

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 18, 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
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 6:00 p.m.

B. Pledge of Allegiance

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

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

Upon a motion by Mr. York, the Board entered non-public session at 6:00 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.

III. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York, the Board returned to public session at 6:45 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Harrison, yes; Mr. York, yes; Mrs. MacDonald, yes.

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from October 4, 2017: *There was no non-public session.*

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Actual v Projected Enrollment Comparison

Mr. O'Neill provided additional enrollment information to the Board. He explained when the October 1 enrollment numbers were presented to the Board on October 4, the Board Chair requested additional information regarding actual vs. projected enrollment. He indicated the district does not yet have the 2017 enrollment projections. He noted the enrollment comparison reflects actual October 1, 2017 enrollment vs. projected enrollment from 2016 reports.

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)

Mr. O’Neill reported the NHSBA said that they have discontinued projected enrollment reports. He indicated that the district contracted the person that provided those reports in the past and he agreed to provide the projections. Mr. O’Neill recommended getting projected enrollment from NESDEC.

Mr. O’Neill pointed out that the comparison report shows a reduction in the population for grades 1-6 and middle school will see a reduction in students over the next few years. This will eventually impact the high school. He indicated that grade 9 enrollment is 12-14 students below the projections and there is a delta of 7 students in grade 5. He anticipates we will have some reduction in teaching positions at the elementary and middle schools in the coming year. He noted with full day kindergarten coming on line, we will use those teaches to fill the kindergarten teaching positions.

Mr. York asked if we can task each school to reach out to the parents of those students who have left the district and determine the reason they did not attend CHS. Mr. O’Neill noted that can be done.

- Meeting Locations

Mr. O’Neill updated the Board on moving Board meetings to the Town Hall. He commented that there seem to be challenging issues for October 21 in terms of resources. He indicated some conflicts have to be resolved going forward and it was suggested by the town that the Board plan to start meeting at Town Hall in January 2018. He noted he has no information from the Budget Committee on plans for their meetings at Town Hall.

cannot meet there until Jan – have the meetings here with hope to migrate to Town Hall in January – not sure of info from BC about their meetings –

John – suggest they do not have a whiteboard for presentations -

H. Community Forum

Robin Corbeil, LMS Teacher, invited the Board to Unified Arts Day at LMS on November 9 where veterans are recognized for their service to the country

I. School Board Comments

There were no comments.

IV. CONSENT AGENDA

A. Public Minutes:

- October 4, 2017

Mr. York made a motion to approve the public minutes of October 4, 2017. Mrs. MacDonald seconded. The motion carried 4-0-1, with Mrs. Harrison abstaining.

- Budget Transfers

Mr. Bourque made a motion to approve the September/October 2017 budget transfers. Mr. York seconded. The motion carried 5-0-0.

V. REPORTS

A. Business Administrator’s Report

- FY18 Financial Report

Mr. Izbicki provided the up to date budget and financial information to the Board.

- FY19 Budget Update

Mr. Izbicki provided an update on the FY19 budget.

- FY19 Budget Review Schedule

The Superintendent provided a review schedule for the FY19 Budget for the October 21, 2017 budget review session. He commented there were concerns about the site based presentation and timing. He noted a traditional

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)

budget review by department was decided with opening presentations by the Superintendent and the Business Administrator.

- Tax Rate

Mr. Izbicki presented the 2017 tax rate to the Board. \$22.49

- Transportation Update

Mr. Izbicki provided a ridership update for the Board. He reported bus counts are consistent and there have been no real issues with regular transportation. He noted there have been some minor issues with vocational transportation and special education transportation.

Mr. Bourque mentioned that there is one bus getting to LMS late every day. Mr. Izbicki indicated there was a substitute driver on that bus and we are monitoring it.

Mr. O'Neill was concerned the CHS bus counts are very low. He suggested the Board may want to consider reorganizing high school transportation. He noted we will watch this over the year.

B. Committee Reports

- Budget Committee

Mrs. MacDonald reported the Budget Committee met on October 12 and reviewed the town budget. She noted that the fire hydrant budget increased and the town is changing the lightbulbs in the streetlights to LED lights.

- Capital Planning Committee

Mr. York reported the Capital Planning Committee met on October 11 and discussed a Capital Improvement Plan matrix provided by Mr. Izbicki. He noted the matrix was based on the recommendations in the HL Turner Building Assessment Draft Report. He indicated it was determined that the district has approximately \$900,000 in life safety projects and \$5.5M in other projects. He mentioned the consensus of some of the group was to put all the work on a bond.

