

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 7, 2016

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
Christina Harrison, Board Member
Paula Izbicki, Board Member
James L. O'Neill, Superintendent
Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum and Instruction
Jason Pelletier, Director of IT
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
William Lonergan, Principal, CHS
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:05 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included adding a presentation by 2nd year 1:1 CHS students under Presentations.

D. Summary of Non-Public Actions from: August 17, 2016:

Mr. Barka made a motion to approve the non-public minutes of July 13, 2016 as written. Mrs. Harrison seconded. The motion carried 3-0-2, with Mrs. Lepore and Mrs. Izbicki abstaining.

Mr. Barka made a motion to release Shawn Flynn, CHS teacher, from his contract. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. Barka made a motion to release Karen Martin, LMS teacher, from her contract. Mrs. Lepore seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

- 1:1 Presentation (from CHS students)

CHS Sophomore students who have been participating in the 1:1 Program since last year shared their program experiences with the Board. Students expressed the following benefits of the program:

- It is a way to expand learning with online opportunities
- Chromebooks keep the students engaged and interested
- Study games help students stay focused and study
- Chromebooks keep the students organized
- Note taking is more efficient and teachers can share presentations with students
- When a teacher posts a question on Google Classroom all students can view it
- Students can view classmates' answers and discuss them
- The program helps with different learning styles

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- Students can talk to each other within certain documents
- It allows the opportunity to get assignments done even when the student is home sick
- Online agendas (My Study Life) helps plan classes, contains interactive tests/quizzes with instant response
- Teachers post assignments on Google Classroom and attach files for students
- Makes grading easier.

The students shared ideas for potential 1:1 classes, such as Spanish. Students indicated they would like more classes to be included in the 1:1 program.

Mrs. Lepore asked if the students find they retain more information using the Chromebooks. Students indicated they believe their retention is better and they can access their notes from the previous year, share documents and notes.

Mr. Bourque asked why more students do not take advantage of the program. Students indicated that many do not know how great the program is and many may think the cost of the device is too high. The students suggested providing a presentation for the other students to see if they will join the program. Students noted that some have said they can buy their own Chromebook for less than what the school offers.

Mr. Bourque expressed his support for the program and that he would like to reach as many students as possible.

Mr. O'Neill commended the students on their presentation. He indicated that computers have a large role in public education. He agreed with Mr. Bourque that we have to be more proactive in getting computers in the hands of students.

Mrs. Izbicki asked if teachers are collaborating during their staff meetings and if teachers are choosing not to utilize the program.

Mr. O'Neill commented last year we were in the beginning of piloting the program. He indicated it is challenging getting students in the same classes with computers. He explained parents were required to buy the devices. Mr. O'Neill commented there are pioneers that jump on board and get things done and there are others that do not jump on board that quickly. He indicated that scheduling courses was challenging this year and part of the problem is getting enough students into the computer program and in the same course.

Mr. Lonergan commented that Google workshops were run this summer and there is a strong interest in teachers. He indicated that 75% of technology is in use in the school.

Nate Cooper, CHS teacher, commented there is a strong interest with teachers and many were brought on board through the workshops. He indicated one of the difficulties is not having the technology devices. He noted he teachers one class with 1:1 and one without. Mr. Cooper commented that students who do not have a device can access Google Classroom in the school or class, but it is less dynamic than having their own device. He indicated teachers need to have the Chromebook as well.

Mrs. Lepore commented the best way to get that started for teachers is to give them the Chromebooks. She stated she would like to see the district supply the Chromebooks for the students.

Mrs. Izbicki commented there is great collaboration for teachers and creating a culture in the building will trickle out to the community.

Mr. O'Neill agreed the culture of the school needs to migrate in that direction. He commented we had the discussion of equity for supplying computers for students. He indicated that if it is integral to our curriculum we need to discuss it, but to date there is no conclusion. He was concerned that some parents may feel the cost of the device, the software piece and insurance are costly.

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Mrs. Lepore expressed that she was pleased to listen to the students share their experience with the program. She indicated if it will help them learn, inspire them, make them more creative and make teachers more collaborative we need to find a way to provide the computers.

Mr. O'Neill commented if that is the direction we need to discuss equity and budget prioritization. He indicated we have to discuss at what point will curriculum be independent of textbooks and when we may be able to have the funds to put toward computers instead of textbooks.

