

**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 6, 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  
Dr. Nancy Childress, Director of Curriculum and Instruction  
Scott Thompson, Principal, GMS  
Tom Lecklider, Principal, LMS  
William Lonergan, Principal, CHS

*(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 6:02 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 August 23, 2017:

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

*Mr. Bourque made a motion to accept the nomination of Lauren West as a Special Education teacher at GMS at a salary of \$38,532 for the 2017-2018 year. Mrs. Harrison seconded. The motion carried 3-0-0.*

*Mr. Board made a motion to accept the nomination of Janet Belhumeur as Director of Food Services at a salary of \$45,000 for the 2017-2018 year. Mrs. Harrison seconded. The motion carried 3-0-0.*

*Mr. Bourque made a motion to accept the nomination of Carrie Juris as part time CHS Guidance Counselor at a salary of \$31,202 for the 2017-2018 year. Mrs. Harrison seconded. The motion carried 3-0-0.*

*Mr. Bourque made a motion to accept the nomination of Amy Perkins as a part time Physical Education teacher at CHS for a salary of \$20,650.50 for the 2017-2018 year. Mrs. Harrison seconded. The motion carried 3-0-0.*

*Mrs. Harrison made a motion to approve the single pay rate increase for substitute teachers, paraprofessionals and monitors. Mr. Bourque seconded. The motion carried 3-0-0.*

E. Presentations and Recognitions

- PTO Fundraiser – Raise Craze

Christina Harrison presented a fundraiser for the GMS PTO and requested approval from the Board. She explained it is a new way of raising funds. It is called Raise Craze and it is an online fundraising platform specializing in fundraising for small groups and schools based on acts of kindness. Parents are contacted to set up an account online for their children to request donations for the GMS PTO. Students pledge to pay it forward with acts of kindness. The PTO keeps track of the acts of kindness and money raised and offers incentives based on what is raised. Acts of Kindness can be provided schoolwide and teachers would be able to do class initiatives. The plan is to run the fundraiser in November. Students can do personal initiatives as well. Incentives would be by class,

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school and individual and would be low cost. The program is secure and no information is shared with third parties. They charge a flat fee for each donation plus a processing fee for online payments and their share of what is raised is capped at 10%. The PTO would get to keep 90% of what is donated.

Mr. Bourque asked about the breakdown on donations. Mrs. Harrison indicated that the flat fees are theirs to keep and it is capped at 10% if it goes over that percentage.

Mr. York asked what the break-even point would be for what is raised as compared to what has been done in the past. Mrs. Harrison indicated that last year's catalog fundraiser netted \$7,000. She noted we kept 40% of what we raised.

Mr. Bourque asked for a synopsis of how this program would work. Mrs. Harrison indicated the kick off would be November 1 and would run for two and a half weeks. There is a 3 minute video for the students. The PTO would speak about who the students could help and what can be done to help people. A flyer with a code is sent home and everything else is done online. There is a paper option for those who do not have online access at home.

Mr. Bourque asked if the students send an email to family or friends to tell them what they will do for the donations. Mrs. Harrison indicated that is correct and the email would say "if you would like to help our school these are some things we will do to help our community".

Mr. Thompson mentioned last year the PTO had sales of \$12,000 and netted \$5,725. He noted there were direct donations in the amount of \$1,864 as well.

Mrs. Harrison indicated that donating this way is tax deductible.

***Mr. York made a motion to approve the Raise Craze fundraiser. Mrs. MacDonald seconded. The motion carried 3-0-1, with Mrs. Harrison abstaining.***

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

Mr. O'Neill commented it was a great opening of the school year and things are going smoothly. He indicated that transportation seems smoother and there have been no major issues. He noted the bus company representatives will be at the September 20 Board meeting. Mr. O'Neill commented we are looking forward to the budget and Mr. Izbicki is working hard to enter items into the system and working on trending averages. He mentioned the district starts with a modified zero based budget.

- First Day Student Counts

Mr. O'Neill commented that the notable difference on the first day data was the number of registrations vs actual enrollments. He mentioned that many students did not show up on the first day. He indicated the October 1 numbers are more solid and reliable.

- Business Administrator Comments

Mr. Izbicki provided a brief commentary on the operations of the district. He mentioned that he met with representatives from First Student to discuss proactively addressing issues that occurred last year.

Mr. Bourque mentioned there was one bus that was late the first day at LMS. He noted the bus driver was new.

