

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 8, 2019

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
Jason Pelletier, Director of IT
Brenden Collins, IT Technician
Scott Thompson, Principal, GMS
Martha Thayer, Asst. 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 April 17, 2019:

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

Mrs. MacDonald made a motion to accept the nomination of Teresa Planty as GMS Grade 2 Teacher for the 2019-2020 school year. Mr. Meyers seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to accept the resignation of Rae Tardiff, part time CHS Spanish teacher. Mrs. MacDonald seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to accept the resignation of Shaun Hastings, CHS Math teacher. Mrs. Harrison seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to accept the resignation of Teresa Planty as part time GMS Computer teacher. Mr. Meyers 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

- HB 1612 – Data Security Plans
 - Presentation of Data Privacy and Security Governance Manual
 - Jason Pelletier, Brenden Collins

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Jason Pelletier, Director of IT, and Brenden Collins, IT Technician, presented the Data Privacy and Security Governance Manual to the School Board.

Dr. Jette acknowledged that IT did great job with a complex project.

Mr. Pelletier and Mr. Collins shared the following information with the Board:

- HB 1612 was introduced in November 2017
- The proposed bill provided a solution to help mitigate data breaches and bring awareness to the importance of data security
- HB 1612 was signed into law by Governor Sununu in June 2018, amending RSA 189:66
- RSA 189:66 V: *“The department shall establish minimum standards for privacy and security of student and employee data, based on best practices, for local education agencies”*
- Local education agencies must have a School Board approved plan by June 30, 2019
- Plan must include inventory of all software applications, digital tools and extensions
- All software applications, digital tools, extensions must be reviewed to determine if they meet the NH Minimum Standards based on the National Institute of Standards and Technology (NIST) publication 800-171 Framework
- Policies and procedures are required for access to data and protection of privacy
- A response plan for a data breach is required
- Service providers must meet or exceed standards for data protection and privacy
- School Board annual review is required.

Mr. Pelletier and Mr. Collins provided the following information:

- Problems occur when there is poor awareness/training in schools with small IT staff and budgetary issues
- New and more restrictive access creates a cultural change which can be difficult for people to accept
- Good digital citizenship should be practiced by staff and students
- Children’s identities are valuable on the dark web and it can take years before they discover they are victims of identity theft
- A person’s identity is stolen every three seconds and sold by hackers on the dark web
- The district will comply with the standards under the law
- A Data Governance Plan developed to help safeguard student and employee data guided by the new law and regulations
- A Data Governance Team will be established to address privacy concerns and ensure compliance under the law.

Mr. Pelletier and Mr. Collins acknowledged that there will be things that will work and some that do not as the plan needs time to mature.

What is the IT Department Doing in its Approach to Compliance?

- Scrutinize agreements with all software vendors and service providers
- Maintain a current inventory list of all software and services; evaluate and update regularly
- Update internal procedures and evaluate business and IT procedures to comply with the law
- Establish disaster recovery plan and data breach plan
- Establish relationships with law enforcement and federal agencies to promote information sharing capabilities
- Add steps of security for IT requests from staff
- Harden security practices for key employees with access to sensitive data
- Conduct more routine staff/student training/awareness
- Community outreach for cyber safety
- Review/revise policy/procedures annually; build security mindset into new procedures
- Provide a standardized approach/expectations to meet or exceed standards to protect against cyber attackers, inside threats and data breaches.

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Mr. Meyers expressed concern that student teachers will not be allowed to get credentials to access Google Classroom.

Mr. Pelletier explained that student teachers are not district employees, nor do they have any training provided by the district. He indicated that student teachers are viewed as a risk, but can still utilize the computer or smartboard in a classroom. He noted that the IT Department would be willing to allow teachers to grant access to curriculum resources under their supervision.

Mr. Meyers clarified that he was concerned that student teachers would have difficulty collaborating with teachers online.

Mrs. MacDonald commented that in her role as a teacher she would assume the student teacher is under her classroom and would never provide them with her password or access to that type of sensitive access.

Mr. Lonergan commented it is challenging because a student teacher in a classroom publicly takes control of that classroom.

Mr. Pelletier was appreciative of the feedback and offered to look into the issue.

Mr. Bourque commented student teachers complete a background check and there is an interview process. He noted they can be provided the training.

