPORTS

A. School Board Comments

Mr. Bourque announced that the Board had a conversation in non-public session regarding the Superintendent's contract. He noted the Board decided to extend the Superintendent's contract for an additional year.

Mr. Bourque made a motion to extend the Superintendent's contract for an additional year. Mr. Barka seconded. The motion carried 5-0-0.

Mr. O'Neill thanked the Board for the opportunity to serve another year and to achieve goals set for the district.

Mr. Bourque commented that we have made some good strides and are going in a good direction.

Mr. Bourque wished everyone a happy and safe Thanksgiving. He mentioned that he attended the Veterans Day celebrations at GMS and LMS. He complimented the grade 8 band on their excellent performance. He commented that the GMS music teacher, art teacher and physical education teacher did an outstanding job as well. He suggested that CHS hold a Veterans celebration as well.

Mrs. Rothhaus indicated that every year CHS honors veterans on Veterans Day with some type of event. She noted this year there was a reading at CHS.

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B. CHS Principals Report

Mrs. Rothhaus presented the CHS principal's report to the Board. She reported:

- CHS held homecoming with a Core Value Court'
- During Red Ribbon Week SADD promoted prevention education and the school participated in a photo to support being drug free;
- a Pep rally was held on October 30 where all fall athletes were recognized;
- four teachers presented at the League of Innovative Schools conference;
- NH Scholars is rolling out new pathways with STEM and Visual Arts;
- During late arrival on October 28 Bob Manseau presented on Educator Effectiveness and the Competency Validation Rubric;
- Trebuchet Day was excellent with interdisciplinary spirit an many community participants.

Mrs. Rothhaus thanked all teachers involved for making Spirit Week successful.

C. Business Administrator's Report

Mr. Markiewicz presented the November 2015 financial report to the Board. He reported the district financials with a breakdown of salaries and benefits, operations, function, object and food service details. He noted that some of the technology expenditures were paid by ERate and were appropriated into the budget. He presented budget transfers and asked the Board to approve the report.

Mr. York made a motion to approve the budget transfers presented in the November financial report. Mr. Barka seconded. The motion carried 5-0-0.

- Revenue Projections

Mr. Markiewicz presented 2017 revenue projections and estimated tax impact.

- 2011-2015 consists of local revenue, state revenue and federal revenue
- The trend line for state revenue is trending down
- There is great fluctuation in unanticipated revenue (local revenue) that is difficult to budget
- There spike in 2012- 2014 that was primarily due to LGC refunds
- Medicaid reimbursement is from a federal source for services the district provides for Medicaid eligible students in Special Education
- There was much fluctuation in Catastrophic Aid from 2011-2015 (Catastrophic Aid is reimbursement for implementing students' IEPs that exceed 3.5 times the estimated state average expenditure per pupil (note: it is difficult to forecast as student may move out of district after forecasting)
- School Building Aid reflects the district retired the CHS bond last year and the state's portion of aid for our share was paid out over time with a residual payment, which expires the year after bond is paid
- Adequate Education Aid was consistently over \$6M from 2010-2013, but is decreasing and projected to be slightly over \$5.4M
- Food Service Sales have been increasing and a substantial increase is projected in cash sales
- The unassigned fund balance is not simply the amount the district underspent, but a calculation of what was underspent and how much revenue was received over the projection
- In 2013 the unassigned fund balance was \$325,338, which consisted of an underspend of \$79,794 and actual revenue of \$245,544
- The five year average for the unassigned fund balance is \$475,693
- A reduction of \$400,000 in revenues from all sources is projected for 2017
- Estimated tax impact is an increase of \$1.65 at this time and is subject to change
- The potential tax impact on the average home could be approximately \$500 for the school budget alone.

Mr. Markiewicz included some real estate tax comparisons from towns such as Pembroke, Bow, Amherst, Bedford and surrounding towns. He also included a comparison of real estate taxes as a percentage of median home prices.

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Mr. York commented the equation is not favorable to Litchfield. He indicated the number they use for median household income for Litchfield is \$95,000 and Litchfield ranks in the top 25 towns. He noted adequacy aid continues to decrease. Mr. York mentioned that the legislature reduces the adequacy aid by 5% every year and the present budget phases out the subsidies for towns like Litchfield. He commented they need to make the funding level and fair.

Mr. O'Neill commented the drivers are student enrollment and as it declines the state reimbursement decreases. He noted income, capacity, and total valuation are all factors.

Mr. York commented we need to be prepared to speak about it at Deliberative Session in February. He indicated the perception of adequacy aid is that it is the money that pays for education. He noted that we need to be prepared to educate the people of Litchfield.

Mr. O'Neill commented there is down streaming of the costs from the state to local taxpayers in the area of teacher retirement. He indicated it impacts the amount of local tax money we have to raise. He added that in the area where enrollment is dropping, Food Service is to be commended for increasing sales.

Mr. Bourque commented that everyone is affected by the reduction in adequacy aid. He asked if other Business Administrators are trying to reduce budgets or passing it along to the taxpayers.

Mr. Markiewicz indicated there are very similar discussions occurring in other districts. He commented many districts lack capital reserve funds as well. He noted districts are coming to the crossroads for difficult decisions to be made. Mr. Markiewicz indicated there are not many funding sources.

D. IT Report

The Technology report was provided for the Board. Mr. O'Neill commented the installation of the GMS storage appliance was successful. He reported the issue with the phones in the LMS portables is not only cabling, but a line card in the phone system. He noted that the issue is being addressed. Mr. O'Neill reported that an issue with VMWare was discovered. He indicated that some of the HP servers were not responding well and some were not responding at all. He explained a bug was found in one of the drivers that caused memory leaks. He noted the issue was resolved with no interruption to the end users.

Mr. O'Neill reported good progress has been made with the SIS and we are looking at meeting deadlines. He also reported the 1:1 computing pilot is going forward with positive feedback from students and teachers. He indicated there has been some good dialogue about how to move forward next year. He was concerned about a BYOD model in terms of service and providing software and curriculum. He noted there is much training needed before a larger implementation. Mr. O'Neill commented that he could recommend we do not migrate to full implementation next year.

Mr. York asked if another part time program could be recommended for next year.

Mr. O'Neill indicated that we would like to increase the number of participants. He commented additional faculty are interested, but we need lead time to do the training and policies have to be developed.

Mr. York asked if, based on training, teachers that will be absorbing the participating students next year will be ready.

Mr. O'Neill commented that he cannot answer that at this time. He hopes that we will have teachers that are excited to use that technology in the classrooms.

Mr. York requested that an overview of committed faculty for the 1:1 program provided by the CHS administration be placed on the January agenda. He commented it has always been in the planning that the teachers in the progressing grades be prepared to receive those students.

Mr. Bourque suggested asking Mr. Perez to bring some students and feedback from teachers to that January meeting.

Mr. O'Neill commented that Mr. Perez and Mr. Pelletier have been meeting and having conversations. He noted some other areas includes how increasing the number of computers in the 1:1 program will impact IT. He indicated it will require a full time IT person to handle all the machines.

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Mr. O'Neill pointed out that other factors will be determining the recurring cost for repairs and connectivity (i.e. annual recurring cost for purchasing computers). He noted they are having those discussions and more information will be provided in January.

E. Enrollment Report October 2015

The October 2015 enrollment report was provided for the Board. Mr. O'Neill indicated no major changes have occurred since October 1.

F. Committee Reports

- **PERC**

Mr. Barka reported the PERC committee met and approved science courses, Project Lead the Way for grades 2 and 4; Biotech and Engineering courses and curriculum frameworks for Visual Arts.

- **Budget Committee**

Mr. Bourque reported the Budget Committee reviewed the GMS, LMS and SAU/SB and voted on minor changes. He indicated Curriculum and IT will be reviewed next and Revenue Projections will be presented to the Budget Committee.

III. OLD OR UNFINISHED BUSINESS

A. Deliberative Session Date Decision

Board members decided to set the date for Deliberative Session for February 6, 2016 at 10:00 am at CHS.

B. 2015-2018 School Board Goals

Mr. O'Neill asked Board members if they had any questions regarding the draft goals.

Mr. York requested a graph for the first five indicators. He asked for action plans based on the goals. He asked if the Superintendent will lead the development of full day Kindergarten.

Mr. O'Neill indicated that he will lead the full day Kindergarten development and that the elementary principal will be key to that development. He noted we will plan to implement full day Kindergarten August 2018 if the March 2018 warrant article is approved by voters. He indicated we will begin with enrollment trends, space allocations, staffing and curriculum and plan to hold forums next year.

Mr. York suggested returning the portables at LMS instead renewing the lease annually or leasing new ones.

Mr. Markiewicz indicated that the strategic plan of the district is to eliminate the portables. He noted that leasing new classrooms may require a longer commitment by the vendor.

Mr. O'Neill commented that caution is recommended at the elementary level regarding clustering our grade groups at the same area. He indicated all fifth graders should be brought into the building at one time. He noted that the goals will be formatted in line with an action plan over the next two (or less) months.

Mr. York complimented Mr. O'Neill on the readability of the document.

Mr. O'Neill acknowledged that Mrs. Flynn deserves a great deal of credit for her collaboration and work on the goals and format.

Mrs. Lepore made a motion to approve the 2015-2018 Litchfield School District goals as presented. Mr. Barka seconded. The motion carried 5-0-0.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. COMMUNITY FORUM

Nate Cooper, CHS teacher, thanked the School Board for extending the Superintendent's contract and congratulated Mr. O'Neill.

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VI. APPROVAL OF NON-PUBLIC MINUTES

A. Approval of Draft Non-Public Minutes of:

- November 4, 2015 Non-Public Minutes

Mr. York made a motion to approve the non-public minutes of November 4, 2015 as written. Mrs. Lepore seconded. The motion carried 4-0-1, with Mr. Barka abstaining.

VII. ADJOURN

Mr. York made a motion to adjourn at 8:10 p.m. Mrs. Lepore seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**
Litchfield, New Hampshire 03052

Approved Minutes for December 2, 2015
(approved as amended 12-16-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
John York, Board Member
Janine Lepore, Board Member
Nicole Quintana, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum and Instruction
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
Laura Rothhaus, Principal, CHS
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: November 18, 2015: There were no actions.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session November 18, 2015

Mr. York made a motion to approve the public minutes of November 18, 2015 as written. Mrs. Quintana seconded. The motion carried 4-0-0.

H. Community Forum

Angela LaPlante, 10 Fallon Drive, commented that the GMS playground was closed this week for the rest of the season. She indicated that last year the playground was not closed. She asked why it was closed and what the practices are for other school districts. Ms. LaPlante commented that children are confined to the blacktop and not allowed to throw or kick a ball. She indicated that she asked if these were guidelines or restrictions and has not yet received an answer.

Mr. Bourque indicated he was not aware that the playground was closed.

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Mr. Markiewicz commented the gym area of the playground is closed because the soft cushion has been deemed unsafe by insurance standards. He noted the cushion should be 8” and it is not.

Ms. LaPlante commented that this is new information and the playground has never been shut down before.

Mr. Markiewicz commented there was an incident that occurred and caused the decision by the insurance company to shut the playground down if the cushion is not considered safe. He noted the cushion is checked daily and he received a call stating that it is not able to be kept up to the guidelines of the manufacturer.

Mr. O’Neill commented that insurance companies have become more demanding in terms of shutting playgrounds down for winter because of the materials. He indicated when the soft cushion gets hard it diminishes capacity for the cushion to absorb the impact.

Mr. Markiewicz commented the facility manager makes the decision if it is felt they cannot keep it to standards on a daily basis.

Ms. LaPlante commented that she understands safety and insurance demands and indicated it is disappointing. She asked if there are alternative materials that can be used and for alternatives to what the children can do outside.

Mr. Thompson mentioned that this was discussed at the staff meeting. He commented that they try to provide as many opportunities as possible. He indicated that they will be painting the playground area this year in an attempt to have less standing water and adding a running track. He noted a hopscotch area was added, a maze and four basketball courts. Mr. Thompson commented that we maximize the area we have within the limits of safety on the blacktop in the winter.

Ms. LaPlante believes it should be a reasonable decision on whether to close the playground. She commented it will be 50 degrees tomorrow and no one will be able to play on the structure.

Mr. Thompson commented that Ms. LaPlante mentioned alternative materials. He indicated organic materials absorb water and freeze. He noted that he checked the cushion on Monday and it was frozen below the 1” line. Mr. Thompson indicated that there is a rubber material or synthetic material that may be a solution for the future.

Mr. O’Neill commented that insurance companies have become very strict with compliance. He indicated the district’s hands are tied at this time, but alternatives will be investigated.

Kathy Follis, 8 Mike Lane, commented that Primex is the district’s insurance company, but it was not originally required by Primex to close the playground. She asked if the materials have to be free from frost 8” above the frost line or is the criteria when the ground freezes. She indicated that the guidelines are not clear and alternative materials should be investigated.

Mrs. Follis congratulated Mr. O’Neill for his renewal as Superintendent for 2016-17. She expressed concerns that included why the Board decided to renew the contract on a part time basis instead of doing a search. She acknowledged that Mr. O’Neill is doing a good job, but believes the district needs a full time Superintendent. She indicated it raises the question that if the district does not need a full time Superintendent then why have one. Mrs. Follis commented the Board did not look or search for anyone else and no information on any candidates or a search have been discussed or released. She indicated a search committee (of which she expressed interest as a member) was not formed. She believes due diligence was not done and that by renewing an interim we are extending a temporary solution.

I. Superintendent’s Comments

Mr. O’Neill commented that he is considered Superintendent for his time in the district. He invited the community to all celebrations that will be occurring in the schools during the next few weeks. He thanked the principals and Dr. Heon for their hard work looking at assessments. He noted they have looked at assessments from a historical perspective. He indicated the question becomes how are we going to improve the areas where children need to improve to be the premier district in the state.

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II. REPORTS

A. School Board Comments

Mr. York commented that the Board had some discussions regarding beginning the search for a superintendent. He indicated Mr. O'Neill expressed to the Chair that he could carry the vision of the Board forward and was willing to do so. The Board felt that Mr. O'Neill was the best candidate without doing a search as the Board was looking for continuity and calmness in the schools. Mr. York commented the Board felt Mr. O'Neill had been able to understand, adapt and change the direction in the schools, which pleased the Board. He noted the Board has some private discussions over a few weeks and concluded that continuity and steadfastness was more beneficial for the district and that the next superintendent will be able to make a smoother transition.

Mr. Bourque commented that the Board knew there were many issues with the district. He indicated we explained to the candidates for interim superintendent what was occurring and what needed to be done. He noted the Board believes it would be easier to continue with the vision than hand over the district to a new leader with no consistency.

Mr. Barka commented that the Board would like to have things in a good place before looking for a new superintendent. He noted the staff was not in a good place prior to July 1.

Mr. York commented that he met with Representative Frank Byron and discussed the no means no statute. He indicated there seems to be a consensus that we want to grow the technology programs, but find ourselves stonewalled with the budget. Mr. York noted if we go to warrant for technology and the article fails, the 1:1 program would have to end. He commented after the November election there is legislation that will be brought forth so that wording can be placed in the warrant article that reflects what the voters will actually be voting to or not voting for (i.e. voting no on this article means you are voting no to expansion of program, but the program will continue). He encouraged Mr. O'Neill to speak with legal counsel and Mr. Byron. He noted there are unintended consequences with the no means no law.

B. Curriculum Report

Dr. Heon provided the December 2015 Curriculum report for the Board.

- **New Courses – Project Lead the Way**

Dr. Heon provided new course descriptions to the Board. She explained that Computer Science Applications is the second course in progressions of engineering and computer science. She indicated this leads to students being prepared for AP Computer Science. She noted this year we will be offering Principles of Computer Science in the second semester.

Dr. Heon explained that Principles of Biomedical Science is a Project Lead the Way introductory course. She noted we have one teacher who taught this course in another district. She indicated if approved, we will be talking about how to rotate our advanced science courses to be taught in different years.

Mr. York made a motion to approve the Computer Science Applications course and the Principles of Biomedical Science course as presented. Mrs. Quintana seconded. The motion carried 4-0-0.

Mr. Barka asked if the two pilot teachers will teach other teachers in the school.

Dr. Heon indicated they will have to get individual training. She explained because we have new materials for math, social studies and language art we are being cautious with the roll out of science materials. She noted the two teachers will begin either this week or next week as the iPads have been received. Dr. Heon indicated that the district received as grant for the iPads.

Mrs. Lepore arrived to the meeting.

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- Visual Arts Curriculum Framework

Dr. Heon presented the Visual Arts Curriculum Framework to the Board. She noted there are four competencies in the framework: Creating works of art, Connecting language with works of art, Combining and presenting, and Applying skills/language and responding to works of art. Dr. Heon reviewed the competencies with the Board. She indicated there are some new terms, such as “studio art” and “craft” that replace formerly names courses. Included are progression of skills from PreK to 12; high school proficient, accomplished and advanced have been identified.

Mr. Barka made a motion to approve the Visual Arts Curriculum Framework as presented. Mrs. Quintana seconded. The motion carried 5-0-0.

- Science K-8 Curriculum Framework

Dr. Heon presented the Science K-8 Curriculum Framework to the Board. Included in the document are: the philosophy, instructional practices, three graduation competencies, recurring science concepts, scientific inquiry and inquiry assessment. She indicated the document is based on the NexGen Science Standards. Dr. Heon reviewed the competencies with the Board.

Mr. York asked if there is a reason the high school was not included in the framework.

Dr. Heon indicated there were some delays at various levels due to replacing personnel. She reported it will be brought to the Board in February or March.

Mr. York expressed concerns regarding completion of curriculum, commenting that the work is not being done in a timely fashion. He commented either the high school is on board with the process or the process has to be delayed. He asked Mr. O’Neill to work toward improving the process.

Dr. Heon thanked the Board for their time. She noted that she has had discussions with the Superintendent. She indicated that the committee was very supportive and concerned that the K-8 Science framework was finalized.

Mr. York made a motion to approve the K-8 Science Curriculum Framework as presented. Mrs. Quintana seconded. The motion carried 5-0-0.

Mr. York commented that the framework was robust and that the committee did a great job.

Mr. O’Neill thanked Dr. Heon and the staff involved in making the curriculum come to fruition and ensured the Board that Dr. Heon and CHS will bring that curriculum forward in timely manner.

- Smarter Balanced Assessment District Comparisons

Dr. Heon presented district comparison for the Smarter Balanced Assessment to the Board. The chart consisted of a comparison of several schools with Litchfield showing each grade level and each contact area. The per pupil expenditures were included, which reflect that districts whose scores are higher than Litchfield scores are spending less. Dr. Heon pointed out that there are fourteen data points, seven grades and two subjects tested. She indicated Litchfield’s data is around the state average. She noted there were five areas that were significantly below the state average, but this is only the first test. Some of the districts taking the test had their advanced resources sooner than our district.

Dr. Heon reported our goal is to be current in all areas so we are providing our students with updated curriculum frameworks, resources and providing our teachers with resources to update their units. She noted our teachers are working with students at all levels to be able to achieve the competencies.

Mr. Barka commented that Litchfield’s scores were not bad, but there is a drop in grade 5. He pointed out there is a drop in grade 5 across the school districts presented in the comparison. He asked if there is something difficult in the testing.

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Dr. Heon explained that SBAC does not release the actual test items so we have to rely on practice items and practice tests. She indicated that the principals will discuss how subjects are broken down into claims and targets and provide more information.

C. Principals' Reports

- GMS
 - Testing Conditions

Mr. Thompson provided information about testing conditions for the SBAC. He indicated that we can control testing conditions. He reported that all classes were audited to determine where students could take the test. He explained that staff wanted to determine if where or when the test was administered made a difference. Mr. Thompson indicated that when students began testing on March 16 they had approximately 24 weeks of computer instruction or 18 hours. He noted that the location for testing in math was most effective for students at levels 3 and 4. He mentioned that he spoke with Mr. Pelletier about installing extra nodes for wireless. Mr. Thompson indicated GMS staff were cognizant that we were starting early last year. He noted the state softened the rules and some districts chose to test later than Litchfield. He concluded that ELA was affected by the time that we tested and Math was more affected.

- Assessments Overall Results

Mr. Thompson reported only 6% of fourth graders tested below average on NWEA; the remaining 94% tested average or above, but the results show GMS did make some gains. In math GMS moved from 36% in Level 1 or 2 to 3% average and 13% below average.

- SBAC Claims vs MAPS Goals

Mr. Thompson provided a breakdown of student results for SBAC and NWEA by percentage of students that tested below standard, at or near standard and above standard. He noted that growth can be seen from last March to this September.

- Target Comparison

Mr. Thompson reported that the target comparison shows where our students did better or worse in the target areas. He noted it is set up by grade and subject. The results show that grade 3 performed better in math than prior testing in the areas of representing and solving problems with multiplication and division, and geometric measurement. Teachers have been focused on students learning automaticity. Grade 4 performed better in math in the areas of using operations, generating and analyzing patterns and place value understanding. Mr. Thompson reported that students were challenged with fractions and decimal notations of fractions. He noted fractions are usually taught toward the end of the year.

Dr. Heon clarified that these are relative strengths and weaknesses. She noted that it is not because SBAC puts more emphasis on it, but rather it is one of the claims. She indicated these claims are compared to our own data and not in comparison to the nation.

Mr. Thompson reported that GMS is strong in ELA and literacy, but stronger in writing. The area in grade 3 that needs more attention is reading information texts.

- Assessment Trends and Response

Mr. Thompson reported 59% of our students performed at level 3 in the Science NECAP. The challenges at GMS surround technology. He indicated students were moving from writing essays longhand to typing them. In math, students were using multiple online pages and moving things around. He noted we have seen growth in students in computer classes and last year's grade 4 students had a new math text book in 2012. In 2012-2014 the math curriculum was revised and students in grade 5 will have enVisions 2.0.

Mr. York asked when SBAC testing has to be completed. Mr. Thompson indicated testing must be completed by April vacation.

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Dr. Heon commented that came out of the accountability committee at the DOE. She indicated the idea was to stagger the testing because many districts had technology limitations and they came to a compromise and prepared a staggered calendar. She noted the downside is that some districts did not adhere to that calendar.

Mr. York commented that the key is trying to set a timeframe in which your students will have best opportunity to perform at their highest level with what they have learned. He asked how long a math test takes. Mr. Thompson indicated there are four sections that take seven hours plus activity time, which is spread over multiple days.

Mr. York asked if it would make sense to administer the testing as close as possible to the end of year. Dr. Heon indicated we do not have the technology.

Mr. York commented that problem can be solved. He does not believe our students should be handicapped because they have not had the opportunity to learn all the processes. He indicated testing situations need to be made level and this Board is in tune with making sure the schools have the capacity they need for testing. He commented we have to make sure our students have what they need to test well.

Mr. Thompson reported that GMS brought in 967 food items during Make a Difference week.

- LMS

Mr. Lecklider commented that the overall issue with testing was that students were limited to certain areas with connectivity and we were putting so many students in one area, which is not conducive for the students. He noted Mr. Pelletier is aware of it and has been working to resolve the issue.

- Assessment Overview

Mr. Lecklider commented it is important to have multiple data points and a student growth model over time. He reported testing began in early April and finished in early June. He noted that the proficiency numbers were totaled for ELA and Math. He explained we wanted to know where our students finished up last year and where they started in the fall. Mr. Lecklider indicated there were reassuring signs in other assessments even with some areas that were lower in SBAC (gr 5 and 8). He noted there is a drop across the state in the Math Smarter Balanced Assessment test, but it was reassuring to see this fall that same group was 81% proficient in NWEA.

Mr. Lecklider reported one of areas where we have done much work this fall is RtI. He commented we are looking at students who are below proficient and what supports and services we are providing for them. He noted we do not have dedicated support for them and our Tier II students need support. Mr. Lecklider reported that TenMarks is being expanded to grades 5 and 6 two/three days per week during enrichment period. He noted it has worked well with grades 7 and 8.

Mr. York asked when SBAC assessment results are received are you able to compare it with students' individual grades to see how they are doing? He asked that is drilled down what is the plan of action to determine what is being done for that student? How do kids that may not know the information get high grades?

Mr. Lecklider explained that they are looking at multiple data points. He indicated we see those types of inconsistencies where classroom performance is high and assessments are lower or vice versa. He noted we are concerned how students will perform.

Mr. York indicated students tested for two years in elementary school and four years in middle school. He commented that staff are getting a specific review of classroom work and performance on that test. He noted the impact the middle school has and the impact the elementary has to set the stage for learning is where problems can be corrected.

Mr. Lecklider indicated LMS will bring back individual goal setting conferences. He noted often the results go home to parents and are discussed briefly in class. He believes this will motivate students.

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Mr. O'Neill agreed with what is said about middle school. He advised to keep in mind that we have to look at those three or four years students are in elementary school. He noted early learning that occurs is critical to a child's future. He indicated that Mr. Lecklider has recognized the need for remediation and reach in the middle school. Mr. O'Neill asked that we help him with some of that.

- Assessments Overall Results

Mr. Lecklider reviewed overall results for all assessment tests (AIMs, MAPS, SBAC). He noted the focus is in the grade 5 and 8 areas. He indicated with NWEA the skills are there, but the way they are expressing themselves on SBAC is challenging.

- Target Comparison

Mr. Lecklider indicated that in Math grades 5 and 6 performed better than other areas. He noted that grade 5 performed lower with understanding place values and graph points, while grade 6 performed lower on solving real world problems involving area and volume. In ELA grades 5-8 students performed well, especially in writing. He noted that students performed lower in the areas of information text. Mr. Lecklider reported LMS is piloting a series that has a rich composition of informational text.

- SBAC Claims vs MAPS Goals

Mr. Lecklider indicated that one of the areas students performed lower than average is Geometry because of scope and sequence. He noted in the new enVisions curriculum there is more application and performance assessment.

- CHS

Mrs. Rothhaus provided a number of information reports to the Board regarding the assessment testing at CHS.

- CHS SBAC
- Grade 9 and 10 MAPS
- Grade 9 MAPS Results Spring 2014
- Grade 9 MAPS Results Fall 2015
- Grade 10 MAPS Results Spring 2014
- Grade 10 MAPS Results Fall 2015
- Math SAT
- Verbal Written SAT

Mrs. Rothhaus reported that in Math 16.8% of the students in grade 11 are performing at a higher level; 26.2% are performing at or near standards; 33.6% of students are performing below the standard. She commented when looking at summative math scores for grade 11, you can see we have a high number. She noted when reviewing it with the math facilitator the interesting thing is the skills that build on this are where we see a gap and that is place we have to determine how we can fill the gap. Mrs. Rothhaus reported that in ELA 37% of students' scores were at Level 4 and 36% at Level 3. She noted that our freshmen students have a writing prompt as do the juniors.

