

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 July 9, 2014

(approved as written 7-23-14)

In Attendance: Dennis Miller, Board Chair
Brian Bourque, Vice Chair (excused)
Derek Barka, Board Member
Janine Lepore, Board Member
John York, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Miller called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: June 25, 2014

Mr. York made a motion to approve the non-public minutes of June 4, 2014 as written. Mr. Barka seconded. The motion carried 5-0-0.

Mr. York made a motion to approve the nomination of Steve Fraser as LMS LitTech teacher at a salary of \$36,517 for the 2014-2015 school year. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. York made a motion to approve the nomination of Hollie Messenger as HR Director at a salary of \$54,841 for the 2014-2015 year. Mr. Barka seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to approve the nomination of Martha Thayer as LMS Assistant Principal at a salary of \$75,000 for the 2014-2015 year. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. York made a motion to accept the resignation of Ed Lettich, LMS special education teacher. Mr. Barka seconded. The motion carried 5-0-0.

E. Correspondence

There was no correspondence.

F. Approval of Draft Minutes:

- Public Session June 25, 2014

Mr. York made a motion to approve the public minutes of June 25, 2014 as written. Mr. Barka seconded. The motion carried 4-0-0.

G. Community Forum

There was no public input.

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H. Superintendent's Comments

Dr. Cochrane announced that Hollie Messenger, Director of Human Resources, begins with the district tomorrow. He noted that a professional development plan has been put together for Mrs. Messenger and Mrs. Mahoney, former HR Director, will provide training.

II. REPORTS

A. School Board Comments

Mr. Miller mentioned that he heard various news reports regarding unaccompanied undocumented children being relocated to the western part of New Hampshire. He asked that the district keep track of children entering the district prior to September to be sure they are documented.

B. Principals Report

Dr. Cochrane indicated that any corrections/revisions to the handbooks need to be made prior to July 23 so they can be approved and printed.

- GMS
 - 2014-2015 Handbook Revisions
 - 2013-2014 Handbook (for comparison)

Dr. Cochrane pointed out that GMS referenced the entire dress code policy and indicated additional items that are not approved by the administration for safety reasons (i.e. hee-lies, silly bands).

Mr. Miller noted that the policy can be amended as additional items become a concern in the schools.

Referencing transportation, Mr. York indicated that a line should be added stating that bus stop times are not exact and can arrive 5 minutes early or 5 minutes late.

Mr. Barka referenced a statement on page 8 regarding dressing for all changes in weather. He commented that students show up for school with no jackets in colder or inclement weather. He indicated that the school should enforce that students dress appropriately for changes in weather.

Mrs. Lepore referred to the statement in the handbook that "...students whose dress is not appropriate will be spoken to by the principal". She commented that the principal should speak to the parents in those cases.

Mr. York commented that the wording regarding a description of AIMSWeb should be included in the handbook under testing.

- LMS
 - 2014-2015 Handbook Revisions
 - 2013-2014 Handbook (for comparison)

Mr. Miller commented that the language for the lunch program needs to be reviewed and corrected. He noted there is a statement about AIMSWeb, but no description regarding sharing results with parents or what is done with the data.

Referring to Mr. York inquired about the academic process for a student who does not pass the majority of his/her core subjects. Dr. Cochrane indicated according to the Promotion and Retention policy (IKE/R), any student in grades 6, 7 or 8 who fails three or more core subjects shall be required to attend and pass a summer program in the failing subject areas. He noted that if a student does not participate in a required summer program, s/he shall be subject to one of the following options: 1) placement in an approved alternative learning program; 2) grade advancement (gr 7, 8 or 9) without credit for subjects failed; or 3) retention.

Mrs. Lepore asked about an age restriction regarding search and seizure. She noted that in Massachusetts, a parent must be present for the search of a juvenile age 14 and under.

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Dr. Cochrane indicated that in New Hampshire, there is no expectation of privacy with students' lockers and desks, which can be searched at any time because they are on school property.

Mrs. Lepore commented that if there is a situation in which a student's locker is suspected of containing something it should not, a child's parent or interested adult should be present when it is searched. She noted that in Massachusetts, even if the student is over age 14 and never in trouble with the law, the inexperience of the child is taken into consideration and an interested adult should be present before the child waives his/her rights.

Mr. Miller pointed out that the old homework policy was still in the LMS handbook.

Mr. York indicated that school cancellation and delay procedures should be consistent at all schools.

- CHS
 - 2014-2015 Handbook Revisions
 - 2013-2014 Handbook (for comparison)

Mr. Miller indicated that there are some policies in the handbook that state they are under review. He suggested that the policies be reviewed for accuracy. Dr. Cochrane indicated that the statement "policy under review" was placed in there in the event some changes were made.

Dr. Cochrane commented that the change on the CHS diploma requirement did not note with which class it begins. He indicated that it should begin with the Class of 2018.

Mrs. Lepore noticed an inconsistency in the GPA language regarding Honors, Honors Option and AP classes.

Dr. Cochrane indicated that changes for all handbooks would be communicated by Mrs. Flynn to each school and a final copy be forwarded so that it can be checked for accuracy before printing.

Mr. Barka made a motion to approve the 2014-2015 Student Handbooks for GMS, LMS and CHS with changes suggested by the Board. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. York asked for printed copies of each student handbook for the Board members.

- 2014 Graduation Report

Dr. Cochrane provided the 2014 Graduation report to the Board. He reported there were 101 graduates, of which 82% were attending a 2 or 4 year college and 6% were entering the military. He indicated that CHS had six additional graduates from Londonderry Alternative Education. Dr. Cochrane commented that during conversations with this year's seniors there were more discussions about students not going to college because of the cost. He noted that some deferred college until they saved more money and some because they were undecided about their career choices. Dr. Cochrane indicated that students who chose to go into the military were well received at graduation.

Mrs. Lepore asked how early students in high school start hearing about college options. She commented it is never too early to start thinking about those options and it would be helpful for them to have a seminar. Dr. Cochrane indicated that Mrs. Callinan is doing a good job of getting that message to the middle school. He commented that we will see a goal for a more coordinated plan come out of the strategic planning for that information to be disseminated to those students and parents earlier. He noted that many parents do not understand the concept of early decision.

Mr. Miller indicated that Mrs. Callinan sends out weekly emails full of information. He noted that she sent out an email mentioning that college information is available for freshmen and sophomores.

- Diploma of Distinction

The agenda topic was deferred for lack of information.

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- CHS Participation in Competency-Based Education Study
 - Study Request and Information
 - Policy LC: Relations with Educational Research Agencies

Mr. Miller indicated that an opportunity exists for CHS to participate in a study on competency based education. He noted that policy states the Board must approve any school's participation in a research study. He commented that there is no cost to the district, but ultimately they would like to survey the students.

Dr. Cochrane indicated that CHS would like to participate. He noted that the study will provide insight on how student thinking is formed around the notion of grades and grading. Dr. Cochrane commented that he has attended two of their workshops. He indicated that the American Institutes for Research are looking into what is different about competency based education. He noted that only freshmen would participate as they are not involved in NECAP testing.

Mr. York asked if we will see the results of the overall study. Dr. Cochrane indicated that we will get aggregate results for the 10 schools involved, but that the results will not be school specific.

Mr. Miller indicated that parents can opt out their children if they so choose. Dr. Cochrane indicated that parents will be well informed and students will receive a permission form to participate.

C. Committee Reports

- Budget Committee

Mr. Miller commented that he watched the meeting on the Cable channel. He noted that the Budget Committee discussed the fund balance. The Budget committee that their reduction to the salaries/benefits budget was appropriate. Mr. Miller indicated that Mr. Bourque tried to explain that the money remaining was not from salaries/benefits and that those accounts were over spent. He noted that the town is under more scrutiny than the schools at this time.

Mr. York commented that Mr. Bourque noted in his email that the Budget Committee discussed budget expectations that include a zero tax increase.

- Building Committee

Mr. York asked the School Board to remove the Budget Committee member position from the LSB Planning/Building Advisory Committee. He commented that the Budget Committee member is also a citizen member and removing the Budget Committee member position would relieve that member of conflict.

Mr. York made a motion to remove the Budget Committee membership on the Litchfield School Board Planning and Building Advisory Committee. Mr. Barka seconded. The motion carried 4-0-0.

Mr. York reported that the Committee discussed moisture/air quality issues as GMS. He noted that the Committee agreed that the swales need to be cleared and to begin the process of addressing water issues. Mr. York indicated that the swale clearing would cost approximately \$20,000 and the Committee agreed that the district should move forward if funds can be found.

Mr. York reported that the Committee was updated on safety and security upgrades. He commented that the Recreation Commission expressed interest in taking over the fields at GMS (the fields over the bridge). He suggested that the administration review the deed for more information regarding the deeding of property.

Dr. Cochrane indicated that Mr. Lynch suggested there is a way to give the Recreation Commission stewardship of that land without changing the deed.

Mr. York reported that the Committee discussed the district's storage issue. He recommended that a method of accessing the 1930's section at GMS be determined in order to use that wing for storage or bring that wing up to code.

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Mr. Miller indicated that is a change of use.

Mr. York commented that may need to go to the voters for approval. He suggested a storage recommendation for LMS. He indicated that many topics at CHS were discussed and it was concluded that they do not know how much storage is needed there. Mr. York reported that a steel building was requested. He indicated that the Committee tasked the administration to determine what is needed for storage and to return to the Committee in September and present their data. He noted that there was some conversation regarding a change in philosophy for the use of impact fees, which may be able to be utilized for a storage solution.

Dr. Cochrane commented that since CHS was built, we fully utilize the stadium field and practice field. He indicated that there was a time when two of the fields at GMS were not being maintained, but we now have the equipment to do so. He noted the influx of equipment has resulted in limited storage for that equipment. Dr. Cochrane indicated that other sports and co-curriculars have been added resulting in even less storage space. He commented that all Committee members were interested in addressing this issue. He thanked Mr. Bennett and Mr. Lesperance for their work in gathering the information.

III. OLD OR UNFINISHED BUSINESS

- A. International Students MOU
 - a. Potential Host School Preliminary Questionnaire
 - b. BlueRiver-LSD Memorandum of Understanding

Mr. Miller commented that the Board previously voted for CHS to move forward with the application process for International Students. He noted that a Memorandum of Understanding (MOU) and questionnaire was provided for the Board to review.

Dr. Cochrane commented that the MOU is vague. He was concerned that this is a pilot school. He suggested that Mrs. Rothhaus ask the Principal at Bow High School to come to a Board meeting and provide more information regarding the program and the F1 visa.

Mrs. Lepore asked if the student comes in as a freshman and attends the high school for all four years. Dr. Cochrane indicated that the visa only allows the student to attend for one year.

Mr. York explained that the student attends for a year and goes back to his/her country. He commented that many students and their parents are interested in this program as it is a way to get the student into a university.

Mrs. Lepore was concerned that these students may need much additional support and asked if they are fluent in English. Mr. York explained most are fluent in English, but the understanding is they can immerse themselves quickly.

Dr. Cochrane commented that the normal tuition agreement with other districts states that the sending district is responsible for additional support.

Mr. York made a motion to allow CHS to continue with the International Students Program process. Mr. Barka seconded. The motion carried 4-0-0.

IV. NEW BUSINESS

- A. New Policy Review:
 - Mandatory Drug and Alcohol Testing – School Bus Drivers (EEAEA)

Dr. Cochrane commented that First Student is compliant with the law regarding testing school bus drivers. Board members discussed the policy and suggested minor revisions.

The policy will return for a 1st Reading.

- Background Investigation and Criminal Records Check (GBCD)
- Board members asked about the difference between regular school volunteers and designated volunteers.

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The policy will return for a 1st Reading.

- Weapons on School Property (JICI/R)

Board members discussed policy language regarding weapons on school property.

Dr. Cochrane indicated that language stating that weapons are not permitted on school property is referenced in the Memorandum of Understanding with the Police Department.

Mrs. Lepore commented that if weapons cannot be brought on school property then that is absolute and the sentence referring to members of the public who violate the policy should only include the first part of that sentence.

With reference to students who take an RAD course, Mr. Miller asked about aerosol self-defense sprays, which are not permitted according to RSA 159:20.

Mrs. Lepore commented that any item that can be used in defense can be used in offense.

Mr. Miller suggested removing the paragraph that defines specific weapons. Mr. York suggested to seek legal opinion.

Board members discussed wording regarding inadvertent injury caused by an aerosol spray or other item. Board members asked for legal opinion on those areas of the policy.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no community input.

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

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

Upon a motion by Mr. York the Board entered non-public session at 8:42 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. Barka seconded. The motion carried by roll call vote: Mr. Miller, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York, the Board returned to public session at 10:11 p.m. Mr. Miller seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Lepore, yes; Mr. Barka, yes; Mr. York, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 10:12 p.m. Mr. York seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for July 23, 2014

(approved as written 8-13-14)

In Attendance: Dennis Miller, Board Chair (excused)
Brian Bourque, Vice Chair
Derek Barka, Board Member (excused)
Janine Lepore, Board Member
John York, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

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

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: July 9, 2014

Mr. York made a motion to approve the non-public minutes of June 25, 2014 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. York made a motion to accept the nomination of Caitlin Kramer as a Special Education teacher at LMS at a salary of \$37,494 for the 2014-2015 year. Mr. Barka seconded. The motion carried 4-0-0.

Mr. York made a motion to accept the resignation of Charles Chretien. Mr. Barka seconded. The motion failed 0-4-0.

Mr. Barka made a motion to accept the resignation of Charles Chretien and release him from his contract pending the hiring of a suitable replacement. Mrs. Lepore seconded. The motion carried 4-0-0.

E. Approval of Draft Minutes:

- Public Session July 9, 2014

Mr. York made a motion to approve the public minutes of July 9, 2014 as written. Mrs. Lepore seconded. The motion carried 2-0-1, with Mr. Bourque abstaining.

F. 2013-2014 Tuition Rates

Mr. Markiewicz presented the 2013-2014 Tuition Rates to the Board. He explained they are based upon a calculation from the DOE-25. Tuition rates for 2013-2014 are as follows:

- Elementary: \$11,645.74
- Middle School: \$11,563.97
- High School: \$13,737.91.

Mr. York made a motion to approve the 2013-2014 Tuition Rates as presented. Mrs. Lepore seconded. The motion carried 3-0-0.

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II. MANIFEST

The manifest was circulated and signed by the Board.

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

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

Upon a motion by Mr. York the Board entered non-public session at 6:07 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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes.

IV. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York, the Board returned to public session at 7:38 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes.

• INTRODUCTION TO THE BOARD

Robin Dunphy, 72 Independence Lane, Manchester, introduced herself to Board members. She indicated that she is a candidate for the State Senate, District 18. She thanked the Board for allowing her to present her introduction.

V. ADJOURN

Mr. York made a motion to adjourn at 7:40 p.m. Mrs. Lepore seconded. The motion carried 3-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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Litchfield, New Hampshire 03052

Approved Minutes for August 13, 2014

(approved as written 9-3-14)

In Attendance: Dennis Miller, Board Chair (excused)
Brian Bourque, Vice Chair
Derek Barka, Board Member
Janine Lepore, Board Member
John York, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included the addition of two job descriptions, which will be addressed under New Business.

D. Summary of Non-Public Actions from: July 23, 2014

Mr. York made a motion to approve the non-public minutes of July 9, 2014 as written. Mrs. Lepore seconded. The motion carried 2-0-1, with Mr. Bourque abstaining.

Mr. York made a motion to accept the nomination of Katherine Seaver as full time LMS Reading Specialist at a salary of \$51,985 for the 2014-2015 year. Mrs. Lepore seconded. The motion carried 3-0-0.

Mr. Bourque made a motion to accept the nomination of Caitlin Chauvette as part time CHS French teacher at a salary of \$17,535 for the 2014-2015 year. Mrs. Lepore seconded. The motion carried 3-0-0.