Mrs. Hershberger asked if the new plan will replace any existing policies.

Mr. Pelletier indicated that the plan is meant to promote more security in the way we enter data.

Dr. Jette mentioned that the record retention policy will be reviewed as well since we have to analyze what we keep in the students' files.

Mr. Meyers made a motion to approve the Litchfield School District Data Security and Governance Manual. Mrs. Harrison seconded. The motion carried 5-0-0.

- GMS Student Make Up Work Proposal (Recess & Library)

Dr. Jette provided a revised version of the proposal to allow students who miss school to make up the work they missed during recess or library with parental permission. He indicated that it should reflect Board concerns and suggestions made at the previous meeting.

Mr. Meyers made a motion to approve the GMS Student Make Up Work Recess/Library Time Permission form. Mrs. Harrison seconded. The motion carried 4-0-0.

- CHS Photography and Yearbook Photos

Mr. Lonergan reported that CHS has signed a two year agreement with Hockmeyer Photographers. He indicated that the vendor provides good packages with reasonable prices and will take the students' pictures for the yearbook. He noted seniors can pay a sitting fee for their yearbook photo with "full dress" or can have pictures taken with underclassmen (head shot).

- Policy Review: Animals in Schools
 - Policy IMGA, Service Animals (Litchfield)
 - Policy IMGA, Service Animals (NHSBA)
 - Policy IMG, Animals in Schools (NHSBA)

Dr. Jette reported that recently there has been general concern regarding animals at the schools. He explained that there have been concerns with animal waste on the CHS fields as well as animals being brought in the school.

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Dr. Jette indicated there has been a request for a therapy animal at one of our schools. He noted that the district has a policy with regard to Service Animals in Schools, but does not include the updated inclusions of therapy animals according to the sample policy provided by the NHSBA. He indicated that the policy will be revised and brought to the Board for review.

Dr. Jette commented there is a general concern with animals at the schools (classroom pets, staff bringing pets to school). He indicated the district does not have a general policy addressing animals such as this in the schools. He noted that a draft policy will be brought to the Board for review.

Mrs. MacDonald expressed concern about the amount of signs up at CHS.

Mr. Izbicki indicated that the concern with the field is maintenance of the fields for varsity sports. He noted that animals leave waste behind, which is not picked up by its owner and athletes are running on those fields.

Mrs. MacDonald commented people who bring their dogs to games and practices clean up after them. She believes it is those that walk their dogs on the property that do not clean up after their animals.

Mrs. Hershberger asked if there is a policy to prohibit dogs on school property. Dr. Jette indicated that the wording is vague in the sample policy provided by the NHSBA. He asked for feedback from the Board.

Mrs. Harrison commented in the NHSBA Service Animals policy, comfort animals do not meet the definition of service animals and are not part of the policy.

Dr. Jette indicated that there is a specific definition for service animals, but some parts of the revised NHSBA policy are not included in the district policy. He noted one of the concerns about having animals in schools is if an animal harms a student.

Mrs. Hershberger indicated she spoke with the animal control officer yesterday about issues with dogs at the schools. She noted that the officer has not had an issue in 21 years and that the heritage of the town should be considered in this issue.

Mr. Bourque asked what happens if it does happen? Mrs. Hershberger indicated the police will enforce the policies of the district. She mentioned that State law does not mandate a leash, but states the owner must be in control of the animal.

Mr. Bourque believes that all animals should not be allowed on the fields and should be leashed.

Dr. Jette commented based on this feedback regarding the town's heritage and leashing an animal, he will work on the policies to bring to the Board.

H. Community Forum

There was no public input.

I. School Board Comments

Mr. Meyers mentioned that the Budget Committee has invited the School Board to the NHMA training they have scheduled for June 27 at Town Hall. He informed the Board that Mrs. Douglas, Budget Committee Chair, and Mr. Cutter, Vice Chair, have requested time to talk about the budget review with the Board.

Mr. Bourque commented that the Board will follow their current process and present the budget to the Budget Committee for next year. He does not believe it is necessary to review last year's budget or to have the Committee tell the Board how to prepare the budget.

Mr. Meyers commented that he feels that they should be given the opportunity to speak, but that the Budget Committee should speak as a whole.

