

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 26, 2017

- In Attendance:** Brian Bourque, Chair
- Derek Barka, Vice Chair
- Christina Harrison, Board Member
- John York, Board Member
- James L. O'Neill, Superintendent
- Cory Izbicki, Business Administrator
- Michele E. Flynn, Administrative Assistant

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

**I. PUBLIC SESSION** **5:30 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 5:40 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from June 14, 2017:

*Mr. Barka made a motion to approve the non-public minutes of May 24, 2017. Mr. York seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the nomination of Nancy Childress as Director of Curriculum and Instruction at a salary of \$85,000 for the 2017-2018 year. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the nomination of Sean Conley as CHS Math teacher at a salary of \$50,688 for the 2017-2018 year. Mr. Barka seconded. The motion carried 5-0-0.*

*Mr. York made a motion to accept the nomination of Nathan Lamy as LMS/CHS Music teacher at a salary of \$40,001 for the 2017-2018 year. Mr. Barka seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to approve the increase to the appropriate pay scale level for Janine Anctil. Mrs. Izbicki seconded. The motion carried 4-0-1.*

*Mr. Bourque made a motion to approve the movement from the hourly pay schedule to the salary range schedule for Brendan Collins. Mrs. Izbicki seconded. The motion carried 5-0-0.*

E. School Board Candidate Interviews

The Board interviewed prospective candidates for the vacant Board member position.

(The Board waited until 5:45 p.m. before proceeding to allow extra time for candidates to arrive.)

- E MacDonald

Mrs. MacDonald explained that she has lived in Litchfield for several years, has been active on the PTO at LMS and CHS, worked as a paraprofessional in the district for two years and as a substitute teacher for four years. She has her Masters degree in elementary education, a Certificate of Eligibility for Special Education, and a BS in Business Management. She is the parent of two children who have attended Litchfield schools. Mrs. MacDonald expressed

*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)*

55 her desire to be part of the process and to have tax dollars make the school district great. She believes it would be a  
56 fantastic opportunity to serve on the School Board even for a short period of time.

57  
58 Mr. Bourque asked what she sees as strengths and weaknesses in the district and the top two priorities.  
59

60 Mrs. MacDonald indicated the district has strong teachers and the community stands behind education. She believes  
61 the district is behind in technology and work is necessary in the special services department.  
62

63 Mr. Bourque asked what she would like the Board to accomplish.  
64

65 Mrs. MacDonald commented she would like to see 1:1 technology continue and see senior students more involved  
66 with the community.  
67

68 Mr. York asked if Mrs. MacDonald was working to complete her degree in special education.  
69

70 Mrs. MacDonald indicated that is correct.  
71

72 Mr. York asked if she would like to go back to teaching.  
73

74 Mrs. MacDonald indicated she taught elementary education before moving to Litchfield. She noted when she  
75 applied to the district she worked with high school students.  
76

77 

- T Hershberger

  
78 Mrs. Hershberger was not in attendance.  
79

80 

- B Vaughn

  
81 Mrs. Vaughn was not in attendance.  
82

83 ***Mr. Barka made a motion to nominate Elizabeth MacDonald as a School Board member. Mrs. Harrison***  
84 ***seconded. The motion carried 4-0-0.***  
85

86 F. Presentations and Recognitions

87 

- H.L. Turner Group Building Assessment Report

88 Doug Proctor and William Hicks, H.L. Turner, presented recommendations from the final building conditions  
89 assessment report and feasibility of use of the 1930s building.  
90

91 They provided an explanation of their study of the 1930's building structure and feasibility of use of the building.  
92 They indicated that there is no way the lower level can be used for offices or classrooms because of the moisture  
93 problem. Mr. Proctor indicated the first level can be used for offices, but they advised against it. He noted that  
94 there would need to be significant renovations in order to make the building habitable.  
95

96 Mr. Bourque asked for an estimated cost to demolish the building. Mr. Proctor indicated it could cost \$50,000 or  
97 more.  
98

99 The Board discussed issues on building a separate building on a different location on the GMS site.  
100

101 Mr. O'Neill cautioned that the water issues are significant on the area of the site the building is currently located.  
102

103 Mr. Hicks commented they would be able to find an area to build on the site.  
104

105 Mr. O'Neill asked about the storage on the lower level of the 1930s building. Mr. Hicks advised that storage on the  
106 lower level should only be short term.  
107

*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)*

108 Mr. Bourque asked about the feasibility of using dehumidifiers to be able to use the lower level for long term  
109 storage.  
110  
111 Mr. Hicks indicated with the moisture issues, it would be an uphill battle. Mr. Proctor indicated a vapor barrier is  
112 needed before that can be done.  
113  
114 Mr. York commented the Board was looking for a storage solution for district records that are required to be  
115 retained by law.  
116  
117 Mr. Hicks indicated there are significant moisture issues and it is a lightly framed building. He commented there are  
118 concerns of storage files that are heavy and other issues could occur.  
119  
120 The Board had not further questions for the architects. Mr. Hicks indicated they will finalize their report and send it  
121 to the SAU office.  
122  
123                   • CHS Press Box Committee  
124 Cara Gannon and Dave Decarolis discussed press box drawings submitted to the Board. Mrs. Gannon indicated  
125 that the drawings were prepared with the CAD program. Mr. Bourque noted the plans have not yet been approved  
126 by the Fire Department.  
127  
128 Mrs. Gannon commented that Dave Kidwell has spoken with the building inspector and fire department in the past.  
129 She indicated the fire department has not yet seen the CAD drawings. Mr. Bourque indicated that written approval  
130 from the fire department and building inspector is required.  
131  
132 Mr. Decarolis indicated that the building inspector provided verbal approval. Mr. York commented there are  
133 different rules from both of those departments, but the fire department supersedes the building department.  
134  
135 The discussion included the planned location of the press box and the repositioning of the entrance gate for the  
136 football field. Mrs. Gannon indicated moving the gate is part of the Press Box Committee's budget.  
137  
138 The Board discussed the status of fundraising with the committee. Mrs. Gannon indicated that fundraising efforts  
139 have been earnest, but results are not as expected, but fundraising will continue. She commented that they have  
140 reached out to the Concord Recreation Department regarding information on a grant and the football coach will be  
141 speaking to potential sponsors for the press box.  
142  
143 Mr. York commented at some point this will become school district property and the committee will have to donate  
144 it. He suggested reaching out to the insurance company about the district's responsibility. He expressed concern  
145 with the siding.  
146  
147 Mrs. Gannon commented that the committee focused much time to ensure the siding is maintenance free. She  
148 indicated that the plan was to get approval and start next week, but that is not going to happen. She had the  
149 following inquiries for the Board:  
150  
151                   • Dave Kidwell wanted to know if the ditch can be dug for the underground electrical.  
152                   • For a fundraising idea, the committee plans to ask families for sponsorship (placques) or offer  
153                    Cougar sponsorship for engraved bricks for a walkway – permission is needed.  
154  
155 Conduit Question:  
156 Mr. Decarolis indicated it will consist of a 3" conduit running from the building. There is a time constraint on the  
157 excavation and we need permission to go forward. He explained conduit will be run to support not only electrical,  
158 but phone and cable as well. He noted it can be done in a day or two.  
159  
160 Mr. Izbicki mentioned football and soccer will begin soon.  
161

*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)*

162 Mr. Decarolis commented if we are not moving forward with starting the structure prior to the sports seasons, the  
163 power can be run after the sports season is over in the fall.

164  
165 Mrs. Gannon asked how the committee will know when they get approval on the project.

166  
167 Mr. Bourque commented we are still waiting for approval of the plans from the fire department. He suggested  
168 coordinating with the CHS Athletic Director and once the athletics department is comfortable with the time frame,  
169 he will notify the Superintendent. He asked if a permit would be needed to run the conduit.

170  
171 Mr. Decarolis indicated they are just laying the conduit and the electrician will get the permit when he is ready to  
172 pull the wire. He noted there will be different conduit for the electrical, the cable and the phone.

173  
174 Mr. O'Neill agreed it is easier to run the conduit now.

175  
176 Brick Fundraiser:

177 Mr. O'Neill indicated he would like to research the history behind the engraved bricks that mark the CHS front  
178 walkway as he is unfamiliar with its purpose and would like to know where the funds were applied.

179  
180 Mrs. Gannon commented it is the lowest tier of fundraiser, but she was confident families would like to have a brick  
181 laid in their name.

182  
183 Mr. O'Neill recapped the Athletic Director will give the blanket authorization to move forward with running the  
184 conduit. He suggested checking with grounds and the facility manager with regard to the work on the field.

185  
186 G. Correspondence

187 There was no correspondence.

188  
189 H. Superintendent's Comments

190 • Non-Teaching Positions Defined

191 Mr. O'Neill provided information regarding non-teaching positions defined by job description for the Board at a  
192 Board member's request. He reviewed the breakdown of positions and roles with the Board. He commented that  
193 the definitions of the individual paraprofessionals and the program paraprofessionals were interesting. He was  
194 concerned with the definition of the district-wide tutor position.

195  
196 • Enrollment Report

197 Mr. O'Neill provided the May and June 2017 enrollment reports to the Board. He mentioned that there was no  
198 significant movement in those months. He provided some information regarding the affordable housing  
199 development in process on Page Road. He indicated based on the information received, the impact on the district  
200 schools may be delayed and come in phases.

201  
202 Mr. York indicated the apartment and homes will not all be filled by the fall. He commented some will be filled and  
203 we need to monitor the students that enroll from those buildings.

204  
205 Mr. O'Neill mentioned the information passed along by the town regarding these rental units seem to indicate that  
206 the impact on enrollment will not be significant. He indicated that it is believed 18 two bedroom units will be  
207 completed by September. He agreed it is important to keep track of that growth. He noted the use of impact fees  
208 collected hinges on demonstrating an increased population from new homes.

209  
210 Mr. Barka asked about impact fees collected and who they are collected for. Mr. York explained elementary and  
211 middle school impact fees are combined and high school is separate.

212  
213 Mr. Bourque commented our first grade will become the largest second grade. Mr. O'Neill commented what we are  
214 going to look at down the road will be very different than what we have seen and expected.

215

*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)*

216 Mr. York commented there is not a drastic change in our community and whatever decline we are seeing will  
217 change. He indicated that Londonderry has started seeing significant enrollment increases, as has Bedford.  
218

219 Mr. O'Neill commented one of the things NESDEC stated in the enrollment projection analysis they provided for  
220 the district was that people tended to stay in their homes when the market dipped. He noted they are now making  
221 decisions to move out and larger families are moving into these communities.  
222

- Full Day Kindergarten Update

223 Mr. O'Neill provided a brief update regarding full day Kindergarten for the Board. A more detailed presentation  
224 will be provided at the August 23 meeting. He explained the State recently passed a law for districts to implement  
225 full day kindergarten. He indicated districts will receive \$1,100 in additional funds for each student enrolled in the  
226 full day program. He noted that between kindergarten and grade 1 there is a "bump up" because most parents  
227 choose to enroll their children in a full day program in the public schools. Mr. O'Neill commented districts still  
228 have to offer half day kindergarten as well. He indicated the district will have to hire four new teachers and two  
229 tutors for the full day program, as well as an additional special education paraprofessionals. He noted that we will  
230 have to look at textbooks, technology and infrastructure. He added space will need to be analyzed, which could  
231 result in the use of a 4-plex modular building.  
232

233  
234 Mr. York suggested a team be established with GMS and the administration. He indicated that they need to get back  
235 to the Board by the end of September.  
236

237 Mr. O'Neill indicated that Mrs. Flynn pulled together much historical data, Mr. Thompson pulled together  
238 kindergarten data, and Mr. Izbicki has compiled data on modular leasing. He noted that information can be provided  
239 for the Board at the August meeting to include a first look at options. He suggested to consider this from a systemic  
240 point of view, which can result in some staffing changes.  
241

242 Mr. York mentioned there seems to be more favorable views on impact fees in the town.  
243

244 Mr. O'Neill indicated that the district's legal counsel has provided opinion on the use of impact fees.  
245

246 Mr. York commented that in the past the town's attorney has been reluctant to approve the requests of the Board for  
247 the use of school impact fees, but the new counsel is less restrictive.  
248

249 Mr. O'Neill commented 75% of towns in NH offer full day kindergarten and Litchfield falls in to the 25% that do  
250 not. He indicated that full day kindergarten offers an educational advantage to children.  
251

252 Mr. Bourque commented we need to look at hard numbers and consider a warrant article. He recommended  
253 scheduling a public input session. He noted we are talking about a significant amount of money to be spent.  
254

#### I. Community Forum

- Superintendent Search Public Input

255  
256 Community members were invited to provide input regarding the upcoming Superintendent search.  
257

258  
259 Paula Izbicki, 3 Kokokehas Circle, spoke to the Kindergarten discussion. She suggested with all the discussion and  
260 work regarding Kindergarten, the Board needs to consider a new building and go in that direction. She indicated the  
261 administration needs to take a hard look at GMS and figure out a way to get the students in the building. She noted  
262 that Concord recently built a new school under budget and Portsmouth (Little Harbor School) renovated one of its  
263 schools. Mrs. Izbicki suggested the Board consider those projects and decide a direction to follow. She commented  
264 she would not like to see \$400,000 spent on GMS and have someone come forward in five years to propose a new  
265 building.  
266

267 Nate Cooper, CHS teacher, congratulated Mrs. MacDonald on her appointment to the Board.  
268

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)*

269 Paula Izbicki, 3 Kokokehas Circle, spoke to the Superintendent Search. She suggested pushing out a survey to  
270 everyone in the community. She commented Mr. O’Neill brought this district very far. She indicated the only  
271 concern going forward is if a part time Superintendent is right for our district. She believes that most people do not  
272 understand that Mr. O’Neill is very seasoned and does not need a lot of extra work to understand or know what a  
273 Superintendent needs to know. Mrs. Izbicki commented she would like to see the Board negotiate a contract or set  
274 goals for the next Superintendent. She would like to see a candidate that envisions where Litchfield schools will be  
275 in ten years; someone who a futuristic thinker in education. She noted we have come far, but have a long way to go.  
276 She indicated the Board is working on positive relations with the Budget Committee, which has an impact on who  
277 wants to come into our community.  
278

279 Mr. Bourque commented the Board believes a full time Superintendent is needed. He indicated that we were  
280 fortunate to have Mr. O’Neill for the past few years. He noted Mr. O’Neill’s experience was extremely helpful. He  
281 believes that more can be accomplished with a full time Superintendent.  
282

283 Mr. O’Neill commented as a part time Superintendent he feels blessed by the community and staff, but he is  
284 concerned that he is not involved to the point he would like in the community and district because he is working part  
285 time. He urged the community to support a full time Superintendent to lead the district forward with a vision to  
286 become the best district.  
287

288 Betty Vaughn, Stark Lane, agreed a full time Superintendent is needed. She commented that person needs to know  
289 the culture of the community. She noted the issue with the music program may not have happened if the  
290 Superintendent had been out in the community and at events.  
291

292 J. School Board Comments

293 Mr. York mentioned that he will not be in attendance at the August 23 School Board meeting. He asked if the Board  
294 would consider moving the discussion regarding Kindergarten to a meeting date in September.  
295

296 Mr. Bourque indicated the Kindergarten discussion can be moved to the September 6 meeting.  
297

298 Mr. York mentioned some articles he read in the Union Leader recently.  
299

300 1) Automotive classes will no longer be available in Merrimack and will be available for high school students at  
301 Manchester Community College. The article noted that students will get class experience as well as real world  
302 experience as some automakers are participating in the program and offering paid internships.  
303

304 2) The State of NH passed an RSA that indicates graduating seniors are required to take and pass a Civics class.  
305 The article noted this would apply to Grade 8 students as well. Students will need to pass the “Become a Citizen”  
306 exam and if they do not pass the competency they will not graduate.  
307

308 Mr. Cooper indicated that is present practice at CHS.  
309

310 Mr. O’Neill commented he will talk to Dr. Childress about the status of compliance in the district with regard to the  
311 RSA. He indicated that the Board can have a discussion at the September 6 meeting. With regard to the automotive  
312 technician and auto body program, Mr. O’Neill commented he has been involved in a similar program and it is a  
313 great experience for students.  
314

315 **II. CONSENT AGENDA**

316 A. Public Minutes:

- 317 • June 14, 2017

318 *Mr. Barka made a motion to approve the amended public minutes of June 14, 2017. Mrs. Harrison seconded.*  
319 *The motion carried 4-0-0.*  
320  
321  
322

*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)*

323 B. Budget Transfers

324 *Mr. Barka made a motion to approve the budget transfers for May and June 2017. Mr. Bourque seconded. The*  
325 *motion carried 4-0-0.*

326  
327 **III. REPORTS**

328 A. Business Administrators Report

329 • FY17 General Fund Unassigned Balance

330 Mr. Izbicki provided a report regarding the FY17 unassigned fund balance. He indicated that he prepared  
331 preliminary financial statements and based on what he found he can report there is an unassigned fund balance of  
332 \$474,220. He commented he will report any changes when the auditors arrive next week.

333  
334 Mr. York was concerned about the negative balance in the food service account.

335  
336 Mr. Izbicki indicated there is no deficit fund balance. He explained that food service is seeing a reduction in  
337 revenues and some money was spent on necessary purchases.

338  
339 Mr. York asked when the last lunch price increase occurred. He commented the district has to raise the prices by a  
340 certain amount each year until we reach the required level of compensated federal funds.

341  
342 Mr. Izbicki indicated there is a state calculation of the level your meal price should be set.

343  
344 Mr. Bourque commented that Mr. Markiewicz indicated that the district did not need to raise prices any further.

345  
346 Mr. York commented that he was under the impression if the district did not raise the prices the federal government  
347 may determine we are not serving healthy lunches and will not reimburse the district.

348  
349 Mr. O'Neill commented the district will look into it.

350  
351 Mr. Bourque welcomed Mr. Izbicki to the district and the Board meeting.

352  
353 • School Board Audit Questionnaire

354 School Board members completed the audit questionnaire for the upcoming district audit 8/1/17. Board members  
355 responded to the audit questionnaire and the Board Chair signed the document.

356  
357 B. 2017 Graduation Report

358 Mr. O'Neill provided a report on graduation statistics for 2017 CHS seniors. He indicated that he would like to look  
359 at trend line on the number of students going on to two and four year colleges. He reviewed the colleges students  
360 are attending with the Board. He commented he would like to focus on the percentage of students going on to  
361 college and those going to prestigious colleges.

362  
363 **IV. NEW BUSINESS**

364 A. Student Handbooks

365 School handbooks and changes were provided for 2017-2018 and require approval from the Board. Mr. O'Neill  
366 indicated that there were minor changes to the handbooks for GMS and LMS, and a summary of changes was  
367 included for the CHS handbook.

368  
369 Mr. York commended CHS for their work on the dress code in the building.

370  
371 Mrs. MacDonald indicated that it needs to be defined if the dress code is student driven or administration driven.

372  
373 Mr. O'Neill offered to look into it.

374  
375 *Mr. York made a motion to approve the 2017-2018 GMS Student/Parent Handbook as presented. Mrs. Harrison*  
376 *seconded. The motion carried 4-0-0.*

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)*

377  
378  
379  
380  
381  
382  
383  
384  
385  
386  
387  
388  
389  
390  
391  
392  
393  
394  
395  
396  
397  
398  
399  
400  
401  
402  
403  
404  
405  
406  
407  
408  
409  
410  
411  
412  
413  
414  
415  
416  
417  
418  
419  
420  
421  
422  
423  
424  
425  
426  
427  
428  
429  
430  
431

*Mr. York made a motion to approve the 2017-2018 LMS Student/Parent Handbook as presented. Mrs. Harrison seconded. The motion carried 4-0-0.*

*Mr. York made a motion to approve the 2017-2018 CHS Student/Parent Handbook as presented. Mrs. Harrison seconded. The motion carried 4-0-0.*

- **Special Announcement**

Mr. O’Neill announced that Mr. Lonergan, CHS Principal, was chosen for the NHASP Executive Board.

**V. OLD OR UNFINISHED BUSINESS**

A. Policies:

- ECAB Building & Grounds Access & Security

Mr. Barka asked why teachers cannot have access between schools.

Mrs. MacDonald commented the doors are locked at CHS as soon as the students leave for the day.

Mrs. Flynn indicated that the understanding was the doors were to be locked after the last afterschool activity ended or at 3:30 p.m.

Mr. Izbicki indicated that the SAU can contact the security company with a list of staff that need access to the other schools.

Mr. O’Neill commented he agrees that the high school doors should be open until 3:30 p.m. He indicated the SAU will look into access for teachers at other schools.

*Mr. Barka made a motion to approve policy ECAB. Mrs. Harrison seconded. The motion carried 4-0-0.*

- EFAA Food Services Meal Charging

*Mr. Barka made a motion to approve policy EFAA. Mrs. Harrison seconded. The motion carried 4-0-0.*

- KG Use of School Facilities

*Mr. Bourque made a motion to approve policy KG. Mrs. Harrison seconded. The motion carried 4-0-0.*

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

A. Community Forum

**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 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. . Mr. Barka 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 8:20 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mr. York, yes.*



*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)*

432  
433  
434  
435  
436  
437  
438  
439  
440  
441  
442

**X. ADJOURN**

*Mr. Barka made a motion to adjourn the meeting at 8:20 p.m. Mr. York seconded. The motion carried 4-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

**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 August 23, 2017**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member (*excused*)  
John York, Board Member (*excused*)  
James L. O'Neill, Superintendent  
Cory Izbicki, 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

The CHS Lacrosse Proposal was removed from the agenda and deferred to the September 20 meeting.

D. Summary of Non-Public Actions from July 26, 2017:

*Mr. Bourque made a motion to approve the non-public minutes of June 14, 2017. Mrs. Harrison seconded. The motion carried 4-0-0.*

*Mr. Bourque made a motion to accept the nomination of John Van de Car as part time Tech Ed teacher at CHS for a salary of \$29,540.50 for the 2017-2018 school year. Mrs. Harrison seconded. The motion carried 4-0-0.*

*Mr. Bourque made a motion to accept the nomination of Molly Jameson as Special Education teacher at LMS for a salary of \$40,001 for the 2017-2018 school year. Mrs. Harrison seconded. The motion carried 4-0-0.*

*Mr. Bourque made a motion to accept the nomination of David Tong as District Chemistry teacher for a salary of \$56,134 for the 2017-2018 school year. Mrs. Harrison seconded. The motion carried 4-0-0.*

*Mr. Bourque made a motion to accept the resignation of William Raymond. Mrs. Harrison seconded. The motion carried 4-0-0.*

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Mrs. Harrison reported there was correspondence received from Laura Gandia with positive feedback about LMS teacher, Kim Nolan.

G. Superintendent's Comments

- CHS Bricks

Mr. O'Neill commented at the last meeting, the CHS Press Box Committee mentioned raising money through an engraved brick program, similar to the ones at the CHS entrance way. The Board requested information about the CHS bricks: purpose and where the funding went. After contacting several people who were instrumental in the

*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)*

building and programming at CHS, it was discovered that at that time two groups, Arts/Music and Athletics, raised money by selling engraved bricks to families in order to fund the Art, Music and Athletics programs at CHS.

Mr. O'Neill added that the only other fundraiser where inscriptions were sold was the CHS Auditorium seats fundraiser. Given those two precedents, Mr. O'Neill indicated that he informed the Boosters to go forward and sell bricks as a fundraiser for the press box, with the approval of the Board Chair.

Mr. Bourque asked if bricks for CHS can still be sold. Mrs. Flynn indicated that bricks can still be sold for the school, but have not been sold since that time.

- CHS Post Graduate Analysis

Mr. O'Neill commented at the last meeting, the Superintendent presented the 2017 CHS Graduation report. The Board requested additional information with regard to the percentage of graduates that attended selective schools. He indicated there is no real trend of significance and the percentage of students going on to college education is in low 80's. He noted the calculations also reflect that students who attended selective schools is within a range of 8% - 10% on average. Mr. O'Neill commented that the district aspires to have a higher percentage of our students be selected to go on to selective colleges.

- Impact Fees

Mr. O'Neill commented during the discussion regarding full day kindergarten and the potential for increased enrollment in the district in the fall and spring, impact fee use was mentioned. Comments regarding the use of these fees and restrictiveness of the process were made. In response to the discussion, a current impact fee summary is being presented to the Board, as well as additional information from the NRPC, legal opinion and a clarification of the return of expired fees. Expired impact fees are returned to whomever pays or paid the fees. It was also discovered that elementary impact fees are no longer being collected. The Planning Board voted to collect impact fees for middle school and high school going forward.

Mr. O'Neill indicated that past opinions are that impact fees can only be used to offset increased enrollment subject to new students moving into the community. He commented currently we will be offering a new program and do not believe impact fees can be used for this purpose as we cannot demonstrate an increase in construction due to increasing population in the schools. He mentioned that he has heard information about homes that are selling in town at a fast rate, but that will not have an effect on the use of impact fees because they are existing homes. Mr. O'Neill reported that impact fees for elementary school will not be collected by the town going forward, but will now be collected for middle school and high school. He indicated that the information received by the district reflects the new developments have been projected to yield middle and high school students rather than elementary students; however, we are seeing increased elementary numbers.

Mr. Bourque asked if impact fees can be used to purchase additional portable classrooms if enrollment increases in the case of full day kindergarten.

Mr. O'Neill indicated that the district would have to demonstrate that the increase results from new housing and not new programming according to legal opinion. He believes that there may be a provision that is open to interpretation with regard to using impact fees.

Mr. O'Neill reported opening day events were held for teachers and staff yesterday. He noted that during the recognition ceremony, three teachers were recognized for their 30 years of service. He commented the Board Chair represented the Board well and he thanked the three members of the Board who attended the event. He indicated it is important for staff to know they are supported. Mr. O'Neill mentioned that Lynn Lyons was the keynote speaker who provided a presentation on anxiety and ways to approach anxiety. He noted that we were fortunate to find we have a video from Lynn Lyons on some methods of coping with anxiety. He indicated we will take a year long look at anxiety and building resistance in students and how they can better perform. Mr. O'Neill noted we would all benefit from looking at that. He indicated that a BBQ was held for staff, during which the Admin Team cooked and prepared food, while the SAU members served the staff. He commented it was a great opening and a very good day. He added teachers are busy preparing for students. He noted there is much coming up this year with NEASC.

**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)*

H. Community Forum

Nate Cooper, LEA President, echoed the Superintendent's comments about the start of school. He thanked Mr. O'Neill and the administration. He indicated there was much "chatter" about Lynn Lyons and her presentation on anxiety, which resonated with many people. HE commented the presentation was captivating and engaging.

- Superintendent Search Public Input

Nate Cooper, CHS teacher and LEA President, commented there have been questions from teachers about how the search committee will be formed and how the decision will be made. He noted there are a few members who have recommendations for the Board to consider. He suggested allowing the schools themselves to make decisions about which teachers will serve on the committee.

Mr. Bourque indicated the Board has not made a determination on the process. He noted that he has had conversations with the Superintendent. He believes that the committee should have representatives from each school as we want a good cross section from the community. He commented the Board will make the decision on who is hired for the position. Mr. Bourque urged community members to come forward and offer input to the Board.

Mr. Cooper announced there has been a change of leadership in the LEA. He introduced Ryan Keller as the Vice President and indicated that LEA building representatives have changed.

I. School Board Comments

Mr. Bourque commented that the recognition of three teachers that have been with the district for 30 years is amazing and a testament to the community and the longevity in the schools.

Mr. Bourque indicated the Board recently discussed the full implementation of the 1:1 program. He noted although there was consensus by the Board for the district to go forward with the full implementation of the program, the starting date was unclear. Mr. Bourque recommended the Board make a motion for full implementation of the program.

***Mr. Bourque made a motion to approve the total implementation of the 1:1 Program, beginning with the high school in 2017-2018. Mrs. Harrison seconded. The motion carried 3-0-0.***

**II. CONSENT AGENDA**

A. Public Minutes:

- July 26, 2017

***Mrs. Harrison made a motion to approve the public minutes of July 26, 2017. Mr. Bourque seconded. The motion carried 2-0-1, with Mrs. MacDonald abstaining.***

B. Budget Transfers

***Mr. Bourque made a motion to approve the budget transfers for July and August 2017. Mrs. Harrison seconded. The motion carried 3-0-0.***

**III. REPORTS**

A. Business Administrators Update

- Bus Routes

Mr. O'Neill presented the 2017-2018 Litchfield bus routes to the Board. He indicated that Mr. Izbicki and Mrs. Flynn worked very hard on the routes. He reported that they met with First Student and discussed communication, bus runs and bus conditions. He noted there is a very strong commitment on the part of First Student to work with the district in positive way. Mr. O'Neill recommended the Board allow the bus routes to go forward for the next two weeks and address issues as they occur. He indicated we will review ridership over the first few weeks and meet with First Student on September 20. He noted this is the fourth year of a five year contract and the district will evaluate their performance and ask the Board for direction regarding a transportation vendor going forward.

**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)*

- 2017 DOE 25

The 2017 DOE 25 and MS 25 were provided for the Board. The Board signed the DOE 25 prior to submitting it to the State.

**B. Hiring Report**

Mr. O'Neill provided a current hiring report for the Board. He reviewed the recently filled positions and reported whether the position was filled internally or with new hires to the district. He reviewed resignations and retirements as well. He commented although there were a number of positions to fill, most were due to retirement or opportunities for advancement in other positions.

**IV. NEW BUSINESS**

**A. Job Descriptions:**

- Reading Specialist
- Reading-Writing Teacher

Mr. O'Neill provided job descriptions for the Reading Specialist and Reading-Writing Teacher to the Board. He noted that they had previously been presented to the Board and the SAU was waiting for a response from the LEA regarding alignment of the job descriptions to the CBA. He asked the Board to approve the job descriptions.

Mrs. MacDonald suggested that reading specialist experience be added to the job requirements. She believes that applicants for these positions should have more than a Bachelors degree.

Board members discussed requirements that should be listed in the job descriptions.

Mr. O'Neill indicated that the job descriptions can be revisited if the Board so wishes.

**B. Policies:**

Mr. O'Neill provided a number of policies that were amended or rewritten for the Board. He indicated Mrs. Flynn reviewed all policies for changes and rewrites based on information and updates from the NHSBA.

- For Amendment
  - BDB Board Officers

Mr. O'Neill indicated the policy contains a clarification of board officers remaining in their respective offices until new successors are elected.

***Mrs. Harrison made a motion to approve the amendment to Policy BDB, Board Officers. Mr. Bourque seconded. The motion carried 3-0-0.***

- EEAA Video Surveillance on District Property

Mr. O'Neill indicated the policy contains clarifications on who retrieves videos and that the Superintendent makes the decision on the release of videos. He mentioned the policy includes the approval from the Board to allow audio/visual recordings in classrooms for educational purposes.

***Mr. Bourque made a motion to approve the amendments to Policy EEAA, Video Surveillance on District Property. Mrs. Harrison seconded. The motion carried 3-0-0.***

- IHBA Programs for Students with Disabilities

Mr. O'Neill indicated the policy has been amended to reflect the new federal regulations with a minor language change. He noted the procedures will be the procedural safeguards provided by State.

***Mrs. Harrison made a motion to approve the amendment to Policy IHBA, Programs for Students with Disabilities. Mr. Bourque seconded. The motion carried 3-0-0.***

*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)*

- IKF High School Graduation Requirements

Mr. O'Neill indicated that Mrs. Flynn met with Mr. Lonergan and aligned this policy to the current practices for graduation requirements and what is required by law. He commented if the Board would like to have a wider conversation regarding the policy that is acceptable. He noted the Superintendent believes the policy should include and recognize that a lower credit diploma in the policy as some students find it difficult to get that many credits. He believes we should be allowing other ways for those students to get credits.

Board members discussed the diploma credits and agreed to move the policy to the September 20 meeting.

- Policies for Re-Approval Process

- ACE Procedural Safeguards: Non-Discrimination on the Basis of Handicap/Disability

Mrs. Flynn explained the changes in Policy ACE. She noted that the policy was rewritten on the basis of the law and that the Procedural Safeguards are the stated procedures.

- BEDG Minutes and Public Records

Mrs. Flynn explained that changes to Policy BEDG incorporate language from the Right to Know policy as major revisions to the law have occurred. She indicated that upon approval of this policy, Policy KBA would need to be rescinded.

- EBBC/JLCE Emergency Care and First Aid

Mrs. Flynn explained that Policy EBBC was previously discussed by the Board and that a public hearing was held on the use and administration of naloxone. She indicated the Board needs to decide if they want to go forward with the policy.

- IHBAA Evaluation Requirements for Children with Specific Learning Disabilities

Mrs. Flynn explained that the laws and criteria for evaluation requirements for children with learning disabilities has changed significantly. She indicated according to federal and state law, the Procedural Safeguards are required to be used to determine eligibility for special services. In the past, the district had a policy that addressed all facets of the evaluation criteria and process. She noted upon approval of this policy, Policy JLDAC would need to be rescinded.

- IMDA School Ceremonies, Observances, and Patriotic Exercises

Mrs. Flynn explained that Policy IMDA (formerly IND) has been changed to reflect state requirements during the weeks that include Veterans Day and Memorial Day schools devote time for exercises of a patriotic nature, including discussion of the words, meaning and history of the Pledge of Allegiance and Star Spangled Banner.

- JCA Change of School Assignment

Mrs. Flynn explained that Policy JCA changes the process for the change of assignment or reassignment of a student to another school.

- Policies/Guidelines

- School Board Member Use of Social Media

The Board Chair requested information for a policy on the use of social media by Board members. Mr. O'Neill indicated that Mrs. Flynn worked with legal counsel to draft a policy that can be used for guidelines for Board members for the use of social media.

Mrs. Flynn indicated that she researched states and school districts across the nation for any policies that address the use of social media by school board members. She noted that she found one policy and guidelines from another state, while legal counsel found the same policy. Mrs. Flynn commented that legal counsel recommended the Board should not have this type of policy, but that guidelines would suffice.

Mr. Bourque commented the guidelines can be included in the Code of Ethics. Mrs. Flynn agreed.

The policies that require re-approval and the social media guidelines will be discussed at the September 20 Board meeting.

**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)*

**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 Mrs. Harrison, the Board entered into non-public session at 7:14 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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes.*

**VIII. RETURN TO PUBLIC SESSION**

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

**IX. ADJOURN**

*Mrs. Harrison made a motion to adjourn at 8:06 p.m. Mr. Bourque seconded. The motion carried 3-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

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 September 6, 2017

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member (*excused*)  
John York, Board Member  
Elizabeth MacDonald, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, Business Administrator  
Dr. Nancy Childress, Director of Curriculum and Instruction  
Scott Thompson, Principal, GMS  
Tom Lecklider, Principal, LMS  
William Lonergan, Principal, CHS

*(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 was no revision to the agenda.

D. Summary of Non-Public Actions from August 23, 2017:

*Mr. Bourque made a motion to approve the non-public minutes of July 26, 2017. Mrs. Harrison seconded. The motion carried 2-0-1, with Mrs. MacDonald abstaining.*

*Mr. Bourque made a motion to accept the nomination of Lauren West as a Special Education teacher at GMS at a salary of \$38,532 for the 2017-2018 year. Mrs. Harrison seconded. The motion carried 3-0-0.*

*Mr. Board made a motion to accept the nomination of Janet Belhumeur as Director of Food Services at a salary of \$45,000 for the 2017-2018 year. Mrs. Harrison seconded. The motion carried 3-0-0.*

*Mr. Bourque made a motion to accept the nomination of Carrie Juris as part time CHS Guidance Counselor at a salary of \$31,202 for the 2017-2018 year. Mrs. Harrison seconded. The motion carried 3-0-0.*

*Mr. Bourque made a motion to accept the nomination of Amy Perkins as a part time Physical Education teacher at CHS for a salary of \$20,650.50 for the 2017-2018 year. Mrs. Harrison seconded. The motion carried 3-0-0.*

*Mrs. Harrison made a motion to approve the single pay rate increase for substitute teachers, paraprofessionals and monitors. Mr. Bourque seconded. The motion carried 3-0-0.*

E. Presentations and Recognitions

- PTO Fundraiser – Raise Craze

Christina Harrison presented a fundraiser for the GMS PTO and requested approval from the Board. She explained it is a new way of raising funds. It is called Raise Craze and it is an online fundraising platform specializing in fundraising for small groups and schools based on acts of kindness. Parents are contacted to set up an account online for their children to request donations for the GMS PTO. Students pledge to pay it forward with acts of kindness. The PTO keeps track of the acts of kindness and money raised and offers incentives based on what is raised. Acts of Kindness can be provided schoolwide and teachers would be able to do class initiatives. The plan is to run the fundraiser in November. Students can do personal initiatives as well. Incentives would be by class,



**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)***

school and individual and would be low cost. The program is secure and no information is shared with third parties. They charge a flat fee for each donation plus a processing fee for online payments and their share of what is raised is capped at 10%. The PTO would get to keep 90% of what is donated.

Mr. Bourque asked about the breakdown on donations. Mrs. Harrison indicated that the flat fees are theirs to keep and it is capped at 10% if it goes over that percentage.

Mr. York asked what the break-even point would be for what is raised as compared to what has been done in the past. Mrs. Harrison indicated that last year's catalog fundraiser netted \$7,000. She noted we kept 40% of what we raised.

Mr. Bourque asked for a synopsis of how this program would work. Mrs. Harrison indicated the kick off would be November 1 and would run for two and a half weeks. There is a 3 minute video for the students. The PTO would speak about who the students could help and what can be done to help people. A flyer with a code is sent home and everything else is done online. There is a paper option for those who do not have online access at home.

Mr. Bourque asked if the students send an email to family or friends to tell them what they will do for the donations. Mrs. Harrison indicated that is correct and the email would say "if you would like to help our school these are some things we will do to help our community".

Mr. Thompson mentioned last year the PTO had sales of \$12,000 and netted \$5,725. He noted there were direct donations in the amount of \$1,864 as well.

Mrs. Harrison indicated that donating this way is tax deductible.

***Mr. York made a motion to approve the Raise Craze fundraiser. Mrs. MacDonald seconded. The motion carried 3-0-1, with Mrs. Harrison abstaining.***

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

Mr. O'Neill commented it was a great opening of the school year and things are going smoothly. He indicated that transportation seems smoother and there have been no major issues. He noted the bus company representatives will be at the September 20 Board meeting. Mr. O'Neill commented we are looking forward to the budget and Mr. Izbicki is working hard to enter items into the system and working on trending averages. He mentioned the district starts with a modified zero based budget.

- First Day Student Counts

Mr. O'Neill commented that the notable difference on the first day data was the number of registrations vs actual enrollments. He mentioned that many students did not show up on the first day. He indicated the October 1 numbers are more solid and reliable.

- Business Administrator Comments

Mr. Izbicki provided a brief commentary on the operations of the district. He mentioned that he met with representatives from First Student to discuss proactively addressing issues that occurred last year.

Mr. Bourque mentioned there was one bus that was late the first day at LMS. He noted the bus driver was new.

Mr. Lecklider indicated the first two days the bus was late, but it has been relatively on time since.

Mr. Izbicki added that the new driver had driven in Nashua and is getting use to the Litchfield routes.

H. Community Forum

There was no public input.

**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)*

- Superintendent Search Public Input

Robin Corbeil, 4 Nesmith Court, asked if there are going to be community members and teachers on the committee. Mr. Bourque indicated there will be a good cross section on the committee.

Mrs. Corbeil asked how it will be advertised. Mr. Bourque indicated it will be placed in the HLN.

Mrs. Corbeil asked if there was a projected time for advertising. Mr. Bourque indicated the Board will formalize the process at the end of October, beginning of November.

Mr. O'Neill added that we have a tentative timeline from a previous year and if the Board approves that timeline we will post it on the website.

Mr. Bourque mentioned that the Board will use as many venues as possible to advertise. He indicated there will be more information in the coming weeks.

**I. School Board Comments**

Mr. Bourque commented he has heard a lot of positive feedback from schools and administration teams, but has heard from parents that things went smoothly first week of school.

Mr. O'Neill complimented the faculty in all the schools for a smooth start of the school year. He commented they were in front of the students and working with the students on day one.

**II. CONSENT AGENDA**

**A. Public Minutes:**

- August 23, 2017

*Mrs. Harrison made a motion to approve the public minutes of August 23, 2017. Mrs. MacDonald seconded. The motion carried 3-0-1, with Mr. York abstaining.*

**III. REPORTS**

**A. Curriculum Report**

- ESSA: Changes Affecting Policies and Job Descriptions

Dr. Childress thanked the Board for the opportunity to work with a great district. She reported she is currently reviewing the math curriculum, scheduling open dialogues for vertical alignments, and expanding community involvement. She indicated that she has met with several groups regarding technology, certification, competencies and grading, and mentors.

Dr. Childress provided an update on the changes required by the ESSA (Every Student Succeeds Act). She reported that ESSA eliminates the need for teachers to be HQT, or Highly Qualified Teachers, for districts to get Title I funding. She indicated the NEA requires paraprofessionals to remain to be highly qualified.

Dr. Childress asked Board members for areas of focus.

Mr. York commented that he is concerned about the Sophomore Project. He indicated it needs further examination. He was concerned that the students have not been and are not doing community projects. He commented we are just asking students to find 40 hours of some activity that an administrator signs off on that says they are doing something. Mr. York asked for a list of past sophomore projects to compare and review to determine if they impact the community. He noted the idea behind the project was to impact our community and now we have students doing community service. He believes the high school should not be telling parents how to direct their children's community service. Mr. York mentioned there is a project where a student is doing 40 hours and the parent is doing the same 40 hours with the student because it requires adult supervision for children under age 18.

Mr. Lonergan commented it is his understanding that some students work with community partners.

*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)*

Mrs. MacDonald asked if Mr. York was concerned those CHS students may volunteer at the Nashua Food Pantry as part of their project and that it does not benefit Litchfield.

Mr. York indicated students can volunteer anywhere they want. CHS should not be telling them to volunteer at those locations – parents should be directing their children. He commented students are doing their projects because they cannot become juniors if they don't. He wondered what the results would be if juniors were polled to see if they completed their Sophomore Project to become a junior or because it is rewarding.

Mr. Lonergan believes there would be mixed results.

Mr. Bourque commented the sophomore is going to back to his/her parents and inform them on what they are doing for a project. He indicated the parents are aware of what their child is doing. He noted he would not be surprised at the results of the list of projects since Litchfield is a small community.

Mr., York commented that everyone has the opportunity to educate their children. He believes teaching volunteerism should be done by the parents. He indicated he asked several times in the past for a list of projects and never received one.

Mr. Lonergan indicated he will put together a list of sophomore projects.

Mr. Bourque commented that the list can be provided at the next Board meeting with the principals. He indicated that sophomores and seniors do a lot of work and do great work with their projects.

Mr. York agreed. He commented that students at the elementary school also do great work, but they are not told they will not be promoted if they do not do community service. He indicated high school students are told they will not graduate if they do not complete their sophomore and senior projects. He noted he is not trying to minimize the work the students are going to do, but is saying it is not something that should be directed by the school or the Board.

**B. Principals Reports**

• **GMS**

Mr. Thompson provided the GMS Principal's report.

- Enrollment update: PK = 39; K = 57; Gr. 1 = 67; Gr. 2 = 88; Gr. 3 = 93; Gr. 4 = 90; Total 434.
- There are enough teachers, but no extra teachers.
- Great opening events by SAU.
- Emergency Management team completed FEMA trainings over the summer.
- Acknowledged staff members who worked over the summer.
- Reviewed Emergency Operation Plans in each building.
- Over the summer the grade 4 team and Unified Arts team did curriculum work.
- PTO donated \$4,499 to purchase two water bottle filling units.
- Many improvements done in the building over the summer including replacement of large section of flooring that required abatement.
- Teachers received their Chromebooks and received training from IT.
- 8 teachers attended the Google Summit and several more had Google training.
- GMS has a second Chromebook lab in addition to a cart.
- 62 students in grades 1-5 attended summer program for reading and math. Data shows most students maintained or improved their scores over the summer weeks.
- 27 active Twitter accounts at GMS.
- PTO held 2<sup>nd</sup> annual Boohoo-Yahoo breakfast for parents.
- Guidance created a year-long schedule of themes for in-class guidance lessons centering on the district goal to help children become more resilient and be managers of their own learning.
- Held opening assembly on August 30 to capture the theme of Optimistic Thinking.
- Parent Back to School Night for grades K-2 is September 13; for PK, 3-4 is September 14.

*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)*

Mrs. Harrison commented the classroom visits guidance does are fantastic. She asked if LMS and CHS offer similar classroom visits to students.

Mr. Lonergan indicated that guidance talks to students about the course selection process and the college process.

Mr. Lecklider indicated that there are rollouts for PBIS at the middle school and FACS does much with goal setting.

- LMS

Mr. Lecklider provided the LMS Principal's report.

- Great start to the school year and grade 5 is going well.
- There is a Chromebook lab at each grade level.
- ESY (summer program) had a strong staff with 25 students involved who had very good attendance and did well.
- PTO hosted a Welcome Back breakfast and will receive the Blue Ribbon Award later this month.
- Great start to the sports season and off to a good start with soccer.
- LMS was recognized by the Norris Cotton Cancer Center for the Terry Fox Walk where we raised over \$2,500.
- A number of staff were recognized for longevity at the opening day event.
- Keys to Opportunity is the theme for PBIS this year.
- Large undertaking with the Emergency Operations Plan.
- LMS has two laptop labs in the library and Chromebook labs.
- Many teachers were involved in training and in Google Summit over the summer.
- Amy Provencal, librarian, has been working with Plymouth State on transitioning to a learning commons model without expensive cost.

Mrs. MacDonald asked if GMS and CHS would be following the learning commons model. Mr. O'Neill indicated that there was a presentation by the librarians last year discussing all schools transitioning to learning commons. He noted the middle school is leading the charge.

Mr. Lecklider commented that we are trying to be creative about how we use our furniture and things to do with less impact to programming. He indicated there will be impacts over time and there may be some budget requests. He noted much of this is modeled after adaptability.

Mr. Bourque asked if there is a plan for the things Ms. Provencal wants to start planning. Mr. Lecklider indicated there is a plan and we are going to follow the plan Plymouth State provided. He commented that LMS would like to get a 3D printer.

Mr. Lecklider reported that the facility staff did much work over the summer. Security has been upgraded as there are fobs for the portables, exterior cameras around the school and an exterior intercom. He reported Open House is scheduled for tomorrow night and LMS is charging for parking as part of a fundraiser.

Mr. York asked if LMS has a bell system. Mr. Lecklider indicated that the school does not have a bell system and classes pass by the time on the clock.

Mr. York mentioned that the State made a grant available for qualifying robotic programs. Applications are being accepted between September 1 and 30.

- CHS

Mr. Lonergan presented the CHS Principal's report.

- The opening of school was smooth on August 28.
- Custodial and maintenance did a great job of getting the building ready.
- CHS has two new administrative assistants.
- Assemblies were held for all four classes over the first two days of school.
- Teachers received their Chromebooks in the spring.

*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)*

- Students received their Chromebooks, which total 465 for all students.
- Informal walkthroughs done and observed students using Chromebooks.
- Many teachers were trained in Google Aps.
- Emergency Operations Plan was challenging; safety committee to review the plans.
- Sports, clubs and activities are going well.
- Met with ELO Committee to review what we are doing at CHS; students proposed new ELOs and several were approved.
- Conversations were held regarding credit and grade recovery through summer school.
- NEASC self-study continues.
- Reviewing 22 minutes advisories and considering having people come in and talk to students.
- Student Council proposed fundraiser for Hurricane Harvey flood victims; will contact the DOE in Texas to see if there is a school in need.
- CHS has bells on Mondays, but not during the week; Dave Ross contacted Simplex to program the bells to align with schedules at CHS.

Mrs. MacDonald commented there is a two or three minutes difference every day and the students do not know it. Mr. Lonergan indicated the challenge is that the clocks in the rooms are out of sync with the other rooms. He noted clocks must be reset every Friday.

Mr. O'Neill extended his appreciation to the principals and teams that worked on the Emergency Operations Plans. He thanked the custodians for their work and congratulated the administration and teachers on their hard work. He expressed his appreciation to Food Services employees. He mentioned that there will be an evolutionary change during the year and next year our program will be different.

Mr. York asked to speak about SAT and AP information provided by CHS. He remarked it seems that CHS is significantly below the average in 2014 and 2015. He was concerned that CHS did not up to the average in the State. He asked what the administration is focused on for improvement.

Mr. Lonergan commented that the information was provided before the Guidance Director had a chance to update it. He noted the corrected numbers reflect that we were above the State average in 2016 and one point below the State average in 2017.

Mr. York requested updated information and to place the topic on the October agenda.

