

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 5, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member (*late*)
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

Revisions to the agenda included: Addition of October 1, 2016 Enrollment report, September 2016 Enrollment report under Superintendent's Comments; Removal of Internet Use Policy under Old/Unfinished Business.

D. Summary of Non-Public Actions from: September 21, 2016:

Mrs. Harrison made a motion to approve the non-public minutes of September 21, 2016. Mrs. Lepore seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

- Acceptance of Donation: Laptop for FIRST Lego League Robotics

Mr. Lecklider presented a donation of a laptop for the FIRST Lego League Robotics team at LMS. He indicated that Deb Briggs has been involved with robotics for some time and that LMS was in need of a 2nd laptop for the teams.

F. Correspondence

Mr. Barka announced the Board received correspondence from Betty Vaughn regarding the 1:1 Program at CHS.

G. Approval of Draft Minutes:

- Public Session September 21, 2016

Mrs. Lepore made a motion to approve the public minutes of September 21, 2016 as written. Mrs. Harrison seconded. The motion carried 4-0-0.

H. Community Forum

There was no public input.

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I. Superintendent's Comments

- Enrollment Reports

Mr. O'Neill presented the September 2016 enrollment report to the Board.

- October 1, 2016

Mr. O'Neill provided the October 1, 2016 enrollment report to the Board. He indicated that overall enrollment in the district has decreased by 39 students.

- Student Enrollment: Grade 4 to 5 Transition Cohorts

Mr. O'Neill commented that he has reviewed and examined the enrollment cohorts and enrollment projections. He indicated beginning with next year, the reduction of the enrollment trend in GMS over the last few years will occur at LMS. He noted there is no significant influx of students from grade 4 to grade 6 and there will be a 33 student decline in the middle school next year. Mr. O'Neill commented in the years following, we will see a trend of declining enrollment at LMS and CHS. He explained in the four years following next year, enrollment numbers will decline and the same migration will occur at the high school in years 5-8. He indicated that the district will have to take a hard look at programs and responses to reductions in enrollment so we can maintain our efficiency in programs and cost.

Mr. O'Neill reported that the district contacted NESDEC to perform enrollment projections this year and will also have enrollment projections from the NHSBA. He indicated the purpose of having two organizations calculating projected enrollment is to ensure accuracy in the numbers. He commented that grade 1 enrollment is currently at 85 and grade 2 is at 88 students. Mr. O'Neill indicated that these numbers are borderline for needing an additional teacher in grade 2. He mentioned that Mr. Thompson will be commenting on the lack of kindergarten background in grade 1 students and the ramifications as they progress through the early grades. He noted these ramifications may have budget impacts.

- Acceptance of Budget Transfers from the Sep 21, 2016 Finance Report

Mr. Markiewicz noted that the budget transfers from the September 21 finance report were not approved by the Board. He asked the Board to approve the transfers.

Mr. Barka made a motion to approve Budget Transfers for September 21, 2016 as presented. Mrs. Lepore seconded. The motion carried 4-0-0.

II. REPORTS

A. School Board Comments

Mr. Bourque commented that it appears LMS has issues with buses for athletics. He strongly encouraged the district to keep a log of late and no show buses.

Mr. Lonergan commented that there are also challenges with transportation for CTE students traveling to Pinkerton. He indicated there have been a number of late buses and he is keeping a log.

Mr. Markiewicz indicated that he asked all three building administrators to keep a log of bus issues. He commented legal counsel will review what appears to be a high level of dissatisfaction with the transportation contract. He noted we are building a report of all incidents: CTE transportation, athletics, late buses and aging buses.

Mr. Bourque asked about communication with the transportation company. Mr. Markiewicz indicated the district receives a weekly inventory of the buses, which is now with legal counsel.

Mr. Barka commented on the incident that occurred with Nature's Classroom. He mentioned he was a chaperone for the trip and the incident was handled well with 100% transparency. He indicated every decision that was made was correct. He commented we should not overreact as a district as Nature's Classroom is a great program and he is hopeful the program is continued.

