

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

**Draft Minutes for October 24, 2018
Held at Litchfield Town Hall – 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 (*excused*)
Dr. Michael Jette, Ph.D., Superintendent
Cory Izbicki, Business Administrator
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:00 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 October 10, 2018:

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

Mrs. Harrison made a motion to approve an unpaid leave of absence for Caitlin Kramer beginning at the end of the FMLA period to the remainder of the 2018-2019 year. The motion carried 5-0-0.

E. Presentations and Recognitions

- CHS Performing Arts & Friends of Performing Arts Proposal

The CHS Performing Arts department, along with the Friends of Performing Arts, presented to the School Board proposals to honor Phil Martin to the School Board.

Jill Pennington and Carolyn Leite spoke to the proposal. Mrs. Pennington commented that they have discussed some ways to pay tribute to the life and legacy of Phil Martin. She read a biography of Mr. Martin for the Board.

Mrs. Leite commented on how many people who came forth to find a way to give a tribute to Mr. Martin. She noted some ideas are to rename the CHS auditorium after him; place a plaque with a picture of him outside the auditorium, which the Friends of Performing Arts and Friends of Music in Manchester will help fund; name a scholarship after him; hang a shadow box with his baton; and the winter concern will be a tribute to Mr. Martin. She indicated many feel the most fitting tribute is to rename the auditorium.

Paul Sico, CHS alumni, commented that Mr. Martin was the first one everyone saw at Freshman Welcome. He indicated that Mr. Martin made students feel welcome, especially in the music department. He noted every student will walk in that auditorium and think about him. He encouraged the Board to allow Mr. Martin's name to be put where it belongs.

Mr. Bourque thanked everyone for coming out and showing support. He commented that he had hoped to have a full board tonight and that he would like to postpone the decision until the next meeting so that all members can have input and be part of the decision. He mentioned that past practice has been denial of naming parts of a building after a person; however, there has been discussion about putting up a plaque in their honor.

LITCHFIELD SCHOOL DISTRICT

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Mrs. Leite requested for either Mrs. Pennington or herself to attend the next meeting and participate in the conversation.

Mr. Bourque indicated that there is always opportunity during community input to comment.

Mrs. Pennington commented that the high school was named after Percy Campbell due to a land donation.

Mrs. Harrison expressed support for renaming the auditorium because it belongs to the community as well as the school. She commented that he was a staple in the community.

Mrs. MacDonald commented he was there for so many events and for the students.

Mrs. Leite commented it was his life.

Mr. Perez commented he had mixed feelings when we discussed renaming the Library and understood the Board's decision regarding the Library. He indicated that Mr. Martin was a founding member of the high school and, as an administrator, he supports the renaming of the auditorium.

Jerry Vachon, SAU 81, commented that he had a relationship with Mr. Martin. He indicated that, when CHS was opening, he served on the interview committee with Chris George (founding principal). He mentioned after candidates were interviewed, Mr. Vachon suggested that Phil Martin is what CHS is looking for. Mr. Martin was working in Concord School District at that time and Mr. Vachon asked him to consider working in Litchfield. Mr. Vachon indicated that Mr. Martin interviewed and took the job. Afterward, he met with Mr. Martin about the interview and Mr. Martin said money was not the issue, but it was his passion for music. He noted that Mr. Martin made CHS available for Alvirne High School marching band practice.

Mr. Vachon indicated naming the auditorium after Phil Martin will commemorate his legacy to music at CHS. He noted Phil Martin touched the lives of people all over the State.

Paul Sico commented the school was named after a person and is a fairly young institution. He believes that renaming the auditorium will not start a precedent.

Jill Jozitis commented that during the press box discussion it was mentioned Continental Paving was contributing and that their name would be on the press box. She indicated she cannot think of a better tribute to Phil Martin than renaming the auditorium after him.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Field Trip Report

Dr. Jette provided a report that reflects the mapping of field trips in the schools. He asked Mary Widman to speak to the report.

Ms. Widman explained the trips are organized by grade level with connections to curriculum and competencies. She noted she asked the principals to include the costs and how the funds were raised for the trips, as well as notating if substitutes are required to cover classes.

Mr. Bourque commented that GMS and LMS is straightforward, but CHS is more involved.

Ms. Widman commented at CHS there are trips that do not have ties to curriculum.

