

*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 July 13, 2016**

**In Attendance:** Brian Bourque, Chair  
Derek Barka, Vice Chair  
Janine Lepore, Board Member (*excused*)  
Christina Harrison, Board Member  
Dr. Julie Heon, Director of Curriculum & Instruction  
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 6:02 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included: addition of Board Member Vacancy discussion under School Board Comments, Approval of Purchases Over \$5,000 under School Board Comments, addition of School Board Audit Questionnaire under Reports.

Mr. Bourque announced Nicole Quintana resigned July 12, 2016.

D. Summary of Non-Public Actions from: June 22, 2016:

*Mr. Barka made a motion to accept the resignation of Jesse Haarlander, Physical Education teacher at GMS. Mr. Bourque seconded. The motion carried 4-0-0.*

*Mr. Barka made a motion to accept the resignation of Connor Lane, part time Physical Education teacher at CHS. Mr. Bourque seconded. The motion carried 4-0-0.*

*Mr. Barka made a motion to accept the resignation of Alexandria Aponik, part time Art teacher at CHS. Mr. Bourque seconded. The motion carried 4-0-0.*

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Mr. Bourque reported that correspondence was received from: Marilyn Pagan to inform the district of free electronic waste recycling and data destruction services. The email will be forwarded to Jason Pelletier, Director of IT.

G. Approval of Draft Minutes:

- Public Session June 22, 2016

*Mr. Barka made a motion to approve the public minutes of June 22, 2016 as written. Mrs. Harrison seconded. The motion carried 4-0-1, with Mrs. Harrison abstaining.*

H. Community Forum

There was no public input.

**II. REPORTS**

*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)*

A. School Board Comments

Mr. Barka expressed disappointment over the resignation of Mrs. Quintana.

Mr. Bourque commented there has been some concern that VLACS grades are not applied to a student's GPA. He reported that he received a response from Jodi Callinan, CHS Guidance Director, in which she explained that it is noted in the student handbook that those grades are not acceptable to be applied to the GPA because it is out of our control.

Dr. Heon commented that VLACS has their own procedures and policies to which we do not have access. She noted students that take VLACS courses receive credit if they attain a passing grade, which is common practice among school districts.

- Board Member Vacancy Letter

Mr. Bourque announced that a letter has been drafted for submission in the HLN to announce the School Board member vacancy. He indicated that interested candidates are given a deadline to respond by July 29. He noted that the Board can hold a separate meeting to interview the candidates and appoint a member to the vacant position.

Mr. Bourque welcomed Mr. Lonergan, CHS Principal, to the district.

- Approval of Purchases Over \$5,000

- NWEA Invoice 2016-2017

***Mr. Barka made a motion to approve a purchase for NWEA web-based software for the 2016-2017 year at a cost of \$13,337.50. Mrs. Harrison seconded. The motion carried 3-0-0.***

- StudySync Quote 7.1.16

Dr. Heon presented a quote for StudySync to the Board. She explained that it is being piloted for grades 6-8 and consists of printed and online resources with an access portal. She indicated students are making the transition in the curriculum we have and writing has been integrated into the StudySync resources. She noted it also has response to instruction materials for students who may struggle with more complex reading and require the questions to be broken down. Dr. Heon indicated this is a six year agreement with McGraw Hill with consumable materials for six years at no cost. She noted this is a one-time cost. She commented that PERC is working on a new revised curriculum review cycle to help predict when we go into a new project.

***Mr. Barka made a motion to approve a purchase for StudySync digital access and materials at a cost of \$40,370.40. Mrs. Harrison seconded. The motion carried 3-0-0.***

B. Curriculum Report

Dr. Heon provided the June 2016 Curriculum report for the Board. She presented recommendations from PERC:

- K-12 English Language Arts Curriculum Frameworks
- K-12 Math Curriculum Frameworks
- K-12 Social Studies Curriculum Frameworks
- 5-12 World Languages Curriculum Frameworks
- 9-12 Science Curriculum Frameworks

Dr. Heon indicated instructional practices are included in the frameworks. She commented that all areas of curriculum have been approved with the exception of Business, for which the committee will be meeting next week. Dr. Heon noted that Tech Ed will be address with Mr. Lonergan and the new Tech Ed teacher at LMS. She reported that teachers are working with curriculum documents and have written two units in the last two years. She indicated new units are in the process of being reviewed with Mr. Perez and we will be looking at how each course went at the end of each course. She noted parents can have a copy of the scope and sequence of each subject. Dr. Heon commented this will also facilitate the process for substitute teachers.

