

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

Draft Minutes for March 20, 2019

COMMUNITY INFORMATION MEETING – ALICE IMPLEMENTATION

6:00 p.m.

Location: CHS Auditorium

The Litchfield School District, in partnership with the School Board, Police and Fire Departments, will present information to parents, staff and community members with regard to the Fall implementation of ALICE protocols in the Litchfield schools.

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 SESSION

7:00 p.m.

A. Call to Order

Dr. Jette called the meeting to order at 7:20 p.m. and will facilitate until a Chair is approved.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. School Board Reorganization:

- Welcome New or Re-elected Members

Dr. Jette welcomed back Brian Bourque and Christina Harrison to the School Board.

- Nominations for Chair

Dr. Jette asked for nominations for Board Chair. Once elected, the Chair will preside over the remainder of the meeting.

Mrs. Hershberger made a motion to nominate Brian Bourque as Chair. Mrs. MacDonald seconded.

Mrs. Hershberger commented both Mr. Bourque and Mrs. Harrison work well as a team. She mentioned that Mrs. Harrison has proven to be a leader and there should be some discussion of a succession plan.

The motion carried 5-0-0.

- Nominations for Vice Chair

Mr. Bourque asked for nominations for Vice Chair. Tina does excellent job – think she could easily assume the position

Mrs. Hershberger made a motion to nominate Christina Harrison as Vice Chair. Mrs. MacDonald seconded. The motion carried 5-0-0.

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- Signing of the Code of Ethics and Code of Conduct

School Board members signed the School Board Code of Ethics and School Board Code of Conduct.

- Committee Assignments

School Board members volunteered for committee assignments: Budget Committee, Capital Planning Committee, Joint Loss Management Committee, Technology Committee, PERC, Wellness Committee, LEA & LSSA Negotiations Committees.

NHSBA Information for School Board Members

Dr. Jette provided information for Board members with regard to Staff Non-Renewals and Non-Public Sessions. He indicated that there is much good information for Board members regarding re-nomination of teaching staff, hearing procedures, grievance procedures, practice pointers and how to avoid specific situation. He noted that our Board is aligned with these practices

Dr. Jette indicated that the information regarding non-public meetings includes what can be discussed and what cannot be discussed in non-public session. He noted information includes the right to know law, minutes, access to meetings, emergency meetings and records exempt from public exposure, remedies, and violations of confidentiality. He commented that these are good annual reminders for Board members.

E. Summary of Non-Public Actions from March 6, 2019:

Mrs. Harrison made a motion to approve the non-public minutes of February 6 and 20, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

Mr. Meyers made a motion to accept the resignation of Catherine McPhee, LMS teacher, who will retire at the end of the school year. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Mary Lou Saxton, GMS Special Education teacher, who will retire at the end of the school year. Mrs. Harrison seconded. The motion carried 5-0-0.

F. Presentations and Recognitions

There were no presentations or recognitions.

G. Correspondence

There was no correspondence.

H. Superintendent's Comments

- 2019-2020 School Calendar

Dr. Jette provided a draft of the 2019-2020 School District calendar to the School Board for discussion and / or approval. He indicated that the start of school is according to policy since the teacher contract was not approved. He noted the LEA has reviewed the calendar and has no objections. He noted the calendar does not include any delayed opening.

Mrs. Harrison commented that a staff member asked if there has ever been public input on the school calendar. She indicated that the district should look into having public input on the calendar going forward. She asked if the calendar can be prepared a year in advance as parents are asking about vacation time during the year.

Mr. Bourque commented that if people would like to eliminate one of the vacation weeks (February or April) to have just one in March students would get out of school earlier.

Dr. Jette indicated that the calendar can be drafted earlier in the year for parental feedback.

Mr. Bourque acknowledged that people plan to travel for high school graduation, but it is difficult to determine a date so far in advance.

- CHS Graduation Date

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Dr. Jette proposed June 14, 2019 as the high school graduation date. He indicated the current last day of school is June 20, 2019, which is the 180th day.

Mrs. Harrison made a motion to approve June 14, 2019 as the graduation date for CHS. Mrs. MacDonald seconded. The motion carried 5-0-0.

- NH Music Educators Association Hall of Fame Induction

Dr. Jette announced to the School Board that Phil Martin has been inducted in the NHMEA Hall of Fame.

- ConVal Funding Lawsuit

Dr. Jette shared a notification received from the NHSBA regarding a lawsuit filed by the ConVal School District relative to inadequate education funding. He recommended that the Board keep on top of the outcome.

Mrs. Hershberger commented that State education funding is \$3600 per students and we set out tuition at \$13,000. She asked if the difference is what the State is not funding.

Mr. Bourque commented ConVal believes the State should provide funding closer to \$10,000 per student.

Dr. Jette indicated the money is what is driving the adequacy. He mentioned that he was contact about tuition for an out of district elementary student. He noted the DOE 25 reflects our cost per pupil at GMS is approximately \$17,000 per student and the State only funds a small portion of it. He explained that discrepancy is why there is a lawsuit. Dr. Jette commented that Representative Boehm has provided assistance to help us understand what has and will be happening at the State level.

- Follow Up to School Board Inquiries
 - Great East Festival Breakdown of Cost

Dr. Jette provided the School Board with a cost breakdown of the trip following the Great East Festival. He commented that the concern of the Board was the cost to participate for GMS. He explained that Mr. Thompson explained the cost is due to the festival and that is what GMS is charged to participate. The PTO offered to contribute \$14 per student and the cost to go to Canobie Lake is embedded in the total cost of \$60. Dr. Jette commented \$32 per student is the cost to participate in the Great East festival, which includes location cost, judges stipends and instruction; and \$28 is the cost for Canobie Lake admission. He indicated transportation is covered in the budget. He noted LMS does not travel to the festival as they provide an in-house festival that judges attend.

