

**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 June 6, 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  
Tom Lecklider, 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 6:07 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from May 23, 2018:

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

*Mrs. MacDonald made a motion to accept the resignation of Alex Scarelli, CHS English teacher. Mr. Bourque seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the resignation of Jordan Lemay, GMS Kindergarten teacher. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mrs. MacDonald made a motion to accept the resignation of Yesenia Schuler, CHS Psychologist. Mr. Bourque seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to accept the nomination of Laura Crowley as Director of Food Services at a salary of \$50,000 for the 2018-2019 year. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to accept the nomination of Julie Green as Library Media Specialist for CHS at a salary of \$45,231 for the 2018-2019 year. Mrs. MacDonald seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions:

• CHS Library Media Center Proposal

Abigail Gray, CHS Student, and Julie Green, Librarian, presented a proposal to the School Board to rename the CHS Library Media Center to the Dr. Ange Learning Commons. Ms. Gray indicated the renaming the library after Dr. Ange is meant to continue her legacy. She noted the learning commons will be a space to focus on education, learning, collaboration, and project creation. The presentation included a comparison between a typical library space and what a learning commons would look like. She noted that the furniture is movable.

Mrs. Green reported that the students and she met with a representative to look at the types of furniture available and to get quotes for the new furnishings.

Mr. Bourque asked if there is a plan for the learning commons at CHS.

*Litchfield School Board Meeting 6/6/18*

*Approved June 20, 2018*

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Mrs. Green indicated that the plans will be available on Friday and she will share them with the SAU and School Board. She reported that they shared ideas with the representative on what types of spaces they would like. She explained that the mobility of the furniture provides a movable learning environment. She noted the furniture is easy to clean and durable.

Mr. Bourque asked if the whiteboard would be stationary. Mrs. Green indicated that it most likely would be mounted on the wall and students can “pipe in” through the whiteboard.

Mrs. MacDonald asked if food and drinks will be allowed in the learning commons. Mrs. Green indicated that allowing food and drinks is planned as the learning commons is a place where students should be comfortable.

Ms. Gray commented it is about making small changes. With reference to the proposal to change the name of the library, she indicated they would like to hang a plaque that states it is the Dr. Ange Learning Commons and change the quote above the library to reflect that it is the Dr. Ange Learning Commons. She mentioned that booklets can be handed to people with information about Dr. Ange. She noted that students are drawn to open spaces that are stimulating, where they become fully engaged in conversation. She commented this would be another step to engage students in collaborative learning and idea sharing.

Mrs. Green indicated that maker spaces have been integrated and some interesting ideas have been realized.

Mrs. Hershberger asked if there was any precedent for naming areas or rooms in the schools.

Mr. Bourque indicated that there is a long standing understanding that we do not name anything in the schools or the fields. He asked if a plaque can be hung to dedicate it to her.

Ms. Gray indicated that can be done as was done with the dedication of the tree and sea glass collection.

Mr. Bourque asked about the content in the booklets that are planned for distribution. Ms. Gray indicated they do not have firm detail at this time, but will share it with the Board. She commented that Dr. Ange emphasized so much about transforming the library into a learning commons and how it would enhance education and learning.

Mr. Bourque indicated the Board would like to discuss this further. He noted the Board would like to know what the plaque will say.

Mrs. Green indicated that they will get the information on the plans and the plaque so they can meet with the Board again.

Mrs. Hershberger asked with a change to the learning commons format if increased attendance is expected.

Mrs. Green indicated there are less classes that come to the library because they have their Chromebooks, but she would like to focus on ensuring they have access to all the library’s materials online. She noted that she will also go to the classrooms to make sure students have what they need. She commented with learning commons you can work with students on their interests help them get the full experience and potential out of CHS.

Mr. Bourque asked if books are being purged and if the Board can have a list of the library inventory. Mrs. Green indicated some books were purged and offered to get a list of the library’s inventory for the Board.

Mr. Bourque asked if books are still being purchased. Mrs. Green indicated books are being purchased, but she is concentrating on ebooks. She commented she will purchase the more popular fiction books and there are different options between online and print materials.

Mr. O’Neill expressed excitement about the learning commons and changes going on in the district. He was pleased that Mrs. Green stated she was going into the classrooms to explain the difference in sources that have good

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information. He indicated critical thinking is becoming more of an absolute we endow our children with before they graduate.

F. Correspondence

Mrs. Harrison announced that the Board received a letter from Logan Barka expressing support for Jordan Lemay who was a Grade 5 teacher at LMS. She noted that she responded to Logan and explained that Mrs. Lemay was reassigned to teach Kindergarten, but resigned so she could teach middle school, and we will miss her.

Mr. Bourque commented it is difficult when decision have to be made regarding good teachers, but it was her decision to leave the district.

G. Superintendent's Comments

Mr. O'Neill mentioned that he attended the CHS Academic Awards last night and it is such a good example of the triangle (parents, students, teachers) we need to make public school better. the teachers students chose went up to say beautiful words – then students go up and talk and having parents there was a truly enjoyable event – congrats to parents, students and teachers for wonderful tradition –

- Competencies

The Superintendent presented a list of competencies by course and the number of students that passed/failed those competencies. The request was made by a School Board member. Semester 1 competencies have been provided for the School Board. Final competencies for Semester 2 have not yet been assessed or entered into the student information system.

