

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 13, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member (*excused*)
Christina Harrison, Board Member
Dr. Julie Heon, Director of Curriculum & Instruction
William Lonergan, 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: addition of Board Member Vacancy discussion under School Board Comments, Approval of Purchases Over \$5,000 under School Board Comments, addition of School Board Audit Questionnaire under Reports.

Mr. Bourque announced Nicole Quintana resigned July 12, 2016.

D. Summary of Non-Public Actions from: June 22, 2016:

Mr. Barka made a motion to accept the resignation of Jesse Haarlander, Physical Education teacher at GMS. Mr. Bourque seconded. The motion carried 4-0-0.

Mr. Barka made a motion to accept the resignation of Connor Lane, part time Physical Education teacher at CHS. Mr. Bourque seconded. The motion carried 4-0-0.

Mr. Barka made a motion to accept the resignation of Alexandria Aponik, part time Art teacher at CHS. Mr. Bourque seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Mr. Bourque reported that correspondence was received from: Marilyn Pagan to inform the district of free electronic waste recycling and data destruction services. The email will be forwarded to Jason Pelletier, Director of IT.

G. Approval of Draft Minutes:

- Public Session June 22, 2016

Mr. Barka made a motion to approve the public minutes of June 22, 2016 as written. Mrs. Harrison seconded. The motion carried 4-0-1, with Mrs. Harrison abstaining.

H. Community Forum

There was no public input.

II. REPORTS

LITCHFIELD SCHOOL DISTRICT

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A. School Board Comments

Mr. Barka expressed disappointment over the resignation of Mrs. Quintana.

Mr. Bourque commented there has been some concern that VLACS grades are not applied to a student's GPA. He reported that he received a response from Jodi Callinan, CHS Guidance Director, in which she explained that it is noted in the student handbook that those grades are not acceptable to be applied to the GPA because it is out of our control.

Dr. Heon commented that VLACS has their own procedures and policies to which we do not have access. She noted students that take VLACS courses receive credit if they attain a passing grade, which is common practice among school districts.

- **Board Member Vacancy Letter**

Mr. Bourque announced that a letter has been drafted for submission in the HLN to announce the School Board member vacancy. He indicated that interested candidates are given a deadline to respond by July 29. He noted that the Board can hold a separate meeting to interview the candidates and appoint a member to the vacant position.

Mr. Bourque welcomed Mr. Lonergan, CHS Principal, to the district.

- **Approval of Purchases Over \$5,000**

- **NWEA Invoice 2016-2017**

Mr. Barka made a motion to approve a purchase for NWEA web-based software for the 2016-2017 year at a cost of \$13,337.50. Mrs. Harrison seconded. The motion carried 3-0-0.

- **StudySync Quote 7.1.16**

Dr. Heon presented a quote for StudySync to the Board. She explained that it is being piloted for grades 6-8 and consists of printed and online resources with an access portal. She indicated students are making the transition in the curriculum we have and writing has been integrated into the StudySync resources. She noted it also has response to instruction materials for students who may struggle with more complex reading and require the questions to be broken down. Dr. Heon indicated this is a six year agreement with McGraw Hill with consumable materials for six years at no cost. She noted this is a one-time cost. She commented that PERC is working on a new revised curriculum review cycle to help predict when we go into a new project.

Mr. Barka made a motion to approve a purchase for StudySync digital access and materials at a cost of \$40,370.40. Mrs. Harrison seconded. The motion carried 3-0-0.

B. Curriculum Report

Dr. Heon provided the June 2016 Curriculum report for the Board. She presented recommendations from PERC:

- K-12 English Language Arts Curriculum Frameworks
- K-12 Math Curriculum Frameworks
- K-12 Social Studies Curriculum Frameworks
- 5-12 World Languages Curriculum Frameworks
- 9-12 Science Curriculum Frameworks

Dr. Heon indicated instructional practices are included in the frameworks. She commented that all areas of curriculum have been approved with the exception of Business, for which the committee will be meeting next week. Dr. Heon noted that Tech Ed will be address with Mr. Lonergan and the new Tech Ed teacher at LMS. She reported that teachers are working with curriculum documents and have written two units in the last two years. She indicated new units are in the process of being reviewed with Mr. Perez and we will be looking at how each course went at the end of each course. She noted parents can have a copy of the scope and sequence of each subject. Dr. Heon commented this will also facilitate the process for substitute teachers.

LITCHFIELD SCHOOL DISTRICT

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Mr. Barka made a motion to approve the curriculum frameworks presented to the Board (English Language Arts, Math, Social Studies, World Languages Grades 5-12, and Science Grades 9-12. Mrs. Harrison seconded. The motion carried 3-0-0.

Dr. Heon thanked all the teachers, staff members and PERC members who worked on the curriculum over the last few years. She commented that the frameworks seem to be user friendly. She indicated higher order skills are focused with key understandings, essential questions and a requirement for evidence to support responses to the higher order questions.

C. School Board Audit Questionnaire

The School Board provided responses to the 2016 District Audit questionnaire.

D. Committee Reports

- LEA Negotiations Committee

Mr. Barka reported that the committee met on June 15 to set the schedule for LEA negotiations.

- LSSA Negotiations Committee

Mr. Bourque reported the committee met to set up guidelines and a schedule for negotiations for the Litchfield Support Staff.

III. OLD OR UNFINISHED BUSINESS

A. 2016-2017 Student Handbook Discussion

Student handbooks have been reformatted. GMS and LMS changes were provided for the Board on June 8. CHS has submitted their changes. Mr. Lonergan, new principal at CHS, has reviewed the draft handbook and provided revisions.

- CHS Retake Policy

Mr. Lonergan commented he is a strong supporter of retake policies, which goes with good grade practices. He indicated that retakes provide an opportunity for teachers to reteach and for students to take a different assessment. He noted it can be challenging for a teacher to think about re-teaching and drafting a new assessment, and it can be challenging for students to reprocess and retake the assessment. Mr. Lonergan commented that the number of retakes and the rationale behind them is a deep philosophical conversation. He indicated that this policy is a straightforward process. He noted that he reviewed the teacher input regarding retakes. Mr. Lonergan commented it is important that students have to show they have done that formative work before giving them a summative assessment.

Mr. Bourque asked how retakes prepare students for college.

Mr. Lonergan commented there are challenges with that as colleges are not fully on board with retakes, but are in the process of rethinking what that looks like.

Mr. Barka was concerned that a student may not study and does not pass the assessment, and is allowed to retake the assessment. He indicated the test should be changed so the student does not know what he or she will be tested on.

Mr. Cooper commented that teachers examined this policy and practice closely. He noted there are limited retakes and that the policy states that students are expected to put forth a good faith effort when taking their assessments. He indicated it is standard practice not to give out the same test.

Dr. Heon commented many of the assessments are not things the students can memorize and if a student learns to re-study it is an advantage.

Mr. Barka made a motion to approve the CHS retake policy as presented. Mrs. Harrison seconded. The motion carried 3-0-0.

LITCHFIELD SCHOOL DISTRICT

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- CHS Cell Phone Policy

Mr. Bourque commented the cell phone policy revision seems straightforward.

Mr. Lonergan commented that it gives students more flexibility in the cafeteria before school and at lunch and is a bit less punitive. He indicated it is smarter to do it this way as students are now digital natives. He noted at Pinkerton students are allowed to use their cellphones in the hallways and it was determine that students were not using their phones as much in school.

Mr. Barka made a motion to approve the revised CHS Cell Phone policy. Mrs. Harrison seconded. The motion carried 3-0-0.

- 2016-2017 GMS Handbook Changes

Mr. Barka made a motion to approve the 2016-2017 GMS Handbook with revisions. Mrs. Harrison seconded. The motion carried 3-0-0.

- 2016-2017 LMS Handbook Changes

Mr. Barka made a motion to approve the 2016-2017 LMS Handbook with revisions. Mrs. Harrison seconded. The motion carried 3-0-0.

- 2016-2017 CHS Handbook Changes

Mr. Barka made a motion to approve the 2016-2017 CHS Handbook with revisions. Mrs. Harrison seconded. The motion carried 3-0-0.

B. Policy Re-Approval: DFA Investment Policy

Mrs. Flynn explained that the auditors require the investment policy to be approved annually.

Mr. Barka made a motion to approve DFA Investment Policy for 2016-2017. Mrs. Harrison seconded. The motion carried 3-0-0.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. PUBLIC INPUT

A. Community Forum

There was no public input.

Mr. Bourque thanked Mr. Lonergan for attending the School Board meeting and welcomed him to CHS.

Mr. Lonergan expressed excitement about the year ahead.

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 6:46 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. Harrison, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 6:59 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Harrison, yes.

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VIII. ADJOURN

Mr. Bourque made a motion to adjourn at 7:00 p.m. Mr. Barka seconded. The motion carried 3-0-0.

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 August 16, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
James L. O'Neill, Superintendent
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. School Board Candidate Interviews

Mr. Bourque announced that the School Board has received interest from four community members and two have rescinded their interest in the position,.

D. Presentations & Recognitions

• School Board Candidate Presentations

Mrs. Izbicki commented that she lives in Litchfield and has students in the school system. She has been an educator and literacy coach in Manchester, became Assistant Principal in Hollis, Interim Principal within six years and was made Principal 18 months later. She has been Principal in Hollis for four years. Mrs. Izbicki indicated that a culture has been built in Hollis and teacher contract issues, budget issues and building issues are being or have been resolved. She mentioned Hollis has the best retention rate and a good budget. She commented that she has followed the School Board in Litchfield and believes she can bring a different perspective to the Board.

Mrs. Lepore asked Mrs. Izbicki if she would have the time to devote to the Board with her schedule as principal. Mrs. Izbicki indicated that she is cognizant of balancing her time and mentioned there may be times when she is required to attend a Board meeting in Hollis, but is confident she will have the time to devote to this Board. She mentioned the Hollis School Board meets the 2nd Wednesday of each month.

Mr. Barka commented that Mrs. Izbicki mentioned Hollis went through a tough time and that there have been many changes in Litchfield. He asked if she learned anything in Hollis that can help in Litchfield.

Mrs. Izbicki indicated that she had to listen and learn. She commented she valued the people around her who experienced things before she arrived. She took advantage of people who provided guidance toward change. Mrs. Izbicki mentioned that a difficult change that was made was not to allow children attend Open House with their parents.

Mr. Barka asked Mrs. Izbicki if she feels she may have to make a decision here that conflicts with what is done in Hollis. Mrs. Izbicki commented she does not believe that would happen and does not foresee a problem. She indicated that she is vested in the Litchfield community and the schools.

Mr. Bourque asked if she watches the Litchfield School Board meetings. Mrs. Izbicki indicated she does not watch all the time.

LITCHFIELD SCHOOL DISTRICT

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Mr. Bourque asked if she feels there is a direction the Board should be going. Mrs. Izbicki commented that direction for Litchfield's vision is finding a superintendent and negotiating a contract, which are the two things that have the greatest impact. She noted she has experience with negotiations, budgets, interviewing superintendents and serving on committees. She indicated her vision would be to help create a solid base to have a nice future ahead.

Mr. Bourque mentioned that this year there are two union contracts to negotiate. He noted the Litchfield School Board meets the 1st and 3rd Wednesdays of the month. He commented as we get closer to budget season there are more meetings.

Mrs. Izbicki commented she is Principal of a primary school and does not anticipate any conflicts.

Mr. Bourque asked Mrs. Izbicki for her thoughts on Common Core. Mrs. Izbicki commented that the standards are valuable because they are created by teachers, parents and educators, and are appropriate for students. She believes there is more that teachers can bring to the classroom, but it is a good guide. She indicated that she has a different feeling about the assessments that go with the standards.

Mr. Barka asked about her feelings for the assessments. Mrs. Izbicki commented that there are many. She indicated she investigated in Hollis and believes there is more value in student/teacher conversations. She mentioned in Hollis they use the paper and pencil version, which she feels is more aligned with what the students learn.

Mr. Bourque mentioned that the Board member position is for the remainder of the year and asked Mrs. Izbicki if she has any aspirations going forward.

Mrs. Izbicki believes this is an important position and an important year. She commented there is much at stake for cause and effect going forward. She believes she can help keep a positive momentum.

II. COMMENTS

A. Community Forum

Jason Guerrette, 11 Perry Court, inquired the identities of the candidates.

Mr. Bourque indicated that Robert Meyers, Elizabeth MacDonald, John York and Paula Izbicki expressed interest in the position. He noted that Mr. York and Mrs. MacDonald withdrew their interest.

B. School Board Comments

There were no School Board member comments.

III. SCHOOL BOARD ACTIONS

A. Appointment of New School Board Member

Mr. Bourque indicated he would entertain a motion of appointment for the open position.

Mr. Barka made a motion to appoint Paula Izbicki to the School Board until March 2017. Mrs. Lepore seconded. The motion carried 4-0-0.

B. Oath of Office

The oath of office was administered by Jason Guerrette, School District Clerk.

IV. ADJOURN

Mr. Barka made a motion to adjourn at 6:23 p.m. Mr. Bourque seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the Board

*Litchfield School Board Meeting August 16, 2016
Approved September 7, 2016*

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

Litchfield, New Hampshire 03052

Approved Minutes for August 17, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Jason Pelletier, Director of IT
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 6:06 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: July 13, 2016:

Mr. Barka made a motion to approve the non-public minutes from June 22, 2016 as written. Mrs. Harrison seconded. The motion carried 3-0-0.

Mr. Bourque made a motion to accept the resignation of Karen Martin, LMS Technology Education teacher, contingent upon finding adequate replacement. Mrs. Harrison seconded. The motion carried 3-0-0.

E. Presentations & Recognitions

• **Business Administrator's Report**

Mr. Markiewicz provided the financial report to the Board. He reported the auditors were in the district for three days in early August and that the 2016 audit was very clean. He commended the staff involved in the audit for their work. Mr. Markiewicz reported that the FY16 fund balance ended with \$238,728, which will be used to offset taxes.

Mr. Bourque asked for a breakdown of the fund balance for special education and the regular education accounts. Mr. Markiewicz indicated that the regular education accounts were spent down to approximately \$4,000 and the remaining total is attributed to special education.

Mr. Markiewicz provided budget transfers for the first month of FY17 and asked the Board for their approval. With regard to budget development for FY18, he indicated that he included a sample of the budget reporting format that will be used when preparing the budget for the Board. He noted the FY17 budget has been loaded and the FY18 budget is open for development.

*Litchfield School Board Meeting August 17, 2016
Approved September 7, 2016*

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Mrs. Harrison made a motion to approve the FY17 budget transfers from July 27, 2016 – August 8, 2016. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. Markiewicz reported the auditors recommended the district spend down the E-Rate balances. He indicated that Mr. Pelletier made a request to use E-Rate funds for the new anti-virus. He noted there is a little over \$60,000 remaining in the E-Rate fund.

Mr. Bourque asked why the balance cannot be used to purchase Chromebooks. Mr. Pelletier explained that E-Rate funds can be used for increased technology, but we will not see that large sum every year. He indicated the E-Rate rebate is decreasing each year.

Mr. Barka asked if a subscription cost is included in the purchase of the anti-virus. Mr. Pelletier indicated it includes a one year subscription and the cost is \$7,122.

Mrs. Izbicki asked about the infrastructure with regard to additional devices. Mr. Pelletier indicated that connectivity was upgraded this summer and bandwidth was increased. He commented the infrastructure can handle more devices than was possible before.

Mr. Barka made a motion to use E-Rate funds in the amount of \$7,122 to purchase the new anti-virus. Mrs. Harrison seconded. The motion carried 5-0-0.

○ First Student

The team from First Student provided transportation information to the Board. Mr. Markiewicz indicated that the district is entering year 3 of a 5 year contract with First Student.

The First student team introduced themselves: Ted LeClaire, Deb Gilbertson, Laurie Makarawitz, Becky Gagnon, and Kim Roberts. Mr. LeClaire commented that First Student met with the Superintendent and the administration to discuss the focus for district transportation. He indicated that First Student is looking for feedback from the district and the School Board.

Mr. Bourque indicated the Board asked Mr. Markiewicz to examine the bus routes as they existed last year and try to alleviate pressure on the routes. He asked that the students be distributed more evenly on the buses and that First Student provide an overlay map of the routes.

Ms. Gilbertson indicated First Student is still working on the routes for this year and that the biggest challenge is the amount of students on the buses. She commented that First Student does its best to establish routes and ridership counts are completed within a few weeks. She noted after solid ridership is determined, it is easier to readjust the routes. Ms. Gilbertson indicated that was done when the buses were reduced from 10 to 9.

Mr. Bourque commented there were two bus routes that were of concern, Bus 3 and Bus 7. He indicated ridership on those buses was double the count of the other buses. He observed some of the routes overlap and believes they should be spread out more.

Mrs. Gilbertson indicated some routes will cross areas, but the concern is door-side pick-ups. She commented we try to make it as time efficient as is possible.

Mrs. Makarawitz explained the routes are determined logistically by where the students are located. She indicated that buses with higher ridership would be lengthened if students were distributed to other buses.

Mrs. Gilbertson commented when the population changes, the routes change.

Mr. LeClaire commented one of the things we run into in any community is a time factor. He indicated when you have a bus that has three tiers it is more challenging as there is a window of time between school runs.

*Litchfield School Board Meeting August 17, 2016
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Mr. Bourque asked if there is a feasibility of eliminating more buses.

Mrs. Gilbertson commented when we began there were 12 buses that were reduced to 9. She indicated that reducing another bus was discussed, but bell times in the schools would have to change.

Mr. Bourque asked if First Student waits until the start of the year to modify the routes. Mrs. Gilbertson indicated that a ridership count is completed after approximately 2 weeks. She noted that route counts change because some children drop off the routes.

Mr. Bourque commented that it seems weekly counts would be simpler and give more accurate counts on a regular basis. Mrs. Gilbertson commented that it sounds simpler than it is as it takes the driver's attention off the children. She noted that a head count is done for a solid week to determine the trend.

Mrs. Izbicki asked when head counts are done. Mrs. Gilbertson indicated they are done upon request or when issues arise.

Mr. LeClaire commented we are talking about crowded buses, but they are not overloaded.

Mr. Bourque asked about the age of the buses and when they are taken off the road. Mr. LeClaire indicated First Student's policy is that the buses are not more than 9 years old. He commented we are in the process of replacing some of Litchfield's buses as many are 9 years old. He noted sometimes we move buses around from district to district.

Mr. Bourque asked about the notification process for the school, students and parents when a bus runs late or breaks down. Mr. LeClaire indicated that dispatch notifies the school: the driver reports to dispatch, dispatch decides how to deal with the situation and dispatch notifies the school. He commented if there is another bus on the road at the time it will be used to minimize the delay. He noted out main priority is to notify the school.

Mr. Bourque asked if any of the buses are equipped with exterior cameras. Mrs. Gilbertson indicated the cameras are outdated and will be changed. She noted there are no exterior cameras.

Mr. Bourque asked if, in the industry, buses have exterior cameras to document vehicles that pass the buses. Mr. LeClaire indicated there are some in some states, but it is subject to state laws. He commented there are some districts that use those cameras to catch violators. He offered to look into it.

Mrs. Gilbertson commented the drivers try to catch the plate numbers and report them to the police.

Mr. O'Neill commented that he spoke to Mr. Thompson at GMS and Mr. Lecklider at LMS who reported an increase in the number of new student registrations. He indicated these schools may have up to 15 new students, which may mean some of the routes may have to be revisited quickly. He asked why the district has 9 year old buses. Mr. O'Neill commented last year two buses were overcrowded with counts in the 50's. He indicated First Student has stated they attempt to balance ridership, but we are asking you to do it as quickly as possible and to consult with the district to balance the routes. Mr. O'Neill expressed appreciation for First Student's hard work, communication and focus on safety.

Mr. LeClaire commented that First Student will focus on the two crowded bus runs immediately. He indicated if we cannot seem to fix the problem we will explain it. Mr. O'Neill commented the dialogue helps us understand that you are addressing the situation.

Mr. Bourque commented typically a driver will not drop off a child unless there is a parent present. He asked if there is an age limit. Mrs. Gilbertson indicated they are more concerned with K-1 students. She commented as the driver gets to know the students in grades 2-6 they may drop off the students if the parents are not at the bus stop.

LITCHFIELD SCHOOL DISTRICT

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Mr. Bourque asked about substitute drivers and how they will know which students are dropped off and which are not. Mrs. Gilbertson indicated the regular drivers keep notes and the substitute drivers will look at the notes.

Mrs. Lepore asked about the process for parents to get stops changed on their streets. Mrs. Gilbertson indicated once routes are established we try to stick with them. She commented that they are hesitant to increase stops due to time considerations. However, she noted if a parent wants a stop changed they can notify the SAU Office. First Student will review the area and the stop and decide if it is able to be moved. She noted the SAU Office makes the final decision if the parent is not satisfied.

Mr. Markiewicz commented since he arrived in the district most of those adjustments have been able to be made. He indicated First Student has been very cooperative.

Mrs. Lepore thanked Mr. O'Neill for raising the issue of costs and the age of the buses. She commented that the district's costs increase and the buses are getting older. Mr. Markiewicz commented that issue was discussed during the meeting with the Superintendent and First Student was asked to clean up the buses.

Mrs. Harrison commented there were many breakdowns this year. She indicated Mr. LeClaire commented we may get newer buses this year. Mr. Markiewicz offered to get a list of the buses from First Student.

Mrs. Harrison asked if there is language in the contract regarding breakdowns. Mr. Markiewicz indicated there is more of a procedural language in the contract. He commented those concerns were discussed with Mr. LeClaire.

Mr. O'Neill thanked the First Student team for their time. He commented that he was not satisfied with the presentation as there are many concerns.

- CHS 1:1 Update

Mr. Perez provided an update regarding the CHS 1:1 program to the Board. He noted he will be coming back to the Board on September 7 to answer questions. He reported currently there are 38 students enrolled in a number of courses. Data was pulled from Mr. Scarelli's English class and a non-1:1 class to compare the difference in students' grades. Mr. Perez indicated that they are proposing/requesting \$200 for each Chromebook and \$26 per unit for software. He noted a proposal for the 1:1 program consists of:

- Range of 105-125 students per year over the next 4 years
- \$200/Chromebook and \$26/Unit for Software.

Mr. Perez noted the proposed budget for 1:1 technology per year is as follows:

- Class of 2021 FY18
 - Estimated enrollment 121 students + 10 extra Chromebooks
 - 131 Chromebooks and 131 Software Licenses = \$29,606
- Class of 2022 FY19
 - Estimated enrollment 111 students + 10 extra
 - 121 Chromebooks and 121 Software Licenses = \$27,346
- Class of 2023 FY20
 - Estimated enrollment 122 students + 10 extra
 - 132 Chromebooks and 132 Software Licenses = \$29,832
- Class of 2024 FY21
 - Estimated enrollment 105 students + 10 extra
 - 115 Chromebooks and 115 Software Licenses = \$25,990.

Mr. Perez indicated CHS would like to send teachers to Google workshops each year and will request a cost of \$2,500 per year for the workshops. He commented concerns with the 1:1 program are student equity, scheduling

LITCHFIELD SCHOOL DISTRICT

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and scheduling conflicts with the Humanities program. He noted that the 10th grade year is becoming harder to schedule due to research of the Pre-AP model for Humanities. It is a challenge to have a 1:1 class in Math. He commented other issues are what will happen when a Chromebook breaks or a student loses their Chromebook. He noted that there are loaners for students to use if they refuse to replace it.

Mr. Bourque asked about insurance for the Chromebooks. Mr. Pelletier commented we can create a program for it if it is school provided. He indicated currently the insurance coverage for one year is \$19.

Mr. Perez commented one solution could be the parent pays the insurance to be used for breakage or loss. He indicated it is recommended students turn in their Chromebooks at the end of the year so it can be serviced/cleaned and reissued to the same student the following year; and at the end of four years the student can have the opportunity to purchase the Chromebook. Mr. Perez noted another request is for a committee to create school protocol and ask the Board to support a 1:1 policy.

Mr. Bourque asked what is holding more students back from participating in the program. Mr. Perez indicated the purchasing of their own machine is holding students back. He commented it is possible parents are struggling with if it is a need or a want.

Mr. Bourque asked about a lease program. Mr. Pelletier indicated the lease program duration is 3 years. He explained the district purchases the Chromebooks and leases them to students/parents. Mr. Bourque suggested a 4 year lease program with payments spread out over those years.

Mrs. Izbicki asked if the Chromebooks are the only devices to which the students have access. Mr. Perez indicated there are 3 computer labs and a Chromebook cart.

Mr. Pelletier commented there are many different device options. He noted teachers have to juggle issues with student devices and problems that may arise.

Mr. Perez commented BYOD was discussed and teachers find it is beneficial for the students to have the same device. He indicated it is nice to see the students engaged and holding discussions in class.

- Evaluation Presentation

Mr. O'Neill presented the Professional Educators Growth Plan revised in 2016 to the Board. He explained the District entered a new evaluation process 2 years ago. He gave credit to Mr. Thompson and Mr. Lecklider for their work this past year. He indicated they brought together two different groups in a collaborative way. Mr. O'Neill indicated the result of that discussion is a new rubric that takes into consideration state requirements and the evaluation system. He commented the committee would like the Board to review the document and the committee will present the key items in that document to the Board on September 7. Mr. O'Neill commented the principals need the new evaluation document to work from. He indicated we are asking the Board to review the document over the next two weeks. He noted this is about teacher growth and the major pieces of this should focus on growth, staff development, mentoring and program we can offer teachers.

Mrs. Izbicki asked if this is part of the whole profession growth model. Mr. O'Neill indicated it is the whole professional growth model and evaluation.

Mrs. Izbicki asked if the committee has considered doing a pilot year to receive feedback. Mr. O'Neill commented he views these as living documents. He indicated he is a believer in the continuous improvement model. He commented we check progress on an annual basis and at the end of the year we go through the feedback and bring it to the Board. He noted there will be ongoing meetings of the committee as the model is revised through feedback. Mr. O'Neill indicated there has been no discussion regarding a pilot.

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Mrs. Izbicki commented she wants to make sure teachers have a voice going forward. Mr. O'Neill indicated the majority of the committee are teachers and the document was presented to all teachers who had the opportunity to give feedback. He commented there was a great representation from all buildings.

Mrs. Lepore asked if there should be an interim check on the progress in January with a revisit in June. Mr. O'Neill recommended the Board look at the document and listen to the teachers. He expressed he is pleased and excited with the Board's ideas and ongoing communication.

Mrs. Izbicki asked Mr. O'Neill about his feelings regarding observations. She also asked how the tasks are delegated. Mr. O'Neill commented that is a great question to pose to the committee. He indicated currently we have formal observations. He noted that much has been done with discussion about instructional rounds with classroom walkthroughs, which is included in the document.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session July 13, 2016

Mr. Barka made a motion to approve the public minutes of July 13, 2016 as written. Mrs. Harrison seconded. The motion carried 3-0-2, with Mrs. Lepore and Mrs. Izbicki abstaining.

H. Community Forum

There was no public input.

I. Superintendent's Comments

- Hiring Update

Mr. O'Neill provided a hiring update for the Board. He reported there were 30 open positions and all positions with direct student contact have been filled, with the exception of a long term math substitute. He noted the district is interviewing two candidates for that position. He indicated he is excited about the candidate hired for CHS Math. He noted a part time technology teacher has been hired for GMS and there are several candidates for the GMS enrichment tutor. Mr. O'Neill expects to have all open positions filled by the time school opens.

- Concussion Policy – Back to School Procedures

Mr. O'Neill provided commentary on 'Back to School' criteria for a policy regarding Concussions the district is drafting. He indicated he spoke with Mr. Lonergan and is concerned the current concussion policy does not include a return to school procedure. He noted a concussion policy that includes the return to school procedures will be presented to the Board at the next meeting.

II. REPORTS

A. School Board Comments

- Welcome New School Board Member

The Board welcomed Paula Izbicki, newly appointed School Board member. Mrs. Harrison commented she feels that the Board is fortunate. Mr. O'Neill thanked Mrs. Izbicki for her assistance last year with direction for a Gifted/Talented enrichment tutor.

- Professional Development Opportunities NHSBA

Mrs. Flynn provided information to the Board regarding some professional development workshops the NHSBA is offering this year. These workshops include: negotiations, budgeting, special education and annual meetings.

B. Committee Reports

- LEA Negotiation Committee
- LSSA Negotiation Committee

Mr. Bourque indicated the Board will discuss the negotiation committees' reports in non-public session.

*Litchfield School Board Meeting August 17, 2016
Approved September 7, 2016*

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Mr. Bourque asked Mrs. Izbicki if she is interested in serving on the PERC committee. She indicated she will consider it.

Mr. Bourque reported he heard from the Budget Committee Chair and that six meetings have been scheduled for budget reviews. He asked when the district expects to deliver the FY18 budget to the Budget Committee. Mr. Markiewicz commented the budget should be ready to be delivered to the Budget Committee by the first week of November.

Mr. Bourque commented the timeline is close for the budget hearings. Mr. Markiewicz believes the reviews can be completed over five meetings.

Mr. Bourque asked about the schedule order. Mr. Markiewicz indicated it will be similar to last year unless the Board wants a change. He noted the schedule will be provided at the next meeting.

III. OLD OR UNFINISHED BUSINESS

A. Policies:

- Internet Use Policy

Mr. O'Neill spoke about how we will use communications with the community. He noted one of the areas of communication is using Twitter. He explained that the district contacted Londonderry and Pelham who have been using Twitter for some time, and to Scott Spradling (formerly of WMUR) who now owns his own company. He indicated that Mr. Spradling presented information regarding Twitter to the Admin Team, helped the district open a Twitter account and the administrators in opening their own accounts. Mr. O'Neill reported Mr. Spradling will address the district on opening day, August 23, about using twitter. He indicated this will require a revised Acceptable Use Policy for a more broad focus to include potential ideas we may implement in the future. He noted that Londonderry's policy was used as a model and Mr. Pelletier reviewed it. Mr. O'Neill indicated that Londonderry's policy has been thoroughly vetted. He asked the Board to review the policy and provide feedback prior to the final vetting of the policy.

Mr. Pelletier commented the biggest difference in this policy is that it is a blanket policy and is geared to anyone employed by or corresponding with the district. He indicated it adds a broader language to what a website is or a web presence. He noted we want the policy to be future-proof so we do not have to revisit it for every new initiative.

Mr. O'Neill commented it will sunset to existing policies and replace them with this one. He noted the policy has been legally vetted in another district.

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 7:50 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.

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Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 9:06 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VIII. ADJOURN

Mr. Barka made a motion to adjourn at 9:06 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 September 7, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum and Instruction
Jason Pelletier, Director of IT
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
William Lonergan, 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

Revisions to the agenda included adding a presentation by 2nd year 1:1 CHS students under Presentations.

D. Summary of Non-Public Actions from: August 17, 2016:

Mr. Barka made a motion to approve the non-public minutes of July 13, 2016 as written. Mrs. Harrison seconded. The motion carried 3-0-2, with Mrs. Lepore and Mrs. Izbicki abstaining.

Mr. Barka made a motion to release Shawn Flynn, CHS teacher, from his contract. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. Barka made a motion to release Karen Martin, LMS teacher, from her contract. Mrs. Lepore seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

- 1:1 Presentation (from CHS students)

CHS Sophomore students who have been participating in the 1:1 Program since last year shared their program experiences with the Board. Students expressed the following benefits of the program:

- It is a way to expand learning with online opportunities
- Chromebooks keep the students engaged and interested
- Study games help students stay focused and study
- Chromebooks keep the students organized
- Note taking is more efficient and teachers can share presentations with students
- When a teacher posts a question on Google Classroom all students can view it
- Students can view classmates' answers and discuss them
- The program helps with different learning styles

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- Students can talk to each other within certain documents
- It allows the opportunity to get assignments done even when the student is home sick
- Online agendas (My Study Life) helps plan classes, contains interactive tests/quizzes with instant response
- Teachers post assignments on Google Classroom and attach files for students
- Makes grading easier.

The students shared ideas for potential 1:1 classes, such as Spanish. Students indicated they would like more classes to be included in the 1:1 program.

Mrs. Lepore asked if the students find they retain more information using the Chromebooks. Students indicated they believe their retention is better and they can access their notes from the previous year, share documents and notes.

Mr. Bourque asked why more students do not take advantage of the program. Students indicated that many do not know how great the program is and many may think the cost of the device is too high. The students suggested providing a presentation for the other students to see if they will join the program. Students noted that some have said they can buy their own Chromebook for less than what the school offers.

Mr. Bourque expressed his support for the program and that he would like to reach as many students as possible.

Mr. O'Neill commended the students on their presentation. He indicated that computers have a large role in public education. He agreed with Mr. Bourque that we have to be more proactive in getting computers in the hands of students.

Mrs. Izbicki asked if teachers are collaborating during their staff meetings and if teachers are choosing not to utilize the program.

Mr. O'Neill commented last year we were in the beginning of piloting the program. He indicated it is challenging getting students in the same classes with computers. He explained parents were required to buy the devices. Mr. O'Neill commented there are pioneers that jump on board and get things done and there are others that do not jump on board that quickly. He indicated that scheduling courses was challenging this year and part of the problem is getting enough students into the computer program and in the same course.

Mr. Lonergan commented that Google workshops were run this summer and there is a strong interest in teachers. He indicated that 75% of technology is in use in the school.

Nate Cooper, CHS teacher, commented there is a strong interest with teachers and many were brought on board through the workshops. He indicated one of the difficulties is not having the technology devices. He noted he teachers one class with 1:1 and one without. Mr. Cooper commented that students who do not have a device can access Google Classroom in the school or class, but it is less dynamic than having their own device. He indicated teachers need to have the Chromebook as well.

Mrs. Lepore commented the best way to get that started for teachers is to give them the Chromebooks. She stated she would like to see the district supply the Chromebooks for the students.

Mrs. Izbicki commented there is great collaboration for teachers and creating a culture in the building will trickle out to the community.

Mr. O'Neill agreed the culture of the school needs to migrate in that direction. He commented we had the discussion of equity for supplying computers for students. He indicated that if it is integral to our curriculum we need to discuss it, but to date there is no conclusion. He was concerned that some parents may feel the cost of the device, the software piece and insurance are costly.

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Mrs. Lepore expressed that she was pleased to listen to the students share their experience with the program. She indicated if it will help them learn, inspire them, make them more creative and make teachers more collaborative we need to find a way to provide the computers.

Mr. O'Neill commented if that is the direction we need to discuss equity and budget prioritization. He indicated we have to discuss at what point will curriculum be independent of textbooks and when we may be able to have the funds to put toward computers instead of textbooks.

Mr. Cooper commented he sees the textbook model moving away.

Mrs. Lepore commented not only can texts be downloaded, but literature as well.

Mr. O'Neill commented the day is approaching when the textbook will be used as a supplement. He believes it is critical our culture supports that we do get there.

Dr. Heon commented that recent curriculum purchases have both print and digital components. She indicated that was done on purpose and teachers were excited about that.

- Professional Educator Growth Plan Presentation
 - PEGP Highlights

Mr. O'Neill thanked all the individuals that were involved in working on this project.

Mr. Lecklider commented there were many committees that worked on different components of the plan.

Heather Stein, a committee member that worked on the growth plan presented highlights of the plan to the Board. The PEGP was given to the Board at the August 17 meeting and the Board was asked to review the plan.

- The work of the Professional Educator Evaluation Committee, the SLOs Committee and the Rubrics Subcommittees was collaborative and extended from the fall of 2014 through the summer of 2016.
- The PEGP includes SLOs in the formal evaluation process.
- Goal setting is an integral part of the plan.
- The PEGP provides for the use of multiple mini-observations as an alternative supervision model, which is available to continuing contract educators and to annual contract educators beginning in their 3rd year of employment.
- Mini-observations and formal observations are based on the same performance rubrics and result in a summative evaluation using the same forms.
- The PEGP includes new discipline-specific rubrics developed by the practitioners in the following disciplines (the rubrics rely heavily on the work of Charlotte Danielson):
 - Teachers
 - Instructional Specialists
 - Library Media Specialist
 - School Counselors
 - School Nurses
 - Therapeutic Specialists
 - Special Educators.
- For each of these disciplines, and using the corresponding rubric, the Committee developed an observation form, a mini-observation form, and a summative observation form.
- The Committee reworked a common pre-observation planning form for use in formal observations.
- A glossary of terms was added to help make meaning clear to educators.

Dr. Heon commented on of the major new features of this plan is that 4th and 5th year, and all continuing contract teachers, may opt for a series of mini-observations. She indicated research shows that the observer can see what needs to be seen over the shorter period of time than in a longer observation.

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Mr. Barka asked if the observations are scheduled with instructors. Mr. Lecklider indicated observations are unannounced. Dr. Heon commented the instructor can also invite an observer.

Mrs. Harrison asked about the motivation for keeping the formal evaluation even though mini-observations are being introduced. Mr. Thompson explained they did not want to force teachers to change to a model for which they were not familiar. He indicated that they wanted teachers to have an option until there is a district-wide model.

Mr. Bourque asked if there is a timeframe for all teachers to be on one plan. Mr. Thompson indicated that goal was not made. He commented this was seen as a positive development, but the formal model has been around for many years.

Mrs. Izbicki commented the concern is that regardless of which model is used, it is a time consuming task. She suggested allowing teachers a one-time opt out for a walkthrough observation.

Dr. Heon indicated discussion will occur as feedback is received. She noted that there is a plan for administrators for calibration of the mini-observations.

Mr. Thompson commented there has to be agreement that whatever path we follow the evaluation is the same at the end of three years.

Mr. O'Neill commented that it should be agreed to review the plan yearly and revise it if necessary. He indicated it is a teacher improvement model and the real focus is on improvement and growth.

Mr. Barka commented he is pleased with the model presented.

Mrs. Harrison asked how teachers can get feedback from other teachers. Mr. Thompson indicated feedback is available through the mentor program.

Mrs. Harrison asked if there is a way for team leaders to help with the evaluation process. Mr. Thompson indicated it is not in their job description and they are not to be involved in the evaluation.

Dr. Heon commented the peer coaching model has not yet been formalized. She indicated it has been discussed and it was recommended to be formalized. She noted with grant money we are able to have self-instruction coaches.

Mr. O'Neill asked the Board for their approval of the plan as administrators are under a time constraint for the evaluation timeframe.

Mr. Barka made a motion to approve the Professional Educator Growth Plan as presented. Mrs. Lepore seconded. The motion carried 5-0-0.

F. Correspondence

Mr. Bourque announced that Killian Franklin achieved the level of Eagle Scout. Congratulations.

Mr. Barka announced the Board received correspondence from apparent upset about student transportation, and from a parent with regard to the teacher dress code.

G. Approval of Draft Minutes:

- Public Session August 16, 2016

Mr. Barka made a motion to approve the public minutes of August 16, 2016 as written. Mrs. Harrison seconded. The motion carried 4-0-1, with Mrs. Izbicki abstaining.

- Public Session August 17, 2016

Mr. Barka made a motion to approve the public minutes of August 17, 2016 as written. Mrs. Harrison seconded. The motion carried 5-0-0.

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H. Community Forum

There was no public input.

I. Superintendent's Comments

- NEASC

Mr. O'Neill commented the decennial accreditation of CHS upcoming.

Mr. Lonergan commented it is an exciting process, which was postponed for one year. He indicated NEASC has changed the public school process by reducing the standards to seven (7). He explained the school still moved forward through the postponed year with core values and beliefs. Mr. Lonergan reported the standards were discussed with teachers so they could understand their roles. He commented as we move forward we have to set up a relationship with the NEASC Chair, George Edwards. He indicated the number of people on the visitation committee was reduced and the self-study piece will begin in the December/January timeframe. Mr. Lonergan noted it is a year-long process that looks at resources and teaching standards. He commented the staff is excited about it, but recognizes it is a challenge.

Mr. O'Neill commented as we go through the self-study, financial items may arise. He indicated he would like the Board to know that these may come up to help align what we are doing and what we say we are doing.

- Opening Day

Mr. O'Neill commented the opening day of school was excellent. He received much feedback from administrators, teachers and the community. He indicated the schools were well prepared and fully staffed. He expressed his gratitude to all the employees who made that happen over the summer. Mr. O'Neill observed that people may not realize how much work actually occurs between when school ends and begins again.

- Twitter

Mr. O'Neill commented that Twitter has been implemented and many are participating.

II. REPORTS

A. School Board Comments

There were no Member comments.

B. Curriculum Report

Dr. Heon provided a curriculum update to the Board. She reported several teachers participated in Project Lead the Way (PLTW) training this summer and will implement units during this school year in grades K-5, 7, 8, Tech Ed/STEAM grades 6 and 7, Computer Science grades 6 and 7, and CHS Biomedical Technology. This is in addition to CHS Principles of Engineering and Computer Science. She commented it will provide great continuity of practice for Kindergarten through High School. Teachers provided training for K-5 PLTW, as well as training in Google Classroom for over 30 teachers. The Grading and Reporting Policy Task Force is scheduled to meet twice per month and hopes to bring a proposed policy to the Board in late spring that delineates the grading scales, grading practices and reporting procedures for all three schools.

C. Principals Reports

Principals provided their reports for the Board.

- GMS

Mr. Thomas reported:

- There is a 27 student difference for grade 1 between the projections and the actual numbers this year, as well as 10 additional students enrolled in grade 2
- A school-wide committee was formed to work on promoting consistent expectations across the grades for some common activities
- An all school assembly was held on August 31 with the theme "Oh How Far You Will Go", which focused on keeping our minds open to new learning
- Staff has been engaged in a variety of workshops over the opening days

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- The parent portal on the student information system now includes schedules and gradebooks will be open this month
- Parent Back to School nights have been scheduled for September 13 and 14
- There was a slow response to parents downloading and printing the student handbook acknowledgement; teachers printed them out and sent them home for a better response.

Mr. Thompson indicated he would like the summer reading budget to include grade one readiness for kindergarten students.

With regard to increased enrollment, Mr. Barka commented that he has seen school aged children moving into town year after year.

Mrs. Izbicki asked if there is enrollment trend information. Mr. Thompson commented the district receives enrollment projections from the NHSBA. He indicated when we received last year's projections they were significantly low and we literally asked all kindergarten parents if they would be enrolling their children in grade one.

- LMS

Mr. Lecklider reported:

- Many staff recognized on opening day and there were many new staff members
- Lego Robotics students are already meeting and we have been informed we will need two teams
- Raised over \$3,000 for the Norris Cotton Cancer Center through the Terry Fox Walk and received a letter of thanks from the Norris Cotton Cancer Center
- Tryouts for soccer and volleyball occurred during the week of August 29
- LMS has 110 runners participating in Cross Country
- NWEA and AIMSweb assessments will be administered this fall
- New ELA and StudySync material arrived in August with a digital component that allows students to submit assignments online and teachers can use the components in the classroom
- Five teachers attended Project Lead the Way training this summer
- Work Study Practices roll out this year
- Facilities staff did a great job getting the building ready with a new café floor, painted walls, new tile in some classrooms
- The IT team completed a great amount of work this summer with the new phone system and new wireless.

- CHS

Mr. Lonergan reported:

- CHS enrollment is 470 with 97 seniors
- We anointed ourselves "Campbell High Strong"
- Conversations were held with teachers regarding what we will do for students
- The Student Council did a great job welcoming the freshmen class
- CHS has very strong teachers and new teachers seem strong in different areas
- There is positive energy at the high school
- Summer programs went well
- Sports teams started out great
- We are looking at the charges of the committees and ensuring people are being used appropriately
- Thanks to the IT team for getting CHS ready for another year
- On 9/9 there will be a National Anthem sing-a-long at the end of the school day for the 9/11 remembrance
- Met with the PTO and they will be providing a breakfast Friday morning
- The office support staff and custodians did an excellent job over the summer.

D. Technology Report – Summer Update 2016

Mr. Pelletier provided a technology update to the Board for work done over the summer, which included the installation of a new phone system for LMS and CHS and wiring for the wireless upgrade in the schools.

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- 1:1 Program Funding Proposal Decision

Mr. Pelletier commented that a proposal to budget for a 1:1 rollout for all students from FY18 – FY21 and to dedicate funds to professional development for 4-5 teachers per year to attend the Google Summit Workshop held annually in New England was presented to the Board at the August 17 meeting. He indicated that they are requesting a direction/decision from the Board to budget for the program according to the proposal or approval to use E-Rate funds to purchase Chromebooks according to the proposal.

Mr. Pelletier reported:

- To outfit the students for FY18 with an estimated enrollment of 121 plus 10 extra devices will cost \$29,606;
- To outfit students for FY19 with an estimated enrollment of 111 plus 10 extra devices will cost \$27,346;
- To outfit students for FY20 with an estimated enrollment of 122 plus 10 extra devices will cost \$29,832;
- To outfit students for FY21 with an estimated enrollment of 105 plus 10 extra devices will cost \$25,990.

Mr. O'Neill commented that he heard trendlines on Chromebooks is decreasing. Mr. Pelletier commented that there are models that are cheaper, but we want the devices to last for the four years the students are in the school. He indicated the devices could be less expensive in the future.

Mr. Bourque asked if students may want to purchase the devices at the end of the four years. Mr. Pelletier indicated that there is that potential as students in his previous district could not wait to get their devices at the end of four years. He commented a buyback program could help feed funding for the next year. He noted there are other cost savings on the district network (SANs) as Google Drive has unlimited storage.

Mr. O'Neill commented parents can purchase insurance on the devices. Mr. Pelletier indicated on an 11" device the cost is \$19/year; on a 14" device the cost is \$21/year; on the Samsung device the cost is \$27/year.

Mrs. Izbicki commented the critical component would be to get the teachers back on mobile devices.

Mr. O'Neill indicated we do not just give the students and teachers computers without training and professional development. He commented if we spend \$30,000 in one year to provide devices to students and provide professional development for teachers, the cost would be an estimated \$40,000, which totals approximately \$160,000 over four years. Mr. O'Neill noted we need to look at how to implement technology in a more robust way in the lower grade levels. He asked if we are looking to outfit all the students in the district, where do we find the money to do that with all the other budgetary impacts. He indicated there are annualized replacement costs. He commented the district needs to look into this investment, but also has to determine what we would take away to fund it-or what do you add, and then have a discussion with the Budget Committee, who does support technology.

Mrs. Izbicki commented that the district has to get creative to accomplish that task. She suggested the PTA could contribute to fund bulk purchases; utilize grants or trade-ins. She indicated it is a high priority and a necessity.

Mr. O'Neill commented he is hearing that during the current budget cycle to investigate what is needed to take the 1:1 initiative at the high school and to investigate what we need to do that at the lower grade levels, and reflect those costs to the Board.