Mr. Lecklider indicated the first two days the bus was late, but it has been relatively on time since.

Mr. Izbicki added that the new driver had driven in Nashua and is getting use to the Litchfield routes.

H. Community Forum

There was no public input.

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- Superintendent Search Public Input

Robin Corbeil, 4 Nesmith Court, asked if there are going to be community members and teachers on the committee. Mr. Bourque indicated there will be a good cross section on the committee.

Mrs. Corbeil asked how it will be advertised. Mr. Bourque indicated it will be placed in the HLN.

Mrs. Corbeil asked if there was a projected time for advertising. Mr. Bourque indicated the Board will formalize the process at the end of October, beginning of November.

Mr. O'Neill added that we have a tentative timeline from a previous year and if the Board approves that timeline we will post it on the website.

Mr. Bourque mentioned that the Board will use as many venues as possible to advertise. He indicated there will be more information in the coming weeks.

**I. School Board Comments**

Mr. Bourque commented he has heard a lot of positive feedback from schools and administration teams, but has heard from parents that things went smoothly first week of school.

Mr. O'Neill complimented the faculty in all the schools for a smooth start of the school year. He commented they were in front of the students and working with the students on day one.

**II. CONSENT AGENDA**

**A. Public Minutes:**

- August 23, 2017

*Mrs. Harrison made a motion to approve the public minutes of August 23, 2017. Mrs. MacDonald seconded. The motion carried 3-0-1, with Mr. York abstaining.*

**III. REPORTS**

**A. Curriculum Report**

- ESSA: Changes Affecting Policies and Job Descriptions

Dr. Childress thanked the Board for the opportunity to work with a great district. She reported she is currently reviewing the math curriculum, scheduling open dialogues for vertical alignments, and expanding community involvement. She indicated that she has met with several groups regarding technology, certification, competencies and grading, and mentors.

Dr. Childress provided an update on the changes required by the ESSA (Every Student Succeeds Act). She reported that ESSA eliminates the need for teachers to be HQT, or Highly Qualified Teachers, for districts to get Title I funding. She indicated the NEA requires paraprofessionals to remain to be highly qualified.

Dr. Childress asked Board members for areas of focus.

Mr. York commented that he is concerned about the Sophomore Project. He indicated it needs further examination. He was concerned that the students have not been and are not doing community projects. He commented we are just asking students to find 40 hours of some activity that an administrator signs off on that says they are doing something. Mr. York asked for a list of past sophomore projects to compare and review to determine if they impact the community. He noted the idea behind the project was to impact our community and now we have students doing community service. He believes the high school should not be telling parents how to direct their children's community service. Mr. York mentioned there is a project where a student is doing 40 hours and the parent is doing the same 40 hours with the student because it requires adult supervision for children under age 18.

Mr. Lonergan commented it is his understanding that some students work with community partners.

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Mrs. MacDonald asked if Mr. York was concerned those CHS students may volunteer at the Nashua Food Pantry as part of their project and that it does not benefit Litchfield.

Mr. York indicated students can volunteer anywhere they want. CHS should not be telling them to volunteer at those locations – parents should be directing their children. He commented students are doing their projects because they cannot become juniors if they don't. He wondered what the results would be if juniors were polled to see if they completed their Sophomore Project to become a junior or because it is rewarding.

Mr. Lonergan believes there would be mixed results.

Mr. Bourque commented the sophomore is going to back to his/her parents and inform them on what they are doing for a project. He indicated the parents are aware of what their child is doing. He noted he would not be surprised at the results of the list of projects since Litchfield is a small community.

Mr., York commented that everyone has the opportunity to educate their children. He believes teaching volunteerism should be done by the parents. He indicated he asked several times in the past for a list of projects and never received one.

Mr. Lonergan indicated he will put together a list of sophomore projects.

Mr. Bourque commented that the list can be provided at the next Board meeting with the principals. He indicated that sophomores and seniors do a lot of work and do great work with their projects.

Mr. York agreed. He commented that students at the elementary school also do great work, but they are not told they will not be promoted if they do not do community service. He indicated high school students are told they will not graduate if they do not complete their sophomore and senior projects. He noted he is not trying to minimize the work the students are going to do, but is saying it is not something that should be directed by the school or the Board.

**B. Principals Reports**

• **GMS**

Mr. Thompson provided the GMS Principal's report.

