

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 11, 2017

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Dr. Julie Heon, 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. 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: December 21, 2016:

Mrs. Izbicki made a motion to approve the non-public minutes of December 14, 2016 as written. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. Barka made a motion to ratify the 2017-2019 contract between the Litchfield Education Association and the Litchfield School Board. Mrs. Lepore seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Mr. Barka mentioned that the only correspondence was from himself regarding the lateness of LMS Bus 4.

G Community Forum

There was no public input.

H. Superintendent's Comments

Mr. O'Neill commented we are into the second half of the year and he is looking forward to the closing of the semester at CHS. He indicated things are going well in the district.

I. School Board Comments

Mr. Bourque announced the Board held a non-public discussion of the Litchfield Support Staff collective bargaining agreement and held a special meeting on January 9 to approve the contract. He indicated the contract was approved by a vote of 2-0-1

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J. School Board Representatives Comments

Jakob Scopelites and Anna Paquin introduced themselves to the Board.

Mr. Bourque welcomed Mr. Scopelites and Ms. Paquin to the meeting.

II. CONSENT AGENDA

A. Public Minutes of December 21, 2016

Mrs. Harrison made a motion to approve the public minutes of December 21, 2016. Mrs. Izbicki seconded. The motion carried 5-0-0.

B. PERC Recommendations

Dr. Heon commented that PERC was busy in December. She presented curriculum frameworks, one of which includes additions to geography indicators for grades 3 and 4 Social Studies; and four proposed courses for CHS.

- Social Studies Curriculum Framework Revisions (Gr 3-4)
- Freshmen Seminar Curriculum Framework
- Proposed new courses:
 - Science of Natural Disasters
 - Advanced Software Applications
 - Community and the Individual, Foundations Level
 - Honors World Studies

Mr. Barka made a motion to approve the PERC recommendations as presented. Mrs. Harrison seconded. The motion carried 5-0-0.

III. REPORTS

A. Curriculum Report

Dr. Heon provided the curriculum report for the Board. She reported that PERC will be reviewing the guiding questions for program evaluation for the Freshman Seminar course, for which CHS is currently identifying and collecting data; there was a discussion on the effectiveness of the program and having it be a regular item for freshmen. PERC is reviewing information and data from all buildings for the Math program evaluation, as well as looking at new resources at all grade levels and reviewing what types of additional data may be needed to begin the analysis.

Dr. Heon reported the Grading and Reporting Task Force meets twice per month to discuss reporting out in each of the buildings, the format of report cards and the grading scales. The goal is to bring a policy to the Board by mid-spring. She commended the individuals who participate on the task force for their work.

Smarter Balanced Assessment testing will take place March 14 – June 9, 2017; SAT testing will take place on April 5, 2017 with a make-up date of May 2, 2017; NECAP Science testing for grades 4, 8 and 11 will occur in May. Dr. Heon provided NECAP Science results for grades 4, 8 and 11 for the past 8 years. She indicated the results show that Litchfield has exceeded state averages in all cases. She commented that a new assessment is being reviewed for 2018.

B. Principals Reports

- GMS

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

- GMS had indoor recess today because there was a mid-morning coyote sighting north of the school, which was reported to the police;
- First and second grade enrollment continues to be at 87 and 88 students;
- Kindergarten and incoming 1st grade registrations began tonight. A new RSA requires schools to screen incoming Kindergarten and Grade 1 students for reading problems.
- The Veterans Day assembly was well attended;
- Destination Imagination has been busy;

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- Parent/Teacher Conferences had a good turnout;
 - Pre-school students assisted with Thanksgiving dinner preparations;
 - The December 6 concert was excellent. Many thanks to Mrs. Labelle and her volunteers.
 - Mrs. Planty provided a demonstration of Quizlet at the faculty meeting. Quizlet allows students to create their own assessments for some areas;
 - Report cards continue to be printed as the act of carrying the report card home is important to children;
 - The Guidance office is sponsoring a school-wide program entitled the “Great Kindness Challenge” in January and will document 5,000 acts of kindness;
 - Grade 3 teachers created a parent/student book club;
 - Grades are closing January 27;
 - PTO is hosting the 2nd annual Trivia Night January 28;
 - Meeting with Mr. Lecklider on first round of evaluations on January 31.
- LMS

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

- Lego Robotics performed well at the tournament in Londonderry;
- Spirit has been growing with team mentality;
- Students are recognized through PBIS each quarter;
- Winter Sports is underway and doing well;
- The food drive was very successful;
- The Veterans Day breakfast was well attended;
- Seniors Matt Gagne and Ben Labatt coordinated a walk-a-thon to benefit Alzheimer’s Disease and the LMS community participated;
- Congratulations to students who were selected for the NH Honors Band;
- The LMS Geography Bee will take place on January 13;
- Mrs. Corbeil was selected to present at a regional technology conference regarding work she does with the students;
- LMS is preparing for the SBAC tests in Spring;
- LMS was again selected for the National Assessment of Educational Progress (NAEP) test;
- Teachers worked on a unit design for ELA during the November Professional Development day;
- LMS grading and reporting task force continues to meet and work on development of a report card;
- Andrea Stern presented an overview of competency-based reporting formats in January;
- Many of the staff are using Twitter;
- The Washington DC trip takes place in May as well as Project Safeguard.

• CHS

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

- Tree lighting was held at the end of December;
- The food drive was successful;
- The Litchfield Police Department came in and provided two \$250 Walmart gift cards to give to families in need;
- School groups (National Honor Society, SADD, Key Club, Student Council and Mr. Bourassa’s class) were very generous this year;
- The CHS band traveled to Hawaii and performed for the Pearl Harbor 75th Anniversary;
- Teacher of the Month award has begun at CHS.

Mr. Lonergan commented that there is generosity and good will that exists in Litchfield, but in particular at CHS. He thanked the staff for their work with students and their generosity toward the community.

Mr. Lonergan reported on Professional Development and commented there is a need for greater collaboration between special education and regular education. The Data Team forwarded the NWEA assessment back to

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teachers to review their students' results. The Data Team is reviewing the PSA data and believes we can do better. Mr. Lonergan thanked Mr. Lecklider and Mrs. Thayer for allowing CHS to hold their Professional Development day at LMS. He indicated that staff worked on RTI, mandatory district training and NEASC. Parents are already starting to ask about the date for graduation. The Safety Committee is working on crisis planning and refined some practices. The first lockdown drill was successful. The CHAT process has been revised and CPR certification will be one of the areas of focus on the next Professional Development day. The PTO is hosting fundraising at Valentino's in Hudson, who will dedicate 15% of their proceeds back to CHS. CHS will be hosting a Google Summit this summer, which will provide up to 15 free registrations if we get 200 attendees.

o CHS Program of Studies

Jodi Callinan and Mr. Lonergan presented the proposed CHS Program of Studies and changes to the Board. Mr. Lonergan reviewed the changes to the program of studies with the Board. Included in the changes are minor wording, dates, letterhead, additions to the list of classes, AP fee increase, removal of a course, prerequisite change for a course, new courses added in Humanities, new course descriptions for Strength and Sports Training, new Google Docs and Beyond course, and course descriptions for CTE Pinkerton Academy.

Mr. Bourque indicated the Board will review the Program of Studies and revisit at the next meeting for approval.

C. Committee Reports

• Budget Committee

Mrs. Izbicki reported the Budget Committee met for the final vote on school district budgets on December 22, 2016. The Budget Hearing is scheduled for tomorrow evening and the Chair will present a slideshow on the school and town budgets.

VI. OLD OR UNFINISHED BUSINESS

A. FY18 Warrant Articles

The School Board completed their recommendations for the warrant articles.

Article 1: Operating Budget

Mr. Barka made a motion to recommend Article 1. Mrs. Izbicki seconded. The motion carried 5-0-0.

Article 1 was recommended by the School Board by a vote of 5-0-0.

Mrs. Izbicki commented that she abstained from the vote to recommend Article 1 at the Budget Committee meeting because of the actions of the Budget Committee toward motion made to add \$106,000 to the Special Services budget. She felt she could not properly represent the Board in that vote.

Mr. O'Neill explained that he discussed that there were four placements (1 we knew about, 3 potential) for which the Budget Committee asked for more information. He commented they felt the funds could always be added at Deliberative Session based on the information presented. He indicated because there have been potential placements included in past budgets, the district agreed to return any remaining special education money to the taxpayers. He noted since then we have tightened up the Special Services budget and there is hardly any flexibility.

Mrs. Izbicki commented she does not believe it is fiscally responsible not to budget for potential placements or to fund a reserve. She felt strongly we should have planned for that.

Mr. O'Neill announced that the district received legal opinion about not properly budgeting capital reserve funds in relation to unpredictable placements, as well as legal opinion regarding deficit appropriation for special education. He explained that the district cannot expend more money than appropriated by the voters. He commented that he is hoping there is a strong consideration for adding \$106,000 in the Special Services budget next year and support for adding \$100,000 to the capital reserve fund.

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Mrs. Lepore asked what would happen if that situation arises. Mr. O'Neill indicated if we got to March and it became evident we would not have the funds for additional placements, we would have to go to deficit appropriation or borrow from the following year's budget. He commented any town has a reserve fund that is usually approximately \$1M to deal with emergencies, but public schools could not do that until a law was passed two years ago to preserve a certain percentage of the unassigned fund. He noted Litchfield did not approve that vehicle. Mr. O'Neill indicated if we do not have the money locally the state does not have a pool of money from which to borrow.

Mrs. Harrison commented what we presented to the Budget Committee was current need and we were being proactive.

Mr. Bourque commented it was a budget developed by averages.

Article 2: LEA Collective Bargaining Agreement

Mr. Bourque made a motion to recommend Article 2. Mrs. Lepore seconded. The motion carried 5-0-0.

Article 2 was recommended by the School Board by a vote of 5-0-0.

Article 3: LSS CBA

Mr. Bourque made a motion to recommend Article 3. Mrs. Lepore seconded. The motion carried 4-0-1, with Mr. Barka abstaining.

Article 3 was recommended by the School Board by a vote of 4-0-1.

Mr. Barka made a motion to reopen Article 6, Special Education Capital Reserve Fund. Mrs. Izbicki seconded. The motion carried 5-0-0.

Mr. Barka made a motion to recommend Article 6. Mrs. Izbicki seconded. The motion carried 5-0-0.

Article 6 was recommended by the School Board by a vote of 5-0-0.

V. MANIFEST

The manifest was circulated and signed by the 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 by Mr. Barka, the Board entered into non-public session at 7:35 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; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

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VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 8:05 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

IX. ADJOURN

Mr. Bourque made a motion to adjourn at 8:05 p.m. Mrs. Lepore seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board