

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 May 23, 2018

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
Cory Izbicki, Business Administrator
Michele E. Flynn, Administrative Assistant

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

I. PUBLIC SESSION

6:10 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:09 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included an additional resignation in Non-Public Session.

D. Summary of Non-Public Actions from May 9, 2018:

Mrs. Harrison made a motion to approve the non-public minutes of April 18, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Mary Widman as Curriculum Director for the Litchfield School District at a salary of \$90,000 for the 2018-2019 school year. Mrs. Harrison seconded. The motion carried 5-0-0.

E. Presentations and Recognitions:

- LRBL Donation

The Litchfield Recreational Basketball League presented information regarding their proposal to provide updated basketball equipment to all schools in Litchfield.

Jason Kanaly, 13 Fallon Drive, President of the LRBL, indicated that some research was done on what will be proposed for LMS and CHS with regard to upgraded basketball hoops and backboards. He noted that equipment for GMS is on hold due to a large project that has been scheduled. He commented that the LRBL would like to replace four hoops and replace the backboards with glass backboards inside the gym; and replace the rims and backboards at CHS on the external court.

Mr. Bourque commented that there was a concern with GMS that the LRBL wanted to paint court lines, but the problem is that the floor is painted for the children (eg. hopscotch, etc.).

Mr. Kanaly indicated GMS is on hold until the construction project is completed. He reported that he met with Principal Thompson and the Facilities Manager regarding the LRBL's proposal, which will have to wait until the other work is completed. He noted that they still want to look at upgrading the rims and consider placing other options in the gym for younger students as well.

Mr. Bourque commented after school ends in June you will know more about the layout of the project at GMS. He suggested touching base with Mr. Izbicki.

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Mrs. Harrison commented that she was surprised to see how much room the modular with take and was concerned about students being in a smaller space outside in the winter.

Mr. Bourque mentioned that the cost of the replacements that LRBL will be providing is required for the Board to accept the donation.

Mr. Kanaly indicated that a rough estimate is \$3,400 at LMS and \$3,000 at GMS. He noted one more iteration is needed and the LRBL will be able to come to the Board on June 6 with firm amounts.

- CSCC Volunteer Committee

Nathalie Hirte introduced a new community committee to the Board (Community School Connection Committee). She provided some information regarding the committee's ideas and endeavors that align with goals the Board hopes to achieve for the district. She explained that the committee consists of a group of parents who are all looking at what the schools are trying to do within the limitations of the budget. She indicated the committee would like to be a bridge between the schools and the community. Mrs. Hirte noted that there is a talent pool in Litchfield that can help the schools where the budget cannot. She indicated one of the items of focus is students who do not want to follow traditional college path and feel left out because there is not much for them in the schools. She commented the committee identified three parts to focus on: community outreach to connect citizens to the schools (volunteer mentors, speakers, talent); grant writing and research for needs in the schools (water bubbler refills); post-secondary prep to support schools in normalizing the conversation for all post-secondary options. She noted that the committee will post the information on Facebook.

Mr. Bourque asked if the committee is focusing on the high school at this time.

Mrs. Hirte indicated that they have had conversations with Mr. Thompson at GMS and Mr. Lecklider at LMS. She commented they began focusing on the high school at this time not only to help their own children, but others as well.

Mr. Bourque asked if the committee will hold regular meetings.

Mrs. Hirte indicated they will, but at this time they are meeting at her home. She noted that she has spoken with Mr. Izbicki regarding the grants and are keeping him informed via Google Drive. She commented anyone can attend a meeting of the committee.

Mr. Bourque believes it would be beneficial to have a Board member attend the meetings.

Mrs. Hirte indicated that ideas are shared via Facebook Messenger with Mrs. Harrison. Mrs. Harrison indicated she would be glad to go to the meetings.

Mr. Meyers was concerned about background checks for the volunteers. He commented that the law changed last year and that even classroom volunteers have to complete a background check.

Mrs. Flynn explained the volunteer background check process for Litchfield and that she checked with the Department of Safety regarding which volunteers should undergo a background check.

Mrs. Hirte asked about the requirements for district and committee volunteers. Mrs. Flynn indicated that any volunteer that will be alone with a student or students is subject to a background check. She noted that upon checking with attorneys for the district and the Department of Safety as long as there is a district employee(s) present, a volunteer does not need to undergo a background check.

Mr. Meyers requested that more information be provided regarding background checks for volunteers.

Mr. Bourque suggested a representative from CHS should be on the committee as well.

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Mrs. Hirte indicated that she has met regularly with Mr. Lonergan and Mrs. Callinan. She noted the committee is working on a survey for the GMS teachers. She expressed interest in meeting with the PTO at each school to discuss activities/events that are provided for the students/schools.

Mrs. Hershberger commented the ideas are intriguing and anything we can do to encourage volunteering should be embraced. She asked if the CSCC is a committee or a non-profit. She indicated if it is a committee they should report to someone. She asked if it is a non-profit would grant funds be funneled through the non-profit and then to the district for distribution? She noted that rules have to be set in the mission of the group.

Mrs. Hirte indicated they are a committee at this time.

Mrs. Harrison asked about the types of grants the district works with and how they are processed.

Mr. Izbicki indicated that the district deals with state and federal grants and private grants are treated as donations.

Mr. Bourque believes this is a great concept. He commented that Mrs. Harrison can attend the meetings for now, but he would like to see them held at CHS.

F. Correspondence

There was no correspondence.

G. Community Forum

There was no public input.

H. School Board Comments

- Principals' Reports for June 2018

Mr. Bourque asked Board members what topic they would like the principals to focus on for the June 6 meeting.

Suggestions included: Grading Committee report; Overview of Buildings and Grounds projects; Staff survey; Goals.

