

*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 19, 2016**

**In Attendance:** Brian Bourque, Chair  
Derek Barka, Vice Chair  
Janine Lepore, Board Member  
Christina Harrison, Board Member  
Paula Izbicki, Board Member  
Frank Markiewicz, 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

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from: October 5, 2016:

*Mrs. Lepore made a motion to approve the non-public minutes of September 21, 2016 as written. Mrs. Harrison seconded. The motion carried 3-0-1, with Mr. Barka abstaining.*

*Mrs. Lepore made a motion to accept the nomination of Kimberly Bartlett as CHS Math teacher for the 2016-2017 school year. Mr. Barka seconded. The motion carried 5-0-0.*

*Mrs. Lepore made a motion to accept the resignation of Heidi Normandeau. Mr. Barka seconded. The motion carried 5-0-0.*

E. Presentations & Recognitions

- Proposed Program for GMS: New Frontiers

Mr. Thompson and Mrs. Harrison provided information regarding a new program for GMS: New Frontiers. Mr. Thompson indicated it used to be called the Frontier Club. He explained it is a good way of aligning with the Board goal of expanding enrichment activities. He indicated the question that needs to be addressed is if this is should be adopted as a school sponsored program as opposed to a PTO program. He thanked Mrs. Harrison for her level of volunteerism and added the program is a great opportunity for students.

Mrs. Harrison provided a brief presentation on the New Frontiers program.

- Originated because the PTO was looking for ways to enrich our experiences for children that do not participate in sports;
- Modeled after Wider Horizons program currently running in another district;
- After school clubs give access to new experience in high interest areas;
- Encourage students to explore subject areas in depth;
- Support and promote enthusiasm for learning, collaboration, communication, creativity and critical thinking;
- Improve grades, behavior, work habits;
- Current Frontier Clubs currently funded by PTO and run during recess or 6 week sessions after school;
- New Frontiers will be funded by fees, occurring after school;

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- Current clubs have their own coordinators, but New Frontiers will have one coordinator for all the clubs and use volunteers to run the activities;
- Volunteers contact the program coordinator and a background check is performed;
- Students register and coordinator works with office staff;
- Clubs are held on a one-time, rotating or continual basis;
- Wide variety of opportunities, more flexibility for volunteers, little or no cost to district, community involvement in the school.

Mrs. Harrison indicated the challenges would be that the volunteers would have to be fingerprinted and their backgrounds checked and would need website access.

Mr. Thompson commented we need CPR and First Aid certified staff.

Mrs. Harrison indicated the PTO has money in their account for startup.

Mr. Bourque commented we pulled \$6,000 from the PTO and are proposing funding in the budget.

Mrs. Izbicki felt strongly this program needs to be PTO funded as things get more difficult when the district is involved.

Mr. Bourque commented the PTO takes on many clubs and Destination Imagination. He indicated this is a great payback project for sophomores and juniors.

Mrs. Izbicki asked if teachers would be offered professional development hours for consideration for running a club that aligns with the goals.

Mr. Thompson indicated if they write up something that outlines the learning process they would be eligible for professional development credit. He commented, in terms of high school students running clubs, a few years ago some seniors wanted to run a Lacrosse camp during April vacation, but we could not let them run the club unsupervised.

Mr. Thompson commented this will be a PTO program. Mr. Bourque commented we can start with the PTO and see how it goes.

- Concussion Policy

Mr. Lonergan and Mr. Mills commented on the draft policy and answered questions from the Board. Mr. Lonergan indicated he read through the policy, which is comprehensive, and suggested three revisions. Mr. Mills concurred.

Mr. Bourque believes that the policy should encompass all students, from PreK – 12.

Mrs. Flynn explained the policy is in compliance with the law, which is exclusive to students with athletic injuries.

Mr. Bourque commented that there are students who do not participate in athletics that may experience a concussion and the policy should address those students.

Mrs. Flynn indicated the policy is being reviewed by legal counsel at this time. She suggested that a separate policy for students with concussions [in general] be drafted in conjunction with this policy. She noted that revisions will be applied and the policy will be brought back to the Board at the next meeting with legal counsel's recommendations.

