

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 6, 2019

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
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
William Lonergan, Principal CHS
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:02 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 January 23, 2019:

Mrs. Harrison made a motion to approve the non-public minutes of January 9, 2019. Mrs. MacDonald seconded. The motion carried 4-0-0.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Deliberative Session Preparation
 - Moderator Review of Warrant Articles Presentation
 - John Regan

Mr. Regan came before the Board to discuss the presentation of warrant articles at the School District Deliberative Session. The Board explained that Article 1 will be amended at Deliberative Session to reduce the amount of the operating budget; Article 6 is pending Board recommendation; and the language in Article 5 will be amended as advised by legal counsel.

- Deliberative Presentation Points

Board members reviewed the draft presentation for Deliberative Session and provided input regarding presentation points. Dr. Jette reviewed the presentation for Deliberative Session with the Board.

Mr. Bourque mentioned he spent time with Dr. Jette and Mr. Izbicki regarding the rebuttal for the petitioned article. He commented that he will present a comparison of the percentage of increases between the town and school

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budgets. He indicated that a tax cap would be detrimental to the school district. He noted districts with tax caps are doing poorly.

- Appointment of District Truancy Officer
 - RSA 189:34
 - JH, Student Attendance, Absenteeism and Truancy

Dr. Jette asked the School Board to appoint a truancy officer for the district according to the RSA and Policy JH. He nominated Mrs. Bandurski, Director of Special Services.

Mr. Bourque made a motion to appoint Devin Bandurski, Director of Special Services, as truancy officer for the school district. Mr. Meyers seconded. The motion carried 5-0-0.

Dr. Jette noted that the policy will be brought back to the Board after it has been reviewed.

- 2019-2020 District Calendar Draft Discussion
 - 1) 2019-20 Calendar Draft (Contract Approved)
 - 2) 2019-20 Calendar Draft (No Contract)
 - 3) Snow Days

The calendar was left on the agenda for Board member input. Dr. Jette also informed the Board about how the District handles snow days.

Mrs. Hershberger asked how April vacation is determined. Dr. Jette indicated that Litchfield follows the vocational school calendars so the students do not miss instructional time.

- Follow Up to School Board Inquiries
 - Sophomore and Senior Projects

Dr. Jette presented further information provided by CHS Administration regarding project timelines and project descriptions.

Mr. Lonergan indicated the CHS website has been updated to reflect more current information regarding the projects.

- Exterior Door Numbers

Dr. Jette reported to the Board about the status of exterior doors that are numbered in each school. He commented that exterior doors are numbered on the outside of the building at all schools. He indicated the inside of the doors are numbered at GMS and CHS and will be completed soon at LMS.

- SNAP Fundraiser

Jarod Mills, CHS Athletic Director, was present to answer School Board member questions regarding the SNAP fundraiser. He explained that this is an online based fundraiser where the student athletes email people they know asking for donations to the program. He indicated this eliminates many other different fundraisers. He noted that athletics raises money for items not included in the budget.

Board members were concerned about the students' email security and email address retention of the donors.

Mr. Mills explained emails are sent and encrypted and a link to the fundraiser is embedded in the email. He noted email addresses are not retained after a donation is made. He indicated the only way to get to the fundraiser is through the link in the email. He commented more than 77% of the students participate. He reported a large portion of what is raised goes to the school and they company handles the transactions for which they deduct a service fee. He mentioned if anyone buys Campbell gear from this site the funds go to the school as well.

Board members voiced concerns with the number of fundraisers in which students participate.

Mr. Bourque made a motion to approve the SNAP fundraiser presented by the CHS Athletic Director. Mrs. MacDonald seconded. The motion carried 5-0-0.

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- Bus Purchase

Dr. Jette informed the School Board about the buses that are being purchased by First Student to be used for district transportation. He reported that he, Mr. Izbicki, Mrs. Flynn and Ms. Bielawski toured a bus that First Student brought to the SAU. He indicated it was a 2020 bus with a more sloped hood, swing arm in front, double insulated floor, windows a bit larger and slightly tinted, all LED lighting in the bus, enhancements to driver pre-check with a digital tool that records each step in the pre-check, also motion sensors on the buses in the event someone is left on the bus, a PA system, and acoustic ceilings. He noted all buses will have cameras.

Mr. Izbicki indicated that First View bus tracking software will be used and the district will have access to the dashboard.

H. Community Forum

There was no public input.

I. School Board Comments

- Report on NHSBA Delegates Assembly
 - C Harrison

Mrs. Harrison provided a report regarding the delegates' assembly. She shared information from a presentation by the Shaker School District, who talked about improvements they are making in their district. She indicated they created a five year action plan based on public input from community conversations. She noted their Board meetings are quick and efficient. She commented the message was that culture change is key to improving learning. Mrs. Harrison indicated they are advocating for mental health and social-emotional learning.

Dr. Jette mentioned that Merrimack has partnered with Hudson, Pelham and Salem to advocate for mental health and social-emotional learning. He indicated that he was asked at the prior Superintendent's meeting, if Litchfield can become part of their collaborative.

Mrs. Harrison reported the assembly voted for proposed and continuing resolutions. She indicated Litchfield's resolution was well-received. She noted Merrimack Valley proposed an amendment to the resolution stating if the State Board of Education does not find in favor of the local School Board, then State should pay the tuition of the student going to a school that is out of district.

II. GENERAL BUSINESS

A. Public Minutes:

- January 23, 2019

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

III. REPORTS

A. Curriculum Report

Ms. Widman provided the curriculum report for the School Board. She reported the faculty wrapped up a book study, which was very successful and voted on a district hashtag for learning. The Grading and Reporting group is dedicated to revision of Work Study Practices.

B. Preparation for Assessments

Ms. Widman provided a presentation on district assessments and led a discussion with the Principals regarding assessment test preparations, which included some reading, writing and math examples from Grades 3, 7 and 11.

What are we doing to prepare our students?

At GMS and LMS

- Swapped out winter benchmarking in grades 3-8 to practice with the NHSAS system
- Looking at the glitches in the system to prepare smoother practice

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- Looking at the specific question style and content in samples to ensure content and skills alignment
- Reviewing interim data in grade level teams.

At CHS

- All students in grades 9-11 took the PSAT in the fall
- Data Team and teacher groups looking at trends in the data to gather instructional feedback
- Beginning to look at PSAT data as compared to SAT data for actionable trends
- Using Khan Academy to individualize student practice
- Working to get actual question analysis from college board to provide further specificity into what is being missed.

C. Principals Reports

Principals provided reports for the School Board.

- GMS

Mr. Thompson shared the following topics with the Board.

- Donation of Audiometer

GMS received a donation of an Audiometer from Mr. Marc Cloutier for which we are grateful.

- Kindergarten Aimsweb Results

The full day program is showing positive results in our AIMSweb winter math and reading assessments. With the half day program, many incoming first graders struggled with basic math and reading skills. Also, with the half day program, when compared with a national cohort our students have actually lagged behind the national norms. In Fall 2018, 26% of students were in the top two percentiles; in Winter 35% are in the top two percentiles; our mean score is above the national average in math and reading, although it seems we have not progressed well in reading.

- LMS

Mr. Lecklider recognized staff at LMS and shared the following topics with the Board.

- Sweethearts and Heroes Program

This is a new program that is made up of a team of 3 individuals who bring a message of compassion, empathy, hope, overcoming adversity, and core values to schools. Speakers share their personal experiences with students about the impact bullying has on our schools, neighborhoods and individuals. This is a one day assembly for grades 5/6 and 7/8. The team has breakout sessions with the students in the afternoon, works with the teachers after school and presents to parents in the evening. The assembly is scheduled for March 28.-

- SAS Interim Assessment

LMS is at a great mid-year checkpoint for the students. All students take the SAS test in the spring. With the interim assessment we see the questions and answers immediately to enable the faculty to assess the data. The challenge is the timing of each area and the staff done much to make this work for the students.

- CHS

Mr. Lonergan recognized faculty members who presented during professional development and shared the following topics with the Board.

- CHS Course Selection Process and Scheduling

The Program of Studies is completed and approved, and available online to high school students. The Program of Studies is printed for grade 8 students. An elective fair was held this year where students talked to teachers about their elective courses. Students are meeting with counselors by grade level. Counselors from CHS will meet with grade 8 students on February 14. Students will meet with the Head of Guidance on March 14 about course selections. Administration will meet with Dr. Jette and Ms. Widman about course assignments and courses to run in April. Schedules are anticipated to be ready by the end of the school year.

- Status of CHS Recycling Program

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The paper recycler has gone out of business and we do not have a storage solution for the paper. There are paper recycling challenges nationally. CHS Recycling will still collect plastic and metal.

D. Dining Services Reimbursement Report

Dr. Jette shared food service meal reimbursement counts with the School Board. He reported the numbers of meals served continues to be positive and increase.

E. Enrollment Report

Dr. Jette shared the January 2019 Enrollment report with the School Board. He reported there are 1,311 students enrolled in the schools, which is a net increase of four students in January.

Mr. Meyers suggested if the declining enrollment will have an impact to high school programming the Board and District should discuss switching to trimesters instead of semesters.

F. 2018 Audit

Mr. Izbicki shared the 2018 Auditor's report with the School Board.

V. MANIFEST

The manifest was reviewed and signed by the School 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 8:35 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. Meyers 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 made by Mrs. MacDonald, the School Board returned to public session at 9:15 p.m. 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. ADJOURN

Mrs. MacDonald made a motion to adjourn at 9:15 p.m. Mr. Bourque seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board