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Mrs. MacDonald commented that she did not receive the spreadsheet analysis from the Budget Committee. Mr. Meyers indicated it was an email forwarding error, but is now being shared with the Board.

Mrs. Harrison indicated when Mrs. Couture was Chair the Board worked with her at the SAU level. She commented that she does not understand the goal in this case or why we are looking at last year's already approved budget.

Mr. Bourque commented that the meetings with the Budget Committee Chair were to outline the budget process and discuss our vision.

Mr. Meyers indicated that he will ask for clarification on who is planning to present to the Board.

Mrs. Harrison commented that she attended a PERC meeting during which the rubric and guidelines for grading and reporting was discussed. She noted it was encouraging to see and it made sense. Ms. Widman elaborated that PERC is looking at descriptors for work study practices.

Mrs. Hershberger mentioned that she signed up for a session at the SDGANH (School District Governance Association of NH).

Dr. Jette indicated there is a parallel organization to the NHSBA with alternative viewpoints.

Mrs. Hershberger offered to share the handout they provided. She indicated they take a broader view of the role of the school board; that the board does more than just make policy and prepare budgets, and that the board takes a larger role in oversight of the district. She mentioned that she heard Bedford does monthly polling.

Dr. Jette explained several years ago they wanted to do live polling at board meetings, but decided to send board members to community meetings to listen to feedback.

Mr. Bourque was concerned that a Hudson bus was transporting our students from an event. Mr. Izbicki indicated that it could have been a scheduling issue, but there are times when our students at a visiting event could be transported by another district's bus.

Mr. Bourque mentioned that he learned some buses in Massachusetts are adding cameras to the exterior to spot drivers who do not stop for the flashing lights.

Mr. Izbicki indicated that he inquired about it and found it is an aftermarket product. Mr. Bourque asked him to ask First Student if they can be installed on our buses.

Mr. Bourque mentioned that a Budget Committee member inquired about the fence at GMS. Mr. Izbicki indicated that we are waiting for an installation date.

II. GENERAL BUSINESS

A. Public Minutes:

- April 17, 2019

Mrs. Harrison made a motion to approve the public minutes of April 17, 2019. Mr. Meyers seconded. The motion carried 4-0-1, with Mrs. Hershberger abstaining.

III. REPORTS

A. Curriculum Report

Ms. Widman provided the May Curriculum report to the School Board. She reported that she plans to have the Math curriculum to the Board by either May 22 or June 5.

Summer work: at the end of June there will be a week-long academy named Live to Learn Academy, which will consist of technology trainings and ongoing curriculum work.

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Competency Design Studio: was decreased from 3 days to 1 day, which decreased the cost as well, and will be part of an existing/planned district day with a group debrief the following day.

Assessments for Next Year: as a result of our examination of how we use all the different tests prior to state assessments, it has been determined that the use of NWEA is not as was intended and the data is not as usable as it should be. The interim SAS took too long. The modular assessments were explored and found to be more effective as they are administered by topic and can be given during the course of the year, as well as content specific with immediate feedback. AIMSweb will remain in grades K-2; modular assessments will be used in grades 3-8.

B. Principals Reports

- GMS
 - We Video in the Learning Commons

Mr. Thompson shared with the Board that the students in grade 4 have been learning some techniques for using the web-based subscription to We Video. He explained that Mrs. Prevel-Turmel is working with the students on how to use graphics, text, videos, music and transitions found in the We Video library, and students are learning how to export and share their work. He indicated that students will learn how to create a video using a green screen as well.

- Lifetime Achievement Award, M Parent

Mr. Thompson reported that Margaret Parent was nominated for the Lifetime Achievement Award through the NH Eddies program. He indicated Mrs. Parent has been a teacher for 38 years starting as a community volunteer, working as a tutor for 7 years, and continuing the support of public education after retirement.

- LMS
 - SAS Testing

Mrs. Thayer reported that LMS has begun SAS testing. She indicated that that students completed individual goal setting prior to the test and will also meet with staff to discuss the results of the test when they are received.

- End of Year Calendar/Transition Events

Mrs. Thayer reported 8th grade transition started in March. She indicated that Guidance worked with students to discuss credits needed and what they will need for high school. She noted that May 29 is Move Up Day where students in grade 8 will come to CHS for a tour and participate in an assembly.

