

*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 5, 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  
Cory Izbicki, Business Administrator  
Mary Widman, Director of Curriculum, Instruction & Assessment  
Scott Thompson, Principal, GMS  
Tom Lecklider, Principal, LMS  
William Lonergan, Principal, CHS  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:03 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 August 22, 2018:

*Mrs. Harrison made a motion to approve the non-public minutes of July 18, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the nomination of Jacqueline Beaudet as CHS Special Education teacher at a salary of \$61,889 for the 2018-2019 year. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the nomination of Raheem Chowdry as CHS Science teacher at a salary of \$40,801 for the 2018-2019 year. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the nomination of Stephanie Wales as CHS Psychologist at a salary of \$52,000 for the 2018-2019 year. Mrs. Harrison seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

There were no presentations or recognitions. Dr. Jette mentioned that a nomination form is being created to send out to the community and school staff.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- First Day of School

Dr. Jette reviewed the opening day for students, school activities and student head counts with the Board. He reported that it was a strong opening day for teachers and staff. All staff members had the same training which was relative to special education accommodations and modifications. He noted the State tailored the training to Litchfield. Dr. Jette indicated principals drove the focus the next day and teachers had time to prepare their rooms

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on the third day. He reported the beginning of school went smoothly from the SAU's view as there were no issues at the schools.

Dr. Jette provided first Friday head counts for all schools: GMS 420 enrolled / 415 attended; LMS 407 enrolled / 402 attended; CHS 435 enrolled / 421 attended. He indicated that first grade started the year with 90 students and thanked the Board for adding a grade 1 teacher. He provided additional information regarding incoming GMS students and noted that 39 first grade students are new to Litchfield. Dr. Jette commented that the difference of 14 students that did not attend the start of the year at CHS is being investigated. He noted there will be additional head counts on the second Friday and October 1.

- Follow Up to School Board Inquiries
  - Sports Practice in Uniforms

Dr. Jette commented there was an inquiry from the Board regarding concern over clothing worn by student athletes during practices. He indicated that he raised the point with Mr. Lonergan, suggesting student dress should be practice as you play. He reported that the suggestion was well received.

Mr. Lonergan indicated it is an expectation of the athletics program that students practice in uniform. He observed coaches may not have been aware, but it was made clear by the Athletic Director that uniform-like clothing will be worn by athletes during practice.

Dr. Jette reported that the information and suggestion regarding the dress code for athletic practices was communicated to Mr. Lecklider, who will pass it along to middle school coaches. He commented we think it is important that the community see our athletes dressed similar to what they would wear during games.

**H. Community Forum**

There was no public input.

**I. School Board Comments**

Mr. Bourque commented that on opening day Board members were wearing their district "uniform" (shirts that bear the district logo). He indicated that the start of school seemed to be smooth, in spite of a few bus delays. He commended all staff members for working in these hot conditions.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

- August 22, 2018

*Mrs. Harrison made a motion to approve the public minutes of August 22, 2018. Mrs. Hershberger seconded. The motion carried 4-0-0.*

- August 28, 2018

*Mrs. Harrison made a motion to approve the public minutes of August 28, 2018. Mrs. Hershberger seconded. The motion carried 3-0-1, with Mrs. MacDonald abstaining.*

*(Mr. Meyers arrived at 6:23 p.m.)*

**III. REPORTS**

**A. Curriculum Report**

Mary Widman, Director of Curriculum, Instruction & Assessment presented the Curriculum Report to the School Board. She thanked everyone for a wonderful welcoming experience. She reported:

- the first meeting of the PERC Committee will be held prior to the end of September, with a goal to set norms;
- teachers worked over the summer at LMS to plan for the content literacy block, finding and understanding resources, setting up common structures and Tier 2 vocabulary words to focus on, discussing grading scales and rubrics to ensure consistency across the grade levels and disciplines;
- members of the Professional Learning Committee met on August 23 to discuss ways to streamline the tracking processes for professional learning (MLP);

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- all new teachers attended the orientation on August 26 and had an opportunity to meet with their mentors;
- 28 teachers and staff attended LMS boot camp on August 26, which was a positive experience;
- the Grading/Reporting Committee will meet on September 18 to review the summary report from June and start addressing those issues and the next steps;
- the SAS and SAT data has been released – reports will be sent to parents and provided for the Board in October.

