

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

Litchfield, New Hampshire 03052

B. Bourque, Chair
C. Harrison, Vice Chair

Approved Minutes for August 21, 2019

Location: 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
Mary Widman, Director of Curriculum, Instruction & Assessment
Michele E. Flynn, Administrative Assistant

(Note: Agenda items may not have been addressed in the order they were presented on the agenda.)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:08 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 July 16, 2019:

Mr. Meyers made a motion to approve the non-public minutes of June 19, 2019. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Meyers made a motion to approve the non-public minutes of June 20, 2019. Mrs. MacDonald seconded. The motion carried 4-0-1, with Mrs. Hershberger abstaining.

Mr. Bourque made a motion to accept the staff nomination clarification as presented. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Kathleen Oakes as a CHS Special Education teacher at a salary of \$65,114 for 2019-2020. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Brittany Milligan as CHS Music teacher at a salary of \$46,761 for 2019-2020. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Kara Robinson as a CHS English teacher at a salary of \$43,513 for 2019-2020. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Gary Venenga as a CHS English teacher at a salary of \$53,072 for 2019-2020. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Heidi Paris, CHS Social Studies teacher. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Sarah Anstey, LMS Science teacher. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Jennifer Watson, CHS Spanish teacher. Mrs. Hershberger seconded. The motion carried 5-0-0.

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Mr. Bourque made a motion to accept the resignation of Jarod Mills, CHS Athletic Director. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

There were no revisions to the agenda.

F. Correspondence

G. Superintendent's Comments

- Kindergarten Enrollment Update

Dr. Jette provided an update on the number of students enrolled in Kindergarten for the 2019-2020 school year. He reported that enrollment for Kindergarten is at 71 with a student entering in October; enrollment for Grade 1 is at 93. Dr. Jette indicated that Mr. Thompson has recommended that a fifth Kindergarten teacher not be added at this time.

Mrs. MacDonald asked how many students were enrolled in Kindergarten at this time last year.

Dr. Jette indicated he will get that information.

Mrs. MacDonald commented we were informed last year that we would not need more than four teachers and that did not work out.

Dr. Jette indicated that was a different situation.

The School Board requested enrollment numbers for this time last year.

- College Attendance by CHS Graduates Analysis

Dr. Jette provided an analysis on college attendance trends over the past 12 years by CHS graduates. He indicated last year there were 114 graduates, of which 84.21% went on to a two or four year school. He noted attendance at selective schools is also noted. He commented almost 20% of our graduates went on to a selective school.

School Board members requested a list of the selective schools that were attended.

- Principals and Curriculum Reporting Schedule 2019-2020
 - 2019-2020 School Board Meeting Calendar

Dr. Jette provided a draft schedule for principals and the curriculum director to present reports to the School Board for 2019-2020. He proposed staggering when the principals and curriculum director come to the Board to report.

School Board members were in agreement with the schedule.

- CHS Booster Fundraisers

Dr. Jette asked the School Board to approve the fundraisers requested by the Booster Club. More information on the dates and times will be provided for the School Board as those details are finalized by the Booster Club. Fundraisers include: Movie in the Field at CHS; Car show at CHS; Comedy Show with Hypnotist (location TBD).

Mrs. Harrison made a motion to approve the Booster Club fundraisers that include: Movie in the Field at CHS, Car Show at CHS and a Comedy Show with Hypnotist (location TBD). Mrs. MacDonald seconded. The motion carried 5-0-0.

- Opening Day Schedule and Invite

Dr. Jette provided information regarding opening day plans and activities in the district and invited School Board members to participate on opening day. He explained the first day is a district day and includes photos for new badges, recognition of staff, a guest speaker (Justice Broderick), technology time and ALICE recertification.

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- District Hiring Report
 - Open Positions
 - Cost of New Hires

Dr. Jette provided an overview of the positions filled and open positions in the district.

Hiring Summary:

- GMS: 2 paraprofessionals; 4 teachers
- LMS: 2 administrative assistants; 4 paraprofessionals; 5 teachers
- CHS: 1 athletic director; 5 paraprofessionals; 10 teachers; 1 social worker
- District: 1 mental health clinician.

Open Positions:

- GMS: paraprofessionals
- LMS: lunch monitor, coaches, food service technician
- CHS: part time physical education teacher, athletic administrative assistant, coaches, school psychologist and a paraprofessional.

- 2019 Special Meeting Warrant Article

Dr. Jette provided the signed special meeting warrant to the School Board and reported that the article was recommended by the Budget Committee on August 19 by a vote of 6-2-0. He recapped that the petition to hold a special meeting for voters to approve the renegotiated contract was presented in Superior Court at the beginning of the month. The ruling will be electronic. He added that because the judge could take up to 30 days for the ruling, we are on a tight timeline to Deliberative.

H. Community Forum

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

Nancy Sott, 8 Buttonbush Lane, thanked the Superintendent for the information on hiring and open positions. She asked if the rest of the open positions has been filled.

Dr. Jette indicated that open positions have been filled.

Mrs. Sott commented that there has been better progress since the previous month.

Dr. Jette indicated that an aggressive stance was taken. He noted that there is a shortage of teachers across the state. He commented that we marketed all the great things about Litchfield and the high school specifically. He added many of the newly hired teachers bring much experience with them.

Mrs. Sott asked about selective schools. She commented that many students get accepted to more than one school and some of those schools could be selective.