Mrs. Rothhaus reported that on the Science NECAP the area of inquiry is where the high school scored lowest. She noted that 47% of students performed at Level 3. Mrs. Rothhaus reported there has been growth from grade 9 to grade 10 in NWEA.

Mrs. Rothhaus reported that on 2015 SATs, NH scored second highest nationally, with North Dakota scoring highest. She mentioned that 2% of students in North Dakota take the SAT compared to 77% in NH; however, NH students are outperforming nationally. She reported that verbal performance was good, but writing performance dropped this year. She indicated that CHS is looking to see how the gaps can be filled in Algebra and Geometry. Mrs. Rothhaus noted that CHS has SAT teachers and National Honor Society tutors to help struggling students. She recommended considering more professional development and continuing writing across the curriculum.

D. Committee Reports

- Budget Committee

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Mr. Bourque reported the Budget Committee met on November 19 to review and take action on the school district budget.

Mr. York commented the Budget Committee made a \$40,000 reduction and a \$30,000 reduction and asked what was reduced.

Mr. Bourque indicated that \$40,000 was reduced from Buildings and Grounds for the building assessment and \$30,000 was removed for GMS driveway paving. He reported that the Budget Committee asked why wireless upgrades are being done at both GMS and LMS; if one can be delayed; and why not put the upgrades on a warrant article. He noted they also asked about the phone system replacement at LMS. Mr. Bourque indicated that revenues were provided for the Budget Committee and other minor reductions were made to some of the budget accounts. He commented the budget reductions that occur in the next couple of weeks will determine the direction we want to go.

Mr. York commented that having a \$200,000 special education capital reserve fund that can absorb an out of district placement allows Special Services to create a budget that can be of less impact.

Mr. Bourque reported the Budget Committee had questions on transportation. He indicated they asked if it would be feasible to provide transportation with one less bus.

III. NEW BUSINESS

A. Warrant Article Development Discussion

Draft warrant articles were presented to the Board for discussion. The Board was informed that the articles were sent to legal counsel and the SAU is waiting for their response.

Mr. Markiewicz indicated the articles are a rough draft. He thanked Mrs. Flynn for gleaned the information from the Budget Committee reductions. He mentioned the Budget Committee spoke of over spending budgets.

Mr. O'Neill indicated if you over spend your budget you can start your next year's budget, but it impacts what you need for that year.

Mr. York commented in terms of connectivity issues at GMS and LMS, the Board can make a decision to place one school on a warrant article.

Robin Corbiel, LMS Technology teacher, commented on how testing was administered at LMS. She explained that she personally logged in all desktops and laptops with moments to spare. Some students were placed in the lab where classes are run, some in the library, and some in the cafeteria. She was not sure if there was a two second delay between clicking on the answer of one question and going to the next question or what impact it may have had on the students' scores. She indicated technology is aging at LMS and the hardware in that building has not been replaced in a few years.

Mr. York commented the wording in Article 2 is inaccurate as it is not a reserve fund. He noted it is for failing equipment.

Mr. Bourque clarified that it is for Budget Committee reductions to the IT budget. He indicated it was suggested we put it in a reserve fund.

Mr. York commented a reserve fund is not for funding a technology plan.

Mr. O'Neill indicated that we will get legal opinion on the wording for the reserve fund articles.

Mrs. Lepore commented it is important to have these types of funds if we are going to recycle technology and have a computer for every student.

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Mr. O'Neill mentioned that he met with Mr. Perez and it appears that a full implementation of the 1:1 computing will not go forward at this time, but it is feasible to move forward with an expansion of the program to the new freshmen class for students to purchase their own device and keep those students currently participating in the program continuing on. He indicated that he asked Mr. Perez to look at a five year plan for school-wide implementation.

Mr. York suggested tasking LMS to start a group for 1:1 computing.

Mr. O'Neill indicated we have to examine K-12 1:1 computing and its impact. He noted we are challenged with bandwidth and connectivity and we will continue to be challenged each year. He commented in terms of a warrant article for technology that we have to have the money to put into the infrastructure to add more computers.

Mr. York commented that the IT department has to determine a number for the Board soon.

IV. OLD OR UNFINISHED BUSINESS

A. School Board Goals Action Plan Format

A draft goals action plan template was provided to the Board. Mr. O'Neill indicated that it is a rough draft and we will be working on the format for the strategic plan.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Robin Corbiel, 4 Nesmith Court, thanked the School Board for good conversation about the assessments and what they mean. She asked Board member to keep in mind when reviewing these numbers that they are children and at the younger ages they like going to school. She asked Board members not to focus on one set of numbers, but on the whole child.

VII. ADJOURN

Mr. York made a motion to adjourn at 8:40 p.m. Mrs. Lepore seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052**

**Approved Minutes for December 16, 2015
(approved as written 1-6-16)**

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
John York, Board Member
Janine Lepore, Board Member
Nicole Quintana, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION 6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included the addition of Acceptance of Donation under Presentations.

D. Summary of Non-Public Actions from: December 2, 2015: No non-public session was held.

E. Presentations & Recognitions

- Acceptance of Donation – Atrium Hudson

Mr. O'Neill presented a donation in the amount of \$3,000 from Atrium in Hudson, NH to the CHS Robotics team. He expressed his sincere appreciation for the donation.

Mr. York made a motion to accept a donation of \$3,000 from Atrium in Hudson, NH to the CHS Robotics team. Mrs. Lepore seconded. The motion carried 5-0-0.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session December 2, 2015

Mr. York made a motion to approve the public minutes of December 2, 2015 as amended. Mrs. Quintana seconded. The motion carried 5-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

Mr. O'Neill mentioned that there have been changes in the law for No Child Left Behind. He indicated he will study the new law in depth. He commented although the law puts the state and local systems in charge, there will be continuing testing and accountability. He noted he will keep the School Board abreast of the issue.

Mr. O'Neill wished everyone a happy holiday season and encouraged everyone to attend the children's performances. He expressed appreciation for the hard work of the staff in the school district.

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II. REPORTS

A. School Board Comments

Mr. York commented that the LMS concert is scheduled for tomorrow night at CHS at 7:00 p.m. He wished everyone Happy Holidays.

Mr. Bourque wished everyone Happy Holidays and commented that the GMS concert held last week was excellent.

B. Business Administrator's Report

Mr. Markiewicz provided the December financial report to the Board. He indicated the report reflects the status of the general fund with regard to 'spend downs' and the status of revenues. He noted that some technology lines are being closely monitored due to expenses associated with the student information system.

Mr. York made a motion to approve the budget transfers presented in the December financial report. Mr. Barka seconded. The motion carried 5-0-0.

- Tuition Rates

Mr. Markiewicz presented the 2015-2016 Tuition Rates to the Board. He reported tuition rates should be set as follows:

- Elementary \$13,723.89
- Middle \$12,101.80
- High \$12,974.01

He noted the formula is based on the DOE-25.

Mr. Bourque made a motion to approve the 2015-2016 Tuition Rates. Mr. Barka seconded. The motion carried 5-0-0.

C. IT Report

Mr. O'Neill provided the December IT report to the Board. He indicated that the IT department continues to work in a proactive manner, which is helping to keep the number of helpdesk tickets down. He reported that the district has had an abnormally large amount of viruses and attacks this month and currently the IT department is evaluating current safeguards to mitigate the attacks. GMS and LMS are still dealing with issues from inadequate wireless. Efforts are focused on increasing the reliability of the wireless.

Mr. York offered to meet with the Board Chair, Superintendent, IT Director and DB Administrator to provide feedback on Infinite Campus. He commented if we share our experiences with them they may see the issues that they can address.

Mr. O'Neill accepted Mr. York's offer and commented that as Infinite Campus is implemented there are some glitches and compliance issues. He welcomed feedback from the public regarding Infinite Campus and noted that we are looking into how we can monitor Infinite Campus differently.

Mrs. Lepore asked where the viruses are coming from. Mr. O'Neill indicated he will get that information from the Director of Technology.

D. Enrollment Report – Nov 2015

Mr. O'Neill provided the November enrollment report to the Board. He reported no specific changes in the enrollment number.

Mr. York commented there was a lengthy discussion about Kindergarten and Grade 1 enrollment during the Budget Committee meeting on December 10.

Mr. Bourque indicated that Mr. Thompson provided the numbers confirmed to enroll in Grade 1 for 2016-2017. He noted there are 58 students in Kindergarten. He relayed the information Mr. Thompson provided for the Budget

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Committee. Mr. Thompson told the Budget Committee that it has been confirmed from 55 of the Kindergarten parents that those students will be enrolled in first grade at GMS. In addition, that there is written confirmation from parents of 15 of the 29 students attending private Kindergarten that they will be enrolling in first grade at GMS. There is confirmation of 72 students for Grade 1 with the potential for 14 more.

Mr. York commented that the Budget Committee typically says if they reduce a teacher they will add it back at Deliberative Session, but has not done so in the past.

E. Committee Reports

• Budget Committee

Mr. Bourque reported the Budget Committee finished with school district budgets and will be meeting in January to vote the bottom lines. He reported the Budget Committee reduced Salaries by \$90,000, Benefits by \$45,000 and Social Security by \$12,000. He indicated they did not reduce positions, just dollars tied to positions.

Mr. Markiewicz explained they utilized a district-wide line to apply the adjustments. He noted they did reduce lines that did have money in them. He indicated the report to the DRA is by function so they will have to show where they made the reductions to the School Board budget.

Mr. Bourque indicated part of it will come from turnover. He commented the Budget Committee's rationale was if teachers retire replacements can be hired at a lower rate. He reported they also reduced paraprofessionals' salaries by \$35,000, which was applied to GMS and LMS.

Mrs. Lepore asked for their reasoning. Mr. Bourque indicated it was historical spending.

Mrs. Quintana commented if those positions are tied to IEPs they cannot be removed.

Mr. Markiewicz indicated that considerable work was done to reconcile the positions in the current year budget to what positions are linked to students. He noted it was made very clear to the Budget Committee that those numbers are contractually obligated.

Mr. York commented they keep working toward one number no matter the obligations. He indicated salaries and benefits are increasing contractually and their argument is the district will have to find that money somewhere else in the budget.

Mrs. Quintana commented if the process doesn't work to keep the town desirable to the district the process has to change.

Mr. York commented the presence of mind is to strongly restrict the growth of the budget. He indicated that what the district is under spending can be used to fund more programs and opportunities for students to learn. He noted the Budget Committee does not take into consideration the efforts of each school and the work of the principals to bring in a budget at or lower than the previous year. Mr. York commented they do not realize when there is money remaining at the end of the year it is because of good management or from unanticipated revenues.

Mr. Bourque reported the Budget Committee will meet on January 5 to finalize the town budget and January 7 to finalize the school district budget.

Mr. O'Neill commented on Grade 1 enrollment. He indicated that Mr. Thompson noted 14 families did not respond to his request when Kindergarten families were polled. He noted there are 72 students confirmed to attend and if the number approaches 80 we will have to discuss an additional teaching position. He commented that does not include families new to the district with children that may enter the schools.

III. NEW BUSINESS

A. FY17 Default Budget

Mr. Markiewicz presented a draft of the FY17 default budget.

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Mr. Bourque asked about the increase in special education. Mr. Markiewicz indicated it is an anticipated increase in services based on IEPs.

Mr. Barka asked why there is a decrease in audit services. Mr. Markiewicz indicated that the contract for those services reflected a lower cost.

Mr. York commented we continue to pay the lease on the LMS portables. He suggested the district look into ownership.

Mr. Bourque asked about the cost of the portables. Mr. Markiewicz indicated he will look at the contract. He noted eliminating the portables and moving the students inside the LMS building is included in the Superintendent's strategic plan.

Mr. Barka made a motion to approve the FY17 Default Operating Budget of \$21,390,321, which includes the Food Service and Grants Default budgets. Mrs. Lepore seconded. The motion carried 5-0-0.

B. FY17 Warrant Articles Discussion

- Legal Opinion

Mr. Markiewicz presented a second draft of warrant articles to the Board with legal opinion. He noted that the wording was revised for the IT Capital Reserve fund article and the Building Assessment article. He thanked Mrs. Flynn for her work on the warrant articles.

Mr. Bourque expressed concern that the Budget Committee may reduce the LMS phone system replacement from the budget.

Mr. York commented he recalls a discussion from the Budget Committee that the School Board pick a number for technology and agree to prioritize each year. He believes the idea has soundness. He indicated it will be easier for the IT Department to prepare a flat budget and if more is needed it will be placed on the warrant. He noted it would bring stability to the process.

Mr. Bourque was concerned that budgeting for technology is difficult as technology is always changing.

Mr. York commented that we should be able to look at the IT budget historically and determine a number to budget annually. He indicated if additional items are needed they can be placed on the warrant. He suggested that it may be best to ask voters if they would support a 1:1 program district-wide. He noted if the article fails we can still continue with what we have in place currently.

Mr. O'Neill indicated that IT needs to develop a replacement cycle so we can predict what the needs would be over five years. He commented he is not comfortable with a capital reserve of only \$100,000 for facilities. He noted he would feel more comfortable with \$250,000 in that fund in the event of a major event.

Board members discussed amounts to increase the capital reserve funds and to establish an IT Capital Reserve fund.

Mr. O'Neill indicated that special education is the most unpredictable component of the budget. He commented the district will not expend any money in special education that we do not have to spend and will return the surplus. He was concerned where that will end up in June.

Mr. York suggested establishing the Technology Reserve with \$100,000.

Mr. Barka asked what would happen if there were only \$150,000 in unreserved funds and we have three articles to fund.

Mr. O'Neill indicated that the articles are funded in order of the articles on the ballot and there is no proration.

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Mr. York commented that having the two capital reserve funds makes sense. He indicated that at some point we will have to present to the town the rationale for the funds and the process we will use regarding the funds.

Mr. Bourque commented that Mr. O'Neill is concerned about the amount of funds in the Building Maintenance Capital Reserve fund. He suggested adding another article asking voters for additional unreserved funds for the buildings capital reserve fund.

Mrs. Lepore commented that the Board needs to have concrete reasoning why we are asking the taxpayers to fund these articles.

Mr. Bourque indicated this article is for major expenses. Mr. York commented that the heating systems at GMS and LMS are beyond their useful life expectancy.

Mr. Markiewicz indicated if the building assessment article is approved we will be able to begin putting numbers to components. He commented it is difficult to recommend some maintenance without having an engineer to verify it.

Mrs. Lepore asked if reserve funds can be used for preventive maintenance.

Mr. O'Neill explained that all preventive maintenance is paid for out of the budget and capital expenses are paid for with capital reserve funds (i.e. parking lot, roof, boiler). He commented we hope we will not have to replace anything major by emergency, but that is the purpose of the capital reserve money. He indicated if we can have an assessment we will have predictors to fund our repairs/replacements and a timeline to perform that work. Mr. O'Neill commented currently the district has little to fund a major failure.

Board members suggested amounts for warrant financial warrant articles.

Mr. York made a motion to ask for an additional \$100,000 in the Special Education Capital Reserve Fund warrant article. Mrs. Quintana seconded. The motion carried 5-0-0.

Mr. York made a motion to ask for \$100,000 in the Technology Capital Reserve Fund. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to add Article 5 to ask for an additional \$50,000 in the Building Maintenance Capital Reserve Fund. Mrs. Lepore seconded. The motion carried 5-0-0.

Mrs. Lepore made a motion to switch the order of Article 3 and Article 4 Mr. York seconded. The motion carried 5-0-0.

IV. OLD OR UNFINISHED BUSINESS

A. Review of FY17 Budget Changes

Mr. O'Neill provided a list of budget changes to the Board for review and/or discussion.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Dennis Perreault, CHS teacher, mentioned that CHS experienced a tragic loss with the passing of Dave Harrigan. He indicated that Mr. Harrigan was a very important and inspirational man. He noted that the social network lit up with tributes to Mr. Harrigan and he thanked community members who feel this loss. Mr. Perreault commented that Mr. Harrigan loved to travel and wanted to see students gain experience from travel with CHS. He indicated that Mr. Harrigan's family established the Dave Harrigan Memorial Fund to allow students who do not have the means

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to experience travel with the high school. Mr. Perreault conveyed that Mr. Harrigan was a lover of people who love to learn. He explained that Mr. Harrigan inspired him to dedicate himself to the students of CHS.

VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered into non-public session at 7:22 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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

VIII. RETURN TO PUBLIC SESSION

Mr. Barka made a motion to return to public session at 8:00 p.m. Mrs. Quintana seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 8:00 p.m. Mrs. Quintana seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for January 6, 2016

(approved as written 1-20-16)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
John York, Board Member (*excused*)
Janine Lepore, Board Member
Nicole Quintana, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum and Instruction
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
Laura Rothhaus, Principal, CHS
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:05 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: December 16, 2015:

Mrs. Quintana made a motion to approve the draft minutes of November 18, 2015 as written. Mr. York seconded. The motion carried 4-0-1, with Mrs. Lepore abstaining.

Mr. Barka made a motion to accept the resignation of Brian Crowley, CHS special education teacher. Mrs. Lepore seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

- Acceptance of Donation
 - Recycling Trailer

Mr. Perreault, CHS teacher, presented a donation of a recycling trailer to the Board. He explained that the recycling program has been at CHS for a number of years. Nine years ago CHS got a baler and asked Manchester Metals to put a recycling trailer on the premises. When it is full it is transported to Manchester Metals and the recycling program receives a check. Mr. Perreault asked the supervisor who came to pick up the trailer if Manchester Metals was willing to donate the trailer to CHS. He indicated it would be donated in 'as in' condition and is in need of tires. Manchester Metals has confirmed they are still willing to donate the trailer.

Mr. Bourque commented that the trailer becomes ours and we are responsible for registration and insurance. Mr. Perrault indicated that is the case. He explained the trailer holds the aluminum cans we collect.

Mr. Bourque commented in the past they have picked it up and emptied it. He asked if it would be our responsibility to bring it to be emptied. Mr. Perreault indicated that we would have to transport it to be emptied and the maintenance department would take it with the district truck.

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Mr. Bourque made a motion to accept the donation of a recycling trailer from Manchester Metals for the CHS recycling program. Mr. Barka seconded. The motion carried 4-0-0.

F. Correspondence

Mr. Bourque announced CHS received a letter from the Litchfield Presbyterian Church thanking the District and CHS for providing food for the food pantry.

G. Approval of Draft Minutes:

- Public Session December 16, 2015

Mr. Barka made a motion to approve the public minutes of December 16, 2015 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

Mr. O'Neill announced that the Presidential Primary is scheduled for February 9, 2016 and CHS is the voting location for the town. He mentioned a normal day of school is planned. He indicated arrangements for parking are being made and we will take extra security precautions.

Mr. O'Neill announced we are approaching the end of the first half of the year and we will give students final grades for transcripts. He indicated we are looking at closing down the Infinite Campus portal to go through the grading to ensure the grades are accurate, which will take up to two weeks. He noted it is proposed to be closed from January 15 to January 29, 2016 and will reopen with all grades posted. Mr. O'Neill indicated that we will be sending announcements and informing the community via Blackboard.

Mr. Barka asked if this is past practice. Mr. O'Neill indicated it was done in the past and around the same timeframe.

Mr. Barka asked if the portal will be accessible to parents for other information during that time.

Jodi Callinan, CHS Director of Guidance, indicated only the grading section will be closed, but the remainder of the portal will be open.

II. REPORTS

A. School Board Comments

There were no comments.

B. Curriculum Report

Dr. Heon provided the curriculum report to the Board. She presented a recommendation for new course at CHS called Contemporary Literature, which is an elective. She explained the course explores a number of key questions related to the themes and content of novels used in the course. She noted this course exposes students to literature to which they would not be normally be exposed.

Mrs. Lepore asked if any courses are under enrolled. Ms. Callinan indicated British Literature, Journalism and Public Speaking are typically under enrolled. She noted it depends on student requests.

Mrs. Lepore commented she has not read any of the books listed in the course description. She acknowledged there can be concerns regarding contemporary literature. Dr. Heon indicated the books listed are examples and any works will be vetted through PERC. She commented the goal is to garner student interest and find literature that is engaging. She noted PERC has been vigilant in vetting materials.

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Mrs. Lepore asked if students would still be reading classic literature as well in other courses. Dr. Heon indicated there is classic literature in other courses. She commented the other incentive to this course is to prompt students to respond to the literature by writing.

Mr. Barka made a motion to approve the Contemporary Literature course at CHS. Mrs. Quintana seconded. The motion carried 4-0-0.

Dr. Heon reported in terms of assessment we are looking ahead to our spring testing for Smarter Balance in grades K-8 and the new SAT for grade 11. She mentioned Ms. Callinan will talk about the CHS Program of Studies. She indicated students will be sitting at computers and registering for the SAT. Dr. Heon noted that parents can help by thinking about the information their student will be putting into the system regarding their interests, possible majors and some colleges in which they may be interested.

Mrs. Lepore asked if there is a cost for the SAT. Dr. Heon indicated there is no cost as their school code will be used in registration. She mentioned that she and Mr. O'Neill attended a state level meeting where a representative from College Board informed us all logistics will be covered. She noted the funds at the grade 9 level that would have been used for Smarter Balanced Assessment will be shifted to pay for the SAT.

Dr. Heon reported since November the Administrative Team has been engaged in an in depth study of grading and reporting of student performance. She explained the new minimum standards require reporting based on competencies and work study practices in grades K-12. She indicated we are exploring grading practices and how they will be reported to our target student families. Dr. Heon reported beginning at end of the month there will be a task force [consisting of other educators, Board members and the public] to begin to narrow the parameters regarding what kind of reporting there will be and what that will look like for students and families. She noted this will most likely be a two year process.

Dr. Heon suggested Math as the focus of the February meeting. She indicated each principal can take 15 minutes to highlight how teachers are implementing the curriculum in the classroom. The curriculum focuses on building foundation concepts and real life applications for students. Dr. Heon commented we are aware that some of what families see is different than what the students have learned. She indicated our standardized scores seem to dip from middle to high school and if students do not understand the concepts behind the process they struggle to find the answer. She noted it is important the student understand the 'why' behind the 'how'.

C. Principals' Reports (focus on Infinite Campus)

- GMS

Mr. Thompson provided the GMS principal's report to the Board. He reported:

- Kindergarten enrollment is holding at 58
- The Litchfield Police Association provided eight families with significant support at Christmas
- The staff participated in the Christmas Angels where staff members adopt families
- GMS had a great concert on December 8 thanks to Mrs. LaBelle, who also organized the holiday staff singalong
- IT installed additional access points along the entire grade 3 and 4 wing.

Mr. Thompson provided an update regarding Infinite Campus:

- Attendance in use since the start of the school year;
- Report cards generated in November;
- Behavior referrals are being put into the system;
- Staff has not been trained on how to use the Behavior piece;
- Lunch and recess monitors should have access (that is where most behavior issues occur);
- Contact log will require training;
- Anticipate grading portal will be open for Fall 2016.

Mr. Thompson indicated that teachers gave feedback about grading during a faculty meeting. Feedback includes:

- Consideration for students that have never been in school

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- Specific calculation and rubric will be used in grading
- Teachers feel more practice time is needed entering grades into the system
- Some concern about parents becoming overly concerned with students' early development
- It will be challenging to show a grade plus the updated quarter or final grade in Infinite Campus
- Parent information night is needed prior to opening the portal
- Concern with the continuous feed of information and the impact it will have on parents feeling they should respond every time a grade is put into the system, and teachers have to respond to the parents.

- LMS

Mr. Lecklider provided the LMS principal's report to the Board. He congratulated the LMS band on their performances. He announced of the 10 students who auditioned, 7 were accepted to the NH Honors Band.

Mr. Lecklider provided feedback regarding Infinite Campus:

- The portal went live in November
- All student accounts were activated in December
- Teachers reviewed what the accounts looked like with the students
- The majority of the students are very interested in their averages (as we get toward the end of the quarter some of the projects are a big part of their grades)
- Reviewed the aspect of the program that targets student behavior and discipline components
- PBIS is tracked quarterly and annually and will be able to do the same with Infinite Campus
- Andrea Stern attended the staff meeting and answered questions about what parents see when they access the system
- Andrea Stern reviewed the homework page with teachers
- There is a "to do" list for students to generate upcoming assignment reminders.

- CHS

Mrs. Rothhaus provided the CHS principal's report to the Board. She announced Lynn Gnaegy was named the NH FACS Teacher of the Year. She noted there were amazing concerts at CHS in December and much fundraising for needy families.

Mrs. Rothhaus provided an update on Infinite Campus:

- Instructions sent to the Board regarding opening the grading portal
- CHS does formative and summative grading
- Many summative grades are research papers or chemistry tests with written responses (many pages)
- The Leadership Team worked with Andrea Stern on report cards and exams in Infinite Campus
- A comment area is needed
- Learn with Stern will be upcoming in January.

- CHS Program of Studies

Mrs. Rothhaus and Mrs. Callinan presented the draft CHS Program of Studies and changes to the Board. There were minor changes, wording changes, some course additions, some prerequisite changes, a lab fee introduced for FACS.

Mr. O'Neill extended his appreciation to Mrs. Callinan and the staff at CHS for all their hard work.

Mr. Barka made a motion to approve the 2015-2016 CHS Program of Studies. Mrs. Lepore seconded. The motion carried 4-0-0.

D. Committee Reports

- Budget Committee

Mr. Bourque reported the Budget Committee met on December 17 and completed voting on the school district budgets for 2017. He reported further that the Budget Committee met on January 5 to vote the bottom line budget

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for the Town for 2016. He announced the Committee will be meeting on January 7 to vote on the bottom line budget for the school district for 2017 and will also be voting on warrant article recommendations.

III. NEW BUSINESS

There was no new business.

IV. OLD OR UNFINISHED BUSINESS

A. Warrant Article Approval

The FY17 Warrant Articles were presented to the Board and recommendations were requested. Mr. Markiewicz indicated that the total for the operating budget has not yet been finalized. He noted the Board did take action to approve the default budget.

The Board did not take any action regarding the warrant articles.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Tina Harrison, resident, commented in the past she has struggled with voting to support raising funds for studies. With reference to the warrant article regarding the buildings assessment, she believes the \$40,000 can be used for capital improvements rather than a study. She indicated it is difficult to believe the district does not have information on the school buildings. Ms. Harrison believes that there may be a less expensive way for improvements to be made and encouraged the Board to ensure that the need is communicated to the community if all the articles are recommended. She commented there is a need to increase transparency.

VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered into non-public session at 7:25 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. Quintana seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes.