**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. Barka made a motion to approve the curriculum frameworks presented to the Board (English Language Arts, Math, Social Studies, World Languages Grades 5-12, and Science Grades 9-12. Mrs. Harrison seconded. The motion carried 3-0-0.**

Dr. Heon thanked all the teachers, staff members and PERC members who worked on the curriculum over the last few years. She commented that the frameworks seem to be user friendly. She indicated higher order skills are focused with key understandings, essential questions and a requirement for evidence to support responses to the higher order questions.

C. School Board Audit Questionnaire

The School Board provided responses to the 2016 District Audit questionnaire.

D. Committee Reports

- LEA Negotiations Committee

Mr. Barka reported that the committee met on June 15 to set the schedule for LEA negotiations.

- LSSA Negotiations Committee

Mr. Bourque reported the committee met to set up guidelines and a schedule for negotiations for the Litchfield Support Staff.

**III. OLD OR UNFINISHED BUSINESS**

A. 2016-2017 Student Handbook Discussion

Student handbooks have been reformatted. GMS and LMS changes were provided for the Board on June 8. CHS has submitted their changes. Mr. Lonergan, new principal at CHS, has reviewed the draft handbook and provided revisions.

- CHS Retake Policy

Mr. Lonergan commented he is a strong supporter of retake policies, which goes with good grade practices. He indicated that retakes provide an opportunity for teachers to reteach and for students to take a different assessment. He noted it can be challenging for a teacher to think about re-teaching and drafting a new assessment, and it can be challenging for students to reprocess and retake the assessment. Mr. Lonergan commented that the number of retakes and the rationale behind them is a deep philosophical conversation. He indicated that this policy is a straightforward process. He noted that he reviewed the teacher input regarding retakes. Mr. Lonergan commented it is important that students have to show they have done that formative work before giving them a summative assessment.

Mr. Bourque asked how retakes prepare students for college.

Mr. Lonergan commented there are challenges with that as colleges are not fully on board with retakes, but are in the process of rethinking what that looks like.

Mr. Barka was concerned that a student may not study and does not pass the assessment, and is allowed to retake the assessment. He indicated the test should be changed so the student does not know what he or she will be tested on.

Mr. Cooper commented that teachers examined this policy and practice closely. He noted there are limited retakes and that the policy states that students are expected to put forth a good faith effort when taking their assessments. He indicated it is standard practice not to give out the same test.

Dr. Heon commented many of the assessments are not things the students can memorize and if a student learns to re-study it is an advantage.

**Mr. Barka made a motion to approve the CHS retake policy as presented. Mrs. Harrison seconded. The motion carried 3-0-0.**

**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)*

- CHS Cell Phone Policy

Mr. Bourque commented the cell phone policy revision seems straightforward.

Mr. Lonergan commented that it gives students more flexibility in the cafeteria before school and at lunch and is a bit less punitive. He indicated it is smarter to do it this way as students are now digital natives. He noted at Pinkerton students are allowed to use their cellphones in the hallways and it was determine that students were not using their phones as much in school.

***Mr. Barka made a motion to approve the revised CHS Cell Phone policy. Mrs. Harrison seconded. The motion carried 3-0-0.***

- 2016-2017 GMS Handbook Changes

***Mr. Barka made a motion to approve the 2016-2017 GMS Handbook with revisions. Mrs. Harrison seconded. The motion carried 3-0-0.***

- 2016-2017 LMS Handbook Changes

***Mr. Barka made a motion to approve the 2016-2017 LMS Handbook with revisions. Mrs. Harrison seconded. The motion carried 3-0-0.***

- 2016-2017 CHS Handbook Changes

***Mr. Barka made a motion to approve the 2016-2017 CHS Handbook with revisions. Mrs. Harrison seconded. The motion carried 3-0-0.***

**B. Policy Re-Approval: DFA Investment Policy**

Mrs. Flynn explained that the auditors require the investment policy to be approved annually.

***Mr. Barka made a motion to approve DFA Investment Policy for 2016-2017. Mrs. Harrison seconded. The motion carried 3-0-0.***

**IV. MANIFEST**

The manifest was circulated and signed by the Board.

**V. PUBLIC INPUT**

**A. Community Forum**

There was no public input.

Mr. Bourque thanked Mr. Lonergan for attending the School Board meeting and welcomed him to CHS.

Mr. Lonergan expressed excitement about the year ahead.

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

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

***Upon a motion by Mr. Barka, the Board entered into non-public session at 6:46 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; Mr. Barka, yes; Mrs. Harrison, yes.***

**VII. RETURN TO PUBLIC SESSION**

***Upon a motion by Mr. Bourque, the Board returned to public session at 6:59 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Harrison, yes.***

**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)*

**VIII. ADJOURN**

*Mr. Bourque made a motion to adjourn at 7:00 p.m. Mr. Barka seconded. The motion carried 3-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant