

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 22, 2017

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Tom Lecklider, Principal, LMS
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

D. Summary of Non-Public Actions: from February 8, 2017: *No Non-Public Session was held.*

E. Presentations & Recognitions

- E³ Recognition Awards:
 - Chris Rooney
 - Steve Fraser

Mr. Bourque presented E³ Awards to Christine Rooney for donating her time to provide CPR training to 20 staff members and for being a Champion for Health and Wellness at LMS, and to Steve Fraser for dedicating his time and taking the lead to support programming at LMS and for his Support Leadership.

Mr. Lecklider made the following statements:

He thanked the Board for recognizing these two distinguished professionals. Ms. Rooney came to LMS 8 years ago from the Jaffrey School District. She is the Health teacher at LMS and started a new health program. She brought much experience to our school and is a wise educator. She has had tremendous life experience as a veteran and brings that into the classroom, bringing lessons to life for the students. She has brought LMS far training the staff in CPR and most recently training over 20 staff members that were not previously trained.

Mr. Fraser has been at LMS for 3 years and is passionate about technology. He came to LMS when we transitioned to a computer literacy class. He is more of a facilitator and coach. He keeps students busy, engaged and learning. In addition, Mr. Fraser is talented at training people. He provided a presentation of Google Classroom for teachers and this fall he stepped forward as the drama club advisor.

Mr. Bourque commented that it is wonderful to publicly recognize individuals for the work.

F. Correspondence

There was no correspondence.

G Community Forum

There was no public input.

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H. Superintendent's Comments

- Draft Warrant Article Explanations

Mr. O'Neill mentioned that up until the last few recent years, the District has published warrant article explanations to provide the voters with an understanding of the article language. He indicated he would like to revive that practice with feedback from the Board upon review of the draft explanations provided. Mr. O'Neill reported there was a question about the ballot. He indicated he would like to clarify that people writing names in on the ballot do so in the appropriate place.

Mr. O'Neill mentioned that next week is winter break and there is no school. He commented people are looking forward to enjoying the weather. He noted there is much going on inside the district with meetings, work with the election and budgets.

The School Board reviewed the warrant article explanations and suggested some revisions. Mr. O'Neill indicated that the edits will be applied to the warrant article explanations and they will be sent to the Board for final review. He commented that these explanations will be inserted in the HLN and posted on the website.

I. School Board Comments

Mr. Bourque acknowledged that many parents would like to know the date for high school graduation. He indicated that we have had more snow days since the last Board meeting and as it stands, graduation may be schedule on June 16.

Mr. O'Neill commented that the law states seniors can attend school five days less than the other students. He indicated that instruction time goes by hours as well as days and graduation can commence as long as the school meets the guidelines for instructional hours. He noted that an analysis was completed last year and we found that CHS had more hours than required and was allowed to have graduation occur as scheduled; however, he is hesitant to make any guarantees.

Mr. Bourque commented with the six snow days the schools have had the last day of school is now June 22 and graduation would be on June 16, but the date is not concrete at this time.

Mr. O'Neill indicated that Mr. Bourque is correct, but he does not want to commit to that at this time.

Mr. Bourque mentioned that Blizzard Bags were brought to his attention. He indicated there has been much discussion on this topic. He suggested considering allowing an online "school day" for teachers and students for snow days for the upcoming year.

Mrs. Izbicki commented that the district should move to the hours model for instructional time instead of days. She indicated that the days model creates much stress that is affecting the students.

Mr. O'Neill indicated that we can look into those options. He commented using technology to deliver instruction at home when students are not in school should be considered. He noted we should look into what point in time we can transition to that model.

II. CONSENT AGENDA

A. Public Minutes of:

- January 25, 2017

Mrs. Izbicki made a motion to approve the public minutes of January 25, 2017. Mrs. Lepore seconded. The motion carried 5-0-0

- February 8, 2017 (non-meeting)

Minutes for February 8, 2017 do not have to be approved since there was no quorum.

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B. Budget Transfers

Budget transfers from November 2016 and January 2017 are required to have approval from the Board.

Mr. Barka made a motion to approve the November 2016 budget transfers. Mrs. Izbicki seconded. The motion carried 5-0-0.

Mrs. Lepore made a motion to approve the January 2017 budget transfers. Mrs. Izbicki seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Report

Mr. Markiewicz provided a financial report to the Board. He commented that he included a summary of the 2017 operating budget in the report to give Board members an idea of the encumbrances outside of salaries and benefits. He reported that operating expenses total \$4.5M, which is approximately 22% of the budget. He indicated it is difficult to go through the budget to decide what an operating expense is and what is discretionary spending. Mr. Markiewicz commented the only real discretionary spending in the budget is supplies because all others are "must have" items. He indicated when you look at a budget of \$22M you can say less than \$1M is totally discretionary.

- Transportation

Mr. Markiewicz reported that the district has received updated ridership from First Student. He indicated some changes may need to be made for buses arriving late to school. He commented he will have a conversation with the school administration about making changes.

Mrs. Harrison asked if the district has communication for parents if buses are late in the morning.

Mr. Markiewicz indicated the district does not have a communication system for transportation notification. He commented that the bus company is supposed to notify the individual principals of buses arriving late.

Mr. O'Neill commented that the district uses Blackboard for notification to parents regarding other events and alerts. He asked if it has ever been used to notify parents of buses being late.

Mr. Markiewicz mentioned that has been done, but part of the problem is the communication of the bus company to the schools. He indicated there is an app, which runs by gps, that can be downloaded by parents to track the buses. He noted that Londonderry has been using the app.

- Snowplowing

Mr. Markiewicz commented that we have had some difficult storms. He commended Ed Dalton, Dalton Farms, for his work plowing the schools. He mentioned this is the third year of a three year contract. He indicated it is nice to have someone local that can do the job and Mr. Dalton does a good job for the district.

- Building Assessment

Mr. Markiewicz reported the final report will be received at the end of March and will be provided to the School Board.

- Buildings and Grounds

Mr. Markiewicz reported that a Request for Quotes was posted for lawn mowing and trimming at all three schools. He indicated we have two vacancies in the Grounds Department and the fields need to be mowed, trimmed and maintained once spring arrives.

- Food Service

Mr. Markiewicz mentioned that a survey was sent to parents, staff and students regarding the school lunch choices. He commented results are being received. He reported that the district has to complete an application for what we are reimbursed compared to what we should have been reimbursed for free and reduced lunches and at this time we have a \$0.22 credit. He indicated there will be no lunch price increase.

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B. E-Rate Proposal

Mr. Markiewicz indicated that Mr. Pelletier is proposing to use E-Rate funds for a cabling solution for the connectivity to the portable classrooms. He reported that the district has an E-Rate balance of approximately \$30,000 and expects another \$30,000 to \$40,000 that will be coming.

Mr. Bourque asked if LMS is currently having problems. Mr. Markiewicz commented that the cable is corroding and part of the upgrade involves bandwidth and cannot go underground.

Mr. Barka asked about the cost for underground cabling. Mr. Markiewicz commented the excavation would be going under the portables and may disrupt the classes.

Mrs. Harrison commented that she is wondering how close we are to removing the portables. Mr. Barka commented we are not close. He indicated in order to move the students inside the building we need six rooms and a bathroom.

Mr. O'Neill commented if we have an expanding population we may be able to use impact fees to add the rooms.

Mr. Barka suggested inquiring about what the district would have for impact fees once the subdivision is built off of Page Road.

Mr. O'Neill commented that we need to start supporting the infrastructure in the state and part of that is our schools. He indicated it is important to have some reimbursement from the state.

Mr. Bourque requested a cost estimate for digging a new trench for the cables.

C. Enrollment Report – Jan 2017

The January 2017 enrollment report was provided for the Board.

D. Committee Reports

- PERC

Mrs. Harrison reported that PERC met today and they are evaluating a math program.

Mrs. Izbicki asked if teachers will give feedback.

Mrs. Harrison indicated that teachers will provide feedback. She noted a survey is being developed at GMS and teachers at CHS have already completed an evaluation form.

VI. NEW BUSINESS

A. Facility Policy Discussion

- Facility Issue

Mr. O'Neill commented that fee and access issues have been raised recently and there is a need for a discussion regarding an update to the Facilities Use policy and fee schedule. He indicated with the non-profit groups, such as the Boy Scouts, we feel it is necessary more clear about charges and fees for custodial coverage. He noted there are events in the evenings and on weekends when no custodian is on duty and we there are several requests for weekend events. Mr. O'Neill indicated that it is necessary to take a look at the policy and be more clear about expectations for non-profit organizations. He added a waiver is a possibility, but it has to be equitable.

Mr. O'Neill informed the Board that clarifying changes were made to the facility use policy for discussion. He asked the Board to review the policy and provide feedback at the next meeting. He offered to invite some of the non-profit organizations to give some perspective, if the Board so wishes.

Mr. O'Neill indicated events that occur at the facilities require custodians on site and overtime has to be charged or waived. HE noted the district is required to pay that overtime to the employee.

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Mr. Markiewicz explained that we do not budget for these events because they are unknown. He commented that if there is no custodian on duty there could be liability issues (for example, someone could leave a sink faucet running or windows left open). He indicated that when an event requires kitchen use a food service employee is required to be on site. He noted it is a huge liability when allowing the building to be used when some things are required to be shut off.

Mr. Barka asked about adjusting the schedule to accommodate weekends (i.e Sun-Thur shift). Mr. Markiewicz indicated that it would be complicated as that is changing work conditions.

Liabilities were discussed by the Board, Business Administrator and Superintendent. Mr. O'Neill acknowledged that people look at the school buildings as community structures for them to access. He commented that it is important to look at the liabilities.

The policy will be revisited by the Board at the following meeting.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Nate Cooper, CHS Social Studies teacher and LEA President, thanked everyone for their hard work. He reminded community members to vote on March 14. He encouraged anyone that wants to learn about the warrant articles or the budget to visit the district website or social media. He is hoping for a good turnout at the polls.

VII. 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 School Board entered into non-public session at 7:20 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; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Harrison, the Board returned to public session at 8:06 p.m. Mrs. Izbicki seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

IX. ADJOURN

Mrs. Harrison made a motion to adjourn at 8:06 p.m. Mrs. Izbicki seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board