

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 June 5, 2019  
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 (*excused*)  
Mary Widman, Director of Curriculum, Instruction & Assessment  
Scott Thompson, Principal, GMS  
Tom Lecklider, Principal, LMS  
William Lonergan, Principal, CHS  
Michele E. Flynn, Administrative Assistant

*(Agenda items may be taken out of the order in which they appear.)*

**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 May 22, 2019:

*Mrs. Harrison made a motion to grant the requested tuition waiver to attend CHS for four years. Mr. Bourque seconded. The motion failed 2-2-0.*

*Mrs. Harrison made a motion to approve the non-public minutes of May 8, 2019. Mrs. Hershberger seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

- E<sup>3</sup> Awards:
  - Leslie Pearce
  - Catherine McPhee
  - Doris Cote
  - Mary Lou Saxton

The School Board recognized staff members who will be retiring on June 30, 2019 for their service and dedication to the School District.

Mr. Thompson noted that Mrs. Cote is an outstanding candidate for the E<sup>3</sup> Award with 32 years of service at GMS and 38 years of service in the district. Mrs. Cote is always active in the professional community and has spent many years on multi-curriculum committees. Mrs. Cote has provided enrichment to students and has served on several school committees.

Mr. Thompson noted that Mrs. Saxton has had a distinguished career in education and has taught students with disabilities for 36 years – 17 of those years at GMS. Mrs. Saxton has served on multiple committees, been a teacher mentor, is the co-founder of the GMS Professional Learning Community and is Stipes, the GMS mascot.

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Mr. Lecklider noted that Mrs. McPhee served at LMS for 32 years and always has a vision. Mrs. McPhee brings incredible wisdom to her work, she is a communicator, exceptional storyteller, chaperoned many trips and is active in committee work.

Mr. Lecklider noted that Mrs. Pearce has been in the LMS since the 1980s. Mrs. Pearce cares about the staff, students and the school, with a superior work ethic. Mrs. Pearce is thoughtful, sensitive and empathetic, working hard to make recognitions special. Mrs. Pearce is an incredible listener with outstanding skills, learns quickly, oversees the supplies, textbooks and budget, and has participated in many in-service activities.

Mr. Bourque expressed heartfelt gratitude from the entire School Board and recognized the combined decades of experience represented. He commented that teachers and staff stay a long time in this community and wished the award candidates the best in their retirement.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Police – District MOU Remote Access

Dr. Jette provided a draft of the Remote Access MOU (Memorandum of Understanding) between the district and police department that has been vetted through legal counsel, the District IT department and Emergency Management Team. He explained the police department requested access to surveillance in the schools in an emergency situation. He indicated that the MOU has been crafted to secure students' privacy and stipulate that in an emergency situation the surveillance will be accessed by the dispatcher who will be able to assist the first responders who are trying to neutralize the situation. Dr. Jette noted the MOU is not to be exercised outside of the scope and video will not be viewed in police cars. He commented most of the situations we hear about last a matter of minutes; however, this is a tool we can extend to help secure students' safety.

Mr. Bourque commented it is important to know when someone logs into the system.

Dr. Jette indicated that there is a log kept to track online access and advanced notice is required for training.

Mr. Bourque asked if the School Resource Officer (SRO) will have access to the surveillance.

Dr. Jette indicated the SRO has access through the school issued laptop, but not on his own devices. He noted that the MOU contains remedies for any violation of access.

Mrs. Hershberger was pleased that the MOU included a requirement for the police department to create their own policy.

Mr. Bourque asked when the policy will be developed by the police department.

Dr. Jette indicated once the MOU is executed we will be looking for it to start at the beginning of the upcoming school year, and requires approval from the School Board.

Mrs. Hershberger asked if the Police Chief is comfortable with the MOU.

Dr. Jette indicated he requested the MOU and is comfortable with it. He noted that Chief O'Brion has been involved since discussions began.

***Mr. Meyers made a motion to approve the District Memorandum of Understanding for Remote Access by the Litchfield Police Department. Mrs. Hershberger seconded. The motion carried 5-0-0.***

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- CHS Parking and Traffic Flow

Dr. Jette provided an update on the status of feedback from the fire department with regard to the suggested parking options and traffic flow at CHS. He reported the Fire Department will not approved the use of the front lane of the CHS parking lot for visitor parking, citing challenges with fire trucks and apparatus access.