Dr. Jette asked why grades 7 and 8 participate in the Great East Festival, but grades 5 and 6 do not.

LITCHFIELD SCHOOL DISTRICT

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Mr. Lecklider indicated that the preparation starts in elementary school, but grades 5 and 6 are not ready for competition.

Mrs. Leite commented the band program beginners are not ready for the competition. She indicated that the competition takes place after school and we hire our own judges. She noted traditionally only the 8th graders go on the trip to Canobie Lake.

Mr. Bourque commented the New York City trip (CHS) does not seem to have ties to curriculum.

Ms. Widman commented that Ellix Island and the Statue of Liberty do have broad ties to social studies and performing arts, but not a particular course.

Mrs. MacDonald asked why there is only one trip listed for grade 2. Mr. Thompson indicated they do more things in-house.

Dr. Jette suggested that he and Ms. Widman meet with the CHS principal to discuss the NYC trip and address the number of substitutes, trip parameters and where the administration sees this trip.

Mr. Bourque mentioned it is the trip itself, which is open to the whole class. He commented if we are having a tough time tying the trip to curriculum, then where are the ties for Beach Day and Movie Day. He indicated that there seem to be disruptions in instruction with some of these activities. He suggested that seniors can go to the beach or movies on a Saturday.

Dr. Jette commented seniors are required to attend school for 175 days. He indicated one thing to examine is if some students are skipping the activities.

Mrs. Harrison commented there is a charge (to parents) for most of the trips, which can be cumbersome on families.

Ms. Widman commented the cost of some the trips varies with funds that are raised.

Dr. Jette indicated there were many good questions that will be provided to Mr. Lonergan. He mentioned when he was a principal he would hold one large event to bring students together.

Mr. Bourque commented that along with Beach Day and Movie Day, Seniors go to Six Flags and on a cruise. He indicated that he understands it is Senior Week, but it is a lot of time out of instruction. He noted some of these trips take a large amount of teachers out and the rest of the students suffer for it. He asked to bring the report to the next meeting.

- Pinkerton Invoice

Dr. Jette discussed an invoice the district received from Pinkerton Academy for payment of tuition for the Manifest Educational Hardship case decided in the Spring. He noted the billing cycle is as follows: 50% for the first 90 days; 25% for the next 45 days; 25% for the remaining 45 days. Pinkerton has listed Litchfield as the district of liability, which means that the aid from the State will be credited to Litchfield (\$3,636.06).

Mr. Bourque asked if Litchfield can legally receive her transcripts.

Dr. Jette commented that as the district of liability he assumes Litchfield would have access to her records. He asked the Board to vote on payment of the invoice. He acknowledged it is an unusual request, but it is not usual for the State Board of Education to make such a decision.

Mr. Bourque made a motion to authorize the Superintendent to pay the invoice from Pinkerton for Vanessa Montgomery. Mrs. MacDonald seconded. The motion carried 4-0-0.

H. Community Forum

LITCHFIELD SCHOOL DISTRICT

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Robin Corbeil, LMS Technology teacher, extended an invitation to the School Board to attend the LMS Veterans Day celebration and breakfast on November 9 starting at 7:00 am. She commented it is a good way for the community to get together. She distributed invitations that were made by the students.

I. School Board Comments

Mr. Bourque mentioned that the budget process has started. He indicated that the Board reviewed the budget on Saturday, October 20 and will present it to the Budget Committee beginning November 1, 2018. He encouraged community members to attend those meetings and let their voices be heard.

II. GENERAL BUSINESS

A. Public Minutes:

- October 10, 2018

Mr. Meyers made a motion to approve the public minutes of October 10, 2018. Mrs. MacDonald seconded. The motion carried 4-0-0.

III. REPORTS

A. Business Administrator's Report

- Financial Report

Mr. Izbicki presented the October financial report to the Board. He mentioned that the Transportation RFP is due this Friday and to date the district has received on proposal from First Student.

- Budget Update

Mr. Izbicki reported after the budget work session on Saturday, some items came forward on Tuesday. He indicated the district received notification of retirements, which have been added to the proposed and default budgets. He noted the difference between the proposed budget and default budget is \$382,602. The FY20 general fund budget increase is \$494,558 over FY19.

Mr. Izbicki reported that Mr. Pelletier had questions regarding the decision to reduce some Chromebooks. Mr. Pelletier was concerned about the 104 Chromebooks budgeted that represent 89 students plus 15 requested by Special Services for paraprofessional usage, and an additional request for 10 more machines for the potential need for loaner machines.

Mr. Bourque indicated the Board did not touch the 104 devices, nor did they reduce the additional 10 devices for loner machines. He asked Mr. Izbicki for the highlights of the major drivers for the Salaries and Benefits budget.

Mr. Izbicki indicated the drivers include: a salary pool for non-union employees that is dispersed by management; an estimated increase of 9% for health insurance; budgeting for teacher salaries is based on current staffing levels and the current schedule.

- Budget Transfers Aug-Oct 2018

Mr. Bourque made a motion to approve budget transfers from August – October 2018. Mrs. Harrison seconded. The motion carried 4-0-0.

- Bus Routes Update

Mr. Izbicki provided a brief update on bus issues, resolutions and status to the Board. Bus 9 has been problematic since the beginning of the school year. Mr. Izbicki indicated that road construction on Route 3A as well as several changes in bus drivers led to the bus being late in the mornings at LMS and GMS and in the afternoon return home for all schools. The afternoon route for CHS Bus 9 contains more stops than does the morning route. The solution implemented was to add another afternoon bus to the PM run and split the route.

First Student hired a veteran driver (not from Litchfield) that started the route earlier last week. Mrs. Flynn waited for Bus 9 to arrive at CHS on Friday, October 12 and followed the bus on its LMS run to determine potential problems with the route. She reported the bus arrived at CHS and LMS on time. Problems associated with the Bus 9 route are delays due to traffic when trying to pull onto Route 102 (Derry Rd); traveling down to Circle Drive

LITCHFIELD SCHOOL DISTRICT

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(located mostly in Hudson); pulling out onto Old Derry Road (which is dangerous as drivers speed over the hill); and turning onto Page Road from Route 102.

- **FY20 Budget**

The School Board is required to vote on new and expanded position requests, as well as vote on any additional changes to the budget.

Dr. Jette reviewed the new and expanded position requests for FY20 with the Board. He recommended the Board approve the Enrichment Tutor and Math Tutor positions in a warrant article.

Positions for Warrant Articles:

LMS Part Time Enrichment Tutor to support high achievers.

Mrs. Harrison made a motion to approve that they LMS Part Time Enrichment Tutor be placed on the 2019 Warrant. Mrs. MacDonald seconded. The motion carried 4-0-0.

LMS Part Time Math Tutor to focus on Tier 2 and Tier 3 intervention.

Mrs. Harrison made a motion to approve that they LMS Part Time Math Tutor be placed on the 2019 Warrant. Mrs. MacDonald seconded. The motion carried 4-0-0.

Expanded Positions:

GMS Kindergarten Teacher and GMS Kindergarten Paraprofessional

Dr. Jette explained that Mr. Thompson is concerned enrollment may cross the threshold for the need of an additional Kindergarten teacher next year. Costs for a classroom are in the budget; however, costs for staffing are not included in the budget. The current projection is slightly under the current enrollment. Dr. Jette informed the Board he had a discussion regarding options with Mr. Izbicki.

- The additional staffing can be included in the budget, which will increase the bottom line;
- The additional staffing can be included in the budget and we have an agreement that if we do not get 83 students for kindergarten, we will not add the position;
- Explore the creation of an expendable trust for enrollment irregularities in the event enrollment increases in any given grade so we can add a teacher without increasing the budget (subject to DRA ruling).

Mrs. Harrison felt that a trust fund was a responsible suggestion.

Mr. Meyers was concerned that enrollment could escalate in coming years.

Dr. Jette reported that he and Mrs. Flynn spoke to the consultant regarding the rollercoaster effect as people become attracted to the town. He indicated that we relied on the birth rate for projections, but that information is not proving to be reliable or viable. He noted the consultant recommended a better strategy, but there will still be some fluctuation.

Mrs. MacDonald asked how many teachers are budgeted for grade 2, 3 and 4 next year.

Dr. Jette indicated there are five teachers budgeted for grade 2; four for grade 3; and four for grade 4. He noted we are paying attention to the guidelines and we are not reducing staff, but realigning our staffing resources.

Mrs. MacDonald was in support of budgeting for an additional kindergarten teacher.

Mr. Bourque suggested waiting for the enrollment projections. He agreed that we can budget for the additional teacher and do not add the teacher if we do not get the enrollment.

LITCHFIELD SCHOOL DISTRICT

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Dr. Jette commented it is important for the Board to commit to not spending the money in that scenario.

Mr. Bourque indicated once we have the enrollment projections we will have a better idea.

GMS Technology Teacher Increase from Part Time to Full Time

Dr. Jette recommended not to fund the position. He suggested we take the time to explore technology integration and felt that we are not ready to do that this year. He mentioned that we are focusing on funding existing school needs and CBA agreements that will need to be funded, if ratified.

GMS Library Monitor

Dr. Jette recommended the Board postpone a vote until the technology piece is resolved. He indicated there are a number of fabulous volunteers that are in and out of that position on a daily basis.

LMS Grade 5 Teacher

Dr. Jette indicated based on the enrollment numbers he struggled to bring this forward. He noted the current enrollment is 90 in grade 5 and the Board decided that four teachers are appropriate for that number.

Mr. Bourque recommended postponing the vote until enrollment projections are available.

CHS Receptionist Increase from Part Time to Full Time

Dr. Jette indicated that he would like to review the overall job functions as this position would result in a \$34,000 increase. He commented that the position would help with having eyes on the visitors after school and it was discussed that calling for substitutes would be part of this job. He mentioned the district is looking at digital calling systems to call for substitutes.

CHS Guidance Counselor Increase from 50% to 75%

Dr. Jette recommended the expanded position to allow the expansion of ELOs in the high school. He noted this will be an overall function for all students in the building.

Mrs. Harrison made a motion to approve expanding the CHS Guidance Counselor position from 50% to 75%. Mrs. MacDonald seconded. The motion carried 4-0-0.

DW Grounds Position Increase from 75% to 100%

Dr. Jette indicated that having two full time staff in grounds will increase productivity in maintaining the fields as well as removing snow. He noted during the winter they help inside with custodial and maintenance work.

Mr. Bourque asked if it would be more beneficial to have another part time employee. Mr. Izbicki indicated it is a challenge to find someone to hire for part time positions.

Mr. Bourque commented that more bodies would be more beneficial and can be in more places.

Dr. Jette commented it seems that having continuity would be important. He indicated we have been challenged with hiring part time staff and keeping people in those positions. He noted that they can explore an additional part time position if the Board so wishes.

Mrs. Harrison asked to discuss the request the increase of the GMS Technology teacher position to full time. She commented she is struggling with it because of the amount of technology at GMS. She feels that if the position is increased to full time, help integrate technology into lessons and find resources to use technology in the classrooms this would be a valuable position. She indicated with the investment made in technology at GMS we need someone there to integrate technology now.

Mr. Thompson indicated the initial plan for the current part time teacher was to teach grades 3 and 4 and work the rest of the time on integration. He noted that we found our teachers were more tech savvy than the technology that was available and since then we have added more technology. He pointed out what they do not have is computer instruction for the younger grades and his intent was to extend computer learning to K and 1.

LITCHFIELD SCHOOL DISTRICT

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Mrs. Harrison asked for the status on the roll out of technology.

Dr. Jette indicated the budget does not expand the hybrid model for GMS as we need to continue that conversation. He commented there is one cart per grade and the Board can add another cart per grade. He noted we can progress from there.

Mrs. MacDonald commented that she sees value in instruction.

Dr. Jette commented that the Board has provided guidance on these positions for which we will do more work and bring them back to the Board.

Mr. Meyers commented that in listening to Dr. Jette it seems he is asking for a year to see where this goes.

Dr. Jette commented looking at the overall requests we need to be more responsible on what we bring forward. He indicated if this were a motion on integration we have plenty of time to work on implementation, but if we take a year to figure it out we may come back with a request to add an additional integrator or a DW integrator.

Mrs. Harrison made a motion to approve expanding the GMS Technology teacher from part time to full time for FY 20. Mrs. MacDonald seconded. The motion failed 2-2-0.

Ms. Widman indicated that the State changed from ICT and there is a push for integration. She noted at the K-6 level, we have option to go with either a traditional teacher or an integrator.

B. LMS Sink Hole

Mr. Izbicki provided a brief update regarding the status of the LMS sink hole. He reported estimates were received and a design will be shared with the town and hopes to have the project started in the next week or two.

Mr. Meyers asked where the funds will come from. Mr. Izbicki indicated they will be identified in the budget. Mr. Bourque added that capital reserve funds can also be used, if needed.

V. OLD OR UNFINISHED BUSINESS

A. Policies:

- Review:
 - IHB, Class Sizes

The policy has been revised to include calculation and budgeting criteria. Review of the policy is required by the School Board to move the revised policy to a reading.

Dr. Jette commented that a guideline has been added to the policy as a procedural piece and determines the cut off number for class sizes.

Mr. Bourque commented that this came up while discussing the right number of students for kindergarten classes. He noted the State groups grades K-3 into the same class size parameters.

Mr. Thompson commented that he had a discussion with the kindergarten team regarding keeping those students on track. He indicated that it is a challenging task and fewer students would be ideal.

Dr. Jette indicated that a class size comparison with our peer cohort group reflects we are not too far from where other districts are in terms of the sizes. He noted that the numbers seem to run between 17 and 20. He added the procedural piece attached to the policy is what the Budget Committee has used for calculations for classroom planning and staffing. He mentioned it does reflect that each kindergarten class has a program paraprofessional.

Mr. Bourque commented the policy class size numbers are from 2003. He indicated we can look at the procedures and the cohort comparisons.

LITCHFIELD SCHOOL DISTRICT

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Mrs. Harrison made a motion to approve the revised Class Size policy (IHB) to a 1st Reading. Mr. Bourque seconded. The motion carried 4-0-0.

- FF, Naming of Facilities

Dr. Jette commented that School Board past and current practice has been to preserve the names of the district's existing facilities and to avoid setting precedent. He indicated recent requests have deemed it necessary to draft a policy stating the Board's position. He noted that language has been proposed for the Board to consider or adjust. Dr. Jette commented that naming facilities is a commitment to forever. He added that the Board can decide if a policy is necessary or if they prefer to continue with the requests on a case by case basis.

Mrs. Harrison asked about further research of policies in cohort group districts or those that surround Litchfield. Mrs. Flynn mentioned that she conducted detailed research and most districts have a policy with criteria on naming facilities for different types of contributions to education, but that most of the policies have a long process.

Mr. Bourque made a motion to approve the policy for a 1st Reading. Mrs. Harrison seconded.

Mrs. Harrison was not comfortable with approving the policy until more information is brought forward.

Mr. Bourque indicated it is only a first reading and can be revised prior to approval.

The motion carried 4-0-0.

- 2nd Reading:
 - GADA, Personnel Recommendations

The School Board has reviewed the proposed policy, which was vetted by legal counsel. The policy is ready for a first reading.

Mr. Meyers made a motion to approve policy GADA, Personnel Recommendations. Mrs. MacDonald seconded. The motion carried 4-0-0.

B. Resolutions for NHSBA Delegates Assembly

School Board members were asked to provide proposals for resolutions to be presented at the upcoming NHSBA Delegates Assembly.

A suggestion was made to submit a resolution for a change in the legislation for Manifest Educational Hardship.

C. School Board Goals

A recap report of the suggestions and/or revisions to the goals was provided for the School Board. The Board recommended sending the draft goals to the Administrative Team for input.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Forum

Robin Corbeil, 4 Nesmith Court, commented that clarity is needed on the overflow of enrollment. She indicated it is important to have funds set aside, but there needs to be clear wording in the budget with regard to a fifth kindergarten teacher that if the enrollment does not warrant the additional teacher the money will not be spent.

Mrs. Corbeil commented on the GMS technology position. She suggested looking at the technology and use of it over the next year and get a survey from teachers on what they need (more support or more technology) and getting them some training.

Mrs. Corbeil commented on the Kindergarten number, noting that there are high school classes that have an enrollment lower than 16 students. She was concerned that a class can be run for 9 students at the high school while

Litchfield School Board Meeting 10/24/18

Approved November 14, 2018

LITCHFIELD SCHOOL DISTRICT

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the class size in kindergarten is 21. She indicated the numbers across the district and the programs should be reviewed.

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 8:03 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.

IX. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. MacDonald, the Board returned to public session at 9:20 p.m. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.

X. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 9:20 p.m. Mrs. MacDonald seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board