

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 9, 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
Scott Thompson, Principal, GMS
Martha Thayer, Asst. Principal, LMS
William Lonergan, Principal, CHS
Michele E. Flynn, Administrative Assistant

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

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:05 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included a Tree Dedication Proposal by CHS students under Superintendent's Comments.

D. Summary of Non-Public Actions from April 18, 2018:

Mr. Bourque made a motion to approve the non-public minutes of April 4, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Janet Belhumeur, Director of Food Services. Mrs. Harrison seconded. The motion carried 5-0-0.

E. Presentations and Recognitions:

- E³ Awards
 - Ruth Christino
 - James L. O'Neill

The Board Chair recognized nominees for the Empowering Excellence in Education Awards.

Ruth Christino was recognized for several years of volunteer work in the district, as well as serving as a substitute teacher and currently stepping in to fill a much needed paraprofessional position at LMS.

James O'Neill, Superintendent, was recognized for his supervisory and leadership skills, achievements in the district, and bringing the Litchfield School District to a higher level.

Mr. O'Neill expressed his appreciation to the many people who made his stay successful in the district, to the School Board and Administrative Team, teachers and staff. He indicated he has enjoyed being part of the organization and has had a positive professional experience. He noted he will miss Litchfield very much.

F. Correspondence

Mrs. Harrison announced that a letter was received from John Brunelle regarding live streaming and the Board's concerns about Facebook Live.

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)

G. Superintendent's Comments

- School Board Meeting Calendar Clarification

Mr. O'Neill indicated that the School Board approved their meeting calendar on April 18, 2018; however, they asked for clarification of Budget Committee budget review meeting dates for November and December. He reported the Budget Committee Chair confirmed the following dates for review of the school board budget: Nov 1, 8, 15, 29; Dec 13 and Dec 20 as a tentative meeting date if needed.

- Policy JEB Age of Entrance Amendment

Mr. O'Neill explained that the Age of Entrance policy, JEB, is being reviewed relative to exceptions in age of attendance in grades K and 1 and assignment in those grade levels. He indicated currently there is a firm statement that a child has to be age 5 by September 30 to enroll in Kindergarten and age 6 by September 30 to enroll in Grade 1. He suggested that the policy should include the following:

- A possible exception to allow children who will turn age 5 or 6 (respectively) by October 31 to enroll in Kindergarten or Grade 1 (whichever applies);
- A "no exceptions" statement with regard to the October 31 deadline.

Mr. O'Neill indicated that there have been some early attendance requests recently, which he believes warrants a reconsideration of the Age of Entrance policy. He noted he was bringing this to the Board's attention for a future agenda.

- Tree Planting

CHS students requested permission to plant a tree in Dr. Ange's memory. They indicated that the tree would be planted in the courtyard outside the CHS library on Thursday, May 17 and dedicated to Dr. Ange.

Mrs. Harrison made a motion to approve the purchase and planting of a tree in Dr. Ange's memory at CHS. Mrs. Hershberger seconded. The motion carried 3-0-0.

Mr. O'Neill mentioned that two CHS students approached the Board at the last meeting with a proposal to beautify an area of the CHS grounds. He complimented them on their proposal presentation and the knowledge they gained after meeting with him to discuss their idea. Mr. O'Neill reported that the Boy Scouts, who are planting trees for Arbor Day, had several trees left over and have donated them to the school district.

H. Community Forum

There was no public input.

I. School Board Comments

- Live Streaming Resources

Mr. Bourque indicated he spoke with John Brunelle about the concerns over Facebook Live. He commented Mr. Brunelle's concern was that everyone is on the same platform for live streaming. He noted that Mr. Brunelle mentioned that coordinating cameras with BoxCast would be difficult at this time. He announced the Town will be live streaming using You Tube Live and will disable the comments.

Mr. Bourque mentioned that Rob Meyers sent an email about concerns that ADA requires subtitles with live streaming.

Mrs. Hershberger suggested that the Board communicate via the School Board Facebook page about the live streaming platform.

Mr. Bourque indicated that live streaming will be embedded on the district website as well.

The School Board agreed with live streaming meetings over You Tube Live.

- School Start Times

Mr. Bourque commented that he may have a solution to the days/hours issue at the middle school. He indicated a sidebar discussion would be necessary with the LEA.

