

**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 December 19, 2018  
Held at Litchfield Town Hall**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member  
Elizabeth MacDonald, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Ph.D., Superintendent  
Cory Izbicki, Business Administrator  
Mary Widman, Director of Curriculum, Instruction & Assessment  
Michele E. Flynn, Administrative Assistant

**A. NON-PUBLIC SESSION: RSA 91-A:3II (c) 6:00 p.m.**  
*[Minutes of Non-Public Session are written under separate cover.]*

*Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 6:00 p.m. under RSA 91-A:3II (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.*

A. LEA Negotiations

**B. ENTER INTO PUBLIC SESSION**

*Upon a motion made by Mrs. MacDonald, the Board entered into public session at 6:45 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**I. PUBLIC SESSION**

A. Call to Order

Mr. Bourque called the meeting to order at 6:48 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from December 5, 2018:

*Mrs. Harrison made a motion to approve the non-public minutes of November 14, 2018. Mr. Meyers seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to approve the non-public minutes of November 28, 2018. Mr. Meyers seconded. The motion carried 5-0-0.*

**II. NEW BUSINESS**

- LEA Tentative Agreement

Dr. Jette presented the 2019-2022 LEA Tentative Agreement to the School Board, which has been ratified by the LEA and requires a vote of the School Board for acceptance.

*Mr. Bourque made a motion to ratify the 2019-2022 Tentative Agreement between the Litchfield Education Association and the Litchfield School Board. Mrs. Harrison seconded. The motion carried 5-0-0.*

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E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- NHSBA Delegates' Assembly and Proposed Resolutions

In November, the School Board submitted a proposed resolution to the NHSBA for the Delegates Assembly in January 2019. Because the deadline had passed, the NHSBA declined bringing the resolution forward, but invited a representative from the School Board to propose the resolution from the floor of the assembly. A representative from the School Board would be required to attend the NHSBA Delegates Assembly on January 26, 2019.

- Invitation to State Legislators

Dr. Jette reported we have received responses of availability from Representative Lascelles, Boehm, Proulx and McLean. We are waiting for the Senator's response and the Governor's response. That night at CHS and will start in auditorium.

- Follow Up to School Board Inquiries

- Sophomore and Senior Projects

Dr. Jette informed the School Board that Mr. Lonergan will address their request at the January 9, 2019 meeting. Believe the two coordinators will be in attendance as well.

- Dining Services Food Breakdown

Dr. Jette provided a breakdown of snack bar items and hot lunches. He indicated some Board members attended a lunch at CHS today and spoke to Ms. Crowley about how menus are built, food is ordered, vending machines, etc.

Mr. Bourque commented that Ms. Crowley is open-minded and willing to try new things to try to meet the requirements for what is mandated. He indicated that she explained what is required to be counted as a reimbursable lunch, different challenges at different schools and she continuously collaborates with the Windham School District Dining Services.

Mrs. Hershberger commented that the reimbursable rate increased significantly since last year. She noted Ms. Crowley is working with the staff on how they represent the different options for students to try.

Mr. Bourque commented the same snacks that are sold in the cafeteria are also sold in the school store. He asked why there is a soda machine in the school store and wondered how many students stop at the store before going into the cafeteria.

Dr. Jette indicated the soda machine is for teachers only. He noted the store also sells hats, sweatshirts, t-shirts, etc.

Mr. Bourque commented it was refreshing to talk to Ms. Crowley and noted she encourages the students to try different things.

Mrs. Hershberger mentioned that the staffing shortage in dining services is challenging.

- CHS Proposed Courses

Dr. Jette and Ms. Widman presented a summary of the additional proposed courses approved by PERC to the School Board for their approval for inclusion in the 2019-2020 CHS Program of Studies. Ms. Widman explained the courses focus on the application of skills in the real world and work off the 2016 frameworks.

Mrs. Hershberger asked what the PERC process is for bringing courses to the School Board. She asked about the impacts on teachers.

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Ms. Widman explained the deadline for course proposal is set by the high school and if teachers want to propose a new course they turn it in to the high school administration. Administrators review the courses and examine them for redundancy and criteria requirements. Once approved, the courses are moved on to PERC, who then reviews the courses and either approves or does not approve the courses. If they approve the courses, they move on to the School Board.

Mr. Bourque asked if any courses are designated to be eliminated.

Ms. Widman commented some were discussed, but not eliminated.

- Advanced RAD

Advanced self-defense course builds upon the basics of self-defense taught in the RAD curriculum. The course is designed for females. A course for males will be developed.

- Vietnam War Era

The Vietnam War Era course goes in depth into the post-WWII era and the American involvement in Vietnam.

- Science of Natural Disasters II

Science of Natural Disasters II is a continuation of the first course and focuses on more current events.

- Computer Animation

Computer Animation is a Computer Science course that includes an artistic and creative side and some art standards were integrated.

***Mrs. Harrison made a motion to approve the Advanced RAD course, Vietnam War Era course, Science of Natural Disasters II course and Computer Animation course for inclusion in the 2019-2020 CHS Program of Studies. Mrs. Hershberger seconded. The motion carried 5-0-0.***

- Senior English

Ms. Widman commented on the requirement of Senior English for graduation at CHS. She indicated CHS would like to make Senior English an Honors Senior English course and drop the graduation requirement of the course. She explained this will allow students to take an English elective toward the fourth year of English graduation requirement. She noted that Honors Senior English is a very challenging course. She indicated the change will be presented in the CHS Program of Studies if the Board agrees.

***The School Board was in agreement with the request.***

#### H. Community Forum

Billy Randolph, 9 Perry Court, commented about the Naming of Facilities policy requirements. He did not agree with the minimum of 3 years waiting period for naming core areas. He indicated the students that were impacted from Mr. Martin's teaching will be gone in three years. He noted the students would prefer it to be two years because some of those students will still be in the high school.

Travis Tucker agreed that the waiting period stated in the draft policy was excessive.

Mr. Bourque explained the decision made will be for a lifetime. He commented that it is believed a waiting period is necessary in order to be sure the decision was the right one.

Mr. Tucker agreed, but commented a shorter period of time is more appropriate because it is a long process and most of his students will be gone in 3 years. He indicated it is more important that the naming occur in less than 3 years to carry on his legacy and so people can learn about him.

Mr. Bourque indicated the policy will be discussed later in the meeting. He suggested reaching out to the Friends of Music for a Scholarship in Mr. Martin's name so he can still be recognized.

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Sonia Costinos, 7 Maple Drive, commented it has been a good exercise for the School Board to go through in this situation to establish a policy that did not exist. She indicated the students feel, and many agree, this is a unique situation with Mr. Martin. She noted this is happening now and we have heard the Board mention that policies can be overridden. She commented since there is not current policy in place, we are asking the Board to make a motion to consider naming the auditorium after Mr. Martin.

Mr. Meyers commented this is the third time a request has been made and if there is no policy then we do not do it based on past practice.

Mr. Bourque indicated he reached out to some individuals that were previously on the Board and they stated they would not name anything after anyone in the district. He commented it is unfortunate it took some losses to begin this process.

Mrs. Costinos commented that she understands the process, but there is no policy in place. She asked the Board to make a motion and move forward on this issue.

Mr. Bourque commented it would have to be a Board member that makes a motion and then the Board will vote on it.

Mrs. Harrison expressed support for honoring Mr. Martin by naming the auditorium after him, but believes that there is a need to slow down and provide time to ensure the legacy of the person being memorialized.

Mr. Bourque commented many feel very passionate about Mr. Martin, which will last through the years and he will not be forgotten. He indicated that going through the process will not diminish his legacy. He noted there will be many classes moving through the high school that did not know him.

Mrs. Costinos commented that it the frustration is the result of the establishment of a policy after the request has come forward. She indicated in recent times decisions were made quickly when brought forward.

Mr. Bourque commented that other decisions were not rushed. He indicated in light of the recent request to name the library after Dr. Ange and then receiving the request to name the auditorium after Mr. Martin, the Board felt the need for a policy and process.

Mrs. Harrison expressed that she recognizes the validity and honor for Mr. Martin. She indicated she pushed for a procedure because the past practice was not naming anything at all.

Mrs. MacDonald commented that Mr. Martin retired two years ago and asked if we only have to wait one more year.

Mr. Bourque indicated he retired June 30, 2017.

Mr. Tucker commented that he is in agreement with many of the people here that a waiting period is important, but there is a feeling of hesitation in the interpretation of the language of the policy. He indicated he is speaking on behalf of the Student Council to suggest that the waiting period is not as important as the period for reviewing and naming. He believes the proposal will come forward each year and is based on lasting contributions.

I. School Board Comments

- 2019 Budget Hearings Date

Mr. Bourque announced the 2019 Budget Hearing date is set for Thursday, January 10, 2019, at 7:00 pm in the CHS Auditorium.

- 2019 Deliberative Session Date

Mr. Bourque announced the 2019 School District Deliberative Session date is set for Saturday, February 9, 2019, at 10:00 am in the CHS Auditorium.

*Litchfield School Board Meeting 12/19/18*

*Approved January 9, 2019*

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**III. GENERAL BUSINESS**

A. Public Minutes:

- December 5, 2018

*Mrs. Harrison made a motion to approve the public minutes of December 5, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

**IV. REPORTS**

A. Business Administrator's Report

Mr. Izbicki provided the financial report to the School Board.

- FY20 Budget Update

Mr. Izbicki provided an update on the FY20 budget and noted the Budget Committee reduced the budget by \$240,000.

- FY20 Default Budget

Mr. Izbicki indicated that after completing the default budget calculations and reviewing those calculations to ensure the budget is accurate, the FY20 Default Budget is \$24,000 lower than the Recommended Budget. He noted that no increases in salaries or transportation are included in the default budget.

Mr. Izbicki commented that the State Stabilization Fund will decrease over several years and will impact the district budget. He noted that the estimated tax impact over several years would be \$0.24 on the tax rate, which means the budget will increase even if it is level funded.

Mr. Izbicki reported that he and Dr. Jette met with the representatives from First Student to discuss negotiation of the transportation contract. He indicated that they are working and reviewing the contract language and will send it over to First Student for their review.

Mr. Izbicki reported on the security projects for LMS and CHS. The district submitted two applications for the State Infrastructure Grant. Both the applications for CHS and LMS were recommended. The CHS grant will be funded at 80%; however, the LMS grant will only be funded at \$100,000, which is not enough to cover the project.

B. FY20 Warrant Articles

Mr. Izbicki provided the 2019 School District draft warrant to the School Board. School Board members reviewed the warrant articles and provided recommendations.

Article 1: FY20 Proposed Budget

*Mrs. Harrison made a motion to recommend Article 1. Mr. Meyers seconded. The motion carried 5-0-0.*

Article 2: LEA Collective Bargaining Agreement

*Mrs. Harrison made a motion to recommend Article 2. Mrs. Hershberger seconded. The motion carried 5-0-0.*

Article 3: LSSA Collective Bargaining Agreement

This article is on hold as there is no tentative agreement at this time.

Article 4: LMS Part Time Enrichment Tutor

*Mr. Meyers made a motion to recommend Article 4. Mrs. Harrison seconded. The motion carried 5-0-0.*

Article 5: LMS Part Time Math Tutor

*Mrs. Harrison made a motion to recommend Article 5. Mr. Meyers seconded. The motion carried 5-0-0.*

Article 6: Creation of Personnel Hiring Expendable Trust Fund

*Mr. Bourque made a motion to recommend Article 6. Mrs. Harrison seconded. The motion carried 5-0-0.*

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Article 7: Building Maintenance Capital Reserve Fund

Mrs. Harrison suggested a cap or goal be placed on this fund and that the district stop requesting funds once the goal is reached.

Dr. Jette commented that is a question for the Capital Planning Committee to address.

***Mrs. Harrison made a motion to recommend Article 7. Mrs. Hershberger seconded. The motion carried 5-0-0.***

Dr. Jette asked Board members if they would like to add an article after the LEA Collective Bargaining article for a special meeting in the event the teachers' contract fails.

***Mr. Meyers made a motion to recommend the addition of the suggested article. Mr. Bourque seconded for discussion.***

Mr. Bourque commented he does not support adding an article for a special meeting because he believes that the Board has negotiated a contract with the LEA in good faith.

Mr. Meyers agreed with Mr. Bourque. He commented not having this article will give us the option to request a special meeting from the courts.

***Mr. Meyers withdrew his motion. Mr. Bourque withdrew his second.***

**V. OLD OR UNFINISHED BUSINESS**

**A. CHS Robotics Handbook**

The CHS Robotics Handbook has been revised to address the concerns of the School Board. Approval of the handbook is required.

***Mrs. Harrison made a motion to approve the CHS Robotics Handbook as revised. Mr. Meyers seconded. The motion carried 5-0-0.***

**B. Policies:**

- FF, Naming of Facilities

Dr. Jette indicated that the policy has been revised to reflect School Board suggestions. He noted the process has been clarified and the policy language has a better flow.

Mr. Meyers commented he understood the pre-existing buildings language was stricken from the policy.

Mr. Bourque indicated that the policy does reflect the Board has the final option on naming a building.

Dr. Jette commented the history shows that when the land for CHS was purchased an addendum to the deed states if a school is built on the land that it would be named after Percy Campbell. He reported that GMS was renamed Griffin Memorial School in 1971 due to the donation of land from relatives of the Griffin family. He noted with the language in the policy a future Board would have to decide on a request for naming a facility.

Mrs. Hershberger asked for a definition of the core areas. She asked if building level approval is by the principal exclusively and suggested adding volunteers and community leaders to the dedication definition.

Mrs. Harrison asked if the proposal to name the auditorium after Phil Martin can be expedited since the time the policy was introduced to the Board.

Mr. Bourque believes the proposal should still go through the process as a paper trail is needed.

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Review:

- KCD, Public Gifts and Donations

This policy is being provided for the School Board because an interest was raised regarding contributions for naming rights for school facilities. This is only provided as a reference.

**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 made by Mrs. Harrison, the School Board entered non-public session at 8:30 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. Mr. Bourque 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 Mr. Bourque, the Board returned to public session at 9:20 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**

*Mr. Bourque made a motion to adjourn the meeting at 9:20 p.m. Mr. Meyers seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board