

**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 August 17, 2016**

**In Attendance:** Brian Bourque, Chair  
Derek Barka, Vice Chair  
Janine Lepore, Board Member  
Christina Harrison, Board Member  
Paula Izbicki, Board Member  
James L. O'Neill, Superintendent  
Frank Markiewicz, Business Administrator  
Jason Pelletier, Director of IT  
Michael Perez, Asst. 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 6:06 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: July 13, 2016:**

*Mr. Barka made a motion to approve the non-public minutes from June 22, 2016 as written. Mrs. Harrison seconded. The motion carried 3-0-0.*

*Mr. Bourque made a motion to accept the resignation of Karen Martin, LMS Technology Education teacher, contingent upon finding adequate replacement. Mrs. Harrison seconded. The motion carried 3-0-0.*

**E. Presentations & Recognitions**

• **Business Administrator's Report**

Mr. Markiewicz provided the financial report to the Board. He reported the auditors were in the district for three days in early August and that the 2016 audit was very clean. He commended the staff involved in the audit for their work. Mr. Markiewicz reported that the FY16 fund balance ended with \$238,728, which will be used to offset taxes.

Mr. Bourque asked for a breakdown of the fund balance for special education and the regular education accounts. Mr. Markiewicz indicated that the regular education accounts were spent down to approximately \$4,000 and the remaining total is attributed to special education.

Mr. Markiewicz provided budget transfers for the first month of FY17 and asked the Board for their approval. With regard to budget development for FY18, he indicated that he included a sample of the budget reporting format that will be used when preparing the budget for the Board. He noted the FY17 budget has been loaded and the FY18 budget is open for development.

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***Mrs. Harrison made a motion to approve the FY17 budget transfers from July 27, 2016 – August 8, 2016. Mrs. Lepore seconded. The motion carried 5-0-0.***

Mr. Markiewicz reported the auditors recommended the district spend down the E-Rate balances. He indicated that Mr. Pelletier made a request to use E-Rate funds for the new anti-virus. He noted there is a little over \$60,000 remaining in the E-Rate fund.

Mr. Bourque asked why the balance cannot be used to purchase Chromebooks. Mr. Pelletier explained that E-Rate funds can be used for increased technology, but we will not see that large sum every year. He indicated the E-Rate rebate is decreasing each year.

Mr. Barka asked if a subscription cost is included in the purchase of the anti-virus. Mr. Pelletier indicated it includes a one year subscription and the cost is \$7,122.

Mrs. Izbicki asked about the infrastructure with regard to additional devices. Mr. Pelletier indicated that connectivity was upgraded this summer and bandwidth was increased. He commented the infrastructure can handle more devices than was possible before.

***Mr. Barka made a motion to use E-Rate funds in the amount of \$7,122 to purchase the new anti-virus. Mrs. Harrison seconded. The motion carried 5-0-0.***

○ First Student

The team from First Student provided transportation information to the Board. Mr. Markiewicz indicated that the district is entering year 3 of a 5 year contract with First Student.

The First student team introduced themselves: Ted LeClaire, Deb Gilbertson, Laurie Makarawitz, Becky Gagnon, and Kim Roberts. Mr. LeClaire commented that First Student met with the Superintendent and the administration to discuss the focus for district transportation. He indicated that First Student is looking for feedback from the district and the School Board.

Mr. Bourque indicated the Board asked Mr. Markiewicz to examine the bus routes as they existed last year and try to alleviate pressure on the routes. He asked that the students be distributed more evenly on the buses and that First Student provide an overlay map of the routes.

Ms. Gilbertson indicated First Student is still working on the routes for this year and that the biggest challenge is the amount of students on the buses. She commented that First Student does its best to establish routes and ridership counts are completed within a few weeks. She noted after solid ridership is determined, it is easier to readjust the routes. Ms. Gilbertson indicated that was done when the buses were reduced from 10 to 9.

Mr. Bourque commented there were two bus routes that were of concern, Bus 3 and Bus 7. He indicated ridership on those buses was double the count of the other buses. He observed some of the routes overlap and believes they should be spread out more.

Mrs. Gilbertson indicated some routes will cross areas, but the concern is door-side pick-ups. She commented we try to make it as time efficient as is possible.

Mrs. Makarawitz explained the routes are determined logistically by where the students are located. She indicated that buses with higher ridership would be lengthened if students were distributed to other buses.

Mrs. Gilbertson commented when the population changes, the routes change.

Mr. LeClaire commented one of the things we run into in any community is a time factor. He indicated when you have a bus that has three tiers it is more challenging as there is a window of time between school runs.

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Mr. Bourque asked if there is a feasibility of eliminating more buses.

Mrs. Gilbertson commented when we began there were 12 buses that were reduced to 9. She indicated that reducing another bus was discussed, but bell times in the schools would have to change.

Mr. Bourque asked if First Student waits until the start of the year to modify the routes. Mrs. Gilbertson indicated that a ridership count is completed after approximately 2 weeks. She noted that route counts change because some children drop off the routes.

Mr. Bourque commented that it seems weekly counts would be simpler and give more accurate counts on a regular basis. Mrs. Gilbertson commented that it sounds simpler than it is as it takes the driver's attention off the children. She noted that a head count is done for a solid week to determine the trend.

Mrs. Izbicki asked when head counts are done. Mrs. Gilbertson indicated they are done upon request or when issues arise.

Mr. LeClaire commented we are talking about crowded buses, but they are not overloaded.

Mr. Bourque asked about the age of the buses and when they are taken off the road. Mr. LeClaire indicated First Student's policy is that the buses are not more than 9 years old. He commented we are in the process of replacing some of Litchfield's buses as many are 9 years old. He noted sometimes we move buses around from district to district.

Mr. Bourque asked about the notification process for the school, students and parents when a bus runs late or breaks down. Mr. LeClaire indicated that dispatch notifies the school: the driver reports to dispatch, dispatch decides how to deal with the situation and dispatch notifies the school. He commented if there is another bus on the road at the time it will be used to minimize the delay. He noted out main priority is to notify the school.

Mr. Bourque asked if any of the buses are equipped with exterior cameras. Mrs. Gilbertson indicated the cameras are outdated and will be changed. She noted there are no exterior cameras.

Mr. Bourque asked if, in the industry, buses have exterior cameras to document vehicles that pass the buses. Mr. LeClaire indicated there are some in some states, but it is subject to state laws. He commented there are some districts that use those cameras to catch violators. He offered to look into it.

Mrs. Gilbertson commented the drivers try to catch the plate numbers and report them to the police.

Mr. O'Neill commented that he spoke to Mr. Thompson at GMS and Mr. Lecklider at LMS who reported an increase in the number of new student registrations. He indicated these schools may have up to 15 new students, which may mean some of the routes may have to be revisited quickly. He asked why the district has 9 year old buses. Mr. O'Neill commented last year two buses were overcrowded with counts in the 50's. He indicated First Student has stated they attempt to balance ridership, but we are asking you to do it as quickly as possible and to consult with the district to balance the routes. Mr. O'Neill expressed appreciation for First Student's hard work, communication and focus on safety.

Mr. LeClaire commented that First Student will focus on the two crowded bus runs immediately. He indicated if we cannot seem to fix the problem we will explain it. Mr. O'Neill commented the dialogue helps us understand that you are addressing the situation.

Mr. Bourque commented typically a driver will not drop off a child unless there is a parent present. He asked if there is an age limit. Mrs. Gilbertson indicated they are more concerned with K-1 students. She commented as the driver gets to know the students in grades 2-6 they may drop off the students if the parents are not at the bus stop.

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Mr. Bourque asked about substitute drivers and how they will know which students are dropped off and which are not. Mrs. Gilbertson indicated the regular drivers keep notes and the substitute drivers will look at the notes.

Mrs. Lepore asked about the process for parents to get stops changed on their streets. Mrs. Gilbertson indicated once routes are established we try to stick with them. She commented that they are hesitant to increase stops due to time considerations. However, she noted if a parent wants a stop changed they can notify the SAU Office. First Student will review the area and the stop and decide if it is able to be moved. She noted the SAU Office makes the final decision if the parent is not satisfied.

Mr. Markiewicz commented since he arrived in the district most of those adjustments have been able to be made. He indicated First Student has been very cooperative.

Mrs. Lepore thanked Mr. O'Neill for raising the issue of costs and the age of the buses. She commented that the district's costs increase and the buses are getting older. Mr. Markiewicz commented that issue was discussed during the meeting with the Superintendent and First Student was asked to clean up the buses.

Mrs. Harrison commented there were many breakdowns this year. She indicated Mr. LeClaire commented we may get newer buses this year. Mr. Markiewicz offered to get a list of the buses from First Student.

Mrs. Harrison asked if there is language in the contract regarding breakdowns. Mr. Markiewicz indicated there is more of a procedural language in the contract. He commented those concerns were discussed with Mr. LeClaire.

Mr. O'Neill thanked the First Student team for their time. He commented that he was not satisfied with the presentation as there are many concerns.

