

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

Approved Minutes for September 26, 2018

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Robert G. Meyers, III, Board Member
Elizabeth MacDonald, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Ph.D., Superintendent
Cory Izbicki, Business Administrator
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:05 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 August 22, 2018:

Mrs. Harrison made a motion to approve the non-public minutes of August 22, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Christine Dyac as GMS Grade 1 teacher at a salary of \$42,107 for the 2018-2019 year. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

• LMS PTO Fundraiser Approval

The LMS PTO presented a proposal for a Ski-Tune Program fundraiser and asked for School Board approval. Mrs. Harrison explained that they contacted Proctor Ski and Boards to host an event in November to tune skis and boards and/or lease equipment and will donate a portion of the proceeds to the LMS PTO. Special pricing and discount coupons will be offered to anyone who makes a purchase. It will be advertised to anyone who wants to have equipment tuned or lease equipment. They also offer storage and transportation of equipment.

Mrs. Hershberger made a motion to approve the Ski-Tune Program fundraiser as presented. Mrs. MacDonald seconded. The motion carried 3-0-1, with Mrs. Harrison abstaining.

(Mr. Meyers arrived at 6:27 p.m.)

• CHS Challenge Day

Mr. Perez provided an explanation of funding and event information for Challenge Day in Litchfield. He explained many of the 3 day workshops were booked; the mission and vision; background on founders who worked in field of teen crisis, prevention and intervention programs; worldwide program; and the full day program with program facilitators, students and adult participants. He indicated the goal is to go beyond the traditional anti-bullying efforts and bring about compassion and change.

Mr. Bourque asked how the seniors and freshmen will be chosen.

Mr. Perez indicated that the CHAT team meets and discusses referrals of students by teachers. He noted it is best with a mix of student situations (at risk and not at risk).

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Mrs. Harrison asked if the program can be administered by class.

Mr. Perez commented that discussion occurred, but the program restricts the attendance to a mix of 100 students with adult participants. He noted Campbell is a small school and everyone knows each other.

Mrs. Harrison commented that she wonders if a student may be more open to discussing their situation and feelings if they know the people that participate.

Mr. Perez indicated that it is amazing how the students open up as the day commences. He noted that the facilitators are good at what they do and they break down the barriers so that students who are apprehensive end up participating. He commented Alvirne is hosting the program in February and they would like to give away one day. Mr. Perez indicated the cost is approximately \$3,600.

Mr. Bourque commented that CHS originally wanted to hold the program in the spring. He asked if that would involve less seniors.

Mr. Perez indicated the original proposal was to hold the 3 day program this year and next year, then look for another school to share it and focus on the incoming 9th grade.

Mr. Bourque asked about the cost for the 3 day program. Mr. Perez indicated the cost is approximately \$15,000, which includes travel, accommodations and rental car for the facilitators.

Mrs. MacDonald commented that she was at CHS when it was held several years ago and it was an amazing bonding experience.

Mr. Perez indicated that he would like to invite Board members, members of the Fire Department and Police Department, staff, and a couple that will speak and share their experiences.

Mr. Bourque asked if it would open to the other two schools when the 3 day program is held at CHS.

Mr. Perez indicated that he would like to have teachers from the other schools who may have instructed these students in the lower grades. He noted the more community you can get, the more beneficial the program. He asked the Board to approve the use of CHS Parking Fees for the cost of the program.

Dr. Jette commented that Bedford hosted and participated in the program. He indicated it has a dramatic impact and would be a wonderful program to bring to the high school.

Mr. Bourque commented that the Board will entertain a motion to authorize the cost to be paid out of the general fund.

Mrs. Harrison made a motion to approve the proposal for CHS to participate in Challenge Day with Alvirne High School and authorize the use of \$3,600 from the General Fund to pay for the cost of the one day program. Mrs. MacDonald seconded. The motion carried 5-0-0.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Second Friday Enrollment

Dr. Jette reviewed second Friday student head counts with the School Board. He reported that the First Day of School head count was not accurate and has been revised. He noted that we are now at the second Friday and have added PK enrollment to the count. He reported the enrollment is 1,303, which includes PreK. Dr. Jette indicated the next key number is the October 1 enrollment.

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- NHSBA Resolutions

Dr. Jette asked Board members to review the NHSBA Resolutions provided and to contemplate if there are any resolutions the School Board would like to propose at the Delegate's Assembly. The School Board must approve any proposed resolutions by October 24 in order to meet the NHSBA submission deadline of November 2, 2018. He asked Board members to email the Chair if interested in serving as the NHSBA delegate.