Dr. Jette mentioned that there was a track meet at CHS last night that was not properly planned. He explained it was a state meet and several district track teams participated. He noted the parking situation was overwhelming and challenging for the buses.

With reference to visitor parking, Mr. Bourque suggested removing 10 student parking spaces at the end of the front row in the parking lot and assign those spaces for visitors. He indicated students can park at the end of Highlander Court.

- Authority to Sign

Each year a motion is brought forward by the School Board authorizing the Superintendent and Business Administrator to sign contacts, grants and business forms on behalf of the School Board. This is common practice, but requires an affirmative vote of the School Board.

***Mr. Bourque made a motion to authorize the Superintendent and Business Administrator to sign all business office forms, all contracts and all grants on behalf of the School Board. Mrs. Harrison seconded. The motion carried 5-0-0.***

- Authority to Offer Contracts

Because of the limited number of School Board meetings between the end of June and beginning of September, it is necessary for the Superintendent to have the authority to offer contracts of employment to instructional staff. A motion to authorize the Superintendent to offer contracts of employment between June 20 and September 3, 2019 will be brought forward for School Board approval.

***Mr. Bourque made a motion to authorize the Superintendent to offer contracts to new hires from June 20, 2019 to September 3, 2019. Mrs. Harrison seconded. The motion carried 5-0-0.***

- Washington DC Chaperones

Dr. Jette commented concerns were raised by Board members relative to staff chaperones and coverage for staff who chaperone an overnight trip.

Mr. Bourque asked Mr. Lecklider if volunteers are turned away as chaperones.

Mr. Lecklider explained that it is necessary since we have sufficient staff that chaperone the trip.

Mr. Bourque was concerned that the loss of teachers who chaperone the trip is not justified when parent volunteers are able to serve.

Mr. Lecklider indicated that teachers and staff know the students and have more context to the trip than a parent. He noted parents do not work with the students on a full time basis.

Mr. Bourque commented that a substitute is needed for every staff member outside of the eighth grade team that participates in the trip.

Mr. Lecklider indicated that the staff know the students and the expectations on the trip. He expressed appreciation for the parents who do volunteer, but believes that a certified educator who is willing to go on the trip is more valuable.

#### H. Community Forum

There was no public input.

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**I. School Board Comments**

Mr. Bourque congratulated the Girls Softball team for winning the Division III Championship. He congratulated the High School Girls athletes who will be playing tomorrow and expressed congratulations the Baseball and Lacrosse teams who made the playoffs.

Mrs. Harrison mentioned she attended the LMS FIRST Robotics competition on Saturday. She expressed that it was an amazing experience to watch how the students performed together and came together as teams. She noted that the Girls' team won the Core Values Award. Mrs. Harrison commented that there was much camaraderie and support was shown for every team that participated.

Mrs. MacDonald mentioned that she, Mrs. Hershberger, Mr. Meyers, Dr. Jette and Ms. Widman attended Senior Awards night. She indicated that the students who spoke exuded much self-confidence and have grown so much. She noted that students who were among the first to participate in the 1:1 program articulated their experiences at CHS very well. She was excited for the amazing achievements of the students.

Mr. Bourque expressed congratulations to Mrs. Labelle and her students for winning the Gold at the Great East Conference.

Mrs. Hershberger mentioned that she attended the presentation provided by the Police Department on Social Media and Online Predators. She indicated that online predators are more prevalent than thought and it does occur in Litchfield. She commented parents can have open and honest communications with their children and monitor what they are doing online.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

- May 22, 2019

*Mr. Bourque made a motion to approve the public minutes of May 22, 2019. Mrs. Harrison seconded. The motion carried 5-0-0.*

**III. REPORTS**

**A. Curriculum Report**

Ms. Widman provided the June Curriculum report to the School Board. She reported there are many summer professional development opportunities available, such as senior project guidelines, RAD curriculum, course development for life skills, ceramics, animation, and content literacy. She noted that out of district professional development includes multiple AP trainings, PLTW training, NGSx Science training, Intel Math and the Competency Design Studio.

Ms. Widman reported that with respect to Grading & Reporting, the committee prefers to wait until after the Competency Design Studio to review and work on the re-learning plans.

- Math Curriculum and Grade 5 Math Program

Ms. Widman shared the K-8 math curriculum documents with the School Board. She reported that there has been a change to the Grade 5 Math Program which will require approval from the School Board.

