

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 November 16, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair (*excused*)
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum & Instruction
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
Michael Perez, Asst. 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 6:10 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Mr. Bourque announced a brief non-public session was held prior to the public session and the Board discussed the Superintendent's contract.

D. Summary of Non-Public Actions from: November 2, 2016:

Mrs. Harrison made a motion to approve the non-public minutes of October 19, 2016. Mrs. Lepore seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Correspondence was received from Betty Vaughn, regarding technology, LMS choral position in the FY18 budget; Cory Izbicki, regarding a letter to the Budget Committee about budget reductions, budget process and actions of the Committee; Budget Committee Chair's response to Mr. Izbicki; FTE positions requested by the Budget Committee; CHS class numbers requested by the Budget Committee.

G. Approval of Draft Minutes:

- Public Session October 19, 2016

Mrs. Lepore made a motion to approve the public minutes of October 19, 2016 as written. Mrs. Harrison seconded. The motion carried 4-0-0.

- Public Session November 2, 2016

Mrs. Izbicki made a motion to approve the public minutes of November 2, 2016 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

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H. Community Forum

There was no community input.

I. Superintendent's Comments

- CHS Class of 2016 Gift: Lettering for CHS

Mr. O'Neill commented that at a previous meeting the CHS Class of 2016 gift was discussed. He indicated the CHS Class of 2016 would like to purchase lettering to be installed on the exterior of CHS. They are able to fund \$1,200 of the cost for the lettering and the installation. He asked the Board to accept the CHS Class of 2016 gift and approve the partial funding by the District.

Mrs. Lepore made a motion to accept the CHS Class of 2016 gift of \$1,200 for lettering for the exterior of CHS. Mrs. Harrison seconded.

Mr. Bourque asked if there was any discussion regarding if the letters should be installed on the exterior of the building.

Mr. Perez commented there was some discussion. He indicated what the students want to do is respectable and there were no negative comments.

The motion carried 4-0-0.

Mrs. Lepore made a motion to approve the district fund the remaining cost of the installation (\$605). Mrs. Harrison seconded. The motion carried 4-0-0.

Mr. Bourque thanked the CHS Class of 2016 for the gift on behalf of the Board.

Mr. O'Neill reported that Student Representatives to the School Board were elected: Annie Paquin and Jacob Scopelites.

Mr. O'Neill reported that Mr. Markiewicz has information regarding transportation.

Mr. Markiewicz commented that he received a call from First Student regarding a potential strike. He indicated that the Teamsters Union represents First Student and management met at a meeting in Washington DC. He noted they agreed to continue negotiations next Tuesday in Manchester and there will be no strike at this time. Mr. Markiewicz commented the Belmont bus drivers have been working without a contract for a number of years and the impact to this district is the drivers of the centers where they may be striking will decide if they want to cross the picket line.

Mr. O'Neill asked if there is a clause in the contract that bans striking.

Mr. Markiewicz commented we have a policy about no work stoppage with First Student. He indicated in discussion with First Student we asked if they have substitute drivers and they responded they do not have a plan should drivers proceed not to cross over the line. He noted First Student has kept communications open. He commented this is a larger national issue with the Teamsters Health and Welfare.

Mr. O'Neill commented RSA 189: governs transportation for school districts and states districts must provide transportation for students in grades K-8. He indicated if we have a disruption of service we would have to ask parents to self-transport their children or cancel school. He noted if 85% or more students are in attendance it would be considered a full school day and count toward instructional time, but if less than 85% are in attendance the State would not give us credit for the day or hours the students are in attendance. Mr. O'Neill commented it creates a challenge to comply with the mandated 180 days requirement. He indicated there was a question about a waiver for the day and the State will take consideration on the request for the waiver. He noted if we should run into this we will try for self-transportation to the schools. Mr. O'Neill commented there is no law to provide transportation for high school students. He hopes for a successful resolution.

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- Individual Service Recognitions

Mr. O'Neill discussed recognition for individuals who have gone the "extra mile" for the district. He explained this could be an employee, parent, student, or community member for outstanding service or something over and above the norm. He indicated he has had experience with a similar program in the past. He would like to generate a nomination form, post it on the website and ask for people to forward the form to the Superintendent's office. He noted he would like to begin in late December.

The School Board consensus was positive.