Mr. Cooper commented he sees the textbook model moving away.

Mrs. Lepore commented not only can texts be downloaded, but literature as well.

Mr. O'Neill commented the day is approaching when the textbook will be used as a supplement. He believes it is critical our culture supports that we do get there.

Dr. Heon commented that recent curriculum purchases have both print and digital components. She indicated that was done on purpose and teachers were excited about that.

- Professional Educator Growth Plan Presentation
 - PEGP Highlights

Mr. O'Neill thanked all the individuals that were involved in working on this project.

Mr. Lecklider commented there were many committees that worked on different components of the plan.

Heather Stein, a committee member that worked on the growth plan presented highlights of the plan to the Board. The PEGP was given to the Board at the August 17 meeting and the Board was asked to review the plan.

- The work of the Professional Educator Evaluation Committee, the SLOs Committee and the Rubrics Subcommittees was collaborative and extended from the fall of 2014 through the summer of 2016.
- The PEGP includes SLOs in the formal evaluation process.
- Goal setting is an integral part of the plan.
- The PEGP provides for the use of multiple mini-observations as an alternative supervision model, which is available to continuing contract educators and to annual contract educators beginning in their 3rd year of employment.
- Mini-observations and formal observations are based on the same performance rubrics and result in a summative evaluation using the same forms.
- The PEGP includes new discipline-specific rubrics developed by the practitioners in the following disciplines (the rubrics rely heavily on the work of Charlotte Danielson):
 - Teachers
 - Instructional Specialists
 - Library Media Specialist
 - School Counselors
 - School Nurses
 - Therapeutic Specialists
 - Special Educators.
- For each of these disciplines, and using the corresponding rubric, the Committee developed an observation form, a mini-observation form, and a summative observation form.
- The Committee reworked a common pre-observation planning form for use in formal observations.
- A glossary of terms was added to help make meaning clear to educators.

Dr. Heon commented on of the major new features of this plan is that 4th and 5th year, and all continuing contract teachers, may opt for a series of mini-observations. She indicated research shows that the observer can see what needs to be seen over the shorter period of time than in a longer observation.

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Mr. Barka asked if the observations are scheduled with instructors. Mr. Lecklider indicated observations are unannounced. Dr. Heon commented the instructor can also invite an observer.

Mrs. Harrison asked about the motivation for keeping the formal evaluation even though mini-observations are being introduced. Mr. Thompson explained they did not want to force teachers to change to a model for which they were not familiar. He indicated that they wanted teachers to have an option until there is a district-wide model.

Mr. Bourque asked if there is a timeframe for all teachers to be on one plan. Mr. Thompson indicated that goal was not made. He commented this was seen as a positive development, but the formal model has been around for many years.

Mrs. Izbicki commented the concern is that regardless of which model is used, it is a time consuming task. She suggested allowing teachers a one-time opt out for a walkthrough observation.

Dr. Heon indicated discussion will occur as feedback is received. She noted that there is a plan for administrators for calibration of the mini-observations.

Mr. Thompson commented there has to be agreement that whatever path we follow the evaluation is the same at the end of three years.

Mr. O'Neill commented that it should be agreed to review the plan yearly and revise it if necessary. He indicated it is a teacher improvement model and the real focus is on improvement and growth.

Mr. Barka commented he is pleased with the model presented.

Mrs. Harrison asked how teachers can get feedback from other teachers. Mr. Thompson indicated feedback is available through the mentor program.

Mrs. Harrison asked if there is a way for team leaders to help with the evaluation process. Mr. Thompson indicated it is not in their job description and they are not to be involved in the evaluation.

Dr. Heon commented the peer coaching model has not yet been formalized. She indicated it has been discussed and it was recommended to be formalized. She noted with grant money we are able to have self-instruction coaches.

Mr. O'Neill asked the Board for their approval of the plan as administrators are under a time constraint for the evaluation timeframe.

Mr. Barka made a motion to approve the Professional Educator Growth Plan as presented. Mrs. Lepore seconded. The motion carried 5-0-0.

F. Correspondence

Mr. Bourque announced that Killian Franklin achieved the level of Eagle Scout. Congratulations.

