

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 18, 2018

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Robert G. Meyers, III, Board Member
Elizabeth MacDonald, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Ph.D., Superintendent
Hollie Messenger, Director of Human Resources

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:11 p.m.

B. Pledge of Allegiance

Mr. Bourque took a moment, following the pledge, to introduce and welcome Dr. Michael Jette, Superintendent and Mary Widman, Director of Curriculum, Instruction and Assessment.

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from June 20, 2018:

Mr. Bourque made a motion to approve the non-public minutes for June 6, 2018. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Courtney Beach as Pre-Kindergarten teacher at GMS at a salary of \$51,729 for the 2018-2019 year. Mrs. MacDonald seconded. The motion carried 4-0-0.

Mrs. Harrison made a motion to accept the nomination of Eric Momnie as STEAM teacher for LMS for a salary of \$56,416 for the 2018-2019 year. Mrs. MacDonald seconded. The motion carried 4-0-0.

E. Presentations and Recognitions

• Special Services Program

Mrs. Bandurski, Director of Special Services, provided information to the Board regarding how the programming works, case managers' responsibilities, teachers' responsibilities, and paraprofessionals' responsibilities. She provided a presentation of information regarding special education for the Board.

Definition of Special Education

- Specially designed instruction at no cost to the parents that is designed to meet the unique needs of a child with a disability.
- Services include speech/language pathology; vocational education; occupational therapy; physical therapy; vision services; teacher of the deaf, orientation/mobility; counseling; other services as needed.
- Regulations require the least restrictive environment, which could be located in any venue.
- Standards for education of children with disabilities were amended March 2017.
- The standards are the framework for the responsibilities of staff.

Referrals

Total number of referrals (new or out of state move-ins) = 56; 11 did not qualify for services;

GMS exited 21 students during 2017-18 (4 after re-evaluation; 7 not eligible after referral; 3 refused services; 7 moved to other district)

LMS exited 10 students: (6 after re-evaluation; 2 not eligible; 1 refusal; 1 moved to other district)

CHS exited 32 students: (21 graduated or aged out; 4 refusals, 2 ineligible; 5 moved).

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Total number of students identified as of June 1 was 248 (GMS 96; LMS 66; CHS 74; Out of District 8; Tabernacle/St. Francis 4).

Special Education Teachers:

- Communicate regularly with parents
- Organize/lead meetings for their caseload
- Provide direct instruction, classroom observations
- Conduct assessments for new referrals or re-evaluations
- Consult with classroom teachers, related service providers, contracted providers and physicians
- Write IEP's for their students
- Complete all required paperwork for the process
- Collect data for IEP goals/objectives
- Provide guidance to paras working with their students
- Advocate for the needs of their students.

Mrs. Hershberger and Mrs. Harrison asked how much time teachers spend on the paperwork and liaising compared to the time they spend with students.

Mrs. Bandurski indicated that the times vary because every student is different; however, all the needs of the students are being met.

Special Education Teachers in Our District:

- Case manage the students assigned to their caseload
- Students are the number one priority of staff
- Students are assigned to special educators by grade level and sometimes by need
- Each student requires 2 hours of meeting time (sometimes more); about 30 min of paperwork associated with each meeting
- IEP is in effect for one calendar year with annual meetings.

Mrs. Bandurski commented it is a very collaborative process for case managers because this is such a small district.

Mrs. Hershberger asked how the success of these students is measured.

Mrs. Bandurski indicated success of the student is measured by their growth. She explained the data that Special Services tracks is different for each student (includes performance). She noted that we are making sure all our students are accessing the general curriculum.

Paraprofessionals

- Work under supervision of sped teacher
- Assist in the provision of special education and related services
- Monitor the behavior of children they work with
- Implement a plan designed by a certified educator
- Do not usually attend IEP meetings, and parent teacher conferences are not part of their typical contracted work day
- Receive a district paid subscription to PD Now that offers PD on variety of topics
- Receive on the job training/coaching, consulting provided based on student need
- Assigned to provide support throughout all aspects of the student's day, with the exception of UA's, lunch and recess, which is dependent on the student need.

Mrs. Bandurski commented we look at student need, staff availability and schedules when placing paraprofessionals.

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Classroom Teachers:

- Implement IEPs
- Attend and participate in meetings
- Consult and collaborate with special services staff regarding the needs of students
- Participate in the development of the IEPs
- Complete the aspect of evaluations
- Collect student data (goals, assessments, etc).

Mrs. Hershberger asked if there is aggregate data to reflect the different areas of learning disability. She would like to understand what the challenges are and how we are achieving those goals.

Mrs. Bandurski indicated in terms of overall data, we have the state assessments and pull out information to show us where we need to focus. She noted that we look annually at the data to make informed decisions in order to create the goals. She noted that we are constantly looking at how the student is doing and if the student is not progressing we look at how we can help.

Mrs. Hershberger commented there is nothing that can be aggregated.