Mrs. Harrison commented in the past the PTO fundraises and gives money back to the chorus program, but is not doing it this year.

Mr. Bourque commented he did not realize that there was a cost after a fee and that this should be included in the budget. He indicated that the in-house festival performed at LMS may be a better approach.

Dr. Jette commented the company (Great East) has changed and is operated differently than past years. He indicated that including the total fees for the festival in the budget will be examined in the fall. He asked the Board for recommendations if the festival has grown and the costs are increasing.

Mr. Bourque commented that there needs to be some solution to decrease the costs for GMS. He suggested examining costs for an in-house festival with a field trip to Canobie.

I. Community Forum

There was no public input.

J. School Board Comments

Mrs. MacDonald reported that she and Mr. Meyers attended the Special Education conference in Portsmouth. She indicated that she was impressed with the presentation on Trauma Informed Schools, which presented information on the need to understand students using trauma informed views, determining why a student is behaving as they are before coming to a conclusion and the need to look at the whole child. She commented trauma sensitive schools

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provide school support to all students in a holistic way. She noted the speaker emphasized that schools have to be sensitive to students' needs and why they are having an experience. Mrs. MacDonald commented we were the only school district with School Board members, Special Services director, social worker and psychologist in attendance.

Mr. Meyers commented that AIR rooms (alternative intervention rooms), which were mentioned in the presentation, help confront the problems of the trauma inflicted student. He indicated the speakers were good. He pointed out that the slide in the ALICE presentation with regard to disrupting the path of violence by identifying behavior leading up to a potential incident aligns with the presentation on trauma inflicted students.

Mrs. Harrison commented that echoes what the Merrimack School District presented at the Delegates' Assembly. She reported that she attended an Understanding Trauma workshop and discovered more students had gone through trauma than had not. She was surprised at its prevalence.

Mr. Bourque indicated this should be incorporated into ALICE training.

Dr. Jette asked for feedback on the school safety forum from Board members.

Mr. Meyers commented that he was disappointed at the turnout for the presentation.

Mrs. Harrison expressed disappointment with the turnout and suggested summarizing the Emergency letter handed out to attendees.

Mrs. MacDonald indicated that students take the active shooter response topic very seriously.

Mr. Bourque commented once the protocols are ready to roll out the schools will have meetings. He anticipated that people will have more questions.

Mr. Bourque thanked all residents who came out to vote on March 12.

- 2019 Election Results

Results from the 2019 Litchfield School District elections on March 12, 2019 were reviewed by the Board.

Mrs. Harrison commented that she was disappointed Article 2 was not approved. She indicated it puts educators in a difficult position. She noted that she understands voters vote for what they can afford as taxpayers.

Mrs. Hershberger expressed her disappointment as well. She commented that she is confident another agreement can be brought to table with another opportunity for approval of the contract. She indicated that a balance needs to be struck between what town can afford and our need for teachers.

Dr. Jette commented about feedback from voters. He indicated many people skipped Article 2 and did not vote either way.

Mrs. Harrison commented that she heard from some people that the Budget Committee vote was a factor, taxpayers cannot shoulder another tax burden, switching from days to hours was a factor, and longevity increases were too high.

II. GENERAL BUSINESS

A. Public Minutes:

- March 6, 2019

Mr. Meyers made a motion to approve the public minutes of March 6, 2019. Mrs. Hershberger seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Report

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Mr. Izbicki presented the district financial report and reported on business and facility matters in the district.

- FY19 MS-22

The School Board signed the MS-22 for submission to the NH Department of Revenue Association.

IV. NEW BUSINESS

A. School Start Time Task Force

Dr. Jette provided information regarding the establishment of a task force to study the impact and possibility of modifying school start times. He explained that the task force can examine what other districts are doing, as well as the terms in the teacher contracts, and make suggestions or recommendations to the Board. He reviewed the charges of the task force, membership, timeline and decision making process. He provided outcomes from other districts as well. Dr. Jette indicated that a shift to hours vs days will not gain the district much extra time. He commented it is a better exercise to examine start times when factoring in what age groups benefit from earlier or later start times.

Mrs. Harrison agreed with Dr. Jette's proposal and commented that it makes sense.

Mr. Bourque suggested more parents should be on the committee.

Mr. Meyers suggested the athletic director should be included in the membership.

Mrs. Harrison commented part of the research of the committee is surveying parents and community members.

Mrs. Hershberger mentioned that a person who attended the community forum for ALICE felt the middle school should have recess.

Mr. Meyers made a motion to approve the establishment of the School Start Time Task Force, as well as the charges of the committee. Mrs. MacDonald seconded. The motion carried 5-0-0.

B. Policies:

- 2nd Reading:
 - BEDH, Public Participation at School Board Meetings

The policy is ready for a 2nd Reading, which requires approval of the School Board.

Mr. Bourque made a motion to approve policy BEDH, Public Participation at School Board Meetings. Mrs. MacDonald seconded. The motion carried 5-0-0.

V. MANIFEST

The manifest was circulated and signed by the School Board.

VI. PUBLIC INPUT

A. Community Forum

Sue Jozitis, 29 Brenton Street, inquired of the process for naming the CHS auditorium now that the article was approved by the voters.

Mr. Bourque made a motion to name the CHS Auditorium the Philip K. Martin Auditorium. Mrs. Harrison seconded. The motion carried 5-0-0.

The CHS Auditorium is officially named the Philip K. Martin Auditorium.

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 Mr. Bourque, the Board entered into non-public session at 8:52 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)

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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.

VIII. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the Board returned to public session at 11:16 p.m. 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.

IX. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 11:16 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board