

*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 April 3, 2019**

**In Attendance:** Brian Bourque, Chair (*excused*)  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Mary Widman, Director of Curriculum, Assessment & Instruction  
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

Mrs. Harrison called the meeting to order at 6:05 p.m. She announced that Mr. Bourque would not be in attendance this evening.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from March 20, 2019:

*Mrs. Harrison made a motion to approve the non-public minutes of March 6, 2019. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept staff nominations for 2019-2020. Mr. Meyers seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to accept the resignation of Doris Cote, GMS Grade 2 teacher. Mrs. MacDonald seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- General Assurances Overview

Dr. Jette provided an overview of general assurance compliance for the School Board. He asked the Board to review the General Assurance expectations, which will be addressed at the April 17 School Board meeting. He explained this is an annual requirement for compliance for districts that receive federal funds. The document requires the signature of the School Board Chair and Superintendent.

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- Special Meeting Costs

Dr. Jette provided an estimate of the costs associated with the special meeting that may be held relative to the LEA contract. He indicated that the district has reopened negotiations with the LEA and that there is no agreement to bring forward at this time, but if one is reached a special meeting is required to be requested through the courts. He explained if a special meeting is granted, the district would incur expenses for moderator, vice moderator, ballot clerks, ballot counters, administrative expenses, custodial costs, legal fees, court costs, advertising and ballot printing for paper ballots.

Mr. Meyers asked where the funds for the special meeting will come from.

Dr. Jette indicated the funds will come from the budget. He commented he is sharing this publicly because people need to understand what is involved in having a special meeting.

- School Board Meeting Calendar 2019-2020
  - Summer Meeting Dates

Dr. Jette provided a draft meeting calendar to the School Board and discussed meeting dates for the summer with the School Board. He suggested revisiting the calendar at the next meeting when the Chair returns. He asked the Board to check their summer availability for meetings.

Board members discussed holding one meeting in July and one meeting in August.

Dr. Jette mentioned that a process has begun to establishing a district retirement tea for the Board to acknowledge retirees. He noted it would be held in the CHS Learning Commons and would be a chance to thank those that worked for the district. He is hoping it will turn into a nice annual event. This year the event will be held on May 22, 2019 from 3:30 pm – 5:30 pm.

H. Community Forum

There was no public input.

I. School Board Comments

Mr. Meyers mentioned that Nathalie Hirte posted information regarding having awards for students who plan to go to trade schools.

**II. GENERAL BUSINESS**

A. Public Minutes:

- March 20, 2019

***Mrs. Hershberger made a motion to approve the public minutes of March 20, 2019. Mr. Meyers seconded. The motion carried 4-0-0.***

B. Budget Transfers

***Mrs. Harrison made a motion to approve the budget transfers from Feb 22-Mar 31, 2019. Mr. Meyers seconded. The motion carried 4-0-0.***

**III. REPORTS**

A. Curriculum Report

Ms. Widman provided the curriculum report to the School Board. She reported that she has reviewed the first writing session with K-12 Math groups and they are finalizing content knowledge and skills, with the goal to bring the documents to the Board in May. She reported further that she attended the NGSx phenomenon based science training and sent three teachers and an administrator to the training. Ms. Widman indicated she is working with teachers to bring more inquiry based science to the curriculum. She noted that she included the dates for all assessment testing and AP testing in her report.

Mrs. Hershberger inquired about the retake policy and asked if it can be fast tracked. Ms. Widman indicated there are two goals for the Grading and Reporting Task Force this year: to revise work study practices and finalize relearning (retakes).

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Mrs. MacDonald asked about competency revisions. Ms. Widman indicated that is a two to three year process.

Mrs. Hershberger was concerned that it seems excessive that one test in a particular quarter makes up 50% of a child's grade. Ms. Widman noted that is part of our discussion and indicated that as we shift reporting out to competencies at all three levels the practice will be consistent.

Mr. Meyers suggested consistent verbiage for summative and formative assessments is necessary. Ms. Widman indicated that is planned, but not at this point because all three schools use different assessments.

**B. Principals Reports**

Principals provided their written reports to the School Board and highlighted two topics of importance.

- GMS
  - Recycling Program Changes

Mr. Thompson spoke about the recycling program at GMS. He explained the coordination of the recycling program has been taken over by Cathy McCue who met with Northeast Recovery, formed a committee, acquired a dumpster from the district and inventoried additional bins. He noted she is also the site manager for the after school child care program and has engaged volunteers, parents and students to gather recycling around the school to fill the bins, as well as an increase in recycling by the kitchen staff.

- Guidance Tower Building Project

Mr. Thompson reported that several staff members, Board members and Mrs. Bandurski attended the Special Education conference in March on resilient and sensitive schools, and Mrs. Robinson has been focusing on social-emotional learning. He indicated she goes to every classroom in grades K-4 to provide the lessons. He noted the Tower project was a challenge to engage students in this type of learning. Mr. Thompson mentioned that a broader DESSA survey will be used to benefit students struggling with social-emotional learning.

- Justification for Using Recess/Library Time for Academics

Mr. Thompson brought forth a proposal from the Grade Four team to occasionally use part of recess or library time for academics for student make up work. He explained if a student is absent, for one or multiple days, the teacher is challenged to help the student catch up. He mentioned teachers have, occasionally, with parent permission kept a student in from recess for that purpose. Reasons for using the time proposed would be for missed instruction, missed experiments/demonstrations, missed tests, or additional help on skill mastery. Mr. Thompson commented it is difficult for some parents to bring their students to school early or pick them up late and teachers have a small window of time to stay after with a student. He added students are also tired at the end of the day, which adds to the challenge.

Mrs. Harrison indicated she would want to be notified each time instruction was missed, as well as if my child is struggling with a concept. Mrs. Hershberger agreed.

Mr. Thompson indicated that if the parent is willing to sign the permission slip notifications would be more manageable.

Mr. Meyers commented he would not agree if teachers give work to students to complete over vacation and then keep those students in to complete the work.

Mrs. MacDonald complimented the team on being proactive for the proposal.

Mrs. Harrison suggested that some guidelines and communication with parents it would be a good idea.

Dr. Jette indicated this practice would require a Board vote.

Mrs. Harrison suggested that the proposal be finalized and revisited for approval on April 17.

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- LMS
  - Entrepreneur Day

Mr. Lecklider reported that Entrepreneur Day will be held on April 4 at LMS and is a performance based event.

- Sweethearts and Heroes

Mr. Lecklider reported there were two assemblies on March 28 (one for grades 5/6 and one for grades 7/8) where the presenters brought forth powerful messages for the students regarding showing empathy for others. Another key point was about hope to look beyond the moment and to the future. He noted staff feedback was very positive. After the event there were breakout groups for discussion. A parent presentation was held at night. Mr. Lecklider indicated that grant funding will be sought for the program going forward.

- CHS
  - Collaboration with GMS and LMS

Mr. Lonergan commented that the collaboration occurring between the three schools is excellent. This includes PERC, the Grading Task Force, and other collaborations that was not experienced prior to this year.

He remarked that the eighth grade students visited CHS this year and were respectful and well-behaved.

- NHASP Washington DC Trip (Advocacy)

Mr. Lonergan reported that he attended a conference in Washington DC regarding advocacy for public schools and principals, in which he advocated for both. Professional development included work on advocacy and public relations. Mr. Lonergan indicated he had a chance to speak with Congressional aides about education. He commented it is important to recognize that we talk about things that are important for our school communities, such as resources for school climate and safety, school infrastructure, professional development, more money for Title IV-A, an increase for CTE program funding, looking at funding for Special Education in Litchfield. He noted that he invited them to come to Litchfield and visit our schools.

Referencing senior pictures, Mr. Meyers commented there should be a way parents can send in a picture to download into the yearbook. Mr. Lonergan indicated that the high school works with a vendor that is exclusive to the yearbook.

Dr. Jette mentioned that Hockmeyer will be taking student identification pictures, which can be used for senior pictures. Mrs. Harrison commented some districts send out a list of approved photographers.

With regard to the GMS report, Mrs. Hershberger commented that the Infinite Campus parent portal was closed during grading. She asked if the plans are to keep it open this time.

Mr. Thompson indicated there is now a way we are able to open the grading window to teachers to input all the benchmarks for academic grades and comments a week in advance. He noted that the window will be open to parents at that time.

Mrs. Hershberger mentioned there is a new app from Infinite Campus parents can access called Parent Portal.

Dr. Jette suggested that information for parent access to Infinite Campus' parent portal provided by Mr. Pelletier be included in the weekly newsletters.

C. Enrollment Report

Dr. Jette provided the enrollment for March 2019 for the School Board, which reflects 1,319 students are enrolled in the district schools.

D. Dining Services Report

Dr. Jette provided the reimbursable meals report for March 2019 for the School Board, which reflects increasing meal reimbursement numbers.

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E. Committee Reports:

- Budget Committee

Mr. Meyers reported the Budget Committee met on March 28, 2019. He indicated Keri Douglas was voted as Chair and Andrew Cutter as Vice Chair. He commented that he plans to bring questions asked by the Budget Committee to the School Board.

Dr. Jette commented that Mr. Izbicki will be reaching out the Budget Committee to see if he can answer any questions they may have.

Mrs. Harrison noted there was quite a discussion regarding the teachers' contract.

Mr. Meyers believes some of the members can be swayed if their concerns are addressed. He noted Mr. Cutter commented that the Board has to be cognizant of what the town wants regarding the contract negotiations.

Dr. Jette commented the parties are bargaining in good faith based on the feedback received and there is no intent of bring forward the same contract.

**IV. MISCELLANEOUS BUSINESS**

There was no miscellaneous business.

**V. MANIFEST**

The manifest was circulated and signed by the School Board.

**VI. PUBLIC INPUT**

- A. Community Forum

There was no public input.

**VII. 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. MacDonald, the Board entered into non-public session at 7:36 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. Hershberger seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. MacDonald, the Board returned to public session at 9:00 p.m. Mr. Meyers seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. ADJOURN**

*Mrs. Hershberger made a motion to adjourn the meeting at 9:00 p.m. Mrs. MacDonald seconded. The motion carried 4-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board