Mrs. Bandurski clarified that aggregated data would be in the form of the state assessments. She indicated the other data we look at cannot be aggregated and includes classroom performance, comprehensive evaluations that are student specific, and cognitive profiles.

Mrs. Harrison asked about the different types of paraprofessionals in the district and the supervision structure.

Mrs. Bandurski indicated more than half are 1:1 or 1:2. She noted that we have some students that need 1:1 support for specific areas and group instruction for others. Mrs. Bandurski explained the supervision structure. She indicated that building principals supervise the paraprofessionals with information from classroom teachers and special education teachers; supervision of special education teachers is a collaborative effort; the director oversees the psychologists and social workers.

Mrs. Harrison asked if paraprofessionals are getting the professional development they need.

Mrs. Bandurski indicated it would be beneficial if paraprofessionals could have the same number of professional development days as teachers.

Mrs. Harrison asked about substitutes for paraprofessionals.

Mrs. Bandurski indicated that we do get substitutes for special education positions when they are available.

Mrs. Harrison asked about the training paraprofessionals receive when they are hired.

Mrs. Bandurski indicated that during the three days of professional development prior to the start of school we try to cover as much as possible with them, including confidentiality, responsibilities, and topics pertinent to their positions.

Mr. Meyers asked why the building principals supervise and evaluate the paraprofessionals.

Mrs. Bandurski indicated that special education teachers do not have supervision or evaluations as part of their responsibilities.

Mrs. MacDonald asked about the number of paraprofessionals in the district.

Mrs. Bandurski indicated there are 55 paraprofessionals in the district. She noted that they are allocated accordingly, but there are a higher number at GMS.

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Mrs. Hershberger commented the article to hire a special education coordinator was not approved by the voters. She asked if there is a plan to try to fill that gap and address the challenging caseload.

Mrs. Bandurski indicated that the district is looking at stipends for teachers to take on more responsibilities of case management and assigning some special education responsibilities to the high school administrative assistant.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- **General Assurances**

Dr. Jette provided information regarding General Assurances, Terms and Requirements for Participation in Federal Programs for the School Board. He explained that general assurances make sure districts are complying with federal law and that this year the Commissioner of Education would like the Board Chair to sign the assurances in addition to the signature of the Superintendent.

- **School Board Training Opportunities**

Dr. Jette mentioned that the NHSBA is offering a 'Season Pass' to member school boards for professional development. The cost for one year is \$250 for a five member board. He explained typically every workshop is an individual cost, but the NHSBA added this program for member boards who are looking for more professional development during the year. A list of training opportunities offered by the NHSBA was provided for the Board.

Dr. Jette asked for Board consensus for the district to purchase the annual season pass cost.

Board members agreed to purchase the NHSBA annual season pass for Board member professional development.

H. Community Forum

There was no public input.

I. School Board Comments

Mrs. Hershberger expressed the need to discuss a plan to increase the opportunity for the Superintendent and the community to communicate. She suggested holding monthly coffee meetings similar to what the CHS principal is doing.

Dr. Jette commented it has been incredibly welcoming and he plans to be as visible as possible. He indicated he is approachable to the concerns of the community.

Mrs. Hershberger suggested a monthly Q and A article in the HLN outlining the role of the Superintendent and the proper chain of command.

Mrs. Harrison noted that Dr. Cutler, former Superintendent, submitted a monthly article to the HLN regarding the pulse of the district.

Mrs. Hershberger suggested the district consider a quarterly newsletter.

Dr. Jette indicated he would check into what has been done in the past and consider the suggestions of the Board. He agreed communication is most important.

Mr. Bourque welcomed Ms. Widman and Dr. Jette to the district. He believes we have a strong foundation in the district and that there are great things ahead for all. Mr. Bourque complimented those involved in the work on the press box at CHS. He indicated that it is looking very good and is looking forward to its completion.

II. CONSENT AGENDA

A. Public Minutes:

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- June 20, 2018

Mrs. Hershberger made a motion to approve the public minutes of June 20, 2018. Mr. Meyers seconded. The motion carried 5-0-0.

- Budget Transfers

Mrs. Harrison made a motion to approve the June 2018 Budget Transfers. Mrs. Hershberger seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Report

- Financial

The Business Administrator provided a written financial report for the Board.

- School Board Audit Questionnaire

The 2018 School Board Audit Questionnaire was provided to the School Board. It is required by the Auditors that the School Board review the questions and provide responses prior to the 2018 School District Audit. School Board members reviewed the questions and confirmed their responses.

- Bus Routes 2018-2019

Dr. Jette reported that bus routes were developed in the SAU Office prior to a meeting with representatives from First Student. He indicated there was input from First Student and revised bus routes and route maps were sent to First Student in order to have their drivers begin timing the routes. He noted that routes were updated, but are subject to change prior and/or after publishing. Dr. Jette commented that the goal of the SAU Office is to publish the bus routes the first week of August.

Mr. Bourque commented that Mrs. Flynn put in a lot of work on this year's bus routes.