- Enrollment update: PK = 39; K = 57; Gr. 1 = 67; Gr. 2 = 88; Gr. 3 = 93; Gr. 4 = 90; Total 434.
- There are enough teachers, but no extra teachers.
- Great opening events by SAU.
- Emergency Management team completed FEMA trainings over the summer.
- Acknowledged staff members who worked over the summer.
- Reviewed Emergency Operation Plans in each building.
- Over the summer the grade 4 team and Unified Arts team did curriculum work.
- PTO donated \$4,499 to purchase two water bottle filling units.
- Many improvements done in the building over the summer including replacement of large section of flooring that required abatement.
- Teachers received their Chromebooks and received training from IT.
- 8 teachers attended the Google Summit and several more had Google training.
- GMS has a second Chromebook lab in addition to a cart.
- 62 students in grades 1-5 attended summer program for reading and math. Data shows most students maintained or improved their scores over the summer weeks.
- 27 active Twitter accounts at GMS.
- PTO held 2<sup>nd</sup> annual Boohoo-Yahoo breakfast for parents.
- Guidance created a year-long schedule of themes for in-class guidance lessons centering on the district goal to help children become more resilient and be managers of their own learning.
- Held opening assembly on August 30 to capture the theme of Optimistic Thinking.
- Parent Back to School Night for grades K-2 is September 13; for PK, 3-4 is September 14.

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Mrs. Harrison commented the classroom visits guidance does are fantastic. She asked if LMS and CHS offer similar classroom visits to students.

Mr. Lonergan indicated that guidance talks to students about the course selection process and the college process.  
Mr. Lecklider indicated that there are rollouts for PBIS at the middle school and FACS does much with goal setting.

- LMS

Mr. Lecklider provided the LMS Principal's report.

- Great start to the school year and grade 5 is going well.
- There is a Chromebook lab at each grade level.
- ESY (summer program) had a strong staff with 25 students involved who had very good attendance and did well.
- PTO hosted a Welcome Back breakfast and will receive the Blue Ribbon Award later this month.
- Great start to the sports season and off to a good start with soccer.
- LMS was recognized by the Norris Cotton Cancer Center for the Terry Fox Walk where we raised over \$2,500.
- A number of staff were recognized for longevity at the opening day event.
- Keys to Opportunity is the theme for PBIS this year.
- Large undertaking with the Emergency Operations Plan.
- LMS has two laptop labs in the library and Chromebook labs.
- Many teachers were involved in training and in Google Summit over the summer.
- Amy Provencal, librarian, has been working with Plymouth State on transitioning to a learning commons model without expensive cost.

Mrs. MacDonald asked if GMS and CHS would be following the learning commons model. Mr. O'Neill indicated that there was a presentation by the librarians last year discussing all schools transitioning to learning commons. He noted the middle school is leading the charge.

Mr. Lecklider commented that we are trying to be creative about how we use our furniture and things to do with less impact to programming. He indicated there will be impacts over time and there may be some budget requests. He noted much of this is modeled after adaptability.

Mr. Bourque asked if there is a plan for the things Ms. Provencal wants to start planning. Mr. Lecklider indicated there is a plan and we are going to follow the plan Plymouth State provided. He commented that LMS would like to get a 3D printer.

Mr. Lecklider reported that the facility staff did much work over the summer. Security has been upgraded as there are fobs for the portables, exterior cameras around the school and an exterior intercom. He reported Open House is scheduled for tomorrow night and LMS is charging for parking as part of a fundraiser.

Mr. York asked if LMS has a bell system. Mr. Lecklider indicated that the school does not have a bell system and classes pass by the time on the clock.

Mr. York mentioned that the State made a grant available for qualifying robotic programs. Applications are being accepted between September 1 and 30.

- CHS

Mr. Lonergan presented the CHS Principal's report.

- The opening of school was smooth on August 28.
- Custodial and maintenance did a great job of getting the building ready.
- CHS has two new administrative assistants.
- Assemblies were held for all four classes over the first two days of school.
- Teachers received their Chromebooks in the spring.

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- Students received their Chromebooks, which total 465 for all students.
- Informal walkthroughs done and observed students using Chromebooks.
- Many teachers were trained in Google Aps.
- Emergency Operations Plan was challenging; safety committee to review the plans.
- Sports, clubs and activities are going well.
- Met with ELO Committee to review what we are doing at CHS; students proposed new ELOs and several were approved.
- Conversations were held regarding credit and grade recovery through summer school.
- NEASC self-study continues.
- Reviewing 22 minutes advisories and considering having people come in and talk to students.
- Student Council proposed fundraiser for Hurricane Harvey flood victims; will contact the DOE in Texas to see if there is a school in need.
- CHS has bells on Mondays, but not during the week; Dave Ross contacted Simplex to program the bells to align with schedules at CHS.

Mrs. MacDonald commented there is a two or three minutes difference every day and the students do not know it. Mr. Lonergan indicated the challenge is that the clocks in the rooms are out of sync with the other rooms. He noted clocks must be reset every Friday.

Mr. O'Neill extended his appreciation to the principals and teams that worked on the Emergency Operations Plans. He thanked the custodians for their work and congratulated the administration and teachers on their hard work. He expressed his appreciation to Food Services employees. He mentioned that there will be an evolutionary change during the year and next year our program will be different.

Mr. York asked to speak about SAT and AP information provided by CHS. He remarked it seems that CHS is significantly below the average in 2014 and 2015. He was concerned that CHS did not up to the average in the State. He asked what the administration is focused on for improvement.

Mr. Lonergan commented that the information was provided before the Guidance Director had a chance to update it. He noted the corrected numbers reflect that we were above the State average in 2016 and one point below the State average in 2017.

Mr. York requested updated information and to place the topic on the October agenda.

Mr. O'Neill commented the curriculum in the high school needs to be revisited and we need to determine how the curriculum aligns with our priorities. He indicated some analysis needs to be done on how to get the curriculum aligned with the SATs and AP tests. He agreed that we are not performing at the level we should in high school. He mentioned he was pleased to see that the trend is going in a positive direction over the last two years.

Mr. York commented that 81 students took the AP exams and 43 passed. Mr. Lonergan clarified that the 43 represents those who scored a 3 or better.

Mr. York commented he was referring to "passing" as getting college credits. He noted another graph shows 32 of 45 students scored a 3 or higher. He indicated this goes to the robustness of our curriculum and how it is being taught to our students. He mentioned that the numbers are consistent and there are no signs of improvement. Mr. York indicated if the results are consistent year after year, then the problem is how the curriculum is being taught.

Mr. Lonergan agreed there needs to be improvement.

Mr. O'Neill commented in 2014 and 2015 the percentage of students who scored a 3 or better was 63% and 61.4%; in 2016 and 2017, the percentage was 76.8% and 71.1%. He indicated we are not doing as well as we should be, but if the trend line continues we could be all right with where we are. He noted the hopeful story is that we are going in the right direction, but we have a ways to go.

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Mr. Bourque commented the State average has gone down for four years and our average has increased.

**IV. OLD OR UNFINISHED BUSINESS**

**A. Full Day Kindergarten – Opening Discussion**

Mr. O'Neill commented that a significant amount of work was spent on the program in terms of the educational plan, facilities and costing out the plan. He thanked Mr. Thompson and Mr. Izbicki for their work. He indicated that previous work on full day kindergarten in 2008 and 2010-2011 was reviewed. He mentioned for the last 7 to 10 years it is clear the district is in favor of full day kindergarten and the Board supported it. He noted the sense is the Board supports it now. Mr. O'Neill commented that the issue is implementing full day kindergarten next year. He indicated the Board needs to review the costs associated with the implementation.

Mr. Thompson provided information regarding full day kindergarten:

- In 2015, 75% of the districts in NH offered full day kindergarten in some way.
- There are multiple support materials online.
- In 2011, a statement from the DOE mentioned that “early years of life matter” and “shape the architecture of the maturing brain”.
- The DOE found 42 states adopted the Common Core State Standards.
- In order to master these skills, some children in the US receive 1,080 hours of instruction and some 540 hours. In NH the standard is 450 hours of instruction.
- Everyone benefits from a full day program as instruction is not hurried and students benefit from having more time for enriched experiences and exploration of subjects.
- Analysis shows that last year only 44% of our students were either at average, above average or high average in reading, which is disturbing. 53% of our students were at those levels in math.
- This year we will be required to test all incoming K and grade 1 students for early signs of the risk of dyslexia.

Funding:

Mr. Thompson reported that with the passage of the Kindergarten Keno bill, we currently get a half day of adequacy aid for every K student (\$1800). The bill provides for an additional \$1100 per student for every student enrolled in full day kindergarten in FY19. He indicated while encouraging districts to offer a full day program, the State has not changed the requirement for all students age 6-18 to attend school and even if we offer a full day program we still have to offer a half day program.

