

*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 March 6, 2019**

**Held at Litchfield Town Hall**

**In Attendance:**

Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Mary Widman, Director of Curriculum, Instruction & Assessment  
Scott Thompson, Principal, GMS  
Tom Lecklider, Principal, LMS  
William Lonergan, Principal, CHS  
Michele E. Flynn, Administrative Assistant

**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 February 20, 2019: *There were no non-public actions.*

E. Presentations and Recognitions

• E<sup>3</sup> Awards:

Nominees for the Empowering Excellence in Education awards were recognized by the Board.

○ Janice Hood

Mr. Lonergan commented Janice Hood was the founding member of CHS PTO and served even after her children had their attendance at CHS. She began the drive for water bottle filling stations recently installed at CHS, coordinated many fundraisers, teacher appreciation events, Hannaford's community cares contributions for CHS, assisted with promotions of the annual pie fundraisers and t-shirts for freshmen seminar students. Janice has been the lifeblood of the organization.

○ Heather Stagnone

Mr. Lonergan commented that Heather Stagnone has totally supported CHS staff and students. She had three children go through CHS and served beyond their completion. She assisted in teacher appreciation events, graduations, seeking out and sometimes providing gift certificates for fundraisers, assisted with PTO meetings and activities, as well as assisted in the main office on many occasions. Heather has contributed to the positive climate and culture of CHS.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

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- CHS Drivers' Education

Mr. Izbicki informed the School Board about that Granit State Driving School would be offering driving instruction for students at CHS. He indicated CHS has not had a formal drivers' education vendor and Granite State reached out to provide an April and June program for CHS students.

- Follow Up to School Board Inquiries
  - Great East Festival Breakdown of Cost

Dr. Jette commented that he had not yet received a cost breakdown for the Great East Festival trips.

Mr. Lecklider commented that schools would provide travel for participating band and chorus students to the festival site and then go to Canobie Lake that day. He indicated it was not cost effective to transport the students to the venue and then to Canobie Lake in the opposite direction. He noted that it was decided that the festival could take place internally by bringing judges in from the outside to give feedback to our grade 8 band and grades 7/8 chorus. Mr. Lecklider commented the Litchfield Great East Festival visits Canobie Lake after school.

Mr. Bourque indicated the concern was over the cost of the trip for GMS, which is \$60 and \$14 of that total is provided by the PTO.

Mr. Thompson commented the total cost includes the cost for the festival fee.

Mr. Lecklider indicated he will provide more information regarding the cost for LMS.

Dr. Jette indicated that he will bring the cost information and clarification to the Board.

- High School Beverages

Dr. Jette commented that the Board expressed concern relative to handbook language regarding students and beverages in the high school when there was mention of the opening of a coffee bar for students to purchase beverages before school and bring them to class.

Mr. Lonergan indicated that beverages are not allowed in the auditorium, gym or in labs. He commented it is up to the individual teacher if beverages can be brought into class by students. He noted having a beverage in class is not against any policy. Mr. Lonergan commented that when observing students arriving late to school they usually are carrying a coffee cup from somewhere.

Dr. Jette mentioned that Ms. Crowley, Food Service Director, did a soft roll out of a "freestyle wrap" line in the CHS cafeteria where all wraps are made fresh.

#### H. Community Forum

There was no public input.

#### I. School Board Comments

Mrs. Harrison commented that she was thankful for the last three years she served on the Board. She indicated the district is in a great place with great administration and food service. She noted that we have come a long way with full day kindergarten and 1:1 computing. With reference to Mr. Bourque, Mrs. Harrison commented people do not see all the time and research that goes into being the Board Chair. She indicated he weighs all options and input carefully before moving forward, advocates for the taxpayers at the state level, has a good working relationship with the town and supports the Board as a whole even when voting is split.

Mr. Bourque agreed that the Board has come a long way and is on the right track to bring the district to the level they would like it to be. He believes the district is at a great level already, but would like to see more forward motion. He commended Mrs. Harrison for greatly adding to the School Board's transparency and commented when you consider the information we provide for the public, we are more than transparent. Mr. Bourque noted that the Board has done much work, but more needs to be done. He believes that this Board is a solid team that is there for the best interest of the students.

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Mrs. Hershberger commented there is so much change going on in today's day and age, but she has seen the value of consistency over the time she has been on the Board. She believes voters should consider the benefit of longevity on the Board. She indicated that Mr. Bourque is not afraid to take a hard line and that Mrs. Harrison worked very hard on the full day kindergarten project. She believes the Board is in a good place.