II. REPORTS

A. School Board Comments

Mr. Bourque commented he would like to have a discussion surrounding goals, implementation, and status at the next meeting. He indicated for administrators to consider how the goals will work at their respective buildings.

B. Technology Report

Mr. Pelletier reported that the new website was launched last Friday and some minor adjustments are needed. He noted it will be an ongoing process. He indicated that data is being added and we are happy with the support and end product. He commented there has been much positive feedback. He thanked those involved in the project.

Mr. Pelletier provided an update on LMS portable classroom connectivity. He indicated during the summer we ran into a problem where it was discovered all the cables are run underground. When upgrading from the old cable to the new cable we discovered the conduit was crushed and we cannot pull the old cable out nor pull the new cable through. He commented we are continuing to provide a temporary fix to the problem. Mr. Pelletier reported to run new cable will be a large cost as it will require excavation and aerial cable. He indicated there are patches in place and we will immediately respond if something happens.

Mr. Bourque asked if the piping is crushed at both ends or if the crushed piping can be repaired.

Mr. Pelletier explained we were able to go about 100' and that is where the pipe is crushed. He indicated the amount of actual damage is unknown. He commented the cable goes from the cafeteria to the telephone pole to the first portable. He noted fiber from the server closet needs to be run to the inside of the portables.

Mr. Bourque asked if there is an alternative. Mr. Pelletier indicated we would have to run 500' over regular networking cable with a repeater and if water gets in it can cause it to fail. He noted an access point has been added, but there is still no access in the back portable classroom. He commented a mesh access was applied that provides some access, but it is slow.

- IIAE Acceptable Use Policy

The Acceptable Use policy will be addressed at the next meeting.

C. Curriculum Report

Dr. Heon provided the November curriculum report for the Board. She provided Smarter Balanced Assessment data for the past two years to the Board, which includes a comparison between Litchfield and State results. Also included was a comparison of local and/or similar district results and per pupil expenditures.

Dr. Heon asked the Board if they would like to have a discussion on expanding college and career ready initiatives.

- PERC Recommendations:

Dr. Heon provided a Curriculum Review Guide that was recommended by PERC. She commented we have been revising the curriculum for some time and are bringing new resources. She indicated the plan needed to be revised. She noted most of the curriculum consists of five or six year bundles.

Mrs. Izbicki asked if there is any sort of direction for other online resources.

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Dr. Heon explained the products purchased have online components. She commented we do not have any type of 1:1 program. She indicated we brought it to the Board and they decided to continue to purchase printed materials until we attain the digital component. She noted we receive updatable digital resources every year for our curriculum.

Mrs. Izbicki explained she was referring to free online resources outside of the program. Dr. Heon indicated the teachers already do that.

Mrs. Izbicki commented the Budget Committee is struggling with technology and PERC needs to take a look at online resources that may be free so you can get the technology you need.

Dr. Heon commented we may want to look at the supplemental materials policy as we need guidance for implementing 100% online curriculum. She indicated the curriculum we purchased is robust and teachers look for supplemental resources.

Mrs. Harrison was concerned that the revised schedule reflects replacement of more than one area of curriculum in the same year.

Dr. Heon indicated we would not necessarily replace both and it is listed in the budget year because that is when the digital component expires.

Mrs. Izbicki made a motion to approve the proposed Curriculum Review Guide as presented. Mrs. Lepore seconded. The motion carried 4-0-0.

D. Principals Reports

- GMS

Mr. Thompson provided the GMS Principals report to the Board. He reported:

- Mrs. Cullen Kent and Mrs. Doucette trained the rest of the teachers in PLTW;
- Parents and community members attended GMS Career Day;
- SBAC: students will become more proficient in online assessments as we provide more computer instruction;
- Science NECAP: students did very well in Science with only 3% of our grade 4 students below proficient;
- 34th Annual Scarecrow Jamboree: 67 scarecrows created, 99 students participated;
- UNH Coop Extension helped students understand the plant system around the school;
- Two PD days: Oct 26: staff completed mandatory annual trainings, tutors attended demonstration of Performance Tracker; Nov 8: full day professional development included PLTW training, unit development, CPR, CPI training, Google Read and Write;
- Report cards went home today;
- Andrea Stern presented the Parent Portal of Infinite Campus to the staff.

Mr. Bourque referred to a chart of enrollment data and indicated that Grade 2 and Grade 3 should have 5 classes next year as those numbers are increasing.