Mr. O'Neill commented the curriculum in the high school needs to be revisited and we need to determine how the curriculum aligns with our priorities. He indicated some analysis needs to be done on how to get the curriculum aligned with the SATs and AP tests. He agreed that we are not performing at the level we should in high school. He mentioned he was pleased to see that the trend is going in a positive direction over the last two years.

Mr. York commented that 81 students took the AP exams and 43 passed. Mr. Lonergan clarified that the 43 represents those who scored a 3 or better.

Mr. York commented he was referring to "passing" as getting college credits. He noted another graph shows 32 of 45 students scored a 3 or higher. He indicated this goes to the robustness of our curriculum and how it is being taught to our students. He mentioned that the numbers are consistent and there are no signs of improvement. Mr. York indicated if the results are consistent year after year, then the problem is how the curriculum is being taught.

Mr. Lonergan agreed there needs to be improvement.

Mr. O'Neill commented in 2014 and 2015 the percentage of students who scored a 3 or better was 63% and 61.4%; in 2016 and 2017, the percentage was 76.8% and 71.1%. He indicated we are not doing as well as we should be, but if the trend line continues we could be all right with where we are. He noted the hopeful story is that we are going in the right direction, but we have a ways to go.

*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)*

Mr. Bourque commented the State average has gone down for four years and our average has increased.

**IV. OLD OR UNFINISHED BUSINESS**

**A. Full Day Kindergarten – Opening Discussion**

Mr. O'Neill commented that a significant amount of work was spent on the program in terms of the educational plan, facilities and costing out the plan. He thanked Mr. Thompson and Mr. Izbicki for their work. He indicated that previous work on full day kindergarten in 2008 and 2010-2011 was reviewed. He mentioned for the last 7 to 10 years it is clear the district is in favor of full day kindergarten and the Board supported it. He noted the sense is the Board supports it now. Mr. O'Neill commented that the issue is implementing full day kindergarten next year. He indicated the Board needs to review the costs associated with the implementation.

Mr. Thompson provided information regarding full day kindergarten:

- In 2015, 75% of the districts in NH offered full day kindergarten in some way.
- There are multiple support materials online.
- In 2011, a statement from the DOE mentioned that “early years of life matter” and “shape the architecture of the maturing brain”.
- The DOE found 42 states adopted the Common Core State Standards.
- In order to master these skills, some children in the US receive 1,080 hours of instruction and some 540 hours. In NH the standard is 450 hours of instruction.
- Everyone benefits from a full day program as instruction is not hurried and students benefit from having more time for enriched experiences and exploration of subjects.
- Analysis shows that last year only 44% of our students were either at average, above average or high average in reading, which is disturbing. 53% of our students were at those levels in math.
- This year we will be required to test all incoming K and grade 1 students for early signs of the risk of dyslexia.

Funding:

Mr. Thompson reported that with the passage of the Kindergarten Keno bill, we currently get a half day of adequacy aid for every K student (\$1800). The bill provides for an additional \$1100 per student for every student enrolled in full day kindergarten in FY19. He indicated while encouraging districts to offer a full day program, the State has not changed the requirement for all students age 6-18 to attend school and even if we offer a full day program we still have to offer a half day program.

Half Day Option:

Mr. Thompson reported that two options:

- full day kindergarten: academics in the morning and specials in the afternoon.
- design a half day program as is existing and schedule a special in for those students (minimum standards state all students in a half day program be provided physical education and arts).

Mr. York asked what towns presently offer a full day program and a half day program. Mr. Thomspson indicated he does not have that data.

Mr. O'Neill commented Derry has both programs and currently the full day program is fee based. He indicated that prompted the question amongst administrators regarding if still have the option to charge a fee since the state is funding for a full day program. He noted that legal counsel advised charging a fee would not be favorably met by the courts since the state is supplying money for a full day program and there are very clear statutes that state if program is integral to the education of the child the program should be provided at no cost to that student.

Mr. York asked if Londonderry has a full day program district-wide. Mr. O'Neill indicated he did not have the answer to that question.

Mr. Bourque asked if there is a possibility to charge the difference between the funding and the tuition. Mr. O'Neill does not believe that can be done, nor does he feel it is equitable.

*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)*

Mr. York believes that with our current state standards of 450 hours for kindergarten instruction, people moving into Litchfield with younger children will not find our community attractive without full day kindergarten. He commented in the past there was concern about space for the program, which has to be paramount as we go through the budget. He indicated the Board needs to determine if it will be part of the budget or if it will be placed on the warrant.

Mrs. MacDonald commented it is important to all be on the same page. She noted students will be coming in from every PreK and Kindergarten program. She indicated the burden is on the teachers to determine the level of those students.

Mr. Thompson commented on the space concern. He indicated as smaller cohorts moved up through the grades we have added a lot into the school as we eliminated some classes. He noted since FY13 we eliminated the grade 3 portable classroom, added a grade 1 classroom, eliminated that room the following year, added a behavioral room, added an additional egress reducing the size of a classroom, added math tutors, combined the OT room annex as a work space for IT, added a computer lab, combined rooms for the reading specialist and case manager, moved the tutor lab to the primary wing, moved the grade 3 classrooms to the grade 4 wing, added a third case manager for special education, added a music room, created a new server room in the computer lab, began using the OT room as an annex for the ESOL teacher, lost a grade 4 classroom and moved grade 3 around again, made an additional pre-k classroom, added an enrichment teacher desk and program to the art room, eliminated the music room and behavior room and added grade 2 and grade 3, moved developmental delay and reading, moved a special education teacher out of a room due to occupancy, had to provide lunch space/break room for teachers in our copier room, the art room houses the art class, the music teacher's desk and enrichment groups. Mr. Thompson commented he does not foresee space in the building.

Cost:

Mr. Izbicki reported that we are looking at a two classroom portable with a bathroom (\$43,200). He indicated the advantage is that many of the utilities that ran to the old portables can be used. He reviewed the contractor set up costs and projected utility costs (\$75,900).

Mr. Bourque asked if the portable is a lease. Mr. Izbicki commented that a lease purchase yields more flexibility.

Mr. York asked if two or four classrooms are needed. Mr. Izbicki indicated we have two classrooms and two additional classrooms are needed.

Mr. York asked if those classrooms were able to handle 80 students. Mr. Thompson indicated they are.

Mr. York asked what will happen if we get additional students. Mr. Thompson indicated we look to grade 1 to project the enrollment for kindergarten and the NESDEC projections are not above 80 for the foreseeable future.

Mr. O'Neill commented you will have a teacher and a paraprofessional, as well as an extra special education teacher for those who need services.

Mr. Thompson indicated in looking at our case management pool we would not have to add a special education teacher. If we currently had four students who require 1:1 paraprofessionals, they can be split into morning and afternoon classes with two paraprofessional positions; however, if we have a full day program with the same numbers, we would need an additional paraprofessional in each room.

Mr. Bourque commented these numbers based on the necessity for four classrooms, when it could actually be three. Mr. Thompson agreed, but commented that we do not yet know the impact from the new housing on Page Road.

Mr. Izbicki commented that ongoing costs would be utilities and the lease payment.

*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)*

Staffing:

Mr. Thompson provided an estimate of the staffing budget from FY19 that he received from Mrs. Messenger. He commented two additional teachers and two additional paraprofessionals were included a (\$251,640). He noted that OT, PT and speech services would not increase if a full day program is implemented.

Instructional Technology:

Mr. Thompson provided an estimate of the instructional technology needs if full day kindergarten is implemented. A total of \$22,200 would be needed for infrastructure, classroom equipment, cabling, phone, and student computers.

Print and Online Instructional Resources:

An estimate of \$13,901 would be needed for these resources, which include reading textbooks, math, social studies and handwriting.

Classroom Furnishings and Equipment:

An estimate of \$38,916 would be needed for startup expenses for the two additional classrooms.

Mr. Izbicki commented that there would be potential revenue offset for enrollment and additional money from the state, which would reduce the costs by approximately \$96,280 for the first year.

Mr. O'Neill commented that the district will be doing some reorganizing in response to some demographic changes we have seen and we may be able to offset \$250,000 of the cost through instructional assignments next year.

Mr. York commented eventually the pendulum will swing back the other way. He indicated decisions we make as Board should also be based on future impacts.

Mr. O'Neill commented he would agree that from a bricks and mortar perspective we need a building for elementary, which would give freedom for not only teacher space, but systemic changes in programming and structure. He believes the demographics next year are based on fewer children and we will most likely be able to reassign people, which would free up monies needed to help fund the full day program. He indicated we have to look at how to acquire additional monies and look at how we can get this program off the ground in a positive way in a way that utilizes existing resources.

Mr. Bourque asked if acquiring two portables was considered. Mr. Izbicki commented that has not been considered in this context, but he has reviewed the potential of doing something at LMS.

Mr. York asked if this topic will be on the agenda going forward. Mr. O'Neill commented that some things have to be firmed up so we can finalize it in our budget or in the event we need a bond.

Mr. Thompson commented that he feels it is speculative and should not be included in the budget.

Mr. York commented it should be part of the budget and the process. He indicated the Board can decide how to proceed during the budget process.

Mr. O'Neill commented that it has been stated that for three years the best money we spend is on early childhood interventions. He indicated full day kindergarten may cost more up front, but will help our children progressing in school and keep our students in the core educational process. He noted there are positive benefits all around. Mr. O'Neill believes this should be included in the budget and that difficult decisions will have to be made.

Mr. Bourque commented he is not speaking for the Board, but he believes the members are in support. He indicated we just have to find a way to pay for the program.

Mr. York commented if we can creatively free up monies and it is a lower impact than half a million dollars, the voters will approve it.



**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)***

Mr. Izbicki commented he did receive a quote on a four classroom unit that would be \$68,000 with a \$22,000 set up cost.

Mr. Bourque commented that could be a considerable savings. He asked Mr. Izbicki to provide those numbers at the next meeting.

Mrs. Harrison asked if there is a reason the kindergarten would be placed in the portables as opposed to another grade or technology rooms. Mr. O'Neill commented that the standard for kindergarten classrooms is 1,000 sf as well as readily accessible bathrooms.

Mr. Bourque commented the bathrooms have to be visible.

Mrs. Harrison commented we do not have any bathrooms like that in the building. Mr. Thompson indicated that is correct and it is less cumbersome to have bathrooms that are visible.

Mr. O'Neill commented even if we wanted to combine some classrooms, it is a slab structure. He indicated to do any construction you would have to drill through the slab, which would be expensive. He noted it does not make much sense to put kindergarten in the building.

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

**A. Community Forum**

Robin Corbeil, 4 Nesmith Court, commented on the Sophomore Project. She suggested the Board take into consideration that it is not just about serving the community, but about the process the students go through searching for those projects. She mentioned when her son was in high school, he had to go through process of setting up the community service. She noted this service was not in Litchfield, but Litchfield is a small community and there are not a lot of organizations here. She commented the process is helpful and beneficial for the students.

Mrs. Corbeil commented on the Kindergarten program. She suggested exploring the possibility of moving the PreK to the high school and creating a FACS program so students do not have to go elsewhere for opportunities in early childhood education.

Mrs. Corbeil commented on AP exam numbers. She suggested that with dual enrollment students may not work as hard to get that higher score because they are automatically getting credit for the dual enrollment

**VII. APPROVAL OF NON-PUBLIC MINUTES**

**A. Approval of Non-Public Minutes:**

- Draft Minutes of August 23, 2017

***Mrs. Harrison made a motion to approve the non-public minutes of August 23, 2017. Mrs. MacDonald seconded. The motion carried 3-0-1, with Mr. York abstaining.***

**VIII. ADJOURN**

***Mrs. Harrison made a motion to adjourn the meeting at 8:25 p.m. Mr. York seconded. The motion carried 4-0-0.***

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

*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 September 20, 2017**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member (*excused*)  
John York, Board Member  
Elizabeth MacDonald, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, 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 was no revision to the agenda.

D. Summary of Non-Public Actions from September 6, 2017: *No non-public session was held.*

E. Presentations and Recognitions

- CHS Lacrosse

Mr. Boschi, President of Friends of Litchfield Lacrosse, discussed a funding proposal for Lacrosse with the Board. He requested to allocate funds for FY19 for Lacrosse to move it from the self-funded program. He explained that this is the fifth year the sport has been self-funded. Mr. Boschi noted that Wrestling was incorporated as a sport after being self-funded for five years. He indicated that Lacrosse has been integrated into the culture of the high school and last year it was the largest girls' sport with 30 players. He commented that it is the largest boys' spring sport and the youth program has a strong enrollment, which will provide CHS with a feeder program. He mentioned the next three years of incoming classes show strong interest and enrollment. Mr. Boschi reported that enrollment costs over the last three years have increased due to additional JV coaches. He indicated that next year the cost is projected to be \$21,000. He noted that both the high school Athletic Director and Principal are in support of the proposal.

Mr. York asked for a breakdown of players. Mr. Boschi provided a breakdown of players going forward to 2023 and noted it is close to a 50/50 enrollment of boys and girls.

Mr. O'Neill believes the administration is in support of the program. He indicated the program has been brought along and is equally represented. He complimented the organization on the work they have done with the program. He commented Lacrosse would be a wonderful sport to have in the school system.

Mr. Bourque believes that the Board agreed to look at Lacrosse in five years when it was first added as a self-funded program.

Mr. York commented we will be bringing in two sports and believes it should go back to the administration to make the decision. He indicated the number of students in the high school is declining and this year the two soccer teams did not have JV teams because there were not enough players.

*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)*

Mr. Bourque clarified it is one sport.

Mr. York commented it is two teams. He believes the administration needs to make priorities in the athletics program and that this is not a Board decision at this time. He indicated having the Recreation Department come to the Board and make a proposal for funding is not appropriate. He commented it has always been troublesome for the Board because we always knew when a program started as self-funded it would become successful and we would have to add it to our program. He noted at the time we said to the administration that they had to make decisions in their program. Mr. York indicated this is not the process.

Mr. Bourque commented that this is the process. He indicated after five years Wrestling made a proposal to become part of the athletics program and it was approved. He noted Lacrosse agreed they would be self-funded and come back to the Board in five years.

Mr. O'Neill commented when a program is offered in your school and generates interest in the school and becomes part of the school, the public school has to support it. He indicated he would like to see if we can maintain the variety of sports we have and Lacrosse has become integral to the students. He noted the Board has a legal and ethical obligation to support the program.

***Mrs. MacDonald made a motion to approve Lacrosse as a funded program in the high school. Mrs. Harrison seconded. The motion carried 2-1-1, with Mr. York opposing and Mr. Bourque abstaining.***

Mr. Bourque explained he abstained because his wife is a Lacrosse coach.

- First Student

Ted Leclerc and Shawn Preadable from First Student provided a presentation on transportation services in Litchfield.

Mr. Leclerc mentioned that Mr. Preadable is the new Location Manager. He commented when he came aboard improvement was addressed.

Mr. Preadable indicated one of the main concerns was communication. He explained that there were issues in getting in touch with the organization and communications coming back. He noted that the phone system was evaluated and a VIP line was installed for emergencies. He commented that this is a dedicated line to report emergencies with transportation and literally rings at everyone's desk. Mr. Preadable indicated he worked with the staff to be proactive regarding timely response to issues. He noted that there were high levels on the buses last year, but this year the route levels seem more sustainable and are not overcrowded. He believes that First Student is off to a great start with the district.

Mr. Bourque commented two of the issues were communications when we had problem with a bus and bus breakdowns. He was concerned that the buses are rolling during inclement weather.

Mr. Preadable indicated we had an issue with one bus, took it out of rotation and replaced it. He noted we are now using it as a spare.

Mr. Bourque asked if the district will receive regular bus counts. Mr. Izbicki indicated counts are received every two weeks.

Mr. Bourque asked if there is any feedback regarding crowded buses. Mr. Izbicki indicated the SAU has not received any concerns in that area. He noted there were a couple of incidents with late athletic buses, but he has been in contact with Mr. Preadable and the issues are getting resolved.

**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)***

Mr. York commented there is a bus stop at Bear Run and Moose Hollow for LMS and GMS, but not for CHS. He noted he has a child in high school and middle school and there is no stop at Bear Run and Moose Hollow for the high school. He indicated students are taking the late bus home and parents are expecting the students to be dropped there. He asked why there is a stop for the other two school, but the high school is not included.

Mrs. MacDonald asked if high school routes are different than those for the other two schools. Mr. Izbicki indicated that high school routes are different.

Mrs. MacDonald commented that the late bus cannot stop at every stop. Mr. Leclerc indicated there are only two buses and a larger area to serve.

Mr. Bourque suggested the late bus routes should be posted.

Mr. York asked about contract negotiations.

Mr. O'Neill indicated that the district has one more year on the contract with First Student. He explained it is good business practice is to put out an RFP and bring in companies to talk to them, not only for transportation, but for other contractors as well. He commented this year the environment is more friendly and communication is better. He noted we look forward to continued success and service.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- 2017-2018 School Calendar Revision

The Superintendent indicated there was a change in the date for Senior Project Evaluations from May 17, 2018 to May 10, 2018.

***Mr. York made a motion to approve the revised 2017-2018 school calendar. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- ALICE Training Update

The Superintendent discussed with the Board the ALICE training at LMS and as part of the Emergency Operations Plan. He commented that after contacting both local and Hudson Police Departments, he found that ALICE training is more prescribed today for serious situation. He noted it is a different approach for an active intruder. Mr. O'Neill reported that ALICE training is scheduled at LMS on September 27, from 7:30 am to 9:30 am. He indicated after the training we will evaluate how it went. He noted the Admin Team will discuss the training and decide if we will go forward with training at GMS and CHS.

- Nature's Classroom

Mr. O'Neill reported that the district has been in dialogue with the folks at Nature's Classroom. He indicated they have changed some of their protocols to be more proactive in providing the best experience and environment for children. He noted that all baggage from any school will be checked by dog sniffing and any affected baggage will be treated. He explained parents will be informed and can decide if they want their child to stay there or not. Mr. O'Neill commented that we are pleased with their response and their changes to insure there are no issues. He noted it is a great program.

- Superintendent Search Timeline

Mr. O'Neill reviewed the search timeline with the Board.

- Sep 25 – Oct 6 Online Survey (characteristics, attributes)
- Oct 18 Survey Results to Board
- Oct 20 Place Ad
- Oct 29 Place Ad in Papers
- Nov 27 Deadline for Applications

**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)***

- Week of Dec 4 and 11 Team to review survey info, review applications, develop and select questions, select candidates to be interviewed – screening committee only
- Week of Jan 1 Interview Candidates
- Week of Jan 8 Snow date for interviews
- Week of Jan 10 Announce semi-finalists
- Week of Jan 22 District Visitations (committee go to the school district of each semi-finalist and spend the day there)
- Jan 31 Visitations to LSD - Final Interviews with the School Board

Mr. O’Neill indicated the Selection Committee will consists of: Human Resources Director, Business Administrator, a School Administrator, Students (1 or 2), Teachers (3), LSS members (3), Parents (2), Community Members (2), and the Assistant to the Superintendent. He offered his time as ex-officio in the process if the Board so wishes.

Mr. York commented that it is fortuitous that this should be brought up. He noted on the What’s Happening page community members are frustrated because they cannot get information from schools about events in the schools or about the superintendent search. He asked if citizens of Litchfield provide their email to the SAU office, would they be included in emails that go out to parents.

Mr. O’Neill commented that we can see what we can do with communication to community members who do not have children in the schools.

Mrs. Harrison asked if the survey will be posted on the website. Mr. O’Neill indicated we will advertise to the community in media, Twitter, etc. that the survey is on the website. Mrs. MacDonald mentioned if it is posted on the What’s Up page there will be a lot of feedback.

Mrs. MacDonald asked how community members, teachers and the LSS members will be chosen. Mr. O’Neill indicated that if there are two of each category, it will be self-selecting; if there are many more there can be a random drawing.

Mr. York commented that there is a policy that the School Board forms committees and makes selections of members. Mr. O’Neill indicated this is a draft of the process. He commented we want to ensure gender equality and have representation from all varieties of the district. He noted it is better for the new superintendent as s/he will have feedback from all stakeholders.

Mrs. Harrison commented other districts are already advertising. She asked if starting later puts Litchfield at a disadvantage. Mr. Bourque indicated we are advertising at the same time, but the process take a little longer.

Mr. O’Neill commented some districts will be before us and some will be after us. He indicated the position was announced at the Superintendent’s meeting last Friday and many have heard of it already. He noted really good candidates are going to be looking at a few districts. He mentioned there is a feeling that we will get a good cross section of candidates.

Mr. York believes having Mr. O’Neill lead a non-voting group is a good idea. Mr. O’Neill commented he looks at his role as more of a facilitator.

***Mr. Bourque made a motion to authorize the SAU to post the survey. Mrs. Harrison seconded. The motion carried 4-0-0.***

Board members discussed the timeline on selecting the committee. It was recommended that the October 14 Budget Work Session be changed to October 21 and the Board can select the committee at that time.

H. Community Forum  
There was no public input.

**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)***

**I. School Board Comments**

Mr. York commented when we added Wrestling they tried to push the Assistant to the Athletic Director to a full time position. He indicated that two new teams have just been added to the burden of that department. He stated he does not want to see the athletic department try to make that position full time. Mr. York added the ultimate goal of that position is to be the Assistant Athletic Director. He believes it will be included in the budget.

Mr. O'Neill commented he was in support of Mr. York's opposition. He indicated we do have declining enrollment in high school and there may be less students in athletics. He also feels that we want to be the very best and that means providing the very best opportunities for success and the resources needed, including staffing in any area.

Mr. York agreed.

**II. CONSENT AGENDA**

**A. Public Minutes:**

- September 6, 2017

***Mrs. Harrison made a motion to approve the public minutes from September 6, 2017. Mrs. MacDonald seconded. The motion carried 4-0-0.***

**B. Budget Transfers**

***Mr. Bourque made a motion to approve the budget transfers from August and September 2017. Mr. York seconded. The motion carried 4-0-0.***

**III. REPORTS**

**A. Business Administrator's Report**

Mr. Izbicki provided the September financial report for the Board. He reported that he has been going through the FY19 budget and met with department heads. He provided a budget process schedule and explained how he views the budget and the way he will handle it: highlighting areas of new spending, identifying priorities, and presentations by location.

Mr. O'Neill explained that presentations by the whole team servicing a building at the same time was discussed.

Mr. Izbicki commented he would like to do it that way, but it would be a challenge for Special Services. He indicated that the presentations to the Budget Committee will be more by location.

Mr. York asked why it would be a challenge for the Director of Special Services to come and talk when each school is presented. Mr. Izbicki indicated her budget is more district-wide. Mr. O'Neill indicated he would like to discuss presentation by location with the Admin Team.

Mr. York asked if custodial and maintenance reports to the Business Administrator. Mr. Izbicki indicated that is accurate. Mr. O'Neill commented there is a need for centralization and prioritization. He indicated principals are busy running buildings, but need to have immediate response when necessary. He noted Mr. Izbicki is trying to get principals back into the priority level.

Mr. Izbicki commented he is looking at simultaneously trying to draft the default budget and bring the revenue budget forward earlier.

Mr. York asked about Food for Schools. Mr. Izbicki explained a consultant is helping the new Food Services Director with compliance and ideas for menu items. He indicated she comes for onsite visits and will provide a report on identified issues.

Mr. O'Neill added Amanda is the Londonderry Food Services Director. He indicated that Londonderry is aware she is consulting with us. He believes Londonderry is a good model for Litchfield as they have made a landmark in food service. He noted that he believes she will bring good ideas to our district. Mr. O'Neill suggested that Litchfield may want to consider partnering with Londonderry in the future.

**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)***

Mr. Izbicki reported the financial audit was completed in August with no major findings. He indicated this is the final year with the auditors and once the field work is completed next August, the district will go out to bid. Mr. Izbicki reported that there have been no major issues in transportation.

- 2017-2018 Tuition Rates

The tuition rates were tabled.

- Bus Counts

Mr. Izbicki provided student transportation head counts for the Board for the second week of September.

**IV. OLD OR UNFINISHED BUSINESS**

**A. Job Descriptions:**

- Reading Specialist

Mr. O'Neill provided a revised job description for the Reading Specialist to the Board. He indicated that the job description was revised according to the New Hampshire State Administrative Standards. He noted that the experience and certification are required by the State Standards as well. The job description was vetted through the current Reading Specialist.

***Mrs. Harrison made a motion to approve the Reading Specialist job description. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- Reading/Writing Teacher

Mr. O'Neill provided a revised job description for the Reading/Writing Teacher to the Board. He indicated that the job description was revised according to the New Hampshire State Administrative Standards. He noted that the experience and certification are required by the State Standards as well. The job description was vetted through the current Reading Specialist.

***Mrs. Harrison made a motion to approve the Reading/Writing Teacher job description. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- LMS Library Computer Advisor

Mr. O'Neill provided the LMS Library Computer Advisor job description to the Board. He noted the job description has already been posted, but requires approval from the Board. LEA supportive of these job descriptions and addition of the position.

***Mrs. Harrison made a motion to approve the LMS Library Computer Advisor job description. Mr. York seconded. The motion carried 4-0-0.***

- LMS Lego Robotics Team Advisor

Mr. O'Neill provided the LMS Lego Robotics Team Advisor job description to the Board. He noted the job description has already been posted, but requires approval from the Board. LEA supportive of these job descriptions and addition of the position.

***Mrs. Harrison made a motion to approve the LMS Lego Robotics Team Advisor job description. Mr. York seconded. The motion carried 4-0-0.***

**B. Policies:**

- Revision:
  - EEA Student Transportation Services

Mr. O'Neill indicated a minor revision was made to the policy reflecting the Board's decision that the high school transportation fee be discontinued.

Mr. York asked why it is only for one year. Mr. O'Neill indicated that is what the Board decided.

*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)*

Mr. York commented it does not make sense to revise the policy every year. He indicated the Board needs to decide if they want to discontinue bus fees permanently.

Mr. Bourque commented it would be worthwhile to see the results of the decision and see if it incentivizes ridership.

Mr. York commented it has nothing to do with the fees, but with the start time for CHS. He indicated the problem is the time conflict of bus pick-ups and parents who leave for work.

Mrs. Harrison suggested approving the policy for this year and looking at the schedules to see if something can be done.

Mr. Bourque clarified the issue is whether or not we charge students to get on the bus. He indicated the decision was made so as not to put a burden on the parents.

***Mr. Bourque made a motion to approve Policy EEA, Student Transportation Services, as amended for the 2017-2018 school year. Mrs. Harrison seconded.***

Mr. York commented the Board did not change policy, but waived the fee. He indicated now we are changing the policy for no other reason that the need to change the policy instead of fixing the policy permanently.

Mr. O'Neill indicated the Board is in policy discussion. He believes the motion Mrs. Harrison asked about is within the policy review process. He noted you can use this as policy review and make changes.

Mr. York commented that the policy need not have been changed as it reflected that a fee "may" be assessed. A lengthy discussion followed.

**Mr. Bourque withdrew his motion. Mrs. Harrison withdrew her second.**

Mrs. Harrison suggested removing Line 3 under paragraph A of the policy.

***Mrs. Harrison made a motion to remove the line in Policy EEA referring to fees and not charge any fees. There was no second. The motion failed for lack of a second.***

Mr. Bourque suggested keeping the original policy without the amendment. Mr. York indicated that leaves the decision to the Board to implement a fee.

Mrs. Harrison commented her intent is not to charge students a fee at all.

Mrs. MacDonald commented she is torn because she likes the idea of not charging a fee, but does not want to close the door on implementing a fee in the future.

Mr. York asked to table the policy, remove all amendments and restore the original policy.

The policy will be brought back to the Board in its original state for a discussion of fees.

- GBCD Background Investigation and Criminal Records Checks

Revisions to the policy reflect changes in legislation requiring districts to complete a background investigation for all student teachers, who are also required by law to complete a background investigation through the college or university they are attending.

***Mr. Bourque made a motion to approve Policy GBCD, Background Investigation and Criminal Record Check, as amended. Mrs. Harrison seconded. The motion carried 4-0-0.***



**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)***

- 2<sup>nd</sup> Reading:

- IHBAE Evaluation Requirements for Children with Specific Learning Disabilities

According to a change in the federal laws, evaluation requirements for children with specific learning disabilities will be directed by the procedural safeguards. All evaluation requirements are contained within these safeguards. If this policy is approved by the Board, the Board is requested to rescind Policy JLDAC, Criteria for Special Education Evaluations.

***Mr. Bourque made a motion to approve Policy IHBAE, Evaluation Requirements for Children with Specific Learning Disabilities. Mrs. MacDonald seconded. The motion carried 4-0-0***

Mrs. Flynn asked the Board to rescind Policy JLDAC, School District Criteria for Special Education Evaluations.

***Mr. York made a motion to rescind Policy JLDAC, School District Criteria for Special Education Evaluations. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- Review:

- ACE Procedural Safeguards: Non-Discrimination on the Basis of Handicap/Disability

According to a change in the federal laws and state mandates, the district must provide all necessary procedural safeguards for students with a handicap or disability.

***Mr. Bourque made a motion to approve Policy ACE for a 1<sup>st</sup> Reading. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- BEDG Minutes and Public Records

This policy was revised according to changes in legislation relative to RSA 91-A, the Right to Know law, and has been combined with the district policy for access to public records. Changes to RSA 91-A:4 led to revising the policy relative to access to electronic records.

When this policy receives final approval by the Board, the Board is requested to rescind Policy KBA, Public's Right to Know.

***Mr. Bourque made a motion to approve Policy BEDG for a 1<sup>st</sup> Reading. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- EBBC Emergency Care and First Aid

This policy was previously revised according to recommendations from the NHSBA relative to the obtaining and administration of opioid antagonists by the district. The Board held several discussions and a public hearing on May 4, 2016 to discuss the changes in the policy and the possession and administration of an opioid antagonist for opioid related overdoses.

***Mr. Bourque made a motion to approve Policy EBBC for a 1<sup>st</sup> Reading. Mr. York seconded. The motion carried 4-0-0.***

- IKF High School Graduation Requirements

The policy was revised to reflect requirements to the passage of SB 157, which amends RSA 189:11 relative to passage of the Civics exam to be eligible for receiving a diploma and to make the awarding of credit consistent with CHS graduation requirements.

Mr. O'Neill commented one of the questions posed is with the requirement of geometry. He indicated some of our students have challenges with geometry and he asked the Board to reconsider that requirement. He suggested we might want to consider some sort of differentiated diploma that is more achievable by some of our children and only with consent of the administration. He asked the Board to talk to the principal and Director of Guidance to get their feedback.

**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)***

Mr. York asked if the recommendation is to bring back the 20 credit program.

Mr. O'Neill indicated that the adult high school diploma still exists. He commented we have some students who should have the potential to get a diploma, but who are not able to navigate some of the requirements.

Mrs. Harrison commented that PERC met today and discussed math requirements. She indicated the committee feel what qualifies as a math course needs to be defined.

Mr. Bourque suggested discussing this as a Board when the high school principal is here.

Mr. York commented there are many years behind this 24 credit program and he is not willing to disrupt it.

Mr. O'Neill clarified that he is in no way suggested making the CHS diploma a non-rigorous diploma. He is suggesting there may be exceptions we want to consider to help some students get a diploma. He commented it is specifically geometry and higher level math and is only for a small number of exceptional students who would have to be vetted through a committee.

Mr. York commented he has a hard time making policy changes on something like this. He indicated he would much rather find a way to help those students to achieve these goals than asking them to minimize what we are asking them to acquire.

The policy will be tabled to a future meeting.

Mr. O'Neill indicated he was excited to announce all teachers and students have Chromebooks at CHS.

Mrs. MacDonald commented she was pleased at the grades her son is getting. She noted he is more engaged since he received and started using the Chromebook.

- IMDA School Ceremonies, Observance and Patriotic Exercises

This policy was revised to reflect compliance with federal law that all district offer an education program each year on Constitution Day. Additionally, during the weeks of Memorial Day and Veterans Day, the district will devote time to exercises of a patriotic nature and include a discussion of the words, meaning and history of the Pledge of Allegiance and the Star Spangled Banner.

***Mr. Bourque made a motion to approve Policy IMDA for a 1<sup>st</sup> Reading. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- JCA Change of School or Assignment

This policy was revised to reflect legislative changes that include special education placements and the approval of the Board for re-assignment of students.

***Mr. Bourque made a motion to approve Policy JCA for a 1<sup>st</sup> Reading. Mr. York seconded. The motion carried 4-0-0.***

- Policies/Guidelines:
  - BCAB School Board Member Use of Social Media

This policy was created at the request of the Board to establish guidelines for members who use social media. These guidelines will be added as an addendum to the School Board Code of Ethics.

***Mr. Bourque made a motion to approve Policy BCAB for a 1<sup>st</sup> Reading. Mr. York seconded. The motion carried 4-0-0.***

**C. Full Day Kindergarten**

Mr. O'Neill commented that Mr. Izbicki has prepared numbers on what was discussed at the last meeting. He suggested adding the four-plex classrooms instead of leasing an additional portable with two classrooms. He

**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)***

explained the existing portable classrooms can be used for PreK and Special Education case manager space, which will free up room for the teacher prep room and the music room. He indicated that he had internal discussions on the cost of adding full day kindergarten and understands that a four-plex would add some additional costs. Mr. O'Neill noted they will put kindergarten in the operational budget, highlight the areas needed and bring budget to the Board for review. He does not recommend putting full day kindergarten on a warrant article. He believes due to the changes in enrollment, we would be able to migrate or transfer teachers into the kindergarten program and cover professional assignments.

Mr. Izbicki prepared a spreadsheet reflecting what was presented at the last meeting. He indicated that he broke out additional revenues and listed additional money needed for infrastructure and set up.

Mrs. Harrison commented we need to have a five year plan about what we are doing about GMS. Mr. Izbicki indicated the district is waiting for the final report from HL Turner.

Mr. O'Neill indicated that he and Mr. Izbicki had a discussion and he is recommending to the Board that the Capital Planning Committee convene no later than next week so they can start making plans, even if they have to use the draft report. He commented we need to have a five year plan in place for the Budget Committee for warrant article generation over the next five years.

Mr. York asked what the district is looking for and when. Mr. O'Neill indicated that they would need recommendations back soon so that warrant articles can be planned for January. He commented that perhaps all the committee can do is prioritize items at this time.

Mr. York indicated it would have to be by December 1. He asked if the Board has a preference of schools. Mr. O'Neill commented this year the focus is more on immediate safety. He indicated there is no way to do a thorough analysis on a five year plan beyond an initial look at safety. He noted the Capital Plan has to fit community needs.

Mr. Bourque asked Board members if they prefer full day kindergarten in the budget or on the warrant. Consensus of the Board was to include it in the budget.

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

**A. Community Forum**

There was no public input.

Mrs. MacDonald asked why the doors are locked at CHS at 2:23 p.m.

Mr. Izbicki indicated the administrative assistants are in the office until 3:30 p.m. and custodians are on site until 10:00 p.m.

Mr. O'Neill commented in the society we are in today it precludes buildings from being open at all times. He indicated that schools need to control access and security. He noted we have no choice but to keep the doors locked whenever we cannot supervise entering and departures.

**VII. 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 9:05 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr.***

**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)*

*York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. York, yes; Mrs. MacDonald, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Bourque, the Board returned to public session at 9:36 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. York, yes; Mrs. MacDonald, yes.*

**IX. ADJOURN**

*Mrs. Harrison made a motion to adjourn the meeting at 9:36 p.m. Mr. Bourque seconded. The motion carried 4-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

**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

**Draft Minutes for October 4, 2017**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair (*excused*)  
Derek Barka, Board Member  
John York, Board Member  
Elizabeth MacDonald, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, Business Administrator  
Devin Bandurski, Director of Special Services  
Jason Pelletier, Director of Technology  
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 6:00 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from September 27, 2017: *There were no non-public actions.*

E. Presentations and Recognitions

Mr. Bourque announced that Ryan Blow attained the level of Eagle Scout and congratulated him for his accomplishment.

F. Correspondence

Mr. Bourque reported that the following correspondence was received: a letter from Natalie Hirte regarding high school diplomas and graduation criteria; a letter from Jocelyn Raho regarding full day kindergarten.

Mr. York reported that correspondence was received from Tami Hoffman regarding the Chromebook program.

G. Superintendent's Comments

• Enrollment – Oct 1 Report

Mr. O'Neill provided the September enrollment report and October 1 enrollment data for the Board. He commented that the data shows enrollments are in line with projections. He noted over the last eight years the district has lost 279 students. He indicated the largest cohort in elementary school is grade 3 with 90 students and declining enrollment will impact the middle and high school over the next four years unless there is a change in demographics in the community. Mr. O'Neill commented it will create a challenge if numbers continue to drop, but may alleviate space options in the buildings. He indicated the district will have to keep an eye on enrollment numbers and how we allocate resources and use space. He noted there could be an exception from the number of new apartments, single family homes and older three bedroom homes on the market that are being purchased by younger families. He commented this trend was noted on last year's NESDEC projections.

Mr. Bourque requested an enrollment comparison with enrollment projections.

**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)***

- Business Administrator's Update

Mr. Izbicki provided an update on the district's financials and budget preparations. He reported that budget preparation for FY19 continues, all three school budgets have been reviewed, and he will be working with HR on the salaries and benefits budget.

- 2017-2018 Tuition Rates

Mr. Izbicki noted that the 2017-2018 tuition rates have been prepared and require approval from the Board.

***Mr. Bourque made a motion to approve the 2017-2018 Tuition Rates as presented. Mr. Barka seconded. The motion carried 4-0-0.***

Mr. O'Neill expressed his appreciation to administrators for the budget preparation and review. He believes the FY19 budget will be favorable and the primary goal is the implementation of full day kindergarten next year.

H. Community Forum

Laura Gandia, 3 Chamberlin Drive, provided feedback on Policy IMDA, School Ceremonies, Observances and Patriotic Exercises. She was not in agreement with much of the language in the policy relative to the responsibility of public schools and the observance of religious holidays and activities. Mrs. Gandia suggested language that reflects observances for holidays will be aligned with the district's core values and beliefs, and the inclusion in the policy that students in the district should be provided five minutes per day to exercise their right to freedom of assembly and participate voluntarily in the free exercise of religion. She indicated that many holidays have religious background, such as Santa Claus, the candy cane, St. Patrick, the shamrock, and St. Valentine. Mrs. Gandia provided feedback on the display of the US flag and the State flag and when they should be flown.

I. School Board Comments

Mr. York reported that the Capital Planning Committee will meet on October 11 to discuss the findings of the building-wide assessment.

Mr. Bourque reported that he met with the Superintendent, Board of Selectmen Chair and the Budget Committee Chair the other day. He indicated that he asked why all meetings are not held at Town Hall. He noted the sound is better and it is a conducive meeting place. He commented that it may be possible to work out having the School Board meetings at Town Hall and it was nice of the Town to offer.

**II. CONSENT AGENDA**

A. Public Minutes:

- September 20, 2017

***Mr. York made a motion to approve the public minutes of September 20, 2017. Mrs. MacDonald seconded. The motion carried 3-0-1, with Mr. Barka abstaining.***

**III. REPORTS**

A. Curriculum Report

The October curriculum report was provided for the Board.

B. Principals Reports:

- GMS and LMS

Reports from GMS and LMS principals were provided for the Board.

- CHS

Mr. Lonergan presented the CHS Principals report to the Board.

- 1:1 Program Update

Mr. Perez provided an update on the CHS 1:1 program. He reported the year is going well and teachers are embracing the technology. Eliot Bamford will start a basic training for Google with teachers after school and staff

*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)*

can make requests on other applications for which they would like some assistance. Two presentation were held in faculty meetings and Mr. Pelletier is providing training for teachers as well. Three teachers will be attending a conference in Massachusetts and students are getting acclimated to the technology.

Mr. Perez mentioned he has not yet surveyed the teachers on what they need and want for professional development. He noted that the newly passed law for student surveys requires surveys to be relative to academics or the school needs permission from parents to opt student in. He asked the School Board to confirm when surveying students on Chromebooks that the survey is an academic survey.

*The School Board was in agreement that the Chromebooks survey for students is an academic survey.*

Mr. Perez reported three senior students are going to do professional development for students with Google for their senior projects. Topics include digital citizenship and searching for apps for teachers with confirmation from the IT department, and online signups for parents on parent conference days/nights.

Mr. Bourque asked how many teachers are 100% vested in the program. Mr. Perez indicated that some teachers that were anticipated to push back are really diving into the program. He commented teachers are trying to entrench in Google Classroom.

Mr. Bourque asked if there is feedback from students on whether they like the program. Mr. Perez indicated students have expressed that they like the program. He mentioned there are a few seniors who were using their own devices that were concerned about using a Chromebook.

Mr. Lonergan commented the important piece is that there has been an amazing amount of collaboration among teachers. Mr. Perez agreed that staff is embracing it.

Mr. York asked about the expectation of the teachers. He indicated when we started the program, the plan at that time was that all teachers would be proficient in use by now. Mr. Perez clarified they will be proficient by the end of this year.

Mr. York commented if that is the case we should expect all teachers to be using Chromebooks in all their classrooms by the beginning of next year. Mr. Perez commented that he was not sure about ordering them to do that as it may be a contractual issue.

Mr. York commented it is not a contractual issue. He indicated there are some students not using Chromebooks and using longhand and it is confusing. He was concerned it can be difficult for the students to complete their assignments.

Mr. Perez indicated by the end of the year teachers will know how to use Google Apps. He noted he is not aware of a school that has made an expectation of teachers to have to use them.

Mr. York commented if we expect our students to be using them, we should have the same expectation of teachers. He indicated that if one section of a combined classroom is using Chromebooks and the other section is not, it is difficult for the students to do the work.

Mr. Perez indicated he was aware of the class Mr. York is referring to and the teacher is learning.

Mr. Lonergan commented there are times and places when you class instruction, watching videos and other classes that do not apply well. There are many applications for this in many classrooms. He noted we have had two years of experience, but with a limited amount of students who have had Chromebooks. He believes all teachers will be proficient by the end of the year as many are using them for the first time. He offered to determine which teachers are proficient and the status of the rest and bring a report to the Board.

*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)*

Mr. O'Neill commented it is cultural educational pedagogical change. He noted the emersion of the building happened more quickly and teachers are working hard to implement Chromebooks into pedagogical practices. He indicated it takes time to get comfortable and understand how to use the technology, but we are making good progress. He believes the technology is being used by the teachers throughout most of the building. Mr. O'Neill noted the bigger question is: how are we improving student learning outcomes and how will we measure the changing student outcomes? How will they be different? He commented, for example, we assume college and career ready skills are improving, but how do we know that. He indicated we should be defining some of the kinds of metrics to determine how we are improving the education of our children.

Mr. Barka commented with any large technology roll out you will never get 100% of people on board. He noted some will fight the change because it is not what they are used to doing. He suggested staying the course and it will catch on.

Mr. Bourque commented he is not sure if it is possible to measure utilization and how it is improving, but he believes that the utilization will help them in the future.

Mr. Barka commented Google Office makes things easier to share and use. He indicated it is the next level of communication.

**IV. OLD OR UNFINISHED BUSINESS**

- A. High School Graduation Requirements
  - IKF High School Graduation Requirements
    - Diploma Options (discussion)

Mr. Lonergan, Mrs. Callinan and Mr. Perez discussed high school graduation requirements and policy parameters with the Board. A discussion regarding diploma options occurred at the Sep 28 meeting and may be a point of discussion on this agenda.

Mr. Bourque asked if there should be separate requirements for graduation for some students. He asked who sets the criteria for those individuals and what are the numbers?

Mr. Lonergan commented that the CHS diploma is 24 credits and the district required Geometry to be a graduation requirement. He noted it is not a state requirement. He explained the state changed regulations on math that say student have to have four math courses. He indicated three can be math course and one can be a class in which math is used. He added those courses have to be identified. Mr. Lonergan indicated that Geometry is the issue. He noted that there are two or three students at CHS who will not be able to meet the Geometry requirement. Typically high schools give those types of students a certificate of attendance. Mr. Lonergan believes those students should receive a CHS diploma. He noted there could be other regular education students that fall into that category. He indicated he is in favor of rigor and high standards, but he believes for a small number of students it is an unfortunate circumstance they will find themselves in. He added the state does require that students pass Algebra.

Mr. York asked what kind of classes would be substituted for those students to take.

Mrs. Callinan commented students that struggle would fall into the track of a transition math course.

Mr. York commented those are not math credits. He indicated you are just giving them three years to complete the course.

Mr. Lonergan clarified they are math credits as they can take personal finance or another course that involves math.

Mrs. Bandurski commented the class of 2018 will be impacted by the requirement and the individuals it impacts may not be able to meet the requirement. She indicated they are taking a transition course and will have four years of math. She believes it is not fair that they are being penalized for something that is not a state requirement.



*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)*

Mr. York commented we made the requirement of Geometry in 2014 and asked how many students are involved.

Mrs. Callinan indicated there are only two senior taking Geometry this year. She noted they could not take it in previous years.

Mr. York asked if there are any student in 2018 that are in jeopardy. Mrs. Callinan indicated that there are none, but there will be students in 2019.

Mr. York asked why they are behind. Mrs. Bandurski indicated that vocational programs make it hard to fit some subjects into the schedule. She commented whether they have a disability or not, it is unfair to penalize them by not offering educational opportunities because we have requirements that are stricter than the state.

Mr. Bourque asked if when these individuals were freshmen you would know if they would meet the criteria.

Mrs. Bandurski explained it would be difficult for them to meet the criteria and have to offer them educational opportunities that benefit them. She indicated there are different types of exceptional students with different issues that impact them and we have to think outside the box.

Mr. Bourque asked if grade 9 is too early to identify they will not meet the criteria. Mrs. Callinan indicated that it is too early to tell. Mrs. Bandurski commented it has reached the point where we know they cannot complete Geometry.

Mr. York commented that he is hearing the students did not take Geometry because they wanted to do different things.

Mrs. Bandurski indicated that is inaccurate.

Mr. York commented if the students are identified you should know earlier. He stated they took Algebra I and then did other things.

Mrs. Bandurski indicated if everything falls into place they will be on track to complete Algebra II in their senior year.

Mr. Barka asked how many schools require Geometry as a requirement for graduation. Mr. Lonergan answered none that he is aware of.

Mr. Barka asked when we implemented this requirement, did we get ahead of ourselves and forget about the problems that may arise with some students.

Mr. Bourque commented we should not stop them from receiving a CHS diploma just because they cannot do Geometry.

Mr. York asked if the students just struggle in math. He asked if they are in a special program or just students that are struggling with math.

Mrs. Bandurski indicated that we are talking about two different students who have different situations. She commented that she reviewed everything. She noted we need to have a waiver for Geometry because it is not a state requirement.

Mr. York commented taking three years of the same course is stretching the RSA.

Mr. O'Neill commented there are people that can take Calculus and complete it in a year, but some may require a longer period of time to complete a course and should not be penalized for that. He noted we are not talking about a large population of students. He indicated the principal would have to approve the request. Mr. O'Neill explained

*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)*

that he is not trying to change the rigor of the diploma or eliminate Geometry; he is suggesting an alternate way for some of these students who cannot complete the requirement in the timeframe to receive a diploma.

Mr. York asked when it stops and why is it math. He commented there have been lengthy conversations pushing the Board toward this rigor and the Board requested Geometry as a requirement. He indicated at the same time changes were being made to have Algebra I at LMS. He believes the request is to water down the math program. Mr. York commented we are awarding three credits of math to get through one year of math. He indicated he has a personal problem with that and that was not what the Board agreed to at that time. He commented the Board wanted to set up a program and agreed to make things more rigorous at the middle school with the understanding Pre-Algebra would go away and Algebra I would take its place. Mr. York indicated it seems as if there is a desire to make changes. He commented that the Board needs to see what the math curriculum is going to be like to be able to do that. He asked how are we going to manage any student to get through the fourth year in math. He stated that students will take the easiest courses in math just to graduate.

Mr. Bourque clarified that is not what is being discussed. He indicated there are a very small number of students who may not be able to meet the Geometry requirement, but will still have to attain 24 credits. He recalled discussing this four years prior and this conversation did not emerge. He wondered if the Board overlooked it.

Mr. O'Neill commented a little empathy is needed for someone to say you will get a diploma if the principal believes you have been working very hard. He indicated he is not trying to water down the diploma or give students the easy option. He noted it is only that a few children are taking a bit more time getting through.

Mr. Lonergan commented six or eight years ago, these students would have dropped out of high school. He indicated these are students who may never be able to understand this type of course or work.

Mr. O'Neill explained we are looking for a process that would ensure that Guidance and Special Services are recommending it and the Principal is approving it. He noted there has to be good documentation. He indicated it would be a process that ensures rigor remains at CHS, but that has a little empathy for some of those students who deserve it.

Mr. Bourque suggested revisiting the policy with language regarding a process for students who may not be able to navigate all the requirements of graduation.

