

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 November 28, 2018

Held at Litchfield Town Hall

In attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent (*excused*)
Cory Izbicki, Business Administrator
Michele E. Flynn, Administrative Assistant (*excused*)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:01 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 November 14, 2018:

Mr. Meyers made a motion to approve the non-public minutes of October 20, 2018. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. Meyers made a motion to approve the non-public minutes of October 24, 2018. Mr. Bourque seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

- E³ Awards
 - D Donahue
 - T Morris
 - S Donahue
 - A Brenner

The School Board will recognize the three Robotics coaches and mentors for their contributions to the CHS Robotics program. Robotics membership has increased, students are engaged and motivated for competitions, and the coaches and mentors have made great strides in developing the Robotics program at CHS. Certificates will not be available for the meeting and will be delivered to the nominees when they are received. Nominees will be awarded the E³ recognition pins.

Mr. Lonergan made the following statements:

In the past two years, under the direction of lead Advisor, Tom Morris, and former parent volunteers and newly hired co-Advisors, Darcy and Sean Donahue, the FIRST Robotics program at CHS has been in the process of transforming themselves into one of the more collaborative and engaged robotics programs in New Hampshire. Certainly they have supported their own children in this program, but their dedication extends to all of the students participating as they lead them forward. They are a very dedicated group of advisors with backgrounds in engineering, manufacturing and business management that has provided incredible support for our students in the program. They have also reached out to other community members within and outside CHS seeking support and mentoring.

*Litchfield School Board Meeting 11/28/18
Approved December 5, 2018*

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They have provided opportunities for members of the team to meet with leading engineers working with FIRST in the northeast for collaboration and inspiration. They have created a more organized and forward thinking group of students particularly in the business-like manner in which they run their activities and seek additional support with local and regional businesses. The advisors are also taking the lead for utilizing FIRST Robotics activities and programming and coordinating with CHS staff as a means for providing Extended Learning Opportunities and additional elective credits students can earn here at CHS. Thanks to Tom, Darcy, and Sean for all the hard work they are doing in support of our students!

- CHS Robotics Handbook

The CHS Robotics coaches/mentors will discuss the CHS Robotics draft handbook with the School Board. The CHS Robotics coaches/mentors will answer any questions or provide additional information.

Mr. Meyers asked why we don't have guidelines to follow like the NHIAA with regard to team participation for grades.

Mr. Lonergan indicated that any club or organization can have more strict expectations than those of organizations like NHIAA.

Mr. Bourque asked if the coaches are with the team all the time, such as on weekends. He indicated he will get clarification from Dr. Jette.

Mr. Lonergan indicated that the coaches are with the team wherever they may be. He noted it is nice to have three coaches so that each can have access if one of them is not able to be in attendance.

Mr. Bourque asked if the tie spent at home is recorded.

Darcy Donahue, co-advisor for the FIRST team, explained that sometimes students may be invited to work with other teams, which encourages alliances with other teams and students. She indicated they often may get together to use a piece of equipment one team has that the other does not.

Shawn Donahue, co-advisor, added after the kickoff, one of the teams that has more experience opens an opportunity for any team to visit and share their experience.

Mrs. Donahue commented at home there are different organizations or forums where information is shared and that counts toward Robotics hours. She indicated we work closely with the guidance department to work on curriculum data that is available. She added there are also demonstrations off site and county fairs. She noted a lot of things go on outside the building that are part of logging hours.

Mr. Bourque asked about the volunteer piece where they help other organizations.

Mrs. Donahue indicated some team members volunteer with the FLL Junior league. She noted this year we are focused more on getting our team together and we are working on a fundraiser to create a Litchfield Robotics sweatshirt to support all robotics teams in Litchfield.

Mr. Bourque commented it is fantastic to watch the program grow over the last seven years.

Mrs. Donahue commented in supporting other teams, growing other teams is part of that. She indicated that the Robotics team does a lot of volunteer work with the community as well as volunteers with a shelter in Manchester.