Mrs. Lepore felt that the focus should be on the high school.

Mrs. Izbicki disagreed and commented the first graders are your future freshmen and they need to know how to use technology to be ready for high school in the future.

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Mr. Bourque believes we have to start with a whole class first. He expressed disappointment in the participation numbers. He commented if we get the high school going it will filter down to the students in the lower grades.

Mr. O'Neill commented he is hearing that the district should be creative and look at the issue systematically. Next year implement the program for all 9th graders and at the same time get the 9th grade teachers ready to offer the program, with a sequential plan for the upper grades. He asked about outfitting for computer carts in the district.

Mr. Pelletier commented there are more at the high school and middle school, but not as many at the elementary school. Mr. Thompson commented that there was no computer lab at GMS until two years ago. Mr. Pelletier noted we added 50+ iPads at GMS as well.

Mr. Bourque commented we need to start somewhere and it makes sense to get one freshmen class started and build from there.

Mrs. Izbicki commented from a taxpayer's point of view it would be good to know what that impact will be going forward.

Mr. O'Neill was in agreement with Mr. Bourque. He commented we will bring back a plan this year and we will not forget about upgrading the lower grades.

Mr. Lecklider commented the culture piece is huge and getting devices in the hands of teachers is an important priority to get that momentum going.

E. Committee Reports

- Budget Committee

Mr. Bourque reported that the Budget Committee met on August 25 and discussed the budget calendar and receiving the budget on October 26 or 27. He added they requested the new budget format in an Excel file.

III. NEW BUSINESS

A. Business and Finance:

- Student Transportation

Mr. Markiewicz reported he requested for the bus company to complete daily head counts using Tuesdays and Thursdays to track trends. He indicated an Excel spreadsheet has been developed by Mrs. Flynn to share with First Student for use over a three month period.

Mr. Bourque was concerned the counts would be skewed by GMS chorus students on Tuesdays. He suggested using Mondays and Thursdays. Mr. Markiewicz noted he would convey that to First Student and revise the spreadsheets.

Mr. Markiewicz commented there is a debate regarding the age of the buses. He indicated the contract states the district will not be furnished a bus that is 9 years of age or older. He noted four buses have been replaced; however, they were inherited from another district, which is a concern. Mr. Markiewicz indicated the replacement buses will be nine years of age at the end of this calendar year. He noted the bus company observes the age of a bus starts from when it is placed into service and the district believes the age is determined by the model number. Mr. Markiewicz firmly believes those buses need to be replaced at the end of this calendar year.

Mr. Markiewicz commented that he researched the issue of the policy and procedure of dropping off K-2 students. He indicated the district has a policy in place, but it needs to be more formalized and will be brought to the Board at the next meeting.

Mrs. Harrison asked when the routes and numbers will be re-evaluated.

Mr. Markiewicz indicated that trends have to be determined and there will be constant monitoring at the SAU level. He commented the district is being more proactive. He explained the previous year was challenging, but we have become more assertive. He was concerned with communication and how we get that information from the bus

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company. Mr. Markiewicz mentioned that the vocational bus was late yesterday and we had no communication from the bus company.

Mr. O'Neill commented he is concerned about the service of the bus company. He indicated that there was no response from the bus company when asked where the new buses go, which creates perception as to where this district falls in their hierarchy. He stated we expect to have nothing but first class treatment and if they cannot provide it we should look at other options.

- E-Rate

Mr. Markiewicz reported the E-Rate balanced is \$42,143.54 and was confirmed by the auditors. He indicated that opportunities for E-Rate are diminishing. He explained instead of receiving a check from E-Rate the district receives a credit on our FairPoint invoice. He noted the balance can be used for spend down.

Mr. Bourque asked if there are guidelines regarding purchases. Mr. Markiewicz indicated E-Rate funds can be used to enhance communication capabilities of schools. He commented they may discretion for technology, but it is a stretch.

Mr. Bourque commented that he would prefer to use \$30,000 of those funds for the 1:1 program next year.

Mr. Markiewicz prefers to see purchases out of E-Rate go toward equipment for communication and to purchase the Chromebooks out of the budget.

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 8:34 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. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 9:55 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VIII. ADJOURN

Mr. Barka made a motion to adjourn at 9:57 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 September 21, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair (*excused*)
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, 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 removal of the Access Issue under Business Administrator's report.

D. Summary of Non-Public Actions from: September 7, 2016:

Mr. Barka made a motion to approve the non-public minutes of August 17, 2016 as written. Mrs. Lepore seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session September 7, 2016

Mrs. Harrison made a motion to approve the public minutes for September 7, 2016 as written. Mrs. Izbicki seconded. The motion carried 4-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

- Goals Update

The Superintendent provided updated goal actions to the Board for review. He indicated the Board will have the opportunity to discuss the goals at the October 5 meeting when the principals are in attendance.

Mr. O'Neill explained since last year an action plan has been developed and goals have cascaded to each of the schools. He indicated the action plan categories consist of the current state of the district (what has been done so far), the individual school goals over the next three years, indicators, resources needed, timeframe and who is responsible. He commented the action plan is not completely populated at this time, but the ultimate goal is to have the plan fully populated by the middle of October to review with the Board and gain feedback. Mr. O'Neill indicated a list of what has been accomplished this year will be provided for the Board. He noted once the Board

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approves, we must get these into the classrooms for the teachers to move forward. He commented past goals were reviewed and some changes were made as we tried to determine how we measure goals. Mr. O'Neill indicated he would like to develop dashboard goals with Board goals and key metrics on what we want as this document is too large. He noted this document is more a vehicle to get us there through thoughtful process.

Mr. Bourque recommended Board members to review the document and speak with the principals at the next meeting. Mr. O'Neill indicated we will have more information by the next meeting.

- Website Update

The Superintendent provided updated information to the Board regarding the launch of the new website. He indicated the beta site will be ready by the month's end and training will commence in October. He noted because the website is complex in nature, the launch date has been pushed back to November 1. He indicated the original plan was to launch the new website October 1, but because of the complexity of the site it will be launched November 1. He noted it will allow us to do more with communications.

II. REPORTS

A. School Board Comments

Mrs. Izbicki commented that the website design looks great.

Mrs. Flynn explained that the elements of the website submitted to the designers and the amount of content contained on the existing web server made the designers' job more complicated than anticipated. She indicated that the design of the site is complex in nature, but now that the beta site has been developed, content will begin to be migrated at the same time that training on the new web software commences. She thanked the Board for their support through this in depth project.

Mr. O'Neill commented that with every technology project there will be glitches. He asked the Board to bear with the district.

B. Enrollment Report – 2nd Friday

The Superintendent provided district enrollment data to the Board for the second Friday of the 2016-2017 school year. He indicated the enrollment cohort reflects that there will be declining enrollment at the middle school level over the next four years and at the high school level over the next 8 years.

Mr. Bourque mentioned that grade one enrollment is at 86 students.

Mrs. Izbicki was concerned that enrollment in grade 5 could be impacted by an influx of students. Mr. O'Neill commented that he has been told the district does not see a large influx of students from private schools in fifth grade. He noted we have historically used NHSBA enrollment projections in the past, but he believes using NESDEC would be more beneficial and accurate. He indicated that NESDEC does more research regarding housing.

C. Business Administrator's Report

Mr. Markiewicz provided a financial report to the Board. He provided the DOE 25, MS 25 and MS 24 to the Board to sign.

Mr. Markiewicz provided an update regarding revenues. He reported that School Building Aid has decreased from \$166,287 to \$0; Education Grant has decreased \$246,230; Medicaid has decreased \$4,000; Catastrophic Aid has decreased \$7,700. He noted that last year the unassigned fund balance of \$238,729 was used to credit the tax rate; however, the prior year the unassigned fund balance was \$518,594. Mr. Markiewicz indicated these factors impact the local tax rate by a change of \$1.27 projected increase or 9.7%.

Mr. Bourque commented that we receive our actual revenue the fourth quarter of the year. Mr. Markiewicz indicated the district files the adopted budget approved by the voters and a projected revenue and then the DRA provides a revision for the district. He noted this is the revision.

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Mr. Bourque commented that his guess would be it will continue to decrease. Mr. Markiewicz mentioned that Dover filed a lawsuit against the DOE and claimed they lost over \$14M since 2009 when the State capped the Education Grant. He noted the Dover settlement was \$1.2M. He indicated we will have to research how it will impact Litchfield.

Mr. Bourque commented the Budget Committee will ask for a comparison of revenues vs projections. Mr. Markiewicz indicated he will provide a report.

- Building Assessment Vendor Recommendation

Mr. Markiewicz presented the Capital Planning Committee's recommendation of a vendor for the Building Conditions Assessment for approval. He explained a request for quotes was posted in the spring that yielded six submissions. A Pre-Bidder Conference was held in June where the bidders toured all three schools. One company dropped out of the process. The Capital Planning Committee reviewed five proposals and invited three vendors to be interviewed. The Capital Planning Committee recommended HL Turner Group to the School Board. Mr. Markiewicz indicated that references were checked on all three vendors. He commented if the Board approves the recommendation the district will enter an agreement with HL Turner and peg out timelines and schedules with conversations on the presentation to the Board.

Mr. Bourque thanked the Capital Planning Committee members for their time and work. He commented the committee contained many people with much knowledge of the district and buildings. He indicated all three vendors that presented did a good job. Mr. Bourque noted that HL Turner's proposal is approximately \$7,500 below what was approved in the warrant article. He commented HL Turner Group is located in Concord and the Capital Planning Committee was comfortable they were local and available. He indicated when HL Turner Group performs the study they will examine all the buildings and use an infrared camera that identifies problem areas.

Mr. Bourque made a motion to approve the Capital Planning Committee's recommendation of HL Turner Group as the firm to perform the district-wide building conditions assessment. Mrs. Lepore seconded. The motion carried 4-0-0.

- Gas Pipeline

Mr. Markiewicz provided to the Board information regarding a proposed gas pipeline. He reported that Liberty Utilities approached the town and the school district about expansion of a natural gas pipeline to CHS and the town. He indicated that the district would have to pay a cost of \$32,357 to cover the shortfall to expand the connection. He noted this would require conversion at CHS since the equipment is run by propane. Mr. Markiewicz indicated the HVAC contractor is looking at the conversion and will provide a cost. He noted once we receive all the information we can examine the total cost.

- Access Issue – Procedure Amendment

Mr. Bourque indicated the Litchfield Recreational Basketball League is requesting two access badges to LMS for the recreational basketball season.

Mr. Markiewicz indicated that badges (fobs) were provided to the individuals in charge last year. He noted there are two new designees. He commented the fobs are more secure than keys. He indicated a Memorandum of Understanding will be drafted between the district and the LRBL. He noted there has never been an issue in the past.

D. Committee Reports

Mrs. Izbicki reported that the PERC committee met, but she was not in attendance.

III. OLD OR UNFINISHED BUSINESS

A. Policies Review/Discussion:

- JLCJ Concussions

The Superintendent provided a draft policy regarding Concussions and Head Injuries to the Board. He indicated the policy had been mentioned at a previous meeting and the draft is being provided to the Board for review and feedback. He noted the Board will have the opportunity to discuss the policy with stakeholders at the October 5

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meeting. Mr. O'Neill indicated this policy was vetted through the high school principal and includes return to school guideline and an updated return to play protocol. He asked the Board to review the policy and provide feedback for the next meeting.

- **JBAA-PRTG Sexual Harassment, Transgender Student Guidelines**

The Superintendent provided draft guidelines regarding Sexual Harassment: Transgender Students to the Board. He indicated the guidelines had been mentioned at a previous meeting and the draft, which has been vetted by legal counsel, is being provided to the Board for review and feedback. He noted the Board will have the opportunity to discuss the policy with stakeholders at the October 5 meeting. Mr. O'Neill indicated that these guidelines are proposed to be used as procedures for the harassment policy. He commented 90% of the guidelines came from federal recommendations, with which all schools are complying. He asked the Board to review the guidelines and provide feedback for the next meeting.

- **IIAE Digital Technology/Electronic Media Acceptable Use**

The Superintendent provided a draft policy regarding Acceptable Use to the Board. He indicated the policy had been mentioned and provided to the Board at a previous meeting and the draft is being provided to the Board for review and feedback. He noted the Board will have the opportunity to discuss the policy with stakeholders at the October 5 meeting. Mr. O'Neill commented the reason we revisited the policy is as we move into social communications we want to ensure that the policy is broader in scope and able to handle all issues that may come up in the scope of technology and social media. He indicated the policy adequately protects the district with misuse and notification to parents and students. He noted it is important for the district to take a thoughtful look at digital technology.

Mrs. Lepore commented that in reading through the policy there were redundant areas. She indicated she will provide suggested revisions.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. PUBLIC INPUT

A. Community Forum

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

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

Upon a motion by Mrs. Harrison, the Board entered into non-public session at 7:00 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; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 8:15 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mrs. Izbicki, yes; Mrs. Harrison, yes.

VIII. ADJOURN

Mr. Bourque made a motion to adjourn at 8:15 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 October 5, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member (*late*)
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum & Instruction
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
William Lonergan, 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

Revisions to the agenda included: Addition of October 1, 2016 Enrollment report, September 2016 Enrollment report under Superintendent's Comments; Removal of Internet Use Policy under Old/Unfinished Business.

D. Summary of Non-Public Actions from: September 21, 2016:

Mrs. Harrison made a motion to approve the non-public minutes of September 21, 2016. Mrs. Lepore seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

- Acceptance of Donation: Laptop for FIRST Lego League Robotics

Mr. Lecklider presented a donation of a laptop for the FIRST Lego League Robotics team at LMS. He indicated that Deb Briggs has been involved with robotics for some time and that LMS was in need of a 2nd laptop for the teams.

F. Correspondence

Mr. Barka announced the Board received correspondence from Betty Vaughn regarding the 1:1 Program at CHS.

G. Approval of Draft Minutes:

- Public Session September 21, 2016

Mrs. Lepore made a motion to approve the public minutes of September 21, 2016 as written. Mrs. Harrison seconded. The motion carried 4-0-0.

H. Community Forum

There was no public input.

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I. Superintendent's Comments

- Enrollment Reports

Mr. O'Neill presented the September 2016 enrollment report to the Board.

- October 1, 2016

Mr. O'Neill provided the October 1, 2016 enrollment report to the Board. He indicated that overall enrollment in the district has decreased by 39 students.

- Student Enrollment: Grade 4 to 5 Transition Cohorts

Mr. O'Neill commented that he has reviewed and examined the enrollment cohorts and enrollment projections. He indicated beginning with next year, the reduction of the enrollment trend in GMS over the last few years will occur at LMS. He noted there is no significant influx of students from grade 4 to grade 6 and there will be a 33 student decline in the middle school next year. Mr. O'Neill commented in the years following, we will see a trend of declining enrollment at LMS and CHS. He explained in the four years following next year, enrollment numbers will decline and the same migration will occur at the high school in years 5-8. He indicated that the district will have to take a hard look at programs and responses to reductions in enrollment so we can maintain our efficiency in programs and cost.

Mr. O'Neill reported that the district contacted NESDEC to perform enrollment projections this year and will also have enrollment projections from the NHSBA. He indicated the purpose of having two organizations calculating projected enrollment is to ensure accuracy in the numbers. He commented that grade 1 enrollment is currently at 85 and grade 2 is at 88 students. Mr. O'Neill indicated that these numbers are borderline for needing an additional teacher in grade 2. He mentioned that Mr. Thompson will be commenting on the lack of kindergarten background in grade 1 students and the ramifications as they progress through the early grades. He noted these ramifications may have budget impacts.

- Acceptance of Budget Transfers from the Sep 21, 2016 Finance Report

Mr. Markiewicz noted that the budget transfers from the September 21 finance report were not approved by the Board. He asked the Board to approve the transfers.

Mr. Barka made a motion to approve Budget Transfers for September 21, 2016 as presented. Mrs. Lepore seconded. The motion carried 4-0-0.

II. REPORTS

A. School Board Comments

Mr. Bourque commented that it appears LMS has issues with buses for athletics. He strongly encouraged the district to keep a log of late and no show buses.

Mr. Lonergan commented that there are also challenges with transportation for CTE students traveling to Pinkerton. He indicated there have been a number of late buses and he is keeping a log.

Mr. Markiewicz indicated that he asked all three building administrators to keep a log of bus issues. He commented legal counsel will review what appears to be a high level of dissatisfaction with the transportation contract. He noted we are building a report of all incidents: CTE transportation, athletics, late buses and aging buses.

Mr. Bourque asked about communication with the transportation company. Mr. Markiewicz indicated the district receives a weekly inventory of the buses, which is now with legal counsel.

Mr. Barka commented on the incident that occurred with Nature's Classroom. He mentioned he was a chaperone for the trip and the incident was handled well with 100% transparency. He indicated every decision that was made was correct. He commented we should not overreact as a district as Nature's Classroom is a great program and he is hopeful the program is continued.

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B. Curriculum Report

- PERC Recommendations:

Dr. Heon presented PERC recommendations to the Board.

- Freshmen Science
- The Curious Incident of the Dog in the Night (Honors Senior English)

Dr. Heon explained that physical science and earth science were two separate courses and it was difficult to get enough students for those classes. She indicated the decision was made to implement an integrated model, but it was challenging to find the right resources for the course. She reported that a good resource was found that integrates physical and earth sciences. Dr. Heon noted the cost is \$7,200 for 75 books with digital content and a teacher component.

Dr. Heon commented that the Curious Incident book is the last book that is needed for Honors Senior English in order to have the rigor for that course.

Mr. Bourque asked Dr. Heon to explain the PERC process. Dr. Heon explained with the Freshmen Science course, Mr. Pothier and his associates that teach the course were asked to read and review the book for readability. The book contains very good visuals and the digital experience in concert with the book is the best part. She indicated the reason for 75 books is so that students will have on set in the classroom and can leave one book home as it is a very large, cumbersome book. Dr. Heon commented after reviewing the book, teachers are asked to create a scope and sequence. She noted we need a good foundation at this point because we do not have the resource for the integrated science course.

Mr. Barka made a motion to approve the PERC recommendations as presented. Mrs. Harrison seconded. The motion carried 4-0-0.

- Curriculum Report

Dr. Heon reported that Project Lead the Way (PLTW) was implemented in grades 1 and 4 last year. She indicated that PLTW will be implemented in the rest of the grades this year. She commented in grades 6 and 7, the Tech Ed teacher is now a STEAM teacher and two science teachers were trained in PLTW in grades 7 and 8. Dr. Heon mentioned the district received a \$15,000 grant from the DOE and engineering supporters for LMS to buy supplies and some computers. In Assessment, Dr. Heon reported the grading and reporting policy task force has rolled out Work Study Practices and will now be addressing topics for the policy draft by reviewing what is going on in the schools.

C. Principals Reports

- GMS

Mr. Thompson presented the GMS Principal's report to the Board. He provided an overview of enrollment at GMS and noted that it has been studied closely. He reported only 48 out of the 85 students currently in grade 1 attended GMS kindergarten last year. Mr. Thompson noted that teachers have to work with students with varied experiences that are coming into the school and beginning with grade 1, they are being assessed. He indicated that GMS is planning to assess all incoming kindergarten students for reading standards. He commented there are expectations of children coming into our school with experience intact.

Mr. Thompson reported the PTO provided the staff with a welcome back breakfast; Twitter has been embraced by the staff; Career Day is scheduled for next week; there is a big interest in Enrichment, good progress is being made and tutors will have four units to utilize; a School-wide Support Program has been initiated where students learn about targeted behaviors and positive reinforcement is provided to students who exhibit those behaviors; in-service AIMSweb trainings were provided to staff; the Infinite Campus gradebook and student schedules were open in the middle of September; and the 34th annual Scarecrow Jamboree will be held the last Friday in October.

Mrs. Harrison remarked that the enrichment units look great and was wondering about the timeline for rolling them out to the lower grades.

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Mr. Thompson indicated that this began with grade 4, but we are looking at data to move it to grade 3. He commented teachers spent time observing what was going on in the classrooms and studying curriculum and competency documents. He noted they are already gathering the data for grade 3.

Mrs. Harrison asked what kinds of accommodations are in place for students in lower grades or supports in place for teachers. Mr. Thompson indicated that this is intended to be enrichment by design and the tutors are focusing on remediation. He noted that the length of the specials has been increased to 50 minutes this year so specialists can spend more time with the students.

- **Preschool Handbook Revised**

The GMS Preschool Handbook has been reviewed and revised per request of the School Board (tuition discount statement removed).

Mr. O'Neill commented that he discovered the preschool handbook was originally approved through the Special Education procedures. He indicated the tuition discount information was removed. He mentioned that this will continue to be reviewed and will most likely become a trifold brochure.

Mr. Thompson commented on the website we have curriculum guides, which are brief explanations for parents to have some idea of what is done in our preschool. He indicated that Dr. Heon pointed out these should be updated with the new curriculum. He added he asked the teams to review them and align them with the current curriculum.

Mr. Bourque mentioned that Mrs. Izbicki believes the tuition cost for preschool (non-special education students) is low. He suggested reaching out to preschools in the region regarding their costs.

Mr. O'Neill indicated that Mrs. Bandurski has compiled that information, which reflects a wide range of tuition costs charged: \$75 to \$140. He noted more research and thorough analysis is needed.

Mr. Thompson reported that there are roof leak issues at GMS. He noted there were two significant leaks resulting from the last rainstorm. He reported that plumbers examined the leaks and discovered the drains coming off the room are leaking.

- **LMS**

Mr. Lecklider presented the LMS Principal's report to the Board. He recognized staff and chaperones for Nature's Classroom. He commented the educational value of Nature's Classroom is high and overall the school has seen tremendous value in the program. He thanked parents of the students who participated for their understanding through the incident process. He added that work continues with Nature's Classroom for resolution.

Mr. Lecklider reported that Student Council elections occurred; the PTO provided a breakfast for the staff in September; Lego Robotics coaches are doing a great job; there was an AIMSweb presentation and SBAC analysis on the late arrival day last week; Science NECAP scores were released recently with Inquiry as the strongest area for grade 8; PLTW continues to be an important piece of the science program.

Dr. Heon commented that the computer class for grades 6 and 7 has transformed into a PLTW computer programming model. She indicated students are creating their own apps and are very excited.

- **CHS**

Mr. Lonergan presented the CHS Principal's report to the Board. He reported that staff members are using Twitter; there was a PTO breakfast in September; college visitations are providing more opportunities for seniors and juniors to take a look at the colleges; Student Council elections occurred; the National Honor Society selection process just occurred recently; NWEA began this week; the Music Festival was held at Hollis/Brookline; 911 remembrance was excellent; NEASC Chairs have assigned teachers to standards committees and committee chairs were elected; worked on analyzing interventions and continue to work on this in November; reviewed collaboration process between special education and regular education; teachers want more technology integration and support; curriculum and unit design work continues.

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Mr. Lonergan expressed concern that there is a small amount of parents that are involved in the school. He commented on the “crazy clown” text that occurred at CHS and indicated that after notifying the police department, it was not seen as a threat. He noted more investigation into the incident will continue.

- 2015-2018 School Board Goals

School Board members will have the opportunity to ask administrators questions regarding the goals and indicators.

Mr. O’Neill commented that most of the information is completed. He indicated that it is exciting with the work the principals have done with the goals. He noted goals are approximately 90% completed. He added the next challenge is to take the goals and make them more user friendly, but this major document will serve as a back-up. Mr. O’Neill asked Board members to review the goals and ask questions. He indicated a more formal report on the current state of the district will be prepared once testing results are received.

D. Technology Report

Mr. O’Neill presented the October 2016 Technology report to the Board.

E. Committee Reports

- Budget Committee

Mr. Bourque reported that the Budget Committee will now meet weekly and the town presented the first portion of their budget. He mentioned there was inquiry about a schedule for the district budget.

Mr. Markiewicz presented a draft schedule and noted that he tried to accommodate all the schedules.

Mr. Bourque mentioned some budgets may take longer to review than others.

Mr. O’Neill indicated there is a tentative date for completion of the budget review.

Mr. Bourque indicated there will be public input after each budget segment.

III. OLD OR UNFINISHED BUSINESS

A. Policies: Review of Drafts

- Transgender Guidelines

Mr. Bourque asked Board members and principals for any input, questions or concerns with the guidelines. Hearing none, Mr. Bourque indicated the guidelines are very clear.

The Transgender Guidelines will be added to Policy JBAA as procedures.

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 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.

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

(Mrs. Izbicki joined the meeting at 7:37 p.m.)

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Harrison, the Board returned to public session at 9:50 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VIII. ADJOURN

Mrs. Harrison made a motion to adjourn at 9:50 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 October 15, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, 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

8:00 a.m.

A. Call to Order

Mr. Bourque called the meeting to order at 8:06 a.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Presentations

Mr. Bourque explained the reason for this meeting is to review the FY18 Requested Budget. He mentioned there will be an opportunity for community input after each budget segment.

- 2017-2018 REQUESTED BUDGET PRESENTATIONS:
 - FISCAL YEAR 2018 OVERVIEW

Mr. Markiewicz provided a brief presentation for the School Board that consisted of a breakdown of salaries and benefits compared to operation expenses; object account breakdown; location account breakdown; and function account breakdowns. He indicated the FY18 General Fund requested totals \$21,185,564 with an increase of \$782,642 or 3.84%. Salaries and Benefits total \$16,505,099.

Mr. Barka asked where the increase is coming from. Mr. Markiewicz indicated there have been a number of new hires, a health insurance increase, and an increase in NH Retirement.

Mr. O'Neill commented the increase is not so much in salaries, but in the down shift from the State to towns and districts.

Mr. Markiewicz reported operating expenses have decreased from 25.71% to 22.09% since 2014 (not including salaries/benefits) and salaries and benefits have increased from 74.29% in 2014 to 77.91% in 2018.

Mr. O'Neill commented this information is of concern because when operational expenses are declining and salaries and benefits are increasing, it will eventually consume the budget when projected out. He asked (rhetorically) to what extent does the decline in operations reflect the reductions in operations that will impact the district's ability to operate effectively. He commented it is interesting the amount of salaries and benefits we control.

Mr. O'Neill provided a presentation regarding enrollment cohorts and cost per pupil vs equalized valuation. He indicated the district has had a loss of 305 students since 2008 and declining enrollment will be evident in the middle and high schools over the next eight years. He commented that we may have a new trend to monitor in grade 1 while in grade 2 the district may recommend the appointment of an additional grade 2 teacher as our classes

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are higher than policy recommends. Mr. O'Neill noted that we want our students to be literate in numeracy and literacy skills. He commented more recently we are seeing an average gain of 23 students from K to 1. He indicated there is no significant increase in grades 4-5 that the data reflects and the average increase over the last five years is 5.4 students.

Mrs. Izbicki commented the data supports early intervention. She suggested looking at that data putting more time into grade 1. Mr. O'Neill indicated that full day kindergarten has been discussed, but there are budget and building issues to cross.

Continuing with his presentation, Mr. O'Neill commented that it will be interesting to see if the comparison of enrollment projections supports the conclusion relative to the migration of significantly lower enrollment in grades 5-12. He provided information regarding cost per pupil in Litchfield as compared to districts of similar size and valuation. He indicated according to the average cost per pupil in these districts and in the State, Litchfield spends \$2,000 less than those districts. When comparing the per pupil equalized valuation in the target towns, Mr. O'Neill reported that per pupil equalized valuation for Litchfield is \$637,956. He commented that Litchfield has the capacity to pay for public services, but it is a question of the will to pay. He indicated he is not recommending that we add to the tax rate. He clarified he believes Litchfield is a good district, but is lacking the financial resources to become an excellent district.

Mr. O'Neill provided information regarding requested new or expanded positions. He indicated there are two positions that will be placed on the warrant. He noted one is a Special Services Coordinator for K-4. He explained that K-4 are critical years for all children, but with 6 grades in elementary school we do not have the capacity to deal with our exceptional children.

Mrs. Bandurski clarified that the Special Services Coordinator position would be to service K-8.

Mr. O'Neill commented the other position is an Enrichment Coordinator. He indicated last year great deal was placed on the part of parents, teachers, and principals to provide additional opportunities for children. He suggested hiring an enrichment coordinator for PreK-8. He explained this person would be developing programs, teaching the teacher and running afterschool activities.

Mr. O'Neill presented the expanded positions requested:

- An additional teacher for Grade 2, which is in direct response to the teacher/student ratios;
- Expanding the current Assistant Principal at GMS to full time as interventions in PreK-4 are critical to the long term success of any student, and principals spend 16-20 hours every week on special services reassessments and evaluations;
- Team Leader;
- Academic Assistant;
- Lego Robotics Advisor;
- Destination Imagination Advisor;
- Library Computer Club Advisor;
- Two additional Summer Reading teachers for K-1;
- Academic Support Tutor as we require more academic instruction defined in IEPs;
- Expand Curriculum Director to 40 hours.

Mr. O'Neill believes these positions are needed for Litchfield to become an excellent and exceptional district.

Robin Corbeil, Nesmith Court, asked if we are competitive with salaries and benefits because we need to attract good, young teachers. She asked why we are spending less in the operational budget.

Mr. O'Neill indicated our salaries and benefits at the beginning level are not competitive and we need them to be.

Mrs. Corbeil commented we lost some good teachers to other districts for salary reasons and we gained some because of salaries.

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Mr. Barka commented we are looking at a three year comparison.

Mrs. Corbeil commented on the comparative costs per pupil indicating when looking at the state average we are investing below that average. She noted we want our children to aspire, but it is difficult to do with the cost logistics.

Mr. O'Neill commented that he shares the concerns over the operational costs.

Mrs. Izbicki commented we are at a pivotal point with the proposed additional staff to get to that level. She indicated you can get to a point where things are going so well you start reducing your staff, but we have to start balancing out to get to that level.

Mr. Bourque commented we can listen to what you say, but once we pass the budget on to the Budget Committee it is their budget. He indicated it is important for you and others to go to the Budget Committee meetings and to Deliberative Session.

Kathleen Follis, Mike Lane, believes that we need some of the recommended positions. She commented we have no industry in Litchfield and no services in our town. She indicated when you look at the cost of taxes compared to other towns and the fact we have no services, it impacts our capacity to pay. Mrs. Follis noted the Board role is difficult because you have to develop a budget that is considerate not only of the education of the children, but of the taxpayers as well.

Mrs. Lepore commented one of the things people look at when they move is the achievement level of the public schools.

Mr. Bourque commented we are looking to do more than push the children through school.

Mrs. Follis commented she does not want to see families moving out because of higher taxes and older families moving in with no children.

Mrs. Izbicki commented we should be a town where people are flocking, but it may be because of where our school district is at this point. She indicated it may be wiser to pay a little more in taxes and get more services in education.

Mrs. Follis commented that she does not see where we cut our services to children over the last few years.

Mr. Bourque commented that we need to move on to allow the specialists to present their budgets.

Mrs. Follis commented when Destination Imagination first started it was presented as a PTO run program. Mr. Bourque clarified with the agreement the district would put it in the budget.

Mrs. Follis asked if we have a program that is run by the PTO and is successful why bring it into the budget. She indicated it is the Board's job to look for ways to keep these things from shifting over or every year we will be shifting something over to the budget.

Mr. O'Neill clarified that he is not saying we have not improved the organization because we have. He commented the shifting of monies for Destination Imagination is that we make it part of the stipends and co-curricular stipends are included in the budget as part of the CBA. He indicated we want to take programs that are interesting to the students and fund those while sunsetting others we do not use.

Mrs. Follis commented she would like to see a balance. Mr. O'Neill commented the data shows we have to respond to the reduction in students.

Mrs. Follis indicated she does not want to see student services affected.

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Mrs. Corbeil commented afterschool academic assistance is needed at LMS.

○ FY18 SAU & SCHOOL BOARD REQUESTED BUDGET

The FY18 SAU and School Board requested budget was provided for the Board with a bottom line of \$107,656.

○ FY18 SPECIAL SERVICES REQUESTED BUDGET

The FY18 Special Services requested budget was presented to the Board with a bottom line of \$1,094,462, which is a decrease of \$84,960 over FY17. She indicated over the summer 14 new students moved into the district and as of June 2016 the Special Services Department is servicing 245 students with disabilities.

Mr. O'Neill commented if we go into deficit appropriations we would have to borrow that amount from the following year's budget and start that year off with \$100,000 deficit we have to make up.

Mrs. Izbicki commented Special Education is a true unknown and is year-long.

Mrs. Bandurski indicated students can transition in after the budget is completed and we will not know for some time. Mr. Barka commented that he does not recall overspending the Special Services budget.

Mr. Barka asked about music therapy. Mrs. Bandurski explained that these music specialists come into PreK and facilitate communication and movement.

Mr. Bourque asked what is done with FM Systems each year. Mrs. Bandurski indicated the entire system is examined, cleaned and ensured that it is working properly. She noted some are under warranty, but some are out of warranty.

Mr. Bourque commented there are Chromebooks throughout the budget. He was concerned that Chromebooks may not be the right choice. He asked what they will be used for in K-4. Mrs. Bandurski explained they are placed in the Resource Room for utilizing resources and will replace laptops that are aging out. She indicated that Chromebooks were preferred by the staff.

Mr. O'Neill mentioned that he asked Mr. Pelletier at what point we can replace individual printers with network printers. He indicated Mr. Pelletier noted we have made that transition and if there is a printer in the budget, it is specific to a teacher, a specialist or a student.

Mrs. Izbicki asked if there has been any discussion about going paperless with IEPs. Mrs. Bandurski commented there has been conversation. She indicated we looked into the cost of a document management system, but it was more expensive than purchasing a fireproof file cabinet. Mrs. Izbicki commented when you send an IEP you have to send it to several people and she is looking at the cost.

Mrs. Harrison asked about the \$8,894 increase in Special Education transportation. Mrs. Bandurski explained there are out of district placements that attend CTE programs and other out of district placements for whom we have to provide transportation. Mr. Markiewicz indicated part of that increase is due to contractual services and costs.

With reference to the PreK Special Education teacher, Mrs. Bandurski explained this position is currently funded by a grant and is part time. She indicated we will not have that grant funding next year and the position needs to be full time for transitioning special education students. She noted the grant is an annual allocation and any funds remaining at the end of the year are carried over, but we are only allowed to carry remaining funds over for two years.

Mrs. Bandurski explained the Academic Support Tutor for GMS is to provide direct instruction to students per IEP. She indicated the Special Education Coordinator for K-8 will allow special education to go to the next level in terms of coordinating staff and oversight.

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Mrs. Corbeil asked if the Special Education Coordinator will work under the Director of Special Services and how this will work with staff supervision. Mrs. Bandurski indicated the Coordinator will work under the Director and will be a layer of complement staff when needed, will provide coordination of compliance, be a representative at meetings if needed, support the staff, and review IEPs. She noted where our numbers have increased over the years, it has come to the point where there needs to be another area of support for issues that arise.

Mrs. Corbeil asked how the responsibilities of this position filter to the students. Mrs. Bandurski indicated the position is another set of eyes and can provide immediate feedback.

Mrs. Corbeil asked what qualifications are required for the position. Mrs. Bandurski indicated the employee must be certified as a Special Education administrator and could sit in as the LEA representative for IEP meetings.

Mr. O'Neill explained it would be helpful to have another person who has this training to be able to step in when needed. He indicated it is a systemic solution to many students with exceptionalities.

Mr. Nate Cooper, teacher at CHS, commented on the IEP printing. He mentioned that we have capabilities with Infinite Campus to load IEPs and download them to the district drive.

Mr. Bourque asked if information stored in the cloud is secure. Mr. Cooper affirmed that the information is secure. Mr. Bourque suggested the Board should discuss this option with regard to printers.

○ FY18 CURRICULUM DEVELOPMENT REQUESTED BUDGET

Dr. Heon presented the FY18 Curriculum Development requested budget to the Board with a bottom line of \$231,234, which is a \$2,495 increase over FY17. She commented this budget is a continuing effort to bolster resources for our staff and students. She indicated technology is critical to implementing curriculum and we are increasing using curriculum that is technology based. Dr. Heon encouraged the Board to look at salaries and benefits in account 2210 as there is \$19,000 for curriculum development for all the schools. She indicated it is important to maintain it because we continue to write our instructional units that should be constantly reviewed.

Mrs. Corbeil was concerned about language labs being used. She commented she does not want to see them limited because technology sits in a room. She indicated they are designed for the language class.

Dr. Heon commented the opposite is often true. She indicated we have digital needs that occur on an as needed basis, but on an impromptu basis. She noted the technology should be able to be utilized and the reason it is dedicated here is so the connection to the curriculum instruction practices is clear.

Mrs. Harrison commented we have Chromebooks, laptops, iPads and tablets. She asked if it can be streamlined. Mrs. Corbeil commented we have already started looking at how to get the students in middle school acclimated to Google Classroom. She indicated we have to make sure the technology we have is used to its best ability by all our students.

Andrea Ange, CHS Librarian, commented that students are using web-based resources. She indicated we put our library use on Twitter for the last month. She noted with the limited resources we have it is difficult to plan curriculum without technology.

Dr. Heon commented she felt it was important when there is an aspect directly related to curriculum and instruction that technology resources be included. She indicated those resources can be shared. Mrs. Izbicki commented it is not the responsibility of the Board to solve the problem of how the technology will be used among teachers.

Heather Davis, CHS Spanish teacher, commented through the process of revitalized curriculum at the high school we talked about the need for new technology. She indicated existing textbooks are outdated, but not the source of our curriculum. She noted students need access to resources and with only one computer in the classroom it is difficult to have the resources needed for the students to understand the curriculum. She commented there is not always access to media lab.

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○ FY18 CHS REQUESTED BUDGET

Mr. Lonergan presented the FY18 CHS requested budget to the Board with a bottom line of \$613,700, which is a \$66,164 increase over FY17. He commented that CHS is 16 years old and the facility is showing signs of wear. He indicated systems and equipment needs work, older equipment needs to be removed, old furniture needs to be replaced. Mr. Lonergan commented we need to give scrutiny to some of our programs and ensure they are top notch, and ensure the students are graduating on time. He indicated it is great to send students to CTE programs, but it is costly. He noted that technology is needed for the classrooms, but it becomes confusing in the budget because of the 1:1 initiative. Mr. Lonergan commented overtime is concerning because administrative staff needs to be available for late days or nights. He indicated the lighting panels in the auditorium is needed and is not in our budget.

Mrs. Harrison asked about the ropes course. Mr. Lonergan reported he discussed it with Coach Kiestlinger. He indicated much is spent to maintain it and it is only used for one day. He commented it has become an institution at CHS, but could be a program we sunset or perhaps share with the town recreation department.

Mrs. Harrison suggested turning the course over to the town. Mr. O'Neill indicated we will do more research and follow up at the next meeting.

Mr. Bourque indicated that Board members can motion their changes.

Science Education

Mr. Bourque asked about the microscopes budgeted in the Science budget. Mr. Lonergan explained CHS has tried to maintain them for years, but they are becoming more difficult to repair and challenging to moved them from one classroom to another.

Theater Arts

Mrs. Harrison asked if the choreographer, lighting and sound design for the musical and play are needed. Mr. Martin explained that lighting and sound experts have to be hired to set the light board, lighting and assist in production.

FACS

Mr. Barka asked about Reality Babies budgeted for FACS and believes they are not needed.

Mr. Barka made a motion to reduce Account 1031110009-734, FACS Equipment Additional, by \$1,665. Mr. Bourque seconded. The motion carried 4-1-0.

Math Education

Mr. Bourque commented on the TI-84 calculators budgeted in Math Education. He believes it is not necessary for the school to purchase them for the students.

Mr. Bourque made a motion to reduce Account 1031110011-610, Math Education Supplies, by \$1,100. Mrs. Lepore seconded. The motion carried 5-0-0.

Athletics

Mr. Bourque commented that Athletics contains budgeting for all playoff games. He indicated that what is budgeted for Game Officials is very high. Mr. Mills, Athletic Director, explained NHIAA is not covering officials as early as required and we are now responsible for paying those rounds.

Mr. Bourque made a motion to reduce Account 1031142000-391, Athletics Game Officials, by \$5,000. Mrs. Harrison seconded. The motion carried 5-0-0.

Guidance Services

Mr. Barka commented that Tuition for Londonderry and Nashua night courses is higher than was budgeted in the past.

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Mr. Barka made a motion to reduce Account 1031212000-561, Guidance Services Tuition, by \$2,000. Mr. Bourque seconded. The motion carried 5-0-0.

Library

Mr. Bourque asked why Information Access Fees have increased. Mr. Lonergan indicated an online plagiarism system, Turn It In, is being budgeted for students and teachers to use. Mrs. Ange mentioned if enrollment declines the cost decreases.

Mr. Barka asked about the five extra days for the Library Media Specialist. Mr. Lonergan indicated the days were reduced when there was a budget crisis and never replaced. He noted the days are necessary for preparing the library at the beginning of the year and closing the library at the end of the year.

School Administration

Mr. Barka asked about discipline forms and tardy slips. He commented they can be printed out when needed.

Mr. Barka made a motion to reduce Account 1031241000-550, School Administration Printing and Binding, by \$1,000. Mr. Bourque seconded. The motion carried 5-0-0.

Amy Goldstein, 1 Spicebush Circle, expressed her support for the request for instrument lockers for the music department. She indicated athletes have lockers to keep equipment in and music students do not. She commented we have thousands of dollars of equipment in the band room and no way to keep them safe or free from damages. She asked the Board to consider the purchase of the lockers to protect this large investment.

Mr. Bourque indicated there is no request for them in the budget. Mr. Lonergan commented he would like to purchase them if there is money left over in the budget.

Mr. Martin spoke about the lighting in the auditorium. He provided history about the lighting and indicated that the ellipsoidal lights that CHS has been purchasing are discontinued and the light board is beyond its useful life. He indicated that they have been purchasing newer LED lighting and the existing light board will not be able to handle the number of channels it will take to operate the stage lights when they purchase them. Mr. Martin commented a new light board with more than enough channels and capacity to handle the lighting would cost approximately \$9,000. He indicated it is necessary to equip the auditorium with adequate lighting and will be better able to handle future additions.

Dennis Perreault, CHS teacher, commented on CHS plans for parking. He indicated there was a presumption that the parking lot would be maintained by the town. He explained parking permits were originally \$5.00 and then increased to \$10.00. He noted when the budget crisis occurred in the district, parking fees were increased to \$100. Mr. Perreault indicated the district was reimbursed \$1.8M, but not all the money was used to add back the reductions that were applied. He commented by charging a parking fee you are taxing the students who do not have a choice to vote to put you in office. He noted the town is not maintaining the parking lot. He encouraged Board members to reduce the parking permit fees to \$0.

Mrs. Corbeil commented students should not have to pay for parking and transportation. Mr. Bourque commented once they are able to drive they stop taking the bus.

○ FY18 GMS REQUESTED BUDGET

Mr. Thompson presented the FY18 GMS requested budget with a bottom line of 130,485, which is a \$13,992 increase over FY17. He explained that the budget is an effort to move GMS from a position of strong achievement to a position of excellent student achievement. He reported the projected enrollment for 2016-2017 was 333 students, but the actual enrollment is 387 with a particular increase in grade 1. He indicated he will be requesting an additional teacher in grade 2 next year. He noted as programs grow and reduce we shift teachers around in the earlier grades. Mr. Thompson indicated all incoming K-1 students will be screened to determine early reading

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problems next year. He commented there are requests for additional personnel, expansion of the technology teacher, continuing with Project Lead the Way and replacement of the administrative assistants' furniture.

Mr. Bourque mentioned there is a sign for the main entrance in the budget. He indicated that it will not be able to be seen from the driveway. He asked what can be done for the 1930s building entrance so people will not think it is the main entrance. Suggestions included putting up a sign with arrows directing people to the main entrance.

With reference to Project Lead the Way, Mr. Thompson commented that last year kits were requested for all students. He indicated the purchase has been budgeted over two years.

Mrs. Izbicki asked about the dues and fees for Destination Imagination. She asked if the fees increase with the number of teams. Mr. Thompson indicated the cost includes competition fees, supplies, registration costs and dues.

Mrs. Izbicki asked if it is school sponsored and if so, there is much that goes with that. Mr. Thompson indicated there are logistics to work out.

○ LUNCH

The School Board took a brief intermission for lunch at 12:40 p.m.

The School Board reconvened at 1:10 p.m.

○ FY18 HR REQUESTED BUDGET

Mrs. Messenger presented the FY18 Human Resources requested budget with a bottom line of \$10,247, which is a \$234 increase over FY17.

Mrs. Harrison mentioned that she and Mr. Thompson will be presenting a new after school program for GMS and it may require additional background checks for volunteers.

Mrs. Harrison made a motion to add \$250 to Account 1000283000-280, New Hire Expenses. Mr. Barka seconded. The motion carried 5-0-0.

○ FY18 SALARIES & BENEFITS REQUESTED BUDGET

Mrs. Messenger presented the FY18 Salaries & Benefits requested budget with a bottom line of \$16,505,099, which is a \$636,308 increase over FY17. She indicated increases and decreases in the budget are as follows:

- Health Insurance increase \$210,600 (10%)
- Dental Insurance increase \$7,734 (3%)
- Removal of Summer Check Benefits Rate Adjustment \$28,000
- New Hampshire Retirement:
 - Teacher rates increase \$149,917 (17.36% from \$15.67%)
 - Employee rates increase \$12,823 (11.38% from 11.17%)
- No increases in the budget for LEA salaries as we are in the midst of contract negotiations
- No increase in the budget for LSS salaries as we are in the midst of contract negotiations
- Non-affiliated employees increase includes:
 - Administrators, Professional, SAU Office
 - Total increase \$57,524
- Substitutes Salaries decrease \$12,884 (daily substitutes)
- Substitutes Salaries increase \$30,860 (long term substitutes)
- 6th Period classes budgeted current cost \$28,258
- Expected Teacher and Paraprofessional Grade Changes budgeted \$8,720 estimate
- Severance Payouts budgeted \$49,201 (subject to change November 1)
- DW Administrative Vacation Buybacks (administrators' contracts) budgeted \$8,000
- Vacant Superintendent position budgeted \$135,000, plus \$52,000 for cost of benefits
- New Positions:

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- DW Special Services Coordinator \$92,885
- DW Enrichment Coordinator PreK-8 \$80,355
- Changes in current positions:
 - GMS Grade 2 Teacher \$82,843
 - GMS Assistant Principal (part time to full time) \$61,561
 - GMS Summer Reading Teachers (2 additional) \$4,425
 - GMS Team Leader Special Services \$1,079
 - GMS Team Leader PreK \$1,079
 - LMS Library/Computer Club Advisor \$1,806
 - LMS Lego Robotics Advisor \$1,806
 - LMS Destination Imagination Advisor \$1,806
 - LMS Academic Assistance Support \$5,397
 - CHS Library Media Specialist additional days \$2,314
 - LMS Special Education Teacher (part time to full time) \$13,286
 - DW Special Services Academic Support Tutor \$28,495
 - Curriculum Director (part time to full time) \$35,991.42

Mr. Bourque asked what drives NH Retirement numbers. Mrs. Messenger commented the rates were low and a large influx of teachers retired when there was no medical subsidy.

