

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 21, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair (*excused*)
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, 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

Revisions to the agenda included the removal of the Access Issue under Business Administrator's report.

D. Summary of Non-Public Actions from: September 7, 2016:

Mr. Barka made a motion to approve the non-public minutes of August 17, 2016 as written. Mrs. Lepore seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session September 7, 2016

Mrs. Harrison made a motion to approve the public minutes for September 7, 2016 as written. Mrs. Izbicki seconded. The motion carried 4-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

- Goals Update

The Superintendent provided updated goal actions to the Board for review. He indicated the Board will have the opportunity to discuss the goals at the October 5 meeting when the principals are in attendance.

Mr. O'Neill explained since last year an action plan has been developed and goals have cascaded to each of the schools. He indicated the action plan categories consist of the current state of the district (what has been done so far), the individual school goals over the next three years, indicators, resources needed, timeframe and who is responsible. He commented the action plan is not completely populated at this time, but the ultimate goal is to have the plan fully populated by the middle of October to review with the Board and gain feedback. Mr. O'Neill indicated a list of what has been accomplished this year will be provided for the Board. He noted once the Board

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approves, we must get these into the classrooms for the teachers to move forward. He commented past goals were reviewed and some changes were made as we tried to determine how we measure goals. Mr. O'Neill indicated he would like to develop dashboard goals with Board goals and key metrics on what we want as this document is too large. He noted this document is more a vehicle to get us there through thoughtful process.

Mr. Bourque recommended Board members to review the document and speak with the principals at the next meeting. Mr. O'Neill indicated we will have more information by the next meeting.

- Website Update

The Superintendent provided updated information to the Board regarding the launch of the new website. He indicated the beta site will be ready by the month's end and training will commence in October. He noted because the website is complex in nature, the launch date has been pushed back to November 1. He indicated the original plan was to launch the new website October 1, but because of the complexity of the site it will be launched November 1. He noted it will allow us to do more with communications.

II. REPORTS

A. School Board Comments

Mrs. Izbicki commented that the website design looks great.

Mrs. Flynn explained that the elements of the website submitted to the designers and the amount of content contained on the existing web server made the designers' job more complicated than anticipated. She indicated that the design of the site is complex in nature, but now that the beta site has been developed, content will begin to be migrated at the same time that training on the new web software commences. She thanked the Board for their support through this in depth project.

Mr. O'Neill commented that with every technology project there will be glitches. He asked the Board to bear with the district.

B. Enrollment Report – 2nd Friday

The Superintendent provided district enrollment data to the Board for the second Friday of the 2016-2017 school year. He indicated the enrollment cohort reflects that there will be declining enrollment at the middle school level over the next four years and at the high school level over the next 8 years.

Mr. Bourque mentioned that grade one enrollment is at 86 students.

Mrs. Izbicki was concerned that enrollment in grade 5 could be impacted by an influx of students. Mr. O'Neill commented that he has been told the district does not see a large influx of students from private schools in fifth grade. He noted we have historically used NHSBA enrollment projections in the past, but he believes using NESDEC would be more beneficial and accurate. He indicated that NESDEC does more research regarding housing.

C. Business Administrator's Report

Mr. Markiewicz provided a financial report to the Board. He provided the DOE 25, MS 25 and MS 24 to the Board to sign.

Mr. Markiewicz provided an update regarding revenues. He reported that School Building Aid has decreased from \$166,287 to \$0; Education Grant has decreased \$246,230; Medicaid has decreased \$4,000; Catastrophic Aid has decreased \$7,700. He noted that last year the unassigned fund balance of \$238,729 was used to credit the tax rate; however, the prior year the unassigned fund balance was \$518,594. Mr. Markiewicz indicated these factors impact the local tax rate by a change of \$1.27 projected increase or 9.7%.

Mr. Bourque commented that we receive our actual revenue the fourth quarter of the year. Mr. Markiewicz indicated the district files the adopted budget approved by the voters and a projected revenue and then the DRA provides a revision for the district. He noted this is the revision.

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Mr. Bourque commented that his guess would be it will continue to decrease. Mr. Markiewicz mentioned that Dover filed a lawsuit against the DOE and claimed they lost over \$14M since 2009 when the State capped the Education Grant. He noted the Dover settlement was \$1.2M. He indicated we will have to research how it will impact Litchfield.

Mr. Bourque commented the Budget Committee will ask for a comparison of revenues vs projections. Mr. Markiewicz indicated he will provide a report.

- Building Assessment Vendor Recommendation

Mr. Markiewicz presented the Capital Planning Committee's recommendation of a vendor for the Building Conditions Assessment for approval. He explained a request for quotes was posted in the spring that yielded six submissions. A Pre-Bidder Conference was held in June where the bidders toured all three schools. One company dropped out of the process. The Capital Planning Committee reviewed five proposals and invited three vendors to be interviewed. The Capital Planning Committee recommended HL Turner Group to the School Board. Mr. Markiewicz indicated that references were checked on all three vendors. He commented if the Board approves the recommendation the district will enter an agreement with HL Turner and peg out timelines and schedules with conversations on the presentation to the Board.

Mr. Bourque thanked the Capital Planning Committee members for their time and work. He commented the committee contained many people with much knowledge of the district and buildings. He indicated all three vendors that presented did a good job. Mr. Bourque noted that HL Turner's proposal is approximately \$7,500 below what was approved in the warrant article. He commented HL Turner Group is located in Concord and the Capital Planning Committee was comfortable they were local and available. He indicated when HL Turner Group performs the study they will examine all the buildings and use an infrared camera that identifies problem areas.

Mr. Bourque made a motion to approve the Capital Planning Committee's recommendation of HL Turner Group as the firm to perform the district-wide building conditions assessment. Mrs. Lepore seconded. The motion carried 4-0-0.

- Gas Pipeline

Mr. Markiewicz provided to the Board information regarding a proposed gas pipeline. He reported that Liberty Utilities approached the town and the school district about expansion of a natural gas pipeline to CHS and the town. He indicated that the district would have to pay a cost of \$32,357 to cover the shortfall to expand the connection. He noted this would require conversion at CHS since the equipment is run by propane. Mr. Markiewicz indicated the HVAC contractor is looking at the conversion and will provide a cost. He noted once we receive all the information we can examine the total cost.

- Access Issue – Procedure Amendment

Mr. Bourque indicated the Litchfield Recreational Basketball League is requesting two access badges to LMS for the recreational basketball season.

Mr. Markiewicz indicated that badges (fobs) were provided to the individuals in charge last year. He noted there are two new designees. He commented the fobs are more secure than keys. He indicated a Memorandum of Understanding will be drafted between the district and the LRBL. He noted there has never been an issue in the past.

D. Committee Reports

Mrs. Izbicki reported that the PERC committee met, but she was not in attendance.

III. OLD OR UNFINISHED BUSINESS

A. Policies Review/Discussion:

- JLCJ Concussions

The Superintendent provided a draft policy regarding Concussions and Head Injuries to the Board. He indicated the policy had been mentioned at a previous meeting and the draft is being provided to the Board for review and feedback. He noted the Board will have the opportunity to discuss the policy with stakeholders at the October 5

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meeting. Mr. O'Neill indicated this policy was vetted through the high school principal and includes return to school guideline and an updated return to play protocol. He asked the Board to review the policy and provide feedback for the next meeting.

- **JBAA-PRTG Sexual Harassment, Transgender Student Guidelines**

The Superintendent provided draft guidelines regarding Sexual Harassment: Transgender Students to the Board. He indicated the guidelines had been mentioned at a previous meeting and the draft, which has been vetted by legal counsel, is being provided to the Board for review and feedback. He noted the Board will have the opportunity to discuss the policy with stakeholders at the October 5 meeting. Mr. O'Neill indicated that these guidelines are proposed to be used as procedures for the harassment policy. He commented 90% of the guidelines came from federal recommendations, with which all schools are complying. He asked the Board to review the guidelines and provide feedback for the next meeting.

- **IIAE Digital Technology/Electronic Media Acceptable Use**

The Superintendent provided a draft policy regarding Acceptable Use to the Board. He indicated the policy had been mentioned and provided to the Board at a previous meeting and the draft is being provided to the Board for review and feedback. He noted the Board will have the opportunity to discuss the policy with stakeholders at the October 5 meeting. Mr. O'Neill commented the reason we revisited the policy is as we move into social communications we want to ensure that the policy is broader in scope and able to handle all issues that may come up in the scope of technology and social media. He indicated the policy adequately protects the district with misuse and notification to parents and students. He noted it is important for the district to take a thoughtful look at digital technology.

Mrs. Lepore commented that in reading through the policy there were redundant areas. She indicated she will provide suggested revisions.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. PUBLIC INPUT

A. Community Forum

VI. 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 7:00 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., Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 8:15 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mrs. Izbicki, yes; Mrs. Harrison, yes.

VIII. ADJOURN

Mr. Bourque made a motion to adjourn at 8:15 p.m. Mrs. Lepore seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn, Administrative Assistant to the School Board