With reference to the K-8 Math Curriculum, Ms. Widman shared the following information:

- Competencies = the application of content and the ability to explain why;
- Teachers lined up their units and standards were loaded into the documents;
- Some skills language was simplified, but all content in standards is included;
- Some of the essential questions at the lower grades are "yes or no" questions and a discussion will accompany it;
- Content literacy standards are not applicable to kindergarten, but those skills will be incorporated into all curriculum at all levels.

Mr. Meyers asked why there are five units at every level.

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Ms. Widman indicated there are five strands in most elementary levels. She noted it will be more integrated during the year.

Mrs. Hershberger asked what kind of opportunity was available for math teachers to weigh in.

Ms. Widman indicated that the writing was done by a representative from each grade level on the writing teams. She noted the representatives were asked to bring back feedback from their teams and adjust the units accordingly.

Mrs. MacDonald commented that she was pleased to see “Handwriting Without Tears” is being reinstated and asked for the rationale for that decision.

Ms. Widman indicated the Pre-K teacher was concerned that the language was not grade level appropriate. She commented the decision was made that what is taught in PreK is taught in Kindergarten.

Mr. Bourque inquired about the high school math curriculum. Ms. Widman indicated that took longer because the standards are laid out by strands and have to be integrated, but it is coming to the Board in July.

Brian – high school math curr

- Big Ideas Math

Ms. Widman reported that Big Ideas, which is used in the other middle school grades, has published a program for Grade 5 and we have reviewed it. She indicated that Big Ideas will be used in Grade 5 at LMS, which will bring them into the same curriculum as Grades 6-8 and will lead to more collaboration.

Ms. Widman publicly thanked all the teachers who spent time to work on the Math curriculum. The School Board echoed Ms. Widman’s sentiment.

- Work Study Practice Rubrics

Ms. Widman shared Work Study Practice Rubrics with the School Board. She thanked the Grading and Reporting team for their work. She indicated that people were not happy with what they were using. She explained the indicators are taken from the State model and the rubrics were aligned with the State uses, titles and themes used at each building.

Mr. Meyers commented that the high school rubric mentions completing high quality class and home assignments on time and the middle school rubric states “completes high quality assignments”. He believes the two rubrics are not aligned and that it is important that middle school students turn in their assignments on time.

Mr. Bourque thanked Ms. Widman for her work on the work study practice project, as well as thanking all those involved for their time and work.

## B. Principals Reports

Principals provided their written reports for the School Board and comment on two items from their reports.

- GMS
  - FIRST Lego League

Mr. Thompson reported that teams were sent to the FIRST Lego League Spring Expo on May 4 and it was astounding to see the work the students had done leading up to it, in particular was the students’ articulation about it when they competed. He indicated six teams, 36 students from grades K through 4, participated in the event. The theme this year was Mission Moon, a study of the challenges and solutions for living on the moon. Teams were tasked with designing and building a moon base, a rocket and solving problems of living in the environment. Awards for outstanding work included Explore and Design, Discover and Program, Cooperative Model, Design and Show, Innovative Programming and Model Design. Mr. Thompson congratulated the FIRST Lego League teams and coaches for their achievements.

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- Lunchroom Visits

Mr. Thompson discussed the issue of lunch visitation with students at GMS. He explained that the approach to classroom parties was changed because they grew to the point where entire families would show up for the parties. He indicated that school security was discussed since many changes and improvements have been made to school security and areas of risk continue to be examined. He mentioned that a parent who was visiting at lunch raised a concern about the vetting process for lunch visitations. Mr. Thompson reported that he reached out to other schools in the state and discovered that a variety of methods in their lunch visitation practices. He indicated every school that responded to the inquiry requires visitors sign in and wear a visitor sticker or badge; some do not allow lunch visitations; others require advance notice and reservations; some scan licenses; and some do on the spot background checks with licenses.

Mr. Bourque asked if the parent or Mr. Thompson has concerns about parents coming into the school.

Mr. Thompson indicated that he and the parent have concerns. He explained that his concern is how to ensure a better level of security when we have parents appear along with extended family members. He indicated that he would like to continue the practice and recommended that beginning in September there will be added signage directing family members to sign in and we will ask for identification when parents or family members visit for lunch and have a laptop available so we can check that they are family members. He added if extended members want to visit we suggest getting approval in advance. He noted that limiting the number of visitors per student is being considered as well.