- Comparative Group Proposal

The Superintendent discussed a comparative group analysis proposal with the School Board. He explained it is effective to make a comparison to who we aspire to be. He commented that he inquired about a group list, but has not found one that can provide a solid comparison. He researched the small towns and school districts in the state and developed a list of comparatives. Dr. Jette indicated that he would like to compare test scores, but does not believe that comparing against the averages is the right direction at this time.

Dr. Jette explained that he started with schools in Division III that are similar in size and demographics. He listed towns of like size by income (2010-2014) and tried to keep the list to one town SAUs and one town school districts that are structurally comparable. He then compiled a list of bordering towns, which physically touch Litchfield. He also listed 2017 household income sorted by town, which is an updated listing of what was used in the comparison. Dr. Jette asked Board members for their feedback for comparison towns. He noted this would be a peer group cohort comparison.

Mrs. MacDonald commented that she always compared Litchfield with Bow because of the similarity in town structure.

Mrs. Harrison asked about Hollis/Brookline. Dr. Jette indicated that the two towns have independent K-8 schools that combine into the coop high school and the elementary school levels performed differently.

Mr. Bourque commented that in prior years the Board always talked about Bow and Windham. Mr. Meyers mentioned Gilmanton may be a town to be considered.

Mr. Bourque asked how many districts are needed. Dr. Jette indicated approximately 8-10 solid schools and systems.

Mrs. Hershberger asked if there were any other factors, such as graduation grades. Dr. Jette commented if we start with education outcome as a selection tool, we would tend to select those school systems that are similar to us. He indicated he would like to steer away from that and find districts we aspire to become. He asked if the Board is receptive to the idea of the SAU creating the list.

Mr. Bourque commented it makes sense to have one list instead of having different groups of school for different comparisons.

Dr. Jette indicated the next step is to take the feedback to the Administrative Team, create the list and crunch numbers.

- Follow Up to Board Inquiries
 - Fundraising (see reports) later in the agenda
 - Principals Emails to Parents

Dr. Jette indicated that Board members have been set up in BlackBoard Connect and should be receiving the information from the schools that was requested.

- Cell Phones

Dr. Jette indicated the Board asked about our expectations of staff and cell phone use. He reported each school has some language and expectations; however, LMS did not have specific language.

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Mrs. Harrison commented that cell phones are not really needed since everyone has Chromebooks.
Mr. Meyers indicated he finds as a teacher it is easier and faster to use a cell phone to look up information.

Mr. Bourque commented that there should be consistent language for the Staff Handbook. He asked about staff handbooks.

Dr. Jette commented that the SAU has not seen a staff handbook. He indicated that he will speak with the principals and ask for copies of the staff handbooks.

○ UA Teachers

Dr. Jette indicated that GMS provided information regarding how Unified Arts (specials) are scheduled.

Mr. Bourque commented that he asked for clarification on the UA teachers' instructional hours of the day. He indicated that there are many gaps in the schedule. He commented that UA teachers are not in session until 2:50 and asked why they cannot do bus duty.

Mrs. MacDonald commented that dismissal should not be longer than 25 minutes and Kindergarten teachers should not do bus duty.

Dr. Jette commented we need to do more work on the issue of dismissal and buses at GMS.

○ Dismissal of Students at GMS and LMS

Dr. Jette reported that he addressed dismissal of students with the GMS and LMS principals. He commented it is a struggle to be efficient and maintain security at GMS and LMS. He indicated there are many activities at middle school and students are always coming and going. Several methods have been attempted at LMS, but it is challenging.

Mr. Bourque commented that LMS starts at 7:30 am and school is out at 2:00 pm. He indicated that there needs to be a solution for someone to be at the door until 2:30 pm.

Mr. Izbicki commented there are challenges and always reasons why the doors cannot be locked. He indicated that a solution has not yet been found.

Dr. Jette will speak to the principals. He wanted the Board to know that the administration is paying attention to the situation.

H. Community Forum

There was no public input.

I. School Board Comments

Mrs. MacDonald complimented CHS on their Open House. She commented that she enjoyed meeting all the teachers.

Mrs. Hershberger thanked Mrs. Sidilau and all the chaperones for taking the students to Nature's Classroom this week.

Mr. Bourque indicated that Nature's Classroom is quite an experience. He commented that the bricks are being installed at the CHS press box and the sod will be installed. He complimented the work done on the press box. He mentioned that this weekend is Homecoming at CHS and ALICE training was held last week. He commented that the training was eye-opening.

II. GENERAL BUSINESS

A. Public Minutes:

- September 5, 2018

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Mrs. Harrison made a motion to approve the public minutes of September 5, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Report

Mr. Izbicki indicated that the next financial report will be provided at the October 24 meeting.