Mr. Bourque commented that he attended STEAM Night at GMS and it was great. He noted every class he was involved with or visited was fascinating. He commented the entire staff on a fabulous job. Mr. Bourque wished the CHS Boys Basketball team good luck at SNHU tonight. He praised the CHS Key Club for posting a note on every locker at CHS with a positive message written on it. Mr. Bourque noted that is a perfect example of school culture.

**II. GENERAL BUSINESS**

A. Public Minutes:

- February 20, 2019 Public Hearing

*Mrs. Harrison made a motion to approve the public hearing minutes for February 20, 2019. Mr. Meyers seconded. The motion carried 5-0-0.*

- February 20, 2019

*Mr. Meyers made a motion to approve the public minutes for February 20, 2019. Mrs. Harrison seconded. The motion carried 5-0-0.*

**III. REPORTS**

A. Curriculum Report

Ms. Widman provided the curriculum report for the School Board. She noted that the PERC meeting for March 7 was rescheduled to March 20. She reported she and Mrs. Bandurski began walking around the buildings and going to classrooms to observe as a team. Curriculum revision in math began today at CHS and was a great meeting. She will meet with the K-4 group next week. Summer work planning will include: technology training, Stage 2 curriculum work in math, and the Competency Design Studio and some NGSX Science training.

B. Principals Reports

Principals will provide reports for the School Board. Principals will highlight two items from their report. Principals will provide an update regarding ALICE protocols for the School Board. Each building administration was provided with documentation to review with faculty and staff regarding the fall implementation of ALICE protocols in the school buildings.

- GMS
  - Governor's Picture Grade 4

Mr. Thompson commented in December GMS grade four students were invited to create ornaments for the Governor's Christmas tree in the NH State House. The ornaments were made with a NH based theme. He noted when the fourth graders visited the State House, they were excited to see their ornaments on the tree and took a picture in front of the decorated tree with Governor Sununu, which he signed.

- STEAM Night

Mr. Thompson reported that GMS held a STEAM Night on March 5 and activities included Martinelli math games, engineering tower challenges, floating boats filled with pennies, launching a mini rocket, making silly putty, making lava lamps, using shaving cream and food coloring to make puff paint (Kindergarten), and making robots out of vibrating toothbrushes that could draw. He indicated a demonstration from First Lego League and the CHS First Robotics team was included. He thanked First Student for the shuttle bus service.

- ALICE

Mr. Thompson reported that five meetings were held with the Emergency Response team and there have been five evacuation and reverse evacuation drills, as well as lockdown drill while the students were in the cafeteria. He indicated that the Emergency Response team discussed how ALICE would be implemented at the elementary level. He noted we are not going to teach students to be active resisters. Mr. Thompson noted that there is a book about the ALICE preparedness for younger children that will provide language for small children to be prepared at the emergency level. He mentioned the team collected emergency bags and replaced them with backpacks that are

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easier to carry. Mr. Thompson commented the team is relooking at what we want to have on hand in the classrooms for extended lockdowns. There was a review of classroom locks and interior doors for security, and Mrs. Clinton Jones reviewed the ALICE implementation timeline, protocol drafts and upcoming parent forum with teachers at the faculty meeting.

Mrs. Hershberger asked if there is a book for middle school students as well. Mr. Lecklider indicated a representative directed us to resources for middle schoolers with ALICE language.

- LMS

Mr. Lecklider recognized individuals who have made major contributions to education and student activities. He reported the drama club performance was excellent and the annual Dodgeball tournament culminated in a pep rally on Friday. He mentioned that Marc Cloutier has again volunteered to pick up over 1700 dozen Krispy Kreme donuts sold during the Washington DC trip fundraiser.

- Bill Atwood

Mr. Lecklider reported that Mr. Atwood visited LMS last month, circulating in classrooms and meeting with the math team presenting strategies on math instruction. There was much good conversation surrounding those strategies. Much of what Mr. Atwood uses is the Collins writing approach in math that requires students to provide written explanations for their answers. He talked about vocabulary and a level of consistency around middle and high school. He believes students should have a good conceptual understanding of vocabulary. When presenting to students he uses games in which he applies math and uses graphics as math is visual.

Ms. Widman commented Mr. Atwood was also at CHS later in the day and will revisit.

- ALICE

Mr. Lecklider reported the staff meeting went well today. The school performed a Shelter in Place drill today, which was very efficient and the administration received good feedback. Mrs. Thayer presented the ALICE information that we will be discussing. She explained the drills will be more scenario based with discussion about options and information that will help them make good decisions. Mr. Lecklider indicated the staff is ready for the implementation.

- CHS

Mr. Lonergan read the names of the top 11 students at CHS announced today.

