

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 4, 2018

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
James L. O'Neill, Superintendent
Cory Izbicki, Business Administrator
Scott Thompson, Principal, GMS
Tom Lecklider, Principal LMS
Attorney Gordon Graham
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. CLOSED SESSION – RSA 91-A:2I (b) 5:00 p.m.
The School Board entered Closed Session at 5:05 p.m. under RSA 91-A:2I For the purpose of this chapter, a "meeting" means the convening of a quorum of the membership of a public body, as defined in RSA 91-A:1-a, VI, or the majority of the members of such public body if the rules of that body define "quorum" as more than a majority of its members, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously, subject to the provisions set forth in RSA 91-A:2, III, for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power. A chance, social, or other encounter not convened for the purpose of discussing or acting upon such matters shall not constitute a meeting if no decisions are made regarding such matters. "Meeting" shall also not include: (b) Consultation with legal counsel.

Closed session ended at 6:25 p.m.

II. PUBLIC SESSION 6:00 p.m.
A. Call to Order

Mr. Bourque called the meeting to order at 6:30 p.m.

- B. Pledge of Allegiance
- C. Review & Revision of Agenda

Revisions to the agenda include the removal of the 1:1 Guidelines presentation under CHS Principal's Report.

D. Summary of Non-Public Actions from March 21, 2018:
Mrs. Harrison made a motion to approve the non-public minutes of February 21, 2018. Mrs. MacDonald seconded. The motion carried 3-0-2, with Mr. Meyers and Mrs. Hershberger abstaining.

Mrs. Harrison made a motion to approve the non-public minutes of March 7, 2018. Mrs. MacDonald seconded. The motion carried 3-0-2, with Mr. Meyers and Mrs. Hershberger abstaining.

Summary of Non-Public Actions from March 28, 2018:
Mrs. Hershberger made a motion to accept the resignation of Elliot Bamford. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Mary Ellen Medeiros, who intends to retire from the district. Mrs. MacDonald seconded. The motion carried 5-0-0.

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Mrs. Harrison made a motion to approve staff re-nominations for the 2018-2019 year. Mrs. Hershberger seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

- CHS Press Box Committee

Cara Gannon asked the Board some questions associated with raising funds for the construction of the press box:

1. *What will the School Board expect for monetary amount of donation for naming rights to any part of the bigger stadium field project?*

Mrs. Gannon explained that the Athletic Boosters have a major sponsor who has inquired about naming rights. She asked if the Board would set a donation amount for naming rights on the press box. She explained that the stadium field project would consist of several parts: the press box, concession stand, lights, bleachers and field. She noted that the press box, which includes the concession stand, will cost \$28,000 to build and currently the Boosters have \$10,000.

Mrs. Harrison asked about the cost for the whole project (bleachers, lighting, field). Mrs. Gannon indicated the cost is approximately \$1M.

Mr. Bourque asked if there will be sign on the building. Mrs. Gannon indicated that the Boosters would like to tell the donor that we can put the name on a sign on the press box.

Mr. Bourque asked about the length of time of the naming rights. Mrs. Gannon indicated that the naming rights are perpetual.

Mr. Bourque asked if the Boosters have an idea of the amount that will be donated. Mrs. Gannon indicated that it is expected the donor will donate the balance of the funding.

Mrs. Hershberger pointed out that other districts that embarked on a similar project required that the sponsor sign an agreement for certain conditions (i.e. appropriate art for signage). Mrs. Gannon did not believe the sponsor will be concerned with that.

Mrs. Harrison commented it makes sense to require the entire balance needed to have the naming rights.

Mrs. Gannon believes that sounds fair. She indicated that the donations for the brick fundraiser include \$100 for a brick and \$2,500 for a granite marker that goes in the pathway.

Mr. O'Neill commented when he has seen things like this done at the college level the signage is defined ahead of time and future signs are aligned with that design. He indicated if the Board is going to giving naming rights, the signage would have to be consistent and approved by the Board. He noted signage is critical and adds value if it is done well.

Mrs. Hershberger made a motion that the press box sponsor be required to fully fund the construction of the press box in order to have naming rights, with signage to be approved by the Board. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Gannon asked the Board:

2. *Will the School Board give the CHS Athletic Booster Club permission to charge and collect gate receipts for home football games? (with the purpose of using funds to support the Booster's mission statement)*

Mrs. Gannon indicated that CHS does not currently charge admission for football games. She noted that basketball does charge admission and that money goes into the gate receipt fund. She commented the Boosters would like permission to charge and collect admissions for football games to be used as part of the mission to update and beautify the facility.

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Mrs. MacDonald asked if soccer and lacrosse will have admission fees as well. Mrs. Gannon indicated those games are not as well attended. She commented that she does not know where the gate receipt funds go.