Mr. Bourque made a motion to accept the resignation of Sandra Johnstone, GMS teacher. Mr. York seconded. The motion carried 3-0-0.

E. Correspondence

Board members received correspondence from Jason Guerrette, 11 Perry Court, regarding Common Core State Standards.

F. Approval of Draft Minutes:

- Public Session July 23, 2014

Mr. York made a motion to approve the public minutes of July 23, 2014 as written. Mrs. Lepore seconded. The motion carried 3-0-1, with Mr. Barka abstaining.

G. Community Forum

There was no public input.

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H. Superintendent's Comments

Dr. Cochrane reported that Administrative Strategic Planning went well. He noted that we are moving forward with the Educator Evaluation System. He commented that he met with the LEA leadership. Dr. Cochrane indicated that this past Monday, the LEA executive members met with the SAU group to review processes, which resulted in positive feedback from the LEA. He reported that the auditors are in the district today through Friday.

II. REPORTS

A. School Board Comments

Mr. Bourque asked if the district performs any drug testing for athletes. Mr. Markiewicz indicated that the district does not perform drug testing for athletes. Mr. York commented that if an issue occurs, there are steps that are taken. He noted that athletes sign an agreement.

Mr. Bourque asked about sophomore and senior projects. Mr. York indicated that the agenda item has been listed under future meeting topics, but has not been brought to the Board for discussion.

Dr. Cochrane suggested that the second meeting in September would be a good opportunity to place it on the agenda.

B. Committee Reports

- Budget Committee

Mr. Bourque reported that the Budget Committee met on July 24. He noted that comments were made regarding special education numbers and the bus contract. He indicated that Mr. Spencer pointed out the percentage for the late bus on the summary page was different than that included in the contract, which was correct. Mr. Bourque indicated that Mr. Spencer mentioned he was correct in his projected cost for transportation. Mr. Bourque noted to Mr. Spencer that costs would have been significantly higher had the district not contracted with First Student.

- LSB Planning/Building Advisory Committee

Mr. York reported that a recently planned meeting was rescheduled to September. Dr. Cochrane provided minutes from the July 8 meeting for the Board.

- PERC

Mr. Barka reported that the PERC Committee will be meeting next week.

C. Business Administrator's Report: 2015 Proposed Lunch Price Increase

Mr. Markiewicz presented a lunch price increase proposal to the Board. He noted that federal legislation, specifically the Healthy Hunger Free Act of 2010, sets a minimum prices for school lunches along with mandatory requirements for using more healthy food items. He indicated we are required to increase our average prices to meet the federal mandate. Mr. Markiewicz proposed a \$0.15 increase for lunches, a \$0.05 increase for 8 oz. milk and a \$0.10 increase for 10 oz. milk.

Mr. Markiewicz commented that Food Service broken even in this year's fund balance. He believes there will be some adjustments from the auditors.

Mr. York commented that the increase is passed on to the parents of our students. He indicated that as the lunch prices have increased, we have been told that there has been a reduction in the number of lunches being purchased. He cautioned that we must be careful not to increase lunch prices too high or we will have to reduce labor costs to meet demands. Mr. York believes the food service staff is lean enough. He observed that the Board has been reluctant to increase the prices in an aggressive manner.

Mr. Markiewicz reported that an additional element is that we now order from local farms as part of the mandate and the fresh food initiative is costly. Mr. Markiewicz indicated that milk prices have increased as well.

Mr. York made a motion to approve the proposed food service price increases as presented. Mr. Barka seconded. The motion carried 4-0-0.

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III. OLD OR UNFINISHED BUSINESS

A. Job Description:

- Technology Integration Specialist Job Description

Dr. Cochrane presented the Technology Integration Specialist job description for approval. He indicated that it was discovered that the job description was discussed previously in the year, but not approved by the Board.

Mr. Barka made a motion to approve the Technology Integration Specialist job description. Mrs. Lepore seconded. The motion carried 4-0-0.

B. Policies – 1st Reading:

- Mandatory Drug and Alcohol Testing – School Bus Drivers (EEAEA)

Mrs. Flynn presented the Mandatory Drug and Alcohol Testing – School Bus Drivers policy to the Board for a 1st Reading.

Dr. Cochrane suggested a change in the title. Board members suggested the title be revised to “Mandatory Requirements for School Bus Drivers”. Brian C – revision to title – Mandatory Requirements for School Bus Drivers

Mr. Barka made a motion to approve the Mandatory Drug and Alcohol Testing-School Bus Drivers policy for a 1st Reading with revision. Mr. Bourque seconded. The motion carried 4-0-0.

- Background Investigation and Criminal Records Check (GBCD)

Mrs. Flynn presented the Background Investigation and Criminal Records Check policy to the Board for a 1st Reading.

Mr. York asked for clarification regarding asking an applicant if they have ever been convicted of a crime. He indicated there may be a specific period that applies to that inquiry according to state law. Referring to the actual criminal records check procedures, Mr. York asked if the district is being too stringent.

Mr. Barka made a motion to approve the Background Investigation and Criminal Records Check policy for a 1st Reading. Mr. York seconded. The motion carried 4-0-0.

IV. NEW BUSINESS

A. New Policy Review:

- Instructional Materials (IJ)

Mrs. Flynn presented the Instructional Materials draft policy to the Board for review. She explained that this policy is required for school districts according to the Minimum Standards for School Approval.

Mrs. Lepore commented that five years for curriculum review seems like a long period.

Mr. York commented that the cycle consists of reviewing the curriculum for all three schools. He indicated that the curriculum can change every year, but gets a complete review in the fifth year.

Dr. Cochrane indicated that it takes much work to rewrite curriculum. He noted that the Curriculum Director position is not a 40 hour position. He commented with the passing of the LEA contract, the high school has reduced its ability to do curriculum work. Dr. Cochrane observed that there will be some increases in requests for professional development for teachers in the upcoming budget. He indicated that coming forward will be GMS and LMS team leader job descriptions as well.

The policy will return for a 1st Reading.

- Change of School or Assignment (JCA)

Mrs. Flynn presented the Change of School or Assignment draft policy to the Board for review. She explained that this policy is required for school districts according to the Minimum Standards for School Approval.

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Dr. Cochrane believes that this policy is in conflict with Policy JECB. He commented that the district does not have many of these requests. He offered that the requests can be handled administratively if the Board so desires.

Mr. York commented that he is happy to leave the administration to run the schools as long as the Board is part of the appeal process.

Dr. Cochrane indicated that tuition waivers require Board approval and appeals go to the Board.

The policy will return for a 1st Reading.

B. Technology Co-Curricular Job Descriptions

Dr. Cochrane presented technology stipend positions to the Board. He indicated that a side bar agreement in the LEA contract requires revising the existing technology stipend positions. He noted that both are required to be approved by the Board and LEA prior to September 1, 2014. Dr. Cochrane reported that the work was completed on both position descriptions today. He explained that the titles and descriptions for the existing positions are being revised, but there is no change to the amount of the stipends or budgetary cost. He commented that as we move toward the new Student Information System, there will be more system work in the future for these positions

Mr. York commented that the Tech II position description seems more rigorous than that of the Tech I position. He questioned why the stipends are the same considering the work is different. He indicated that the stipend should be evaluated through the Human Resources department.

Dr. Cochrane explained that special assignment stipends are based on hours and not experience. He noted that he had a conversation with the Director of Curriculum, the Principal and the former LEA president.

Mr. York disagreed and commented that one of the positions requires an ability to teach and requires a specific knowledge. He indicated that is not required in the other position.

Dr. Cochrane repeated that the stipends are based on hours and not experience. He indicated that there was consensus that these positions are in perfect structure.

Mr. York made a motion to approve the Tech I and Tech II Special Assignment job descriptions as presented. Mr. Bourque seconded. The motion carried 4-0-0.

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 by Mr. York the Board entered 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. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes.

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VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 8:39 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 8:40 p.m. Mr. York seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Brian Bourque, Vice Chair

John York

Janine Lepore

Derek Barka

August 13, 2014

Attachment to the August 13, 2014 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the August 13, 2014 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

From: Jason Guerrette [sts3717@gmail.com]

Sent: Tuesday, August 05, 2014 10:51 PM

To: Dennis Miller; Brian Bourque; John York; Janine Lepore; Derek Barka

Subject: Fwd: IMPORTANT: UC Berkely math Prof Marina Ratner: CC is a step backward

Good evening

Some food for thought

Jason

----- Original Message -----

Sent: August 5, 2014 10:48:27 PM EDT

Subject: IMPORTANT: UC Berkely math Prof Marina Ratner: CC is a step backward

Wall Street Journal

<http://online.wsj.com/articles/marina-ratner-making-math-education-even-worse-1407283282>

Making Math Education Even Worse

American students are already struggling against the competition. The Common Core won't help them succeed.

By Marina Ratner

Aug. 5, 2014 8:01 p.m. ET

I first encountered the Common Core State Standards last fall, when my grandson started sixth grade in a public middle school here in Berkeley, Calif. This was the first year that the Berkeley school district began to implement the standards, and I had heard that a considerable amount of money had been given to states for implementing them. As a mathematician I was intrigued, thinking that there must be something really special about the Common Core. Otherwise, why not adopt the curriculum and the excellent textbooks of highly achieving countries in math instead of putting millions of dollars into creating something new?

Reading about the new math standards—outlining what students should be able to learn and understand by each grade—I found hardly any academic mathematicians who could say the standards were higher than the old California standards, which were among the nation's best. I learned that at the 2010 annual conference of mathematics societies, Bill McCallum, a leading writer of Common Core math standards, said that the new standards "would not be too high" in comparison with other nations where math education excels. Jason Zimba, another lead writer of the mathematics standards, told the Massachusetts Board of Elementary and Secondary Education that the new standards wouldn't prepare students for colleges to which "most parents aspire" to send their children.

Martin Kozlowski

I also read that the Common Core offers "fewer standards" but "deeper" and "more rigorous" understanding of math. That there were "fewer standards" became obvious when I saw that they were vastly inferior to the old California standards in rigor, depth and the scope of topics. Many topics—for instance, calculus and pre-calculus, about half of algebra II and parts of geometry—were taken out and many were moved to higher grades.

As a result, the Common Core standards were several years behind the old standards, especially in higher grades. It became clear that the new standards represent lower expectations and that students taught in the way that these standards require would have little chance of being admitted to even an average college and would certainly struggle if they did get in.

It remained to be seen whether the Common Core was "deeper" and "more rigorous." The Berkeley school district's curriculum for sixth-grade math was an exact copy of the Common Core State Standards for the grade. The teacher in my grandson's class went through special Common Core training courses.

As his assigned homework and tests indicate, when teaching fractions, the teacher required that students draw pictures of everything: of 6 divided by 8, of 4 divided by $\frac{2}{7}$, of 0.8×0.4 , and so forth. In doing so, the teacher followed the instructions: "Interpret and compute quotients of fractions, and solve word problems involving division of fractions by fractions, e.g., by using visual fraction models and equations to represent the problem. For example, create a story context for $\frac{2}{3}$ divided by $\frac{3}{4}$ and use a visual fraction model to show the quotient . . ."

Who would draw a picture to divide $\frac{2}{3}$ by $\frac{3}{4}$?

This requirement of visual models and creating stories is all over the Common Core. The students were constantly told to draw models to answer trivial questions, such as finding 20% of 80 or finding the time for a car to drive 10 miles if it drives 4 miles in 10 minutes, or finding the number of benches one can make from 48 feet of wood if each bench requires 6 feet. A student who gives the correct answer right away (as one should) and doesn't draw anything loses points.

Here are some more examples of the Common Core's convoluted and meaningless manipulations of simple concepts: "draw a series of tape diagrams to represent $(12 \text{ divided by } 3) \times 3 = 12$, or: rewrite $(30 \text{ divided by } 5) = 6$ as a subtraction expression."

This model-drawing mania went on in my grandson's class for the entire year, leaving no time to cover geometry and other important topics. While model drawing might occasionally be useful, mathematics is not about visual models and "real world" stories. It became clear to me that the Common Core's "deeper" and "more rigorous" standards mean replacing math with some kind of illustrative counting saturated with pictures, diagrams and elaborate word problems. Simple concepts are made artificially intricate and complex with the pretense of being deeper—while the actual content taught was primitive.

Yet the most astounding statement I have read is the claim that Common Core standards are "internationally benchmarked." They are not. The Common Core fails any comparison with the standards of high-achieving countries, just as they fail compared to the old California standards. They are lower in the total scope of learned material, in the depth and rigor of the treatment of mathematical

subjects, and in the delayed and often inconsistent and incoherent introductions of mathematical concepts and skills.

For California, the adoption of the Common Core standards represents a huge step backward which puts an end to its hard-won standing as having the top math standards in the nation. The Common Core standards will move the U.S. even closer to the bottom in international ranking.

The teaching of math in many schools needs improvement. Yet the enormous amount of money invested in Common Core—\$15.8 billion nationally, according to a 2012 estimate by the Pioneer Institute—could have a better outcome. It could have been used instead to address the real problems in education, such as helping teachers to teach better, raising the performance standards in schools and making learning more challenging.

Ms. Ratner is professor emerita of mathematics at the University of California at Berkeley. She was awarded the international Ostrowski Prize in 1993 and received the John J. Carty Award from the National Academy of Sciences, of which she is a member, in 1994.

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Draft Minutes for August 26, 2014

Emergency Meeting

(approved as written 9-3-14)

In Attendance:

Dennis Miller, Board Chair
Brian Bourque, Vice Chair
Derek Barka, Board Member (*excused*)
Janine Lepore, Board Member (*excused*)
John York, Board Member
Dr. Brian Cochrane, Superintendent
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

7:00 p.m.

A. Call to Order

Mr. Miller called the meeting to order at 7:10 p.m.

B. Pledge of Allegiance

II. NEW BUSINESS

A. Personnel: New Position

- School Monitor-Study Hall Job Description

Mr. Miller commented that there will be an overflow of students in study halls at CHS this year. He indicated that this was discovered after finishing students' schedules. He noted that even after maximizing staff, several blocks will still be uncovered. Mr. Miller commented that Dr. Cochrane suggested hiring a study hall monitor. He believes the Board should discuss creating the position before the SAU move s forward.

Dr. Cochrane commented that 101 students graduated in June and 137 freshmen will be incoming to CHS. He noted that the reduction of one English teacher was balanced with the four curriculum facilitators. He indicated that freshmen, sophomores and juniors are required to take seven courses and seniors are required to take six. Dr. Cochrane commented the scheduling this year resulted in sections that were smaller than anticipated. He noted that Ms. Callinan did a good job balancing class sizes, but the unevenness inevitably resulted in higher numbers in study halls.

Dr. Cochrane briefly discussed options to alleviate coverage for study halls:

- Make part time teachers full time with the ability to cover study halls, which is costly
- CHS suggested offering \$1,500 per teacher per block for study hall coverage
- Hire a monitor to cover the study halls, which is significantly less costly.

Mr. York asked for assurance that students are taking their required courses each year.

Mr. Miller commented that seniors are not 'hanging around'. He indicated this if for the underclassmen. He noted that we do not want to hear that there are students taking the six credits and a study hall. He indicated that we want the student to take the full seven credits, but even with that we still have a study hall issue we have to resolve.

Mr. Miller commented that he has had personal experience that guidance is enforcing the rules that students take the required courses regardless of how many credits they have.

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Dr. Cochrane mentioned that seniors can be scheduled for late arrival or early dismissal so they will not be scheduled for an extra study hall.

Mr. Bourque was concerned about the salary for the study hall monitor position.

Dr. Cochrane indicated the rate for the position is \$11.48 per hour. He commented that a monitor is the best option.

Mr. York asked if the position will be for 28 hours per week.

Dr. Cochrane affirmed that the part time position will be 28 hours per week. He noted that lean staffing also contributed to the situation.

Mr. Miller asked about the projections for the following year.

Dr. Cochrane indicated that 114 freshmen are projected to come into CHS and 114 are projected to leave CHS. He noted that we could be in a similar situation next year.

Mr. York made a motion to approve the School Monitor-Study Hall job description. Mr. Bourque seconded. The motion carried 3-0-0.

Mr. Bourque made a motion to offer the School Monitor-Study Hall staff position. Mr. York seconded. The motion carried 3-0-0.

III. PUBLIC INPUT

A. Community Forum

There was no public input.

IV. ADJOURN

Mr. York made a motion to adjourn at 7:30 p.m. Mr. Bourque seconded. The motion carried 3-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052

Approved Minutes for September 3, 2014
(approved as written 9-17-14)

In Attendance: Dennis Miller, Board Chair
Brian Bourque, Vice Chair
Derek Barka, Board Member
Janine Lepore, Board Member
John York, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Attorney Gordon Graham (closed session)
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

A. CLOSED SESSION: RSA 91-A:2I (b) 6:00 p.m.

I. For the purpose of this chapter, a "meeting" means the convening of a quorum of the membership of a public body, as defined in RSA 91-A:1-a, VI, or the majority of the members of such public body if the rules of that body define "quorum" as more than a majority of its members, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously, subject to the provisions set forth in RSA 91-A:2, III, for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power. A chance, social, or other encounter not convened for the purpose of discussing or acting upon such matters shall not constitute a meeting if no decisions are made regarding such matters. "Meeting" shall also not include: (b) Consultation with legal counsel.

I. PUBLIC SESSION 7:00 p.m.

A. Call to Order

Mr. Miller called the meeting to order at 7:06 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

The following agenda items were taken out of the order in which they appear: MS-24, Statement of Revenue, High School Building Access Policy Inquiry, and Federal Guidelines on School Nutrition.

D. Summary of Non-Public Actions from the August 13, 2014 non-public session:

Mr. York made a motion to approve the non-public minutes of July 23, 2014 as written. Mrs. Lepore seconded. The motion carried 3-0-1, with Mr. Barka abstaining.

Mr. York made a motion to accept the nomination of Kathy Tobey as part time LMS Reading Specialist at a salary of \$28,024.20 for the 2014-2015 year. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. York made a motion to accept the nomination of Janine Ancil as GMS Grade 3 teacher at a salary of \$55,304 for the 2014-2015 year. Mr. Bourque seconded. The motion carried 4-0-0.

Mr. York made a motion to accept the nomination of Scott Blackstone as CHS Physics teacher at a salary of \$42,744 for the 2014-2015 year. Mr. Bourque seconded. The motion carried 4-0-0.

Mr. York made a motion to accept the resignation of Charles Chretein, CHS Physics teacher. Mr. Barka seconded. The motion carried 4-0-0.

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Mr. Barka made a motion to accept the resignation of Brandon Kear, part time Physical Education teacher at CHS. Mr. York seconded. The motion carried 4-0-0.

Mr. Barka made a motion to accept the resignation of Linnea Manley, Science teacher at CHS. Mr. York seconded. The motion carried 4-0-0.

Mr. York made a motion to approve the Litchfield School District custodial recommendations as presented. Mrs. Lepore seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

- Art Teacher of the Year – D Freeman

The School Board recognized CHS Art teacher, Denise Freeman, for her achievement in being selected NH Art Teacher of the Year for 2014.

Ms. Freeman comment that in the past she worked at GMS and LMS and was one of the first teachers hired at CHS. She noted that she taught in Raymond for a few years, but came back to Litchfield. Ms. Freeman stated that it is an honor to serve the Litchfield students and community and she is proud to be a part of the Litchfield community. She thanked the Board for recognition of her achievement.

Mr. York mentioned that he attended the Rotary Pancakes and Palettes event and Ms. Freeman was setting up a Best in Show display of Litchfield students' work. He commented that Ms. Freeman is always involved in showcasing the work of the students.

- CHS Cougars Basketball Holiday Tournament

Coach Patterson presented an athletic tournament trip to the School Board for approval. He explained that Coach Langlois would like the CHS Basketball team to participate in the Holiday Kentucky Tournament over Christmas break. He noted that while in Kentucky they will tour some area colleges. He indicated that it is a cultural and athletic experience for the student athletes. Coach Patterson noted that the team has raised funds through fundraising and continues to do so.

Mr. Miller commented that the trip organizer(s) must follow the field trip policy regarding chaperones and designated volunteers. He noted that chaperons cannot only consist of parents of the students. He also discouraged parents from transporting their students as well. He indicated that the team must travel together.

Mr. York made a motion to approve the Kentucky Holiday Tournament trip for the CHS Basketball team. Mr. Barka seconded. The motion carried 5-0-0.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session August 13, 2014

Mr. York made a motion to approve the public minutes of August 13, 2014 as written. Mr. Barka seconded. The motion carried 4-0-1, with Mr. Miller abstaining.

- Public Session August 26, 2014

Mr. York made a motion to approve the public minutes of August 26, 2014 as written. Mr. Bourque seconded. The motion carried 3-0-2, with Mrs. Lepore and Mr. Barka abstaining.

H. Community Forum

There was no public input.

I. Superintendent's Comments

- Opening Day Update

Dr. Cochrane presented first day enrollment and head count numbers to the Board. He reported that the first day went well with no issues. He noted that there were 1,420 students registered for Pre-K – 12 and 1,320 students for

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Pre-K-12 in the actual head count. Dr. Cochrane indicated that there have been buildings and property enhancements for safety that were completed over the summer (i.e. cattle gate at elementary school; drop off area at elementary school). He noted these enhancements are working out well.

Mr. York commented that he noticed at the elementary school they are not using the barriers in the lot. Dr. Cochrane indicated that it was decided that bright zebra striping and posts would be used.

II. REPORTS

A. School Board Comments

Mr. York commented that CHS allowed his family to bring a new student from Ecuador into the school. He noted that the exchange student, Luis Castille, will be enrolled as a senior and he plays soccer as well. He thanked the CHS administration for the opportunity.

B. Committee Reports

• PERC

Mr. Barka reported that the PERC Committee met two weeks ago. He noted the group discussed that they will work on and approve curriculum frameworks and review competencies. He indicated that teachers worked on unit sheets over the summer that are used to build course units. Mr. Barka reported the Committee will also reviewing program assessments.

• Budget Committee

Mr. York commented that although the Budget Committee did not meet in August, he indicated that he has heard some conversation regarding how the town will be presenting their budget this year.

Mr. Bourque indicated that town budget work has been moved up to the beginning of October as opposed to November.

Mr. York indicated that the town is planning to submit their whole budget to the Budget Committee and have specific department heads answer questions. He commented that the town feels it is the Budget Committee's budget and they should answer to the people.

Mr. Miller commented it has been his position over the years that the Budget Committee prepare the paperwork themselves.

Dr. Cochrane requested that the Board add a topic on strategic planning in the budget development. He commented that we are not where we should be in terms of strategic planning. He indicated that the Superintendent's budget is based on the School Board's plan. Dr. Cochrane commented that he will bring a model to the Board at the next meeting so the Board is able to see commitments in the budget two or three years ahead.

C. FY14 MS-24

Mr. Markiewicz presented the 2014 MS-24 to the Board. He explained that the MS-24 is an estimate of revenue for the FY15 fiscal year. He included a breakdown of the calculation for estimating the revenue for FY15. Mr. Markiewicz noted that \$50,000 was deducted from the FY14 fund balance as per the approved warrant article to replenish the Buildings Maintenance Capital Reserve. Additionally, he indicated that local, state and federal revenues are listed on the projection.

Dr. Cochrane commented that it has been enjoyable working with Mr. Markiewicz. He mentioned that Mr. Markiewicz implemented a process of "spot checking" accounting procedures and improved access of budget managers to update reports in order to better manage their budgets.

Mr. Markiewicz commented that he worked with the Cognos developer to set up access for budget managers to run their reports for all accounts except salaries and benefits. He indicated with past budget development, the schools and different departments had no access to run reports, which made it difficult to manage their budgets.

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Mr. York asked for a status on the reconciliation of student activity funds. Mr. Markiewicz indicated that information is included in the audit report. He noted a better process is being developed at GMS and LMS. He commented that any changes resulting from the audit will be passed on to each school.

D. Audited Financials and 2014 Statement of Revenue

Mr. Markiewicz reported that the audit was performed the second week of August. He thanked staff who were involved in the audit process. Mr. Markiewicz commended Jody Bellerive, Chief Accountant, for being the mainstay of the finance department; and Ann Inamorati, Food Service Bookkeeper, who was instrumental in the transition of the food service software. Mr. Markiewicz indicated that the results of the audit have been received and a draft report will be presented to the Board in October. He reported there was only one adjusting journal entry for the general fund from 2013.

Mr. Markiewicz presented the 2014 Statement of Revenue to the Board. He explained that the report is a draft statement of revenue, expenditures and changes in the fund balance from the audited trial balance. He reported that audited FY14 fund balance total is \$852,450. Mr. Markiewicz highlighted some notable contributions to the fund balance total:

- Premium refunds received from LGC for health and dental insurance premiums: over projection of \$213,421
- Federal revenue over projection due to Medicaid reimbursements: \$101,879
- Salaries/benefits exceeded appropriations by \$49,671
- Underspend in purchased services: \$455,966 (majority of underspend from Special Services)
- Unassigned fund balance increased by \$410,256.

Mr. Markiewicz noted that the report is a reconciliation of the fund balance. He indicated that he will discuss the impact on taxes at the next meeting as he is waiting for totals for Catastrophic Aid and Education Adequacy Aid.

III. OLD OR UNFINISHED BUSINESS

A. Litchfield Historical Society

- Request for Response for Proposal to Use Rooms in GMS 1930's Building

School Board members received a request for response for their proposal to use the 1930's GMS building for displaying historical items to the public.

Mr. York mentioned that the Building and Planning Advisory Committee has discussed changing the use of the 1930's building. He commented that a warrant article was suggested to either repair or remove the building. He indicated that the Committee is waiting for information from building managers. Mr. York noted that the Committee will forward a recommendation to the Board.

Mr. Miller recommended to wait for the Building/Planning Committee to provide the information regarding the building's use later in September. He noted the Board could respond at that time. Mr. Miller commented that with regard to insurance, the building is the property of the district and we are ultimately responsible for any incidents that occur in that building.

Mr. York commented that the Board needs a detailed cost to bring the building up to code and a time frame for asbestos removal, with an idea of the impact to GMS. He indicated that once a cost is determined, the Board present it to the voters. He suggested getting community feedback regarding what they would like to see done with the building.

Mrs. Lepore commented that if the building is brought to code, a possible use could be to house the SAU. She commented that there is concern about having a non-school related activity on school grounds. She indicated that she understands the intent of their proposal. Mrs. Lepore believes that the Historical Society should have a place where they can display historical items, but commented that she is unsure it should be in that building.

Mr. York commented that the maintenance department has been tasked with plans and costing for a steel building for storage and maintenance equipment. He indicated that the town owns property on Talent Road and property at

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the Town Hall. He commented that if a storage building is approved, we could ask if we can construct an addition and move the SAU out of CHS.

Mr. Bourque indicated that if we make space at GMS, it should be for GMS to use as they need the space.

Mrs. Lepore commented that the primary questions is if the 1930's building can be used by anyone.

Mr. Miller indicated that the building is grandfathered for education use currently. He commented that to use it for storage would mean bringing the building to code and changing its use.

Dr. Cochrane indicated that we will consider the users and cost the various types of use.

Mr. Miller offered to draft a response to the Litchfield Historical Society.

B. Policy Amendments:

- Use of Private Vehicles to Transport Students Consent Forms (EEAG-R)

Dr. Cochrane presented the private transportation consent forms to the Board for additional revision. He explained that a section has been added to address the rationale of the request to use private transportation. He asked Board members to provide approval for the amended private transportation consent forms.

Mr. Bourque commented that the form states "...transporting a child to....". He asked if that means to and from the destination. Dr. Cochrane indicated that the wording can be changed to encompass transporting to and from an event or activity.

Mr. York commented that he was under the impression that in the past parents could inform staff at an activity (i.e. band concert) that they were taking their child home and be checked off a list. He indicated that with the proposed process you will need to educate the school staff to be consistent and use these procedures.

Dr. Cochrane indicated that the policy has been available, but has not be enforced over the last two years. He commented that it is not the responsibility of the event coordinate to police parents. He noted if parents/people violate the policy, the liability is theirs.

Mr. York was concerned about the ski program travel arrangements.

Mr. Miller asked for information from each school regarding the ski program in October. He suggested that the Board review what is being done and consider how it should be structured.

C. Policies – 1st Reading:

- Instructional Materials (IJ)

The Board made a minor revision to the policy.

Mr. Barka made a motion to approve the Instructional Materials policy as a 1st Reading. Mrs. Lepore seconded. The motion carried 5-0-0.

- Change of School or Assignment (JCA)

Dr. Cochrane commented that there is conflict between this policy and JECB regarding decision making. He noted that in JCA, the Superintendent makes the decision about attendance; in JECB the School Board makes the decision.

Mr. Miller indicated that the current revisions added to JCA address the conflict. The policy language will be researched, revised and brought back for a 1st reading.

D. Policies – 2nd Reading:

- Requirements for School Bus Drivers (EEAEA)

Mr. Barka made a motion to approve Requirements for School Bus Drivers (EEAEA). Mrs. Lepore seconded. The motion carried 5-0-0.

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- Background Investigation and Criminal Records Check (GBCD)

Dr. Cochrane met with Mrs. Messenger, HR Director, to discuss concerns regarding policy language regarding employment compliance. He noted that these policies state the results of the background investigation and criminal records check must be received by the district prior to hiring. He indicated that he will speak to legal counsel regarding the policy wording and compliance with the law. Dr. Cochrane commented that there is no specific language in the district's employment contracts regarding conditional offer of employment. He suggested language be included in the contracts to that end.

Legal opinion will be sought for contract language requirements with regard to the policy criteria. The policy will be revisited by the Board.

IV. NEW BUSINESS

A. High School Building Access Policy Inquiry

- Buildings and Grounds Property Management (EC)
- Building and Grounds Access and Security (ECAB)
- Community Use of Facilities (KG/R)

Mr. Miller commented that he requested the agenda item. He indicated in light of new security protocol the Building Access policy needs to be changed. He asked for status regarding the new security measures.

Mr. Markiewicz explained that the district is trying to centralize the keys, which is a work in progress. He reported that the roll out of the new access keys was not without some issues. Referring to athletics, Mr. Markiewicz indicated that he is waiting for a breakdown of which coaches need access, when they need access, why and how. He noted that key control began with physical keys (all three buildings on the same key). He reported that the Police and Fire Departments will have electronic keys. Mr. Markiewicz indicated that there were some issues with installation, for example, a door had to be replaced at LMS due to rot damage.

Mr. Markiewicz mentioned that a questions was asked [at GMS] about the milk delivery person's access to the building as he delivers at 3:00 am. He noted he discussed the issue with Mrs. Lawrence and will address the issue by either assigning him a fob or purchasing an exterior cooler. He suggested each school should have an exterior cooler.

Dr. Cochrane commented that he discussed Saturday detention and tutoring at the high school level with Mrs. Rothhaus. He indicated that there needs to be discussion regarding building access and safety relative to facilities staff checking the building for safety prior to allowing anyone to enter the buildings. Dr. Cochrane commented that is difficult to accomplish in a small community with the expectation that the community can use the buildings without compromising more access than is necessary to the buildings. He indicated that they will discuss with athletics what access they require as some teams do arrive back at school late after games during the week and on the weekend. He indicated that access can easily be programmed for specific dates for specific individuals.

Mr. Barka was concerned with restricting after-hours access for coaches who are supervising the student athletes arriving late from a game.

Dr. Cochrane commented that the purpose is to minimize the risk with an individual person in the building. He indicated that can be addressed in the policy.

Mr. Miller encouraged the administration to facilitate with the person who is administering the security access system. He asked about back up for the system in the event of a loss of power. Mr. Bennett indicated that there is a 72 hour battery back up to the system.

Mr. Markiewicz commented that we can work through the procedures with the Board once we move through the policy.

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B. Federal Guidelines on Nutrition: Vending Machines and Fundraising

Mr. Miller commented that he requested the agenda item. He suggested that in light of the new nutrition standards, all vending machines in the schools should be consistent and in compliance with the standards. He indicated that consistency should include students and staff. He commented that although he may disagree with the mandate the standards should be implemented across the district.

Mr. Markiewicz expressed that he shared Mr. Miller's concern and was in support of his suggestion. He commented that the standards will make things challenging for Food Service staff.

Mr. Barka pointed out that the standards only apply during school hours.

Mr. Markiewicz reported that major purchases have been made in Food Service (i.e. new meal purchase software/hardware, new steamer). He noted that the Food Service fund is overspent by \$165. He indicated that Mrs. Lawrence suggested balancing the over spend with the food service cash back funds from p-card purchases.

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 by Mr. Barka the Board entered non-public session at 9:27 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. Miller, yes; Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 10:28 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Miller, yes; Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes.

IX. ADJOURN

Mr. Bourque made a motion to adjourn at 10:29 p.m. Mrs. Lepore seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for September 17, 2014

(approved as written 10-1-14)

In Attendance:

Dennis Miller, Board Chair
Brian Bourque, Vice Chair
Derek Barka, Board Member (*excused*)
Janine Lepore, Board Member
John York, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Julie Heon, Director of Curriculum and Instruction
Mr. Kyle Hancock, Director of Information Technology
Mr. Scott Thompson, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mrs. Laura Rothhaus, Principal, CHS
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

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

6:30 p.m.

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

Upon a motion by Mr. Bourque the Board entered non-public session at 6:30 p.m. under RSA 91-A:3II (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. Lepore seconded. The motion carried by roll call vote: Mr. Miller, yes; Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes.

B. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York, the Board returned to public session at 7:55 p.m. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Miller, yes; Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes.

I. PUBLIC SESSION

A. Call to Order

Mr. Miller called the meeting to order at 8:00 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included moving Technology Report after School Board Member Comments.

D. Summary of Non-Public Actions from: September 3, 2014

Mr. York made a motion to approve the non-public minutes of August 13, 2014 as written. Mr. Bourque seconded. The motion carried 4-0-1, with Mr. Miller abstaining.

Mr. York made a motion to accept the nomination of Jarod Mills as part time CHS Physical Education/Health teacher at a salary of \$24,333.50 for the 2014-2015 year. Mr. Barka seconded. The motion carried 5-0-0.

Mr. York made a motion to accept the nomination of William Pothier as CHS Science teacher for a salary of \$63,408 for the 2014-2015 year. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. York made a motion to extend the contract of the Superintendent for one year from the current expiration date. Mr. Bourque seconded. The motion failed 2-3-0, with Mr. York and Mr. Bourque in favor.

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E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Patricia D'Alleva, 15 Cutler Road, commented in writing regarding the School Board's decision against renewing the contract of the Superintendent.

Kim Bedard, 87 Talent Road, commented in writing regarding the dress code and will speak during Community Forum.

Mr. Miller mentioned that the School Board received an invitation to a special Budget Committee meeting on September 30, during which a budget workshop will be presented.

Mr. Miller noted there was an additional email correspondence from a community member who was on the Superintendent search committee and believes the School Board erred not attaining a full consensus on the vote of the Superintendent's contract renewal.

G. Approval of Draft Minutes:

- Public Session September 3, 2014

Mr. Bourque made a motion to approve the public minutes of September 3, 2014 as written. Mr. York seconded. The motion carried 5-0-0.

H. Community Forum

- Parent Group

Mrs. Kim Bedard, 87 Talent Road, commented that she is present with a group of parents and students regarding the addendum to the dress code at CHS. She indicated that the CHS handbook contains additional expectations addressing apparel high school students are not allowed to wear (i.e. tub dresses/skirts, togas, clothing that exposes under garments, lycra, spandex, form-fitting garments (jeggings, yoga pants, running tights), tank tops and shirts with straps less than 2" wide.

Mrs. Bedard commented that in reading this addendum, several questions arose in her mind:

- What are these new rules banning specific apparel trying to resolve?
- Is it because they are distracting to male students and male teachers?
- Are you blaming the disrespectful and juvenile behaviors of these boys on our daughters by forcing them into body shaming?
- Is this not blaming the victim?
- Aren't we encouraging our young men to assume that their assumed inappropriate behavior is because of the female's clothing?
- Why aren't we teaching whoever this is distracting to be more responsible and to respect females and everyone?
- Aren't these new rules placing an unfair burden on our daughters and our families?

Mrs. Bedard commented that she was told the new rules are to encourage professional attire amongst teenagers. She indicated that students were told these specific items of clothing are not appropriate in the working world. With regard to the question about body shaming, Mrs. Bedard explained that body shaming is telling someone to change their appearance to fit in with the norm. She commented that body shaming only teaches our children that we should all be judged on appearance and physical features. She indicated that it lowers self-esteem and encourages eating disorders and other illnesses among young women.

Mrs. Bedard commented that an assembly was held during the first few days of school, which focused on the dress code. She indicated that she heard from female students that they were victimized and put into a state of fear about their attire. She noted that upon exiting the assembly, each student was scrutinized by the nurse for appropriate attire. She indicated that if they were told their clothing was not appropriate, they were to write down their name.

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Mrs. Bedard commented that this treatment was humiliating. She indicated that her children are now afraid to wear clothing that is comfortable because they may be “called out” in front of their peers. Mrs. Bedard indicated that she purchases appropriate clothing for her daughters and approves of every purchase they make as well. She believes the new rules are creating their own disturbance and are offensive to females.

Mrs. Bedard provided some statements in opposition of the new dress rules that appeared on a petition posted on Change.org. She asked Board members to remove the addendum and enforce the original dress code policy.

Elizabeth MacDonald, 46 Naticook Avenue, noted she has been an employee at CHS for three years and the students have never looked better. She commented that CHS created an atmosphere of self-respect and respect for others. She indicated that the Student Council specified what type clothing is allowed at CHS. Ms. MacDonald commented that the dress code was pushed to its limits last year and because those limits were pushed daily, there was a need to draw the line on the dress code. She indicated that the administration and staff enforce the dress code consistently throughout the schools. She asked that the dress code and school rules be respected.

Kathleen Follis, 8 Mike Lane, commented that she understands the concept of wanting to dress comfortably. She believes that wearing spandex and lycra is not respectful and not appropriate without wearing a dress or long shirt. She indicated that yoga pants worn with a long shirt are acceptable; however, those types of pants worn with a short shirt should not be acceptable and are not appropriate. Ms. Follis commented that the dress code should prohibit these types of clothing at all schools in the district.

Linda Reedy, 8 Lydson Lane, commented that the students are being told not to wear what is being sold in the markets. She indicated that it is difficult to find any other clothing. She noted that these types of clothing are being worn with longer shirts and are not revealing anything offensive. Ms. Reedy commented that she sees professionals wearing this type of clothing. She indicated that the clothing is comfortable that allows them to sit in comfort and concentrate on their work. She commented that she hears people say the dress code is enforced, but disagreed as she believes that not all violators of the dress code are being disciplined. Ms. Reedy commented that she sees boys wearing pants that hang low, revealing under garments and they are not disciplined for violating the dress code. She indicated that she spoke with the CHS nurse who said the leggings are allowed if worn with a long shirt. She believes as long as the students dress in that fashion it is appropriate.

Mr. Miller indicated the Board needs to have a discussion about the dress code policy with exclusion of the addendum. He commented that no one other than the Board [with a decisive vote] can alter policy. He noted that the Board will have to discuss how to handle the administration’s concern and what is acceptable in society. He indicated that CHS allowed the Student Council to craft the language in the addendum.

Ms. Reedy agreed that the issue does have to be discussed

Dr. Cochrane commented that this section is for public comment and the role of the School Board is to listen and not respond.

Jim Hansen, 18 Burgess Drive, asked why the nurse makes the decision of who is dressed appropriately as opposed to a guidance counselor or principal. He commented that he chooses to send his child to Catholic school and charter school.

Kathleen Follis, 8 Mike Lane, asked if each School Board member would explain their decision to renew or not renew the Superintendent. She commented that she is publicly asking for an answer as to why someone who moved the schools to a better position and put a plan in motion to address issues is not coming back next year. She noted that she was under the impression that his evaluation was positive, so there should be no reason to dismiss him. She commented that people have a right to know.

Chris Pascucci, 12 Colonial Drive, expressed his support for Dr. Cochrane, as well as Mr. York and Mr. Bourque for supporting the Superintendent’s contract renewal. Mr. Pascucci commented that the Superintendent is professional and respected, and there may be people who do not like him. He indicated that could be because he is shaking

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things up and making things better. Mr. Pascucci believes that the Board is making a mistake in not renewing the Superintendent's contract and asked them to reconsider.

Jason Guerrette, 11 Perry Court, expressed his support for Dr. Cochrane. He thanked Mr. York and Mr. Bourque for their votes. He indicated that he was on the School Board that hired Dr. Cochrane and served with the previous Superintendent. Mr. Guerrette commented that Dr. Cochrane is in the top five people he has ever met. He commented that when new people are brought in there are always "bumps in the road". He indicated that Dr. Cochrane ran congruent with the Board's direction. Mr. Guerrette commented that consequently, CHS was ranked 142 out of 2000 high schools by Newsweek. He stated that we did not have that ranking under the former Superintendent, Dr. Cutler, and scores were stagnant and declining. He commented with things going in a positive direction it is hard to understand why three people think differently than everyone else. He indicated that this is a political office and we are not giving him a chance.

Cecile Bonvoulour, 1 Tamarack Lane, asked about the process the School Board used to make their decision. She believes that the process is essential for the community to understand. She commented that it seems a breakdown of process occurred in that two Board members support the Superintendent's contract renewal and three do not. She noted that she served on the search committee, which asked for a unanimous vote when choosing a Superintendent. Ms. Bonvoulour indicated she saw a calmer Board that worked collaboratively, which she believes was due to the Superintendent's leadership. She asked if this is a likability issue or a competency issue. She commented if someone receives a competency evaluation it leads one to believe there must be some dissension in the workplace. Ms. Bonvoulour commented there has been improvement in the school district and senior leaders are moving the district. She stated this feels wrong. She asked about the direction of the School Board. She commented that she wants to be sure the district stays on track.

Mr. Miller explained that state law prevents the Board from discussing personnel matters in public. He noted that every employee that is considered in non-public has the option to be heard in public, which the Board will allow if requested. He indicated under RSA 91-A:3 the Board cannot comment on non-public discussion.

I. Superintendent's Comments

Dr. Cochrane thanked those that came forward to speak on his behalf this evening. He commented this is a town that likes to speak its mind and likes the district to look after its money. He indicated that there has been hard work and significant gains. Dr. Cochrane was disappointed that his strategic planning and alignment of factors will not come to fruition. He thanked all staff members who reached out to extend congratulations. He thanked the School Board for their time and expressed hope they collectively do their best. Dr. Cochrane indicated the life of a Board member is not easy. He commented that he was surprised by the decision given the status of where the schools are and his last evaluation.

II. REPORTS

A. School Board Comments

- Attorney Referral for Conflict of Interest Questions

Mr. Miller indicated Mr. York asked for this agenda item.

Mr. York commented that he will try to stay in compliance with state law while expressing his thoughts. He indicated that he is violating one of the rules by speaking out against the vote of the Board. He mentioned that he spent an hour prior to public session trying to convey to two of the three Board members of the error they may have made. Mr. York indicated that he provided them with several policies, which Mr. York believes they may have violated:

- the Complaint policy in which it describes the process to submit complaints and the order of chain of command; (He commented the Board never heard complaints about the Superintendent.)
- the Line and Staff policy talks about employees and supervisors and who to complain to – direct any criticism of any staff member to the building administration; (He commented people should be coming forward as there is an open door policy.)

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- the Board/Superintendent Relationship policy where the School Board delegates power to the Superintendent who is the administrator of School Board policy; (He commented he was part of the Board that hired the Superintendent and the Board gave him specific direction.)
- School Superintendent policy which states the powers and duties of the Superintendent;
- School Board Code of Ethics states the Board should support the Superintendent and help him be as effective as possible;
- School Board Code of Conduct states the Board should maintain open communication with the Superintendent;
- Evaluation of the Superintendent provides several opportunities of performance review; (He commented that the review was accepted unanimously by a vote of the Board for two years.)
- Board/Employee Relations policy mentions that when Board members meet employees in a non-school setting, discussion of personalities or personal grievance will be considered unethical conduct.

Mr. York commented that a conflict of interest occurred approximately one year ago. He believes the Board erred in its decision. He stated that he hopes the citizens, administration, teachers and students exert enough pressure on the three Board members to reconsider their vote.

B. Principals Report

- **GMS**

Mr. Thompson presented the GMS Principals report to the Board:

- Summer programs and ESY program ran successfully
- At home students participated in the summer reading challenge
- All students enter a drawing to win Scholastic Book Fair tickets
- Many teachers participated in the three –day instructional unit design workshops with Dr. Heon
- Student have begun doing Aimsweb math and reading assessments
- NWEA grade 1 math testing will commence this fall
- Grades 3 and 4 students will begin using the new computer lab and will have one class per week
- Volunteers worked with Liz MacDonald to prepare the gardens for the opening of school
- First safety drill went well
- First PTO meeting was held and a fall fundraiser begins tomorrow
- Many projects were completed at GMS (computer lab installation, new splinter-free decking installed on Kindergarten classrooms portable, security system installed, fence installed on the playground, new traffic control line in drop-off area painted, swales were cleaned, carpeting installed in grade 1 wing, masonry jobs completed, girls bathroom partitions replaced, 1930's building façade repaired and repainted)
- The first day of school went well and staff were appreciative to have time to prepare their classrooms
- Assembly held the second day of school
- Parent Information Night held the second week of school
- Kickball Tournament returned to GMS as a recess event
- Chorus begins next week
- Science NECAP results reflect GMS did well.

- **LMS**

Mr. Lecklider presented the LMS Principals report to the Board:

- Employees were recognized for longevity
- PTO leadership has changed
- Open House held last week was well attended
- Many students and some staff had stomach flu last week
- Summer programming was successful
- Incentive program for reading was well received
- ESY summer program for math and reading was held
- Summer school was well attended this year
- Teachers worked on alignment of unit design with Dr. Heon, which will be an ongoing project this year

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- Aimsweb assessing has begun in math and reading
- Smarter Balance Assessment will roll out in May
- Grade 7 math program rolled out smoothly
- All classrooms wired with smart boards
- Mr. Ross did a great job preparing the building for opening day
- Sports are in full swing
- Lego Robotics and Math Counts will be revving up this year
- Natures Classroom is upcoming, the first dance will be held in October, the Washington DC trip was moved to June this year.

- CHS

Mrs. Rothhaus presented the CHS Principals report to the Board:

- Teachers continue to work on Common Quality Performance Assessments
- Most teachers worked with Dr. Heon this summer to design instructional units for each curriculum
- Math curriculum facilitator, Shawn Flynn, requested AP Statistics to be added to the math program next year
- Patrick Keefe is the new English curriculum facilitator
- The League of Innovative Schools worked with 22 schools across New England to create a three year plan for multiple pathways for learning for students
- CHS was selected for the NextGen and was assigned a coach to continue planning through the end of Phase II. Part of the proposal was a theme called “Life is a Highway” which depicts students as cars making decisions about their learning
- Denise Freeman selected as NH Art Teacher of the Year
- Newsweek announced top rankings of high schools using 2011 and 2012 data – CHS was ranked 142
- First fire drill held
- CHS now has a PTO and they held their first meeting last night
- Mr. Perez will work with us on Smarter Balance Assessments
- Open House is scheduled for tomorrow night
- Student Council is ready for the new year.

Mr. York asked about the addendum to the dress code in the CHS Student Handbook.

Mr. Miller indicated that Mrs. Flynn provided some updates from the minutes regarding what was approved for the student handbooks this year. He believes that the Board did not expect what amounted to a new line in the policy. He noted that the Board would like to revisit the policy and have a discussion.

Mr. York commented that this was supposed to have been resolved and is disappointed that it has occurred again.

Dr. Cochrane commented that the school identified students on the same set of criteria as the prior year. He noted that the verbiage was written in the handbook as though the Board had approved the addition. He indicated the verbiage was more of a notification.

Mr. York disagreed and commented that the Board never voted to have those items as part of the handbook.

Dr. Cochrane clarified that he was explaining that the dress code as articulated now is what was being enforced last year.

Mrs. Lepore commented that there seems to be much confusion over what is and what is not acceptable. She indicated that sometimes when you try to explain it first it causes more problems than it solves. She agreed that the Board needs to revisit the dress code policy.

Mr. York commented that yoga pants are not permitted, but athletes dress in tight fitting uniforms, boys soccer teams run around with no shirts, girl athletes wear sports bras. He indicated that the dress code is not all

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encompassing. Mr. York commented that we want our students to dress appropriately, while having a little freedom. He noted that parents have to use good judgment on what their children are wearing to school.

Mr. Miller pointed out that we heard from people speaking in favor of the dress code. He noted there will always be a difference of opinion.

Mr. Bourque commented that it seems as if one person can wear a certain type of clothing and another cannot.

Mrs. Rothhaus commented that the students not dressed appropriately are sent to the nurse because it is not disciplinary. With reference to Mr. York's concern with athletic dress, Mrs. Rothhaus noted that a member of the NHIAA came to the Athletic Director and spoke to him about cautioning athletes changing in the open. She commented that CHS has core values and we do discipline boy students who are not dressed appropriately.

Mr. Bourque commented that it seems as if we are not being consistent. He indicated that what is in style is not always appropriate for school.

Mrs. Rothhaus indicated that the administration met with the Student Council about the dress code and asked their opinion about what should go into the handbook. She commented there are not many students at CHS that violate the dress code, but it seems that it always at the beginning of the year that these issues occur.

Mr. Miller commented that the handbooks are not consistent in the area of dress code. He indicated that the dress code should be aligned for K-12 and that any addition should be a reasonable expectation. He noted we need to find a way to address concerns at CHS and be consistent across all the schools.

Mrs. Rothhaus indicated that Mr. Perez did some research and 19% of high school implemented uniforms as their dress code. She commented that we allow students to wear yoga pants with a long shirt.

Mr. Miller suggested getting feedback from the three principals regarding the dress code at their schools (i.e. what works, what does not work, what should change with rationale).

Mrs. Rothhaus commented that high schools all over the country have this issue and it has been ongoing for years with different types of clothing. She indicated that we are trying to come up with something fair and respectful.

Dr. Cochrane commented that the Board expects that the policy should be what is articulated and enforced. He indicated that it is conceivable that at one or more of the schools may have to make adjustments to the dress code is enforced.

C. Curriculum Report

- Curriculum Report September 2014

Dr. Heon reported that summer curriculum work focused on nearly every subject area. She noted the major work was to identify K-12 competencies and related grade/course level indicators for each competency. She reported the development of instructional units began this summer. She indicated that a common template will be used for all grade level and course units. She commented that unit design work will continue during the school year. Dr. Heon provided examples of the work that has been done over the summer and that will continue during the year:

- ICT Draft Curriculum
- Gr 1 Informational Explanatory Writing Unit Draft
- Unit Design Template
- Unit Design Booklet

Dr. Heon provided a Unit Design PowerPoint presentation to assist in understanding the samples provided.

Dr. Heon reported that we are adding the competencies to the K-8 Math and Language Arts curriculum was adopted last year and hope to have the curriculum for grades 9-12 completed for adoption. She indicated that the new math

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resources have been rolled out and teachers are already reporting that they are very enthused and that the resources are more user friendly. She reported that the training was very effective and the resources provide a wealth of material for the students.

Dr. Cochrane commented that although we have a curriculum review cycle, we now have curriculum in a core subject that is meaningful. He indicated that this is the first substantial work done in this area in 10 years. He noted that Dr. Heon crafted a document that takes core competencies and builds them into the instructional units and indicators. He congratulated Dr. Heon on her work and on finding a pathway allowing high school faculty to follow comfortably.

D. Sophomore and Senior Projects Discussion

The agenda item was deferred to a future meeting.

E. Committee Reports

- LSB Building and Planning Advisory Committee

Dr. Cochrane presented the minutes of the most recent meeting to the Board.

Mr. York reported that the Committee met and discussed a maintenance building. He indicated the Committee needs guidance from the School Board regarding building a maintenance building on or off school property. He mentioned that Dr. Cochrane sent him a document that reflected the School Board decided a few years ago not to move the SAU out of CHS because enrollment was declining. Mr. York reported that the Committee continues to work on safety and security around the schools. He commented that the Committee agrees storage is an issue at all buildings.

Mr. Miller asked if there was a way we could build a central storage for both the town and the district.

Mr. York indicated that had not yet been discussed with the town. He mentioned that Mr. Byron knows of town property on Talent Road. Mr. York commented that it may be something we would share with road maintenance, but it is not known if the opportunity exists.

Mr. Markiewicz indicated that the Committee is trying to determine what they want. He suggested before we can look for a solution, they have to identify the solution and bring that recommendation to the School Board.

Mr. Miller suggested that a prioritized list be brought to the Board.

Dr. Cochrane indicated that he will ask the three schools for feedback on storage needs. He pointed out that this Committee seems to want to use some of the rooms in the 1930's building at GMS for storage. He noted that the Committee is taking the position that they do not want to see spending money to use the building for the historical society.

Mr. York indicated that the Building Inspector did not see a problem with changing the use for the building and asbestos is not an issue as long as the building is used for storage.

Mr. Guerrette commented that while it is a school, there are some things you can and cannot store. He indicated that because it does not have sprinklers there are limitations to what can be stored (i.e. non-combustibles can be stored).

Mr. Miller asked that a recommendation be brought to the Board after the Committee meets on October 7.

- Safety Committee

Mr. Markiewicz reported that the Safety Committee met yesterday and discussed objectives relative to safety and security.

F. Technology Report – Summer 2014

- SIS System/Technology Vision

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Mr. Hancock asked the Board if they wanted to continue to go forward with the new Student Information System given the recent change. He noted it will be very costly. He suggested if we are going to change direction we may want to have the incoming Superintendent make that decision and go forward with that process. He indicated a decision is needed quickly as site visits to see two potential systems are slated for October and contracting with the new vendor is slated for January 2015.

Dr. Cochrane commented that roll out will start literally weeks after the new person begins. He noted that person needs to be able to support this decision, work out the problems and support the staff. He asked if this is something the Board would like a new Superintendent to handle the first weeks of school in their first year. Dr. Cochrane indicated that we are looking to move to one-to-one computing in the high school and asked if we want to continue with that this coming year. He noted if the Board commits to that they will have to take that into consideration with the Superintendent search.

Mr. York commented that what the Board decides will not matter, as he believes the Budget Committee will consider this discussion as reason to pause. He commented that substantial cost may be a reason to pause. Mr. York indicated that he would like to see it go forward, but it would come under the new Superintendent's watch and will become his/her responsibility.

Dr. Cochrane indicated that there would also be a new position proposed for a mid-level technology employee that would be in the budget. He commented that he was contacted by Mrs. Rothhaus hours before the first day of school that she was not sure attendance could be taken in the current system. He noted that the system is failing.

Mr. Miller commented that we have discussed over multiple budget cycles moving forward with the new solution, given the age and supportability. He suggested moving forward with the new system to enhance the district and solve the current issues.

Mr. Bourque commented that regardless who is here, there is still a need for a new system. He believes technology should not be put on hold.

Mrs. Lepore agreed.

Mr. York agreed, but was concerned that the Budget Committee understand it is something that needs to occur. He commented that 2016 will become a challenging year for the School Board.

Mr. Hancock commented that assuming the new SIS system is implemented by September 1, 2015, we can provide all freshmen with a device working in the new system at a cost of approximately \$75,000.

Dr. Cochrane indicated that the original vision in the Tech Plan was a significant technology cost for teachers this year. He noted we will have to purchase one third of that technology in this budget.

Mr. Miller expressed agreement with the idea of one to one computing. He commented that he read about other districts that had some false starts. He indicated that we should strive toward this vision and learn from the errors other districts have made.

Mr. York agreed with moving forward. He commented that we will need enough information by December to determine whether to include it in the budget or place it on a warrant article.

Mr. Miller clarified that both the SIS and 1 to 1 computing are in the Technology Plan so a warrant is not necessary. He suggested that if it is in the plan to bring them forward to the Board and Budget Committee to decide if the funding in the Tech Plan should be changed.

III. OLD OR UNFINISHED BUSINESS

There was no old or unfinished business.

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IV. NEW BUSINESS

A. 2016 Budget Schedule

Mr. Markiewicz presented a draft budget schedule for FY16 to the Board. He noted that it follows a similar schedule as last year, with minor changes. He indicated that based on the Budget Committee's schedule for budget review, the district will have more time to deliver the budget.

B. 2014 DOE-25

Mr. Markiewicz presented the 2014 DOE-25 to the Board for signature. He noted that the DOE-25 ties out to the audit trial balance.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Jason Guerrette, 11 Perry Court, disagree with Dr. Cochrane's comments regarding Board participation during Community Forum. He commented that he was a Board member when the policy was revised to invite more participation and conversation with the Board.

Regarding the League of Innovative Schools, Mr. Guerrette asked Board members to consider their affiliations.

Regarding the dress code, Mr. Guerrette commented that comments he heard seemed to focus on enforcing the original dress code in a way that is consistent throughout the district. He does not believe there is a day to day problem at CHS and stated that the problem is not as big as it sounds.

Regarding Common Core, Mr. Guerrette asked the Board to pay attention to the curriculum used by a new public charter school on the Londonderry/Manchester line that chose not to use Common Core State Standards.

Mr. Guerrette addressed Mr. York's comments regarding the polices Mr. York cited earlier in the meeting. He commented that no one knew the context of what Mr. York was trying to say. Regarding conflict of interest, Mr. Guerrette commented that board members cannot discuss information about another board member in non-public session and he asked Board members to disclose the non-public discussion if it did not concern staff members.

Mr. Guerrette referenced Ms. Bonvoulour's statements regarding the Board's split decision regarding the renewal of the Superintendent's contract. He commented that the former Superintendent used split decisions of past boards to her advantage. He believes that Dr. Cochrane has made the district better.

Mr. Guerrette asked Mr. Miller if he had every taken an issue as a board member to the Superintendent in which you had pecuniary interests. Mr. Miller responded that he sent a communication to the Superintendent as a citizen on behalf of a staff member, which he pointed out that Mr. Guerrette had claimed to do in his service as a Board member.

Mr. Guerrette asked Mr. Miller if a staff member has every stayed at his home overnight. Mr. Miller responded that a staff member visited his home, but never stayed overnight.

Mr. Guerrette appealed to Board members to reconsider their decision regarding the Superintendent's contract. He commented that we are sending the wrong message to our employees and accused Mr. Miller of influencing the other Board members.

VII. APPROVAL OF NON-PUBLIC MINUTES

A. Approval of Draft Non-Public Minutes of:

- September 3, 2014

LITCHFIELD SCHOOL DISTRICT

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Mr. York made a motion to approve the non-public minutes of September 3, 2014 as written. Mr. Bourque seconded. The motion carried 4-0-0.

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

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

Upon a motion by Mr. York, the Board entered non-public session at 10:50 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. Miller, yes; Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 11:15 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Miller, yes; Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes.

The Board discussed members' availability for upcoming meetings. Mr. York will miss the September 24 meeting. Mr. Miller has multiple conflicts in October and will miss the October 29 meeting.

X. ADJOURN

Mr. Bourque made a motion to adjourn at 11:20 p.m. Mr. York seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Brian Bourque, Vice Chair

John York

Janine Lepore

Derek Barka

September 17, 2014

Attachment to the September 17, 2014 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the September 17, 2014 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

From: cecileb@comcast.net <cecileb@comcast.net>

Sent: Saturday, September 13, 2014 8:10 PM

To: Dennis Miller; John York; Derek Barka; Brian Bourque; Janine Lepore

Cc: Nathan Cooper; Brian Cochrane

Subject: superintendent

Dear Members of the School Board,

I am writing about the recent split decision that was made to not extend our current Superintendent's three year contract. As a parent in the district, this came as quite a surprise. It is my recollection while serving on the Superintendent Search Committee two years ago, our committee unanimously recommended his candidacy. Further, the school board committee was asked to consider working in the spirit of unanimity in making their decision due to the intense divisiveness that was occurring among the members. This was a very positive step toward the beginnings of collaborative and cooperative work among the school board members.

While it is not public knowledge as to the reasoning of the three members who voted not to extend Dr. Cochrane's contract, it is disconcerting to know that a situation of this magnitude was made on a split decision, perhaps even a swing vote. To not extend a superintendent's contract would require on-going dialogue with all parties, extensive deliberation and deep reflection that would ultimately lead to consensus of the board if this were the right decision for our school district. A split vote is the most unfavorable outcome and creates great concern as to how future major decisions will be handled among the school board members.

I do appreciate your willingness to serve on the school board and the many volunteer hours you contribute year round. Still, it would be remiss to not acknowledge and congratulate Dr. Cochrane & Mrs. Rothhaus for CHS being ranked as one of the best high schools in the country, a true testament to what exemplifies their leadership abilities!

Sincerely yours,
Cecile Bonvouloir

Litchfield School District

This is an enquiry email via Litchfield School District from:

Cindy Couture < ccouture@litchfieldnh.gov >

Name: Cindy Couture

Email: ccouture@litchfieldnh.gov

Subject: Invitation

Message: Hi Dennis - I wanted to invite the School Board to a special meeting of the Budget Committee on Tuesday night Sept 30th at 7pm. We will be having a presentation from Attorney Cordell Johnston of the NH Municipal Assoc. on the roles, responsibilities and limitations of elected officials - specifically Budget Comm officials. There will be a question and answer period following his presentation. If you could also let any other school staff you think might be interested know that they are welcome as well?

Thank you!

Cindy Couture

Litchfield School District

This is an enquiry email via Litchfield School District from:

Trish D'Alleva < trish@embroidme-salemnh.com >

Name: Trish D'Alleva

Email: trish@embroidme-salemnh.com

Subject: Non-Renewal

Message: I am writing to ask the SB to seriously reconsider their decision to not renew Dr. Cochrane's contract. In my tenure on the SB I had the opportunity to work with both Dr. Cochrane and Dr. Cutler. While everyone extolled the virtues of Dr. Cutler, my experience with both these individuals is that Dr. Cochrane was much more responsive to the direction the SB gave him and he would also keep the SB well informed of any pertinent situations that my occur at the schools. Perhaps the problem is the direction the SB has given him; after all he is your employee. Sometimes you need to look at yourself and assess the situation honestly rather than look for an excuse to lay blame elsewhere. Whenever you are in a position of leadership you have to make some unpopular decisions. As a leader you have to look at the whole picture and create an environment where all employees are able to succeed. It has been my experience that whenever you have someone take over a position of management there is always a lot of stress involved. Some won't like the management style of the new person, others may have personality issues. Then there are those that don't want to stretch and grow in their job performance. I know for me, I have had managers that have pushed me to grow when I did not want to, but in hindsight they helped me achieve a greater standard of workmanship that I would not have reached for without their prodding. Status quo is not an option, in my view, constructive criticism is. In my opinion this decision is a grave error that the SB will regret. Under Dr. Cochrane's leadership the schools have made some great strides towards advancing the education in the town of Litchfield. He has pushed to have more face to face time between students and teachers. Curriculum has been reviewed critically with higher standards as the goal. Books are moving toward grade appropriate lexile scores. Math is moving in the right direction, with automaticity starting in the elementary grades, which will cause our overall math scores to go up when these students reach the higher grades. While I realize that you may not be able to go into the details of why you have voted for non-renewal, I believe the Litchfield citizen's deserve some explanation for this decision. Sincerely, Trish D'Alleva

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Sent date: Wednesday, 17 September 2014 11:56

LITCHFIELD SCHOOL DISTRICT

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052

Approved Minutes for September 24, 2014
(approved as written 10-1-14)

In Attendance: Dennis Miller, Board Chair (*excused*)
Brian Bourque, Vice Chair
Derek Barka, Board Member
Janine Lepore, Board Member
John York, Board Member (*excused*)
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Hollie Messinger, Director of Human Resources
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:35 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from: September 17, 2014

There were no actions taken.

E. Presentations & Recognitions

- CHS Music Trip Proposal

Mr. Martin provided a background of music travel opportunities for students in Litchfield. He noted that the CHS music department has four opportunities over the students' four years: two competitions and two trips. He commented this is the second year of the four year cycle. Mr. Martin presented a trip proposal for Nashville, TN, which is scheduled during February vacation 2015. He indicated that it holds wonderful music opportunities, history and culture. He announced that the students will pair with Belmont University and spend a day with the Belmont clinic. The cost is approximately \$1,200 and students will raise their funding.

Dr. Cochrane voiced his support for the music program at CHS. He indicated that the students of the music program handle their responsibilities well. He expressed his respect and appreciation for the music program at CHS.

Mr. Barka made a motion to approve the Nashville, TN music trip. Mrs. Lepore seconded. The motion carried 3-0-0.

- CHS Music Fundraiser Proposal

Mr. Martin presented a fundraiser to the Board. He explained that the representatives will come in on Sunday, October 5 and turn the cafeteria into a mattress showroom. You can purchase a mattress and if you show a coupon with a student's name on it, you will get delivery and set up for free. The student gets the whole profit of any mattress that is sold. He noted that if a person wants to purchase a mattress and does not have a coupon with a student's name on it, the money goes to the music department. Mr. Martin noted that the money will be used for the students' travel opportunities.

Mr. Barka asked if a student reaches the goal for the cost of the trip does the remaining money go to the Friends of Music. Mr. Martin indicated that accounts are kept for every student and any overage is kept in their accounts.

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Mr. Bourque asked for an idea of mattress sales. Mr. Martin indicated that it varies by school. He indicated that with this fundraiser a student can put the voucher online, on Facebook or send it through email. He noted that the representative has stated some schools have done \$5,000 in sales and some have had sales up to \$30,000.

Mrs. Lepore was concerned that employees of the company have an insurance certificate. Mr. Martin commented that he will ask for an insurance certificate.

Mr. Markiewicz was concerned about who will be opening and supervising the building that day. Mr. Martin indicated that the event was approved in SchoolDude and Ms. Ayer is aware of the event.

Mr. Markiewicz was concerned that someone from the custodial staff be in the building that day. Mr. Martin offered to speak with Ms. Ayer regarding Mr. Markiewicz's concerns.

Mr. Barka made a motion to approve the Music Mattress fundraiser provided there is appropriate building coverage and proof of insurance. Mrs. Lepore seconded. The motion carried 3-0-0.

F. Correspondence

Dr. Cochrane announced that a community member from Nashua, Sonia Prince, sent a letter regarding the dress code.

Mr. Bourque announced that Lynne Ober sent a letter concerning the phone outage.

Dr. Cochrane indicated that when the high school was built a used phone system was installed. He noted that the system is 20 years old and no parts can be found for it. He explained that the technician had to search through old system parts from taken from other places and found some that got our phones operational. Dr. Cochrane indicated that the technician was here across multiple days and there are still some issues. He suggested that the Board may want to consider a new phone system when discussing warrant articles.

Mr. Barka commented that given that Mrs. Ober works for the local newspaper and is a State Representative used to communicating with people, he was upset at the belligerence of her email.

Mrs. Lepore announced she received correspondence from Jason Guerrette repeating comments he made at the September 17 meeting. He was asking Board members to reconsider their decision.

Mr. Bourque announced the Board received a letter from Frank Byron in support of Dr. Cochrane.

G. Approval of Draft Minutes:

- Public Session September 17, 2014

The minutes were deferred to the October 1, 2014 meeting.

H. Community Forum

Chris Pascucci, 12 Colonial Drive, expressed support for Dr. Cochrane. He commented that in the past the school budgets increased every year, but have stayed low for the last couple of years. He commented that the district has great teams and staff and Dr. Cochrane is the head. He commented there is no reason to change now when things are going well.

Jason Guerrette, 11 Perry Court, commented on the phone system. He commented that sitting on the facilities committee he hoped it would lead to capital planning that would show when things are needed. He commented that when he looks around the district he sees things that need to be assessed.

Mr. Guerrette directed his questions to Derek Barka:

Q: Did the folks that voted against the superintendent's contract have any conversations with Mr. Miller outside the meeting regarding the subject?

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Mr. Barka answered in the negative.

Q: Why did you choose not to read Mr. Miller's letter into the meeting?

Mr. Barka responded that Mr. Miller was going to comment as a citizen in community forum and read the letter into the minutes. When that time came, Mr. Miller did not read it. Mr. Barka indicated it was an oversight on his part.

Q: Were there any non-public conversations about it?

Mr. Barka answered in the negative.

Q: Where there any recommendations from legal counsel about his letter?

Dr. Cochrane indicated that was during the time of negotiations. He noted we broached the situation with legal counsel just to confer protocol, had a conversation with Mr. Barka and reviewed policies regarding conflict of interest.

Q: Considering the impact it is having, considering unethical violation, you didn't think it was important enough to take it to the Board for some type of admonishment?

Mr. Barka commented that the Board was aware of it, but it never came up. He commented that in hindsight the situation was handled poorly.

Q: Was there nefarious intent because people can make assumptions and conclusions, one of which is it does not get put into the minutes. Now Mr. Miller votes not to renew the Superintendent. There is definite cause.

Mr. Barka commented he was under the impression on that day we were having a conversation, which was part of his reason for not voting. He commented that more information was needed to vote.

Q: Did you use the information from staff members and in the community to make your decision?

Mr. Barka answered in the affirmative.

Q: Did you not tell those people to go through the proper chain of command?

Mr. Barka commented that he did tell them.

Q: The Board is quasi-judicial. How do you handle these complaints?

Mr. Barka indicated that he would have to hear both sides. The Board did not meet almost all of August. He commented that we had conversations with the Superintendent and weighed both sides.

Q: That did not merit a vote to continue. Did you ask for an alternative point of view?

Mr. Barka commented that he was not ready to make a commitment about that decision. He indicated he voted no because he was not ready to vote.

Q: Why did you not ask to vote at another time? He commented that Mr. Barka should have said that there was not enough information and that will be discovered; the vote will be disclosed. He indicated that Mr. Barka should have abstained from voting. What other conversations did you vote against or for where the Board did not have all the information? In that case there should not be a vote.

Dr. Cochrane commented on statements Mr. Guerrette made about the facilities. He agreed with Mr. Guerrette that the district is in a better place than 26 months ago when we had no plan. He indicated that we caught up some with maintenance. He noted that we established a committee and it is a good interim step that helps us focus on the immediate need. Dr. Cochrane indicated that we need to move to a 3-5 year plan and extend to a 15 year plan. He commented we need to have those plans in place and cost out the useful life of our facilities needs and that committee would play a crucial role.

Mr. Guerrette commented that he used to use a software that allows you to input all of the data and the funding formula for the budget. He indicated that is the purpose of the maintenance fund. He noted there has to be a plan and a picture of the funding. He volunteered to assist.

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I. Superintendent's Comments

Dr. Cochrane addressed the dress code at CHS. He commented there has been some misinformation about the dress code. He stated that he heard people say it is a new dress code and it is not. CHS has enforced the policy and the policy reflects the motto of the school. Dr. Cochrane indicated that people have said that the rationale for the additional expectations is so that female students do not distract male students or teachers. He commented that to his knowledge that is completely untrue. He noted that it has to do with maintaining an academic atmosphere. Dr. Cochrane commented that the Board tasked the school with how they go forward. He expressed that he wants to assure the public that the rationale is about promoting a good environment for teaching and learning and not with distracting males.

II. REPORTS

A. School Board Comments

There were no comments.

B. Business Administrator's Report

Mr. Markiewicz presented the August 2014 financial report to the Board. He reported that he reformatted a one page snapshot summary of the general fund, which provides year to date revenues and expenditures, as well as encumbrances. He indicated that he drilled down to the high focus areas where we maintain a daily review of our status. Mr. Markiewicz noted that the health insurance fund has a balance of \$50,000 remaining after all encumbrances for current employees have been made. He reported that we look at Special Services, Buildings and Grounds, Oil, Electric and Transportation.

Mr. Markiewicz reported that the FY14 unassigned fund balance was \$788,619. Major contributors were local revenue of \$213,241, federal revenue of \$101,879 and the underspending appropriations in purchased services of \$585,033 with Special Services the largest part of that underspend.

Mr. Markiewicz provided the Board with an estimated local school tax rate of \$13.36.

Mr. Bourque commented that returning \$800,000 is a lot of money. He indicated that when looking at this year's budget and next year's budget, that money will be needed. He noted that it is not normal that kind of money is returned.

Mr. Markiewicz commented that the district will not receive another refund from LGC and the rules change every year in Medicaid. He indicated that with Catastrophic Aid, we provide all our receipts and the DRA verifies the total, but the state does not give all of that money back to the district.

Mr. Markiewicz provided a Budget Transfers and Amendments report to the Board. He explained that we approve budget transfers under the law and those transfers are noted in the monthly report. He indicated that the auditor suggested we provide a monthly report on budget transfers and adjustments, which will be attached to the financial report.

Mr. Markiewicz noted he previously presented a memo to the Board regarding changing the Food Service lead technicians to supervisory responsibility and to increase the salary steps by 3%. He indicated that the Board vote was to approve the job descriptions, but did not specify the 3% increase was approved. He asked Board members to verify that approval.

***Mr. Barka made a motion to increase the steps for the Food Service Lead Technician by 3%. Mrs. Lepore seconded. The motion carried 3-0-0.
3-0-0***

- FY16 Budget Schedule Revised

Mr. Markiewicz presented a revised budget review schedule for FY16 to the Board.

C. Hiring Summary

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Mrs. Messenger presented the 2014 hiring report to the Board. She reported that 57 positions were filled, but they were not all were hired externally. She noted there are currently have three open custodian positions and one paraprofessional position. She commented the district is always looking for substitutes.

Mr. Markiewicz clarified that the custodian positions include a full time custodian at GMS, a full time at LMS and a part time custodian.

D. Committee Reports

- Wellness Committee

Mrs. Lepore reported that the Wellness Committee met on Thursday, September 18, and discussed objectives for new year. She indicated that they will be reviewing the Wellness policy, discussed, student and staff activities, and recruiting a new representative from CHS. She announced that the committee plans to ask Mr. Lecklider to the next meeting as a guest and encourage him to join the committee. She noted the next meeting of the Wellness Committee is November 20, 2014.

- PERC

Mr. Barka reported that PERC met last Wednesday and discussed assessments. He noted he was not in attendance.

III. NEW BUSINESS

A. Grade Level Team Leader Job Description

Dr. Cochrane presented a Grade Level/Unified Arts Team Leader job description to the Board. He explained that there are five team leaders at GMS and LMS as well as a Unified Arts team leader at CHS. He indicated that one of the things the Administrative Team discussed this summer was the importance to include teachers more in planning at the schools. Dr. Cochrane commented that we would like to see this moved from the existing stipend to a tier three stipend position as we are asking the teacher to take on the additional role as Unified Arts team leader. He noted that we would like to budget a significant amount of money to build professional development around these teams. He indicated that the job description was vetted through the LEA. Dr. Cochrane commented that the funding for this position needs to be increased. He indicated that we developing teacher leadership by providing more time in the role and resources they need. He noted this is a two – three year strategy to get us to where we want to be.

Mr. Barka made a motion to approve the Grade Level/UA Team Leader job description. Mr. Lepore seconded. The motion carried 3-0-0.

IV. OLD OR UNFINISHED BUSINESS

A. Job Descriptions: Tech I, Tech II

Dr. Cochrane presented the Tech I and Tech II job descriptions to the Board in their original format for the 2014-2015 year. He indicated that the Board had previously voted to approve the revised job descriptions prior to September 1, but the LEA did not approve them. He commented that they are being revisited in their original format with the names as their only change. Dr. Cochrane noted they have been vetted through the members that sat on the stipend committee.

Mr. Barka asked why the minimum qualifications for the position are to be a teacher.

Dr. Cochrane indicated that the LEA requested the requirement. He noted it is a one year position.

Board members noted some minor revisions.

Mr. Barka made a motion to approve the Tech I and Tech II job descriptions with revisions. Mrs. Lepore seconded. The motion carried 3-0-0.

B. Policy Amendments:

- Admission and Tuition and Non-Resident Students (JECB)

Mrs. Flynn indicated that a previous Board had voted not to offer reduced tuition to children of employees. She noted that the wording was proposed to be struck out of the policy.

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Mr. Barka commented that he would prefer to offer 50% tuition for employees of the district.

Dr. Cochrane commented that it is a nice clause to have in the policy and if it were a crucial situation the Board can make a decision against it.

Mr. Bourque made a motion to approve the policy as amended. There was no second. The motion failed for lack of a second.

Mr. Barka made a motion to remove the redaction and restore the wording regarding offering 50% tuition to employees of the district. Mrs. Lepore seconded. The motion carried 3-0-0.

Mr. Barka made a motion to approve Policy JECB as revised. Mrs. Lepore seconded. The motion carried 3-0-0.

C. Policies – 1st Reading:

- Change of School or Assignment (JCA)

Mr. Barka made a motion to approve the Change of School or Assignment policy for a 1st Reading. Mrs. Lepore seconded. The motion carried 3-0-0.

D. Policies – 2nd Reading:

- Instructional Materials (IJ)

Dr. Cochrane indicated that Dr. Heon believes that the section of the policy that states ‘the District shall review the course materials in the content areas at intervals not exceeding five years’ is not realistic. Board members suggested adding wording that reflects the District will strive to review the course materials at intervals not exceeding five years.

Mr. Barka made a motion to approve the Instructional Materials policy with revisions. Mrs. Lepore seconded. The motion carried 3-0-0.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Jason Guerrette, 11 Perry Court, commented on policy JECB. He commented that a policy that is amended should go through the first and second reading process. He indicated that the amendment to that policy fundamentally changes the policy. He stated he has a problem with the process because it is not a clerical issue and it is difficult to fundamentally change a policy without the full Board. Mr. Guerrette complimented Mr. Markiewicz on his financial report. He commented the format is a clear snapshot and answers many questions to the Budget Committee.

VII. 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 8:13 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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. Barka, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 8:50 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. Barka, yes.

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Board members discussed the GMS computer lab.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 8:55 p.m. Mrs. Lepore seconded. The motion carried 3-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Brian Bourque, Vice Chair

John York

Janine Lepore

Derek Barka

September 24, 2014

Attachment to the September 24, 2014 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the September 24, 2014 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

Representative Frank A. Byron
8 Mallard Court
Litchfield, NH
03052

22 September 2014

Chairman Miller and Members of Litchfield School Board
School District SAU 27
1 Highlander Ct.
Litchfield, NH
03052

Chairman Miller and Members of the Litchfield School Board;

I have recently read in several local newspapers of the School Board's decision to not renew the contract of Superintendent Brian Cochran. While the discussions and information that led to the School Board's decision are unknown to me, I wish to provide to you my personal observations of Dr. Cochran's performance gained through my work with him while serving as your State Representative.

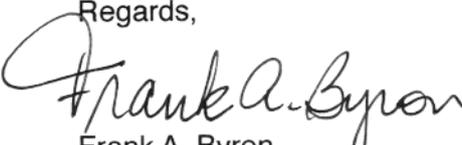
Superintendent Cochran solicited my assistance on a bill being heard in the legislature earlier this year that would have significantly impacted Litchfield's schools. I worked closely with Dr. Cochran to review the bill, understand the suggested changes and to review potential amendments. Over this time, Dr. Cochran and I consulted frequently as the bill moved through the legislative process. During my interactions, I found him to be collegial, open to discussion and fully focused on arriving at a solution in the best interests of Litchfield's schools. From my work with Dr. Cochran, he demonstrated the characteristics of an excellent administrator and leader for our school district.

Through my work with Dr. Cochran, I have developed an insight into how he works, his concerns and his willingness to arrive at solutions. The recent ranking of Campbell HS by Newsweek Magazine as one of the top High Schools in the country also speaks to Dr. Cochran's accomplishments and skills as a leader. In my experience, Dr. Cochran brings excellent skills to his role as Litchfield's superintendent and his loss would be significant for our town.

I would encourage the School Board to consider my comments in this matter and enter this letter into the School Board's record of its meeting.

If I can be of further assistance please do not hesitate to contact me.

Regards,



Frank A. Byron
State Representative
Litchfield
Hillsborough District 20

cc: Dr. Brian Cochran, Superintendent

From: Derek Barka <dbarka@litchfieldsd.org>
Date: Friday, September 19, 2014 at 7:54 PM
To: SchoolBoard <SchoolBoard@litchfieldsd.org>, Lynne Ober <lynne.ober@comcast.net>
Subject: RE: Litchfield School District: Poor Constituent Service

Ms. Ober,

It's common practice to place contact forms on websites rather than email addresses. The reason for this is that there are many people out there who will run scripts scraping websites for email addresses and then sell those email addresses to SPAM companies.

Its also a common practice to not expose email addresses if those email addresses match your internal system logins because you could be exposing system user names to hackers.

As far as video, I'm sure it will be up soon on the LitchfieldNH youtube page, but that's not in our control. I'm sure the cable company would be happy to help with such a nice request.

<https://www.youtube.com/channel/UCghq7fAlfNAB53QKWIOyScw>

Finally, I take constituent service very seriously - I'm involved in my town to make a difference and am very open with anyone who wants to chat - including in person and on the phone.

I understand your frustration - in fact, it reminds of the time I received a very alarming email (follows below!) from my trusted NH State Representative warning me that the government was preparing to tax me on my guns and fingerprint me!

I'm sure you can imagine my surprise and disappointment when I discovered that no such bill existed and my representative was spreading fear, uncertainty, and doubt!

From: skibear@cheerful.com (Lynne Ober) <--- Wait a minute?!?!?!>
To: Derek Barka
Subject: GUN REGISTRATION!!!!!!!!!!!!!!
Date: 21 Sep 2009

Please pass the below to any gun owner that you know. This is absolutely ridiculous.

Lynne

- >
- > BACK DOOR GUN REGISTRATION?
- >
- > Senate Bill SB-2099 will require us to put on our 2009
- > 1040 federal tax form all guns that you have or own. It may
- > require fingerprints and a tax of \$50 per gun.
- >
- > This bill was introduced on Feb.. 24. This bill will
- > become public knowledge 30 days after it is voted into law.
- > This is an amendment to the Internal Revenue Act of 1986.
- > This means that the Finance Committee can pass this without
- > the Senate voting on it at all.
- >

- > The full text of the proposed amendment is on the U.S.
- > Senate homepage, <http://www.senate.gov/> You can find the
- > bill by doing a search by the bill number, SB-2099.
- >
- > You know who to call; I strongly suggest you do. Please
- > send a copy of this e-mail to every gun owner you know.

Derek Barka
Litchfield School Board
Cell: 603.660.1285
Litchfield School District - SAU 27
1 Highlander Court
Litchfield NH, 03052

From: sysadmin
Sent: Thursday, September 18, 2014 3:14 PM
To: SchoolBoard
Subject: Litchfield School District: Poor Constituent Service

Litchfield School District

This is an enquiry email via Litchfield School District from:
Lynne Ober <lynne.ober@comcast.net>
Name:Lynne Ober
Email:lynne.ober@comcast.net
Subject:Poor Constituent Service

Message:

Your SAU phone system is down. No one can be reached ... been two days. Your SAU27 section of your website has NO staff listing with e-mail address. The board is hiding behind a form on your website. Your school board meetings aren't available on-line since the middle of August. School board members seem to be indifferent to the community's inability to get information. When will last night's meeting be on-line????? When will last night meeting minutes be posted since you have no phone or e-mail contact. Time to stop hiding and start communicating. These are not unreasonable requests.

Copyright © Litchfield School District.
Sent date: Thursday, 18 September 2014 15:14

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for October 1, 2014

(approved as written 10-8-14)

In Attendance: Dennis Miller, Board Chair
Brian Bourque, Vice Chair
Derek Barka, Board Member
Janine Lepore, Board Member
John York, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum and Instruction
Mrs. Hollie Messenger, Director of Human Resources
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

A. CLOSED SESSION: RSA 91-A:2I (b) 6:00 p.m.

The School Board entered closed session at 6:00 p.m. under RSA 91-A:2I(b)

I. For the purpose of this chapter, a "meeting" means the convening of a quorum of the membership of a public body, as defined in RSA 91-A:1-a, VI, or the majority of the members of such public body if the rules of that body define "quorum" as more than a majority of its members, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously, subject to the provisions set forth in RSA 91-A:2, III, for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power. A chance, social, or other encounter not convened for the purpose of discussing or acting upon such matters shall not constitute a meeting if no decisions are made regarding such matters. "Meeting" shall also not include: (b) Consultation with legal counsel.

Closed Session ended at 6:45 p.m.

I. PUBLIC SESSION 7:00 p.m.

A. Call to Order

Mr. Miller called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included moving Salary Guidelines and the Building Security discussion after Superintendent's Comments.

D. Summary of Non-Public Actions from: September 24, 2014

Mr. Bourque made a motion to approve the non-public minutes of September 17, 2014 as written. Mrs. Lepore seconded. The motion carried 2-0-1, with Mr. Barka abstaining.

E. Chairman's Statement

Mr. Miller read the following statement to the Board:

It has become apparent that no matter whether an individual believes the email published in the Hudson-Litchfield News proves a conflict of interest on my part, unfortunately this will apparently be the focus of discussions at board meetings, by board members as well as members of the community. I say it is unfortunate as there is much "regular" business to be considered. I would have hoped the board member who dug up the old email would have

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brought it before the board – per the policy. A topic was added to the September 17 meeting to see if the board would like to refer it to our attorney. Mr. York passed on that opportunity.

It should be noted that the entire email thread was not presented to the HLN, only the first email. The email thread continues on and culminates with the Chair asking if I intended to speak as “Citizen Dennis” (a board member speaking as a citizen at a board meeting is not unprecedented – reference 2009-2012). I stated I would not. For me, the situation was closed. The original email was sent May 13, 2013 and never referenced by a single board member until AFTER the vote on the Superintendent’s contract.

- *I fully participated in the creation of the 2013 performance review of the Superintendent, with no board member or Superintendent objections.*
- *I fully participated in the creation of the 2014 performance review of the Superintendent, with no board member or Superintendent objections.*
- *I fully participated in board discussions (at least 5) in non-public on renewing the Superintendent’s contract.*

Only after 16+ months and days after a vote that one or more members did not like the outcome of, now I have a conflict of interest according to at least one member. How could a member be permitted to participate fully in discussions if a conflict of interest existed? They wouldn’t. Quite frankly, it is a quite effective tool when released to the press. After all, everyone wants a scandal, right? At no point did I raise the issue in the email during any discussions on the Superintendent. That email also did not factor into my vote. Quite frankly I had completely forgotten about the email exchange.

By now, I’m sure that everyone has read or heard about the article in the HLN. Did anyone notice that the HLN did not attempt to contact me? No quotes from me, other than from the email. No email messages, no phone messages attempting to contact me. If someone was reporting the news, why not contact the subject of the article? Effort was made to contact a parent for the article, but apparently no one else with direct information. At least the effort would have been made, but that wouldn’t make for sensational journalism, would it?

This article also insinuated (via Mr. York) that I had somehow coerced two other members (Mr. Barka and Mrs. Lepore) to vote the way they did. Was either of them contacted to get their statements? For the record, I did not exchange emails or discuss with a quorum of the board, together or in sequence, outside of the multiple meetings where the board discussed this in non-public. Unfortunately, this will be a he-said/he-said situation, where the first one in the press usually wins. Unfortunately, this has served to unnecessarily impugn the integrity of two members of the board, who voted for their own reasons after the discussion on September 3. It is certainly not fair to assume people follow me like sheep; it is just not the case.

The HLN has a pending right to know request for board emails. I look forward to the follow-up story on what information was gleaned from the information they obtain.

So how has the board tried to move forward from here? The board has heard community input during the meetings. The board has received emails from the public. The board has held two successive discussions on the superintendent’s contract (two sessions on September 17). Individual board members have met one-on-one with Dr. Cochrane. There is only one way for the board to focus on moving forward across all of the district’s business – minimize the distractions. Therefore, I resign my position on the school board effective immediately. I have copies of my resignation for the board, superintendent and school district clerk.

I thank the citizens of Litchfield for the opportunity to serve over the past 8 years.

Mr. Miller left the meeting.

Mrs. Lepore made the following statement:

No one from the HLN asked for my opinion or input. Board members never spoke with me nor was I influenced in any way. I would like to make sure everyone understands I vote my own mind. I never let anyone influence my own mind. They were my own reasons and I used my own reasons for the vote. I did speak with Dr. Cochrane and informed him of my reasons and he understands.

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Mr. Bourque, School Board Vice Chair, chaired the remainder of the meeting.

Mr. York commented that we will need someone to chair the meetings in Mr. Bourque's absence.

Mrs. Lepore nominated Mr. Barka as Vice Chair. Mr. York seconded.

Mr. Bourque nominated Mr. York as Vice Chair. Mr. York respectfully declined the nomination.

The nomination of Mr. Barka carried by a vote of 3-1-0, with Mr. York opposing.

F. Presentations & Recognitions

There were no presentations or recognitions.

G. Correspondence

Mr. Bourque announced that there were letters from several community members in support of the Superintendent. Letters were received from Keri Douglas, Laura West, Todd and Jennifer Brede, Bob Keating, Mike Caprioglio, Tracy Caprioglio, Cecile Bonvoulour and Ray Peeples.

H. Approval of Draft Minutes:

- Public Session September 17, 2014

Mr. York made a motion to approve the public minutes of September 17, 2014 as amended. Mrs. Lepore seconded. The motion carried 4-0-1, with Mr. Barka abstaining.

- Public Session September 24, 2014

Mr. Barka made a motion to approve the public minutes of September 24, 2014 as written. Mrs. Lepore seconded. The motion carried 3-0-1, with Mr. York abstaining.

I. Community Forum

Jason Guerrette, 11 Perry Court, commented regarding the PERC information that will be presented later in the meeting. He noted that he did not vote in favor of the math software. He indicated it is a supplemental piece of software and believes that adding another piece of software is not the right direction. Mr. Guerrette commented he would rather abdicate everything we have and start over. He stated the problem is how we do math in this district and that he would prefer using resources that work.

With regard to Mr. Miller's comments, Mr. Guerrette indicated that Mr. Miller was correct that his letter was written last year and never addressed by the Board. He stated that Mr. Miller did the right thing and resigned. He commented that he was disappointed the Board did not recognize this sooner as it was Mr. Barka's responsibility to bring that forward. He stated that in itself was as egregious as it can get as a Board member. Mr. Guerrette referred to Mrs. Lepore's statements and attempted to comment on her intent.

Mrs. Lepore offered to state her intent in her own words. Mrs. Lepore stated that what she meant by her previous statements was that she will always try to make the best decision for the children and parents of this district.

Laura Gandia, 3 Chamberlin Drive, expressed her support for Dr. Cochrane. She commented that she has worked with him as a parent and he has been professional, cooperative and respectful. She indicated she is a substitute in the district and has seen him interact with everyone. Ms. Gandia commented that everything that has occurred over the last few weeks has led to negativity in the Board. She noted Mr. Miller spoke of moving forward and she hopes the Board will continue to move forward with Dr. Cochrane. She referred to the School Board Code of Ethics and commented that the following criteria is listed: to support the Superintendent and help him/her be as effective as possible; disclose any conflict of interest and abstain on an issue, if appropriate; refrain from using a Board position for personal or partisan gain; if a member feels another member has violated the agreement, that board member shall talk with the offending member in an attempt to resolve the issue, otherwise bring the matter to the attention of the entire Board. She referred to the School Board Conflict of Interest policy, Nepotism section, and commented that if

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a conflict exists, the Board member should declare his/her interest and refrain from discussion, debating, or voting on a nomination or other issue.

Tyler Matthews, 38 Page Road, commented that his main concerns are the bias of Mr. Miller, three members had information making decisions on a topic that two others did not, and it seemed after weeks a final determination was made that an actual no vote made by a Board member was to table the discussion, which should have been made clear at the time.

Mr. York clarified that Mr. Matthews' latter comment was not true.

Mr. Matthews asked when the former Superintendent's vacancy was filled, when was the vacancy posted? Mr. York indicated that the Board started working on the Superintendent search in the fall of 2011 and posted the position in January 2012.

Mr. Matthews asked about the typical range when people in that position would start looking for employment. Mr. York commented it would be reasonable if they starting looking after the first of the year.

Mr. Matthews asked if you thought your employment were ending this coming June and your opening time frame would be in the fall, would you start looking for another job?

Mr. York responded that one could look, but in this case the Superintendent's contract is in force until June 30.

Cindy Couture, 41 Stark Lane, commented that this is a very young Board and the NHSBA would be a very valuable tool. She expressed concern that the Board opted to sever their membership with the NHSBA. She indicated that they could have provided assistance for some of the things that occurred this week. Mrs. Couture noted that the NHSBA provides legislation services, policy services, enrollment projections, and much more. She commented that Dr. Cochrane is working on the enrollment projections and asked if that is what the Board wants the Superintendent to be doing. She urged the Board to reconsider joining the NHSBA.

Dr. Cochrane commented that he agrees with the analysis on the NHSBA. He agreed that their services are valuable. He indicated that the reason the Board did not renew their membership with the NHSBA is because it was a budget reduction and it was thought the money could be used elsewhere.

Mrs. Couture commented if you consider the budget surplus this past year you could have well afforded the membership dues.

Mr. Markiewicz noted that the FY16 budget proposal includes NHSBA membership dues.

Robin Corbeil, 4 Nesmith Court, commented that she was surprised when she learned that Dr. Cochrane had not been renewed. She indicated she was more shocked over the things that occurred. She asked what this means for the community. She commented that the decision has been made, but wanted to know if the matter was closed. She commented that she was under the impression he had a positive review and asked if community input matters. Mrs. Corbeil indicated that the district works for the community and what we think is important. She asked now that the School Board has lost a member, what does that mean? How does the seat get filled? Will there be another vote? Will Dr. Cochrane stay?

Mr. Barka commented that community input always matters. He indicated that the motion that was taken was to instruct the Chair to begin negotiations with Dr. Cochrane to extend his contract for another year and that was the vote that failed.