- CHS 1:1 Update

Mr. Perez provided an update regarding the CHS 1:1 program to the Board. He noted he will be coming back to the Board on September 7 to answer questions. He reported currently there are 38 students enrolled in a number of courses. Data was pulled from Mr. Scarelli's English class and a non-1:1 class to compare the difference in students' grades. Mr. Perez indicated that they are proposing/requesting \$200 for each Chromebook and \$26 per unit for software. He noted a proposal for the 1:1 program consists of:

- Range of 105-125 students per year over the next 4 years
- \$200/Chromebook and \$26/Unit for Software.

Mr. Perez noted the proposed budget for 1:1 technology per year is as follows:

- Class of 2021 FY18
  - Estimated enrollment 121 students + 10 extra Chromebooks
    - 131 Chromebooks and 131 Software Licenses = \$29,606
- Class of 2022 FY19
  - Estimated enrollment 111 students + 10 extra
    - 121 Chromebooks and 121 Software Licenses = \$27,346
- Class of 2023 FY20
  - Estimated enrollment 122 students + 10 extra
    - 132 Chromebooks and 132 Software Licenses = \$29,832
- Class of 2024 FY21
  - Estimated enrollment 105 students + 10 extra
    - 115 Chromebooks and 115 Software Licenses = \$25,990.

Mr. Perez indicated CHS would like to send teachers to Google workshops each year and will request a cost of \$2,500 per year for the workshops. He commented concerns with the 1:1 program are student equity, scheduling

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and scheduling conflicts with the Humanities program. He noted that the 10<sup>th</sup> grade year is becoming harder to schedule due to research of the Pre-AP model for Humanities. It is a challenge to have a 1:1 class in Math. He commented other issues are what will happen when a Chromebook breaks or a student loses their Chromebook. He noted that there are loaners for students to use if they refuse to replace it.

Mr. Bourque asked about insurance for the Chromebooks. Mr. Pelletier commented we can create a program for it if it is school provided. He indicated currently the insurance coverage for one year is \$19.

Mr. Perez commented one solution could be the parent pays the insurance to be used for breakage or loss. He indicated it is recommended students turn in their Chromebooks at the end of the year so it can be serviced/cleaned and reissued to the same student the following year; and at the end of four years the student can have the opportunity to purchase the Chromebook. Mr. Perez noted another request is for a committee to create school protocol and ask the Board to support a 1:1 policy.

Mr. Bourque asked what is holding more students back from participating in the program. Mr. Perez indicated the purchasing of their own machine is holding students back. He commented it is possible parents are struggling with if it is a need or a want.

Mr. Bourque asked about a lease program. Mr. Pelletier indicated the lease program duration is 3 years. He explained the district purchases the Chromebooks and leases them to students/parents. Mr. Bourque suggested a 4 year lease program with payments spread out over those years.

Mrs. Izbicki asked if the Chromebooks are the only devices to which the students have access. Mr. Perez indicated there are 3 computer labs and a Chromebook cart.

Mr. Pelletier commented there are many different device options. He noted teachers have to juggle issues with student devices and problems that may arise.

Mr. Perez commented BYOD was discussed and teachers find it is beneficial for the students to have the same device. He indicated it is nice to see the students engaged and holding discussions in class.

- Evaluation Presentation

Mr. O'Neill presented the Professional Educators Growth Plan revised in 2016 to the Board. He explained the District entered a new evaluation process 2 years ago. He gave credit to Mr. Thompson and Mr. Lecklider for their work this past year. He indicated they brought together two different groups in a collaborative way. Mr. O'Neill indicated the result of that discussion is a new rubric that takes into consideration state requirements and the evaluation system. He commented the committee would like the Board to review the document and the committee will present the key items in that document to the Board on September 7. Mr. O'Neill commented the principals need the new evaluation document to work from. He indicated we are asking the Board to review the document over the next two weeks. He noted this is about teacher growth and the major pieces of this should focus on growth, staff development, mentoring and program we can offer teachers.

Mrs. Izbicki asked if this is part of the whole profession growth model. Mr. O'Neill indicated it is the whole professional growth model and evaluation.

Mrs. Izbicki asked if the committee has considered doing a pilot year to receive feedback. Mr. O'Neill commented he views these as living documents. He indicated he is a believer in the continuous improvement model. He commented we check progress on an annual basis and at the end of the year we go through the feedback and bring it to the Board. He noted there will be ongoing meetings of the committee as the model is revised through feedback. Mr. O'Neill indicated there has been no discussion regarding a pilot.

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Mrs. Izbicki commented she wants to make sure teachers have a voice going forward. Mr. O'Neill indicated the majority of the committee are teachers and the document was presented to all teachers who had the opportunity to give feedback. He commented there was a great representation from all buildings.

