

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 January 10, 2017

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Derek Barka, Board Member
John York, Board Member
Elizabeth MacDonald, Board Member
James L. O'Neill, Superintendent
Cory Izbicki, Business Administrator
Dr. Nancy Childress, Director of Curriculum & Instruction
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
William Lonergan, Principal, CHS
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. NON-PUBLIC SESSION: RSA 91-A:3II (c)

[Minutes of Non-Public Session are written under separate cover.]

Mrs. Harrison made a motion to enter into non-public session at 5:37 p.m. under RSA 91-A:3II (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. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.

- A. Student Issues
- B. District Business

Upon a motion made by Mr. Bourque, the School Board closed non-public session at 6:40 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.

II. PUBLIC SESSION

- A. Call to Order

Mr. Bourque called the meeting to order at 6:45 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 December 20, 2017: *There were no non-public actions.*

- E. Presentations and Recognitions

- E³ Awards:
 - Bonne Cavanaugh, CHS PTO

Mr. Lonergan indicated that Mrs. Cavanaugh is an outstanding contributor at CHS. He noted that she volunteers for many activities, coordinates meals for staff during school events (i.e. parent/teacher conferences), coordinated the pie fundraiser and other fundraisers as well. He commented that her tireless efforts are greatly appreciated at CHS.

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- Amy Goldstein, CHS PTO and FOM

Mr. Lonergan indicated that Mrs. Goldstein is a PTO member and supporter of the Friends of Music. He noted she has demonstrated strong support for CHS and was the driving force behind the departmental apparel fundraiser. He commented she worked with Carolyn Leite to resurrect the Friends of Music and has been an outstanding supporter of CHS.

- Mike Boschi, Athletics and Recreation Programs

Mr. Bourque indicated Mr. Boschi is the President of Litchfield Youth Soccer, Field Coordinator for the Litchfield Lacrosse Association, a member of the Recreation Commission and stepped up last year to coach Boys Soccer at Litchfield Middle School. He has volunteered for many boards and organizations, from athletic leagues to community recreational boards to the school building committee. He is always there for the children of the Litchfield community. Mr. Boschi gives his time to coach youth athletes in Litchfield and in the Litchfield schools, as well as assist with fundraisers and events that the leagues may run. He maintains the conditions on the sporting fields and helps prepare them for maintenance. He continues to give back to the community. His tireless efforts toward improving the quality of children's lives is nothing short of amazing.

Mr. Bourque presented the Empowering Excellence in Education awards to Bonne Cavanaugh, Amy Goldstein and Mike Boschi with appreciation from the School Board.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

Mr. O'Neill commented that there was a brief delay in the school year as there have been a few days of no school. He was hopeful that the weather would be more favorable in the second half of the school year. He indicated all is going well in the schools and he is excited about what is happening with programs throughout the district.

Mr. O'Neill mentioned that the Superintendent Search Committee has been meeting and interviewing candidates, and are completing that phase of the process. He noted that the next phase will be School Board interviews of the candidates and selection of the finalists, which will be announced once they are selected.

- Financial Update – C. Izbicki

Mr. Izbicki provided a financial update for the School Board. He indicated the budget hearing will be held tomorrow night as well as the bond hearing for the proposed fire station and Deliberative Session is scheduled for February 10. He provided hard copies of the 2017 audit to the Board. Mr. Izbicki reported that the Food Services department is preparing for a visit from the NH DOE in February. He mentioned there have been some transportation issues with the colder weather. Mr. Izbicki reported that a Title IV grant was approved for the Lego Robotics programs at GMS and CHS.

Mr. O'Neill indicated that the district is quick to let First Student know when we are dissatisfied with services. He commented the last couple of weeks we were in need of transportation for students transported by Easter Seals, who could not continue transporting the students. He was pleased to report that First Student stepped in to provide that transportation.

- Kindergarten Warrant Article

Mr. O'Neill commented that the School Board held a discussion at the December 20 meeting with regard to the 2005 Kindergarten article. Legal interpretation has been provided. The Board indicated they would like to revisit the discussion at this meeting.

Mr. Bourque asked Board members if they had questions regarding the Kindergarten warrant article. He reported that legal counsel has indicated that the voters have approved kindergarten as part of the budget since 2009. He indicated that Mrs. Flynn asked legal counsel if the proposed Full Day Kindergarten article fails, will part time Kindergarten be impacted. He noted that legal counsel advised that program would not be impacted.

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Mr. York asked why the Board is presenting full day kindergarten as a warrant article if the voters have approved kindergarten in the budget for the last eight years. Mr. Bourque commented that the Board can include it in the budget, but will honor the will of the Budget Committee and the community.

Mr. York commented the Board should be prepared to ask the voters to add full day kindergarten back into the budget. Mr. Bourque does not believe it is appropriate for the Board to ask citizens to add kindergarten back into the budget. He indicated citizens can do that on their own.

Mr. York believes the Board should make the motion to make it part of the budget and support that motion. He indicated the voters can decide if they agree with the Board.

H. Student Representatives' Comments

The student representatives did not attend the meeting.

I. Community Forum

There was no public input.

J. School Board Comments

Mr. Barka commended the work Robin Corbeil is doing in her computer class at LMS. He noted the students are excited and engaged.

Mr. Bourque commented part of that excitement and engagement is due to how much more technology has been added. He noted that eighth graders received their Chromebooks and there is more tech in the middle school now. He believes Litchfield will be on the districts that will be viewed as a district to follow as this initiative rolls out.

Mrs. Harrison commented that it is wonderful the amount of teachers who have pursued Google training and how many of the teachers are using the technology.

III. CONSENT AGENDA

A. Public Minutes:

- December 20, 2017

Mr. Barka made a motion to approve the public minutes of December 20, 2017. Mr. Bourque seconded. The motion carried 4-0-1, with Mrs. Harrison abstaining.

B. PERC Recommendations:

Dr. Childress presented the course recommendations, revision to a course and course resources to the Board.

- Unified PE/Health

Unified Physical Education and Health is a unique opportunity for students of varying ability levels and backgrounds to come together on equal terms through ongoing fitness, sports, leadership and wellness activities. This course focuses on the physical, intellectual and social growth of all participants. Engaging in physical activity and sport alongside peers with and without disabilities helps to foster important social relationships and model appropriate social situations.

- Unified Youth Leadership PE/Health

This course is designed for students who are eager to work with and share their knowledge with students who need one-on-one assistance. Students will work with a special needs student in a comprehensive physical education/health program. A selection of activities will be taken from, but are not limited to the following areas: fitness, individual activities, and team activities. Emphasis will be placed on lifetime skill building activities.

Mr. Lonergan commented it is a good way to provide physical education activities to exceptional students.

Mr. York asked why the Unified Youth Leadership course is a class and not a Sophomore project. Mr. Lonergan indicated that the idea is to offer credit to the students for the course.

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Ms. Paradise, CHS teacher, indicated that this is a competency based course and students will be learning, structured and following guided journaling. She noted the course teaches leaders how to be leaders.

Mr. York asked how that works if the paraprofessionals are there to support the students. He commented the students in the leadership roles are taking the place of the paraprofessionals in the class. He wanted to know how the dynamics work for the students with working relationships with those paraprofessionals.

Ms. Paradise explained that exceptional students need to learn by example from the other students and those students need to learn by example from adults.

Mr. York asked why the course description states “students with or without disabilities”. Mr. Lonergan indicated that language is enmeshed in there because of the description. He noted it would be simple to revise that sentence.

Mrs. MacDonald asked if this was a one year or one semester course. Ms. Paradise indicated it is for one year and when the course is completed, students will move on to another unified course. She noted leaders are completing one semester through different content areas. She mentioned that these courses are running together.

Mr. York asked when the Board will see the curriculum for the other content areas. Ms. Paradise indicated it will be brought to the Board next year.

- **Principals of Engineering Revision**

Much of the course description in the Program of Studies is out of date. The course has attracted only a handful of students, and this is a very select group. The EP (Engineering Path) already offers engineering courses at CHS, many of them open to the entire student body, which cover many of the current “Honors Engineering” course topics, including: Technology Design (engineering design, building processes and materials, for bridge building, catapults, transport, solar energy, etc.) Some of these topics require a knowledge of Calculus. Electricity & Home Improvement (electromagnetic theory, circuits, schematics). 2 similar courses are being taught by the IT department.

Proposed Change:

No change in Curriculum as approved 2011 or framework 2016, which are actually very general. This proposal would cut the course into half, one half being offered 2017-2018, leaving another half to be created and offered in subsequent years if the need appears. The proposal would also, hopefully, make the course more achievable and attractive for a wider student body. By splitting in half, the course could be offered S1 and/ or S2, offering more scheduling options. The course would serve more student preparation needs and abilities. The current Program prerequisites for Engineering are reasonable and not restrictive, and could remain.

Proposed Name and Duration: Real Life Physics & Principles of Engineering (EP*) ½ credit in Science for Juniors and Seniors.

- **Snowshoe Class**

Showshoeing on GMS grounds. Will address limited student physical activity during winter months. 50 minutes classers walking around the fields at GMS, subject to the weather and snow. Proposal to PTO to request funds to purchase snowshoes for the class. Will promote outdoor physical activity and the experience to enjoy the outdoors during the winter months.

Mr. Barka made a motion to approve the Unified courses, the Engineering course revisions, and the Snowshoeing class. Mrs. Harrison seconded. The motion carried 5-0-0.

- **PSAT/SAT Prep Course Proposal**

The PSAT/SAT Prep course proposal has been revised and more information provided for the School Board. The School Board is required to approve the course for submission into the CHS Program of Studies.

Mr. Bourque commented the Board had a discussion regarding this course at the last meeting. He indicated that the Board asked the student representatives about the course and they both agreed this is really not a course. He noted they indicated how fast the fee-based class filled up. Mr. Bourque believes the class should be offered to every student at no cost and does not see this as a credit course.

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Mr. York commented it is just a pass/fail and is basically preparing juniors in the fall to take the SAT. He agreed that it should be offered to all students.

Mr. Bourque commented if we maintain it as an after school program then it will be sustained.

Ms. Johnson (CHS teacher) indicated that offering it during school helps those students for which the after school option does not work. Mr. Lonergan commented it is more important than study hall.

Mr. Barka agreed that the course would be more important than study hall and that it is important for students to be busy. He asked if Mr. Lonergan believes the course is worth half a credit.

Mr. York does not believe that a pass/fail course should apply toward graduation credits.

Mr. Bourque commented he views it as a course, but not a credit course.

Mr. Lonergan commented that skills, habits and understanding are taught in that class, which is beneficial and valuable. He acknowledged that there may be a challenge with offering half a credit, but these skills are transferrable. He indicated colleges look at a host of things that students are taking and this is a small piece. He noted he does not place a huge value in SAT, but it is part of what we have to do and it is our high school assessment test. Mr. Lonergan believes the course is worth half a credit and reminded the Board it is an elective course.

Ms. Johnson commented the skills and resources they will take out of the course can be applied to all assessment tests they will be taking throughout high school.

Mr. York made a motion to approve the PSAT/SAT Prep course. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. O'Neill asked if there is any anticipation that there will be any budgetary impact in teaching to make this happen with 120 students vs 40 students. He asked about challenges in the schedule and the CBA for teachers in the afternoon. He indicated if this is a stipend position it will have to be vetted and approved by the LEA. He noted if the class meets 45 days for 90 minutes, it would have to be consistent with what is done after school.

Mr. Bourque suggested to continue to offer the class after school, non-credit course, and run this course as a separate course during the school year.

IV. REPORTS

A. Curriculum Report

Dr. Childress provided the January 2018 curriculum report to the School Board.

B. Principals Reports

- GMS

Mr. Thompson provided his report for the Board. He acknowledged:

- Recognitions for the grant for Lego Robotics
- Recognitions for chorus volunteers and the chorus teacher
- Visitation to the Learning Commons at Hollis Primary School
- New Frontiers program is growing again
- PTO Trivia Night is upcoming
- CHS Spirit Team will be sponsoring a Cheer Camp for children of Litchfield, Hudson and surrounding communities over February vacation.

Mr. O'Neill thanked Mr. Thompson for volunteering for a national focus group and his involvement in the research.

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- LMS

Mr. Lecklider provided his report for the Board. He acknowledged:

- The Chromebooks roll out for eighth grade
- Mike Perez has been helpful with lessons learned for the 1:1 program
- Students started using their Chromebooks the first day
- The Holiday concert was held prior to the holiday break
- Nine students were selected for the NH Honors Band for 2018
- Geography Bee is upcoming
- Recognition of Mary Ellen Medeiros for coordinating the Giving Tree and raising \$2500 for that cause
- 3 on 3 Basketball tournament was success
- A Celebrate the Season event was held in December
- PBIS focused on Integrity in the second quarter and will be focusing on Showing Respect in the third quarter (the district theme is Building Resiliency)
- Amy Provencal developed a Google site for the integrity theme meme contest
- The Grading and Reporting Committee continues to meet and work on the district re-take policy and integrating more information on report cards with competencies listed
- Spring testing schedule will be released soon
- A new assessment this year includes Science
- ALICE training is coming up in March.

Mr. York asked why all school semester closing days are not consistent. Mr. Lecklider indicated LMS semesters close every 45 days. Mr. Lonergan indicated CHS semesters are not typically 45 days. Mr. Thompson indicated that all GMS semesters end on a Friday and can vary between 43 and 47 days per quarter.

Mr. York asked if there have been any demographic changes at LMS. Mr. Lecklider indicated that report will be brought to the Board at the next meeting.

- CHS

Mr. Lonergan provided his report for the Board. He acknowledged:

- Holly Ball and LEA Dress Down day proceeds were raised for Mrs. Ange
- Six students honored at Pinkerton Academy for CTE academic success and inducted in the National Technical Honor Society
- 22 athletes were recognized by NHIAA for All State
- The PTO sponsored a Holiday Cheer breakfast in December
- Litchfield Police Department support during the holidays
- Received PSAT results, which are provided in the report
- ELO Committee focus raised the bar on offerings
- The 1:1 program has been very successful as students are working with their Chromebooks, collaborating with other students, and are engaged
- Professional development for teachers will focus on 1:1 training
- Visitation to a small high school in Massachusetts to participate in a NEASC accreditation visit
- Cap and gown measurements were taken in December
- Students are interested in memorializing Mrs. Ange.

- 2018-2019 Program of Studies

Mr. Lonergan and Mrs. Callinan presented changes to the program of studies to the Board. Revisions included:

- Courses approved by PERC
- Math embedded courses included
- Summer work for courses is notated
- Math requirements changed from 3.0 to 3.5 credits (state mandates 4 years of math, not 4 credits)
- Electives changed to 7 total credits

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- AP: description revised to include Honors classes
- Added AP Spanish (left out last year)
- Removed Honors Anatomy/Physiology for Dual Enrollment
- Four Year Planning Sheet revised to reflect math credit changes
- FACS wording changes
- Add History of Hip Hop course to Social Studies
- Honors Senior English will include all new PERC approved novels
- Lit & Film description revised
- PLSAT/SAT Prep course added
- Drafting removed from Visual and Performing Arts and listed in ICT
- Added AP Statistics
- Pre-Calculus now open to sophomores as well as juniors and seniors
- AP Calculus Daily now open to juniors as well as seniors
- Principles of Engineering name and description change
- Principals of Physics name change to Conceptual Physics
- Basic Woodworking description change
- Digital Art description change
- Advanced Graphic Design removed Honors Option sentence
- All French classes removed.

Mrs. Callinan reported that representatives from Alvirne and Pinkerton CTE will speak with sophomores on February 9.

Mr. York mentioned that he heard students can pick their courses online starting January 22. Mrs. Callinan indicated that is not accurate, but is being discussed.

Mr. York asked when the schedule will be ready. Mrs. Callinan explained that it is a complicated process. She described the process: students enter requests, administration and guidance have to look at the numbers to decide what will run, we have to make sure the students have met the pre-requisites, break down by subject, teacher and sessions. Mr. Lonergan commented it is a long, complex process.

Mr. York commented colleges do this all the time and the process seems to work well on an automated basis. He suggested asking the IT department to find a way to automate this process. Mr. Lonergan indicated this is done with Infinite Campus and is a very different system than what is done at a college.

Mr. O'Neill commented that he has worked with scheduling for a 2,300 student high school and for a 500 student high school. He mentioned that private colleges have real challenges with singleton courses and schedules and many times it comes down to personal dialogue with students. He indicated it is difficult to meet the needs of all the students in small schools. He noted some colleges have moved to a much more limited curriculum to alleviate the challenges of scheduling. Mr. O'Neill commented with declining enrollment difficult decisions may have to be made about what can be done with that enrollment and still offer options.

Mr. Barka made a motion to approve the 2018-2019 CHS Program of Studies with revisions. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. O'Neill complimented Mr. Lonergan and Mrs. Callinan for cleaning up the program of studies over the last two years.

C. Committee Reports

- Budget Committee

Mr. Bourque reported the Budget Committee met last night and heard a good presentation on the proposed fire station, which is on a website. He noted it will be presented tomorrow night at the bond hearing.

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V. OLD OR UNFINISHED BUSINESS

- A. Policies: 2nd Reading
- GBEA Staff Ethics

A concern regarding staff behavior was addressed in the policy with the assistance of legal counsel. The policy has been updated and is ready for School Board approval.

Mr. Bourque made a motion to approve Policy GBEA, Staff Ethics. Mr. Barka seconded. The motion carried 5-0-0.

- JRB Confidential Student Information

This policy addresses the confidentiality of identifiable information of students. It has been updated and is ready for School Board approval.

Mr. Bourque made a motion to approve Policy GBEAA-JRB, Confidential Student Information. Mrs. MacDonald seconded. The motion carried 5-0-0.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

- A. Community Forum

There was no public input.

Mr. Bourque thanked the Town for allowing the School Board to use the Town Hall meeting room. He thanked the organizations that revised their schedules to accommodate the School Board.

Mr. O'Neill thanked Mr. Brown, the Town Administrator, for working with the district.

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 Mr. York, the Board entered into non-public session at 8:47 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; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the School Board returned to public session at 9:21 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Barka, yes; Mrs. MacDonald, yes; Mr. York, yes.

Mr. Bourque made a motion to seal the non-public minutes of January 10, 2018. Mr. York seconded. The motion carried 5-0-0.

X. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:22 p.m. Mr. York seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board