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B. Curriculum Report

- PERC Recommendations:

Dr. Heon presented PERC recommendations to the Board.

- Freshmen Science
- The Curious Incident of the Dog in the Night (Honors Senior English)

Dr. Heon explained that physical science and earth science were two separate courses and it was difficult to get enough students for those classes. She indicated the decision was made to implement an integrated model, but it was challenging to find the right resources for the course. She reported that a good resource was found that integrates physical and earth sciences. Dr. Heon noted the cost is \$7,200 for 75 books with digital content and a teacher component.

Dr. Heon commented that the Curious Incident book is the last book that is needed for Honors Senior English in order to have the rigor for that course.

Mr. Bourque asked Dr. Heon to explain the PERC process. Dr. Heon explained with the Freshmen Science course, Mr. Pothier and his associates that teach the course were asked to read and review the book for readability. The book contains very good visuals and the digital experience in concert with the book is the best part. She indicated the reason for 75 books is so that students will have on set in the classroom and can leave one book home as it is a very large, cumbersome book. Dr. Heon commented after reviewing the book, teachers are asked to create a scope and sequence. She noted we need a good foundation at this point because we do not have the resource for the integrated science course.

Mr. Barka made a motion to approve the PERC recommendations as presented. Mrs. Harrison seconded. The motion carried 4-0-0.

- Curriculum Report

Dr. Heon reported that Project Lead the Way (PLTW) was implemented in grades 1 and 4 last year. She indicated that PLTW will be implemented in the rest of the grades this year. She commented in grades 6 and 7, the Tech Ed teacher is now a STEAM teacher and two science teachers were trained in PLTW in grades 7 and 8. Dr. Heon mentioned the district received a \$15,000 grant from the DOE and engineering supporters for LMS to buy supplies and some computers. In Assessment, Dr. Heon reported the grading and reporting policy task force has rolled out Work Study Practices and will now be addressing topics for the policy draft by reviewing what is going on in the schools.

C. Principals Reports

- GMS

Mr. Thompson presented the GMS Principal's report to the Board. He provided an overview of enrollment at GMS and noted that it has been studied closely. He reported only 48 out of the 85 students currently in grade 1 attended GMS kindergarten last year. Mr. Thompson noted that teachers have to work with students with varied experiences that are coming into the school and beginning with grade 1, they are being assessed. He indicated that GMS is planning to assess all incoming kindergarten students for reading standards. He commented there are expectations of children coming into our school with experience intact.

Mr. Thompson reported the PTO provided the staff with a welcome back breakfast; Twitter has been embraced by the staff; Career Day is scheduled for next week; there is a big interest in Enrichment, good progress is being made and tutors will have four units to utilize; a School-wide Support Program has been initiated where students learn about targeted behaviors and positive reinforcement is provided to students who exhibit those behaviors; in-service AIMSweb trainings were provided to staff; the Infinite Campus gradebook and student schedules were open in the middle of September; and the 34th annual Scarecrow Jamboree will be held the last Friday in October.

Mrs. Harrison remarked that the enrichment units look great and was wondering about the timeline for rolling them out to the lower grades.

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Mr. Thompson indicated that this began with grade 4, but we are looking at data to move it to grade 3. He commented teachers spent time observing what was going on in the classrooms and studying curriculum and competency documents. He noted they are already gathering the data for grade 3.

Mrs. Harrison asked what kinds of accommodations are in place for students in lower grades or supports in place for teachers. Mr. Thompson indicated that this is intended to be enrichment by design and the tutors are focusing on remediation. He noted that the length of the specials has been increased to 50 minutes this year so specialists can spend more time with the students.

- **Preschool Handbook Revised**

The GMS Preschool Handbook has been reviewed and revised per request of the School Board (tuition discount statement removed).

Mr. O'Neill commented that he discovered the preschool handbook was originally approved through the Special Education procedures. He indicated the tuition discount information was removed. He mentioned that this will continue to be reviewed and will most likely become a trifold brochure.

Mr. Thompson commented on the website we have curriculum guides, which are brief explanations for parents to have some idea of what is done in our preschool. He indicated that Dr. Heon pointed out these should be updated with the new curriculum. He added he asked the teams to review them and align them with the current curriculum.

