

*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**  
Litchfield, New Hampshire 03052

**B. Bourque, Chair**  
**C. Harrison, Vice Chair**

**Draft Minutes for October 16, 2019**  
**Location: Town Hall**

**In attendance:**  
**Brian Bourque, Chair**  
**Christina Harrison, Vice Chair**  
**Elizabeth MacDonald, Board Member**  
**Robert Meyers, Board Member**  
**Tara Hershberger, Board Member**  
**Dr. Michael Jette, Superintendent**  
**Cory Izbicki, Business Administrator**  
**Mary Widman, Director of Curriculum, Instruction & Assessment**  
**Michele E. Flynn, Administrative Assistant**

**I. PUBLIC SESSION** **6:00 p.m.**

**A. Call to Order**

Mr. Bourque called the meeting to order at 6:00 p.m.

**B. Pledge of Allegiance**

**C. Review & Revision of Agenda**

Removal of Budget Transfers from the agenda.

**D. Summary of Non-Public Actions from October 2, 2019:**

*Mrs. Harrison made a motion to approve the non-public minutes of September 18, 2019. Mr. Meyers seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to approve a 3% salary increase for the Superintendent and add three personal days to his contract to be in line with other district administrator contracts. Mr. Bourque seconded. The motion carried 5-0-0.*

**E. Presentations and Recognitions**

There were no presentations or recognitions.

**F. Correspondence**

**G. Comments:**

● **Superintendent:**

○ **Announcement: Gift of Flag to GMS**

Dr. Jette informed the Board that an all weather flag was donated to GMS by Mr. Barry Bean. He thanked Mr. Bean for his generosity. He indicated that lights were installed at the base of the flagpole to shine on the flag.

He

mentioned there is an RSA that says the US Flag must be flown at every school and if not flown school board members will be fined. Dr. Jette noted we are working to get the State flag up there as well.

○ **Mental Health Clinician Funding Update**

Dr. Jette provided an update from Mrs. Bandurski regarding the funding for the mental health clinician. He indicated that the funding will come from the school psychologist line in the budget. He reported that Mrs. Bandurski will use the additional grant funding that we received to find a contracted school psychologist position.

Mrs. Hershberger asked for the rationale for funding the clinician out of the budget.

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Dr. Jette indicated that we are not able to find a school psychologist and the person we had last year was on an alternative plan. He explained the clinician can provide services to students during that day when those services should be available.

Mr. Bourque asked if a psychologist is hired next year, what will happen to the clinician position.

Dr. Jette offered to check with Mrs. Bandurski if the clinician position is a one year position.

**o Enrollment Projections**

Dr. Jette provided the 2019-2020 Enrollment Projections to the Board. He indicated enrollment is declining at LMS and CHS over the next four years and is up at GMS. He noted staffing should remain neutral. Dr. Jette commented we are monitoring the kindergarten number closely and he recommended to carry the fifth teacher position salary in the budget.

Mr. Bourque asked if Dr. Jette had a discussion with Mr. Lecklider regarding grade 8 enrollment. Dr. Jette indicated he had a preliminary discussion.

Mrs. MacDonald asked if that is when the combined Lit/Tech class is offered. She expressed concern over the necessity of the course.

Ms. Widman indicated we have an opportunity as we revise the curriculum to look at the course. She commented the two teachers were at the summer academy to help merge the classes better.

Mrs. Harrison asked if the double math course is working in grade 7. She was concerned that math scores are low and about the continuity of instruction.

Ms. Widman indicated that the data shows a significant jump between grade 6 and grade 7 scores, so it appears to be working.

Mrs. Harrison was concerned about the dip in gr 4 and 5 scores. She asked what can be done to improve the scores.

Ms. Widman indicated that math support that targets grades 5 and 6 is necessary.

Dr. Jette commented the enrollment numbers are projections and when the projections are reviewed with the principals, they may have recommendations to change the staffing numbers. He indicated he expects principals to verbalize the impact on instruction with regard to the projections.

**o Grade 4 Historical Society Visit**

Dr. Jette updated the Board on the Grade 4 Historical Society visit. He indicated that the curriculum for the course has been communicated to our staff.

**o Special Election Costs Update**

Dr. Jette provided up to date cost items for the Board, which were determined as of October 2, 2019. He indicated costs to date include legal notices published in the newspapers, delivery of the signed petition, ballot printing, labor for Deliberative Session for a total of \$2,436.10. He noted an additional \$2,000 is projected for voting day. He mentioned that he is going through the legal invoices to determine which costs are attributed to the re-negotiations, special meeting and election.

**o Education Funding Update**

Dr. Jette provided an update on the recent notification regarding education funding and the revenue that

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Litchfield would receive. He commented the State has recommended that new ongoing education funding will be considered unanticipated funds. He indicated there is a one time education infrastructure grant of \$666,738 that will be received in FY21 and will be available next year.

