

*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 October 10, 2018  
Held at Campbell High School – School Board Meeting Room**

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

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:04 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from September 26, 2018:

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

E. Presentations and Recognitions

- E<sup>3</sup> Awards
  - S. Thompson, T. Lecklider, W. Lonergan
  - M Clinton-Jones, M Thayer, M Perez

Dr. Jette explained the National Principals Association is celebrating October as the “Month of the Principal”. School principals are being recognized for their continuous and dedicated support for our students and teachers.

Mr. Bourque recognized the principals and assistant principals of GMS, LMS and CHS. He thanked all administrators for their dedication and hard work.

F. Correspondence

There was no correspondence.

G. Superintendent’s Comments

- October 1 Enrollment

Dr. Jette reviewed the October 1 enrollment counts with the School Board. He reported that 1,304 students are enrolled in the district. He mentioned that he and Mrs. Flynn will be meeting with Mr. Bourque and Mrs. Couture, Budget Committee Chair, tomorrow to discuss enrollment projections and calculations for accurate numbers.

- Follow Up to School Board Inquiries

Dr. Jette provided responses to previous School Board inquiries.

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○ Athletic Permission Forms

Dr. Jette indicated the issue was that athletic departments were not using a consistent travel waiver form. He reported a simple communication addressed the issue and a consistent form will be used for athletics and school student travel waivers.

○ Teacher / Staff Handbooks

Dr. Jette reported that the SAU is in the process of collecting staff handbooks. He noted that since we are already into the school year, the decision was made to streamline the handbooks for next year.

Mr. Bourque asked if copies of the handbooks can be made available to the Board. Dr. Jette indicated copies can be provided for the Board.

○ Athletic Fundraising

Dr. Jette indicated the Board expressed concerns about what is done with the funds raised, as well as educating students regarding the purpose of the fundraiser. He reported that responses were provided, as well as activity reports for fall athletic teams that raised funds for FY18 and FY19.

Dr. Jette indicated there was a question at the last meeting regarding fundraising for Volleyball with a specific interest in nets purchased. He reported that nets are provided by the school; however, the team raised funds to purchase a more secured net system.

Mr. Bourque asked if the coach of each sport directs how the funds are spent. Mr. Lonergan indicated both the coach and players have input. He noted football has fairly traditional activities.

Mr. Bourque commented the Athletic Director has nothing to do with the decision of how the funds are spent and it is left up to the individual sport. Mr. Lonergan confirmed that was correct.

Dr. Jette suggested Board members review the reports and forward any questions. He confirmed that students do all understand why they are fundraising.

○ Capital Planning Committee List

Dr. Jette provided a list of the Capital Planning Committee members and membership guidelines for the Board. He reported that Mr. Lecklider has an internship project that he is required to complete and suggested that Mr. Lecklider facilitate the Capital Plan. He explained that Mr. Lecklider will pull together some of those pieces and instead of presenting the committee with raw materials, we need to present a cohesive plan. Dr. Jette commented some work needs to be done before opening it up to a committee. He noted the Board can decide whether to stay with the current committee membership and review the guidelines to determine how to proceed.

Mr. Bourque commented that there was good input from representatives from all three schools. He was hopeful that Kevin Lynch would return as he and Dave Ross saved the committee much time identifying the priorities. He indicated have a spectrum of the community and school district is helpful.

Mrs. Harrison commented having several people look at stacks of documents is a lot of stress and ingredients. She indicated having one package will be helpful and thanked Mr. Lecklider for stepping up.

Mr. Lecklider indicated he has already looked at various formats and is trying to make it simple to follow.

Mrs. Hershberger commented that it is good to have a cross section look at such a comprehensive report as the HL Turner facilities assessment.

○ World Languages Overview

Dr. Jette commented that a concern was raised during the long range goals discussions regarding starting language earlier in education. He reported that he worked on the World Languages Task Force in Bedford and was involved in the process to analyze the programming and make recommendations based on the task force charge.

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Dr. Jette commented that the task force was charged to review the current World Languages programming, identify research-based best practices in second language acquisition for native speakers of English, and identify options to improve the programming. The key findings of the analysis: learning a language earlier is better; focus on one language in the earlier grades to increase rigor in that language; review the instructional strategies and techniques.

Mr. Bourque asked what it would entail if the Board decided to start two languages in grade 5.

Dr. Jette asked if we would be doing it for all students; targeting some; asking one half to take one language and the other half to take another language? He indicated the task force report recommends picking one language and exposing everyone to it.

Mr. Bourque asked what would be needed for staffing if we began in grade 5 with one language.

Mr. Lecklider indicated that Spanish is currently offered in grade 8, which consists of three courses and an exploratory. He believes if we were looking at a model where students are taking a language and being instructed on a daily basis, we would need three additional teachers.

Mrs. MacDonald was in favor of immersion, but beginning in grade 5 will mean some students will be in a more advanced language later.

Ms. Widman commented that she came from a school where it was more exploratory in grade 6 and a deeper level in grade 7, and so on. She noted there is another model that begins in grade 4.

Mrs. Hershberger commented that it is more beneficial to start a language in elementary school.

Dr. Jette indicated that many districts offer a second language in kindergarten. He noted the concern in Bedford was that the native language is mastered as well. He suggested the Board digest the report and request any follow up.

Mr. Bourque suggested creating a sub-committee to study how to implement a second language in an earlier grade and what grade would be best to start.

- Comparative Districts (Peer Cohort Group)

Dr. Jette reported that after review and consideration of the Board's suggestions, the Peer Cohort group will be Bedford, Bow, Hopkinton, Hudson, Londonderry, Merrimack, Moultonborough, Pelham, Sunapee and Windham. He indicated this is the group we will use to compare SAS results.

- Field Trip Mapping

Dr. Jette indicated that Ms. Widman is mapping field trips and will provide a report at the next meeting.

- Budget Work Session Agenda

Dr. Jette shared a draft of the budget presentations agenda with the Board. He commented the goal is to follow the format used in the past and start with the Superintendent's overview. He indicated Mr. Izbicki will speak to the default budget and change in the law.

#### H. Community Forum

There was no public input.

#### I. School Board Comments

Mrs. Hershberger recognized Natalie Hirte and Sonya Costinos for their work on Career Day.

Mr. Bourque congratulated all CHS seniors for homecoming.

## II. GENERAL BUSINESS

### A. Public Minutes:

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- September 26, 2018

*Mrs. Harrison made a motion to approve the public minutes of September 26, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

**III. REPORTS**

**A. Curriculum Report**

Ms. Widman provided to the School Board the October Curriculum Report and an overview of competencies, answering the question ‘where are we and where are we going?’

Ms. Widman reported PERC met for the first time focusing on streamlining processes, re-establishing the purpose of the committee and reviewing materials forms and the curriculum review cycle. She completed the first round of building walk-arounds with the Assistant Principals in each building, which has sparked some great conversation around best practices. Ms. Widman reported the revised MLP is up and running; a team from the SAU, LMS and CHS attended the state conference on Curriculum, Instruction and Assessment and heard much about STEM education, increasing student engagement and using policy to change competency based education. A team from LMS attended a workshop on Media Literacy at St. Anselm; a team from CHS will be showcasing at NEASC next week; the Grading and Reporting Committee met in mid-September. She reported they reviewed the status report and narrowed the focus for the start of this year. She indicated that the work study practices and rubrics need revision, and they will be looking at aligning grading scales between schools.

Mrs. Hershberger indicated a grading policy is needed.

Ms. Widman commented there are a lot of pieces when we talk about transforming to a whole competency based system. She indicated it will be a process and many things need to be aligned first. She mentioned the Board needs to look at the policy and other curriculum policies that are outdated.

Mrs. Hershberger asked if the policy will be universal between schools.

Ms. Widman indicated the policy will be standardized; however, in terms of implementation it may look different at the three levels based on the level and needs of the students. She noted the goal is to have general themes and commonalities in all three buildings.

- Competencies Overview

Ms. Widman provided a presentation on competency based education and what it means.

Competencies are written off of state and national standards. Students are expected to reach proficiency in course competencies to be prepared for success in the next level. Grades are based on student progress toward proficiency in each competency. Students are expected to reach proficiency in all graduation competencies to receive a diploma.

Curriculum is fully aligned in K-12 based on state and national standards. Curriculum includes competencies with progression at each level. Curriculum is focused on transferable knowledge and skills for postsecondary life. Instruction is differentiated and personalized to help all students reach proficiency. Instruction is student centered, providing direct instruction and independent exploration. Instruction is focused on application of concepts and skills.

Assessment aligns to instruction practices in class, including both formative and summative opportunities. Assessment provides students some voice and choice in how they demonstrate their knowledge. Assessment asks students to apply knowledge in authentic scenarios using an advanced depth of knowledge. Reporting: the grade provides parents and students with more targeted feedback and information. Grades reflect work associated with progress in course competencies. Work not directly connected with progress toward a competency should not be included in the grade.

Next steps: a 3 to 5 year plan; a 3 year priority list that includes reviewing curriculum for vertical alignment; revising and creating rubrics for work study practices; revising curriculum related policy; and revising a grading related policy.

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Mr. Bourque asked if professional development will be provided for teachers to bring this all together. Ms. Widman indicated there will be training for teachers as there are many moving parts.

Mr. Meyers asked if graduated rubrics will be considered. Ms. Widman indicated that progressive rubrics will be done in the process.

Mrs. Harrison commented it seems like this will be created from scratch. Ms. Widman commented it is a combination of starting new and borrowing from other districts. She indicated we have a strong foundation, but it needs to be processed. She noted rubric work is ongoing, but needs to be developed on a more consistent scale.

B. Principals' Reports

- GMS

Mr. Thompson provided the principal's report for the Board. He reported:

- There are 82 students enrolled in Kindergarten this week;
- New Frontiers has begun and volunteers were recognized;
- Greg Tang Math Night was held;
- The Governor attended Kindergarten dedication;
- A grade 1 teacher was added, as well as an additional special (STREAM class) to accommodate the fifth class;
- ALICE training went well and we will be working with the district on the next steps;
- Learning Commons news included with report;
- Summer Reading Challenge celebrated with an ice cream social;
- Scarecrow Jamboree will be held October 26;
- PTO is running the Raise Craze fundraiser again and would like to make improvements to the playground with the funds;
- The Playground Committee met and will forward items to the School Board for approval;
- CHS students will be working at GMS to learn about education;
- Met with teachers who wrote a grant for Lego Robotics;
- Fire Safety training will be held in October.

○ Competency Assessment Example

Mr. Thompson provided an overview of a Writing competency at GMS. He indicated students are expected to write well-structured arguments, narratives and informative/explanatory pieces.

Kindergarten: holding a book appropriately, teach letters and numbers, expressive language, descriptive language, use of story webs; the goal is that students are able to write one or two descriptive sentences with assistance.

Grade 1: assistance with writing skill, move to narrative writing, spelling, writing and decoding, reading; the goal is for students to write a topic sentence, three sentences for the body and a closing sentence.

Grade 2: students work more on reading and writing; the goal is for students to write a seven sentence piece.

Grade 3: students work on writing six to nine sentences, expansion of ideas, all three types of writing, and the use of peer editing.

Grade 4: there is a large expansion of writing using graphic organizers, thesaurus, vocabulary; the goal is for students to write a five paragraph piece.

Mr. Thompson commented that special education is part of the process and there is writing in the specialist classes.

○ Unified Arts Schedule: Questions & Answers

Mr. Thompson provided a more detailed Unified Arts schedule and responded to Board member questions.

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Mrs. MacDonald asked if the unencumbered time includes the 10 minutes between classes.

Mr. Thompson indicated classroom teachers do not have unencumbered time. He noted the contract states teachers shall have unencumbered planning time of at least 25 minutes, but does not include passing time in those calculations. He mentioned he is working on a mixed grade level recess with six monitors. He noted the new schedule restores specials to 50 minutes, 10 minutes to clean the cafeteria, and an additional 5 minutes per lunch. Mr. Thompson commented special education teachers, tutors, OT, PT and Speech supports will have to realign their schedules.

Mrs. MacDonald believes that, from a moral standpoint, there is inequity in planning time between classroom teachers and specialists.

Mr. Thompson indicated the new schedule improves many things. He commented classroom teachers will have 400 minutes per week and specialists will have 350 minutes per week.

Mr. Bourque asked Mr. Thompson to share the new schedule with the Board.

Mrs. Harrison asked if including some of grade 1 with kindergarten at lunch will add to longer lunch lines.

Mr. Thompson indicated if scanning is done for lunch, with the added five minutes and adult support, it should work out. He commented that he is trying to address fairness and equity while providing more time for lunch.

- LMS

Mr. Lecklider provided the principal's report for the Board. He reported:

- PTO received the Blue Ribbon Award;
- Recognized Grade 6 team for Nature's Classroom;
- Athletics is doing well;
- Open House was well attended in September;
- Shed donated by Doug Adams; Audiometer donated by Marc Cloutier;
- Robotics program building with 14 teams and 40 students;
- LMS will enter the 2018 Cyber-Robotics Coding competition;
- Student Council elections will be held this week;
- Bill Hicks and the Guidance Department are working on a mentor program for LMS with CHS students;
- The 1:1 program is going well;
- Learning Commons is set up with furniture, a 3D printer and a green room, which is very busy;
- Assessments are wrapping up;
- ALICE training went well and we are looking at the next steps through a district process.

- Competency Assessment Example

Mr. Lecklider provided an overview of the Writing competency at LMS. He explained there are indicators within competencies; in argument writing there are 14 different skills teachers are breaking down and there are many layers to get to the competency. He indicated that we try to break down the skill criteria to determine the needs of the students. He noted the focus area for grade 8 is English Language Arts, for which StudySync is used as a resource and there are multiple reads performed with different methods.

- CHS

Mr. Lonergan provided the principal's report for the Board. He reported:

- Noah Vaughn is a semi-finalist for the National Merit Scholarship;
- Student were inducted into the Tri-M Music Honor Society;
- Golden Bell winner was Ryan Keller
- NH DAR thanked Nate Cooper for stepping in to announce and celebrate "Constitution Week";
- A biennial career fair was held;

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- 313 students participated in the PSATs;
- Seniors visited UNH and SNHU, as well as other college visits and career shadowing;
- 40 college visits occurred through the counseling office and 40 more are planned;
- Music Department will request ideas for a tribute to Phil Martin;
- Seniors chose to Disney World for their trip this year;
- Youth Risk Behavior Survey reflects a below average rating for high school students in many areas (students not wearing bike helmets, 111 students claimed they were bullied at school, but significantly less had been reported, some students claimed someone brought a weapon to school).

- Competency Assessment Example

Mr. Lonergan provided an overview of what a competency “looks like” at CHS. He indicated a Writing competency involves brainstorming, a first draft, peer editing, and fine tuning. He explained sentence structure and advanced narratives are different between freshmen and higher grade levels. There are higher expectations and more challenging use of argument and persuasive writing is required, as well as more restrictive formatting, appropriate voice, organizational structure, solid introductions and conclusions in a thesis type body.

- NEASC Summary

Mr. Lonergan provided a summary of the recommendations provided in the NEASC report for CHS. He indicated that it was broken down into standards with commendations and recommendations provided for each. He commented that core values and beliefs is referred to throughout the report. Mr. Lonergan indicated items of note by the NEASC team included providing time for teachers to collaborate and work on curriculum and there is a need for more comprehensive curriculum for our counseling department. He noted that district support was crucial in moving our school forward, as well as feedback from students, parents, community members and the district in terms of what CHS is doing well and what is not done well. He reported that a 2 year plan and a 5 year plan will be required to accomplish the NEASC recommendations.

**V. OLD OR UNFINISHED BUSINESS**

A. Policies:

- 1<sup>st</sup> Reading:
  - GADA, Personnel Recommendations

Dr. Jette indicated the Board has reviewed this policy that has been vetted by legal counsel.

***Mr. Meyers made a motion to approve Policy GADA, Personnel Recommendations, for a 1<sup>st</sup> Reading. Mrs. Harrison seconded. The motion carried 5-0-0.***

- Review:
  - Revised Policy - JEB, Age of Entrance
  - Current Policy – JEB, Age of Entrance

Dr. Jette indicated this policy was last discussed on June 20, 2018 by the School Board and was tabled. He commented that this is an age based policy for enrolling a student in the school system. He noted that a draft policy was proposed that included early entrance request language for student with exceptional talents or who are close in age. He indicated the policy was reviewed by the Board, but did not move on to a reading. Dr. Jette recommended leaving the current policy in place as all policies are subject to appeal.

Mr. Bourque commented the argument at the time was the hard date language in the policy. He indicated the Board discussed options that would provide more flexibility as there are other districts that extend the deadline for kindergarten and grade 1 registration/enrollment. He noted the requirement has always been September 30.

Mrs. Harrison commented that she understands the benefit of a ‘hard date’, but feels it is not fair to hold the child back another year if a parent has a child that is of age on October 2.

Dr. Jette indicated parents can appeal to the Superintendent so that the pressure is off the principal. He mentioned that he spoke with Mr. Thompson about other pressures that may not be in the best interest of the child. He noted it opens a two way conversation.

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*School Board consensus: leave the current policy in place.*

**B. School Board Goals**

Dr. Jette reported a recap report of the suggestions and/or revisions to the goals is provided for the School Board. He commented that each goal was provided a ‘catch phrase’ to make the intent of the goal more evident. He noted some goals and indicators were adjusted and asked the Board if there was more input.

Board members suggested revisions. The draft goals and indicators will be reviewed by the Board as changes are applied.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

There was no public input.

**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 9:14 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 by Mrs. Harrison, the Board returned to public session at 10:21 p.m. Mr. Meyers 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. Hershberger made a motion to adjourn the meeting at 10:21 p.m. Mr. Meyers seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board