Mr. O'Neill indicated the overwhelming data would suggest more than 95% of the students pass competencies and some do not. He noted that some areas were more of a challenge to some students and those areas tend to be concrete sequentials in mathematics. He commented the district does need to take a look at competencies over the next several years.

Mr. Meyers commented it would be nice to see four year trend. He indicated if the middle school is moving toward competencies it would be nice to see progression through the schools. He believes competencies are still a challenge for the students and some parents.

Mr. O'Neill indicated that Dr. Jette and the Board will have conversations about goals. He recommended the Board take the time to meet exclusively around the goals as it will be a good focus. He noted there are many different sources of information over the next couple of months that will give you that information. Mr. O'Neill commented the dialogue around grading and competencies will come together and there will be major discussions. He mentioned that the grading dialogue has been going on for two years and has not progressed as much as we would have liked.

H. Community Forum

There was no public input.

I. School Board Comments

Mr. Meyers mentioned that he was impressed with the student presentations for senior projects.

Mr. Lonergan complimented Lynn Gnaegy and Ryan Kelly for their work on senior project presentations. He mentioned that they have seen some challenges with it and are going to do research regarding what occurs in other districts as well.

Mrs. Hershberger commented public speaking and presentation begins in elementary school and they have done a great job.

Mr. Bourque complimented the Booster Club with regard to the press box project at CHS. He indicated the structure is progressing and the Boosters have collected many donations. He commented they still have not had a conversation with the major donor, but have collected enough funds to build the structure. He noted it will be a great addition.

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Mr. O'Neill commented that there is a great school/community relationship that exists. He thanked the community for their help.

**II. CONSENT AGENDA**

A. Public Minutes:

- May 23, 2018 Public Hearing

*Mrs. Harrison made a motion to approve the May 23, 2018 Public Hearing minutes. Mrs. MacDonald seconded. The motion carried 5-0-0.*

- May 23, 2018

*Mrs. Harrison made a motion to approve the May 23, 2018 public minutes as amended. Mrs. MacDonald seconded. The motion carried 5-0-0.*

B. Budget Transfers

*Mr. Bourque made a motion to approve the budget transfers for April and May 2018. Mr. Meyers seconded. The motion carried. 5-0-0.*

**III. REPORTS**

A. Principals' Reports

- GMS
  - Update on Goals and Achievements

Mr. Thompson provided an update on goals and achievements accomplished at GMS. He reported that the teachers have been hired for kindergarten and two paraprofessional positions have been filled. Two special education paraprofessionals are expected to be hired. Plans are underway for the classroom building and a mid-July arrival is anticipated with two weeks for installation. Some customizations will need to be completed. Ordering has begun to outfit the rooms. A schedule was designed to allow for a separate recess and lunch.

Mr. Thompson reported he completed a room utilization plan for the whole building. The current pre-school room will be used for enrichment and pre-school will be moved to the existing kindergarten modular. Some tutors will be moved to another pre-school room. Spaces will be added for the library. The music room will be placed back in room 15 and a staff room will exist in room 5.

- Professional Development Activities Update

Mr. Thompson reported to the Board with regard to professional development activities that have been scheduled in place of adding a day at the end of the year for professional development. Kindergarten teachers are reading "Lifelong Kindergarten"; Faculty are doing webinars, first aid/CPR, FEMA training; a schedule of activities for professional development was provided by Mr. Thompson.

- LMS

Mr. Lecklider reported that Raiders Softball moved up to Division II this year; Boys Baseball did well; Softball advanced to the championship; the drama club performance was held last week and they did a great job; the spring concert was held at CHS last night.

- Update on Goals and Achievements

Mr. Lecklider provided an update on goals and achievements accomplished at LMS. He reported that the 1:1 computing program has worked out well in Grade 8. The addition of the 8<sup>th</sup> grade model allowed LMS to move the labs out to grades 5-7. Staff trainings were held with the IT Department, working on Google Suite and tools. Mr. Lecklider indicated many classes have digital components which are we are now able to use more and as we move toward the full 1:1 model implementation next year we will expand those resources to all four grades. Grade 5 will start the year with a hybrid model and eventually the technology will be sent home with students.

Mr. Lecklider spoke to Learning Commons. He indicated that much time has been invested. He and Mrs. Provencal met with representatives from Plymouth State last week who were pleased with the direction LMS is taking. He noted the library has changed substantially in moving toward learning commons. He mentioned that some books are being cleansed.

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With reference to Goals agenda item, Mrs. Hershberger was concerned that some goals relative to student achievement were not relevant. She indicated that the NWEA scores vary from year to year with no clear trend. She commented that she is trying to determine if they are school board goals or collaborative goals and what we are envisioning going forward.

Mr. Bourque indicated that principals provide updates on the board goals, which are collaborative goals. He noted once Dr. Jette is on board the goals will be the focus. He explained goals that have been completed or changed will be phased out and replaced with new ones.