Dr. Jette indicated we will have to decide how we want to use it as it is one time only. He suggested we could put it toward capital planning and structure it as we move forward.

There was some confusion over the total funding that the school district will receive. The School Board asked for clarification on the total revenue.

- **School Board**

Mr. Bourque announced that the special election will be held October 29. He indicated that this Saturday, October 19, the School Board will meet for the FY21 Budget Work session. He noted the public is invited to attend and provide input or listen. Mr. Bourque congratulated all sports teams that have been successful in making it to the playoffs and championship games. Brian - make certain that special election will be Oct 29 - this Saturday we will hold our budget work session - public can provide input or listen - congratulations to our sports teams that have been very successful -

#### **H. Community Forum**

*Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.*

Marsha Finnegan, 147 Talent Road, commented that Mr. Meyers made a good point with regard to the time the School Board wastes on petty things. She indicated that there is much time spent on discussing matters that should be left to the principals, such as lunches, recess. She pointed out that the discussion on the GMS lunches lasted approximately 50 minutes and could have been postponed until the following meeting when Mr. Thompson would be present. Mrs. Finnegan noted a comment was made that 'children do not know how to open their milk cartons' and asked what that has to do with the School Board. She commented that the Board should trust in the principals and let them make those decisions.

Mrs. Finnegan commented on the attempt by Mrs. Gaspar to present the senior trip. She commented that Mrs. Gaspar was told she could not present because no information was provided. She indicated that the School Board could have spoken up and asked her if she had the presentation with her and reviewed it for the next meeting. She commented that it sounded as if she was told to contact the Superintendent and that she would be able to present at this meeting.

Dr. Jette indicated that the matter was delegated back to the principal and the proposal is not ready to come forward yet.

Mrs. Finnegan commented if the principal has seen her plan he has not taken the next step.

Dr. Jette indicated the plan is not complete and clarification is needed on several points.

Mrs. Finnegan commented Mrs. Gaspar said she cannot complete the plan until the Board grants approval for the trip.

Mrs. Harrison commented that the School Board cannot approve a trip without information.

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Mrs. Finnegan commented that Mrs. Gaspar had the details. Dr. Jette indicated that she did not have the details and that they were vague and sketchy at best. He commented once it is completed and is brought forward the Board can address it.

Mrs. Finnegan commented that if she were a Board member, she would not have voted in favor of the Superintendent's salary increase.

Mr. Bourque commented that Mrs. Finnegan complained the Board spends too much time discussing matters that should not be in their purview and Mrs. Finnegan is talking about something that is wasting the Board's time.

With regard to School Board Comments, Mr. Bourque commented it was stated at the Budget Committee meeting that the town presented hiring another full time highway employee.

Mr. Meyers commented that the Town Administrator indicated the voters supported more staffing with regard to the MRI report recommendations.

Mr. Bourque would like to know if the Budget Committee will be looking for that to be placed on the warrant.

## II. GENERAL BUSINESS

### A. Public Minutes:

- **October 2, 2019**

***Mr. Meyers made a motion to approve the public minutes of October 2, 2019. Mrs. Harrison seconded. The motion carried 5-0-0.***

## III. REPORTS

### A. Curriculum Report

Ms. Widman provided the curriculum report to the School Board. She reported the K-8 ELA and Social Studies revision process began over the summer and is almost completed; she met with the CHS Humanities group to start the revision discussion; high school math documents are going through PERC and should be coming to the School Board in November; K-8 Math met in August to review documents and discuss resources. Ms. Widman commented that there was much conversation and information around supporting resources. She reported that new teacher orientation was very successful and less pressured holding it over two days. She indicated the bus tour of the town was well accepted. She thanked Trevor and Tyler Scopelites as our tour guides.

- **Competency Based Education Presentation**

Ms. Widman provided a presentation about competency based education and the training that has been occurring with staff.

- Live to Learn Academy
  - Goals:
    - Learn the structure and process to writing (UbD Stage 1 or Curriculum Training Stage 1)
    - Review how to read Stage 1 and begin writing performance assessments
    - Build comfort level and capacity with tech tools and information
      - Google Classroom
      - Kami
      - Smart Tools
      - HB 1612
      - Infinite Campus
- Data Camp / Work with Demonstrated Success
  - Goals:
    - Training in data review processes and protocols
    - Create common norms, procedures and protocols for data review

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- Set a district structure for data meetings, a common goal, and action plan tracking mechanisms.

Mrs. Hershberger asked if the data is assessments or assignments and quizzes.

Ms. Widman indicated it can be anything. She noted the Data Team was asked to look at all data for the norm they are drilling down. She reported that a goal was created to implement a district-wide PLC model analyzing data for a minimum of 20 minutes per week and track in PLC logs, which will be monitored monthly by building administration and quarterly by district administration.

- Competency Design Studio
  - Goals:
    - Help build teacher and administrative capacity around what is Competency Based Education
    - Explore a variety of topics around competency based education such as grading and reporting, focused learning time and multiple pathways to success
    - Assess where we are as a district and start to explore our entry points into the 5 tenets.

Ms. Widman indicated that group decided to meet quarterly to assess and look at all the different pieces through all the committees to drive us ahead in competency based education.

Mrs. Hershberger asked if the goals will be accessible to the Board or public when they are established for each grade.

Ms. Widman indicated there is a discussion to bring them through our administrative team, but we will definitely filter them through the district data team.

Mrs. MacDonald commented every district is struggling with this.

Ms. Widman commented there is not one recipe for it, but we want to ensure we are ready and know what we are doing when we move forward.

Mrs. Hershberger commented it sounds like an inclusive process that puts teachers in the center of where we are headed.

Mr. Bourque commented it is a big group and sounds like a good buy in.

Ms. Widman commented she was impressed by the involvement this summer.

#### **B. Business Administrator's Report**

Mr. Izbicki provided the district financial report and district updates to the School Board. He provided an update on the status of projects or purchases funded through the FY19 unassigned fund balance:

- CHS track was resprayed and lined to extend the useful life of the track
- A dump truck and utility van were purchased for the district to use to replace the district truck that is nearing the end of its useful life
- The CHS weight room floor was replaced over the summer
- The installation of the CHS Dark Room ventilation system is scheduled for December 2019
- The upgrade to a new access control system and security vendor is in process and approaching completion
- The replacement of the intercom system with a system with all call capability through the phone system at LMS and GMS will be installed in December 2019.

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Mr. Izbicki included a snapshot of the financial statements as of October 11 and reported at this point 97% of the budget has either been appropriated or encumbered.

Mr. Izbicki reported there are ongoing issues with the finance software that led to the personnel budget being delayed.

Dr. Jette commented an upgrade in eFinance has issues across the board in payroll, leave requests and budgeting. He indicated he spoke with the district sales representative for eFinance and told him they failed us. He noted the representative agreed stating they are doing the best they can.

Mr. Bourque suggested considering a change in finance software going forward.

Mr. Izbicki commented a new system will have a learning curve and there may be other issues with new software.

**C. 2019-2020 Tuition Rates**

Mr. Izbicki presented the proposed 2019-2020 Tuition rates to the Board. He explained that they are calculated as the per pupil cost in the DOE 25.

Tuition rates for 2019-2020 are as follows: \$16,728 Elementary; \$16,214 Middle School; \$16,885 High School.

***Mr. Meyers made a motion to approve the tuition rates for 2019-2020 as presented. Mrs. Hershberger seconded. The motion carried 5-0-0.***

**IV. OLD BUSINESS**

**A. Policies - 2nd Reading**

● **EFAA, Food Services Meal Charging Policy**

Policy EFAA was approved by the School Board as a 1st Reading on October 2, 2019. This will be the second reading and final approval of the policy.

***Mr. Meyers made a motion to approve EFAA, Food Services Meal Charging, for a final reading. Mrs. MacDonald seconded. The motion carried 5-0-0.***

● **JECB, Tuition Policy**

Policy JECB was approved by the School Board as a 1st Reading on October 2, 2019. This will be the second reading and final approval of the policy.

***Mrs. Harrison made a motion to approve JECB, Admission & Tuition and Non-Resident Students, for a final reading. Mrs. MacDonald seconded. The motion carried 5-0-0.***

● **JICA, Dress Code Update**

○ **JICA, Dress Code Draft Policy**

● **Policy JICA, Dress Code (current)**

● **Roanoke County Public Schools Dress Code Policy**

The School Board discussed revision of the current dress code policy based on the Roanoke, VA policy. A draft rewritten policy was provided for the School Board to review and discuss.

Dr. Jette commented that a committee will be established. He asked Mrs. Flynn to provide a policy template the committee can edit. He pointed out that the suggested title of Personal Appearance Policy moves the policy away from dress code. He noted it addresses students and staff dress in a way that is appropriate for a school setting. The policy, when completed and approved, will reside in both staff and student sections of the policy manual.

Mr. Meyers believes some training at the schools is necessary. Mrs. Harrison agreed that staff needs to be educated to enforce the dress code properly.

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**V. MANIFEST**

The manifest was circulated and signed by the 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. Harrison, the School Board entered into non-public session at 7:40 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. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; 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 School Board returned to public session at 8:38 p.m. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. ADJOURN**

*Mrs. Harrison made a motion to adjourn the meeting at 8:38 p.m. Mr. Bourque seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board