Mr. Bourque commented that the expectations listed seem out of what we normally do.

Mr. Lonergan indicated coming in and out of the building at odd hours and transporting back and forth is like a practice. He commented the challenge is opportunities for going elsewhere are not expectations of the team and transportation is a challenge.

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Mr. Bourque was concerned with the transportation of students in private vehicles outside of school hours transportation.

Mr. Lonergan indicated they had a conversation about not allowing students to be driven by other parents. He noted that school transportation is used when the team goes to official events.

Mr. Bourque indicated that there is mention of car pooling, which is concerning. Mr. Lonergan indicated that was a concern of his as well.

Mrs. Donahue indicated the car pool piece was added so students can expand parental awareness if a student cannot get to practice. She commented when the student goes home and has to return for practice they need to be able to get here. She noted no one under 18 is allowed to drive. She indicated sometimes we go to an event where we have to spend money for a bus and it is challenging how we balance that to get everyone to go.

Mr. Bourque asked how that works currently.

Mrs. Donahue indicated they find their own way to get there, but we wanted parents to be aware that there are ways for them to get to practice.

Mr. Bourque commented the policy outside school hours is a gray area in terms of transportation. He indicated we do not allow student athletes to transport themselves to a game.

Mr. Lonergan indicated that the high school does not allow that either. He mentioned there was an event at the mall, but students were not required to go.

Mr. Donahue mentioned he was there all day with the robot and students were coming and going via parent transportation.

Mrs. Donahue added it was a volunteer opportunity for the team.

Mr. Bourque suggested getting clarification on carpooling and including that in the handbook. He asked how many students are on the team.

Mrs. Donahue indicated there are 90 students on the team. Mr. Donahue commented most other teams have approximately 45 students.

Mrs. Hershberger asked if there is capacity for anyone who has interest. Mrs. Donahue indicated that they welcome anyone with interest.

Mr. Bourque mentioned they have to go through quite a bit to stay on the team as far as sponsorship and volunteering.

Mr. Lonergan commented when you think about the program and the engineering and business component, there are a lot of opportunities for students to develop high level skills and confidence. He indicated some are self-taught and do it independent of the classroom, which is the definition of an ELO. HE noted they receive elective credit for their work an there is accountability.

Mr. Bourque asked about safety. Mrs. Donahue indicated she is in charge of safety and the team won the Safety Award.

Mrs. Hershberger commented there is no alcohol, drugs or smoking allowed. She asked if vaping is considered smoking.

Mr. Lonergan indicated we consider that part of use of tobacco products since it contains nicotine.

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Mr. Meyers asked if it is normal for the students to have the responsibility to notify their advisor if their grades are in jeopardy.

Mr. Lonergan explained it is different in this situation because typically the teacher advisors in the school talk to the counselor. He indicated the other piece is because their requirements are more stringent.

Mr. Meyers commented that he wanted to be sure if student was near an event and had a C- they are not held accountable.

Mr. Bourque indicated before the Board approves the handbook he would like some clarification with the Superintendent.

- CHS Robotics Trip Proposal

The CHS Robotics coaches/mentors will discuss a trip proposal for the Robotics team to travel to Detroit, Michigan for World Championship competition for School Board review. CHS Robotics coaches/mentors will answer any questions or provide additional information.

Mrs. Donahue explained the culmination of the competitions is to go to the district championship, which was held in Massachusetts the last few years. She indicated teams that win other distinguished awards go to the world championship, which is an international organization and globally split into two groups: one that goes to Houston and one that goes to Detroit. She noted that Litchfield is in the group of districts that go to Detroit. She commented this has been the goal for the team for two years. Mrs. Donahue noted last year we won the wild card to be able to go, but this year we want to be sure we have the paperwork in order and plans in place to be on the waiting list. She indicated the hope is the team makes it on their own merit and the intention is that the team will go to Detroit.