- Bus Counts

Mr. Izbicki reported bus counts were provided for the first two weeks and there have been many calls to the bus company and SAU office. He thanked Mrs. Flynn for fielding the calls and correcting the routes. He indicated the main concerns are additional stops and overcrowding issues. Mr. Izbicki reported that he toured a bus and learned that a 77 student capacity is equal to three children per seat and is not an accurate portrayal of the actual capacity of the bus. He noted that Mrs. Flynn identified the issues and is working on a plan to alleviate those issues and implement the revised routes the second week of October.

- Transportation Issues

Mr. Izbicki reported that an RFP for transportation services has been drafted. He indicated that he met with Peter Curro, Business Administrator in Londonderry, to discuss contract bids. He noted that the RFPs will be issued independently, bids will be compared and a decision will be made. He mentioned that he has heard transportation is struggling everywhere because of the shortage of drivers.

- GMS Asbestos Inspection

Mr. Izbicki reported that the SAU received the State report regarding asbestos inspections at GMS and we are in full compliance. He mentioned that Dave Ross, Facility Manager, is recognized in report for his recordkeeping efforts. He indicated any asbestos in existence in GMS is encapsulated and is of no threat to any students. He reported that mitigations are completed each summer by highly qualified vendors who do the work and take great care in the removal.

Mrs. Harrison asked how many more summers it would be before all the asbestos has been eradicated. Mr. Izbicki indicated there are three more summers, with the major removal occurring in the gym.

Mr. Bourque suggested budgeting for the complete removal. Mr. Izbicki indicated it is very expensive and the district is trying to do it in a more manageable way.

Mr. Bourque recommended putting the remaining asbestos removal on a warrant article.

- Project Update

Mr. Izbicki provided the following updates:

- Kindergarten: the final accounting is being completed; the building inspector came to inspect the portables and meet with modular contractor.
- GMS Vestibule: the final accounting is completed; the entrance sign and fob meter need to be completed.
- LMS Entry: the design drawings have been completed and are being reviewed; cost estimates will be forthcoming; possibility for opportunity to apply for grant money.
- CHS Ventilation for Wood Shop: the unit will be programmed tomorrow.

- ALICE Update

Mr. Izbicki reported that active shooter training exercises were held at each school with staff members and was an eye-opening experience. The next step is to meet with the Administrative Team to discuss what we will do to move forward.

- Donations

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Mr. Izbicki informed the School Board about the donation of an audiometer to LMS; a donation of school supplies from 3M; and a donation of a pallet of masking tape from Getinge in Merrimack; shed donation at LMS was installed.

B. Fundraising Report

Dr. Jette provided information regarding funds raised for student activities and events. He indicated that each fundraising event is listed for the appropriate sport with items that were purchased for the last two years. He reported that Mr. Lonergan shared the idea that athletes and students should be educated on the purpose of their fundraiser.

Mr. Bourque indicated much has been raised since the start of this school year and would like to know what the funds were used for. He would like to know the cost of each fundraiser, what was raised, what incentives were offered, and what the funds were used to purchase.

C. Governmental Meeting Disruptions Report

Mrs. Flynn attended a workshop regarding Governmental Meeting Disruptions provided by the NHMA in partnership with the NHSBA to present information relative to disruptions at official meetings and recommendations for best practices. She provided some information that was learned at the workshop.

V. OLD OR UNFINISHED BUSINESS

A. Policies:

- Drafts:
 - GADA, Personnel Recommendations

Legal counsel has provided clarification regarding district accountability regarding references for school employees accused of sexual misconduct. Legal counsel has also provided clarification regarding the definition of probable cause in reference to this policy and the requirement under ESSA.

The Board reviewed the policy, which will be revisited for a 1st Reading on October 4.

- Guidelines for Requests for School District Employees to Appear in Court

Legal counsel has provided recommendation on the placement of the guidelines for requests for employees to appear in court.

Mr. Meyers made a motion to approve the guidelines and to attach the guidelines to Policy GBE, Staff Rights and Responsibilities. Mrs. MacDonald seconded. The motion carried 5-0-0.

B. School Board Goals

Dr. Jette reported that an update of the 2015-2018 goals was provided for the Board and delineates goals that are ongoing, not met, completed and not able to be attained. He indicated that the district is ready to work on the goals and asked the Board for direction.

Board members suggested some new language in the goals themselves; direction for indicators; diversity and social programs; communication within the schools and capital improvement.

The Superintendent will begin working on goals for the next 3-5 years.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Forum

There was no public input.

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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 School Board entered non-public session at 8:32 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 Mrs. Harrison, the School Board returned to public session at 9:40 p.m. Mrs. Hershberger 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

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

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board