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)

Mrs. Harrison suggested that the students' first period class become their homeroom.

Mr. Bourque indicated that students need to arrive at the school at least 10 minutes earlier.

Mrs. MacDonald was concerned that CHS students would have to be picked up earlier.

Mrs. Harrison indicated that the issue and solution warrant study.

Mrs. Thayer indicated that the middle school worked on the situation this year and the result was an extra five minutes of instruction time each day without starting ten minutes earlier.

Mr. Bourque commented that the contract for teachers indicates their work day is 7.5 hours. He asked if there is a mandatory start time.

Mr. Thompson indicated the teachers' day is from 8:00 am – 3:15 pm each day.

Mrs. Thayer indicated some flexibility is allowed, but teachers have to be at the school for the beginning of the day to the end of the day, which is after the students leave.

Mr. Bourque indicated there is flexibility with the high school as well.

Mr. O'Neill indicated that the teachers' day does not end when the students leave the buildings. He wanted people listening to the discussion to understand teachers are working their contracted hours.

- Student Fundraising Policy and School Fundraisers

Mr. O'Neill indicated that a board member requested revisiting the fundraising policy and reviewing fundraising activities in the district. He commented the district currently has a Student Fundraising policy that outlines the practice of Board approval of new fundraisers. He noted that fundraisers approved by the Board do not need to be reapproved each time they are held. Mr. O'Neill indicated a list of the fundraisers approved by the Board is provided and broken down to reflect those that were approved and no longer held and those that are done on a regular basis. He noted the Board's debate is 'are we over-fundraising in community and how do you want to deal with it'?

Mrs. Harrison commented that the PTO moved from catalog sales to door to door sales.

Mr. Bourque was concerned that the policy states students are discouraged from going door to door and wondered if the Board should revisit the policy.

Mr. O'Neill indicated he is not comfortable with young children going door to door and the policy should limit activities that would have children going door to door.

Mrs. Hershberger indicated that she goes around the neighborhood with her children when fundraising. She was concerned that if the door to door fundraising is eliminated it would inhibit fundraising.

Mr. Bourque suggested an age limit for potential door to door fundraising.

Mrs. Harrison commented there is much selling occurring in the town.

Mr. O'Neill believes that in Litchfield there is a combination of private and public funding as athletic teams are raising their own money to support them. He commented that he was struck by the amount of money raised in the district that supports public schools. He felt it seems more like a private school model where parents want enhancement in specific areas that they do not want included in the budget. He noted that the Board should take a look at the 'bigger picture' and the impact for what is offered to students without impacting the bottom line budget.

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)

Mr. Bourque did not feel the process needs to be changed at this time, but believes that stronger language is needed in the policy to protect children.

Mr. Thompson indicated students at GMS are told not to go door to door. Mrs. Thayer indicated that parents accompany their children when fundraising in the neighborhood.

Mrs. Harrison agreed with Mr. O'Neill's statements regarding the culture we have in that respect.

Mrs. Hershberger commented those who can afford to provide support do so according to their capacity. She mentioned some charter schools are public and do their own fundraisers. She indicated one charter school held a fundraiser on Founders Day with an annual appeal.

Mr. Bourque indicated that would be up to the individual schools and individual groups.

Mr. O'Neill suggested the Board consider starting an education foundation in the future. He explained it is a 501c tax deductible foundation so that donations can be tax deductible for those who donate. He commented that a significant amount of money can be raised for whatever the charge of that particular group may be.

II. CONSENT AGENDA

A. Public Minutes:

- April 18, 2018

Mrs. Harrison made a motion to approve the public minutes of April 18, 2018. Mrs. MacDonald seconded. The motion carried 4-0-0.

III. REPORTS

A. Principals Reports

Principals written reports were provided for the Board. Mr. Thompson and Mr. Lecklider presented data to support advancement on achievement in their buildings, including testing results and trends. Mr. Lonergan provided a broader spectrum of data regarding graduation and college entrance requirements.

- GMS

Mr. Thompson reported there are 66 Kindergarten registrations and 66 Grade 1 registrations.

Mr. O'Neill indicated that he anticipates staffing needs will remain the same for next year based on the enrollment information.

Mr. Thompson agreed, but indicated that grade 4 will be a bit crowded next year. He wished the GMS Lego Robotics teams much luck in the competition. He mentioned that he attended the ALICE training at the Hudson elementary school and sat in on the debriefing. He reported the exercise began with an enhanced lock down where students were active participants and teachers had to make 'on the spot' decisions to lock down. He indicated he felt better prepared having seen that exercise.

Mrs. Harrison was concerned about the message for students when ALICE training takes place and how it will be presented to them.

Mr. Thompson indicated that there will be unified message for all students and there is a book to help prepare them for the training.

Mrs. MacDonald mentioned in the school where she works, they use the term 'Active Shooter' and conduct passive drills.

- Assessment Data

Mr. Thompson indicated that MAP testing is conducted once per year and done on Chromebooks or computers. He noted students do not have the benefit of a computer class until the fall in Grade 3. Both NWEA MAP and AIMSweb are Norm referenced with a national pool.

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)

MAP is designed to demonstrate growth fall to winter and fall to spring. AIMSweb measures by grade and subject at a moment in time.

Test Administration:

AIMSweb is done 1:1 with students in grade 1 using a printed prompt and adults tracking responses on an online form; online in grades 2-4, with the exception of a timed oral reading fluency test.

MAP testing is done in the fall on Chromebooks for grades 1 and 2 without the benefit of computer instruction; online for grades 3 and 4.

Math Results:

AIMSweb results are benchmarked by three tiers: Tier 1-Low Risk; Tier 2-Moderate Risk; Tier 3-High Risk.

Results have shown show improvement in students transitioning from the high risk tier to the moderate or low risk tiers.

MAP results are benchmarked by percentile, Lo, Lo Avg, Avg, Hi Avg, High. In the Fall of 2017 MAP tests were administered in grades 1-4 and reflected higher counts of students in the Lo through Avg percentiles. MAP testing shows areas of relative strength and weakness. The winter results showed marked improvement in students who transitioned from those lower percentiles to the higher average percentiles.

Reading Results:

AIMSweb benchmarks in the fall to winter transition showed while there were a higher number of students that may have fallen into the moderate and high risk tiers, a significant improvement was made, especially in grade 1, moving students in those risk categories to the low risk tiers.

MAP results showed that in grades 1 and 2 there were higher numbers of students testing in the lower percentiles, while in grades 3 and 4 students tested in the higher percentiles.

Mr. Thompson indicated that grade level and classroom changes were made based on the test results:

- Gaining greater familiarity in year 3 with CCSS and new instructional resources;
- Repacing of lessons (e.g. SBAC fractions/decimal units gr 4);
- Increase focus on weak areas;
- Learn new teaching strategies;
- Increase use of technology to boost instruction.

Individual Intervention and Remediation:

- SERFA Reading small group instruction
- Title I reading and math tutors
- District reading tutors and a math tutor
- Collaborative Assistance Team
- IEPs
- 504 Plans
- Summer programs
- Teacher professional development
- Goal to be at grade level by end of grade 3.

Mr. Thompson commented the Board asked how we handle the information. He indicated through the Collaborative Assistance Team who looks at the assessment and tries other methods to help students in the lower percentiles. He noted that full day kindergarten will more instruction so students will be able to make a quicker transition to grade 1.

Mrs. Harrison asked if we are testing students too much. Mr. Thompson commented that a dialogue is needed to discuss that. He noted that although he has shared the background of the two assessments, they have different functions. He indicated there can be some redundancy in what we do, but it shows growth. Mr. Thompson

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)

commented among the teachers there was much desire to deep MAP testing in fall and spring so they can see how their students progress. He indicated we do test a lot and we gave up spring MAP testing for that reason.

- LMS

Mrs. Thayer provided information on NWEA testing results, NH SAS testing, NECAP Science testing and AIMSweb testing. She indicated with the exception of the NECAP Science test which is administered to grade 5 and 8, all students in grades 5-8 are tested in the other assessments.

Mrs. Thayer indicated that AIMSweb data is used in the same way as at GMS – to see progress toward the target and benchmarks. She reviewed the results with the Board and indicated trends in each assessment method:

NWEA:

- Growth in Reading was positive for each grade level cohort in grades 5-8;
- Growth in Math was positive for grade level cohort in grade 6 and 7 from the previous years;
- Grade 5 and 6 showed strength in Geometry and Real/Complex Number Systems;
- Grade 7 showed strength in Geometry;
- Grade 5 and 6 showed strength in Informational Text;
- Grade 6 and 7 showed strength in overall Reading performance;
- Grade 7 was strong in Literary Text and Vocabulary Acquisition;

Areas of growth to work on:

- Grade 5 Operations and Algebraic Thinking;
- Grade 6 and 7 Statistics and Probability;
- Grade 5 Literary Text
- Grade 7 Informational Text.

Mrs. Thayer mentioned that the response to the ‘slip’ in Math included:

- Looking at practice tests earlier
- Embedded fractions earlier in geometry
- increased performance tasks in grade 5.

SBAC:

- Grade 6 and 7 exceeded the State overall in math;
- Grade 6, 7, 8 exceeded the State overall in ELA;
- Grade 5, 6, 7 exceeded the State overall in Writing.

Areas of growth to work on:

- Grade 5 Math overall;
- Grade 5 and 6 Concepts and Procedures
- Grade 5 cohort declined slightly in ELA.

Mrs. Thayer indicated that the response to the areas of improvement, information reading was increased.

NECAP Science:

- Score was above the State average 2015-2017
- Inquiry and Life Science domains were areas of strength.

Areas of growth to work on:

- Physical Science.

AIMSweb:

- 2016 All grades, content areas, performance levels above national norms
- 2017 Grade 5 Math scored at 87% proficiency.

Areas of growth to work on:

- Tier 2 and 3 annual growth will be reported in late June.

Response to the Data:

- Implementation of digital curriculum resources

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)

- Grade 5 Journeys
- Grade 6-8 Study Sync

- Increased opportunities for accelerations and remediation in Math and Reading
 - Ten Marks, RAZ Kids, Reading Plus
- Provide math remedial support/enrichment with expanded implementation of digital platform
- Increased programming for RTI Tier 2 level students
- Increased STEAM programming through Project Lead the Way
- Annual PBIS student achievement goal-setting process
- Increase library digital resources.

Mrs. Thayer indicated that the testing environment improved for all students with the increased number of devices, reliable connectivity and increased internet speed. She noted adjustments are being made to our curriculum scope and sequence as needed.

Mr. Bourque indicated that is a lot of information and it seems we do test a lot. He commented with the new administration we can discuss what we do going forward.

- CHS

Mr. Lonergan provided information regarding postsecondary enrollment of high school graduates within two years to the Board. He indicated that the data shows a large percentage of our graduates go back for that second year of college. He noted the information was taken from the national clearing house. He commented in 2010, 76% of CHS students went back for a second year, which is better than the states reported in the data.

Mr. O'Neill commented that he looks at the trend lines and indicated that there is good data out of the high school.

Mr. Lonergan indicated NWEA testing begins next week as well as NECAP Science. He commented the State released the SAT scores to students, but not to the schools.

Mr. O'Neill complimented the whole system. He indicated the high school inherits what we worked on with our students for the last 9 or 10 years. He commented the success rate and entrances in college is a systemic process.

B. Bus Route Schedules

Mr. Bourque led a discussion regarding bus route start times relative to resolving student arrival times at the middle school.

C. Business Administrator's Update

A financial update from the Business Administrator was provided for the Board.

Mr. Bourque announced that the public school infrastructure application was approved for the GMS secure vestibule.

Mr. O'Neill indicated the same contractors working the kindergarten portable classrooms will be working on the vestibule.

IV. OLD OR UNFINISHED BUSINESS

A. Policy 2nd Reading: IHCD Advanced Course Work/College Placement

Mr. O'Neill indicated the policy was approved for a first reading by the Board. Final approval by the Board is required.

Mrs. Harrison made a motion to approve IHCD, Advanced Coursework/Advanced Placement Course and STEM Dual and Concurrent Enrollment. Mrs. MacDonald seconded. The motion carried 5-0-0.

B. School Board Goals

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)

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

There was no manifest.

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 Mrs. Harrison, the Board entered into non-public session at 8:20 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 8:55 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

Mr. Bourque made a motion to adjourn the meeting at 8:55 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board