

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 May 22, 2019

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member (*late*)
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Hollie Messenger, HR Director (non-public A)
Michele E. Flynn, Administrative Assistant

A. CLOSED SESSION: RSA 91-A:2I(a) 5:00 p.m.
[Minutes are not required for non-meetings]

The School Board went into a closed session under RSA 91-A:2I (a) Strategy or negotiations with respect to collective bargaining at 5:08 p.m.

The School Board ended the closed session at 5:25 p.m.

B. NON-PUBLIC SESSION: RSA 91-A:3II (a-c) 5:30 p.m.
[Minutes of Non-Public Session are written under separate cover.]

Mrs. Harrison made a motion to enter into non-public session at 5:30 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

Mrs. MacDonald made a motion to close non-public session at 6:12 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

I. PUBLIC SESSION 6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:19 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from May 8, 2019:

Mrs. Harrison made a motion to approve the non-public minutes of April 17, 2019. Mrs. MacDonald seconded. The motion carried 4-0-1, with Mrs. Hershberger abstaining.

Mrs. MacDonald made a motion to accept the nomination of Renee Carpenter as Grade 5 Special Education teacher at LMS, at a salary of \$45,294 for the 2019-2020 year. 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)

Mrs. MacDonald made a motion to accept the nomination of Michael Gaumont as Grade 8 Social Studies teacher at LMS, at a salary of \$51,308 for the 2019-2020 year. Mrs. Harrison seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Mrs. Harrison mentioned that there was a letter from Stephanie Wales expressing the need for clarification and re-evaluation of attendance policy. She was concerned about how excessive absences are handled at the high school level.

Dr. Jette reported that he spoke with both principals who were not aware of the concerns. He set up a meeting with the district truant officer, the CHS principal and assistant principal and met with the employee today.

Mrs. MacDonald commented every school has a small percentage of chronic absenteeism, for which there is a process that includes going to court.

Dr. Jette indicated the truant officer has been to court with a student with chronic absences. He noted the courts do not want to take on those types of situations, which makes it very difficult for the district. He commented it is challenging to apply a policy to a small subset; however, all interventions are being administered. Dr. Jette indicated the employee was concerned that the resolution was not fast enough.

Mr. Bourque asked if Ms. Wales expressed her concerns to the truant officer. Dr. Jette indicated that the truant officer was aware of some concerns, but Ms. Wales was not aware of the steps the truant officer has taken.

Mr. Bourque anticipates that this issue will come back to the Board with clarification. Dr. Jette indicated it is a long process and best practices take time. He pointed out there has been a change in the CHINS law. He commented most people take the child out of school to administer home schooling. Dr. Jette noted it is a delicate wire we are walking as a district, but we are doing a good job.

G. Superintendent's Comments

- Responses to School Board Questions
 - Grant Updates

Dr. Jette provided an update on IDEA funds and federal grants. He reported the State announced a \$10M surplus in these monies over a ten year period and in doing research, we confirmed Litchfield has spent all these types of monies. He indicated that Litchfield has picked up additional monies in amount of \$68,161.37 for IDEA Part B with permissive uses and an additional \$10,887.89 for IDEA Preschool.

Dr. Jette went on to report the district will receive funds from Title I (\$76,183), Title II (\$57,248), and Title IV (\$30,924).

- CHS Visitor Parking

Dr. Jette provided some information regarding a potential solution to concerns regarding visitor parking at CHS. He indicated that a proposal has been submitted to the fire department for their feedback. He explained that parking is proposed along the wooden fence in front of CHS for 60 minutes or less, which would result in approximately 10 more visitor spots. He will inform the Board when a final decision has been made.

Mr. Bourque suggested that students should park in the north lot (where teachers currently park) and walk to the main entrance (front of school). He noted teachers can park in front of the school and there should be more than enough spaces for visitor parking.

Mrs. MacDonald suggested that parents dropping off their children should do so in the back of the school.

Dr. Jette indicated he will look more deeply into the suggestions and the traffic flow 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)

○ Transportation Questions

Dr. Jette provided information regarding School Board concerns relative to non-Litchfield buses transporting students. He noted that this is relevant to vocational runs as some buses are Hudson buses and some are Londonderry buses.