Mr. Bourque suggested a lottery system for visitations, but not limiting the number of visitors per student.

Mr. Thompson indicated some days there can be many visitors in the lower grade level lunches.

Mr. Meyers suggested having parents/family visitors escorted to the cafeteria instead of walking through the halls unsupervised.

Mr. Thompson commented that this practice is believed to be a great connection, but we are just concerned about security.

Mr. Bourque suggested that visitors arrive five minutes prior to the lunch to be escorted to the cafeteria.

Mrs. Harrison suggested a lunch reservation service that generates a list would be helpful.

Mrs. Hershberger suggested that parents submit a form with a list of authorized people who can visit. She noted it is similar to the drop off/pick up system for camps. Mr. Thompson noted that the school does have emergency contacts lists.

Mr. Bourque commented student pick up is more concerning than lunch. He indicated there are two doors and people are still entering through the wrong door. He noted there is concern with the exit door since there is no staff at that door. He recommended having a staff member at the entrance as well as the exit.

Mrs. MacDonald was concerned over the excess number of students being picked up from the school.

Mr. Thompson commented that he wanted to bring the issue to the Board because the administration would like to revise the lunch visitation process. He recommended anyone who is an emergency contact for a student will be allowed to visit. He noted if a person is not listed, the school will request a note from the parents.

- LMS

- Washington DC Trip

Mr. Lecklider reported the process for the trip begins in the fall with parent information night and discussions about fundraisers. He noted there were some generous donations this year. He indicated that chaperones included staff members, parents and the nurse.

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Mr. Lecklider relayed that on the first day the students toured in front of the White House, toured the Supreme Court chambers, the Smithsonian Museum, walked around the Capital Building and Arlington Cemetery. On the second day, students stopped at the FDR Memorial, Jefferson Memorial, Lincoln Memorial, WWII Memorial, Vietnam Memorial, MLK Memorial, National Zoo, and the Pentagon Memorial. On the last night students enjoyed a cruise on the Spirit of Washington. Mr. Lecklider indicated that students' behavior was outstanding.

- Grading & Reporting Update

Mr. Lecklider recognized the teachers who worked on the Grading and Reporting project. He was pleased that the school theme was reflected in the Work Study Practices rubrics. He believes it is a way to connect to the classroom culturally. He noted that examples were added under the self-direction heading in the rubrics.

- CHS

- Credit & Competency Recovery / Summer School

Mr. Lonergan reported that the Curriculum Facilitators and Leadership Team met over the course of the year and discussed the plan for summer school this year. He explained competency recovery in summer school has been the practice where the credit is recovered, but not the grade. He indicated that beginning this year:

- If a student passes a course, but fails the competency and the student passes the competency in recovery, the initial grade will be awarded.
- The grade will be notated as a competency recovery, which has to be reflected on the transcript for college.
- If a student fails a course by no lower than a 50, the student will be required to recover the course allowing the student to bring that grade up to a passing grade (65).
- The cost will be \$75 per competency, with a max of \$150.

Mr. Meyers commented if a student fails a course with a 37 that student should not recover the credit or the grade. Mr. Lonergan agreed and reiterated that the student would have to get at least a 50 to be eligible for recovery.

Mrs. Harrison asked about families that may not be able to afford summer school for their child. Mr. Lonergan indicated that will be taken under consideration.

Mrs. Harrison asked what is done with the money. Mr. Lonergan indicated that is to pay for the teachers who are teaching summer school.

Mrs. MacDonald commented last year 30 students took math recovery and there was only one teacher. Mr. Lonergan offered to look into it.

Mrs. Harrison commented students do not necessarily recover competencies with the teacher they had during the year. Mrs. MacDonald indicated the teacher gives them the material they need for the recovery.

Mr. Lonergan commented perhaps during exams we have a competency recovery so students will have the same teacher that instructed them.

Dr. Jette commented that the summer program is a 15 hour program with the opportunity for recovery. He indicated that we were trying to find ways to embed the management of recovery through the year. He noted if you release the students who meet the competencies earlier, the teacher can work with the students who need more assistance and work.

- SAT & AIR Science Results

Mr. Lonergan reported that 103 students in grade 11 took the Air Science assessment in early May, with 41% scoring low. He explained 16 students scored at Level 2; 42 students scored at Levels 3 & 4; 4 students scored at Level 4. He indicated that he has not had a chance to look at the three sections of the test to break it down to determine what has to be done to meet the needs of the students who scored low. He noted data analysis will occur over the summer.

