

*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 September 20, 2017**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Derek Barka, Board Member (*excused*)  
John York, Board Member  
Elizabeth MacDonald, Board Member  
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 6:00 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There was no revision to the agenda.

D. Summary of Non-Public Actions from September 6, 2017: *No non-public session was held.*

E. Presentations and Recognitions

- CHS Lacrosse

Mr. Boschi, President of Friends of Litchfield Lacrosse, discussed a funding proposal for Lacrosse with the Board. He requested to allocate funds for FY19 for Lacrosse to move it from the self-funded program. He explained that this is the fifth year the sport has been self-funded. Mr. Boschi noted that Wrestling was incorporated as a sport after being self-funded for five years. He indicated that Lacrosse has been integrated into the culture of the high school and last year it was the largest girls' sport with 30 players. He commented that it is the largest boys' spring sport and the youth program has a strong enrollment, which will provide CHS with a feeder program. He mentioned the next three years of incoming classes show strong interest and enrollment. Mr. Boschi reported that enrollment costs over the last three years have increased due to additional JV coaches. He indicated that next year the cost is projected to be \$21,000. He noted that both the high school Athletic Director and Principal are in support of the proposal.

Mr. York asked for a breakdown of players. Mr. Boschi provided a breakdown of players going forward to 2023 and noted it is close to a 50/50 enrollment of boys and girls.

Mr. O'Neill believes the administration is in support of the program. He indicated the program has been brought along and is equally represented. He complimented the organization on the work they have done with the program. He commented Lacrosse would be a wonderful sport to have in the school system.

Mr. Bourque believes that the Board agreed to look at Lacrosse in five years when it was first added as a self-funded program.

Mr. York commented we will be bringing in two sports and believes it should go back to the administration to make the decision. He indicated the number of students in the high school is declining and this year the two soccer teams did not have JV teams because there were not enough players.

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Mr. Bourque clarified it is one sport.

Mr. York commented it is two teams. He believes the administration needs to make priorities in the athletics program and that this is not a Board decision at this time. He indicated having the Recreation Department come to the Board and make a proposal for funding is not appropriate. He commented it has always been troublesome for the Board because we always knew when a program started as self-funded it would become successful and we would have to add it to our program. He noted at the time we said to the administration that they had to make decisions in their program. Mr. York indicated this is not the process.

Mr. Bourque commented that this is the process. He indicated after five years Wrestling made a proposal to become part of the athletics program and it was approved. He noted Lacrosse agreed they would be self-funded and come back to the Board in five years.

Mr. O'Neill commented when a program is offered in your school and generates interest in the school and becomes part of the school, the public school has to support it. He indicated he would like to see if we can maintain the variety of sports we have and Lacrosse has become integral to the students. He noted the Board has a legal and ethical obligation to support the program.

***Mrs. MacDonald made a motion to approve Lacrosse as a funded program in the high school. Mrs. Harrison seconded. The motion carried 2-1-1, with Mr. York opposing and Mr. Bourque abstaining.***

Mr. Bourque explained he abstained because his wife is a Lacrosse coach.

- First Student

Ted Leclerc and Shawn Preadable from First Student provided a presentation on transportation services in Litchfield.

Mr. Leclerc mentioned that Mr. Preadable is the new Location Manager. He commented when he came aboard improvement was addressed.

Mr. Preadable indicated one of the main concerns was communication. He explained that there were issues in getting in touch with the organization and communications coming back. He noted that the phone system was evaluated and a VIP line was installed for emergencies. He commented that this is a dedicated line to report emergencies with transportation and literally rings at everyone's desk. Mr. Preadable indicated he worked with the staff to be proactive regarding timely response to issues. He noted that there were high levels on the buses last year, but this year the route levels seem more sustainable and are not overcrowded. He believes that First Student is off to a great start with the district.

Mr. Bourque commented two of the issues were communications when we had problem with a bus and bus breakdowns. He was concerned that the buses are rolling during inclement weather.

Mr. Preadable indicated we had an issue with one bus, took it out of rotation and replaced it. He noted we are now using it as a spare.

Mr. Bourque asked if the district will receive regular bus counts. Mr. Izbicki indicated counts are received every two weeks.