Mr. York commented the administration needs to work on reviewing all the classes in the math program. He indicated the Board needs to have the curriculum so we can determine if all students are meeting the requirements for graduation, or we need to fix it.

Mr. O'Neill commented that we can look at if we are teaching those things in what we offer.

Mr. York commented we need to follow the state requirements and the Board needs to look over the math curriculum so we can see what will be part of middle school so they can get into the high school. He believes there is a small percentage of students that struggle, but at the same time our math scores are about average. He indicated we may not be as robust in teaching math as we should be. He noted at some point something was hard for all of us and we had to fight our way through it. He commented even if we waive Geometry, how will we know that same student is getting those same requirements done successfully.

Mrs. Callinan indicated we have foundation classes now.

Mr. York commented it would be easier to see the curriculum and be able to determine what is needed.

Mr. O'Neill indicated the math curriculum was approved by the Board last year.

- Infinite Campus GPA Information

Mr. Pelletier provided information for the Board regarding GPA information in Infinite Campus. He indicated that grades are posted two times a year, at the end of Semester 1 and at the end of Semester 2. He noted the numbers in

**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)***

there now are “in progress” grades, which fluctuate constantly. He noted that we noticed there is no real way to see how the student has progressed in their years at CHS. Mr. Pelletier reported a new report has been created in the portal to allow parents to get an unofficial transcript and parents will be able to check “in progress” grades to see if their child is still on track.

Mr. York expressed appreciation for the new report. He asked if the class is not an Honors class, but the student completes an Honors project, how does it get reported?

Mrs. Callinan indicated that parents do not see that side of the numbers, but parents would see an H noted. She commented the proper weight is applied for the course and our job is make sure every student who completes an Honors Option is added in.

Mr. York commented as a parent he would like to see the points that are associated with that.

B. Policies:

- 2<sup>nd</sup> Reading:

- ACE Procedural Safeguards: Non-Discrimination on the Basis of Handicap/Disability

***Mr. Bourque made a motion to approve Policy ACE, Procedural Safeguards: Non-Discrimination on the Basis of Handicap/Disability. Mr. York seconded. The motion carried 3-0-0.***

- BEDG Minutes and Public Records

***Mr. Barka made a motion to approve Policy BEDG, Minutes and Public Records. Mr. Bourque seconded. The motion carried 4-0-0.***

Mrs. Flynn asked the Board to rescind Policy KBA, Public’s Right to Know in light of the approval of Policy BEDG, Minutes and Public Records.

***Mr. Barka made a motion to rescind Policy KBA, Public’s Right to Know. Mr. York seconded. The motion carried 4-0-0.***

- EBBC Emergency Care and First Aid

Mrs. MacDonald was concerned that school district staff would be administering the opioid antagonist. She believes that the police department should administer the treatment. She asked how many overdoses have occurred in Litchfield.

Community members in the audience indicated that there have been several overdoses and some deaths occurred.

Mrs. Flynn commented that the police department may not arrive in time.

Mr. O’Neill commented if someone can be saved it is the honorable thing to do.

Mrs. MacDonald asked why the police do not carry it and why there is no DARE officer in our schools.

Mr. Barka commented that the DARE program has been discontinued as it did not have any impact.

Mr. O’Neill commented DARE has had some criticism in terms of its impact. He indicated the SRO has not been filled for some reason. He noted there is a need for some training in this area.

Mrs. MacDonald commented that Project Safeguard must not be having an impact either.

Mr. O’Neill commented it occurs in many schools, but it is a community problem, as well as state and national. He indicated public schools are the only institutions left where we have large groups of students and people together at one time for a long period of time.

**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)*

Mrs. MacDonald believes the police department should have input.

Mr. York commented in one of our schools staff is undergoing CPR training. He indicated the school nurse and staff are certified in CPR. He was concerned that there would be too many staff members who would be able to administer the antagonist and feels the district should not have that kind of liability.

Mr. O'Neill commented if we have a nurse who is trained and a designated staff member who is properly trained that would enable administration of the antagonist in the event of an overdose. He indicated if we can revive an affected person we should. He noted he understands the argument and it would have to be monitored. He added the district is not looking to train 30 or 40 people in each building. Mr. O'Neill commented it would be appropriate to have the nurse and a designated person trained in each building.

**Mr. Bourque made a motion to approve Policy EBBC/JLCE, Emergency Care and First Aid. Mr. York seconded. The motion carried 4-0-0.**

- IMDA School Ceremonies, Observance and Patriotic Exercises – tabled

*The policy was deferred to the following meeting so the Board could review the statements and suggestions made previously in the meeting.*

- JCA Change of School or Assignment

**Mr. Bourque made a motion to approve Policy JCA, Change of School or Assignment. Mrs. MacDonald seconded. The motion carried 4-0-0.**

- BCAB School Board Member Use of Social Media

**Mr. Bourque made a motion to approve the School Board Member Use of Social Media guidelines to be added to the Code of Ethics. Mr. York seconded. The motion carried 4-0-0.**

- Revision:
  - IJOC Volunteers

**Mr. Bourque made a motion to approve the revisions to Policy IJOC, Volunteers. Mr. York seconded. The motion carried 4-0-0.**

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

**A. Community Forum**

Natalie Hirte, 14 Lund Street, addressed Mr. York's comments about students who take three years to complete a class. She commented that it shows Mr. York lacks the knowledge of a special needs classroom. Mrs. Hirte explained her son does the same work as the other students, but his homework takes him longer than normal. She indicated it may take him longer to complete his classes, but he has to work that much harder. She noted for any student like that not to get credit for the years he did the work is not fair and is insulting.

Mrs. Hirte commented that it is good that the schools strive to push the students to go as high as possible. She indicated she would be curious to find out how many students. She noted that some students do not want to go to college right after high school and questioned why they have to be on that path. Mrs. Hirte asked why not have a basic diploma option for those students, and if they desire to go to college later they can take those classes. She asked if the state requires less credit than the district, why not have the option of a lesser credit diploma for those students who do not want to be on that path?

Mr. O'Neill agreed that we have to find ways to make education challenging, interesting and enjoyable for children. He explained in the 1990's we started realizing those skill sets for career and college are similar and when we see

**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)***

high school focused on rigorous courses it is good because the skill sets are not that different. He indicated every child who graduates from CHS should graduate with skills needed for college and career because not that different.

Mrs. Hirte commented the state requires less credits than CHS so why not give those children the lower credit diploma so that the students can go into a career.

Mr. O'Neill indicated the state minimum is a minimum and we have a more reasonable outcome for our students.

Mrs. Hirte commented that some students go on to college after graduation and quit after one semester because they discovered it was not what they wanted. She indicated that the trades are very important and we should not ignore them. She noted we need to find a middle ground for those students who are interested in the trades and make sure students who want to be on that college path are engaged and prepared for college.

Nate Cooper, LEA President, commented he was not at the last meeting and asked if any decision was made on the formulation of a search committee for the superintendent. Mr. Bourque indicated it was discussed, but no decision was made.

Mr. O'Neill indicated a survey has been posted and the data is being compiled. He noted that the district has begun advertising. He commented he intends to have conversations with the LEA President and the LSS President about membership on the search committee.

Mr. York commented in our curriculum report there was a math review summary that spoke of what we discussed tonight. He indicated after reading it and hearing what was presented, there is a disconnect between what the Director of Curriculum is providing for information about the math program and what the Guidance, Principal and Director of Special Services are trying to convey. He commented that the whole idea behind what is happening at the middle school was to make sure the students are coming better prepared after hearing what the high school said was occurring in 2014 and before. He believes the Board should review the math review report and the ideas for what is going forward.

**VII. APPROVAL OF NON-PUBLIC MINUTES**

**A. Approval of Non-Public Minutes:**

- Non-Public Draft Minutes of September 20, 2017

***Mr. Bourque made a motion to approve the non-public minutes of September 20, 2017. Mrs. MacDonald seconded. The motion carried 3-0-1, with Mr. Barka abstaining.***

**IX. ADJOURN**

***Mr. Barka made a motion to adjourn at 8:15 p.m. Mr. York seconded. The motion carried 4-0-0.***

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

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 October 18, 2017

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member  
John York, Board Member  
Elizabeth MacDonald, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, 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

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

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

*Upon a motion by Mr. York, the Board entered non-public session at 6:00 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. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.*

**III. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. York, the Board returned to public session at 6:45 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Harrison, yes; Mr. York, yes; Mrs. MacDonald, yes.*

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from October 4, 2017: *There was no non-public session.*

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Actual v Projected Enrollment Comparison

Mr. O'Neill provided additional enrollment information to the Board. He explained when the October 1 enrollment numbers were presented to the Board on October 4, the Board Chair requested additional information regarding actual vs. projected enrollment. He indicated the district does not yet have the 2017 enrollment projections. He noted the enrollment comparison reflects actual October 1, 2017 enrollment vs. projected enrollment from 2016 reports.

**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)*

Mr. O’Neill reported the NHSBA said that they have discontinued projected enrollment reports. He indicated that the district contracted the person that provided those reports in the past and he agreed to provide the projections. Mr. O’Neill recommended getting projected enrollment from NESDEC.

Mr. O’Neill pointed out that the comparison report shows a reduction in the population for grades 1-6 and middle school will see a reduction in students over the next few years. This will eventually impact the high school. He indicated that grade 9 enrollment is 12-14 students below the projections and there is a delta of 7 students in grade 5. He anticipates we will have some reduction in teaching positions at the elementary and middle schools in the coming year. He noted with full day kindergarten coming on line, we will use those teaches to fill the kindergarten teaching positions.

Mr. York asked if we can task each school to reach out to the parents of those students who have left the district and determine the reason they did not attend CHS. Mr. O’Neill noted that can be done.

- Meeting Locations

Mr. O’Neill updated the Board on moving Board meetings to the Town Hall. He commented that there seem to be challenging issues for October 21 in terms of resources. He indicated some conflicts have to be resolved going forward and it was suggested by the town that the Board plan to start meeting at Town Hall in January 2018. He noted he has no information from the Budget Committee on plans for their meetings at Town Hall.

cannot meet there until Jan – have the meetings here with hope to migrate to Town Hall in January – not sure of info from BC about their meetings –

John – suggest they do not have a whiteboard for presentations -

#### H. Community Forum

Robin Corbeil, LMS Teacher, invited the Board to Unified Arts Day at LMS on November 9 where veterans are recognized for their service to the country

#### I. School Board Comments

There were no comments.

### IV. CONSENT AGENDA

#### A. Public Minutes:

- October 4, 2017

*Mr. York made a motion to approve the public minutes of October 4, 2017. Mrs. MacDonald seconded. The motion carried 4-0-1, with Mrs. Harrison abstaining.*

- Budget Transfers

*Mr. Bourque made a motion to approve the September/October 2017 budget transfers. Mr. York seconded. The motion carried 5-0-0.*

### V. REPORTS

#### A. Business Administrator’s Report

- FY18 Financial Report

Mr. Izbicki provided the up to date budget and financial information to the Board.

- FY19 Budget Update

Mr. Izbicki provided an update on the FY19 budget.

- FY19 Budget Review Schedule

The Superintendent provided a review schedule for the FY19 Budget for the October 21, 2017 budget review session. He commented there were concerns about the site based presentation and timing. He noted a traditional

*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)*

budget review by department was decided with opening presentations by the Superintendent and the Business Administrator.

- Tax Rate

Mr. Izbicki presented the 2017 tax rate to the Board. \$22.49

- Transportation Update

Mr. Izbicki provided a ridership update for the Board. He reported bus counts are consistent and there have been no real issues with regular transportation. He noted there have been some minor issues with vocational transportation and special education transportation.

Mr. Bourque mentioned that there is one bus getting to LMS late every day. Mr. Izbicki indicated there was a substitute driver on that bus and we are monitoring it.

Mr. O'Neill was concerned the CHS bus counts are very low. He suggested the Board may want to consider reorganizing high school transportation. He noted we will watch this over the year.

B. Committee Reports

- Budget Committee

Mrs. MacDonald reported the Budget Committee met on October 12 and reviewed the town budget. She noted that the fire hydrant budget increased and the town is changing the lightbulbs in the streetlights to LED lights.

- Capital Planning Committee

Mr. York reported the Capital Planning Committee met on October 11 and discussed a Capital Improvement Plan matrix provided by Mr. Izbicki. He noted the matrix was based on the recommendations in the HL Turner Building Assessment Draft Report. He indicated it was determined that the district has approximately \$900,000 in life safety projects and \$5.5M in other projects. He mentioned the consensus of some of the group was to put all the work on a bond.

Mr. Bourque indicated the matrix was broken down into three categories: life safety, building code and maintenance.

Mr. Izbicki mentioned that he received information about grants for infrastructure and safety and forwarded the information to the Committee. He noted it would be interested to look through the list and determine what we can submit on the grant application.

Mr. York commented there is much information to digest in a short period of time and is hopeful to have a better direction when the Committee meets next week. He indicated it was suggested to prepare an RFP and send it out for responses so we would be prepared if anything needs to go on the ballot. He reported that another consensus of the Committee was to go to a 10-15 year bond and spread the work out over a longer period of time. He commented the projects could begin next summer and be completed throughout the year.

Mr. O'Neill indicated we have to have a bond article prior to January 15. He commented to draft an RFP, send it out, get responses, review the bids and costs in the next month is an aggressive timeline. He agreed it is a good idea, but an aggressive timeline in the middle of budgeting.

Mr. Izbicki indicated that Mr. Ross mentioned there were some things classified as maintenance that, in his opinion, would not view them as such.

Mrs. Harrison asked if the Board is being short-sighted by putting money into GMS when there was a consensus ten years ago about getting a new elementary school.

Mr. York indicated that the town is not going to vote for a new elementary school. He commented we have to make GMS whole for the next 10 or 15 years.



**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)***

Mrs. Harrison commented the matrix does not address space needs or the 1930s building.

Mr. York indicated that we were counseled that building is at the end of life and cannot be used.

Mrs. Harrison believes that much has been spent on GMS and there are still many more problems. She suggested being more aggressive in getting a new building. She believes the demographics in the town has changed with younger families moving into the community.

Mr. Bourque agreed, but believes it would be very difficult to get a new school with declining enrollment. He commented the repairs recommended on the report will bring GMS up to a better quality.

Mr. York commented a study is needed on what can be done if we remove the 1930s building.

Mrs. Harrison commented there have been different options on a new school and for the past ten years we have been following the opposite path and will never get there.

Mr. York commented a major upgrade has not been done to GMS in the eight years he has been with the Board. He indicated windows were replaced over the last ten years, bathrooms, and we are in the process of upgrading the working infrastructure of the systems in the building.

Mr. O'Neill suggested visiting the new elementary schools in Concord and see what a new building looks like (i.e. design differences, learning spaces). He indicated we can arrange for visits and the Board can make a more informed decision. Mr. O'Neill reminded the Board that Mr. Murdough (formerly of the NH DOE) did not believe the site work would pass state approval on the GMS site because of the significant water issues.

Mr. Bourque indicated even though we may look into a new school there are many issues to address at GMS.

**VI. OLD OR UNFINISHED BUSINESS**

**A. Policies:**

- Revision Discussion:
  - IKF, Graduation Requirements

Mr. O'Neill indicated language was added to the policy to define waivers to the Geometry requirement for limited situations. Board members suggested revising the language to reflect that the School Board has final approval on waivers.

The policy will be revisited with the revised language at the November 2 Board meeting.

- 2<sup>nd</sup> Reading:
  - IJOC, Volunteers

Mr. O'Neill indicated the policy was revised to include student volunteer protocol. He noted there were concerns regarding school volunteers that have direct contact with students and are not in the teacher's or district employee's sight. After conferring with legal counsel, it was determined that the School Board has the final decision on the requirements for school volunteers, that volunteers who go on day field trips need not be designated volunteers, but volunteers who work with students one on one and are out of the classroom teacher's sight or supervision should be classified as designated volunteers. Mr. O'Neill indicated the policy was also reorganized to provide a clear understanding.

Mr. York suggested the policy be tabled to the next meeting because he believes the Board needs more time to digest the changes to the policy and the rationale behind those changes.

Mr. Bourque commented the policy has been discussed at length over several meetings and the changes have been discussed and defined.

**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)*

***Mr. Barka made a motion to approve IJOC, Volunteers. Mr. Bourque seconded. The motion carried 4-1-0, with Mr. York opposing.***

- IMDA School Ceremonies, Observance and Patriotic Exercises

Mr. O'Neill commented this policy has been in service for a number of years in the district.

***Mr. Bourque made a motion to approve IMDA, School Ceremonies, Observances and Patriotic Exercises. Mr. Barka seconded. The motion carried 4-0-1, with Mrs. Harrison abstaining.***

**VII. MANIFEST**

The manifest was circulated and signed by the Board.

**VIII. PUBLIC INPUT**

- A. Community Forum

There was no public input.

**IX. ADJOURN**

***Mr. Barka made a motion to adjourn at 7:50 p.m. Mr. Bourque seconded. The motion carried 5-0-0.***

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the Board

*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 October 21, 2017**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member  
John York, Board Member  
Elizabeth MacDonald, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, 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 8:05 a.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Presentations

- 2018-2019 REQUESTED BUDGET PRESENTATIONS:

1) EDUCATION OVERVIEW:

Mr. O'Neill provided a presentation overview of major priorities in the FY19 school district budget.

A. KINDERGARTEN

Mr. O'Neill provided rationale for including full day kindergarten in the FY19 budget:

- The State Legislature passed a bill to help fund full day kindergarten for school districts who implement it in the 2018-2019 school year.
- Early intervention contributes to increased school readiness where students are better prepared for primary grade learning and do better with the transition to first grade.
- Leads to higher achievement.
- Supports English and literacy; math and numeracy skills that are critical by grade 3.
- A full day program was approved by the voters in 2005 with guaranteed construction and implementation funding from the State.
- Kindergarten classrooms are included in the Town Capital Improvement Plan.
- Funding from Keno proceeds for districts implementing full day kindergarten amount to an additional \$1,100 per full day kindergarten student.

B. 1:1 COMPUTING

Mr. O'Neill provided an overview of migration of the 1:1 Computing Program to LMS.

- The program has been fully implemented at CHS.
- Migration to LMS for 2019 is included in the FY19 budget.
- A hybrid model is planned for GMS.

*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)*

C. LEARNING COMMONS

Mr. O'Neill provided rationale for implementation of Library Learning Commons in the district.

- Learning Commons support academic success by not only providing library services and resources, but
  - information literacy instruction
  - academic assistance
  - student-centered facilities
  - innovative technology
  - Makerspaces
  - small group learning spaces
- Learning Commons are an integral component of technology.

D. CONTINUATION OF 3 YEAR EXPENDITURES

Mr. O'Neill reported that the district is using 3 year averages of actual expenditures in budget development, which provides a more accurate view based on trends over a three year period. He indicated the district will continue to use this method in budget development.

2) DISTRICT OVERVIEW

Mr. Izbicki presented the FY19 Budget process overview to the Board:

- Received the original requested budget from budget managers
- The requested budgets were reviewed by the Superintendent and Business Administrator with budget managers
- The Superintendent and Business Administrator applied strategic changes to the budget
- A strategic list was created, which includes budget items pulled out of the budget that will be prioritized as the district goes through the budget and manages the fund balance
- The FY19 budget is reduced in all areas
- Salaries and benefits has been reduced by attrition (\$200,000) across that budget
- The requested budget was reduced by \$622,000
- The budget is a 2.94% increase over FY18; items on the addendum push the percentage to 3.1% over FY18
- Items not under district control include CBAs, transportation, retirement totaling approximately \$201,642; special education items totaling approximately \$175,000
- The operational budget includes full day kindergarten and estimated cost items associated with its implementation
- SAU budget increase in conferences/workshops for new superintendent
- School Board budget decrease mainly due to audit services cost reduction
- HR budget decreased 17%
- Technology and Curriculum had some spend ahead in 2017 that was allocated in FY18; those amounts are reallocated to other areas in 2019
- GMS increase due to implementation of full day kindergarten
- LMS has a minimal increase
- CHS decreased 2%
- Business budget eliminated actuarial line
- Buildings and Grounds increase in Site accounts due to implementation of full day kindergarten
- Food Service has decreased.

3) FY19 CHS REQUESTED BUDGET

Mr. Lonergan presented the FY19 CHS Requested budget to the Board. He provided some budget highlights:

- Fewer textbook cost requests since moving to the 1:1 computing program
- Some apps are not Google related and are budgeted
- Focused on improving the science programs over the next two years
- Fewer paper materials requested
- Some equipment (i.e. locker room locks, range hoods FACS room, Laminator) are out of date or have failed

*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)*

- Mannequins for CPR out of date
- Materials in Tech Ed classrooms are at end of life or out of date
- Replacement piano for Music Department
- Tablets requested for Tech Ed since Chromebooks cannot be used programmatically
- Decrease in vocational program enrollment
- PSAT 8-9 was recommended by Guidance to assess CHS freshmen and sophomores
- Lacrosse is now part of the athletics program and will increase costs in some areas of athletics and transportation
- CHS in the last stages of NEASC for accreditation
- Looking at more digital content in the curriculum.

Mr. Bourque asked about the decrease of close to \$2,000 in the Lease line. Mr. Lonergan indicated that is due to new copier

Mr. Bourque commented that the number of students used to calculate supply costs in the budget is 470, but the projection is 445. Mr. Lonergan indicated that will be addressed.

Mr. Barka inquired about the annual ropes course. Mr. Lonergan indicated that CHS still utilizes it.

Mr. Bourque commented the number of locks budgeted is double the population of the school. Mr. Lonergan commented that there are lockers for both boys and girls athletics teams as well as school lockers.

Mr. Bourque asked why reality babies are still listed in the budget. He recalled that some were bought last year. Mr. Lonergan commented that the FACS teacher would like to have more available to students.

Mr. Bourque asked why IT is suggesting another printer in the budget. Mr. Lonergan indicated it is not a typical printer, but a printer for graphic design that is also used for other areas in the school.

Mr. York commented that the larger overview of copiers and printers in the school cost more to own the machines than it would if paid per click. He suggested looking at leasing on a district-wide level. He indicated that there should be print stations in each building.

Mr. Lonergan was concerned if the printer is located in a classroom, the teacher in that room becomes responsible for what is sent to it.

Mr. York indicated that the jobs can be delayed by passcode. He commented there are a lot of printers in many offices and we should decide if we are going to support those printers. He noted if we are putting printer networks around the schools, we should reconsider individual printers.

Mr. York asked why 9 Samsung Galaxy tablets are needed for Computer Ed. Mr. Lonergan indicated the program the teacher would like to do is not possible on the Chromebook.

Mr. York did not agree that Samsung tablets should be used in the class. Mr. Barka commented that Chromebooks do not run an Android OS.

Mr. York commented Kindle Fire tablets are less expensive. Mr. Barka commented if they are doing real app development, they will need the requested tablets. Mr. Bourque indicated that the Board can ask Mr. Pelletier during his budget presentation.

Mr. Bourque asked if the reduction in vocational tuition is a trend. Mr. Lonergan commented that it is a trending decrease in enrollment. He noted that scheduling is a contributing factor.

Mr. York asked if students are transporting themselves. Mr. O'Neill indicated some do transport themselves. Mr. Lonergan indicated it is limited by the host school's ability to provide available parking.

**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)***

Mr. York commented that students are still transporting by bus in small numbers. He asked if the bus company can provide a more economical method. Mr. Izbicki explained that those discussions occurred and the vendor cannot provide that type of transportation.

Mr. York commented that more research is needed to find a more economical way to transport smaller numbers of students.

Mr. Bourque asked about the increase in game officials. Mr. Lonergan commented that pre-season games were included in the budget. He noted each game has two game officials.

Mrs. Harrison asked with the increase in game officials, including Lacrosse, why did is there a \$7,000 increase. Mr. Lonergan explained that pre-season game expenses were not in the budget last year.

Mr. Bourque asked for clarification.

Mrs. Harrison requested that the Athletics department scale back some on supplies. Mr. Lonergan indicated he will speak to the Athletic Director. Mr. York commented the costs are close to what they spend annually.

Mr. Bourque asked what is driving the increase in Information Access Fees. Mr. Lonergan indicated that ebook requests are driving the increase.

Mr. Barka asked why a drone is budgeted in the Library budget. Mr. Lonergan commented that is part of the request for the Learning Commons. He explained the Librarian was thinking it would help more technology Makerspace items, as well as benefit the whole school.

Mr. Bourque asked why there is a difference in the cost for a subscription to the Nashua Telegraph between CHS and the SAU.

Mr. York commented if you purchase one subscription you can access it online for free.

Mr. Lonergan indicated he will call the Telegraph and get that information.

Mr. O'Neill commented the bottom line for the FY19 CHS budget is reflecting a decrease. He congratulated Mr. Lonergan for bringing a conservative budget forward.

**4) FY19 LMS REQUESTED BUDGET**

Mr. Lecklider presented the FY19 LMS Requested budget to the Board. He reviewed some of the occurrences over the past year at LMS that included the emphasis on STEAM at LMS, the technology and opportunities that have opened up for students and teachers, Project Lead the Way and the impact the program has had on science and technology initiatives, and moving toward Library Learning Commons. Mr. Lecklider provided some budget highlights:

- Focus on increasing the opportunities in Unified Arts
- 1:1 Computing will put technology into the classroom and increase achievement, learning and create opportunities for students
- Partnership with Plymouth State University for learning commons model
- Request for lease on musical instruments for students (and through high school) on a five year program.

Mr. Lecklider commented that the average cost to educate students in middle school in New Hampshire is \$14,200 and in our district the average cost per pupil is \$12,700. He noted that Litchfield has the 8<sup>th</sup> lowest cost per pupil in the state. He indicated a conservative middle school budget has been prepared over the years. He recognized the staff for what they do to make student learning happen successfully.

*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)*

Mr. Izbicki mentioned items associated with the Learning Commons and 1:1 Computing have been pulled out of the LMS budget and placed in a strategic budget. He explained as we manage the fund balance, it will be determined if items on the strategic budget list can be implemented by using monies from the fund balance.

Mrs. MacDonald asked about the costs budgeted for ebooks. Mr. Lecklider indicated the cost includes both ebooks and regular books.

Mr. York asked about the additional equipment listed under Learning Commons. Mr. Lecklider indicated it is for a 3D printer.

There was some discussion about library learning commons and Makerspaces.

Mrs. MacDonald asked about quiet areas in the library. Mr. Lecklider indicated there are sections that are cordoned off.

Mr. Bourque asked about the costs budgeted for post season transportation. Mr. Lecklider indicated the cost has been budgeted for all teams and historically, it is has been enough. He commented LMS has hosted a lot of playoff games and has been very fortunate.

Mr. York asked if the district can look into providing 1:1 technology for Algebra and Spanish students at LMS. He indicated those students have much homework on the computer.

Mr. Lecklider commented that he has seen so many of the teachers getting ahead of this curve. He indicated areas that were traditionally not web-based are now moving in that direction.

Mr. O'Neill commented it is something we have had discussion about and we believe there is money in the budget this year. He indicated a proposal will be brought before the Board.

5) FY19 GMS REQUESTED BUDGET

Mr. Thompson presented the FY19 GMS Requested budget to the Board. He explained the budget is centered around the three major priorities of the district:

- Full day kindergarten implementation costs are included in the GMS budget
  - It is more biologically and economically efficient to provide early learning for brain development
  - It is important to give children what they need at that stage to keep up with their peers
  - 43% of our students were below average in early literacy; 28% of our incoming kindergarten students were below average in numeracy
  - 49% of pre-k students were below average in literacy and 45% were below average in numeracy
- Technology has moved quickly in recent years and GMS added a computer lab, weekly computer instruction, smart boards or interactive projectors in every classroom, Chromebooks for all teachers, Chromebook carts for students and mobile labs
- Supplies for Project Lead the Way are at the maintenance level
- Plymouth State University visited GMS last year to provide information on learning commons
- Learning Commons requests include furniture for more comfortable space in the library
  - Learning Commons is about relationships between students and how they interact in those spaces
  - Relationships between students and information
  - Looking into the transition from library as a special to using it in a different way
  - Teachers are concerned children still learn how to use the library as the resource it is.

Mr. Thompson commented that the kindergarten budget actually impacts nearly every department of the budget. He indicated in the overview provided by Mr. Izbicki we have ten function codes and actually 0% change in four areas. He noted that regular instruction has increased due to full day kindergarten.

Mr. Bourque asked about the increase in the furniture line. Mr. Thompson indicated it is tied to full day kindergarten. Mr. Izbicki indicated that is to equip the kindergarten classrooms.

*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)*

Mr. Bourque asked if anything that has to do with the learning commons is being pulled out of the GMS budget. Mr. Izbicki indicated it would be placed in the strategic budget.

Mr. Bourque asked why that is not being done with full day kindergarten. Mr. Izbicki explained that by pulling out strategic items the district is trying to limit the growth of the operating budget from year to year and manage the fund balance.

Mr. O'Neill explained that kindergarten is the highest priority and we wanted it in the budget so it would be able to stand on its own.

Mr. Thompson provided some highlights from the budget:

- The regular instruction overall increase is \$37,645
- The request for full day kindergarten is \$41,735
- If full day kindergarten were not included in the budget it would be a reduction of \$4,006.

Mr. York shared a story that was featured on WMUR regarding accelerated classrooms.

Mr. Thompson commented there was a discussion about accelerated classes. He indicated GMS has SERFA, differentiation in the classroom, small groups that work with the teacher or reading tutors so students are being challenged on their level, differentiation within the grade level, and the enrichment tutor is working with selected students based on standardized achievement tests.

Mrs. MacDonald commented her classroom is differentiated. She believes it should be done at every grade level since we do not have leveling in math.

Mr. Thompson commented we have math tutors, an enrichment tutor, Title I tutors and the teacher can differentiate with Envisions.

Mr. York commented the only point is to encourage the elementary school administration to contact Manchester and begin the process of overview of that program to determine if it is something that could work in our district. He indicated the Superintendent thought the return was positive.

Mr. O'Neill believes every child should have instruction appropriate for their level. He noted he does not believe in leveling.

Mrs. Harrison commented it sounds as if SERFA for literacy involves much scheduling, but is working. She indicates something similar is needed in math.

Mr. Thompson commented Title I is very specific – it is not supplanting but supplementing the instruction. He indicated there are three district funded reading tutors who are not bound by that regulation and have more flexibility; in math there is one tutor that is district funded and two tutors who are Title I funded that can only work with the students who have the greatest need.

6) FY19 CURRICULUM DEVELOPMENT REQUESTED BUDGET

Dr. Childress presented the FY19 Curriculum Development Requested budget to the Board. She provided some budget highlights:

- Some textbooks were requested from building levels
- Textbook needs for full day kindergarten included
- Costs for speakers is conservative.

Mr. Bourque asked about the decrease in textbook costs budgeted. Mr. Izbicki indicated that items were purchased ahead at the end of FY17 for FY18.



*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)*

Mr. Bourque asked Mr. Izbicki to make a notation regarding the spend ahead in the budget for the Budget Committee.

Mr. York asked about costs budgeted for digital music. Dr. Childress indicated it is the full music curriculum.

7) FY19 SPECIAL SERVICES REQUESTED BUDGET

Mrs. Bandurski presented the FY19 Special Services Requested budget to the Board. She provided some budget highlights:

- Special Services encompasses special education, 504, homeless students, home school students court involved, foster care and ELL students
- Currently starting the year with 422 students and 14 in the referral process
- Professional services are for students we know of at this time
- Special Services provides 1:1 nursing, behavioral services, teacher for hearing impaired, visually impaired, which are all IEP driven
- Out of District tuition is based on students known at this time and those that we know are coming in
- Transportation relies not only on First Student, but other providers as well
- Increases in technology replacements are for teachers and providers throughout the district.

Mr. Bourque asked about the Chromebook purchases. Mrs. Bandurski indicated the Chromebooks are for elementary and middle students that are visually or hearing impaired.

Mr. York asked about the laptop purchases. Mrs. Bandurski indicated the laptops are for the teachers.

Mr. York commented on the cost for toner cartridges and asked why there are printers in Special Services. Mrs. MacDonald commented the printers are for confidentiality.

Mr. Bourque asked about funds budgeted in the miscellaneous line. Mrs. Bandurski indicated we have to service student to age 21 and provide experience opportunities, community and life skills.

Mr. Bourque asked if this is the first time using this line. Mrs. Bandurski indicated we just began this year and are trying to build the program and use more resources.

Mr. Bourque asked about the potential increase in special education transportation costs. Mrs. Bandurski indicated she is working the Mr. Izbicki on a resolution for the transportation provider, but if there is no resolution it will be an increase of 100%.

Mr. Izbicki indicated they increased the cost without notification and there is no contract with those providers.

Mr. York asked if each student goes to a different place. Mrs. Bandurski indicated that they combine runs with other districts when they can. She explained some locations have different start times than others. She commented we do not know ahead of time if there will be students from other districts that will be going to the same destinations.

Mr. Izbicki commented that if we want to combine runs, the other party has to agree.

Mrs. Bandurski commented homeless students that were enrolled in Litchfield may end up living in another town, but are still able to attend the original school.

Mr. York commented the cost of transportation of all of our students is getting higher and higher. He indicated at some point in time we have to find some control of the costs.

Mr. Izbicki indicated we have one more year on the transportation contract with First Student and we will be reaching out with an RFP to see if there is any other interest.

*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)*

Mr. Bourque asked about the cost increase for special education and the potential impact.

Mr. Izbicki indicated it could cost \$220 per day.

Mrs. Harrison indicated we need to budget for the increase. Mr. Bourque noted we need to inform the Budget Committee about the transportation cost.

*Mr. Barka left at approximately 11:00 am.*

8) FY19 HR AND SALARIES/BENEFITS REQUESTED BUDGETS

HR

Mrs. Messenger presented the FY19 HR Requested budget. She noted that there is a decrease of \$1,740, which is attributed to reductions in Conference/Workshops, New Hires, Professional Services, Advertising and Travel.

Mr. Bourque asked about costs for background investigations and fingerprinting budgeted the New Hires account. Mrs. Messenger indicated that account includes background checks and fingerprinting for volunteers. She noted that newly hired employees pay for their background checks.

Mrs. Harrison was concerned that substitutes only make \$13 per hour. She suggested considering if they do not want to apply as substitutes because they have to pay for the background investigation.

Mr. O'Neill indicated that there are not as many people looking for jobs as the unemployment rate is very low in New Hampshire.

Mr. York commented that private sector employers pay for the background investigations of their prospective employees. He does not understand why the employee has to pay for the background check.

Mr. O'Neill commented that has been the long standing practice of the district. He indicated that changing that practice would be a Board decision. Mr. Izbicki indicated it is not unique to Litchfield.

Mr. Bourque asked of the people hired, how many have refused and left because of the cost. Mrs. Messenger indicated that some complain about the cost, but none have left or refused.

Mr. O'Neill indicated that in most districts it is an essential pre-condition of employment.

SALARIES AND BENEFITS

Mrs. Messenger presented the FY19 Salaries and Benefits Requested budget to the Board:

- Increase of 1.04%
- GMR for Health Insurance is 5%
- LEA will be paying 1% more toward their insurance
- LSS will be paying 1.5% more toward their insurance
- Dental Insurance increase is estimated at 5%, but has not increased in the last five years
- No change in retirement contributions
- There are increases in the budget for LEA and LSS salaries
- 3% increase in wages for non-union staff
- \$35,500 included for administrative raises
- \$135,000 salary for Superintendent position for 2018-2019
- More information provided for substitutes' salaries
- Some attrition reductions totaling \$150,000 in salaries and \$50,000 in benefits
- Teacher and Paraprofessional grade changes are included
- Severance payouts and administrator vacation buybacks

*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)*

- No new or expanded position requests in the budget – will fill full day kindergarten staff positions with existing positions at LMS and GMS.

Mr. Bourque asked about custodian overtime. He asked for an analysis of overtime.

9) FY19 TECHNOLOGY REQUESTED BUDGET

Mr. Pelletier presented the FY19 Technology Requested budget to the Board.

Mr. Bourque inquired about the inclusion of Galaxy tablets for Computer Education. Mr. Pelletier explained that they are creating Android apps and using an app inventor that is designed to work with an Android operating system. He observed that Chrome will eventually have compatibility with Android, but they are not there yet.

Mr. Pelletier commented that the implementation of 1:1 computing at the high school changed our infrastructure. He indicated in order to change our budget to accommodate the infrastructure, we were able to decrease the five year replacement plan for the following two years, increase the connectivity, shift in replacement funds at CHS and move some to LMS and GMS.

Mr. Bourque commented there are 115 Chromebooks budgeted for incoming freshmen and the graduating seniors' devices will go to LMS. Mr. Pelletier indicated that is correct.

Mr. York commented on the increase for Infinite Campus. He indicated when we met the other day, it did not seem that the Guidance Director is thrilled with Infinite Campus. He suggested if there is a concern we should do something different (i.e. another system).

Mr. O'Neill commented the district made a commitment to Infinite Campus a few years ago. He noted it is complicated and complex, and much was spent on training. He indicated other systems are more user friendly.

Mr. Pelletier commented although there are systems that are more user friendly and less expensive, there will be downfalls. He reported that he looked into other systems and that there will most likely be parts of those systems we do not like.

Mr. York referred to the increase of \$14,000 and asked for an explanation. Mr. Pelletier commented they changed their model. He explained they are removing some things and installing a higher tier. He noted they are saying it is a different product and they have changed their name.

Mr. York commented if there are products that are more stable, less costly and provide a better stream, making the change should not be that difficult. Mr. Pelletier commented if you want to move to Power School the first year and migration is \$30,000 and then the annual cost.

Mr. O'Neill commented that we can look at this once budget season ebbs and we can report back to the Board.

Dennis Perreault, CHS teacher, stated that he wanted to correct a misconception regarding the student information system (SIS). He noted that he was on the SIS Selection Committee. He indicated that Power School was interviewed, but it was removed from the selection list unilaterally by the former Superintendent. Mr. Perreault commented the Committee did not view or demo the system. He indicated we could only choose between Infinite Campus and another system, but Power School was not given as an option to the Committee.

10) FY19 SAU & SCHOOL BOARD REQUESTED BUDGET

SAU

Mr. Izbicki presented the FY19 SAU Requested budget to the Board. He noted that there is an increase in the Conferences and Workshops line in anticipation of the new Superintendent's professional development.

**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)***

Mr. Bourque suggested providing a list of conferences to the Budget Committee. He noted they reduce that account annually.

**SCHOOL BOARD**

Mr. Izbicki presented the FY19 School Board Requested budget to the Board. He noted the overall decrease is due to audit service savings. He mentioned that he included contract negotiations in the legal account.

**11) FY19 BUSINESS/TRANSPORTATION REQUESTED BUDGET**

**BUSINESS**

Mr. Izbicki presented the FY19 Business Office Requested budget to the Board. He noted that the decrease is mainly due to the removal of actuarial services.

**TRANSPORTATION**

Mr. Izbicki presented the FY19 Transportation Requested budget to the Board. He noted there is a 5% increase due to the terms of the contract.

**12) FY19 BUILDINGS & GROUNDS REQUESTED BUDGET**

Mr. Izbicki presented the FY19 Buildings and Grounds Requested budget to the Board. He noted the majority of the increase is related to the delivery and set up of modular classrooms for full day kindergarten.

**13) FY19 FOOD SERVICE REQUESTED BUDGET**

Mr. Izbicki presented the FY19 Food Service Requested budget to the Board. He noted there is a decrease in the operational budget.

Mr. York asked about the Food Service fund balance. Mr. Izbicki indicated it is approximately \$86,000.

Mr. Bourque indicated he wanted to make a clarification regarding a statement that was mentioned earlier during a discussion about the Capital Planning Committee. He commented that it was mentioned the Committee wanted to put all the assessment recommendations in a bond. He clarified they were not saying to put everything in a bond, but to prioritize first and make selections for a bond. He noted it was just one member that stated to put everything in the bond. Mr. Bourque indicated it is just the beginning of many discussions.

Mrs. Harrison commented that we need to decide as a Board or a town if we want to build a new school. Mr. Bourque commented that it could be two or more years before that occurs, if it occurs. He noted in the meantime, there are still issues to be addressed at the other schools.

Mr. York commented we will take a look at that whole process. He indicated the SAU has to prioritize the recommendations. He did not believe that any of the members were hesitant about the fact that work has to be done, but the ranking of that work is what is most important. He mentioned the Committee will be meeting on October 24 and will try to bring a recommendation to the Board by December 1.

Mr. Izbicki commented we can look at what is on the matrix and see if there is anything we can apply for from the state. He indicated if we can get grant money it would reduce the amount of the bond we would potentially request.

Mr. York does not believe the school district and town should compete on the warrant. Mr. O'Neill agreed with Mr. York. He indicated we would have to be diligent in preparing the detail and rationale for a bond.

**II. 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 1:32 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***

**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)*

*investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes; Mr. York, yes.*

**III. 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. Harrison, yes; Mrs. Izbicki, yes; Mr. York, yes.*

**IV. ADJOURN**

*Mr. Barka made a motion to adjourn the meeting at 2:00 p.m. Mr. York seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

**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 November 1, 2017**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member  
John York, Board Member  
Elizabeth MacDonald, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

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

**II. PUBLIC SESSION**

A. Call to Order

Mr. Bourque called the meeting to order at 6:00 p.m.

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

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

*Upon a motion by Mr. York, the Board entered non-public session at 6:00 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. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.*

**II. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Barka, the Board returned to public session at 6:27 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. York, yes.*

**III. PUBLIC SESSION**

A. Reconvene

Mr. Bourque reconvened public session at 6:27 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 18, 2017:

*Mr. Bourque made a motion to exempt the two identified high school students from the Geometry requirement for graduation. Mrs. MacDonald seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Correspondence was received from Congresswoman Ann Kuster congratulating Dennis Perreault and the Campbell Recycling Program.

*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)*

G. Superintendent's Comments

- Enrollment Projections

Mr. O'Neill presented the October 2017 Enrollment Projections to the Board. He commented that we continue to look at declining enrollment. He mentioned the NHSBA will not be providing projections in the future; however, Mr. Michener agreed to provide projections for the district this year. Mr. O'Neill recommended using NESDEC for future enrollment projections or preparing projections internally.

Mrs. MacDonald inquired about the method for projecting future enrollment internally.

Mr. O'Neill explained that projections are made by taking the current enrollment in each grade level over the last 3 or 5 years and looking at what that cohort survival will predict. He noted it is more difficult in K-1 because live birth rates, new housing, immigration and emigration are taken into consideration. He commented that NESDEC noted in their report last year that there was an anomaly for grade 1, which could have been due to younger families moving into the community as older families move out.

- High School Exchange Student

Mr. O'Neill informed the Board about a request for an exchange student at CHS.

- Budget Update – Business Administrator

Mr. Izbicki provided a reconciliation of the FY19 School Board Recommended budget and a list of strategic items that were pulled out of the FY19 Recommended budget. He explained the reconciliation contained items that had to be either be added back into the budget or were removed to the strategic list.

Mr. Bourque asked Board members if they had any additional changes or recommendations for the FY19 budget. No additional changes were recommended by the Board.

Mr. Izbicki reported that there is an increase in Special Education transportation due to a rate increase. He indicated the district does not have a contract with that provider and a compromise in the rate was negotiated.

Mr. Bourque suggested Mr. Izbicki provide that update to the Budget Committee. He believes the Board is presenting the Budget Committee with a trim budget.

- ALICE Training

Mr. Izbicki reported that Mr. Lecklider attended the ALICE training at Alvirne and an overview was presented at all three Litchfield schools by an ALICE representative. He indicated a quote was provided for ALICE training in Litchfield schools for a full day drill in March at all three schools with online certification for all staff at a cost of \$14,000. He asked if the Board would support the training.

Mr. O'Neill commented there was an ALICE presentation at LMS that was well received by staff members. It was also presented to GMS and CHS and they were supportive of the training. He indicated that the Litchfield Police Department endorsed the training. Mr. O'Neill noted that ALICE training proved to be more effective than the passive lock down training. The vendor will bring in trainers and prepare live simulations. He mentioned that the district is working on the District Emergency Operations Plan. He indicated doing the training is well worth the cost and we will have done the best practices for these events. Mr. O'Neill recommended using some of the projected fund balance to pay for the training.

Mrs. MacDonald shared her experience with ALICE training. She commented that it is a 3.5 hour live simulation with a one hour online training. She indicated the training is eye-opening and supports spending the money for it.

Mrs. Harrison expressed her support for the training, but was concerned about how it would impact our younger children without frightening them. Mr. O'Neill indicated that we have to train people on how to respond, including children.

Mr. Izbicki suggested involving the Joint Loss Management Committee to work with the trainers.

**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)***

- Chromebooks for LMS

Mr. Izbicki indicated there has been some discussion about providing Chromebooks for 8<sup>th</sup> grade students. He noted that funds have been identified for that purpose.

Mr. O'Neill commented the goal is all high school and middle school students will be provided with Chromebooks. Mr. Izbicki indicated it is a total of 66 Chromebooks.

Mr. York suggested Chromebooks be provided to students in Algebra I and Spanish I students who are taking high school courses in grade 8.

Mr. O'Neill asked the Board to approve the expenditures to purchase the Chromebooks and to pay for ALICE training.

***The School Board was in agreement to approve the expenditures to purchase the Chromebooks for 8<sup>th</sup> grade students and to pay for ALICE training for the district.***

Mr. O'Neill mentioned that there was a recent weather event where the schools were closed. He expressed his appreciation to the Fire Chief for his communication and to Mr. Izbicki who was the key point person during the event.

Mrs. MacDonald asked if the district can apply for a waiver for the two days. Mr. O'Neill indicated the Governor has not made the decision yet. He noted we will have to revisit this if we have more snow days.

Mr. Bourque asked when it is anticipated that LMS will receive the Chromebooks. Mr. O'Neill indicated that it could be around the first week of December.

**H. Community Forum**

Claire Chew, 19 Newstead Street, asked if the district will ask parents to purchase a Chromebook for their 8<sup>th</sup> grader prior to purchasing the devices.

Mr. Bourque indicated that would not be necessary since the district is supplying them.

Mrs. Chew asked if student keep them over the summer. She commented that AP students are assigned work over the summer and would need the device to use during that time.

Mr. O'Neill indicated we can look at assignment of Chromebooks to students over the summer.

Mr. Bourque commented that he was to understand the Chromebooks are turned in at the end of the year for cleaning any upgrading, etc. and returned to the students at the beginning of the year.

Mrs. Chew asked if the student is supplied with the same machine he or she turned in. She mentioned there is also a health reason for asking since some people have peanut allergies and can have an episode if they touch the device after someone has handled it and had peanut oil/residue on their hands.

Mr. York commented that we have had two years of a pilot program and that practices that occurred are not a precedent or trend. He indicated we have not had this program long enough to make those statements.

The Board discussed the Chromebook program further.

**I. School Board Comments**

Mr. York shared an article regarding a bill to reallocate adequacy aid to parents who are homeschooling or to other different types of schools with the Board. He mentioned Litchfield could lose up to 5% of adequacy aid. He encouraged the public to contact state representatives to ask them to vote no on the bill.



**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)***

Mr. O'Neill asked if we lose current students to private schools will we lose 5% of funding from adequacy? He indicated if we have a significant loss of aid and we have to increase our budget to make up the amount for local taxation. He commented this bill would have a dangerous impact on public schools and it seems this is slippery slope. He believes that public schools and local taxpayers will be penalized with the passage of this bill. Mr. O'Neill does not believe that it would be fair for the state to give adequacy aid that is funded by the local taxpayer to private schools that should be going to public schools. He indicated it is not an appropriate use of taxation on local citizens.

Mr. York was disappointed to read that the Superintendent in Northwood will resign at the end of the year because of the busing issue. He indicated they were struggling with school schedules because of the transportation issue.

Mr. O'Neill commented his understanding of that situation is they could not hire bus drivers and could not run some of the routes so they had to make accommodations of times and routes. He indicated that it was not within the control of the Superintendent.

Mr. York mentioned the bus company went out of business.

Mr. O'Neill mentioned that the Commissioner of Education provided information regarding the status of the transportation issue. He explained the Commissioner contacted New Hampshire and Massachusetts transportation companies to see if they had excess capacity for bus drivers and found there was none. He indicated it is more enticing for a driver to get a full time driving job with benefits at a private company than it is to work a part time with less pay and no benefits on a split shift driving a school bus.

Mr. York shared an article in the Union Leader that reported Manchester received a grant for \$300,000 for the implementation of a 1:1 program in their schools. He suggested it may be something to look into to see if there is money left in the grant for which we can apply. He noted that the article mentioned Manchester schools were lagging in the computing process.

Mr. O'Neill commented that the district will look into it.

Mr. Bourque congratulated both CHS and LMS athletics teams for their successes in their tournaments and championships.

Mr. O'Neill commented that Litchfield is not only doing well athletically, but academically as well. He indicated that recently received testing results were encouraging.

**III. CONSENT AGENDA**

A. Public Minutes:

- October 18, 2017

***Mr. Barka made a motion to approve the public minutes of October 18, 2017. Mrs. Harrison seconded. The motion carried 5-0-0.***

**IV. REPORTS**

A. Curriculum Report

The November Curriculum report was provided for the Board.

Mr. O'Neill announced that he asked the Board Chair if the Admin Team could be excused from the meeting this evening since they will be attending the Budget Committee meeting tomorrow night.

Mrs. MacDonald asked if there were any decisions regarding competency grading and overriding competencies if they were failed. Mr. O'Neill indicated that Mr. Lonergan is looking into it. He mentioned that CHS is going through the NEASC process and is focused on accreditation.

*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)*

Mr. York commented that the Homeland Security audit with regard to vestibules at GMS and LMS was mentioned in the curriculum report. He asked if that will be something that will be brought to the Capital Planning Committee.

Mr. Izbicki commented there was a question about grant funding or local funding with regard to the audit.

Mr. O'Neill reported that the Commissioner of Education made it clear at the meeting on Friday that security was a very high priority. He indicated the Commissioner explained grants are first come, first serve and if a district has multiple projects it is best to write individual grants for each project.

Mr. York commented that Dr. Childress mentioned in her report about the No Grades model. He requested a discussion with the principals and Curriculum Director regarding that model. He asked if there was a possibility Dr. Childress could observe math classes and instruction. He indicated it was good to see improvement on the math scores.

Mr. O'Neill mentioned that the Curriculum Director will provide a report regarding teaching practices in the math curriculum.

Mr. York commented that we have been working on math for a long time and he believes another set of eyes may determine if all the things the Board wanted to occur are occurring.

**B. Principals Reports**

Principals reports were provided for the Board.

Mr. York commented on the CHS Principals report. He was concerned that out of 122 students that took the Science NECAP test 80 are partially proficient or below.

**C. Committee Reports**

- **Budget Committee**

Mrs. Harrison reported that the Budget Committee met on October 26 and discussed and voted the 2018 Town budget. She commented the goal for the town budget was to get it below the tax cap. She noted the Budget Committee has approximately \$15,000 remaining to reduce so that they can make recommendations on warrant articles. She reported that the town is experiencing a 17% increase in health insurance and a significant increase in fire hydrants due to additional hydrants installed in the town.

Mr. Bourque commented that the town should "piggyback" the school for healthcare. Mr. O'Neill commented that they did not reach out to the district.

Mr. Bourque announced to the public that the Budget Committee is meeting tomorrow night to review the FY19 School Board Recommended budget.

The Board briefly discussed preparation of warrant articles. Mr. O'Neill indicated the district will propose a minimal number of articles. Mr. Izbicki provided some information about the contingency funds article.

- **Capital Planning Committee**

Mr. York reported the Capital Planning Committee met on October 24, addressed the building assessment matrix and made changes. He indicated that the Committee removed everything that was above \$500,000 and then marked off what was not a life safety item. He reported that the recommendation is to combine the results on a bond. Mr. York noted there was a conversation about rekindling the elementary school as most of the costs are associated with GMS. He commented he would like to have enough information to make a recommendation to the School Board for November 15. He indicated that he asked the SAU to prepare an RFP to solicit bids for some of the work that needs to be done.

**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)*

**V. OLD OR UNFINISHED BUSINESS**

A. Policies:

- 1<sup>st</sup> Reading:
  - IKF, Graduation Requirements

Mr. O'Neill commented the policy language was revised with regard to the waiver procedure and reflects that the School Board has the final approval of waivers. The policy is ready to be approved for a 1<sup>st</sup> Reading by the Board.

***Mr. Barka made a motion to approve IKF, Graduation Requirements, for a 1<sup>st</sup> Reading. Mrs. MacDonald seconded. The motion carried 5-0-0.***

- Review:
  - BEDC, Quorum

Mr. O'Neill commented this is a policy required by law. It is straightforward and addresses quorum requirements for various situations.

***Mr. York made a motion to approve BEDC, Quorum, for a 1<sup>st</sup> Reading. Mr. Barka seconded. The motion carried 5-0-0.***

- GBAA/JBAA, Sexual Harassment

Mr. O'Neill indicated there are changes to the report form only that eliminates redundant wording.

***Mr. York made a motion to approved amendments made to GBAA and JBAA, Sexual Harassment. Mr. Barka seconded. The motion carried 5-0-0.***

- ILD, Student Surveys, Non-Educational Surveys, Questionnaires and Research

Mr. O'Neill commented this is a policy required by law. During the 2017 legislative session, RSA 186:11, IX-d, which requires districts to adopt a policy governing the administration of non-academic surveys or questionnaires to students, was amended. SB 43 was signed by the Governor in July 2017 and became effective September 16, 2017. The law was amended to eliminate the "opt out" provision of the surveys/questionnaires and now requires the written consent of a parent/guardian on the behalf of the student. This is a new policy for Litchfield.

***Mr. Barka made a motion to approve ILD, Student Surveys: Non-Educational Surveys, Questionnaires and Research, for a 1<sup>st</sup> Reading. Mr. York seconded. The motion carried 5-0-0.***

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

A. Community Forum

There was no public input.

**VIII. ADJOURN**

***Mr. York made a motion to adjourn the meeting at 7:49 p.m. Mr. Barka seconded. The motion carried 5-0-0.***

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

*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 November 15, 2017**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member  
John York, Board Member  
Elizabeth MacDonald, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, 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. John York and Derek Barka not here at this time.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from November 1, 2017:

*Mr. Bourque made a motion to deny the tuition waiver. Mr. York seconded. The motion carried 3-2-0.*

E. Presentations and Recognitions

There were no presentations and recognitions.

F. Correspondence

Mrs. Harrison announced she wrote some letters regarding SB 193 to our legislators.

G. Superintendent's Comments

- Enrollment Report Oct 2017

Mr. O'Neill provided the enrollment report for October 2017. He noted there is not much change in the enrollments from the previous month.

H. Community Forum

There was no public input.

I. School Board Comments

Mrs. Harrison commented that the Raise Craze fundraiser by the GMS PTO has raised over \$17,000 and students have completed over 1,300 acts of kindness.

Mr. Bourque suggested that a Raise Craze challenge be presented to each school.

Mrs. Harrison announced that Mrs. Leite has been nominated to conduct the Boston Pops in Manchester in December. She indicated that people can vote for her on Facebook as she competes against other nominees in the state.

**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)*

Mr. Bourque commented he attended the GMS and LMS Veterans Day celebrations and both schools did an excellent job.

*Mr. Barka arrived at 6:06 pm.*

**II. CONSENT AGENDA**

A. Public Minutes:

- October 21, 2017

***Mrs. Harrison made a motion to approve the public minutes for October 21, 2017. Mr. Barka seconded. The motion carried 4-0-0.***

- November 1, 2017

***Mr. Bourque made a motion to approve the public minutes for November 1, 2017. Mrs. MacDonald seconded. The motion carried 4-0-0.***

B. Budget Transfers

***Mr. Barka made a motion to approve the Oct/Nov 2017 budget transfers. Mrs. Harrison seconded. The motion carried 4-0-1, with Mr. York abstaining.***

*Mr. York arrived at 6:08 pm.*

**III. REPORTS**

A. Business Administrator's Report

Mr. Izbicki provided a report on the district financials to the Board.

- FY19 Budget Update

Mr. Izbicki reported some adjustments were made to the FY19 Recommended budget for the November 9 Budget Committee meeting. He indicated that he has received an updated proposal from the portables contractor. He commented through further review of the curriculum budget it was determined some of the textbooks included were over-calculated. He noted the items will be sent to the Budget Committee for their review.

- Warrant Articles

Mr. Izbicki briefly reviewed the draft warrant articles for FY19 with the Board. He noted that the articles may not contain cost amounts at this time.

Article 1: Recommended Budget

Article 2: Special Education Coordinator

Article 3: Building Maintenance Capital Reserve Fund

Article 4: Fund Balance Retention

Mr. Izbicki commented that some people see a 2.5% contingency reserve and believe it will cost taxpayers more, but this does not add funds. He explained it is a fund that would reserve a portion of what was gross appropriated and use of the funds would require approval by both the Budget Committee and the NH DOE.

Mr. York commented that this article was brought before the voters in the past and failed. He indicated the School Board has added more money to the Building Maintenance Capital Reserve Fund. He believes the discussion at the time of the article was that we would close the Capital Reserve Funds if the article was approved and merge them with the retention funds. Mr. York indicated the School Board was not surprised when the article failed. He was concerned about putting an additional \$300,000 in the School Board's hands and believes it should be something we put much time and thought into.

Mr. Izbicki commented that we are not taking money that you will put into the Trustees and the Board does not have the authority to spend the funds without additional approval.

Mr. York commented at that time the argument for the article was flawed. He indicated the voters did not want the Board to have both capital reserve funds and a retention fund.

*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)*

Mr. Izbicki explained there will be no additional deposits to the capital reserve funds. He indicated the argument regarding the Special Education Capital Reserve Fund is that the district never used it or needed it until it is needed, which is concerning. He noted if we do use it and spend it down we have to put it back.

Mr. York commented that the voters have always been good about replenishing the capital reserve funds.

Mr. O'Neill commented the retention fund is not in perpetuity and has to be revoked annually. He indicated the Board has to vote to retain it. He mentioned that in a previous district they had this type of fund and viewed it as a fund for a major catastrophe that cannot be predicted. Mr. O'Neill noted most towns in New Hampshire have a significant reserve fund for emergencies or catastrophes, but this is separate from a reserve fund; specifically and categorically to be used in an emergency. He indicated there are major checks and balances in conservative agencies. He commented this fund does have a purpose.

- Default Budget

Mr. Izbicki provided a summary of how the FY19 default budget was developed.

Mr. Bourque observed the default budget will be lower than the proposed budget. He asked about the difference in amounts.

Mr. Izbicki indicated the difference is approximately \$100,000.

Mr. O'Neill inquired about the percentage of the current proposed budget increase. Mr. Izbicki indicated the proposed budget increase is 2.9% over last year.

Mr. O'Neill inquired about the percentage of the increase in the default budget. Mr. Izbicki indicated the default budget increase is 2.3%.

- Revenues – Discussion

Mr. Izbicki reported that the district has just received the adequacy aid numbers from the state; however, anything tax rate related will not be accurate until the MS-1 is released.

- FY18 Financials

Mr. Izbicki provided updated and current financials for the Board.

Mr. O'Neill observed that as enrollment declines our revenues will decrease. He indicated that the Board should be aware that the likely scenario over the next five to eight years will be declining revenues from the state unless there are significant changes in demographics.

## B. Committee Reports

- Budget Committee

Mrs. Harrison reported Budget Committee met on November 9 and heard budget presentation from Human Resources, Buildings & Grounds, Curriculum, Food Service, SAU, School Board and Business Office. She indicated it was suggested the Budget Committee go through the budget and gather information and questions over the next two weeks. She noted they will vote on budget changes on November 30.

Mr. O'Neill expressed his appreciation to the principals, directors and Mr. Izbicki for their work in preparing the budget. He commented the Budget Committee meetings were the smoothest he has attended in the three years he has been in the district. He looks forward to feedback in the coming weeks. He thanked the Budget Committee Chair for her handling of the budget and process.

- Capital Planning Committee
  - Draft CIP Matrix

**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)*

Mr. York reported the CPC met last week and went through every item on every page of the matrix. He indicated the methodology of the committee with regard to items on the matrix was as follows:

- if the item cost was under \$1,000 it was allocated to Maintenance;
- determined if an item would be allocated to maintenance or be included in a bond;
- removed \$1.6M in the architectural matrix;
- removed \$865,000 on the electrical matrix;
- removed \$225,000 on the site matrix;
- removed \$5,000 on the mechanical/plumbing matrix;
- some items were already completed and some were determined to be a want more than a need;
- HVAC will be put out to bid;
- \$3.8M of the total matrix can be bonded.

Mr. York reported the CPC decided to recommend a bond for the \$3.8M in items on the building assessment matrix.

Mr. Bourque commented many maintenance items were either completed or in progress and many that remain on the matrix need to be done. He indicated some of the items were identified as potential year-end fund projects. Mr. Bourque mentioned a bond for \$3.8M was discussed, but a phase approach was suggested. He noted that costs for the items will change if the district goes out to bid. He indicated once the Board has gone through the budget process we can decide on a direction.

Mr. York commented Mr. Ross needs to go through the list and identify the items that were allocated to maintenance for each school and prioritize them. He noted Mrs. Douglas felt that would be justified because of the report. He mentioned that she was prioritizing items as the committee reviewed them and felt she would support those items, as would the Budget Committee, because there would be quotes for the projects. He commented the committee did a good job going through the matrix and reducing the assessment costs in half.

Mr. Bourque commented many of the items that did not fall into the tally have to be completed in 5-7 years or more. He mentioned that Mrs. Douglas said she was pleased to see how everything was outlined for maintenance. He suggested supplying the Budget Committee with an updated list for the budget process.

Mr. O'Neill commented that he reviewed the final report and was at a loss to understand why the committee did not support LED lighting. He indicated LED lighting has a significant cost saving. He asked if any members research a Return on Investment (ROI) on LED lighting. He suggested the Board may want to consider it.

Mr. York commented that the lighting was changed in all the buildings years ago. He believes the district broke even on the cost to complete the project and the savings from the lighting.

Mr. Bourque commented that lighting is a huge expense and by the time it is paid off we would be ready to go into a different type of lighting.

**IV. OLD OR UNFINISHED BUSINESS**

A. Policies:

- 2<sup>nd</sup> Reading:
  - IKF, Graduation Requirements

The policy was presented to the Board as a second reading.

- List of Qualifying High School and CTE Math Courses

Mrs. Flynn explained the math course information was not available at the November 1 meeting. She provided the information to the Board and indicated it requires approval from the Board.

Mrs. Harrison noted she has questions about what makes these courses qualifying courses.

Mr. York commented if it pertains to math even a little it is a qualifying course. He noted the instructions from the state are vague; however, what is allowed and is not allowed is the Board's decision.

**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)*

Mr. Bourque suggested to defer any decision by the Board until the December 6 meeting with the principals.

***Mr. Barka made a motion to approve Policy IKF, Graduation Requirements. Mrs. Harrison seconded. The motion carried 5-0-0.***

- BEDC, Quorum

The policy was presented to the Board as a second reading.

***Mrs. Harrison made a motion to approve Policy BEDC, Quorum. Mr. Barka seconded. The motion carried 5-0-0.***

- ILD, Student Surveys, Non-Educational Surveys, Questionnaires and Research

The policy was presented to the Board as a second reading.

***Mr. Barka made a motion to approved Policy ILD, Student Surveys: Non-Educational Surveys, Questionnaires and Research. 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 Mrs. Harrison, the Board entered into non-public session at 6:47 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.***

**VIII. RETURN TO PUBLIC SESSION**

***Upon a motion by Mrs. Harrison, the Board returned to public session at 7:20 p.m. . Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.***

**IX. ADJOURN**

***Mr. Bourque made a motion to adjourn the meeting at 7:20 p.m. Mr. York seconded. The motion carried 5-0-0.***

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the Board



*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 November 29, 2017**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member  
John York, Board Member  
Elizabeth MacDonald, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, 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.

*(Broadcast and recording of the meeting did not begin until approximately 6:30 p.m.)*

**B. Pledge of Allegiance**

**C. Review & Revision of Agenda**

There were no revisions to the agenda.

**D. Superintendent's Comments**

The Superintendent did not have any comments.

**E. School Board Comments**

Mr. York congratulated the GMS PTO for raising over \$22,000 with their Raise Craze fundraiser. Mrs. Harrison reported the students performed 2,025 acts of kindness.

Mr. Bourque suggested that a challenge be created for the other two schools.

Mr. Bourque thanked Board members for attending the meeting. He indicated he wanted to gather feedback on the direction of the Board with regard to the major priorities in the budget prior to the Budget Committee meeting tomorrow night.

Mrs. MacDonald and Mrs. Harrison were concerned about the cost of full day kindergarten in the budget and felt that it should be the voters who decide if they want to support the program.

Mr. O'Neill commented there are three sources of funding for full day kindergarten: 1) the State is providing additional funding (\$100,000); 2) two middle school teachers and one elementary teaching positions will be reallocated to provide two teachers for kindergarten and two paraprofessionals (\$250,000); 3) the remaining \$150,000 has been taken from the operating budget. He explained when we began budget preparations, we asked people to keep in mind that full day kindergarten is the number one priority. He indicated full day kindergarten will educate our children earlier for success. Mr. O'Neill commented that it is in the best interest of all our children as more students will be in core curriculum and deficiencies can be identified earlier. He noted that data has shown full day programs reduce special needs accommodations in curriculum.

**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)***

Mr. Bourque commented the district is in good shape this year and if we can spend ahead this year, we will have the money in the budget next year.

Mrs. Harrison expressed support for the full day program. She indicated she also sees it as a point of adding a \$350,000 annual expense.

Mr. Bourque clarified that much of the cost is a one-time expense and not year to year.

Mr. York commented that we already have the teachers, we are just reallocating the positions and not adding new positions. He noted the positions are moving from one grade level to the other.

Mr. Barka commented if the full day program is not approved, there will still be a reduction in force at LMS. Mr. O'Neill indicated regardless of the program being approved, there will be a reduction in force at the middle school. He clarified that we would be moving two teaching positions and dividing the third teaching position into two paraprofessionals positions.

Mrs. MacDonald was torn between putting the program on the warrant or leaving it in the budget.

Mrs. Harrison believes it should be on the warrant. She feels the support is there and the article will be approved.

Mrs. MacDonald was not confident the article will be approved by the voters.

Mr. York indicated if it is not included in the budget the district will never be able to implement it. He commented that he understands the idea behind the warrant articles, but kindergarten was already approved by the voters. He noted that the extra cost is for set up and site work; the teaching positions will be reallocated. Mr. York commented as a Board, you should feel comfortable reallocating assets to benefit the education of the children.

Mrs. MacDonald commented once explained it should be better supported.

Mr. Barka indicated this is our budget and we are saying to the voters this is what we feel meets the needs of the district and the students.

***Mr. York made a motion for the School Board to continue to support full day kindergarten through the operating budget. Mr. Bourque seconded.***

Mr. O'Neill believes that the full day program is a priority and urged the Board to put it in the budget.

Mr. York commented one of the goals of the School Board is to implement full day kindergarten by fall 2018. He indicated the Board needs to be unified in their support.

Mr. Bourque commented that declining enrollment is constantly brought up, but towns around Litchfield have full day programs and that will hurt this town.

Mrs. Harrison indicated she will support the program in the budget regardless of how she votes.

***The motion carried 4-1-0, with Mrs. Harrison opposing.***

**II. UNFINISHED BUSINESS**

**A. FY19 Default Budget**

Mr. Izbicki provided a reconciliation of the default budget for the Board. The Board discussed the default budget.

Mr. York commented there are many instances where we have significant deltas between what is in the budget and what is in the default budget. He asked if the Board is comfortable that the document presented is a true

*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)*

representation of the default budget. He indicated that Mr. Izbicki would have to prepare explanations for the increases in some functions as the Budget Committee will question them.

Mr. Izbicki indicated that he will go through the default budget and provide an explanation for each line item.

Mr. York commented that there is a large decrease in the 2900 function and asked where the funds are allocated.

Mr. Izbicki explained that the funds for the CBA were placed in that function and have since been reallocated to their proper functions.

Mr. York asked why there is a \$34,000 increase in the guidance function.

Mr. Izbicki indicated he will provide the explanations and bring the default budget back to the Board on December 6.

**B. FY19 Warrant Articles**

The Board reviewed the draft warrant articles provided.

Mr. York suggested the Board consider removing Articles 3 (Building & Maintenance Capital Reserve Fund) and Article 4 (Fund Retention). He anticipates there will be a lengthy discussion about full day kindergarten and the retention fund. He recommended that end of year funds should be spent on identified maintenance projects instead of building up the capital reserve fund. Mr. York indicated based on the conversations the Capital Planning Committee had that money would be better served on year end projects.

Mr. Bourque commented many of those projects would not necessarily fall into what the capital reserve fund is used for as that fund is for major projects.

Mr. York commented the money would be better served on maintenance work and this is a good place to get that money. He indicated if the recommendation from the administration is that they would rather see money placed in the reserve fund that that is where it should go.

Mr. O'Neill commented he does not wish to confuse the voters with Article 4 and agreed that it be removed from the warrant. He indicated if we remove Article 3 and have a capital need in the spring, the money can be expended from the capital reserve fund at that time. He noted if we have capital needs beyond what we expend out of that fund we will have to find the money somewhere in the budget. Mr. O'Neill indicated he will discuss the Board's comments with the Administrative Team and ask for feedback. He commented that full day kindergarten is the major issue and priority this year. He noted the warrant articles will be brought back to the Board on December 6.

Mr. York believes that there are various items that year end funds can alleviate instead of putting them into the capital reserve fund.

**C. Five Year Technology Replacement Plan**

The five year tech replacement plan was provided for the Board. Mr. Izbicki commented that the technology plan was requested by the Budget Committee. He indicated that the plan is a changing document and Mr. Pelletier made revisions to the plan approved last year by the Board.

Mr. Bourque inquired about 52 Chromebooks and 8 Windows machines for LMS that are listed in the replacement plan. He asked if students in grade 8 are going to have Chromebooks, is there still a need for these replacements?

Mr. Pelletier explained that two Windows labs are slated to be replaced. He indicated that instead of taking it out of the plan, the 52 Chromebooks will be put toward what is needed for the 1:1 initiative. He noted the total cost of the 1:1 initiative is not completely in the budget for FY19.

Mr. Bourque asked why we are replacing 112 computers at CHS.

**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)***

Mr. Pelletier explained in 2020 all teacher desktops are slated for replacement as well as the computer lab in Room 147 and the Physics laptop cart. He noted they are still participating in Project Lead the Way and using programs such as AutoCad, which require more processing and video power that the Chromebooks do not have.

Mr. York asked what needs to be done to outfit the computers to provide them for students so we are not updating Windows machines throughout the school every three years.

Mr. Pelletier indicated that computers are replaced every five years. He explained that the technology department is looking at the road map for the Chrome OS (operating system). He noted that schools will still need some Windows machines regardless. He commented that he does not foresee eliminating Windows machines in the next five years.

Mr. Pelletier went on to explain that when the five year breakdown in the plan was first created the cost was significantly higher than what is presented currently. He indicated because of the 1:1 program there are major decreases in the cost of the plan. He noted we will be able to eliminate more server hardware and there will be less server contracts and licenses. He commented the technology budget is decreasing by implementing the 1:1 program and improving connectivity in the buildings.

Mr. Bourque asked for an explanation of a Chrome Box. Mr. Pelletier indicated a Chrome Box is basically a desktop and more practical Chromebooks at the elementary level. He commented that Chrome Boxes have the Chrome OS and can eliminate expensive servers and thin clients.

Mr. O'Neill commented the five year technology plan has to be revised every year. He indicated that it would be difficult to say what we will do two years from now because things are always changing. He thanked Mr. Pelletier for his work and maintaining technology in the district.

***Mr. York made a motion to approve the 2018-2022 Technology Replacement Plan. Mrs. Harrison seconded. The motion carried 5-0-0.***

D. FY19 Budget Information Requested by the Budget Committee  
Information regarding requests by the Budget Committee for the FY19 School Board Recommended budget was reviewed and discussed by the Board.

Mr. Bourque indicated the Budget Committee requested the following information: current Board goals, current teachers' contract, five year technology plan, course enrollment at LMS and CHS, 6<sup>th</sup> period classes at CHS, mentor program, Superintendent salary comparison, CHS Guidance case load, curriculum review cycle and textbook replacement schedule, textbook spend ahead and GMS teachers' years of experience. He commented the information is straightforward.

Mr. York requested the Board schedule work on goals and objectives for the next Board in January or February 2018. Mr. Bourque commented the Board may change drastically.

Mr. York believes that the current Board cannot wait for the new Board and that the goals have to be in place by June 30. He commented whatever this Board starts, the next Board can finish.

**III. MANIFEST**

The manifest was circulated and signed by the Board.

**IV. PUBLIC INPUT**

A. Community Forum

There was no public input.

**V. NON-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)*

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

*Upon a motion by Mr. Barka, the Board entered into non-public session at 7:03 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. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.*

**VI. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Bourque, the Board returned to public session at 7:49 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.*

**VII. ADJOURN**

*Mr. York made a motion to adjourn the meeting at 7:50 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

*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 December 6, 2017**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member (*excused*)  
John York, Board Member  
Elizabeth MacDonald, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, Business Administrator  
Dr. Nancy Childress, Director of Curriculum, Instruction and Assessment  
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 6:00 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included the addition of Committee Reports.

D. Summary of Non-Public Actions from November 15, 2017:

*The November 15, 2017 non-public minutes were sealed by the Board.*

From November 29, 2017: *There were no non-public actions.*

E. Presentations and Recognitions

Mr. Bourque announced that the Board received notice that Maxim Desjardins has attained the rank of Eagle Scout.

- Laura Therrien, LMS PTO

Mr. Lecklider mentioned that Mrs. Therrien is the cornerstone of the LMS PTO, a key coordinator for staff appreciation events, coordinates volunteers at many events throughout the year for staff and students alike.

- Christina Harrison, GMS PTO

Mr. Thompson mentioned that Mrs. Harrison that she has increased co-curricular opportunities for the students, coordinated Teacher Appreciation Week into a community event, ramped up after school activities with New Frontiers, and serves as co-chair of the PTO Fundraising Committee.

The School Board Chair awarded the two nominees the E<sup>3</sup> Award for extraordinary support of students and parents at GMS and LMS.

F. Correspondence

Mrs. Harrison announced that the Board received correspondence from Kathleen Follis expressing her opinion to place full day kindergarten on the warrant for voters to make the decision.

*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)*

G. Superintendent's Comments

- Memorandum of Understanding

The Superintendent presented the Board with the Memorandum of Understanding with minor revisions. The Memorandum of Understanding between the school district and police department was written in 2008. The Superintendent met with the Chief of Police to review the document. Approval of the Board is required. Mr. O'Neill thanked the Litchfield Police Department for their service to the district and community.

***Mr. York made a motion to approve the Memorandum of Understanding. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- Enrollment Report – Nov 2017

The Superintendent presented the enrollment for November 2017. He indicated the report for November reflects there are 5 less students in the district.

Mr. Bourque asked if there are numbers for first grade enrollment. Mr. Thompson indicated incoming first grader and kindergarten enrollment typically begins in January.

Mrs. MacDonald asked when the district will have a School Resource Officer (SRO). Mr. O'Neill indicated that it is contingent on factors outside of the Chief's control.

Mr. Lonergan indicated that Heath Savage comes to CHS twice per week, meets with the administration and walks the building.

Mr. Lecklider indicated Officer Savage comes to LMS once per week as well.

Mr. O'Neill commented he does not believe anyone is designed to take the SRO position at this time. Mrs. MacDonald believes it should be a priority as it is good for students to have a police officer they can talk to and they can trust.

H. Community Forum

Robin Corbeil, 4 Nesmith Court, team coach for Lego Robotics, thanked the Board for supporting the program at LMS. She indicated she brought the program into the school as part of the school day as well as working with the teams after school. She announced that LMS has its first girl team and they made it to the state competition. Mrs. Corbeil indicated it is a great experience and the students are talented. She noted the program will run as a full year program and there are excellent volunteers. She mentioned that a young mentor was recognized at the state competition.

Students from the LMS Grade 7 Girls Robotics team announced they received the Core Values award at the competition because of way their team demonstrated core values.

Students from LMS Grade 7 Robotics team announced they received the Core Values award at the competition as well.

Mr. Lecklider thanked the coaches and volunteers for their hard work and congratulated the students on their successes. He announced that UNH wants to share some resources with the Lego Robotics teams and LMS Robotics received private grant funds from FIRST to build a program.

Mr. O'Neill indicated that programs such as these bring much learning and fun to the students and enhance education. He thanked the coaches and volunteers for the time and work.

I. School Board Comments

There were no Board member comments.

**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)*

**II. CONSENT AGENDA**

A. Public Minutes:

- November 15, 2017

*Mr. York made a motion to approve the public minutes of November 15, 2017. Mrs. Harrison seconded. The motion carried 4-0-0.*

- November 29, 2017

*Mr. York made a motion to approve the public minutes of November 29, 2017. Mrs. Harrison seconded. The motion carried 4-0-0.*

- PERC Course Recommendations

Dr. Childress presented to the Board two course recommendations from the PERC Committee.

- Introduction to Statistics

Dr. Childress reported that there are currently 3 AP Statistics classes. She indicated one class will be eliminated and this course will be added.

Mr. Lonergan explained this is a good course for some of those juniors who may not take the AP or Honors class.

Mr. York commented that the thought process of statistics is a different thought process of math and is useful for those looking for business management or administration degrees. He asked which students are targeted with this course.

Mr. Lonergan indicated students who need that fourth year of math, but this alternative is for those junior and senior students who do not want the rigor of the Honors or AP class. He noted this course is a fit for students who may not be engineering bound or along the bio-med path.

*Mr. York made a motion to approve the Introduction to Statistics course as presented. Mrs. Harrison seconded. The motion carried 4-0-0.*

- PSAT/SAT Prep

Dr. Childress presented a proposal for the PSAT/SAT Prep course, which is a semester long, ½ credit elective course. She indicated the course will run in each of the two semesters and will provide access to 30 juniors. She explained the course will help raise test scores and teach strategies regarding what to look for when take the test.

Mr. York commented 120 students and only openings for 30, which impacts scheduling. He wanted to know how the 30 students are chosen. Mr. Lonergan indicated the program schedules the classes.

Mr. York was concerned that there are more than 100 juniors on average that will take the test. Dr. Childress indicated it will open to 60 of them. He indicated it is possible that parents would like the opportunity for their student to take the course instead of paying of private tutoring.

Mr. Lonergan commented that last year this was a self-funded after school program with approximately 30 students. He indicated it would not be an issue to offer an after school class as well.

Magdala Johnson, CHS math teacher, commented she would like the course to run both semesters to get to as many students as possible. She noted that CHS will not remove the after school prep course, but it is hard for some students to do it after school because of conflicts.

Mrs. MacDonald asked if the course would be open to sophomores. Ms. Johnson indicated juniors are the priority and the program can be open to sophomores the following year.

Mr. York believes that it is the right program, but should be offered to all students and try to open as many classes as possible. Mr. Lonergan indicated the challenge we will face is that it could require additional staffing.



**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)***

Mr. O'Neill commented that it is proposed to be offered both semesters. He asked if the fee based after school program is still being proposed as well.

Mr. Lonergan indicated the after school program would still be an option.

Mr. O'Neill asked if the initial course enrollment shows more interest than planned, will we accommodate those students?

Mr. Lonergan indicated we will try to offer some alternatives, but he would like to look at the numbers.

Mrs. MacDonald asked if the after school position can be made a stipend position.

Mr. O'Neill indicated that the district would have to work with the LEA on that. He noted that there is a good working relationship with the LEA. He suggested that it may be possible to look at a stipend position at the budget hearing. Mr. O'Neill explained that he is earmarking funds in co-curricular for new opportunities and for extending robotics to the elementary school. He asked the high school to bring back numbers for the PSAT/SAT course enrollment. He indicated the goal is to try to accommodate all students, but in a small school with so many singleton courses, students have to make difficult decisions.

Mrs. MacDonald believes it is not fair for students to pay for the after school course when it will be offered during the school day.

Mr. O'Neill indicated the CBA requires any stipend position to go through the LEA, administration and School Board.

Dr. Childress mentioned there are stipends available through Title IIA.

Mr. York suggested perhaps the high school can work on this and come back to the Board.

Mr. O'Neill indicated that he is hearing the Board is excited about the course, but would like a better look at how many students can be accommodated and to optimize that number through programs during and after school. He asked Dr. Childress and Mr. Lonergan to investigate how students would be accommodated and how the plan would work. He noted it will be revisited on December 20. He expressed appreciation to the Math department and Dr. Childress for their work on the proposal.

**III. REPORTS**

**A. Curriculum Report**

Dr. Childress provided a curriculum report to the Board.

**B. Principals Reports:**

**1) GMS**

Mr. Thompson provided his report to the Board. He reported the following activities and acknowledgements:

- The Veterans Day Committee coordinated a great ceremony this year;
- Teachers formed a Professional Learning Group and met periodically to present and discuss Google resources for the 1:1 initiative;
- The PTO had a great month with the Pumpkin Festival and Raise Craze surpassed the goal by raising over \$22,000;
- Thanks to all staff members that participated in the AOK Circus;
- Grade 4 Science students handled dissection maturely;
- There were professional development activities for paraprofessionals and teachers last month;
- Grade 4 will visit the State House December 7;
- The Winter Concert will start at 6:30 p.m. December 12.

*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)*

Mrs. Harrison mentioned the top 3 earners for Raise Craze were James Algeo, John Algeo and Ben Rakiey; the Most AOK's (Acts of Kindness) were completed by Hunter Joseph, Kate Silver, and Ethan Bellino.

Tina : top 3 earners for Raise Craze James Algeo, John Algeo, Ben Rakiey; most AOKs: Hunter Joseph, Kate Silver, Ethan Bellin.

2) LMS

Mr. Lecklider provided his report to the Board. He reported the following activities and acknowledgements:

- Successful Veterans Day Ceremony and Breakfast;
- Lego Robotics achievements for Girls Grade 7 Team and the Grade 7 team;
- Several students were recognized at the Do Your Best breakfast;
- LMS collected 800 items for the Make a Difference Food Drive;
- Mrs. Leite recommended 11 students to audition for NH Honors Band;
- Ms. Guerrette was asked to make full day presentation on StudySync;
- Parent Conferences were successful;
- Presentation on Resiliency by Cassie Yackley on Professional Development days;
- PBIS is focusing on a resiliency-integrity theme this month;
- Grade 8 will receive Chromebooks January 4;
- Teachers are doing much collaborating around different apps and digital resources;
- Tour of SNHU Learning Commons resulting in some ideas for LMS model;
- Staff at LMS will complete a 1 hour online ALICE training course and on-site training will take place on March 13.

3) CHS

Mr. Lonergan provided his report to the Board. He reported the following activities and acknowledgements:

- 21 students were inducted into the National Honor Society;
- Congratulations to Rachel Goldstein making All State Chorus;
- 2 students are members of the Alvirne FFA team which earned a gold medal at the FFA National Convention in Veterinary Science;
- CHS football team won the Division III State Championship and was undefeated;
- Girls Cross Country won the Division III State Championship;
- Make a Difference Food Drive was successful;
- Parent Teacher Conferences went well;
- Principal Lecklider allowed the CHS Volleyball team to practice in the LMS gym during the power outage;
- Justin Ballou and Nate Cooper are doing creative experiments in Psychology classes;
- Administration reached out to the Nashua Health Department who trained administrators in the delivery of Narcan;
- Staff appreciation for end of NEASC self-study;
- CHS is using the 22 minute advisory to recognize unique student accomplishments.

Mr. Bourque mentioned that both Veterans Day celebrations at GMS and LMS were excellent. He congratulated the CHS Cross Country team and the Football team for their championship victories.

C. Committee Reports

- Budget Committee

Mrs. Harrison reported the Budget Committee met on November 30 to discuss and vote on the FY19 School Board Recommended Budget. She indicated reductions included costs allotted for full day kindergarten.

Mr. Bourque commented every member of the Budget Committee was in favor of full day kindergarten, but wanted it to be placed on a warrant article.

Mr. York made the following statements:

**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)***

In 2005, the community voted to implement kindergarten on the warrant. The Budget Committee Chair was the senior spokesperson for the School Board through all of that. Mr. York expressed his disappointment that the Budget Committee Chair did not recognize that fact. The Budget Committee typically says “if the voters voted, then the voters voted”. The 2005 vote was an actual vote of the citizens of Litchfield. The five Budget Committee members who voted strongly against the other two members did not allow themselves to have enough information to make an informed decision. It was not until Dr. Cutler was Superintendent and the state mandated the kindergarten program. The School Board discussed implementation of full day kindergarten at numerous times in 2010 and for some years after and because the state was not funding it as full time student aid, they would not support it. The School Board did not feel compelled to present it as a warrant article.

Mr. York suggested the Board representative to the Budget Committee inform the five members who decided to vote against the will of the citizens that the kindergarten program is no longer something the citizens want because five members voted to discontinue the growth of kindergarten. He commented we now find ourselves in the bottom 15% in the state that is not implementing full day kindergarten. Mr. York does not agree that we should put positions we need on the warrant anymore because the Budget Committee is not upholding the 2004 warrant article. He believes the Budget Committee truly changed the direction of our path. He acknowledged the rationale for placing the proposal on the warrant, but indicated that students who attend full day kindergarten are better prepared for grades 1 and 2.

Mr. York encouraged the School Board representative to the Budget Committee to speak strongly to the members about this proposal. He commented the School Board now has to determine the best way to move forward. He indicated the Budget Committee members are elected to present what is fair to the taxpayers. Mr. York believes that the full day kindergarten proposal is fair to the taxpayers. He believes the State’s goal is to have full day kindergarten in all districts. He commented eventually this will be a mandate or a strong directive.

Mr. Bourque mentioned the Budget Committee also reduced money from athletics. Mrs. Harrison noted they reduced \$10,000 from pre- and post- season athletic transportation, \$30,000 from vacant co-curricular/athletic positions, and \$11,500 from building services for sewer/grease traps and GMS/LMS electric based on three year averages.

Mr. O’Neill clarified that \$200,000 was already reduced from this budget during development to try to reduce the fund balance at the end of the year. He indicated out of the \$494,000 reduction in kindergarten, \$150,000 was reduced internally to try to reduce the fund balance, so without doing anything more we have already reduced our fund balance by \$350,000. He noted the total fund balance was \$550,000 and it has been reduced by \$350,000. Mr. O’Neill commented that in a \$24M budget it is barely 1% of the total budget and to not have that 1% buffer in the budget is precarious. He noted that the budget is becoming extremely tight.

**IV. OLD OR UNFINISHED BUSINESS**

- A. List of Qualifying High School and CTE Math Courses

The Superintendent acknowledged that Policy IKF, High School Graduation Requirements, was recently approved by the School Board. He indicated the policy reflects that beginning with the Class of 2019, students must take four years of math to qualify for graduation. He noted the state has approved non-math courses that are eligible to count toward credit for the required math credits. Mr. O’Neill commented a list of qualifying courses has been revised and vetted and was presented to the Board at the November 15 meeting. He indicated the Board deferred discussion and approval of the list of courses so the CHS Principal could provide more information.

Mrs. MacDonald asked how the courses are determined to be eligible and asked if this is what all high school use. Mr. Lonergan indicated that he reached out to principals and worked with them.

Mrs. Harrison commented Pinkerton requires that 30% of the course has to be applied math. She suggested the list be culled since some courses should not be applied. Mr. Lonergan agreed that the list should be trimmed.

*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)*

Mr. York asked who is presently on the team reviewing the courses. Mr. Lonergan indicated that he and Mrs. Callinan are reviewing the courses. Mr. York suggested that Dr. Childress be on the team. Mr. Bourque suggested involving someone from the Math department as well.

Mr. Lonergan indicated it will be a comprehensive review and that departments have already provided feedback.

Mr. O'Neill indicated the proof is math embedded concepts and the criteria you define that meet the embedded concepts. He explained a set of criteria must be developed and then it is up to individual courses to present math embedded concepts that meet that criteria. He commented that it is necessary to define what that means to CHS and what other criteria the teachers have to present. Mr. O'Neill also believes there is a lot of math in music and art, but in specific courses in those subjects, as well as a lot of math in practical applied courses. He recommended specifically defining the criteria and determining what embedded math concepts are in those courses.

Mr. Bourque suggested the Board will revisit on December 20 with the expectation of an updated list of courses that qualify.

**B. Finance Update**

Mr. Izbicki provided a district financial update for the Board.

**C. FY19 Budget Changes**

Mr. Izbicki provided changes to the FY19 Recommended Budget that were made by the Budget Committee on November 30. He noted that he provided a budget update on November 15 that added \$13,150 into the kindergarten costs that was not included in Budget Committee's reduction. He further indicated there was a reduction in Property and Liability insurance. He commented at this time the FY19 Recommended budget is \$461,000 below the default budget and \$35,000 above the FY18 budget.

**D. FY19 Default Budget**

Mr. Izbicki provided a draft FY19 Default Budget to the Board that included requested clarification of major increases and/or decreases.

Mr. Bourque commented that the Board has two options: to support the proposed budget or the default budget.

Mr. York commented that the Board has not supported the proposed budget in the past.

Mr. O'Neill commented the decision of the budget to support hinges on the direction of the Board regarding full day kindergarten. He asked if the Board wants to present full day kindergarten on the warrant or in a budget that favors kindergarten. He mentioned it is a complex question that the Board has to make a decision about, as well as how to handle kindergarten next year.

Mr. York suggested appealing to the Budget Committee over the next few meetings to realize how their vote goes against the will of the voters. He recommended drafting a full day kindergarten warrant article as well. He suggested at the first meeting in February, the Board would move to add the cost for full day kindergarten back into the budget and see if the voters agree. He believes that the Board needs to be prepared to have a good presentation. Mr. York suggested reaching out to members of the community and hope there is a strong showing of citizens at Deliberative Session. He commented if that does not work, we will have to talk to citizens through other means.

Mr. O'Neill agreed with the analysis, but indicated that is the Board's decision.

Mr. York commented the Budget Committee removed kindergarten even though the budget was level with staffing. He indicated that it now becomes an emotionally charged issue instead of 14 educated people making a sound business decision.

Mr. Bourque commented we level funded the budget to incorporate full day kindergarten, expanding a program the voters approved.

**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)***

Mr. O'Neill indicated he would like the Board to have any conversations about this with experts in the room in the event there is a motion to reopen that decision. He noted he would like to see community member support at that meeting as well. He reminded the Board the Budget Committee cannot direct the School Board where to make a reduction in the budget. He believes money spent on early childhood is the best money that can be spent as a public school.

**E. FY19 Warrant Articles**

The Board was provided two drafts of the FY19 Warrant Articles. Warrant Article #1 reflects the addition of an article for full day kindergarten and the removal of the fund retention article by the Board. Warrant Article #2 consists of the FY19 Operating Budget article and the full day kindergarten article. Mr. O'Neill asked the Board for guidance regarding presentation of warrant articles to the voters for March 2018.

Mr. Bourque commented his initial thought is to place full day kindergarten on the warrant.

Mrs. Harrison indicated that the Special Education Coordinator is still a critical need.

Mr. York believes it may be important to have a Capital Reserve Fund article for Building Maintenance on there since budget reductions make the budget tight.

Mr. O'Neill mentioned the town is looking for voter support for a new fire station. He noted the existing station is inadequate. He indicated there will be a zero fiscal impact in 2018 as the interest payment on the bond will not be due until 2019. He suggested that this is the optimum year to get kindergarten approved so the taxpayers do not feel the financial impact of both projects.

Mr. Bourque indicated the district can send the warrant articles to the Budget Committee so they can provide their recommendations.

Mr. O'Neill expressed his deepest appreciation to the Administrative Team and others that have attended the Budget Committee meetings. He noted they have carried an intense load, but having the team at the meetings was a very important component of the Budget Committee debates.

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

**A. Community Forum**

Robin Corbeil, 4 Nesmith Court, commented the PSAT/SAT Prep course is a great idea, as is the Intro to Statistics. She asked if the PSAT/SAT Prep course takes the place of Study Hall.

Mr. York commented this class should be treated as an extension of Study Hall.

Mrs. Corbeil mentioned when she attended high school SAT prep filled a math class. She commented many students in Litchfield are prepared to take that test.

Mr. Bourque commented results from the last two years were not very encouraging.

Mrs. Corbeil asked if the students were scoring enough to get into college. Mr. Bourque indicated they are, but not a higher level college.

Mrs. Corbeil commented most of our students are not going to get into that higher level college.

Mr. Lonergan commented that the course will qualify for a math-enabled course.

**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)***

Mr. O'Neill commented our goal in high school should be to have 0% study halls. He realizes that would be a significant financial accomplishment for the community. Mr. York agreed.

Amy Goldstein, 1 Spicebush Circle, disagree with the study hall recommendation. She asked if everyone is participating in the 1:1 program now, do we still have to have a computer requirement? Mr. O'Neill indicated that is part of the State requirements.

Mrs. Corbeil commented that State would like students to be programming more as it teaches students how to solve problems.

Nate Cooper, LEA President, indicated he is not speaking for the LEA membership. He mentioned there is a concern among the teaching staff regarding the reduction in the budget of a half million dollars. He indicated there is much support for kindergarten. He commented he would like to work with the district and the community to ensure that money is returned to the district budget. He believes the LEA membership will get behind that. Mr. Cooper indicated the LEA is interested in what goes on with the budget process. He commented the LEA will be involved and will have an internal discussion about supporting the district on getting the money back to implement full day kindergarten.

**VII. ADJOURN**

***Mrs. Harrison made a motion to adjourn the meeting at 9:00 p.m. Mr. York seconded. The motion carried 4-0-0.***

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

**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 December 20, 2017**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair (*excused*)  
Derek Barka, Board Member  
John York, Board Member  
Elizabeth MacDonald, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, Business Administrator  
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) 6:00 p.m.**

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

*Mr. Bourque made a motion to enter into non-public session at 6:00 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. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.*

**II. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mr. Bourque, the School Board returned to public session at 6:42 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.*

**III. PUBLIC SESSION**

**A. Call to Order**

Mr. Bourque called the meeting to order at 6:43 p.m.

**B. Pledge of Allegiance**

**C. Review & Revision of Agenda**

Revisions to the agenda included the postponement of Tutors Job Descriptions, under New Business, to January 10, 2018, and postponement of Policy JRD to January 10, 2018.

**D. Summary of Non-Public Actions from December 6, 2017: *There was no non-public session.***

**E. Presentations and Recognitions**

There were no presentations or recognitions.

**F. Correspondence**

Mr. Bourque mentioned that the Board received correspondence from Chris Pascucci, 12 Colonial Drive, and copied the Budget Committee. He noted the Budget Committee Chair touched on that letter at their December 14 meeting. He indicated that it is interesting to note that if Mr. Pascucci watched and listened to the Board meeting on the evening he mentioned, he would have heard that the Board decided to put full day kindergarten on the warrant and present that to the Budget Committee.

**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)***

Mr. Bourque commented that Mr. Pascucci made inaccurate statements in his letter and incorrectly referenced that the Board intends to rally groups for Deliberative Session. He indicated the Budget Committee Chair stated she found nothing out of line with the School Board meeting on December 6 and that she has always encouraged the public to attend Deliberative Session as it is the one chance for the public to express their voice. Mr. Bourque mentioned that Mr. Pascucci stated the Board is trying to manipulate the process, which is not the situation. He indicated the Board encourages the public to attend Deliberative Session because it is their opportunity to be heard and it is their budget to change.

Mr. Bourque publicly encouraged citizens to attend Deliberative Session in February and asked Mrs. Harrison to post the announcement on Facebook.

**G. Superintendent's Comments**

Mr. O'Neill reported that he was notified by Mr. Thompson that a grant written by Ms. Sibona and Ms. Starret for Lego Robotics was approved by the State. He thanked the corporate sponsor, New England Small Tube, for their support. He noted that this will lead into the following year when we will work to include stipend positions for this activity.

***Mr. York made a motion to accept the State grant for GMS for Lego Robotics. Mr. Barka seconded. The motion carried 4-0-0.***

**Co-Curricular Positions**

Mr. O'Neill commented he had communication with the LEA for job descriptions and stipends to bring those positions to the Board in the future. He indicated when the Budget Committee made the motion to reduce co-curricular positions by \$37,000 for FY19, he asked them to leave \$7,000-\$8,000 in that budget for stipend positions that would be introduced for next year. Mr. O'Neill noted they complied and that money is in the FY19 budget.

**Kindergarten Warrant Article**

Mr. O'Neill reported that the district asked legal counsel for interpretation of the 2005 Kindergarten warrant. He asked Board members to review it and have a discussion when they are ready.

Mr. Bourque suggested that the Board can discuss the legal opinion at the next meeting. He commented that implementation of full day kindergarten by warrant article will lower the default budget. He indicated that the 2005 warrant article allowed the Board to implement full day kindergarten without a warrant article. He noted the Board will have a discussion at the next meeting.

- Student Representatives to the School Board

The Board Chair introduced the two appointed student representatives to the School Board to the Board: Trevor Gomes and Sarah Stagnone.

Mr. O'Neill mentioned that Ms. Stagnone has been accepted into the National Honor Society, several schools and may be interested in Occupational Therapy. He mentioned that Mr. Gomes is involved in Cross Country, a member of the CHS Student Council, was accepted in the National Honor Society, has been accepted at several schools and is interested in chemical engineering. Mr. O'Neill asked them to explain how they happened to become School Board Student Representatives.

Ms. Stagnone indicated that no one ran for the positions during the election. She mentioned she and Mr. Gomes are both on the Student Council and met with the other officers. She noted the officers asked them if they would consider being the student representatives.

Mr. O'Neill commented that it is sometimes difficult to interest people to get into politics.

**H. Community Forum**

There was no public input.



**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)*

I. School Board Comments

There were no Board member comments.

**IV. CONSENT AGENDA**

A. Public Minutes:

- December 6, 2017

*Mr. York made a motion to approve the public minutes of December 6, 2017. Mrs. MacDonald seconded. The motion carried 3-0-1, with Mr. Barka abstaining.*

**V. OLD OR UNFINISHED BUSINESS**

- A. PSAT/SAT Prep Course Proposal

The PSAT/SAT Prep course proposal has been revised and more information provided for the School Board. The School Board is required to approve the course for submission into the CHS Program of Studies. The course is a workshop-style, writing and math experience for students as they prepare for either post-secondary school or the workplace. It is a one semester course (every other day) that will be capped at 30 students and will run each semester. Juniors have first priority, then sophomores, then freshmen. It is possible to run an after school section if necessary.

Mr. Bourque commented 60 students paid for the course last year and believes that there will just as many that will want to take the course for free.

Dr. Childress indicated that a stipend will be paid through a grant and the after school course will be free as well.

Mr. Bourque asked the student representatives if they attended the course last year.

Ms. Stagnone indicated that she took the prep course and teachers gave Math and English practice tests, showing us how to go through the questions in ELA and Math.

Mrs. MacDonald asked if it helped. Ms. Stagnone indicated it helped to be prepared as to what was going to be on the test.

Mr. Bourque commented he sees this as a benefit to students, but not as a credited course.

Mr. Barka commented that the SAT is our assessment and would not want this to be a course.

Dr. Childress indicated the students can get a math credit for the course. Mrs. MacDonald commented most of those students will go through Algebra II anyway.

Mr. Gomes believes the credit is a benefit and indicated he would have taken the course if it were free.

Ms. Stagnone indicated the sign up for students wanting to pay for the course was full and she believes more will want to take it if it is free.

Mr. York commented that students taking the after school course will have to juggle activities or work and those who elect to take the course during the school day will have to decide what courses they can take.

Mr. O'Neill suggested having the high school principal here during the discussion may make a difference. He believes it is a valuable course and should be offered, but is not sure that it has enough definition to make it a half-credit course.

Mr. Bourque commented the discussion will be held over to the next meeting. He is concerned with how fast the course will fill up. He indicated it is a fabulous course and should be offered, but does not believe that credit for the course should be given.

**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)***

Mr. O'Neill commented when parents find out we are offering this course they will direct their children to take the course if they are college bound.

- **B. List of Qualifying High School and CTE Math Courses**

A revised list of math embedded courses has been prepared and provided for the School Board. The School Board is required to approve the courses that will count toward math credit for high school graduation.

Dr. Childress indicated that the focus was on courses that can be taken in the senior year. She noted there are 19 courses that are math embedded and CTE classes at Alvirne and Pinkerton.

Mr. York suggested removing Web Design and Advanced Web Design as they are not math embedded.

Mr. O'Neill commented these courses are more geared for non-college bound students.

***Mr. York made a motion to approve the revised list of math embedded courses for inclusion in the CHS Program of Studies. Mr. Barka seconded. The motion carried 4-0-0.***

**VI. REPORTS**

**A. Business Administrator's Report**

Mr. Izbicki provided a financial update to the Board as well as an update for the FY19 budget.

Mr. York commented the Budget Committee has been unable to get their nine members together for voting on the budgets and warrant articles. He indicated it is very disappointing that a member used our past numbers against us and the Chair allowed it to occur. He noted the town approved kindergarten and this group of people keep forcing us to go to the well for another vote. Mr. York commented in 2011, the Budget Committee was hijacked by a group of people that make it difficult for the Board. He was concerned about the Budget Committee's conflict with kindergarten when the people have voted to support kindergarten not only on the warrant, but in the budget. He noted the School Board needs to be unified on this issue.

- **2019 Warrant Articles Recommendations**

Mr. Izbicki provided to the Board the FY19 Warrant Articles that include the recommendations of the Budget Committee. He noted that legal counsel has provided recommendations and minor language revisions and the School Board is required to provide their recommendations as well.

**Article 1: Operating Budget \$22,342,614**

***Mr. Barka made a motion to recommend Article 1. Mr. York seconded. The motion failed 0-4-0.***

***Article 1 is not recommended by the School Board.***

**Article 2: Full Day Kindergarten \$519,732**

***Mr. York made a motion to recommend Article 2. Mr. Barka seconded. The motion carried 4-0-0.***

***Article 2 is recommended by the School Board.***

**Article 3: Special Education Coordinator \$93,313**

Mrs. MacDonald was concerned that the district may not need the position. Mr. O'Neill disagreed. He explained that the district is seeing more complicated cases and has a significant caseload. He indicated that the Special Services is understaffed and the director is spread thin. He commented this position will take work off the teachers and case managers.

Mrs. MacDonald commented she would like to see more oversight over the paraprofessionals.

*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)*

*Mr. York made a motion to recommend Article 3. Mr. Barka seconded. The motion carried 4-0-0.*

*Article 3 is recommended by the School Board.*

**Article 4: Building Maintenance Capital Reserve Fund \$50,000**

Mr. O'Neill commented the Capital Planning Committee reviewed the entire list of work in the building assessment and removed a significant amount to maintenance. He indicated the Budget Committee felt having additional money in that fund would be beneficial to address some issues in the Capital Plan. Mr. O'Neill commented during the budgeting session we removed \$200,000 of transition money and \$150,000 of the Budget Committee's recommended budget, which amounts to \$350,000 that would have shown up as fund balance in the past. He indicated with the budgets getting tighter, there is no guarantee in the future that there will be money to put into this fund.

*Mr. York made a motion to recommend Article 4. Mr. Bourque seconded. The motion carried 4-0-0.*

*Article 4 is recommended by the School Board.*

B. Committee Reports

- Budget Committee

The Budget Committee met on December 14 and discussed the FY19 School District budget and warrant articles.

Mr. Bourque commented that the next meeting is January 4, 2018 when a presentation by the town regarding the new fire station will be provided. He indicated that the town is saying there will be no tax impact on the warrant article for the fire station for 2018, but there will be a significant tax impact the following year, which the town has yet to explain.

Mr. York commented that the town is not doing anything that hasn't been done for many years. He indicated the system is set up for the town to have a contingency of whatever the percentage is and if they exceed that they have to return it to the voters. He noted they have learned that there is a way for certain warrant articles to be approved without spending. He added there is well over \$1M in their contingency fund.

Mr. Bourque commented there will be several members of public there to ask them questions. He noted the town's budget increased 22% in five years and the district's budget increase was much less.

Mr. O'Neill commented he is puzzled that the 2.5% is on the net amount after deducting revenues. He indicated if revenues increase it comes off the gross and does not count toward the cap. He noted that the town is in the position where they can have increased revenues and add to their budget staying within that 2.5%. Mr. O'Neill commented the district's loss this year was due to the ADM reduction. He added we have to look at revenues seriously.

Mr. Bourque commented that he would like to see the Budget Committee look at the district the way they look at the town. He mentioned that during discussion of the kindergarten warrant article, a certain Budget Committee member's concern was people teaching in private local kindergartens may lose their jobs. He indicated the fact is that teachers will lose their jobs in the district next year. Mr. Bourque noted the Chair made a point that working to get the additional state aid is good business and if we charge a fee we lose state aid.

Mr. O'Neill indicated the other strong argument is if you deem kindergarten an integral component to public schools and education of the students then we cannot charge per capacity to pay and would run the risk of discrimination. He noted if we charge a fee it will impact what the state provides.

Mr. York commented the Governor supports full day kindergarten, but will not mandate it. He indicated once there is a change in that office it will become a mandate. He noted the problem is if districts are not in front of that curve, they will have to scramble to implement full day kindergarten. Mr. York commented that the district and the Board have to be articulate at Deliberative and communicate to the community.

**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)*

**VII. NEW BUSINESS**

A. Policies: Review

- GBEA Staff Ethics

Mr. O'Neill commented the policy has some revisions that were suggested by legal counsel. He indicated that a question arose regarding appropriate treatment of all employees in the work place. He noted that the revisions were suggested to address concerns over use of power. He informed the Board that the State legislature will be approving a State Code of Ethics in the near future.

***Mr. York made a motion to approve Policy GBEA for a 1<sup>st</sup> Reading. Mr. Barka seconded. The motion carried 4-0-0.***

- JRD Publication of Student Photographs and Images

Mr. O'Neill mentioned this policy will be postponed to the January 2018 meetings. He indicated that Mrs. Flynn spent much time in policy development, but feels it is still not ready. He noted there is some concern in this area and in light of some of the things happening in the State, we would like to address it prior to review by the Board.

- JRB Confidential Student Information

Mr. O'Neill indicated the policy is required by law and protects personally identifiable information of students in the district.

***Mr. York made a motion to approve Policy GBEAA/JRB for a 1<sup>st</sup> Reading. Mrs. MacDonald seconded. The motion carried 4-0-0.***

B. Job Descriptions:

- Tutors: Postponed to January 2018

**VIII. MANIFEST**

The manifest was circulated and signed by the Board.

**IX. PUBLIC INPUT**

A. Community Forum

There was no public input.

**X. NON-PUBLIC MINUTES:**

A. Approval of Minutes from November 29, 2017

***Mr. Bourque made a motion to approve the non-public minutes from November 29, 2017. Mr. York seconded. The motion carried 4-0-0.***

**IX. ADJOURN**

***Mr. York made a motion to adjourn the meeting at 8:35 p.m. Mr. Barka seconded. The motion carried 4-0-0.***

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

**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 January 10, 2017**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member  
John York, Board Member  
Elizabeth MacDonald, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, Business Administrator  
Dr. Nancy Childress, 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.]*

*Mrs. Harrison made a motion to enter into non-public session at 5:37 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. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.*

- A. Student Issues
- B. District Business

*Upon a motion made by Mr. Bourque, the School Board closed non-public session at 6:40 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.*

**II. PUBLIC SESSION**

- A. Call to Order

Mr. Bourque called the meeting to order at 6:45 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 20, 2017: *There were no non-public actions.*

- E. Presentations and Recognitions

- E<sup>3</sup> Awards:
  - Bonne Cavanaugh, CHS PTO

Mr. Lonergan indicated that Mrs. Cavanaugh is an outstanding contributor at CHS. He noted that she volunteers for many activities, coordinates meals for staff during school events (i.e. parent/teacher conferences), coordinated the pie fundraiser and other fundraisers as well. He commented that her tireless efforts are greatly appreciated at CHS.

*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)*

○ Amy Goldstein, CHS PTO and FOM

Mr. Lonergan indicated that Mrs. Goldstein is a PTO member and supporter of the Friends of Music. He noted she has demonstrated strong support for CHS and was the driving force behind the departmental apparel fundraiser. He commented she worked with Carolyn Leite to resurrect the Friends of Music and has been an outstanding supporter of CHS.

○ Mike Boschi, Athletics and Recreation Programs

Mr. Bourque indicated Mr. Boschi is the President of Litchfield Youth Soccer, Field Coordinator for the Litchfield Lacrosse Association, a member of the Recreation Commission and stepped up last year to coach Boys Soccer at Litchfield Middle School. He has volunteered for many boards and organizations, from athletic leagues to community recreational boards to the school building committee. He is always there for the children of the Litchfield community. Mr. Boschi gives his time to coach youth athletes in Litchfield and in the Litchfield schools, as well as assist with fundraisers and events that the leagues may run. He maintains the conditions on the sporting fields and helps prepare them for maintenance. He continues to give back to the community. His tireless efforts toward improving the quality of children's lives is nothing short of amazing.

Mr. Bourque presented the Empowering Excellence in Education awards to Bonne Cavanaugh, Amy Goldstein and Mike Boschi with appreciation from the School Board.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

Mr. O'Neill commented that there was a brief delay in the school year as there have been a few days of no school. He was hopeful that the weather would be more favorable in the second half of the school year. He indicated all is going well in the schools and he is excited about what is happening with programs throughout the district.

Mr. O'Neill mentioned that the Superintendent Search Committee has been meeting and interviewing candidates, and are completing that phase of the process. He noted that the next phase will be School Board interviews of the candidates and selection of the finalists, which will be announced once they are selected.

• Financial Update – C. Izbicki

Mr. Izbicki provided a financial update for the School Board. He indicated the budget hearing will be held tomorrow night as well as the bond hearing for the proposed fire station and Deliberative Session is scheduled for February 10. He provided hard copies of the 2017 audit to the Board. Mr. Izbicki reported that the Food Services department is preparing for a visit from the NH DOE in February. He mentioned there have been some transportation issues with the colder weather. Mr. Izbicki reported that a Title IV grant was approved for the Lego Robotics programs at GMS and CHS.

Mr. O'Neill indicated that the district is quick to let First Student know when we are dissatisfied with services. He commented the last couple of weeks we were in need of transportation for students transported by Easter Seals, who could not continue transporting the students. He was pleased to report that First Student stepped in to provide that transportation.

• Kindergarten Warrant Article

Mr. O'Neill commented that the School Board held a discussion at the December 20 meeting with regard to the 2005 Kindergarten article. Legal interpretation has been provided. The Board indicated they would like to revisit the discussion at this meeting.

Mr. Bourque asked Board members if they had questions regarding the Kindergarten warrant article. He reported that legal counsel has indicated that the voters have approved kindergarten as part of the budget since 2009. He indicated that Mrs. Flynn asked legal counsel if the proposed Full Day Kindergarten article fails, will part time Kindergarten be impacted. He noted that legal counsel advised that program would not be impacted.

**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)***

Mr. York asked why the Board is presenting full day kindergarten as a warrant article if the voters have approved kindergarten in the budget for the last eight years. Mr. Bourque commented that the Board can include it in the budget, but will honor the will of the Budget Committee and the community.

Mr. York commented the Board should be prepared to ask the voters to add full day kindergarten back into the budget. Mr. Bourque does not believe it is appropriate for the Board to ask citizens to add kindergarten back into the budget. He indicated citizens can do that on their own.

Mr. York believes the Board should make the motion to make it part of the budget and support that motion. He indicated the voters can decide if they agree with the Board.

**H. Student Representatives' Comments**

The student representatives did not attend the meeting.

**I. Community Forum**

There was no public input.

**J. School Board Comments**

Mr. Barka commended the work Robin Corbeil is doing in her computer class at LMS. He noted the students are excited and engaged.

Mr. Bourque commented part of that excitement and engagement is due to how much more technology has been added. He noted that eighth graders received their Chromebooks and there is more tech in the middle school now. He believes Litchfield will be on the districts that will be viewed as a district to follow as this initiative rolls out.

Mrs. Harrison commented that it is wonderful the amount of teachers who have pursued Google training and how many of the teachers are using the technology.

**III. CONSENT AGENDA**

**A. Public Minutes:**

- December 20, 2017

***Mr. Barka made a motion to approve the public minutes of December 20, 2017. Mr. Bourque seconded. The motion carried 4-0-1, with Mrs. Harrison abstaining.***

**B. PERC Recommendations:**

Dr. Childress presented the course recommendations, revision to a course and course resources to the Board.

- Unified PE/Health

Unified Physical Education and Health is a unique opportunity for students of varying ability levels and backgrounds to come together on equal terms through ongoing fitness, sports, leadership and wellness activities. This course focuses on the physical, intellectual and social growth of all participants. Engaging in physical activity and sport alongside peers with and without disabilities helps to foster important social relationships and model appropriate social situations.

- Unified Youth Leadership PE/Health

This course is designed for students who are eager to work with and share their knowledge with students who need one-on-one assistance. Students will work with a special needs student in a comprehensive physical education/health program. A selection of activities will be taken from, but are not limited to the following areas: fitness, individual activities, and team activities. Emphasis will be placed on lifetime skill building activities.

Mr. Lonergan commented it is a good way to provide physical education activities to exceptional students.

Mr. York asked why the Unified Youth Leadership course is a class and not a Sophomore project. Mr. Lonergan indicated that the idea is to offer credit to the students for the course.

## 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)*

Ms. Paradise, CHS teacher, indicated that this is a competency based course and students will be learning, structured and following guided journaling. She noted the course teaches leaders how to be leaders.

Mr. York asked how that works if the paraprofessionals are there to support the students. He commented the students in the leadership roles are taking the place of the paraprofessionals in the class. He wanted to know how the dynamics work for the students with working relationships with those paraprofessionals.

Ms. Paradise explained that exceptional students need to learn by example from the other students and those students need to learn by example from adults.

Mr. York asked why the course description states “students with or without disabilities”. Mr. Lonergan indicated that language is enmeshed in there because of the description. He noted it would be simple to revise that sentence.

Mrs. MacDonald asked if this was a one year or one semester course. Ms. Paradise indicated it is for one year and when the course is completed, students will move on to another unified course. She noted leaders are completing one semester through different content areas. She mentioned that these courses are running together.

Mr. York asked when the Board will see the curriculum for the other content areas. Ms. Paradise indicated it will be brought to the Board next year.

- Principals of Engineering Revision

Much of the course description in the Program of Studies is out of date. The course has attracted only a handful of students, and this is a very select group. The EP (Engineering Path) already offers engineering courses at CHS, many of them open to the entire student body, which cover many of the current “Honors Engineering” course topics, including: Technology Design (engineering design, building processes and materials, for bridge building, catapults, transport, solar energy, etc.) Some of these topics require a knowledge of Calculus. Electricity & Home Improvement (electromagnetic theory, circuits, schematics). 2 similar courses are being taught by the IT department.

### **Proposed Change:**

No change in Curriculum as approved 2011 or framework 2016, which are actually very general. This proposal would cut the course into half, one half being offered 2017-2018, leaving another half to be created and offered in subsequent years if the need appears. The proposal would also, hopefully, make the course more achievable and attractive for a wider student body. By splitting in half, the course could be offered S1 and/ or S2, offering more scheduling options. The course would serve more student preparation needs and abilities. The current Program prerequisites for Engineering are reasonable and not restrictive, and could remain.

Proposed Name and Duration: Real Life Physics & Principles of Engineering (EP\*) ½ credit in Science for Juniors and Seniors.

- Snowshoe Class

Showshoeing on GMS grounds. Will address limited student physical activity during winter months. 50 minutes classers walking around the fields at GMS, subject to the weather and snow. Proposal to PTO to request funds to purchase snowshoes for the class. Will promote outdoor physical activity and the experience to enjoy the outdoors during the winter months.

**Mr. Barka made a motion to approve the Unified courses, the Engineering course revisions, and the Snowshoeing class. Mrs. Harrison seconded. The motion carried 5-0-0.**

- PSAT/SAT Prep Course Proposal

The PSAT/SAT Prep course proposal has been revised and more information provided for the School Board. The School Board is required to approve the course for submission into the CHS Program of Studies.

Mr. Bourque commented the Board had a discussion regarding this course at the last meeting. He indicated that the Board asked the student representatives about the course and they both agreed this is really not a course. He noted they indicated how fast the fee-based class filled up. Mr. Bourque believes the class should be offered to every student at no cost and does not see this as a credit course.



**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)*

Mr. York commented it is just a pass/fail and is basically preparing juniors in the fall to take the SAT. He agreed that it should be offered to all students.

Mr. Bourque commented if we maintain it as an after school program then it will be sustained.

Ms. Johnson (CHS teacher) indicated that offering it during school helps those students for which the after school option does not work. Mr. Lonergan commented it is more important than study hall.

Mr. Barka agreed that the course would be more important than study hall and that it is important for students to be busy. He asked if Mr. Lonergan believes the course is worth half a credit.

Mr. York does not believe that a pass/fail course should apply toward graduation credits.

Mr. Bourque commented he views it as a course, but not a credit course.

Mr. Lonergan commented that skills, habits and understanding are taught in that class, which is beneficial and valuable. He acknowledged that there may be a challenge with offering half a credit, but these skills are transferrable. He indicated colleges look at a host of things that students are taking and this is a small piece. He noted he does not place a huge value in SAT, but it is part of what we have to do and it is our high school assessment test. Mr. Lonergan believes the course is worth half a credit and reminded the Board it is an elective course.

Ms. Johnson commented the skills and resources they will take out of the course can be applied to all assessment tests they will be taking throughout high school.

***Mr. York made a motion to approve the PSAT/SAT Prep course. Mrs. MacDonald seconded. The motion carried 5-0-0.***

Mr. O'Neill asked if there is any anticipation that there will be any budgetary impact in teaching to make this happen with 120 students vs 40 students. He asked about challenges in the schedule and the CBA for teachers in the afternoon. He indicated if this is a stipend position it will have to be vetted and approved by the LEA. He noted if the class meets 45 days for 90 minutes, it would have to be consistent with what is done after school.

Mr. Bourque suggested to continue to offer the class after school, non-credit course, and run this course as a separate course during the school year.

**IV. REPORTS**

**A. Curriculum Report**

Dr. Childress provided the January 2018 curriculum report to the School Board.

**B. Principals Reports**

- GMS

Mr. Thompson provided his report for the Board. He acknowledged:

- Recognitions for the grant for Lego Robotics
- Recognitions for chorus volunteers and the chorus teacher
- Visitation to the Learning Commons at Hollis Primary School
- New Frontiers program is growing again
- PTO Trivia Night is upcoming
- CHS Spirit Team will be sponsoring a Cheer Camp for children of Litchfield, Hudson and surrounding communities over February vacation.

Mr. O'Neill thanked Mr. Thompson for volunteering for a national focus group and his involvement in the research.

*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)*

- LMS

Mr. Lecklider provided his report for the Board. He acknowledged:

- The Chromebooks roll out for eighth grade
- Mike Perez has been helpful with lessons learned for the 1:1 program
- Students started using their Chromebooks the first day
- The Holiday concert was held prior to the holiday break
- Nine students were selected for the NH Honors Band for 2018
- Geography Bee is upcoming
- Recognition of Mary Ellen Medeiros for coordinating the Giving Tree and raising \$2500 for that cause
- 3 on 3 Basketball tournament was success
- A Celebrate the Season event was held in December
- PBIS focused on Integrity in the second quarter and will be focusing on Showing Respect in the third quarter (the district theme is Building Resiliency)
- Amy Provencal developed a Google site for the integrity theme meme contest
- The Grading and Reporting Committee continues to meet and work on the district re-take policy and integrating more information on report cards with competencies listed
- Spring testing schedule will be released soon
- A new assessment this year includes Science
- ALICE training is coming up in March.

Mr. York asked why all school semester closing days are not consistent. Mr. Lecklider indicated LMS semesters close every 45 days. Mr. Lonergan indicated CHS semesters are not typically 45 days. Mr. Thompson indicated that all GMS semesters end on a Friday and can vary between 43 and 47 days per quarter.

Mr. York asked if there have been any demographic changes at LMS. Mr. Lecklider indicated that report will be brought to the Board at the next meeting.

- CHS

Mr. Lonergan provided his report for the Board. He acknowledged:

- Holly Ball and LEA Dress Down day proceeds were raised for Mrs. Ange
- Six students honored at Pinkerton Academy for CTE academic success and inducted in the National Technical Honor Society
- 22 athletes were recognized by NHIAA for All State
- The PTO sponsored a Holiday Cheer breakfast in December
- Litchfield Police Department support during the holidays
- Received PSAT results, which are provided in the report
- ELO Committee focus raised the bar on offerings
- The 1:1 program has been very successful as students are working with their Chromebooks, collaborating with other students, and are engaged
- Professional development for teachers will focus on 1:1 training
- Visitation to a small high school in Massachusetts to participate in a NEASC accreditation visit
- Cap and gown measurements were taken in December
- Students are interested in memorializing Mrs. Ange.

- 2018-2019 Program of Studies

Mr. Lonergan and Mrs. Callinan presented changes to the program of studies to the Board. Revisions included:

- Courses approved by PERC
- Math embedded courses included
- Summer work for courses is notated
- Math requirements changed from 3.0 to 3.5 credits (state mandates 4 years of math, not 4 credits)
- Electives changed to 7 total credits

**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)***

- AP: description revised to include Honors classes
- Added AP Spanish (left out last year)
- Removed Honors Anatomy/Physiology for Dual Enrollment
- Four Year Planning Sheet revised to reflect math credit changes
- FACS wording changes
- Add History of Hip Hop course to Social Studies
- Honors Senior English will include all new PERC approved novels
- Lit & Film description revised
- PLSAT/SAT Prep course added
- Drafting removed from Visual and Performing Arts and listed in ICT
- Added AP Statistics
- Pre-Calculus now open to sophomores as well as juniors and seniors
- AP Calculus Daily now open to juniors as well as seniors
- Principles of Engineering name and description change
- Principals of Physics name change to Conceptual Physics
- Basic Woodworking description change
- Digital Art description change
- Advanced Graphic Design removed Honors Option sentence
- All French classes removed.

Mrs. Callinan reported that representatives from Alvirne and Pinkerton CTE will speak with sophomores on February 9.

Mr. York mentioned that he heard students can pick their courses online starting January 22. Mrs. Callinan indicated that is not accurate, but is being discussed.

Mr. York asked when the schedule will be ready. Mrs. Callinan explained that it is a complicated process. She described the process: students enter requests, administration and guidance have to look at the numbers to decide what will run, we have to make sure the students have met the pre-requisites, break down by subject, teacher and sessions. Mr. Lonergan commented it is a long, complex process.

Mr. York commented colleges do this all the time and the process seems to work well on an automated basis. He suggested asking the IT department to find a way to automate this process. Mr. Lonergan indicated this is done with Infinite Campus and is a very different system than what is done at a college.

Mr. O'Neill commented that he has worked with scheduling for a 2,300 student high school and for a 500 student high school. He mentioned that private colleges have real challenges with singleton courses and schedules and many times it comes down to personal dialogue with students. He indicated it is difficult to meet the needs of all the students in small schools. He noted some colleges have moved to a much more limited curriculum to alleviate the challenges of scheduling. Mr. O'Neill commented with declining enrollment difficult decisions may have to be made about what can be done with that enrollment and still offer options.

***Mr. Barka made a motion to approve the 2018-2019 CHS Program of Studies with revisions. Mrs. Harrison seconded. The motion carried 5-0-0.***

Mr. O'Neill complimented Mr. Lonergan and Mrs. Callinan for cleaning up the program of studies over the last two years.

C. Committee Reports

- Budget Committee

Mr. Bourque reported the Budget Committee met last night and heard a good presentation on the proposed fire station, which is on a website. He noted it will be presented tomorrow night at the bond hearing.

**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)*

**V. OLD OR UNFINISHED BUSINESS**

- A. Policies: 2<sup>nd</sup> Reading
- GBEA Staff Ethics

A concern regarding staff behavior was addressed in the policy with the assistance of legal counsel. The policy has been updated and is ready for School Board approval.

***Mr. Bourque made a motion to approve Policy GBEA, Staff Ethics. Mr. Barka seconded. The motion carried 5-0-0.***

- JRB Confidential Student Information

This policy addresses the confidentiality of identifiable information of students. It has been updated and is ready for School Board approval.

***Mr. Bourque made a motion to approve Policy GBEAA-JRB, Confidential Student Information. Mrs. MacDonald seconded. The motion carried 5-0-0.***

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

- A. Community Forum

There was no public input.

Mr. Bourque thanked the Town for allowing the School Board to use the Town Hall meeting room. He thanked the organizations that revised their schedules to accommodate the School Board.

Mr. O'Neill thanked Mr. Brown, the Town Administrator, for working with the district.

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

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

***Upon a motion made by Mr. York, the Board entered into non-public session at 8:47 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. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.***

**IX. RETURN TO PUBLIC SESSION**

***Upon a motion made by Mr. Bourque, the School Board returned to public session at 9:21 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.***

***Mr. Bourque made a motion to seal the non-public minutes of January 10, 2018. Mr. York seconded. The motion carried 5-0-0.***

**X. ADJOURN**

***Mr. Bourque made a motion to adjourn the meeting at 9:22 p.m. Mr. York seconded. The motion carried 5-0-0.***

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

*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 January 24, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member  
John York, Board Member  
Elizabeth MacDonald, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, 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.)*

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

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

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from January 10, 2018:

The non-public minutes were sealed by the Board.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Mrs. Harrison reported that there was no correspondence.

G. Moderator Review of Warrant Articles

Mr. Regan reviewed Deliberative Session procedures with the School Board. He asked the Board which member will speak to the articles.

Mr. Bourque indicated that he will speak to the articles.

Mr. Regan mentioned that he will communicate to the CHS principal regarding individuals who want to set up tables during the election events.

H. Superintendent's Comments

Mr. O'Neill commented that the weather has not cooperated during the first half of the year. He commended principals for their actions in responding to the delayed openings.

- History of Hip Hop Course Proposal

Mr. Lonergan and Mr. Ballou were present to answer any questions from School Board members regarding the proposed course. Mr. Ballou thanked the Board for allowing him to speak about the course. He explained the course tells the story of America through many lenses. He indicated that Hip Hop has been around for 40 years and has had a direct and diverse influence on its creators and audience.

*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)*

Mr. Ballou explained the course offers an exploration of the foundations, components, and effects hip hop has had on its neighborhoods, the US and the world. The proposal has been reformatted to be consistent with the course proposal template. He gave a background of his experience with Hip Hop. His involvement with Hip Hop began in 1994 during an eighth grade trip to Washington DC. He became interested in Hip Hop and its culture. Over the past year he has looked at modern and contemporary American culture and found there are very few contemporary American culture courses. He explored the resources and found there is a large contingency of colleges and universities looking at the culture from an economical and sociological standpoint, including the effects of the culture on the American society. He would like to bring appreciation of the generalized culture to the students looking at the poet, the songwriter, the deejay and what Hip Hop will do in the future to the American culture.

Mr. Barka asked Mr. Ballou to describe a Hip Hop class.

Mr. Ballou indicated he would be creating a class where the students are creating their own culture. He explained students would break up into groups working on the projects assigned. He noted the class would research music labels and utilize inquiry-based learning. He indicated that tangible product will be shared with classmates and the community. He commented the units will be approximately 2-3 weeks each with measurable competencies.

Mr. York asked to which class the course would be offered and what does a tangible project look like.

Mr. Ballou indicated that the course would be offered to Juniors and Seniors. He explained a tangible product could be a recording of a poem, a track or a documentary; a customization of the perspective of the culture of the topic they are studying. He commented they are actually involved in creating something in which they see value.

Mrs. MacDonald commented that Mr. Ballou presents engaging learning in his class. She was concerned about the profanity that is used in the culture.

Mr. Ballou commented that it is a slippery slope if we generalize the scope on the limited actions of a few artists. He agreed there are controversial topics and vulgarities with Hip Hop, but we have the ability to limit what is shown in class. He indicated this is more about the students creating their own music or research. Mr. Ballou noted that an educator in a classroom has responsibility to create a balance and that he does not intend to show any examples of vulgarities. He explained the goal is to walk a line where we can discuss the issues in a safe environment with legitimacy and explore the context of freedom of speech as opposed to explicit content. He commented exploring those things is important because it is history and it happened, at the same time respecting the subject.

Mr. York asked how long the course will run. Mr. Ballou commented the course will run as long as there are students that are interested and as long as there is an opportunity to continue offering the course. He indicated whether it is this course or another, we have the potential of offering things to motivate students to do the best they can do.

Mr. Bourque asked if students were surveyed for interest in the course. Mr. Ballou indicated that students were surveyed and there was an interest and misconception of what the class would be. He explained that Hip Hop is a culture and not just music. He noted it is clothing, institutions, non-profits; a culture movement. He referred to a journal of Hip Hop studies from Harvard and Cornell candidates that talks about Hip Hop as a cultural and era movement and offered to share the study with the Board. He mentioned there is a Hip Hop library at Harvard where you can comb through cd's of independent artists.

Mr. York asked how the course would fit in the ever-moving educational schedule at CHS and if this class would become a sixth period class or replace another elective.

Mr. Lonergan indicated that it is based on the sign ups and may widow out some of the electives that are not interesting to students.

***Mr. Barka made a motion to approve the History of Hip Hop course as presented. Mrs. Harrison seconded. The motion carried 5-0-0.***

*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)*

- Kindergarten Update

Mrs. Harrison reported that a team is working on the Full Day Kindergarten presentation and discussing how it will be presented to the voters as a benefit and how it impacts the tax rate. Mrs. Harrison indicated that Mr. Thompson provided a draft presentation that is planned to be used at an informal evening event on February 6 for parents of students entering kindergarten in 2018 or 2019. She noted a letter was sent inviting parents of Pre-K, Kindergarten and those who attend private pre-school. She noted the focus will be on half day/full day schedules, curriculum expectations for kindergarten, developmental considerations, and school readiness. Mrs. Harrison indicated the Business Administrator will be present at the event to answer any budget-related questions. Mr. Thompson also provided information regarding Kindergarten Registration, which includes the Kindergarten registration letter, a Session Choice form, and a Kindergarten Brochure. Mr. Thompson and Mrs. Clinton-Jones have put together a tentative full day schedule and a half day schedule.

Mrs. Harrison reported that Mr. Thompson called the NH DOE to ask if there is an updated list of districts with full day kindergarten and if it is necessary to offer specials to half day kindergarten students. She indicated there has been no return call at this time. She mentioned that Kindergarten registration has begun and an evening event was held last night with only five parents using the evening time, but so far 37 parents enrolled their children for Kindergarten next year, with 35 checking the option for full day program and 2 opting for half day. She commented it is evident there is interest for full day kindergarten in the town.

Mr. Bourque indicated that Mr. Thompson sent out a report regarding towns that offer free full day kindergarten that mentions 124 towns offer it and ten are considering offering it next year.

Mr. Barka commented in looking at the top districts, seven out of ten offer the program.

Mrs. Harrison commented that 87% of districts in New Hampshire offer full day kindergarten and nine are tuition programs.

Mr. Barka commented that the data persuades people. He indicated we have to commit to thee measurement ourselves and show them the data that reflects the program is beneficial.

Mrs. Harrison indicated the presentation is a work in progress. Mr. York requested periodic updates of the presentation.

Mr. Barka commented it is interesting in the research of the top districts that districts listed in those top rankings were ranked lower prior to implementing full day kindergarten. He indicated it would be interesting to see when the full day program was implemented in those districts.

Mr. O'Neill reported that Mr. Thompson notified him at this time last year 36 students registered for kindergarten and this year 47 are registered.

Mr. York commented we are a small town of homes and we rely on families moving into our community. He mentioned that real estate agents are asked that question when young families look to purchase homes.

Mrs. Harrison commented it is also important to remember the curriculum standards we teach our half day kindergarten students is the same that we teach our full time grade 1-12 students.

#### I. Community Forum

George Lambert, 3 Lydston Lane, commented that he attended the Selectmen's meeting on Monday night to ask them to commit in principle to approve the use of impact fees for the build-up of full day kindergarten if the School Board delivers a request that is reasonable. He indicated he pushed them several ways for the commitment. He stated if the school has more students coming in this year than last year, there is growth. He mentioned the legal opinions he received after his request at the budget hearing were the same opinions he received when he was a Selectman. Mr. Lambert commented the discussion then was about the state mandate and not whether there is a demand for kindergarten. He indicated the Selectmen need justification to ensure they are making the right decision.

*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)*

At that time the School Board never delivered the request. Mr. Lambert offered his assistance to review legal opinions and prepare the justification for the use of impact fees for full day kindergarten. He commented that expanding the kindergarten program is included in the Capital Improvement Plan. He indicated that the Selectmen had an opinion regarding impact fees provided by Bruce Mayberry in 2014. He mentioned he would like to help the Board move this forward and asked for a commitment from the School Board to request the use of impact fees for full day kindergarten. He asked for a consensus of the Board.

Mr. Bourque explained that the Board and district are in the process of pursuing impact fees. He indicated that legal counsel has provided different opinions than what Mr. Lambert has presented. He noted that originally the district planned to lease the structure, but were advised that impact fees cannot be used for a lease.

Mr. York commented it is not the School Board's decision to decide if we can use the fees. He indicated it is the responsibility of the Board of Selectmen to make that decision. He noted whether legal counsel advises that the funds can or cannot be used for that purpose does not put pressure on the town to say yes. He mentioned that this was the discussion five years ago and the reason why the Board did not request the funds. Mr. York noted if the Board of Selectmen approved the purchase of the existing kindergarten portable after the lease expired, they should approve the use of the funds now.

Mr. Lambert commented when he was on the Board of Selectmen he wanted to eliminate impact fees because they are not used.

Mr. Bourque indicated that the use of impact fees is contingent on increased enrollment as a result of residential development. Mr. Lambert indicated that the fees are calculated for every bedroom the impact has on municipal and school services.

Mr. Bourque asked how the district can use the fees with no evidence of increased new enrollment from new development. Mr. Lambert stated the Board has to request them. He indicated that we need to look at the impact fees and Capital Improvement Plan and determine how the fees can be used to decrease taxation. He commented all the Board has to do is make the request. He indicated if the district's legal counsel is not providing a legal opinion that is consistent with what others have, then get another attorney. He asked the Board if the information he provided was helpful.

Mr. Bourque indicated it was somewhat useful, but the Board is already in the process of making a request. Mr. Lambert commented that the Board should send the letter and see what happens. He indicated he would like the School Board and Board of Selectmen to be able to say that they decreased taxes.

Mr. O'Neill indicated he would like the Board to direct the Superintendent to draft a letter requesting the use of up to \$223,205 in elementary impact fees. He commented that the request can be delivered to the Town and a meeting can be requested to consider the request. He noted if the Board of Selectmen is in favor they will consult their legal counsel who will review the purpose and legality and then they would respond. Mr. O'Neill does not believe that the impact fees can be used because it has to be specifically utilized for new construction that generates new students for the district.

Mr. Lambert commented that we are looking at increasing enrollment in kindergarten this year. Mr. O'Neill indicated that he will not commit to saying that at this time. He commented we can look at the cohort of students born five years ago and project how many students we could have and provide that information to the Town.

Mr. Bourque directed the Superintendent to draft and deliver a letter for the use of impact fees.

J. School Board Comments

Mr. Bourque reminded residents there are many positions open between the School Board and Budget Committee. He noted there are 2 three year positions and 1 two year position open for the School Board. He mentioned there are several positions open for the town. If interested, signups are at town hall.



**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)*

Mr. Bourque reported a small committee has begun to vet the Superintendent candidates. He indicated they are talking to Superintendents, parents, teachers, and school board members about the candidates we have for Superintendent.

Mr. O'Neill added that he and Mrs. Messenger have been making calls to individuals that the committee was not able to speak with. Mrs. Messenger will report that information to the Board.

Mr. Bourque asked about the schedule for February 1. Mr. O'Neill indicated the candidates will visit each school on February 1, meet with the SAU staff in the morning, school staff in the afternoon, and then with the Board prior to the Community Meet and Greet. The candidates will meet with the community from 6:00 pm – 7:30 pm and the Board will reconvene at 7:30 pm to gather information in non-public session and decide what direction the Board wants to take. He suggested the Board meet with community members at the event for some feedback.

**II. CONSENT AGENDA**

A. Public Minutes:

- January 10, 2018

*Mr. York made a motion to approve the public minutes of January 10, 2018. Mrs. Harrison seconded. The motion carried 5-0-0.*

Mr. York asked that the Business Administrator provide the financial report on the Friday prior to the meeting. Mr. Izbicki indicated he provides current information to the Board by providing the report on the day of the meeting.

Mr. Bourque asked Mr. Izbicki to provide an update on the day of the meeting, but provide the financial report on the Friday prior to the meeting.

B. Budget Transfers

*Mr. Bourque made a motion to approve the budget transfers from November 2017 to January 24, 2018. Mr. Barka seconded. The motion carried 5-0-0.*

**III. REPORTS**

A. Business Administrator's Report

- Finance Report

The Business Administrator provided an updated financial report to the School Board. He reported the Title IV grant for robotics is in its final approval and the schools are looking for the money for which they were approved; we will be looking at bus routes in April; March 13 is the date for the district-wide ALICE training.

Mr. Bourque requested an overlay of the bus routes on a map. Mr. Izbicki indicated he will request it.

- Budget Update

The Business Administrator provided an update regarding the FY19 budget.

- Warrant Articles

The Warrant Articles were signed by the School Board.

- 2017 Audit

The Business Administrator reviewed the auditor's findings for the 2017 Audit with the School Board. He reported that there were some findings on the student activity funds and he will address the internal control findings. He noted the final audit came in a bit below what we budgeted last year and about two months earlier due to those involved in the preparation.

B. Enrollment Report Dec 2017

The Superintendent reviewed the enrollment report with the Board. He indicated that there has been no change.

**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)*

Mr. O'Neill commented that ALICE training is important training for the employees. He thanked Mr. Izbicki and Mr. Lecklider for working on it.

**C. Committee Reports**

With reference to the Capital Planning Committee, Mr. York commented that he would like the list of identified items categorized into the three designations for the School Board so the Board can provide guidance on whether or not they would like to go to bond for the major repairs to the school buildings/systems.

**IV. NEW BUSINESS**

**A. Policies:**

- IKF High School Graduation Requirements

Due to the change made in the 2018-2019 CHS Program of Studies recently approved by the School Board, a revision was required to be made to the math and elective credits in the policy in order to align.

*Mr. Bourque made a motion to approve the amendments to Policy IKF, High School Graduation Requirements. Mrs. Harrison seconded. The motion carried 5-0-0.*

**B. Job Descriptions:**

- Reading Tutor, Math Tutor, Title I Tutor, Enrichment Tutor

The Superintendent presented tutor job descriptions to the School Board. The Board requested time to review the job descriptions and asked that they be brought back to the Board on February 7.

**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 Mrs. Harrison, the Board entered 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. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.*

**VIII. RETURN TO PUBLIC SESSION**

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

**IX. ADJOURN**

*Mr. York made a motion to adjourn the meeting at 8:05 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

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 February 10, 2018

- In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Derek Barka, Board Member
Elizabeth MacDonald, Board Member
John York, Board Member
Mr. James L. O'Neill, Superintendent
Cory Izbicki, Business Administrator
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION Immediately following Deliberative Session

A. Call to Order

Brian called to order at 12:30 p.m.

B. Deliberative Session Amendments and Changes

Mr. Bourque indicated that the Board needs to vote on recommendations for the articles that were amended at Deliberative Session.

Article 1 was proposed as:

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth therein, totaling Twenty-Two Million, Three Hundred Forty-Two Thousand, Six Hundred Fourteen Dollars (\$ 22,342,614)? Should this article be defeated, the default budget shall be Twenty-Two Million, Eight Hundred Six Thousand, Ninety-Eight Dollars (\$22,806,098) which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

Estimated Tax Impact: Operating Budget \$0.63 Default Budget: \$1.15

Not Recommended by the School Board
Vote 0-4-0

Recommended by the Budget Committee
Vote 5-0-0

Mr. Bourque indicated the article was amended to reflect the operating budget was reduced by \$1, as follows:

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth therein, totaling Twenty-Two Million, Three Hundred Forty-Two Thousand, Six Hundred Thirteen Dollars (\$ 22,342,613)? Should this article be defeated, the default budget shall be Twenty-Two Million, Eight Hundred Six Thousand, Ninety-Eight Dollars (\$22,806,098) which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

Estimated Tax Impact: Operating Budget \$0.63 Default Budget: \$1.15

Mr. Barka made a motion to recommend Article 1 as amended. Mrs. Harrison seconded. The motion carried 4-1-0.

**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)***

Article 2 was proposed as:

*Shall the Litchfield School District vote to raise and appropriate the sum of Five Hundred Nineteen Thousand, Seven Hundred Thirty-Two Dollars (\$ 519,732) for the purpose of funding the costs associated with the expansion of the Kindergarten program at Griffin Memorial School from half day to full day? This appropriation is anticipated to be offset by \$96,280 in aid from the State of New Hampshire.*

***Estimated Tax Impact: \$0.48***

*Recommended by the School Board  
Vote 4-0-0*

*Recommended by the Budget Committee  
Vote 6-0-0*

Mr. Bourque indicated Article 2 was amended to reflect changes as follows:

*Shall the Litchfield School District vote to raise and appropriate the sum of Seven Hundred Seventy-Four Thousand, Two Hundred Forty-Two Dollars (\$774,242) for the purpose of funding the costs associated with the expansion of the Kindergarten program at Griffin Memorial School from half day to full day? It is anticipated that this appropriation will be offset by \$430,650 to come from state and local revenues.*

***Estimated Tax Impact: \$0.38***

Mr. York indicated he was confused on Article 2. He commented that Board members never received notification that the Board of Selectmen had approved the use of impact fees and no information that the warrant article was changed. He expressed that he did not understand how the Chair could make changes to an article without Board approval. He commented perhaps the Chair had feedback from the Superintendent and the Vice Chair.

Mr. Bourque indicated that the February 7 meeting was cancelled.

Mr. York commented the Chair had no authority to change the warrant article. He believes the Chair went about it in an unprofessional way. He indicated it is difficult for him to support the article based on what has occurred. Mr. York commented other members can vote to support the article, but they would be voting to believe the Chair can implement school directed policy with no authorization of the School Board.

Mr. Bourque commented the change that was made was to include the impact fees as an offset to the appropriation. He indicated we as a Board directed the Superintendent to secure impact fees to utilize for kindergarten and that is what changed.

Mr. York indicated the majority of the Board did not receive information on what was occurring. He commented we would have supported the Chair if the Chair included the Board in one of the biggest warrant articles that we wanted to be approved by the voters. He noted he is not able to support the article now and is disappointed in the Superintendent.

Mr. Bourque apologized for his oversight in informing the Board regarding the impact fees approval.

Mr. York commented that the Chair cannot change the warrant article. He indicated the Board did not authorize the Chair to change the warrant article and feels legal opinion is needed.

Mr. O'Neill apologized to the Board for not ensuring that all Board members were informed with the impact fees information.

Mrs. Flynn clarified that the official written notification from the Board of Selectmen regarding their approval of the use of impact fees was not received until late in the day on Friday.

Mr. Bourque indicated that legal opinion can be requested.

**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)*

Mr. O'Neill commented that the amendment was made by politic by all assembled at the meeting. He indicated there was a change or amendment made by the Chair as a citizen and discussed by the body of the meeting and a vote was taken. He noted he assumed the Board voted as part of that body.

There was no final vote on the motion.

**B. Public Input**

William Spencer, 9 Cranberry Lane, commented two changes were made: from lease of the modular classrooms to purchase and the funding. He would expect the Board would have voted on that.

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

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

*Upon a motion by Mr. Bourque, the Board entered into non-public session at 12:45 p.m. under RSA 91-A:3II (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.*

**III. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. York, the Board returned to public session at 2:00 p.m. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.*

The Board discussed posting agendas and meeting material attachments in a more timely manner.

It was suggested to allow the public to comment online during board meetings.

**Final Votes on Amended Warrant Articles**

Final votes on the articles amended at Deliberative Session were discussed.

*Mr. Barka made a motion to recommend Article 1. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mr. Barka made a motion to recommend Article 2. Mrs. MacDonald seconded. The motion carried 5-0-0.*

**IV. ADJOURN**

*Mr. Barka made a motion to adjourn the meeting at 2:05 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

*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 February 21, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member  
Elizabeth MacDonald, Board Member  
John York, Board Member  
Mr. James L. O'Neill, Superintendent  
Cory Izbicki, 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 6:00 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 January 24, 2018: *There were no non-public actions.*

E. Presentations and Recognitions

- LMS Enrollment Plan

Mr. Lecklider took a moment to recognize scores for the Solo Ensemble Festival where both band and chorus received all A's for their performances. He acknowledged Mark Cloutier for driving to Connecticut to pick up Krispy Kreme donuts for the Washington DC fundraiser. He recognized the partnership with CHS for tutoring students who are struggling.

Mr. Lecklider presented a plan to address declining enrollment in the middle school. He explained that there will be a reduction of two staff positions. Further, he explained the changes to Team Configurations for grades 5 and 6; the reduction in instructional ELA time; and restructuring of the Unified Arts program.

Mr. Lecklider commented enrollment is in the range of 405-413. He believes the content specialist model is a critical model for LMS. He explained the content becomes more challenging as students move up in grade levels. There is much training for teachers and specific certifications for teachers of grades 7 and 8. Content areas require a lot of in depth training. There have been great results when it comes to the content specific areas and it allows the opportunity to look at assessments and the data and concentrate on those content areas. The content specialist model also includes grade 5. Mr. Lecklider believes the team approach is critical at the middle school level, not only for academics, but with LMS core values.