- CHS
 - Late Work Policy for Summative Assignments

Mr. Lonergan reported there have been significant challenges with work not passed in on time toward end of last semester at CHS. He explained that he met with the building team and dug into policy on late assignments and late work, but could not find any. He indicated the faculty handbook contains policies on this, but they are different for each grade level. Mr. Lonergan commented when students are handing in assignments they will sometimes pass them in late and teacher policies are not consistent on this issue. He indicated that the teachers have asked for some discretion in this area.

Mr. Lonergan reported that a solution was suggested for a 5 day late policy for assignments with a 10% markdown each day. He indicated this is a challenge we are facing and need to have consistency across the school. He commented the teachers understand this is the practice we wish to follow.

Mrs. MacDonald commented that it sounds like the retake policy and every teacher has their own view of it.

Mr. Meyers was concerned that a student may be struggling and will be penalized 10% off the grade for each day the assignment is late.

Mr. Lonergan commented that work study practices do not motivate students to hand in their work on time. He indicated that deadlines and impacts are necessary.

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Mr. Bourque commented sometimes students do not discover they are missing an assignment until grades are posted. He asked if the intent is to inform that student as soon as the assignment is missed.

Mrs. Harrison commented that work study habits should be designed to result in motivating performance. Ms. Widman commented that we are trying to make progress with work study habits.

Mr. Meyers commented that he is struggling with the concept that a student who hands in an assignment 3 days late, for example, gets a 70%. He indicated that typically a student who does not turn in an assignment on the day it is due gets a zero.

○ End of Year Senior Activities

Mr. Lonergan shared senior activity events schedule for the end of the year with the Board. Senior activities include:

- Shrek the Musical May 10 and 11
- Academic Excellence Awards May 23
- Close of grades beginning of June
- Senior trips
- Graduation practices
- Senior Night June 12.

Mr. Lonergan indicated seniors decided to decorate their caps this year. He mentioned that post graduate plans will be listed in the graduation program, but will not be read during the ceremony. He noted graduation is a celebration of what the students have accomplished in their 12 years in school.

C. Business Administrator's Update

- Acceptance of Donation for Scholarship

Mr. Izbicki presented a donation for a scholarship to the School Board. The donation requires a vote of acceptance from the School Board.

Mr. Bourque made a motion to accept a donation to CHS from Hesser College Alumni Association in the amount of \$7,497.61 to use as scholarship funds for graduates. Mrs. Harrison seconded. The motion carried 5-0-0.

- Facilities Update

Mr. Izbicki provided an update on facility projects in the district. He reported:

- The GMS playground supplies have been ordered and we are waiting for confirmation of a delivery date
- The GMS vestibule is completed and under budget
- Internal cameras have been installed at GMS and all buildings are now equipped with internal cameras
- The GMS fencing installation date will be determined; a fob reader will be installed on the gate to restrict access to the portables area.

Mr. Izbicki reported that software upgrades for the SAU include:

- TalentEd Applicant Tracking software provided through PowerSchool, which is much user friendly and less confusing and cumbersome to those who wish to apply for a position in our district;
- eFinance version 5.2, which is being tested and should be completed by June 17 in order to go live July 1.

- Capital Planning Committee Update

Mr. Izbicki updated the School Board on recommendations for the Capital Planning Committee and shared the purpose, charges and objectives for School Board review and feedback.

The School Board agreed to move forward with the new membership for CPC Committee.

D. Dining Services Report April 2019

The district dining services report for the month of April was provided for the School Board. Dr. Jette indicated that at the end of April 70,466 reimbursable meals were served, which far surpasses the total for last year. He noted that this data seems to reflect support that the changes made in the dining services program are favorable.

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E. Enrollment Report April 2019

The district enrollment report for the month of April was provided for the School Board. Dr. Jette reported 1,321 students were enrolled in the district at the end of April. He noted there are 60 Kindergarten registrations and 88 Grade 1 registrations.

IV. MANIFEST

The manifest was circulated and signed by the School Board.

V. PUBLIC INPUT

A. Community Forum

There was no public input.

VI. 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 8:49 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; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Harrison, the Board returned to public session at 9:40 p.m. 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. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 9:40 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board