Mr. O'Neill explained the funding is so there is enough in the investment pool to guarantee teachers receive the amount that is contracted when they signed up as a teacher. He indicated the calculation was significantly underfunded to be able to pay all the commitments the system had. He noted they recalculated the amount they needed for teacher retirement and the state has started to downshift that cost to towns and school districts.

Mr. Barka made a motion to reduce Account 1031222200-110, CHS Library Services Salaries, by \$1,847 for the 5 additional days for the Librarian.

Mr. Bourque commented the librarian has to close the school down once the school year has ended and there is much inventory and work that is not morally done by the classroom teacher. He indicated it is a reasonable expense.

Mr. Barka withdrew the motion.

Mrs. Harrison asked why CHS has a library monitor and there are none at the other two schools. Mr. O'Neill indicated that decision is up to the principal. He offered to provide the answer for the Board.

○ FY18 LMS REQUESTED BUDGET

Mr. Lecklider presented the FY18 LMS requested budget with a bottom line of \$150,800, which is a \$10,253 increase over FY17. He commented that overall he is proud of last year and where we are with student achievement. He indicated we will continue to build on Project Lead the Way in the budget, and Lego Robotics and Destination Imagination have been growing. He noted the Music Program Choral position was removed five years ago, which resulted in an after school choral program and is being requested in this budget. Mr. Lecklider explained that trends over the last five years yielded that numbers in chorus have decreased significantly, which is a concerning trend. He noted band numbers are very large.

Mrs. Corbeil was concerned there were no computers budgeted in the science account in the LMS budget. Mr. O'Neill indicated he will provide the answer.

Mrs. Leite commented the choral position is critical. She indicated choral is suffering and the gap is large. She noted it is crucial to the continuity of that program.

Mr. Lecklider acknowledged that the Board has to consider declining enrollment, but he asked for consideration for the content specialists.

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Mr. Bourque commented you have an incoming class that is less 40 students. He indicated the Budget Committee will be looking at that. He was concerned the Board may not be able to save a teacher if the Budget Committee makes that reduction.

○ FY18 TECHNOLOGY REQUESTED BUDGET

Mr. Pelletier presented the FY18 Technology requested budget with a bottom line of \$465,940, which is a \$189,296 increase over FY17. He indicated the budget includes one year of a five year cycle for mission critical technology equipment and the incorporated cost of implementing the 1:1 initiative.

Mr. Bourque was concerned that Chromebooks were budgeted for the CHS World Language lab. He noted there are different prices for Chromebooks. Mr. Pelletier explained that the cost depends on the function of the Chromebook. He added different size screens impact the price and there are licenses and fees.

Mr. Bourque asked if the Chromebooks are restricted to that course. Mr. Pelletier commented they will not have to be restricted and anyone should be able to use them.

Mr. Bourque asked about the need for Chromebooks if the teacher has an interactive board and a Chromebook. Mr. Pelletier indicated that Chromebooks are for individual use. Mrs. Izbicki commented if you want to teach differentiated instruction through Google Classroom, you can push three different classes out to different students.

Mr. Pelletier mentioned at GMS they have only one Windows laptop cart and one Chromebook cart. He commented it is very difficult to clear the computer lab for testing.

Mr. Bourque asked about the increase in equipment replacement. Mr. Pelletier indicated the Board will see an increase in all equipment replacement lines to replace four projectors and/or smart boards.

Mr. Bourque asked for an explanation of the different in the actual expenditures over the last four years. Mr. Pelletier indicated in 2016 much was paid ahead. He explained we actually took some 2016 funds and purchased items budgeted for 2017.

Mr. O'Neill commented there is a staff of three in the IT department with 2,100 devices to service. He indicated we are requesting to add 200 devices per year. He wanted to know the industry standard.

Mr. Pelletier indicated one person per 100 devices is normal.

Mrs. Corbeil commented as we go forward somewhere in these budgets there has to be teacher training for these devices. She indicated we have to expose students and teach them Microsoft.

Mr. Barka left the meeting early.

○ FY18 BUSINESS REQUESTED BUDGET

Mr. Markiewicz presented the FY18 Business requested budget with a bottom line of \$55,475, which is a decrease of \$8,377 over FY17.

Mr. Markiewicz presented the FY18 Transportation requested budget with a bottom line of \$494,764, which is a \$23,555 increase over FY17.

○ FY18 BUILDINGS & GROUNDS REQUESTED BUDGET

Mr. Ross presented the FY18 Buildings & Grounds requested budget with a bottom line of \$1,325,522, which is a \$32,143 increase over FY17. He indicated we are in the process to complete a building assessment with the approved vendor. He commented some of the budget has been held back subject to cost recommendations of that assessment. He noted DW Maintenance includes a new position and costs associated with that position. Mr. Ross indicated that building services include a continuation of door and window replacements, carpet removal and tile installation.

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Mr. Bourque asked why there is a request for a van in DW Additional Equipment. Mr. O'Neill indicated he drove that request. He explained in any district or business when you have a maintenance person who needs supplies, belts, tools, etc. it makes more sense to stock these things in a van instead of keeping them at a centralized location and with traveling between locations.

Mr. Bourque mentioned there is a new Gator vehicle budgeted. He asked what is wrong with the existing Gator. Mr. Ross explained the vehicle is used heavily every day. He indicated it is very run down and past life expectancy. He commented the crew needs a vehicle that is more heavy duty.

Mr. Bourque commented he observes the gator being driven around between school locations often.

Mr. Bourque made a motion to reduce Account 1000263000-738, DW Equipment Replacement, by \$15,999. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque asked about the amounts budgeted for catch basins and power sweeping. Mrs. Flynn indicated that she provided information researched through the vendors regarding the costs for these items. She explained that the catch basin vendor supplied extensive information about the number of catch basins at each location, where they are located and what is entailed in cleaning them. She reported that a contracted cost was negotiated for next year at an actual rate. With reference to power sweeping, Mrs. Flynn provided actual costs from the vendor. She noted he has not changed his price in several years, but anticipated an increase next year.

Mr. Bourque made a motion to reduce Account 1031263000-430, CHS Grounds Repairs & Maintenance, by \$300 (power sweeping). Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque asked about the amount budgeted for back up batteries for the emergency lights and fire systems at all three schools. Mr. Ross indicated he believes that the amounts budgeted can be reduced, if necessary.

Mr. Bourque made a motion to reduce Account 1011264000-430, GMS Non-Instructional Equipment Repairs & Maintenance, by \$2,000 (back up batteries for emergency lights, fire system). Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to reduce Account 1021264000-430, LMS Non-Instructional Equipment Repairs & Maintenance, by \$1,000 (back up batteries for emergency lights, fire system). Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to reduce Account 1031264000-430, CHS Non-Instructional Equipment Repairs & Maintenance, by \$3,500 (back up batteries for emergency lights, fire system). Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque asked about the amount budgeted for portapotties in CHS Grounds Services. Mr. Ross indicated that the rentals are for 2 portable toilets @ \$100/each for 7 months.

Mr. Bourque commented the town pays \$60 for a rental fee. He suggested checking with the town regarding renting portable toilets at a lower cost.

Mr. Bourque asked about the cost to purchase modular classrooms. Mr. Markawicz indicated he will get a cost from the vendor.

Mr. O'Neill reported Mr. Markiewicz and Mr. Ross have been gathering information regarding security. He indicated he will share that information in non-public session with the Board.

Holly Love, LMS teacher, commented with regard to plans in the budget to thin the woods between the portables and the field. She indicated it could become a distraction to the students in the portables.

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○ **FY18 FOOD SERVICE REQUESTED BUDGET**

Mrs. Lawrence presented the FY18 Food Services requested budget with a bottom line of \$328,102, which is a decrease of \$25,770 over FY17. She indicated that she used a 3 year average of actual expenditures to prepare the budget. She commented that purchasing supplies through the food coop is helping to bring costs down.

Mr. Bourque asked how the budget impacts meal prices. Mrs. Lawrence indicated that meal prices have to remain as the current rate according to the price reimbursement for free meals mandated by the federal government. She explained the state provides an equity formula for paid meals over the next four years and which tells us the price for the next year.

Mr. Bourque commented that budget dollars do not influence the price of the meal. He asked if we can change or upgrade the food we serve. Mrs. Lawrence indicated when schools belong to the national lunch program there are certain meal patterns and food required to be served. She noted we are restricted because we have to follow the guidelines.

Mr. Bourque commented schools that opted out have increased their sales. Mrs. Lawrence indicated it varies and some schools had to go back to the lunch program.

Mr. Markiewicz commented the opportunity for opting out to be successful is in the larger school districts. Mrs. Lawrence indicated the concern of opting out is that we tend to leave behind the free and reduced lunch children.

Mr. Bourque asked how many students participate in free and reduced meals. Mrs. Lawrence indicated it is between 9% and 11%.

Mrs. Harrison commented if we were to revamp what we serve it would be a long process to acclimate the children to the newer foods. She indicated because we have done a good job as a district of being cost conservative, maybe we are in the position to do something different now.

Mrs. Lepore commented she would like to see the different food choices and believes some are not that difficult to make.

Mr. Bourque made a motion to reduce Account 2111310000-430, GMS Food Service Operations Repair & Maintenance, by \$2,500. Mrs. Lepore seconded. The motion carried 3-0-1.

Mr. Bourque made a motion to reduce Account 2111310000-610, GMS Food Service Operations Supplies, by \$1,000. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to reduce Account 2111310000-630, GMS Food Service Operations Food, by \$6,000. Mrs. Lepore seconded. The motion carried 3-0-1.

Mr. Bourque made a motion to reduce Account 2121310000-430, LMS Food Service Operations Repair & Maintenance, by \$1,500. Mrs. Lepore seconded. The motion carried 3-0-1.

Mr. Bourque made a motion to reduce Account 2121310000-610, LMS Food Service Operations Supplies, by \$500. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to reduce Account 2121310000-630, LMS Food Service Operations Food, by \$5,000. Mrs. Lepore seconded. The motion carried 3-0-1.

Mr. Bourque made a motion to reduce Account 2131310000-430, CHS Food Service Operations Repair & Maintenance, by \$800. Mrs. Lepore seconded. The motion carried 3-1-0.

Mr. Bourque made a motion to reduce Account 2131310000-610, CHS Food Service Operations Supplies, by \$1,000. Mrs. Lepore seconded. The motion carried 4-0-0.

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Mr. Bourque made a motion to reduce Account 2131310000-630, CHS Food Service Operations Food, by \$10,000. Mrs. Lepore seconded. The motion carried 3-0-1.

Mr. Bourque commented this budget work session has been a good process with great dialogue. He was pleased there were many community members in attendance earlier who provided some good information and feedback from the budget. He encouraged community members to attend the Budget Committee budget review meetings.

Nate Cooper, CHS teacher, agreed that this was a great way to go about the budget process. He indicated that people were able to see connectivity between the line items and conversation that may not happen over five or six meetings. He noted there was productive dialogue and thanked the Board for allowing the input.

Mr. O'Neill commented that the town meeting format allows for dialogue around good ideas and helps people understand these things. He indicated it adds to the long term health of the district. He asked the Board to consider a consent agenda in the future.

II. ADJOURN

Mrs. Lepore made a motion to adjourn at 4:10 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 October 19, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member
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

D. Summary of Non-Public Actions from: October 5, 2016:

Mrs. Lepore made a motion to approve the non-public minutes of September 21, 2016 as written. Mrs. Harrison seconded. The motion carried 3-0-1, with Mr. Barka abstaining.

Mrs. Lepore made a motion to accept the nomination of Kimberly Bartlett as CHS Math teacher for the 2016-2017 school year. Mr. Barka seconded. The motion carried 5-0-0.

Mrs. Lepore made a motion to accept the resignation of Heidi Normandeau. Mr. Barka seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

- Proposed Program for GMS: New Frontiers

Mr. Thompson and Mrs. Harrison provided information regarding a new program for GMS: New Frontiers. Mr. Thompson indicated it used to be called the Frontier Club. He explained it is a good way of aligning with the Board goal of expanding enrichment activities. He indicated the question that needs to be addressed is if this is should be adopted as a school sponsored program as opposed to a PTO program. He thanked Mrs. Harrison for her level of volunteerism and added the program is a great opportunity for students.

Mrs. Harrison provided a brief presentation on the New Frontiers program.

- Originated because the PTO was looking for ways to enrich our experiences for children that do not participate in sports;
- Modeled after Wider Horizons program currently running in another district;
- After school clubs give access to new experience in high interest areas;
- Encourage students to explore subject areas in depth;
- Support and promote enthusiasm for learning, collaboration, communication, creativity and critical thinking;
- Improve grades, behavior, work habits;
- Current Frontier Clubs currently funded by PTO and run during recess or 6 week sessions after school;
- New Frontiers will be funded by fees, occurring after school;

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- Current clubs have their own coordinators, but New Frontiers will have one coordinator for all the clubs and use volunteers to run the activities;
- Volunteers contact the program coordinator and a background check is performed;
- Students register and coordinator works with office staff;
- Clubs are held on a one-time, rotating or continual basis;
- Wide variety of opportunities, more flexibility for volunteers, little or no cost to district, community involvement in the school.

Mrs. Harrison indicated the challenges would be that the volunteers would have to be fingerprinted and their backgrounds checked and would need website access.

Mr. Thompson commented we need CPR and First Aid certified staff.

Mrs. Harrison indicated the PTO has money in their account for startup.

Mr. Bourque commented we pulled \$6,000 from the PTO and are proposing funding in the budget.

Mrs. Izbicki felt strongly this program needs to be PTO funded as things get more difficult when the district is involved.

Mr. Bourque commented the PTO takes on many clubs and Destination Imagination. He indicated this is a great payback project for sophomores and juniors.

Mrs. Izbicki asked if teachers would be offered professional development hours for consideration for running a club that aligns with the goals.

Mr. Thompson indicated if they write up something that outlines the learning process they would be eligible for professional development credit. He commented, in terms of high school students running clubs, a few years ago some seniors wanted to run a Lacrosse camp during April vacation, but we could not let them run the club unsupervised.

Mr. Thompson commented this will be a PTO program. Mr. Bourque commented we can start with the PTO and see how it goes.

- Concussion Policy

Mr. Lonergan and Mr. Mills commented on the draft policy and answered questions from the Board. Mr. Lonergan indicated he read through the policy, which is comprehensive, and suggested three revisions. Mr. Mills concurred.

Mr. Bourque believes that the policy should encompass all students, from PreK – 12.

Mrs. Flynn explained the policy is in compliance with the law, which is exclusive to students with athletic injuries.

Mr. Bourque commented that there are students who do not participate in athletics that may experience a concussion and the policy should address those students.

Mrs. Flynn indicated the policy is being reviewed by legal counsel at this time. She suggested that a separate policy for students with concussions [in general] be drafted in conjunction with this policy. She noted that revisions will be applied and the policy will be brought back to the Board at the next meeting with legal counsel's recommendations.

F. Correspondence

Mr. Barka indicated Mrs. MacDonald submitted correspondence regarding pay to play discussions at the Board level.

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Mr. Bourque indicated that would be a community discussion. Mrs. Flynn commented the Board discussed that topic in length with the community in 2012 when faced with the \$2M funding crisis.

G. Approval of Draft Minutes:

- Public Session October 5, 2016

Mrs. Lepore made a motion to approve the public minutes of October 5, 2016 as written. Mrs. Harrison seconded. The motion carried 5-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

Superintendent O'Neill recommended the newly written Internet Use policy and Concussion policy be reviewed by the Board. The Concussion policy was reviewed earlier in the meeting.

- Review of Internet Use Policy

Mr. Barka asked why the Board is reviewing another acceptable use policy when there is already one in place.

Mrs. Flynn indicated the Superintendent wants a policy to address the concerns of the district entering into the social media venue and one that will also address future occurrences.

Mrs. Lepore provided several suggested revisions and reviewed them with the Board. Most of the revisions addressed the reference of "users and groups" throughout the policy. Mrs. Lepore commented that the district does not intend to allow access to the website by outside groups and suggested replacing the reference to "users and groups" with just "users". She suggested other revisions, which were relative to rewording of language.

The policy will be revised and brought back to the Board at the next meeting.

II. REPORTS

A. School Board Comments

Mrs. Lepore thanked the community members who attended the budget session on October 15. She indicated there were good questions and opportunity to answer those questions. She encouraged more people to come to the Board meetings and Budget Committee meetings. She commented it is good for residents to know what is in the budget and to support the budget.

Mr. Bourque agreed. He announced beginning November 3, the Budget Committee will begin their review of the school district budget, which is expected to be a four week process. He noted that the schedule is posted on the website.

Mr. Bourque commented on bus fees charged to high school students and indicated that he believes they should not be charged a fee.

Mr. Bourque made a motion to remove the high school bus fees for 2017-2018. Mrs. Lepore seconded.

Mr. Bourque indicated he spoke to the Superintendent who agreed that the fees should not be charged because only a small population rides the bus in high school.

The motion carried 5-0-0.

B. Business Administrator's Report

Mr. Markiewicz provided a financial report on the district finances for the first quarter. He reported 78% of the budget consists of salaries and benefits, 15% consists of purchased services, 6% supplies, 2% property, and 4% other expenditures. The majority of revenue projections comes from the local tax base (\$14.4M), \$5.5M from the state education grant, and approximately \$486,000 from other sources. Local revenue is exceeding 70% (70 cents of

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each dollar to education). He reported that \$17.6M of the budget has already been either encumbered or spent and the remaining appropriations total approximately \$2.7M. He noted the majority of that is for purchased services.

Mr. Markiewicz asked Board members to approve the budget transfers made during September and early October .

Mr. Bourque made a motion to approve the budget transfers for September and early October 2016. Mrs. Lepore seconded. The motion carried 5-0-0.

- Student Transportation Policy Revision

The Student Transportation policy and procedures have been revised to include language regarding drop-off expectations and procedures for kindergarten and first grade students.

Mr. Markiewicz indicated there was concern with substitute drivers servicing district transportation that drop off students in grades K-1. He commented the major change is for parents to communicate with drivers and for drivers not to drop off K-1 student if no responsible party is at the stop. He noted we need to give our expectations to the drivers and formalize this policy to the bus company.

Mrs. Harrison asked if parents can opt out if they do not have anyone to meet the child. Mr. Markiewicz indicated we want our drivers to be more responsible for students in grades K-1. Mr. Bourque commented drivers will usually keep the child on bus, finish the route and check back at the student's bus stop.

Mr. Bourque asked if the district can find out who is assigned in the seating on the bus. Mr. Markiewicz indicated he will get that information for the Board.

C. Committee Reports

- Budget Committee

Mr. Bourque reported the Budget Committee met to discuss and vote on town budgets.

III. OLD OR UNFINISHED BUSINESS

A. FY18 Budget Final Review

Mr. Markiewicz provided changes from the Superintendent's recommended budget and commented the objective is that changes made this evening will be made electronically and the budgets will be delivered to the Budget Committee next week. He reported that the Superintendent made changes reduced Co-Curricular stipends by \$7,019.

The Board conducted a final review of the FY18 School District budget before it is submitted to the Budget Committee.

Mr. Bourque made a motion to reduce Account 1021272400-519, LMS Athletics Transportation, by \$1,000. Mr. Barka seconded. The motion carried 5-0-0.

Mr. Barka made a motion to reduce Account 1031110008-734, CHS Physical Education Equipment Additional, by \$700 (removal of Rescue Anne dolls). Mr. Bourque seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to reduce Account 1031110011-610, CHS Math Education Supplies, by \$400 (removal of batteries for calculators). Mr. Barka seconded. The motion carried 5-0-0.

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

Mr. Barka made a motion to reduce Account 1031222200-110, CHS Library Services Salaries, by \$1873.40 and all additional cost items (removal of 5 additional days for librarian).

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Mr. Bourque amended the motion to reduce Account 1011222200-110 by \$1,873.40 and all associated cost items (removal of 5 additional days for librarian). Mr. Barka seconded. The motion carried 4-1-0.

Mr. Barka made a motion to reduce Account 1031222200-110, CHS Library Services Salaries, by \$1,847 and all associated cost items for the 5 additional days for the librarian. Mr. Bourque seconded. The motion carried 4-1-0.

Board members asked about the library monitor position. Mrs. Harrison commented there was community input regarding the library monitor. Mr. Markiewicz indicated the monitor does work at CHS after school.

Mr. Bourque made a motion to reduce Account 1021110012-110, LMS Music Education Salaries, by \$27,159.85 for the part time music teacher (chorus). Mr. Barka seconded. Mr. Barka seconded. The motion carried 4-1-0.

Mr. Markiewicz indicated the FY18 Recommended Budget bottom line after School Board changes is \$21,134,414.

Mr. Bourque made a motion to approve the FY18 Recommended Budget General Fund bottom line of \$21,134,414. Mr. Barka seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to approve the FY18 Recommended Food Services Budget bottom line of \$560,918. Mrs. Izbicki seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to approve the FY18 Recommended Grants Budget bottom line of \$575,000. Mr. Barka seconded. The motion carried 5-0-0.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. PUBLIC INPUT

A. Community Forum

Janine Anctil, 43 Tanager Way, commented on the transportation policy. She indicated that separating children by age on the bus is at the discretion of driver. She commented that younger children should be allowed to sit with their older sibling on the bus.

Mr. Bourque indicated that is allowed for the first week of school so the younger child gets used to riding the bus.

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 7:56 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. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 9:00 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

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VIII. ADJOURN

Mr. Barka made a motion to adjourn at 9:01 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Elizabeth MacDonald

Name: Elizabeth MacDonald

Subject: Sports

Message:

Hello All-

I was wondering if the subject of pay-to-play for sports has ever come up in your discussions. I am a parent of two middle school boys and would have no problem paying for them to play a sport in the high school especially if it eliminates fundraising. Just curious.

Page Title: All School Board Members

Page URL: <https://www.litchfieldsd.org/27-email-entire-school-board>

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

Litchfield, New Hampshire 03052

Approved Minutes November 2, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member (*excused*)
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

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: October 19, 2016:

Mr. Barka made a motion to approve the non-public minutes of October 5, 2016 as written. Mrs. Lepore seconded. The motion carried 4-0-1, with Mr. Barka abstaining.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Mr. Barka indicated correspondence was received from Betty Vaughn, regarding support for the LMS part time music teacher; Amy Goldstein, regarding support for the LMS part time music teacher.

Mr. Bourque indicated correspondence was received from Beckie Moore, regarding Tech Ed in Grade 6. He commented her concern is that we are focusing more on STEAM than Technical education. He noted that Mr. Lecklider responded and explained that although there is a focus on STEAM, as the semester progresses students and parents will see more of what was done in the past as well.

G. Approval of Draft Minutes:

- Public Session October 15, 2016

Mrs. Harrison made a motion to approve the public minutes of October 15, 2016 as written. Mrs. Lepore seconded. The motion carried 4-0-0

H. Community Forum

Natalie Hirte, 14 Lund Street, expressed that the part time LMS music teacher position should be reinstated in the FY18 budget. She indicated it was removed once from the budget and became a detriment to the students' education and there are scheduling problems with after school programs. Mrs. Hirte commented that a full time music program at the middle school level is important to attract more high quality teachers, engage and interest more students, sustain programs throughout the grades, build self-confidence and help prepare our students coming to the

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high school. She indicated it has been five years since the program was removed from the budget. She noted that quality teachers do not want part time jobs. Mrs. Hirte commented that parents and students have little choice in programs other than athletics. She was concerned that there is a decrease in choral students at the middle and high schools. She noted that students that participate in a music program become better listeners.

Betty Vaughn, 19 Stark Lane, commented that Mrs. Leite is a wonderful role model to students and the band program continues to grow due to her dedication. She indicated when chorus was removed there was a negative impact on the middle school and high school. She noted that it affects teachers' abilities to help student progress. Mrs. Vaughn commented that the district needs to grow the music program as it is the district's best asset. She was concerned that other positions are being added and programs like this one are being reduced. She commented when the music teacher presented the request to add the position in the budget they should have been taken seriously.

Mr. O'Neill commented that he recognizes that there was an additional music teacher in district. He indicated we have wonderful music program and he would like to keep it going and growing. He clarified the part time LMS music position was not included in next year's budget. He noted there is currently a choral activity after school, but he agreed the numbers are not large and that having a position in the district would be a plus. Mr. O'Neill commented we are in an era of having to make tough decisions with regard to staffing.

Mrs. Vaughn commented she saw Mr. Lecklider say he was hoping the position could be added back into the budget next year. She indicated it bears consideration to go over the information again and make some adjustments.

Mrs. Hirte commented that if a student is not athletic, there are not many activities for them to participate in after school. She indicated there is large support for STEM, which is important, but the Arts are where so many children find a home. She noted if it was in the curriculum it would be open to more students who may discover a love for something they did not know they had. She commented it is up to us as a community to support and educate the whole child.

Mr. Bourque commented the budget has been passed on to the Budget Committee. He suggested if the community is looking to put items back into the budget it can be done at Deliberative Session.

Mr. Barka agreed Deliberative Session is the best place to add something back into the budget. He mentioned that a petition warrant article can be submitted as well.

Mr. Bourque explained the School Board decided to remove the position because other position are more needed.

Mr. Barka commented there are two contracts in negotiations and we could be looking at over \$1M in increases.

Mrs. Lepore commented that she appreciates what Mrs. Vaughn and Mrs. Hirte are saying and agrees with their comments. She indicated music impacts students in so many different ways and teaches valuable lessons. She noted she would support the position, but it is not only the Board's decision.

I. Superintendent's Comments

• NESDEC Enrollment Projections Oct 2016

Mr. O'Neill provided the enrollment projections from NESDEC for October 2016 to the Board. He reported that there is no data overall that stands out. He indicated that the district continues to look at an average 1.5 student per year decline in enrollment for the next 10 years. He noted one contradictory piece of information is the grade 1 enrollment. Mr. O'Neill explained that we usually get a good indication with live births, but the anomaly that occurred this year was there were 20 more students enrolled that were not born in Litchfield. He commented all projected enrollments are what is included in the first grade cohort and if births are not going to reflect the first grade cohort, we will have to monitor that cohort to see what is impacting the enrollment. He suggested that this could be due to younger families migrating into Litchfield. Mr. O'Neill reported that the NHSBA enrollment projections were just received today and the initial reaction is that that they are similar to the NESDEC projections. He indicated they are aware that the first grade glitch is something that has to be watched. He commented it would be a safe projection that we will lose 1.5 students per year, but the lower enrollment will impact middle and high

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schools over the next eight years. He noted we will continue to watch the enrollment and make decisions based on actual enrollment.

Mrs. Lepore asked if the district has consulted the real estate markets. Mr. O'Neill indicated that there is information regarding new home permits, which are off significantly.

Mrs. Lepore commented it would be interesting to know if home sales coincide with the influx in enrollment in first grade. Mr. O'Neill indicated we can contact the Board of Realtors to see if they have that information. He noted we will have that information by late winter or early spring. He mentioned that a comment from NESDEC reflects that if it seems families are moving into grades 1-8, then the path of projected decline may be wrong. He indicated that Deliberative Session is a critical meeting for educational plans for next year.

II. REPORTS

A. School Board Comments

Mr. Bourque commented both the Boys and Girls soccer teams lost this year.

Mr. O'Neill mentioned he was considering how to continue to elevate knowledge of our district. He asked if the Board would be interested in recognizing someone for outstanding achievement on a monthly basis by publicly recognizing them and giving them an award. He commented he will look into it and implement it next month.

- **Ski Club Discussion**

Mr. Bourque discussed the Pat's Peak Ski Club with the Board. He mentioned that brochures were sent out a week ago to register. He indicated the brochure states "not a school activity". He commented that he discussed this with the Superintendent and consulted legal counsel, who believe it is a school activity. Mr. Bourque explained that our transportation policies are not in alignment with the club's transportation practices as the middle school and high school student members are bussed, but elementary student members are not. He indicated that the understanding with the Ski Club was that this had to be a school activity to get a discount, but he was told by Pat's Peak that it does not have to be a school activity as they can get a discount if they say they are from Litchfield. Mr. Bourque believes the only resolution to the problem is that the Board officially acknowledge the ski club is not a school activity and for the club to arrange for their own transportation. He commented that currently the district collects the money for and arranges transportation for the club. He recommended returning the club's money to them and having them arrange for their own transportation.

Mr. Barka commented that he was under the impression Pat's Peak would not allow the club to participate as a non-school activity because they did not have insurance.

Mr. Bourque indicated they have to have their own insurance. He commented they can collect their own money, contact the bus company and pay for the transportation.

Mr. O'Neill commented that he and Mr. Bourque reached out to Pat's Peak and spoke with the person in charge who stated the club can get a discount without this being a school activity. He indicated we can inform the parents that we checked into it and that they can participate in the program on their own and get a discount.

Mr. Bourque was concerned that the district has been in a liability position and noted that this is the correct resolution.

Mr. Bourque made a motion for the Ski Club to be a non-school activity and for the Ski Club to arrange for their own transportation. It is the Superintendent's responsibility to notify LMS and CHS that the district will no longer accept funds for or arrange for transportation for the Ski Club. Mr. Barka seconded. The motion carried 4-0-0.

Mrs. Harrison commented during the Saturday Budget Work session there were comments regarding more lunch choices and the possibility of opting out of the federal lunch program. She requested a committee be established to look at those options.

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Mr. O'Neill indicated that Londonderry has opted out at the high school level. He offered to contact them and other districts that have followed suit.

Mr. Bourque asked about the monetary impact of opting out of the federal program. Mr. Markiewicz indicated the impact would be \$100,000 district-wide.

Mr. Bourque commented that he does not have issue with a discussion of the topic, but cautioned the Board to keep the cost impact in mind.

Mr. Barka asked if the district would still be eligible for the federal funds if better food was served. Mr. Markiewicz indicated it is not just a matter of recovering the money, it is losing the opportunity to recover the money.

Mr. Bourque commented that the kitchen equipment would have to be updated to handle preparation of the meals. Mr. Markiewicz indicated it is a labor issue and must be vetted. He mentioned that he asked Mrs. Lawrence to look at the option and provide information regarding any issues that may result. He commented it is not simply changing food quality components. He noted that once the research is complete the information will be brought before the Board for recommendations.

Mr. O'Neill indicated that we will investigate what other districts are doing and make recommendations. He agreed that a committee could provide fresh ideas. He commented we will go through the procedures internally and see how we can improve things. Mr. O'Neill indicated that the district will report in one month (or so) about other opportunities and Mr. Markiewicz can prepare an analysis. He added that Londonderry opted out because they wanted to serve more food.

B. Enrollment Report Oct 2016

Mr. O'Neill provided October 2016 enrollment information for the Board.

C. Committee Reports

- Budget Committee

Mr. Bourque reported the Budget Committee met last week and completed the town budget. He indicated they will vote on final reductions to the town budget in late December as they are waiting for the final warrant articles and looking at the tax cap. He noted the town budget is approximately \$180,000 over the tax cap. Mr. Bourque commented the article that was approved last year is not legally binding because the town failed to hold a special hearing within the required timeframe, but they are honoring the wishes of the voters. He reported the Budget Committee will begin reviewing the FY18 School Board Recommended Budget tomorrow night.

III. OLD OR UNFINISHED BUSINESS

A. Policies:

- 1) 1st Reading: EEA Student Transportation Services

The Student Transportation Services policy was revised and provided to the Board for a 1st Reading.

Mr. O'Neill commented language was added regarding the requirement that responsible parties will have to meet K-1 students when they arrive at their bus stop at the end of the day.

Mr. Bourque asked if First Student was apprised of the changes. Mr. Markiewicz indicated they were advised and are waiting for final approval of the policy and changes.

Mr. Bourque asked with whom the responsibility lies. Mr. Markiewicz indicated it lies with the bus company as they have to abide by school district policies.

Mr. Barka made a motion to approve EEA, Student Transportation Services, for a 1st Reading. Mrs. Lepore seconded. The motion carried 4-0-0.

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2) 1st Reading: IIAE Acceptable Use Policy

The Acceptable Use policy was provided to the Board for approval as a 1st Reading.

Mr. O'Neill indicated that there has been good input from the Board regarding the redrafted policy. He commented we are trying to focus on a more "catch all" policy for all kinds of electronic technology uses.

Board members discussed areas where the policy could be more concise and requested Mr. Pelletier attend the next meeting to comment on areas in the policy for which the Board has questions and/or concerns.

3) Review: JLCJ Concussions and Head Injuries

The Concussions and Head Injuries policies were provided to the Board for approval as a 1st Reading.

Mr. O'Neill indicated the original draft policy was vetted through legal counsel who suggested that two policies be drafted: one for athletic concussions and one for concussions that occur outside of athletics. He commented there was a question about who allows a student athlete to return to play and it was suggested the athletic trainer should make the decision. Mr. O'Neill indicated that a certified physician should make that decision as a physician's approval is required to return to competition.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. PUBLIC INPUT

A. Community Forum

Natalie Hirte, 14 Lund Street, commented about the food served in the schools. She agreed that more and better choices are needed. She indicated she understands the financial impact and would be willing to pay more for her children to have a hot, healthy lunch rather than what they are served currently. Mrs. Hirte commented that there are never enough main meals left for third lunch at the high school as athletes are buying two or three meals.

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 7:08 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. Lepore, yes; Mrs. Harrison, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Harrison, the Board returned to public session at 8:05 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes.

VIII. ADJOURN

Mrs. Harrison 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

From: Betty Vaughan - SAU27 Website <sysadmin@litchfieldsd.org>
Date: October 29, 2016 at 5:29:33 PM EDT
To: <schoolboard@litchfieldsd.org>
Subject: Litchfield School District: 1/2 time music teacher

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Betty Vaughan

Name: Betty Vaughan
Subject: 1/2 time music teacher

Message:

I'd appreciate it if you can put the 1/2 time music teacher position back in the school budget and work to cut other areas of your budget. The music program in the schools is an important part of our kids education. The participation in band is continuing to grow while chorus participation is declining because there is not an in school class with a teacher who can inspire kids the way Mrs. Leite does. Mrs. Leite has been an important role model in so many kids lives through her work with them in the LMS band. She is asking for help and I feel it is essential that it is provided. Having Mrs. Labelle come up from GMS is not a well thought out solution. I understand that the IT budget is going to be large this year but computers and the STEM program are only part of the learning experience. The music program should also be valued and helped to grow. Betty Vaughan

Last page visited

Page Title: All School Board Members
Page URL: <http://www.litchfieldsd.org/27-email-entire-school-board>

The user has requested a copy of this email

From: Beckie Moore
Sent: Tuesday, November 01, 2016 7:41 PM
To: Tom Lecklider; Brian Bourque
Subject: 6th grade tech ed

Dear Mr Lecklider and Litchfield School Board,

I am writing to express my extreme disappointment to the changes in 6th grade tech ed. Not only are the kids no longer making cool projects like lamps and bird houses, it seems it is more of a drafting class. I understand the push for STEAM and/or STEM but couldn't this have been incorporated into some hands in woodworking projects like what was done in the past. I can't see where anyone would think learning how to make a foot brace would be anywhere near as interesting to a 6th grader as making a lamp! Couldn't electricity been worked into a project such as this so that the children could learn while still producing something with there hands and all the tools and machines we as a district already own. And what about exposing kids to the trades, the world needs more than just engineers!

Additionally it seems the students are not getting adequately prepared for the tests they are being given. I understand they are not allowed to take this folders home with them? This makes no sense to me! I don't understand how so many students are doing so poorly in this class while maintaining high grades in other classes.

I know I am not alone in my feelings on this topic. It most appreciated if this can be reviewed. It will be too late for these students but hopefully it can be a fun class again for future LMS students.

Sincerely
Beckie Moore

From: Tom Lecklider <tlecklider@litchfieldsd.org>
Date: November 1, 2016 at 11:10:39 PM EDT
To: Beckie Moore , Brian Bourque
Subject: RE: 6th grade tech ed

Hi Mrs. Moore,

Thank you for the email. I would love to chat more with you about Tech. Ed.

As you probably know, teachers with credentials and experience in traditional technical education are hard to find. This is classified as a "critical shortage area" in the State, which we lived through this summer. The vacancy was posted through July and into August with no applicants. The District made the decision, in an effort to attract a pool of candidates and be able to continue to offer the class, to broaden the approach to the class to a STEAM (Science, Technology, Engineering, Arts, and Mathematics) focus, including the engineering component. Once we did this, Mrs. Lepauloue applied and came to us with this background in her last two schools (they had experienced a similar transition due to a lack of applicants). While there will be some integration of the components and concepts from

the past, with this increased focus in our District in STEAM, we feel that this aligns well with the Board and District goals to this end and can be somewhat of a hybrid model between the old and the new. With that said, I hear and understand your concern to allow students the opportunity to learn about the woodworking trade. There are many of these concepts working into the current class through Project Lead the Way, also a District initiative. I think you will see as the semester moves along that there will be an increase in the hands-on tasks.

Please let me know if you would like to discuss the course further. I will follow up with a phone call this week.

Have a nice night.

Sincerely,
Tom



Tom Lecklider

Principal

☎: 603-424-2133 | 📠:603-424-1296

✉: tlecklider@litchfieldsd.org

Twitter: @tlecklider_lms

SAU 27 – Litchfield Middle School

19 McElwain Drive

Litchfield, NH 03052

From: Amy Goldstein - SAU27 Website <sysadmin@litchfieldsd.org>
Date: October 31, 2016 at 8:27:42 AM EDT
To: <schoolboard@litchfieldsd.org>
Subject: Litchfield School District: PT music teacher at LMS

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Amy Goldstein

Name: Amy Goldstein

Subject: PT music teacher at LMS

Message:

Dear school board members,

I am writing to express my disappointment with the elimination of the part time music teacher position at LMS from the budget. While trying to educate myself on this subject I found from the NH Department of Education Minimum Standards for Public School Approval the following statement: Pursuant to ED.306.26 and Ed. 306.27, the local school board shall require that a sequential and comprehensive Arts Education Program be provided for EACH K-12 student in Music AND visual arts. Does the board believe that this standard has been met at LMS since the part time music teacher position was cut 5 years ago. If a student is not in band, and does not participate in after school chorus, are they receiving music ed in grades 6-8? What is the plan if Mrs. Labelle's schedule does not allow in providing music ed to each student this year? I would argue that music ed is as important as the other UAs(gym, tech ed, art and FACS) in providing a complete and well rounded curriculum. I appreciate your consideration and attention to this matter. I sincerely hope there is a way to reconsider your position to include a music teacher to meet the standards required by the DOE. Best Regards, Amy Goldstein

Last page visited

Page Title: All School Board Members

Page URL: <https://www.litchfieldsd.org/27-email-entire-school-board>

From: Betty Vaughan - SAU27 Website <sysadmin@litchfieldsd.org>
Date: October 23, 2016 at 9:32:31 PM EDT
To: <schoolboard@litchfieldsd.org>
Subject: Litchfield School District: LMS music teacher

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Betty Vaughan

Name: Betty Vaughan
Subject: LMS music teacher

Message:

I watched the budget meeting you had recently and saw that LMS is hoping to get a part time Music/chorus teacher. I want to let you know that Mrs. Leite and the music program had a huge impact on my son positively. At that time a former student was teaching chorus after school and I saw how important this was for his friends who were involved with the program. I saw my son and his friends just blossom and grow through being part of the music program. Music, reading music, being part of a band or chorus impacts all learning in a positive way. I want all the children who are at LMS in the future to be able to have the opportunity to take chorus in school as well as band. It will be money well spent. Betty Vaughan

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

Approved Minutes for November 16, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair (*excused*)
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum & Instruction
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
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 6:10 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Mr. Bourque announced a brief non-public session was held prior to the public session and the Board discussed the Superintendent's contract.

D. Summary of Non-Public Actions from: November 2, 2016:

Mrs. Harrison made a motion to approve the non-public minutes of October 19, 2016. Mrs. Lepore seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Correspondence was received from Betty Vaughn, regarding technology, LMS choral position in the FY18 budget; Cory Izbicki, regarding a letter to the Budget Committee about budget reductions, budget process and actions of the Committee; Budget Committee Chair's response to Mr. Izbicki; FTE positions requested by the Budget Committee; CHS class numbers requested by the Budget Committee.

G. Approval of Draft Minutes:

- Public Session October 19, 2016

Mrs. Lepore made a motion to approve the public minutes of October 19, 2016 as written. Mrs. Harrison seconded. The motion carried 4-0-0.

- Public Session November 2, 2016

Mrs. Izbicki made a motion to approve the public minutes of November 2, 2016 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

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H. Community Forum

There was no community input.

I. Superintendent's Comments

- CHS Class of 2016 Gift: Lettering for CHS

Mr. O'Neill commented that at a previous meeting the CHS Class of 2016 gift was discussed. He indicated the CHS Class of 2016 would like to purchase lettering to be installed on the exterior of CHS. They are able to fund \$1,200 of the cost for the lettering and the installation. He asked the Board to accept the CHS Class of 2016 gift and approve the partial funding by the District.

Mrs. Lepore made a motion to accept the CHS Class of 2016 gift of \$1,200 for lettering for the exterior of CHS. Mrs. Harrison seconded.

Mr. Bourque asked if there was any discussion regarding if the letters should be installed on the exterior of the building.

Mr. Perez commented there was some discussion. He indicated what the students want to do is respectable and there were no negative comments.

The motion carried 4-0-0.

Mrs. Lepore made a motion to approve the district fund the remaining cost of the installation (\$605). Mrs. Harrison seconded. The motion carried 4-0-0.

Mr. Bourque thanked the CHS Class of 2016 for the gift on behalf of the Board.

Mr. O'Neill reported that Student Representatives to the School Board were elected: Annie Paquin and Jacob Scopelites.

Mr. O'Neill reported that Mr. Markiewicz has information regarding transportation.

Mr. Markiewicz commented that he received a call from First Student regarding a potential strike. He indicated that the Teamsters Union represents First Student and management met at a meeting in Washington DC. He noted they agreed to continue negotiations next Tuesday in Manchester and there will be no strike at this time. Mr. Markiewicz commented the Belmont bus drivers have been working without a contract for a number of years and the impact to this district is the drivers of the centers where they may be striking will decide if they want to cross the picket line.

Mr. O'Neill asked if there is a clause in the contract that bans striking.

Mr. Markiewicz commented we have a policy about no work stoppage with First Student. He indicated in discussion with First Student we asked if they have substitute drivers and they responded they do not have a plan should drivers proceed not to cross over the line. He noted First Student has kept communications open. He commented this is a larger national issue with the Teamsters Health and Welfare.

Mr. O'Neill commented RSA 189: governs transportation for school districts and states districts must provide transportation for students in grades K-8. He indicated if we have a disruption of service we would have to ask parents to self-transport their children or cancel school. He noted if 85% or more students are in attendance it would be considered a full school day and count toward instructional time, but if less than 85% are in attendance the State would not give us credit for the day or hours the students are in attendance. Mr. O'Neill commented it creates a challenge to comply with the mandated 180 days requirement. He indicated there was a question about a waiver for the day and the State will take consideration on the request for the waiver. He noted if we should run into this we will try for self-transportation to the schools. Mr. O'Neill commented there is no law to provide transportation for high school students. He hopes for a successful resolution.

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- Individual Service Recognitions

Mr. O'Neill discussed recognition for individuals who have gone the "extra mile" for the district. He explained this could be an employee, parent, student, or community member for outstanding service or something over and above the norm. He indicated he has had experience with a similar program in the past. He would like to generate a nomination form, post it on the website and ask for people to forward the form to the Superintendent's office. He noted he would like to begin in late December.

The School Board consensus was positive.

II. REPORTS

A. School Board Comments

Mr. Bourque commented he would like to have a discussion surrounding goals, implementation, and status at the next meeting. He indicated for administrators to consider how the goals will work at their respective buildings.

B. Technology Report

Mr. Pelletier reported that the new website was launched last Friday and some minor adjustments are needed. He noted it will be an ongoing process. He indicated that data is being added and we are happy with the support and end product. He commented there has been much positive feedback. He thanked those involved in the project.

Mr. Pelletier provided an update on LMS portable classroom connectivity. He indicated during the summer we ran into a problem where it was discovered all the cables are run underground. When upgrading from the old cable to the new cable we discovered the conduit was crushed and we cannot pull the old cable out nor pull the new cable through. He commented we are continuing to provide a temporary fix to the problem. Mr. Pelletier reported to run new cable will be a large cost as it will require excavation and aerial cable. He indicated there are patches in place and we will immediately respond if something happens.

Mr. Bourque asked if the piping is crushed at both ends or if the crushed piping can be repaired.

Mr. Pelletier explained we were able to go about 100' and that is where the pipe is crushed. He indicated the amount of actual damage is unknown. He commented the cable goes from the cafeteria to the telephone pole to the first portable. He noted fiber from the server closet needs to be run to the inside of the portables.

Mr. Bourque asked if there is an alternative. Mr. Pelletier indicated we would have to run 500' over regular networking cable with a repeater and if water gets in it can cause it to fail. He noted an access point has been added, but there is still no access in the back portable classroom. He commented a mesh access was applied that provides some access, but it is slow.

- IIAE Acceptable Use Policy

The Acceptable Use policy will be addressed at the next meeting.

C. Curriculum Report

Dr. Heon provided the November curriculum report for the Board. She provided Smarter Balanced Assessment data for the past two years to the Board, which includes a comparison between Litchfield and State results. Also included was a comparison of local and/or similar district results and per pupil expenditures.

Dr. Heon asked the Board if they would like to have a discussion on expanding college and career ready initiatives.

- PERC Recommendations:

Dr. Heon provided a Curriculum Review Guide that was recommended by PERC. She commented we have been revising the curriculum for some time and are bringing new resources. She indicated the plan needed to be revised. She noted most of the curriculum consists of five or six year bundles.

Mrs. Izbicki asked if there is any sort of direction for other online resources.

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Dr. Heon explained the products purchased have online components. She commented we do not have any type of 1:1 program. She indicated we brought it to the Board and they decided to continue to purchase printed materials until we attain the digital component. She noted we receive updatable digital resources every year for our curriculum.