Mr. Lecklider indicated in terms of funding around the state, the middle school state average is \$14,740; LMS is at \$13,432 per pupil, which is \$500,000 below the per pupil cost as compared to the state when the delta is multiplied by the enrollment. He noted delta continues to widen each year and our performance has stayed consistent over the years. He commented the identified students in special education at LMS average 14% - 16%; however, next year a large average of special education students is slated for LMS, which ranges approximately 28%. He noted they are looking at how the staff will meet the needs and provide supports to those students.

*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)*

Mr. Lecklider explained the Team Configuration for the upcoming year. There are 87 incoming grade 5 students. Grade 6 netted ten students over last summer. There is concern regarding the impact of the reduction of two teachers on the special education population and the content specialist model. An analysis of the content model and competencies has been completed and provided for the Board. LMS plans to shift the five teacher model in grades 5 and 6 to a four teacher model, which creates a challenge with the ELA curriculum. He noted they being thoughtful and strategic regarding how the needs of the students will be met with one ELA teacher on the team. Mr. Lecklider explained the intent of the curriculum is that the ELA competencies are not only taught in the ELA class and the focus is on content area reading and writing. As the students move up in grade level, the content is more focused on informational and argumentative reading and writing.

Mr. Lecklider indicated in Unified Arts much has been done with our STEAM programming and we have been able to focus on application in technology, computer programming and coding. One of the challenges is to reduce or eliminate the requirement for the librarian to teach a library class. The Learning Commons is a busy place where the specialist should be working with teachers and collaborating. Tech Integration is a need at LMS and as we move toward 1:1 computing and it puts a huge responsibility on our staff. Over the next couple of years he would like to try to free up time for tech integration so we can have that with specialist in the classrooms.

Mr. Lecklider provided an overview of the LMS schedule. Music and Library are semester courses; Band and Chorus are full year courses; Physical Education, Health and FACS are quarterly in grade 5; grade 6 includes Tech Ed/STEAM and computer programming that are semester courses; Physical Education, Band and Chorus, and Art are quarterly courses. There are four teachers for grades 5 and 6; five teachers for grades 7 and 8.

Mr. Barka asked Mr. Lecklider if he supported this plan. Mr. Lecklider does not believe it is the best model.

Mr. Barka commented our job is to prepare children for college, careers and to be good citizens. He indicated we have been focused on STEM and Math and this plan sets us back.

Mrs. Harrison was very concerned about reducing educational time at the middle school. She commented the reading scores are excellent, but they will not stay that way without the instruction time.

Mr. Lecklider commented the content literacy model puts focus on the content model first and literacy is embedded. He indicated the ELA competencies are critical in grades 5 and 6 with very robust curriculum. He noted that ELA is a very challenging area in which to deliver instruction.

Mr. Barka commented even if we reduce two teachers classes could contain 23 students per class. He indicated the Board can look at staffing two years from now, but at this time there are still some large incoming classes and it does not make sense.

Mr. Bourque commented that a reduction in a teacher does not change the amount of time to teach.

Mr. York asked if Reading and Language Arts would be merged. Mr. Lecklider indicated that is the plan.

Mr. York commented the worst case is social studies, science and math does not do a good job at content learning. He asked if the content literacy class will be able to keep the students on target in reading and writing. He indicated the Board would be comfortable if the staff is skilled enough for this.

Mr. Lecklider indicated the staff are skilled and experts in their content areas. He noted it is not a lot to ask to integrate the competencies into their areas, but they can do it.

Mr. York asked how the Board would know content literacy is being taught in the content areas and how it would be monitored. He commented if this plan had been delivered to the Board in November it is possible the teacher reductions would not have been made.

*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)*

Mr. Lecklider indicated that he has been talking about per student cost and content specialists for two years. He commented he is proud of where LMS is in achievement at this time. He assured the Board content literacy would be taught in the content areas and that it will be monitored. He noted there are still the same amount of instruction hours. He explained the intent of some of the competencies in ELA will be integrated in the content literacy class. Mr. Lecklider added we have to look at resources in Visions 2.0 that are intended for 90 minute blocks.

Mr. York does not believe the goal of the Board was to handicap LMS. He commented that there was no argument regarding the reduction of teachers during the budget process.

Mrs. MacDonald indicated Mr. Lecklider was very vocal regarding the reductions at LMS.

Mr. York indicated no Board members spoke up about the reductions. Mr. Bourque indicated that this has been discussed over the last two years and that LMS knew this was coming. He noted it comes down to dollars.

Mr. Lecklider commented that there has been discussion about per student cost for years and he has spoken about the middle school model for some time. He indicated when you reduce staff and have a content model with five areas, something has to give.

Mr. York commented there are hour issues with grades 7 and 8 that can be addressed in the coming year with the teachers. He indicated the Board will have to undertake a conversation to decide the best model for the students. He noted this is an opportunity to fine tune the middle school model.

Mr. Lecklider mentioned that he has spoken with all kinds of different school administrators and is aware of how to schedule a middle school. He indicated the most important pieces are the curriculum competencies and indicators and making sure we have highly qualified teachers with certifications. He noted we will have opportunity next year to provide a Unified Arts class for students that are not in that rotation because they have band and chorus. He added that LMS is well aware of the issues and they are trying to address them.

Mr. York commented students are well prepared coming out of elementary school. He indicated this is an opportunity for a whole new process to occur at the middle school and with the new leadership coming in will be a great opportunity at all three schools.

Mrs. Harrison asked if we are reducing instruction time to 45 minutes and if the content literacy class would be a separate class.

Mr. Lecklider indicated ELA will now be a 45 minute class and the fifth class would be a content literacy class in a content area. He commented Reading and Language Arts teachers partner on their planning. Currently they have to determine what is the most meaningful resource in the class. Now the content specialist will have 45 minutes just for that and the other half of that content literacy will be embedded in the content specialists in the other areas.

Mr. O'Neill commented we had time to think about reducing enrollment in the middle school. He indicated that a teacher will be reduced at GMS as well. He noted that Mr. Lecklider presented a plan to meet the goal of reducing two staff at the middle school. Mr. O'Neill commented at the same time ELA is a top priority of the middle school. He asked why reduce a top priority instead of reducing a different area that is not critical to prepare for high school?

Mr. Lecklider commented we talked about class size and number of teachers. He indicated we are looking at a reduction in enrollment in grades 5 and 6 and that is how we created the plan.

Mr. York commented if ELA and Reading are priorities why are we not trimming out Unified Arts teachers. Mr. Lecklider commented that he does not believe that the rationale behind the reductions is based on class size and number of teachers.



*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)*

Mr. York commented the Board and Budget Committee voted to reduce two positions in middle school, but how you make it work is up to you. He suggested reducing the semester class for library and move that to a content position.

Mr. Lecklider was concerned that the two reductions were arrived at based on the numbers in grades 5 and 6.

Mr. York indicated the Board did not identify the positions as grades 5 and 6; however, that is what the Budget Committee did. He commented where those reductions occur is up to the administration. He believes reading and writing are more important than Unified Arts. He noted either the middle school will have five teachers teaching five subjects and reduce Unified Arts or have four teachers teaching five subjects and a full Unified Arts staff.

Mr. Lecklider was concerned that the reductions are based on ratios, which are these same conversations around students and ratios will come up at the next budget session. He was concerned there will be more reductions based on ratios.

Mr. York commented that no one knows what the membership of the Budget Committee will be and you cannot manage by what you think the Budget Committee may do. He indicated the next School Board will have their goals and the next Superintendent will have his plans. He noted in this case we knew the Budget Committee was going to use numbers to make their argument.

Mr. Barka commented that it is the Board's fault for allowing numbers to influence our decision on reductions.

Mrs. Harrison commented she cannot support this plan and suggested another plan be considered. Mr. York commented the plan is challenging unless the Board is going to go into the budget to find the money to fund these two positions.

Mrs. Harrison commented 87 students are slated for grade 5 and if there are additional students we will need five teachers. She indicated 28% of those students are identified. She noted we do not know if we can find the money in the budget.

Mr. Lecklider indicated this has all been discussed and he would not bring a plan forward that did not meet the needs of our students. He commented after looking at many things, this was the best plan. He noted that he has much confidence in his staff and we will get the job done. Mr. Lecklider indicated performance has been solid over the years and will continue to be.

Mr. Bourque commented there is still time to work on the plan and decide if this is the best approach.

- Memorial Donation to LMS

Mr. Lecklider presented to the Board for acceptance. He explained the donor who prefers to remain private is donating \$1,000 in memory of Joyce Choate, former LMS teacher and Director of Curriculum & Instruction to LMS for the installation of an information screen in the LMS café.

- GMS PTO Donation

Mr. Bourque presented a donation to GMS from the GMS PTO. He explained the GMS PTO is donating 25 pairs of child snowshoes and 5 pairs of adult snowshoes at a value of \$2,181.09 to GMS for the Snowshoeing class that was approved by the School Board on January 24, 2018.

F. Correspondence

Mr. Bourque commented there have been concerns expressed regarding school security after the tragedy that occurred in Florida. He indicated the Superintendent sent out an email touching on those areas. He noted the Board is continuing to look at safety and security in the schools.

Mr. O'Neill commented the district is constantly concerned about safety and security in our schools. He reported that the Admin Team will be meeting tomorrow to review ALICE training. He indicated the district is looking at

*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)*

making sure we are keeping the doors locked when students are in the building and making sure doors are checked several times a day. He noted that the Department of Homeland Security performed a security analysis last year and provided recommendations. Mr. O'Neill indicated last year the district asked voters to approve a warrant article for the purchase and implementation of security items; the Capital Improvement Plan includes more items to make our buildings secure; we have submitted for grant money to make the buildings more secure; we completely reviewed our Emergency Operations Plans, which Homeland Security will be reviewing and will train staff to implement. Mr. O'Neill commented that we realize it is a whole community effort and ask everyone in the community if you see something suspicious contact the police. He noted security is our top priority.

G. Superintendent's Comments

- NHSBA Delegates Resolutions

Mr. O'Neill reported a summary of the resolutions that were proposed at the January 2017 Delegates' Assembly and continuing legislative resolutions is being provided for the School Board to review. He indicated that NHSBA resolutions include the opposition to SB 193, support for fully funding school building aid, support for adequacy aid for full day kindergarten.

- SB 193 Update

Mr. O'Neill provided to the Board an update on Senate Bill 193, which establishes education freedom savings accounts for students. He explained the bill establishes education freedom savings accounts for children between the ages of 5 and 20 and provides stabilization grants to certain school districts. He indicated criteria for the savings accounts are subject to eligible students whose annual household income is less than or equal to 300% of the federal poverty guidelines; who is assigned to a school at for 2 consecutive years has been unable to demonstrate it provides the opportunity for an adequate education; who has an IEP or accommodation plan under section 504; who applied and was not admitted to a chartered public school or whose application for an education tax credit scholarship was not funded. He commented the bill has passed the Senate as amended by the House.

Mr. O'Neill expressed concern regarding the bill as he believes it will be the disarticulation of our schools if it becomes law. He commented it is not just impactful from the potential loss of revenue, but the fragmentation and disarticulation of public schools that allow open enrollment anywhere you want. He indicated public schools have two roles: academics and socialization. He was concerned that we are walking down a slippery slope of politics in the schools and our democracy is at risk the more we polarize and fragment our public schools.

- Governor's STEM Scholarship Program

Mr. O'Neill provided information regarding a STEM/Robotics dual enrollment program for junior and senior students at community colleges. He indicated that a Memorandum of Understanding and a Board policy need to be drafted and approved by the Board prior to the implementation of this program. He explained once in place, students who have taken a STEM or STEM related course in the Fall 2017 and Spring 2018 semesters will be reimbursed for up to two courses after grades are posted and it is verified they have passed the course with a C or better if both the policy and agreement are in place. As of Fall 2018, students can take up to 2 STEM or STEM-related courses for free without paying up front if the documents are in place. Mr. O'Neill indicated we have an opportunity for our students to get college credit at no cost. He noted that courses can also be offered at the high school if the faculty member(s) has a Masters in an area offered at the community college and the college will provide a supervising professor.

Mr. O'Neill asked Board members to be diligent in approving an amended policy and the Memorandum of Understanding for this program so we can have more students from CHS taking courses in community college in the fall.

- CHS Graduation Date

Mr. O'Neill indicated the district has had six snow days this year, which places the last day of school on June 21, 2018. LMS Grade 8 graduation will occur on June 20. He noted that CHS administrators believe that seniors will have the appropriate hours/days in order to graduate on June 8. Historically, we calculate the hours of participation the seniors had to see if we can graduate seniors as early as possible, but have to follow the law.

*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)*

- Educator Code of Ethics

Mr. O'Neill indicated a question arose regarding a code of ethics that is under study at the state level. He explained the Commissioner's Task Force has been working on creating a code of ethics for educators. He noted that the Board has a policy in place for Staff Ethics at this time. The state team came up with finalized document that is being reviewed around the state and when adopted will serve as the guidelines for professionals in the State of NH.

- 2017-2018 School Calendar

Mr. O'Neill indicated that February 7 was scheduled as a late arrival day for professional development. He noted that because of the closing of school for a snow day on February 7, we lost that late arrival day. He asked Board members to approve the rescheduling of the late arrival day to March 7 so that staff can have preliminary ALICE training prior to the March 13 training.

Board members discussed the impact on scheduling a late arrival day two weeks prior to its occurrence and that it may not be enough time for parents to make arrangements for their children.

Mr. O'Neill indicated that when there is a delayed opening due to weather, parents only receive two hours notice to make other arrangements.

***Mr. York made a motion to approve a delayed opening for March 7, 2018. Mr. Bourque seconded. The motion carried 3-2-0.***

#### H. Community Forum

Janine Anctil, 43 Tanager Way, asked if there is a way to open up the before school program at GMS for the March 7 delayed opening.

Mr. O'Neill indicated that March 7 is two weeks from today. He noted people accommodate to a delayed opening when there is inclement weather on significantly shorter notice. He commented this is a very important decision to make and we need to do this training. He believes 14 days notice for parents is more time than they would have with a two hour notice in the morning for delayed opening because of the weather.

Mrs. Anctil commented on the LMS schedule and believes that reducing two positions in a school that may have an increase in enrollment in a few years is short sighted and provides a poor working environment. She believes longer term planning would be more beneficial and that a class size of 18 is educationally sound. Making higher class sizes in grades 5 and 6 because they are higher in grades 7 and 8 is not educationally sound. Mrs. Anctil asked if there is a surplus budget to return to the town and if we can use some of that money to fund the two positions. She indicated she listened to the plan presented and believes that reading and writing are foundation skills. She commented they are doing a great job in those classes in grades 5 and 6 and it should not be crammed into 45 minutes. She noted she is skeptical of the content literacy class model if a teacher has not been teaching that subject and does not have training for that subject. She was concerned teachers may not be able to deliver to the competencies. She commented that the two positions should be retained.

Mr. Bourque indicated that we are going back to the model that was in place three years ago. He noted the average class size in NH is 23.5 in middle school and we will have 21 at LMS. He commented the Board is fiscally responsible to return surplus monies for purposes for which they were not spent and we cannot spend that money on what we want. He noted there is also a class size policy and Mr. Lecklider stated he would not propose a plan he did not think would work.

Mrs. Anctil commented the upcoming grade 5 class is made up of 28% special education students. Mr. Bourque indicated that is why we are pushing for the new Special Education Coordinator.

Heather Dwyer, 31 Wren Street, commented it is easier with numbers to eliminate a teacher. She indicated we do specialize in what we do. She noted she is the 6<sup>th</sup> grade Language Arts teacher at LMS and there are many standards and competencies. She understands we are moving to a competency based system at the high school and some will

**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)*

be moved to the middle school. Mrs. Dwyer asked how that would look on the report card as she does not see how that will work.

Nate Cooper, LEA President, commented as we move forward and plan long term, much of the conversation about enrollment is trying to make decisions about staffing. He indicated the conversations in October were not about where those reductions at LMS would be made. He suggested as we move forward, if possible, it would be beneficial to start planning or predicting within the fall where those specific reductions would be to the extent that teachers and parents could have an opportunity to weigh in on those programs. Mr. Cooper commented as this cohort starts moving up to the high school we will be talking about those programmatic changes in the coming years.

**I. School Board Comments**

Mr. York mentioned he read an article regarding College Board AP statistics released recently and that Massachusetts was ranked #1 in the country. He noted 32% of their students scored a 3 or higher. He indicated that he found information for NH, but there was no breakdown included. He requested the information for CHS and asked when it will be provided.

Mr. O'Neill indicated that he will look into it and request it from CHS Guidance.

Mr. Bourque commented that the School Board made a decision on the new Superintendent. He announced Dr. Michael Jette has been selected as Superintendent of the Litchfield School District. He noted that Dr. Jette is very excited about joining Litchfield.

Mr. O'Neill believes Dr. Jette is a good choice for Litchfield.

Mr. Bourque thanked all those who participated on the screening committee and for the input the Board received from the public.

Mr. O'Neill mentioned as testimony to how well the job was done, we had the district not successful in finding a Superintendent visit with us and met with himself and Mrs. Messenger.

**II. CONSENT AGENDA**

**A. Public Minutes:**

- January 24, 2018

*Mr. York made a motion to approve the public minutes of January 24, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

- February 10, 2018

*Mr. York made a motion to approve the public minutes of February 10, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

**III. REPORTS**

**A. Curriculum Report**

**B. Principals Reports**

The Curriculum Director and Principals have provided their written reports for the Board.

**C. Business Administrator's Report**

Mr. Izbicki provided a financial report and budget update for the Board. He reported that warrant articles 1 and 2 were amended and are on the ballot; ALICE training is scheduled for March 13; an application was submitted to the state for an infrastructure grant to build a secure vestibule for GMS; the FY18 audit is scheduled; RFP's will be released over the summer for transportation, audit and general services. He reported the food service audit occurred this week and will be compiling their findings.

Mr. Izbicki reported the district received renewals for Workers Compensation Insurance and Property & Liability Insurance.

**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)***

Mr. York briefly discussed the state of the general fund with Mr. Izbicki and thanked him for managing the money of the district well.

**IV. NEW BUSINESS**

**A. 2015-2018 Goals Update and Discussion**

Mr. O'Neill provided an updated status of the three year Board approved goals and indicators.

The Board will discuss the possible focus of the goals for the next five years.

Recommendation to the Board: review the final update to the goals in June 2018; provide a focus of the ensuing set of goals to the new Superintendent so a goal plan can be drafted for the Board to discuss over the summer months.

**B. Capital Improvements Discussion**

The Board has been provided a list of identified, prioritized items from the Building Assessment, which were recommended to be combined on a bond by the Capital Planning Committee. The report includes a breakdown of the items and prioritized needs.

The Board discussed the direction of the Capital Planning Committee (CPC) recommendations.

Mr. York commented he feels good about handing the recommendations over to the next Board. He believes these are the items the Capital Planning Committee feels need to occur. He strongly recommended this Board "lock this down" by the summer because you will have to go to the voters with a bond and be prepared to argue why it is necessary. He commented we do not spend a lot on maintaining our buildings, but we spend a lot on preventing them from falling apart.

Mrs. Harrison commented the Board needs to have a discussion about a long term plan. She indicated even if we did go to bond and bring the schools up to code, it does not address space needs. She believes it is a good start to address issues.

Mr. York commented the CPC discussed a new school and long term planning. He indicated the new Superintendent may have more experience with the politics of getting a new school approved by the voters. He believes that the elementary school has to be fixed regardless and a new school could be as much as five years away.

Mr. Bourque commented the biggest issue was maintaining the buildings and having them last as long as possible. He indicated old and antiquated items need to be replaced.

Mr. York suggested after this is completed, the Board should request a long term maintenance plan and put it in the budget. He indicated the consensus of the CPC was to go to bond with the items that need immediate replacement.

**C. Job Descriptions:**

Mr. O'Neill presented draft job descriptions for the different types of tutors employed in the district. He asked the Board to review the job descriptions and provide suggestions for revisions, if applicable, and for approval of the job descriptions.

- Reading Tutor

***Mr. York made a motion to approve the Reading Tutor job description. Mrs. MacDonald seconded. The motion carried 5-0-0.***

- Math Tutor

***Mrs. Harrison made a motion to approve the Math Tutor job description. Mrs. MacDonald seconded. The motion carried 5-0-0.***

**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)*

- Title I Tutor

*Mrs. Harrison made a motion to approve the Title I Tutor job description. Mrs. MacDonald seconded. The motion carried 5-0-0.*

- Enrichment Tutor

*Mr. York made a motion to approve the Enrichment Tutor job description. Mrs. MacDonald 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 Board entered non-public session at 8:32 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. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. York, the Board returned to public session at 9:30 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. York, yes.*

**IX. ADJOURN**

*Mr. York made a motion to adjourn the meeting at 9:30 p.m. Mr. Bourque seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

**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 March 7, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member (*excused*)  
Elizabeth MacDonald, Board Member  
John York, Board Member  
Mr. James L. O'Neill, Superintendent  
Diane Gorrow, Attorney  
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**

A. Call to Order

Mr. Bourque called the meeting to order at 4:01 p.m.

B. Pledge of Allegiance

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

**4:00 p.m.**

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

*Upon a motion by Mr. Bourque, the Board entered into non-public session at 4:01 p.m. under RSA 91-A:3II (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. York, yes; Mrs. MacDonald, yes.*

**III. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mr. York, the Board returned to public session at 5:36 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. York, yes; Mrs. MacDonald, yes.*

**IV. REPORTS**

A. LMS Course Schedule

Mr. Lecklider provided revised documentation regarding the schedule at LMS. The School Board requested, at a previous meeting, for Mr. Lecklider to bring forth additional options than were previously presented.

Mr. Lecklider reported that Mrs. Thayer, Assistant Principal at LMS, is responsible for scheduling and has done much research and work that brought us to this point. He commented in terms of the information provided previously, it seems that it may not have been presented clearly. He explained that class sizes and enrollment projections were considered when preparing the proposed scheduling plan that includes two staff reductions. Currently there are five content teachers in grades 5 and 6. If the reduction is made in those grades we will need to restructure with content teachers. Restructuring in both of those grades is a model where the students continue to receive 90 minutes of English Language Arts (ELA) instruction every day. Class size average next year for grade 5 will be 18 and 16 for grade 6 and we will be reducing to a four member team in each grade. The ELA teacher will be delivering 45 minutes of instruction and each content teacher will deliver 45 minutes of ELA. With this model students will still have two ELA classes and two Unified Arts classes. Mr. Lecklider noted this model has been used in the past.

Mrs. Thayer commented that she has taught in all grades levels at LMS and has served as a reading specialist, as well. She indicated in the past we had to come up with different teams as enrollment increased. She added she was

*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)*

part of the Curriculum Committee when the curriculum had to be rewritten for the district. Mrs. Thayer indicated part of the backbone when the curriculum was devised came from the national standards and what ELA instruction was based on for different grade levels. She commented there was an increase in deficiencies in informational reading with the model that was developed.

Mrs. MacDonald asked what the ELA instruction would look like in Math.

Mrs. Thayer commented that vocabulary in math can present difficulty for students. She indicated writing to explain math solutions helps student gain deeper understanding. She noted, for example, in the past a grade 7/8 math teacher used stock market reports for students to read and write about.

Mrs. Harrison asked about the curriculum resources that are currently used.

Mrs. Thayer indicated that the Journeys series is used in math with digital components and Study Synch has more informational content. She commented that Study Sync has blast articles and teachers are able to use those types of articles for informational content. She noted that Kids Discover is also used.

Mr. Lecklider commented that since the last Board meeting the DOE has released many sample items for the State testing. He indicated that these examples are based on the expectations in ELA and are broken into informational or opinion/argument and are useful in preparing students for this type of response when testing. He noted when students take the test next month, they will be required to develop writing pieces in informational or argumentative format, as the nature of the questions are based on those types of reading and writing. Mr. Lecklider commented when you think about college and career readiness, students will not spend only 45 minutes writing in their careers as that is done throughout your work.

Mrs. Harrison commented that it was not as clear when previously presented that content literacy will be taught in each subject in each quarter, but language and grammar are taught by the ELA teacher.

Mrs. Thayer indicated that professional development in reading and writing across the content areas show how they will carry in the concepts and they are already looking at that.

Mr. York commented the Board thought regular content would take precedent over Unified Arts program content, but now you are going to rotate students through the content areas and ELA content. He indicated that it appears administration is comfortable that this is still a better process than making tough decisions in UA to keep five teachers in the content areas. He asked if the administration has thought this through thoroughly. He commented it is an opportunity for the administration to have those conversations to determine the best process for the students irrelevant of the content or UA programs and that should be the driving force behind the decisions.

Mrs. Harrison commented that feels better about this plan that she felt previously. She indicated she feels confident about this going forward, but still has concerns about losing a teacher in grade 5.

Mr. Bourque believes it is better to have a class size that is a little larger and still provide Unified Arts to the students.

Mr. York commented that he does not understand why there is a semester of Library in the middle school program since it is not a library class any longer. He indicated there has been a change in the process with school libraries based on what we knew was coming.

Mr. Lecklider commented that, in terms of Unified Arts, the administration is aware that UA will be impacted as enrollment declines. With regard to libraries, he indicated the Librarian teaches two classes per semester. He noted he would like to eliminate that in favor of the Learning Commons. He mentioned that the Library class increases the class sizes of the other Unified Arts, but we will look at reducing the Library UA so it can be absorbed by the other UA programs.



*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)*

Mr. York commented it is better to understand the plan. He indicated the next Board will have the challenge of working through the problem.

Mr. Bourque asked about the purpose of Library or Learning Commons if the students have Chromebooks next year.

Mr. Lecklider explained the Library Media Specialist or Learning Commons Specialist has become more of an integrator and the Learning Commons becomes the central place of collaborative learning in the building. He indicated some examples of what is done in a learning commons in terms of collaborative learning would be coming up with essential questions students can work through, which would result in students researching and performing inquiry work to find the answers. He commented the Librarian becomes the Integrator where she can go out of the libraries and into classrooms or classes come to the library where she collaborates with the teachers on projects or content being delivered.

Mrs. Harrison commented the learning commons is not a quiet place, but a busy place where there are classes, projects, students stopping in to look something up.

Mr. O'Neill mentioned that one of the new schools in Concord is designed around the learning commons model. He indicated the learning commons is more of a model driving us away from traditional 'quiet learning' libraries and toward the model where students come together in collaborative work groups. He commented the role of librarian is to be extremely knowledgeable about technology and to assist in collaboration with teachers and students alike.

Mrs. Harrison commented what she took out of the visit to the school in Concord was it was not about consumption, but about creating and application of what they know.

Mr. O'Neill agreed and added it is about higher order thinking skills. He commented in the private sector so much is dependent on bringing people together to collaborate. He indicated the learning commons reflects the world our children will be in when they get out of school.

Mrs. MacDonald was concerned about the high concentration of special education population that is heading into LMS. She asked if a special education will be moved up with those students.

Mrs. Thayer indicated she does not have information about that at this time. She mentioned in the past we split the students up when we can and try to keep small groups so they can be addressed effectively in core classes. She commented that she will look into it.

Mr. Lecklider indicated some of those students will be in an S3 class, which is a separate class.

Mr. O'Neill commented that he is meeting with the principals tomorrow and will be addressing those questions. He indicated that it was necessary to present this plan this evening because we have to decide where we are going to reduce staff. He noted that the plan presented leads the Superintendent to believe the middle school recommendation is to reduce one teacher from each grade 5 and 6.

- Additional Documentation from the SAU:
  - Grades 5 – 8 Current Teacher/Student Ratios
  - Grades 4 – 5 Class Size Projections
  - Grades 5 – 8 Projected Teacher/Student Ratios (5 Teachers)
  - Grades 5 – 8 3 Year Cohort Projection

Data was provided for the Board regarding the current teacher/student ratios in grades 5 and 6 at LMS; a projection of grade 5 class sizes using the current grade 4 counts; projected teacher/student ratios for next year using the existing 5 teacher model; 3 year projections of student cohorts.

***Mr. York made a motion to approve the reduction of two positions at LMS and to approve the LMS scheduling plan as presented. Mr. Bourque seconded. The motion carried 3-1-0, with Mrs. Harrison opposing.***

**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)*

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

Robin Corbeil, 4 Nesmith Court, made the following statements:

Computer classes at LMS have grown, more computers and resources have been added. The computer class in grade 5 is important because we are not teaching what was taught in the past and we are leading the way in what we are doing in the middle school. There needs to be a class that is teaching students how to use technology and social media, leaving their digital footprint. We do not want students to have to deal with a devastating situation that could occur if the wrong photo is posted in the wrong place online.

Library learning commons are important for collaboration with technology as well as other resources. The Librarian helps the students utilize these tools.

The reduction of a teacher or teachers is about class size. Setting a class size standard is what many may think in the wake of the reductions. Grade 5 is a transition year and small class sizes are important in that grade. What the Board decides has to be in the best interest of the students.

Mrs. Corbeil asked if the new curriculum director will be part time or full time.

Mr. O'Neill indicated the intention is for a full time position; however, that is the decision of the next Superintendent. He noted that the tasks of the curriculum director have been assigned to administrators for the remainder of the year.

Mr. York commented it has been a great year and looks forward to a hiatus in serving on the School Board. He suggested the next Board needs to fix the LEA contract so that school begins right after Labor Day. He suggested the calculations for time in learning be changed from days to hours. He commented the Board needs to look at starting times of the schools and needs to start contract negotiation conversations earlier in the year.

Mr. O'Neill thanked Mr. York for his passion for children and for the public schools. He commended Mr. York's willingness to serve and appreciates his commitment.

Mr. Bourque thanked Derek Barka for all his years of service on the School Board.

Mr. O'Neill thanked Mr. Barka as well and Mrs. MacDonald for her passion.

**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. Bourque, the Board entered into non-public session at 6:48 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. York, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Bourque, the Board returned to public session at 7:00 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. York, yes.*

**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)*

**IX. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 7:00 p.m. Mrs. Harrison seconded. The motion carried 4-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

*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 March 21, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert Meyers, Board Member  
Tara Hershberger, Board Member  
Mr. James L. O'Neill, Superintendent  
Cory Izbicki, 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. O'Neill called the meeting to order at 6:00 p.m. and facilitated until a Chair is approved.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda include the removal of Policies JFCA and JICI (Weapons on School Property) under New Business. Mr. O'Neill commented there has been much discussion around the ability to carry weapons and clarification around the RSA regarding guns in schools. He indicated the existing Safe School Zone policy is sufficient at this time with regard to prohibiting weapons in schools.

Mr. Bourque commented the Legislature has not approved the bill allowing guns in schools.

Mr. O'Neill explained the RSA reflects that local municipalities cannot change state laws in their municipalities. He indicated a bill was brought forward to allow concealed carry in schools, but was inexpedient to legislate. He noted the current law states concealed weapons can be held by NH residents. He expressed that he is hopeful the Legislature will eventually allow the public schools to make those decisions and preserve safety.

D. School Board Reorganization:

- Welcome New Members

Mr. O'Neill welcomed newly elected Board members and congratulated all Board members elected.

- Nominations for Chair

The Superintendent asked for nominations for Board Chair.

***Mrs. Harrison made a motion to nominate Brian Bourque as Chair. Mrs. Hershberger seconded. The motion carried 5-0-0.***

- Nominations for Vice Chair

Mr. Bourque asked for nominations for Vice Chair

***Mr. Bourque made a motion to nominate Christina Harrison as Vice Chair. Mrs. Hershberger seconded. The motion carried 5-0-0.***

- Signing of the Code of Ethics and Code of Conduct

Board members signed the School Board Code of Ethics and School Board Code of Conduct.

**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)***

- Committee Assignments

The Board Chair asked members to volunteer for committee assignments: Budget Committee, Capital Planning Committee, Joint Loss Management Committee, Technology Committee, PERC, Wellness Committee, LEA Negotiations, LSS Negotiations. Descriptions of the committees were provided to Board members.

Budget Committee: Robert Meyers; Alternate: Christina Harrison

CPC: Brian Bourque

JLMC: Elizabeth MacDonald

Technology Committee: Tara Hershberger

PERC: Christina Harrison; Alternate: Elizabeth MacDonald

Wellness Committee: Christina Harrison

LEA Negotiations: Christina Harrison, Tara Hershberger

LSS Negotiations: Brian Bourque, Elizabeth MacDonald

Mr. O'Neill announced that Dr. Michael Jette, Superintendent Elect, is in attendance this evening. He commented that he is excited for Dr. Jette and welcomed him to the district.

E. Summary of Non-Public Actions from February 21, 2018:

*Mr. York made a motion to approve the non-public minutes of January 24, 2018. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mr. York made a motion to approve the non-public minutes of February 10, 2018. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mr. York made a motion to approve the non-public minutes of February 14, 2018. Mrs. Harrison seconded. The motion carried 3-0-2.*

Summary of Non-Public Actions from March 7, 2018:

*Non-Public minutes of the 1<sup>st</sup> Session were sealed by the Board. There were no Board actions in the 2<sup>nd</sup> Session.*

***Mr. Bourque made a motion to unseal the non-public minutes from March 7, 2018 for the district legal counsel only. Mrs. Harrison seconded. The motion carried 3-0-2, with Mrs. Hershberger and Mr. Meyers abstaining.***

***Mr. Bourque made a motion to unseal the non-public minutes from November 15, 2018 for the district legal counsel only. Mrs. Harrison seconded. The motion carried 3-0-2, with Mrs. Hershberger and Mr. Meyers abstaining.***

F. Presentations and Recognitions

- School Board Member Service

Mr. Bourque recognized Derek Barka for his long service to the School Board and School District.

Mr. Barka commented that his service was very fulfilling and he enjoyed serving and negotiating with the LEA.

- CHS Press Box Committee

Members of the committee did not attend. The topic was postponed until the April 4 meeting.

- GMS PTO Donation

The Superintendent announced the GMS PTO is donating up to five 6' lifetime picnic tables to be used in the enclosed courtyard in the center of the grade 1 and 2 wing. The total cost of the tables is \$976.25. The tables are lightweight and extremely durable.

G. Correspondence

There was no correspondence.

*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)*

H. Superintendent's Comments

- 2018-2019 School Calendar

The Superintendent provided a draft of the 2018-2019 School District calendar to the Board for discussion and / or approval. He indicated the first day of school is proposed for September 4, 2018, which is aligned with School Board policy. He explained in order to have as many five day instructional weeks as possible, and because there are typically broken weeks in November, the two days used for parent/teacher conferences and teacher workshops were moved to the week of Thanksgiving Break. Mr. O'Neill reported that the district was forced to cancel ALICE training that was scheduled for March 13 due to the weather. He suggested that the delayed opening proposed for September 26, 2018 be switched with the no school day on March 12 to accommodate ALICE training in the district if the district cannot complete the training before the end of this school year

Mr. O'Neill reported that Bedford did not get a two day waiver from the NH DOE for the outage days in October. Instead, he noted they completed the calculations for instructional hours required and discovered they met the state requirements. He indicated that calculations will be completed this week for Litchfield schools and we will determine if we can cover the two of the seven days we have used. Mr. O'Neill commented if that is the case, there is a possibility we can schedule ALICE training by the end of the year.

Mr. Meyers asked if there is any way to schedule another teacher workshop day into this year.

Mr. O'Neill explained 1.5 of those days is used for teachers to prepare to start the school year in August. He indicated that "opening day" activities are schedule that week as well. He commented that scenario was considered and teachers would need to be available from 8 am to 3 pm. Mr. O'Neill indicated the only day during the August opening day activities we could schedule it would be Day 1, but we would have to forego all the other activities that day. He noted it is not possible to schedule the training during one of those three days.

Mrs. Harrison asked if there is flexibility in the number of days for professional development prior to the start of school. She asked if Monday, August 27 could be added in order to complete ALICE training.

Mr. O'Neill indicated that he would have to speak to the LEA and see if the teachers agree. He commented he would open a discussion with the unions to see if that is acceptable by terms of the contracts.

Mrs. Harrison mentioned that she has had feedback regarding the late arrival days are difficult for parents. She suggested a full day at the beginning of the year to eliminate the late arrivals.

Mr. O'Neill indicated the contract with the LEA is 180 teaching days and 6 professional development days and we have to work within the contract. He commented he would advocate for more full days for professional development. Mr. O'Neill noted one conversation is that we can go to a 186 day contractual situation, not 180 plus 6. He mentioned if we had 177 days and complied with the number of hours required for instruction we could have 9 professional development days. He indicated the Board has talked about instructional time in the past.

Mr. Meyers suggested using a day during Thanksgiving break week.

Mr. O'Neill indicated that he investigate doing the training early in the year and having an equitable arrangement with the teachers. He noted the information and options will be brought to the Board.

Mrs. Hershberger commented that she has heard from some parents that changing the entire week off during Thanksgiving break is taxing on parents' work schedules.

Mr. Bourque indicated that he has heard the opposite and that it is easier than taking of a day here and there.

Mrs. MacDonald commented having four late arrival days is stressful.

Mr. O'Neill indicated that, in looking at the calendar, we tried to make a commitment to having more full weeks of instruction to have more learning occur in the classrooms. He believes the reason there are late arrival days is

**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)***

because the CBA contains six days of professional development as teachers asked for more in their contract some years ago. He suggested in the coming year discussions include how we use time around education.

Mr. Bourque noted that the school calendar policy is also part of the CBA.

Mr. O'Neill commented we will come back with more input regarding the calendar for the next meeting.

- CHS Graduation Date

The Superintendent recommended June 15 as the date for CHS Graduation due to the significant amount of no school days this year. He indicated the last day of school at this time is June 22. He noted it is not possible to have graduation on June 8 this year. He noted the Board is expected to approve the date for graduation.

***Mrs. Hershberger made a motion to set June 15, 2018 as the date for CHS graduation. Mr. Meyers seconded. The motion carried 3-0-2, with Mrs. Harrison and Mrs. MacDonald abstaining.***

- CHS AP Scores Analysis

The Superintendent provided a 5 year school AP score summary and comparative data to the Board.

Mr. Bourque suggested that the data is reviewed when the CHS Principal can be in attendance to provide comment.

- Access to Supporting Documents on the School Board Agenda

Mr. O'Neill indicated a question arose concerning access by the public to materials provided for the School Board and when the materials are considered public documents. He provided an opinion from the district's legal counsel regarding the concern. He noted that the public's access to Board materials is when those materials become public. Preliminary drafts, memos and other documents not in final form are not public documents. Once preliminary drafts or other draft documents are given to a quorum of the Board they are subject to the Right to Know law and become public documents. If a document is circulated to a quorum of the Board it becomes a public document. Mr. O'Neill indicated that once documents are shared with the Board and the Board has had a chance to review them and/or discuss them they should be placed on the website.

Mr. O'Neill mentioned legal counsel will meet with the Board in closed session on April 4 to speak about important Board topics.

#### I. Community Forum

Paula Izbicki, 3 Kokokehas Circle, commented that it is an exciting time in Litchfield, with a new Board and a new leader. She commended Mr. O'Neill on his direction and actions in Litchfield. She believes Litchfield will be a top 10 district soon. She shared some of her best practices with the Board:

- Surrounds yourselves with motivated people
- Always be on the hunt for talent as you want the best people in your district
- Potential candidates for Superintendent are hesitant to apply for the job because a new leader gets lambasted by the Board
- Take your time to know your position
- Take time to direct the public to the appropriate chain of command.

Mrs. Izbicki commented that it is clear our district has passion for education and she sees things moving forward. She expressed disappointment that the Special Education Coordinator article failed and believes it is an important position to place on the ballot next year. She indicated that she would like to hear about personalized learning and varied learning in the schools. Mrs. Izbicki encouraged the Board to make goals of their own and to reach out to the community to determine their direction for GMS. She asked Board members to get clear and concise messages out so people that come to the Board are heard. She commented that she would support a committee focused on repairing our school buildings that has community membership. Mrs. Izbicki was hopeful the new Curriculum Director would be a more administrative role. She believes the district is moving forward in a positive direction.

*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)*

Mr. Bourque mentioned that the Board has a Capital Planning Committee and asked Mrs. Izbicki if she would like to serve on that committee. Mrs. Izbicki agreed to serve on the committee.

Amy Goldstein, 1 Spicebush Circle, commented on AP courses. She indicated that her daughter is taking AP classes next year. She noted there are nine AP classes listed. She was concerned that CHS is cutting regular courses because there are not enough students enrolled in those courses, but AP classes run regardless of the enrollment. She asked the Board to consider which classes are running when enrollment numbers are reviewed. Mrs. Goldstein indicated that colleges will not accept an endless number of AP credits. She noted that students still have to take the courses in college regardless if they took an AP class (which is dependent on the college). She was concerned that we are putting too much weight in AP classes and putting those students above the portion of those not taking AP classes.

Robin Corbeil, 4 Nesmith Court, commented that some student who take the AP courses do not take the exams and those credits are not transferrable. She noted parents are paying for the exams, therefore, are paying for the credits.

Liz MacDonald, as a community member, asked about approval of the Brick Fundraiser flyer for the Athletic Boosters.

Mr. O'Neill indicated that flyer has been approved.

Nate Cooper, LEA President, thanked the Board for allowing him to speak. He congratulated the new members of the Board on their election and congratulated Dr. Jette on his new position as Superintendent Elect of Litchfield. He stated that teachers are ecstatic that the public supported full day kindergarten. He indicated that many individuals made it a reality and he thanked Mrs. Harrison for her tireless effort on the project. Mr. Cooper commented it was nice to see Mr. Barka recognized for his service on the Board. He thanked Mr. Barka for changing the conversation within the community about education and educational issues. He thanked Mr. York for his service on the Board. Mr. Cooper shared Mrs. Izbicki's assessment that Litchfield will become a top school district in the State.

*J. School Board Comments*

Mrs. Harrison welcomed Mr. Meyers and Mrs. Hershberger to the Board. She welcomed Mrs. MacDonald back to the Board as well. She indicated that she is excited to have new energy and new ideas on the Board. She offered to assist new members and provide insight, if needed. She noted that she was glad to see new members taking an interest in the training offered by NHSBA. She suggested new members try to commit to communication and the chain of command and keep a "30,000 foot view" of the district (i.e. let the experts do their jobs). Mrs. Harrison encouraged Board members to ask questions and focus on what is best for all the children in the district.

Mr. Bourque echoed Mrs. Harrison's comments. He indicated that there are times a Board member can get wrapped up in their own child's issues in the schools. He noted there are many opinions in the community. He advised members, when someone approaches with a complaint, comment, request, etc., it is best to direct that person to the appropriate person in the chain of command. Mr. Bourque mentioned there is much conjecture in the public. He suggested that if Board members would like to post something on Facebook, to channel it through Mrs. Harrison as she is the member assigned to Facebook communication for the Board. He recommended individual Board members not post their own comments without going through the Chair.

Mrs. Hershberger asked if this is the process in every district and that it is not like this in Manchester. Mr. Bourque indicated Manchester does not have the same type of School Board and is a different governmental set up.

Mrs. Hershberger indicated part of her learning is to meet with leaders and garner feedback from community members. She asked about alternate methods of research outside of Board meetings.

Mrs. Harrison indicated the Board has a Facebook page where we post information and answer questions. She noted if she cannot find the answer she will direct people to the Chair and the Superintendent. She believes there is a place for getting feedback from people and that the Board should consider what is out there and make a decision going forward.



**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)*

Mrs. Hershberger was concerned there was not enough time for new Board members to digest the goals information prior to this meeting.

Mr. Bourque indicated the topic is on the agenda to prepare for a discussion regarding goal setting.

Mrs. Hershberger asked if there has been any consideration regarding using Facebook Live for Board meetings to get comments from the public while viewing.

Mr. Bourque was concerned with taking comments from the public using social media because you do not know who you are really talking to. He believes the Board is not ready for Facebook Live.

Mr. O'Neill commented up until we moved into the Town Hall for meetings, the Superintendent sat at the table with the Board. He indicated it is important that the Superintendent and School Board are a team. He would like to see that arrangement again. In reference to community dialogue, he commented there are many methods and forums for community input about the schools. Mr. O'Neill indicated the Board is a representational board and spends much time dialoging about issues and making decisions. He noted if the community does not like those decisions you will be informed. He cautioned having live conversation may not be helpful for the Board. He commented the Board represents the community and makes the decisions so the students can benefit. He noted functional and successful boards channel communication through the Board Chair (chain of command).

Mr. Bourque acknowledged that many parents who would like to attend a Board meeting may feel they cannot attend because they have small children. Mr. Bourque indicated people are more than welcome to bring their children to the meetings.

**II. CONSENT AGENDA**

A. Public Minutes:

- February 21, 2018

*Mrs. Harrison made a motion to approve the public minutes of February 21, 2018. Mrs. MacDonald seconded. The motion carried 3-0-2, with Mr. Meyers and Mrs. Hershberger abstaining.*

- March 7, 2018

*Mrs. Harrison made a motion to approve the public minutes of March 7, 2018. Mrs. MacDonald seconded. The motion carried 3-0-2, with Mr. Meyers and Mrs. Hershberger abstaining.*

**III. REPORTS**

A. Business Administrator's Report

Mr. Izbicki commented that he was impressed with the number of voters that came to cast votes during the storm.

- Financial and Budget Updates

Mr. Izbicki provided the district financial report and budget updates for the School Board. He noted that three of the four warrants were approved by the voters and the Special Education Coordinator article failed for the second year.

- FY19 MS-22

The School Board signed the MS-22 for submission to the NH Department of Revenue Association.

- Kindergarten Update

Mr. Izbicki provided a Kindergarten update for the School Board. He reported that he met with Schiavi Leasing this morning to discuss the portable classrooms for kindergarten. He noted that the building is set for delivery during the beginning weeks of July. He indicated that in speaking with the auditor it was suggested that a Capital Project Fund be set up for the project.

Mr. Izbicki reported that he spoke with the Town Administrator regarding the payment of impact fees and the Town will be handling impact fees through a reimbursement method.

**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)*

- Acceptance of Impact Fees

The School Board will be asked to formerly accept elementary impact fees that were approved for use by the Board of Selectmen for the purpose of offsetting the costs for full day Kindergarten.

*Mrs. Harrison made a motion to accept elementary impact fees in the amount of \$231,700 for the purpose of housing full day kindergarten. Mrs. MacDonald seconded. The motion carried 5-0-0.*

- Security Items

Mr. Izbicki provided a list of security items requested by the Board that need to be addressed at each building. He indicated that the district has applied for a grant through the Department of Homeland Security to outfit the school with a secure vestibule. He indicated that the application has now moved to the Governor for approval. The list of security items that have been completed include upgraded video monitors for external cameras, 3M security film installed on main office windows, security badge access added to entry doors of portable classrooms. Items to be completed include fencing at GMS once the new kindergarten portable building is installed. Items for review and approval by the Board include installation of designated monitors in the offices of the Principal and Assistant Principal at each school; review coverage of external cameras, common areas and emergency exits at all schools; install internal cameras in hallways and common areas in all schools; test emergency alerting at all schools; reconfigure main entrance of LMS and CHS to limit access to main building.

Mr. Bourque asked why LMS was not included in the application for a secure vestibule.

Mr. Izbicki indicated that the timing of the application was challenging. He noted the grant for the vestibule is approximately \$87,000 and requires 20% matching funds that we can take from the Capital Reserve Fund, which will be brought to the Board for approval.

Mr. Izbicki reported that effective this Monday, an SRO officer was assigned to our district. He announced Officer David Donnelly will be in district Monday through Wednesday all day and part of the day on Thursday. He noted the remaining time will be covered by patrol officers.

Mr. Meyers suggested improving the radio communication in the district and to look into online programs that can be monitored on the computer desktop.

Mr. Izbicki indicated there are many options being considered and discussed. He noted that once a decision is made, staff will receive proper training.

Mrs. Hershberger asked if it would be a good idea for new board members to meet with Mr. Izbicki for an overview on the financials, budget, and business of the district.

Mr. O'Neill agreed that would be a good idea. He suggested Mr. Izbicki can tour the buildings with the new members and show them what was highlighted by Homeland Security in their evaluation of our buildings.

**IV. NEW BUSINESS**

**A. Governor's STEM Scholarship Program**

- Policy Revision: IHCD Advanced Course Work/College Placement

Mr. O'Neill indicated this policy was revised to be in line with requirements and criteria for the partnership with the Community College System of NH and the Litchfield School District, which will allow juniors and seniors to take advanced course work and/or advanced placement courses in a dual and concurrent enrollment program with community colleges in NH. He indicated that there is no cost to the students for the courses; however, if students decide to take more than two courses per year, additional courses are at a cost.

Board members were concerned about language in the policy that referred to where students can take advanced courses not offered at their high school. The policy language will be reviewed and revisited at the next meeting.

**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)*

- Memorandum of Understanding between CCSNH and Litchfield School District

Mr. O'Neill indicated the MOU between the Community College System of NH and the Litchfield School District has been drafted and is being provided for Board review. It is expected the Superintendent and School Board Chair will sign the MOU.

**B. School Board Goals Discussion**

The Board discussed goal setting during the commentary section of the meeting.

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

**A. Community Forum**

Robin Corbeil, 4 Nesmith Court, was concerned about communication between the public and those on the Board. She encouraged the Board to address this issue. She commented that many people have told her they have ideas they want to share with the Board, but lack the confidence to sit in front of a microphone and speak. She believes their voices need to be heard. Mrs. Corbeil commented that she is aware of the Board goals and has seen them, but she does not believe that many have. She indicated the Board should seek input from the community regarding ideas for goals for the district. She commented it is important for the Board to find a way to gather that information and find a way to get feedback from people in the community, perhaps through surveys.

Mr. Bourque indicated Mrs. Harrison has done a good job on Facebook and a survey can be posted there. He noted that people can email the Board.

Mrs. Corbeil commented many of the people she is speaking about are those that will not email or write to the Board. She indicated they may not respond to surveys, but it is important the Board sends it out.

Mrs. Hershberger indicated there have to be multiple methods of communication.

Mr. Bourque was concerned that people do not show up at informational meetings or the annual school district meeting.

Mrs. Corbeil commented in this digital age coming up with some way once a year to ask parents what is important to them or communicate what the district is doing is not difficult.

Mrs. Harrison suggested sending out a year end survey to ask how the district is doing.

**VII. 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 7:58 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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. Harrison, the Board returned to public session at 8:50 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**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)*

**IX. ADJOURN**

*Mrs. Harrison made a motion to adjourn the meeting at 8:52 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

*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 March 28, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
Mr. James L. O'Neill, Superintendent

*(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 5:03 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. Bourque, the Board entered into non-public session at 5:04 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; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

**III. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mr. Bourque, the Board returned to public session at 5:55 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

**IV. OLD OR UNFINISHED BUSINESS**

A. 2018-2019 School Calendar

The Superintendent revisited the 2018-2019 School District calendar with the Board. The Board asked for more options in accommodating ALICE training in the district with regard to the discussion at the March 21 meeting.

Mr. O'Neill reported that the district was forced to cancel ALICE training that was scheduled for March 13 due to the weather. He suggested that the delayed opening proposed for September 26, 2018 be switched with the no school day on March 12 to accommodate ALICE training in the district if the district cannot complete the training before the end of this school year. He indicated there are no other viable options.

*Mr. Bourque made a motion to approve the 2018-2019 School Calendar with the changes proposed by the Superintendent. Mrs. Harrison seconded. The motion carried 5-0-0.*

B. Access to School Board Meeting Materials

The Board discussed public vs non-public information with regard to agenda attachments for the public.

**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)*

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. 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 Mrs. MacDonald, the Board entered into non-public session at 6:05 p.m. under RSA 91-A:3II(a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Bourque, the Board returned to public session at 6:37 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

**IX. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 6:39 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

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 April 4, 2018

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, Business Administrator  
Scott Thompson, Principal, GMS  
Tom Lecklider, Principal LMS  
Attorney Gordon Graham  
Michele E. Flynn, Administrative Assistant

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

**I. CLOSED SESSION – RSA 91-A:2I (b) 5:00 p.m.**  
*The School Board entered Closed Session at 5:05 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: (b) Consultation with legal counsel.*

*Closed session ended at 6:25 p.m.*

**II. PUBLIC SESSION 6:00 p.m.**  
A. Call to Order

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

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda include the removal of the 1:1 Guidelines presentation under CHS Principal's Report.

D. Summary of Non-Public Actions from March 21, 2018:

*Mrs. Harrison made a motion to approve the non-public minutes of February 21, 2018. Mrs. MacDonald seconded. The motion carried 3-0-2, with Mr. Meyers and Mrs. Hershberger abstaining.*

*Mrs. Harrison made a motion to approve the non-public minutes of March 7, 2018. Mrs. MacDonald seconded. The motion carried 3-0-2, with Mr. Meyers and Mrs. Hershberger abstaining.*

Summary of Non-Public Actions from March 28, 2018:

*Mrs. Hershberger made a motion to accept the resignation of Elliot Bamford. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the resignation of Mary Ellen Medeiros, who intends to retire from the district. Mrs. MacDonald seconded. The motion carried 5-0-0.*

**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)***

*Mrs. Harrison made a motion to approve staff re-nominations for the 2018-2019 year. Mrs. Hershberger seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

- CHS Press Box Committee

Cara Gannon asked the Board some questions associated with raising funds for the construction of the press box:

1. *What will the School Board expect for monetary amount of donation for naming rights to any part of the bigger stadium field project?*

Mrs. Gannon explained that the Athletic Boosters have a major sponsor who has inquired about naming rights. She asked if the Board would set a donation amount for naming rights on the press box. She explained that the stadium field project would consist of several parts: the press box, concession stand, lights, bleachers and field. She noted that the press box, which includes the concession stand, will cost \$28,000 to build and currently the Boosters have \$10,000.

Mrs. Harrison asked about the cost for the whole project (bleachers, lighting, field). Mrs. Gannon indicated the cost is approximately \$1M.

Mr. Bourque asked if there will be sign on the building. Mrs. Gannon indicated that the Boosters would like to tell the donor that we can put the name on a sign on the press box.

Mr. Bourque asked about the length of time of the naming rights. Mrs. Gannon indicated that the naming rights are perpetual.

Mr. Bourque asked if the Boosters have an idea of the amount that will be donated. Mrs. Gannon indicated that it is expected the donor will donate the balance of the funding.

Mrs. Hershberger pointed out that other districts that embarked on a similar project required that the sponsor sign an agreement for certain conditions (i.e. appropriate art for signage). Mrs. Gannon did not believe the sponsor will be concerned with that.

Mrs. Harrison commented it makes sense to require the entire balance needed to have the naming rights.

Mrs. Gannon believes that sounds fair. She indicated that the donations for the brick fundraiser include \$100 for a brick and \$2,500 for a granite marker that goes in the pathway.

Mr. O'Neill commented when he has seen things like this done at the college level the signage is defined ahead of time and future signs are aligned with that design. He indicated if the Board is going to giving naming rights, the signage would have to be consistent and approved by the Board. He noted signage is critical and adds value if it is done well.

***Mrs. Hershberger made a motion that the press box sponsor be required to fully fund the construction of the press box in order to have naming rights, with signage to be approved by the Board. Mrs. Harrison seconded. The motion carried 5-0-0.***

Mrs. Gannon asked the Board:

2. *Will the School Board give the CHS Athletic Booster Club permission to charge and collect gate receipts for home football games? (with the purpose of using funds to support the Booster's mission statement)*

Mrs. Gannon indicated that CHS does not currently charge admission for football games. She noted that basketball does charge admission and that money goes into the gate receipt fund. She commented the Boosters would like permission to charge and collect admissions for football games to be used as part of the mission to update and beautify the facility.



*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)*

Mrs. MacDonald asked if soccer and lacrosse will have admission fees as well. Mrs. Gannon indicated those games are not as well attended. She commented that she does not know where the gate receipt funds go.

Mr. Bourque commented that the district is already looking into this. He indicated we spoke to legal counsel and he will be sending some information for clarification on this topic. He asked if she had any idea of the fee that will be charged. Mr. Bourque explained that in August 2011, a previous Board voted to suspend gate fees, but it seems the motion may have only been for the 2011-2012 year.

Mrs. Gannon commented the Boosters could use the money for upkeep of the fields and facilities.

Mr. Bourque indicated that clarification is needed regarding where the funds are deposited, who collects it and who controls it, with the expectation that the funds will be spent for the exact purposes. He asked if the Boosters collected the money, where would those funds be deposited?

Mrs. Gannon commented that when gate receipts came into question two years ago, the Boosters had a donation bucket. She indicated most of the money we raised from concessions is deposited into the Booster Club account. She noted football raises their own funds and the money collected at the gates goes into a fund.

Mr. Bourque indicated it is more about internal controls. He noted that clarification regarding who controls the funds is required by the Board.

Mrs. Harrison expressed concern regarding “gray” areas with respect to who is collecting the money for fundraising or concessions, etc.

Mrs. Gannon commented the money collected by the athletic teams is for items that are not included in the budget.

Mr. O’Neill explained when you look at accounting practices one of the items of concern is cash – how it is collected, deposited, maintained and accounted for. He commented it does not take long to lose trust in a community over a small amount of money. He indicated his understanding is the gate receipts collected are deposited into a fund that is part of the general fund. He cautioned that care is required with the procedures. Mr. O’Neill was unsure of the legalities, but noted that handling of cash is a delicate situation.

Mr. Izbicki commented the largest area of concern is centralized cash collection and we are working to determine where they are deposited. He indicated gate receipts are deposited in the student activity fund, which we are currently researching. He noted he is looking to tighten controls in those areas.

Mrs. Gannon commented there are only four or five home games for football. She indicated the ability to collect that money and have it go toward the major project would be great.

Mr. Bourque commented the other discussion is that you would be collecting funds on school grounds and the question that was asked is “should that be revenue for the school?”

Mr. O’Neill commented that a good policy discussion has to occur here prior to focusing on a particular event. He indicated that the SAU will get a legal opinion regarding the charging and collection of admissions by the Boosters.

F. Correspondence

Mrs. Harrison reported that Kathleen Robicheau sent correspondence inquiring about a bus tracking app for when buses are late.

Mr. Bourque asked if First Student equips their buses with a gps tracker.

Mr. Izbicki deferred to Mrs. Flynn. Mrs. Flynn indicated that the district was told that there is gps in the buses. She noted that the cost of gps trackers suggested by the community member are \$1,000 per tracker/per bus.

**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)***

Mr. O'Neill confirmed that he has spoken to the bus company about equipping the buses and it is very expensive.

Mr. Bourque asked how long it is before a message is sent regarding a late bus.

Mr. Thompson indicated if we know the bus will be late parents receive the notification within ten minutes; however, if we have prior notification from the bus company, we can inform parents earlier.

Mr. Lecklider indicated the morning is more challenging. He noted he has asked First Student to give us notice if the bus is going to be late, but that does not happen. He commented by the time we get notification and send out a message it could be a significant amount of time before parents are aware.

Mr. Bourque indicated the concern is for parents who drop their children off at the bus stop and go to work.

Mr. Izbicki commented the district is going into the last year of the contract and as we go into negotiations, or bids, we can require gps tracking as part of the contract.

**G. Superintendent's Comments**

- 2018-2019 School Calendar Change

Mr. O'Neill reported that at the last Board meeting, the 2018-2019 district calendar was changed to reflect that ALICE training would be scheduled for September 26. He noted that LMS has scheduled their Nature's Classroom trip during the week of September 24. He requested that ALICE training be rescheduled to September 19. It was noted that December 5 has been scheduled as a 2 hour delayed opening, but he indicated he will get clarification.

Mrs. Harrison commented the Board talked about doing full day professional development.

Mr. O'Neill indicated that he brought that idea to the LEA who will discuss it with their executive board and provide feedback. He noted the calendar is subject to change.

***Mr. Bourque made a motion to approve the revised 2018-2019 school district calendar. Mr. Meyers seconded. The motion carried 5-0-0.***

- Professional Educators' Growth Plan Revision

Mr. O'Neill reported that it was discovered that some information was omitted from the evaluation form in the PEGP. The information was amended to reflect the appropriate information and wording. The amended Growth Plan requires approval of the Board. Earlier documentation reflects the evaluation form was originally approved by the Board.

***Mr. Bourque made a motion to approve the amended Professional Educators' Growth Plan. Mrs. MacDonald seconded. The motion carried 5-0-0.***

- School Board Meeting Calendar 2018-2019

Mr. O'Neill provided a draft calendar for school board meetings in 2018-2019. He asked Board members if there were any revisions to the calendar.

The Board discussed changing some dates and will vote on the revised meeting calendar at the next meeting.

- Posting School Board Documents for the Public

Mr. O'Neill commented that the district received legal guidance regarding the question of access to school board materials prior to review by the Board. It was established that documents can be posted publicly once a quorum of the Board has reviewed the materials. He asked Board members how they would like to address the posting of Board materials.

Board members were polled and the consensus agreed to post materials after documents are distributed to Board members.

*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)*

- Enrollment Report

The Superintendent shared the January, February and March 2019 enrollment reports with the Board. He indicated there are no remarkable changes.

#### H. Community Forum

Nate Cooper, President LEA, referred to the Board's decision to post meeting materials for public access and asked the Board to ensure the integrity of the CBA process is protected. He indicated that he would not be opposed to publishing the final document.

Mr. O'Neill indicated that the practice of the Board and District is that all negotiations are done in private and with confidentiality. He reported that there is a bill in the legislature that proposes to open all negotiations to the public, which he believes would be detrimental to the process. He asked that members of both unions contact their representatives to express their opinions about this bill.

Mr. Cooper commented on the Professional Educators' Growth Plan evaluation procedures. He suggested reviewing the evaluation walkthrough process before we move forward with making mini-observations the single model. He indicated he would be uncomfortable with a reduced amount of walkthroughs over a three year period. He noted the intent of moving to that model was to have frequent walkthroughs. Mr. Cooper commented there was discussion about principals that are pressed for time. He asked that LEA members have a wholesome document that can be agreed upon.

#### I. School Board Comments

Mrs. Harrison mentioned in an attempt to balance out committee assignments, Mr. Meyers agreed to be assigned to the Wellness Committee as she had too many committee assignments.

Mrs. Harrison disclosed that, as a member of the LEA Negotiations Committee, she has a family member (sister-in-law) who is an employee of the district and asked if the Board feels it is a conflict of interest.

Mr. Bourque commented that there does not appear to be a direct interest and has no issue with Mrs. Harrison serving on the committee.

Mr. Bourque mentioned that he received some correspondence on the utilization of solar panels on schools and asked if the SAU can do some research. Mr. Izbicki agreed.

Mr. O'Neill commented that the previous district in which he was employed did a study five years ago about migrating to alternatives from oil systems and could not find much data on solar systems. He indicated they focused on methane, propane and wood pellet systems.

Mrs. Hershberger mentioned that Interlakes School District did a project with Honeywell to provide a clean system for the schools (solar). She indicated she would like to see a student-run greenhouse at CHS. She believes it would honor our town and provide a bridge between people who go to school here and the senior community.

Mr. Bourque referred to Facebook Live and indicated one of the questions that was raised is if people are commenting and asking questions, does that become part of the minutes. He noted that is something that should be answered. He asked who on the Board would take on the task of answering those questions. He suggested that the Board think about it and discuss it at the next meeting.

Mrs. Hershberger suggested asking Mrs. Flynn to ask for a legal opinion. Mr. Bourque asked what the advantage to using Facebook Live would be.

Mr. O'Neill indicated school board meetings are meetings of the board in public and not meetings of the public with the board. He noted that election to the board is a representative office and not a participatory one. He pointed out that if the Board received questions during the meeting [on Facebook Live] the Board would have to respond to those questions during the meeting.

Mrs. Hershberger indicated she would like to have a legal opinion.

**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)*

Mrs. Harrison commented Facebook Live is just another way to broadcast our meetings and not a discussion venue.

Mr. Izbicki commented he has seen other districts that broadcast on Facebook Live with a disclaimer that states the Board is not monitoring the broadcast.

Mr. O'Neill indicated that the SAU will ask for legal clarification and research for more information.

**II. CONSENT AGENDA**

A. Public Minutes:

- March 21, 2018

*Mrs. Harrison made a motion to approve the public minutes of March 21, 2018 as amended. Mrs. Hershberger seconded. The motion carried 5-0-0.*

- March 28, 2018

*Mrs. Harrison made a motion to approve the public minutes of March 28, 2018. Mrs. Hershberger seconded. The motion carried 5-0-0.*

**III. REPORTS**

A. Business Administrator's Update

Mr. Izbicki provided a financial update for the Board. He shared a letter from the Commissioner of Education regarding the recommendation of a grant from the Public School Infrastructure Fund for the secure vestibule at GMS. The recommendation has been forwarded to the Governor for approval. If the grant is approved, the School Board will be required to hold a public hearing for the acceptance of unanticipated revenues.

Mr. Izbicki reported that he has begun working on full day kindergarten. He indicated he has been meeting with the Facility Manager and going through the materials lists and construction costs.

Mr. Izbicki reported that a deadline has been set for the thresholds of purchase orders as we near the end of the year. He commented that he has started the preliminary audit to reduce the turnaround time. He will provide detailed financials at the April 18 meeting.

Mr. Bourque mentioned that Frank Byron sent out an email that the town and state underpaid the district for grade three adequacy aid.

Mr. Izbicki indicated that has not been finalized. He noted when it comes forward and is approved we will bring it to a public hearing for the Board to accept.

B. Principals Reports

- GMS

Mr. Thompson reported on recognitions and notable news:

- Upcoming presentation by Lynn Lyons regarding Anxiety and how it impacts education;
- Jocelyn Robinson was nominated for the VFW Loyalty Award;
- GMS is the only school in NH to receive the PLTW Distinguished School designation;
- Greg Tang, math consultant, provided onsite training for teachers on March 27;
- GMS Chorus sang the National Anthem at SNHU Arena in February;
- GMS executed their Emergency Operations Plan last week when the school went into lockdown and this week when the school went into Shelter in Place.

Mr. Bourque commended and thanked the Litchfield Police Department for their response to the lockdown at GMS.

- LMS

Mr. Lecklider reported on recognitions and notable news:

- Information screen donated by the family of Joyce Choate was installed;
- Grade six students presented their endeavors on Entrepreneur Day at LMS;

**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)***

- Lego Robotics will be going to a competition in May;
- Arts and Music events were held at CHS in March;
- 38 students were recognized at Do Your Best breakfast;
- Robin Corbeil has partnered with FableVision giving LMS access to the software so students can showcase and demonstrate their learning;
- Teachers are creating a toolbox in preparation for the 1:1 rollout at LMS;
- A collaborative screen was installed in the learning commons;
- The STEAM Club is sharing their knowledge and working with grade 2 at GMS on levers and pulleys;
- The Green Raiders Club has partnered with a company that recycles plastic bags.

- CHS

The CHS Principal's report was provided in writing to the Board.

**IV. NEW BUSINESS**

**A. Governor's STEM Scholarship Program**

- Policy Revision: IHCD Advanced Course Work/College Placement

Mr. O'Neill reported that the policy was revised to be in line with requirements and criteria for the partnership with the Community College System of NH and the Litchfield School District, which will allow juniors and seniors to take advanced course work and/or advanced placement courses in a dual and concurrent enrollment program with community colleges in NH.

Mr. O'Neill indicated that there was concern regarding language included in the revised policy that was recommended by the NHSBA, which reflects that students who wish to take advanced courses not offered by CHS may take those courses not only at a community college, but at other high schools or private schools and the costs associated (including transportation). He reported after careful research and investigation, there was nothing found in RSA 188-E:25-28 that suggests or requires that students have access to courses offered at other high schools or private schools. Mr. O'Neill noted that Mrs. Flynn spoke with the attorney at NHSBA regarding the rationale for inclusion of the aforementioned working. After some discussion, the attorney agreed that the Board is not required to include that language in the policy. Mr. O'Neill indicated that the language in question was removed from the policy.

Mr. O'Neill asked Board members to review the policy, which will be revisited on April 18 for a 1<sup>st</sup> Reading.

- Memorandum of Understanding between CCSNH and Litchfield School District

The MOU between the Community College System of NH and the Litchfield School District has been drafted and is being provided for Board review. It is expected the Superintendent and School Board Chair will sign the MOU at a future meeting.

**B. School Board Goals Discussion**

This item is a placeholder for Board members to suggest ideas for long-range goals.

Mrs. Harrison believes that the Board should garner public input from the community about the direction of the Board.

Mrs. Hershberger would like to see a goal for Litchfield to be a top 10 district. Mr. Bourque indicated that there are many factors to being a top 10 district.

Mr. Meyers believes the goals should be broader.

Mr. O'Neill explained that goals tend to be the larger areas. He indicated that the format for the Board should be a dashboard in order for the Board to track the goals on a month to month basis. He noted if the Board would like to be a top 10 district the Board would need to define how to become a top 10 district. Mr. O'Neill explained how the goals and indicators were developed over 4 or 5 months:

**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)*

- reviewed existing goals and information
- reviewed past goals and information
- refined goals
- established new objectives
- defined new indicators.

Mr. O'Neill commented the Board can certainly survey the community, and suggested that the Superintendent Elect will provide his perspective, with work developing and refining goals ensuing over the summer to be completed by the fall.

**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. Bourque, the Board entered into non-public session at 8:45 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. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Mrs. MacDonald made a motion to return to public session at 9:25 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

**IX. ADJOURN**

*Mrs. Harrison made a motion to adjourn the meeting at 9:27 p.m. Mrs. Hershberger seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

**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 April 18, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
James L. O'Neill, Superintendent  
Cory Izbicki, Business Administrator  
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 6:03 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from April 4, 2018:

*Mrs. Harrison made a motion to approve the non-public minutes of March 21, 2018. Mrs. Hershberger seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to approve the non-public minutes of March 28, 2018. Mrs. Hershberger seconded. The motion carried 5-0-0.*

*Mrs. MacDonald made a motion to accept the re-nomination of Ryan Keller as a Special Education teacher. Mrs. Harrison seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

• LRBL Donation

Paul Soule, Litchfield Recreational Basketball League President, presented an offer to the School Board regarding the donation of new higher quality backboard/rim/nets for outdoor hoops at GMS, LMS and CHS. Mr. Soule explained that the LRBL would like to upgrade some, if not all, of the basketball facilities in town. He spoke with Jarod Mills, Tom Lecklider and the former Assistant Principal at GMS regarding the upgrade and they were all interested. He mentioned that the hoops will be able to facilitate year round play. Mr. Soule indicated that three small committees will be established to assess the needs at each school. He noted the goal is to have at least one full court painted with updated hoops at each school. The hoops can be adjustable to accommodate smaller children at the elementary school. Mr. Soule indicated the LRBL has reached out to several local contractors who agreed to volunteer their time and labor at no cost.

Mr. Bourque believes the backboard and poles at GMS are fairly new. He indicated that LMS does not have a backboard. He suggested that Mr. Soule speak with the Business Administrator and the grounds department regarding placement.

Mr. Soule commented that LMS is an outlier, but we would like to be able to do something there. He suggested upgrading the four indoor side rims and reach out to a local flooring contractor to explore the idea of repainting the floor and resizing the court. He indicated if each school has a decent 10' hoop kids will have a place to go when they are not in school.

*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)*

Mr. Bourque felt Mr. Soule's proposal was a good idea. He suggested Mr. Soule set up his committees, assess the schools and calculate the cost. He indicated once that information is brought to the Board, the Board can provide its direction.

Mr. Izbicki commented the challenge over the summer months will be multiple projects commencing in the buildings. He asked Mr. Soule to coordinate with the facilities department.

Mr. O'Neill commented that we had the conversation regarding updating the hoops and courts a couple of years back. He expressed excitement that it was brought to fruition.

- CHS Graduation Caps Proposal

Jesse Bedard and Catherine Camelio, CHS seniors, presented a proposal to the Board for permission to decorate their graduation caps. Although it is not tradition at CHS, it is not uncommon across the State. If approved by the Board, the CHS Administration will require that all graduates' caps be inspected for appropriate content by the administration prior to graduation. It will be the administration's decision if the content is appropriate to walk for graduation.

Miss Bedard indicate she and Miss Camelio spoke to many people and some that were not in support of the idea said that it was tradition not to decorate the graduation caps. She noted the current graduating class will be the 15<sup>th</sup> class to graduate CHS since its opening. She believes it is too early to decide 'what is a tradition'. She noted this 'tradition' is rejecting students each year and traditions can be changed. Miss Bedard explained that it is a harmless form of self-expression in the last moments of the graduates at CHS and the same rules that apply to the dress code will apply to decorating the caps, with appropriateness to the ceremony. She indicated that there are several reasons the students would like to decorate their caps, which include representation of what the future holds for graduates, the right to express themselves, 12 years of being taught to make the right decisions, and graduation is a celebration and should be treated like one.

Miss Camelio presented a petition from the students and staff in support of the decoration of graduation caps. She indicated that over 140 students and staff signed the petition in one day at CHS; the message posted on the Litchfield What's Up page received over 190 positive comments; survey results reflect that the proposal is supported by 81% of those surveyed.

Mrs. MacDonald asked to whom the survey was sent. Miss Camelio indicated the survey was circulated to the whole faculty twice.

Mrs. MacDonald believes graduation is a formal ceremony with formal dress and that celebration is for afterward. She was concerned about someone putting their political agenda on the cap.

Miss Bedard commented that the requirement will be according to the dress code. Miss Camelio commented the content cannot be offensive.

Miss Bedard indicated that Mr. Pothier suggested a committee can approve the designs and Mr. Perez mentioned if a student shows up with a cap that is not approved then there will be consequences.

Mr. Lonergan reported he looked at the historical documents surrounding CHS and the memo to the first graduating class from the graduating committee stated graduation was to be a formal event. He indicated 9 of the 12 members are no longer with us. He noted they had high standards in the past, but we have changed some things. Mr. Lonergan explained the key point is that the ceremony will be dignified in structure and comportment to the graduating class. He commented the senior class is still discussing how to make it personal and a celebration everyone can be proud of. He noted there is support for the proposal and staff are divided. Mr. Lonergan suggested creating a new graduation committee that can look at this and decide how to move forward, but the principal decides how graduation is run. He commented he does not wish to stay grounded in those traditions as we move forward.



*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)*

Mr. Meyers was concerned about the consequences if a student shows up with a cap that was not approved. Mr. Lonergan indicated the student will most likely have to pay for a new cap with nothing on it. Miss Bedard suggested this could be the pilot year for the proposal.

Mrs. Harrison commented that she was impressed by the research, time and effort in reaching out to the community. She believes it is a reasonable expression and expressed her support for the proposal.

Mr. Bourque complimented the students on their presentation. He thanked them for presenting their proposal to the Board and indicated that it is the decision of the high school administration. He noted that Mr. Lonergan has the full support of the Board.

Mr. O'Neill complimented the students for their time and effort in coming before the Board. He indicated the students were thorough and the discussion was good. He commended the students for going the extra distance to make public conversation. Mr. O'Neill is in agreement with the Board Chair.

- CHS Beautification Proposal

Jessie Grondine and Olivia Carlson, CHS NHS students, presented a proposal to revitalize the northern area of the grounds at CHS (the area near the basketball court). Miss Grondine and Miss Carlson explained that before they can regrass the area or plant any flowers, they have to do a soil test, which consists of four components. They indicated they are looking into different grass mixes, florals and plants, and would like to add worms to the dirt to make it healthier. They indicated that students in the AP Environmental class will assist with maintenance and replanting, as will the Litchfield Garden Club.

Mrs. Harrison complimented the students on their idea and research. She indicated that it sounds like a lot of work and was concerned that it would be sustainable after the students graduate.

Miss Grondine indicated that it will be sustainable as most of the plants chosen are low maintenance. She mentioned that they will approach Tim's Turf about donating materials.

Mr. O'Neill indicated that he met with the students a few weeks ago and discussed the idea with them. He complimented them on the knowledge they gained and people they approached. He noted that they discussed the scope of the project and decided on what they would present to the Board.

Miss. Grondine commented they are also planning to make a bird sanctuary by hanging bird houses from the trees that will attract different types of birds. She indicated they would like to start a 'go fund me' page and place donation jars at local businesses and nurseries.

Miss Carlson mentioned that when going door to door, they have found people who do not donate funds will donate flowers and overgrown garden items.

Mr. Bourque complimented the students on their presentation. He believes it is a good idea and thanked them for their presentation. He indicated that the decision is that of the high school administration.

F. Correspondence

- Loyalty Day/Scholastic Awards Notification

Mr. Bourque announced the Hudson VFW has announced that at a ceremony on May 4, 2018 they will recognize three district employees: Kelly Fraser (CHS); Andrea Hamilton (LMS); Jocelyn Robinson (GMS).

- LSSA Negotiations Intent Notification

Mr. Bourque reported the LSSA has submitted a letter of their intentions to bargain a master contract beginning with the 2019-2020 year.

G. Superintendent's Comments

- 2018-2019 School Board Meeting Calendar (Revised)

**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)***

Mr. O'Neill provided the School Board meeting calendar and indicated it has been revised according to the changes the Board made at the April 4, 2018 meeting. He added the Budget Committee meetings have been updated according to the Budget Committee's budget calendar for the upcoming budget review sessions. He asked the Board approve the calendar, but noted that the meeting dates are subject to change.

Mr. Bourque asked about the dates for budget presentations to the Budget Committee in November and December.

Mr. Meyers thought that there were only three meetings in November and one in December.

Mrs. Flynn clarified that there are four meetings in November as the Budget Committee requested an extra meeting for presentations and decisions in order to digest the budget information. She indicated that there are two meetings in December – one for the town warrant articles and one for the School Board warrant articles. The third meeting in December is tentative in the event of the need for an extra meeting.

Mr. O'Neill was concerned that the Budget Committee may fall back to a line item analysis and believes that the process worked well last year. He complimented the Chair in moving toward that process last year.

***Mr. Bourque made a motion to approve the 2018-2019 School Board meeting calendar. Mrs. Harrison seconded. The motion carried 5-0-0.***

- Facebook Live and Other Live Streaming Resources

Mr. O'Neill commented the Town of Litchfield has moved increased its broadcast platform to include live streaming of meetings and events on Facebook Live. They requested that the School Board allow their meetings to be broadcast over Facebook Live. Concerns arose over commentary and questions posted by viewers and whether these comments/questions will be required to become part of the official record, responses to viewer questions, alignment with Policy BEDH, Public Participation at Board Meetings and other legal requirements that may conflict with Facebook Live policies/practices. The Board has requested opinion from legal counsel, which was received today by the Superintendent. Research regarding the use of Facebook Live by officially elected boards/committees, and other live streaming resources has also been provided.

Mr. O'Neill indicated legal counsel raised significant concerns regarding first amendment rights and how the Board would handle questions on Facebook Live. He commented that legal counsel indicated the purpose of a School Board meeting is to do the District's business and she advised if the Board moves to Facebook Live, she recommends the Board not permit viewers to post questions during the meeting.

Mr. O'Neill referenced the information presented regarding BoxCast, which is a simple, portable, plug in device that allows streaming from virtually anywhere as long as there is a camera, internet connection and power.

Mrs. Harrison commented one of the Selectmen said that they ignore the comments and questions on Facebook Live. Mr. O'Neill indicated that counsel has cautioned against taking questions during a meeting or even allowing people to post questions during a meeting.

Mr. Bourque commented the biggest advantage to a service like BoxCast is controlling the commentary. He indicated if we are streaming live on our website it allows the community to email the Board members and the Board to answer their questions.

Mr. Meyers commented the Selectmen's representative was pushing for all three boards to use Facebook Live. He indicated the Budget Committee Chair will check with legal counsel.

Mr. Bourque was concerned about the comments on Facebook Live. He indicated that sometimes it is not difficult to reach a point where someone responds to a comment or series of comments.

Mr. O'Neill asked how you control the geographical area the feed is streaming to? He noted it offers a challenging environment.

**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)***

Mr. Bourque commented when Facebook came out it was eye-opening how many people did not have cable. He believes that BoxCast is a better direction. He indicated there are many people who may not live in town, but work here that may want to watch the meetings.

Mr. Meyers asked about using Google Hangouts. Mrs. Flynn indicated that is a chat resource and not a streaming resource.

Mr. Meyers suggested informing the Board of Selectmen and Budget Committee about BoxCast. He asked if the town would be willing to use it and if the Board can defer a decision until the next meeting.

Mr. Bourque indicated the Board of Selectmen have made their decision to use Facebook Live. He is not comfortable with Facebook Live and believes other options should be explored. He noted that BoxCast fulfills other needs as well.

***Mr. Bourque made a motion to authorize the district to enter into a contract with BoxCast. Mrs. Harrison seconded.***

Mrs. Harrison commented she would like to see more collaboration and partnership with the other boards.

Mr. O'Neill commented when legal counsel raises concerns it gives him a moment of pause. He indicated there is no editing capacity with a venue like Facebook Live. He noted if we take an active position of live streaming through a proprietary software that we can control it will alleviate some issues that may arise from concern.

Mrs. Harrison commented just because something is free does not mean you are not paying for it in some way.

Mr. Meyers indicated he would like to touch base with the Budget Committee.

***Mr. Bourque withdrew his motion and Mrs. Harrison withdrew her second.***

Mr. O'Neill emphasized that we are trying to be as transparent as we can. He indicated that the district would like to allow as many citizens in town to see what we are doing and provide an opportunity to have feedback.

**H. Student Representatives Comments**

The Student Representatives were not in attendance.

**I. Community Forum**

There was no community input.

**J. School Board Comments**

Mrs. Harrison thanked the Board for their support in bringing Katie Greer to speak to our students and parents. She indicated it was eye-opening and very well received.

Mr. Meyers asked if the district has a fundraising policy and if the Board can review it at the next meeting as there are many things going on in town.

**II. CONSENT AGENDA**

**A. Public Minutes:**

- April 4, 2018

***Mrs. Harrison made a motion to approve the public minutes of April 4, 2018. Mr. Meyers seconded. The motion carried 5-0-0.***

**B. Budget Transfers**

***Mrs. Harrison made a motion to approve the budget transfers from Jan 5, 2018 through April 13, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.***

## 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)*

### III. REPORTS

#### A. CHS Principal's Report

The CHS Principal's report was previously provided to the Board.

- AP Scores

Mr. Lonergan provided an explanation and review of AP data previously provided to the Board and answer Board questions regarding the information.

Mrs. Harrison commented the data shows our children are well equipped because of how they are doing in Calculus.

Mr. Lonergan mentioned that Windham has a population of 900 students and 500 AP exams have been taken. He indicated CHS administers a fair amount for their population, but would like to see more success.

Mrs. Harrison was concerned about classes with very small numbers. Mr. Lonergan indicated they will not be running classes with a small amount of students, with perhaps one exception.

- Graduation Requirements and College Entrance Requirements

Mr. Lonergan reviewed high school graduation information, as well as information regarding student tracking for high schools aggregate information, that tracks the number of students who have graduated from CHS in a given year through their college years (i.e. did they graduate from college; leave college; etc.). He explained the data on what schools our students are going to and what they are doing in college reflects there is a strong priority in Litchfield for students to go on to two and four year colleges; however, the issue is if they are finishing college. He noted the data shows that freshman year is challenging.

Mr. Lonergan indicated 75% of our students on average go on to college for the first year: 55% go to four year colleges; 20% go to two year colleges, and the attendance numbers are higher for in-state schools; public school choice percentages are higher than private school numbers, which remain flat. He noted some students take a year to work, save or travel and some need the maturity to be ready for college, thus waiting a year is a good choice. Mr. Lonergan commented one of the things they want to know is the persistence rate in college. He indicated of the students who go to private schools, 90% go on to the second year; approximately 87% of our students go on to the second year in public schools. He noted that it is disappointing that 61% completed their degree within 6 years, according to date from 2010-2011.

Mrs. Harrison requested more data on the state level.

Mrs. Hershberger asked about a breakdown of the numbers of students who go to certificate programs, trade school, two year and four year colleges, etc.

Mr. Lonergan indicated he will ask Mrs. Callinan to see if she can get that data from the clearing house.

Mr. Bourque commented the main question from NHPR is that we have no way of knowing if the students have to retake courses they took in high school. Mr. Lonergan indicated there is no way of knowing that information.

Mr. Bourque commented that there is more concern about students going right into college from high school and not being ready. Mr. Lonergan indicated that technical schools administer an AccuPlacer test, which gives them information regarding courses in which students need more instruction.

Mrs. Hershberger was concerned about the drop in SATs since 2015. Mrs. Harrison indicated that SATs have changed over the last couple of years.

#### B. Business Administrator's Report April 2018

Mr. Izbicki provided a financial report for the Board. He indicated that he included the Capital Planning matrix priorities from the Capital Improvement Committee and asked for direction from the Board.

Mrs. Harrison indicated that she would like to see a long term plan.

*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)*

Mr. Bourque explained the committee broke down the \$6M assessment into the following categories: maintenance (internal), items for a bond, items not needed, and items that are too costly. He indicated there was no discussion regarding a new school due to declining enrollment.

Mrs. Harrison believes that fixing all the facility issues without developing a plan is short-sighted. She suggested developing a five year repair/replacement plan. She envisioned a multi-phase plan that can be proposed to the voters, which she believes they will support.

Mr. Izbicki recommended the committee meet again.

Mrs. Harrison believes the committee should consider all options – whether we can make what we have work or a K-5 building.

Mr. Bourque indicated this particular committee is more in line with taking care of the district's assets. He noted that the committee looked at what could be done and what could not be done.

Mrs. Harrison asked if we have looked outside the box and questioned if it is the responsibility of the committee to solve the space needs of the buildings.

Mrs. MacDonald commented that we should have extra classrooms with declining enrollment and asked why we are not pulling some grades into the schools.

Mr. Bourque indicated there are still space issues because the number of students we lose is spread out over several classrooms.

Mr. O'Neill believes there are two separate issues: 1) HL Turner assessed the facilities and what is needed to bring the facilities up to current code; 2) the vision of the district in the long term and what type of facilities we want. He indicated that we need to do those repairs before we can think about what we want to become. He commented if you want to be a top 10 district you need to look at what type of facility is an educational priority. He noted we do not have the space because of the new programs we have had to institute due to mandates and regulations.

Mr. Bourque commented that the group responsible for space needs in the buildings is the School Board and we have looked at all of that. He asked if we can make the implementation of a five year plan a Board goal. He indicated he does not see the progress being made toward the grand scale visions.

Mrs. Hershberger commented people invest a certain amount of money into their homes each year and it is the same with facilities. She indicated the HL Turner report was so large she could not digest it.

Mr. Izbicki indicated the amount of money listed on those items are estimates. He commented we need to look at how we take care of the things we have now.

Mr. Bourque commented part of the challenge in the past has been proposing repairs and maintenance in the budget to the Budget Committee without a plan. He indicated we now have a list of what we need to do. He noted that a Budget Committee member is on that committee and agrees that we have to take care of our buildings. He added the bond was proposed for major repairs/replacements.

Mrs. Harrison commented that we need to have a vision and keep the conversation going. Mr. Bourque agreed.

Mr. Izbicki indicated he would reach out to the committee to plan a meeting.

Mr. Izbicki reported that he included student activity fund tracking in his report because of the new GASB requirements for student activity funds. He mentioned that parking fees at CHS were originally to offset the needs of the parking lot, but that has not been done and fees deposited into the general fund are being returned to the taxpayers. He would like to discuss what those monies can be used for at CHS.

**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)*

Mr. Lonergan commented many of the students pay for the permits themselves. He indicated parking lot maintenance is a good use of those fees, but if we were able to use them for programs for the students, such as Challenge Day, it would be beneficial to CHS. He noted that Merrimack is hosting the event this year and is looking for a partner school to share the program.

Mr. Bourque commented it is not a lot to ask for parking, but he believes the money should go back to the school. Mr. O'Neill commented that Mr. Izbicki will look into it.

Mr. Izbicki reported that a small security committee has been established at the district level to investigate how to make access to the schools better and to return those ideas to the Administrative Team. He indicated that he will have a list of budgetary encumbrances for year end funds by the first meeting in June. He mentioned the Town signed a lease agreement for new copiers and the district is storing the copiers they are replacing. He noted the Town gave the copiers to the district.

Mr. Izbicki reported he reached out to the DOE regarding the grant for the GMS secure vestibule and should hear by May 9 on the approval.

Mrs. Harrison commented that she would like to see the plans for the vestibule.

**C. CHS Gate Receipts and Admission Fees**

Mr. O'Neill indicated that on April 4, the CHS Athletic Booster Club requested permission from the School Board to charge and collect gate receipts for home football game, (with the purpose of using funds to support the Booster's mission statement). Board members asked for information regarding admissions that are currently being charged by any sport, an explanation of how the gate receipts are handled, and legal opinion regarding the charging and collection of admission fees by a non-school sponsored organization relative to Policy DFE, Gate Receipts, Fees and Admissions. Information provided reflects that admission fees are only charged for basketball home games, football homecoming, and sports that NHIAA playoffs and tournaments; however, those funds are paid to the NHIAA. Legal opinion regarding the collection of admission fees by the Booster Club has been received.

Mr. Bourque commented that according to legal counsel the existing district policy does not make it possible for the Boosters to collect the gate receipts. He indicated that legal counsel opined that the Board can waive their policy and allow the Boosters to collect the fees to use for what they stated with oversight controls over the funds.

The Board discussed fees charged by basketball as opposed to other sports.

Mrs. Hershberger commented that the Boosters support all sports and asked if other sports teams use football funds. Mr. Lonergan indicated football funds are deposited into their own student activity fund. He noted all teams have their own accounts to deposit their fundraising.

Mr. Bourque indicated that the Board does not have to make a decision tonight.

**IV. OLD OR UNFINISHED BUSINESS**

**A. Governor's STEM Scholarship Program**

- Policy Revision: IHCD Advanced Course Work/College Placement

Mr. O'Neill indicated this policy was revised to be in line with requirements and criteria for the partnership with the Community College System of NH and the Litchfield School District, which will allow juniors and seniors to take advanced course work and/or advanced placement courses in a dual and concurrent enrollment program with community colleges in NH. There was concern regarding language included in the revised policy that was recommended by the NHSBA, which reflects that students who wish to take advanced courses not offered by CHS may take those courses not only at a community college, but at other high schools or private schools and the costs associated (including transportation).

Mrs. Flynn added after careful research and investigation, there was nothing found in RSA 188-E:25-28 that suggests or requires that students have access to courses offered at other high schools or private schools. In

**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)*

speaking with Attorney Phillips at the NHSBA regarding the rationale for inclusion of the wording aforementioned, he indicated that it is their interpretation that students should have the widest range of options possible so that the Board and district are able to do something if such courses are not offered in their district. He acknowledged that the NHSBA just recently published a reconstructed sample policy (IHCD) in which they included the disclaimer that if students wish to take advanced courses at another high school or private school, there would be no cost incurred by the sending district. However, he admitted that the Board is not required to include the language in question in the policy.

***Mrs. Harrison made a motion to approve policy IHCD, Advanced Course Work, Advanced Placement Courses and Stem Dual/Concurrent Enrollment Program, for a 1<sup>st</sup> Reading. Mrs. MacDonald seconded. The motion carried 5-0-0.***

- Memorandum of Understanding between CCSNH and Litchfield School District

The MOU between the Community College System of NH and the Litchfield School District has been drafted and is being provided for Board review. The Board Chair and Superintendent signed the agreement, which will be sent to the Chancellor for his signature and to move forward with the program.

**B. School Board Goals**

This item is a placeholder for the Board to discuss areas they would like the new administration to focus on over the next 3 to 5 years.

The Board discussed sending out a survey to all groups for ideas for goals going forward.

Mr. Lonergan mentioned on May 17, students and staff will come together to celebrate Dr. Ange. Some students are composing musical arrangements; some are preparing dance presentations. There will be a wall of remembrance and speakers. Mr. Lonergan indicated students would like to start the Dr. Ange Believers Scholarship, plant a tree that has been donated outside the library in her memory, and would like the Board to consider dedicating the library/media center to her. He noted that her husband and daughters will be in attendance.

**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. Bourque, the Board entered into non-public session at 8:55 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.***

**VIII. RETURN TO PUBLIC SESSION**

***Mrs. MacDonald made a motion to return to public session at 9:55 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.***

**IX. ADJOURN**

***Mrs. Harrison made a motion to adjourn the meeting at 9:55 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.***

*Litchfield School Board Meeting 4-18-18*

*Approved May 9, 2018*

*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)*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board



*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 May 9, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
James L. O'Neill, Superintendent  
Scott Thompson, Principal, GMS  
Martha Thayer, Asst. 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 a Tree Dedication Proposal by CHS students under Superintendent's Comments.

D. Summary of Non-Public Actions from April 18, 2018:

*Mr. Bourque made a motion to approve the non-public minutes of April 4, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the resignation of Janet Belhumeur, Director of Food Services. Mrs. Harrison seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions:

- E<sup>3</sup> Awards
  - Ruth Christino
  - James L. O'Neill

The Board Chair recognized nominees for the Empowering Excellence in Education Awards.

Ruth Christino was recognized for several years of volunteer work in the district, as well as serving as a substitute teacher and currently stepping in to fill a much needed paraprofessional position at LMS.

James O'Neill, Superintendent, was recognized for his supervisory and leadership skills, achievements in the district, and bringing the Litchfield School District to a higher level.

Mr. O'Neill expressed his appreciation to the many people who made his stay successful in the district, to the School Board and Administrative Team, teachers and staff. He indicated he has enjoyed being part of the organization and has had a positive professional experience. He noted he will miss Litchfield very much.

F. Correspondence

Mrs. Harrison announced that a letter was received from John Brunelle regarding live streaming and the Board's concerns about Facebook Live.

**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)***

G. Superintendent's Comments

- School Board Meeting Calendar Clarification

Mr. O'Neill indicated that the School Board approved their meeting calendar on April 18, 2018; however, they asked for clarification of Budget Committee budget review meeting dates for November and December. He reported the Budget Committee Chair confirmed the following dates for review of the school board budget: Nov 1, 8, 15, 29; Dec 13 and Dec 20 as a tentative meeting date if needed.

- Policy JEB Age of Entrance Amendment

Mr. O'Neill explained that the Age of Entrance policy, JEB, is being reviewed relative to exceptions in age of attendance in grades K and 1 and assignment in those grade levels. He indicated currently there is a firm statement that a child has to be age 5 by September 30 to enroll in Kindergarten and age 6 by September 30 to enroll in Grade 1. He suggested that the policy should include the following:

- A possible exception to allow children who will turn age 5 or 6 (respectively) by October 31 to enroll in Kindergarten or Grade 1 (whichever applies);
- A "no exceptions" statement with regard to the October 31 deadline.

Mr. O'Neill indicated that there have been some early attendance requests recently, which he believes warrants a reconsideration of the Age of Entrance policy. He noted he was bringing this to the Board's attention for a future agenda.

- Tree Planting

CHS students requested permission to plant a tree in Dr. Ange's memory. They indicated that the tree would be planted in the courtyard outside the CHS library on Thursday, May 17 and dedicated to Dr. Ange.

***Mrs. Harrison made a motion to approve the purchase and planting of a tree in Dr. Ange's memory at CHS. Mrs. Hershberger seconded. The motion carried 3-0-0.***

Mr. O'Neill mentioned that two CHS students approached the Board at the last meeting with a proposal to beautify an area of the CHS grounds. He complimented them on their proposal presentation and the knowledge they gained after meeting with him to discuss their idea. Mr. O'Neill reported that the Boy Scouts, who are planting trees for Arbor Day, had several trees left over and have donated them to the school district.

H. Community Forum

There was no public input.

I. School Board Comments

- Live Streaming Resources

Mr. Bourque indicated he spoke with John Brunelle about the concerns over Facebook Live. He commented Mr. Brunelle's concern was that everyone is on the same platform for live streaming. He noted that Mr. Brunelle mentioned that coordinating cameras with BoxCast would be difficult at this time. He announced the Town will be live streaming using You Tube Live and will disable the comments.

Mr. Bourque mentioned that Rob Meyers sent an email about concerns that ADA requires subtitles with live streaming.

Mrs. Hershberger suggested that the Board communicate via the School Board Facebook page about the live streaming platform.

Mr. Bourque indicated that live streaming will be embedded on the district website as well.

The School Board agreed with live streaming meetings over You Tube Live.

- School Start Times

Mr. Bourque commented that he may have a solution to the days/hours issue at the middle school. He indicated a sidebar discussion would be necessary with the LEA.

*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)*

Mrs. Harrison suggested that the students' first period class become their homeroom.

Mr. Bourque indicated that students need to arrive at the school at least 10 minutes earlier.

Mrs. MacDonald was concerned that CHS students would have to be picked up earlier.

Mrs. Harrison indicated that the issue and solution warrant study.

Mrs. Thayer indicated that the middle school worked on the situation this year and the result was an extra five minutes of instruction time each day without starting ten minutes earlier.

Mr. Bourque commented that the contract for teachers indicates their work day is 7.5 hours. He asked if there is a mandatory start time.

Mr. Thompson indicated the teachers' day is from 8:00 am – 3:15 pm each day.

Mrs. Thayer indicated some flexibility is allowed, but teachers have to be at the school for the beginning of the day to the end of the day, which is after the students leave.

Mr. Bourque indicated there is flexibility with the high school as well.

Mr. O'Neill indicated that the teachers' day does not end when the students leave the buildings. He wanted people listening to the discussion to understand teachers are working their contracted hours.