VIII. RETURN TO PUBLIC SESSION

Mr. Barka made a motion to return to public session at 7:59 p.m. Mrs. Quintana seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 8:00 p.m. Mrs. Lepore seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for January 20, 2016

(approved as written 2-3-16)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
John York, Board Member (*excused*)
Janine Lepore, Board Member
Nicole Quintana, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:02 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: January 6, 2016:

Mrs. Quintana made a motion to approve the non-public minutes of December 16, 2015 as written. Mr. Barka seconded. The motion carried 4-0-0.

Mrs. Quintana made a motion to accept the nomination of Ryan Keller as CHS Special Education teacher at a prorated salary of \$56,963 for the 2015-2016 school year. Mrs. Lepore seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session January 6, 2016

Mr. Barka made a motion to approve the public minutes of January 6, 2016 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

- 2016 NH Primary

Mr. O'Neill reported that he met with Officer Corl and reviewed the facility when it was learned that Nashua postponed school for the NH Primary. He believes that the district should go forward with school in session. He explained the north parking lot will be cleared and available to voters with an additional four handicapped spaces. Mr. O'Neill indicated staff parking will be moved to the back of the building and overflow into the front visitor

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spaces. He noted three police officers will be available and an administrator will be assigned to the voting area. Voters will be allowed to use the restrooms in the gym, but the remainder of the school will be closed off to the public. Staff will be stationed in the hallways and there will be adequate signage.

II. REPORTS

A. School Board Comments

There were no Board member comments.

B. Business Administrator's Report

Mr. Markiewicz presented the mid-year financial report for FY16 to the Board. He noted the report is a summary of the first six months of the fiscal year. He apologized for the lateness in providing it to the Board and offered to answer questions at the next meeting.

Mrs. Lepore asked why long term substitutes' wages are higher than regular substitutes.

Mr. Markiewicz indicated that the district bases daily sub rates on trends. He explained that long term sub rates are based on experience and the length of a staff leave. He noted the district has hire a temporary full time employee to cover for a teacher on leave. Mr. Markiewicz indicated it is difficult to predict when someone will go on leave.

C. IT Report

Mr. O'Neill provided Mr. Pelletier's technology report to the Board. He noted that Mr. Pelletier and Ms. Stern will be at the next Board meeting.

Mr. O'Neill reported that the LMS wireless improvements were completed in anticipation of Smarter Balanced Assessment testing. He noted that seven more access points were added and access points were removed from the hallways and placed in the classrooms. Mr. O'Neill reported that GMS wireless improvements have been completed and five more access points were added. He noted that Mr. Pelletier advised that we are still on the old wireless and much of this work will help make the online testing experience as good as possible with the older technology and expedite the installation of the new wireless technology when that time comes.

- **Infinite Campus Update**

Mr. O'Neill provided Ms. Stern's update regarding the student information system to the Board. He commented the high school has done a great job getting the grades into Infinite Campus and working their way through the system. He indicated we have accomplished in six months what should have taken a year. He noted that training with Ms. Stern is ongoing. Mr. O'Neill announced that grades and assignments will not be available:

(a) at LMS from January 27 at 4:00 p.m. until 8:00 a.m. February 3; (b) at CHS from January 15 at 4:00 p.m. until 8:00 a.m. January 29. He noted although we have a two week window we understand our professionals may need additional time for larger assignments. He commended Ms. Stern and the faculties of all three schools for their hard work with Infinite Campus.

D. Enrollment Report – Dec 2015

Mr. O'Neill provided the December 2015 enrollment report to the Board. He commented that enrollment has been uneventful. He indicated there are 1,404 students enrolled in the district and that first grade numbers are holding strong.

E. Committee Reports

- **Budget Committee**

Mr. Bourque reported the Budget Committee met January 14, 2016 following the Budget Hearings. The Budget Committee finalized their voting and reductions to the school budget along with warrant articles. He indicated the Budget Committee reduced the FY17 budget by \$535,749. He commented the school administration have more knowledge of student needs than the Budget Committee.

III. NEW BUSINESS

A. FY17 Budget Committee Recommended Budget

LITCHFIELD SCHOOL DISTRICT

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Mr. Markiewicz provided an update regarding the FY17 recommended budget, as well as a copy of the completed MS-27 that requires Budget Committee member signatures and the FY17 Default Budget, that requires School Board signatures. Mr. Markiewicz acknowledged that Mrs. Flynn prepared the Board overview of the 2017 budget, which provides a breakdown of the status of that budget and the difference between the default budget and recommended operating budget.

Mr. Markiewicz reported the MS-27 has been provided to the Board in the online packet along with the calculation from the function summary. He provided the default budget for Board members to sign.

Mr. Barka observed that the recommended operating budget approved by the Budget Committee is only approximately \$55,000 higher than the default budget.

IV. OLD OR UNFINISHED BUSINESS

A. FY17 Warrant Articles

Mr. Markiewicz provided the final voting warrant to the Board. Board members were asked to vote recommendations on the articles and sign the warrant.

ARTICLE 1: OPERATING BUDGET \$21,445,770

Mr. Barka made a motion to recommend Article 1. Mrs. Lepore seconded. The motion carried 3-1-0, with Mr. Bourque opposing.

ARTICLE 2: DISTRICT-WIDE BUILDING/SYSTEMS ASSESSMENT \$40,000

Mr. Barka made a motion to recommend Article 2. Mrs. Quintana seconded. The motion carried 4-0-0.

ARTICLE 3: TECHNOLOGY CAPITAL RESERVE \$100,000

Mr. Barka made a motion to recommend Article 3. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. O'Neill asked if there were any cost estimates on the boiler at CHS.

Mr. Markiewicz indicated that the estimate is in the range of \$50,000 to \$60,000, but could be lower if we use another option to repair. He commented we will know more by the end of the month.

Mr. O'Neill commented any insurance money will be prorated based on the age of the equipment.

Mr. Markiewicz commented that we need to go forward with repairs prior to reaching a settlement with the insurance company.

Mr. Barka suggested moving Article 5 (Building Maintenance Capital Reserve) to Article 4 and renumbering the Special Education Capital Reserve article to Article 5.

Mr. Barka made a motion to move the Building Maintenance Capital Reserve to Article 4 and the Special Education Capital Reserve to Article 5. Mrs. Quintana seconded. The motion carried 4-0-0.

ARTICLE 4: BUILDING MAINTENANCE CAPITAL RESERVE \$50,000

Mr. Barka made a motion to recommend Article 4. Mrs. Quintana seconded. The motion carried 4-0-0.

ARTICLE 5: SPECIAL EDUCATION CAPITAL RESERVE \$100,000

Mr. Barka made a motion to recommend Article 5. Mrs. Quintana seconded. The motion carried 4-0-0.

B. Policies:

- Audio and Video Recording in Classrooms – Requirements of the Law

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Mr. O'Neill commented that the law regarding audio and video recording in school classrooms changed in August 2015. He provided information from the NH DOE regarding the change in the law, RSA 189:68, IV. He explained the change occurred because districts could be recording teachers in classrooms without parents having notice of the purpose. Mr. O'Neill added the concern was the use of the recording would be for teacher evaluations. He indicated the change contains a broad statement in the law that means no recording can be done in any classroom without the written consent of parents/guardians of every student as well as holding a public hearing to notify the community of recordings in the schools. He suggested the Board would be wise to adopt a policy similar to that of researched policies provided and add a specific statement regarding public hearings. Mr. O'Neill commented video recording in the classroom would not be allowed without Board approval and written consent from the teacher and parent/guardian of each child in the classroom. He noted legal counsel is vetting the policy.

Mr. O'Neill indicated that research regarding a policy relative to video recording of students in classrooms has been completed and a draft policy has been prepared.

Mr. Bourque commented that he read that consent is a one-time occurrence. Mr. O'Neill indicated the concern was for written consent.

Mr. Barka asked if a public hearing is required to be held every time a recording is to be made. Mr. O'Neill indicated that as it is interpreted a public hearing is to be held for each teacher.

Mr. O'Neill commented that there are times it is permissible to record 504 hearings or IEP hearings, but the way the law is written it is not clear.

Mr. Barka commented that a hearing has to be held for each teacher that allows recordings in a classroom. Mr. O'Neill commented the intent of the law was not to record teachers for evaluations, but the legislature did not quite understand the full implication of the law. He indicated the education community was fully aware of the implications.

Mr. Bourque suggested that Board members review the research and documentation provided and discuss the policy at the next meeting.

- Policies Required by Law (list)

Mr. O'Neill provided the Board a list of policies that are required by law. He indicated the list has been updated with approval dates of existing policies of the district and those that are highlighted are not in existence, but a draft policy may exist. He commented that NHSBA legal counsel is vetting the policies for the district. Mr. O'Neill indicated the SAU will prioritize policies that are mandated and need updating, as well those that we are missing. He noted the number of policies to address on the agenda is the Board's decision.

Mrs. Flynn added that when the NHSBA provides input from vetting the policies and priority of each, she will update the policies, complete the draft policies that the district is missing and provide a report to the Board.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered into non-public session at 6:48 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

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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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes.

VIII. RETURN TO PUBLIC SESSION

Mr. Barka made a motion to return to public session at 7:18 p.m. Mrs. Quintana seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes.

Mr. Barka made a motion to approve the Superintendent's contract for 2016-2017. Mrs. Lepore seconded. The motion carried 4-0-0.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 7:20 p.m. Mrs. Quintana seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for February 3, 2016

(approved as written 2-17-16)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
John York, Board Member
Janine Lepore, Board Member
Nicole Quintana, Board Member (*excused*)
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum and Instruction
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
Laurie Rothhaus, Principal, CHS
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:04 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: January 20, 2016:

Mrs. Barka made a motion to approve the draft minutes of January 6, 2016 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

• Acceptance of Donation

○ Friends of Litchfield Wrestling Donation: Wrestling Mat

Laura Gandia, Secretary, and Liz MacDonald, President, Friends of Litchfield Wrestling, presented a donation of a wrestling mat for CHS. Mrs. Gandia and Mrs. MacDonald spoke about the purpose and substantial growth of the program. They thanked all those involved in the success of the program, as well as the district staff and School Board for their support of the program.

Mr. York commented because the gift value is above \$5,000 a public hearing needs to be held.

Mr. Bourque indicated we will hold a public hearing on Feb 17 and accept the donation then.

Mr. O'Neill thanked the group for the donation and commended those involved for their time and work.

F. Correspondence

Mr. Barka reported correspondence was received from Rachel Barclay regarding school recess.

G. Approval of Draft Minutes:

• Public Session January 20, 2016

Mr. Barka made a motion to approve the public minutes of January 20, 2016 as written. Mrs. Lepore seconded. The motion carried 3-0-1, with Mr. York abstaining.

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H. Community Forum

There was no public input.

I. Superintendent's Comments

Mr. O'Neill commented about the decision to close the schools on February 9. He explained as the primary got closer the district was informed by the Police Department and other parties that there would be a large amount of traffic and a great number of individuals at CHS. He indicated in consideration of the large number of people that will be in and out of the school that day, it was prudent to close the schools with regard to security and safety of the students. Mr. O'Neill noted that aside from himself, the CHS Principal, School Board Chair and Student Resource Officer were involved in the decision.

Mr. Bourque added another consideration was the number of candidates that asked to be inside the building to verify the voting.

II. REPORTS

A. School Board Comments

Mr. Bourque mentioned he discussed with the Superintendent to consider putting the Pre-K classes in the portables at GMS and bringing the Kindergarten classes inside the building. He commented Kindergarten students have to travel to the main building for specials. He noted we will be losing a fourth grade classroom next year and we have two rooms that can be utilized. He suggested putting one of the portable classrooms at LMS and returning a portable to release the lease.

Mr. O'Neill indicated that Mr. Thompson and he had a discussion and plan to bring a report to the Board in a month.

Mr. Thompson commented he has already given consideration to the rooms that can be used.

Mr. O'Neill commented as the long term plan and Board goals specify it would be wise to have all our students in classrooms and all programs are inside the building.

B. Curriculum Report

Dr. Heon presented the February 2016 Curriculum report to the Board. She noted PERC has recommended the FACS and ICT Curriculum frameworks, which were sent to the School Board prior to the meeting.

- Grades 5-12 FACS Curriculum Frameworks
- K-12 ICT Curriculum Frameworks

Mr. Barka made a motion to approve the Grade 5-12 FACS and K-12 ICT Curriculum Frameworks. Mrs. Lepore seconded. The motion carried 4-0-0.

Dr. Heon reported that teachers have been learning the various components of and how to implement math resources purchased over the last two years: Big Ideas, 6-11; Envisions 2.0, K-5. She explained these resources focus on building strong foundations of mathematical concepts in addition to math procedures. Dr. Heon commented one of the things the math group was able to cull out of the data received from assessments was that students were not fully prepared for math to move onto higher grade levels (i.e. from middle school to high school). She indicated teachers will be presenting features of the math programs and the digital components to the Board. Dr. Heon noted parents feel their children are learning new math; however, this is not new math, but we asking students to do work and practice in certain areas so they will understand why and what they are doing.

C. Principals' Reports

- GMS

Mr. Thompson presented the February 2016 GMS Principal's report to the Board. Mr. Thompson introduced Erin Beach, Angela LaPlante, and Paula Cullen who provided a presentation depicting features of the math program and digital components at GMS. He indicated a follow-up parent meeting has been scheduled for February 18 with our tutors to help parents access the tools available for math. Mr. Thompson noted the Board requested that we try to do

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our testing as late in the year as possible. He commented we received the state advisory and window for elementary testing, which remains the same. He indicated that ELA testing will be done first and Math testing last.

Erin Beach, Grade One, presented a sample of what math will look like in Grade 1, which consists of:

- understanding what addition is;
- applying what addition is to answer real world problems;
- developing fact fluency;
- every lesson starts with a real world word problem and students come up and share how they solved the problem;
- visual learning is an interactive movie;
- guided practice where students are taught how to solve word problems;
- teacher models how to use the strategy using a bar diagram;
- independent practice where teacher reads problem and students share how to solve it;
- problem solving with word problems students can connect to;
- learning to tune into key words;
- end of lesson is fact fluency games of math activities.

Dr. Heon commented the visual aspects are critical. She noted teachers are using hands on resources to help students understand the concepts.

Angela LaPlante, Grade Three, presented a sample of what math will look like in Grade 3, which consisted of much of the same features as in Grade 1, with solve and share problems and visual aspects for solving problems. She indicated there are many ways to solve a problem and evaluate the results.

Paula Cullen Kent, Grade Four, began her presentation with a flashback to math in the 1980's. She presented a sample of what math will look like currently in Grade 4, which consists of:

- solving word problems using models, graphs and hands on resources;
- practice, models and solving problems
- solving problems of prime and composite numbers using reasoning, models and recording work on graph paper;
- combining the model, equations and evaluating the problems
- students make connections in what they learned in the previous month to now;
- students apply computational skills using multiplication and division;
- students start recording all the different numbers they have been working with and form conjectures.

Ms. LaPlante commented that Envisions is very language based with a digital component. She indicated parents can access the math lessons online.

Mr. York asked if the presentation lesson is a week of lessons or more.

Ms. LaPlante indicated what Ms. Beach presented is what happens in one day.

Mr. York commented that we talk about competency and all students learn at different levels. He asked if there is a timeframe to complete sections. He asked how teachers handle students that are struggling.

Ms. LaPlante indicated there is extra practice in small groups.

Ms. Beach commented many concepts are spiral so what we did today we will repeat in a few weeks. She indicated that the timeframe is not just one day for the concept.

Mr. York asked how the students are adjusting to the content.

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Ms. LaPlante indicated it has been an adjustment, but the students are rising to the occasion. She commented that it is reflected in the assessment results.

Mrs. Cullen Kent commented the students are grasping the concepts and are doing well.

Mr. Bourque asked about the biggest advantage in Envisions math compared to the way math was done in the flashback to the 1980s.

Mrs. Cullen Kent explained students understand why they are doing things and are able to explain it. She indicated this math is really causing students to think and look at problems in a different way. She noted students are excited to be solving the problems even if it is in a different way and love going up to the board. She commented that there is great teamwork.

Mr. Bourque commented it seems as if the whole class is involved. He suggested tutors that will be at the open house should demonstrate to parents what is being done.

Mr. O'Neill commented when he started his position this summer he was familiar with the curriculum changes. He thanked teachers for their hard work and perseverance. He indicated it is important to invest our money in our students as they should be successful.

- LMS

Mr. Lecklider presented the February 2016 LMS Principal's report to the Board.

Beth Zingales, Grade Five, presented a sample of what math will look like in Grade 5, which consists of:

- a focus in fractions;
- more depth of knowledge and conceptual understanding;
- students are learning foundations of math the ability to apply it;
- performance assessments teach students how to apply their knowledge in a forum of performance and demonstration of their knowledge in different ways;
- Envisions breaks down the problems into parts and functions;
- Electronic access to Pearson materials and resources;
- TenMarks is a resources that is being used to help address areas where students are weak in math as it is automatically differentiated for each student.

Shay Bishop, Grades 6-8, presented a sample of what math will look like in Grades 6 using the Big Ideas Series:

- Textbooks and online resources are used;
- Pre-made interactive wipe board lessons;
- STEM videos, performance tasks, practice and recording journals;
- Assessment performance tasks make students focus on all their knowledge.

Ms. Bishop presented a sample of what math will look like in Grades 7 and 8:

- Two math courses: traditional and accelerated;
- Double blocks of math;
- BrainPop videos are used to help introduce a topic;
- Students have student response devices that sends questions from the teacher and they respond on their devices;
- Math 8 consists of math over the course of the year using Big Ideas series;
- Algebra I is offered to students in Grade 8;
- Interactive whiteboard lessons are used in Grade 8 Math and Algebra I;
- Dynamic classroom interactive lessons are used;
- STEM videos;
- Online homework assignments;
- Record and practice journals.

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Mr. York commented 55 out of 200 students are using TenMarks. He asked if that is because students were performing at a higher level.

Mr. Lecklider commented these students were performing below proficient. He noted TenMarks is used for intervention as there are no tutors at the middle school.

Mr. York commented he noticed we are moving away from using and grading math homework as part of the grading system. He asked why that is being done when math is becoming much more difficult. He also asked why grading of homework is not an important part of the grading process.

Mr. Lecklider indicated homework is a formative assessment and used to inform us of where the students are at and where there may be gaps. He commented there is a big difference between grading a student (evaluation) and homework where we have little control over what they learn. He noted homework is not always the authentic work of the student.

Ms. Bishop commented all homework in Grades 7 and 8 is recorded and has a grade associated with the assignments. She indicated the homework grade does not count toward their grade.

Ms. Zingales commented when she teaches a lesson students need to practice what they learned that night. She indicated she is not going to assess them when a lesson is first introduced. She noted she records the homework, but she does not grade it.

Mr. York commented Grade 7 and 8 Math is taught as double math. He asked when the middle school will change over to all Algebra for grade 8 as that was the goal of the Board.

Mr. Lecklider indicated he cannot answer that question because developmentally it is a challenge when the students are “all over the place” in math. He commented Algebra I is ultimately a high school course. He noted we are accelerating it to grade 8, and there may be some students that can do Algebra, but some are not ready for those concepts. Mr. Lecklider indicated to change grade 8 over to Algebra requires a plan to start years before grade 8.

Mr. York commented we moved what was being taught in grade 6 to grade 5, grade 7 to grade 6 and so on. He noted that Algebra I is downshifting from high school to middle school. He indicated the Board was to understand this was going to be a short term process.

Dr. Heon commented we have only been working with the math curriculum since 2014. She indicated on the first graders have the benefit of a revised curriculum. She noted it will take several years for those students to come to the middle school with those higher expectations. Dr. Heon indicated that we could not make the change to 100% Algebra in grade 8 because students were performing at different levels. She explained being proficient in Algebra is a developmental experience. She commented we are making gains, but it will take several years until more of our 8th graders are prepared conceptually and are ready.

Mrs. Lepore commented we have to be careful as a Board not to push this on the students until they are ready. She indicated we have to rely on the teachers to get the students through the curriculum and we will see the numbers increase.

Mr. Lecklider commented that in the past grade 7 students had grade 7 math and those in grade 8 had Algebra and not grade 8 math. He indicated there were gaps. He noted this is the first year the students in grades 7 and 8 have had that full double math experience.

Mr. York commented during the process and discussion of the Board to move to more accelerated math at the middle school, the encouragement was to have the elementary students ready as they moved out of grade 4; for the double math at the middle school to disappear; grade 7 would become grade 8 math, grade 6 would become grade 7 math, and grade 8 would become Algebra I.

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Dr. Heon commented it will be six years for the first graders to become sixth graders.

Mr. Barka commented he did not expect that would be the case for all students in grade 8. Mr. Bourque agreed.

Mr. O'Neill commented the norm in grade 8 is grade 8 math and the norm will become Algebra. He indicated there will be an increase in the percentage of students taking Algebra in grade 8 over the years. He agreed with his colleagues that not all students are ready or fully prepared conceptually. He noted the norm is to try to prepare all students for Algebra in grade 8, but it will not be 100%.

- CHS

Mrs. Rothhaus presented the February 2016 CHS Principal's report to the Board.

Shawn Flynn and Shawn Hastings presented the high school Big Ideas math program to the Board.

Mr. Flynn commented the presentation will show what is accessible to parents and students, and how teachers use all the accessibilities in the classroom. He indicated that the Big Ideas math program joins procedural fluency and conceptual understanding. He noted many tools are used such as smart boards and apps.

Mr. Hastings presented the teacher side of the Big Ideas resource library. He indicated every student receives a student journal that he can see from his side. He commented every section begins with a question or word problem to solve and brings the student through the ways the problem can be solved using graphing, equations, core concepts and vocabulary. There are lesson plans and resources for teachers to use, STEM videos and real life situations; report tasks with practice problems and performance tasks. Students can use the online resources app to work problems in the dynamic textbook or quiz themselves and watch math videos. Mr. Hastings indicated students can do this on their phones and assignments can be assigned to them.

Mr. Flynn commented most math teachers have a website. Mr. Hastings indicated student take their journals, convert them to a pdf, and put them on his calendar so they can access the notes from the lesson in class.

Mr. O'Neill was impressed with the high school math presentation and suggested if there are more efficient ways to assess student learning and pedagogical activities to put them in the budget and we will find the money. He asked Mr. Hastings to email the presentation to him and he would forward it to the Board.

There was a brief discussion about Adobe licensing and

D. Committee Reports

- Budget Committee

Mr. Bourque reported the 2016 Annual Town Meeting was held on January 30, 2016.

Mr. Bourque reported the Budget Committee met immediately following the Annual Town Meeting on January 30, 2016 to take action on changes that occurred at Deliberative Session. Will be presenting the school budget Feb 6.

III. NEW BUSINESS

There was no new business.

IV. OLD OR UNFINISHED BUSINESS

A. Business Administrator's Report Jan 2016

Mr. Markiewicz provided an update on the hot water boiler issue at CHS. He explained that CHS lost the hot water boiler the day after New Year. He indicated the existing boiler was able to be retrofit temporarily. He noted we had two holding tanks with that boiler, but one broke down. Mr. Markiewicz reported a claim has been filed with Primex (insurance) to recover some of the repair costs. He commented moving forward the goal is to repair the current hot water system by mid-winter break. He indicated the district's bidding policy requires us to go out to bid for a minimum of three quotes, but also provides authority for the Superintendent of Business Administrator to waive the provisions in the event of an emergency. Mr. Markiewicz reported they have done so because there is not

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enough time to go out for bids. He asked the facility manager to get three quotes to repair the current boiler, tapping off the existing boiler, or replacement of the boiler and hot water tank.

Mr. Markiewicz indicated Kevin Lynch, Town Building Inspector, suggested looking at two standing hot water tanks. He noted Mr. Lynch suggested tapping off the existing boilers is not possible as we do not know the condition of the boilers. Mr. Markiewicz reported the work to be completed will be removal of the existing boiler, gauges and piping and replacing it with two upright hot water tanks. He indicated one of the two bladders in one of the heat boilers needs to be replaced and all back values will be flushed out. Mr. Markiewicz noted that the cost of the high efficient redundant hot water services is \$40,000. He commented that the district is waiting for a report from the Building Inspector and Primex. He mentioned that A & E Mechanical, the district's current HVAC contractor, has been very responsive to our needs.

- Budget Transfers

Mr. Barka made a motion to approve the budget transfers for December 2015 and January 2016. Mr. York seconded. The motion carried 4-0-0.

- Deliberative Session Presentation

Mr. Markiewicz indicated the presentation will be emailed to the Board in the morning.

B. Policies:

- JECB-Admission & Tuition and Non-Resident Students (Revision)

Mr. O'Neill presented policy JECB to the Board and noted that revisions were applied to the policy reflecting the Board's decision to discontinue offering 50% tuition to employees' families.

Mr. Barka made a motion to approve the amended Admission and Tuition and Non-Resident Students policy. Mrs. Lepore seconded. The motion carried 4-0-0.

- IAB-Video and Audio Recording in School Classrooms (Review/Revise)

Mr. O'Neill presented a draft policy regarding videotaping in school classrooms. He indicated that according to the revised law and legal counsel opinion the Board can either adopt a policy and seek parental permission to videotape students in a classroom or hold a public hearing annually to vote on allowing videotaping in classrooms.

Mr. York suggested the draft policy should be discussed by building administration. He indicated the law will be changed and fixed. He felt it was not necessary to delve into a policy if the law will be changed.

Mr. Bourque commented that the Board can wait on this issue.

Mr. O'Neill indicated the administrators are looking for direction from the Board. He reported at the legislative meeting on Monday this issue was raised and they already had a discussion as they felt the law will be changed. He suggested having a public hearing to satisfy the requirement and the use of normal release forms.

The School Board agreed to hold a public hearing on Wednesday, February 17, 2016.

- Policies Plan

Mrs. Flynn indicated that she and Mr. O'Neill discussed a plan to assist the process of updating policies required by law. She explained the NHSBA provides a list of policies required by law. She noted she and the Superintendent are in the process of comparing district policies with those on the list for any changes. Policies that have not changes will be marked "Reviewed" with the date of review and recommended to be re-approved by the Board. Policies that have more than a few minor revisions will be marked for Amendment by the Board. Policies that have major revisions will be marked to go through the Board Approval Process. Policies the district does not have, but are required by law will be marked "DRAFT" and will go through the Board Approval Process. Mrs. Flynn reported all changes to existing policies will be noted in a report to the Board.

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Mr. O'Neill commented this is a way to simplify the process and the best way to go through this. He indicated it will give the actual administration end of the process to the Board.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no community input.

VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. York, the Board entered into non-public session at 8:18 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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes.

VIII. RETURN TO PUBLIC SESSION

Mr. Barka made a motion to return to public session at 8:53 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 8:54 p.m. Mrs. Lepore seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for February 6, 2016

(approved as written 2-17-16)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
John York, Board Member
Janine Lepore, Board Member
Nicole Quintana, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

11:30 a.m.

A. Call to Order

Mr. Bourque called the meeting to order at 11:30 a.m.

B. Summary of Non-Public Actions from: January 20, 2016:

Mr. Bourque indicated that two warrant articles were amended during Deliberative Session and the Board is required to vote on the amended articles.

Article 3 was amended to read:

Shall the Litchfield School District vote to establish a capital reserve fund under the provisions of RSA 35:1 to be known as the Technology Capital Reserve Fund for the purpose of funding the acquisition and replacement of hardware, software and other technology equipment; and raise and appropriate up to Fifty Thousand dollars (\$50,000) to be placed in the fund and authorize the use of that amount from the June 30, 2016 unreserved fund balance available for transfer on July 1 of this year; and to designate the School Board as agents to expend?

Mr. York made a motion to recommend Article 3 as amended at Deliberative Session. Mrs. Quintana seconded. The motion carried 5-0-0.

Article 3 was recommended by the School Board by a vote of 5-0-0.

Article 5 was amended to read:

Shall the Litchfield School District vote to raise and appropriate up to One dollar (\$1.00) to be added to the Special Education Capital Reserve Fund established in 2004 and authorize the use of that amount from the June 30 unreserved fund balance available for transfer on July 1 of this year?

Mr. York made a motion not to recommend Article 5 as amended at Deliberative Session. Mrs. Quintana seconded. The motion carried 5-0-0.

Article 5 was not recommended by the School Board by a vote of 5-0-0.

IX. ADJOURN

Mr. Bourque made a motion to adjourn at 11:35 p.m. Mrs. Lepore seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052**

**Approved Public Hearing Minutes for February 17, 2016
(approved as written 3-2-16)**

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Nicole Quintana, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Michele E. Flynn, Administrative Assistant

PUBLIC HEARING

ACCEPTANCE OF DONATION

Acceptance of public gifts with a value exceeding \$5,000.

Public Hearing – Call to Order 6:00 p.m.

Mr. Bourque opened the public hearing at 6:00 p.m.

Superintendent's Report

To accept the following donations to the District:

- Custom Resilite wrestling mat valued at approximately \$11,890

Board Comments

Mr. Bourque expressed gratitude to the Friends of Litchfield Wrestling for the donation of the mat.

Community Comments

There was no community input.

Board Action

Mr. York made a motion to accept the donation of a wrestling mat with a value of \$11,890 to the CHS Wrestling team from the Friends of Litchfield Wrestling. Mrs. Lepore seconded. The motion carried 5-0-0.

Public Hearing closed at 6:02 p.m.

Public Hearing (RSA 189:68, IV) – Call to Order - immediately following previous public hearing

To permit the use of audio, visual and photographic recordings in classrooms for educational purposes, such as recording student performances for co-curricular or instructional purposes; creating classroom instruction materials; and providing tools for teacher instruction and development

Mr. Bourque opened the public hearing at 6:03 p.m.

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Superintendent's Report

To approve the use of video and/or audio recordings for educational purposes, such as recording student performances for co-curricular or instructional purposes; creating classroom instruction materials; and providing tools for teacher instruction and development, consistent with the district's evaluation system.

Mr. O'Neill explained there was a change in the law regarding videotaping in a classroom that was approved in August 2015. He indicated the language was vague while the purpose was to prohibit recording teachers during evaluations. He commented this hearing is to allow the district to implement recordings in classrooms for the stated purpose. Mr. O'Neill reported the Legislature will be addressing a revision in that law, which should prove to be more specific.

Board Comments

There were no School Board comments.

Community Comments

There was no community input.

Board Action

Mrs. Lepore made a motion to approve the use of video and/or audio recordings for educational purposes, such as recording student performances for co-curricular or instructional purposes; creating classroom instruction materials; and providing tools for teacher instruction and development, consistent with the district's evaluation system. Mrs. Quintana seconded. The motion carried 5-0-0.

Public Hearing closed at 6:05 p.m.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052

Approved Minutes for February 17, 2016
(approved as written 3-2-16)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
John York, Board Member
Janine Lepore, Board Member
Nicole Quintana, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

A. Call to Order

Mr. Bourque called the meeting to order at 6:05 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There was no revision to the agenda.

D. Summary of Non-Public Actions from: February 3, 2016:

Mr. Barka made a motion to approve the non-public minutes of January 20, 2016 as written. Mrs. Lepore seconded. The motion carried 3-0-1, with Mr. York abstaining.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session February 3, 2016

Mr. York made a motion to approve the public minutes of February 3, 2016 as written. Mr. Barka seconded. The motion carried 4-0-1, with Mrs. Quintana abstaining.

- Public Session February 6, 2016

Mr. York made a motion to approve the public minutes of February 6, 2016 as written. Mrs. Quintana seconded. The motion carried 5-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

- EEAG Use of Private Vehicles to Transport Students Update

Mr. O'Neill reported that the SAU had previously asked legal counsel to review Policy EEAG and the transportation waiver forms associated with the procedures. He indicated the RSA was interpreted by the state differently than had been previously interpreted. He commented the new wording, according to the recent interpretation, will be that in

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no case will a district employee be allowed to transport students in private vehicles without school bus certification. Mr. O'Neill was concerned that this will impact our procedures for transporting students when necessary. He reported the policy will be revised and brought forth to the Board at the next meeting.

Mr. Bourque asked if there are many students being transported by staff. Mr. O'Neill indicated there is a very small amount taking place.

Mr. Perez commented the at-risk counselor currently transports students who need to be in Londonderry by 2:30 pm or who need to go home in the afternoon. He indicated the counselor's information is on file and has parental permissions.

Mr. Barka observed that the law does not afford parents the option to provide their permission to allow staff to transport students if necessary.

Mr. O'Neill commented it does not appear parents will be able to do so. He indicated he wanted to ensure people understand we are doing what we have to do by state and federal mandates.

Mr. York commented this may be an opportunity to begin the process of evaluating smaller buses and getting an employee certified to drive. He suggested that employee can be also be used to transport student to vocational locations and could alleviate the cost issue with outsourcing larger buses.

Mr. O'Neill commented we should always review how efficient we use resources; however, when looking at those things, it is important to keep in mind employees have to be released from other job duties. Additionally, he indicated with vehicles comes maintenance and hidden costs. Mr. O'Neill noted that it is certainly something that can be investigated.

II. REPORTS

A. School Board Comments

Mr. Bourque commented there is one Board meeting remaining before the March elections and the School Board could change. He indicated some of the undertakings going forward will require additional volunteer work such as LEA Negotiations and a Superintendent search. He noted there is much work to be done next year.

B. CHS 1:1 Computing Program Update for the 2016-2017 School Year

• Committed Faculty

Mr. Perez provided an update on the status of the CHS 1:1 program and a projected look at where the program will be going. He indicated that an evaluation was performed regarding the program, which will be provided by Andrea Ange.

Mrs. Ange provided background about the project and explained that organization is the key to students being successful in high school, as well as the ability to communicate with their teaches and get feedback. She provided results of a survey of the 1:1 Group regarding how they use their devices at home for school or non-school related activities. 89.8% responded they use their devices at home for school related activities. In the same type of survey with the Non 1:1 Group, 67.3% responded they use their devices at home for school related activities. The survey revealed that students in the 1:1 section were more engaged with school work at home than those in the non 1:1 section.

Mrs. Ange provided results of teacher responses regarding their experience with the 1:1 program. In the beginning month, teachers expressed frustration regarding the implementation of the program. In the second month teachers became more familiar with the tools and became stronger through attending workshops. Teachers recommend continuation and expansion of the program. Mrs. Ange commented that teachers see this working in other classrooms and want to adopt it. She noted we should not force teachers to integrate the technology in their classroom. She indicated we want our students to exhibit critical thinking and problem solving skills, to use resources to obtain information and facilitate learning. She noted we want to inspire excellence for teachers and promote lifelong learning while providing the contemporary resources they need.

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Mrs. Ange presented the needs of teachers and students:

- Professional development as they develop their skills to deeply incorporate the tools into regular use in the classroom;
- Peer support for teachers who are not comfortable integrating technology into their curriculum.
- Technical support for students and teachers by a technology department that supports the learners within the school;
- Teachers currently certified as technology integrators will need to have blocks dedicated to helping other teachers integrate the tools into student learning;
- Parents need to be regularly engaged regarding the use of these tools for their students;
- Parents requested formal learning opportunities about Google tools.

Mr. Barka commented that we are hearing teachers and students are getting much out of the curriculum, but at the same time we are hearing not to force teachers to embrace it. He asked if we are going to invest money in this should we not expect them to integrate it.

Mrs. Ange commented they will need to learn how to use the tools and integration can occur in stages.

Mr. York commented according to the report all teachers are expected to be on board.

Mr. Perez commented it is an expectation to have all teachers integrated. He indicated he would like to tour more schools in NH to see what they are using. He noted it may take a little longer for some teachers to grasp the Google technology.

Mrs. Ange commented it is not always appropriate to use technology in classrooms.

Mr. York asked about classrooms in which 80% of the students are using technology and the rest are not. He wanted to know if those students are being disadvantaged. He acknowledged there will be drawbacks, but commented it should always be expected that everyone will come on board.

Mr. Perez indicated 23 teachers are willing to participate in the program next year with a small amount of professional development on Google Classroom. Some teachers expressed interest, but would like training first.

Mrs. Ange commented once you get to the point where everyone in the school has been exposed to it, they will want to use it. She indicated it is reasonable to assume they will go to the professional development and once they are able to access the tools and see they are useful for the students they will use them.

- Student Feedback

Four student demonstrated how they use technology in the 1:1 program.

Billy (English): when he opens Google Classroom he can see all teachers, assignments, due dates and those that are done. Once an assignment is completed it can be submitted right from the site. He demonstrated QuizLit where students can see word lists, lessons, and create mock tests.

Rachel (Spanish): a question is posted at the beginning of the day in Spanish. All answers are typed, submitted and shown on the site and discussed by the class. Documents can be posted, questions can be answered and turned in. My Study Life, an online agenda, helps keep assignments organized, due dates updated, prompts students for exams that are upcoming, and once set up will yield a complete schedule.

Jocelyn (Science): online textbook students can use with videos and labs included for every unit.

Emily (Pros and Cons of Pilot): Pros: Google Classroom is helpful and engaging, easy to submit work, constant reminders, geometry class assigns homework online even though it is not included in the pilot and can be accessed

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online, readiness for college and comes in handy with other classes. Cons: sometimes you have to review the notes over again, it is a transition.

Mrs. Ange commented the students in the pilot have abandoned their agendas because they are using My Study Life and teachers can post things that are already vetted and paid for online, which will save money. She added for pennies on the dollar we can replace textbooks with online texts.

Mr. York commented that publishers are not willing to change their price for hardcover and digital texts.

Mrs. Ange commented she would like to speak with the Hollis-Brookline and Nashua school districts who have implemented digital texts.

Mr. Perez commented it was interesting attending the Burlington tour (1:1 Computing Implementation). He noted one of the questions was what happens when teachers want students to close their laptops and the response was the students comply immediately.

Mr. York asked the students which process they enjoy using. Students responded they enjoy the 1:1 program and that it keeps them organized.

Mr. O'Neill asked the students if they feel they are learning more or differently or both.

Students responded they are able to absorb more information with the technology and that they learn more by searching for the answers themselves.

Mr. O'Neill thanked the students for their presentation and feedback. He believes the 1:1 model is the right direction for the district as students are active in learning and developing critical thinking skills. He commented it is very important to move forward as quickly as we can.

Mr. Barka commented he likes the organizational aspect of the program.

Mr. York asked if the teachers in the program are engaged with students after hours as students are sending them questions. He asked if the program allows a more streamlined grading process which in turn gives teachers more time to plan for the next day.

Ms. Watson commented it is very helpful with students who are absent as they can send messages to the teacher and they can complete assignments they can understand.

Mr. Cooper commented with this program students who may be out for a few days will notify the teacher ahead of time and ask about the procedure for homework and assignments. He indicated he lets the students know that homework and assignments will be posted on Google Classroom. He noted the program allows for instantaneous feedback and the devices can be used as response devices. Mr. Cooper explained that the homework he assigns is to watch a video he created, which is set to pause after each question he asks, and have the students respond. He indicated he can see their responses and if they watched the video. He noted that if a lesson and homework is prepared on a day when there is no school, it would not be difficult to do the lesson scheduled for that day.

Mrs. Lepore commented it appears a great deal of students can organize their life on a device. She asked if there is a backup for their work.

Mrs. Ange indicated everything they do is stored on the cloud and can be accessed with any computer.

Mr. Cooper commented we can see the last time they edited a document. Mrs. Ange commented we can see the entire history of what a student has done.

Mrs. Lepore asked about teacher response or feedback time. Mr. Cooper indicated it happens right away.

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Mr. Perez indicated that students are collaborating with each other as well.

Mrs. Quintana asked about the network performance. Mr. Perez indicated there have been issues.

Mrs. Quintana asked if students can highlight online text and save it. One of the students responded the online text can be highlighted and saved. Mrs. Ange added that with the texts from Gale students can create citations, notes, etc.

Mrs. Quintana commented that everyone is in agreement with the vision, but how do you get devices in all students' hands. She was concerned that a small population would not be able to take a class because the technology was not available.

Mr. Perez indicated that he and Mr. Pelletier have been discussing staying with the Samsung 13" Chromebook, but also offering students a 10" Samsung Chromebook, which is less costly.

Mr. Perez presented a proposal to offer the 1:1 program to sophomores and present the program to grade 8 parents and students.

Mr. York asked what would happen if the majority of the students in grade 8 want to participate in the program.

Mr. Perez indicated the influx can be absorbed into the classrooms. He noted that they have enough teachers that teach grades 9 and 10 that are willing to participate.

Mrs. Ange reported that there has been discussion regarding replacing the laptop cart with Chromebooks for students who cannot afford to purchase them.

Mr. O'Neill commented that these types of classes will help prepare more and more students for the real world. He commended the teachers involved for their work with the program.

Mrs. Ange commented that she prepared the evaluation, performed the research and interviewed the students in the program. She asked the Board to consider allowing her to continue to follow the students interviewed through their high school years.

C. 2015 Audit Report

Mr. Markiewicz presented the 2015 audit report to the Board. He recognized Ashley Miller at Plodzick & Sanderson for her work on the audit, as well as the following staff members for their assistance in the audit process: Ann Inamorati, Michele E. Flynn, Hollie Messenger, Colleen Fauth, Debi Leary, Leslie Pearce, and Cheri Pitrone. Additionally, he expressed his thanks to Christine Lavacchia (former payroll coordinator) and Jody Bellerive (former accountant) for their assistance as well.

Mr. Markiewicz reported a number of findings are being addressed and will be completed by end of this year:

- Stale dated or outstanding checks have all cleared and resolved.
- Student Activity Fund exceptions: Administrative Assistants are no longer signers on accounts.
- Student Activity Funds: began with balance of \$170,000 (2014-2015); took in and distributed over \$500,000 in funds.

He announced that a revised policy regarding student activity fund management is being presented this evening. He noted the revised policy has more checks and balances. Mr. Markiewicz mentioned the auditor is willing to attend a Board meeting and answer any questions the Board may have.

Mr. York commented that the balancing of the checkbook for student activity funds should be removed from the schools and transferred to the SAU.

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Mr. Markiewicz indicated some procedures addressing oversight and reconciliation are being developed and the policy will address the determination of those funds as student activity funds. He commented we need to ensure we are living up to our fiduciary responsibility to the students.

Mr. O'Neill thanked Mr. Markiewicz for bringing the issue forward. He pointed out his concerns about the amount of money being handled in these funds and the checks and balances.

Mr. Bourque commented the Board was very concerned when the numbers were presented last year and discussed the need for stricter measures.

D. Enrollment Report Jan 2016

Mr. O'Neill provided the January enrollment report that reflected 1,396 students are enrolled in the district. He mentioned that PreK enrollment jumped from 35 to 42; Kindergarten from 54 to 58. He commented there is a trend that indicates we should not anticipate declining enrollment in grade 1.

Mr. Barka and Mr. York asked for information regarding the OOD (out of district) placements. Mr. O'Neill indicated he would acquire that information for the Board.

E. Committee Reports

- Budget Committee

Mr. Bourque reported the Budget Committee met immediately after Deliberative Session on February 6 to take action on the two warrant articles that were amended. The Budget Committee will not be meeting again until the end of March.

III. NEW BUSINESS

A. Job Descriptions:

- Reading Specialist
- Reading Writing Specialist

Mr. O'Neill presented two draft job descriptions to the Board for approval. He commented with the revision of the teacher evaluation system, it was discovered that job descriptions did not exist for these positions.

Mr. Barka suggested removing any reference to AIMSweb.

Mr. York commented that it should be determined if these positions fall under the CBA and if that is the case, that the descriptions are compliant with the CBA.

These job descriptions will be revisited by the Board at the next meeting.

IV. OLD OR UNFINISHED BUSINESS

A. Policies:

- Policies Required by Law Report

Mrs. Flynn provided a report regarding the policy review process as directed by the School Board.

B. Policies Action:

- Re-approve: ADB, ADC, EB, EBBC, EBBB

Policy ADB: Drug Free Workplace/Drug Free Schools

Mr. Barka asked if the district provides drug free awareness to employees.

Mr. O'Neill indicated there are nine areas that the district is responsible for. He commented this is being assessed with Human Resources and it is to be determined which can be put online and which will be offered in professional development.

Policy ADC: Tobacco Products Ban

School Board members expressed concern about language regarding e-cigarettes and vaporizers.

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Clarification will be provided regarding Board concerns.

Policy EB: Safety Program

Mrs. Lepore made a motion to approve the Safety Program policy. Mrs. Quintana seconded. The motion carried 5-0-0.

Policy EBBC: First Aid and Emergency Care

Mrs. Lepore was concerned with some of the language regarding administering oxygen to students without parental consent. She also suggested including language about Narcan.

Mr. O'Neill indicated the suggestions will be reviewed by legal counsel.

Policy EBBB: Indoor Air Quality

Mrs. Lepore asked if annual testing is enough as there have been past issues at the elementary school.

Mr. Markiewicz commented the requirements are mandated by the NH DOE. He indicated this is done by preventive maintenance and the results are provided to the NH DOE.

Mr. Barka made a motion to approve the Indoor Air Quality policy. Mr. York seconded. The motion carried 5-0-0.

- Amend: ACE, EBBC, EHB, GBEF, GCO

Policy ACE: Non-Discrimination on the Basis of Handicap/Disability
Minor revisions were made to the policy.

Mr. Barka made a motion to approve the Non-Discrimination on the Basis of Handicap/Disability policy as amended. Mrs. Quintana seconded. The motion carried 5-0-0.

EBBC-R: Emergency Care and First Aid Procedures

School Board members were concerned that these procedures are instructing nurses how to address emergencies when the nurses are certified and trained.

Mr. York suggested that the procedures be reviewed by the insurance company.

Mrs. Flynn suggested the Board rescind the procedures as they are not necessary.

The policy will be revisited at the next meeting.

EHB: Data and Record Retention

Mrs. Flynn indicated that the record retention schedule has been compared with state and federal schedules.

Mr. Barka made a motion to approve the Data and Record Retention policy as amended. Mrs. Quintana seconded. The motion carried 5-0-0.

GBEF: Staff Acceptable Use Policy

Mr. O'Neill suggested the Board revisit the policy as he will be moving to a more aggressive communication policy with technology.

Board members agreed to defer the policy until the April or May timeframe.

GCO: Supervision and Evaluation of Instructional Staff

Mr. O'Neill commented the RSA requires the Board to approve a performance and evaluation system. He indicated this is being accomplished and will be brought to the Board at the beginning of July.

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Mr. Barka made a motion to approve the Supervision and Evaluation of Instructional Staff policy as amended. Mrs. Lepore seconded. The motion carried 5-0-0.

- Work Session: EFA, GBCD, JJF
EFA: Availability and Distribution of Healthy Foods

Mr. Barka made a motion to approve the policy for a 1st Reading. Mr. Bourque seconded. The motion carried 5-0-0.

GBCD: Background Investigation and Criminal Records Check

Mr. Barka made a motion to approve the policy for a 1st Reading. Mrs. Quintana seconded. The motion carried 5-0-0.

JJF: Student Activity Fund Management

Mr. Markiewicz commented the policy rewrite is in response to audit requirements. He noted it defines student activity accounts, periodic reporting to the School Board, and safeguards for the funds. The policy addresses inactive accounts and the process of distribution of funds to graduating classes. Mr. Markiewicz indicated that the district's fiduciary responsibility ends when the senior class graduates and the money is disbursed to the class president at that time.

Mr. York was concerned that it is much responsibility to put on a graduating student. He commented when his senior class graduated the student activity fund was held by the high school for the class fifth year reunion and if it was not used by that time it was disbursed.

Mr. Markiewicz indicated this is about risk. He noted these are not the funds of the district. He commented we are responsible while they are students in our district, but once they leave our schools the district's responsibility ends.

The policy will go to a 1st Reading.

V. MANIFEST

The manifest was circulated and signed by the Board.

Mr. O'Neill indicated that Mr. York asked about the level of Adobe software purchased by the district. He reported that there is licensing for two computer labs at CHS. He noted Adobe Creative Cloud is used. He commented the cost increased to \$9,000 for licensing for two computer labs, but Adobe quoted \$20,000 for a site license for one school. Mr. O'Neill reported that Mr. Pelletier budgeted \$9,000 to license the computer labs.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered into non-public session at 8:25 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

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VIII. RETURN TO PUBLIC SESSION

Mr. Barka made a motion to return to public session at 9:45 p.m. Mrs. Quintana seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

IX. ADJOURN

Mr. York made a motion to adjourn at 9:46 p.m. Mrs. Quintana seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for March 2, 2016

(approved as written 3-23-16)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
John York, Board Member
Janine Lepore, Board Member
Nicole Quintana, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum and Instruction
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
Laurie Rothhaus, Principal, CHS
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:04 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from:

The minutes of the February 17, 2016 meeting were sealed by the School Board.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Mr. Bourque mentioned that the Board received correspondence from Ethan Wester, a student at the University of New England, who expressed a desire to attend a Board meeting and take notes as part of one of his programs. Mr. Bourque indicated he responded to Mr. Wester and informed him the meetings are public and everyone is welcome.

G. Approval of Draft Minutes:

- Public Hearing February 17, 2016

Mr. York made a motion to approve the public minutes of February 17, 2016 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

- Public Session February 17, 2016

Mr. York made a motion to approve the public hearing minutes of February 17, 2016 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

H. Community Forum

There was no public input.

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I. Superintendent's Comments

Mr. O'Neill commented over the last month or so a group of employees petitioned to form an association under the NEA. He indicated 102 employees were certified to be members at a meeting that occurred last week, which resulted in a vote of 62 to 20 in favor of forming an association for support staff. He noted the district will receive a letter from the NEA and will have to schedule meetings to begin negotiations on a Collective Bargaining Agreement.

Mr. Bourque clarified the vote to form an association was actually 61 in favor and 22 against.

II. REPORTS

A. School Board Comments

Mr. York shared an article about ESSA, Every Student Succeeds Act that was passed by the US Senate in December 2015:

The Every Student Succeeds Act (ESSA) was signed into law Dec. 15, 2015, and is the first major federal education initiative since 2002, when then-President George W. Bush signed No Child Left Behind (NCLB) into law. The new law replaces NCLB, and the overarching effect of the law is that the U.S. Department of Education no longer dictates the rules or methods by which schools can be judged. Instead, those metrics and remedies will be determined by the states.

Heather Gage, director of the Division of Educational Improvement for the NH Department of Education said, "Because of the depth of a piece of legislation like this, it takes time for the regulations to come out. And the regulations are crucial in helping states determine how states are going to move forward."

Under the new law, there will still be standardized testing. However, states can decide how much these tests should be weighted when determining the success or failure of a school, as well as how to evaluate teachers. Each state will still have to publicly report the test results and include information broken down by subcategory.

According to the U.S. Department of Education, the new law will still ensure accountability and guarantee that "when students fall behind, steps are taken to help them and their schools improve, with a particular focus on the very lowest-performing schools, high schools with high dropout rates, and schools where subgroups are falling behind." Gage says New Hampshire will still use the Smarter Balanced test, which was rolled out for the first time in New Hampshire last May; however, the state is also still piloting the PACE program in several school districts, she said.

However, PACE — which stands for Performance Assessment for Competency Education — is an assessment program that, in lieu of multiple-choice questions, is intended to include complex, multi-part tasks that ask students to apply what they have learned in sophisticated ways, according to the New Hampshire Department of Education. So far, Sanborn Regional, Rochester, Epping, and Souhegan school districts have agreed to pilot the program that was designed and developed by the districts themselves and validated at the state level, according to state officials. Under ESSA, the states also get to determine what success or failure of a school is for that state, what the remedies will be, and how long the school or district has to fix the problems. The idea is that the states know their districts and students best.

As for how they will accomplish this, Gage says they have already started. Beginning in April, the state is planning on convening teams of educators, parents and administrators from around the state to start filling in some of the details of what factors, other than the yearly standardized test, will be used to determine the success or failure of a school; what the consequences and supports will be needed for failing schools; and how teachers will be evaluated, among other things. Gage says there will be several opportunities for the public to weigh in on the work that the teams will be working on. ESSA is supposed to be fully implemented by the start of 2017.

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Mr. York asked since the ESSA was passed in December 2015, what are we hearing from legislators in our state and how will it impact the rubrics we have in place? He commented the staff has spent numerous hours working on rubrics only to be faced with new regulations. He was concerned how that will affect the process.

Mrs. Rothhaus commented that teachers are encouraged to participate in peer evaluations at CHS as this is where the most growth will occur.

Mr. O'Neill commented the district has been engaged in looking at what is the best way to encourage teacher growth in Litchfield and be in compliance with federal and state regulations. He indicated that Mr. Thompson and Mr. Lecklider have been developing rubrics and SLO's (student learning objectives). He noted the biggest change is that we are looking at mandating having 20% of evaluations tied to student outcomes. Mr. O'Neill indicated with ESSA that will no longer apply. He suggested that we can look at the best way to evaluate teachers or to provide them with the professional development growth for what they need. He noted that crafting this tool is advantageous to us. Mr. O'Neill commented many of the rules and regulations of ESSA will not be in place until the fall. He asked Mr. Thompson and Mr. Lecklider to provide more information on the work they are doing.