Half Day Option:

Mr. Thompson reported that two options:

- full day kindergarten: academics in the morning and specials in the afternoon.
- design a half day program as is existing and schedule a special in for those students (minimum standards state all students in a half day program be provided physical education and arts).

Mr. York asked what towns presently offer a full day program and a half day program. Mr. Thomspson indicated he does not have that data.

Mr. O'Neill commented Derry has both programs and currently the full day program is fee based. He indicated that prompted the question amongst administrators regarding if still have the option to charge a fee since the state is funding for a full day program. He noted that legal counsel advised charging a fee would not be favorably met by the courts since the state is supplying money for a full day program and there are very clear statutes that state if program is integral to the education of the child the program should be provided at no cost to that student.

Mr. York asked if Londonderry has a full day program district-wide. Mr. O'Neill indicated he did not have the answer to that question.

Mr. Bourque asked if there is a possibility to charge the difference between the funding and the tuition. Mr. O'Neill does not believe that can be done, nor does he feel it is equitable.

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Mr. York believes that with our current state standards of 450 hours for kindergarten instruction, people moving into Litchfield with younger children will not find our community attractive without full day kindergarten. He commented in the past there was concern about space for the program, which has to be paramount as we go through the budget. He indicated the Board needs to determine if it will be part of the budget or if it will be placed on the warrant.

Mrs. MacDonald commented it is important to all be on the same page. She noted students will be coming in from every PreK and Kindergarten program. She indicated the burden is on the teachers to determine the level of those students.

Mr. Thompson commented on the space concern. He indicated as smaller cohorts moved up through the grades we have added a lot into the school as we eliminated some classes. He noted since FY13 we eliminated the grade 3 portable classroom, added a grade 1 classroom, eliminated that room the following year, added a behavioral room, added an additional egress reducing the size of a classroom, added math tutors, combined the OT room annex as a work space for IT, added a computer lab, combined rooms for the reading specialist and case manager, moved the tutor lab to the primary wing, moved the grade 3 classrooms to the grade 4 wing, added a third case manager for special education, added a music room, created a new server room in the computer lab, began using the OT room as an annex for the ESOL teacher, lost a grade 4 classroom and moved grade 3 around again, made an additional pre-k classroom, added an enrichment teacher desk and program to the art room, eliminated the music room and behavior room and added grade 2 and grade 3, moved developmental delay and reading, moved a special education teacher out of a room due to occupancy, had to provide lunch space/break room for teachers in our copier room, the art room houses the art class, the music teacher's desk and enrichment groups. Mr. Thompson commented he does not foresee space in the building.

Cost:

Mr. Izbicki reported that we are looking at a two classroom portable with a bathroom (\$43,200). He indicated the advantage is that many of the utilities that ran to the old portables can be used. He reviewed the contractor set up costs and projected utility costs (\$75,900).

Mr. Bourque asked if the portable is a lease. Mr. Izbicki commented that a lease purchase yields more flexibility.

Mr. York asked if two or four classrooms are needed. Mr. Izbicki indicated we have two classrooms and two additional classrooms are needed.

Mr. York asked if those classrooms were able to handle 80 students. Mr. Thompson indicated they are.

Mr. York asked what will happen if we get additional students. Mr. Thompson indicated we look to grade 1 to project the enrollment for kindergarten and the NESDEC projections are not above 80 for the foreseeable future.

Mr. O'Neill commented you will have a teacher and a paraprofessional, as well as an extra special education teacher for those who need services.

Mr. Thompson indicated in looking at our case management pool we would not have to add a special education teacher. If we currently had four students who require 1:1 paraprofessionals, they can be split into morning and afternoon classes with two paraprofessional positions; however, if we have a full day program with the same numbers, we would need an additional paraprofessional in each room.

Mr. Bourque commented these numbers based on the necessity for four classrooms, when it could actually be three. Mr. Thompson agreed, but commented that we do not yet know the impact from the new housing on Page Road.

Mr. Izbicki commented that ongoing costs would be utilities and the lease payment.

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Staffing:

Mr. Thompson provided an estimate of the staffing budget from FY19 that he received from Mrs. Messenger. He commented two additional teachers and two additional paraprofessionals were included a (\$251,640). He noted that OT, PT and speech services would not increase if a full day program is implemented.

Instructional Technology:

Mr. Thompson provided an estimate of the instructional technology needs if full day kindergarten is implemented. A total of \$22,200 would be needed for infrastructure, classroom equipment, cabling, phone, and student computers.