Mrs. Hershberger commented that she was surprised by the amount of work Mrs. Flynn had performed to complete the routes. She was concerned why the transportation company does not have the appropriate software to determine the routes based on the number of students, addresses and needs.

- LMS Entry Proposal

Dr. Jette reviewed a proposal from Windy Hill Associates to provide architectural services to revise the existing entry at LMS, which was requested by the Business Administrator. He indicated that this design will provide much more visibility for the main office and have safer access to the school through one main entrance.

Mrs. Hershberger asked about the process for acquiring quotes.

Mr. Bourque indicated the policy states if it is over a certain amount the district will be required to go to bid.

Mrs. Harrison asked if the district paid for the design of the vestibule at GMS.

Mr. Bourque commented that there are existing entry doors at GMS and a design of that type was not necessary.

Mrs. Hershberger asked if the LMS project will be completed over the summer.

Dr. Jette indicated that it is not planned for the summer. He suggested the Board can present it as a warrant article or use funds remaining at the end of FY19.

Mrs. Hershberger asked about Mr. Izbicki's recommendation.

Dr. Jette indicated that he is looking for feedback to go forward or to get estimates from vendors as we are getting prepared for when the district is ready to go forward with the project.

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B. Enrollment Report

Dr. Jette reviewed the June 2018 Enrollment report with the School Board. He indicated that the key numbers are Kindergarten and Grade 1. He reported that as of this morning Kindergarten enrollment is at 73 students with a potential for an additional 3 students; Grade 1 enrollment is at 80 students with a potential for an additional 3 students. Dr. Jette commented based on the current enrollment, the four Kindergarten teachers will average 19 students, which is within the K-3 class size policy parameters of 20 per class. He indicated if Grade 1 enrollment reaches 83 students, with four classrooms the average size will be 21 students per class.

Mrs. Hersberger asked about the maximum number per class.

Dr. Jette indicated the policy states that the district will *strive* for 20 per class in grades K-3. He noted the numbers are still within acceptable parameters.

C. Committee Reports

- **Budget Committee**

Mr. Meyers reported that the Budget Committee met on June 28, 2018 and were pleased with the Kindergarten project. He indicated that the only question was about the fencing that was approved on the warrant last year and if the funds are still available.

Mr. Bourque indicated that the funds have been encumbered and the SAU is waiting for the project to be completed before installing the fencing.

Mr. Meyers reported that questions were raised regarding warrants for infrastructure for the district.

Mr. Bourque explained that several members want to place a bond on the warrant that would combine the prioritized recommendations from the building assessment. He indicated that the Capital Planning Committee needs to meet and discuss updates to the state of district facilities.

- **Joint Loss Management Committee**

Mrs. MacDonald reported the Committee met in June and discussed a few safety items. She indicated that disposal of science department chemicals and toxic materials was a concern. She commented some members have resigned from the committee and there is a need for additional membership.

V. OLD OR UNFINISHED BUSINESS

A. 2018-2019 Student Handbooks

Dr. Jette reported that draft handbooks were provided to the Board on June 20, 2018 for review. He indicated that an additional change was discovered and added on a separate page for the Board to review.

Mrs. Harrison made a motion to approve the 2018-2019 GMS Student Handbook. Mrs. Hershberger seconded. The motion carried 4-0-0.

Mrs. Hershberger made a motion to approve the 2018-2019 LMS Student Handbook. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Meyers asked if the requirements to address what is needed for graduation should be changed based on concerns regarding the recent challenges with high school students who did not meet those requirements.

Mr. Bourque indicated that more discussion is needed. He noted the concern was what happens if a student goes through a college course and if they still need Senior English. He agreed that concern should be addressed.

Mrs. Harrison was concerned that yearly changes to the graduation requirements would be challenging for students and teachers.

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Mrs. Harrison made a motion to approve the 2018-2019 CHS Student Handbook. Mr. Meyers seconded. The motion carried 4-0-0.

Mrs. Harrison made a motion to approve the additional change to the 2018-2019 CHS Student Handbook. Mr. Meyers seconded. The motion carried 4-0-0.

B. Policies:

- Revisions:
 - EBCA, Emergency Plans

Dr. Jette indicated this policy was revised according to a change in the requirements of RSA 189:64, School Emergency Response Plans, which states that emergency response plans shall be reviewed annually and updated if needed. Updated plans must be submitted to the NH DOE by September 1.

Mrs. Harrison made a motion to approve EBCA, Emergency Plans, as amended. Mrs. Hershberger seconded. The motion carried 5-0-0.

C. 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.

VII. PUBLIC INPUT

- A. Community Forum

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 non-public session at 7:45 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.

IX. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 8:40 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Mr. Bourque made a motion to seal the Staff Issues portion of the June 20, 2018 Non-Public minutes. Mrs. Harrison seconded. The motion carried 5-0-0.

X. ADJOURN

Mrs. Hershberger made a motion to adjourn the meeting at 8:42 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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