Mr. Bourque clarified he was concerned that the out of town buses are bringing athletes back to the school. He would like assurance that Litchfield buses are not being used in a similar fashion.

Mr. Izbicki commented that it could be a result of the availability of drivers.

▪ Cameras for Passing Vehicles

Dr. Jette shared information received from First Student with regard to placing external cameras on buses to address vehicles passing when the lights are flashing and the stop sign is out. He indicated the cost is approximately \$5,000 to retrofit the nine buses.

Mr. Bourque commented that the cost is worth it and asked the district to begin educating the town about the cameras.

• Police MOU – Camera Access

Dr. Jette reported there have been several conversations with the police department about remote access to video at schools. He indicated that the SAU has drafted an MOU that is restrictive with regard to who or when video can be accessed remotely and is very sensitive to student privacy. He noted if we had a crisis situation in our schools we feel in those limited cases it makes sense to allow the access.

Mrs. Harrison asked if remote access by the police department would fall under the new data a privacy security protocols.

Dr. Jette indicated that Mr. Pelletier reviewed it and feels it is safe and will include a log that will track who logs in. He noted that access has to be requested in advance.

H. Community Forum

Marsha Finnergan, 147 Talent Road, made a comment in reference to the School Board non-public session. She asked why the Board is thinking of changing the parking at CHS. She feels it is fine the way it is. She commented that two lanes can fit on Highlander Court, which she believes will help alleviate congestion.

I. School Board Comments

• June 19 School Board Meeting

Mrs. Hershberger mentioned that she attended the Wellness Committee meeting with a focus on teacher wellness. She indicated that members will be organizing a teacher benefit and wellness fair on August 29 at CHS. Vendors will include a benefit administrator, biometrics booth, eye screening and more. The next meeting is scheduled for June 5 at 3:15 pm at CHS.

Mrs. Harrison mentioned she attended the PERC meeting. She reported all math curriculum except grades 1 and 4 have been compiled. She indicated the committee is reviewing the curriculum for those grades. She noted the math curriculum will be presented to the Board in June.

Mr. Bourque commented that he attended the Grade 3 Spring Arts and that the singing and musical ability is outstanding.

Mrs. MacDonald mentioned that tonight is Senior Night for Boys and Girls Lacrosse.

Mr. Bourque mentioned that the district held the first annual retirement tea at CHS, which had a great turnout.

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)

Dr. Jette mentioned that there is a Board meeting on June 19, which is the same night as the LMS Graduation ceremony. He noted the ceremony begins at 7:00 pm at LMS. He suggested the Board start the meeting at 5:00 pm and end at 6:30 pm so Board members can attend the ceremony.

II. GENERAL BUSINESS

A. Public Minutes:

- May 8, 2019

Mrs. Harrison made a motion to approve the public minutes of May 8, 2019. Mrs. MacDonald seconded. The motion carried 4-0-0.

B. Budget Transfers

Mr. Bourque made a motion to approve the April-May budget transfers. Mrs. Harrison seconded. The motion carried 4-0-0.

III. REPORTS

A. Business Administrator's Report

Mr. Izbicki provided the May financial report to the School Board.

- Included a list of revised proposed encumbrances for year-end purchases totaling \$197,593.
- The Fund balance is \$487,185.95.
- Food Services is reflecting a negative balance at this time, but is expected to be back in the positive.

Board members reviewed the end of year list of potential encumbrances and asked for clarifications:

- Preschool ramps are rotting
- Playground shed is to move the playground (recess) equipment out of the GMS vestibule.
- New intercom system for GMS to provide the capability to be heard school-wide.
- Window replacements at GMS are close to, if not at, the end of the replacement cycle.
- Replacement of grounds truck is necessary as the existing truck is 19 years old and in very rough condition.

Mr. Bourque suggested a plastic shed for GMS as they are less costly and can be moved easily.

Mr. Izbicki will research the cost of the shed and bring a finalized list to the Board.

