

*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 April 17, 2019**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member (*excused*)  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Jason Pelletier, Director of IT  
Michele E. Flynn, Administrative Assistant (*excused*)

**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 April 3, 2019:

*Mr. Meyers made a motion to approve the non-public minutes of March 20, 2019. Mrs. MacDonald seconded. The motion carried 4-0-0.*

E. Presentations and Recognitions

Mr. Bourque announced that three Litchfield School District employees will receive VFW Loyalty Award recognitions on May 3: Carolyn Leite, Angela Dion and Susan Seabrook.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- General Assurances

Dr. Jette reviewed general assurance compliance with the School Board. He indicated general assurances are required for districts that receive federal grants. The Board Chair and Superintendent signed the 2020 General Assurances.

- HB 1612 – Data Security Plans

- Presentation of Data Privacy and Security Governance Manual

Dr. Jette provided an overview of the recently passed law regarding data privacy and security, and an overview of the Governance Manual to the School Board. He suggested the School Board review the manual, which will be presented by Mr. Pelletier in more detail at the May 8 meeting. He explained that the law now requires districts have a data security plan in place by June 30.

Dr. Jette asked Board members to review the Executive Summary provided by the Director of IT, who will provide deeper detail of the manual on May 8.

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Mr. Meyers was concerned that the manual does not allow access for student teachers. He commented that they should be provided digital access as a student teacher will take over the class during their training.

Dr. Jette indicated that he will discuss this with Mr. Pelletier.

Mr. Meyers suggested including Long Term Substitutes in the discussion with Mr. Pelletier.

Mr. Bourque asked if the plan is required to be submitted to the State for approval.

Dr. Jette indicated that the Board is required to approve it. He commented there are things in the manual that will be difficult for people to adapt to. He noted the district has been liberal with access, but will not be able to continue those practices. Dr. Jette indicated that he spoke with Primex who pointed out that digital corruption can be very destructive to a district.

- **GMS Student Make Up Work Proposal**

School Board members requested guidelines be added to the proposal and that it be revisited at this meeting.

Dr. Jette indicated that a clarification was added with regard to students who complete work when they are absent for multiple days. He noted when they bring the work in the teacher may review the work to ensure the student understands it. Dr. Jette indicated options of notification and permission were added to the permission form.

Mrs. Harrison was supportive of the checkbox options on the permission form.

Mr. Bourque asked how many students are impacted that the teachers feel this is necessary.

Dr. Jette indicated that Mr. Thompson stated this is occasional. He commented with the choice of recess time or library time, it balances the recognition that children need to have recess. He noted the fourth grade team has led the way on this and the other teams are looking at it.

Mrs. Harrison asked why there is no option for parental refusal for keeping a student in from recess or taken out of library for makeup work.

Dr. Jette indicated that can be added.

Mr. Meyers suggested adding a clarification to the existing option of notification of a student struggling with a concept.

Dr. Jette commented that the document will be revised and revisited on May 8.

- **School Board Meeting Calendar 2019-2020**

The revised School Board meeting calendar was provided for the School Board to approve. Board members discussed summer meeting dates and decided to move the August 14 meeting to August 21, as well as add a tentative meeting date of August 28, in the event of an enrollment crisis.

***Mr. Meyers made a motion to approve the FY20 School Board meeting calendar with revisions. Mrs. Harrison seconded. The motion carried 4-0-0.***

#### H. Community Forum

There was no public input.

#### I. School Board Comments

Mr. Bourque mentioned outdoor sports are starting and encouraged everyone to support our teams.

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**II. GENERAL BUSINESS**

A. Public Minutes:

- April 3, 2019

*Mrs. Harrison made a motion to approve the public minutes of April 3, 2019 as amended. Mr. Meyers seconded. The motion carried 3-0-1, with Mr. Bourque abstaining.*

**III. REPORTS**

A. Business Administrator's Report

Mr. Izbicki provided the district financial and business report for the School Board. He reported that when making the transfer of funds to the Building Maintenance Capital Reserve Fund in July the balance will be approximately \$284,000. He suggested Board members begin thinking about projects for which the funds can be used. Mr. Izbicki indicated that he included in the report proposed projects and identified items for the year end fund balance, which will be prioritized for the Board. He reported the financial software will be upgraded and the Talent Ed software for Human Resources will be installed and will make it easier for people to apply to district jobs. He noted he will reach out to the auditors for a quote for the audit.

Mr. Bourque asked if contracts are required for projects chosen on the year end funds list.

Mr. Izbicki indicated that the Board would approve the list and the funds would be encumbered by purchase order for next year.

Mr. Meyers asked about the timeline for the State Infrastructure grants. Mr. Izbicki indicated the deadline was April 1.

Mr. Meyers asked about the fence installation at GMS. Mr. Izbicki indicated that he and Mr. Ross will be meeting with the fencing contractor in the morning.

**IV. NEW BUSINESS**

A. Code of Ethics and Code of Conduct for NH Educators

Dr. Jette provided to the School Board a copy of the recently established code of ethics and conduct for educators. He explained that the new document was put into the Ed rules and that he and Mrs. Messenger provided a Professional Development training to the instructional staff at all three schools.

Dr. Jette indicated the Code of Ethics and Code of Conduct has five principles that are enforceable against a teacher's credentials and this applies on and off duty for teachers. He commented there is a difference between employment and credentialing. He explained that credentials, or license to teach, can be impacted if a teacher violates the Code. The district can impose higher expectations on employment (i.e. discipline, termination).

Principles are as follows:

Principle I: Responsibility to Education Profession and Educational Professionals

Principle II: Responsibility to Students

Principle III: Responsibility to School Community

Principle IV: Responsible and Ethical Use of Technology

Principle V: Duty to Report

Violations were included under each of the principles.

Dr. Jette explained the Duty to Report is required if staff knows another staff members is violating ethics or conduct.

Mr. Bourque asked what would happen if a staff member did not report a known violation.

Dr. Jette indicated that person can be held accountable as well. He noted that any credential holder shall report any suspected violation of the Code of Conduct, the Superintendent shall report when a credential holder is arrested for RSA 189:13-a and violation of the Code of Conduct, credential holders shall report any abuse or neglect. The investigation will be conducted and there are four options for action: Closing Out a Case; Suspension; Revocation;

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and Reprimand. During the investigation the action will be determined by the consideration of the seriousness of the offense, prior discipline, potential harm to students, and purpose of the rule violated.

**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 Board entered into non-public session at 6:54 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.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mr. Bourque, the Board returned to public session at 8:19 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.*

**IX. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 8:20 p.m. Mrs. Harrison seconded. The motion carried 4-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board