**B. Principals' Reports**

- GMS

Mr. Thompson reported that the preschool enrollment is at 41; over the summer 14 classrooms were moved at GMS; kudos to Mr. Ross who assisted with asbestos compliance by the State; 13 teachers and tutors attended the Greg Tang Math Institute; parent back to school nights will be held in September; all positions at GMS are filled with the exception of a lunch/recess monitor and an anticipated opening for a Title I tutor.

**Learning Commons**

Mr. Thompson reported that he is focusing on infrastructure for the Learning Commons. Movable bookshelves were installed; technology and active learning is the focus; a fifth special was created for the additional grade 1 class and activities will be rotated every seven weeks; the library has four new Chrome Boxes to access online books and resources; awaiting back ordered Chromebooks that will be used for general research and independent use. Mr. Thompson indicated he will be requesting increased technology and student friendly seating for the library in the FY20 budget.

Mr. Thompson spoke to the Governor's visit to GMS on Friday for the dedication of Kindergarten. He indicated that Governor Sununu will help officially open and dedicate the program, tour the classrooms and participate in a ribbon cutting ceremony. After the dedication, the Governor will read to all Kindergarten students in the Learning Commons. He indicated that they are working on plans for parking and the schedule for lunch, recess and specials for that day. He noted that there will be a police presence at the school as well.

Mr. Thompson reported the secure vestibule is in operation and some procedures have changed: dismissal procedures require parents to come in and pick up their children; there will be two bus buddies for each bus and to accompany students who attend after school care; parents were notified about security around the holiday classroom parties that involve many people going in and out of the school; spoke with PTO about the room parent manual; worked on a procedure to limit classrooms to a teacher and two class parents; discussed the concept of rotating room parents to give others an opportunity.

Mr. Bourque requested a copy of the room parent manual. Mr. Thompson indicated he will get a copy of the manual to Mr. Bourque.

Mrs. Hershberger asked if school is still considered open to parents. Mr. Thompson indicated that parents will be allowed to visit students in the cafeteria as has been past practice.

Dr. Jette commented that a suggestion was made to invite Jim O'Neill as full day kindergarten was his goal. He indicated that the weather will cooperate for the visit and Mrs. Harrison will give a presentation. He noted this is an official visit and is not about campaigning.

Mr. Bourque suggested extending an invitation to a grade 9 students who was in the first Kindergarten class in Litchfield to see the transition.

- LMS

Mr. Lecklider reported that LMS had a great start of school; staff are expressing enthusiasm with the 1:1 and other happenings; the summer ESY program was successful; the facilities team did an excellent job with the floor replacement and refinishing; the PTO held its welcome back breakfast; fall sports are off to a good start; Chromebook distribution night went well and teachers/staff were excited about the 1:1 boot camp.

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Mr. Lecklider recognized the Litchfield Police Department who donated gift cards for needy families in town and Doug Adams for his work with the recycling program.

**Learning Commons:**

Mr. Lecklider reported the librarian worked closely with Plymouth State University and there is more physical space this year. He indicated there will be a mobile space, a collaborative space, a 3D printer and a maker space.

Mr. Lecklider reported that LMS will be assessing with NWEA and AIMSweb the first few weeks of the year and LMS was again selected for the NAEP test.