B. Meal Charging

Ms. Crowley, Director of Food Services, reported that she has been visiting Windham elementary school and other districts to view food service programs. She indicated plans for Litchfield's food service program is to break everything down and build it back up. She noted that Food Service will be getting new equipment and painting the kitchen and cafeteria. Ms. Crowley reported she met with the consultant for Londonderry's food service program and she recommended the changes, which include updating registers and getting digital signs. She commented that many concerns from the Board was quality. She indicated that presentation of the food is a challenge and she would like to purchase a presentation bar so students can see the food they are choosing. She noted new menu items and cooking items from scratch will be implemented.

Mrs. Harrison indicated there is much opportunity at GMS to get the students involved.

Mr. Bourque suggested Ms. Crowley visit GMS and see what the students choose and discard.

Mrs. Harrison suggested keeping food scraps and giving them to a farm.

Mr. Izbicki indicated there is composting and other options as well.

Mrs. Hershberger commented GMS parents are looking for fresher food, more local food, substitutes for allergies and communication about the options.

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 arrived at 7:24 p.m.

Mrs. Hershberger commented on the fee for adding funds to students' accounts when done with a debit or credit card, but it is free to write a check.

Mr. Izbicki indicated that is the policy of the vendor. He noted we are getting new software for Food Services, but the vendor will be the same.

Mrs. Hershberger asked if there is capability to set child spending limits through the meal payment app. Ms. Crowley indicated that requests for limits can be sent to Food Service and we will put it on the account.

Mr. Izbicki indicated that the purpose of this agenda topic was to have an open discussion on the meal charging policy and balances that are outstanding, and receive Board feedback.

Mrs. MacDonald supported the consequence impacting a student's graduation for an outstanding balance.

Dr. Jette indicated the student still earns a diploma, but does not attend the ceremony. He suggested putting a student on social probation.

Mr. Bourque asked for the total amount of outstanding lunch debt.

Dr. Jette indicated that the balances are: \$3,000, GMS; \$500, LMS; \$3,000, CHS.

Mr. Bourque wondered if the district knows if parents do not have the ability to pay the bill.

Ms. Crowley indicated the principals can help determine that and next year a free/reduced lunch application and a copy of the meal charging policy will be sent home to every household with a student.

Mrs. MacDonald was concerned students may be denied meals.

Ms. Crowley indicated students will not be denied meals, but instead will be offered a designated meal, which is their choice.

Mrs. Harrison was concerned with an alternate meal students would be singled out for something that is not their fault.

Dr. Jette commented it was our intent to have this conversation first. He indicated that he will meet with Ms. Crowley, Mr. Izbicki and Mrs. Flynn to revise the policy.

Mrs. Hershberger commented that PTO parents asked about the status of the transportation contract and if performance consequences were included.

Mr. Izbicki indicated that there is language in the contract that addresses certain situations and performance. He noted that all transportation companies are having driver challenges.

Dr. Jette mentioned that in other districts parents started complaining about drivers on Facebook and now they are refusing to drive the buses.

Mrs. Hershberger indicated that PTO parents were concerned that the bathrooms in the portable classrooms are not hooked up.

Mr. Izbicki indicated that all portables have fully functioning bathrooms at GMS. He noted that the bathrooms in the LMS portables are not functional and students have to use restrooms inside the 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)

IV. NEW BUSINESS

A. Review of Policies:

- IMG, Animals in Schools

Dr. Jette indicated Litchfield has not had a generalized policy regarding animals in schools. He explained this policy is based on the NHSBA sample policy and has been crafted to address animals that may be brought to schools by staff members. He commented the policy will reflect that staff members requesting to bring an animal to school shall make a formal request in writing via a newly drafted request form.

Mr. Bourque made a motion to approve Policy IMG for a 1st Reading. Mrs. MacDonald seconded. The motion carried 5-0-0.

- IMGA, Service Animals in Schools

Dr. Jette presented Policy IMGA to the Board, which has been revised to reflect changes and updates in the law relative to service animals in schools and their definitions.

Mr. Bourque made a motion to approve Policy IMGA for a 1st Reading. Mr. Meyers 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 made by Mrs. Harrison, the Board entered into non-public session at 8:13 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the Board returned to public session at 8:13 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.

IX. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:00 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board