Mr. Barka announced the Board received correspondence from apparent upset about student transportation, and from a parent with regard to the teacher dress code.

G. Approval of Draft Minutes:

- Public Session August 16, 2016

Mr. Barka made a motion to approve the public minutes of August 16, 2016 as written. Mrs. Harrison seconded. The motion carried 4-0-1, with Mrs. Izbicki abstaining.

- Public Session August 17, 2016

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

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H. Community Forum

There was no public input.

I. Superintendent's Comments

- NEASC

Mr. O'Neill commented the decennial accreditation of CHS upcoming.

Mr. Lonergan commented it is an exciting process, which was postponed for one year. He indicated NEASC has changed the public school process by reducing the standards to seven (7). He explained the school still moved forward through the postponed year with core values and beliefs. Mr. Lonergan reported the standards were discussed with teachers so they could understand their roles. He commented as we move forward we have to set up a relationship with the NEASC Chair, George Edwards. He indicated the number of people on the visitation committee was reduced and the self-study piece will begin in the December/January timeframe. Mr. Lonergan noted it is a year-long process that looks at resources and teaching standards. He commented the staff is excited about it, but recognizes it is a challenge.

Mr. O'Neill commented as we go through the self-study, financial items may arise. He indicated he would like the Board to know that these may come up to help align what we are doing and what we say we are doing.

- Opening Day

Mr. O'Neill commented the opening day of school was excellent. He received much feedback from administrators, teachers and the community. He indicated the schools were well prepared and fully staffed. He expressed his gratitude to all the employees who made that happen over the summer. Mr. O'Neill observed that people may not realize how much work actually occurs between when school ends and begins again.

- Twitter

Mr. O'Neill commented that Twitter has been implemented and many are participating.

II. REPORTS

A. School Board Comments

There were no Member comments.

B. Curriculum Report

Dr. Heon provided a curriculum update to the Board. She reported several teachers participated in Project Lead the Way (PLTW) training this summer and will implement units during this school year in grades K-5, 7, 8, Tech Ed/STEAM grades 6 and 7, Computer Science grades 6 and 7, and CHS Biomedical Technology. This is in addition to CHS Principles of Engineering and Computer Science. She commented it will provide great continuity of practice for Kindergarten through High School. Teachers provided training for K-5 PLTW, as well as training in Google Classroom for over 30 teachers. The Grading and Reporting Policy Task Force is scheduled to meet twice per month and hopes to bring a proposed policy to the Board in late spring that delineates the grading scales, grading practices and reporting procedures for all three schools.

C. Principals Reports

Principals provided their reports for the Board.

- GMS

Mr. Thomas reported:

- There is a 27 student difference for grade 1 between the projections and the actual numbers this year, as well as 10 additional students enrolled in grade 2
- A school-wide committee was formed to work on promoting consistent expectations across the grades for some common activities
- An all school assembly was held on August 31 with the theme "Oh How Far You Will Go", which focused on keeping our minds open to new learning
- Staff has been engaged in a variety of workshops over the opening days

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- The parent portal on the student information system now includes schedules and gradebooks will be open this month
- Parent Back to School nights have been scheduled for September 13 and 14
- There was a slow response to parents downloading and printing the student handbook acknowledgement; teachers printed them out and sent them home for a better response.

Mr. Thompson indicated he would like the summer reading budget to include grade one readiness for kindergarten students.

With regard to increased enrollment, Mr. Barka commented that he has seen school aged children moving into town year after year.

Mrs. Izbicki asked if there is enrollment trend information. Mr. Thompson commented the district receives enrollment projections from the NHSBA. He indicated when we received last year's projections they were significantly low and we literally asked all kindergarten parents if they would be enrolling their children in grade one.

- LMS

Mr. Lecklider reported:

- Many staff recognized on opening day and there were many new staff members
- Lego Robotics students are already meeting and we have been informed we will need two teams
- Raised over \$3,000 for the Norris Cotton Cancer Center through the Terry Fox Walk and received a letter of thanks from the Norris Cotton Cancer Center
- Tryouts for soccer and volleyball occurred during the week of August 29
- LMS has 110 runners participating in Cross Country
- NWEA and AIMSweb assessments will be administered this fall
- New ELA and StudySync material arrived in August with a digital component that allows students to submit assignments online and teachers can use the components in the classroom
- Five teachers attended Project Lead the Way training this summer
- Work Study Practices roll out this year
- Facilities staff did a great job getting the building ready with a new café floor, painted walls, new tile in some classrooms
- The IT team completed a great amount of work this summer with the new phone system and new wireless.