Mrs. Izbicki explained she was referring to free online resources outside of the program. Dr. Heon indicated the teachers already do that.

Mrs. Izbicki commented the Budget Committee is struggling with technology and PERC needs to take a look at online resources that may be free so you can get the technology you need.

Dr. Heon commented we may want to look at the supplemental materials policy as we need guidance for implementing 100% online curriculum. She indicated the curriculum we purchased is robust and teachers look for supplemental resources.

Mrs. Harrison was concerned that the revised schedule reflects replacement of more than one area of curriculum in the same year.

Dr. Heon indicated we would not necessarily replace both and it is listed in the budget year because that is when the digital component expires.

Mrs. Izbicki made a motion to approve the proposed Curriculum Review Guide as presented. Mrs. Lepore seconded. The motion carried 4-0-0.

D. Principals Reports

- GMS

Mr. Thompson provided the GMS Principals report to the Board. He reported:

- Mrs. Cullen Kent and Mrs. Doucette trained the rest of the teachers in PLTW;
- Parents and community members attended GMS Career Day;
- SBAC: students will become more proficient in online assessments as we provide more computer instruction;
- Science NECAP: students did very well in Science with only 3% of our grade 4 students below proficient;
- 34th Annual Scarecrow Jamboree: 67 scarecrows created, 99 students participated;
- UNH Coop Extension helped students understand the plant system around the school;
- Two PD days: Oct 26: staff completed mandatory annual trainings, tutors attended demonstration of Performance Tracker; Nov 8: full day professional development included PLTW training, unit development, CPR, CPI training, Google Read and Write;
- Report cards went home today;
- Andrea Stern presented the Parent Portal of Infinite Campus to the staff.

Mr. Bourque referred to a chart of enrollment data and indicated that Grade 2 and Grade 3 should have 5 classes next year as those numbers are increasing.

- LMS

Mr. Lecklider presented the LMS Principals report to the Board. He reported:

- The PTO received the Blue Ribbon Award;
- Kara Saranich and Claire Chew will coach Lego Robotics at their first competition this Saturday;
- Red Ribbon Week yielded many activities;
- Mix It Up Lunch was aimed at generating a team climate in the cafeteria during Red Ribbon Week;
- Veterans Day ceremony had standing room only crowd;

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- Two PD Days: teachers are not just adopting resources, but looking at indicators and aligning resources;
- PLTW transition is going well; however, there is some concern the students are not using the typical wood shop model.
- CHS

Mr. Perez presented the CHS Principals report to the Board. He reported:

- The School Band is going to Hawaii for the 75th Anniversary of Pearl Harbor and will be playing with 1,600 musicians;
- The School Band concert will be streaming live from Hawaii on December 7 at 5pm;
- 21 students were inducted into the National Honor Society;
- The Girls Cross Country team won the Division III title;
- PD Days: NEASC process, RTI model work, NWEA data reviewed and a meeting will be held with all departments relative to the data;
- 1:1 Technology Pilot Programs that have Chromebooks had no issues when taking the NWEA testing; however, other classes without computers had to be scheduled for the media lab or to split to use the lab.

Mr. O'Neill expressed appreciation to the hard work and professionalism at CHS, which is in direct response to the leadership team.

- 2015-2018 School Board Goals

Mr. Bourque asked Principals to be ready to discuss the goals report at the next meeting.

E. Business Administrators Report

Mr. Markiewicz provided the district financial report to the Board. He noted we are now receiving counts from the bus company and should have enough data to bring to the next meeting.

Mr. Markiewicz reported revenue is tracking where it should be, but areas of concern are Catastrophic Aid and Medicaid Aid as we are down in both areas. He commented we should have a stronger indication by the third quarter.

Mr. Markiewicz provided the October budget transfers for Board approval.

Mr. Bourque made a motion to approve the October 2016 budget transfers. Mrs. Lepore seconded. The motion carried 4-0-0.

- Projected Revenues

Mr. Markiewicz reported the amount of the Adequate Education grant is \$5,485,734, which is lower than anticipated.

- FY18 Default Budget

Mr. Markiewicz presented a draft default budget to the Board. He indicated NH Retirement contributions for teachers increased and health insurance increased. He asked the Board for guidance in areas regarding textbook replacement, new textbooks, additional equipment (mostly technology), and technology software to determine if these areas are contractual commitments or obligations under the default budget criteria relative to providing the same level of service as the previous year.

Mr. Bourque commented we are not under contract nor have we purchased the textbooks that are budgeted. He indicated they should be one time expenditures and not included in the default budget.

Mr. Markiewicz indicated if the district gets the default budget and we do not purchase the replacement textbooks, there could be some students without books. He noted some of those areas have to be culled because there are consumables budgeted in the textbook replacement account.

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Mrs. Izbicki commented if they have it this year they should have it next year.

Mr. Bourque agreed and indicated the way it is written does not always lend to that interpretation.

Mr. O'Neill commented included in the curriculum review guide just approved are some textbooks that will be replaced in the coming year, which lends to a more liberal interpretation that they should be included in the default budget since we have to provide textbooks to students. He indicated technology should be included in the default budget as well. He noted if we are talking about pedagogical and teaching materials we need and a five year technology replacement plan, this is the commitment we have to keep the district going.

Mr. Bourque asked if the dollar amount for curriculum replacement projected. Mr. Markiewicz indicated the curriculum replacement cost is projected. He asked if we have a curriculum plan that replaces textbooks similar to the technology plan, should that not be included in the default budget? He indicated the textbook replacement cost for 2018 was \$88,000 and the default budget number is very preliminary. He commented he wanted to show the Board there are substantial budget requests not calculated in the default budget until we receive guidance.

Mr. Bourque commented that the expenditures can be included if the district feels that they should be carried over to the default budget.

Mr. Markiewicz indicated that they will bring to the Board a high level of the default budget that includes those components.

Mr. O'Neill read the default budget language from the RSA. He commented we have to make a decision on how we view what is defined as a one time expenditure. He indicated once you consider mandatory increases and contracts we will have significant challenges next year.

- Draft Warrant Articles

Mr. Markiewicz reported that draft warrant articles are in the process of being created. He indicated there will be a warrant article asking for funding for security enhancements.

F. Committee Reports

- Budget Committee

Mrs. Izbicki reported the Budget Committee met on November 10 to review and vote on school district budgets. She indicated that she is voting on behalf of the Board and what the Board proposed in the budget. She noted that technology seems to be a focus.

Mr. Bourque suggested that people attend the Budget Committee meetings and if they feel strongly about a particular area they should voice their wishes.

Mrs. Izbicki commented when the Budget Committee makes a line item reduction the School Board decides where it is allocated.

Mr. Bourque clarified and indicated once the budget is approved, it comes back to the Board and Superintendent to decide where to allocate the reductions. He indicated it is going to affect parts of the budget we proposed.

Mrs. Izbicki expressed concern about the reductions that could be made. She commented that a reduction from Special Education Professional Development law workshops could result in a liability. She indicated this is important and the staff has to be updated on the laws. She noted that reductions to PLTW will result in reducing another area(s) of the budget and could leave children without something that is needed.

Mr. O'Neill complimented Mrs. Izbicki for saying "every year is a new year" when speaking to the Budget Committee. He commented when looking forward, we have to consider what our children need to be successful.

LITCHFIELD SCHOOL DISTRICT

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Mrs. Izbicki commented going forward we are setting ourselves up for contention. She indicated we should have a relationship with the Budget Committee about being forthcoming about a bottom line while creating the budget. She mentioned professionals are feeling deflated by preparing their presentation and being ignored by the Budget Committee.

Mr. O'Neill commented that there were many community members in attendance at the Budget Committee meeting. He indicated it was a strong message to our professionals and leaders that they support them. He noted that he made a strong presentation to the Budget Committee regarding capacity to pay and per student cost. Mr. O'Neill commented we will use this as a measuring rod going forward. He indicated that measuring rod has to be 'how do we get to be the very best district we can be'. He indicated we have to look at what we need to do and not what was done in the past.

- Wellness Committee

Mrs. Harrison reported that the Wellness Committee met and discussed ways to determine how people are feeling about lunches in the schools. She indicated that the committee will be sending out a survey. She informed the Board that parents and two student members will join the committee. She noted they had a conversation with the principals about a district-wide get together and having guest speakers come.

Mrs. Izbicki suggested having younger students come watch the high school's Trebuchet Day.

- Non-Public Session

Mr. Bourque reported the School Board met in non-public at 5:30 pm to discuss the Superintendent's contract for 2017-2018. He indicated the Board extended a contract to the Superintendent for 2017-2018 with a change in the rate of pay from \$77 per hour to \$78.50 per hour. Mr. Bourque commented the Board feels strongly that the Superintendent has done a great job in a short time. He indicated the district has a good solid foundations, goals are laid out and the platform is set. He noted the district is becoming more positive. Mr. Bourque acknowledged that there are a number of people who have questions about a part time Superintendent, but the Board will not be able to find another with his experience and years of service. He announced a Superintendent Search will begin in September next year. He noted the current pool is very slim.

Mr. Bourque made a motion to extend a contract to the Superintendent O'Neill for 2017-2018. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. O'Neill thanked the Board for the opportunity to serve the town and district for another year. He commented the district has come a significant way in just over 17 months. He indicated by being here for another 18 months we will make more progress. He expressed appreciation for all the kind words and is honored to remain in the district with a great staff and community.

III. OLD OR UNFINISHED BUSINESS

A. Policies:

- 1st Reading:
 - Concussions and Head Injuries, School Athletics JLCJ

Mrs. Harrison made a motion to approve the Concussions and Head Injuries for School Athletics policy for a 1st Reading. Mrs. Lepore seconded. The motion carried 4-0-0.

- Concussions and Head Injuries JLCJA

Mrs. Harrison made a motion to approve the Concussions and Head Injuries policy for a 1st Reading. Mrs. Lepore seconded. The motion carried 4-0-0.

- 2nd Reading:
 - Student Transportation Services EEA

Mrs. Harrison made a motion to approve the Student Transportation policy. Mrs. Lepore seconded. The motion carried 4-0-0.

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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 Mrs. Lepore, the Board entered into non-public session at 8:20 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; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Lepore, the Board returned to public session at 8:44 p.m. Mrs. Izbicki seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VIII. ADJOURN

Mr. Bourque made a motion to adjourn at 8:44 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 November 30, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair (*excused*)
Janine Lepore, Board Member (*excused*)
Christina Harrison, Board Member
Paula Izbicki, 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

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: November 16, 2016:

Mrs. Lepore made a motion to approve the non-public minutes of November 2, 2016. Mrs. Izbicki seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Mr. Bourque mentioned that correspondence was received in the form of requests for information from the Budget Committee.

G. Approval of Draft Minutes:

- Public Session November 16, 2016

Mrs. Izbicki made a motion to approve the public minutes of November 16, 2016 as written. Mrs. Harrison seconded. The motion carried 3-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

Mr. O'Neill commented the district and community are proud of the CHS band who have traveled to Hawaii to participate in a once in a lifetime presentation. He wished them the best.

II. REPORTS

A. School Board Comments

Mr. Bourque provided an update on the Litchfield Support Staff negotiations. He reported that after two months of negotiations they have come to impasse and will go to mediation. He indicated the mediator will look at both sides and decide where the two sides are and could be and present his/her recommendation. Mr. Bourque provided some highlights from the negotiations:

*Litchfield School Board Meeting 11-30-16
Approved 12-14-16*

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The LSS asked for:

- a Salaries and Benefits increase for 120 employees which totaled \$2M;
- all employees working 30 hours to receive health insurance;
- additional longevity payments;
- additional holiday pay;
- equalized pay;
- life insurance for part time and full time employees;
- the Board to agree not to outsource any type of custodial or grounds work;
- free lunch for monitors, food service staff and custodial staff.

Mr. Bourque commented that the LSS relented some of the \$2M in requests. He indicated we will know more when we have the fact-finding results.

Mrs. Harrison commented she regrets not being able to come to an agreement. She indicated we were close and the final proposal was reasonable. She noted we took into consideration what the taxpayers could afford and would approve on the ballot.

Mr. Bourque commented anyone who is employed and has insurance realizes the cost is increasing and presently the employee is paying more. He indicated the insurance for this bargaining group increased 9% last year and 9.5% this year and they are still paying the same contribution. He noted that he wanted to change that by asking them to pay a little more, but there was not much agreement.

B. Business & Finance Report:

- FY18 Default Budget

Mr. Markiewicz provided the first draft of the FY18 Default Budget to the Board. He indicated it is a snapshot of adjustments to the budget. He reported:

- two of the largest areas will come in salaries and benefits as we have to adjust for the 9.5% increase;
- the NH Retirement System has increased significantly. He commented we are obligated to pay for retirement;
- reductions in salaries reflects severance buyouts and grade changes;
- large contractual obligation for technology.

Mr. Markiewicz indicated that this time the draft default budget is \$565,723 less than the recommended budget. He noted this is the first draft and will bring the default budget back for the next meeting.

Mr. O'Neill reported that a special education students just came into the district and we will be asking to increase that line by \$106,000.

- Draft Warrant Articles

Mr. Markiewicz provided a draft of the warrant articles for 2017-2018 to the Board. He indicated that a vote was not required at this time.

The Board reviewed the warrant articles, which will be revisited at the next meeting.

- Transportation: Bus Counts

Mr. Markiewicz provided Litchfield bus ridership counts to the Board. He indicated the results reflect that counts drop in some buses considerably, especially at the high school level. LMS Bus 1 counts are very high, but we may be able to modify the route. He commented we will continue to collect data throughout the year and see where to consolidate the routes.

Mrs. Harrison commented that she understood we asked them to lighten the load on the LMS bus.

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Mr. Markiewicz indicated we did ask and will put in a request. He noted that we will be mapping the routes. He cautioned as you modify the routes you have to be careful not to create a problem on another route. He commented these routes have not been changed much over the years.

Mrs. Harrison commented she would like to look at those sooner rather than later. She indicated 60 middle school students on one bus with backpacks and instruments is tight. Mr. Bourque commented that the students may also have sports equipment, which takes up a lot of room.

Mr. Markiewicz commented that is the type of feedback we need. He indicated we can ask the bus company to look at that and report back.

C. Committee Reports

- Budget Committee

Mrs. Izbicki reported the Budget Committee met and reviewed the Curriculum budget, HR budget and Salaries & Benefits budget. She indicated there were discussions about the questions that were answered. She noted this week the Budget Committee will be reviewing CHS, Buildings and Grounds, and Food Service. She commented they will be voting on Curriculum, HR, and Salaries and Benefits.

III. OLD OR UNFINISHED BUSINESS

A. Policies:

- 1st Reading:
 - IIAE Acceptable Use Policy

Mrs. Harrison made a motion to approve the Acceptable Use policy for a 1st Reading. Mrs. Izbicki seconded. The motion carried 3-0-0.

- 2nd Reading:
 - Concussions and Head Injuries, School Athletics JLCJ

Mrs. Harrison made a motion to approve the Concussions and Head Injuries policy. Mrs. Izbicki seconded. The motion carried 3-0-0.

- Concussions and Head Injuries JLCJA

Mrs. Harrison made a motion to approve the Concussions and Head Injuries for School Athletics policy. Mrs. Izbicki seconded. The motion carried 3-0-0.

IV. MANIFEST

The manifest was circulated and signed by the Board.

Mr. Bourque announced that the School Board changed the meeting from December 7 to this evening to accommodate negotiations scheduled on December 7.

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 Mrs. Harrison, the Board entered into non-public session at 6:35 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. Izbicki seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

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(Mrs. Lepore arrived at the beginning of non-public session)

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Harrison, the Board returned to public session at 7:35 p.m. Mrs. Izbicki seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VIII. ADJOURN

Mrs. Lepore made a motion to adjourn at 7:36 p.m. Mrs. Izbicki seconded. The motion carried

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 14, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Jason Pelletier, Director of Technology
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

Mr. O'Neill requested that the Five Year Technology Replacement Plan agenda item be moved up in the agenda.

D. Summary of Non-Public Actions from: November 30, 2016:

Mrs. Lepore made a motion to approve the non-public minutes of November 16, 2016 as written. Mrs. Harrison 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 November 30, 2016

Mrs. Izbicki made a motion to approve the public minutes of November 30, 2016 as written. Mrs. Harrison seconded. The motion carried 3-0-2, with Mr. Barka and Mrs. Lepore abstaining.

H. Community Forum

There was no community input.

I. Superintendent's Comments

Mr. O'Neill remarked on all the events that have been and are occurring in the district. He complimented the students that have participated in choral and band performances. He expressed holiday sentiments to all.

II. REPORTS

A. School Board Comments

Mr. Bourque echoed the Superintendent's sentiments. He mentioned he attended the middle school holiday concert and complimented Carolyn Leite on the excellent job she does with the LMS band. He noted it was a great performance by the students. Mr. Bourque also complimented Mrs. Labelle and her chorus for their wonderful concert.

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Mrs. Izbicki commented that the events are spectacular.

B. FY18 Default Budget

Mr. Markiewicz reviewed the FY18 Default budget with the Board. He indicated it was previously presented to the Board. He noted there are two minor changes: the addition of the IT Plan contractual increase to the telephone system and internet and the removal of the funds for the school district building assessment that should have been deducted as a one-time appropriation.

Mrs. Lepore questioned why the district technology plan is included in the default budget. Mrs. Harrison asked if it is a contractual obligation. Mr. Markiewicz indicated that is the way it has been consistently handled in the past.

Mr. Barka asked if that is how curriculum was handled in the default budget as well. Mr. Markiewicz indicated that the textbook replacement plan has been handled that way.

Mr. Barka commented we have not yet implemented the technology plan and was unsure if including it in the default budget could be justified.

Mr. Bourque commented that, as with curriculum, textbooks are changing all the time and we still purchase them for instruction. He noted technology is no different.

Mrs. Lepore commented she views it as a contractual obligation since we are implementing the 1:1 program and we have contracted the means for the students to take the classes.

Mr. O'Neill commented that like curriculum you do not stop buying books for a year, but continue revisiting it every 3 or 5 years. He indicated we have had technology plans for the past 10 years and they are revisited every 3 to 5 years. He noted it is the ongoing commitment to an integral component of student learning and the plans are part of an ongoing development process.

Mr. Barka asked why not just level fund it to the current level. Mr. Markiewicz commented that he met with Dr. heon and there is a \$56,000 reduction in curriculum because that is what the plan calls for. He indicated if the technology adjustment follows the same line it is only a \$2,000 difference.

The Board deferred voting on the default budget until the December 21 meeting.

C. FY18 Revenue Projections

Mr. Markiewicz reviewed projected revenues for FY18 with the Board. He indicated it was provided previously for the Board and there have been no changes.

The Board deferred voting on the revenue projections until the December 21 meeting.

D. Draft Warrant Articles

The Board reviewed and revised warrant articles.

Article 1 is the Operating Budget and has no totals at this time.

Article 2 is the LEA Collective Bargaining Agreement and has not yet been ratified.

Article 3 is the LSS Collective Bargaining Agreement and is currently in fact-finding.

Article 4: Special Services Coordinator \$92,885.21, tax impact \$0.10.

Mrs. Izbicki commented this is the most important position for the district. She indicated it is invaluable to have someone's eyes on special education ensuring plans are following the children. She noted in time it is a cost effective position.

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Mr. Bourque commented the person in this position could save money for the district. Mrs. Izbicki added by following the child through the grades that person comes to know them and their needs.

Mr. Barka asked Mrs. Izbicki in her experience where does this position fit? Mrs. Izbicki indicated the position should be between the director and the teachers. She commented this person can sit with the LEA to make sure all the laws are met, approve evaluations, make sure referrals are in place and on time, and make sure the services are getting to the students.

Mrs. Izbicki made a motion to recommend Article 4. Mr. Barka seconded. The motion carried 5-0-0

Article 4 was recommended by the School Board by a vote of 5-0-0.

Article 5: Full Time PreK-8 Coordinator \$80,355.43, tax impact \$0.09.

Mrs. Harrison felt with the tax impact the article may not be likely to be approved.

Mrs. Lepore felt the article would be competing with Article 4.

Mr. Barka believes the funds would be better spent on the Special Education Coordinator and full time Curriculum Director.

Mrs. Izbicki commented all children deserve all things, but a full time curriculum director will be able to give teachers a support system and teachers should be able to read all the students.

Mr. Bourque commented this article may be better served for the following budget year.

Mr. Barka made a motion to remove Article 5. Mrs. Lepore seconded. The motion carried 5-0-0.

Article 5 was removed from the warrant.

Article 6: Security Equipment \$61,645, tax impact \$0.07.

Mrs. Izbicki commented that security is very important and asked if there is a plan to implement security equipment and measures. Mr. Markiewicz indicated the recommendations from Homeland Security can be addressed in the school building assessment being done by HL Turner Group and the report will included prioritized recommendations for the FY19 budget.

Mr. O'Neill commented when we met with representative from Homeland Security one of the things we discussed were immediate changes that were the highest priority. He indicated the glass film they recommended is designed to slow down an intruder; the monitor and better exterior cameras provide more visibility for the main office; one way film is also included. Mr. O'Neill noted what we included in this article are the most important things to do to deter or slow down intruders.

Mr. Bourque asked if the cameras are additional. Mr. Markiewicz indicated they are additional cameras that will provide more resolution from the parking lot coming into the front entrance.

Mrs. Izbicki commented this seems like the most fiscally responsible of what we can do.

Mr. O'Neill commented we will get recommendations on visitor holding areas (vestibules). He indicated this article consists of the lower cost items compared to what could be spent making the building safer.

Mrs. Lepore commented this is important, but she is concerned with the language. She asked if the article can list the schools and modular classrooms as well as what is being proposed for security. Mr. O'Neill indicated we can

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spell out the schools and modular classrooms. He commented the security equipment cost in the article includes fencing around the modular classrooms for added security.

Mrs. Lepore asked if the cameras will be inclusive of the portable classrooms. Mr. Markiewicz indicated the cameras are exclusive to the main entrance. He noted we do not have proximity access on the portables as they are key driven.

Mrs. Izbicki made a motion to recommend Article 6 with a change to the wording. Mr. Barka seconded. The motion carried 5-0-0.

Article 6 was recommended by the School Board by a vote of 5-0-0.
(Note: this article will be renumbered to Article 5.)

Mr. Markiewicz indicated Articles 7-9 are capital reserve funds and are funded in the order they are approved.

Article 7: Special Education Capital Reserve Fund \$100,000, tax impact \$0.

Mr. Barka asked for the projected underspend in special services. Mr. Markiewicz indicated that amount is unknown at this time.

Mr. O'Neill mentioned we became aware of an addition to our special education budget of \$106,000 a few weeks ago. He strongly urged the Board to support the \$100,000 request for the Special Services Capital Reserve Fund and not include the \$106,000 additional placement in the budget. He noted we have not added it to the budget at this time.

Mr. Bourque commented that a warrant article was presented last year and with the additional placement there is more need for the reserve fund.

Mrs. Harrison made a motion to recommend Article 7. Mrs. Izbicki seconded.

Mr. Barka was concerned about the article because of what occurred at Deliberative Session last year. He commented we had a large underspend last year. He indicated this year we have a teachers' contract and support staff contract.

Mrs. Lepore felt that the Board should ask for less than \$100,000 to add to the reserve fund.

Mr. Bourque commented we are not going to see a large underspend this year and Special Services is budgeted tightly for FY18. He indicated we have an additional placement and was concerned for future years.

The motion carried 4-1-0, with Mr. Barka opposing.

Article 7 was recommended by the School Board by a vote of 4-1-0.
(Note: this article will be renumbered to Article 6.)

Article 8: Technology Capital Reserve Fund \$50,000, tax impact \$0.

Mr. Bourque suggested the Building Maintenance Capital Reserve should come before this article.

Mr. Barka believes there is enough in the Technology Capital Reserve Fund.

Mr. Bourque indicated it is important to continue to contribute to the fund. He suggested revising the amount to \$25,000.

Mr. Bourque made a motion to revise the article to \$25,000. Mr. Barka seconded. The motion carried 5-0-0.

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Mr. Barka made a motion to recommend Article 8 as amended. Mrs. Harrison seconded. The motion carried 5-0-0.

Article 8 was recommended by the School Board by a vote of 5-0-0.

Article 9: Building Maintenance Capital Reserve Fund \$50,000, tax impact \$0.

Mr. Barka made a motion to recommend Article 8. Mrs. Harrison seconded. The motion carried 5-0-0. (Note: this article will be renumbered to Article 7.)

Mrs. Izbicki asked what would happen if there were a catastrophic event and the district does not have the money to cover it. Mr. Markiewicz indicated we would have to reallocate funds in the budget. He cautioned we do not want to borrow from the following year's budget.

Mr. O'Neill commented if you do not have a good capital reserve you do not have a good solution for a catastrophic event.

Mrs. Lepore asked about insurance coverage for a roof collapse due to a snow load. Mr. Markiewicz indicated that he has to look at the policy. He commented the district maintains their roofs, keeping drainage clear and checking the membranes often.

Article 10: School Board Membership Increase, tax impact \$0.

Mr. Bourque commented that we discussed if we need more membership on the board. Mrs. Lepore indicated there is not a lot of interest.

Mr. Bourque asked for Board member input regarding the need for increased membership.

Mrs. Lepore commented increased membership would spread the load more. She indicated it is difficult for some of us to be here for every meeting.

Mrs. Izbicki suggested reflecting as a Board whether we need to be on the committees we have and which are most important. She was concerned with increasing the membership and longer meetings.

Mrs. Harrison was torn, but felt it is a continuity issue. Mr. Barka commented shedding committee responsibilities would help.

Mr. Bourque commented the initial thought was because of what we are going through this year and if the contracts fail we will be back into negotiations and we will have a superintendent search this coming year.

Mrs. Izbicki inquired if it is necessary for the Board to meet twice per month.

Mr. Barka made a motion to remove Article 10. Mrs. Harrison seconded. The motion carried 5-0-0.

Article 10 will be removed from the warrant.

Article 11: Rescind 1991 Article Relative to Bus Fees.

Mr. Bourque indicated that legal counsel has advised the article is advisory and the Board does not need to vote to rescind the article. Further, the Board can reduce transportation fees that they increased in the past. He commented the original article relative to charge transportation fees of \$1.00 per week was approved in 1973 and increased by warrant article to \$1.50 per week in 1991.

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Mrs. Harrison asked if the 2003 advisory warrant article relative to new and expanded positions can be rescinded.

Mrs. Izbicki felt it was not a good article and is unique to this district and town.

Mr. Bourque commented that discussion has taken place at the Budget Committee when it was asked if we need to put the reinstatement of a full time position (from a part time position) on a warrant and the answer from the Chair was no. He indicated the point has been brought up with regard to the warrant article for weeks at Budget Committee meetings.

Mrs. Izbicki commented she would like to see a better relationship with the Budget Committee and for things to move in a forward motion.

Mrs. Harrison commented it seems as if some years ago there was a question about trust. She believes the Board has been open about decisions made. She was hopeful the community would be more trustful.

Mr. O'Neill commented it seems we have people elected by the voters to represent them and you have knowledge of what is needed for the professional needs of the district and the financial needs of the taxpayers. He indicated a normal check and balance is there. He noted your roles are impacted when you start moving back to the mentality that "everybody votes for everything". Mr. O'Neill indicated the Budget Committee has a slightly difference perspective as all members are elected to represent the community and vet the budget. He noted what comes out of the vetting process goes to the voters who ultimately approve or not.

Mr. Bourque commented the people at the SAU and in the schools are the professionals who know what the needs are.

Article 11 was removed from the warrant.

E. LMS Bus Routes

Mr. Markiewicz presented proposed changes to the LMS bus routes to the Board. He commented the information reflects ridership and an analysis of ridership. He indicated there are issues with high ridership on LMS Bus 1 and we asked the bus company to provide a recommendation to alleviate the high numbers on that bus. He noted reducing the ridership on Bus 1 will impact some other buses and the projected shift to the other buses is marginal, with the exception of Bus 8, which will be monitored.

Mr. Bourque commented the information is good and presented well. He requested the same information for GMS and CHS.

Mr. Markiewicz commented if the Board agrees, we would like to begin informing parents about the changes to the LMS routes.

Mr. O'Neill asked if it would be possible to have the information on the other schools before next week. Mr. Markiewicz indicated an analysis can be done and recommendations made, but it is subject to how quickly First Student can utilize their software.

F. Enrollment Report Nov 2016

Mr. O'Neill provided the November 2016 enrollment report to the Board.

G. Committee Reports

- Budget Committee

Mrs. Harrison reported that the Budget Committee completed its voting on the FY18 Recommended budget. Final voting is scheduled for December 22.

III. OLD OR UNFINISHED BUSINESS

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A. Technology Replacement Plan *(this items was moved ahead on the agenda)*

A 5-year technology replacement plan was presented to the School Board during the FY18 Requested Budget presentations in October 2016. The School Board is expected to approve the 5-year technology plan.

Mr. O'Neill indicated Board previously reviewed the plan, but there was no formal motion by the Board.

Mr. Bourque asked Mr. Pelletier to provide an overview for the listening audience.

Mr. Pelletier indicated that there was never an official technology replacement plan, but that certain projects were included in the approved technology plan for the district. He commented that it was discovered that much of the equipment in the district was over 10 years old and replacing everything could be a huge cost. He noted we need to be fiscally responsible and stretch a plan over five years. Mr. Pelletier indicated the replacement plan includes all computers and the main critical IT equipment (lab computers, Chromebooks, teacher and student computers, servers, wireless, UPSs). He noted that the plan over five years is to replace a certain amount of equipment each year with an average yearly cost of \$150,625. He commented we can average out the yearly cost and have an idea of our complete asset value while level funding the plan in the budget.

Mr. Barka asked why there are Chromebooks and Windows machines in the plan. Mr. Pelletier indicated that there are some places where Windows machines are appropriate and some where Chromebooks are appropriate. Chromebooks will be used in many of the computer classes and the Windows machines will be used in tech labs for CAD and programs that run on Windows machines.

Mr. Barka asked what type of device will be provided for teachers when we go back to laptops. Mr. Pelletier indicated that we will provide Windows laptops for functionality.

Mr. Barka made a motion to approve the 2018-2022 Technology Replacement Plan. Mrs. Harrison seconded. The motion carried 5-0-0.

B. Policies:

- 2nd Reading:
 - IIAE Acceptable Use Policy

Mr. Barka made a motion to approve IIAE, Acceptable Use Policy. Mrs. Harrison seconded. The motion carried 5-0-0.

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 8:00 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. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VII. RETURN TO PUBLIC SESSION

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)

Upon a motion by Mr. Barka, the Board returned to public session at 8:50 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VIII. ADJOURN

Mr. Barka made a motion to adjourn at 8:50 p.m. Mrs. Harrison 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 December 21, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, 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 6:03 p.m.

B. Pledge of Allegiance

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 6:04 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. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

III. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Harrison, the Board returned to public session at 6:28 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

C. Review & Revision of Agenda

There were no revisions to the agenda.

Mr. Bourque reported that the LEA ratified their contract on December 21, 2016 and the School Board voted to ratify the contract in non-public session.

Mr. Barka presented highlights of the contract:

- 1st year of step schedule drop bottom step and add a top step. No movement on the schedule.
- Steps increase by 1.5%.
- Year 2 teachers get a step plus 2%.
- Year 1 total cost \$283,000
- Year 2 total cost \$294,000
- \$45,000 savings on insurance as teachers agree to increase in copays and deductibles.
- Year 2 health insurance contribution increases by 1%.

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Mr. Barka believes it is a fair contract. He mentioned that salary schedules from all surrounding towns reflect that Litchfield teachers are paid less, but should reach equity at the end of year 2.

D. Summary of Non-Public Actions from: December 14, 2016:

Mrs. Izbicki made a motion to approve the non-public minutes of November 30, 2016 as written. Mrs. Harrison seconded. The motion carried 4-0-1, with Mr. Barka abstaining.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session December 14, 2016

Mrs. Lepore made a motion to approve the public minutes of December 14, 2016 as written. Mrs. Izbicki seconded. The motion carried 5-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

Mr. O'Neill wished everyone Happy Holidays.

IV. REPORTS

A. School Board Comments

Mr. Bourque indicated this meeting will be brief as it is planned to review the default budget and revenues.

Mrs. Izbicki mentioned that the handling of the bus accident this week by the LMS administrators was excellent.

B. FY18 Default Budget

Mr. Markiewicz provided an analysis of technology and curriculum items from past years as requested. He indicated curriculum items were removed from the default a few year prior and some technology that was not in the plan was removed.

The School Board discussed the FY18 Default budget and areas to revise. Mr. Bourque commented that legal counsel clarified that if Chromebooks for the 1:1 pilot at CHS were provided in the first year they could have been included in the default budget.

Mr. Markiewicz reported that \$29,606 was reduced from the District Technology line. He indicated the total FY18 Default Budget is \$21,717,586.

Mr. Bourque commented the technology plan is a five year and can be included in the default budget, as is the curriculum plan.

Mr. Barka made a motion to approve the FY18 Default Budget that totals \$21,717,586. Mrs. Harrison seconded. The motion carried 5-0-0.

C. FY18 Revenue Projections

Mr. Markiewicz asked the Board to approve the FY18 Revenue Projections, which were previously provided to the Board and have not changed.

Mrs. Lepore made a motion to approve the FY18 Revenue Projections as presented. Mrs. Harrison seconded. The motion carried 5-0-0.

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D. Bus Tracking

Mr. Markiewicz provided ridership information for GMS and CHS that was previously requested by the Board. He indicated changes are being made to the LMS bus routes. A test run was completed and the routes will be finalized by Friday. He noted the revised bus routes will be posted on the website a week prior to the end of the winter break and a Blackboard communication will be sent to parents.

V. ADJOURN

Mrs. Lepore made a motion to adjourn at 6:45 p.m. Mrs. Izbicki 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 January 9, 2017
Emergency Meeting

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member (*excused*)
Christina Harrison, Board Member
Paula Izbicki, Board Member (*excused*)
James L. O'Neill, Superintendent
Michele E. Flynn, Administrative Assistant

I. CLOSED SESSION: RSA 91-A:2I, a **6:00 p.m.**

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

The School Board entered into a closed session at 6:05 p.m. under RSA 91-A:2I, For the purpose of this chapter, a "meeting" means the convening of a quorum of the membership of a public body, as defined in RSA 91-A:1-a, VI, or the majority of the members of such public body if the rules of that body define "quorum" as more than a majority of its members, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously, subject to the provisions set forth in RSA 91-A:2, III, for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power. A chance, social, or other encounter not convened for the purpose of discussing or acting upon such matters shall not constitute a meeting if no decisions are made regarding such matters. "Meeting" shall also not include: (a) Strategy or negotiations with respect to collective bargaining;

The School Board ended the closed session at 6:22 p.m.

II. PUBLIC SESSION

A. Call to Order

Mr. Bourque called the meeting to order at 6:22 p.m.

B. Pledge of Allegiance

C. Approval of Contract

Mr. Bourque announced that the Litchfield Support Staff union has ratified an agreement with the Litchfield School Board.

Mr. Bourque made a motion to accept the contract agreement between the Litchfield Support Staff Association and the Litchfield School District. Mrs. Harrison seconded. The motion carried 2-0-1, with Mr. Barka abstaining.

III. PUBLIC INPUT

There was no community input.

IV. ADJOURN

Mr. Barka made a motion to adjourn at 6:30 p.m. Mrs. Harrison 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 January 11, 2017

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum & Instruction
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
William Lonergan, 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 21, 2016:

Mrs. Izbicki made a motion to approve the non-public minutes of December 14, 2016 as written. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. Barka made a motion to ratify the 2017-2019 contract between the Litchfield Education Association and the Litchfield School Board. Mrs. Lepore seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Mr. Barka mentioned that the only correspondence was from himself regarding the lateness of LMS Bus 4.

G Community Forum

There was no public input.

H. Superintendent's Comments

Mr. O'Neill commented we are into the second half of the year and he is looking forward to the closing of the semester at CHS. He indicated things are going well in the district.

I. School Board Comments

Mr. Bourque announced the Board held a non-public discussion of the Litchfield Support Staff collective bargaining agreement and held a special meeting on January 9 to approve the contract. He indicated the contract was approved by a vote of 2-0-1

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J. School Board Representatives Comments

Jakob Scopelites and Anna Paquin introduced themselves to the Board.

Mr. Bourque welcomed Mr. Scopelites and Ms. Paquin to the meeting.

II. CONSENT AGENDA

A. Public Minutes of December 21, 2016

Mrs. Harrison made a motion to approve the public minutes of December 21, 2016. Mrs. Izbicki seconded. The motion carried 5-0-0.

B. PERC Recommendations

Dr. Heon commented that PERC was busy in December. She presented curriculum frameworks, one of which includes additions to geography indicators for grades 3 and 4 Social Studies; and four proposed courses for CHS.

- Social Studies Curriculum Framework Revisions (Gr 3-4)
- Freshmen Seminar Curriculum Framework
- Proposed new courses:
 - Science of Natural Disasters
 - Advanced Software Applications
 - Community and the Individual, Foundations Level
 - Honors World Studies

Mr. Barka made a motion to approve the PERC recommendations as presented. Mrs. Harrison seconded. The motion carried 5-0-0.

III. REPORTS

A. Curriculum Report

Dr. Heon provided the curriculum report for the Board. She reported that PERC will be reviewing the guiding questions for program evaluation for the Freshman Seminar course, for which CHS is currently identifying and collecting data; there was a discussion on the effectiveness of the program and having it be a regular item for freshmen. PERC is reviewing information and data from all buildings for the Math program evaluation, as well as looking at new resources at all grade levels and reviewing what types of additional data may be needed to begin the analysis.

Dr. Heon reported the Grading and Reporting Task Force meets twice per month to discuss reporting out in each of the buildings, the format of report cards and the grading scales. The goal is to bring a policy to the Board by mid-spring. She commended the individuals who participate on the task force for their work.

Smarter Balanced Assessment testing will take place March 14 – June 9, 2017; SAT testing will take place on April 5, 2017 with a make-up date of May 2, 2017; NECAP Science testing for grades 4, 8 and 11 will occur in May. Dr. Heon provided NECAP Science results for grades 4, 8 and 11 for the past 8 years. She indicated the results show that Litchfield has exceeded state averages in all cases. She commented that a new assessment is being reviewed for 2018.

B. Principals Reports

- GMS

Mr. Thompson provided his report for the Board. He reported:

- GMS had indoor recess today because there was a mid-morning coyote sighting north of the school, which was reported to the police;
- First and second grade enrollment continues to be at 87 and 88 students;
- Kindergarten and incoming 1st grade registrations began tonight. A new RSA requires schools to screen incoming Kindergarten and Grade 1 students for reading problems.
- The Veterans Day assembly was well attended;
- Destination Imagination has been busy;

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- Parent/Teacher Conferences had a good turnout;
 - Pre-school students assisted with Thanksgiving dinner preparations;
 - The December 6 concert was excellent. Many thanks to Mrs. Labelle and her volunteers.
 - Mrs. Planty provided a demonstration of Quizlet at the faculty meeting. Quizlet allows students to create their own assessments for some areas;
 - Report cards continue to be printed as the act of carrying the report card home is important to children;
 - The Guidance office is sponsoring a school-wide program entitled the “Great Kindness Challenge” in January and will document 5,000 acts of kindness;
 - Grade 3 teachers created a parent/student book club;
 - Grades are closing January 27;
 - PTO is hosting the 2nd annual Trivia Night January 28;
 - Meeting with Mr. Lecklider on first round of evaluations on January 31.
- LMS

Mr. Lecklider provided his report for the Board. He reported:

- Lego Robotics performed well at the tournament in Londonderry;
- Spirit has been growing with team mentality;
- Students are recognized through PBIS each quarter;
- Winter Sports is underway and doing well;
- The food drive was very successful;
- The Veterans Day breakfast was well attended;
- Seniors Matt Gagne and Ben Labatt coordinated a walk-a-thon to benefit Alzheimer’s Disease and the LMS community participated;
- Congratulations to students who were selected for the NH Honors Band;
- The LMS Geography Bee will take place on January 13;
- Mrs. Corbeil was selected to present at a regional technology conference regarding work she does with the students;
- LMS is preparing for the SBAC tests in Spring;
- LMS was again selected for the National Assessment of Educational Progress (NAEP) test;
- Teachers worked on a unit design for ELA during the November Professional Development day;
- LMS grading and reporting task force continues to meet and work on development of a report card;
- Andrea Stern presented an overview of competency-based reporting formats in January;
- Many of the staff are using Twitter;
- The Washington DC trip takes place in May as well as Project Safeguard.

- CHS

Mr. Lonergan provided his report for the Board. He reported:

- Tree lighting was held at the end of December;
- The food drive was successful;
- The Litchfield Police Department came in and provided two \$250 Walmart gift cards to give to families in need;
- School groups (National Honor Society, SADD, Key Club, Student Council and Mr. Bourassa’s class) were very generous this year;
- The CHS band traveled to Hawaii and performed for the Pearl Harbor 75th Anniversary;
- Teacher of the Month award has begun at CHS.

Mr. Lonergan commented that there is generosity and good will that exists in Litchfield, but in particular at CHS. He thanked the staff for their work with students and their generosity toward the community.

Mr. Lonergan reported on Professional Development and commented there is a need for greater collaboration between special education and regular education. The Data Team forwarded the NWEA assessment back to

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teachers to review their students' results. The Data Team is reviewing the PSA data and believes we can do better. Mr. Lonergan thanked Mr. Lecklider and Mrs. Thayer for allowing CHS to hold their Professional Development day at LMS. He indicated that staff worked on RTI, mandatory district training and NEASC. Parents are already starting to ask about the date for graduation. The Safety Committee is working on crisis planning and refined some practices. The first lockdown drill was successful. The CHAT process has been revised and CPR certification will be one of the areas of focus on the next Professional Development day. The PTO is hosting fundraising at Valentino's in Hudson, who will dedicate 15% of their proceeds back to CHS. CHS will be hosting a Google Summit this summer, which will provide up to 15 free registrations if we get 200 attendees.

o CHS Program of Studies

Jodi Callinan and Mr. Lonergan presented the proposed CHS Program of Studies and changes to the Board. Mr. Lonergan reviewed the changes to the program of studies with the Board. Included in the changes are minor wording, dates, letterhead, additions to the list of classes, AP fee increase, removal of a course, prerequisite change for a course, new courses added in Humanities, new course descriptions for Strength and Sports Training, new Google Docs and Beyond course, and course descriptions for CTE Pinkerton Academy.

Mr. Bourque indicated the Board will review the Program of Studies and revisit at the next meeting for approval.

C. Committee Reports

• Budget Committee

Mrs. Izbicki reported the Budget Committee met for the final vote on school district budgets on December 22, 2016. The Budget Hearing is scheduled for tomorrow evening and the Chair will present a slideshow on the school and town budgets.

VI. OLD OR UNFINISHED BUSINESS

A. FY18 Warrant Articles

The School Board completed their recommendations for the warrant articles.

Article 1: Operating Budget

Mr. Barka made a motion to recommend Article 1. Mrs. Izbicki seconded. The motion carried 5-0-0.

Article 1 was recommended by the School Board by a vote of 5-0-0.

Mrs. Izbicki commented that she abstained from the vote to recommend Article 1 at the Budget Committee meeting because of the actions of the Budget Committee toward motion made to add \$106,000 to the Special Services budget. She felt she could not properly represent the Board in that vote.

Mr. O'Neill explained that he discussed that there were four placements (1 we knew about, 3 potential) for which the Budget Committee asked for more information. He commented they felt the funds could always be added at Deliberative Session based on the information presented. He indicated because there have been potential placements included in past budgets, the district agreed to return any remaining special education money to the taxpayers. He noted since then we have tightened up the Special Services budget and there is hardly any flexibility.

Mrs. Izbicki commented she does not believe it is fiscally responsible not to budget for potential placements or to fund a reserve. She felt strongly we should have planned for that.

Mr. O'Neill announced that the district received legal opinion about not properly budgeting capital reserve funds in relation to unpredictable placements, as well as legal opinion regarding deficit appropriation for special education. He explained that the district cannot expend more money than appropriated by the voters. He commented that he is hoping there is a strong consideration for adding \$106,000 in the Special Services budget next year and support for adding \$100,000 to the capital reserve fund.

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Mrs. Lepore asked what would happen if that situation arises. Mr. O'Neill indicated if we got to March and it became evident we would not have the funds for additional placements, we would have to go to deficit appropriation or borrow from the following year's budget. He commented any town has a reserve fund that is usually approximately \$1M to deal with emergencies, but public schools could not do that until a law was passed two years ago to preserve a certain percentage of the unassigned fund. He noted Litchfield did not approve that vehicle. Mr. O'Neill indicated if we do not have the money locally the state does not have a pool of money from which to borrow.

Mrs. Harrison commented what we presented to the Budget Committee was current need and we were being proactive.

Mr. Bourque commented it was a budget developed by averages.

Article 2: LEA Collective Bargaining Agreement

Mr. Bourque made a motion to recommend Article 2. Mrs. Lepore seconded. The motion carried 5-0-0.

Article 2 was recommended by the School Board by a vote of 5-0-0.

Article 3: LSS CBA

Mr. Bourque made a motion to recommend Article 3. Mrs. Lepore seconded. The motion carried 4-0-1, with Mr. Barka abstaining.

Article 3 was recommended by the School Board by a vote of 4-0-1.

Mr. Barka made a motion to reopen Article 6, Special Education Capital Reserve Fund. Mrs. Izbicki seconded. The motion carried 5-0-0.

Mr. Barka made a motion to recommend Article 6. Mrs. Izbicki seconded. The motion carried 5-0-0.

Article 6 was recommended by the School Board by a vote of 5-0-0.

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 into non-public session at 7:35 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. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

LITCHFIELD SCHOOL DISTRICT

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VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 8:05 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

IX. ADJOURN

Mr. Bourque made a motion to adjourn at 8:05 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 January 25, 2017

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
William Lonergan, 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

There were no revisions to the agenda.

D. Summary of Non-Public Actions: from January 11, 2017:

Mr. Bourque made a motion to approve the non-public minutes of January 11, 2017 as written. Mrs. Harrison seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

There were no presentations.

F. Correspondence

Mr. Bourque mentioned that he has received correspondence regarding the date for high school graduation.

Mr. O'Neill indicated there is no definite date at this time; however, if there are no further snow days, graduation should be as it is scheduled on the calendar. He mentioned that the RSA allows districts to go by hours of instruction, which is more advantageous at the high school level. He noted that the district can also apply for a waiver for seniors if necessary.

