

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

Meeting Agenda 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.

Mr. Bourque indicated things are already in place, but we will take a look at 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)

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: 1st Reading
- JEB Age of Entrance Revision

The policy was tabled until July.

- B. 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. An updated dashboard report has been provided to the Board.

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