Mr. Bourque commented that the district is already looking into this. He indicated we spoke to legal counsel and he will be sending some information for clarification on this topic. He asked if she had any idea of the fee that will be charged. Mr. Bourque explained that in August 2011, a previous Board voted to suspend gate fees, but it seems the motion may have only been for the 2011-2012 year.

Mrs. Gannon commented the Boosters could use the money for upkeep of the fields and facilities.

Mr. Bourque indicated that clarification is needed regarding where the funds are deposited, who collects it and who controls it, with the expectation that the funds will be spent for the exact purposes. He asked if the Boosters collected the money, where would those funds be deposited?

Mrs. Gannon commented that when gate receipts came into question two years ago, the Boosters had a donation bucket. She indicated most of the money we raised from concessions is deposited into the Booster Club account. She noted football raises their own funds and the money collected at the gates goes into a fund.

Mr. Bourque indicated it is more about internal controls. He noted that clarification regarding who controls the funds is required by the Board.

Mrs. Harrison expressed concern regarding “gray” areas with respect to who is collecting the money for fundraising or concessions, etc.

Mrs. Gannon commented the money collected by the athletic teams is for items that are not included in the budget.

Mr. O’Neill explained when you look at accounting practices one of the items of concern is cash – how it is collected, deposited, maintained and accounted for. He commented it does not take long to lose trust in a community over a small amount of money. He indicated his understanding is the gate receipts collected are deposited into a fund that is part of the general fund. He cautioned that care is required with the procedures. Mr. O’Neill was unsure of the legalities, but noted that handling of cash is a delicate situation.

Mr. Izbicki commented the largest area of concern is centralized cash collection and we are working to determine where they are deposited. He indicated gate receipts are deposited in the student activity fund, which we are currently researching. He noted he is looking to tighten controls in those areas.

Mrs. Gannon commented there are only four or five home games for football. She indicated the ability to collect that money and have it go toward the major project would be great.

Mr. Bourque commented the other discussion is that you would be collecting funds on school grounds and the question that was asked is “should that be revenue for the school?”

Mr. O’Neill commented that a good policy discussion has to occur here prior to focusing on a particular event. He indicated that the SAU will get a legal opinion regarding the charging and collection of admissions by the Boosters.

F. Correspondence

Mrs. Harrison reported that Kathleen Robicheau sent correspondence inquiring about a bus tracking app for when buses are late.

Mr. Bourque asked if First Student equips their buses with a gps tracker.

Mr. Izbicki deferred to Mrs. Flynn. Mrs. Flynn indicated that the district was told that there is gps in the buses. She noted that the cost of gps trackers suggested by the community member are \$1,000 per tracker/per bus.

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Mr. O'Neill confirmed that he has spoken to the bus company about equipping the buses and it is very expensive.

Mr. Bourque asked how long it is before a message is sent regarding a late bus.

Mr. Thompson indicated if we know the bus will be late parents receive the notification within ten minutes; however, if we have prior notification from the bus company, we can inform parents earlier.

Mr. Lecklider indicated the morning is more challenging. He noted he has asked First Student to give us notice if the bus is going to be late, but that does not happen. He commented by the time we get notification and send out a message it could be a significant amount of time before parents are aware.

Mr. Bourque indicated the concern is for parents who drop their children off at the bus stop and go to work.

Mr. Izbicki commented the district is going into the last year of the contract and as we go into negotiations, or bids, we can require gps tracking as part of the contract.

G. Superintendent's Comments

- 2018-2019 School Calendar Change

Mr. O'Neill reported that at the last Board meeting, the 2018-2019 district calendar was changed to reflect that ALICE training would be scheduled for September 26. He noted that LMS has scheduled their Nature's Classroom trip during the week of September 24. He requested that ALICE training be rescheduled to September 19. It was noted that December 5 has been scheduled as a 2 hour delayed opening, but he indicated he will get clarification.

Mrs. Harrison commented the Board talked about doing full day professional development.

Mr. O'Neill indicated that he brought that idea to the LEA who will discuss it with their executive board and provide feedback. He noted the calendar is subject to change.

Mr. Bourque made a motion to approve the revised 2018-2019 school district calendar. Mr. Meyers seconded. The motion carried 5-0-0.

- Professional Educators' Growth Plan Revision

Mr. O'Neill reported that it was discovered that some information was omitted from the evaluation form in the PEGP. The information was amended to reflect the appropriate information and wording. The amended Growth Plan requires approval of the Board. Earlier documentation reflects the evaluation form was originally approved by the Board.

Mr. Bourque made a motion to approve the amended Professional Educators' Growth Plan. Mrs. MacDonald seconded. The motion carried 5-0-0.