G Community Forum

Janine Anctil, 23 Tanager Way, commented on the beginning of the enrichment program that started this year at GMS. She thanked Mr. Thompson and the School Board for their consideration. She indicated that Mrs. MacMullen does great job with the students in the program and it is off to a great start. She noted the children enjoy the program.

H. Superintendent's Comments

Mr. O'Neill commented on an education review article entitled, Learning in One to One Laptop Environments. He indicated that there were 31 doctoral dissertations and many articles published on the topic regarding examining the effect of laptop one to one learning in K-12. Findings include: one to one computers enhance student engagement,

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improve teacher and home relationships, and show students have made significant improvement in content areas and writing. Teacher reactions started out less enthusiastic as students, but once teachers received good support their attitudes changed. Mr. O'Neill commented it is important to understand the district has been on a one to one course for a couple of years and continues on that path. He noted that the articles support one to one learning environments and provide interesting reading.

I. School Board Comments

Mrs. Harrison commented there was a legislative update from the NHSBA that pointed out a number of house bills that affect funding for school districts. She encouraged Board members to write to legislators regarding the legislation. She indicated that bills included: increasing building aid, full day kindergarten, the state contributing 15% for retirement for state employees (including teachers). Mrs. Harrison commented it would be helpful as a Board to reach out to the community and our representatives.

Mr. O'Neill commented the recommendation of the Governor will definitely help the nominee for Secretary of Education. He indicated we will have to monitor legislation that may not be in the best interest of the public schools and make our voices heard. He noted the new Secretary of Education is not a friend of public schools and has clearly advocated in her home state the disarticulation of public schools and increasing the number of charter schools, diverting funds from the public sector. Mr. O'Neill commented we need to be heard over the next five years.

Mr. Bourque commented on the Deliberative Session presentations. He indicated Mrs. Couture will present the budget, but the Board has an opportunity to comment as well.

Mr. Bourque announced that Mr. Barka will speak to Article 2, Mr. Bourque will speak to Article 3, Mrs. Izbicki will speak to Article 4 and Mr. Bourque will speak to Articles 5-8. He noted that it is important to point out the reductions the Board made to the recommended budget during discussion of Article 1. He commented the town budget increases consist of salaries, benefits and increases in retirement funds.

Mr. Bourque asked Mr. O'Neill to provide his presentation regarding cost per pupil and capacity to pay at the end of the presentations. Mrs. Izbicki suggested using the tagline, "Investment Breeds Stability".

Mr. Bourque mentioned that he spoke with Mrs. Couture regarding budget preparation for next year. He commented that with all the time involved in the preparation and review of the budget, he suggested presenting the default budget to the Budget Committee and requesting guidance on allocation of accounts, then providing the Budget Committee with the bottom line.

Mrs. Izbicki commented much of that action is going on in the community. She mentioned this is a good chance for the community to run for Budget Committee positions.

II. CONSENT AGENDA

A. Public Minutes of:

- January 9, 2017 (Emergency Meeting)

Mrs. Harrison made a motion to approve the public minutes of January 9, 2017 as written. Mr. Barka seconded. The motion carried 3-0-2, with Mrs. Lepore and Mrs. Izbicki abstaining.

- January 11, 2017

Mrs. Harrison made a motion to approve the public minutes of January 11, 2017 as written. Mr. Barka seconded. The motion carried 5-0-0.

B. Budget Transfers

Mr. Bourque made a motion to approve the FY17 budget transfers from December 1, 2016 to January 3, 2017. Mrs. Lepore seconded. The motion carried 5-0-0.

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III. REPORTS

A. Business Administrators Report

Mr. Markiewicz provided the mid-year financial report for the Board. He reported the budget is at approximately 80% for salaries and benefits. He indicated that three areas need to be analyzed: salaries, health insurance and social security, as they are substantially underspent. He noted that recommendations will be made to the Board.

Mr. Markiewicz reported that operational areas are being spent down and the district is right where it should be financially.

Mr. Markiewicz provided an update on the building conditions assessment. He reported that HL Turner Group was at CHS the other day and have completed their examination of GMS and LMS. He indicated the target date for their report is March 1. He noted they commented there have been no areas of note at this time. Mr. Markiewicz commented that the HVAC system is being manipulated to provide heat with a consultant assisting the facilities team for the short term. He reported that HL Turner commented the district is in relatively good shape compared to other district they have assessed.

B. Enrollment Report

The December 2016 enrollment report was provided for the Board. There are 1,355 students enrolled in the district.

C. School District Goals Mid-Year Report

Mr. O'Neill commented that the district has been working on the goals since last year. He indicated that we have been working hard to provide a reasonable format for the goals and updates. He noted a goals dashboard is being developed. He asked the principals to provide their report on the status of the goals.

Mr. Thompson explained that it was agreed that the format for the report would be to go goal by goal and let the three schools provide their input for each goal.

Goal 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.

Indicator A: Increase the percentage of students that score Average and above on the Measures of Academic Progress (MAP) by NWEA, by 1 percentage point annual for each student cohort, from Fall 2015 baseline data.*

Indicator B: Increase the percentage of students scoring 3 and above on the Smarter Balanced Assessment by 2 percentage points annually for each student cohort in grades 3-8, from 2015 SBAC baseline data.

GMS

Mr. Thompson commented it is important to know where we are in the district with systemic changes. He reported:

- 2014-2015: Transition year for reading and math curriculum resources
- Kindergarten assessment (*note: being measured with full day kindergarten cohort*)
- 2014-2015: Beginning of technology program
- 2014-2015: Start of SBAC testing
- 44% of students in grade 1 did not attend the kindergarten program
- Students are now sitting at laptops with headphones when testing for NWEA.

Mr. Thompson indicated that GMS is meeting the goal of increasing MAPS testing scores by 1% annually in Grades 1, 2 and 3, and are holding steady in Grade 4. He commented the following year we met the goal in the two lower grades, but not in the two upper grades. With regard to SBAC tests, there were gains from 2015 to 2016 in grade 3 and 4 in math and reading and we were tied to an aggressive calendar that year. Fourth graders had not yet reached instruction in fractions at the time of the testing. GMS is in the beginning stages of new curriculum expectations and instructional programs that become the focus of daily activity.

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Mr. Thompson reported that he sees pockets of growth and real promise and recommends we stay the course. He indicated we will work harder at the grade levels and have resources such as tutoring, reading assistance and enrichment.

Mr. O'Neill commented when doing this kind of work, we are looking at trend lines and not individual data sets. He indicated over 3 to 5 years we need to look at trend lines to see if we are on the right track.

LMS

Mr. Lecklider reported that middle schools are assessed significantly and it becomes a challenge around instruction time. There is a point of saturation and a point of diminishing return, and analyzing results from Fall to Fall makes it challenging. Students took the SBAC test in Spring and then in Fall with a different result. SBAC testing is administered in "chunks" of time, whereas NWEA testing is done in 45 minute blocks per day. The test did change and now requires more time and we are looking at changing the schedule similar to the SBAC testing. Connectivity was enhanced this year and students were able to test better with less distraction. With the goal setting initiative, we are able to engage students with more testing. Support around STEM at the Board and district level have resulted in a large cross-section and much more project-based learning. Mr. Lecklider indicated this will translate into better context for students.

Mr. Lecklider reported Grades 6 and 7 saw strong gains in math SBAC testing and in ELA. The area of concern is Grade 5 math and we are currently addressing those needs. Grade 5 Geometry results were low. This was discussed and we are looking at how we can roll Geometry out throughout the year. We tried to differentiate more with the Grade 5 program and feel it is having positive results. TenMarks is used as a resource for students who need more individualized attention.

Mr. Lecklider reported that RTI consists of students in three tiers and we are proud of the team we have that looks at more granular scores of assessment. He indicated we try to be intentional of informing teachers where their students are and about our interventions.

Mr. Lecklider reported that in Computer Literacy teachers are doing much math and science, and in Technical Education they are taking more of an engineering approach. He indicated we are trying to build as much core instruction in all areas of students' schedules.

Mrs. Izbicki was concerned when looking at one data point. She commented that one snippet in time does not encompass what a child does every day. She indicated it is important to remember it is the teacher and discussion that matter. She noted that she is concerned when we hear there are 35 data points and the students are struggling to get instruction in fractions. She commented there is a lot of value in teachers, in what they know and how to move students forward.

Mr. Lecklider indicated we are looking at the AIMSweb test twice per year and using it as a benchmark test in the fall. He commented we are asking ourselves if we need to give it to all students twice per year and if we are finding our SBAC and NWEA results are informative and reliable, do we need to administer the test a third time.

Mrs. Izbicki commented that Mr. Lecklider mentioned performance assessment. She indicated that is the direction it is going and may be important to move that way.

CHS

Mr. Lonergan reported NWEA testing shows disturbing results from Grades 8 to 10 comparisons from Fall to Fall does not reveal much. He indicated he would like to see improvement, but is not sure how much confidence to put in these numbers because this test should be administered more often during the year. He commented we are looking at the results and have forwarded the information to all departments to determine where the students are struggling.

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Indicator C: *Increase SAT and ACT scores annually for the next 3 years.*

SAT

Mr. Lonergan indicated this is the first year where all juniors took the test and students are performing in the average range. He noted the Data Team looked at mean scores and passed them along to teachers to focus on areas that need improvement.

ACT

Mr. Lonergan commented there was a struggling group of students in Math from 2014 to 2016. He indicated that analysis has not been done as it seems there was not much done in that area before his arrival at CHS. He noted he would like to make that the focus this year.

Indicator D: *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.*

AP

Mr. Lonergan reported the number of students taking the exams increased from 44 to 56 and the number of exams increased from 77 to 120. AP scores of 3+ increased from 2015 to 2016 significantly. He commented he is not necessarily a fan of AP scores [getting a students college credit], but feels it is worthwhile for students to take the exams.

Indicator F: 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.

District

Mr. O'Neill reported work study practice has been implemented and will competency-based grading will be implemented.

GMS

Mr. Thompson commented that a committee was working on this in the prior year. He indicated we are developing a grade level report card and have looked at the Parent Portal with Mrs. Stern. He noted this goal is ongoing.

LMS

Mr. Lecklider reported work study practices are reported separately on our report card. He indicated the middle school committee will be reporting out competencies on the report card. He commented we are working out logistics around what that will look like.

CHS

Mr. Lonergan reported that CHS has done competencies for some time, but there is a challenge related to Infinite Campus. He commented teachers grade on a variety of different methods and teachers who are beta testing with Infinite Campus have found challenges with reporting accurately.

Mr. Bourque commented that he has found that grading is confusing in Infinite Campus. Mr. Lonergan agreed. He commented formative assessments do not count and summative assessments count with some teachers, and the opposite is true. He indicated it is challenging.

Indicator G: Increase technology options at the elementary and middle school levels.

GMS

Mr. Thompson commented there have been main gains in technology at GMS:

- Project Lead the Way; Google Classroom training for teachers
- Chromebooks, smart boards and interactive projectors
- Math and Reading have technology aspects
- Technology Integrator position.

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Mr. Thompson indicated even if we add a Grade 2 classroom, we will not be able to squeeze in Grade 1 with a technology class. He noted a full time position was requested, but was reduced from the budget. He commented the Destination Imagination and Lego League were included in the budget, but removed because it was felt they were not school sponsored activities. Mr. Thompson indicated that math and reading enrichment are offered in Grades 1-4 and he spoke with Mrs. MacMullen regarding expanding the scope of the Technology Integrator position.

Gifted and Talented Advisor: Mr. Thompson reported that GMS has a tutor for gifted/talented students.

LMS

Mr. Lecklider reported LMS continues to increase technology:

- Web-based nature of curriculum embedded into lessons
- Lab dedicated to the Technology Education and Science programs
- Half lab of Chromebooks that teachers can check out.

Mr. Lecklider indicated that there are still limitations due to the number of computers that can be used for Google Classroom. Destination Imagination is still functioning and going well. Lego Robotics has two teams this year.

Gifted and Talented: Mr. Lecklider reported that Algebra I is offered to all Grade 8 students and Geometry is offered through VLACS.

Mr. Bourque commented it would be nice if we could bring the Budget Committee on a tour through the schools and let them see the technology that is working, the lack of it and what is needed at LMS. He indicated it is nice that the students in the younger grades are learning to use technology in practice.

Mrs. Izbicki commented when you see it in the classroom you see how effective it is as a tool. She indicated there is so much you can do, re-do, pass off and send, which leaves time for something else.

CHS

Mr. Lonergan reported that CHS has good resources set up for Gifted and Talented students, such as AP courses, VLACS, dual enrollment at SNHU, ELOs, Key Club and National Honor Society. He commented ELO programs are strong, but he has seen that most typically think of those as outside school activities. He indicated there are many in-school opportunities and he would like to try to strengthen the outside school ELOs. Mr. Lonergan reported 220 students signed up for the Honors Option program in the first semester, but that has dropped to 93, which is concerning.

Gifted and Talented Advisor: Mr. Lonergan indicated that he would like to make the part time guidance counselor full time, which would allow the two full time counselors to take a heavier case load, and make the Gifted/Talented Advisor a responsibility of the Director.

Indicator H: Implement full day Kindergarten

GMS

Mr. Thompson indicated a committee is waiting to be formed and is gathering artifacts. He commented they are using the 2009 Kindergarten study and the 2014 study, and the report from a PSU professor. He noted we have researched all districts with full day kindergarten. Mr. Thompson believes full day kindergarten is a great priority.

Indicator I: Promote a positive culture

GMS

Mr. Thompson reported a survey was done on grading and grade reporting, the faculty was surveyed for professional learning preferences, and a survey that led to a school-wide behavior support group. He noted parent surveys have not yet been completed.

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LMS

Mr. Lecklider reported PBIS drives much of what we do for programming in that area. He indicated there is continuous feedback from surveys and staff surveys centering on professional development.

CHS

Mr. Lonergan reported that faculty, parent, and student surveys have been completed as a requirement of NEASC, faculty was surveyed about where we are and where we need to go, there was a professional development survey, seniors and those one year out from CHS were surveyed and will continue to be surveyed annually. He indicated there are monthly PTO meetings and parent coffees.

Goal 2: The Litchfield School district will develop confident, responsible and productive students with post-graduate aspirations.

GMS

Mr. Thompson commented a School to Career education with a fair will be a yearly event, all teachers except one on leave have been trained in PLTW and supplies have been ordered. He indicated more iPads are needed for PLTW.

LMS

Mr. Lecklider commented a Career Day is held in Grade 8 and PLTW has been implemented in the school.

CHS

Mr. Lonergan commented that he had conversations with Bill Hicks and students have had two trips to community college. He noted they also went to the Student Training Program in Goffstown who provide career options for students who are at risk. He indicated he asked Mr. Hicks to look at the night school programs in terms of success.

Goal 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.

GMS

Mr. Thompson reported new evaluation rubrics were written last year and the rollout was coordinated between the schools. He indicated he is meeting with Mr. Lecklider next week to recall the committee to do an evaluation on the first year of the rollout with suggestions for improvement. With regard to co-curricular activities, he commented there are only ten at GMS.

LMS

Mr. Lecklider reported one of the biggest things is the walkthrough model of the evaluation. He indicated teachers are looking for authentic feedback and the depth and nature of the conversations is valuable and ongoing.

CHS

Mr. Lonergan reported CHS is not part of the development of the program. He believes the walkthroughs are more valuable, but not many staff opted for them. He feels they are cautious of the new principal.

Mr. O'Neill commented that we have to be willing to modify the walkthroughs, but the feedback is valuable. He indicated time for the principals to complete the walkthroughs is challenging.

Mrs. Harrison commented that she wonders why a teacher may not want the principal to do a walkthrough or observation in the classroom. She would prefer the mini-observations to the face-to-face meetings.

Mr. O'Neill commented that he knows the Board has expressed interest in presentations around the model. He indicated if changes are going to be made the Board has to be involved in those changes. He noted the Board will be informed of the conversations.

Goal 4: The Litchfield School District will review, update, and support the Capital Assets of the District.

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Capital Assets

Mr. O'Neill indicated we are in the middle of doing a building-wide assessment. He commented when the results are reported we will reconvene the planning committee and bring the final document to the Board.

Goal 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.

GMS

Mr. Thompson reported that Twitter has been implemented and there are 30 people who have Twitter accounts. He noted people report positively. He indicated that Facebook and Blogs are not used.

LMS

Mr. Lecklider reported Twitter accounts are growing and the format of the new website is well received. He noted they are keeping up with the home page and news.

CHS

Mr. Lonergan reported that weekly updates are sent out to parents, the Director of Guidance sends out weekly updates, and Blackboard is used when needed. He indicated CHS has 164 followers on Twitter and Mr. Perez is very involved.

Mr. O'Neill commented the website has been up and running for a while. He indicated that he would like feedback on the website in terms of what needs improvement and what people like. He noted it is and has been a great deal of work, but there may be good ideas for modification.

VI. OLD OR UNFINISHED BUSINESS

A. FY18 Warrant Articles Signatures

The Board was asked to sign the warrant articles. The assignment of articles to speakers was addressed earlier in the meeting.

B. CHS Program of Studies

Mrs. Harrison asked when the 4 year math requirement was added and the rationale. Mr. Lonergan indicated that the mandate came from the state a few years ago.

Mr. Barka suggested changing the name of the course, "Google Docs and Beyond" to "Advance Office Applications".

Mr. Barka made a motion to approve the 2017-2018 CHS Program of Studies as amended. Mrs. Harrison seconded. The motion carried 5-0-0.

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 School Board entered into non-public session at 8:15 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

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person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the School Board returned to public session at 8:20 p.m. Mrs. Izbicki seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

IX. ADJOURN

Mrs. Harrison made a motion to adjourn at 8:20 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 February 8, 2017

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair (*absent*)
Janine Lepore, Board Member (*absent*)
Christina Harrison, Board Member (*excused*)
Paula Izbicki, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Scott Thompson, Principal, GMS
William Lonergan, Principal, CHS
Michele E. Flynn, Administrative Assistant

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

Note: There was no quorum. Some discussion took place; however, there were no decisions or actions.

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque opened the public session at 6:18 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Mr. Bourque indicated there was not a quorum of Board members and this is not an official meeting. He noted that the members present may discuss some agenda items, but will not make decisions or take any actions.

D. Summary of Non-Public Actions: from January 25, 2017:

Mr. Barka made a motion to approve the non-public minutes of January 11, 2017 as written. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque made a motion not to accept the resignation of Nick Parent, part time CHS Physical Education teacher, until a replacement is hired. Mrs. Izbicki seconded. The motion carried 4-0-1.

E. Presentations & Recognitions

- Awards – Outstanding Leadership PLTW
 - Sandra Doucette
 - Paula CullenKent

Mr. Bourque presented awards of recognition to Sandra Doucette and Paula CullenKent from GMS for their outstanding leadership with Project Lead the Way.

Mr. Thompson made the following statements:

Mrs. Doucette and Mrs. CullenKent stand out as leaders of technology integration at GMS. They are key leaders for grades 1 and 4 and engage their students for the use of technology daily. They hunger for real knowledge and how to improve instruction. Mrs. Doucette completed certification for technology integration and both have attended many technology workshops and taken courses. They use the information from the courses in their classes. Mrs. Doucette and Mrs. CullenKent lead teacher training in Project Lead the Way and both piloted some of the PLTW units. They trained all teachers on November 8, 2016. Science and technology are contagious in their classrooms. They led PLTW from inception to schoolwide initiative. Mrs. Doucette and Mrs. CullenKent have raised the bar for science instruction at GMS and are inspiring.

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Mr. Bourque commented that Mrs. Doucette and Mrs. CullenKent are the first two recipients of the E³ Awards (Empowering Excellence in Education).

Mrs. Izbicki commented it is hard to find teachers such as these. She indicated they are very valued in Litchfield and she expressed hope they will stay with the district for a long time.

Mr. O'Neill commented what they do for our children is wonderful and that they set a high bar for everyone else.

- Senior Project Proposal

The proposal was postponed as the student had a previous commitment.

F. Correspondence

There was no correspondence.

G Community Forum

There was no public input.

H. Superintendent's Comments

Mr. O'Neill commented it was great to start the Empowering Excellence in Education awards. He indicated we will continue to find those people and have these recognition awards every month. He looks forward to recommendations both in the district and in the community. He announced that anyone can call the Superintendent's office to make a nomination.

Mr. O'Neill commented on Deliberative Session. He expressed that he was pleased to be part of the democratic process and expressed appreciation to everyone who attended. He urged people to vote on March 14 and support their public schools.

Mr. Bourque commented a motion was made at Deliberative Session that may have carried if there were not as many people concerned with education in attendance. He mentioned that Town Deliberative Session will be held on Saturday, February 11, 2017 at 10:00 am in the CHS auditorium.

I. School Board Comments

Mr. Bourque thanked the participants who were at Deliberative Session. He mentioned there was quite a turnout in comparison to last year. He commented that he hopes people at home were watching and learned a bit about our warrant articles. He announced if anyone has any questions to reach out to School Board members.

Mr. Bourque mentioned that he has received more inquiries regarding a date for CHS graduation. He commented the date is still fluid as we will most likely have another snow day. He noted as we get closer the date will be set.

Mrs. Izbicki thanked everyone for coming out on Saturday. She indicated it is up to the voters to decide what they want to put their money toward.

Mr. O'Neill commented that there are people who strive for educating children and education in the district and community. He indicated we will strive to award all the people nominated who make a difference for children in Litchfield. He mentioned that E³ means we are cubing the efforts of one person that makes a huge impact on our children.

Mrs. Izbicki commented that it impacts everyone, including teachers.

Mr. Bourque indicated that Mrs. Doucette and Mrs. CullenKent deserved the awards.

II. CONSENT AGENDA

A. Public Minutes of:

- January 25, 2017

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B. Budget Transfers

Consent items were postponed to the February 22 Board meeting.

III. REPORTS

A. Building Issue

This agenda item was postponed to the February 22 Board meeting.

B. E-Rate Proposal

This agenda item was postponed to the February 22 Board meeting.

C. Committee Reports

- **Budget Committee**

Mr. Bourque reported the Budget Committee met after the budget hearings.

VI. NEW BUSINESS

A. Facility Policy Discussion

This agenda item was postponed to the February 22 Board meeting.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Nate Cooper, CHS teacher and LEA President, thanked the School Board for recognizing Mrs. Doucette and Mrs. CullenKent. He indicated they are very deserving. He thanked everyone who attended Deliberative Session and for taking part in the democratic process. He invited people to come out and vote in March and make their voices heard. Mr. Cooper thanked the GMS PTO for a very exciting Trivia Night that was attended by many teachers and community members. He noted that the CHS team won.

Mrs. Izbicki commented that it was a fun night and that the CHS team won the money, but generously donated it back to the PTO.

V. ADJOURN

The meeting was adjourned at 6:40 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 22, 2017

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
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 6:05 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions: from February 8, 2017: *No Non-Public Session was held.*

E. Presentations & Recognitions

- E³ Recognition Awards:
 - Chris Rooney
 - Steve Fraser

Mr. Bourque presented E³ Awards to Christine Rooney for donating her time to provide CPR training to 20 staff members and for being a Champion for Health and Wellness at LMS, and to Steve Fraser for dedicating his time and taking the lead to support programming at LMS and for his Support Leadership.

Mr. Lecklider made the following statements:

He thanked the Board for recognizing these two distinguished professionals. Ms. Rooney came to LMS 8 years ago from the Jaffrey School District. She is the Health teacher at LMS and started a new health program. She brought much experience to our school and is a wise educator. She has had tremendous life experience as a veteran and brings that into the classroom, bringing lessons to life for the students. She has brought LMS far training the staff in CPR and most recently training over 20 staff members that were not previously trained.

Mr. Fraser has been at LMS for 3 years and is passionate about technology. He came to LMS when we transitioned to a computer literacy class. He is more of a facilitator and coach. He keeps students busy, engaged and learning. In addition, Mr. Fraser is talented at training people. He provided a presentation of Google Classroom for teachers and this fall he stepped forward as the drama club advisor.

Mr. Bourque commented that it is wonderful to publicly recognize individuals for the work.

F. Correspondence

There was no correspondence.

G Community Forum

There was no public input.

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H. Superintendent's Comments

- Draft Warrant Article Explanations

Mr. O'Neill mentioned that up until the last few recent years, the District has published warrant article explanations to provide the voters with an understanding of the article language. He indicated he would like to revive that practice with feedback from the Board upon review of the draft explanations provided. Mr. O'Neill reported there was a question about the ballot. He indicated he would like to clarify that people writing names in on the ballot do so in the appropriate place.

Mr. O'Neill mentioned that next week is winter break and there is no school. He commented people are looking forward to enjoying the weather. He noted there is much going on inside the district with meetings, work with the election and budgets.

The School Board reviewed the warrant article explanations and suggested some revisions. Mr. O'Neill indicated that the edits will be applied to the warrant article explanations and they will be sent to the Board for final review. He commented that these explanations will be inserted in the HLN and posted on the website.

I. School Board Comments

Mr. Bourque acknowledged that many parents would like to know the date for high school graduation. He indicated that we have had more snow days since the last Board meeting and as it stands, graduation may be schedule on June 16.

Mr. O'Neill commented that the law states seniors can attend school five days less than the other students. He indicated that instruction time goes by hours as well as days and graduation can commence as long as the school meets the guidelines for instructional hours. He noted that an analysis was completed last year and we found that CHS had more hours than required and was allowed to have graduation occur as scheduled; however, he is hesitant to make any guarantees.

Mr. Bourque commented with the six snow days the schools have had the last day of school is now June 22 and graduation would be on June 16, but the date is not concrete at this time.

Mr. O'Neill indicated that Mr. Bourque is correct, but he does not want to commit to that at this time.

Mr. Bourque mentioned that Blizzard Bags were brought to his attention. He indicated there has been much discussion on this topic. He suggested considering allowing an online "school day" for teachers and students for snow days for the upcoming year.

Mrs. Izbicki commented that the district should move to the hours model for instructional time instead of days. She indicated that the days model creates much stress that is affecting the students.

Mr. O'Neill indicated that we can look into those options. He commented using technology to deliver instruction at home when students are not in school should be considered. He noted we should look into what point in time we can transition to that model.

II. CONSENT AGENDA

A. Public Minutes of:

- January 25, 2017

Mrs. Izbicki made a motion to approve the public minutes of January 25, 2017. Mrs. Lepore seconded. The motion carried 5-0-0

- February 8, 2017 (non-meeting)

Minutes for February 8, 2017 do not have to be approved since there was no quorum.

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B. Budget Transfers

Budget transfers from November 2016 and January 2017 are required to have approval from the Board.

Mr. Barka made a motion to approve the November 2016 budget transfers. Mrs. Izbicki seconded. The motion carried 5-0-0.

Mrs. Lepore made a motion to approve the January 2017 budget transfers. Mrs. Izbicki seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Report

Mr. Markiewicz provided a financial report to the Board. He commented that he included a summary of the 2017 operating budget in the report to give Board members an idea of the encumbrances outside of salaries and benefits. He reported that operating expenses total \$4.5M, which is approximately 22% of the budget. He indicated it is difficult to go through the budget to decide what an operating expense is and what is discretionary spending. Mr. Markiewicz commented the only real discretionary spending in the budget is supplies because all others are "must have" items. He indicated when you look at a budget of \$22M you can say less than \$1M is totally discretionary.

- **Transportation**

Mr. Markiewicz reported that the district has received updated ridership from First Student. He indicated some changes may need to be made for buses arriving late to school. He commented he will have a conversation with the school administration about making changes.

Mrs. Harrison asked if the district has communication for parents if buses are late in the morning.

Mr. Markiewicz indicated the district does not have a communication system for transportation notification. He commented that the bus company is supposed to notify the individual principals of buses arriving late.

Mr. O'Neill commented that the district uses Blackboard for notification to parents regarding other events and alerts. He asked if it has ever been used to notify parents of buses being late.

Mr. Markiewicz mentioned that has been done, but part of the problem is the communication of the bus company to the schools. He indicated there is an app, which runs by gps, that can be downloaded by parents to track the buses. He noted that Londonderry has been using the app.

- **Snowplowing**

Mr. Markiewicz commented that we have had some difficult storms. He commended Ed Dalton, Dalton Farms, for his work plowing the schools. He mentioned this is the third year of a three year contract. He indicated it is nice to have someone local that can do the job and Mr. Dalton does a good job for the district.

- **Building Assessment**

Mr. Markiewicz reported the final report will be received at the end of March and will be provided to the School Board.

- **Buildings and Grounds**

Mr. Markiewicz reported that a Request for Quotes was posted for lawn mowing and trimming at all three schools. He indicated we have two vacancies in the Grounds Department and the fields need to be mowed, trimmed and maintained once spring arrives.

- **Food Service**

Mr. Markiewicz mentioned that a survey was sent to parents, staff and students regarding the school lunch choices. He commented results are being received. He reported that the district has to complete an application for what we are reimbursed compared to what we should have been reimbursed for free and reduced lunches and at this time we have a \$0.22 credit. He indicated there will be no lunch price increase.

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B. E-Rate Proposal

Mr. Markiewicz indicated that Mr. Pelletier is proposing to use E-Rate funds for a cabling solution for the connectivity to the portable classrooms. He reported that the district has an E-Rate balance of approximately \$30,000 and expects another \$30,000 to \$40,000 that will be coming.

Mr. Bourque asked if LMS is currently having problems. Mr. Markiewicz commented that the cable is corroding and part of the upgrade involves bandwidth and cannot go underground.

Mr. Barka asked about the cost for underground cabling. Mr. Markiewicz commented the excavation would be going under the portables and may disrupt the classes.

Mrs. Harrison commented that she is wondering how close we are to removing the portables. Mr. Barka commented we are not close. He indicated in order to move the students inside the building we need six rooms and a bathroom.

Mr. O'Neill commented if we have an expanding population we may be able to use impact fees to add the rooms.

Mr. Barka suggested inquiring about what the district would have for impact fees once the subdivision is built off of Page Road.

Mr. O'Neill commented that we need to start supporting the infrastructure in the state and part of that is our schools. He indicated it is important to have some reimbursement from the state.

Mr. Bourque requested a cost estimate for digging a new trench for the cables.

C. Enrollment Report – Jan 2017

The January 2017 enrollment report was provided for the Board.

D. Committee Reports

- PERC

Mrs. Harrison reported that PERC met today and they are evaluating a math program.

Mrs. Izbicki asked if teachers will give feedback.

Mrs. Harrison indicated that teachers will provide feedback. She noted a survey is being developed at GMS and teachers at CHS have already completed an evaluation form.

VI. NEW BUSINESS

A. Facility Policy Discussion

- Facility Issue

Mr. O'Neill commented that fee and access issues have been raised recently and there is a need for a discussion regarding an update to the Facilities Use policy and fee schedule. He indicated with the non-profit groups, such as the Boy Scouts, we feel it is necessary more clear about charges and fees for custodial coverage. He noted there are events in the evenings and on weekends when no custodian is on duty and we there are several requests for weekend events. Mr. O'Neill indicated that it is necessary to take a look at the policy and be more clear about expectations for non-profit organizations. He added a waiver is a possibility, but it has to be equitable.

Mr. O'Neill informed the Board that clarifying changes were made to the facility use policy for discussion. He asked the Board to review the policy and provide feedback at the next meeting. He offered to invite some of the non-profit organizations to give some perspective, if the Board so wishes.

Mr. O'Neill indicated events that occur at the facilities require custodians on site and overtime has to be charged or waived. HE noted the district is required to pay that overtime to the employee.

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Mr. Markiewicz explained that we do not budget for these events because they are unknown. He commented that if there is no custodian on duty there could be liability issues (for example, someone could leave a sink faucet running or windows left open). He indicated that when an event requires kitchen use a food service employee is required to be on site. He noted it is a huge liability when allowing the building to be used when some things are required to be shut off.

Mr. Barka asked about adjusting the schedule to accommodate weekends (i.e Sun-Thur shift). Mr. Markiewicz indicated that it would be complicated as that is changing work conditions.

Liabilities were discussed by the Board, Business Administrator and Superintendent. Mr. O'Neill acknowledged that people look at the school buildings as community structures for them to access. He commented that it is important to look at the liabilities.

The policy will be revisited by the Board at the following meeting.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Nate Cooper, CHS Social Studies teacher and LEA President, thanked everyone for their hard work. He reminded community members to vote on March 14. He encouraged anyone that wants to learn about the warrant articles or the budget to visit the district website or social media. He is hoping for a good turnout at the polls.

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 School Board entered into non-public session at 7:20 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. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Harrison, the Board returned to public session at 8:06 p.m. Mrs. Izbicki seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

IX. ADJOURN

Mrs. Harrison made a motion to adjourn at 8:06 p.m. Mrs. Izbicki 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 8, 2017

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member (*absent*)
Christina Harrison, Board Member
Paula Izbicki, 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
William Lonergan, Principal, CHS
Jakob Scopelites, Student Representative
Anna Paquin, Student Representative

(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. He announced that the meeting is not being broadcast or recorded.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions: from February 22, 2017:

Mr. Barka made a motion to approve the non-public minutes of January 25, 2017. Mrs. Harrison seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Community Forum

There was no public input.

H. Superintendent's Comments

I. Student Representatives Comments

Jakob Scopelites and Annie Paquin provided an update on student activities at CHS. They announced that the drama department will be presenting "Godspell" in May 2017.

J. School Board Comments

Mr. Barka mentioned that correspondence was received regarding the date for CHS graduation.

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The Superintendent indicated that he will discuss a date for graduation with the Board with regard to the number of snow days the district has experienced.

II. CONSENT AGENDA

A. Public Minutes of:

- February 22, 2017

Mr. Barka made a motion to approve the public minutes of February 22, 2017. Mrs. Izbicki seconded. The motion carried 4-0-0.

III. REPORTS

A. Curriculum Report

Dr. Heon presented the March curriculum report to the Board. She reported:

- PERC will conduct a program review of Freshman Seminar after 3 years;
- PERC is evaluating the math program and is receiving information and data from the schools;
- draft Curriculum Guides are being reviewed by GMS and LMS for grades K-8;
- The Professional Learning Committee followed up to the 2016 spring survey to classroom teachers and specials to narrow choices for professional learning for the 2017-2018 year;
- Smarter Balanced testing for grades 3-8 will take place March 14 – June 9;
- SAT testing for Grade 11 will take place on April 5;
- NECAP Science for grades 4, 8 and 11 will occur in May. The New England Consortium is negotiating with companies for a new test based on the Next Generation Science Standards.

- Grade 3 Curriculum Guide
- Grade 8 Curriculum Guide

Dr. Heon reported that according to policy, curriculum guides are required for each subject taught. She indicated with the new curriculum that has been completed, she developed the format for the curriculum for grades K-8 that are being reviewed by the schools. She provided samples of the curriculum guides that are being reviewed for Grades K-8.

B. Principals Reports:

- GMS

Mr. Thompson reported:

- GMS Math and Reading Night was successful and thanked those involved for their coordination of the event;
- Dyslexia screenings are being investigated with hopes to screen new incoming first graders in May;
- Read Across America week is celebrated March 6-10;
- Registration for new K and Grade 1 students for 2017-18 started Jan 11 and 12 – 36 new K students in addition to 8 PK student moving to K; 6 new first graders in addition to the 47 K students;
- Techsploration (in-house science demonstration) was held January 19;
- PTO father/daughter dance on February 17 was successful;
- Second quarter grading went well;
- Andrea Stern presented options for competency-based grade calculation and reporting on March 6;
- Grade 3 students will have a Pioneer Living in-house field trip March 14; Grade 4 2 will attend the NH Historical Society museum March 30;
- Students are preparing for district Arts Festival;
- GMS Chorus will perform March 15 at CHS and Recorder Ensemble will perform at CHS on March 16
- Will meet with Professional Educator Growth Plan Committee on March 20 to review first year implementation of the new model.

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- LMS

Mr. Lecklider reported:

- The LMS band and chorus will perform at the district Arts/Music Festival March 15 and 16;
- Four students have achieved Honors Band;
- Congratulation to the Dodgeball Champions – 24 teams and over 150 students participated;
- 8th graders sold over 1,600 dozen donuts for the Krispy Kreme Fundraiser for the Washington DC trip;
- A successful February dance was sponsored by the Student Council;
- The drama club performed “Don’t Say MacBeth” in February;
- 8 students from each grade (5-8) were recognized for the Second Quarter Do Your Best Awards;
- 70 8th grade students were selected to participate in the NAEP assessment on February 21;
- Positive response to Twitter Followers is growing;
- The LMS Grading and Reporting Task Force continues to meet twice monthly and are working to roll out a revised report card for fall 2017;
- Preparation is ongoing for the Spring 2017 SBAC assessment;
- Washington DC trip is scheduled for May 9-12;
- Project Safeguard is scheduled for May 31.

- CHS

Mr. Lonergan reported:

- January Student of the Month was Carolyn Spaulding and Star of the Month was Caitlyn Callinan;
- Student athletes went to GMS to assist in facilitating better peer relationships among 4th graders to prevent concerns over bullying;
- Entire staff worked with the overseas transfer student;
- Denise Freeman was identified as the CHS Golden Bell Staff Member of the Month in January;
- Appreciation to the faculty for providing coverage for teacher absences;
- 43 freshmen, 39 sophomores, 46 juniors and 36 seniors were recognized for Honor Roll; Highest Honors included 11 freshmen, 2 sophomores, 15 juniors and 20 seniors;
- Bill Hicks, At-Risk Counselor, reported on student success for the first semester with academic turnaround for many of the students participating;
- The Administrative Team committed to reading *Transforming School Culture* as a professional activity to close out the year;
- February Student of the Month was Harrison Vedrani and Star of the Month was Liberty Pelletier;
- The Top 10 Graduating Seniors are:
 - Valedictorian Madison Taylor
 - Salutatorian Jessica Manning
 - Christopher Woods
 - Hanna Cote
 - Carolyn Spaulding
 - Maddison Recszko
 - Gabriele Hogan
 - Jakob Scopelites
 - Samantha Molinari
 - Harrison Vedrani;
- Jason Pelletier, Andrea Stern and Brendon Collins were identified as the CHS Golden Bell Staff Members of the Month in February;
- 8 students were recognized for their Statewide Art Awards that included a Gold Key in Digital Art, 3 Silver Keys and 5 Honorable Mentions in various art venues;
- Appreciation to Jodi Callinan, Michelle Vecchiarello, Bill Raymond and Jeff Parsons for coordinating College Night on February 21;
- National Honor Society student volunteers sponsored the CHS Blood Drive with the Red Cross;
- 40+ juniors have signed up for SAT Prep course;

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- SAT Statewide testing is upcoming in April;
- The YRBS will be administered on March 15;
- The Data and Assessment team continues to explore Freshmen Seminar;
- Five CHS staff members are going to the NESSC Conference at the end of March to share experiences and bring back best practices for innovations to prepare all students for success in college, career and community.

C. E-Rate Proposal

Mr. Pelletier presented estimates for excavation and paving costs to run IT cabling underground at GMS and LMS as requested by the Board. The excavation and paving costs would increase the cost of providing access to the portables.

Mr. Markiewicz mentioned that if the Board prefers underground cabling, funds can be moved in the budget for this purpose.

Mr. Bourque made a motion to approve the use of E-Rate funds in the amount of \$9,942.50 to hang aerial fiber cable from the main buildings at GMS and LMS to the portable classrooms to resolve the issues of data connectivity in the portable classrooms. Mrs. Izbicki seconded. The motion carried 4-0-0.

D. Enrollment Report Feb 2017

Mr. O'Neill provided the February enrollment report to the Board.

E. Committee Reports

There were no committee reports.

VI. OLD OR UNFINISHED BUSINESS

A. Facility Policy Discussion

- Facility Issue

The policy was deferred to the March 22 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 MINUTES

A. Approval of Draft Minutes:

1. Non-Public Minutes of February 22, 2017

Mrs. Izbicki made a motion to approve the non-public minutes of February 22, 2017. Mrs. Harrison seconded. The motion carried 4-0-0.

VIII. ADJOURN

Mrs. Harrison made a motion to adjourn at 7:00 p.m. Mr. Bourque seconded. The motion carried 3-1-0.

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 29, 2017

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Christina Harrison, Board Member
Paula Izbicki, Board Member
John York, 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.)

A. PUBLIC HEARING

6:00 p.m.

RSA 198:20-(b) – Appropriation for Unanticipated Funds Made Available During Year.

The public hearing closed at 6:04 p.m.

I. PUBLIC SESSION

A. Call to Order

Mr. O'Neill 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. School Board Reorganization:

- Welcome New Members

Mr. O'Neill welcomed Board members, Paula Izbicki and John York, to the School Board meeting and congratulated them on their election.

- Nominations for Chair

Mr. O'Neill asked for nominations for Chair.

Mr. Barka made a motion to nominate Brian Bourque as School Board Chair. Mrs. Izbicki seconded.

Mr. Barka commented that Mr. Bourque has done a great job over the last two years and we are fortunate to have him as Chair.

Mr. O'Neill commented he has worked with approximately 17 school board chairpersons and Mr. Bourque is one of the finest he has worked with. He indicated that Mr. Bourque is very dedicated to the schools.

The motion carried 5-0-0.

Mr. O'Neill thanked Mr. Bourque for serving as Chair and acknowledged it is a very challenging position and demands many hours.

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- Nominations for Vice Chair

Mr. Bourque asked for nominations for Vice Chair.

Mr. Barka nominated Tina Harrison as School Board Vice Chair. Mr. Bourque seconded. The motion carried 5-0-0.

- Signing of the Code of Ethics and Code of Conduct

The Code of Ethics and Code of Conduct were provided for Board members to sign.

- Committee Assignments

Board members volunteered for committee assignments:

Budget Committee: Mrs. Harrison

Capital Planning Committee: Mr. York

Joint Loss Management Committee: Mrs. Izbicki

Technology Committee: Mr. Barka

PERC: Mrs. Harrison

Wellness Committee: Mr. Bourque

Mrs. Izbicki suggested that it may not be necessary for Board members to serve on some of the committees.

Mrs. Flynn clarified that the understanding is if the Board established and approved the committee, a Board member is required to serve on the committee as a liaison according to Board policy.

Mr. York commented that the reason a Board member is on the PERC Committee is because in the past the Board reviewed and approved every change in the curriculum and proposed curriculum. He believes it is a better method to have a representative on the committee so they can vet the curriculum and present their recommendation to the Board on a consent agenda.

E. Summary of Non-Public Actions from March 8, 2017: *No non-public session was held.*

F. Presentations and Recognitions:

- E³ Awards: Shannon Szepan, Magdala Johnson

Mr. Lonergan provided background on the accomplishments of the award recipients.

Shannon Szepan is being recognized for Outstanding Collaboration with the Administration at CHS. She has been going above and beyond in her contributions at CHS. Prior to the start of the 2016-17 school year, she offered her time to offer CPR and First Aid re-certification to staff without compensation. Later in the year when it was required by the State that more staff be certified in CPR, she volunteered to train teachers at the teacher workshop day. She regularly assisted the new PE teacher in keeping classes organized and focused on the curriculum requirements and when the PE teacher unexpectedly resigned, she stepped in to assist again.

Magdala Johnson is being recognized for Outstanding Collaboration with Colleagues and Parents at CHS. She has assisted with the two new Math colleagues this year. She recognized one of those teachers was struggling with Infinite Campus and was not comfortable with the transition to CHS and she stepped in to assist on a daily basis. That colleague resigned, but praised Magdala for all her help. When a replacement was hired, she was quick to offer assistance, provide curriculum guidance, assist with Infinite Campus, and acclimate the teacher with the students. She also created a different curriculum path to meet the needs of exceptional students, working with the case managers, parents and technology to create classes and grading processes to accommodate these varied needs.

Mr. Bourque presented Ms. Szepan and Ms. Johnson with the Empowering Excellence in Education awards.

G. Correspondence

Mr. Barka reported that correspondence was received from Barbara Towne regarding the reductions in the music program.

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Correspondence was received from Gregory Richardson regarding concerns about construction and transportation issues in the north end of Litchfield.

Mr. Bourque announced that Mrs. Flynn and Mr. Markiewicz have been doing much work with regard to the construction issue. He indicated that they have been on site, working with Pennichuck, the construction contractors, the bus company, police department and NH Department of Safety. He noted that Mrs. Flynn posted on the district website a daily schedule of work and status to date, which will be updated for changes that occur. He suggested the parties involved in the construction should be more forthcoming with alternate routes and road blocks.

H. Superintendent's Comments

- CHS Graduation

Mr. O'Neill commented on the requirements for high school graduation. He indicated that he reviewed the current number of hours and days that CHS has accumulated this year. He noted that current state law allows seniors to graduate if they completed the required number of hours needed. Mr. O'Neill commented that CHS seniors can graduate on June 9, 2017 with 34 remaining hours. He explained if they do not graduate until June 16, they will be significantly over in hours. He recommended graduation date be scheduled for June 9. He noted that seniors are looking at colleges and other venues for their future plans.

Mr. Barka asked about the last day of school. Mr. O'Neill indicated the last day of school for students is June 22, 2017.

Mr. York commented that the district uses the number of days as a requirement. He believes the law states that schools are required to have 5 additional days to serve as make up days for closures.

Mr. O'Neill explained that the NH DOE decided that instructional hours can be used, which was verified. He noted that CHS has more than enough hours to compensate for the time missed for snow days.

Mrs. Harrison made a motion to set CHS graduation for June 9, 2017. Mrs. Izbicki seconded. The motion carried 5-0-0.

Mr. O'Neill thanked Mr. Markiewicz and Mrs. Flynn for their work regarding the transportation and construction issues that occurred recently. He encouraged parents to notify the district with any issues.

- FY18 Staff Reductions

Mr. O'Neill commented on enrollment trends at CHS. He provided information in the form of a brief presentation to help explain why those trends caused the Superintendent to reduce music and French positions at CHS. He presented information regarding past enrollment in music courses at CHS and pointed out that in certain courses there is not enough interest to run the course next year. He noted only Jazz Ensemble will continue with lower enrollment because it is more appropriate for small group. Mr. O'Neill commented the district has budgetary constraints next year and courses with less than 12 students for enrollment will not run.

Mr. York asked for an explanation of how the classes break down by teacher. Mr. Lonergan indicated they anticipate four full credit courses and two half credit courses.

Mr. York commented the Board made a recommendation a year ago to add to the music department at LMS. He indicated if you have a full time position at CHS that is being reduced to part time, move the part time position to LMS.

Mr. O'Neill indicated the Board will have the discussion about the full and part time positions.

Mr. Bourque explained that he and the Superintendent have been discussing this issue for the last few weeks. He indicated that there were deep cuts to the budget and the Board will be discussing spending ahead for next year. He commented the full time position will be divided into two half time positions – one at CHS and one at LMS.