Mr. Lecklider explained that SLO's are student achievement goals that teachers set based on an established baseline and looking at growth over time. He commented SLO's will be developed for many content areas and specialists. He indicated goals can be developed using a joint effort or goals can be more specific to content area and grade levels. Mr. Lecklider explained that the work that was done was developing the framework around the goal setting piece and the requirements. He noted much was utilized from the NH DOE and other districts. He indicated the next step with the joint committee is to look at the process of fitting it into a bigger support and evaluation document. He commented the technical advisory gives us more control over how it will look in our district and for our teacher evaluations.

Mr. York commented that the article also speaks to the Smarter Balanced Assessments that include extended response and problem solving, as well as the PACE pilot program that some districts agreed to pilot. He asked if Litchfield is looking to be part of that program.

Dr. Heon indicated that the school for the cohort for 2016-2017 have already been chosen. She commented currently the pilot schools are waiting for that data and we took the position that we would like to wait to see what that data shows. She indicated we embarked on performance assessments three years ago and as a small district, we have as much curriculum instruction work to do as do larger districts. Dr. Heon commented we are building instructional units with little time to vet this work. She indicated we need to have more deliberation whether or not we want to embark on using this statewide assessment instead of Smarter Balanced Assessments.

Mr. York commented NCLB expires on August 1. He indicated the Superintendent of the Monadnock School District believes it is a good idea as there will be more state and local control. He asked if in that process the district will have some of its personnel as representatives on that team.

Dr. Heon responded that she was not aware of any of our personnel serving as representatives on that team. She indicated that she heard Commissioner Barry was convening this team, but has not heard if we have asked to serve.

Mr. York believes that program is something the School Board needs to keep following. He recommended a quarterly update on the status of this new program and how it may be impacting Litchfield schools and the learning process for our students.

Mr. O'Neill reported that SAT's were administered to students today with 82 juniors completing the test. He indicated the remaining students will either complete the test tomorrow or the next day. He congratulated Mrs. Callinan and her staff in guidance for an outstanding job.

Mr. Bourque reminded the public that March 8 is Election Day.

B. Principals' Reports

- LMS

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Mr. Lecklider provided his principal's report to the Board. He reported:

- The Boys Basketball team won the Championship;
- The Spirit team won the Tri-County Championship;
- Javier Martinez, who won last year's geography bee at LMS and advanced to the state finals, won again this year and advanced to compete April 1;
- Over \$800 has been raised for Project Safeguard in the dodgeball tournament sponsored by Unified Arts team;
- Marc Cloutier will be going down to Connecticut to pick up Krispy Kreme donuts for the DC trip fundraiser;
- SBA testing is planned for April, May and June;
- Report cards were delivered on Infinite Campus for the first time with much positive feedback on the process;
- Mr. Pelletier presented Google Classroom to the staff and teachers are excited about the opportunities;
- The district Arts and Music Festival is upcoming.

- CHS

Mrs. Rothhaus provided her principal's report to the Board. She reported:

- CHS hosted the State Wrestling Competition and won Division III on February 20;
- CHS Swim team are State Champions;
- The Boys Basketball team won in Berlin last night
- The Retake Committee is working to amend the retake policy;
- A parent forum was held tonight on the heroin crisis with a speaker relating his own past experience.

Mrs. Rothhaus presented performance data for CHS and a comparison between 2011 and 2014 to the Board.

Andrea Ange commented that she chaired the committee with a focus on improving student performance. She noted that scores rose from some of the lowest in the state to some of the highest.

Mr. O'Neill reported he had a conversation with Mrs. Rothhaus, Mrs. Ange and the Curriculum Facilitator about how to make the data actionable. He commented that internally through professional development activities or through data analysis that has been done, we need to make data more user friendly. He indicated the trend lines, when aggregated, look good. Mr. O'Neill suggested finding a way to disaggregate the data to show what we really need to know is having an impact on student learning.

- GMS

Mr. Thompson provided his principal's report to the Board. He reported:

- A Make a Difference event was held on February 4 where the Student Council acted out the book "One";
- The GMS Chorus sang God Bless America at the Monarchs' game February 20;
- 59 of 81 Grade 3 student participated in the Math Dash;
- The second round of Math Information Night was held on February 18;
- Smarter Balanced testing will start the 3rd week of March;
- Bingo Night will be held on March 18;
- Destination Imagination regional meet is scheduled for March 12;
- Scott Turcotte brought a program called Kid Blog to GMS, which is a controlled in-class blog with viewing limited to the students in the class and their parents (this will reinforce some IT goals for grade 4).

- Kindergarten Proposal

Mr. Thompson presented a proposal regarding moving Kindergarten classrooms into the main building at GMS. He commented that the Board discussed two options: keeping the portable classrooms and reusing them or not keeping the portable classrooms. He indicated it is an advantage to have all the students in the main building, but it is challenging without adding space. Mr. Thompson recapped current space allocation at GMS: took a large classroom and converted it to a media lab and server room; added a music room and added furniture; carved out a small space for a behavior room; space for tutors and ESOL to share. Mr. Thompson explained that when looking at space he

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took into consideration the industry standards: kindergarten classrooms should be 1,000 sf with child sized furniture, moveable furniture and bathroom accessibility.

Proposal A: Move preK (room 25 and room 5) to the current portable classrooms
Move K to rooms 12 and 14
Move grade 2 to room 4
Move grade 1 to room 9
Move the reading tutors to room 10
Move reading spec. to rm. 37
Move math tutors and ESOL teacher to a fourth grade classroom
Move Sp. Ed. Intensive to room 25
Room 5 to become a teacher's room

Proposal B: PreK remains in rooms 25 and 5

- Move K to rooms 12 and 14
- Move grade 2 to room 4
- Move grade 1 to room 9
- Move 3 reading tutors and 3 math tutors to room 10
- Move reading spec. to rm 37
- Move Sp. Ed. Intensive to a fourth grade classroom
- Room 5 to remain a PreK room

Overall Recommendation:

Continue plan to consider other options for building use at GMS, including making the 1930s building usable for instruction. Review GMS in the proposed facilities review for the district, per warrant article request.

If the decision is to move the K inside prior to completing the study, keep the portable classrooms in operation at GMS until additional space is made available through renovation or addition (**Proposal A**).

Mr. Bourque commented that other items that have to be moved was considered as well.

Mr. Thompson concurred commenting that furniture and smart boards would have to be moved.

Mr. Bourque commented that if we are looking to minimize the movement of children, proposal A makes sense.

Mr. O'Neill agreed. He indicated it would reduce the loss of time and would be a better situation for kindergarten students. He supports moving the kindergarten students inside next year and moving the PreK classes to the portable classrooms. He noted that demographics will have to be monitored to see if all students can be moved inside the building the following year.

Mr. Bourque wondered if the building assessment article is approved by the voters, perhaps the ground floor of the 1930s building can be assessed as those rooms are not in bad shape. He suggested using those rooms for the specialists and the second floor for storage.

Mr. Thompson indicated that those rooms would serve for non-classroom services.

C. Curriculum Report

- PERC Recommendations:
 - Vertigo and Rear Window
 - Outlaw Josie Wales and Unforgiven
 - Jaws
 - One Flew Over the Cuckoo's Nest

Dr. Heon presented PERC recommendations to the Board. She explained the purpose in this course is for students to examine both the types of literature and the type of genre and film, specifically how film portrays the same

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literary and style as in the written text. She noted four of the films are rated PG and two are rated R (Unforgiven and One Flew Over the Cuckoo's Nest). Dr. Heon indicated although the instructor has sent out a permission slip regarding the content and all the students returned them, individual permission slips would be given out for both those films in keeping with policy. She noted the instructor agrees these are exceptional films to demonstrate the contrast of the course.

Mr. York made a motion to approve the PERC recommendations as presented. Mrs. Quintana seconded. The motion carried 4-0-0.

Dr. Heon reported Math and English Language Arts committees are working on all curriculum frameworks. A Grading and Reporting task force has been formed with representatives from all three schools to explore the practices in the schools, guide and report back about what topics are being discussed with regard to grading and reporting. She noted we will be working on a grading and reporting policy as well.

Mr. O'Neill commented we are not a large district, but we know our students well and we cover much curriculum. He expressed that he is proud of the work that Dr. Heon, the principals and teachers do to keep upgrading the curriculum to keep up with the current standards. He expressed his appreciation for all the work they do.

D. Enrollment Report Feb 2016

Mr. O'Neill reported enrollment for February 2016 was at 1,388, with 43 Kindergarten registrations and 70 Grade 1 registrations.

E. Committee Reports

- Budget Committee

Mr. Bourque reported the Budget Committee will meet on March 24, 2016.

III. NEW BUSINESS

There was no new business.

IV. OLD OR UNFINISHED BUSINESS

A. Policies:

1. Re-Approve:

- a. ADB Drug Free Workplace-Drug Free Schools

Mr. O'Neill presented the Drug-Free Workplace/Schools policy to the Board. He indicated the existing policy has not been changed, but needs re-approval.

Mr. York made a motion to approve Policy ADB, Drug-Free Workplace/Drug-Free Schools. Mrs. Quintana seconded. The motion carried 4-0-0.

2. Amend:

- a. ADC Tobacco Products Ban

Mr. O'Neill indicated that wording has been included regarding e-cigarettes and tobacco related products. He noted the policy covers all the current potential ways to get tobacco products into the body.

Mr. York made a motion to approve Policy ADC, Tobacco Products Ban. Mrs. Quintana seconded. The motion carried 4-0-0.

- b. EEAG Use of Private Vehicles to Transport Students

Mr. O'Neill indicated the Use of Private Vehicles to Transport Students policy received further update regarding the change in interpretation on who can transport students. He noted the policy also contains definitions on the types of vehicles that can be used to transport students with a school bus driver certification.

Mr. Bourque asked how this policy would impact clubs such as the ski club.

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Mr. O'Neill indicated what you are actually doing determines if it is a school sponsored activity.

Mr. Markiewicz commented although the district may allow parents to provide transportation and requires insurance, the district is still responsible for that child's safety.

Mr. York asked if the additional cost impact is known.

Mr. O'Neill indicated the cost is not known at this time as there are still events scheduled.

Mrs. Quintana wanted to be sure that people were aware this is something that is out of our control. Mr. O'Neill indicated it is governed by law.

Mr. York made a motion to approve Policy EEAG, Use of Private Vehicles to Transport Students as amended. Mrs. Lepore seconded. The motion carried 4-0-0

i. Rescind: EEAG-R Teacher Transportation Waiver

Mr. O'Neill asked the Board to rescind the Teacher Transportation Waiver section of the procedures for Policy EEAG in light of the amended policy and current interpretation of the law.

Mr. York made a motion to rescind the Teacher Transportation Waiver that was part of the procedures for Policy EEAG. Mrs. Quintana seconded. The motion carried 4-0-0.

3. Draft:

a. DBJ Transfer of Appropriations

Mr. Markiewicz presented a rewrite of Policy DBJ to the Board. He explained that the current policy states the Superintendent can approve transfers up to any amount and caps the Business Administrator at \$1,500. He commented the policy he is recommending contains subtle change, but caps the Superintendent up to \$5000 and allows another district officer to approve that as well. He indicated any transfer above \$5,000 requires Board approval. Mr. Markiewicz noted that he has had a conversation with the auditors regarding this policy.

Mr. O'Neill expressed his agreement with the policy rewrite. He indicated in case of an emergency could Superintendent can transfer funds above \$5,000 and notify the Board Chair about the emergency expenditure.

Mr. York made a motion to approve Policy DBJ, Transfer of Appropriations as a 1st Reading. Mrs. Quintana seconded. The motion carried 4-0-0.

The policy will go to a 2nd Reading on March 23, 2016.

b. DFH Student Activity Fund Management

i. DFH-R Student Activity Fund Management Procedural Manual

Mr. Markiewicz presented a new draft of Policy DFH and a written procedure for the policy to the Board. He explained each year auditors made certain statements regarding student activity funds. He commented the purpose of the new policy draft and procedure guidelines is to tighten up the management of these funds. He noted the staff will be given the guidelines and requirements on how we process and proceed on these accounts.

Mr. Bourque noted there is a statement in the policy/procedures that states funds that are inactive can be activated within a year. He asked about graduating funds and funds that cease to exist. Mr. Markiewicz indicated that he can provide clarification for those statements. He noted it is required that the high school graduating class designate what will be done with the funds for their class. He commented the funds have to be spent by the end of that year.

Mr. Bourque commented that the funds from grade 4 (GMS) move to LMS when the fourth grade moves to grade 5.

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Mr. York commented that the monies should follow a class from school to school and it should be noted in the policy. Mr. Markiewicz indicated it would depend on the intent of that account. He noted all accounts do not travel with that class.

Mr. York commented that the funds will have be set up correctly.

Mr. Bourque requested that Mr. Markiewicz provide an explanation of how the funds work for GMS and LMS at the next meeting.

Mr. York was concerned that there may be a substantial amount of money in the LMS accounts and the CHS accounts at the end of the year. He indicated if we are making a policy on the types of student activity accounts we need to ensure we have a true understanding of these accounts.

Mr. Markiewicz commented without having a policy that describes in detail what is or is not a student activity fund, the funds in this district will not qualify as activity accounts. He indicated with the passage of the policy the Business Administrator will have the authority to make those qualification decisions. He noted the policy and procedures clearly define what they are and give the Business Administrator the ability to call out those accounts that do not qualify.

Mr. York disagreed with Mr. Markiewicz commenting the Business Administrator has the power to do that under current policies. He indicated having the policy is fine, but we do not know what is in those accounts.

Mr. O'Neill commented the auditors audit all accounts including student activity accounts. He indicated that what he believes Mr. Markiewicz is saying is that he has had some pointers during the audit, but he is not saying we do not have accountability to current funds we have because we do. He noted, in terms of Mr. York's questions, we have to give definition to what the Board believes is a student account or a process for the Business Administrator to cull them out. Mr. O'Neill commented that it is not being stated that we cannot get a state of our student activity accounts before the policy is approved. He indicated we can answer the question regarding whose account it is and if it will stay with one of the schools or go with the class moving on.

Mr. York commented that three years ago the Board received detail of the accounts and the instruction at that time was to go through and close those accounts under the existing school policy. He indicated he is in agreement that we have little control over the tracking of those monies that are truly student funds. He stated we need to know the list of accounts and those that qualify will be monitored by the SAU; those that do not qualify will have to have resolution.

Mr. Markiewicz clarified that there is tight control on the student activity funds. He noted student activity funds are loaded into a software program and the administrative assistants are vigilant in monitoring the funds. He commented that we want to bring definition to these accounts as some are absolutely not activity accounts. He indicated this policy will ensure the district's responsibility to these funds is beyond reproach. Mr. Markiewicz agreed to bring a report of the funds to the next meeting.

Mr. York commented we need better monitoring of these accounts. Mr. O'Neill agreed that there should be better monitoring of those accounts. He commented he would like to be sure that all of the accounts have proper oversight. He indicated that is the kind of language that must be iron clad and that must be enforced.

Mr. Markiewicz indicated he will address the issues raised, bring further clarity and provide an accounting of the funds as part of his Business Administrator's report.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

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Tina Harrison, resident, asked when an approved school calendar for 2016-2017 will be available. Mr. O'Neill indicated the calendar will be addressed at the next Board meeting.

Mr. O'Neill commented he has been with the district approximately 7 months and expressed his sincere appreciation to the Board. He noted the town elections are upcoming and wished Litchfield the best.

VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. York, the Board entered into non-public session at 8:28 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. Quintana seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 9:10 p.m. Mrs. Quintana seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

IX. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:11 p.m. Mrs. Lepore seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052**

**Approved Minutes for March 23, 2016
(approved as written 4-6-16)**

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Nicole Quintana, Board Member (*excused*)
Christina Harrison, Board Member
James L. O'Neill, Superintendent
Jason Pelletier, Director of IT
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. O'Neill called the meeting to order at 6:10 p.m.

B. Pledge of Allegiance

C. School Board Reorganization

- School Board Welcome: New Members

Mr. O'Neill welcomed Mrs. Harrison and Mr. Bourque and congratulated them on their election to the Board.

- School Board Nominations: Chair and Vice Chair

Mr. O'Neill accepted nominations for School Board Chair.

Mr. Barka made a motion to nominate Brian Bourque as Board Chair. Mrs. Lepore seconded.

Mr. Barka commented that Mr. Bourque has been a great leader and has a strong working relationship with the SAU.

Mrs. Lepore agreed and commented that Mr. Bourque does a fantastic job as Chair.

The motion carried 3-0-1, with Mr. Bourque abstaining.

Mr. Bourque took leadership of the meeting. He accepted nominations for Vice Chair.

Mrs. Lepore made a motion to nominate Mr. Barka as Vice Chair. Mrs. Harrison seconded.

Mrs. Lepore commented that Mr. Barka does a fantastic job and that he and Mr. Bourque make a great team.

The motion carried 3-0-1, with Mr. Barka abstaining.

D. Review & Revision of Agenda

There were no revisions to the agenda.

E. Summary of Non-Public Actions from: March 2, 2016:

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Mr. York made a motion to accept the resignation of Shawn Flynn, CHS Math teacher, subject to finding a suitable replacement and allowing the Superintendent to hire such candidate prior to the March 23, 2016 School Board meeting. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to seal the portion of the non-public minutes regarding a staff issue. Mr. York seconded. The motion carried 4-0-0.

F. Presentations & Recognitions

- School Security – NH Department of Homeland Security & Emergency Management
Ron Peddle, Emergency Management Trainer for the State of New Hampshire Division of Homeland Security and Emergency Management provided a presentation to the Board regarding school security assessments.

Mr. Peddle informed the Board about a grant program through the NH Department of Homeland Security & Emergency Management that began approximately 18 months ago. He noted that the Governor supported the program and expanded it to all public schools. Mr. Peddle explained that the department reaches out to school districts for interest in the program, sets a meeting with the Superintendent to explain the procedure of scheduling appointments for assessments at each school, and meets with emergency management stakeholders (principal, facility manager, police, fire). After the initial meeting a security assessment is done by walking through the building and looking at security risks with standards that are based on best practices. Approximately three weeks after the walkthroughs are completed, a report will be generated with suggested recommendations for each building principal, and a digital report will be sent to the Superintendent. This report is exempt from RSA 91-A right to know.

Mr. O'Neill reported that he has met with Mr. Peddle and that he experienced the same audit for security in a previous district, which was very helpful. He indicated they used the audit to generate a warrant article to increase and enhance security in the schools. Mr. O'Neill commented that stakeholders have been contacted (fire, policy, facility managers) who will serve on this team and be responsible for emergency operations. He believes it is important to perform this audit, which was his reason for asking Mr. Peddle to attend the meeting and explain the program to the Board.

Mr. Peddle explained when we go through the initial briefing sometimes procedural issues arise that raise questions with principals. He commented it is a good opportunity for the community.

Mr. O'Neill commented we have gathered Emergency Operation Plans and will review them with Mr. Peddle. He mentioned sometimes doors to a building seem safe, but do not have the best anti-access equipment or materials. He indicated the information we receive from the agency will be considered highly confidential.

Mr. Peddle commented we are not a regulatory agency and there is no requirement to follow up on the information. He indicated that suggestions for alternative solutions are offered. He noted that there are other areas where the agency provides service: incident command training and NIMS, National Incident Management System, a national response system, as well as developing emergency operations plans with districts in conjunction with fire and policy departments. He commented we are a resource for school districts throughout the state.

Mr. Bourque asked about the potential for grant money.

Mr. Peddle commented Homeland Security and Emergency Management funds are brought into the state through our division and there are certain requirements to meet. He indicated the grant funding can be used for recommendations.

Mr. O'Neill commented that Mike Corl, the School Resource Officer, has been one of the leaders in this effort and Mrs. Flynn has been coordinating this effort.

G. School Board Reorganization

- School Board Code of Ethics and Conduct Policy

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Board members were asked to read and sign the School Board Code of Ethics and Conduct Policy.

- School Board Assignments

School Board members discussed assignments for Board committees.

Budget Committee Representative: Brian Bourque; Alternate: Nicole Quintana

Mr. Bourque offered to represent the School Board on the Budget Committee. He recommended Mrs. Quintana be the alternate in case he cannot attend a meeting.

Joint Loss Management Committee: There were no volunteers

Mr. Bourque will ask Mrs. Quintana if she will serve on the JLMC Committee.

Technology Committee: Derek Barka

Mr. Barka offered to serve on the Technology Committee.

PERC Committee: Christina Harrison; Alternate: Derek Barka

Mrs. Harrison offered to serve on the PERC Committee. Mr. Barka will serve as the alternate member.

Capital Planning Committee: Brian Bourque; Alternate: Christina Harrison

Mr. Bourque offered to serve on the Capital Planning Committee. He asked Mrs. Harrison if she would serve as alternate.

Wellness Committee: There were no volunteers

Mr. Bourque will ask Mrs. Quintana if she will serve on the Wellness Committee.

LEA Negotiations: Derek Barka and Janine Lepore

LSSA Negotiations: Brian Bourque and Christina Harrison

H. Correspondence

Mr. Barka reported correspondence was received from:

Kathy Dwyer regarding CHS graduation date; Mike Boschi regarding the donation of a scoreboard to LMS; Tyler Matthews regarding Google Classroom.

I. Approval of Draft Minutes:

- Public Session March 2, 2016

Mr. Barka made a motion to approve the public minutes of March 2, 2016 as written. Mrs. Lepore seconded. The motion carried 3-0-1, with Mrs. Harrison abstaining.

J. Community Forum

Kathleen Follis, 8 Mike Lane, expressed support for the upcoming school security assessment. She suggested surveying staff at each school for their input regarding security risks.

Mrs. Follis made the following statements regarding Math in the district. She commented we are struggling in math, which has been becoming an issue. Different methods have been used, but we have not locked on to one solid answer. Free flowing math leveling seems like the answer. There are four different levels in the Londonderry School District program and they rotate the level each teacher teaches so all teachers have access to all levels. Our teachers have an extreme range of abilities in math and there is no balance with students that perform well and those that do not. By leveling math, we can put students that are on the top tier in a class to perform at their level while doing the same for students who are struggling and can receive assistance from paraprofessionals.

Mrs. Follis commented on statements from a former Board member who stated all students should learn Algebra by the time they make it to eighth grade. She indicated that the reality is not all students can learn Algebra by the time

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they make it to Grade 8. She noted we need to teach children at the level they are at and not lose them with things that cannot happen.

Mrs. Follis commented on the GMS playground. She expressed disappointment that the playground was not open for three weeks when the weather was warmer. She indicated that it is a disservice to the taxpayers and students if the playground is not open. Mrs. Follis shared an experiment she performed on the playground. She indicated that she took a pencil and stuck it in the ground with one finger with little resistance. She commented if a pencil can go into the dirt that easily the playground can be used. She noted there needs to be a checks and balances system for when the playground will be open or closed.

Mr. Bourque commented there has been more conversation about the playground than there has to be. He indicated that alternatives are being considered going forward so the playground can be open all the time. He asked (rhetorically) where are the children playing if they are not playing in the playground.

Mrs. Follis commented that we should not go to extremes. She indicated there are many playgrounds in the area that were open and were surprised the GMS playground was closed. She asked if the playground was closed because it was truly frozen or because it did not have the depth required. She noted there should be a way to monitor that surface.

Mr. Bourque indicated alternatives are being researched and considered.

Mr. Barka believes that we are becoming too “soft” with our children.

Mr. O’Neill thanked Mrs. Follis for coming to the meeting and offering her points on mathematics. He commented that he is an advocate for individual learning plans for every child. He indicated there are many programs out there that would be good for our children and we would need resources to pay for them. Mr. O’Neill commented that the playground issue came up in a previous district as well as here in Litchfield. He relayed that the insurance company in that district threatened not to cover the district if we did not close the playground.

Referring to mathematics, Mrs. Follis commented that we need to level math, take the resources we have and condense them and apply them where we need them.

Mr. O’Neill commented we will have to complete an analysis.

K. Superintendent’s Comments

Mr. O’Neill commented the Support Staff Association will be looking to initiate conversations now that the new Board has been seated. He suggested it would be a good idea to meet with the LEA before the fall (June) and start working our way through to arrive at a good agreement.

Mr. O’Neill reported there have not been any acceptable candidates for the math position at CHS. He noted we are still looking, but it is a difficult position to fill.

Mr. O’Neill commented on the recent concerts that have been performed at the high school. He indicated there is much student talent and fabulous work on behalf of the Art and Music programs.

II. REPORTS

A. School Board Comments

Mr. Barka thanked John York for six years of service on the Board. He commented that Mr. York was a dedicated Board member, consistently advocated for children and was passionate about increasing student performance.

Mr. Bourque thanked Mr. York for his service and welcomed Mrs. Harrison to the Board. He commented he was fortunate enough to attend the chorus and band concerts. He indicated that the bands were excellent and the performances of all three schools were fabulous. He commented he is surprised each year how much talent is in our district.

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Mrs. Lepore welcomed Mrs. Harrison to the Board. She commented the concerts were amazing and the students are very talented. She indicated the music teachers deserve much credit as well.

Mr. O'Neill welcomed Mrs. Harrison and commented that he is looking forward to working with her. He wished Mr. York the best of luck in his endeavors. He expressed appreciation to the parents of the students for all they do to help their children express their talent so that we can have wonderful music.

B. Business Administrator's Report

- FY16 Close

Mr. O'Neill indicated that Mr. Markiewicz provided a memo regarding general fund projections for FY16. He suggested that the report be deferred until Mr. Markiewicz is in attendance and can provide more information.

- MS-22

Mr. O'Neill asked Board members to sign the FY17 MS-22, which is required to be submitted to the NH DRA.

C. Transportation Report

- Current Bus Counts

Mr. O'Neill provided the current school bus rider counts to the Board. He observed that there are two buses at LMS that are very crowded. He suggested the report be revisited with Mr. Markiewicz.

D. March 2016 Election Results

The March 2016 Election Results were provided for the Board. Mr. Bourque commented that there was confusion over the recommendation on Article 5.

E. IT Report

Mr. Pelletier presented the March Technology report. He reported a small glitch was addressed with SBAC testing; Mrs. Stern has been assisting with providing data support for the schools; teachers taught teachers at the Google Classroom professional development day. Mr. Pelletier indicated on July 1 our contract with Fairpoint for our communications within the buildings expires. He explained to leverage ERate we went out to bid and had responses from two ISPs. Mr. Pelletier indicated Fairpoint responded with good numbers for bandwidth and with the ERate reimbursement the contract comes in under budget. He noted we have had no issues with Fairpoint's service. He reported that a firewall upgrade is being recommended and ERate funding is anticipated for that.