- CHS

Mr. Lonergan reported that the administrative team worked hard over the summer; the maintenance staff has done a great job preparing CHS for another school year; commended administrative assistants for preparations for the school year; CTE students started their year off campus last week and transportation was challenging [thank you to Elana Ayer, Michele Flynn and Cory Izbicki for their assistance]; freshmen welcome day was a successful activity and freshmen were incredibly respectful.

Mr. Lonergan reported that he spoke to freshmen about goals and the National Honor Society; he spoke to sophomores about graduation requirements and parking; he spoke to juniors and seniors about using delayed arrival and early release days, National Honor Society, mentors for freshmen, parking, driving on school property and leadership. He indicated that he spoke to students about social media and the hashtags that are used. He noted that buses arrived to school on time, but there were delays in departures, which were resolved.

Mr. Lonergan reported only 46 students requested schedule changes the first day of school, which is a low number from the past; there was a double booking for a classroom (which never occurred before) and was resolved; athletics is off to a good start; the NEASC draft report has arrived and will be reviewed; there is a new club called WATS (We're All The Same) that emphasizes acceptance and being a good role model. Mr. Lonergan indicated that administrators walked through classrooms and witnessed high expectations at CHS. He commented there were engaging activities and formative assessments.

**Learning Commons:**

Mr. Lonergan reported he is working with the librarian to determine how to move forward. He noted computers were moved to a central space in library; the librarian moved out of her office and into central location in library; the office is now being used as a green room for media production. Mr. Lonergan indicated the chairs are uncomfortable and need to be replaced. He commented the media center is being used for the Hip Hop class and a science class.

Mr. Lonergan mentioned hardening glass was installed in the vestibule and in the wall facing the lobby for a more secure vestibule. He reported the press box is operational and the sound system is excellent. He expressed his appreciation to the Athletic Boosters.

Mr. Bourque commented that much fundraising occurs in town with students going door to door. He indicated when they are asked where the money goes, they do not know. He recommended educating athletes regarding the use of the funds that are being raised.

Mr. Lonergan indicated that the funds go into the student activity account for that sport or club. He offered to provide the information with regard to the purpose of the funds that are raised.

Mr. Izbicki explained that all student activity accounts have sub-accounts and that is where money is going. He commented that he is not sure what the descriptions for uses may be, but the money is going to support students.

Mr. Lonergan indicated he will get the information from athletics and the other groups that are raising funds.

- Challenge Day
  - Clarification on Fundraising for Challenge Day Event

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Mr. Lonergan indicated Mr. Perez will attend the meeting on September 26 to address Challenge Day for the Board. He commented that initially, Challenge Day was held in partnership with Merrimack and some parking fees were approved for use by a previous Board. He explained that Challenge Day services approximately 300 students; not the entire school. Mr. Lonergan commented this is not about the best and the brightest, but more of a targeted program and motivates people to think about who they are and how they treat people.

- Clarification on Use of CHS Parking Fees

Mr. Bourque inquired of Mr. Lonergan why Challenge Day was not budgeted.

Mr. Lonergan commented he was informed it was cut from the budget. He indicated that the use of parking fees was discussed recently and it was agreed the money should not go into the general fund and be returned to the town to reduce taxes, rather, it should go to the students. He noted that the administration believe some of the funds should be used to support Challenge Day.

**V. OLD OR UNFINISHED BUSINESS**

**A. Policies:**

- Drafts:
  - Requirement for Providing References

Dr. Jette reported that legal counsel has provided explanation and recommendation for a policy regarding providing a reference for a school employee accused of sexual misconduct. He explained that there is a requirement to craft a policy pursuant to Section 8546(a) of ESSA (Every Student Succeeds Act). He indicated that legal counsel has provided a sample policy and the NHSBA has designated a policy code. Dr. Jette commented this policy will provide guidance with regard to the response to provide a reference for a staff/faculty member that engaged in misconduct with a student.

Mr. Bourque asked about other misconduct, such as a felony. Mrs. Flynn indicated that the district has other policies in place that have language to address other types of misconduct.