Mr. Donahue added we will be in the blue group and there will be 400 teams from around the world competing on six fields at the same time, which is also broadcast around the world.

Mrs. Donahue commented the winners of the six fields compete together on the Einstein field and travel from the arena to the Ford Stadium for the final events. She mentioned that companies and colleges attend as well looking for talent.

Mr. Bourque asked if there have been any discussions with other schools to share transportation.

Mrs. Donahue indicated that our district, which is run by NH FIRST, helps coordinate transportation. She noted they work with and match teams together to share the cost of travel and accommodations.

Mr. Bourque commented that the proposal mentions the number of students participating is 8-18. He asked if that is the minimum number.

Mrs. Donahue indicated there is no minimum. She commented we recognize not everyone is able to go during April vacations and that is just a ball-park figure. She added it is also subject to how much we can get from corporate sponsors and fundraising in relation to parental cost. Mrs. Donahue noted that larger teams cap their participation at 20. She indicated that we are actively looking at corporate sponsorships so there is no out of pocket costs for parents.

Mrs. Hershberger asked if there are entry fees in addition to the other costs.

Mrs. Donahue indicated that there is a \$5,000 entry fee and we have already raised \$2,500 through sponsorship with FIRST.

Mr. Bourque asked if the process of getting funds has begun.

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Mrs. Donahue indicated it is ongoing. She noted we do a lot of fundraising, look into sponsorship and grants. She commented we are on the second year of a two year grant from the NH DOE for \$25,000. She indicated part of that pays for some of the operating costs. She noted the students raised quite a bit of money so far.

Mrs. MacDonald indicated that she is impressed.

Mr. Brenner, a Robotics team mentor, mentioned we are graduating a good number of engineers as well.

Mr. Meyers made a motion to approve the CHS Robotics Team trip proposal to go to the World Championship in Detroit, Michigan. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque asked if the team goes further if they win the championship in Detroit.

Mr. Donahue indicated championship teams get invitations to different events around the country.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- NHASEA (NH Association of Special Education Administrators) Annual Education Conference
Mr. Izbicki presented information on behalf of Dr. Jette regarding a presentation on Building Resilient Communities that will be provided at the 2019 Annual NHASEA Educational Conference. The Business Administrator, on behalf of the Superintendent, will present an invitation for a School Board member to attend the conference presentation.

Mrs. MacDonald expressed interest in attending the conference.

- Food Services Meal Counts

Mr. Izbicki presented dining services reimbursable meals updates to the School Board. He indicated that Ms. Crowley reported there is a \$3,300 reimbursable meal increase in the district to date.

Mrs. Hershberger asked what a reimbursable meal means.

Mr. Izbicki indicated when a meal is served we submit it to the government for reimbursement.

Mrs. Hershberger asked if the increase is more than has been received in the past.

Mr. Izbicki indicated that the increase is more than in the past and that the staff is more cognizant of what constitutes a reimbursable meal.

H. Community Forum

Amy Goldstein, 1 Spicebush Circle, read from a prepared statement regarding the naming policy. She touched upon the following points: she has attended many School Board meetings; alarming statements were made at the last meeting regarding the naming of areas in the schools; she was shocked at the Board's questioning of the validity of cultural learning experience on a field trip; she was alarmed at the low performing test results; frustration created by the Board regarding the naming of the auditorium; the stark difference between sports and arts in the town; teachers, students and community members have begged to save programs and teaching hours; no full time band teacher at LMS and CHS; the timeframe of the immediate action of the Board to approve Lacrosse in the budget; the immediate action of the press box project; the postponement of the request by the Performing Arts Department to name the auditorium because the full Board was not present; a policy was proposed at the next meeting.

Mrs. Goldstein commented she heard that a policy has to be in place before hearing proposals to name areas of buildings, as well as that a policy can be overridden by the Board. She asked why the Board cannot bring that forward for that purpose. She indicated she has heard privately and publicly that Board members support the recognition of Mr. Martin. She noted she chose this school for her daughter due to the presence of Mr. Martin and

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the programs he created. Mrs. Goldstein mentioned that now her daughter is learning AP Music in her spare time. She urged the School Board to approve the naming of the auditorium after Phil Martin.

I. School Board Comments

Mrs. MacDonald asked for the date of the Christmas Concert. Mrs. Goldstein indicated it is December 4 and is dedicated to Mr. Martin.

Mr. Bourque announced the Budget Committee will meet tomorrow evening and will be looking at the total school budget, making recommendations or reductions to the budget. He encourage the public to attend and voice their concerns or feelings about areas that may be reduced.

II. GENERAL BUSINESS

A. Public Minutes:

- November 14, 2018

The draft minutes were deferred by the School Board as they were not available for the timing of the meeting.

III. REPORTS

A. Business Administrator's Report

Mr. Izbicki provided to the School Board the November Business Report. He reported:

- Based on the November 14 Board meeting and the discussion of the kindergarten number in the class size policy, an increase in staffing for kindergarten was included in the FY20 budget;
- There was a formula error that resulting in the default calculation in error, which has been corrected;
- The default budget is within \$275,000 of the recommended budget;
- The general fund increase is 2%;
- Preliminary revenue estimates and tax estimates were completed;
- Estimated tax increase of the Recommended budget is 72 cents per thousand;
- Estimated tax increase of the Default budget is 42 cents per thousand;
- There is a downshift of the stabilization grant from the state to the local municipalities;
- We are now at 84% of the stabilization fund which will continue to phase out until the \$2.1M has been totally reallocated to the towns.

Mr. Izbicki mentioned that the latter are concerns local school boards are starting to take to legislation.

Mrs. Hershberger commented we reduced expenditures in the budget, but because revenues are decreasing it reflects an increase.

Mr. Izbicki indicated that is correct. He commented that is showing that reallocation of revenue sources is going to occur and impact our district.

Mrs. Harrison asked if the Board has invited the state representatives to a meeting.

Mr. Bourque indicated all Litchfield representatives and the Senator were invited, but only two responded. He noted that the Senator could not attend the meeting. He mentioned he was speaking with Mrs. Flynn today and she is going to keep in contact with the Senator and Representatives for availability and invite the Governor.

Mr. Izbicki commented we can do an analysis to level fund the budget from year to year and taxes will still increase due to the loss of revenue. He reported on November 14, the Board authorized to enter negotiations with the transportation company for a contract. He indicated the meeting was to take place tomorrow, but was rescheduled to next week in light of the Superintendent's absence.

Mr. Izbicki reported that the State opened up the grant application with the Department of Homeland Security and we have submitted an application for the CHS entryway. He noted we want to make it more secure. He mentioned the grant covers 80% of the cost and the district has to fund the other 20%. He indicated that the district also

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contracted with Windy Hill Associates to design the new entry concept for LMS for a more centralized entry and secure vestibule. Estimates are approximately \$300,000 and the State grant will fund 80%. He noted he submitted the grants and is looking for Board approval to move forward with these projects.

Mrs. Hershberger made a motion to authorize the SAU Office to move forward with the projects subject to award of the grants and available funds for the remaining 20% of the costs. Mrs. Harrison seconded. The motion carried 5-0-0.

V. OLD OR UNFINISHED BUSINESS

A. Policies:

- 2nd Reading:
 - IHB, Class Sizes

The policy was reviewed and approved by the School Board as a 1st Reading and is ready for final approval.

Mrs. Harrison made a motion to approve policy IHB, Class Sizes. Mr. Meyers seconded. The motion carried 5-0-0.

VI. MANIFEST

The manifest was circulated and signed by the School Board.

VII. PUBLIC INPUT

A. Community Forum

There was no public input.

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

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

Upon a motion by Mrs. Harrison, the Board entered into non-public session at 7:00 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; Mrs. Hershberger, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Harrison, the School Board returned to public session at 7:20 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 7:20 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board