- Infinite Campus

Mr. Pelletier noted Andrea Stern prepared the report. He reported the following work has been completed: an automatic update of Blackboard Connect information; created first semester transcripts at CHS; updated fees at CHS; plan to officially release the fees on the portal by the beginning of the fourth quarter; teacher recommendations for classes; course registration; customized reports for staff were created and designed. He indicated work is commencing with special education to use Infinite Campus as a repository for IEPs for teacher access; data clean up is ongoing; the discipline module improvements are ongoing; preparation for next year has begun.

Mr. Bourque asked if the rollover from LMS to CHS will be a smooth transition next year.

Mr. Pelletier indicated since everything is in one database the rollover will be easy.

Mr. Bourque commented when this initiative was taken on the Board was adamant about not waiting another year for implementation and it was not a totally smooth conversion. He asked if we are close to the process and operation being complete.

Mr. Pelletier indicated we are very close, but with any live database, it is always ongoing.

Mr. Bourque asked Mr. Pelletier if he would like to address the questions from the community member about Google Classroom and student security and data.

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Mr. Pelletier indicated there were very good points in the email received. He explained what Mr. Matthews wants to make sure what we are getting for free is free. Mr. Pelletier commented Google has been a big advocate of education and making sure they stay compliant with data standards. He addressed the following questions:

Q: third party apps

A: students in the 1:1 program cannot download Chrome extensions.

Q: what level of personal information is contained in the Google cloud?

A: Google Drive and Google Docs: new docs are being created and stored here. Google has a good URL that answers security questions and end user license questions.

Q: was this information now in the cloud in the SAU's private network?

A: we did not move anything to the cloud and everything that was in our network before is still here. The cloud is for additional classroom use.

Q: what about data loss concerns? Are we prepared? Is there cloud back-up?

A: Google has the Google Vault to recover data. We prohibit the use of Google Drive desktop.

Q: what is the potential for a hardware purchasing program, how is it run and what is the cost?

A: There is no program in place to lease things and we are still looking into it. We cannot discuss individuals that qualify for assistance as we do not have access to that information.

Q: what about the website link about an article that Electronic Frontier Foundation is accusing Google of using Chromebooks to invade privacy?

A: Do not feel comfortable responding to this. We did not find any information that Google did this. He will forward any information he gathers.

F. Committee Reports

There were no committee reports.

III. NEW BUSINESS

A. 2016-2017 School District Calendar (draft)

Mr. O'Neill presented a draft calendar for 2016-2017 to the Board that was reviewed with the Administrative Team. He commented we are recommending the dates as defined. He noted we are not comfortable with November as dates for voting and parent conferences are scattered throughout the month.

Referring to late arrival days, Mr. Bourque asked if teacher workshops have to be scheduled in the morning. He commented he is thinking of morning kindergarten who ends up losing that time. He asked if late arrival days can be alternated with early release days.

Mr. O'Neill commented he has seen that done both ways. He understands the concern regarding morning kindergarten. He offered to look into the potential for early release and will bring a report to the next meeting. He prefers to have a discussion with the building administrators and get feedback from the LEA.

Mrs. Harrison commented that she has heard from parents about concern over the first day of school and planning vacations.

Mr. O'Neill commented the date for the start of school will not change. He suggested the Board conditionally approve the calendar.

Mrs. Harrison made a motion to approve the 2016-2017 school district calendar, with the provision to revisit teacher workshop days/times. Mr. Barka seconded. The motion carried 4-0-0.

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B. CHS Graduation Date

Mr. O'Neill discussed setting a date for CHS graduation with the Board. He recommended that seniors graduate on June 10, 2016. The Board discussed the number of hours seniors have in order to graduate.

Mr. O'Neill suggested adjusting the calendar so that June 17 is the last day of school. He offered to speak to the LEA about an agreement.

Mr. Barka made a motion to set CHS graduation for June 10, 2016. Mrs. Lepore seconded. The motion carried 4-0-0.

IV. OLD OR UNFINISHED BUSINESS

A. Policies:

- Work Session:

Mr. O'Neill presented the following policies to the Board for review and comment:

- DFH Student Activity Fund Management

The policy was deferred to the April 23 meeting.

- GBAA Sexual Harassment, Discrimination and Violence – Employees

Mr. O'Neill indicated that Policy GBAA has been reviewed by legal counsel who recommended revisions.

Mrs. Lepore requested time to examine the policy and provide input. The policy will be discussed at the April 23 meeting.

- JBAA Sexual Harassment, Discrimination and Violence – Students

Mr. O'Neill indicated that Policy JBAA has been recommended by legal counsel. This policy will be reviewed by the Board and discussed at the April 23 meeting.

- 2nd Reading and Approval:

Mr. O'Neill presented the following policies to the Board for final review and approval:

- DBJ Transfer of Appropriations

The policy was deferred to the April 23 meeting.

- EFA Availability and Distribution of Health Foods

Mr. Barka made a motion to approve Policy EFA, Availability and Distribution of Healthy Foods. Mrs. Harrison seconded. The motion carried 4-0-0.

- GBCD Background Investigation and Criminal Records Check

Mr. O'Neill mentioned that there is legislation that could impact criminal record check procedures. He commented the policy can be updated once the legislation is finalized.

Mr. Barka made a motion to approve Policy GBCD, Background Investigation and Criminal Records Check. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque asked for Board consensus to direct the Superintendent to have a sidebar discussion with the LEA regarding moving the last day of school to June 17, 2016. Board members concurred.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

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VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered into non-public session at 7:57 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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 8:36 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn the meeting at 8:36 p.m. Mrs. Lepore seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for April 6, 2016

(approved as written 4-20-16)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Nicole Quintana, Board Member
Christina Harrison, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum and Instruction
Hollie Messenger, Director of Human Resources
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
Laurie Rothhaus, Principal, CHS
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:00 p.m.

II. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered into non-public session at 6:09 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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes; Mrs. Harrison, yes.

III. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Lepore, the Board returned to public session at 7:05 p.m. Mrs. Quintana seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes; Mrs. Harrison, yes.

A. Pledge of Allegiance

B. Review & Revision of Agenda

Revisions to the agenda included postponing the E-Rate discussion under Business Administrator's Report until April 20, 2016; move Early Release vs Late Arrival to Superintendent's Comments.

D. Summary of Non-Public Actions from: March 23, 2016:

Mr. Barka made a motion to approve the non-public minutes of March 2, 2016 as written. Mrs. Lepore seconded. The motion carried 3-0-1, with Mrs. Harrison abstaining.

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E. Presentations & Recognitions

- Student Representative Recognition: Kylie Elliot and Gabriel Desjardins

Student representatives Kylie Elliot and Gabriel Desjardins were introduced to the Board.

Mr. Desjardins commented that the student representatives were having issues attending Board meetings due to conflicting obligations.

Ms. Elliot commented they both serve on the Student Council and sub-committees. She mentioned that the Student Council presented improving the technology policy at the faculty meeting. She noted the existing policy states no cell phones can be used until 2:30 p.m. or later. She indicated they would like to have it changed so that the use is at the teacher's discretion. Ms. Elliot believes cell phones should be allowed in lunch, but not used in the hallways. She commented parents should be able to text their child as long as the student responds at a reasonable time. She suggested more strict offenses as well. Ms. Elliot commented that the Student Council believes the Cyber Bullying policy should be stricter as well.

Mr. Desjardins commented that all students have not been showing up to advisory and have been wandering around. He indicated we are coming up with new ideas to engage them to show up, such as introducing school-wide competitions.

Mr. Barka believed that attendance in advisory was required. Mr. Desjardins commented if a student does not attend they receive an absence.

Mrs. Rothhaus commented if students are "written up" they will attend advisory; however, sometimes they will check into their advisory and go to another advisory. She indicated a discussion was held at the faculty meeting regarding motivating students to attend their own advisory or engaging in an activity.

Mr. Desjardins noted if everyone shows up in advisory you get a point for that day.

Ms. Elliot commented that her advisor makes it important to be in that advisory as we have many important discussion. She noted this is our guidance.

Mr. O'Neill commented he has seen advisories morph into a more academic environment with attendance controlled by technology. He suggested adopting the mentality that advisories have an academic purpose for students who want to make up work, testing or need additional help. He indicated there are software programs for students who wish to sign up for specific advisories, which provides more accountability. Mr. O'Neill thanked the student representatives for their report and expressed that he was impressed by their seriousness and dedication to CHS.

Mr. Desjardins announced he attained the status of Eagle Scout and is the first student to make All State all four years in high school.

- Acceptance of Donations:
 - Scoreboard for LMS from LRBA

The Litchfield Baseball Association donated a scoreboard for LMS with a value of \$3,503. Mike Boschi, President of the LRBA, commented that the scoreboard will replace the existing board at LMS. He noted there are recurring problems with wiring to the controller

Mr. Barka made a motion to accept the donation of a scoreboard for LMS with a value of \$3,503 from the Litchfield Recreational Basketball Association. Mrs. Lepore seconded. The motion carried 5-0-0.

- Scoreboard for GMS from Litchfield Baseball

The Litchfield Recreational Basketball Association donated a scoreboard for GMS with a value of \$3,539. Kurt Schaefer, President of the LBA, indicated that the existing scoreboard is non-functional.

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Mr. Barka made a motion to accept the donation of a scoreboard for GMS with a value of \$3,539 from the Litchfield Baseball Association. Mrs. Lepore seconded. The motion carried 5-0-0.

- Recognitions: Destination Imagination

The Destination Imagination Program team members were recognized for their achievements in placing 1st and 2nd in the Regional Tournament and placing 2nd in the State Championship.

Mr. Bourque congratulated the teams, team managers and coordinator for their accomplishments.

Mr. O'Neill commented that he was previously in a district that was successful with Destination Imagination. He indicated he has been to Knoxville and it is a great experience, as the students will meet thousands of other students from all over the world.

The Destination Futuristic Adventurers team presented a demonstration of a hovercraft they built for the competition.

- CHS Sophomore Trip

Justin Ballou, CHS Sophomore Advisor, presented options for the CHS sophomore trip. He noted that two of the activities have been approved in the past by the Board, but the others have not. He indicated that students expressed high interest in the paintball activity. He explained that it is a great experience for camaraderie and there is not much risk. Mr. Ballou indicated that he participates in the activity himself and every precaution will be taken. He noted that safety checks are performed and there are medical advisors in attendance. He commented there are high schools in NH that have participated in paintball. Mr. Ballou indicated he was confident and very comfortable offering this activity. He noted the school nurse offered to participate.

Mr. Barka made a motion to approve the Paintball day trip for the CHS sophomores. Mrs. Quintana seconded. The motion carried 5-0-0.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

Public Session March 23, 2016

Mr. Barka made a motion to approve the public minutes of March 23, 2016 as written. Mrs. Lepore seconded. The motion carried 4-0-1, with Mrs. Quintana abstaining.

H. Community Forum

Maurissa Fluet, Destination Imagination Coordinator, commented that one of the Destination Imagination teams is moving to the global competition, which comes with a large cost. She asked the Board to consider giving \$1,500 to Destination Imagination for the deposit for the trip to Knoxville, TN. She mentioned that in order to raise funds they have been exploring corporate sponsors, planning an entire day of activities at Darrah Pond, setting up a social media ad campaign for family members and friends, and setting up a town-wide activity. She indicated the goal is to raise \$15,000, which would accommodate all 17 members and one parental figure. She noted the registration cost is \$3,750.

Mr. O'Neill commented that he has been involved in Destination Imagination for 12 years and is aware of the pressure of raising money within a short timeframe. He urged the School Board to support the Destination Imagination Program to the greatest extent that they feel comfortable. He thanked the Destination Imagination coordinator and team managers for their efforts.

Mr. Barka commented that we spend much on sports and other extra-curricular activities. He believes the Board should support Destination Imagination as well.

Mr. Barka made a motion to provide \$3,750 for the global competition registration for the Litchfield Destination Imagination Team. Mrs. Lepore seconded.

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Mr. Bourque expressed strong support for Destination Imagination and commented that he has fought to have funding for Destination Imagination in the budget. He acknowledged that Destination Imagination is an important foundation for students entering LMS and CHS robotics. He indicated it is a great program and the team building is phenomenal.

Mrs. Fluet indicated the PTO's have been very supportive and the students really love the program. She commented that the program is well-rounded.

Mr. Bourque believes it is important for the Destination Imagination team to go forward and represent Litchfield.

The motion carried 5-0-0.

I. Superintendent's Comments

Mr. O'Neill announced that Tari Selig was recently named School Psychologist of the Year. He commented it is a great honor and congratulated Ms. Selig and all educators receiving this level of award.

Mr. O'Neill commented that when the Board previously discussed the approval of the 2016-2017 school district calendar there was a conversation regarding early release days vs late arrival days and requested feedback from administrators. He indicated he received feedback and provided those responses to the Board. He noted that the feedback supported late arrival days. Some of the reasons included the idea, particularly at the elementary school, that early release days are more challenging because staff is required to be with the children until the end of the day; there are impacts to after school activities and athletics. Referring to late arrival days, reasons included students get extra sleep and are more focused and ready to learn; teachers are focused more at the beginning of the day; and schools have a more predictable schedule.

IV. REPORTS

A. School Board Comments

Mr. Bourque suggested that the Curriculum Report and presentation of PERC Recommendations be moved ahead of principals' reports.

B. Principals' Reports

• GMS

Mr. Thompson reported:

- Enrollment is at 442 students with 70 enrolled in Grade 1 for 2016-2017;
- The Fourth Grade Recorder Ensemble and GMS Chorus performed at the District Arts & Music Festival;
- Some changes were made to the Smarter Balance Assessment schedule;
- Improved computer skills are being seen, especially in grade 4;
- Harcourt Reading Program consultant presented online resources to our teachers during delayed opening;
- Girls on the Run has begun at GMS, which will promote positive development for girls in grades 3-5.

○ Kindergarten Proposal Status / Questions

Mr. Bourque asked the Board if any members had any questions or comments regarding the Kindergarten proposal that was previously presented by Mr. Thompson at the Chair's request. He believes bringing Kindergarten into the building and placing the Pre-K in the portable is important because the Kindergarten students have to travel between the portables and the main building for specials.

Mr. Thompson commented that he brought two proposals forward; however, with either proposal, bringing Kindergarten inside the building will be very challenging. He indicated many other rooms will be impacted and much grade specific furniture has to be moved and made functional. Mr. Thompson recommended not moving the Kindergarten inside as the gain would be limited and a large impact on various areas of the school.

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Mr. Bourque thanked Mr. Thompson for the effort on this proposal. He acknowledged there are challenges with space in GMS. He commented that Mr. Thompson knows the building best. Mr. Bourque indicated he brought the suggestion to Mr. Thompson's attention with regard to safety. He noted that we are not ready for these proposals at this time.

Mr. Thompson commented that he agrees with having the Kindergarten students inside, but there are too many impacts at this time. He indicated that he discussed, at a faculty meeting, having specials four days per week so everyone is on a five day rotation.

- LMS

Mr. Lecklider reported:

- LMS chorus and band performed at the District Arts and Music Festival in March;
- 11 student auditioned for NH Honors Band and 7 student participated;
- A team of science teachers attended the Project Lead the Way conference;
- Teachers worked on instructional units during the morning professional development;
- LMS team leaders and Grading/Reporting Task Force met on March 24;
- Smarter Balanced Assessments occurring at LMS;
- Mr. Pelletier set up wireless hubs so students can test in a more natural environment;
- Academic Assistance program began March 28 and targets some of the at-risk students that are challenged with work completion.

- CHS

Mrs. Rothhaus reported:

- Jill Deleault is competing for NH Teacher of the Year;
- 21 student athletes were recognized by NHIAA and the Governor;
- CHS Robotics team received a solid performance in the competition in March;
- CHS hosted the annual Art and Choral night;
- 18 students attended the NHIAA Leadership Conference;
- CHS music students competed in the NHMEA Large Group Music Festival;
- A group of teachers attended the League of Innovative Schools Conference;
- Kelly Fraser has formed a committee to prevent drug abuse.

Mrs. Rothhaus commented that CHS applied for and became an international high school. She reported that Philip Bradley, CEO of Blueriver Creative, will be in NH on May 3 and 4 and would like to meet with her. She indicated he would like to see CHS take the next step and would require funds for recruiting. Mrs. Rothhaus reported that CHS faculty is working on the retake policy and looking at school-wide rubrics. She mentioned that teachers worked on NEASC tasks during late arrival professional development.

C. Curriculum Report

- PERC Recommendations:
 - Music Curriculum Framework

Dr. Heon provided the music curriculum framework to the Board and indicated that this framework is going to be renamed Performing Arts Curriculum because it includes not only chorus and band, but dancing and drama. She indicated there are five different competencies; however, all may not apply to some advanced courses. She reviewed the competencies, indicators and performance tasks for the courses. Dr. Heon noted that middle level classes that will be able to be offered have been incorporated into the framework.

Jill Deleaut, CHS performing arts teacher, commented the name change is a better descriptor of the framework and what the students do.

Phil Martin, CHS performing arts teacher, commented he is proud of reaching out to student who may not want that band or chorus class.

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Carolyn Leite, LMS performing arts teacher, indicated that four classes are offered at LMS and students in grade 5 only have general music. She noted that chorus is held after school and suggested that needs to change. She commented that 24% of the students are in the band. Mrs. Leite commented that a true middle school offers students opportunities to do anything. She indicated that the choral position is needed during the school day.

Barbara Labelle, GMS performing arts teacher, commented that courses in elementary school should be fed through to the middle school and then to the high school. She noted that more performing arts occur with the new music room. She commented adding the choral position back into the middle school day will build the program.

Mr. Lecklider commented that in the past LMS had a part time music teacher that was the choral director. He indicated after that position was reduced the numbers scaled back. He noted we are losing a population of children because we are limited in offerings.

Mr. Bourque asked what would be impacted if the position were added. Mr. Lecklider commented if a student opted for chorus the student would get one UA class per day. Mrs. Leite clarified that the student would follow a rotation, for example in grade 7 the student would get UA class; in grade 8 band).

Mr. Bourque commented that he attended the district concerts recently and the small numbers of the LMS chorus were noticeable.

Dr. Heon commented that the framework does not include four of the percussion type courses: 1st year guitar, guitar ensemble, advanced guitar, and world guitar.

Mr. Barka made a motion to approve the K-12 Performing Arts Curriculum Framework. Mrs. Quintana seconded. The motion carried 5-0-0.

Dr. Heon reported:

- Project Lead the Way (PLTW) is being piloted at GMS and teacher trainings have begun at LMS;
- Five teachers attended the National PLTW Conference;
- Six teachers volunteered to attend various one week summer trainings matching their teaching assignments in science, technology, and information communication technology;
- Over 30 teachers participated in a Google workshop on March 8 focusing on instructional uses of various Google apps and Google Classroom
- Received a \$15,000 grant from STEM Association to promote STEM and Engineering pathways for students.

- Acceptance of Staff Renewals

Mr. Bourque made a motion to accept the Litchfield School District staff renewals for 2016-2017 as presented. Mr. Barka seconded. The motion carried 5-0-0.

D. Business Administrators Report

Mr. Markiewicz provided the April 2016 financial report. He indicated it is a snapshot of the status of the district. He projected that the district has received 99.46% of their revenue. He reported that Catastrophic Aid was funded at 75%, which is reimbursement for last year's expenses and Medicaid revenues were a bit below expectations. Mr. Markiewicz indicated that at this time the general fund unassigned balance is \$851,000 or 4.2% of the total budget. He noted he will provide updates at each Board meeting until the end of the fiscal year. Included in the report were approved budget transfers, which Mr. Markiewicz asked the Board to accept.

Mr. Bourque made a motion to accept the April 2016 Financial Report and Approved Budget Transfers. Mr. Barka seconded. The motion carried 5-0-0.

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- Bus Counts

Mr. Markiewicz commented that a head count on all buses was completed. He indicated that the two buses with high volume are LMS Bus 1 and Bus 7. He noted that he heard from parents that we have had full buses. He asked the bus company to make recommendations for changes next year. Mr. Markiewicz commented that district transportation has been reduced by one bus for which the impact is that some students ride the bus longer. He indicated he would like another bus count completed. He suggested counts for each season.

Mr. O'Neill indicated the bus count numbers are reviewed with First Student annually to adjust routes to be more even. He commented the feedback to First Student is that there are two bus routes we need to address. He noted we can predict enrollments and do a better job distributing bus routes next year.

Mr. Bourque asked if First Student can provide mapped bus routes. Mr. Markiewicz commented we would have to provide them with the software to do that. He indicated that mapped bus routes will be provided.

Mr. O'Neill suggested that the Board invite First Student to a meeting to discuss the necessary changes.

Mr. Bourque commented that mapped routes should be provided to the Board before a meeting with First Student is arranged.

- Capital Planning Committee Guidelines and Timeline

Mr. Markiewicz provided a draft guideline for the Capital Planning Committee that was recently approved by the Board. He commented that he tried to bring some definition to the committee. He indicated that the draft is for Board review and discussion at the next meeting. Mr. Markiewicz noted he will request a quote for the buildings assessment.

Mr. Bourque commented that he presented an offer of membership on this committee to the Budget Committee at the last meeting. He indicated he informed them it was an informational membership only.

E. Committee Reports

- Budget Committee

Mr. Bourque reported the Budget Committee discussed timeframes for meetings. Several members asked questions regarding perceived conflict of interest. He indicated he informed the Budget Committee that the School Board did not have an issue with his serving on a committee to which his spouse was elected. He explained to the Budget Committee that he did not foresee a conflict. Mr. Bourque reported the he met with Mrs. Couture and Mr. O'Neill. He indicated that it was suggested another School Board member serve during the school portion of the budget process.

Mrs. Harrison volunteered to serve as a Board representative to the Budget Committee.

V. NEW BUSINESS

VI. OLD OR UNFINISHED BUSINESS

A. 2015-2016 Calendar: Last Day of School

Mr. O'Neill commented that the Board requested the SAU request the NH DOE position regarding the last day of school if graduation is held on June 10. He indicated the NH DOE comfortable with June 17 or 20 as the last day and that all schools will have completed the required hours on June 17.

B. 2016-2017 Calendar

Mr. O'Neill asked Board members for final approval of the 2016-2017 school district calendar. He reminded the Board that administrators provided input regarding early release days vs late arrival days and noted that late arrival days were the preference.

The School Board approved the calendar at the previous meeting subject to feedback regarding early release days and late arrival days. Board members did not revise the calendar and it stands as approved.

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VII. MANIFEST

The manifest was circulated and signed by the Board.

VIII. PUBLIC INPUT

A. Community Forum

There was no public input.

IX. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered into non-public session at 9:28 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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes; Mrs. Harrison, yes.

X. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 10:36 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes; Mrs. Harrison, yes.

XI. ADJOURN

Mr. Barka made a motion to adjourn at 10:36 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for April 20, 2016

(approved as written 5-4-16)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Nicole Quintana, Board Member (*excused*)
Christina Harrison, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Michael Perez, Asst. Principal, CHS
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:02 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included the addition of Acceptance of Donation under Business Administrators Report.

D. Summary of Non-Public Actions from: April 6, 2016:

Mr. Barka made a motion to approve the March 23, 2016 non-public minutes as written. Mrs. Lepore seconded. The motion carried 4-0-1, with Mrs. Quintana abstaining.

Mr. Bourque made a motion to accept the resignation of Karen Lefoley, LMS Grade 5 teacher. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Heidi Hale-Miller, GMS Art teacher. Mrs. Quintana seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to approve the request for Shawn Flynn, CHS Math teacher, to rescind his resignation. Mr. Barka seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to approve June 20, 2016 as the last day of school. Mrs. Quintana seconded. The motion and second were withdrawn.

Mrs. Lepore made a motion to approve June 17, 2016 as the last day of school. Mr. Barka seconded. During the discussion the motion and second were withdrawn.

E. Presentations & Recognitions

- School Board Recognition: J York

Mr. York was recognized for his service on the School Board. Mr. Bourque thanked Mr. York for six years of service to the School Board and was an important member of the Board. He presented Mr. York with a service award.

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Mr. York thanked the School Board. Referring to the Destination Imagination team that is travelling to the global competition, he suggested the School Board fund the entire cost of the trip.

- CHS Cell Phone Proposal

Mr. Perez and students from the CHS Student Council presented a change to the cell phone policy in the student handbook.

The students reported that the Superintendent presented them with a task to change the cell phone policy based on issues raised by the students. The students indicated they performed research regarding cell phone usage in high schools and surveyed the faculty and student body.

Mr. Bourque asked about the driver to change the policy.

The students commented they looked at the existing policy and that of the past, as well as how cell phones are used in school. Currently cell phones are not allowed in the building until 2:30 p.m. Teachers ask students to use cell phones in class, which drove the need for the change. The students indicated that cell phones should still not be allowed to be used in the halls, but should be able to be used during lunch. The students reported they looked at the norms for offenses and agreed that the first offense should be that the cell phone is taken away for the first block; the second offense should be that the cell phone is confiscated for the day and returned at the end of the day; the third offense should be that the cell phone is confiscated, returned at the end of the day, but parents are notified and an administrative conference is scheduled with the student and parent(s).

Mr. Perez clarified that there is parent notification with the second offense. He commented currently the cell phone is confiscated until a parent can pick it up after school. He indicated the issue is that parents cannot often get to the school by 3:30 p.m. He noted that students often go right to work after school and may need their phones in case of an emergency. Mr. Perez commented that the policy change for the third offense will allow students to have their phones returned at the end of the day, but parents will be notified and an administrative conference will be scheduled. He indicated with a second offense the student gets a consequence (i.e. detention).

Mr. Bourque commented that when this was first brought to the Board part of the reason was because of use in the classroom. He asked if that is the case currently. Mr. Perez indicated use is with teacher discretion.

Mr. Bourque noted that is not mentioned in the current policy. Mr. Perez indicated it was an agreement that was made with the former Superintendent.

Mrs. Lepore asked if the wording that was added regarding parents/guardians calling school during school hours was intentional as texting was added. She noted sometimes a parent has to get a message to their child so when they do look at the phone they can see the message.

Mr. Perez indicated if we are going to allow students to use their cell phones in certain areas we cannot monitor texting.

Mr. Bourque commented that the wording pertaining to using the cell phones in class leads to the perception that it can be used in any class, such as a lab, art, etc. He suggested the wording should pertain to the class and that it is used for academic purposes only.

The students commented they are going to create norms.