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Mr. Lonergan reported that the SAT total mean score for CHS was 1,046, which is 24 points higher than last year (1,022). Math scores increased 20 points from 504 to 524; ELA and Writing increased 4 points.

Ms. Widman commented the number of questions the students omitted was high last year, but this year much fewer questions were omitted. She noted working on test taking strategies does help.

Mr. Lonergan commented it helps to look at the data and find the gaps so we can focus on what we need to do.

Ms. Widman indicated being able to access some of the questions on which students did not perform well was a tremendous aid. She noted that access was not available last year.

Dr. Jette commented that he and Ms. Widman discussed creating a district-wide data team and inviting staff to participate in a summer data camp.

Dr. Jette mentioned that students from CHS were 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners in the Statewide Bicentennial Art Contest. He noted they received their awards at the State House today, were invited into the Representatives Hall and applauded in the gallery.

Mr. Thompson announced that Margaret Parent was selected for the Lifetime Achievement Award and will receive the award this weekend at the EDdies.

- 2019-2020 Student/Parent Handbooks

The handbooks for each school have been revised and reformatted to be consistent throughout the district. There have been some major changes.

Mr. Bourque mentioned that the changes are not coordinated over all three schools. He indicated some components should be consistent in all handbooks (i.e. stealing examples, policies).

Mr. Lonergan commented that we are working across the three schools.

Mr. Lecklider commented that the middle school handbook has been reformatted to match the high school format.

Mr. Bourque referred to class rank, inquiring if students' class rank is divulged.

Mr. Lonergan indicated that class rank is typically divulged, but we are having the conversation of eliminating class rank as many other school are doing. He explained that with class rank is a competitive edge for being number one and the drive for a grade can be destructive. He indicated there are other methods of student recognition without using class rank.

Mr. Bourque there are other areas that are confusing and conflicting.

Dr. Jette indicated that the handbooks will be shared via Google Docs so that Board members are able to comment on the actual sections where they have concerns.

C. Business Administrator's Update

- Year End Encumbrances

A revised list of year end encumbrances was provided for the School Board. Dr. Jette indicated that the total cost of the year end encumbrances is \$197,593 and requires approval from the School Board.

***Mr. Meyers made a motion to authorize the district to encumber \$197,593 from the FY19 General Fund Unassigned Fund Balance for identified maintenance and facility items. Mr. Bourque seconded. The motion carried 5-0-0.***

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- **Audit Engagement Letter**

A letter from the auditors for services for the next three years was provided for the School Board. Dr. Jette indicated the cost for auditing services will be \$14,425 annually, which is an estimate that is based on the actual hours spent on the audit. It was noted that the cost of audit services has decreased over the last 11 years. The three year contract required approval from the School Board.

**Mr. Meyers made a motion to accept the contract for audit services for the Litchfield School District for FY19, FY20 and FY21, with an estimated cost of \$14,425 annually. Mrs. Harrison seconded. The motion carried 5-0-0.**

**D. Dining Services Report May 2019**

The district dining services report for the month of May was provided for the School Board. Dr. Jette reported that 17,000 more meals were served than this time last year. He noted in May, 88 additional meals were served per day. Dr. Jette mentioned that the district has begun the internal process of providing assistance where needed for lunch debt.

**E. Enrollment Report May 2019**

The district enrollment report for the month of May was provided for the School Board. Dr. Jette commented the enrollment decreased by five, but has mostly remained stable all year. He noted there are 63 students registered for Kindergarten and 87 students registered for Grade 1.

**IV. OLD OR UNFINISHED BUSINESS**

**A. Policies:**

- **Second Reading:**
  - IMG, Animals in Schools

**Mrs. Hershberger made a motion to approve IMG, Animal in Schools. Mr. Meyers seconded. The motion carried 5-0-0.**

- IMG, Service Animals in Schools

**Mrs. Harrison made a motion to approve IMG, Animal in Schools. Mrs. Hershberger seconded. The motion carried 5-0-0.**

**V. MANIFEST**

The manifest was circulated and signed by the School 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. MacDonald, the Board entered into non-public session at 8:37 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; 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 9:39 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.**

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**IX. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 9:40 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

DRAFT