Mr. Bourque asked if there is any feedback regarding crowded buses. Mr. Izbicki indicated the SAU has not received any concerns in that area. He noted there were a couple of incidents with late athletic buses, but he has been in contact with Mr. Preadable and the issues are getting resolved.

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Mr. York commented there is a bus stop at Bear Run and Moose Hollow for LMS and GMS, but not for CHS. He noted he has a child in high school and middle school and there is no stop at Bear Run and Moose Hollow for the high school. He indicated students are taking the late bus home and parents are expecting the students to be dropped there. He asked why there is a stop for the other two school, but the high school is not included.

Mrs. MacDonald asked if high school routes are different than those for the other two schools. Mr. Izbicki indicated that high school routes are different.

Mrs. MacDonald commented that the late bus cannot stop at every stop. Mr. Leclerc indicated there are only two buses and a larger area to serve.

Mr. Bourque suggested the late bus routes should be posted.

Mr. York asked about contract negotiations.

Mr. O'Neill indicated that the district has one more year on the contract with First Student. He explained it is good business practice is to put out an RFP and bring in companies to talk to them, not only for transportation, but for other contractors as well. He commented this year the environment is more friendly and communication is better. He noted we look forward to continued success and service.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- 2017-2018 School Calendar Revision

The Superintendent indicated there was a change in the date for Senior Project Evaluations from May 17, 2018 to May 10, 2018.

***Mr. York made a motion to approve the revised 2017-2018 school calendar. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- ALICE Training Update

The Superintendent discussed with the Board the ALICE training at LMS and as part of the Emergency Operations Plan. He commented that after contacting both local and Hudson Police Departments, he found that ALICE training is more prescribed today for serious situation. He noted it is a different approach for an active intruder. Mr. O'Neill reported that ALICE training is scheduled at LMS on September 27, from 7:30 am to 9:30 am. He indicated after the training we will evaluate how it went. He noted the Admin Team will discuss the training and decide if we will go forward with training at GMS and CHS.

- Nature's Classroom

Mr. O'Neill reported that the district has been in dialogue with the folks at Nature's Classroom. He indicated they have changed some of their protocols to be more proactive in providing the best experience and environment for children. He noted that all baggage from any school will be checked by dog sniffing and any affected baggage will be treated. He explained parents will be informed and can decide if they want their child to stay there or not. Mr. O'Neill commented that we are pleased with their response and their changes to insure there are no issues. He noted it is a great program.

- Superintendent Search Timeline

Mr. O'Neill reviewed the search timeline with the Board.

- Sep 25 – Oct 6 Online Survey (characteristics, attributes)
- Oct 18 Survey Results to Board
- Oct 20 Place Ad
- Oct 29 Place Ad in Papers
- Nov 27 Deadline for Applications

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- Week of Dec 4 and 11 Team to review survey info, review applications, develop and select questions, select candidates to be interviewed – screening committee only
- Week of Jan 1 Interview Candidates
- Week of Jan 8 Snow date for interviews
- Week of Jan 10 Announce semi-finalists
- Week of Jan 22 District Visitations (committee go to the school district of each semi-finalist and spend the day there)
- Jan 31 Visitations to LSD - Final Interviews with the School Board

Mr. O’Neill indicated the Selection Committee will consists of: Human Resources Director, Business Administrator, a School Administrator, Students (1 or 2), Teachers (3), LSS members (3), Parents (2), Community Members (2), and the Assistant to the Superintendent. He offered his time as ex-officio in the process if the Board so wishes.

Mr. York commented that it is fortuitous that this should be brought up. He noted on the What’s Happening page community members are frustrated because they cannot get information from schools about events in the schools or about the superintendent search. He asked if citizens of Litchfield provide their email to the SAU office, would they be included in emails that go out to parents.

Mr. O’Neill commented that we can see what we can do with communication to community members who do not have children in the schools.

Mrs. Harrison asked if the survey will be posted on the website. Mr. O’Neill indicated we will advertise to the community in media, Twitter, etc. that the survey is on the website. Mrs. MacDonald mentioned if it is posted on the What’s Up page there will be a lot of feedback.