II. CONSENT AGENDA

A. Public Minutes:

- May 9, 2018

Mrs. Harrison made a motion to approve the public minutes of May 9, 2018 as amended. Mrs. MacDonald seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Report

Mr. Izbicki provided the financial report of the District for the Board.

- Year End Funds

Mr. Izbicki reported that at this time there is a projected unassigned fund balance of \$583,184, which is an estimate and is subject to change based on actual revenues and expenditures. He noted that the district has been consistent in budgeting a \$200,000 fund balance. He reported that items that will be encumbered from year end funds include:

- Facility Maintenance Capital Reserve: \$50,000
- Full Day Kindergarten Funds from Warrant Article 2: \$102,670.

Mr. Izbicki indicated that the district is looking for authorization from the Board to encumber from the fund balance include:

- Strategic Items that were not included in the budget, but were proposed to be provided with year end funds:
 - GMS Learning Commons \$9,570
 - LMS Learning Commons \$24,206
 - CHS Learning Commons \$9,443
- GMS Furniture / Equipment Replacement \$10,489

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- Building Security/Restricted Access based on Homeland Security Assessment:
 - CHS Entry (Reconfiguration) \$19,497
 - LMS Card Readers \$13,999
 - Internal Cameras:
 - GMS \$7,308
 - LMS \$10,692
 - CHS \$14,616
 - Installation / Line Runs \$21,000
- Student and Staff Health and Safety:
 - Dust Collection System (Wood Shop CHS) \$72,056 (not in compliance with state)
- Total Assigned Fund Balance: \$230,514.

Mrs. MacDonald was concerned about security of the portables. Mr. Izbicki indicated portables are locked and there is surveillance.

Mr. Meyers asked if the Police Department has access to our surveillance. Mr. Izbicki indicated the SRO has access and we are in discussions with the Police Department about access to surveillance.

Mr. Bourque verified that a motion would be needed to authorize the district to use year end funds for the noted purposes.

Mrs. Harrison made a motion to authorize the district to use funds from the year-end fund balance in the amount of \$230,514 for items presented in the request. Mrs. Hershberger seconded.

Mrs. Hershberger asked if all the expenditures were in line with what had been done with year end balances in the past. Mr. Izbicki indicated last year the district had a balance of \$683,000 and returned \$482,000.

Mr. Bourque asked how many quotes were received for the dust collection system. Mr. Izbicki indicated there were two quotes, but one did not take into consideration the audible level as the system would be extremely loud and the instruction would be impossible with the noise level.

Mr. Meyers asked if we can negotiate the quote with the vendor. Mr. Izbicki indicated he will reach out to the vendor.

Mrs. Hershberger commented that last year approximately \$150,000 of year end funds were used and some was budgeted, but not spent; some as a result of getting better quotes than was budgeted. She indicated \$131,000 budgeted for instructional purposes and \$90,000 for administrative was not used. She felt that was excessive.

Mr. Izbicki explained that salaries are budgeted in advance and when some people leave others may be hired at a lesser rate of pay. He indicated it is very typical.

Mr. Meyers and Mrs. MacDonald were concerned about the cost of the furniture for the learning commons.

Mr. Bourque indicated the direction of the prior Board was to move toward learning commons as a strategic budget priority. Mrs. Harrison commented with learning commons, the library is less a repository for books and more of a collaborative area or areas.

Mr. Izbicki indicated any funds not spent on these projects will go back into the fund balance to be returned to the taxpayers. He noted these costs are based on the quotes we received.

Mrs. Hershberger commented that she met with the principals and they all expressed how important learning commons are.

Mr. Izbicki indicated the decision was made to put the learning commons on a strategic list and use available year end funds.

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Mr. Izbicki also provided the balances and status of the trust funds.

The motion to authorize the use of year end funds in the amount of \$230,514 carried 5-0-0.

- Gate Receipts

Mr. Izbicki provided a proposal on how to change the procedures for the handling of gate receipts and how the district would track the account if the Boosters want to request use of the funds. He noted that the use of pre-numbered tickets for games where gate receipts are collected will aid in keeping track of the money that is being deposited.

Mr. Bourque suggested checking the alignment of the procedures to the policy.

- FY19 Food Services

Mr. Izbicki provided information to the Board regarding the vision for food service and menus next year. He indicated that positive changes will be implemented over time.

Mrs. Hershberger suggested the food service payment software be reviewed as she finds the ability to track costs cumbersome.

- Facilities Reorganization

Mr. Izbicki presented a proposal to change some areas of the facilities organizational structure. He suggested that grounds report to the maintenance manager; custodians report to the facilities manager; expand the hours of the part time grounds position from 4 hours to 6 hours per day; expand the part time custodial position hours as well. He noted that the district is looking into a landscaper to mow and weed whack.

- Investment Policy

The district auditors require annual approval of the Investment policy by the School Board.

Mrs. Hershberger made a motion to approve the Investment Policy. Mrs. Harrison seconded. The motion carried 5-0-0.

B. Bus Route Schedules

- Ridership Counts

Current bus ridership counts were provided for the Board.

C. Enrollment Report

The April 2018 District Enrollment report was provided for the Board. There was no significant change from the previous month's report.

IV. OLD OR UNFINISHED BUSINESS

A. School Board Goals

This item is a placeholder for the Board to discuss areas they would like the new administration to focus on over the next 3 to 5 years.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Nathalie Hirte, 14 Lund Street, commented many college students are home for the summer. She asked if the CSCC committee can get word to them to apply for the part time summer positions.

Mr. Izbicki indicated that would be very helpful.

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VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion by Mrs. Harrison, the 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. MacDonald 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

Mr. Bourque made a motion to return to public session at 8:06 p.m. Mrs. MacDonald 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

Mr. Bourque made a motion to adjourn the meeting at 8:06 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board