- LMS

Mr. Lecklider presented the LMS Principals report to the Board. He reported:

- The PTO received the Blue Ribbon Award;
- Kara Saranich and Claire Chew will coach Lego Robotics at their first competition this Saturday;
- Red Ribbon Week yielded many activities;
- Mix It Up Lunch was aimed at generating a team climate in the cafeteria during Red Ribbon Week;
- Veterans Day ceremony had standing room only crowd;

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- Two PD Days: teachers are not just adopting resources, but looking at indicators and aligning resources;
- PLTW transition is going well; however, there is some concern the students are not using the typical wood shop model.
- CHS

Mr. Perez presented the CHS Principals report to the Board. He reported:

- The School Band is going to Hawaii for the 75th Anniversary of Pearl Harbor and will be playing with 1,600 musicians;
- The School Band concert will be streaming live from Hawaii on December 7 at 5pm;
- 21 students were inducted into the National Honor Society;
- The Girls Cross Country team won the Division III title;
- PD Days: NEASC process, RTI model work, NWEA data reviewed and a meeting will be held with all departments relative to the data;
- 1:1 Technology Pilot Programs that have Chromebooks had no issues when taking the NWEA testing; however, other classes without computers had to be scheduled for the media lab or to split to use the lab.

Mr. O'Neill expressed appreciation to the hard work and professionalism at CHS, which is in direct response to the leadership team.

- 2015-2018 School Board Goals

Mr. Bourque asked Principals to be ready to discuss the goals report at the next meeting.

E. Business Administrators Report

Mr. Markiewicz provided the district financial report to the Board. He noted we are now receiving counts from the bus company and should have enough data to bring to the next meeting.

Mr. Markiewicz reported revenue is tracking where it should be, but areas of concern are Catastrophic Aid and Medicaid Aid as we are down in both areas. He commented we should have a stronger indication by the third quarter.

Mr. Markiewicz provided the October budget transfers for Board approval.

Mr. Bourque made a motion to approve the October 2016 budget transfers. Mrs. Lepore seconded. The motion carried 4-0-0.

- Projected Revenues

Mr. Markiewicz reported the amount of the Adequate Education grant is \$5,485,734, which is lower than anticipated.

- FY18 Default Budget

Mr. Markiewicz presented a draft default budget to the Board. He indicated NH Retirement contributions for teachers increased and health insurance increased. He asked the Board for guidance in areas regarding textbook replacement, new textbooks, additional equipment (mostly technology), and technology software to determine if these areas are contractual commitments or obligations under the default budget criteria relative to providing the same level of service as the previous year.

Mr. Bourque commented we are not under contract nor have we purchased the textbooks that are budgeted. He indicated they should be one time expenditures and not included in the default budget.

Mr. Markiewicz indicated if the district gets the default budget and we do not purchase the replacement textbooks, there could be some students without books. He noted some of those areas have to be culled because there are consumables budgeted in the textbook replacement account.

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Mrs. Izbicki commented if they have it this year they should have it next year.

Mr. Bourque agreed and indicated the way it is written does not always lend to that interpretation.

Mr. O'Neill commented included in the curriculum review guide just approved are some textbooks that will be replaced in the coming year, which lends to a more liberal interpretation that they should be included in the default budget since we have to provide textbooks to students. He indicated technology should be included in the default budget as well. He noted if we are talking about pedagogical and teaching materials we need and a five year technology replacement plan, this is the commitment we have to keep the district going.

Mr. Bourque asked if the dollar amount for curriculum replacement projected. Mr. Markiewicz indicated the curriculum replacement cost is projected. He asked if we have a curriculum plan that replaces textbooks similar to the technology plan, should that not be included in the default budget? He indicated the textbook replacement cost for 2018 was \$88,000 and the default budget number is very preliminary. He commented he wanted to show the Board there are substantial budget requests not calculated in the default budget until we receive guidance.

Mr. Bourque commented that the expenditures can be included if the district feels that they should be carried over to the default budget.

Mr. Markiewicz indicated that they will bring to the Board a high level of the default budget that includes those components.

Mr. O'Neill read the default budget language from the RSA. He commented we have to make a decision on how we view what is defined as a one time expenditure. He indicated once you consider mandatory increases and contracts we will have significant challenges next year.

- Draft Warrant Articles

Mr. Markiewicz reported that draft warrant articles are in the process of being created. He indicated there will be a warrant article asking for funding for security enhancements.