Mr. Barka asked if the students were concerned about bullying through the device. Mr. Perez commented that this group of students are good students. He noted that it is going to happen regardless and is occurring now. He noted that with the introduction of more 1:1 technology and digital citizenship those occurrences will become rare.

Mrs. Lepore commented if students are using their phones during lunch or study they tune out everyone else. She was concerned that students do not isolate themselves.

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Mr. McDonough indicated that cell phone use during advisory was discussed. He noted that students felt they should not use cell phones during advisory because students need to focus and converse with the advisors.

Mr. Barka asked if there were concerns with cell phones being used in the locker rooms. He commented that cell phones should not be allowed in those private places. The students indicated that did not come up in the discussion.

Mr. Markiewicz asked if there is an impact on the wifi when cell phones are allowed to be used. Mr. Perez commented that students sign on to the wifi as soon as they enter the building. The students commented that access to social media sites is limited.

Mr. O'Neill explained the Board will have some discussion on the proposed changes and give feedback. He noted there could be suggested revisions that you will bring forward to the Board with your response. He complimented the students on a great job.

- CHS 1:1 Update

Mr. Perez provided an update on the 1:1 program at CHS for next year. He reported that CDW has informed them that Samsung is discontinuing Chromebooks CHS students are using. He indicated he had a conversation with the IT Director, Mr. Pelletier, and they had questions about using any Chromebooks for next year. Mr. Perez commented that a proposal is being developed to offer three different Chromebooks and insurance for the students to purchase. He noted that they discussed if it is better to allow students to bring their own Chromebooks or to keep the devices consistent. He indicated they will have good data going into next year.

Mr. Bourque asked how many students currently participate in the 1:1 program. Mr. Perez indicated 35 students are currently in the program. He reported that he is sending email confirmations to parents for their students to be enrolled in the program next year. He noted that he will be sending email to 47 additional parents that expressed interest in the program.

Mr. Bourque was surprised there was not as much interest as anticipated. Mr. Perez commented that another option would be to ask students if they would like to enroll in the program, but not in the Humanities 1:1 program.

F. Correspondence

Mr. Bourque announced that three teachers will be recognized at the Hudson VFW Loyalty Day Awards: Heidi Paris, Kathy Sidilau, and Heidi Hale Miller.

Mr. Bourque announced that the CHS GPA Awards ceremony will be held at the Executive Court Inn in Manchester on Tuesday, May 24.

G. Approval of Draft Minutes:

- Public Session April 6, 2016

Mr. Barka made a motion to approve the public minutes of April 6, 2016 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

H. Community Forum

There was no community input.

IV. REPORTS

A. School Board Comments

Mr. Bourque announced that most people know Mrs. Rothhaus will not be returning at the end of the year. He thanked her for her years of service and dedication and commented that she has done a good job for CHS. He wished her well in future endeavors.

B. Superintendent's Comments

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Mr. O'Neill echoed the sentiments of Chairman Bourque. He commented that she has done a good job and wished her well in the future. He indicated that the SAU will move quickly with principal search guidelines and will be meeting with the CHS staff tomorrow. He noted that staff, students and parents will be surveyed about what they want to see in the next principal. A search committee will be assembled the week of April 29 and advertisement for the position will begin this weekend. Mr. O'Neill commented that he is looking to have a community focus meeting the first week of May for input on the criteria and characteristics for the next principal. He indicated the recruitment period will be closed, candidates will be screened and interviewed by the committee. Mr. O'Neill commented he is hopeful to bring finalists forward to the Board with a decision to hire a candidate by the first week of June. He noted we will not settle on a candidate, but will get the candidate we want. He offered to forward the calendar to the Board.

Mr. Bourque recommended changing the May 11 School Board meeting to May 4. School Board members were in agreement.

Mr. Bourque commented that he spoke to both the Superintendent and Business Administrator about the FY18 budget process. He suggested either scheduling meetings outside the regular Wednesday meetings to focus on the budget or schedule a Saturday in October to go through the budgets in one day. He indicated that meetings where budget work is scheduled with regular business results in late adjournment.

Mrs. Lepore commented that on weekends during late September and early October she has family obligations.

Mr. O'Neill indicated that every effort will be made this year to make the budgets more succinct than last year. He noted all narratives in the budget will be removed and made current. He mentioned that much work can be done on a single Saturday. Mr. O'Neill commented directors and administrators will be scheduled for specific time slots to present their budgets. He indicated that will allow the Board the opportunity to address regular business at their meetings. He noted the Board will have to make a full commitment ahead of time and come prepared for the meeting.

Mr. Bourque suggested scheduling the meeting for October 15. Mr. Markiewicz indicated he can draft a budget schedule for the Board.

Mr. Bourque suggested scheduling a tentative meeting on October 18 in the event finalization is needed.

B. Business Administrators Report:

- Bus Transportation Count and Duration Report

Mr. Markiewicz provided a school bus head count and duration report for the Board. He noted that the duration report summary was prepared from data received for GMS and LMS after school runs. He indicated the data can be used in development of bus routes and overcrowding.

Mr. Bourque commented that ridership numbers fall within the parameters of the bus capacity, but some buses have a significant amount of students. He noted that the durations for drop offs vary considerably.

Mr. Markiewicz asked the Board for benchmarks for better development. He noted this was the first year of the bus reduction.

- FY18 Budget Development Timeline

Mr. Markiewicz indicated the budget timeline was discussed during School Board Comments.

- Financial Auditor

Mr. Markiewicz provided information regarding the financial auditor for the district. He commented this relates to outside financial audit services. He noted that Plodzick & Sanderson have been doing the district audit for over 20 years and are familiar with our system and association. He indicated the district has an excellent working relationship with them. Mr. Markiewicz commented that there has been ongoing debate regarding changing auditors

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and keeping the existing auditor you have. He indicated there is more downside to changing the auditor going forward. He recommended staying with the existing auditor.

- Updated General Fund Underspend YTD

Mr. Markiewicz reported that on April 1, the FY16 General Fund underspend totaled \$850,873. He noted the underspend as of April 20 is \$731,324. He indicated he asked administrators to review encumbrances and recommend funds that are not needed.

- E-Rate Expenditure

Mr. Markiewicz presented a request to use funds from E-Rate for an expenditure. He explained that the district receives credit through technology and certain utilities to use for certain items. He indicated that previously the district came to the Board to request to spend down our balances. Mr. Markiewicz mentioned that there were some unbudgeted expenditures not planned for this year, such as phases of Infinite Campus implementation that were accelerated and the expenditure for the GMS telephone system. He indicated that Mr. Pelletier would like to recapture the Infinite Campus and GMS phone system expenditures with the unassigned balance funds. He added that Mr. Pelletier would like to use E-Rate funds for a firewall upgrade, connectivity to the network in the GMS and LMS portables, and for Chromebooks for the CHS 1:1 program. Mr. Markiewicz indicated the E-Rate funds request is for \$51,000. He mentioned the district's auditor advised that these funds should be spent down and not saved for the long-term.

Mrs. Lepore asked if there are enough funds to purchase Chromebooks for all students who want to participate in the 1:1 program. She commented it would be wonderful if we could count on those funds every year so we can purchase Chromebooks for every student.

Mr. Markiewicz commented each year we will be credited with E-Rate funds and we can roll that money into Chromebook purchases. He indicated that the E-Rate program appears to be phasing out and may not be in place for the long-term.

Mr. Barka made a motion to approve the use of E-Rate funds in the amount of \$51,000 for the requested purchases. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Barka made a motion to approve the budget transfers presented in the April financial report. Mrs. Lepore seconded. The motion carried 5-0-0.

- Buildings and Grounds Update

Mr. Markiewicz provided an update for buildings and grounds. He reported the cost for the replacement of the hot water boiler at CHS was \$40,000 with a \$4,000 insurance reimbursement.

Mr. Bourque asked if there is some way of measuring the efficiency of the new system. Mr. Markiewicz indicated that the HVAC contractor noted the old boiler was operating at 70% and the new system will operate at 98% efficiency and requires low maintenance.

Mr. O'Neill asked for the balance in the Buildings & Grounds Capital Reserve Fund. Mr. Markiewicz indicated it is approximately \$52,000.

Mr. O'Neill believes the reserve fund is underfunded in terms of major need and is hopeful that the buildings assessment will display the needs of the district.

- Acceptance of Donation

Mr. Markiewicz presented a donation of \$500 for LMS Baseball. He indicated the money is being donated to purchase 18 new jerseys.

Mrs. Lepore made a motion to accept the donation of \$500 for LMS Baseball. Mrs. Harrison seconded. The motion carried 4-0-0.

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C. Enrollment Report – March 2016

Mr. O’Neill provided the enrollment report for March 2016. He reported District enrollment is 1,391 students. He noted there is a significant change in the Pre-K numbers and the Kindergarten numbers have grown this year. He indicated we will have to monitor the lower grades for larger cohorts.

V. NEW BUSINESS

A. 2016-2017 School Board Meeting Calendar

Mr. O’Neill provided a draft meeting calendar for the School Board for the 2016-2017 fiscal year.

Mr. Bourque suggested revising the calendar to reflect the Saturday budget work session and the additional tentative meeting in October.

Mr. Barka made a motion to approve the 2016-2017 School Board meeting calendar with revisions. Mrs. Harrison seconded. The motion carried 4-0-0.

VI. OLD OR UNFINISHED BUSINESS

A. Capital Planning Committee Membership Guidelines

Mr. Markiewicz presented draft guidelines for the Capital Planning Committee recently established by the Board. He commented he would like to advertise internally and externally for members to participate on the committee. He offered to bring a list of candidates to the Board for approval.

Mr. Bourque asked if the assessment has gone to bid. Mr. Markiewicz indicated that it will be sent out for quotes with a deadline at the end of May. He commented he will bring the results to the first Board meeting in June and a contractor can be selected by the second week in June. He mentioned the assessment will include a usability study for the 1930’s building.

Mrs. Lepore suggested to put it on the School Board Facebook page. Mr. Markiewicz indicated it can put out on as many media as possible.

Mr. O’Neill announced that a consultant for using Twitter in public schools will be presenting to the Administrative Team. He noted the goal is to begin using Twitter at the beginning of September.

B. Policies:

- Review:
 - DFH Student Activity Fund Management

Mr. Markiewicz asked to postpone the policy in order for the auditor to review the draft.

- EBBC Emergency Care and First Aid (discussion)
 - Recommendation: public hearing re: Naloxone for School Nurse Offices

Mr. O’Neill commented the revised policy is in response to the addition of the application of opioid antagonists into the policy. He indicated the nursing staff reviewed the policy and attending a conference regarding Naloxone implementation. He noted they are recommending allowing the implementation of opioid reversal kits in the district, which will be made specific to our buildings internally or on our grounds. Mr. O’Neill recommended holding a public hearing for input on the recommendation.

The Board agreed. Mr. Bourque suggested scheduling a public hearing for May 4 at 5:30 p.m.

- GBAA Sexual Harassment (Employees)

Mr. O’Neill indicated the policy has been reviewed by counsel and aligned with state and federal requirements.

Mr. Barka made a motion to approve Policy GBAA for a 1st Reading. Mrs. Harrison seconded. The motion carried 4-0-0.

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- JBAA Sexual Harassment (Students)

Mr. Barka made a motion to approve Policy JBAA for a 1st Reading. Mrs. Harrison seconded. The motion carried 4-0-0.

- Rescind:
 - EBBC-R Emergency Care and First Aid Procedures

Mrs. Lepore asked if the procedures are needed. Mrs. Flynn indicated that the procedures are antiquated and that the nurses agreed they were not needed.

Mr. Barka made a motion to rescind the Emergency Care and First Aid Procedures. Mrs. Lepore seconded. The motion carried 4-0-0.

- 2nd Reading and Approval:
 - DBJ Transfer of Appropriations

Mr. Barka made a motion to approve Policy DBJ, Transfer of Appropriations. Mrs. Harrison seconded. The motion carried 4-0-0.

VII. MANIFEST

The manifest was circulated and signed by the Board.

VIII. PUBLIC INPUT

A. Community Forum

There was no public input.

IX. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered into non-public session at 7:30 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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes.

X. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 8:00 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes.

XI. ADJOURN

Mr. Barka made a motion to adjourn at 8:00 p.m. Mrs. Harrison seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for May 4, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Nicole Quintana, Board Member
Christina Harrison, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum and Instruction
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
Laura Rothhaus, Principal, CHS
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:03 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included the addition of Gifted Talented Program Proposal under Presentations; Student Representatives Comments before Principals' reports.

D. Summary of Non-Public Actions from: April 20, 2016:

Mr. Barka made a motion to approve the April 6, 2016 non-public minutes as written. Mrs. Harrison seconded. The motion carried 4-0-0.

Mrs. Lepore made a motion to accept the resignation of Tari Selig, GMS School Psychologist. Mr. Barka seconded. The motion carried 4-0-0.

Mr. Barka made a motion to accept the resignation of Karen Kilgore, part time CHS Chemistry teacher. Mrs. Lepore seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

- Gifted and Talented Program Update

Janine Anctil commented that a group of parents have been meeting to address the issue of higher learners in Litchfield. She indicated that the information provided is a snapshot of what has been discussed and researched.

Kara Saranich commented that they are proud of Litchfield schools, but are always interested in continuous improvement.

The following information was presented:

- 8% of the school population is made up of high achieving students;
- There is no test to determine if a child is gifted;
- Gifted/talented students have been negatively impacted by NCLB;

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- NCLB shifted the focus away from higher achieving students;
- With emphasis on Common Core it is more difficult for educators to know what to do with these students;
- Gifted/talented students need more challenging instruction;
- The instructional program needs to be modified to meet their needs;
- Differentiation is needed in the classroom;
- Children who are not challenged can create disruptions;

Recommendations:

- Hire full time enrichment teacher to work with students in K-8;
- Use specialists and tutors to create extension program;
- Level math and reading;
- Grade level time and enrichment support;
- More professional development for teachers to support knowing how to differentiate instruction in the classroom.

Ms. Anctil and Ms. Saranich noted that the proposal is for FY17 school year funds to be shifted from losing classroom teachers to hiring an enrichment teacher to work with gifted/talented students on a deeper level and assist with school-wide transition (K-8). Teachers would be trained in professional learning communities and RTI to use their collaborative planning time to identify trends to be addressed. Administrators would work to shift scheduling. Professional Learning Communities (PLC) should be working collaboratively during planning time toward those trends in FY18. Suggestions included:

- meeting with every classroom teacher over two days to determine what is needed;
- the RTI group would meet with staff members and all faculty every six weeks to look at data to determine if interventions are working;
- Common planning time can be used with more accountability;
- The school-wide approach allows teachers to get to know students better;
- Staff meetings would be reduced;
- Retain specialist teacher at full time with reduced enrollment;
- Reduce revolving door syndrome as all students would have some need met;
- Encourage collaboration among teachers and support staff.

Ms. Anctil and Ms. Saranich commented this discussion is ongoing and feedback is needed from administrators. They indicated that Hollis Elementary School has seen a decrease in behavior problems, fewer special education referrals, higher test scores, increased teacher awareness of data trends and student needs, increased community support, and a better quality of applicants for teacher positions.

Mrs. Quintana commented that it was stated that one period of common planning time per week would be dedicated for PLC. She indicated that teacher unions typically have regulations for common planning time and do not use that time for PLCs.

Mr. Cooper commented that our CBA has some descriptions for planning time. He indicated the LEA can speak with the groups and make any necessary accommodations during those times.

Mr. Thompson commented that the contract calls for some flexibility. He indicated teachers have special time for 45 minutes per day and 30 minutes for lunch when not supervising students. He noted that most teams meet every day during that 30 minute block. He added there is time that we can use for teacher collaboration.

Mr. Barka commented that an enrichment period at LMS was mentioned and asked where we would find 30 minutes for an enrichment period at GMS.

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Mr. Thompson indicated the Reading block is 90 minutes with the first half hour for instruction and the remaining hour is used for students to work with tutors in groups. He commented that support can be combined with the coordination of schedules.

Mr. O'Neill commented in order to accomplish the proposal additional resources will be needed. He noted the ideas are fabulous, but we do not want to make the Board think these can be done with the current resources. He indicated that resources needed will include personnel, a specialist, materials and furniture to implement this if the Board so wishes to move forward.

Ms. Saranich explained the focus is on students who enter grades 3 and 4. She commented it is too much to put on the classroom teacher and that extra teacher is an integral component. She indicated the extra teacher would meet with those students, plan those projects and coordinate with the teachers.

Mrs. Lepore asked if 30 minutes of specialized instruction would be enough.

Ms. Saranich commented if it is possible to use an existing full time teacher to shift into a gifted/talented teacher that half hour per day would be helpful, but would not be enough. She noted there are great online resources that can be used.

Mr. O'Neill commented there are great online resources, but it is equally important to have great teachers in front of those students. He indicated it cannot be done with only online resources.

F. Correspondence

Mr. Barka reported the Board received correspondence from the following:

Betty Vaughn, regarding the April Budget Committee meeting and Mr. Bourque's representation on that committee. She mentioned that she was surprised his emotionalism at that meeting.

Mr. Bourque responded to Mrs. Vaughn's concern. He indicated that he was frustrated as there are always two members that bring up the issue of perceived conflict of interest. He explained that he met with the Budget Committee Chair and offered for another School Board member to represent the Board during the school budget sessions in order to alleviate any perceived conflict. Mr. Bourque mentioned that a letter was written to the Board from the Budget Committee voicing concerns about conflict. He noted that the motion to write the letter was made by the two individuals that believe a conflict exists. He indicated the Chair addressed the Budget Committee regarding their conversation and the resolution presented. Mr. Bourque commented there are other boards in the state with spouses sitting on the same board. He explained that he wants to do what is best for the schools and that he has a good understanding of the budgets presented. He believes if the best person can represent the budget it will result in a better benefit than placing someone on the committee who may not be entirely interested in serving.

Mr. Barka expressed that he does not believe there is a conflict of interest. He commented that Mr. Bourque has to defend the School Board's budget and he does a good job. He indicated that Mrs. Bourque is her own person.

Mrs. Lepore commented that she considers Mr. Bourque to be professional and does not believe there is a perceived conflict of interest. She noted community members do not seem to have any issue. She indicated he would be a fine representative during the school budget.

Mr. O'Neill mentioned that legal opinion states there is no conflict of interest.

G. Approval of Draft Minutes:

- Public Session April 20, 2016

Mr. Barka made a motion to approve the public minutes of April 20, 2016 as written. Mrs. Lepore seconded. The motion carried 4-0-1, with Mrs. Quintana abstaining.

H. Community Forum

There was no public input.

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I. Superintendent's Comments

- Principal Search

Mr. O'Neill updated the Board regarding the search for a principal for the high school. He reported:

- Surveys were sent to all parents in grades 8-12
- 95 responses were received and are in the process of being analyzed
- Survey were sent to high school staff
- 31 responses were received
- Data collected will be given to the search committee prior to candidates being interviewed
- Data will be reviewed with high school faculty
- Invitations were sent for representation on the selection committee, which will consist an administrator, a principal, the HR director, an administrative assistant, 7 teachers, the guidance director, a paraprofessional, two parents and one student
- Five parents are interested and a public drawing will determine who will serve on the committee
- An advertisement was placed on various sites and in the Nashua and Manchester newspapers
- 11 applications have been received to date
- The applicant pool is strong
- Applicants will be verified once the recruitment period has closed and those that meet the criteria will be turned over to the selection committee
- The selection committee will select the applicants, interview the candidates and refer finalists to the Superintendent
- Finalists will meet with the faculty and be interviewed by the Superintendent and School Board
- The Superintendent and School Board will have the final decision for the right candidate.

Mr. O'Neill expressed sincere appreciation for Principal Rothhaus for her dedication to the Campbell community. He indicated that finalists are expected to interview with the Superintendent June 9 and 10, and by July 1 we should be moving forward. He thanked all individuals that responded to the request for information and volunteered to serve.

Mr. O'Neill updated the Board regarding a smart board that will be installed in the Board meeting room. He reported that the smart board should be installed and completed by July.

Mr. Markiewicz commented that the outlet has been installed, the projector is ready to install and the smart board has been ordered. He indicated it will be a direct feed into cable.

IV. REPORTS

A. School Board Comments

Mr. Bourque thanked Mrs. Rothhaus for her years of service and wished her the best of luck in her future endeavors.

Mrs. Lepore echoed Mr. Bourque's sentiments. She indicated Mrs. Rothhaus was responsible for the school, the community and the way the students are accepting of one another. She noted that her children had a wonderful high school experience at CHS.

- **Student Representatives Comments**

Kylie Elliot expressed kind sentiments for Mrs. Rothhaus and commented that no one supports the students the way Mrs. Rothhaus does.

Gabe Desjardins reported the drama club is in the midst of their musical, The Little Mermaid. He indicated the play is expected to sell out. He invited Board members to the production.

Mr. O'Neill mentioned he peeked in on rehearsal yesterday and thought it was excellent and professional.

Ms. Elliot mentioned that a full dress rehearsal is scheduled for Thursday and staff is typically invited.

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B. Principals Reports

- **GMS**

Mr. Thompson presented the May 2016 Principals report to the Board. He reported GMS is trying to put together a fifth grade academy that consists of one day where each teacher becomes a subject area teacher with rotating 45 minute blocks, to emulate the middle school experience in elementary school. He indicated a mock schedule will be given to students who will have opportunities to be with their regular teacher at some points during the day. Mr. Thompson reported that Destination Imagination has been continuing their fundraising efforts and have raised \$9,300 to date for their trip to the global competition. He noted they have held a field day at Darrah Pond, sold breakfast at the Soccer Recreational fields, applied for grants, and are waiting to hear back from corporate sponsors. He commented the team will be working on a new team choice element over the next few weeks.

- **LMS**

Mr. Lecklider presented the May 2016 Principals report to the Board. He reported that students leave for Washington DC next Tuesday; the DI Team and many other groups were recognized at a pep rally in April; the Student Council held a Pajama Day fundraiser for Destination Imagination on Friday; Kathy Sidilau received the Loyalty Day Award this year; Smarter Balanced Assessments are being held; fourth grade students are scheduled to come to LMS on June 9 [to help with transition to grade 5] and a parent meeting will be held that night; eighth grade students to to CHS on May 31 [to help with the transition to high school].

- **CHS**

Mrs. Rothhaus presented the May 2016 Principals report to the Board. She reported that a paraprofessional was diagnosed with cancer and was honored at a school-wide pep rally; Grant Levasseur was accepted into West Point; 23 students will be honored at the All A's Celebration on May 24; Jill Deleault was nominated for Teacher of the Year; Heidi Paris received the Loyalty Day Award this year. Mrs. Rothhaus provided a list of CHS end of year senior activities to the Board and invited Board members to attend the events.

C. Curriculum Report

Dr. Heon provided a curriculum report for the Board. She reported that the two GMS teachers who are piloting Project Lead the Way are doing a fantastic job and students are excited. She indicated that first graders are working on collaborative activities that are complex in nature and are learning to share and collaborate. Grade 4 is using Vex robots, watching the video and learning what to do to build, as well as keeping journals. Dr. Heon commented the activities can engage students in science and we can build our STEM experience with students. She reported that a grant for \$15,000 was awarded for LMS to supplement the supply budget and technology; teachers at LMS are attending summer training; and one CHS teacher will supplement her previous training in Biomedical Engineering with Environmental Engineering.

- **Contemporary Literature**

Dr. Heon presented recommendations from PERC for the course and noted that some titles were already approved and are in our possession.

- **Honors Senior English: New Literature**

Dr. Heon presented recommendations from PERC and explained the course is being reconstructed to meet the new standards. She indicated there are two additional titles to add to the courses.

Mr. Barka made a motion to approve the PERC recommendations for Contemporary Literature and Honors Senior English. Mrs. Lepore seconded. The motion carried 5-0-0.

- **Work Study Practices**

Dr. Heon provided the final iteration of the Work Study Practices scoring rubric for implementation next year. The rubric has been shared with faculty and PTO groups with an explanation of its context within competency-based assessment. Feedback from these groups will be shared with the Task Force at our next meeting. Since this rubric needs explanation as to the context, it is not being shared in broader audiences yet. We expect to do so later in May

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with a formal proposal to the School Board in early June. We anticipate adding the Work Study Practices to grade reporting for all schools in 2016-17.

D. Committee Reports

- Budget Committee

Mr. Bourque reported that the Budget Committee met on April 21, 2016. He noted that the vacancy on the Budget Committee was filled by the only applicant who submitted interest, Dennis Miller, whose appointment was approved by a vote of 4-2-2. He commented shortly after he was appointed, another member resigned from the Committee. He indicated that the Chair will advertise in the HLN for interest in the vacancy.

V. NEW BUSINESS

There was no new business.

VI. OLD OR UNFINISHED BUSINESS

A. Policies:

- Review:
 - EBBC Emergency Care and First Aid (discussion)

Mr. O'Neill suggested the policy be tabled until June in light of the discussion with the school nurses during the public hearing regarding the administration of narcan in schools. He indicated that more research and information is necessary for potential policy adoption in August.

Mrs. Lepore commented that her understanding of the real danger in violent revival is from poly-substance abuse and not administration of narcan. She indicated it may not happen in every situation, but is something to consider. She noted that she has done research and knows this drug been around and used for at least 4 years and there are no known allergies. Mrs. Lepore explained if given by accident to someone not suffering from opioid instance it has no effect on that person. She commented should an incident occur in our schools that required narcan administration, emergency services would be on scene. She believes that narcan is worth having in our schools.

Mr. Barka commented that he observed administration of narcan twice during police ride-alongs in Manchester. He indicated it was an amazing recovery.

Mrs. Quintana commented the controversy about having it in schools is a perception in the community that addicts will go into a school zone where they can get this treatment. She asked if the school nurse is responsible to leave her position to go outside to help someone who has overdosed. She believes that pulling resources away from students in the schools and drawing these addicts into the school zone pose a danger to our students.

Mrs. Lepore commented that it does not increase activity around school areas because narcan is also available over the counter. She indicated there is a lack of understanding regarding addiction and there is no documentation relative to an increase of the use of these substances or people going to into school zones for access to them.

Mr. Bourque commented that it should be considered if only for the fact that if there is a need for it we can save a life.

- 2nd Reading and Approval:
 - GBAA Sexual Harassment (Employees)

Mr. Barka made a motion to approve Policy GBAA, Sexual Harassment-Employees. Mrs. Lepore seconded. The motion carried 5-0-0.

- JBAA Sexual Harassment (Students)

Mr. Barka made a motion to approve Policy JBAA, Sexual Harassment-Students. Mrs. Lepore seconded. The motion carried 5-0-0.

VII. MANIFEST

The manifest was circulated and signed by the Board.

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VIII. PUBLIC INPUT

A. Community Forum

There was no public input.

IX. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered into non-public session at 7:30 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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes; Mrs. Harrison, yes.

X. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 8:55 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yea; Mrs. Harrison, yes.

XI. ADJOURN

Mr. Barka made a motion to adjourn at 8:55 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for May 25, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member (*excused*)
Nicole Quintana, Board Member
Christina Harrison, Board Member
James L. O'Neill, Superintendent (*excused*)
Frank Markiewicz, Business Administrator
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

5:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 5:35 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: May 4, 2016:

Mrs. Lepore made a motion to approve the April 20, 2016 non-public minutes as written. Mrs. Harrison seconded. The motion carried 4-0-1, with Mrs. Quintana abstaining.

Mr. Barka made a motion to expand Jeanne Schratweiser, CHS Science teacher, from part time to full time. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. Barka made a motion to approve an unpaid leave of absence for one year for Amanda Gould. Mrs. Lepore seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

• CHS Youth & Government Club Presentation

Mr. Cooper and the CHS Youth & Government Club student members would like to provided for the Board a presentation about the program and conveyed their experiences. Mr. Cooper indicated that the purpose is to make people aware of the activities of the club. He noted the club has grown over the last few years and members write bills and participate in a mock government.

The program is made possible by the NH/VT YMCA State Alliance and teaches youth how state government bodies and committees work, how to make motions, amend, and address points of order. Pre-legislation is used as a practice run to go over legislation in the House and Senate. Students participate in everything the State House would offer in a mock legislature setting. There are chairs, co-chairs, governors, pages, lobbyists, senators, representatives, a senate president, a speaker, clerks and state sergeant at arms. Students also learn responsibility when taking over a position when that has been assigned to them with little to no preparation.

Mr. Bourque asked how many schools are involved in the program. Mr. Cooper indicated there are over 40 schools involved.

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Students conveyed they are able to introduce some legislation and some has passed. They indicated bills introduced go to the House subject to what they are based on. The Harvard Model Congress is the largest government simulation conference in the world and over 1,000 students take part in the conference, which is being held in Boston this year.

The students thanked Mr. Cooper, the CHS administration and the School Board for allowing the club to continue.

F. Correspondence

Correspondence was received from Tyler Matthews regarding student privacy on the Google cloud with regard to Chromebooks. Mr. Bourque indicated he forwarded the correspondence to Mr. Pelletier, Director of Technology. Mr. Bourque mentioned that Mr. Matthews expressed concerns regarding Mr. Bourque serving on the Budget Committee.

Correspondence was received from Cynthia Caliri regarding background checks for volunteers that serve in the schools. Mr. Bourque indicated that Mrs. Flynn provided an explanation and detailed information to Ms. Caliri about district practices and background checks in the district.

G. Approval of Draft Minutes:

- Public Session May 4, 2016

Mr. Barka made a motion to approve the public minutes of May 4, 2016 as written. Mr. Bourque seconded. The motion carried 4-0-0.

H. Community Forum

Wendy Douglas expressed a recommendation for the current CHS principal search. She commented that many people are hoping Mr. Perez and Mrs. Callinan are chosen for Principal and Assistant Principal. She asked the Board to consider keeping the people we know in the district.

Mr. Bourque explained there is a search committee that is reviewing candidates and there are still several steps in the process.

Emily Coughlin expressed support for appointing Mr. Perez and Mrs. Callinan as Principal and Assistant Principal. She indicated that students have much respect for both administrators.

IV. REPORTS

A. School Board Comments

Mr. Barka and Mrs. Harrison attended the Academic Awards banquet last night. They mentioned they were impressed how each student chooses a staff member that makes an impact on them and describes why. Mr. Barka noted that both Mr. Perez and Mrs. Callinan were chosen by some students.

Mr. Bourque asked if the number of recipients has grown. Mr. Barka commented there were 23 recipients this year.

Mrs. Harrison commented that she was impressed with the students.

B. Business Administrators Report

- FY16 & FY17 Budget Update

Mr. Markiewicz provided an update on the balance of the FY16 general fund and reduction allocations to the FY17 budget. He indicated that the district was able to bring the recommended budget down to the approved budget. He explained there was a \$545,000 difference between the School Board Recommended budget and the approved budget for FY17. He noted that administrators were asked to reduce items from the School Board Recommended budget. Mr. Markiewicz pointed out that the Director of Special Services was able to reduce out of district tuition by \$150,000 and one time furniture and equipment purchases from IT and B & G were reduced so we can purchase them this year. He reported that travel and workshops were reduced in all accounts.

Mr. Markiewicz indicated that items that were reduced from the FY17 budget and will be purchased this year include: the SAU Storage network, a Server cluster replacement, new wireless at GMS, the phone system

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replacement at LMS and the new wireless at LMS. He noted the total is approximately \$160,000 for the IT related purchases.

Mr. Markiewicz reported the available FY16 fund balance as of today is \$578,000 (\$290,000 regular education; \$288,000 special education). He commented the budget was spent effectively during the year. He provided a representation of the impact of removing \$200,000 of items from the FY17 budget and spending those funds in FY16. He noted the district will have approximately \$378,000 remaining in the FY16 general fund. Mr. Markiewicz reported the district is one week away from no longer encumbering funds. He indicated administrators did a great job managing their budgets this year and we are trending close to last year.

- Approval of Auditor

Mr. Markiewicz asked Board members to approve the auditor for the district. He previously provided information regarding the financial auditor to the Board. He reported the contract being presented has been prepared by Plodzik & Sanderson and is a three year contract. He offered to ask them to speak with the Board at a future meeting.

Mr. Bourque commented this is the same auditor the district contracted under the former Business Administrator.

Mr. Markiewicz indicated this auditor knows our financial system and there is a level of comfort.

Mr. Barka made a motion to approve the three year contract with Plodzik & Sanderson to provide auditor services for the district. Mrs. Harrison seconded. The motion carried 4-0-0.

- Job Description: Site Facility Manager

Mr. Markiewicz presented a revised job description for Site Facility Manager. He explained in the past each school had its own site manager. He indicated currently there is one manager supervising all the schools. He recommended revising the title of the job description to District Facility Manager and adding grounds staff to the supervision responsibility. He noted that the SAU will be looking at custodial and grounds job descriptions.

Mr. Barka made a motion to approve the revised Site Facility Manager job description as presented. Mrs. Quintana seconded. The motion carried 4-0-0.

- Acceptance of Donation

Mr. Markiewicz presented a donation for LMS of fitness equipment with a value of \$1,000.

Mr. Barka made a motion to accept the donation of fitness equipment with a value of \$1,000 for LMS. Mrs. Harrison seconded. The motion carried 4-0-0.

V. NEW BUSINESS

A. Student Handbooks Format Discussion

Mrs. Flynn provided an update to the Board regarding the status of student handbooks, the new format, and discussed digital publishing, which would allow the schools to order agendas for the students without delay from revision and printing of the content relative to rules/regulations/policies typically published in the agendas.

Board consensus was in agreement with publishing the student handbooks online.

B. Website Update

Mrs. Flynn provided an update to the Board regarding the status of the process of developing a new website for the school district. She explained that she and Mr. Pelletier have been working with a vendor that proposed to develop an interactive, intuitive and responsive website for the district that will be user friendly and easy to navigate. The websites created by this vendor are sharp, eye-catching and able to adapt to any mobile device. Mrs. Flynn offered to provide Board members with all documentation that she and Mr. Pelletier have been working on since February. She indicated that the launch goal is the beginning of the school year and that the vendor will provide a beta site prior to the launch.

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Board consensus was in agreement to move forward with the new website vendor and implementation.

VI. OLD OR UNFINISHED BUSINESS

There was no old business.

VII. MANIFEST

The manifest was circulated and signed by the Board.

VIII. PUBLIC INPUT

A. Community Forum

IX. NON-PUBLIC MINUTES

A. Draft Minutes of May 4, 2016 Non-Public Session

Mr. Barka made a motion to approve the non-public minutes of May 4, 2016 as written. Mrs. Quintana seconded. The motion carried 4-0-0.

X. ADJOURN

Mr. Barka made a motion to adjourn at 6:40 p.m. Mrs. Quintana seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for June 8, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Nicole Quintana, Board Member
Christina Harrison, Board Member
James L. O'Neill, Superintendent

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION **5:30 p.m.**
A. Call to Order

Mr. Bourque called the meeting to order at 5:35 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

II. NON-PUBLIC SESSION: RSA 91-A:3II (b-c) **9:00 p.m.**

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered into non-public session at 5:40 p.m. under RSA 91-A:3II (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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes; Mrs. Harrison, yes.

• PRINCIPAL CANDIDATE INTERVIEWS

Candidates will answer questions from School Board members regarding the CHS Principal position.

III. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Lepore, the Board returned to public session at 7:00 p.m. Mrs. Quintana seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes; Mrs. Harrison, yes.

IV. RECONVENE PUBLIC SESSION

The School Board reconvened public session at 8:10 p.m.

D. Summary of Non-Public Actions from: May 25, 2016: *There was no non-public session.*

E. Presentations & Recognitions

- Acceptance of Donation
 - Spinet Piano for GMS

A spinet piano is being donated to GMS by Angela LaPlante. The piano was examined by Eastman Piano Service, who provided an estimate for cleaning, servicing and tuning the piano, as well as an estimated cost for moving the piano to GMS.

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Mrs. Lepore made a motion to accept the donation of a spinet piano to GMS from Angela LaPlante. Mr. Barka seconded. The motion carried 5-0-0.

F. Correspondence

Mr. Barka noted that correspondence was received, but it was about the CHS principal position, which is a non-public issue.

Mr. Bourque indicated correspondence was sent to the Board on May 25. Mr. Barka noted it was about a personnel matter.

G. Approval of Draft Minutes:

- Public Session May 25, 2016

Mr. Barka made a motion to approve the public minutes of May 25, 2016 as written. Mrs. Lepore seconded. The motion carried 4-0-1, with Mrs. Lepore abstaining.

H. Community Forum

There was no public input.

I. Superintendent's Comments

Mr. O'Neill was impressed with the number of celebrations in the district. He complimented the staff and faculty for the work they have done and the students for their accomplishments this year.

- Authority to Sign

Mr. Bourque commented that each year the Board superintendent and Business Administrator to have the authority to sign business management forms, contracts and grants on behalf of the School Board.

Mr. Barka motion to authorize the Superintendent and Business Administrator to sign all Office of Business Management forms, all contracts, and all grants on behalf of the Litchfield School Board. Mrs. Quintana seconded.

There was a question of clarification regarding the timeline for the motion. Mr. Barka indicated that this would just be for the summer months when the Board is not in session.

Mr. Barka amended the motion to authorize the Superintendent and Business Administrator to sign all Office of Business Management forms, all contracts, and all grants on behalf of the Litchfield School Board during the summer months of 2016. Mrs. Quintana seconded. The motion carried 5-0-0.

- Authority to Offer Contracts

The School Board has schedule one meeting in both July and August. In the event personnel have to be hired over the summer months, the Superintendent is requesting authority to offer employment contracts to qualified candidates.

Mr. Barka motion to grant authority to the Superintendent to offer contracts to new hires during the summer months of 2016. Mrs. Lepore seconded. The motion carried 5-0-0.

V. REPORTS

A. School Board Comments

Mr. Bourque echoed Mr. O'Neill's comments. He indicated he has been to several award ceremonies and concerts. He complimented the schools on their concerts and ceremonies. Mr. Bourque mentioned he was impressed with the academic awards where 33 seniors maintained their GPAs during their tenure.

B. Principals Reports

Mr. Bourque indicated that the principals were excused for the evening since the meeting began late. He noted they submitted written reports. He congratulated the GMS/LMS Destination Imagination team (Futuristic Adventurers)

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for their success at the Global Finals in Knoxville, TN. He announced the team came in 13th out of 95 teams from 45 states and 20 countries in their category.

C. Enrollment Apr-May 2016

The enrollment report covers two months, April and May 2016, and reflects there are 1,390 students in the district, 45 Kindergarten registrations and 73 1st Grade registrations.

D. Committee Reports

- PERC

Mrs. Harrison reported that PERC met and approved curriculum frameworks for K-12 English Language Arts, K-12 Math, K-12 Social Studies and Grades 5-12 World Languages.

- Budget Committee

Mr. Bourque reported that there was discussion regarding how the Budget Committee is going to approach the budgets this year (i.e. ground rules, parameters, what they will look for). He indicated that he relayed to them the Board helped bring them a clean budget last year. He believes that Mr. Markiewicz is still working on formatting a report that includes three years of budget data. Mr. Bourque reported that he informed the Budget Committee the Board will be meeting on a Saturday to work on the FY18 budgets and hopes to present the budget to the Committee earlier. He mentioned the Budget Committee Chair commented the budget was prepared better last year than the prior year.

Mr. Bourque reported the Budget Committee requested clarification on:

- Unencumbered funds and how the underspend changes monthly
- Capital Planning Committee recommendations and to whom they will be submitted.

Mr. Bourque indicated he will ask the Business Administrator for the clarifications.

VI. OLD OR UNFINISHED BUSINESS

A. Capital Planning Committee Membership Revision

Mr. Bourque noted the membership of this committee has been changed. The Budget Committee member position was removed and a facilities manager was added. He mentioned that the Budget Committee was concerned that if a Committee member served on the Planning Committee that member may have to make decisions regarding expenditures.

Mr. Barka made a motion to approve the revision to the membership of the Capital Planning Committee. Mrs. Quintana seconded. The motion carried 5-0-0.

B. 2016-2017 Student Handbook Changes

Mr. O'Neill indicated that the GMS and LMS handbooks have been prepared electronically. He noted we are waiting for the CHS handbook changes. He commended Mrs. Flynn for her work reformatting the handbooks to make a consistent publication throughout the district. Mr. O'Neill commented we expect that the CHS handbook will be provided to the Board for the June 22 meeting. He noted discussion and/or approval of the changes will be addressed at the June 22 School Board meeting.

Mr. Barka noted that there is mention that students are not to bring any balls or playground equipment to school and that the school provides equipment for use at recess. He indicated that balls and playground equipment are often deflated or broken and the school does not replace them because they claim they do not have the money in the budget. Mr. Barka asked why his child cannot take a ball to school for recess.

Mr. O'Neill indicated he will ask Mr. Thompson to respond to the matter.

VII. MANIFEST

The manifest was circulated and signed by the Board.

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VIII. PUBLIC INPUT

A. Community Forum

There was no public input.

IX. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered non-public session at 8:35 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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes; Mrs. Harrison, yes.

X. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 10:08 p.m. Mrs. Quintana seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Quintana, yes; Mrs. Harrison, yes.

Mr. Barka made a motion to seal the non-public minutes of June 8, 2016. Mrs. Quintana seconded. The motion seconded 5-0-0.

XI. ADJOURN

Mr. Barka made a motion to adjourn at 10:10 p.m. Mrs. Quintana seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for June 22, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member (*excused*)
Nicole Quintana, Board Member
Christina Harrison, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Jason Pelletier, Director of IT
Michele E. Flynn, Administrative Assistant
(*Agenda items may not be in the order in which they were addressed.*)

I. PUBLIC SESSION 5:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 5:30 p.m.

A. NON-PUBLIC SESSION: RSA 91-A:3II (c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered into non-public session at 5:35 p.m. under RSA 91-A:3II (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. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Quintana, yes; Mrs. Harrison, yes.

A. Student Issue

The Director of Special Services and GMS Principal discussed student issues with the Board.

B. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Harrison, the Board returned to public session at 6:32 p.m. Mrs. Quintana seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Quintana, yes; Mrs. Harrison, yes.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda include postponing the Curriculum Report to the July 13 meeting; defer the Cell Phone policy to July 13.

D. Summary of Non-Public Actions from: June 8, 2016: *Non-public minutes were sealed by the Board.*

E. Presentations & Recognitions

• CHS Retake Policy

Mr. Phil Martin presented information regarding the revision of the CHS Retake policy to the Board. He explained the policy was developed under former principal, Bob Manseau. He indicated in a competency based society students needed to have a chance to retake a summative exam that is tied to the competency. In 2009, after much discussion, the policy language was crafted; however, it was determined this year the policy language did not make much sense. Mr. Martin commented that the new language makes the policy more clear. He explained that there were lengthy faculty meeting discussions regarding the language change, a committee reviewed it, all suggestions were considered, a new policy was crafted and sent back to the faculty for more input, which was edited, sent out again and finally voted. He noted 80% of the faculty approved of the new language. Mr. Martin indicated that the policy language is now more clear and students are responsible for initiating a request for the retake. He noted students must complete a plan of study or corrective action before retaking the assessment.

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Mr. Barka asked if there is a minimum for the summative assessment retake.

Mr. Martin commented a teacher can decide in their particular course if they want to allow more than one retake.

Mr. Barka asked if a retake allows students to learn the test. Mr. Martin commented that many factors are considered before allowing a retake (i.e. which part of the test did the student fail). He noted the retake would consist of different questions than the first assessment.

Mr. Bourque thanked Mr. Martin for his presentation.

- CHS Cell Phone Policy

The CHS Cell Phone policy was deferred to the July 13 meeting so the new CHS principal can be present.

- Acceptance of Donation

Mr. O'Neill presented a donation from the Audubon Society of NH in the amount of \$750 for the CHS Ecology Club for the purpose of extending Science Club opportunities.

Mr. Barka asked if there is a stipend for the advisor of the club.

Mr. O'Neill believes there would be and indicated it would be subject to the acceptance of the LEA per the Collective Bargaining Agreement. He commented it is a good club to have and that students should have more awareness of the environment around them.

Mr. Barka made a motion: to accept the donation subject to agreement by the LEA. Mrs. Harrison seconded. The motion carried 4-0-0.

- CHS Class of 2016 Gift

Mr. O'Neill announced that the CHS Class of 2016 would like to purchase lettering to be placed on the front of CHS. He indicated they would be purchasing only the lettering with the understanding that district maintenance would install the lettering on the front of the building. Mr. O'Neill commented that the installation would have to be done by a vendor or contractor that is qualified to do the work.

Mr. Markiewicz commented that the district can inquire about the cost to install lettering on the building from a local vendor.

Mr. Bourque commented the Board needs more information regarding the installation of the lettering and cost of the installation. He indicated that the Board would like to hear from the new principal regarding the class gift.

F. Correspondence

Mr. Bourque announced that Cameron Lee Schmitt, a student at CHS, has attained the rank of Eagle Scout on March 22, 2016. He congratulated Mr. Schmitt for his achievement.

G. Approval of Draft Minutes:

- Public Session June 8, 2016

Mr. Barka made a motion to approve the public minutes of June 8, 2016 as written. Mrs. Harrison seconded. The motion carried 4-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

Mr. O'Neill commented that he has attended many celebrations at the schools and commended students, teachers, parents and staff for the students' achievements. He indicated it was a pleasure to participate in the celebrations.

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- International Student Acceptance Form

Mr. O'Neill presented a request from STS Foundation for an exchange student to attend CHS next year. He commented the request is for free tuition for one semester. He indicated that the request is an exception to the policy set by the Board and that request would have to be approved by the Board.

Mr. Barka made a motion to approve the request for the exchange student to attend CHS for one semester tuition-free. Mrs. Quintana seconded. The motion carried 4-0-0.

II. REPORTS

A. School Board Comments

Mr. Bourque commented that he attended the graduation ceremonies at all three schools. He indicated that the schools did a fabulous job. He commended the students on the accolades they received. Mr. Bourque noted it was nice to see the amount of students that attained those high levels.

Mr. O'Neill commented that he has heard many graduation speeches by students. He indicated he was impressed with the speeches by the essayist and valedictorian at CHS. He noted that the acceptances to so many universities and West Point are a testament to the work of CHS and the District.

Mr. Bourque extended congratulations to Chip Cloutier who was the guest speaker at the CHS graduation.

B. Curriculum Report

The Curriculum Report and PERC Recommendations were postponed to the July 13 meeting.

C. IT – Website Report

- Presentation of Information

Mr. Pelletier and Mrs. Flynn provided a presentation of the development of a new website for the district and vendor information for the Board. Mr. Pelletier indicated they have been working with the webmasters at other schools and noted that one of the technical reasons we are looking toward the new website is there is no more support for the current software. He explained that the software version is so far behind we it would be impossible to upgrade at this point as there would be a high risk of losing all data. He noted the current software does not support the latest encryption our browser wants us to accept. Mr. Pelletier indicated there are constant complaints regarding non-working links and pages and difficulty in navigation. He commented that with the new website updating calendar events and viewing will be better. He noted we decided to go with a vendor who will keep everything upgraded and provide constant support.

Mr. Bourque asked if the initial timeline would be met for launching the new website.

Mr. Pelletier indicated that the potential timeline for launch is the start of the school year or October 1. He noted it depends on the training timeframe.

Mrs. Flynn provided a PowerPoint website presentation for the Board that included information on what is expected from the vendor, project development, cost, deliverables, expectations and the benefits of the new website. She included a draft web page design for the district page set up and noted that she and Mr. Pelletier will be working closely with not only the project manager from eSchoolView, but the three schools on the design, implementation and training for the new website.

- District Logo

Mr. O'Neill discussed having a district logo. He indicated that the district has been using the town seal for many years. He commented that Mrs. Flynn designed a simple logo with a creative catch phrase that embodies the Board goals and expectations.

Mrs. Flynn explained that the district never had a logo and that two former superintendents attempted to spark interest for the development of a district logo, but there was very little interest in the school community.

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Mr. O'Neill indicated the logo is a draft and asked for feedback from the Board.

Mr. Barka suggested asking for feedback from others in the district.

Mr. Bourque encouraged community feedback as well.

Mr. O'Neill thanked Mr. Pelletier and Mrs. Flynn for their time and their hard work in this project.

D. Business Administrators Report

Mr. Markiewicz provided a presentation of the FY16 End of Year district financial report to the Board. He explained how the general fund and fund balance are calculated, that the ending fund balance consists of four types of funds: restricted, committed (capital reserve funds), assigned (encumbrances), and unassigned. He reported as of June 20, 2016:

- The revenues and credits to the FY16 general fund total \$20,032,053
- The total expenditures for the FY16 general fund total \$19,861,892
- The fund balance for the FY16 general fund is \$170,161.

Mr. Markiewicz explained the budget balance "underspend". The Original budget is the appropriation; amendments and transfers are made to the budget; Year to Date expenditures are encumbered; the available budget is commonly referred to as the "fund balance". As of June 20, 2016:

- The total appropriation for regular education is \$15,731,942 with a total balance of -\$13,843
- The total appropriation for special education is \$4,367,225 with a total balance of \$290,482
- Total appropriation total \$20,099,167 with a total balance of \$276,639.

The encumbered balance at the end of FY16 is \$731,121, which consists of \$547,972 in regular education and \$184,049 in special education. There are still open purchase orders and one payroll remaining for FY16. The district is waiting for Medicaid reimbursements as well. Technology equipment in the amount of \$165,053 budgeted for FY17 was purchased in FY16.

Mr. Markiewicz indicated that understanding the fund balance calculation is difficult and that many factors impact the final total that is returned to the taxpayers. He commented that the district audit determines the final balance.

- **FY17 Food Service Lunch Prices**

Mr. Markiewicz commented that Food Service is aligned to the federal standards. He is not recommending an increase to the lunch prices for students. He recommended a price increase for adult lunches from \$3.40 to \$3.50 per lunch. He indicated that Food Service is purchasing much through the food coop and has seen favorable costs.

Mr. Barka made a motion to approve an increase in adult lunch prices from \$3.40 to \$3.50 per lunch. Mrs. Harrison seconded. The motion carried 4-0-0.

- **Primex CAP Program**

Mr. Markiewicz announced we are at end of the three year program for liability and WC insurance. He indicated that the district is enrolled in the CAP program because of the low liability incident rate. He explained the CAP program caps the increase to the insurance rates for a three year period and the agreement locks in the rates. Mr. Markiewicz reported that the cap for the additional three years is 9%.

Mr. Barka made a motion to approve the three year contract for the Primex CAP Program. Mrs. Quintana seconded. The motion carried 4-0-0.

E. Committee Reports

Referring to the Capital Planning Committee, Mr. Bourque asked if there is a full membership.

Mr. Markiewicz indicated that membership from LMS has not yet been filled. He commented once the membership is full an organizational meeting will be scheduled and the committee will review the bids for the building condition

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assessment, which are due June 30. He noted the committee's recommendation for a vendor for the assessment will be brought to the Board. Mr. Markiewicz reported that a mandatory pre-bidders conference was held at the beginning of June with 7 firms represented. He noted that one firm declined to participate at this time.

Mr. Bourque asked if the Capital Planning Committee will recommend the firm and timeline in July.

Mr. Markiewicz commented that will depend on the vendor and how soon the vendor can get into the buildings and collect data. He anticipated that it could take up to four months for the vendor to perform the assessment and draft a report. He noted the Capital Planning Committee will review the report before acceptance.

Mr. Bourque commented that the Budget Committee was concerned that a Budget Committee member on the Capital Planning Committee would be expected to vote.

Mr. Markiewicz indicated the Budget Committee member was replaced with a community member who happens to serve on the Budget Committee.

III. OLD OR UNFINISHED BUSINESS

A. 2016-2017 Student Handbook Discussion

- 2016-2017 CHS Handbook Changes

Student handbooks have been reformatted. GMS and LMS changes were provided for the Board on June 8. CHS has submitted their changes. The Superintendent would prefer the new principal review the handbook before it is published.

B. Authority to Sign

Mrs. Flynn indicated at the June 8 meeting the Board approved a motion to give the Superintendent and Business Administrator authority to sign all business forms, contracts and grants on behalf of the School Board for the summer months of 2016. She clarified that the motion is an annual action that grants that authority to the Superintendent and Business Administrator for the school year. She noted it is not specific to the person, but to the position.

Mr. Barka made a motion to authorize the Superintendent and Business Administrator to sign all Office of Business Management forms, all contracts, and all grants on behalf of the Litchfield School Board for the 2016-2017 fiscal year. Mrs. Harrison seconded. The motion carried 4-0-0.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. PUBLIC INPUT

A. Community Forum

There was no public input.

VI. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mr. Barka, the Board entered into non-public session at 8:10 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Quintana, yes; Mrs. Harrison, yes.

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VII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 10:08 p.m. Mrs. Quintana seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Quintana, yes; Mrs. Harrison, yes.

VIII. ADJOURN

Mr. Barka made a motion to adjourn at 10:10 p.m. Mrs. Quintana seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant