

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 February 20, 2019

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
Cory Izbicki, Business Administrator
Michele E. Flynn, Administrative Assistant

I. PUBLIC HEARING

6:00 p.m.

Acceptance of Unanticipated Funds (Donation), RSA 198:20-b

Minutes of Public Hearing are written under separate cover.

II. PUBLIC SESSION

A. Call to Order

Mr. Bourque called the meeting to order at 6:22 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 February 6, 2019:

Mr. Meyers made a motion to approve the non-public minutes of January 23, 2019. Mrs. MacDonald seconded. The motion carried 4-0-1, with Mrs. Hershberger abstaining.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Proposed New Town Meeting Set Up

Dr. Jette presented to the School Board a proposed new set up design for the Annual Town and School District meetings. He indicated that he is looking to improve the set up for the annual meetings. He explained currently the back wall of the stage is used to project presentations with a projector that is on a cart and it is difficult for the audience to see what is projected. He noted that a projector will be mounted to the ceiling and the screen can be used for better viewing by the audience. On stage, there will be a podium for the Moderator on one side and a podium for speakers on the other side. The clerk and legal counsel will be near the Moderator and the Chair of the School Board and Budget Committee will be near the podium on the other side. Board and Committee members, along with administrators will be in the first rows on the floor and can come to the podium to speak when necessary.

School Board members were in agreement with the plan.

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)

- ALICE Implementation

Dr. Jette informed the School Board of the Community Meeting planned to inform parents, staff, community members about implementation of the ALICE protocols in the schools, which will be held at CHS in the auditorium on March 20, 2019 at 6:00 pm.

Dr. Jette provided to the School Board draft documents regarding the timeline and steps for the implementation of the ALICE emergency response drill. He explained the timeline proposes when and how we get to where we want to be to roll out the plan. He indicated that the police and fire departments will be at the meeting to explain protocols and answer any questions about the protocols.

Mr. Meyers asked if the district is planning any active drills.

Dr. Jette indicated that active drills have not yet been discussed; however, scenario based drills that are age appropriate will be utilized. He noted that the district hopes to receive input from the community at the meeting. He reported that a web announcement is planned, a parent letter to announce the meeting that contains details about what is planned and guides for staff on how to utilize the scenario based drills with students. He commented the staff will be briefed on the protocols during staff meetings at each school prior to the community meeting.

- Litchfield Emergency Preparedness Parent Letter

Dr. Jette discussed with the School Board an emergency preparedness parent letter that should be sent home annually with all students. He indicated this is what we use to inform parents of our emergency response situations and guidelines for parents to follow in case of an emergency.

Mrs. MacDonald asked if there are flip charts for each room in the schools.

Dr. Jette indicated that the SAU is working on revising the flip charts.

Mr. Bourque commented flip charts are good for reference, but staff people should educate themselves on the information.

Mr. Izbicki mentioned there is certification online that is required to be completed annually.

Mr. Bourque suggested that Litchfield join with another district who may be planning an active scenario.

Dr. Jette reported that the district has planned a provision for new teachers to be certified and a staff member will be trained as an ALICE trainer.

School Board members agreed with scheduling a community meeting on March 20.

H. Community Forum

There was no public input.

I. School Board Comments

- Volunteer Handbook

Mr. Bourque mentioned that there was a question about volunteers that bring a child with them while they are at GMS running the school store. He indicated in the volunteer handbook it states that volunteers should make child care arrangements if they plan to volunteer at a school. He commented that the requirement ties the hands of parents with respect to child care. He suggested that an exception be made in the handbook for this volunteer opportunity.

Mr. Bourque mentioned that the handbook also states volunteers serve under the supervision of the School Board and suggested to revise the section so that all volunteers shall serve under supervision of the Superintendent or Principal. He asked the Superintendent to check with Primex to determine if volunteers are covered under the district's liability insurance.

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)

Dr. Jette agreed exceptions can be made by the principal on a case by case basis or by the Superintendent with respect to volunteers who do not have child care for the younger children. He indicated principals should consult with the SAU with regard to insurance questions. He noted that the handbook will be revised according to the Board's suggestions.

- Response to HLN Article Deliberative Session

Mr. Bourque announced that a response from the Chair and Vice Chair was sent to the HLN with regard to clarification of some statements made in the February 15, 2019 HLN article entitled "Litchfield School Deliberative Poorly Attended". He mentioned that Mrs. Flynn and Mrs. Harrison noticed inaccuracies in the article that were clarified in a letter to the editor.

II. GENERAL BUSINESS

A. Public Minutes:

- February 6, 2019

Mrs. Harrison made a motion to approve the public minutes of February 6, 2019. Mrs. MacDonald seconded. The motion carried 5-0-0.

- February 9, 2019

Mrs. Harrison made a motion to approve the public minutes of February 9, 2019. Mrs. MacDonald seconded. The motion carried 5-0-0.

- Budget Transfers

Mrs. Harrison made a motion to approve the Jan-Feb 2019 budget transfers. Mr. Meyers seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Report

Mr. Izbicki provided the district financial and facilities report to the Board. He reported:

- the GMS vestibule project is approaching completion and the CHS vestibule project should be completed in the summer;
- the grant award for the LMS entrance project was capped at \$100,000 and a discussion is needed to determine where the remaining funding will come from; an extension was filed with the State to retain the funds until December 2020;
- a drinking water lead test was completed on all water in the district, which was mandated in February 2018 by the State; all test results are below the State standards and will be retested every five years;
- the district received some funding to install water bottle refill stations in the schools;
- the full day kindergarten project is officially closed;
- the unassigned fund balance is trending high at this time; however, it is still too early in the year to project the balance as many things will change;
- Food Service currently shows a loss, but investment is going into the program and will recover going forward;
- plans were discussed to start a morning coffee bar at the high school;
- audit recommendations were noted for student activity funds, which are being reviewed and addressed.

IV. OLD OR UNFINISHED BUSINESS

A. 2018-2021 School District Goals

Dr. Jette presented to the School Board the final goals and indicators for the district for approval. The goal document has not yet been approved by the School Board.

Mrs. Harrison commented that she has reviewed and shared the Shaker Regional School District strategic plan with Board members. She indicated that it has clear mission statements and indicators with actions for teachers,

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)

administrators, and staff. She suggested work begin on crafting a strategic plan rather than goals as a strategic plan has a longer vision.

Mr. Bourque indicated that a strategic plan can be drafted.

Mrs. Flynn indicated that the district had a strategic plan under a former Superintendent and that attainable goals are still needed for direction and guidance.

Dr. Jette indicated Mrs. Flynn developed an informational chart and we can look at expanding the goals in a strategic plan.

Mrs. Hershberger commented that the Shaker district used a committee to develop their plan.

Dr. Jette indicated that he has been meeting with a parent group and discussing ideas on how to improve things in the district.

Mr. Meyers commented the strategic plan is a very large document and asked how often staff members review it. He believes a better vision is needed for our facilities.

Mrs. Harrison commented that we should be proactive rather than reactive.

Mr. Bourque commented that funds are needed to accomplish a strategic plan as well.

Mr. Bourque made a motion to approve the 2018-2021 School District goals. Mrs. Hershberger seconded. The motion carried 5-0-0.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

VII. 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 into non-public session at 7:12 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. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Harrison, the Board returned to public session at 8:44 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.

IX. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 8:44 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

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)

Michele E. Flynn
Administrative Assistant to the School Board