Mr. Meyers asked if the percentage of schools to which students were accepted be included in the information.

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I. School Board Comments

Mr. Meyers thanked Dr. Jette for all the work that has been done this past year.

II. GENERAL BUSINESS

A. Public Minutes:

- July 16, 2019

Dr. Jette clarified some statements that were recorded in the July 16 minutes:

- Question by community member on how to get tuition request on the agenda
 - Chair stated Board member would have to make a motion
 - Dr. Jette stated that the parent would have to make the request and have a conversation with the Board

He explained the intended meaning of that statement is that the parent needs to make the request to the Board first.

Mrs. Harrison made a motion to approve the July 16, 2019 public minutes. Mrs. Hershberger seconded. The motion carried 5-0-0.

- Budget Transfers

Mr. Bourque made a motion to approve the Budget Transfers for July/August 2019. Mr. Meyers seconded. The motion carried 5-0-0.

III. REPORTS

A. Curriculum Report

- Work Study Practices

Ms. Widman provided final work study practices and ask for School Board approval. She indicated that changes were made to the rubrics for all three buildings and approved by the committee.

Board members were pleased with the changes and ties into the school core values. Mrs. MacDonald suggested putting posters of the rubrics in the classrooms.

Mrs. Harrison made a motion to approve the Work Study Practices as presented. Mr. Meyers seconded. The motion carried 5-0-0.

- General Summer Curriculum Updates

Ms. Widman provided the School Board with updates regarding summer curriculum work. She indicated that high school documents for Math will go to PERC in September and come to the Board in October; district competences were created and approved and will be used on the high school documents.

- Live to Learn Academy and the Design Studio Update

Ms. Widman provided an update to the School Board regarding the recently held Live to Learn Academy and the Competency Design Studio conference. She indicated that tech session that ran in the Live to Learn Academy were incredibly successful and well attended. Elementary and middle school ELA and Social Studies have been revised, with the exception of the competencies.

Ms. Widman indicated that 10 teachers and administrators attended the Design Studio and the discussions were so powerful. She noted they discussed how to move forward and set up a way to move forward to do the work that is needed during the year.

- Summer Data Camp

Ms. Widman reported that a summer data camp was held with administrators and teachers from all three buildings to discuss practices, data protocol and work to make the practices and protocols more meaningful.

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Ms. Widman reported 12 teachers and tutors participated in a 3 day Wilson training; 2 teachers participated in the NGSX Science training; teachers had PLTW training; and administrators attended conferences.

Dr. Jette reported that the Administrative Team had a two day retreat focused on administrative practices, team building and role playing skits practicing an elevator speech. He indicated a retreat is off site so there are no interruptions. He noted on day 2, there was a teambuilding event at Title Boxing Club.

Mrs. Hershberger asked if, when looking at the curriculum and setting it, are the number of assignments in each quarter weighted?

Ms. Widman indicated that the UBD process has three stages and if the assignments are truly competency based, they should be consistently weighted.

Mrs. Hershberger expressed concern for grade transparency to know what things count for.

Ms. Widman indicated those are practices we need to look at, but it will take some time. We have to have discussions at different levels. She noted that several discussions have occurred regarding consistency across grade levels, but we have to have common grading practices, for which we are having the discussions.

Mrs. Hershberger asked how newly hired teachers cope with a lack of consistency.

Ms. Widman indicated that there is mentoring for new teachers to help them learn and cope with the practices. She noted that Infinite Campus is set up for competencies to have equal weight.

Dr. Jette commented this year the high school has moved to common planning. Ms. Widman indicated that will help with the move toward consistency at the high school.

B. Business Administrators Report

- Summer Project Update

The business report was provided for the School Board. Dr. Jette indicated financial statements are pending from the auditor and the only findings were related to student activities procedures.

Mr. Bourque indicated that comes up every year and he does not understand why it has not been addressed.

Dr. Jette indicated that is not unique to this district as many practices are long standing to which auditors pay attention. He noted, for example, that tickets sales for plays are not being tracked consistently.

Summer Projects

Dr. Jette indicated all summer projects were completed and a list of those projects is provided for the Board.

Athletic Transportation

Dr. Jette reported that the SAU is looking into this. He commented as we run an analysis we are finding it will be more expensive.

Mrs. MacDonald asked about renting a coach bus for events that are further away.

Dr. Jette indicated we are looking at other districts who have purchased vans to transport their athletes. He commented the problem with longer trips is that the bus driver is sitting and waiting and we are charged for that time.

IV. OLD OR UNFINISHED BUSINESS

- #### A. Policies – Second Reading/Final Approval:

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- JH, Student Attendance, Absenteeism and Truancy (2nd Reading)

The Attendance policy has been revised to reflect updated language regarding make up work, excused absences and protocols for truancy. The School Board has approved the policy for a 1st Reading.

Mrs. Harrison made a motion to approve Policy JH, Student Attendance, Absenteeism & Truancy. Mr. Meyers seconded. The motion carried 5-0-0

- EBCB, Emergency Drills (2nd Reading)

The Emergency Drills policy has been revised to include new and/or updated descriptions and protocols for emergency situations. The School Board has approved the policy for a 1st Reading.

Mrs. Harrison made a motion to approve Policy EBCB, Emergency Drills. Mr. Meyers 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. Harrison the Board entered into non-public session at 7:37 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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes, Tara Hershberger, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Harrison, the Board returned to public session at 9:18 p.m. 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.

IX. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:18 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board