- School Board Meeting Calendar 2018-2019

Mr. O'Neill provided a draft calendar for school board meetings in 2018-2019. He asked Board members if there were any revisions to the calendar.

The Board discussed changing some dates and will vote on the revised meeting calendar at the next meeting.

- Posting School Board Documents for the Public

Mr. O'Neill commented that the district received legal guidance regarding the question of access to school board materials prior to review by the Board. It was established that documents can be posted publicly once a quorum of the Board has reviewed the materials. He asked Board members how they would like to address the posting of Board materials.

Board members were polled and the consensus agreed to post materials after documents are distributed to Board members.

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- Enrollment Report

The Superintendent shared the January, February and March 2019 enrollment reports with the Board. He indicated there are no remarkable changes.

H. Community Forum

Nate Cooper, President LEA, referred to the Board's decision to post meeting materials for public access and asked the Board to ensure the integrity of the CBA process is protected. He indicated that he would not be opposed to publishing the final document.

Mr. O'Neill indicated that the practice of the Board and District is that all negotiations are done in private and with confidentiality. He reported that there is a bill in the legislature that proposes to open all negotiations to the public, which he believes would be detrimental to the process. He asked that members of both unions contact their representatives to express their opinions about this bill.

Mr. Cooper commented on the Professional Educators' Growth Plan evaluation procedures. He suggested reviewing the evaluation walkthrough process before we move forward with making mini-observations the single model. He indicated he would be uncomfortable with a reduced amount of walkthroughs over a three year period. He noted the intent of moving to that model was to have frequent walkthroughs. Mr. Cooper commented there was discussion about principals that are pressed for time. He asked that LEA members have a wholesome document that can be agreed upon.

I. School Board Comments

Mrs. Harrison mentioned in an attempt to balance out committee assignments, Mr. Meyers agreed to be assigned to the Wellness Committee as she had too many committee assignments.

Mrs. Harrison disclosed that, as a member of the LEA Negotiations Committee, she has a family member (sister-in-law) who is an employee of the district and asked if the Board feels it is a conflict of interest.

Mr. Bourque commented that there does not appear to be a direct interest and has no issue with Mrs. Harrison serving on the committee.

Mr. Bourque mentioned that he received some correspondence on the utilization of solar panels on schools and asked if the SAU can do some research. Mr. Izbicki agreed.

Mr. O'Neill commented that the previous district in which he was employed did a study five years ago about migrating to alternatives from oil systems and could not find much data on solar systems. He indicated they focused on methane, propane and wood pellet systems.

Mrs. Hershberger mentioned that Interlakes School District did a project with Honeywell to provide a clean system for the schools (solar). She indicated she would like to see a student-run greenhouse at CHS. She believes it would honor our town and provide a bridge between people who go to school here and the senior community.

Mr. Bourque referred to Facebook Live and indicated one of the questions that was raised is if people are commenting and asking questions, does that become part of the minutes. He noted that is something that should be answered. He asked who on the Board would take on the task of answering those questions. He suggested that the Board think about it and discuss it at the next meeting.

Mrs. Hershberger suggested asking Mrs. Flynn to ask for a legal opinion. Mr. Bourque asked what the advantage to using Facebook Live would be.

Mr. O'Neill indicated school board meetings are meetings of the board in public and not meetings of the public with the board. He noted that election to the board is a representative office and not a participatory one. He pointed out that if the Board received questions during the meeting [on Facebook Live] the Board would have to respond to those questions during the meeting.

Mrs. Hershberger indicated she would like to have a legal opinion.

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Mrs. Harrison commented Facebook Live is just another way to broadcast our meetings and not a discussion venue.

Mr. Izbicki commented he has seen other districts that broadcast on Facebook Live with a disclaimer that states the Board is not monitoring the broadcast.

Mr. O'Neill indicated that the SAU will ask for legal clarification and research for more information.

II. CONSENT AGENDA

A. Public Minutes:

- March 21, 2018

Mrs. Harrison made a motion to approve the public minutes of March 21, 2018 as amended. Mrs. Hershberger seconded. The motion carried 5-0-0.

- March 28, 2018

Mrs. Harrison made a motion to approve the public minutes of March 28, 2018. Mrs. Hershberger seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Update

Mr. Izbicki provided a financial update for the Board. He shared a letter from the Commissioner of Education regarding the recommendation of a grant from the Public School Infrastructure Fund for the secure vestibule at GMS. The recommendation has been forwarded to the Governor for approval. If the grant is approved, the School Board will be required to hold a public hearing for the acceptance of unanticipated revenues.

Mr. Izbicki reported that he has begun working on full day kindergarten. He indicated he has been meeting with the Facility Manager and going through the materials lists and construction costs.

Mr. Izbicki reported that a deadline has been set for the thresholds of purchase orders as we near the end of the year. He commented that he has started the preliminary audit to reduce the turnaround time. He will provide detailed financials at the April 18 meeting.

Mr. Bourque mentioned that Frank Byron sent out an email that the town and state underpaid the district for grade three adequacy aid.

Mr. Izbicki indicated that has not been finalized. He noted when it comes forward and is approved we will bring it to a public hearing for the Board to accept.

B. Principals Reports

- GMS

Mr. Thompson reported on recognitions and notable news:

- Upcoming presentation by Lynn Lyons regarding Anxiety and how it impacts education;
- Jocelyn Robinson was nominated for the VFW Loyalty Award;
- GMS is the only school in NH to receive the PLTW Distinguished School designation;
- Greg Tang, math consultant, provided onsite training for teachers on March 27;
- GMS Chorus sang the National Anthem at SNHU Arena in February;
- GMS executed their Emergency Operations Plan last week when the school went into lockdown and this week when the school went into Shelter in Place.

Mr. Bourque commended and thanked the Litchfield Police Department for their response to the lockdown at GMS.

- LMS

Mr. Lecklider reported on recognitions and notable news:

- Information screen donated by the family of Joyce Choate was installed;
- Grade six students presented their endeavors on Entrepreneur Day at LMS;

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- Lego Robotics will be going to a competition in May;
- Arts and Music events were held at CHS in March;
- 38 students were recognized at Do Your Best breakfast;
- Robin Corbeil has partnered with FableVision giving LMS access to the software so students can showcase and demonstrate their learning;
- Teachers are creating a toolbox in preparation for the 1:1 rollout at LMS;
- A collaborative screen was installed in the learning commons;
- The STEAM Club is sharing their knowledge and working with grade 2 at GMS on levers and pulleys;
- The Green Raiders Club has partnered with a company that recycles plastic bags.

- CHS

The CHS Principal's report was provided in writing to the Board.

IV. NEW BUSINESS

A. Governor's STEM Scholarship Program

- Policy Revision: IHCD Advanced Course Work/College Placement

Mr. O'Neill reported that the policy was revised to be in line with requirements and criteria for the partnership with the Community College System of NH and the Litchfield School District, which will allow juniors and seniors to take advanced course work and/or advanced placement courses in a dual and concurrent enrollment program with community colleges in NH.

Mr. O'Neill indicated that there was concern regarding language included in the revised policy that was recommended by the NHSBA, which reflects that students who wish to take advanced courses not offered by CHS may take those courses not only at a community college, but at other high schools or private schools and the costs associated (including transportation). He reported after careful research and investigation, there was nothing found in RSA 188-E:25-28 that suggests or requires that students have access to courses offered at other high schools or private schools. Mr. O'Neill noted that Mrs. Flynn spoke with the attorney at NHSBA regarding the rationale for inclusion of the aforementioned working. After some discussion, the attorney agreed that the Board is not required to include that language in the policy. Mr. O'Neill indicated that the language in question was removed from the policy.

Mr. O'Neill asked Board members to review the policy, which will be revisited on April 18 for a 1st Reading.

- Memorandum of Understanding between CCSNH and Litchfield School District

The MOU between the Community College System of NH and the Litchfield School District has been drafted and is being provided for Board review. It is expected the Superintendent and School Board Chair will sign the MOU at a future meeting.

B. School Board Goals Discussion

This item is a placeholder for Board members to suggest ideas for long-range goals.

Mrs. Harrison believes that the Board should garner public input from the community about the direction of the Board.

Mrs. Hershberger would like to see a goal for Litchfield to be a top 10 district. Mr. Bourque indicated that there are many factors to being a top 10 district.

Mr. Meyers believes the goals should be broader.

Mr. O'Neill explained that goals tend to be the larger areas. He indicated that the format for the Board should be a dashboard in order for the Board to track the goals on a month to month basis. He noted if the Board would like to be a top 10 district the Board would need to define how to become a top 10 district. Mr. O'Neill explained how the goals and indicators were developed over 4 or 5 months:

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- reviewed existing goals and information
- reviewed past goals and information
- refined goals
- established new objectives
- defined new indicators.

Mr. O'Neill commented the Board can certainly survey the community, and suggested that the Superintendent Elect will provide his perspective, with work developing and refining goals ensuing over the summer to be completed by the fall.

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 by Mr. Bourque, the Board entered into non-public session at 8:45 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; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

VIII. RETURN TO PUBLIC SESSION

Mrs. MacDonald made a motion to return to public session at 9:25 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

IX. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 9:27 p.m. Mrs. Hershberger seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board