Mrs. Lepore asked if there should be an interim check on the progress in January with a revisit in June. Mr. O'Neill recommended the Board look at the document and listen to the teachers. He expressed he is pleased and excited with the Board's ideas and ongoing communication.

Mrs. Izbicki asked Mr. O'Neill about his feelings regarding observations. She also asked how the tasks are delegated. Mr. O'Neill commented that is a great question to pose to the committee. He indicated currently we have formal observations. He noted that much has been done with discussion about instructional rounds with classroom walkthroughs, which is included in the document.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session July 13, 2016

***Mr. Barka made a motion to approve the public minutes of July 13, 2016 as written. Mrs. Harrison seconded. The motion carried 3-0-2, with Mrs. Lepore and Mrs. Izbicki abstaining.***

H. Community Forum

There was no public input.

I. Superintendent's Comments

- Hiring Update

Mr. O'Neill provided a hiring update for the Board. He reported there were 30 open positions and all positions with direct student contact have been filled, with the exception of a long term math substitute. He noted the district is interviewing two candidates for that position. He indicated he is excited about the candidate hired for CHS Math. He noted a part time technology teacher has been hired for GMS and there are several candidates for the GMS enrichment tutor. Mr. O'Neill expects to have all open positions filled by the time school opens.

- Concussion Policy – Back to School Procedures

Mr. O'Neill provided commentary on 'Back to School' criteria for a policy regarding Concussions the district is drafting. He indicated he spoke with Mr. Lonergan and is concerned the current concussion policy does not include a return to school procedure. He noted a concussion policy that includes the return to school procedures will be presented to the Board at the next meeting.

**II. REPORTS**

A. School Board Comments

- Welcome New School Board Member

The Board welcomed Paula Izbicki, newly appointed School Board member. Mrs. Harrison commented she feels that the Board is fortunate. Mr. O'Neill thanked Mrs. Izbicki for her assistance last year with direction for a Gifted/Talented enrichment tutor.

- Professional Development Opportunities NHSBA

Mrs. Flynn provided information to the Board regarding some professional development workshops the NHSBA is offering this year. These workshops include: negotiations, budgeting, special education and annual meetings.

B. Committee Reports

- LEA Negotiation Committee
- LSSA Negotiation Committee

Mr. Bourque indicated the Board will discuss the negotiation committees' reports in non-public session.

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Mr. Bourque asked Mrs. Izbicki if she is interested in serving on the PERC committee. She indicated she will consider it.

Mr. Bourque reported he heard from the Budget Committee Chair and that six meetings have been scheduled for budget reviews. He asked when the district expects to deliver the FY18 budget to the Budget Committee. Mr. Markiewicz commented the budget should be ready to be delivered to the Budget Committee by the first week of November.

Mr. Bourque commented the timeline is close for the budget hearings. Mr. Markiewicz believes the reviews can be completed over five meetings.

Mr. Bourque asked about the schedule order. Mr. Markiewicz indicated it will be similar to last year unless the Board wants a change. He noted the schedule will be provided at the next meeting.

**III. OLD OR UNFINISHED BUSINESS**

**A. Policies:**

- Internet Use Policy

Mr. O'Neill spoke about how we will use communications with the community. He noted one of the areas of communication is using Twitter. He explained that the district contacted Londonderry and Pelham who have been using Twitter for some time, and to Scott Spradling (formerly of WMUR) who now owns his own company. He indicated that Mr. Spradling presented information regarding Twitter to the Admin Team, helped the district open a Twitter account and the administrators in opening their own accounts. Mr. O'Neill reported Mr. Spradling will address the district on opening day, August 23, about using twitter. He indicated this will require a revised Acceptable Use Policy for a more broad focus to include potential ideas we may implement in the future. He noted that Londonderry's policy was used as a model and Mr. Pelletier reviewed it. Mr. O'Neill indicated that Londonderry's policy has been thoroughly vetted. He asked the Board to review the policy and provide feedback prior to the final vetting of the policy.

Mr. Pelletier commented the biggest difference in this policy is that it is a blanket policy and is geared to anyone employed by or corresponding with the district. He indicated it adds a broader language to what a website is or a web presence. He noted we want the policy to be future-proof so we do not have to revisit it for every new initiative.

Mr. O'Neill commented it will sunset to existing policies and replace them with this one. He noted the policy has been legally vetted in another district.

**IV. MANIFEST**

The manifest was circulated and signed by the 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 by Mr. Barka, the Board entered into non-public session at 7:50 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.*

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*Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.*

**VII. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Barka, the Board returned to public session at 9:06 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.*

**VIII. ADJOURN**

*Mr. Barka made a motion to adjourn at 9:06 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board