F. Correspondence

Mr. Barka indicated Mrs. MacDonald submitted correspondence regarding pay to play discussions at the Board level.

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Mr. Bourque indicated that would be a community discussion. Mrs. Flynn commented the Board discussed that topic in length with the community in 2012 when faced with the \$2M funding crisis.

G. Approval of Draft Minutes:

- Public Session October 5, 2016

***Mrs. Lepore made a motion to approve the public minutes of October 5, 2016 as written. Mrs. Harrison seconded. The motion carried 5-0-0.***

H. Community Forum

There was no public input.

I. Superintendent's Comments

Superintendent O'Neill recommended the newly written Internet Use policy and Concussion policy be reviewed by the Board. The Concussion policy was reviewed earlier in the meeting.

- Review of Internet Use Policy

Mr. Barka asked why the Board is reviewing another acceptable use policy when there is already one in place.

Mrs. Flynn indicated the Superintendent wants a policy to address the concerns of the district entering into the social media venue and one that will also address future occurrences.

Mrs. Lepore provided several suggested revisions and reviewed them with the Board. Most of the revisions addressed the reference of "users and groups" throughout the policy. Mrs. Lepore commented that the district does not intend to allow access to the website by outside groups and suggested replacing the reference to "users and groups" with just "users". She suggested other revisions, which were relative to rewording of language.

The policy will be revised and brought back to the Board at the next meeting.

**II. REPORTS**

A. School Board Comments

Mrs. Lepore thanked the community members who attended the budget session on October 15. She indicated there were good questions and opportunity to answer those questions. She encouraged more people to come to the Board meetings and Budget Committee meetings. She commented it is good for residents to know what is in the budget and to support the budget.

Mr. Bourque agreed. He announced beginning November 3, the Budget Committee will begin their review of the school district budget, which is expected to be a four week process. He noted that the schedule is posted on the website.

Mr. Bourque commented on bus fees charged to high school students and indicated that he believes they should not be charged a fee.

***Mr. Bourque made a motion to remove the high school bus fees for 2017-2018. Mrs. Lepore seconded.***

Mr. Bourque indicated he spoke to the Superintendent who agreed that the fees should not be charged because only a small population rides the bus in high school.

***The motion carried 5-0-0.***

B. Business Administrator's Report

Mr. Markiewicz provided a financial report on the district finances for the first quarter. He reported 78% of the budget consists of salaries and benefits, 15% consists of purchased services, 6% supplies, 2% property, and 4% other expenditures. The majority of revenue projections comes from the local tax base (\$14.4M), \$5.5M from the state education grant, and approximately \$486,000 from other sources. Local revenue is exceeding 70% (70 cents of

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each dollar to education). He reported that \$17.6M of the budget has already been either encumbered or spent and the remaining appropriations total approximately \$2.7M. He noted the majority of that is for purchased services.

Mr. Markiewicz asked Board members to approve the budget transfers made during September and early October .

***Mr. Bourque made a motion to approve the budget transfers for September and early October 2016. Mrs. Lepore seconded. The motion carried 5-0-0.***

- Student Transportation Policy Revision

The Student Transportation policy and procedures have been revised to include language regarding drop-off expectations and procedures for kindergarten and first grade students.

Mr. Markiewicz indicated there was concern with substitute drivers servicing district transportation that drop off students in grades K-1. He commented the major change is for parents to communicate with drivers and for drivers not to drop off K-1 student if no responsible party is at the stop. He noted we need to give our expectations to the drivers and formalize this policy to the bus company.

Mrs. Harrison asked if parents can opt out if they do not have anyone to meet the child. Mr. Markiewicz indicated we want our drivers to be more responsible for students in grades K-1. Mr. Bourque commented drivers will usually keep the child on bus, finish the route and check back at the student's bus stop.

Mr. Bourque asked if the district can find out who is assigned in the seating on the bus. Mr. Markiewicz indicated he will get that information for the Board.

C. Committee Reports

- Budget Committee

Mr. Bourque reported the Budget Committee met to discuss and vote on town budgets.

**III. OLD OR UNFINISHED BUSINESS**

A. FY18 Budget Final Review

Mr. Markiewicz provided changes from the Superintendent's recommended budget and commented the objective is that changes made this evening will be made electronically and the budgets will be delivered to the Budget Committee next week. He reported that the Superintendent made changes reduced Co-Curricular stipends by \$7,019.

The Board conducted a final review of the FY18 School District budget before it is submitted to the Budget Committee.

***Mr. Bourque made a motion to reduce Account 1021272400-519, LMS Athletics Transportation, by \$1,000. Mr. Barka seconded. The motion carried 5-0-0.***

***Mr. Barka made a motion to reduce Account 1031110008-734, CHS Physical Education Equipment Additional, by \$700 (removal of Rescue Anne dolls). Mr. Bourque seconded. The motion carried 5-0-0.***

***Mr. Bourque made a motion to reduce Account 1031110011-610, CHS Math Education Supplies, by \$400 (removal of batteries for calculators). Mr. Barka seconded. The motion carried 5-0-0.***

***Mr. Bourque made a motion to reduce Account 1031272400-519, CHS Athletic Transportation, by \$5,000. Mr. Barka seconded. The motion carried 5-0-0.***

***Mr. Barka made a motion to reduce Account 1031222200-110, CHS Library Services Salaries, by \$1873.40 and all additional cost items (removal of 5 additional days for librarian).***

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*Mr. Bourque amended the motion to reduce Account 1011222200-110 by \$1,873.40 and all associated cost items (removal of 5 additional days for librarian). Mr. Barka seconded. The motion carried 4-1-0.*

*Mr. Barka made a motion to reduce Account 1031222200-110, CHS Library Services Salaries, by \$1,847 and all associated cost items for the 5 additional days for the librarian. Mr. Bourque seconded. The motion carried 4-1-0.*

Board members asked about the library monitor position. Mrs. Harrison commented there was community input regarding the library monitor. Mr. Markiewicz indicated the monitor does work at CHS after school.

*Mr. Bourque made a motion to reduce Account 1021110012-110, LMS Music Education Salaries, by \$27,159.85 for the part time music teacher (chorus). Mr. Barka seconded. Mr. Barka seconded. The motion carried 4-1-0.*

Mr. Markiewicz indicated the FY18 Recommended Budget bottom line after School Board changes is \$21,134,414.

*Mr. Bourque made a motion to approve the FY18 Recommended Budget General Fund bottom line of \$21,134,414. Mr. Barka seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to approve the FY18 Recommended Food Services Budget bottom line of \$560,918. Mrs. Izbicki seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to approve the FY18 Recommended Grants Budget bottom line of \$575,000. Mr. Barka seconded. The motion carried 5-0-0.*

**IV. MANIFEST**

The manifest was circulated and signed by the Board.

**V. PUBLIC INPUT**

**A. Community Forum**

Janine Anctil, 43 Tanager Way, commented on the transportation policy. She indicated that separating children by age on the bus is at the discretion of driver. She commented that younger children should be allowed to sit with their older sibling on the bus.

Mr. Bourque indicated that is allowed for the first week of school so the younger child gets used to riding the bus.

**VI. 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 7:56 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.*

**VII. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Barka, the Board returned to public session at 9:00 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.*

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**VIII. ADJOURN**

*Mr. Barka made a motion to adjourn at 9:01 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

# Litchfield School District

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This is an enquiry email via [Litchfield School District](#) from:  
Elizabeth MacDonald

**Name:** Elizabeth MacDonald

**Subject:** Sports

**Message:**

Hello All-

I was wondering if the subject of pay-to-play for sports has ever come up in your discussions. I am a parent of two middle school boys and would have no problem paying for them to play a sport in the high school especially if it eliminates fundraising. Just curious.

Page Title: All School Board Members

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