- CHS

Mr. Lonergan reported:

- CHS enrollment is 470 with 97 seniors
- We anointed ourselves "Campbell High Strong"
- Conversations were held with teachers regarding what we will do for students
- The Student Council did a great job welcoming the freshmen class
- CHS has very strong teachers and new teachers seem strong in different areas
- There is positive energy at the high school
- Summer programs went well
- Sports teams started out great
- We are looking at the charges of the committees and ensuring people are being used appropriately
- Thanks to the IT team for getting CHS ready for another year
- On 9/9 there will be a National Anthem sing-a-long at the end of the school day for the 9/11 remembrance
- Met with the PTO and they will be providing a breakfast Friday morning
- The office support staff and custodians did an excellent job over the summer.

D. Technology Report – Summer Update 2016

Mr. Pelletier provided a technology update to the Board for work done over the summer, which included the installation of a new phone system for LMS and CHS and wiring for the wireless upgrade in the schools.

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- 1:1 Program Funding Proposal Decision

Mr. Pelletier commented that a proposal to budget for a 1:1 rollout for all students from FY18 – FY21 and to dedicate funds to professional development for 4-5 teachers per year to attend the Google Summit Workshop held annually in New England was presented to the Board at the August 17 meeting. He indicated that they are requesting a direction/decision from the Board to budget for the program according to the proposal or approval to use E-Rate funds to purchase Chromebooks according to the proposal.

Mr. Pelletier reported:

- To outfit the students for FY18 with an estimated enrollment of 121 plus 10 extra devices will cost \$29,606;
- To outfit students for FY19 with an estimated enrollment of 111 plus 10 extra devices will cost \$27,346;
- To outfit students for FY20 with an estimated enrollment of 122 plus 10 extra devices will cost \$29,832;
- To outfit students for FY21 with an estimated enrollment of 105 plus 10 extra devices will cost \$25,990.

Mr. O'Neill commented that he heard trendlines on Chromebooks is decreasing. Mr. Pelletier commented that there are models that are cheaper, but we want the devices to last for the four years the students are in the school. He indicated the devices could be less expensive in the future.

Mr. Bourque asked if students may want to purchase the devices at the end of the four years. Mr. Pelletier indicated that there is that potential as students in his previous district could not wait to get their devices at the end of four years. He commented a buyback program could help feed funding for the next year. He noted there are other cost savings on the district network (SANs) as Google Drive has unlimited storage.

Mr. O'Neill commented parents can purchase insurance on the devices. Mr. Pelletier indicated on an 11" device the cost is \$19/year; on a 14" device the cost is \$21/year; on the Samsung device the cost is \$27/year.

Mrs. Izbicki commented the critical component would be to get the teachers back on mobile devices.

Mr. O'Neill indicated we do not just give the students and teachers computers without training and professional development. He commented if we spend \$30,000 in one year to provide devices to students and provide professional development for teachers, the cost would be an estimated \$40,000, which totals approximately \$160,000 over four years. Mr. O'Neill noted we need to look at how to implement technology in a more robust way in the lower grade levels. He asked if we are looking to outfit all the students in the district, where do we find the money to do that with all the other budgetary impacts. He indicated there are annualized replacement costs. He commented the district needs to look into this investment, but also has to determine what we would take away to fund it-or what do you add, and then have a discussion with the Budget Committee, who does support technology.

Mrs. Izbicki commented that the district has to get creative to accomplish that task. She suggested the PTA could contribute to fund bulk purchases; utilize grants or trade-ins. She indicated it is a high priority and a necessity.

Mr. O'Neill commented he is hearing that during the current budget cycle to investigate what is needed to take the 1:1 initiative at the high school and to investigate what we need to do that at the lower grade levels, and reflect those costs to the Board.

Mrs. Lepore felt that the focus should be on the high school.

Mrs. Izbicki disagreed and commented the first graders are your future freshmen and they need to know how to use technology to be ready for high school in the future.

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Mr. Bourque believes we have to start with a whole class first. He expressed disappointment in the participation numbers. He commented if we get the high school going it will filter down to the students in the lower grades.

Mr. O'Neill commented he is hearing that the district should be creative and look at the issue systematically. Next year implement the program for all 9th graders and at the same time get the 9th grade teachers ready to offer the program, with a sequential plan for the upper grades. He asked about outfitting for computer carts in the district.

Mr. Pelletier commented there are more at the high school and middle school, but not as many at the elementary school. Mr. Thompson commented that there was no computer lab at GMS until two years ago. Mr. Pelletier noted we added 50+ iPads at GMS as well.

Mr. Bourque commented we need to start somewhere and it makes sense to get one freshmen class started and build from there.

Mrs. Izbicki commented from a taxpayer's point of view it would be good to know what that impact will be going forward.

Mr. O'Neill was in agreement with Mr. Bourque. He commented we will bring back a plan this year and we will not forget about upgrading the lower grades.

Mr. Lecklider commented the culture piece is huge and getting devices in the hands of teachers is an important priority to get that momentum going.

E. Committee Reports

- Budget Committee

Mr. Bourque reported that the Budget Committee met on August 25 and discussed the budget calendar and receiving the budget on October 26 or 27. He added they requested the new budget format in an Excel file.

III. NEW BUSINESS

A. Business and Finance:

- Student Transportation

Mr. Markiewicz reported he requested for the bus company to complete daily head counts using Tuesdays and Thursdays to track trends. He indicated an Excel spreadsheet has been developed by Mrs. Flynn to share with First Student for use over a three month period.

Mr. Bourque was concerned the counts would be skewed by GMS chorus students on Tuesdays. He suggested using Mondays and Thursdays. Mr. Markiewicz noted he would convey that to First Student and revise the spreadsheets.

Mr. Markiewicz commented there is a debate regarding the age of the buses. He indicated the contract states the district will not be furnished a bus that is 9 years of age or older. He noted four buses have been replaced; however, they were inherited from another district, which is a concern. Mr. Markiewicz indicated the replacement buses will be nine years of age at the end of this calendar year. He noted the bus company observes the age of a bus starts from when it is placed into service and the district believes the age is determined by the model number. Mr. Markiewicz firmly believes those buses need to be replaced at the end of this calendar year.

Mr. Markiewicz commented that he researched the issue of the policy and procedure of dropping off K-2 students. He indicated the district has a policy in place, but it needs to be more formalized and will be brought to the Board at the next meeting.

Mrs. Harrison asked when the routes and numbers will be re-evaluated.

Mr. Markiewicz indicated that trends have to be determined and there will be constant monitoring at the SAU level. He commented the district is being more proactive. He explained the previous year was challenging, but we have become more assertive. He was concerned with communication and how we get that information from the bus

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company. Mr. Markiewicz mentioned that the vocational bus was late yesterday and we had no communication from the bus company.

Mr. O'Neill commented he is concerned about the service of the bus company. He indicated that there was no response from the bus company when asked where the new buses go, which creates perception as to where this district falls in their hierarchy. He stated we expect to have nothing but first class treatment and if they cannot provide it we should look at other options.

- E-Rate

Mr. Markiewicz reported the E-Rate balanced is \$42,143.54 and was confirmed by the auditors. He indicated that opportunities for E-Rate are diminishing. He explained instead of receiving a check from E-Rate the district receives a credit on our FairPoint invoice. He noted the balance can be used for spend down.

Mr. Bourque asked if there are guidelines regarding purchases. Mr. Markiewicz indicated E-Rate funds can be used to enhance communication capabilities of schools. He commented they may discretion for technology, but it is a stretch.

Mr. Bourque commented that he would prefer to use \$30,000 of those funds for the 1:1 program next year.

Mr. Markiewicz prefers to see purchases out of E-Rate go toward equipment for communication and to purchase the Chromebooks out of the budget.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. PUBLIC INPUT

A. Community Forum

There was no public input.

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

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

Upon a motion by Mr. Barka, the Board entered into non-public session at 8:34 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. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 9:55 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mrs. Harrison, yes; Mrs. Izbicki, yes.

VIII. ADJOURN

Mr. Barka made a motion to adjourn at 9:57 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn, Administrative Assistant to the School Board