F. Committee Reports

- Budget Committee

Mrs. Izbicki reported the Budget Committee met on November 10 to review and vote on school district budgets. She indicated that she is voting on behalf of the Board and what the Board proposed in the budget. She noted that technology seems to be a focus.

Mr. Bourque suggested that people attend the Budget Committee meetings and if they feel strongly about a particular area they should voice their wishes.

Mrs. Izbicki commented when the Budget Committee makes a line item reduction the School Board decides where it is allocated.

Mr. Bourque clarified and indicated once the budget is approved, it comes back to the Board and Superintendent to decide where to allocate the reductions. He indicated it is going to affect parts of the budget we proposed.

Mrs. Izbicki expressed concern about the reductions that could be made. She commented that a reduction from Special Education Professional Development law workshops could result in a liability. She indicated this is important and the staff has to be updated on the laws. She noted that reductions to PLTW will result in reducing another area(s) of the budget and could leave children without something that is needed.

Mr. O'Neill complimented Mrs. Izbicki for saying "every year is a new year" when speaking to the Budget Committee. He commented when looking forward, we have to consider what our children need to be successful.

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Mrs. Izbicki commented going forward we are setting ourselves up for contention. She indicated we should have a relationship with the Budget Committee about being forthcoming about a bottom line while creating the budget. She mentioned professionals are feeling deflated by preparing their presentation and being ignored by the Budget Committee.

Mr. O'Neill commented that there were many community members in attendance at the Budget Committee meeting. He indicated it was a strong message to our professionals and leaders that they support them. He noted that he made a strong presentation to the Budget Committee regarding capacity to pay and per student cost. Mr. O'Neill commented we will use this as a measuring rod going forward. He indicated that measuring rod has to be 'how do we get to be the very best district we can be'. He indicated we have to look at what we need to do and not what was done in the past.

- Wellness Committee

Mrs. Harrison reported that the Wellness Committee met and discussed ways to determine how people are feeling about lunches in the schools. She indicated that the committee will be sending out a survey. She informed the Board that parents and two student members will join the committee. She noted they had a conversation with the principals about a district-wide get together and having guest speakers come.

Mrs. Izbicki suggested having younger students come watch the high school's Trebuchet Day.

- Non-Public Session

Mr. Bourque reported the School Board met in non-public at 5:30 pm to discuss the Superintendent's contract for 2017-2018. He indicated the Board extended a contract to the Superintendent for 2017-2018 with a change in the rate of pay from \$77 per hour to \$78.50 per hour. Mr. Bourque commented the Board feels strongly that the Superintendent has done a great job in a short time. He indicated the district has a good solid foundations, goals are laid out and the platform is set. He noted the district is becoming more positive. Mr. Bourque acknowledged that there are a number of people who have questions about a part time Superintendent, but the Board will not be able to find another with his experience and years of service. He announced a Superintendent Search will begin in September next year. He noted the current pool is very slim.

Mr. Bourque made a motion to extend a contract to the Superintendent O'Neill for 2017-2018. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. O'Neill thanked the Board for the opportunity to serve the town and district for another year. He commented the district has come a significant way in just over 17 months. He indicated by being here for another 18 months we will make more progress. He expressed appreciation for all the kind words and is honored to remain in the district with a great staff and community.

III. OLD OR UNFINISHED BUSINESS

A. Policies:

- 1st Reading:
 - Concussions and Head Injuries, School Athletics JLCJ

Mrs. Harrison made a motion to approve the Concussions and Head Injuries for School Athletics policy for a 1st Reading. Mrs. Lepore seconded. The motion carried 4-0-0.

- Concussions and Head Injuries JLCJA

Mrs. Harrison made a motion to approve the Concussions and Head Injuries policy for a 1st Reading. Mrs. Lepore seconded. The motion carried 4-0-0.

- 2nd Reading:
 - Student Transportation Services EEA

Mrs. Harrison made a motion to approve the Student Transportation policy. Mrs. Lepore seconded. The motion carried 4-0-0.

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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 Mrs. Lepore, the Board entered into non-public session at 8:20 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; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Lepore, the Board returned to public session at 8:44 p.m. Mrs. Izbicki seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VIII. ADJOURN

Mr. Bourque made a motion to adjourn at 8:44 p.m. Mrs. Lepore seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board