Mrs. Hershberger commented she does not want to be spending time answering to irrelevant goals.

- Professional Development Activities Update

Mr. Lecklider reported to the Board with regard to professional development activities that have been scheduled in place of adding a day at the end of the year for professional development. He indicated there are book studies, curriculum design activities, unit design activities, content literacy and digital training. He noted that teachers will be teaching teachers.

- CHS

Mr. Lonergan reported that the academic awards was an excellent event; English and Social Studies teacher candidates are being interviewed; there is a Science teacher candidate; he is working with Mrs. Bandurski on filling the school psychologist position and case manager position; graduation will be held on June 15 at 6:00 pm. Mr. Lonergan reported he gave students permission to decorate their caps this year with guidelines they have to follow. He noted this year will be a trial.

- Update on Goals and Achievements

Mr. Lonergan provided an update on goals and achievements accomplished at CHS. The NEASC process consisted of 18 months of work which began November 2016; the process was challenging, but garnered much support; teachers did an amazing job; we were \$2,000 over budget for NEASC because the team was larger than expected; Ms. Ayer was a great resource in preparation for the visitation; IT did a great job meeting the needs of the team. A draft report is anticipated in approximately two weeks. The NEASC team pointed out that CHS students connected with the teachers; there is much support by parents; excellent core values. The team observed that teachers need more common planning time and professional development. The team felt there is strong teacher understanding of technology and strength in resiliency.

- Professional Development Activities Update

Mr. Lonergan reported to the Board with regard to professional development activities that have been scheduled in place of adding a day at the end of the year for professional development. He mentioned the teachers are doing amazing things. He indicated that opportunities have been provided for a principal's round table to discuss topics such as student discipline, the emotional drain of teaching, innovation in education, curriculum work, and dual enrollment. Teachers are working on more educational apps, webinars and creating presentations to other teachers, Project Running Start work, and book studies.

Mr. Bourque observed that the principals' reports in recent months have been more informative. He indicated the information provided is what the Board is seeking – what is happening and the state of our schools. He noted the Board wants to know the challenges and what the Board can do for the schools.

Mr. Meyers thanked Carolyn Leite for the wonderful Memorial Day ceremony.

- B. Business Administrator's Update

- Financial Update
- Facilities Update

Mr. O'Neill indicated that Mr. Izbicki provided a written update on district financials as well as an update on facilities projects that will take place over the summer, as requested by a Board member.

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**IV. NEW BUSINESS**

A. Job Description Revisions:

- Business Administrator
- Director of Human Resources
- Payroll Coordinator

Mr. O'Neill presented revised job descriptions to the Board. He explained the job descriptions have been revised to reflect a change in the organizational structures. The Business Administrator job description has been revised to remove the supervision structure of payroll. The Director of Human Resources job description has been revised to add the supervision structure of payroll. The Payroll Coordinator job description has been revised to reflect the amended reporting structure.

***Mr. Bourque made a motion to approve the Business Administrator, HR Director, and Payroll Coordinator job descriptions as revised. Mrs. Harrison seconded. The motion carried 5-0-0.***

B. Policies:

- JEB Age of Entrance Revision

Mr. O'Neill commented it has come to the SAU's attention that there is a need to include an exception in the policy to allow registration of children to Kindergarten and Grade 1 who reach the age of entrance shortly after the required cut-off date. He indicated the Age of Entrance policy, JEB, has been amended to include language that will address early entrance requests for Kindergarten and Grade 1 and has been vetted by legal counsel.

Mr. Bourque asked why language could not be included that states the Superintendent's decision is final. He suggested not having a deadline for parents requesting early enrollment for their students who may not meet the age requirements.

Mr. O'Neill indicated the date is needed for continuity. He noted that giving the Superintendent the authority to have the final decision places the Superintendent in a precarious position.

Mrs. Harrison asked about the discretion of the Superintendent with regard to the early enrollment decision. Mr. O'Neill indicated ultimately it is at the discretion of the Superintendent. He explained the process is done at the school level and the Superintendent is informed by the experts' information.

Mr. Meyers asked if it would be a set procedure. Mr. O'Neill indicated that it would have to be defined. He talked about the assessments used to determine if a child who has not met the age requirements. He was concerned about the validity of the assessments for pre-school and repeated they have to be defined.

Mr. Meyers was concerned that that a child could miss the deadline by one day. He asked if the end of December would be a better deadline.

Mr. Bourque commented it is better to have an absolute date. He indicated the Board can discuss it and noted that the district does not get many requests.

Mr. O'Neill commented there will be exceptions and this is included in the policy for that child that needs that exception.

Mr. Bourque indicated the Board can discuss the policy further as there is no hurry.

**V. OLD OR UNFINISHED BUSINESS**

A. School Board Goals

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

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

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**VII. PUBLIC INPUT**

**A. Community Forum**

There was no public input.

**VIII. 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 7:48 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.*

**IX. RETURN TO PUBLIC SESSION**

*Mr. Bourque made a motion to return to public session at 8:12 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.*

**X. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 8:12 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board