Board members asked for clarification with regard to accountability of the sending school/district; ramifications resulting from not providing a reference if the employee is acquitted; and probable cause.

- Guidelines for Requests for School District Employees to Appear in Court

Dr. Jette commented that the legal counsel provided a recommendation regarding guidelines to be created and adopted to address the handling of requests for school district employees to appear in court. He explained that the SAU was struggling on the determination if this is a policy, procedures or handbook language. He noted that he discussed with Mrs. Flynn if there is a policy for first amendment rights and that this could be the procedure for that policy. Dr. Jette commented this is something that could provide clear solutions; however, there may be some concerns. He asked the Board for input to determine the policy for which the guidelines will be attached.

Mrs. Hershberger suggested the district may want to steer away from restating first amendment rights. She indicated the draft guidelines are clearly stated.

Mr. Meyers asked about the district in which the employees were asked to appear in court.

Dr. Jette indicated those district employees felt that they were asked as colleagues and the public-at-large felt they were asked as representatives of the district. He noted these guidelines do not grant permission nor prohibit, but provide a process to follow and raise awareness levels.

Board members asked for further clarification regarding what it means to receive a request to appear in court.

Dr. Jette indicated that the district will seek further clarification.

- Revision:
  - DFE, Gate Receipts Procedures

Mr. Izbicki recommended the draft procedures to the Gate Receipts policy to ensure appropriate collection and accounting of admission fees for school district activities.

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Mr. Bourque inquired about the responsibility of making deposits.

Mr. Izbicki indicated that responsibility will remain with the main office at this time. He reported the auditor suggested establishing a restricted fund for the deposits, which will take time to develop. He commented this is the first step toward tightening up procedures for gate receipt collection accountability.

***Mrs. Harrison made a motion to approve the procedures for the Gate Receipts, Fees and Admissions policy. Mrs. MacDonald seconded. The motion carried 5-0-0.***

**B. School Board Goals**

Dr. Jette commented that it would be helpful for the School Board to provide suggestions regarding goals and indicators. He indicated goals and indicators should be attainable within an established timeframe. He noted that a document reflecting indicators that are completed or no longer relevant has been provided. He mentioned that schools will be setting goals and themes and Ms. Widman will be addressing individual teacher goals. He noted that he would like to focus on pulling this together as building goals and would like input from the Board regarding the direction on which they would like to focus.

Mr. Bourque asked if there is a deadline for Board input.

Dr. Jette commented he would like to have suggestions as soon as possible in order to start crafting the goals. He indicated that it would be ideal to have some input by the next meeting and to spend some time at the next meeting discussing where the Board wants the district to focus.

Mrs. Hershberger asked how much of the goals hinges on recommendations from NEASC.

Mr. Bourque indicated that NEASC recommendations only impact the high school on areas to improve.

Dr. Jette indicated that Mr. Lonergan has received a draft report from NEASC, but he must ensure its accuracy before it becomes official.

Mrs. Hershberger commented that the Board should ask for community input with regard to the goals and indicators.

**VI. MANIFEST**

The manifest was circulated and signed by the School Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

Robin Corbeil, 4 Nesmith Court, commented that she was in favor of the goal suggested by Mrs. Hirte at a previous meeting. She indicated the goals update that was provided for the Board is confusing. She asked if the items that are crossed out have been completed. She believes that it is important to survey the community for input for the Board. She suggested using the reader boards to advertise the surveys. Mrs. Corbeil suggested a quarterly district update would be important to post on the website. She commented it is important to get input from the community on what you are doing.

**VIII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

*[Minutes of Non-Public Session are written under separate cover.]*

***Upon a motion made by Mrs. Harrison, the School Board entered non-public session at 8:10 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.***

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**IX. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. MacDonald, the School Board returned to public session at 9:22 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.*

**X. ADJOURN**

*Mrs. MacDonald made a motion to adjourn the meeting at 9:22 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board