

*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 23, 2017**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member (*excused*)  
John York, Board Member (*excused*)  
James L. O'Neill, Superintendent  
Cory Izbicki, Business Administrator  
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

The CHS Lacrosse Proposal was removed from the agenda and deferred to the September 20 meeting.

D. Summary of Non-Public Actions from July 26, 2017:

*Mr. Bourque made a motion to approve the non-public minutes of June 14, 2017. Mrs. Harrison seconded. The motion carried 4-0-0.*

*Mr. Bourque made a motion to accept the nomination of John Van de Car as part time Tech Ed teacher at CHS for a salary of \$29,540.50 for the 2017-2018 school year. Mrs. Harrison seconded. The motion carried 4-0-0.*

*Mr. Bourque made a motion to accept the nomination of Molly Jameson as Special Education teacher at LMS for a salary of \$40,001 for the 2017-2018 school year. Mrs. Harrison seconded. The motion carried 4-0-0.*

*Mr. Bourque made a motion to accept the nomination of David Tong as District Chemistry teacher for a salary of \$56,134 for the 2017-2018 school year. Mrs. Harrison seconded. The motion carried 4-0-0.*

*Mr. Bourque made a motion to accept the resignation of William Raymond. Mrs. Harrison seconded. The motion carried 4-0-0.*

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Mrs. Harrison reported there was correspondence received from Laura Gandia with positive feedback about LMS teacher, Kim Nolan.

G. Superintendent's Comments

- CHS Bricks

Mr. O'Neill commented at the last meeting, the CHS Press Box Committee mentioned raising money through an engraved brick program, similar to the ones at the CHS entrance way. The Board requested information about the CHS bricks: purpose and where the funding went. After contacting several people who were instrumental in the

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building and programming at CHS, it was discovered that at that time two groups, Arts/Music and Athletics, raised money by selling engraved bricks to families in order to fund the Art, Music and Athletics programs at CHS.

Mr. O'Neill added that the only other fundraiser where inscriptions were sold was the CHS Auditorium seats fundraiser. Given those two precedents, Mr. O'Neill indicated that he informed the Boosters to go forward and sell bricks as a fundraiser for the press box, with the approval of the Board Chair.

Mr. Bourque asked if bricks for CHS can still be sold. Mrs. Flynn indicated that bricks can still be sold for the school, but have not been sold since that time.

- CHS Post Graduate Analysis

Mr. O'Neill commented at the last meeting, the Superintendent presented the 2017 CHS Graduation report. The Board requested additional information with regard to the percentage of graduates that attended selective schools. He indicated there is no real trend of significance and the percentage of students going on to college education is in low 80's. He noted the calculations also reflect that students who attended selective schools is within a range of 8% - 10% on average. Mr. O'Neill commented that the district aspires to have a higher percentage of our students be selected to go on to selective colleges.

- Impact Fees

Mr. O'Neill commented during the discussion regarding full day kindergarten and the potential for increased enrollment in the district in the fall and spring, impact fee use was mentioned. Comments regarding the use of these fees and restrictiveness of the process were made. In response to the discussion, a current impact fee summary is being presented to the Board, as well as additional information from the NRPC, legal opinion and a clarification of the return of expired fees. Expired impact fees are returned to whomever pays or paid the fees. It was also discovered that elementary impact fees are no longer being collected. The Planning Board voted to collect impact fees for middle school and high school going forward.

Mr. O'Neill indicated that past opinions are that impact fees can only be used to offset increased enrollment subject to new students moving into the community. He commented currently we will be offering a new program and do not believe impact fees can be used for this purpose as we cannot demonstrate an increase in construction due to increasing population in the schools. He mentioned that he has heard information about homes that are selling in town at a fast rate, but that will not have an effect on the use of impact fees because they are existing homes. Mr. O'Neill reported that impact fees for elementary school will not be collected by the town going forward, but will now be collected for middle school and high school. He indicated that the information received by the district reflects the new developments have been projected to yield middle and high school students rather than elementary students; however, we are seeing increased elementary numbers.

Mr. Bourque asked if impact fees can be used to purchase additional portable classrooms if enrollment increases in the case of full day kindergarten.

Mr. O'Neill indicated that the district would have to demonstrate that the increase results from new housing and not new programming according to legal opinion. He believes that there may be a provision that is open to interpretation with regard to using impact fees.

Mr. O'Neill reported opening day events were held for teachers and staff yesterday. He noted that during the recognition ceremony, three teachers were recognized for their 30 years of service. He commented the Board Chair represented the Board well and he thanked the three members of the Board who attended the event. He indicated it is important for staff to know they are supported. Mr. O'Neill mentioned that Lynn Lyons was the keynote speaker who provided a presentation on anxiety and ways to approach anxiety. He noted that we were fortunate to find we have a video from Lynn Lyons on some methods of coping with anxiety. He indicated we will take a year long look at anxiety and building resistance in students and how they can better perform. Mr. O'Neill noted we would all benefit from looking at that. He indicated that a BBQ was held for staff, during which the Admin Team cooked and prepared food, while the SAU members served the staff. He commented it was a great opening and a very good day. He added teachers are busy preparing for students. He noted there is much coming up this year with NEASC.

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**H. Community Forum**

Nate Cooper, LEA President, echoed the Superintendent's comments about the start of school. He thanked Mr. O'Neill and the administration. He indicated there was much "chatter" about Lynn Lyons and her presentation on anxiety, which resonated with many people. HE commented the presentation was captivating and engaging.

- **Superintendent Search Public Input**

Nate Cooper, CHS teacher and LEA President, commented there have been questions from teachers about how the search committee will be formed and how the decision will be made. He noted there are a few members who have recommendations for the Board to consider. He suggested allowing the schools themselves to make decisions about which teachers will serve on the committee.

Mr. Bourque indicated the Board has not made a determination on the process. He noted that he has had conversations with the Superintendent. He believes that the committee should have representatives from each school as we want a good cross section from the community. He commented the Board will make the decision on who is hired for the position. Mr. Bourque urged community members to come forward and offer input to the Board.

Mr. Cooper announced there has been a change of leadership in the LEA. He introduced Ryan Keller as the Vice President and indicated that LEA building representatives have changed.

**I. School Board Comments**

Mr. Bourque commented that the recognition of three teachers that have been with the district for 30 years is amazing and a testament to the community and the longevity in the schools.

Mr. Bourque indicated the Board recently discussed the full implementation of the 1:1 program. He noted although there was consensus by the Board for the district to go forward with the full implementation of the program, the starting date was unclear. Mr. Bourque recommended the Board make a motion for full implementation of the program.

***Mr. Bourque made a motion to approve the total implementation of the 1:1 Program, beginning with the high school in 2017-2018. Mrs. Harrison seconded. The motion carried 3-0-0.***

**II. CONSENT AGENDA**

**A. Public Minutes:**

- July 26, 2017

***Mrs. Harrison made a motion to approve the public minutes of July 26, 2017. Mr. Bourque seconded. The motion carried 2-0-1, with Mrs. MacDonald abstaining.***

**B. Budget Transfers**

***Mr. Bourque made a motion to approve the budget transfers for July and August 2017. Mrs. Harrison seconded. The motion carried 3-0-0.***

**III. REPORTS**

**A. Business Administrators Update**

- **Bus Routes**

Mr. O'Neill presented the 2017-2018 Litchfield bus routes to the Board. He indicated that Mr. Izbicki and Mrs. Flynn worked very hard on the routes. He reported that they met with First Student and discussed communication, bus runs and bus conditions. He noted there is a very strong commitment on the part of First Student to work with the district in positive way. Mr. O'Neill recommended the Board allow the bus routes to go forward for the next two weeks and address issues as they occur. He indicated we will review ridership over the first few weeks and meet with First Student on September 20. He noted this is the fourth year of a five year contract and the district will evaluate their performance and ask the Board for direction regarding a transportation vendor going forward.

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- 2017 DOE 25

The 2017 DOE 25 and MS 25 were provided for the Board. The Board signed the DOE 25 prior to submitting it to the State.

**B. Hiring Report**

Mr. O'Neill provided a current hiring report for the Board. He reviewed the recently filled positions and reported whether the position was filled internally or with new hires to the district. He reviewed resignations and retirements as well. He commented although there were a number of positions to fill, most were due to retirement or opportunities for advancement in other positions.

**IV. NEW BUSINESS**

**A. Job Descriptions:**

- Reading Specialist
- Reading-Writing Teacher

Mr. O'Neill provided job descriptions for the Reading Specialist and Reading-Writing Teacher to the Board. He noted that they had previously been presented to the Board and the SAU was waiting for a response from the LEA regarding alignment of the job descriptions to the CBA. He asked the Board to approve the job descriptions.

Mrs. MacDonald suggested that reading specialist experience be added to the job requirements. She believes that applicants for these positions should have more than a Bachelors degree.

Board members discussed requirements that should be listed in the job descriptions.

Mr. O'Neill indicated that the job descriptions can be revisited if the Board so wishes.

**B. Policies:**

Mr. O'Neill provided a number of policies that were amended or rewritten for the Board. He indicated Mrs. Flynn reviewed all policies for changes and rewrites based on information and updates from the NHSBA.

- For Amendment
  - BDB Board Officers

Mr. O'Neill indicated the policy contains a clarification of board officers remaining in their respective offices until new successors are elected.

***Mrs. Harrison made a motion to approve the amendment to Policy BDB, Board Officers. Mr. Bourque seconded. The motion carried 3-0-0.***

- EEAA Video Surveillance on District Property

Mr. O'Neill indicated the policy contains clarifications on who retrieves videos and that the Superintendent makes the decision on the release of videos. He mentioned the policy includes the approval from the Board to allow audio/visual recordings in classrooms for educational purposes.

***Mr. Bourque made a motion to approve the amendments to Policy EEAA, Video Surveillance on District Property. Mrs. Harrison seconded. The motion carried 3-0-0.***

- IHBA Programs for Students with Disabilities

Mr. O'Neill indicated the policy has been amended to reflect the new federal regulations with a minor language change. He noted the procedures will be the procedural safeguards provided by State.

***Mrs. Harrison made a motion to approve the amendment to Policy IHBA, Programs for Students with Disabilities. Mr. Bourque seconded. The motion carried 3-0-0.***

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- IKF High School Graduation Requirements

Mr. O'Neill indicated that Mrs. Flynn met with Mr. Lonergan and aligned this policy to the current practices for graduation requirements and what is required by law. He commented if the Board would like to have a wider conversation regarding the policy that is acceptable. He noted the Superintendent believes the policy should include and recognize that a lower credit diploma in the policy as some students find it difficult to get that many credits. He believes we should be allowing other ways for those students to get credits.

Board members discussed the diploma credits and agreed to move the policy to the September 20 meeting.

- Policies for Re-Approval Process

- ACE Procedural Safeguards: Non-Discrimination on the Basis of Handicap/Disability

Mrs. Flynn explained the changes in Policy ACE. She noted that the policy was rewritten on the basis of the law and that the Procedural Safeguards are the stated procedures.

- BEDG Minutes and Public Records

Mrs. Flynn explained that changes to Policy BEDG incorporate language from the Right to Know policy as major revisions to the law have occurred. She indicated that upon approval of this policy, Policy KBA would need to be rescinded.

- EBBC/JLCE Emergency Care and First Aid

Mrs. Flynn explained that Policy EBBC was previously discussed by the Board and that a public hearing was held on the use and administration of naloxone. She indicated the Board needs to decide if they want to go forward with the policy.

- IHBAA Evaluation Requirements for Children with Specific Learning Disabilities

Mrs. Flynn explained that the laws and criteria for evaluation requirements for children with learning disabilities has changed significantly. She indicated according to federal and state law, the Procedural Safeguards are required to be used to determine eligibility for special services. In the past, the district had a policy that addressed all facets of the evaluation criteria and process. She noted upon approval of this policy, Policy JLDAC would need to be rescinded.

- IMDA School Ceremonies, Observances, and Patriotic Exercises

Mrs. Flynn explained that Policy IMDA (formerly IND) has been changed to reflect state requirements during the weeks that include Veterans Day and Memorial Day schools devote time for exercises of a patriotic nature, including discussion of the words, meaning and history of the Pledge of Allegiance and Star Spangled Banner.

- JCA Change of School Assignment

Mrs. Flynn explained that Policy JCA changes the process for the change of assignment or reassignment of a student to another school.

- Policies/Guidelines

- School Board Member Use of Social Media

The Board Chair requested information for a policy on the use of social media by Board members. Mr. O'Neill indicated that Mrs. Flynn worked with legal counsel to draft a policy that can be used for guidelines for Board members for the use of social media.

Mrs. Flynn indicated that she researched states and school districts across the nation for any policies that address the use of social media by school board members. She noted that she found one policy and guidelines from another state, while legal counsel found the same policy. Mrs. Flynn commented that legal counsel recommended the Board should not have this type of policy, but that guidelines would suffice.

Mr. Bourque commented the guidelines can be included in the Code of Ethics. Mrs. Flynn agreed.

The policies that require re-approval and the social media guidelines will be discussed at the September 20 Board meeting.

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**V. MANIFEST**

The manifest was circulated and signed by the Board.

**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 7:14 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.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. Harrison, the Board returned to public session at 8:05 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes.*

**IX. ADJOURN**

*Mrs. Harrison made a motion to adjourn at 8:06 p.m. Mr. Bourque seconded. The motion carried 3-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board