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Mr. O'Neill pointed out that the choral program at LMS is need of the half time position. He indicated that there will be a half time teacher at CHS and the other half time position will provide more resources for the LMS music program.

Mr. York commented the Board had discussions regarding part time teachers in the past. He asked if they are teaching three classes, will they have a planning period?

Mr. Lonergan indicated it would be a Day 2 position where the teacher would teach Mondays, Wednesdays and Fridays.

Mr. Bourque commented on the Reduction in Force (RIF) notice that was sent out. He explained that, according to the LEA contract, a RIF letter is sent out to the entire LEA membership any time there is a reduction in force.

Mr. O'Neill clarified that the certification for music is K-12 and according to the Collective Bargaining Agreement, it has to go out to all schools.

Mrs. Izbicki asked if there is prior conversation with the union president.

Mr. O'Neill indicated that he discussed the situation with the union president and provided a formal letter explaining the situation. The next step is to notify all members of that certification area so they aware. He commented sometimes we get caught between confidentiality issues and we are trying to do the right thing. Mr. O'Neill further explained because of the fact that we had to notify all staff in that certification area, there was concern we would reduce a teacher or teachers, but that is not the case. He pointed out if the district ended up with the default budget we would have to cut another \$150,000. He indicated that we have to look at the enrollment in courses when making a decision.

Mr. O'Neill provided enrollment information with regard to French courses at CHS. He noted the three year trend is similar to the Music course enrollment trend. He indicated that because of low enrollment French courses will not run next year. He mentioned that there are other venues for French courses as the district is associated with VLACS and they offer French I and II courses. Mr. O'Neill indicated other programs for French III and IV are being researched. He commented he is recommending eliminating the part time French teacher due to low enrollment in these courses.

Mrs. Izbicki suggested looking into other methods like offering stipends for teachers to teach on Google Classroom or going to another district for the courses. She indicated we are a small district and we have a high school we love. She noted we want to keep offering things, but we have to start thinking differently and thinking ahead.

Mr. Bourque commented beginning next year lower enrollment will impact the middle school and then the high school four years after. He indicated there will be deeper reductions when enrollment declines.

I. Community Forum

Mr. O'Neill expressed his appreciation for the letters received from community members expressing their opinions regarding the music and French reductions. He indicated that this is the democratic process.

Kate Wallace, 22 Wren Street, mentioned that she is a teacher in Londonderry. She commented that she loves the Litchfield School District and that she is glad her children attended the schools. She conveyed that her son was reluctant to take music, but through the years he came to appreciate music and playing an instrument. She noted that in Londonderry there is much discussion regarding 21st Century skills that are achieved through music. Students who take music are taught team work, are disciplined and problem solvers. She asked if we are going to add someone at the middle school, what will happen when the students get to high school?

Roberta Keane, McQuesten Circle, mentioned she has a child in college. She indicated research shows music creates higher GPAs. She commented music is one recreational outlet and this district should be offering as much music as it can. She indicated music actually creates better students.

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Amy Goldstien, 1 Spicebush Circle, mentioned her daughter enrolled in the music program and will be representing CHS in the All State Festival. She commented that Mrs. Leite, Mr. Martin and Mrs. have worked tirelessly to create a great music program. She indicated reducing the instrumental music position is contrary to high quality teacher criteria. She suggested if low enrollment in electives is a concern at the high school, increase the program at the middle school to tap into the interest of the students.

Betty Vaughn, 19 Stark Lane, commented it is good that you are being thoughtful, but once you take the positions and make them half time people are less apt to want those jobs. She indicated one of the gifts of living here is the music program and reducing it is not giving it its due. She noted that there has been no discussing regarding reducing athletic funding.

Nicole Roscoe, 31 Page Road, mentioned she is a junior at CHS. She commented that she was born in Puerto Rico and had to learn English. She came to the middle school in grade 8 and was told to choose between Spanish and Music. When she came to CHS she was grateful for French courses. She indicated it is beneficial to take that third language and many colleges require more than one language. Not only do you learn the language, but you learn about the culture. She noted that taking French boosted her confidence. She started the French Club, sharing with the group of students who take French. She commented that the group is passionate and dedicated and would like to move up into the higher French courses. She indicated it is good to get out of the small town mindset and see the world and the culture out there.

Seth Bonvouloir, 1 Tamarack Lane, commented he originally was enrolled in the Spanish program, but decided to learn French last year. He loves the courses and wants to continue learning the language. He indicated there are 24,000 French speakers in New Hampshire and it is a beneficial language to learn. He noted there was an increase of 25% in people who speak French in the United States from 2014 to 2015. He pointed out the mission statement talks about learning all aspects of life and we learn about the culture as well as the language. French is the third most common language in the world, linked to diplomacy and is taught on five continents. He commented it would be damaging to eliminate the program.

Scott Cavanaugh, 19 Bear Run Drive, commented everyone has made great points. He mentioned that he is a graduate of Berkeley College of Music, is a jazz musician and took French. He indicated he works at Berkeley and in his position he is fortunate to interview students coming into Berkeley about why they want to study Music. He noted as a music student you are taught to be an entrepreneur, to create something, and to market it. So many potential music students want to study because they were inspired by their high school music teachers. Potential students at Berkeley want to teach and inspire students in music. Mr. Cavanaugh commented the Board's job is to create an environment for life-long learners and offering French is part of that environment. He encouraged the Board to look at the successes of our students and students in Londonderry. He asked the Board to look for ways to be creative and keep those programs alive.

Colby Schmitt, LMS student, commented he began playing the trumpet in grade 5 and jazz band for four years. He indicated that Mrs. Leite taught him about music and history. He expressed support for continuing to learn and play music through high school.

Amy Goldstein, 1 Spicebush Circle, commented that she was impressed with the students speaking. She indicated her daughter takes VLACS Spanish and noted it is difficult to learn over a computer.

Maddie Taylor, CHS student, commented she has been in performing arts for four years. She indicated she takes many AP courses and AP exams. She noted that she gets through it through music. She commented that music is a creative outlet and that she has learned about music therapy in performing arts. She indicated she is excited to get into it next year. She asked Board members to consider what students are going to lose.

Community Member, 9 Mason Drive, commented that her daughters graduated in Litchfield and each had 10 years of performing arts, which benefitted them greatly. They developed tremendous skills and leadership skills. She asked the Board to be creative in thinking about how to keep the courses. She commented when you start calling

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those positions part time it is a loss to the district. We want our children to be able to compete, get accepted to good schools and get good jobs.

Jim Norton, resident, commented that he has a daughter in grade 4 who is excited to go to chorus on Tuesdays. He indicated his son started in music in grade 5 and plays soccer in high school. He is in the music program where half of those students are enrolled in sports. He asked the Board to consider keeping the programs.

Phil Martin, CHS music teacher, asked the Board to think about CHS as a living, breathing environment. The people who established the high school talked about people who want an environment offering diverse courses. Students no longer feel a connection with part time teachers and they need to be able to find their teachers during the day, which can't be accomplished with a part time teacher. Ten years ago CHS had few Honors courses and AP courses, but now we have 18 Honors and AP courses. Making the position part time will result in losing what had made CHS great; a place where the DOE would point other schools to. He realizes it is difficult, but feels that this is a program that is revered and he would hate to see it come apart. He asked the Board to please do everything possible to keep the courses.

Community Member, 13 Blue Jay Way, commented that there is no excitement in losing French. The community member attended a school in Connecticut that offered Spanish, French and Sign Language. The community member suggested offering French in middle school, which may increase the numbers in the high school.

Scott Geto, Lilac Court, asked the Board to consider the number of students that take the AP course, which is a college prep course.

Caitlyn Johnson, CHS French teacher, commented it appears that the numbers decrease, but as the level of the course goes up the number of students always goes down. The number of students being retained from one level to the next is going up. She indicated if French was offered in the middle school or there was a push for students to take French I the numbers would increase in the other levels.

Nate Cooper, President LEA, thanked all community members for attending the meeting and sharing their comments. He commented the Board will take everything into consideration. He thanked the Board for allowing him to speak, address the Board and the community-at-large. He congratulated Mr. York and Mrs. Izbicki on their elections to the Board. He noted they both deserve much credit for serving on the Board. He thanked Mrs. Lepore, who was a tireless advocate for public education, for her service to the district and community. He thanked Nicole Quintana for her short tenure on the Board, bringing a teacher's perspective to the table. He thanked the departing Budget Committee members for their service and thanked the voters for their approval of Article 2 and the educational initiatives on the ballot. Mr. Cooper commented the past few months have shown the progress we made as a community and district and is a collaboration of which to be proud. He believes when we engage in healthy, productive dialogue while respecting each other's differences, it is the children that win. He noted that we need to realize the work is never done.

Mr. Bourque asked the community members to keep in mind while the conversation is centering on cutting music, the fact is we are considering eliminating one half time position with 11 total students in four electives and placing a part time teacher at the middle school to prepare students coming to the high school. He indicated the Board will continue to look at students' needs, but at this time, the need for a full time teacher at CHS is difficult to accept when there is a greater need at LMS.

Mr. O'Neill commented that we anticipated a reduced enrollment in grades 1 and 2 years ago and had to reduce teachers. For the upcoming year, we will have to hire an additional grade 3 teacher and an additional grade 2 teacher because of the needs and Board policy. These decisions are not forever and are driven by meeting the enrollment needs in the schools. If we need additional resources at the high school, we will add them. We are looking at tough times and enrollment projections are decreasing to 350 students in one school. We will have to make some tough decisions. Mr. O'Neill indicated that the district looked carefully at these programs, courses and enrollment. He noted there will be difficult decisions to be made even when he leaves Litchfield. He commented that we have to respond to the enrollment. Our cost per student is lower than the vast amount of districts that

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surround us and we need your help to get the money for our students. The School Board has to respond to what we have for money to pay teachers. We are at almost 80% in salaries and benefits, which leaves less for operations. Mr. O'Neill indicated we have tried the best we can to keep everyone in our organization, but as we go down the road and have fewer children, our decisions will be more difficult. He agreed that we should offer every course for the children, but we do not have the funds.

Mr. Barka expressed his appreciation to the community members who attended the meeting. He commented we really need the support at the Budget Committee meetings and at Deliberative Session. He indicated the district is working with less money next year than this year, and with technology increases, we will have to get creative. He appealed to the public to come to those meetings when the Board asks for help.

Mr. O'Neill commented to the public, you are the ones that advocate for education and it is your voices we need. He expressed his appreciation to the students who attended the meeting and provided comment.

Mrs. Izbicki commended the students on their comments. She commented the Board does not take this lightly. She indicated she sat in front of the Budget Committee in November and December asking them not to make reductions and was turned down. She noted it was a long, very tough fight with no one in the audience. She commented it is not an easy job once they are done with the budget and their reductions. She asked the public to consider attending Budget Committee meetings as it is hard to fight a battle by yourself. Mrs. Izbicki noted when people spoke at Deliberative Session there was a change in the reaction of the Budget Committee. She indicated it matters to everyone here, but there are two processes that occur that are dependent on each other and you want to be the voice in the decisions.

Mr. Bourque commented that the retirement and benefits costs far exceeded the reductions made in the budget. He indicated we are operating with much less in the coming year than last year and adding two teachers. He noted the Board will do what is best for the community and the schools, but does adding a teacher in grade 3 outweigh the 11 students in a music elective? He commented we have to look at where it is more beneficial and it is not an easy decision. He encouraged the public to attend the Budget Committee meetings and Deliberative Session because once reductions are made to the budget, things will have to be cut and things change when you are operating with \$1M less.

Mr. York commented the School Board had in place some goals through negotiations, but this last year's negotiations changed greatly. He indicated we are surrounded by districts that had to think of creative ways to increase money for teachers, but Litchfield did not. He noted the major issue in the high school is we are one of a handful of schools where teachers only teach five classes out of eight instead of six classes. He commented if that had been resolved through negotiations that would help solve some of these issues. Teachers have three 90 minute periods in which they are not sitting in front of students. There are creative ways to solve the problem, but it needed to be solved in negotiations. Mr. York indicated the Board makes decisions around those things, but there is only so much money and so much time. He noted the Board has been dealing with this issue for a few years.

Mr. Bourque commented that the Board has to make a decision on which direction to go.

Mr. York asked if the decision has been made. Mr. Bourque commented that he went to the Superintendent and looked at enrollment from the past and what has been projected. He indicated they looked at where reductions needed to be made.

Mr. York commented that it was decided to reduce the equivalent of one full time teacher at the high school. Mr. O'Neill answered in the affirmative.

Mr. Bourque commented that they looked at spending ahead for next year, middle and elementary school. He indicated that they did not make the decision arbitrarily as there was much discussion and research. He noted that the need for a half time teacher in music at LMS with individuals, but if we really want to make the music program flourish, we have to offer it in elementary school. He indicated the Board feels the arts teachers are important in our schools.

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Mr. York commented that there are 42 two bedroom units being constructed to be filled in September. He noted that will impact enrollment.

Mr. O'Neill explained the reason we are putting new teachers at GMS in grades 2 and 3 is because the demographic data showed lower projections. He indicated the current numbers are 87 and 88 in grades 1 and 2. The housing market turnover is due to younger families moving in and those whose children have grown and moved on moving out. Mr. O'Neill commented we anticipate more students as areas are built out over the next few years and we will have to closely watch demographic numbers and projections over the next 3 to 5 years. He indicated if enrollment at this time does not change, there will be a decline in enrollment with the current cohorts. He mentioned Litchfield ranks 8th wealthiest community in NH based on household income and we are below the funding for public schools.

Mrs. Harrison was concerned with reducing music due to low enrollment. She commented that there was discussion about trying to build up the middle school program. She acknowledged the difficulty in reinstating a full time position from a part time position. She asked how that would work with course selection.

Mrs. Callinan, Director of High School Guidance, indicated that all course options are listed in Infinite Campus.

Mr. Lonergan pointed out that Mrs. Callinan met with the students. He indicated courses are offered every year and if you do not get interest one year it is offered again the following year.

Mr. Bourque indicated there are different electives you offer that you do not run or keep.

Mrs. Callinan indicated if it does not get enough interest it will not run. She commented students have to make a choice for what they need.

Mr. Bourque commented it is true that every student does not get every selection they want.

Mrs. Izbicki asked if the stipend for music is going away.

Mr. O'Neill commented that may happen, but it depends on the stipend schedule in the CBA and discussions with the LEA. He explained when we reduce some areas we have to look at which stipend areas have not been filled for a number of years. He indicated there is money out there for stipend music programs if we have interest, a teacher, and agreeable to the LEA.

Mrs. Harrison commented it seems like a cycle that starts with LMS. She indicated by not providing students in grades 5-8 with music education, it is understandable why there would be lower enrollment at high school. She noted all 8th graders take Spanish, which explains why so many students take Spanish at high school.

Community Member, if you cut courses at the high school and build up the middle school, how do you get those courses back and how will students know the options are out there if they are not offered.

Mr. Lonergan indicated they will be offered. Mr. O'Neill commented the list of courses is consistent from year to year. Mrs. Callinan commented the Program of Studies states which courses run from year to year and we talk to Curriculum Facilitators about which courses they want to run or not run.

Mr. York asked if this reduction is a result of the budget that was approved [and there is no money]? Is everything else funded equally, or is this money going to be allocated for an elementary teacher?

Mr. O'Neill commented there was a \$450,000 delta between what the Budget Committee recommended and what the School Board felt was needed. He explained that an additional \$80,000 had to be found for a grade 3 teacher. He indicated that the budget was examined to see where a reduction could be taken. The Budget Committee reduced salaries and benefits by \$300,000. We are going to look at purchasing FY18 items this year. We looked at all areas of the budget and looked at courses last to determine which run and which do not, which ones have lower enrollment. There are a total of 24 students who want to take four courses. Mr. O'Neill indicated it is difficult to

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justify running courses with less than 6 students. He commented we had to decide to split the full time music position at the high school over two part time positions.

Community Member, asked if there was any conversation with the music teachers about the issue.

Mr. O'Neill indicated there was no discussion with the music teachers. He commented that in looking to save money, courses with low enrollment will not run and to meet needs it makes sense to have a half time teacher at the high school and one at the middle school. Mr. O'Neill noted he consulted with the Guidance Director and the Principal. He indicated if we stayed with the full time position at the high school it would not have benefitted the students nor allowed the reduction needed.

Mr. Martin asked about the teaching load of the part time teacher. Mr. Lonergan indicated it would be approximately 100 students.

Community Member, asked how many part time positions are currently at the high school and how many will return to full time at a later date. Mr. O'Neill indicated he does not have that information at this time, but offered to provide it.

Mr. Barka commented we have 300 less students than in the past and are trying to be creative. He noted we offer many courses.

Community Member, asked if anyone considered the students who left because we do not offer the courses that private schools offer? He also asked about vocational education and who pays the tuition.

Mr. O'Neill indicated the district pays the tuition and transportation for vocational education. Mrs. Callinan indicated we are charged approximately \$1,000 per student per year and 75% is paid by Perkins for CTE.

Mrs. Izbicki commented that she expects when the high school was built those people presented to the community that changes will be made going forward. She indicated we are stuck in a pattern that repeats over and over again and the School Board has to make a decision. She noted the Board is committed to doing everything possible to get these things back.

Mr. Barka commented each month when we get the enrollment report there are less students going to private schools than in the past.

Mr. York believes the reason there is not a large drop off from grade 8 to 9 is because CHS has done a good job of adding AP and Honors classes. He indicated those are the things abutting the music and language programs. Every student and parent has found that clash at one time or another. In the past it was argued more money should be put into athletics and music. We have done that and now budgets are changing.

Mr. Bourque commented in the past there was a problem reinstating a part time position to full time, but this year the Budget Committee Chair said we do not have to go back to the voters to increase that position back to full time. He indicated when there is declined enrollment we cannot keep maintaining everything we have now. He noted the budget sessions were very challenging this year with the anomalies in enrollment numbers in grade 1.

Mr. Lonergan mentioned there are nine part time positions at CHS.

Mr. Barka asked about sharing the full time teacher between two buildings. Mr. O'Neill indicated there are different schedules at each school.

Mr. York commented that he would like to hear more about the plan for the middle school.

Community Member, commented there are 12 students in chorus at LMS because it is after school and competes with sports programs. He indicated in the past there have been 108 in chorus.

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Mr. O'Neill commented that it is difficult to look at chorus as a co-curricular number.

Mrs. Harrison believes that asking the teachers for their input would be important as they are the ones who teach the classes and see the needs. Mrs. Izbicki commented everyone will see a need.

Mr. Bourque asked Mrs. Leite if given the question of where the need would be, what would be your response for how the 50% position is handled.

Mrs. Leite commented it would help reduce her load and most likely be in chorus and general music classes.

Mr. Bourque commented that the decision will be made at the April 5 meeting. He indicated whatever decision is made, those monies need to be reduced somewhere.

Mr. O'Neill expressed his appreciation for everyone who attended and voiced their opinions.

Annie Paquin, CHS student, commented it is easy for the public to say we didn't get this, so it's the School Board's fault, but being here and experiencing the meetings, it is clear how hard it is to make those decisions.

Mr. York suggested the middle school should look into changing grades 7 and 8 to a block schedule.

Mr. O'Neill commented as population reduces in the middle school, we have to reduce scheduling. He indicated that there will be 60 less students next year and we will have to address that in terms of staffing. He noted he is not aware of block scheduling in middle school, but will research it.

Mr. Bourque commented that the decision to bring both Music and French as possible reductions was not taken lightly. He indicated that any reduction will affect something and it was believes there will be minimal impact in these areas.

Mrs. Izbicki indicated the process was sound.

Mr. Bourque commented it would benefit both schools.

Mrs. Callinan pointed out that CHS has six sections math that have 27-31 students in the classes currently.

Mr. O'Neill commented it is obvious we have to reduce the budget as salaries and benefits has gone from 76% to 79%, and in a few years will be unsustainable. He indicated as you have declining enrollment staffing will have to be addressed.

Mrs. Harrison commented in theory it is a short term lull. Mr. O'Neill commented it is a three year trend line. Mr. Martin is not teaching all music classes as he takes care of the audio in the auditorium. His classes are very small and the district cannot sustain this.

J. School Board Comments

Mr. Bourque expressed gratitude to Janine Lepore for her service on the School Board. He thanked Mr. Barka for serving on the LEA Negotiations Committee and Mrs. Harrison for serving on the LSS Negotiations Committee.

Mr. O'Neill thanked Mrs. Messenger for provided tremendous resources and data, as well as her time, for all negotiations.

II. CONSENT AGENDA

A. Public Minutes:

- March 8, 2017

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Mrs. Izbicki made a motion to approve the public minutes of March 8, 2017. Mr. Barka seconded. The motion carried 4-0-1, with Mr. York abstaining.

B. Budget Transfers

Mr. Barka made a motion to approve the February/March 2017 budget transfers. Mrs. Harrison seconded. The motion carried 5-0-0.

III. REPORTS

A. FY18 Budget

Mr. O'Neill asked Mr. Markiewicz to provide for the Board an idea of budget reductions for FY18.

Mr. Markiewicz commented that the Budget Committee reduced salaries by \$300,000. He indicated that the district was able to drill down and reduce health insurance by another \$200,000.

Mr. O'Neill commented that they reviewed what is anticipated for a fund balance at the end of this fiscal year. He indicated that it is believed there will be a significant amount of fund balance to spend ahead for Special Education, Technology and Facilities. He noted that the district has to add back the funds for salary increases for non-bargaining employees and the Grade 3 teacher. Mr. O'Neill indicated that we know our stipend positions are never fully funded and we will provide completed detail. He explained that in reviewing all areas of the budget, it was recommended to reduce the part time French position and reduce the CHS Music position to two part time positions – one at the high school and one at the middle school. He commented if we add the French position we will have to find \$30,000 elsewhere; if we keep the full time music position we have to find \$50,000 elsewhere, which may result in reducing operational areas of the budget. He noted we are getting to a point where we have to look at how we offer the best education considering the resources we have because we cannot sustain the people we have.

Mr. Barka asked about the fund balance projection. Mr. Markiewicz indicated at this time we are looking only at salaries and benefits.

Mr. O'Neill indicated there is some under spend in “stuff” in some areas, but not enough.

Mr. Bourque commented the high school principal is saying that the enrollment does not warrant the full time music position.

Mr. York asked if Mr. O'Neill is recommending to add the position to the middle school.

Mr. O'Neill explained that the he believes the half time, non-benefit position in the middle school would be beneficial and would save approximately \$20,000, but he would still have to find an additional \$30,000 to reduce in the budget. He commented the half time positions in both the middle and high schools add value and the district can still find the money to reduce from the budget.

B. March Election Results and Information

March 2017 election results were provided for the Board. Mr. Bourque reported the special education articles were not approved and the votes were close.

Mrs. Izbicki commented there has been much transparency in keeping record of how much we have had to find for special education so the public can see the reality of pulling from one for the other. She expressed disappointment with regard to the lack of support for special education.

Mr. Barka commented that it has been a challenge in the past because of remaining funds at the end of the year. He indicated the Budget Committee can say we under spend the account and it is not needed because there is money in the capital reserve fund, but the Board cannot say that.

Mrs. Izbicki commented less money is used for students on and off IEPs than would be needed for life-long special education students.

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Mrs. Harrison suggested having a target for the capital reserve fund.

Mr. O'Neill commented that Mrs. Bandurski was directed to be more conservative in her budget to the point where we are not concerned. He believes the special education budget is the tightest it has ever been and we are concerned about what will happen if we have three or four new out of district placements. He noted that it is time to turn around the non-support mindset.

Legislative Update

Mr. O'Neill commented on the latest legislative update. There is opposition to the bill to ratify votes for towns that postponed their town meetings. Speaker Jasper is working to invalidate the voting results and Bill Gardener, Secretary of State, is aligned with him. RSA 40:4 states the moderator has the legal authority to change the date of the vote if it is in the well-being of the voters. That was debated, but Shawn Jasper and Bill Gardener stuck to their convictions. The Governor said the moderator can change the date and there will be no repercussions. Our attorney stated the RSA does allow the moderator to change date of voting. The town talked to the NHMA and town attorney and received same opinion. It was recommended that these towns go forward as legal voting. There are some questions on bonds and budgets if that changes and towns have to revote. Mr. O'Neill indicated we are going ahead as a legal vote justified by RSA 40:4 and all attorneys are in agreement. He noted 80 communities are impacted by this.

IV. NEW BUSINESS

A. 2017-2018 School Calendar

A draft calendar for the 2017-2018 school year was provided for the Board.

Mr. O'Neill indicated he shared a copy of the calendar with the Board at the last meeting. He noted the major change in the calendar is that there is no school for the full week of November 20-24, 2017. He commented teacher professional development day and parent conferences will be scheduled at the beginning of that week. Mr. O'Neill explained that it was more sensible to have one week with no school than it is to have three partial weeks in the month of November. He recommended the Board approve the calendar.

Mr. Barka made a motion to approve the 2017-2018 School District calendar as presented. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Izbicki suggested that the district prepare calendars for two years. Mrs. Harrison agreed.

V. PUBLIC INPUT

A. Community Forum

There was no public input.

Mr. O'Neill informed the Board that the revised Facility Use policy is postponed until April 19 as there are other policies that are affected by recent issues. He indicated that the policy requires a school employee in the building while in use and the State requires certification for crowd control and fire safety.

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

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

Upon a motion by Mrs. Harrison, the Board entered into non-public session at 9:20 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 (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. Izbicki seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. Izbicki, yes; Mr. York, yes.

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VII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 10:04 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. Izbicki, yes; Mr. York, yes.

VIII. ADJOURN

*Upon a motion by Mrs. Izbicki, the Board adjourned the meeting at 10:04 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 April 5, 2017

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Christina Harrison, Board Member
Paula Izbicki, Board Member
John York, Board Member
James L. O'Neill, Superintendent
Dr. Julie Heon, Director of Curriculum and Instruction
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
William Lonergan, 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

Open conversation on Music and French before public input.

D. Summary of Non-Public Actions from March 29, 2017:

Non-public actions from March 29, 2017 will be revisited by the School Board at this evening's meeting.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Mr. Barka reported that correspondence was received from Amy Goldstein regarding support for the Music program at CHS; Betty Vaughn regarding support for the Music program at CHS; Shannon Cutter regarding bus notification relevant to buses running late.

G. Superintendent's Comments

- FY18 Staff

Mr. O'Neill commented that the schools are running well and had a good end of the third quarter. He expressed his appreciation for parents supporting the students and was excited with the community support.

The School Board opened discussion on the changes in staff positions in the FY18 budget.

French:

Natalie Hirte, Lund Street, commented that she works for the Franco American Center and works closely with governmental offices. She indicated people do not realize the importance of French globally. She stated: France is our #1 trade partner with Canada at #5. We need to prepare our children to be able to compete in the job market, which is now a global job market. French is the second most spoken language in the world, one of two languages spoken in every continent and taught in schools. The top three languages are English, German and French on the internet and French is trending to surpass German and English over the next decade or two. French puts our children

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above others who know only one language. Mrs. Hirte commented we are doing a disservice to students by cutting French, which is used in business, tourism, government, working, and is the official language of NATO, as well as the Olympic International Committee. She indicated only Spanish is offered at the middle school and suggested that French should be offered as well to bolster the numbers in high school. She noted if we cannot provide an opportunity to students to choose, Spanish should be discontinued at LMS and offer both Spanish and French at CHS.

Robin Corbeil, 4 Nesmith Court, commented this is a small piece of things to come. She indicated we have to get creative with our population. She noted we need to research and make sure we are teaching the classes our children really need. She asked the Board not to rush to a decision, but to take the time to make sure the decisions made are the best choices. She commented if Spanish is taken out of LMS we will have to look at how that is done and the impact to middle school instruction.

Adam Cuvellier, 81 Pinecrest, commented that he attended school in Manchester and took four languages. He indicated that Mandarin is becoming much more common and known. He suggested offering online options for French in middle school and you will see more students take it in high school. He commented that students do not want to take Spanish, but we are forcing it on them.

Mr. York commented we have never pushed Spanish into middle school. He indicated when those decisions were made the French program was already in trouble and the Board at the time made a decision to move foreign language into the middle school to help the high school. He noted that the Board made decision based on what the students chose and wanted and when that occurred it created a slow march for French. Mr. York indicated when Litchfield was faced with the \$2M reduction French was very close to being removed as an option.

Mr. Bourque indicated the Board needs to discuss what direction we take regarding French. He commented that he had a conversation with the Superintendent about French.

Mr. Bourque made a motion to continue French at CHS for one year to allow current students the opportunity to move up a level and take the course for one more year, with the understanding that if the enrollment are low the following year French courses will not be run. Mr. Barka seconded.

Mrs. Izbicki asked what the Board will consider to reduce in place of French.

Mr. O'Neill commented that money remaining in the general fund can be used to spend ahead on items in the FY18 budget so that we can transfer funds in FY18 into salaries. He noted we are not rushing to make a decision as the enrollment in French has been very low for some years. He indicated these are difficult decisions and we have to offer courses that students need. Mr. O'Neill commented that there are 27-28 students enrolled in Algebra courses at CHS and relief is needed somewhere. He indicated that VLACS is a potential solution for French I and II and is recognized in the state. He noted that we have to look at how we maintain this divergence for our students at the same time with a declining enrollment. Mr. O'Neill indicated that adding more people is not an option as the budget is close to 80% salaries and benefits, and if we continue down this path we will not be able to sustain the programs.

Mr. Barka suggested offering all the French courses for one year with the motion.

Mrs. Izbicki commented that if we keep the course(s) for another year and not run it for the following year we are in the same position. She indicated we need to think outside the box now. She noted that the Board needs to start actively making decisions now. Mrs. Izbicki commented we will be making the same decision every year.

Mr. York commented at this time we are making a decision for 15 students and "pushing the rock down the road". He indicated the Board will be listening to parents the following year if French is not run.

Mr. Bourque commented we are giving them another year. Mr. York commented that the Superintendent and the CHS Principal came to the Board and stated this is a tough decision. This program has been on life support for six years. You can push it to next year's Board, but it will still be on life support and there will be just as many reasons

LITCHFIELD SCHOOL DISTRICT

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to keep the program. Mr. York indicated it will not get any easier. He noted the conversation was the same in the past when Spanish was implemented at LMS. He commented this conversation occurred every year with budgets and the reason for every year was to help the students in the higher grades complete the requirement for college.

Mr. Bourque asked if the Board ever publicly stated they would not offer French. He commented that we are allowing the students to have one more year and let them know French will not be offered the following year.

Mrs. Izbicki asked what other options were considered as children can get access to more things now.

Robin Corbeil, 4 Nesmith Court, commented you cannot have a half time teacher with 10 students when you have a half time math teacher with 28 students. She suggested creating a stipend position for VLACS French. She asked if the district can look into supporting the students that want to explore these options. She indicated if you move the students from Spanish to French there are still too many teachers. She suggested establishing a committee to address these issues as we will see this in all different areas.

Mr. O'Neill commented that he has been an administrator in a high school with 2,500 students and in one with 480 students. He indicated his children would go to a smaller high school (which he prefers), but there is not the same diversity in smaller schools as there is in larger schools.

Natalie Hirte, Lund Street, commented that her son takes VLACS French and agrees that having a support system with that program is a good idea. She indicated the school needs to support whatever electronic option is offered.

Maurissa Fluet, resident, agreed with Mr. York's comments. She indicated she is looking at this from an AP class perspective. She wanted to know if there is an option of having a full time Spanish teacher working at both schools so that the district can find a full time teacher who can teach all AP Science courses.

Mr. O'Neill commented that he agrees with the idea, in theory; however, it would be difficult, if not rare, to find a teacher certified to teach all the sciences.

Mrs. Corbeil commented we have to get involved as parents and think of creative ways for our children to get the same options as those in larger schools.

Vote on the motion: the motion failed 2-3-0.

Mr. York made a motion to reduce the CHS French teacher position from the FY18 budget. Mrs. Harrison seconded.

Mrs. Harrison asked if the motion is to eliminate the French position and the courses. Mr. York indicated that the motion is not to eliminate classes, which will still be listed in the program of studies.

Mr. Lonergan indicated the classes will not be listed in the program of studies if we are not running them. He noted that French I and II will be offered through VLACS.

Mrs. Harrison commented that the enrollment is the way it is because of the way programs are set up in the schools. She indicated that we do need to think outside the box, but is afraid that is not happening.

Mrs. Izbicki commented we do not need to offer the courses only through VLACS because we have many capable educators here and in the communities around us. She suggested a stipend position for Google Classroom where the student can Skype with the teacher. She indicated there may need to be some negotiations with the teachers' union to have stipend positions support the courses the students want. She noted we will be creating independent learning that will help students in college. She commented we have the opportunity with the knowledge we have and she knows what that looks like from a teacher's perspective.

LITCHFIELD SCHOOL DISTRICT

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Mr. Lonergan commented that one challenge has been overlooked: part-time teachers. He indicated the most challenging aspect is that part-time teachers are not here 40% of the time so students are not being helped. Nate Cooper, CHS teacher, commented that he understands the need for creativity. Referring to the idea for VLACS coordinators and stipend position, he indicated that pedagogy is very important to what we are doing. He noted the vast majority of the teacher evaluation documents we worked on is about pedagogy and how you teach. Mr. Cooper commented pedagogy is imperative on the impact of student learning. He indicated knowledge is key, but we look at what do we want students to know and what do we want them to be able to do.

Mr. Barka commented there is a full time curriculum director in the budget next year and asked if that is one position we would look at.

Mr. O'Neill commented that we would expect that review to occur. He indicated we will look at a variety of ways to put forward other courses as well. He noted it seems we are trying to give a skillset and the real challenge is learning to learn and solve problems. Mr. O'Neill indicated French and Spanish are vehicles used in teaching our children how to learn and solve problems. He commented it is not so much the breadth of courses offered, but the depth of knowledge given to the children to help them down the road.

Vote: the motion carried 3-2-0.

Music:

Carolyn Spalding, 1 Season Way, commented she is a senior at CHS and made the following statements. She transferred here in grade 8 from a school that did not offer music classes. She got involved in music in her junior year of high school and the time spent in it created a positive impact. It is a great way to spend time and provides an outlet for stress. Making the position part time does not give students enough options or time to learn an instrument. People who want to take these classes should be able to take them. It is important to have classes where students can explore music. Advanced classes are important for those who want to go into music in college. The music department is a community and much work goes into it.

Mr. Bourque clarified the courses that not be offered are: Advanced Studies in Music (1 student); Music Exploration (5 students); Guitar Ensemble (2 students); Advanced Guitar (3 students).

Mr. O'Neill commented of the 209 elected courses, we are filling 198 of them. He indicated 95% of the music courses students want to take they will be able to take. He noted this affects a very small number of students.

Mark Tedonia, 29 Marc Lane, commented that he is the Band Director at Windham High School. He asked Board members to think about who the half time teacher may be. He was concerned the quality of the music program will decrease and that the district may find themselves hiring someone every two years, or perhaps may have to make that position full time the following year. He indicated we are talking about the legacy of the music program. He acknowledged that classes may have low enrollment, but believes the position should remain full time.

Abby Sigman, 33 Mayflower Drive, commented she has been in the chorus since middle school. She indicated in the drumming class, she is the only one who understands music. She believes it is an important part of people's lives. She commented getting rid of half the department will make it go downhill. She indicated she is taking Advanced Music Theory which helped her understand music so much better. She was very upset at the proposed reduction in the music department.

Dawn Sullivan, 95 Brent Street, commented the question Amy Goldstein asked online was if we make this position part time and these teachers go far beyond every day, will that new person go far beyond for our students.

Robin Corbeil, 4 Nesmith Court, indicated she was a part time teacher and gave 100%. She commented it is not that you cannot find a part time teacher. She cautioned we need to get it right. She noted we have to take into consideration what the children want and be open to the idea of opening the courses up again if there is interest the following year.

LITCHFIELD SCHOOL DISTRICT

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Mr. Bourque commented that was discussed last year and it will be listed in the course offerings.

Mrs. Corbeil commented it is not about what percentage you are as a teacher, but what you are as a teacher. She indicated that we have a phenomenal part time art teacher. She asked the Board to consider the numbers when making decisions and to poll the students in grade 7 next year regarding what they want in grade 8. She asked for a recap of what occurred at the last School Board meeting.

Mr. Bourque commented that the Board looked at the music department courses and there are four courses with less than six students. The Board decided to reduce that position at CHS to two part time positions: one at CHS and one at LMS. He indicated the Board felt that the part time position for LMS would help to start promoting the course. Mr. Bourque commented the courses taught now at CHS do not warrant a full time position. He noted that we do bring part time positions back to full time (i.e. curriculum director position, elementary assistant principal position).

Mr. Lonergan commented we had a teacher that was teaching part time and because of interest he jumped up a level this year.

Mrs. Corbeil commented that there needs to be some discussion on how to add the position to the middle school and get people involved.

Mrs. Izbicki indicated the discussion on vision for next year starts in October, which is when decisions are made. She commented we are being reactive to the budget we were given. She noted that budget meetings, budget hearings, and deliberative session are where you can make a difference. She indicated that we should start right in next year thinking about the following year. Mrs. Izbicki commented that is where we need you.

Carolyn Leite, LMS music teacher, commented she is hearing that you are looking to take the position out of the high school and put in middle school. She indicated that she told the Board she never wanted that at the expense of her colleagues. She asked the Board to keep two full time positions at high school. She commented you need to look at how you schedule because we are hearing students say, "I wish I could take that class, but it doesn't fit in my schedule".

Mrs. Corbeil agreed with Mrs. Leite. She commented students want a lot of classes and have to make choices.

Mr. Bourque indicated that Jodi Callinan, Director of High School Guidance, reviewed the electives and courses last week. He commented that she does a great job making sure the students get the courses they want.

Mr. Lonergan commented scheduling varies by department and it is not an easy task. He indicated 90% of courses have been chosen and scheduled. He noted we are moving teachers around to optimize as many students as we can to those classes.

Mr. O'Neill commented there are many singleton courses in a small school. He indicated if a student wants to take one course, s/he may not be able to take the other and that student must make a decision. He noted that Mr. Lonergan and Mrs. Callinan do a good job.

Mrs. Corbeil commented that if parents have concerns regarding courses, they can hold the Board accountable by showing up in the fall during the budget sessions.

Mr. Bourque responded to Mrs. Leite's comments. He clarified that reducing the CHS music teacher position to part time was not at the expense of a colleague as that colleague is retiring. He indicated we researched the numbers to make the decision.

Community Member, 22 Wren Street, thanked the Board for the discussion. She commented people do need to attend Deliberative Session. She commented working in Londonderry she is aware that voters support education all the time, but in Litchfield voters do not. She is concerned that if the position is reduced to part time, it will not be increased back to full time if needed.

LITCHFIELD SCHOOL DISTRICT

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Mr. Bourque commented that voters need to support the budget, not the position.

Mr. O'Neill explained that the Board recommended a budget to the Budget Committee that was \$440,000 higher than presented to the voters. He noted the increase in items beyond our control was almost \$283,000. He indicated the Board advocated very hard for the budget they presented, but it did not make it through the Budget Committee.

Dawn Sullivan, resident, commented Mr. Martin does not teach full time, but holds a full time position. She indicated part of his duties includes Freshman Seminar, taking care of the auditorium, and being an advisor. She asked who will fulfill these duties?

Mr. Bourque commented that he is sure someone will take care of those duties and that Mr. Martin can train someone to attend to the auditorium.

Amy Goldstein, 1 Spicebush Circle, was concerned about what would happen if enrollment in those courses increase. She was concerned about adding a part time teacher to LMS for chorus. She commented that band is not going to get any smaller. Mr. Lonergan indicated that it will be challenging.

Phil Martin, CHS music teacher, commented that he respects the course enrollment numbers. He indicated there are 17 Honors or AP courses and 42 students took exams last year. He pointed out that Music Exploration was accidentally omitted from the program of studies one year. Mr. Martin explained that in music, students are recommended into courses. He commented that he was a regular five period teacher, a department coordinator, was asked to take on Freshman Seminar, team teach the school store and asked to oversee the auditorium. He suggested to review all the course enrollments and figure out a plan.

Mr. O'Neill commented will be offering CHS offers AP Calculus with 9 students, AP Biology with 8 students, AP Environmental Science with 11 students and any other AP course that has 12 or more students enrolled. He noted that they looked at all the courses with low enrollment and there are many that will not be offered next year, such as Drafting, Journalism, Child Development 2, The Constitution, Wood and Construction Tech, and more. He indicated the students that did choose those courses had to be placed into other electives. Mr. O'Neill commented that the same courses will be offered the following year and if the enrollment is higher the courses will run. He pointed out that AP courses are well supported across the community.

Jill Pennington, CHS Performing Arts teacher, clarified that the department is not known as Music, but Performing Arts. She commented we are overlooking the fact this is both a set of classes and courses, but also an activity. She noted co-curricular activities are attached, such as trips, productions, and honor ensembles. She indicated if there is concern about the numbers, then look at the overall student load. She commented that band has over 60 students enrolled, which means the average is right in keeping with all the other teachers in the school. Mrs. Pennington indicated the Performing Arts department is different than other departments and every performing arts department she has been in has had a cult of personality. She commented that the advisory program was set up to be a four year program and if the full time teacher is reduced to part time it makes a difference. She noted all the co-curricular activities that go with the department will be eliminated with a part time teacher. Mrs. Pennington believes that the result could obliterate a successful program that turns out amazingly successful people. She indicated our concert numbers will stop because the students will not know who is going to be at the front of the room. She commented that we should invest in a long-term, successful program.

Mr. Bourque thanked everyone for their comments. He indicated to the Board that Mrs. Callinan provided a report that reflects splitting the full time music teacher between LMS and CHS.

Mr. York suggested that since Mrs. Callinan is not at the meeting the Board should assess their position.

Mr. Barka commented this position is different than the French position as the total enrollment in music is not decreasing. He indicated declining enrollment will not affect CHS for four years. He does not believe that Mr. Martin's course load is light.

LITCHFIELD SCHOOL DISTRICT

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Mrs. Izbicki commented she is really struggling with this decision. She was concerned where the Board will find that money if the position is not reduced.

Mr. O'Neill commented that when we came here tonight, one of the challenges was anticipation that the French position would not be reduced, and we had to find \$30,000 somewhere in the budget. He noted we expected to spend ahead for FY18 so that we could keep the French position. He explained that the analysis we did will yield enough to fund one full time position in music. Mr. O'Neill indicated the issue is going to be that no matter what you do, there will be courses with low enrollment and in approximately eight years we will have an enrollment of 350 at the high school. He believes you will see declining enrollment in 3-4 years and will have to address these same issues.

Mr. Bourque commented if we maintain the full time teacher at CHS, we will not offer the courses with lower enrollment.

Mr. York asked how many courses are full year courses. Mr. Lonergan commented some of the courses only run one semester (i.e. Intro to Guitar, Intro to World Drumming).

Mr. O'Neill commented we are not running courses with 11 students, but will run course with 3 students. He indicated that is not fair to the middle school as we investigated the opportunity to offer four courses at CHS and two hours to work with the students at LMS. He was concerned about talking to a teacher whose courses are not running with 6 students, but still run courses with less enrollment.

Mr. Lonergan commented that Mrs. Callinan proposed the high school program would run from 10:49 am to 2:23 pm and the middle school program would run from 7:40 am to 10:40 am.

Mr. Bourque asked for a motion to reduce the CHS music position.

Mrs. Harrison made a motion to reduce the CHS music position to 50%. There was no second. The motion failed for lack of a second.

Mr. Bourque indicated the position will remain full time, but what is done with the position is the Board's decision.

Mr. Bourque thanked the community members for coming out and providing comments.

Mr. York commented that so much of what the music department does is seen in all activities. He believes it is not any different than a math or science teacher. He indicated perhaps we see it more with our children at home.

Mrs. Harrison was concerned that this issue will arise again. She indicated that a plan needs to be in place for addressing declining enrollment.

Mr. Bourque commented that it has still not been determined if we have a budget and until that budget is approved, we cannot make that decision.

Mrs. Izbicki commented we are still traveling down the road of increasing staff. She indicated that we need to be transparent and know where the money is coming from. She noted there is going to be impact on some group.

Mr. Bourque indicated that spending ahead for FY18 can be explored.

Mr. Barka commented that we are not making poor decision. He indicated that our numbers are right, but we are underfunding education.

LITCHFIELD SCHOOL DISTRICT

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Mr. York commented there is no policy that states courses with less than X enrollment will not run. He indicated that we do not do schedules until after the elections, which is part of the problem. He suggested there should be a policy on course enrollment and have something in place for future Boards to make decisions.

Mr. O'Neill commented there is a class size policy, but does not agree with a policy for course enrollment and scheduling.

Mr. Bourque commented the need for the support is not after something is done, it is before. He indicated the Budget Committee said to eliminate French.

Mr. Barka commented the Board was caught off guard and will be better prepared in the future.

Mr. O'Neill commented it is easy to prepare an argument up to grade 8, but more difficult with high school because there are less students that apply for some courses. He indicated every administrator would like to offer every course, but sometimes tough decisions have to be made.

H. Community Forum

Natalie Hirte, 14 Lund Street, commented prior to the March vote, she noticed a language cart that was budgeted. She asked if it is still in the budget.

Mr. O'Neill indicated that item was for the cost per Chromebook, which was reduced, but is still in the budget.

Mrs. Hirte asked for the purpose of the language lab.

Dr. Heon explained rather than a traditional language lab, many places have opted for a mobile unit, which is a program connected to a vendor that allows students to speak and hear. She indicated it is hard for the teacher to spend much time on that aspect and do the reading and writing. She noted this type of software allows students to practice at home and in small groups.

Mrs. Hirte commented that she is someone who knows what she is talking about. She indicated she works with many French teachers and has spoken to them regarding language labs, and they ask why we are wasting money on this. Mrs. Hirte pointed out there are free apps where teachers can log in and see what students are doing. She commented reducing staff and spending money on an antiquated tool makes no fiscal sense.

Mr. Bourque indicated that the budget process is the public's opportunity to address those things.

Mrs. Hirte commented the Board is able to move money around for certain things. Mr. Bourque commented they will look at it.

Maurissa Fluet, 15 Windsor Drive, DI Coordinator, commented that two DI teams made it to the finals this year. She indicated that she is here to ask the Board for financial assistance to allow them to travel to Tennessee. She noted last year the Board provided the team with \$3,750.

Mr. Bourque indicated the Board will address it on April 19.

Mrs. Fluet mentioned that Destination Imagination in Litchfield caught the attention of the rest of the state and was interviewed for the HLN on Monday.

Mr. O'Neill congratulated the DI teams and all the community members that made it possible.

Robin Corbeil, 4 Nesmith Court, made the following statements: middle school is an opportunity for students to try everything. She has been there for 13 years and it took many years to ensure through scheduling that every student would experience everything. Band is the only Unified Art that parents get to choose and they choose it for three years (45 minutes/day for 3 years). Chorus was part of the daily schedule. If choral is available in grade 6 and

LITCHFIELD SCHOOL DISTRICT

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parents choose chorus and band, students will not be in technology. Scheduling is an issue in high school and students have to make choices based on the college to which they want to be accepted. That is not the case at the middle school. Mrs. Corbeil commented as the Board decides on this position and it is brought down to the middle school, what is the driver – to implement music for grades 6-8 or to assist other teachers.

Mr. Bourque indicated it is for both reasons.

Mrs. Corbeil commented any course introduced beyond grade 6 will impact the student who chooses chorus and will not have the opportunity to have that other Unified Art course. She indicated we only have so many minutes in the day that have to go to core academics. She noted we have to get this right.

Nate Cooper, CHS teacher, thanked the Board and Superintendent for hearing public testimony. He indicated Board members take it seriously and go through it with a lot of care and it is not an easy decision.

Mr. O'Neill spoke to the comment regarding not having a budget yet. He reported there was a 10-10 tie at the House of Representatives yesterday regarding the votes for the elections that were postponed. He indicated each town is on its own now. He commented people need to follow what is going on at the State House regarding funding for education as there are a number of bills that could have a significant impact on education. He is asking the public to be politically aware of what is transpiring.

I. School Board Comments

There were no Board comments.

II. CONSENT AGENDA

A. Public Minutes:

- March 29, 2017 Public Hearing

Mr. Barka made a motion to approve the public hearing minutes of March 29, 2017. Mr. Bourque seconded. The motion carried 5-0-0.

- March 29, 2017

The draft minutes for March 29, 2017 will be postponed until the April 19 School Board meeting.

III. REPORTS

A. Principal's Reports:

- GMS

Mr. Thompson provided his March report to the Board. He reported:

- 45 Enrolled in K; 52 Enrolled in Grade 1
- Elementary DI team going to national meet in May
- Maurissa Fluet nominated for the Hudson VFW Loyalty Award
- Appreciation to Melina Prevel Turmel for successful Read Across America week
- Serious-minded approach to SBAC by students
- Christina Harrison to head up New Frontiers program with 100 students
- Successful Math and Reading Carnival held
- Great East Festival adjudicators are LMS and CHS teachers this year
- Third quarter ends April 7
- PLTW teachers received feedback from teachers at meeting.

Mr. Thompson commented that he met with Speech, OT, PT, Math/Reading Tutors, Enrichment Teachers and Special Education Teachers to talk about schedules. He indicated these staff members stated the first time in the day when all the students are in the classroom together is 2:30 pm because students are pulled out at various times during the day. Mr. Thompson met with Andrea Stern to discuss using the schedule module in Infinite Campus, but after much discussion it was determined it is not the correct tool. He indicated while researching, it was discovered that Class Creator allows input of much information about student services. Mr. Thompson sent parents a reminder that any placement information they get be sent to GMS by April 21.

LITCHFIELD SCHOOL DISTRICT

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- LMS

Mr. Lecklider provided his March report to the Board. He reported:

- The PTO has been very supportive
- Dave Walsh, PTO President, was nominated for the Hudson VFW Loyalty Award
- The District Arts and Music Festival was very successful
- Grade 7/8 band went to the All State and scored Distinguished at the Large Group Festival
- LMS jazz band participated in the Litchfield Jazz Concert at CHS
- The Krispy Kreme fundraiser was successful
- Washington DC trip upcoming with plans going smoothly
- Student Council recently donated \$200 to Loaner's Closet charity
- Lockdown drill was successful
- Sports began last week
- Congratulations to the DI teams who competed in the regional finals
- LMS continues to build capacity on Twitter
- SBAC tests began this week
- Professional Development day is April 12 (Google Classroom).

Mr. Lecklider commented that teachers participated in an activity today in the staff meeting with good ideas for RTI.

Mr. Bourque asked for Mr. Lecklider's thoughts on Twitter and the use of Twitter. Mr. Lecklider commented that announcements and events can be updated easily and information can be posted to Twitter quickly. He feels that it is building slow momentum, but that it has been successful.

Mr. Bourque asked about feedback from the public regarding Twitter. Mr. Lecklider hears positive feedback and noted that followers are growing.

- CHS

Mr. Lonergan provided his March report to the Board. He reported:

- Four students attended the NH Youth and Government conference at the State House and 3 were elected to leadership positions
- Senior Dylan Coates won a gold medal in the NH Skills USA state competition
- Dennis Perreault was selected as the NH Council for the Social Studies Teacher of the Year
- Andrea Ange was awarded the Golden Bell Award
- The Wrestling team's coaches award was named in Steve Callinan's honor
- James Woods, custodian, recognized for his hard work
- NH Music Educators Association sponsored the District Band and Chorus concerts
- Sean Conley, long time sub in Math, created a revised time card in Excel providing consistency and accuracy for substitutes
- Mike Perez heading a team to begin planning the varied needs of the 1:1 implementation with the Class of 2021
- 10 students took the Armed Services Vocational Aptitude Battery
- 108 students took the SAT today
- Bill Hicks and Jeff Parsons trained student mentors
- Mark Lawrence is the official photographer for the yearbook
- May 23 is Senior Academic Awards night.

- Athletic Job Descriptions:

- JV Boys Lacrosse Coach
- JV Girls Lacrosse Coach

Jarod Mills, CHS Athletic Director, provided draft job summaries for two JV Lacrosse coaches that were proposed by the Lacrosse group. He indicated the sport is growing and there is a need to increase the coaching presence.

The Board made some minor revisions.

LITCHFIELD SCHOOL DISTRICT

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Mr. Barka made a motion to approve the Junior Varsity Boys Lacrosse Coach job description with revisions. Mr. Bourque seconded. The motion carried 4-0-1, with Mr. Bourque abstaining.

Mr. Barka made a motion to approve the Junior Varsity Girls Lacrosse Coach job description with revisions. Mr. Bourque seconded. The motion carried 4-0-1, with Mr. Bourque abstaining.

Mr. O'Neill noted that the sport is self-funded and is paying a stipend of \$1,000. He noted if Lacrosse is ever included in the budget and the LEA CBA we would have to pay the coaches what is approved in the CBA.

Mr. York believes that the district has to match it now. He commented you do not have to pay it, but the job description should reflect the stipend that is in the CBA for other assistant coaches.

Mr. O'Neill indicated the change would be made.

B. Curriculum Report

Dr. Heon provided the March curriculum report to the Board. She reported the district could lose its Title IIA grant, which will be impacted around the federal budget. She indicated these funds are used to supplement the district's professional learning.

Mr. O'Neill provided an observation. He indicated there is a need for strategic discussions that should be occurring at the Board meetings while the principals are present. He suggested focusing on Project Lead the Way in May and the Library Models and how we offer services in June.

Mr. Bourque agreed. He commented that it would be more beneficial to discuss a particular subject that can lead to thoughts and ideas.

Mr. O'Neill suggested starting this year and hosting six strategic sessions during the year. He indicated that a discussion lead the Board to further discussion or creating a committee.

Mr. York suggested announcing the topics on the website. He asked if the Board can be provided the subject matter ahead of time in order to digest it and formulate questions.

C. Student Representatives Comments

Ann Paquin expressed appreciation to the Board for allowing the student representatives to witness the essence of democracy each month. She commented it is important to be politically aware. She thanked the Board for their time.

D. MS-22

The 2018 MS-22 was presented to the Board for their signatures.

E. Enrollment Report Mar 2017

Mr. O'Neill provided the March 2017 enrollment report to the Board.

F. Committee Reports

- Joint Loss Management Committee

Mrs. Flynn provided a brief report of the committee meeting to the Board. She reported the JLMC met on March 30 and discussed the annual inspection of buildings and grounds, hazardous materials protocol, incident reports and security and lighting issues.

IV. NEW BUSINESS

A. Job Descriptions:

- Business Administrator

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- Curriculum Director

Mr. O'Neill presented two revised job descriptions to the Board for review and approval. He indicated the job descriptions contain minor revisions.

Mr. York made a motion to approve the revised Business Administrator job description. Mrs. Izbicki seconded. The motion carried 5-0-0.

Mr. York made a motion to approve the revised Curriculum Director job description. Mrs. Izbicki seconded. The motion carried 5-0-0.

Mr. O'Neill briefly discussed the committee process for searches.

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 School Board entered into non-public session at 9:30 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 (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. Izbicki seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. Izbicki, yes; Mr. York, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 9:56 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes; Mr. York, yes.

VIII. ADJOURN

Mr. York made a motion to adjourn at 9:56 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 19, 2017

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair (*excused*)
Christina Harrison, Board Member
Paula Izbicki, Board Member (*excused at 7:00 p.m.*)
John York, 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 March 29, 2017:

Mr. Bourque made a motion to accept the resignations and retirement requests as presented. Mr. York seconded. The motion carried 5-0-0.

Mr. York made a motion to accept all nominations, with the exception of the part time CHS French teacher, which will be voted on at the April 5, 2017 School Board meeting. Mrs. Harrison seconded. The motion carried 5-0-0.

From April 5, 2017:

Mr. Bourque made a motion to accept the resignation of Hilda Lawrence, Director of Food Services, effective June 30, 2017. Mr. York seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Frank Markiewicz, Business Administrator, effective June 30, 2017. Mr. Barka seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Julie Heon, Director of Curriculum and Instruction, effective June 30, 2017. Mrs. Izbicki seconded. The motion carried 5-0-0.

E. Presentations and Recognitions:

- Request for Funding for Destination Imagination Teams

Maurissa Fluet, DI Coordinator, presented a proposal for funding toward travel costs for the DI teams who will be traveling to Knoxville, TN for a global tournament in May. She noted that a team from the elementary level and a team from the middle level are participating and requested funding in the amount of \$3,750 for each team for registration and travel. She indicated that the cost for each team to go to the tournament is over \$10,000. Mrs. Fluet commented that the teams are in the midst of fundraising. She noted that the Board contributed \$3,750 last year and hopes that the Board will contribute a total of \$7,500 for the two Destination Imagination teams this year.

Mr. Bourque was concerned that the circumstances have changed this year since Destination Imagination, a PTO sponsored activity, is now a non-profit organization. He indicated using public funds to support a non-profit, non-school sponsored activity opens the district up to, not only liability, but to solicitation from other non-profit organizations, teams and activities. He added that last year the activity may not have been school sponsored, but the school was used for the activity.

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Mrs. Fluet commented that DI was part of the GMS PTO last year and is more an academic competition than an athletic one. She believes that a precedent for other teams and organizations will not be set.

Mrs. Izbicki asked if the Board approved any funding toward the CHS Music Hawaii trip. Mr. Bourque indicated that the Board did not approve any funding toward that trip.

Mr. York asked for the reason DI became a non-profit and moved away from becoming a school activity.

Mrs. Fluet indicated the activity was never school sponsored and this was the first year we tried to become school sponsored. She commented that discussions were held with the principals and the insurance company regarding requirements and criteria. She noted we were not going to be able to be covered by the district's liability insurance.

Mr. York asked why the program moved away from a self-funded program.

Mrs. Fluet indicated to be school sponsored we would have to meet at the school and there is no space at the school to accommodate building activities for the competition, which the district's insurance would not cover.

Mr. York asked why it would be a violation of the insurance if it is off-site. Mr. Bourque explained in order to be covered by the insurance, some of the tools needed would have to be used in the school.

Mr. O'Neill commented when we spoke with Primex they informed us that if it is a school sponsored activity practices, putting together materials, and using the tools would have to be done on school grounds; however, we could not facilitate those things without liability. He indicated that transportation was a concern and our policies are not compatible with DI transportation methods. He added another concern was the legal requirements for volunteers.

Mrs. Fluet commented both sides compromised a little, but in the end we felt we could not offer the program we wanted to offer and have the children feel that they can be competitive. She indicated there were too many limitations on storage and building.

Mr. York commented the Robotics program does not work on their projects in the high school all the time and is no different than this program.

Mr. Bourque indicated Robotics is not a non-profit organization.

Mr. O'Neill explained Robotics is predominantly centered in the district and DI is predominantly centered in homes and off-campus. He indicated the challenge always been once you start getting insurance and legal involved, your insurance goes away at the school.

Mrs. Fluet commented many schools are running into the same issue and will have to redefine how it is done.

Mrs. Izbicki commented what schools are giving DI Teams is not a lot. She mentioned that DI is not a school sponsored activity in Hollis.

Mrs. Harrison commented Robotics in our district is a stipend position and a school program. She indicated there is a difference.

Mrs. Izbicki commented DI is expensive and they require that you pay for everything. She indicated that she is not opposed to DI, but is struggling with the budget and the things that we had to reduce.

Mrs. Fluet commented they are all your children, too. She noted we have more children in DI than are involved in AP classes at CHS.

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Mr. York commented that when Robotics was struggling some years ago, a motion was made a Deliberative Session to double the funding and to include it in the budget annually. He indicated that the same should be done with DI, or put it on the warrant to see if voters approve moving it into the budget.

Mrs. Fluet mentioned there was money appropriated for DI in the GMS budget this year. Mr. Bourque explained all the money designated for DI has been removed and the Budget Committee agreed it was a good idea at the time. He was concerned because the situation has changed and DI is now a non-profit organization. He believes approving funding for DI will open up a Pandora's box. He indicated the Board discussed academics and sports over the last two meetings and athletics plays a large part of development in schools as well.

Mr. York made a motion to allocate \$7,500 for Destination Imagination. There was no second. The motion failed for lack of a second.

Mr. Bourque commended Mrs. Fluet for her work with Destination Imagination. He indicated that she has done a fabulous job with the program. He suggested placing funding for DI on the warrant next year.

Mrs. Fluet commented the Board talked about thinking outside the box over the last two meetings. She indicated that classifying DI as a non-profit was creative, but the Board's unwillingness to approve funding is the opposite of what you would like everyone else to do. She wanted to know where the advantage is for DI for having done it the right way.

Mrs. Izbicki commented even if DI was still funded by the district, she would not have voted for this motion. She indicated she would rather put the money into opportunities for students to experience outside of the school day.

Mrs. Fluet commented that they can change the way the program operates. Mrs. Izbicki indicated that the Board needs to take a hard look at the program.

Mr. York commented that this program is more in line with the way the high school is used. He indicated that the Board has allowed sports to come into the high school. He commented the Wrestling program was run by a non-profit organization and they received money from the district. He noted that Lacrosse will come to the Board to become part of the district. He stated the district funded part of the Wrestling program when they were a self-funded program so the precedent has been set.

Mr. Bourque commented the Lacrosse teams are being coached by employees of the school, which is no different than Wrestling.

Mr. York indicated the coaches were paid by the non-profit organization and the Board let them continue until Wrestling became part of the school sports program. He commented at the same time the non-profit organization kept operating and promoting. Mr. York noted that the Board provided funds to DI last year, which makes it a school-sponsored program.

Mr. Bourque disagreed.

- H.L. Turner Group: Buildings Conditions Assessment Report

Doug Proctor and Bill Hickey, representing The Turner Group, presented a draft report and recommendations regarding the condition of the district school building and systems.

Mr. Hickey thanked Mr. Ross and Mr. Reynolds for their help during the building inspections. He commented that a team from HL Turner Group walked through each school building and inspected mechanical systems, structural integrity, electrical systems, HVAC, interior and exterior of the buildings, as well as parking lots and walkways.

Mr. Hickey reported:

- mechanical systems controls in all three buildings are outdated and aged, and in dire need of replacement, which is a large dollar item;

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- speaker and clock systems are beyond their useful life;
- fire alarm systems are beyond their useful life;
- LMS roof is at the end of its life span;
- LED lighting is recommended;
- sprinklers recommended for GMS;
- CHS exterior finish system on outside of the gym has a short life span.

He indicated CHS was well built and all three schools are structurally in good condition.

Mr. Markiewicz reported the report on the feasibility of the 1930s building will be submitted as a separate draft.

Mr. Hickey indicated given the current condition of the building it really does not have a functional use. He noted there is an accessibility issue and the building requires significant renovation. He suggested that the frame floor system can be removed, bringing the lower level floor up to the school level as the cost to put in a stairwell and elevator would not be worth the investment.

Mr. Proctor indicated water is getting into the walls and deteriorating the windows.

Mr. Bourque asked how much work would be needed for the building to house classrooms. Mr. Proctor indicated that it would require significant renovation.

Mr. Bourque asked if the SAU offices can be moved into the building. Mr. Hickey indicated that could be possible, but there would be accessibility and parking issues. Mr. Proctor indicated the renovations would still be required and another entrance would have to be created.

Mr. Bourque commented that it may be possible to make a couple of classrooms in the building. Mr. Hickey indicated that plans would have to be prepared. He suggested that a specialty room (i.e. physical therapy, occupational therapy) may work well in there.

Mr. O'Neill asked based on what you are saying to us, what is the cost analysis of doing what you recommend vs the cost of a new building with heating, sprinklers, etc.?

Mr. Hickey indicated sometimes the more historical buildings have value and sentiment, but there is not a lot of use for that building. He commented if you had a clean slate there, that would be the best option. He noted energy efficiency is always a concern with older buildings.

Mr. Proctor commented if you pull down that building and build new it will trigger having to sprinkle the whole building. Mr. Hickey added if the building is out of compliance, the fire marshal will not approve the addition.

Mr. Bourque commented the Board will have wait and see what HL Turner provides. Mr. Hickey indicated they will prepare the cost of renovation and the cost of a new building.

Mr. Bourque asked what other things need to be brought to code. Mr. Proctor indicated a sprinkler system would resolve many issues. He explained currently you are relying on the classrooms being fire separated from the corridor, but based on the current code it is too big for its construction type.

Mr. Bourque commented some of the items' life expectancies were confusing. Mr. Hickey commented that they will go through the report and ensure they are correct. He indicated everything we looked at had been well-maintained to a degree. He noted there is a design issue with the penthouse for the air handlers and the units are 12 inches apart. He indicated no one can get in there to maintain the equipment and it most likely has not been able to be maintained due to its design.

Mr. O'Neill asked if life safety would be the highest priority in terms of the Capital Planning Committee. Mr. Hickey indicated life safety is always first and noted that HL Turner will call out the priorities.

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Mr. Bourque asked when the report will be finalized. Mr. Hickey indicated it will be approximately one month. He offered to meet with the Capital Planning Committee and explain the report and recommendations.

F. Correspondence

Mrs. Harrison commented that correspondence was received from Representative Byron regarding what was contained in the 2018-2019 budgets that were not supported by the House of Representatives.

Mr. Bourque announced that Nate Cooper (CHS teacher), Dave Walsh (LMS PTO President), and Maurissa Fluet (GMS DI Coordinator) will receive the VFW Loyalty Awards on May 5. He congratulated all award recipients.

G. Superintendent's Comments

- 2017-2018 School Board Meeting Calendar Draft

Mr. O'Neill presented a draft meeting calendar to the School Board for input and approval. He commented of the Board provides object codes it would reduce the number of meetings with the Budget Committee.

Mr. York mentioned that he tried to get the Budget Committee to agree to review budgets on one day and to lift the requirement of having all administrators attend to present their budgets. He commented he encouraged them to look at the budget(s) prior to the presentation. He indicated Mr. Cutter will provide an analysis of the budget for the Budget Committee again this year.

Mr. Bourque commented that he made the same suggestion to the Budget Committee last year, but they were not receptive. Mr. York believes they are more willing this year.

Mr. Bourque indicated there is conversation about changing the format this year.

Mrs. Harrison made a motion to approve the 2017-2018 School Board meeting calendar as presented. Mrs. Izbicki seconded. The motion carried 4-0-0.

Mr. O'Neill mentioned that he received a letter from legal counsel regarding HB 329, which pertains to the delayed voting days. He indicated if the bill is approved and the Governor signs it, all elected positions will be confirmed. He explained the bill authorizes governing bodies to legalize all other actions that took place at the district meeting. He added that once the Board ratifies the actions and votes, they must put it in writing and post the resolution.

H. Community Forum

Robin Corbeil, 4 Nesmith Court, asked if schools can help Destination Imagination through fundraisers and publicity for donations. She indicated community support would be beneficial.

Mr. York commented that it would be no different than if the schools raised money for cancer or another non-profit organization. He suggested that the fundraising be handled by the student councils and that principals should drive that.

Janine Anctil, 43 Tanager Way, asked if the building assessment report is available to the public. Mr. Bourque indicated the report is only a draft at this point in time.

Mrs. Anctil asked if air quality was included. Mr. Bourque indicated only structure and mechanical systems. He noted air quality tests are performed on a regular basis.

Mr. Markiewicz commented all three school principals are required to report air quality every year.

Jen Diener, 9 Birch Street, asked if that means air quality is tested at GMS annually. Mr. Markiewicz indicated that principals are required to file a specific report checklist each year.

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Mrs. Diener commented that the district policy states air quality is tested every three years. She indicated the last test at GMS was completed in 2015 and needs to be done this year. Mr. York clarified it would need to be done in 2018.

Mr. O'Neill commented that he has not received any concerns regarding the air quality at GMS.

Mr. Markiewicz noted that policy EBBD does not make any reference to how often air quality testing is done. He indicated it reflects an annual checklist is completed and filed.

Mr. O'Neill asked if there is periodic testing or sampling of air quality performed in each school. He asked if there have been any concerns with the results of the tests that were completed.

Mr. Markiewicz commented that he would have to check with the facility manager and principals. He indicated if remediation were needed it would have been completed.

With reference to Mrs. Diener's question about the frequency of air quality testing, Mrs. Flynn noted that it has been the practice of the district to stagger air quality testing at each school over three years (i.e. GMS one year, LMS the next, CHS the following year).

Mr. O'Neill indicated that a public report will be provided at the next meeting in May.

I. School Board Comments

Mrs. Izbicki explained her comments with regard to motion to provide funding to Destination Imagination. She commented based on having been through the budget process and what is occurring at the state level, not everyone is aware of what is happening behind closed doors. She indicated significant money is being reduced from public education. She noted we are going to have to be conservative about where we put our money during the school day. Mrs. Izbicki commented that she is not opposed to the possibility of leaving the decision to the voters. She encouraged everyone to investigate what is transpiring with education funding that will impact school districts.

(Mrs. Izbicki was excused at 7:00 p.m.)

II. CONSENT AGENDA

A. Public Minutes:

- March 29, 2017

Mrs. Harrison made a motion to approve the public minutes of March 29, 2017. Mr. York seconded. The motion carried 3-0-0.

- April 5, 2017

Mrs. Harrison made a motion to approve the public minutes of April 5, 2017. Mr. York seconded. The motion carried 3-0-0.

- Budget Transfers Mar 2017

Mr. York made a motion to approve the March 2017 budget transfers. Mrs. Harrison seconded. The motion carried 3-0-0.

III. REPORTS

A. Business Administrator's Report

- Snow Removal Services

Mr. Markiewicz reported that Dalton Farms has a three year contract that expires June 30. He has provided exceptional service and always makes the schools a priority. He provided a proposal to extend the contract for an additional three years at the same cost (\$37,000 per year). He noted Board policy allows the Business Administrator to make the recommendation to the Board.

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Mr. Bourque asked if contracts such as these are normally fixed cost per year instead of per storm cost. Mr. Markiewicz indicated most districts do fixed price contracts because it is difficult to budget otherwise. He explained a per storm contract contains many factors such as how many times per storm lots are plowed, cost per inch, which is a lot of work.

Mr. Bourque commented on where the snow piles are placed. He indicated this past year snow piles encroached on parking spaces at the high school, handicap spaces and the portables at GMS.

Mr. Markiewicz indicated the issues were addressed this year and Mr. Dalton will come and move the piles. He noted there will be a fence in front of the portables next year.

Mr. York made a motion to approve a three year contract extension for snow plowing services by Dalton Farms. Mrs. Harrison seconded. The motion carried 3-0-0.

- Monthly Report

The Business Administrator presented the district financial report to the Board. Mr. Markiewicz provided an executive summary that reflected a projection of the unassigned fund balance as if today was the end of the month. He indicated the district should be able to spend ahead for FY18 and still return unassigned funds at the end of the year.

Mr. Bourque commented that he has heard questions regarding why we are thinking of spending ahead if the budget is tight. He indicated the Board is looking at a budget that is \$443,000 less for FY18 and we need to look at prioritizing items. He noted we have to add a grade 3 teacher and increase a part time special education teacher to full time.

Mr. Markiewicz added that the CHS music position was reduced to part time prior to the Board vote to keep the position full time. He commented part of what we are spending ahead is to keep those positions for next year.

Mr. Bourque asked if a list of items to spend ahead has been drafted. Mr. Markiewicz indicated that he provided a list reflecting building projects for which we can spend ahead.

Mr. York asked if the Board will be able to review the contracts for those projects before the end of the year. Mr. Markiewicz commented that it is hoped the projects will be completed before the end of June.

Mr. York commented that contracts have to be approved by the Board in order to encumber end of year funds. Mr. Markiewicz indicated the contracts will be in place.

Mr. Markiewicz reported reductions incorporated into the FY18 budget include a half time music teacher, building appropriations, health insurance and retirement. He indicated that the \$300,000 Budget Committee reduction was added back into the budget for attrition and to accommodate the 3% increases in non-union salaries and postage costs reduced by the Budget Committee. He noted Superintendent recommended changes include an additional grade 3 teacher and increasing a special education teacher from part time to full time. Mr. Markiewicz indicated that spend ahead priority areas include textbook replacement, additional equipment purchases, and furniture replacement.

Mr. York commented these items for next year are not in this year's budget. He noted there is a process by policy and law that has to occur. He indicated the district cannot spend this year's money on items not listed in this year's budget. He commented there has to be a designated amount and contract.

Mr. Markiewicz indicated that the district always follows that procedure.

Mr. Bourque commented we will have the list for the next meeting.

B. Committee Reports

- Budget Committee

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Mr. York reported the Budget Committee met on April 13, 2017. He reported that he attempted to start a conversation regarding budget presentations and reviews with the goal to alleviate the need for all administrators to present their budgets to the Budget Committee.

Mr. York reported they would like to have the default budget earlier and had a brief discussion on revenue projections. He indicated he encouraged them to allow the School Board to handle the budget process and it is up to the Superintendent if he wants to bring in the administrators. He noted based on what he heard at the meeting, they do not want to review the budget line by line.

Mr. Bourque mentioned he heard them talking about parameters. He noted another comment that came up was about the two special education articles that failed and that a comment was made that the School Board should have sent a letter to the HLN. Mr. Bourque indicated that Mrs. Harrison did a great job getting the articles out to the public, the LEA was supportive, Mrs. Izbicki provided a presentation at Deliberative Session and we put article explanations in the HLN. He commented on the School District ballot there were eight articles and six were approved; on the town ballot there were sixteen articles and they were all approved. Mr. Bourque indicated that the Board will push harder next year. He commented that two articles failed only by 30 votes and that should not be attributed to not submitting a letter to the HLN.

- Wellness Committee

Mrs. Harrison reported that the Wellness Committee discussed data from the survey, which yielded approximately 300 responses. She indicated the overwhelming theme was improvements in freshness and portion size. Mrs. Lawrence offered to collate the data and look into improving produce selection and freshness by working with local farms. Mrs. Harrison reported each school is currently in the process of a healthy initiative and a chair massage is offered monthly.

Mr. Markiewicz thanked the Wellness Committee for their work on the survey. He indicated that an analysis was prepared regarding where food service has been over the last three years. He reported actual cash sales are currently down 15% at all three schools. He commented the results of the survey provide a goal for the director to work toward. Enrollment and other factors have contributed to the decrease in cash sales.

IV. OLD AND UNFINISHED BUSINESS

A. FY18 Budget

- FY18 Draft General Fund Approved Budget

The Board discussed spending ahead on items in the 2017-2018 budget using the FY17 fund balance during the Business Administrator's report.

B. Facilities Use Policy

The existing facility use policy has been revised and updated for consistency in procedures and practices regarding community use of district facilities. The Superintendent requested Board review and discussion on the changes.

Mr. O'Neill thanked Mrs. Flynn for her work on the facility use and building access/security policies and working with legal counsel to make the policies consistent and compliant with the law.

Mr. York asked why the changes were made to the facilities policy. Mr. O'Neill indicated there were issues with facility use that required consistency of practices and clarification in language.

Mr. Bourque recommended waiting to review and discuss the policy with the full Board in attendance.

Mr. York commented the Recreation Committee and Town were not charged for facility use in the old policy. Mrs. Flynn indicated that has not changed.

Mr. York asked how that will affect those agencies' use of facilities with the requirement that a staff member has to be in the building. Mrs. Flynn indicated the district will renew the Memorandum of Understanding with the group

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that has access over the winter months without a custodian in the building. She noted the members we provide access permissions for will be vetted prior to receiving their access badges.

Mr. York commented the past Board spent a year on this policy trying to make the process easier for organizations of the town who use our facilities. Mr. Bourque and Mrs. Flynn indicated that is not changing.

Mr. York asked about the requirement for crowd management training. Mr. O'Neill indicated the state is mandating the training and is requiring a fee for the certification. He noted that groups and individuals who use our facilities will not be charged the fee as there is a plan in place to pay for certification for the facilities staff in crowd control management.

The policy will be revisited at the next Board meeting.

Mr. Bourque mentioned that Mr. York sent him an article about a policy that may be mandated to all states.

Mr. York explained that many children in schools either have no money to pay for lunch or there are no lunches left when they get near the end of the lunch line. In these cases, these children are given a less than nutritious lunch. Mr. York indicated that districts have to have a policy in place to rectify this issue by June 30, 2017.

Mr. O'Neill indicated that he and Mrs. Flynn will look into it.

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 MINUTES

A. Approval of Non-Public Minutes:

- March 29, 2017

Mr. York made a motion to approve the non-public minutes of March 29, 2017. Mrs. Harrison seconded. The motion carried 3-0-0.

- April 5, 2017

Mr. York made a motion to approve the non-public minutes of April 5, 2017. Mrs. Harrison seconded. The motion carried 3-0-0.

VIII. ADJOURN

Mrs. Harrison made a motion to adjourn at 8:17 p.m. Mr. York 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 May 10, 2017

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Christina Harrison, Board Member
Paula Izbicki, Board Member (*excused*)
John York, Board Member
James L. O'Neill, Superintendent
Dr. Julie Heon, Director of Curriculum and Instruction
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS (*excused*)
William Lonergan, Principal, CHS
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 6:01 p.m.

B. Pledge of Allegiance

II. PUBLIC HEARING

HB329, Chapter 20 – Ratification of School District Meeting

• **School Board Actions**

- School Board Resolution: Ratification of School District Meeting

The School Board is required to vote on ratification of the actions, votes and proceedings at the 2017 Annual School District Meeting that was postponed due to a weather emergency. A resolution of the Board action was signed by all Board members.

Mr. Barka made a motion to ratify the votes, actions and proceedings of the 2017 Annual School District Meeting that occurred on March 21, 2017. Mrs. Harrison seconded. The motion carried 4-0-0.

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from April 19, 2017: *No non-public session was held.*

E. Presentations and Recognitions

There were no presentation or recognitions.

F. Correspondence

Mrs. Harrison reported that correspondence was received from Liz MacDonald, President of Litchfield Wrestling, regarding a clarification of a statement made at the April 19, 2017 School Board meeting. Mrs. MacDonald indicated that the High School Wrestling team and Youth Wrestling team did not receive funding from the district until wrestling was made part of the athletic program. She noted only transportation was provided by the district.

G. Superintendent's Comments

- Update on FY18 Music Teacher Assignments

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Mr. O'Neill first expressed thanks to the music department and principals for their work on the music schedules for LMS and CHS. He indicated that the following schedule will occur next year:

- Mrs. Leite will teach grades 5, 6, 7/8 Band at LMS for both semesters
- Mrs. Leite will teach High School Concert Band and Intro Guitar at CHS Semester 1
- Mrs. Leite will teach High School Concert Band and World Percussion at CHS Semester 2
- The new teacher will instruct for General Music, 5/6 Chorus, 7/8 Chorus at LMS both semester
- The new teacher will instruct at LMS the last two periods Semester 1
- The new teacher will instruct World Percussion and Music Exploration at CHS Semester 2
- Mrs. Pennington's schedule at CHS will remain the same.

Mr. O'Neill commented there was much good thinking and good use of resources to create this schedule.

- Enrollment Report

Mr. O'Neill provided the April enrollment report and indicated that there was no significant movement.

- Enrollment Update K,1, 2

Mr. O'Neill commented that he received recent Kindergarten and Grade 1 enrollment numbers from Mr. Thompson. He indicated that GMS will most likely need to fill the fourth grade 1 teacher position.

Mr. Thompson reported to date there are 88 students enrolled in grade 1 and 89 in grade 2. He mentioned he is aware of some other students who are planning to move into the district, but are not yet enrolled at GMS. He commented we will need five teachers in grades 2 and 3. Mr. Thompson indicated there are 46 students enrolled in Kindergarten and 10 additional students are confirmed for grade 1 next year. He noted based on the current number of students registered for grade 1 and a projection of 66 total students, we will need to fill the fourth grade 1 teacher position.

Mr. York commented that enrollment in grade 8 decreased from 119 to 114 and in grade 90 from 115 to 110. He indicated that seems to occur between December and February. He inquired the reasons for the students leaving. He commented at some point in time the education in the district is not adequate and these students went off to different schools.

Mr. O'Neill commented that information is typically shared with the Board. He indicated we will have to go back and look at the data.

Mr. Bourque disagreed with Mr. York's statement regarding inadequate education. Mr. Bourque does not believe that the decrease in students stems from inadequate education.

Mr. York clarified that he was concerned that ten students left the district in that timeframe.

H. Community Forum

- Maurissa Fluet, Destination Imagination

Ms. Fluet requested to be added to the agenda to address the Board regarding Destination Imagination (DI). She asked the Board to reconsider her request to help fund the DI teams register and travel to the global finals this year. She commented that self-funded programs were brought up at the last meeting and she researched the district budgets and found there are a few self-funded programs for which the district provides funding. Mrs. Fluet indicated that DI should be considered a self-funded program. She noted there were also comments that DI has become its own entity this year, but we were not really ever part of the school district. She commented the budget was done in January 2017. She noted last year she came to Board and requested funding for DI, which the Board approved. Mrs. Fluet indicated that DI was included in the budget last year, but shortly after we decided to become a non-profit the funding was removed. She wanted to know the reason.

Mr. Bourque commented that is not the case. He indicated the program would have to be a school sponsored activity to be a self-funded program.

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Mr. York commented that Mrs. Fluet's point is that in October when the budget was reviewed the Board felt DI was important enough to be included in the budget. He indicated the Budget Committee removed it from the budget next year.

Mrs. Fluet commented that DI is completely on its own with no one to support these children.

Mr. Barka asked why DI became a non-school sponsored program. Mrs. Fluet indicated that she discussed the program with the principals and when it was discovered that DI would not be covered under the district's insurance, we made the decision.

Mr. Bourque commented the reason it was funded in the budget was because it was going to be a position with a stipend.

Mr. York made a motion to authorize the district to provide funding in the amount of \$7,500 for Destination Imagination. Mr. Barka seconded.

Mr. Bourque commented once DI discovered they could not function within the structure of the building they became a non-profit organization. He indicated that DI is a fabulous program, but his concern is that he does not believe the Board's position is to use public funds for non-profit organizations.

Mrs. Fluet commented that their situation is unique. She indicated that they had to register as a 501c organization so they could have a tax ID number. She noted organizations such as the Boy Scouts cannot ask the Board for funding because they have a parent organization and we do not.

Mr. York commented that we are making an argument not to support DI. He indicated we need to fix our policies to be able to support these activities.

Mr. O'Neill commented that Primex has rules and regulations such as the requirement for a staff member to supervise the activity to be covered by the insurance. He explained he has been involved with DI for many years and it is very difficult to run the program under the insurance umbrella. He indicated he does not know how to take DI into the public schools as a program without altering the parameters and activities. He noted we had that conversation and Mrs. Fluet decided that DI had to be independent of the schools.

Mrs. Fluet commented that the program is still offered to students in grades K-8. She hopes to expand the program into the high school next year.

Mr. Barka believes the community will support DI. He commented that he can see Mr. Bourque's argument. He indicated he is struggling with the lack of funds. Mr. Barka suggested setting aside funds to help sponsor these types of organizations in the future. He believes the Board should be more proactive.

Mrs. Fluet commented that she does not have an issue writing a warrant article for funding for DI, but would like to be able to register the teams and transport them.

Mrs. Harrison commented that she appreciates the program and Mrs. Fluet's work. She indicated that she would like more students to benefit from these programs. She noted more students can benefit if we can get these programs into the classroom. She commented \$7,500 can go a long way to fund items for students in the schools.

Vote on the motion: 2-2-0. The motion failed.

Jaden Corbeil, 4 Nesmith Court, thanked the Board and administration for keeping woodworking in tech ed at the middle school. She provided a number of signatures of students in favor of the program. She commented that she especially likes the 3D Modeling and is fortunate to have the experience.

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Emily Coughlin, CHS Sophomore, commented that Mr. O'Keefe is not returning to CHS next year. She indicated that he informed his students that he and the Superintendent disagreed on the value of a good teacher. Ms. Coughlin made the following statements: Mr. O'Keefe ensures every student gets that 'click' moment. He wants all his students to think. He says, "School is what makes you smart, but the world makes you wise". He brings the world experience to the class. Ms. Coughlin commented she is not alone in the way she feels. She collected letters from current and former students expressing their feelings for Mr. O'Keefe. She read excerpts from those letters.

Mr. Bourque believes that Mr. O'Keefe is a good and well respected teacher. He commented that he hopes Mr. O'Keefe reconsiders his decision. Mr. Bourque indicated that Mr. O'Keefe was offered a contract that he did not sign. He noted he is an exceptional teacher.

Mr. Bourque asked community members to limit the length of their comments going forward.

Mr. Barka commented that the Collective Bargaining Agreement determines the value of the teacher. He indicated the Board is not allowed to get involved in that.

Mr. O'Neill indicated Mr. O'Keefe was offered a contract. He explained he looked at his teaching load and the addendum for part time teachers. Mr. O'Neill indicated Mr. O'Keefe was offered a contract that was aligned with what was offered through the negotiated settlement with the teachers. He commented he does not know Mr. O'Keefe, but he knows by reputation that he is an excellent teacher. He hopes Mr. O'Keefe reconsiders. Mr. O'Neill noted at this point he is bound by the legal document that was signed by the Board and all the teachers that specifies the amounts for salaries.

A CHS student made the following statements: Speak with Mr. O'Keefe one to one and discuss the issues and come to a conclusion of a better way to write his contract. He obviously did not like his contract. Something changed and maybe you can talk about it. It is an important process of keeping good teachers. Chemistry is essential for college and engineering.

A CHS student commented Mr. O'Keefe is one of the best teachers she has ever had. She indicated he inspires his students, is passionate about his job, and even sleeps with the periodic table under his pillow. She noted he is a great asset to the school. She would like all the other students to have the opportunity to have him as a teacher. She commented it is worth taking a look at another negotiation of his contract because he wants to teach here.

Trevor Rizzo, CHS alumni, commented that he understands this is a collective bargaining process. He echoes what everyone is saying and hopes in the future we can work toward some type of method to keep teachers who have a lasting impression on their students.

William Bauer, CHS student, commented that Mr. O'Keefe means a lot to him. He echoes all the statements that have been made in support of Mr. O'Keefe. He indicated the preparation he gives us for college was difficult, but it was one of the best choices to take that class. He noted he means a lot to the community and future students. He is asking the Board to do all they can and understand they may not be able to do anything.

Jeff Hidalgo, 25 Brenton Street, made the following statements: We pushed our son hard through school and he is now attending Cornell. There are some good teachers here and some adequate teachers. There was a Physics teacher here that was nationally acclaimed and was approached by another school, and Board let him go. What will happen to Mr. O'Keefe because of the CBA excuse? We pay taxes in this town to educate our children. Do you want dummies to take care of us or movers and shakers? Ms. Leite is teaching in three different place and being pulled in three different directions. DI is an amazing program and the woman who runs it does not get paid for it. If you don't take care of these teachers, you people will not have a future on this Board. We want you to take care of our children. You are elected for a reason, so make it count. If we don't keep teachers like Mr. O'Keefe and Mr. Martin, the children are going to go to better schools.

Mr. Bourque commented that Mr. Hidalgo mentioned Mrs. Leite was being pulled in three different directions. He clarified that she put the music assignment schedule together. He indicated with regard to the CBA, it is the

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negotiated contract. He noted it was agreed upon and signed and is a legal, binding document we have to abide by. He commented that he hopes Mr. O'Keefe will reconsider.

Mr. Hidalgo asked Mr. O'Neill to reconsider. Mr. O'Neill commented that there are many outstanding teachers in the district, but there are certain boundaries within which he has to work. He indicated his door is open and invited Mr. O'Keefe to contact him or Mr. Lonergan. He noted the district has to move forward. Mr. O'Neill commented they are looking at the possibility of having a full time Chemistry teacher, which could offer more opportunities than a part time teacher could not offer. He indicated there are parameters he has to offer and work within.

Kathy Follis, 8 Mike Lane, commented she does not believe that Project Lead the Way (PLTW) is best for all students. She indicated Tech Ed is a better resource, with specific focus on woodworking. She noted there are so many attributes to that program. Mrs. Follis commented she hopes the Board can find a way to allow Tech Ed to carry over into the future. She indicated the way it is run this year was not as good. She noted you cannot replace the hands on benefit that applies to all students. Mrs. Follis commented that STEM is not all students; it is for math and science driven students.

Mr. Bourque and Mr. O'Neill thanked community members for their comments and input.

I. School Board Comments

Mr. Bourque commented it is important to recognize that STEM is not for everyone, but at the same time, the students are using their hands and building a project.

Mr. Barka commented that many students have a perfectly good career with Tech Ed. He indicated many graduates come out of school and go right into a job.

III. CONSENT AGENDA

A. Public Minutes:

- April 19, 2017

Mrs. Harrison made a motion to approve the April 19, 2017 public minutes. Mr. York seconded. The motion carried 3-0-1, with Mr. Barka abstaining.

IV. REPORTS

A. Curriculum Report

The May 2017 Curriculum report was provided for the Board to review.

Mr. York asked about the Math program evaluation. Dr. Heon explained what PERC has done with the Math curriculum. She indicated all curriculum areas have been approved by PERC, with one exception. She noted it is not only about the written curriculum, but about the resources as well.

- Project Lead the Way Overview

Dr. Heon provided an overview of Project Lead the Way. She commented we do not necessarily have a Project Lead the Way (PTLW) program. PTLW is a nonprofit organization that provides a transformative learning experience for K-12 students and teachers, and have created modules that can be used in conjunction with school curriculum. She indicated the district received a \$25,000 grant two years ago and \$15,000 last year for the courses introduced in the high school and middle school.

Dr. Heon explained that the activity-, project-, and problem-based (APB) instructional design centers on hands-on, real world activities, projects and problems that help students understand how the knowledge and skills they develop in the classroom may be applied in everyday life. This approach provides students with unique opportunities to work collaboratively, identify problems, apply what they know, persevere through challenges, find unique solutions, and lead their own learning.

Dr. Heon went on to say that we are always seeking input and feedback from our students, teachers and administrators. A critical component of PLTW is the pilot process, which gives us the opportunity to deploy new

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material in a limited number of classrooms and apply learnings from the pilot before releasing a new course or significant course update. PTLW supports a balanced approach to assessment for all programs, integrating both formative and summative assessments that help teachers understand how students are progressing and inform instruction.

B. Principal's Reports

Principals' reports for April 2017 were provided for the Board to review.

- GMS
 - Project Lead the Way

Mr. Thompson reported:

- Sandra Doucette and Paula CullenKent attended the PLTW teacher training in 2015 at Worcester Polytechnic Institute.
- Piloted PTLW in their 1st grade and 4th grade classes.
- Trained eight teachers from GMS and LMS during summer 2016.
- Spent much time matching PLTW units with science curriculum (6 out of 15 modules do not match up with our curriculum).
- Remainder of staff trained in PLTW by November 2016.
- November 2016 to June 2017- teachers unpacked materials, began to organize units, taught 1 to 3 units (depending on their training timeline).

Dr. Heon clarified that the Science Curriculum Committee did not expect that all modules or materials from PLTW would match up with all our curriculum. She indicated the goal was to find the best material to teach the curriculum.

Mr. Bourque asked how teaching has changed with PLTW. Mr. Thompson indicated that with past assessments, such as NECAP, there was more focus on recall and lower order thinking. He noted that the shift is about the scientific method, process of discovery, process of creating a problem, observing a problem to be solved, using scientific method to analyze and come up with an answer; specifically moving from a focus on content to scientific methods or inquiry.

Mr. Thompson indicated units taught to date at GMS:

- Grade K: Pushes and Pulls
- Grade 1: Light and Sound; Animal Adaptations
- Grade 2: Matter
- Grade 3: Stability and Motion: Science of Flight; Stability and Motion: Forces and Interactions
- Grade 4: Energy Module 4.1 Energy: Collisions; Module 4.4 Input/Output: Human Brain.

Mrs. Doucette and Mrs. CullenKent explained and discussed the projects their classes were working on and learning from. They described what a typical launch ladder for PLTW looks like:

- Introduction
- Activity 1: Energy
- Activity 2: Potential and Kinetic Energy
- Activity 3: Speed and Energy
- Project 4: Energy Transfer in Collisions
- Problem 5: Vehicle Restraint Design
- Key Terms

They discussed challenges, issues and solutions or positive observations about the lessons that were generated by staff at a faculty meeting in April 2017.

Mr. Thompson noted that faculty discussed the time it takes to finish an entire unit. During an activity teachers have to stop and do mini-lessons to help the students understand the content. An entire unit takes approximately one month to complete. Problems include only having half the amount of kits, which means sharing the kits (i.e. taking

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them apart so another class can use them); schedule use of iPads; difficulty of catching up students who are absent during the teaching of a unit.

Mr. York wanted to know if iPads are used in any other classes. Mrs. Doucette indicated iPads are used in science, Language Arts and writing with the pop up app.

Mr. York commented by the time first graders are sharing iPads in classrooms it is not going to be feasible. He indicated we need to do something about that. Mr. Thompson commented teachers are figuring out how to share.

Mr. Bourque asked why they are using iPads. Mr. Thompson indicated PLTW modules are only compatible on iPads.

Dr. Heon commented teachers felt that children work better on iPads because they have little fingers. She indicated that PLTW is working on converting modules for use of Chromebooks for grades 3 and 4.

Mr. Thompson noted on May 3, faculty at a staff meeting provided updated feedback that reflected students are relating concepts to concepts in other subject areas; hands-on exploration is valuable; students are working cooperatively; students are learning to use the complete scientific process; writing skills are improving.

- LMS
 - Project Lead the Way

Mrs. Thayer reported:

- Data was gathered from teachers who teach PLTW.
- Much of basic process and flow is similar to GMS.
- Teachers were trained last summer and some PLTW modules were implemented at the start of the school year.

Robin Corbeil, computer teacher, made the following statements: Her class created an app. She is teaching them coding and computer science. The engagement level is extremely high. Student plan, work with the code and can touch and feel it with the tablets. Students learn problem solving when their technology does not work. Many students are inspired to go further once they meet the requirements of the day's lesson.

Mr. York wanted to know if we are fast tracking the fifth grade teachers so we are not losing momentum out of elementary school. He commented he does not want the incoming fifth graders to lose skills or lessons they have acquired.

Mrs. Thayer indicated that PLTW is being done in grade 5 this year.

Dr. Heon noted the two grades are doing Infection Detection and two are doing Robotics that ties in with STEAM.

Mrs. Harrison asked what, besides PLTW, is used in middle school science. Dr. Heon indicated they have their regular science curriculum.

Mr. O'Neill responded to Mr. York's concern about incoming fifth graders and PLTW. He indicated PLTW is a systemic adoption and we will make appropriate accommodations for students in grade 5. With reference to the sequential process and cost of the program, Mr. O'Neill asked principals to notify him regarding what is needed for funding for the next component. He noted that there are end of year funds that may be able to be used.

Dr. Heon commented for grade 4, the kits are \$700 per classroom; for grade 5, the kits are \$850 per classroom; and so on by grade level.

Mrs. Thayer provided a presentation of grade 8 science PLTW: the Magic of Electrons. She indicated that students are learning to figure out a series circuit, a parallel circuit, and a combination circuit. Students also learn to build a

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motor, and design and build a Morse code device. Students expressed they enjoyed working with the equipment to learn how circuits and motors work.

Mrs. Thayer indicated student work through a design process to modify an accessory for a disabled client. This modification requires students to work on a team. The team generates the concepts, designs a solution, then builds and tests the solution. The team also must evaluate their solution. Student draw rough design sketches to share ideas. Mathematical models are used to help students make decisions about modifications. Students are learning drafting and how to use drafting tools. Students are learning CAD.

Mrs. Thayer reported we are hoping to introduce students to the Open Simulation (Biomed) in the fourth quarter. Students will learn use navigation tools to alter, manipulate and view simulations of augmentations.

- CHS
 - Project Lead the Way

Mr. Lonergan reported:

- Biomed is a junior-senior course and an elective.
- Biomed is a year-long course and is awarded one credit.
- Students look at autopsy reports, medical history, and medical treatments to find out how someone died.
- It is inquiry-based learning where students problem solve and collaborate on open ended projects and problems.
- The course is high rigor and high content.

Mr. Lonergan reported on the Computer Science module of PLTW:

- Students work in teams to develop computational thinking and solve problems.
- The course is very scripted, challenging and rigorous.
- Python is used, but the teacher and students are frustrated because Python is frustrating to use.
- Attendance is low.

Mr. York asked why the course is running if attendance is so low and the students are getting frustrated. He commented that it is apparent the course is not interesting to the students.

Mr. Lonergan clarified that many students are taking AP classes and would like to take this course, but are finding their schedules are not allowing them the opportunity to take both.

Mr. O'Neill commented that we recognize that the programming courses in the high school are struggling. He indicated that we have to re-evaluate the classes we have. He acknowledged PLTW is a challenging and excellent program, but it seems as if the instructors want to teach the course a different way. He noted that we have to look at aligning our courses with PLTW, as long as it is the right thing for our students.

Mrs. Corbeil recommended adding some type of app development class to raise interest.

Mr. Lonergan commented that there is another piece of Advanced Web Design that may overlap with PLTW.

Mr. O'Neill indicated that we will have to take a closer look at that. He commented we will have many students coming into the high school over the next two years that will be well instructed in PLTW. He noted we will have to look at some of those resources.

V. NEW BUSINESS

A. Special Education Deliberation Forms

Mr. O'Neill presented a series of special education forms to the Board and explained that the forms provided by Mrs. Bandurski will replace what is currently in the Special Education Procedural Manual. The forms were developed by a South Central group and vetted through legal counsel. The manual will be revised over the summer. The Special Services Director would like to begin using these forms, which require approval of the Board.

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

B. Air Quality Report

Mr. O'Neill discussed research regarding air quality testing in the schools has been collected, reviewed and analyzed. The practice of testing has consisted of a 3 year rotation cycle for the school buildings, as well as individual concerns that have been reported and those areas tested. GMS seems to be primary focus and has been tested on a regular basis; however, at the middle and high school the frequency of testing is low. He reported LMS and CHS will be tested this year and GMS is scheduled to be tested next year, which should get the district back on a rotation schedule.

C. Re-approval of Investment Policy

Approval of the Investment policy is an annual occurrence in accordance with audit procedures.

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

VI. OLD OR UNFINISHED BUSINESS

A. Facility Use Policy

The Board deferred the facility use policy to the May 24 meeting.

VII. PUBLIC INPUT

A. Community Forum

There was no public input.

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 School Board entered into non-public session at 9:27 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 (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; Mrs. Harrison, yes; Mr. Barka, yes; Mr. York, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 9:59 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Harrison, yes; Mr. York, yes.

X. ADJOURN

Mr. Barka made a motion to adjourn the meeting at 10:00 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 24, 2017

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Christina Harrison, Board Member
Paula Izbicki, Board Member
John York, 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 6:05 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions will be mentioned under School Board Comments.

D. Summary of Non-Public Actions from May 10, 2017:

Mr. York made a motion to approve the nomination of Cory Izbicki as Business Administrator. Mr. Barka seconded. The motion carried 4-0-0.

Mr. Barka made a motion to accept the resignation of Jeanne Schratwieser, CHS science teacher. Mrs. Harrison seconded. The motion carried 4-0-0.

E. Presentations and Recognitions

The School Board recognized two community members for their outstanding commitment to the school community.

- E³ Award Presentations:
 - Rich Lascelles

Mr. Lascelles has made several contributions to the school district and community by serving as a Selectman, school board member, budget committee member, senior mentor, coordinating adult education, and serving as a state representative.

- Douglas Adams

Mr. Adams assists the LMS recycling team by loading the recyclables, taking them to the transfer station and sorting them.

F. Correspondence

Mr. Bourque announced the Litchfield School District received recognition from the Hudson/Litchfield VFW for Loyalty Day Award essays.

Mrs. Harrison announced that the Board received a resignation letter from Paula Izbicki effective July 1, 2017 as her husband will be beginning employment as Business Administrator for the district.

Mr. Bourque commented it is a loss to the Board and Budget Committee, but a gain to the district. He indicated the Board will advertise shortly for a replacement member for a one year position.

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G. Superintendent's Comments

Mr. O'Neill commented the district is having a great year. He mentioned that he attended the Academic Awards last night, which were excellent. He complimented students and teachers on a superior job. Mr. O'Neill commented he has been with the district for two years and has enjoyed the time. He shared that he looks forward to the next year and completing some of the work we started. He mentioned that next year will mark the end of his term with the district. He indicated it is a wonderful district and it is a pleasure to be here. He noted we will find an outstanding educational leader to lead Litchfield and he wished the town nothing but success.

H. Community Forum

There was no public input.

I. School Board Comments

Mr. Bourque indicated he wanted to begin a dialogue regarding the search for a new Superintendent.

Mr. York commented that the NHSBA offers a search mechanism that the Board has used in the past. He indicated in the past, the process started around November/December, resumes were sent to the Board and Board members graded the resumes to narrow down the candidates. The remaining candidates were vetted by a committee and narrowed to three finalists who were interviewed by the Board, who made the final decision.

Mr. O'Neill mentioned that NESDEC also offers searches for a fee. He indicated the applicant pool is always a challenge. He commented the NHSBA searches seem to be focused in NH, while NESDEC offers more of a New England focus. He noted if properly advertised, Litchfield will attract a good pool from both inside and outside the state.

Mr. York suggested asking each organization come in and provide a presentation.

Mrs. Izbicki suggested it is worth touching base with districts that have gone through this kind of search. She explained see who is moving up in other districts and think about what our district can offer. She commented she would like to see a vetting process that involves a personal meeting venue. She indicated it is worth it to have someone to help expand the pool as it is shallow and inexperienced.

Mr. Bourque commented that it was suggested to have an open meeting and ask residents what they are looking for in a superintendent and provide them with an opportunity to voice their concerns.

Mr. O'Neill suggested having the candidates spend a day in the district and meet with faculty, students, residents, staff and Board members. He noted evaluation forms can be provided for each group to gather information on each candidate for the Board.

Mr. York indicated the Board utilized that process the last time along with a number of questions that each candidate was required to answer.

Mr. Bourque commented he likes Mrs. Izbicki's suggestion of a more personal venue as sometimes face to face reveals more information.

Mr. O'Neill suggested during the candidate vetting process, it would be beneficial to visit the district where the candidate is serving in current capacity, which can provide a good sense of the culture of that community and the kind of person that will be in front of you. He commented the challenge with visits is consistency. He noted you need a valid data set to use in analyzing the potential for the district.

Mr. Bourque recommended adding public input for the superintendent search to the agenda so that community members can provide feedback.

Mr. York suggested starting the process by drafting an announcement for the newspapers as those that seem to apply have their timeframe.

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Mr. O'Neill commented when he shared with fellow superintendents that he would be leaving next year his colleagues suggested people that would fit in the position. He indicated the Board does need to think about the timeline. He noted he was involved in a process where one of the candidates was from Michigan. Mr. O'Neill commented the Board would have to think about questions such as: will the district pay for their transportation so they can participate in the process; if chosen as superintendent will the district provide a place for them to live; what is it worth to get the right person for the job.

Mr. Bourque directed to place public input for the superintendent search on a June agenda.

Mr. Bourque provided some information in response to statements made by Mr. York at the last Board meeting with regard to students leaving CHS. Mr. Bourque indicated that in December enrollment at CHS was at 472 and in April 466, which is a difference of six students. He noted that many students listed on the "outgoing" list for CHS were transferred to another grade level and did not leave CHS. He commented since January 2017, two students graduated from Londonderry Adult Education, one student graduated from NHTI and one exchange student left the district.

Mr. Bourque provided some information regarding non-profit organizations in Litchfield. He provided a list of organizations, such as the Litchfield Firefighters Association, the Lions, Boosters, PTO, Lacrosse, Litchfield Baseball Association, Litchfield Soccer Association, and the Litchfield Basketball Association.

Mr. York commented that he has his own questions regarding Destination Imagination. He indicated that the Board supported DI in the budget and it is still supported in the budget as it is still funded at LMS. He noted that the rationale that the district cannot afford to support DI is not a valid reason. With reference to CHS Robotics, Mr. York expressed concern there is no teacher listed in the budget for the co-curricular position, yet we give the program \$10,000.

Mr. Bourque clarified that no one stated the district cannot afford it. He noted the monies assigned to DI will not be spent on DI.

Mr. York commented the Board passed a budget and somewhere between passing that budget and the beginning of April something changed in the reasons for not support a STEM program for our students. Mr. Bourque clarified that changed somewhere in the November timeframe and was an oversight in the budget.

Mr. York commented that Mr. Bourque was adamant that the program not be part of the budget. Mr. Bourque clarified that prior to that he brought DI to the Board to include it in the budget.

Mr. York asked what happened. Mr. Bourque indicated DI became a non-profit organization.

Mrs. Harrison commented that we have been over this several times. Mrs. Izbicki commented that the budget can be "cleaned up" moving forward.

Mr. O'Neill explained that DI wanted to continue the practice of doing the work at their homes, but wanted to use the district's tools to do that work. Primex pointed out it is a liability for the district. When we explained to DI they would have to bring everything into the district and then we explained our transportation policy and situation to them, they decided DI could not serve as a school sponsored function and they did not want to run it the way we needed them to run the program. When we met with the Budget Committee, we announced that DI was going to be dropped and all lines for DI should be removed from the budget, which the Budget Committee reduced. Mr. O'Neill commented that was the process and he did not feel that there were hard feelings when he met with them. He was pleased that the teams made it to the globals, but commented at that point DI was no longer a school sponsored activity.

Mrs. Izbicki indicated they (DI) were very clear with expectations for funding from parents.

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With reference to substitutes in the district, Mr. Bourque commented we need to attract more substitute teachers to the district. He noted that in Litchfield substitute teachers are paid \$60 per day and \$70 per day after 40 days. He indicated if a substitute teacher works under 4 hours they receive half the daily rate. Hourly and custodian substitutes are paid \$10 per hour, food service substitutes are paid \$8.75 per hour and nurse substitutes receive \$90 per day. Mr. Bourque noted that he and Mrs. Harrison discussed raising the substitute rates and making them hourly rates with Mr. O'Neill.

Mr. O'Neill indicated the district will be implementing the time clock for next year and test it over the summer

Mrs. Izbicki commented it is a valid suggestion to increase substitute pay, but it does not solve the problem of getting substitutes.

Mr. O'Neill agreed it does not solve the problem, but it makes Litchfield more competitive.

Mr. York asked if it would not make more sense to hire a professional substitute at the teacher rate who is benefit eligible so that the district can have more control.

Mr., Bourque commented it would be more costly and one person is not enough to make a difference.

Mrs. Izbicki commented Hollis tried it, but it was more expensive and did not work. She indicated Hollis began reaching out to local colleges who have teachers in training.

Mr. Barka made a motion to approve new substitute hourly rates as presented, effective July 1, 2017. Mrs. Harrison seconded. The motion carried 5-0-0.

II. CONSENT AGENDA

A. Approval of Minutes:

- Public Hearing Minutes May 10, 2017

Mrs. Harrison made a motion to approve the public hearing minutes of May 10, 2017. Mr. Barka seconded. The motion carried 4-0-1, with Mrs. Izbicki abstaining.

- Public Minutes May 10, 2017

Mr. Barka made a motion to approve the public minutes of May 10, 2017. Mrs. Harrison seconded. The motion carried 4-0-1, with Mrs. Izbicki abstaining.

- Budget Transfers Apr/May 2017

Mr. Bourque made a motion to approve the budget transfers presented on May 24, 2017. Mr. Barka seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Report

Mr. Markiewicz provided a financial report to the Board. He reported that the general fund unassigned fund balance is projected to be \$595,086 at this time. He recommended that the Board approve items identified to spend ahead for FY18 in the sum of \$146,350, which would reduce the projected unassigned fund balance to \$448,736.

Mr. Bourque asked for an explanation regarding the majority of monies in the unassigned fund balance. Mr. Markiewicz explained, with regard to the unassigned fund balance, regular education funds are separated from special education funds. He indicated that in this budget there have been an overwhelming amount of expenditures in special education, which is at this point reflecting an underspend of \$50,402. He noted the majority of the unassigned fund balance is from salaries and benefits.

Mr. York commented that the details of the report reflect that less of the underspend is from salaries and more from benefits, with the remaining underspend coming from operations. He asked why the Food Service fund balance is projected to end with \$50,023 when the beginning balance was \$109,253.

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Mr. Markiewicz explained there will be additional revenue. He indicated that there were two unanticipated equipment purchases that were not budgeted.

Mr. O'Neill commented that the balance in the special education budget is only \$50,000 at this point in time. He indicated that a placement was added into the budget, but we are concerned about two more placements. He has requested Mrs. Bandurski meet with the Board in non-public session at the next meeting to discuss some potential placements that will impact the budget next year.

The Board discussed changing the June 7 meeting to June 14 and scheduling a non-public session at 5:30 p.m. It was recommended moving the H.L. Turner Building Assessment presentation to the June 21 Board meeting.

- **FY18 Budget Spend Ahead**

Mr. Markiewicz presented an update regarding the items budgeted in FY18 that will be covered with FY17 end of year funds in the amount of \$146,350. He explained that recommendations from building projects, severance and textbooks will be paid ahead with FY17 funds. He noted that the district encumbered \$166,904 in FY17 for technology items budgeted in FY18.

Mr. Bourque asked about training for teachers to utilize the 1:1 technology. Mr. York mentioned there will be a Google Summit this summer.

Nate Cooper, CHS teacher, commented that many of the staff are attending the summit. He explained that we get a certain amount of spots up front for free and a discount on the rest.

Mr. Bourque asked if there is any other training they should have that we can pay for now. Mr. Cooper indicated when prior training was done it was a smaller setting. He noted that as we move forward there are monies to send people to training.

Mr. York requested that Mr. Perez provide an update on the 1:1 process.

Mr. Markiewicz commented the Board is required to vote on the recommendations presented.

Mr. Bourque made a motion to encumber \$146,350 from the FY17 fund balance for identified recommendations from the FY18 budget in the areas of building projects, severance and textbooks. Mr. Barka seconded. The motion carried 5-0-0.

Mr. O'Neill mentioned after the discussion on Project Lead the Way, he met with Mr. Lecklider regarding what would be offered next year. He indicated that Grade 8 Science and Technology, Grade 7 Automation Robotics, and Grade 5 Automation Robotics will be offered next year at LMS. He commented that the latter is not included in the budget next year and we will need an additional \$10,241 to go forward with the courses. Mr. O'Neill indicated he will bring more information and cost items to the next meeting. He commented there is upcoming training on the courses and there are only two seats left. He asked for Board guidance.

Mrs. Izbicki commented she would like to move past Project Lead the Way because it does not cover all the curriculum.

Mr. O'Neill commented he will put the individuals on the training list and make a decision after the discussion at the next meeting on June 14.

IV. OLD OR UNFINISHED BUSINESS

A. Facility Use Policy

The policy has been revised and updated. Changes to the policy have been provided to the Board.

Mr. O'Neill commented Board members should have had an opportunity to read through the policy, which was revised for consistency and updated fee categories.

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Board members discussed the changes and suggested edits.

Mrs. Izbicki made a motion to approve Policy KG for a 1st Reading. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. York suggested that Policy ECAB, Building Access and Security, be revised to reflect exceptions and procedures for allowing access without custodial supervision for the Litchfield Recreational Basketball League and Work Camps.

Mr. O'Neill indicated the policy will be revised and presented to the Board at the next meeting.

B. Air Quality Report

Mr. O'Neill commented that research regarding air quality testing in the schools has been collected, reviewed and analyzed. The practice of testing has consisted of a 3 year rotation cycle for the school buildings, as well as individual concerns that have been reported and those areas tested. He indicated that overall there has not been any major findings in the air quality sampling that was completed. He noted the policy requires a sampling done on a three year rotating basis. Mr. O'Neill reported that air quality sampling has been done on a biennial basis at GMS because that is basis for most of the complaints. He commented more recent air quality results were good. He indicated that LMS has had sporadic sampling and CHS has had two samplings and a moisture study. He reported that it was discovered at CHS the slab was inappropriately constructed resulting in moisture issues in two main areas of CHS, which have since been addressed and resolved. Mr. O'Neill indicated that the district will expend \$1,170 for air quality testing at LMS and GMS prior to the end of this fiscal year, with GMS slated to be completed prior to the fall. He reported there have not been any issues or findings that were health related.

C. Food Services Meal Charging Policy

Mr. O'Neill presented a draft policy to address requirements and regulations from the USDA to define how students/parents are charged for meals in schools and how students will be treated who do not have cash, a check or a positive balance in their meal payment account to purchase food.

Mr. York commented that the policy was very well written.

Mrs. Harrison made a motion to approve Policy EFAA for a 1st Reading. Mrs. Izbicki seconded. The motion carried 5-0-0.

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. York, the School 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 (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. Izbicki seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. Izbicki, yes; Mr. York, yes.

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VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 8:59 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes; Mr. York, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn the meeting at 9:00 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 June 14, 2017

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Christina Harrison, Board Member
Paula Izbicki, Board Member
John York, Board Member
James L. O'Neill, Superintendent
Devin Bandurski, Director of Special Services (Non-Public)
Dr. Julie Heon, Director of Curriculum & Instruction
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
William Lonergan, Principal, CHS
Michele E. Flynn, Administrative Assistant

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

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

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

The Board entered non-public session at 6:07 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.

Non-public session concluded at 6:25 p.m.

II. PUBLIC SESSION

A. Call to Order

Mr. Bourque called the meeting to order at 6:26 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Mr. Bourque moved the CHS 1:1 Update to align with the presentation from Mr. Cooper.

D. Summary of Non-Public Actions from May 24, 2017:

Mrs. Izbicki made a motion to approve the non-public minutes for May 10, 2017. Mr. Bourque seconded. The motion carried 4-0-1, with Mrs. Izbicki abstaining.

Mr. Bourque made a motion to accept the nomination of Jordan LeMay as LMS Grade 5 ELA teacher at a salary of \$47,712 for the 2017-2018 school year. Mrs. Izbicki seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Maura Clinton Jones as GMS Assistant Principal at a salary of \$75,000 for the 2017-2018 school year. Mrs. Izbicki seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Katherine Misiaszek as LMS School Psychologist at a salary of \$58,000 for the 2017-2018 school year. Mrs. Izbicki seconded. The motion carried 5-0-0.

Mr. York made a motion to authorize the Superintendent to offer a contract to the final candidates for Director of Curriculum and the full time Chemistry teacher prior to the June 14, 2017 School Board meeting. Mr. Bourque seconded. The motion carried 5-0-0.

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E. Presentations and Recognitions

- CHS Athletic Boosters Press Box Proposal

Cara Gannon Dave Decarolis presented a proposal for a press box at CHS. Ms. Gannon commented that the Booster Club has raised funds for several athletic needs at CHS. She mentioned the Booster Club raised funds to purchase four new trophy cases for CHS. She indicated the current “press box” is a two story metal scaffolding and during the games, the staff and equipment are exposed to the elements. Ms. Gannon explained a two story press box is necessary for game management to evaluate play and athletes. She provided a proposal to the Board and noted the building will consist of two stories with a concession stand on the first level and a second level for staff. She indicated the building will have exterior stairs that do not need to be ADA compliant according to the building inspector. A ramp will be constructed for the first level. The fire department will review the plans.

Ms. Gannon reported a committee met to discuss the structure, began fundraising and raised \$7,500 to date. She indicated the structure will cost \$40,769. She noted the remaining amount of \$33,269 is needed. She requested the Board provide a blanket permission for fundraising for the committee as the committee would rather not have to come to the Board to approve a new fundraiser each time. Ms. Gannon commented that she heard the original press box committee in 2010 had done some fundraising and she inquired about those funds. She indicated the press box committee is requesting to use the parking fee funds for the project.

She recapped that the committee is asking:

- Permission to go forward with the plans for the press box.
- Permission to proceed with fundraising efforts.
- Funds raised by the 2010 committee.
- The District to appropriate the CHS parking fees for the project.

Mr. Barka asked about plans for bleachers. Ms. Gannon indicated bleachers are planned in Phase II.

Mr. York asked if the opening to the field would have to be moved to one of the corners if bleachers are installed. Mr. Decarolis indicated the bleachers are 27 feet, which may require moving the gate over. He commented the press box should be positioned on the 50 yard line.

Mr. Bourque asked if there are architectural designs for the press box. Mr. Decarolis indicated there are only sketches of the press box at this time.

Mr. Bourque asked about the power that exists in the area. Mr. Decarolis indicated there is an existing 110v source. He noted in the proposed we included running power across the field to where the power is coming from.

Ms. Gannon asked about the funds that were raised by the former committee. She indicated they were mentioned by Jason Guerrette in an article in the Union Leader.

Mr. Lonergan commented he was not aware of any such funds.

Ms. Gannon suggested there may be mentioned in the School Board minutes. Mrs. Flynn indicated she pulled all the relevant minutes when the Press Box Committee held discussions with the School Board and there was never any mention of funds that were raised.

Mr. Barka commented the Board cannot provide permission to build without plans. Mr. Decarolis indicated that would require an architect to design.

Mr. York mentioned there may not be much support for using parking fee funds for the project.

Mr. Bourque asked if the Boosters are a non-profit organization. Ms. Gannon answered in the affirmative.

Mr. Bourque commented the Board recently had a request from Destination Imagination that was declined because they are a non-profit organization. He indicated that it is his opinion the Board should not give school funds to non-

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profit organizations. He suggested placing the request on a warrant article. He noted that fundraising is not a problem, but he would like to see an architectural design.

Ms. Gannon commented when her older son graduated from CHS in 2007 the parking pass was \$25. She indicated it has increased to \$100 and the monies collected go into the general fund. She commented when we hold games and collect gate receipts that goes into the general fund. She indicated the press box is part of the facilities at CHS. Ms. Gannon commented we have a lot of pride in CHS and would like to see a structure that is safe, accessible and can be used by many in the community. She added that the committee hoped the district would be willing to do something.

Mr. O'Neill explained student money raised by students can be carried over from year to year, but is dedicated to student activities and does not go into the general fund.

Mr. York commented the parking fee became \$100 because that is what we charge the students in high school to take the bus. Mr. Bourque indicated that bus fees are no longer charged to students.

Mr. Barka commented he does not believe providing funds to this committee would be providing funds to a non-profit organization. He feels it is more for the school, but he does not believe we can take the money out of this year's budget. He indicated the committee can continue raising funds and the Board can look at the following year's budget to see if there may be funds, but the Board will need better diagrams when they go in front of the Budget Committee.

Mr. Bourque asked Ms. Gannon to provide a list of fundraisers since he does not believe the Board should provide a blanket authorization.

Mr. York commented the Board can turn the fundraising process over to the principal. Mr. O'Neill indicated that final approval should be under the purview of the Superintendent. He noted current practice is that final approval comes through the Superintendent's office. He commented he is very supportive of the press box and believes it is needed.

Mrs. Izbicki asked what other means of fundraising the committee has done and if they have considered looking into grants.

Ms. Gannon indicated the committee is earnest and would like to look at grants. She commented we would like to get this done by the end of the summer.

Mr. Barka asked Ms. Gannon to bring a better diagram of the project to the July Board meeting. He asked for the committee to provide all the options.

Mr. York noted that the fire chief and building inspector have to sign off on it.

Mr. Decarolis commented that bleachers are very expensive; however, he did get a quote for aluminum bleachers with a handicap rail at \$13,000 per section.

Mr. Bourque believes the Board is in support, but needs to see exactly what the committee wants to do and how the press box will be built.

Mr. Barka made a motion to authorize the Superintendent to approve fundraising events over the summer of 2017. Mr. Bourque seconded. The motion carried 5-0-0.

Ms. Gannon asked for clarification that the committee was provided with permission to go forward with fundraising for funds to build the press box. Mr. Bourque commented that the committee has permission for some things.

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Mr. O'Neill indicated the timeline that the committee is envisioning is very tight. He explained you would have to get the detailed plans approved by the fire department and building inspector, cost out the project, budget and build by September. He noted you would have to get everything together by the July Board meeting. He does not believe anyone except the Board can provide permission for the structure.

- Research Proposal, N. Cooper
 - 1:1 Update

Mr. Perez provided an update regarding the CHS 1:1 program. He reported that they will be using Lenovo Chromebooks next year with the incoming 9th graders and faculty. 29.5% of the student body will be equipped next year. Twenty teachers will be trained at the Google Summit in July and seven have already been trained. Some teachers that are not attending the summit are already using Google. Mr. Perez indicated that one goal for the 1:1 program is to craft a tech plan. He noted that they will be reviewing the Acceptable Use policy over the summer as well as the mission and vision of the school and district. He commented he would like to provide the summer work committee with tech plans from other schools who have implemented the 1:1 program. Mr. Perez noted by Spring 2018 we would like to present a full tech plan to the Board. He indicated that some teachers will be sent to the Christa McAuliffe Technology Conference and throughout the year internal professional development will be provided. He commented that technology development for students includes Dr. Ange's help desk and there are seniors who would like to do their senior project on digital citizenship with the incoming freshmen.

- Research Proposal

Nate Cooper, CHS teacher, presented a proposal for an idea for his Master's thesis. He commented that he chose an educational research for his Master's thesis, which is a study about the relationship between 1:1 technology and student engagement. He explained that he will be comparing two freshmen economics courses: one that uses 1:1 technology and one that does not. He will use small group interviews, surveys, achievement data and definitions. Mr. Cooper indicated he has already sent forms to notify parents and informed the administrators and general public. He noted he has begun collecting data, of which some can prove the usefulness of the technology we have.

Mr. Barka made a motion to approve the Research Proposal presented by Mr. Cooper. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque asked Mr. Perez if he envisions every freshman in every class using the 1:1 technology. Mr. Perez commented the majority of the teachers at CHS are posting on Google Classroom and Google Calendar, but there are students who do not have technology at home.

Mr. York was concerned about student who may not have access and asked if there is a way to provide some type of access for them. Mr. Pelletier, Director of IT, commented it would be out of range for wireless access.

Mr. York commented his concern is there are some classrooms that did not use the technology because there are students that do not have technology. He indicated there should be Chromebooks in the classrooms for those students to use.

Mr. Lonergan indicated that CHS provides loaner Chromebooks. Mr. Perez commented that he did mention this type of situation would occur.

Mr. York commented this program was supposed to alleviate that problem. Mr. Perez commented at the end of the first year we wanted to fully implement the 1:1 program, but it was requested that we keep the pilot program for one more year.

Mr. York commented that CHS needs to ensure going forward the sophomores and juniors have the technology and that the teachers have the opportunity to teach a 1:1 class.

Mr. Lonergan commented we are limited in the portables we have. He indicated in freshmen year and in sophomore year they are all together, but in junior year there are Honors and AP courses, and they start to disperse.

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Mr. York commented there was money at the end of the last three budgets to purchase the Chromebooks, which would solve those problems.

Mr. O'Neill indicated that the district has spent money to solve those problems over the last two years. He noted that computers were purchased and we are at the point where all freshmen will have the technology, and then sophomores. He commented that he has no recollection of the Board telling the district to purchase the technology, and in fact, the Board has said let the students purchase them. He clarified that it has only been in the last 12 months that the Board has said to ensure every student has a Chromebook.

Mr. York commented if there was an inadequate amount of Chromebooks at the end of last June and still an inadequate amount this year, there is money in the budget today to solve that problem before June 30.

Mr. O'Neill asked Mr. Pelletier how many Chromebooks have been purchased over the last three months. Mr. Pelletier responded that the district has purchased just over 400.

Mr. York suggested supplying Chromebooks to the sophomore class. Mr. Perez commented by the time we get to the juniors they will be seniors and will have lost that opportunity. Mr. York suggested supplying Chromebooks for the junior class as well.

Mr. O'Neill commented we have the direction of the Board and suggest we implement that direction. He indicated that one year from now all of CHS will have 1:1 technology. He noted we will go forward with this year and have a proposal for the Board to fully implement 1:1 technology for September 2018.

Mr. Cooper commented what makes it difficult logistically is when designing assignments using the 1:1 technology you are relying on resources on the internet. He noted if the students do not have a Chromebook they are allowed to use their phones and if they do not have good reception on their phone you end up with a paper assignment. He indicated in those cases you have to fully design 1:1 or fully design traditional instruction. He commented with the situation the way it is, teachers have to prepare duplicate lessons both for those that have technology and those that do not.

Mr. York suggested there should be an administrative discussion to determine how many Chromebooks there are and how many are needed.

Mr. O'Neill commented if we are looking at a library commons model, technology is important to that model. He indicated what we are saying is we should investigate the situation for the junior class and then the following year the entire high school. He noted giving teachers as much technology as possible will drive the initiative.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Donations

The Superintendent presented a donation from the Litchfield Pickleball Association to the LMS Physical Education Department. The value of the equipment is \$300.

Mr. Barka made a motion to accept the donation from the Litchfield Pickleball Association for the LMS Physical Education Department. Mrs. Harrison seconded. The motion carried 5-0-0.

The Superintendent presented donations to CHS from various sources for the Google Summit to be held in the Summer of 2017 at CHS will be presented to the Board. The donations total \$5,500.

Mr. Barka made a motion to accept donations to CHS from SNHU, Nellie Mae Foundation, GovConnection, and NHSTE, totaling \$5,500 for the Google Summit to be held in July 2017. Mrs. Harrison seconded. The motion carried 5-0-0.

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Mr. O'Neill expressed his compliments to all staff and those involved in a successful high school graduation. He commented it was a wonderful event and the students shined.

- Motions to Grant Authorization

Mr. O'Neill asked the Board to grant authority for the Superintendent and the Business Administrator to sign all office and business management forms, all contracts and all grants on behalf of the School Board. He indicated this is an annual occurrence.

Mr. Bourque made a motion for the Board to grant authorization to the Superintendent and Business Administrator to sign all office and business management forms, all contracts, and all grants on behalf of the School Board. Mrs. Izbicki seconded. The motion carried 5-0-0.

Mr. O'Neill asked the Board to grant authority to the Superintendent to offer contracts to new hires during the summer months when there will be a limited number of Board meetings. He indicated that he will bring any new hires to the meetings that follow for Board approval as well.

Mr. Bourque made a motion for the Board to grant authorization to the Superintendent to offer contracts to new hires during summer months when there are a limited number of Board meetings. Mrs. Izbicki seconded. The motion carried 5-0-0.

H. Community Forum

There was no public input.

I. School Board Comments

Mr. York congratulated the CHS Baseball team on their victory.

Mrs. Izbicki announced this will be her last School Board meeting. She thanked the Board for the opportunity to serve and asked Board members to keep their focus on students and keep meetings to 9:00 p.m.

III. CONSENT AGENDA

A. Public Minutes:

- May 24, 2017

Mr. Barka made a motion to approve the public minutes of May 24, 2017. Mrs. Harrison seconded. The motion carried 5-0-0.

B. PERC Recommendations

Dr. Heon provided recommendations from PERC to the Board for approval.

AP Biology	Science of Natural Disasters
AP Environmental Science	English Language Arts Revision
Economics	Math Program Evaluation Report
Law	

Mr. Barka requested deferring the approval of the Math Program Evaluation Report for discussion at a future meeting.

Mr. Barka made a motion to approve AP Biology, AP Environmental Science, Economics, Law, Science of Natural Disasters and English Language Arts revisions, which were all recommended by PERC. Mrs. Harrison seconded. The motion carried 5-0-0.

IV. REPORTS

A. Curriculum Report

Dr. Heon provided the June curriculum report to the Board.

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B. Library Reports:

As part of the strategic discussion process, library reports from each school were provided for the Board by Melina Prevel Turmel, Amy Provencal and Andrea Ange. The Board requested circulation numbers and information on how the libraries are used by students. Information regarding the Library Common Model was presented as well.

Dr. Ange commented that research was done regarding Library Learning Commons that included site visits by experts on learning commons. With reference to the CHS Library Report, she indicated circulation numbers do not reflect every use of the library. She reported that generally there are between 100-125 students per day using the library for reading, homework and technology, as well as for chess. She noted students also come to the library for research, consultation and use of resources.

Mr. Bourque commented that a discussion was started a while ago about learning commons and he is aware the high school is approaching that model. He asked about the use of encyclopedias in the library.

Dr. Ange indicated that not all students like to research on the internet. She noted there are two sets of encyclopedias and is aware they need to be updated.

Mr. Bourque commented that his point is that libraries are outdated and it seems students do not like using them as much.

Mrs. Izbicki commented learning commons are a flipped vision of what libraries are used to. She explained that they take on a proactive approach with teachers to set up in the library to continue what the teachers are doing in the classroom. She indicated so many changes need to happen beside weeding out books and training the teachers. Mrs. Izbicki commented aside from the flipping of what it looks like, there is the flipping of what it is and its role. She indicated it becomes the hub of your building and spaces for adults, and information spaces for parents.

Dr. Ange commented that she provides coaching with teachers and classes. She indicated many teachers bring their students to the library because they want them to have access to the resources. She believes her program is moving toward learning commons.

Mr. O'Neill asked the middle and elementary school librarians for their perspective on the learning commons model. He acknowledged that there are things that are not in our budget. He asked what is the commons model, is it applicable to your buildings and how do we get there. Mr. O'Neill indicated it should be a model that reflects the central component is information gathering, having students come in on an unstructured basis and work with librarians.

Mrs. Prevel Turmel commented her lessons are research based, finding resources the classes need and much support to English Language Arts. She noted that there needs to be another way for teaches to have their planning time to free up her time to focus on what she has to do. She mentioned she would like to have a cart of Chromebooks, but with a fixed schedule it is difficult to fit it in. She commented she would like to see an assistant in the library. Mrs. Prevel Turmel indicated students would like to check out books more than two times a week. She reported consultants are coming this week to look at our libraries and see if we can turn them into a learning commons. She noted we are going to visit sites that have learning commons.

Mr. York asked how many of the students at GMS have a reading device or are they reading in the traditional method. He commented that a Kindle Fire opens up a million books to a student.

Mrs. Prevel Turmel commented that she does not know how many students have reading devices at home. She indicated if they do have those devices they can download books for free. She noted the students at GMS love to read books and they love learning to read and sharing the books.

Mr. Thompson reported that more than 17,000 checkouts have been logged. He indicated the reality is different at the elementary level. He commented the question should not be what the students have at home, but what do they have in school. GMS has only 80 Chromebooks including one cart of 26 that is shared. He indicated while the

LITCHFIELD SCHOOL DISTRICT

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vision for research is powerful, he is cautious about giving up the way our library works. Mr. Thompson commented it would be wonderful to have a 1:1 program at GMS, but it is not near reality.

Mrs. Izbicki shared how the library has changed at the elementary school where she works in Hollis. She shared: in one corner is a “Maker Space” challenge, four osmo’s the student work in tandem with, a table with four iPads, and little tables moved into the center. She indicated it just changes what the students can do. There is a day of learning for teachers to come down to see what their students can do. Mrs. Izbicki commented the students come down in groups or by class to check out books. She noted that it is not necessary to have a lot of electronics or technology to make changes. She indicated it is not taking away from any literacy, but enhancing the other side and using our librarians and the skills they have. She commented it creates a nugget of independence for the students. She noted the flex schedule consists of no schedule for the librarian, but that she has to be available for all students using the library and for what they want to do. Mrs. Izbicki suggested watching the students when they come into the library and see how they arrange spaces and furniture.

Mr. Thompson commented it would be easy to do a flex schedule, but was concerned that the library is half of what it used to be as the other half is the tech lab. He noted teachers borrow technology because we are limited.

Mr. Bourque commented we are not as far behind as in the past. He indicated Mrs. Izbicki suggested setting up stations. He noted that vision needs to start today.

Mrs. Provencal commented this is what she envisioned when she was hired. She indicated she has been trying to go toward the commons model. She noted she would like to allow more teachers and students to come to the library when she is not teaching. She indicated that she is trying to change the mindset in our building.

Mr. Thompson thanked Mrs. Provencal for her work. He commented 21st century learning is the core of what we want our libraries and classes to be. He noted it becomes much more of an investigative, research-based model and the library does become the center of the building. He indicated we will be working on shifting the mindset in the building and moving things to make space, allowing students to work in tandem on technology.

Dr. Ange commented one change that was made was making our libraries accessible on our school websites by moving them to the website menus.

Mr. O’Neill commented he would like the librarians to feel free to come back and make a proposal to the Board for changes needed to move toward library learning commons this fall.

C. Principals Reports:

Principals submitted their monthly written reports for Board review.

- GMS

Mr. Thompson reported that GMS held its Spelling Bee and Theresa Ivers is the school champion; student numbers for the incoming first grade are at 61 with expectation to increase over the summer; on Monday night the PTO voted to fund the replacement of two water bubblers at the elementary school. He noted that one of the bubblers will have a water bottle refilling station. He noted the cost is \$5,000, which the PTO will fund.

Mr. Barka noted the Board would be required to hold a public hearing to accept donations \$5,000 or over. He proposed a motion to accept \$4,999.

Mr. Barka made a motion to accept the donation of replacement and installation of two water bubblers at GMS totaling \$4,999. Mr. Bourque seconded. The motion carried 5-0-0.

- LMS

Mr. Lecklider reported LMS won the Tri-County championship this year; the PTO sponsored an enrichment activity with Recycled Percussion; Project Safeguard was successful as was the Washington DC trip; Kellie Chambers received a certificate from the State of NH for 100% vaccination compliance.

LITCHFIELD SCHOOL DISTRICT

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○ PLTW Courses

The Board requested information regarding new courses being offered that were not budgeted for FY18. The Board has also requested a list of PLTW courses at LMS. Mr. Lecklider provided current units being implemented, units passed in the budget for next year and some units that would be of better benefit to the students in grade 7. He indicated that he would like to shift the Energy and the Environment unit for grade 7 with the Robotics and Automation unit and kit. He explained that for a ratio of 4 students to 1 kit, the additional funding would be \$13,000; for a ratio of 6 students to 1 kit, the additional funding would be \$24,000. Mr. Lecklider indicated that for the Computer Science unit, a Microbit, which enables the students to do programming. He noted the cost for 30 Microbits is \$600.

Mr. O'Neill commented his recollection regarding one of the directives from the Board is to try to enhance the middle school PLTW and general education. He expressed his support for the request and indicated that the funding can be allocated and we have a teacher who is willing to implement the unit. He noted we have located training for the program and asked the Board for consideration of the request.

Mr. York commented that his daughter did not like PLTW because she felt the teacher was not fully engaged in the program.

Mr. Lecklider indicated he has not observed any lack of interest or motivation to implement the program. He noted the transition has been a challenge from the traditional offering. He mentioned that seventh graders were not happy that wood tech was not implement this year; however, a hybrid model is being used in wood shop and the students are happier. Mr. Lecklider indicated that PLTW built a foundation for engineering they did not have in the past and the units are rigorous.

Mr. O'Neill commented the transition was a bit rough. He asked Mr. Lecklider and Dr. Heon if this addition is a step in the right direction to enhance the kinds of programs we want to get in the middle school.

Mr. Lecklider affirmed that this is the direction he would like to go and it aligns with 21st century skills.

Dr. Heon affirmed this is the right direction. She noted that she provided some documentation on PLTW and there has been much research. She commented that each of the models provides substance and those in the industry are always updating.

School Board members were in agreement that the district move forward with Mr. Lecklider's proposal to shift the Energy and the Environment unit budgeted at \$10,241 with the Robotics and Automation unit with a 6:1 ratio with a cost of \$35,020. The total funds needed will be \$24,779.

● PEGP Evaluation Revisions

Mr. Lecklider provided Committee revisions to the Professional Educators Growth Plan. He indicated that changes have been made to the number of mini-observations for annual contract educators and continuing-contract educators.

Mr. York commented that the revisions should be deferred to the July meeting.

Mrs. Izbicki felt that mini-observations, as are done in the Hollis district, are more authentic.

Mr. O'Neill commented one of the biggest challenges is trying to get the mini-observations done.

Mr. Lecklider indicated the feedback in general is that the number of mini-observations was too high. He explained the staff feels that there will be the same authenticity from five as there would be from eight mini-observations. He commented one of the challenges this year was that the document was not proofed until April.

Mr. York asked if the Board can approve that the only observations are mini-observations. Mr. O'Neill commented the Board can do that, but advised the Board not to do that because the Committee worked hard on the evaluation document and that action can devalue the decision of the Committee.

LITCHFIELD SCHOOL DISTRICT

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Mr. Thompson commented teachers on continuing contract would be able to choose the type of observation.

Mr. York asked if the Committee can be informed the Board would like to see this growth plan become a one method model and at the end of next year make the decision.

Mr. O'Neill commented this is really a staff development model. He indicated 95% of our teachers need development and we need to provide something to help them develop. He noted that the mini model is a great way to do that. Mr. O'Neill recommended that the Committee be given the chance to migrate to that model. He commented that the Committee can be notified that the Board is in support of the mini model.

Mr. Bourque suggested revisiting the revisions to provide direction. Mr. O'Neill commented the plan is a living document. He indicated that as a Board and as Superintendent we are in agreement that the mini model provides the best opportunity for development and growth. He suggested revisiting the plan in January 2018 and migrate to the mini model by the end of fiscal year 2018.

Mrs. Izbicki made a motion to approve the changes to the Professional Educators Growth Plan as presented. Mrs. Harrison seconded.

Mr. York does not believe the Board should make changes to the plan. He believes it should be a decision for one model or the other.

Mr. O'Neill indicated this was brought to the Board because the Committee feels doing eight mini observations for each teacher in one year is not possible. He commented that an administrator does not need eight mini observations to tell if a teacher is developing.

Mr. Thompson commented the growth plan reflects the specifics and that is why we took the time to implement the plan.

The motion carried 5-0-0.

- Project Safeguard

Mrs. Harrison commented she attended and felt much of it was good, but that it did not scratch the surface.

Mr. Bourque agreed. He commented that it had not changed from the previous year and that he was not sure that he got anything out of it.

Mrs. Harrison commented she was split from her daughter throughout the whole day.

Mr. Bourque suggested this be a discussion on a future agenda.

- CHS

Mr. Lonergan provided a list of student achievements for the Board. He reported that the baseball game was very exciting, there were many celebrations in the spring, graduation was excellent and special and the yearbook was dedicated to Phil Martin. He noted that Eliot Bamford was the Golden Bell winner for May. He mentioned that SAT testing was done in May and results show CHS is two points below the median; AP testing and Science NECAP tests were administered. Mr. Lonergan reported he met with Mary Laterneau, representative for Project Lead the Way, and she had some valid points to discuss with Shawn McDonough.

V. OLD OR UNFINISHED BUSINESS

A. Policies:

- ECAB Building & Grounds Access & Security
- EFAA Food Services Meal Charging
- KG Use of School Facilities

Policies were deferred to the July 26 School Board meeting.

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VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Forum

There was no public input.

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

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

Upon a motion by Mrs. Harrison, the School Board entered into non-public session at 10:02 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 (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; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. Izbicki, yes; Mr. York, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 10:30 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes; Mr. York, yes.

The Superintendent discussed with the Board a request to purchase an automatic substitute calling software program, AESOP (Frontline Educational Software). He reported the cost is \$9,000 for the first year and \$5,000 annually.

The Board decided to revisit the agenda item.

The School Board discussed cancelling the June 21, 2017 meeting in order to avoid conflict with the 8th grade graduation at LMS. Mr. Bourque cancelled the meeting and the Board concurred.

X. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 10:40 p.m. Mrs. Izbicki seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the Board