Mr. Bourque indicated the matrix was broken down into three categories: life safety, building code and maintenance.

Mr. Izbicki mentioned that he received information about grants for infrastructure and safety and forwarded the information to the Committee. He noted it would be interested to look through the list and determine what we can submit on the grant application.

Mr. York commented there is much information to digest in a short period of time and is hopeful to have a better direction when the Committee meets next week. He indicated it was suggested to prepare an RFP and send it out for responses so we would be prepared if anything needs to go on the ballot. He reported that another consensus of the Committee was to go to a 10-15 year bond and spread the work out over a longer period of time. He commented the projects could begin next summer and be completed throughout the year.

Mr. O'Neill indicated we have to have a bond article prior to January 15. He commented to draft an RFP, send it out, get responses, review the bids and costs in the next month is an aggressive timeline. He agreed it is a good idea, but an aggressive timeline in the middle of budgeting.

Mr. Izbicki indicated that Mr. Ross mentioned there were some things classified as maintenance that, in his opinion, would not view them as such.

Mrs. Harrison asked if the Board is being short-sighted by putting money into GMS when there was a consensus ten years ago about getting a new elementary school.

Mr. York indicated that the town is not going to vote for a new elementary school. He commented we have to make GMS whole for the next 10 or 15 years.

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)

Mrs. Harrison commented the matrix does not address space needs or the 1930s building.

Mr. York indicated that we were counseled that building is at the end of life and cannot be used.

Mrs. Harrison believes that much has been spent on GMS and there are still many more problems. She suggested being more aggressive in getting a new building. She believes the demographics in the town has changed with younger families moving into the community.

Mr. Bourque agreed, but believes it would be very difficult to get a new school with declining enrollment. He commented the repairs recommended on the report will bring GMS up to a better quality.

Mr. York commented a study is needed on what can be done if we remove the 1930s building.

Mrs. Harrison commented there have been different options on a new school and for the past ten years we have been following the opposite path and will never get there.

Mr. York commented a major upgrade has not been done to GMS in the eight years he has been with the Board. He indicated windows were replaced over the last ten years, bathrooms, and we are in the process of upgrading the working infrastructure of the systems in the building.

Mr. O'Neill suggested visiting the new elementary schools in Concord and see what a new building looks like (i.e. design differences, learning spaces). He indicated we can arrange for visits and the Board can make a more informed decision. Mr. O'Neill reminded the Board that Mr. Murdough (formerly of the NH DOE) did not believe the site work would pass state approval on the GMS site because of the significant water issues.

Mr. Bourque indicated even though we may look into a new school there are many issues to address at GMS.

VI. OLD OR UNFINISHED BUSINESS

A. Policies:

- Revision Discussion:
 - IKF, Graduation Requirements

Mr. O'Neill indicated language was added to the policy to define waivers to the Geometry requirement for limited situations. Board members suggested revising the language to reflect that the School Board has final approval on waivers.

The policy will be revisited with the revised language at the November 2 Board meeting.

- 2nd Reading:
 - IJOC, Volunteers

Mr. O'Neill indicated the policy was revised to include student volunteer protocol. He noted there were concerns regarding school volunteers that have direct contact with students and are not in the teacher's or district employee's sight. After conferring with legal counsel, it was determined that the School Board has the final decision on the requirements for school volunteers, that volunteers who go on day field trips need not be designated volunteers, but volunteers who work with students one on one and are out of the classroom teacher's sight or supervision should be classified as designated volunteers. Mr. O'Neill indicated the policy was also reorganized to provide a clear understanding.

Mr. York suggested the policy be tabled to the next meeting because he believes the Board needs more time to digest the changes to the policy and the rationale behind those changes.

Mr. Bourque commented the policy has been discussed at length over several meetings and the changes have been discussed and defined.

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)

Mr. Barka made a motion to approve IJOC, Volunteers. Mr. Bourque seconded. The motion carried 4-1-0, with Mr. York opposing.

- IMDA School Ceremonies, Observance and Patriotic Exercises

Mr. O'Neill commented this policy has been in service for a number of years in the district.

Mr. Bourque made a motion to approve IMDA, School Ceremonies, Observances and Patriotic Exercises. Mr. Barka seconded. The motion carried 4-0-1, with Mrs. Harrison abstaining.

VII. MANIFEST

The manifest was circulated and signed by the Board.

VIII. PUBLIC INPUT

- A. Community Forum

There was no public input.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 7:50 p.m. Mr. Bourque seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the Board