Print and Online Instructional Resources:

An estimate of \$13,901 would be needed for these resources, which include reading textbooks, math, social studies and handwriting.

Classroom Furnishings and Equipment:

An estimate of \$38,916 would be needed for startup expenses for the two additional classrooms.

Mr. Izbicki commented that there would be potential revenue offset for enrollment and additional money from the state, which would reduce the costs by approximately \$96,280 for the first year.

Mr. O'Neill commented that the district will be doing some reorganizing in response to some demographic changes we have seen and we may be able to offset \$250,000 of the cost through instructional assignments next year.

Mr. York commented eventually the pendulum will swing back the other way. He indicated decisions we make as Board should also be based on future impacts.

Mr. O'Neill commented he would agree that from a bricks and mortar perspective we need a building for elementary, which would give freedom for not only teacher space, but systemic changes in programming and structure. He believes the demographics next year are based on fewer children and we will most likely be able to reassign people, which would free up monies needed to help fund the full day program. He indicated we have to look at how to acquire additional monies and look at how we can get this program off the ground in a positive way in a way that utilizes existing resources.

Mr. Bourque asked if acquiring two portables was considered. Mr. Izbicki commented that has not been considered in this context, but he has reviewed the potential of doing something at LMS.

Mr. York asked if this topic will be on the agenda going forward. Mr. O'Neill commented that some things have to be firmed up so we can finalize it in our budget or in the event we need a bond.

Mr. Thompson commented that he feels it is speculative and should not be included in the budget.

Mr. York commented it should be part of the budget and the process. He indicated the Board can decide how to proceed during the budget process.

Mr. O'Neill commented that it has been stated that for three years the best money we spend is on early childhood interventions. He indicated full day kindergarten may cost more up front, but will help our children progressing in school and keep our students in the core educational process. He noted there are positive benefits all around. Mr. O'Neill believes this should be included in the budget and that difficult decisions will have to be made.

Mr. Bourque commented he is not speaking for the Board, but he believes the members are in support. He indicated we just have to find a way to pay for the program.

Mr. York commented if we can creatively free up monies and it is a lower impact than half a million dollars, the voters will approve it.

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Mr. Izbicki commented he did receive a quote on a four classroom unit that would be \$68,000 with a \$22,000 set up cost.

Mr. Bourque commented that could be a considerable savings. He asked Mr. Izbicki to provide those numbers at the next meeting.

Mrs. Harrison asked if there is a reason the kindergarten would be placed in the portables as opposed to another grade or technology rooms. Mr. O'Neill commented that the standard for kindergarten classrooms is 1,000 sf as well as readily accessible bathrooms.

Mr. Bourque commented the bathrooms have to be visible.

Mrs. Harrison commented we do not have any bathrooms like that in the building. Mr. Thompson indicated that is correct and it is less cumbersome to have bathrooms that are visible.

Mr. O'Neill commented even if we wanted to combine some classrooms, it is a slab structure. He indicated to do any construction you would have to drill through the slab, which would be expensive. He noted it does not make much sense to put kindergarten in the building.

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

**A. Community Forum**

Robin Corbeil, 4 Nesmith Court, commented on the Sophomore Project. She suggested the Board take into consideration that it is not just about serving the community, but about the process the students go through searching for those projects. She mentioned when her son was in high school, he had to go through process of setting up the community service. She noted this service was not in Litchfield, but Litchfield is a small community and there are not a lot of organizations here. She commented the process is helpful and beneficial for the students.

Mrs. Corbeil commented on the Kindergarten program. She suggested exploring the possibility of moving the PreK to the high school and creating a FACS program so students do not have to go elsewhere for opportunities in early childhood education.

Mrs. Corbeil commented on AP exam numbers. She suggested that with dual enrollment students may not work as hard to get that higher score because they are automatically getting credit for the dual enrollment

**VII. APPROVAL OF NON-PUBLIC MINUTES**

**A. Approval of Non-Public Minutes:**

- Draft Minutes of August 23, 2017

***Mrs. Harrison made a motion to approve the non-public minutes of August 23, 2017. Mrs. MacDonald seconded. The motion carried 3-0-1, with Mr. York abstaining.***

**VIII. ADJOURN**

***Mrs. Harrison made a motion to adjourn the meeting at 8:25 p.m. Mr. York seconded. The motion carried 4-0-0.***

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board