Mr. Bourque mentioned that Mrs. Izbicki believes the tuition cost for preschool (non-special education students) is low. He suggested reaching out to preschools in the region regarding their costs.

Mr. O'Neill indicated that Mrs. Bandurski has compiled that information, which reflects a wide range of tuition costs charged: \$75 to \$140. He noted more research and thorough analysis is needed.

Mr. Thompson reported that there are roof leak issues at GMS. He noted there were two significant leaks resulting from the last rainstorm. He reported that plumbers examined the leaks and discovered the drains coming off the room are leaking.

- **LMS**

Mr. Lecklider presented the LMS Principal's report to the Board. He recognized staff and chaperones for Nature's Classroom. He commented the educational value of Nature's Classroom is high and overall the school has seen tremendous value in the program. He thanked parents of the students who participated for their understanding through the incident process. He added that work continues with Nature's Classroom for resolution.

Mr. Lecklider reported that Student Council elections occurred; the PTO provided a breakfast for the staff in September; Lego Robotics coaches are doing a great job; there was an AIMSweb presentation and SBAC analysis on the late arrival day last week; Science NECAP scores were released recently with Inquiry as the strongest area for grade 8; PLTW continues to be an important piece of the science program.

Dr. Heon commented that the computer class for grades 6 and 7 has transformed into a PLTW computer programming model. She indicated students are creating their own apps and are very excited.

- **CHS**

Mr. Lonergan presented the CHS Principal's report to the Board. He reported that staff members are using Twitter; there was a PTO breakfast in September; college visitations are providing more opportunities for seniors and juniors to take a look at the colleges; Student Council elections occurred; the National Honor Society selection process just occurred recently; NWEA began this week; the Music Festival was held at Hollis/Brookline; 911 remembrance was excellent; NEASC Chairs have assigned teachers to standards committees and committee chairs were elected; worked on analyzing interventions and continue to work on this in November; reviewed collaboration process between special education and regular education; teachers want more technology integration and support; curriculum and unit design work continues.

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Mr. Lonergan expressed concern that there is a small amount of parents that are involved in the school. He commented on the “crazy clown” text that occurred at CHS and indicated that after notifying the police department, it was not seen as a threat. He noted more investigation into the incident will continue.

- 2015-2018 School Board Goals

School Board members will have the opportunity to ask administrators questions regarding the goals and indicators.

Mr. O’Neill commented that most of the information is completed. He indicated that it is exciting with the work the principals have done with the goals. He noted goals are approximately 90% completed. He added the next challenge is to take the goals and make them more user friendly, but this major document will serve as a back-up. Mr. O’Neill asked Board members to review the goals and ask questions. He indicated a more formal report on the current state of the district will be prepared once testing results are received.

D. Technology Report

Mr. O’Neill presented the October 2016 Technology report to the Board.

E. Committee Reports

- Budget Committee

Mr. Bourque reported that the Budget Committee will now meet weekly and the town presented the first portion of their budget. He mentioned there was inquiry about a schedule for the district budget.

Mr. Markiewicz presented a draft schedule and noted that he tried to accommodate all the schedules.

Mr. Bourque mentioned some budgets may take longer to review than others.

Mr. O’Neill indicated there is a tentative date for completion of the budget review.

Mr. Bourque indicated there will be public input after each budget segment.

III. OLD OR UNFINISHED BUSINESS

A. Policies: Review of Drafts

- Transgender Guidelines

Mr. Bourque asked Board members and principals for any input, questions or concerns with the guidelines. Hearing none, Mr. Bourque indicated the guidelines are very clear.

The Transgender Guidelines will be added to Policy JBAA as procedures.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. PUBLIC INPUT

A. Community Forum

There was no public input.

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 7:30 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.

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Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes.

(Mrs. Izbicki joined the meeting at 7:37 p.m.)

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Harrison, the Board returned to public session at 9:50 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VIII. ADJOURN

Mrs. Harrison made a motion to adjourn at 9:50 p.m. Mr. Barka seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board