Mrs. MacDonald asked how community members, teachers and the LSS members will be chosen. Mr. O’Neill indicated that if there are two of each category, it will be self-selecting; if there are many more there can be a random drawing.

Mr. York commented that there is a policy that the School Board forms committees and makes selections of members. Mr. O’Neill indicated this is a draft of the process. He commented we want to ensure gender equality and have representation from all varieties of the district. He noted it is better for the new superintendent as s/he will have feedback from all stakeholders.

Mrs. Harrison commented other districts are already advertising. She asked if starting later puts Litchfield at a disadvantage. Mr. Bourque indicated we are advertising at the same time, but the process take a little longer.

Mr. O’Neill commented some districts will be before us and some will be after us. He indicated the position was announced at the Superintendent’s meeting last Friday and many have heard of it already. He noted really good candidates are going to be looking at a few districts. He mentioned there is a feeling that we will get a good cross section of candidates.

Mr. York believes having Mr. O’Neill lead a non-voting group is a good idea. Mr. O’Neill commented he looks at his role as more of a facilitator.

***Mr. Bourque made a motion to authorize the SAU to post the survey. Mrs. Harrison seconded. The motion carried 4-0-0.***

Board members discussed the timeline on selecting the committee. It was recommended that the October 14 Budget Work Session be changed to October 21 and the Board can select the committee at that time.

H. Community Forum  
There was no public input.

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**I. School Board Comments**

Mr. York commented when we added Wrestling they tried to push the Assistant to the Athletic Director to a full time position. He indicated that two new teams have just been added to the burden of that department. He stated he does not want to see the athletic department try to make that position full time. Mr. York added the ultimate goal of that position is to be the Assistant Athletic Director. He believes it will be included in the budget.

Mr. O'Neill commented he was in support of Mr. York's opposition. He indicated we do have declining enrollment in high school and there may be less students in athletics. He also feels that we want to be the very best and that means providing the very best opportunities for success and the resources needed, including staffing in any area.

Mr. York agreed.

**II. CONSENT AGENDA**

**A. Public Minutes:**

- September 6, 2017

*Mrs. Harrison made a motion to approve the public minutes from September 6, 2017. Mrs. MacDonald seconded. The motion carried 4-0-0.*

**B. Budget Transfers**

*Mr. Bourque made a motion to approve the budget transfers from August and September 2017. Mr. York seconded. The motion carried 4-0-0.*

**III. REPORTS**

**A. Business Administrator's Report**

Mr. Izbicki provided the September financial report for the Board. He reported that he has been going through the FY19 budget and met with department heads. He provided a budget process schedule and explained how he views the budget and the way he will handle it: highlighting areas of new spending, identifying priorities, and presentations by location.

Mr. O'Neill explained that presentations by the whole team servicing a building at the same time was discussed.

Mr. Izbicki commented he would like to do it that way, but it would be a challenge for Special Services. He indicated that the presentations to the Budget Committee will be more by location.

Mr. York asked why it would be a challenge for the Director of Special Services to come and talk when each school is presented. Mr. Izbicki indicated her budget is more district-wide. Mr. O'Neill indicated he would like to discuss presentation by location with the Admin Team.

Mr. York asked if custodial and maintenance reports to the Business Administrator. Mr. Izbicki indicated that is accurate. Mr. O'Neill commented there is a need for centralization and prioritization. He indicated principals are busy running buildings, but need to have immediate response when necessary. He noted Mr. Izbicki is trying to get principals back into the priority level.

Mr. Izbicki commented he is looking at simultaneously trying to draft the default budget and bring the revenue budget forward earlier.

Mr. York asked about Food for Schools. Mr. Izbicki explained a consultant is helping the new Food Services Director with compliance and ideas for menu items. He indicated she comes for onsite visits and will provide a report on identified issues.

Mr. O'Neill added Amanda is the Londonderry Food Services Director. He indicated that Londonderry is aware she is consulting with us. He believes Londonderry is a good model for Litchfield as they have made a landmark in food service. He noted that he believes she will bring good ideas to our district. Mr. O'Neill suggested that Litchfield may want to consider partnering with Londonderry in the future.

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Mr. Izbicki reported the financial audit was completed in August with no major findings. He indicated this is the final year with the auditors and once the field work is completed next August, the district will go out to bid. Mr. Izbicki reported that there have been no major issues in transportation.

- 2017-2018 Tuition Rates

The tuition rates were tabled.

- Bus Counts

Mr. Izbicki provided student transportation head counts for the Board for the second week of September.

**IV. OLD OR UNFINISHED BUSINESS**

**A. Job Descriptions:**

- Reading Specialist

Mr. O'Neill provided a revised job description for the Reading Specialist to the Board. He indicated that the job description was revised according to the New Hampshire State Administrative Standards. He noted that the experience and certification are required by the State Standards as well. The job description was vetted through the current Reading Specialist.

***Mrs. Harrison made a motion to approve the Reading Specialist job description. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- Reading/Writing Teacher

Mr. O'Neill provided a revised job description for the Reading/Writing Teacher to the Board. He indicated that the job description was revised according to the New Hampshire State Administrative Standards. He noted that the experience and certification are required by the State Standards as well. The job description was vetted through the current Reading Specialist.

***Mrs. Harrison made a motion to approve the Reading/Writing Teacher job description. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- LMS Library Computer Advisor

Mr. O'Neill provided the LMS Library Computer Advisor job description to the Board. He noted the job description has already been posted, but requires approval from the Board. LEA supportive of these job descriptions and addition of the position.

***Mrs. Harrison made a motion to approve the LMS Library Computer Advisor job description. Mr. York seconded. The motion carried 4-0-0.***

- LMS Lego Robotics Team Advisor

Mr. O'Neill provided the LMS Lego Robotics Team Advisor job description to the Board. He noted the job description has already been posted, but requires approval from the Board. LEA supportive of these job descriptions and addition of the position.

***Mrs. Harrison made a motion to approve the LMS Lego Robotics Team Advisor job description. Mr. York seconded. The motion carried 4-0-0.***

**B. Policies:**

- Revision:
  - EEA Student Transportation Services

Mr. O'Neill indicated a minor revision was made to the policy reflecting the Board's decision that the high school transportation fee be discontinued.

Mr. York asked why it is only for one year. Mr. O'Neill indicated that is what the Board decided.

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Mr. York commented it does not make sense to revise the policy every year. He indicated the Board needs to decide if they want to discontinue bus fees permanently.

Mr. Bourque commented it would be worthwhile to see the results of the decision and see if it incentivizes ridership.

Mr. York commented it has nothing to do with the fees, but with the start time for CHS. He indicated the problem is the time conflict of bus pick-ups and parents who leave for work.

Mrs. Harrison suggested approving the policy for this year and looking at the schedules to see if something can be done.

Mr. Bourque clarified the issue is whether or not we charge students to get on the bus. He indicated the decision was made so as not to put a burden on the parents.

***Mr. Bourque made a motion to approve Policy EEA, Student Transportation Services, as amended for the 2017-2018 school year. Mrs. Harrison seconded.***

Mr. York commented the Board did not change policy, but waived the fee. He indicated now we are changing the policy for no other reason that the need to change the policy instead of fixing the policy permanently.

Mr. O'Neill indicated the Board is in policy discussion. He believes the motion Mrs. Harrison asked about is within the policy review process. He noted you can use this as policy review and make changes.

Mr. York commented that the policy need not have been changed as it reflected that a fee "may" be assessed. A lengthy discussion followed.

**Mr. Bourque withdrew his motion. Mrs. Harrison withdrew her second.**

Mrs. Harrison suggested removing Line 3 under paragraph A of the policy.

***Mrs. Harrison made a motion to remove the line in Policy EEA referring to fees and not charge any fees. There was no second. The motion failed for lack of a second.***

Mr. Bourque suggested keeping the original policy without the amendment. Mr. York indicated that leaves the decision to the Board to implement a fee.

Mrs. Harrison commented her intent is not to charge students a fee at all.

Mrs. MacDonald commented she is torn because she likes the idea of not charging a fee, but does not want to close the door on implementing a fee in the future.

Mr. York asked to table the policy, remove all amendments and restore the original policy.

The policy will be brought back to the Board in its original state for a discussion of fees.

- GBCD Background Investigation and Criminal Records Checks

Revisions to the policy reflect changes in legislation requiring districts to complete a background investigation for all student teachers, who are also required by law to complete a background investigation through the college or university they are attending.

***Mr. Bourque made a motion to approve Policy GBCD, Background Investigation and Criminal Record Check, as amended. Mrs. Harrison seconded. The motion carried 4-0-0.***

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- 2<sup>nd</sup> Reading:

- IHBAE Evaluation Requirements for Children with Specific Learning Disabilities

According to a change in the federal laws, evaluation requirements for children with specific learning disabilities will be directed by the procedural safeguards. All evaluation requirements are contained within these safeguards. If this policy is approved by the Board, the Board is requested to rescind Policy JLDAC, Criteria for Special Education Evaluations.

***Mr. Bourque made a motion to approve Policy IHBAE, Evaluation Requirements for Children with Specific Learning Disabilities. Mrs. MacDonald seconded. The motion carried 4-0-0***

Mrs. Flynn asked the Board to rescind Policy JLDAC, School District Criteria for Special Education Evaluations.

***Mr. York made a motion to rescind Policy JLDAC, School District Criteria for Special Education Evaluations. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- Review:

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

According to a change in the federal laws and state mandates, the district must provide all necessary procedural safeguards for students with a handicap or disability.

***Mr. Bourque made a motion to approve Policy ACE for a 1<sup>st</sup> Reading. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- BEDG Minutes and Public Records

This policy was revised according to changes in legislation relative to RSA 91-A, the Right to Know law, and has been combined with the district policy for access to public records. Changes to RSA 91-A:4 led to revising the policy relative to access to electronic records.

When this policy receives final approval by the Board, the Board is requested to rescind Policy KBA, Public's Right to Know.

***Mr. Bourque made a motion to approve Policy BEDG for a 1<sup>st</sup> Reading. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- EBBC Emergency Care and First Aid

This policy was previously revised according to recommendations from the NHSBA relative to the obtaining and administration of opioid antagonists by the district. The Board held several discussions and a public hearing on May 4, 2016 to discuss the changes in the policy and the possession and administration of an opioid antagonist for opioid related overdoses.

***Mr. Bourque made a motion to approve Policy EBBC for a 1<sup>st</sup> Reading. Mr. York seconded. The motion carried 4-0-0.***

- IKF High School Graduation Requirements

The policy was revised to reflect requirements to the passage of SB 157, which amends RSA 189:11 relative to passage of the Civics exam to be eligible for receiving a diploma and to make the awarding of credit consistent with CHS graduation requirements.

Mr. O'Neill commented one of the questions posed is with the requirement of geometry. He indicated some of our students have challenges with geometry and he asked the Board to reconsider that requirement. He suggested we might want to consider some sort of differentiated diploma that is more achievable by some of our children and only with consent of the administration. He asked the Board to talk to the principal and Director of Guidance to get their feedback.

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Mr. York asked if the recommendation is to bring back the 20 credit program.

Mr. O'Neill indicated that the adult high school diploma still exists. He commented we have some students who should have the potential to get a diploma, but who are not able to navigate some of the requirements.

Mrs. Harrison commented that PERC met today and discussed math requirements. She indicated the committee feel what qualifies as a math course needs to be defined.

Mr. Bourque suggested discussing this as a Board when the high school principal is here.

Mr. York commented there are many years behind this 24 credit program and he is not willing to disrupt it.

Mr. O'Neill clarified that he is in no way suggested making the CHS diploma a non-rigorous diploma. He is suggesting there may be exceptions we want to consider to help some students get a diploma. He commented it is specifically geometry and higher level math and is only for a small number of exceptional students who would have to be vetted through a committee.

Mr. York commented he has a hard time making policy changes on something like this. He indicated he would much rather find a way to help those students to achieve these goals than asking them to minimize what we are asking them to acquire.

The policy will be tabled to a future meeting.

Mr. O'Neill indicated he was excited to announce all teachers and students have Chromebooks at CHS.

Mrs. MacDonald commented she was pleased at the grades her son is getting. She noted he is more engaged since he received and started using the Chromebook.

- IMDA School Ceremonies, Observance and Patriotic Exercises

This policy was revised to reflect compliance with federal law that all district offer an education program each year on Constitution Day. Additionally, during the weeks of Memorial Day and Veterans Day, the district will devote time to exercises of a patriotic nature and include a discussion of the words, meaning and history of the Pledge of Allegiance and the Star Spangled Banner.

***Mr. Bourque made a motion to approve Policy IMDA for a 1<sup>st</sup> Reading. Mrs. MacDonald seconded. The motion carried 4-0-0.***

- JCA Change of School or Assignment

This policy was revised to reflect legislative changes that include special education placements and the approval of the Board for re-assignment of students.

***Mr. Bourque made a motion to approve Policy JCA for a 1<sup>st</sup> Reading. Mr. York seconded. The motion carried 4-0-0.***

- Policies/Guidelines:
  - BCAB School Board Member Use of Social Media

This policy was created at the request of the Board to establish guidelines for members who use social media. These guidelines will be added as an addendum to the School Board Code of Ethics.

***Mr. Bourque made a motion to approve Policy BCAB for a 1<sup>st</sup> Reading. Mr. York seconded. The motion carried 4-0-0.***

**C. Full Day Kindergarten**

Mr. O'Neill commented that Mr. Izbicki has prepared numbers on what was discussed at the last meeting. He suggested adding the four-plex classrooms instead of leasing an additional portable with two classrooms. He

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explained the existing portable classrooms can be used for PreK and Special Education case manager space, which will free up room for the teacher prep room and the music room. He indicated that he had internal discussions on the cost of adding full day kindergarten and understands that a four-plex would add some additional costs. Mr. O'Neill noted they will put kindergarten in the operational budget, highlight the areas needed and bring budget to the Board for review. He does not recommend putting full day kindergarten on a warrant article. He believes due to the changes in enrollment, we would be able to migrate or transfer teachers into the kindergarten program and cover professional assignments.

Mr. Izbicki prepared a spreadsheet reflecting what was presented at the last meeting. He indicated that he broke out additional revenues and listed additional money needed for infrastructure and set up.

Mrs. Harrison commented we need to have a five year plan about what we are doing about GMS. Mr. Izbicki indicated the district is waiting for the final report from HL Turner.

Mr. O'Neill indicated that he and Mr. Izbicki had a discussion and he is recommending to the Board that the Capital Planning Committee convene no later than next week so they can start making plans, even if they have to use the draft report. He commented we need to have a five year plan in place for the Budget Committee for warrant article generation over the next five years.

Mr. York asked what the district is looking for and when. Mr. O'Neill indicated that they would need recommendations back soon so that warrant articles can be planned for January. He commented that perhaps all the committee can do is prioritize items at this time.

Mr. York indicated it would have to be by December 1. He asked if the Board has a preference of schools. Mr. O'Neill commented this year the focus is more on immediate safety. He indicated there is no way to do a thorough analysis on a five year plan beyond an initial look at safety. He noted the Capital Plan has to fit community needs.

Mr. Bourque asked Board members if they prefer full day kindergarten in the budget or on the warrant. Consensus of the Board was to include it in the budget.

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

**A. Community Forum**

There was no public input.

Mrs. MacDonald asked why the doors are locked at CHS at 2:23 p.m.

Mr. Izbicki indicated the administrative assistants are in the office until 3:30 p.m. and custodians are on site until 10:00 p.m.

Mr. O'Neill commented in the society we are in today it precludes buildings from being open at all times. He indicated that schools need to control access and security. He noted we have no choice but to keep the doors locked whenever we cannot supervise entering and departures.

**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 9:05 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. Mr.***

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*York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. York, yes; Mrs. MacDonald, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Bourque, the Board returned to public session at 9:36 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. York, yes; Mrs. MacDonald, yes.*

**IX. ADJOURN**

*Mrs. Harrison made a motion to adjourn the meeting at 9:36 p.m. Mr. Bourque seconded. The motion carried 4-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board