- Student Fundraising Policy and School Fundraisers

Mr. O'Neill indicated that a board member requested revisiting the fundraising policy and reviewing fundraising activities in the district. He commented the district currently has a Student Fundraising policy that outlines the practice of Board approval of new fundraisers. He noted that fundraisers approved by the Board do not need to be reapproved each time they are held. Mr. O'Neill indicated a list of the fundraisers approved by the Board is provided and broken down to reflect those that were approved and no longer held and those that are done on a regular basis. He noted the Board's debate is 'are we over-fundraising in community and how do you want to deal with it'?

Mrs. Harrison commented that the PTO moved from catalog sales to door to door sales.

Mr. Bourque was concerned that the policy states students are discouraged from going door to door and wondered if the Board should revisit the policy.

Mr. O'Neill indicated he is not comfortable with young children going door to door and the policy should limit activities that would have children going door to door.

Mrs. Hershberger indicated that she goes around the neighborhood with her children when fundraising. She was concerned that if the door to door fundraising is eliminated it would inhibit fundraising.

Mr. Bourque suggested an age limit for potential door to door fundraising.

Mrs. Harrison commented there is much selling occurring in the town.

Mr. O'Neill believes that in Litchfield there is a combination of private and public funding as athletic teams are raising their own money to support them. He commented that he was struck by the amount of money raised in the district that supports public schools. He felt it seems more like a private school model where parents want enhancement in specific areas that they do not want included in the budget. He noted that the Board should take a look at the 'bigger picture' and the impact for what is offered to students without impacting the bottom line budget.

**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)***

Mr. Bourque did not feel the process needs to be changed at this time, but believes that stronger language is needed in the policy to protect children.

Mr. Thompson indicated students at GMS are told not to go door to door. Mrs. Thayer indicated that parents accompany their children when fundraising in the neighborhood.

Mrs. Harrison agreed with Mr. O'Neill's statements regarding the culture we have in that respect.

Mrs. Hershberger commented those who can afford to provide support do so according to their capacity. She mentioned some charter schools are public and do their own fundraisers. She indicated one charter school held a fundraiser on Founders Day with an annual appeal.

Mr. Bourque indicated that would be up to the individual schools and individual groups.

Mr. O'Neill suggested the Board consider starting an education foundation in the future. He explained it is a 501c tax deductible foundation so that donations can be tax deductible for those who donate. He commented that a significant amount of money can be raised for whatever the charge of that particular group may be.

**II. CONSENT AGENDA**

A. Public Minutes:

- April 18, 2018

***Mrs. Harrison made a motion to approve the public minutes of April 18, 2018. Mrs. MacDonald seconded. The motion carried 4-0-0.***

**III. REPORTS**

A. Principals Reports

Principals written reports were provided for the Board. Mr. Thompson and Mr. Lecklider presented data to support advancement on achievement in their buildings, including testing results and trends. Mr. Lonergan provided a broader spectrum of data regarding graduation and college entrance requirements.

- GMS

Mr. Thompson reported there are 66 Kindergarten registrations and 66 Grade 1 registrations.

Mr. O'Neill indicated that he anticipates staffing needs will remain the same for next year based on the enrollment information.

Mr. Thompson agreed, but indicated that grade 4 will be a bit crowded next year. He wished the GMS Lego Robotics teams much luck in the competition. He mentioned that he attended the ALICE training at the Hudson elementary school and sat in on the debriefing. He reported the exercise began with an enhanced lock down where students were active participants and teachers had to make 'on the spot' decisions to lock down. He indicated he felt better prepared having seen that exercise.

Mrs. Harrison was concerned about the message for students when ALICE training takes place and how it will be presented to them.

Mr. Thompson indicated that there will be unified message for all students and there is a book to help prepare them for the training.

Mrs. MacDonald mentioned in the school where she works, they use the term 'Active Shooter' and conduct passive drills.

- Assessment Data

Mr. Thompson indicated that MAP testing is conducted once per year and done on Chromebooks or computers. He noted students do not have the benefit of a computer class until the fall in Grade 3. Both NWEA MAP and AIMSweb are Norm referenced with a national pool.

**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)***

MAP is designed to demonstrate growth fall to winter and fall to spring. AIMSweb measures by grade and subject at a moment in time.

**Test Administration:**

AIMSweb is done 1:1 with students in grade 1 using a printed prompt and adults tracking responses on an online form; online in grades 2-4, with the exception of a timed oral reading fluency test.

MAP testing is done in the fall on Chromebooks for grades 1 and 2 without the benefit of computer instruction; online for grades 3 and 4.

**Math Results:**

AIMSweb results are benchmarked by three tiers: Tier 1-Low Risk; Tier 2-Moderate Risk; Tier 3-High Risk.

Results have shown show improvement in students transitioning from the high risk tier to the moderate or low risk tiers.

MAP results are benchmarked by percentile, Lo, Lo Avg, Avg, Hi Avg, High. In the Fall of 2017 MAP tests were administered in grades 1-4 and reflected higher counts of students in the Lo through Avg percentiles. MAP testing shows areas of relative strength and weakness. The winter results showed marked improvement in students who transitioned from those lower percentiles to the higher average percentiles.

**Reading Results:**

AIMSweb benchmarks in the fall to winter transition showed while there were a higher number of students that may have fallen into the moderate and high risk tiers, a significant improvement was made, especially in grade 1, moving students in those risk categories to the low risk tiers.

MAP results showed that in grades 1 and 2 there were higher numbers of students testing in the lower percentiles, while in grades 3 and 4 students tested in the higher percentiles.

Mr. Thompson indicated that grade level and classroom changes were made based on the test results:

- Gaining greater familiarity in year 3 with CCSS and new instructional resources;
- Repacing of lessons (e.g. SBAC fractions/decimal units gr 4);
- Increase focus on weak areas;
- Learn new teaching strategies;
- Increase use of technology to boost instruction.

**Individual Intervention and Remediation:**

- SERFA Reading small group instruction
- Title I reading and math tutors
- District reading tutors and a math tutor
- Collaborative Assistance Team
- IEPs
- 504 Plans
- Summer programs
- Teacher professional development
- Goal to be at grade level by end of grade 3.

Mr. Thompson commented the Board asked how we handle the information. He indicated through the Collaborative Assistance Team who looks at the assessment and tries other methods to help students in the lower percentiles. He noted that full day kindergarten will more instruction so students will be able to make a quicker transition to grade 1.

Mrs. Harrison asked if we are testing students too much. Mr. Thompson commented that a dialogue is needed to discuss that. He noted that although he has shared the background of the two assessments, they have different functions. He indicated there can be some redundancy in what we do, but it shows growth. Mr. Thompson

*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)*

commented among the teachers there was much desire to deep MAP testing in fall and spring so they can see how their students progress. He indicated we do test a lot and we gave up spring MAP testing for that reason.

- LMS

Mrs. Thayer provided information on NWEA testing results, NH SAS testing, NECAP Science testing and AIMSweb testing. She indicated with the exception of the NECAP Science test which is administered to grade 5 and 8, all students in grades 5-8 are tested in the other assessments.

Mrs. Thayer indicated that AIMSweb data is used in the same way as at GMS – to see progress toward the target and benchmarks. She reviewed the results with the Board and indicated trends in each assessment method:

NWEA:

- Growth in Reading was positive for each grade level cohort in grades 5-8;
- Growth in Math was positive for grade level cohort in grade 6 and 7 from the previous years;
- Grade 5 and 6 showed strength in Geometry and Real/Complex Number Systems;
- Grade 7 showed strength in Geometry;
- Grade 5 and 6 showed strength in Informational Text;
- Grade 6 and 7 showed strength in overall Reading performance;
- Grade 7 was strong in Literary Text and Vocabulary Acquisition;

Areas of growth to work on:

- Grade 5 Operations and Algebraic Thinking;
- Grade 6 and 7 Statistics and Probability;
- Grade 5 Literary Text
- Grade 7 Informational Text.

Mrs. Thayer mentioned that the response to the ‘slip’ in Math included:

- Looking at practice tests earlier
- Embedded fractions earlier in geometry
- increased performance tasks in grade 5.

SBAC:

- Grade 6 and 7 exceeded the State overall in math;
- Grade 6, 7, 8 exceeded the State overall in ELA;
- Grade 5, 6, 7 exceeded the State overall in Writing.

Areas of growth to work on:

- Grade 5 Math overall;
- Grade 5 and 6 Concepts and Procedures
- Grade 5 cohort declined slightly in ELA.

Mrs. Thayer indicated that the response to the areas of improvement, information reading was increased.

NECAP Science:

- Score was above the State average 2015-2017
- Inquiry and Life Science domains were areas of strength.

Areas of growth to work on:

- Physical Science.

AIMSweb:

- 2016 All grades, content areas, performance levels above national norms
- 2017 Grade 5 Math scored at 87% proficiency.

Areas of growth to work on:

- Tier 2 and 3 annual growth will be reported in late June.

Response to the Data:

- Implementation of digital curriculum resources

**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)***

- Grade 5 Journeys
- Grade 6-8 Study Sync
  
- Increased opportunities for accelerations and remediation in Math and Reading
  - Ten Marks, RAZ Kids, Reading Plus
- Provide math remedial support/enrichment with expanded implementation of digital platform
- Increased programming for RTI Tier 2 level students
- Increased STEAM programming through Project Lead the Way
- Annual PBIS student achievement goal-setting process
- Increase library digital resources.

Mrs. Thayer indicated that the testing environment improved for all students with the increased number of devices, reliable connectivity and increased internet speed. She noted adjustments are being made to our curriculum scope and sequence as needed.

Mr. Bourque indicated that is a lot of information and it seems we do test a lot. He commented with the new administration we can discuss what we do going forward.

- CHS

Mr. Lonergan provided information regarding postsecondary enrollment of high school graduates within two years to the Board. He indicated that the data shows a large percentage of our graduates go back for that second year of college. He noted the information was taken from the national clearing house. He commented in 2010, 76% of CHS students went back for a second year, which is better than the states reported in the data.

Mr. O'Neill commented that he looks at the trend lines and indicated that there is good data out of the high school.

Mr. Lonergan indicated NWEA testing begins next week as well as NECAP Science. He commented the State released the SAT scores to students, but not to the schools.

Mr. O'Neill complimented the whole system. He indicated the high school inherits what we worked on with our students for the last 9 or 10 years. He commented the success rate and entrances in college is a systemic process.

**B. Bus Route Schedules**

Mr. Bourque led a discussion regarding bus route start times relative to resolving student arrival times at the middle school.

**C. Business Administrator's Update**

A financial update from the Business Administrator was provided for the Board.

Mr. Bourque announced that the public school infrastructure application was approved for the GMS secure vestibule.

Mr. O'Neill indicated the same contractors working the kindergarten portable classrooms will be working on the vestibule.

**IV. OLD OR UNFINISHED BUSINESS**

**A. Policy 2<sup>nd</sup> Reading: IHCD Advanced Course Work/College Placement**

Mr. O'Neill indicated the policy was approved for a first reading by the Board. Final approval by the Board is required.

***Mrs. Harrison made a motion to approve IHCD, Advanced Coursework/Advanced Placement Course and STEM Dual and Concurrent Enrollment. Mrs. MacDonald seconded. The motion carried 5-0-0.***

**B. School Board Goals**

**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)*

This item is a placeholder for the Board to discuss areas they would like the new administration to focus on over the next 3 to 5 years.

**V. MANIFEST**

There was no manifest.

**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 Mrs. Harrison, 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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Mr. Bourque made a motion to return to public session at 8:55 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

**IX. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 8:55 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board



**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 Public Hearing Minutes for May 23, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member (*arrived after public hearing*)  
Robert Meyers, Board Member  
Tara Hershberger, Board Member  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

**PUBLIC HEARING - APPROPRIATION FOR UNANTICIPATED FUNDS**

**Public Hearing, RSA 198:20-(b) – Call to Order 6:00 p.m.**

*RSA 198:20-(b) – Appropriation for Unanticipated Funds Made Available During Year.*

Mr. Bourque opened the public hearing at 6:02 p.m.

**Business Administrator’s Report**

The Business Administrator presented the following grant to the District for acceptance by the Board:

- NH DOE Public Schools Infrastructure Fund Grant in the amount of \$70,232 for the purpose of constructing a secure vestibule at Griffin Memorial School.

Mr. Izbicki indicated that the amount of the grant represents 80% of the project cost and the remaining 20% of the funds will come from the district. The district will ask the Board to request the money from the Trustee of the Trust Funds.

**Board Comments**

There were no comments.

**Community Comments**

There were no community comments.

**Board Action**

*Mrs. Harrison made a motion to accept a grant in the amount of \$70,232 from the NH DOE Public School Infrastructure Fund to be used specifically to construct a secure vestibule at GMS. Mrs. Hershberger seconded. The motion carried 4-0-0.*

**Close Public Hearing**

The Public Hearing closed at 6:05 p.m.

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

*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 May 23, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

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

**I. PUBLIC SESSION**

**6:10 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:09 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included an additional resignation in Non-Public Session.

D. Summary of Non-Public Actions from May 9, 2018:

*Mrs. Harrison made a motion to approve the non-public minutes of April 18, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the nomination of Mary Widman as Curriculum Director for the Litchfield School District at a salary of \$90,000 for the 2018-2019 school year. Mrs. Harrison seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions:

- LRBL Donation

The Litchfield Recreational Basketball League presented information regarding their proposal to provide updated basketball equipment to all schools in Litchfield.

Jason Kanaly, 13 Fallon Drive, President of the LRBL, indicated that some research was done on what will be proposed for LMS and CHS with regard to upgraded basketball hoops and backboards. He noted that equipment for GMS is on hold due to a large project that has been scheduled. He commented that the LRBL would like to replace four hoops and replace the backboards with glass backboards inside the gym; and replace the rims and backboards at CHS on the external court.

Mr. Bourque commented that there was a concern with GMS that the LRBL wanted to paint court lines, but the problem is that the floor is painted for the children (eg. hopscotch, etc.).

Mr. Kanaly indicated GMS is on hold until the construction project is completed. He reported that he met with Principal Thompson and the Facilities Manager regarding the LRBL's proposal, which will have to wait until the other work is completed. He noted that they still want to look at upgrading the rims and consider placing other options in the gym for younger students as well.

Mr. Bourque commented after school ends in June you will know more about the layout of the project at GMS. He suggested touching base with Mr. Izbicki.

*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)*

Mrs. Harrison commented that she was surprised to see how much room the modular with take and was concerned about students being in a smaller space outside in the winter.

Mr. Bourque mentioned that the cost of the replacements that LRBL will be providing is required for the Board to accept the donation.

Mr. Kanaly indicated that a rough estimate is \$3,400 at LMS and \$3,000 at GMS. He noted one more iteration is needed and the LRBL will be able to come to the Board on June 6 with firm amounts.

- CSCC Volunteer Committee

Nathalie Hirte introduced a new community committee to the Board (Community School Connection Committee). She provided some information regarding the committee's ideas and endeavors that align with goals the Board hopes to achieve for the district. She explained that the committee consists of a group of parents who are all looking at what the schools are trying to do within the limitations of the budget. She indicated the committee would like to be a bridge between the schools and the community. Mrs. Hirte noted that there is a talent pool in Litchfield that can help the schools where the budget cannot. She indicated one of the items of focus is students who do not want to follow traditional college path and feel left out because there is not much for them in the schools. She commented the committee identified three parts to focus on: community outreach to connect citizens to the schools (volunteer mentors, speakers, talent); grant writing and research for needs in the schools (water bubbler refills); post-secondary prep to support schools in normalizing the conversation for all post-secondary options. She noted that the committee will post the information on Facebook.

Mr. Bourque asked if the committee is focusing on the high school at this time.

Mrs. Hirte indicated that they have had conversations with Mr. Thompson at GMS and Mr. Lecklider at LMS. She commented they began focusing on the high school at this time not only to help their own children, but others as well.

Mr. Bourque asked if the committee will hold regular meetings.

Mrs. Hirte indicated they will, but at this time they are meeting at her home. She noted that she has spoken with Mr. Izbicki regarding the grants and are keeping him informed via Google Drive. She commented anyone can attend a meeting of the committee.

Mr. Bourque believes it would be beneficial to have a Board member attend the meetings.

Mrs. Hirte indicated that ideas are shared via Facebook Messenger with Mrs. Harrison. Mrs. Harrison indicated she would be glad to go to the meetings.

Mr. Meyers was concerned about background checks for the volunteers. He commented that the law changed last year and that even classroom volunteers have to complete a background check.

Mrs. Flynn explained the volunteer background check process for Litchfield and that she checked with the Department of Safety regarding which volunteers should undergo a background check.

Mrs. Hirte asked about the requirements for district and committee volunteers. Mrs. Flynn indicated that any volunteer that will be alone with a student or students is subject to a background check. She noted that upon checking with attorneys for the district and the Department of Safety as long as there is a district employee(s) present, a volunteer does not need to undergo a background check.

Mr. Meyers requested that more information be provided regarding background checks for volunteers.

Mr. Bourque suggested a representative from CHS should be on the committee as well.

**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)***

Mrs. Hirte indicated that she has met regularly with Mr. Lonergan and Mrs. Callinan. She noted the committee is working on a survey for the GMS teachers. She expressed interest in meeting with the PTO at each school to discuss activities/events that are provided for the students/schools.

Mrs. Hershberger commented the ideas are intriguing and anything we can do to encourage volunteering should be embraced. She asked if the CSCC is a committee or a non-profit. She indicated if it is a committee they should report to someone. She asked if it is a non-profit would grant funds be funneled through the non-profit and then to the district for distribution? She noted that rules have to be set in the mission of the group.

Mrs. Hirte indicated they are a committee at this time.

Mrs. Harrison asked about the types of grants the district works with and how they are processed.

Mr. Izbicki indicated that the district deals with state and federal grants and private grants are treated as donations.

Mr. Bourque believes this is a great concept. He commented that Mrs. Harrison can attend the meetings for now, but he would like to see them held at CHS.

**F. Correspondence**

There was no correspondence.

**G. Community Forum**

There was no public input.

**H. School Board Comments**

- Principals' Reports for June 2018

Mr. Bourque asked Board members what topic they would like the principals to focus on for the June 6 meeting.

Suggestions included: Grading Committee report; Overview of Buildings and Grounds projects; Staff survey; Goals.

**II. CONSENT AGENDA**

**A. Public Minutes:**

- May 9, 2018

***Mrs. Harrison made a motion to approve the public minutes of May 9, 2018 as amended. Mrs. MacDonald seconded. The motion carried 5-0-0.***

**III. REPORTS**

**A. Business Administrator's Report**

Mr. Izbicki provided the financial report of the District for the Board.

- Year End Funds

Mr. Izbicki reported that at this time there is a projected unassigned fund balance of \$583,184, which is an estimate and is subject to change based on actual revenues and expenditures. He noted that the district has been consistent in budgeting a \$200,000 fund balance. He reported that items that will be encumbered from year end funds include:

- Facility Maintenance Capital Reserve: \$50,000
- Full Day Kindergarten Funds from Warrant Article 2: \$102,670.

Mr. Izbicki indicated that the district is looking for authorization from the Board to encumber from the fund balance include:

- Strategic Items that were not included in the budget, but were proposed to be provided with year end funds:
  - GMS Learning Commons \$9,570
  - LMS Learning Commons \$24,206
  - CHS Learning Commons \$9,443
- GMS Furniture / Equipment Replacement \$10,489

*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)*

- Building Security/Restricted Access based on Homeland Security Assessment:
  - CHS Entry (Reconfiguration) \$19,497
  - LMS Card Readers \$13,999
  - Internal Cameras:
    - GMS \$7,308
    - LMS \$10,692
    - CHS \$14,616
    - Installation / Line Runs \$21,000
- Student and Staff Health and Safety:
  - Dust Collection System (Wood Shop CHS) \$72,056 (not in compliance with state)
- Total Assigned Fund Balance: \$230,514.

Mrs. MacDonald was concerned about security of the portables. Mr. Izbicki indicated portables are locked and there is surveillance.

Mr. Meyers asked if the Police Department has access to our surveillance. Mr. Izbicki indicated the SRO has access and we are in discussions with the Police Department about access to surveillance.

Mr. Bourque verified that a motion would be needed to authorize the district to use year end funds for the noted purposes.

***Mrs. Harrison made a motion to authorize the district to use funds from the year-end fund balance in the amount of \$230,514 for items presented in the request. Mrs. Hershberger seconded.***

Mrs. Hershberger asked if all the expenditures were in line with what had been done with year end balances in the past. Mr. Izbicki indicated last year the district had a balance of \$683,000 and returned \$482,000.

Mr. Bourque asked how many quotes were received for the dust collection system. Mr. Izbicki indicated there were two quotes, but one did not take into consideration the audible level as the system would be extremely loud and the instruction would be impossible with the noise level.

Mr. Meyers asked if we can negotiate the quote with the vendor. Mr. Izbicki indicated he will reach out to the vendor.

Mrs. Hershberger commented that last year approximately \$150,000 of year end funds were used and some was budgeted, but not spent; some as a result of getting better quotes than was budgeted. She indicated \$131,000 budgeted for instructional purposes and \$90,000 for administrative was not used. She felt that was excessive.

Mr. Izbicki explained that salaries are budgeted in advance and when some people leave others may be hired at a lesser rate of pay. He indicated it is very typical.

Mr. Meyers and Mrs. MacDonald were concerned about the cost of the furniture for the learning commons.

Mr. Bourque indicated the direction of the prior Board was to move toward learning commons as a strategic budget priority. Mrs. Harrison commented with learning commons, the library is less a repository for books and more of a collaborative area or areas.

Mr. Izbicki indicated any funds not spent on these projects will go back into the fund balance to be returned to the taxpayers. He noted these costs are based on the quotes we received.

Mrs. Hershberger commented that she met with the principals and they all expressed how important learning commons are.

Mr. Izbicki indicated the decision was made to put the learning commons on a strategic list and use available year end funds.

*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)*

Mr. Izbicki also provided the balances and status of the trust funds.

*The motion to authorize the use of year end funds in the amount of \$230,514 carried 5-0-0.*

- Gate Receipts

Mr. Izbicki provided a proposal on how to change the procedures for the handling of gate receipts and how the district would track the account if the Boosters want to request use of the funds. He noted that the use of pre-numbered tickets for games where gate receipts are collected will aid in keeping track of the money that is being deposited.

Mr. Bourque suggested checking the alignment of the procedures to the policy.

- FY19 Food Services

Mr. Izbicki provided information to the Board regarding the vision for food service and menus next year. He indicated that positive changes will be implemented over time.

Mrs. Hershberger suggested the food service payment software be reviewed as she finds the ability to track costs cumbersome.

- Facilities Reorganization

Mr. Izbicki presented a proposal to change some areas of the facilities organizational structure. He suggested that grounds report to the maintenance manager; custodians report to the facilities manager; expand the hours of the part time grounds position from 4 hours to 6 hours per day; expand the part time custodial position hours as well. He noted that the district is looking into a landscaper to mow and weed whack.

- Investment Policy

The district auditors require annual approval of the Investment policy by the School Board.

*Mrs. Hershberger made a motion to approve the Investment Policy. Mrs. Harrison seconded. The motion carried 5-0-0.*

B. Bus Route Schedules

- Ridership Counts

Current bus ridership counts were provided for the Board.

C. Enrollment Report

The April 2018 District Enrollment report was provided for the Board. There was no significant change from the previous month's report.

**IV. OLD OR UNFINISHED BUSINESS**

A. School Board Goals

This item is a placeholder for the Board to discuss areas they would like the new administration to focus on over the next 3 to 5 years.

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

A. Community Forum

Nathalie Hirte, 14 Lund Street, commented many college students are home for the summer. She asked if the CSCC committee can get word to them to apply for the part time summer positions.

Mr. Izbicki indicated that would be very helpful.

**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)*

**VII. 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 7:20 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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Mr. Bourque made a motion to return to public session at 8:06 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

**IX. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 8:06 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

**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 June 6, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
James L. O'Neill, Superintendent  
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 6:07 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from May 23, 2018:

*Mrs. Harrison made a motion to approve the non-public minutes of May 9, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mrs. MacDonald made a motion to accept the resignation of Alex Scarelli, CHS English teacher. Mr. Bourque seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the resignation of Jordan Lemay, GMS Kindergarten teacher. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mrs. MacDonald made a motion to accept the resignation of Yesenia Schuler, CHS Psychologist. Mr. Bourque seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to accept the nomination of Laura Crowley as Director of Food Services at a salary of \$50,000 for the 2018-2019 year. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to accept the nomination of Julie Green as Library Media Specialist for CHS at a salary of \$45,231 for the 2018-2019 year. Mrs. MacDonald seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions:

- CHS Library Media Center Proposal

Abigail Gray, CHS Student, and Julie Green, Librarian, presented a proposal to the School Board to rename the CHS Library Media Center to the Dr. Ange Learning Commons. Ms. Gray indicated the renaming the library after Dr. Ange is meant to continue her legacy. She noted the learning commons will be a space to focus on education, learning, collaboration, and project creation. The presentation included a comparison between a typical library space and what a learning commons would look like. She noted that the furniture is movable.

Mrs. Green reported that the students and she met with a representative to look at the types of furniture available and to get quotes for the new furnishings.

Mr. Bourque asked if there is a plan for the learning commons at CHS.

*Litchfield School Board Meeting 6/6/18*

*Approved June 20, 2018*



*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)*

Mrs. Green indicated that the plans will be available on Friday and she will share them with the SAU and School Board. She reported that they shared ideas with the representative on what types of spaces they would like. She explained that the mobility of the furniture provides a movable learning environment. She noted the furniture is easy to clean and durable.

Mr. Bourque asked if the whiteboard would be stationary. Mrs. Green indicated that it most likely would be mounted on the wall and students can “pipe in” through the whiteboard.

Mrs. MacDonald asked if food and drinks will be allowed in the learning commons. Mrs. Green indicated that allowing food and drinks is planned as the learning commons is a place where students should be comfortable.

Ms. Gray commented it is about making small changes. With reference to the proposal to change the name of the library, she indicated they would like to hang a plaque that states it is the Dr. Ange Learning Commons and change the quote above the library to reflect that it is the Dr. Ange Learning Commons. She mentioned that booklets can be handed to people with information about Dr. Ange. She noted that students are drawn to open spaces that are stimulating, where they become fully engaged in conversation. She commented this would be another step to engage students in collaborative learning and idea sharing.

Mrs. Green indicated that maker spaces have been integrated and some interesting ideas have been realized.

Mrs. Hershberger asked if there was any precedent for naming areas or rooms in the schools.

Mr. Bourque indicated that there is a long standing understanding that we do not name anything in the schools or the fields. He asked if a plaque can be hung to dedicate it to her.

Ms. Gray indicated that can be done as was done with the dedication of the tree and sea glass collection.

Mr. Bourque asked about the content in the booklets that are planned for distribution. Ms. Gray indicated they do not have firm detail at this time, but will share it with the Board. She commented that Dr. Ange emphasized so much about transforming the library into a learning commons and how it would enhance education and learning.

Mr. Bourque indicated the Board would like to discuss this further. He noted the Board would like to know what the plaque will say.

Mrs. Green indicated that they will get the information on the plans and the plaque so they can meet with the Board again.

Mrs. Hershberger asked with a change to the learning commons format if increased attendance is expected.

Mrs. Green indicated there are less classes that come to the library because they have their Chromebooks, but she would like to focus on ensuring they have access to all the library’s materials online. She noted that she will also go to the classrooms to make sure students have what they need. She commented with learning commons you can work with students on their interests help them get the full experience and potential out of CHS.

Mr. Bourque asked if books are being purged and if the Board can have a list of the library inventory. Mrs. Green indicated some books were purged and offered to get a list of the library’s inventory for the Board.

Mr. Bourque asked if books are still being purchased. Mrs. Green indicated books are being purchased, but she is concentrating on ebooks. She commented she will purchase the more popular fiction books and there are different options between online and print materials.

Mr. O’Neill expressed excitement about the learning commons and changes going on in the district. He was pleased that Mrs. Green stated she was going into the classrooms to explain the difference in sources that have good

*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)*

information. He indicated critical thinking is becoming more of an absolute we endow our children with before they graduate.

F. Correspondence

Mrs. Harrison announced that the Board received a letter from Logan Barka expressing support for Jordan Lemay who was a Grade 5 teacher at LMS. She noted that she responded to Logan and explained that Mrs. Lemay was reassigned to teach Kindergarten, but resigned so she could teach middle school, and we will miss her.

Mr. Bourque commented it is difficult when decision have to be made regarding good teachers, but it was her decision to leave the district.

G. Superintendent's Comments

Mr. O'Neill mentioned that he attended the CHS Academic Awards last night and it is such a good example of the triangle (parents, students, teachers) we need to make public school better. the teachers students chose went up to say beautiful words – then students go up and talk and having parents there was a truly enjoyable event – congrats to parents, students and teachers for wonderful tradition –

- Competencies

The Superintendent presented a list of competencies by course and the number of students that passed/failed those competencies. The request was made by a School Board member. Semester 1 competencies have been provided for the School Board. Final competencies for Semester 2 have not yet been assessed or entered into the student information system.

Mr. O'Neill indicated the overwhelming data would suggest more than 95% of the students pass competencies and some do not. He noted that some areas were more of a challenge to some students and those areas tend to be concrete sequentials in mathematics. He commented the district does need to take a look at competencies over the next several years.

Mr. Meyers commented it would be nice to see four year trend. He indicated if the middle school is moving toward competencies it would be nice to see progression through the schools. He believes competencies are still a challenge for the students and some parents.

Mr. O'Neill indicated that Dr. Jette and the Board will have conversations about goals. He recommended the Board take the time to meet exclusively around the goals as it will be a good focus. He noted there are many different sources of information over the next couple of months that will give you that information. Mr. O'Neill commented the dialogue around grading and competencies will come together and there will be major discussions. He mentioned that the grading dialogue has been going on for two years and has not progressed as much as we would have liked.

H. Community Forum

There was no public input.

I. School Board Comments

Mr. Meyers mentioned that he was impressed with the student presentations for senior projects.

Mr. Lonergan complimented Lynn Gnaegy and Ryan Kelly for their work on senior project presentations. He mentioned that they have seen some challenges with it and are going to do research regarding what occurs in other districts as well.

Mrs. Hershberger commented public speaking and presentation begins in elementary school and they have done a great job.

Mr. Bourque complimented the Booster Club with regard to the press box project at CHS. He indicated the structure is progressing and the Boosters have collected many donations. He commented they still have not had a conversation with the major donor, but have collected enough funds to build the structure. He noted it will be a great addition.

## 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)*

Mr. O'Neill commented that there is a great school/community relationship that exists. He thanked the community for their help.

### II. CONSENT AGENDA

#### A. Public Minutes:

- May 23, 2018 Public Hearing

*Mrs. Harrison made a motion to approve the May 23, 2018 Public Hearing minutes. Mrs. MacDonald seconded. The motion carried 5-0-0.*

- May 23, 2018

*Mrs. Harrison made a motion to approve the May 23, 2018 public minutes as amended. Mrs. MacDonald seconded. The motion carried 5-0-0.*

#### B. Budget Transfers

*Mr. Bourque made a motion to approve the budget transfers for April and May 2018. Mr. Meyers seconded. The motion carried. 5-0-0.*

### III. REPORTS

#### A. Principals' Reports

- GMS
  - Update on Goals and Achievements

Mr. Thompson provided an update on goals and achievements accomplished at GMS. He reported that the teachers have been hired for kindergarten and two paraprofessional positions have been filled. Two special education paraprofessionals are expected to be hired. Plans are underway for the classroom building and a mid-July arrival is anticipated with two weeks for installation. Some customizations will need to be completed. Ordering has begun to outfit the rooms. A schedule was designed to allow for a separate recess and lunch.

Mr. Thompson reported he completed a room utilization plan for the whole building. The current pre-school room will be used for enrichment and pre-school will be moved to the existing kindergarten modular. Some tutors will be moved to another pre-school room. Spaces will be added for the library. The music room will be placed back in room 15 and a staff room will exist in room 5.

- Professional Development Activities Update

Mr. Thompson reported to the Board with regard to professional development activities that have been scheduled in place of adding a day at the end of the year for professional development. Kindergarten teachers are reading "Lifelong Kindergarten"; Faculty are doing webinars, first aid/CPR, FEMA training; a schedule of activities for professional development was provided by Mr. Thompson.

- LMS

Mr. Lecklider reported that Raiders Softball moved up to Division II this year; Boys Baseball did well; Softball advanced to the championship; the drama club performance was held last week and they did a great job; the spring concert was held at CHS last night.

- Update on Goals and Achievements

Mr. Lecklider provided an update on goals and achievements accomplished at LMS. He reported that the 1:1 computing program has worked out well in Grade 8. The addition of the 8<sup>th</sup> grade model allowed LMS to move the labs out to grades 5-7. Staff trainings were held with the IT Department, working on Google Suite and tools. Mr. Lecklider indicated many classes have digital components which are we are now able to use more and as we move toward the full 1:1 model implementation next year we will expand those resources to all four grades. Grade 5 will start the year with a hybrid model and eventually the technology will be sent home with students.

Mr. Lecklider spoke to Learning Commons. He indicated that much time has been invested. He and Mrs. Provencal met with representatives from Plymouth State last week who were pleased with the direction LMS is taking. He noted the library has changed substantially in moving toward learning commons. He mentioned that some books are being cleansed.

*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)*

With reference to Goals agenda item, Mrs. Hershberger was concerned that some goals relative to student achievement were not relevant. She indicated that the NWEA scores vary from year to year with no clear trend. She commented that she is trying to determine if they are school board goals or collaborative goals and what we are envisioning going forward.

Mr. Bourque indicated that principals provide updates on the board goals, which are collaborative goals. He noted once Dr. Jette is on board the goals will be the focus. He explained goals that have been completed or changed will be phased out and replaced with new ones.

Mrs. Hershberger commented she does not want to be spending time answering to irrelevant goals.

- Professional Development Activities Update

Mr. Lecklider reported to the Board with regard to professional development activities that have been scheduled in place of adding a day at the end of the year for professional development. He indicated there are book studies, curriculum design activities, unit design activities, content literacy and digital training. He noted that teachers will be teaching teachers.

- CHS

Mr. Lonergan reported that the academic awards was an excellent event; English and Social Studies teacher candidates are being interviewed; there is a Science teacher candidate; he is working with Mrs. Bandurski on filling the school psychologist position and case manager position; graduation will be held on June 15 at 6:00 pm. Mr. Lonergan reported he gave students permission to decorate their caps this year with guidelines they have to follow. He noted this year will be a trial.

- Update on Goals and Achievements

Mr. Lonergan provided an update on goals and achievements accomplished at CHS. The NEASC process consisted of 18 months of work which began November 2016; the process was challenging, but garnered much support; teachers did an amazing job; we were \$2,000 over budget for NEASC because the team was larger than expected; Ms. Ayer was a great resource in preparation for the visitation; IT did a great job meeting the needs of the team. A draft report is anticipated in approximately two weeks. The NEASC team pointed out that CHS students connected with the teachers; there is much support by parents; excellent core values. The team observed that teachers need more common planning time and professional development. The team felt there is strong teacher understanding of technology and strength in resiliency.

- Professional Development Activities Update

Mr. Lonergan reported to the Board with regard to professional development activities that have been scheduled in place of adding a day at the end of the year for professional development. He mentioned the teachers are doing amazing things. He indicated that opportunities have been provided for a principal's round table to discuss topics such as student discipline, the emotional drain of teaching, innovation in education, curriculum work, and dual enrollment. Teachers are working on more educational apps, webinars and creating presentations to other teachers, Project Running Start work, and book studies.

Mr. Bourque observed that the principals' reports in recent months have been more informative. He indicated the information provided is what the Board is seeking – what is happening and the state of our schools. He noted the Board wants to know the challenges and what the Board can do for the schools.

Mr. Meyers thanked Carolyn Leite for the wonderful Memorial Day ceremony.

- B. Business Administrator's Update

- Financial Update
- Facilities Update

Mr. O'Neill indicated that Mr. Izbicki provided a written update on district financials as well as an update on facilities projects that will take place over the summer, as requested by a Board member.

**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)*

**IV. NEW BUSINESS**

A. Job Description Revisions:

- Business Administrator
- Director of Human Resources
- Payroll Coordinator

Mr. O'Neill presented revised job descriptions to the Board. He explained the job descriptions have been revised to reflect a change in the organizational structures. The Business Administrator job description has been revised to remove the supervision structure of payroll. The Director of Human Resources job description has been revised to add the supervision structure of payroll. The Payroll Coordinator job description has been revised to reflect the amended reporting structure.

***Mr. Bourque made a motion to approve the Business Administrator, HR Director, and Payroll Coordinator job descriptions as revised. Mrs. Harrison seconded. The motion carried 5-0-0.***

B. Policies:

- JEB Age of Entrance Revision

Mr. O'Neill commented it has come to the SAU's attention that there is a need to include an exception in the policy to allow registration of children to Kindergarten and Grade 1 who reach the age of entrance shortly after the required cut-off date. He indicated the Age of Entrance policy, JEB, has been amended to include language that will address early entrance requests for Kindergarten and Grade 1 and has been vetted by legal counsel.

Mr. Bourque asked why language could not be included that states the Superintendent's decision is final. He suggested not having a deadline for parents requesting early enrollment for their students who may not meet the age requirements.

Mr. O'Neill indicated the date is needed for continuity. He noted that giving the Superintendent the authority to have the final decision places the Superintendent in a precarious position.

Mrs. Harrison asked about the discretion of the Superintendent with regard to the early enrollment decision. Mr. O'Neill indicated ultimately it is at the discretion of the Superintendent. He explained the process is done at the school level and the Superintendent is informed by the experts' information.

Mr. Meyers asked if it would be a set procedure. Mr. O'Neill indicated that it would have to be defined. He talked about the assessments used to determine if a child who has not met the age requirements. He was concerned about the validity of the assessments for pre-school and repeated they have to be defined.

Mr. Meyers was concerned that that a child could miss the deadline by one day. He asked if the end of December would be a better deadline.

Mr. Bourque commented it is better to have an absolute date. He indicated the Board can discuss it and noted that the district does not get many requests.

Mr. O'Neill commented there will be exceptions and this is included in the policy for that child that needs that exception.

Mr. Bourque indicated the Board can discuss the policy further as there is no hurry.

**V. OLD OR UNFINISHED BUSINESS**

A. School Board Goals

This item is a placeholder for the School Board to discuss areas they would like the new administration to focus on over the next 3 to 5 years.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**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)*

**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 Board entered into non-public session at 7:48 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a 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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Mr. Bourque made a motion to return to public session at 8:12 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 8:12 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*

*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 June 20, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member (*arrived late*)  
James L. O'Neill, Superintendent  
Cory Izbicki, 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 Policy JEB, Age of Entrance, from Old Business and the addition of 2018 Graduation Report under Superintendent's Comments.

D. Summary of Non-Public Actions from June 6, 2018:

*Mrs. Harrison made a motion to approve the non-public minutes of May 23, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions:

• Service Recognition

The School Board recognized James O'Neill for his service to the Litchfield School District and community.

Mr. Bourque thanked Mr. O'Neill for doing a superb job in the district. He indicated that there were issues in the district that the Board wanted addressed and Mr. O'Neill fulfilled all the expectations of the Board. He commented the district is in much better shape than it was three years ago.

Mr. O'Neill commented that it is a team effort and the Board is dedicated toward making this an excellent district. He indicated it is critical for the Superintendent to have great people around him. He noted that he enjoyed working in Litchfield and that he believes Dr. Jette will be a fabulous Superintendent.

Mr. Bourque believes everyone can attest that Dr. Jette will come into a much better situation than Mr. O'Neill did. He indicated that Mr. O'Neill cleaned up the issues and the district is stronger.

Mrs. Flynn read from a prepared statement that highlighted Mr. O'Neill's accomplishments in the district. She commented that he will be missed dearly and wishes him well in his retirement.

Mr. O'Neill thanked Mrs. Flynn and the Board and indicated he will miss the people he worked with in the district. He noted there is a profound sense of professionalism and professional attitude. He commented on the CHS graduation celebration that took place on Friday and complimented the staff and students. He noted he is looking forward to his retirement.

**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)***

- Football Team Building Fundraiser Proposal

Leo Carten and Logan DeCarolis presented a proposal for a mini football camp fundraiser to help raise funds for an overnight hike trip for the CHS Football team. Adult supervision will be provided. Mr. DeCarolis noted that they will be charging \$5 per person and hope the children get a lot out of the activity.

Board members asked questions and raised some concerns, such as:

Q: Is it a contact football camp or a flag football camp?

A: It is a no contact activity.

Q: What ages will be invited?

A: From age 10 up.

Q: Can you charge more than \$5?

A: We want this to be a fun event and experience.

Q: How many football players will be there?

A: There will be three players and some wide receivers that will be good mentors.

Q: Who will be supervising the activity?

A: We will have some coaches and Mr. Cloutier in case someone is injured.

Q: Will there be someone with a medical background present?

A: Mr. Cloutier is our athletic trainer and will be there in the event of an injury.

Q: Is the event covered by the district's insurance?

A: Because it is a school sponsored event the district will be covered if they are negligent.

Q: Do we have any discretionary money we can give these students?

A: It is a fundraiser, but donations are welcome.

Q: What is the purpose of the fundraiser?

A: To help fund a trip for junior and senior football athletes to Lake Lonesome for team building and bonding.

Q: What is the cost of the trip?

A: \$75 per person. This fundraiser will help those who cannot afford the fee and will help offset transportation costs.

Q: When will the activity take place?

A: It will either be Saturday, June 23 or Saturday, June 30. The event will be held on the practice field at CHS.

Mr. Bourque indicated that there would need to be some clarification regarding insurance coverage, medical supervision, and administrative supervision.

***Mrs. MacDonald made a motion to approve the Football Camp Fundraiser subject to clarification of insurance and medical supervision. Mr. Bourque seconded. The motion carried 4-0-0.***

F. Correspondence

Mrs. Harrison announced that the Board received a letter from Andrew Collins regarding full day kindergarten and a phased timeline for implementation suggestions, as well as suggestions on staffing.

Mr. O'Neill commented that he can see the need to have some options, but we have to work within the framework of hiring, scheduling and planning bus routes. He indicated there has to be a reasonable schedule of implementations.



**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)***

Mr. Bourque indicated things are already in place, but we will take a look at it.

**G. Superintendent's Comments**

Mr. O'Neill commented that CHS graduation was fabulous. He complimented the staff and administration for the students' motivation. He congratulated the students for their accomplishments. He indicated he went to GMS for Step Up Day and will attend the LMS Graduation as well.

- **Shed Donation for LMS**

Mr. Izbicki presented a donation of a shed for LMS and explain the rationale for approval of the School Board. He indicated the shed is for storage of recyclables. He noted the value of the shed is \$3,200 and the person who transports the recyclables is the donor.

***Mrs. Harrison made a motion to accept the donation of a shed for LMS. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- **2018-2019 Student Handbooks**

Mr. O'Neill presented the Board with draft student handbooks from GMS, LMS and CHS. He indicated the student handbooks are for School Board review. It is expected the School Board will approve the handbooks at the July 18 meeting.

- **Graduation Report**

Mr. O'Neill presented the 2018 Graduation report to the Board. He reported that 82 students will attend a 4 year college; 23 will attend a 2 year college. He noted that 86% of the graduates will attend college. He believes we did a good job preparing the students for life after high school. Mr. O'Neill indicated that Mr. Lonergan reviewed retention information with colleges, which was favorable for Litchfield graduates. He expressed appreciation to the entire faculty for making that possible and noted some of our students will be attending the finest institutions in our country.

**H. Community Forum**

John York, 26 Bear Run Drive, expressed appreciation to Jim for his service to the district and community. He agreed that we are headed in a great direction and we are passing off the leadership to a good individual. With regard to kindergarten, Mr. York commented he heard [from the Governor] that kindergarten is supposed to be more recreation focused and not education focused, which may alleviate some of the concern that was expressed in the letter earlier.

Nate Cooper, CHS teacher, announced there is a new leadership team for the LEA and Dave Gingras is President. He echoed the sentiments of everyone here and thanked Mr. O'Neill for his time and service. He indicated that Mr. O'Neill did a great job moving the district forward. He reflected that Mr. O'Neill always talked about bringing people together and did just that. He indicated Mr. O'Neill gave him the opportunity to speak with him, not only professionals, but personally. Mr. Cooper commented that he will miss Mr. O'Neill's stewardship, leadership and friendship. He thanked Mr. O'Neill for his service to the district and to the Board.

Mr. O'Neill indicated that the respect is a two way street. He expressed appreciation for the willingness to work together.

**I. School Board Comments**

Mr. Bourque echoed the Superintendent's sentiments regarding graduation. He indicated the celebration was a lot of fun. He commented that he continues to be impressed with the young men and women who speak at graduation. He noted they are some very intelligent, wise young men and women. Mr. Bourque complimented them on their speaking ability and how they handled themselves.

Mr. Bourque apologized to GMS for missing Step Up Day. He was unable to be there and indicated it was the first one he has missed. He heard it was a nice ceremony. He noted LMS promotion will be held tomorrow night.

Mr. O'Neill congratulated Dave Gingras for his speech at the graduation, which, he noted, was well thought out.

**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)*

Mrs. Harrison indicated the decorated caps were fabulous and gave you a glimpse into the personalities of the students.

**II. CONSENT AGENDA**

A. Public Minutes:

- June 6, 2018

*Mrs. Harrison made a motion to approve the public minutes of June 6, 2018. Mr. Meyers seconded. The motion carried 4-0-0.*

**III. REPORTS**

A. Business Administrator's Report

- Financial

Mr. Izbicki provided the June financial report for the Board. He reported that there was some year-end management to go through and the preliminary audit is scheduled for tomorrow. He mentioned the full 2018 audit is scheduled for July 25-27.

- Capital Reserve Fund Authorization

Mr. Izbicki indicated, as the School Board is aware, the district was approved to receive a grant for 80% of the funds needed to construct a secure vestibule at GMS. A requirement of the grant is that the district provide 20% of the funds for the project. The Business Administrator asked the School Board to authorize the use of funds from the Building Maintenance Capital Reserve Fund in the amount of \$17,558, which is 20% of the GMS secure vestibule project cost.

*Mrs. Harrison made a motion to authorize the Business Administrator use \$17,558 from the Building Maintenance Capital Reserve Fund for the district's portion of the GMS secure vestibule project, and to request such funds from the Trustee of the Trust Funds. Mr. Bourque seconded. The motion carried 4-0-0.*

Mr. Izbicki reported the State has opened up another \$10M in infrastructure funds and he would like to apply for needs at LMS.

- Facilities Update

Mr. Izbicki provided a list of projects that are scheduled over the summer at all buildings at the request of the School Board. He updated the Board on the timeline of the projects to be completed prior to the start of the school year. He reported that kindergarten and the secure vestibule at GMS will be breaking ground over this weekend as the site is marked and ready. He noted the contractor is the same for the vestibule and the modular.

- Bus Routes 2018-2019

Mr. Izbicki reported, in an attempt to ensure that students arrive at the middle school on time, we are in the process of plotting the bus routes for the 2018-2019 school year. The process is not totally complete since we would still have to review the routes with the transportation vendor and run the routes to see if they are feasible. He complimented Mrs. Flynn for her work on the preliminary routes, which will be reviewed with First Student.

B. Enrollment Report

The May 2018 Enrollment report was provided for the School Board.

**IV. NEW BUSINESS**

A. Administrative Authorization

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

**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)*

Annually, the Board grants authorization to the Superintendent to offer contracts to new hires during summer months when there are a limited number of Board meetings.

*Mrs. Harrison made a motion to grant authority to the Superintendent to offer contracts to new hires during the summer months of 2018. Mr. Bourque seconded. The motion carried 4-0-0.*

**V. OLD OR UNFINISHED BUSINESS**

- A. Policies: 1<sup>st</sup> Reading
- JEB Age of Entrance Revision

The policy was tabled until July.

- B. School Board Goals

Mr. O'Neill reported that Mrs. Flynn prepared a one sheet dashboard snapshot of measurable metrics for the 2015-2018 goals. He noted that most of what is done is not able to be measured by a data driven method. He encouraged the Board and Administration to draft reasonable, measurable goals. Mr. O'Neill commented when he took the helm in the district, the goals already existed and we more accurately defined them. He mentioned he was speaking with Dr. Jette today. He asked the Board to create clear goals for your new Superintendent so he can accomplish the goals in a reasonable timeframe.

**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 Board entered into non-public session at 6:50 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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes.*

*(Mrs. Hershberger arrived shortly after Non-Public session began)*

**IX. RETURN TO PUBLIC SESSION**

*Mrs. MacDonald made a motion to return to public session at 7:50 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mrs. MacDonald made a motion to adjourn the meeting at 7:50 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board