- Semester 1 Exam Review

Mr. Lonergan reported the end of semester reviews for exams were analyzed with Ms. Widman and the curriculum facilitators. When the exams are examined we look at depth of knowledge and how the exams align with competencies. There were many exams that were low depth of knowledge and there were a fair number of questions that were significantly challenging. Depth of knowledge progresses quickly in the questions on the exam. Curriculum facilitators were asked to return to their departments and talk to teachers to see where they can focus improvement for the second semester.

Mrs. MacDonald asked if the high school is moving away from final exams.

Ms. Widman commented that presently we are looking at how we move toward a competency based exam.

Mr. Lonergan commented that there is significant value to summative and cumulative exams. He indicated he was not certain we want to eliminate them, but he would like to see what things look like going forward. He believes department meetings will focus on raising the level of the exam.

- ALICE

Mr. Lonergan reported the CHS faculty meeting was postponed to March 11. He mentioned that staff were concerned about the emergency flip charts and the difference in procedures and would like more clarification on lockdown procedures. He indicated staff will be told flip charts are in the process of being revised. Mr. Lonergan reported the emergency bags are being updated by students and noted some emergency procedures have been changed.

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**C. Dining Services Reimbursement Report**

Dr. Jette shared food service meal reimbursement counts with the School Board. He reported in February the number of meals significantly increased over the number of meals the previous year. He noted the per day meal count increased by 80 meals per day.

Mrs. Harrison asked if we are spending more to make the meals and wanted to know how this year's sales compare to last year's sales in revenues.

Mr. Izbicki indicated that spending is on track. He commented that in the past food service was not really serving meals that qualified as reimbursable, but we are now getting more reimbursement because the meals are in compliance. He mentioned that there was a large fund balance at the end of past years, but those funds were not invested in the equipment, which is now old and breaking down. He noted that we have invested in the equipment.

Mrs. Harrison commented it would be nice to grow the program to cater events that happen at the schools.

Mrs. Hershberger commented the Director is open to any concerns or suggestions.

Mr. Bourque commented there seems to be more than an abundance of choices and food now.

Mr. Izbicki indicated portion sizes have been reviewed and are now appropriate for grade levels.

**D. Enrollment Report**

Dr. Jette shared the February 2019 Enrollment report with the School Board. He reported that there are 1,311 students enrolled in the district. He noted Kindergarten registrations are at 87 and Grade 1 registrations are at 52.

**V. NEW BUSINESS**

**A. Volunteer Handbook Revision**

The School Board expressed some concerns regarding language relative to volunteers who do not have child care arrangements who would like to serve in the schools. Revisions were made to the handbook to reflect more appropriate language. Included in the handbook is language relative to exceptions by the administration for younger siblings brought in by volunteers on case by case basis.

***Mrs. Harrison made a motion to approve the Volunteer Handbook as revised. Mrs. Hershberger seconded. The motion carried 5-0-0.***

**B. Policies:**

- Revision:
  - BEDH, Public Participation at School Board Meetings

The Public Participation at Board Meetings policy was revised to recognize the distinction between board business and public comment, and to align with emerging judicial decisions regarding the need for viewpoint neutrality relative to public comment rules.

***Mrs. Harrison made a motion to approve policy BEDH for a 1<sup>st</sup> Reading. Mr. Meyers seconded. The motion carried 5-0-0.***

- Review:
  - DL, Self-Funded Programs

A draft policy has been prepared for School Board review and feedback. In drafting the policy, the district is trying to address the questions/concerns regarding tutoring for pay, services of school employees offered for a fee (private business using school facilities), and the extension of services offered by employees of the school district relative to enrichment, advanced studies/lessons for students who go above and beyond what is taught in the classroom, and/or new students who have enrolled in the district well into the year and need to be 'brought up to speed' with the rest of the class.

**VI. MANIFEST**

The manifest was circulated and signed by the School Board.

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**VII. PUBLIC INPUT**

A. Community Forum

There was no public input.

*The School Board recessed at 7:30 p.m. and reconvened the meeting at 7:35 p.m.*

B. Presentations and Recognitions

- E<sup>3</sup> Awards
  - Carolyn Leite

The School Board recognized Carolyn Leite for her accomplishments and contributions to the music department and music education in Litchfield.

Mr. Lecklider read a prepared statement of recognition, which included background for Mrs. Leite's experience, building a music, band and choral program at LMS, and her mastery of personalized education. Mrs. Leite's assignment has expanded to include instruction at CHS as well and is respected by her colleagues for her high standards of expectations and musical knowledge. Mrs. Leite is devoted, dedicated and motivated to her students and programs. Mr. Lecklider thanked her for her years of service in 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 Mrs. Harrison, the Board entered into non-public session at 7:49 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.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mr. Bourque, the Board returned to public session at 9:05 p.m. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 9:05 p.m. Mr. Meyers seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board