Mr. York clarified that he made the motion to extend the Superintendent's contract and it failed 2-3. He indicated that the Board directed the Chair that the Superintendent's contract was not renewed. He noted that it is done and over, unless Mr. Barka or Mrs. Lepore reopens the vote. He commented that he hopes the Board can resolve issues later in the evening and move forward.

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Dr. Cochrane related that the vote was taken late in the evening on September 3 and he received a letter from the Chair on September 4. He indicated that he met with Mr. Miller who handed him a letter that his contract would expire on June 30, 2015. Dr. Cochrane noted that he and Mr. Miller had a brief discussion of rationale and the explanation was philosophical differences. He indicated that he met with staff and all members of the Administrative Team, and notified other staff of the Board's decision.

Mrs. Corbeil commented that perhaps when the vote was taken information was missing and now there is more. She commented that she voted you all in office and she trusts you to look out for her children.

Kathy Follis, 8 Mike Lane, commented as a community we do not want to hear any more of what is in each other's heads. She indicated we would like to see the Board figure out what happens next. She commented that you need to figure out as a team what is happening for our students. She conveyed that parents are worried about what is happening with the district; employees are wondering what is going to happen next. She noted that Dr. Cochrane will be looking for viable opportunities and if we wait to act we could lose him. She commented that what is best for our children is to move on this now.

Laura West, 4 Waterview Circle, expressed her support for Dr. Cochrane and asked the Board to revote.

Laura Gandia, 3 Chamberlin Drive, asked the Board about how the vacancy will be filled. She provided a copy of the RSA regarding Board vacancies that states the Board can appoint a member until the next annual meeting in March. She apologized to Dr. Cochrane regarding the way he has been treated.

J. Superintendent's Comments

Dr. Cochrane commented on budget issues in general. He noted that the administration tries to support teachers and arrange programs that will benefit students. He indicated that money is an issue. He commented in 2011-2012 the district lost \$1.5M in the budget and we have been asking teachers to do more with less. Dr. Cochrane indicated that the results came from students, teachers, parents and staff.

II. REPORTS

A. School Board Comments

Mr. York commented that the community strongly voiced their input with the Board. He indicated that we as School Board members are responsible for upholding our policies. He noted that he understands the desire of the two members using the processes to make their decisions, but they have violated the School Board policies. Mr. York commented that this all occurred because people elected to follow their own process and not through the process set by the School Board. He indicated that if a School Board member has had any conversation with any employee on any subject they have no authority on that subject nor can they use that information to make a decision. Mr. York commented that he hopes we can resolve this issue. He indicated that he felt bad about his policy violations. He commented that he did speak to the Board members in this room. Mr. Barka and Mrs. Lepore had opportunities and chose otherwise. Mr. York indicated we now have a situation where School Board members chose not to follow School Board policies.

Mr. York noted that principals are coming to present their budgets. He requested they come prepared to inform the Board what is wrong with our current dress code policy.

Dr. Cochrane indicated that he asked Mrs. Rothhaus to address this issue. He noted that this is a CHS issue and a yoga pants issue. He conveyed that Mrs. Rothhaus asked if this can be discussed at the October 8 meeting.

Referring to Mr. York's comments, Mr. Barka indicated the way it happened was that staff reached out to him. He noted he did not reach out to them. Mr. Barka commented that he brought those concerns to the Board at the next meeting. He noted it was up to the Board to decide if they wanted to listen. He expressed hope that the Board can move on.

Mrs. Lepore commented that she has plenty she would like to say, but believes that what she has to say would not be helpful. She indicated that the Board has to deal with this issue tonight. She noted there has been much mud-

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slinging as well as policy violations by Mr. York. She disagreed that she violated Board policy. Mrs. Lepore indicated that Mr. York violated the following parameters of policy BCAA: not surprising other Board members in public nor engage in personal attacks; speaking outside of Board meetings against any majority decision; taking private action that undermines Board decisions. She believes the issue should be discussed in non-public session.

Mr. Bourque commented that he is aware some Board members have different thoughts. He thanked Mr. Miller for his service to the Board. He believes that Mr. Miller brings much to the Board and community and is unfortunate that he resigned. Mr. Bourque agreed that we can sit down and redirect our energies.

B. Committee Reports

- **Budget Committee**

Mr. Bourque reported that the Budget Committee met on September 25 and September 30. Mrs. Couture invited an attorney from the NHMA who provided information regarding the responsibility of Budget Committee members. He indicated that the presentation was informative.

Mrs. Lepore commented that the presentation was very interesting and helpful. She indicated that it appears that the Budget Committee is going to filter up through their Chair when they have questions. She noted there was a question of whether administrators will appear before the Budget Committee during the budget process.

Mr. Bourque indicated they discussed if the administrators and/or department heads will come to the first or second meeting.

- **PERC – Consent Items**

Dr. Heon presented recommendations from the PERC Committee to the Board for approval.

Mr. Barka responded to Mr. Guerrette’s comments in community forum regarding the PERC math recommendation. He noted that Mr. Guerrette stated the math software is supplementary. Mr. Barka disagreed as this goes with the existing course. He indicated that the software is used successfully by many.

Dr. Heon indicated that the software allows for remediation, and provides additional support and enrichment. She commented this is an integral part of the program. She explained that we adopted a new Algebra series with many strengths and aligned to the new curriculum frameworks with digital components. Dr. Heon indicated that the software has an adaptive nature. She noted we will be assessing this at the end of the year through PERC. She commented that we are looking at a software program for GMS math with a web-based license. She indicated that many of our summer school students used it both here and at home

- Short Stories by Anton Chekov – Honors American Studies
- A Connecticut Yankee in King Arthur’s Court – Honors American Studies
- TenMarks Math – 7th Grade Math
- Typing Pal – Gr. 3 and 4 Computer Education

Mr. Barka made a motion to approve the recommendations presented. Mr. York seconded. The motion carried 4-0-0.

III. NEW BUSINESS

A. FY16 Revised Budget Schedule

Mr. Markiewicz provided a revised budget schedule for FY16 budget presentations to the Board.

Mr. York asked if we are using the October 1 enrollment data for this year’s enrollment projections.

Dr. Cochrane commented that there is a concern of staff. He indicated that larger classes are graduating and bringing in a fairly consistent number. He noted that we will get hit with a bump at some time. Dr. Cochrane indicated that a 2nd grade teacher was reduced this year and we are not sure we will be looking at a reduction as we move through larger classes. He commented that we need a long term plan and to think about how to recover that

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\$1.5M that we lost in 2011. Referring to the projections, he questioned how we recognize the student population is decreasing, but at the same time retain that capacity and keep high quality teachers. Dr. Cochrane noted that the district population has remained fairly stable. He indicated we have need of the additional services and students would be doing better if we had them.

Dr. Cochrane indicated that last year he presented the Superintendent's strategic budget priorities, but this year he will be presenting the administrative team's strategic budget priorities. He hopes in the future these will come forward as the School Board's strategic budget priorities. Dr. Cochrane indicated we will make good use of the resources we have and gain trust in the community to listen when we say what we need. He commented that we have gained trust over the last two years and worked well for the Board. He noted the Board has done a good job at spending time and giving support/direction to those programs. Dr. Cochrane indicated that over the next few years if we do not have a plan, someone is going to hand us one.

Mr. York agreed. He indicated that we need to increase the rigor, continue to challenge our teachers, and challenge our students to learn at higher levels. He noted we should use all the resources we can. He commented it begins with a solid foundation and we will be having this conversation in two years.

B. FY16 Budget Presentations:

- Administrative Team Strategic Budget Priorities

Dr. Cochrane presented the FY16 Administrative Team strategic budget priorities to the Board. The strategic budget priorities are:

Curriculum and Instruction:

- Professional development to enhance technology integration capability
- Development and implementation of a guaranteed and viable curriculum

Special Education

- CHS part time Reading teacher (required by IEPs)
- LMS special education Reading teacher (change part time to full time)
- Part time preschool teacher
- 8 paraprofessionals required by IEPs
- 3 paraprofessionals removed from the Special Services grant (put into the budget)
- Increase reading and math training for Special Education teachers
- Increase the number of Special Education teachers with I.D. and/or EH certification

Financial Services

- Electronic timecard system for hourly employees

Technology

- Student Information System implementation using e-rate funds
- Add one mid-level technology support position to support SIS, CHS infrastructure, support significant increase in end user devices
- Equip freshman teachers with tablets/laptops to implement CHS Freshmen 1-to-1 BYOD pilot using e-rate funds

GMS

- Increase stipends for teacher leadership
- Team leader professional development
- Math tutoring
- Destination Imagination stipend and materials, fees, travel
- Additional days for librarian
- Computer lab programming stipend
- Playground repaving

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LMS

- Team leader professional development
- Increase stipend for teacher leadership
- Stipend for after school programs
- 6th block classes for grade 8 geometry acceleration
- Enrichment specialist
- Additional hours for Administrative Assistant II
- Part time music teacher
- Academic assistance program advisor

CHS

- Summer professional development for AP teachers
- AP Statistics course texts
- Add 1.0 6th block in math
- PE/Health teacher part time to full time
- Continue to support regular curriculum cycle (Science)
- Remainder of security proposal from 2013-2014 (warrant article)
- Total for Strategic Budget Priorities: \$713,549.82.

He explained the FY16 Administrative Team Strategic Budget Priorities to the Board. He indicated that the budget process is beginning to think administratively. He commented that the bottom dollar of these strategic priorities is about seven times higher, but is a starting point. He expressed that he was pleased with GMS and LMS who felt it was a priority to raise the stipend amounts for the team leaders who are also facilitators. He commented that the LMS enrichment specialist is primarily about enhancing programs that offer more opportunity and trying to give more support to students who are struggling, as well as more opportunities for students who are achieving more. He noted the CHS PE/Health Education teacher request is to move a part time position to a full time position. Dr. Cochrane indicated that there have been a great number of requests in that area by students and until we make an investment in moving that position to full time we are going to have rotation in that position.

Mr. Barka expressed support for technology strategies and for additional STEM opportunities. He wanted to know the administration's vision.

Mr. Bourque believes it is great that they got involved in this process. He commented it is as if they are telling you what they need instead of you telling them what they need.

Dr. Cochrane commented there was much more involvement by the building administrators as we sat there this summer going through strategic planning and watching the connections being made. He discussed schools' needs, how to get what is needed and not increase the budget too high. He indicated that Special Services is keeping more student in-district.

Mr. York commented that he is not seeing that we are keeping more special education students in-district. He indicated that he would like to see the process on that (i.e. we need this position and the cost is X, or out of district cost is X).

Dr. Cochrane explained that one of the concerns with paraprofessionals is that we do not have the number of people we need with HD or LD certifications. He noted that administrators spend three days a week in special education meetings at GMS. He commented that we have some work to do with staffing. Dr. Cochrane conveyed that on the Wednesday prior to the start of school, special education teachers met paraprofessionals and worked with them.

Dr. Cochrane noted that the need for a student information system is a critical one. He explained that on the first day of school teachers were concerned as there were issues and glitches trying to take attendance. The existing system has not been supported for many years.

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Mr. Barka commented that next week Food Service will present their budget. He indicated that the quality of food needs to be improved. Mr. York indicated that his children buy more a la carte foods than lunches.

- Salary Guidelines

Mr. Markiewicz commented when putting together the salaries and benefits budget, the easiest part is the LEA contractual salaries. He explained that the area that was more difficult was the unaffiliated groups. He indicated that direction is needed from the Board so that we can finalize the personnel budget before we can post it to the budget.

Mrs. Messenger presented the FY16 Salary Guidelines to the Board. She explained that there are four groups that are all on step schedules. Monitors and tutors are not on a schedule. Mrs. Messenger indicated that the summary reflects two different increase percentages: 3% for those on a schedule (which is the difference between steps) except for those at the top step; 1% general increase for all steps. Some employees that are at the top step receive only longevity if eligible. She asked the Board for their input regarding what to budget for non-affiliated employees.

Mr. Barka asked about the rate for longevity.

Mrs. Messenger indicated that 25 cents is added for those with 10-14 years of service; 35 cents for 15-19 years; 60 cents for 20+ years.

Mr. Barka suggested eliminating longevity, drop the first step on the schedule, add another top step, and then add a 12th step so there is an opportunity for an increase.

Mr. Markiewicz commented that there are employees that have been here a long time that don't get an increase.

Dr. Cochrane explained that he met with Mrs. Messenger and Ms. Bielawski and discussed the issue. He noted that they reviewed the salary schedules and determined that placing people higher than Step 2 lessened our chances to retain and attract people. He indicated that is why we are now awarding two steps for experience. Dr. Cochrane commented what we are trying to do is come back with a structure by December, but we need some specific direction.

Mr. Markiewicz indicated that we prefer to have guidance from the Board as once budget development is over and the budget phases move forward, it is difficult to change.

Mr. Barka asked if his suggestion was possible in this budget schedule and if the Board likes that direction.

Mr. York commented that the Board strongly endorsed the step process. He indicated if steps need to be addressed the administration would bring a necessary process.

Mr. Markiewicz indicated not all classifications are on steps.

Mr. York commented that we had discussions about administrators and directors. Dr. Cochrane indicated that we discussed addressing some inequities.

Mr. York expressed that the Board was adamant that employees do not arbitrarily get a 3% raise. He commented that if an employee is doing an outstanding job you should have the flexibility to award that person. He believes we are moving backward and people will expect a 3% increase regardless of their review.

Mr. Markiewicz commented that we need a number so we can post to the budget. He noted we are not asking for a process, but for parameters to budget salaries and benefits. He indicated that Mr. Barka's suggestion was feasible.

Mr. York asked if we would be moving employees to the 8.5 hour day. Dr. Cochrane indicated that this is not the conversation we should have at this time.

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Mr. York commented that the law says employees get a 30 minute break for every five hours worked. Schools do not have an exemption to federal law. He believes that employees are paid for 40 hours and only working 37.5 hours per week. He commented that a change be implemented to be effective July 1, 2015.

Mr. York made a motion to accept the salary plan presented with the Board's recommendation for salary schedules: drop the bottom step, add a top step, add a 12th step and eliminate longevity. Mr. Barka seconded. The motion carried 4-0-0.

- Curriculum Development

Dr. Heon presented the FY16 Curriculum Development requested budget to the Board. She commented that we want to have more of the students in the middle school meet the requirements of the high school. Referring to technology education, she noted that it is expected that more students may meet the waiver of requirements at the high school and can take a second course or higher level course (i.e. web design). She indicated that it would be beneficial to have a beginner program and an intermediate program. Dr. Heon commented that there has been discussion about more STEM courses as we move forward. She noted there are several steps and a discussion is necessary about how we are going to reach that goal.

Dr. Heon highlighted major increases/decreases in the Curriculum Development budget:

- District text replacement of curriculum resources (outdated): \$65,000 increase
- District instructional staff training My Learning Plan software system fee: \$3,738 decrease.

Total requested budget increase: \$63,296.

Dr. Cochrane commented that it has been learned that every year something gets missed at the school level and Dr. Heon is an excellent negotiator. He noted we have done well with the additional money she has been able to save the district.

Dr. Heon noted that there is a salary account tied to the Instructional Staff Training account (2213), which is the mentorship program. She explained that new teachers are provided a mentor in a critical shortage area and mentorship can take up to two years. She indicated that typically we have 20 people who have needed a mentor and when that number exceeds four in each building a coordinator is assigned to each building.

- HR

Dr. Cochrane presented the FY16 Human Resources requested budget to the Board. He highlighted major increases/decreases in the budget:

- Sungard user conference: \$850 increase
- Sungard user conference travel: \$1,200 increase

Total requested budget increase: \$2,034.25.

- Business/Finance

Dr. Cochrane presented the FY16 Business/Finance requested budget to the Board. He highlighted major increases/decreases in the budget:

- Conferences/Workshops Joint Loss Management Committee workshops: \$2,400 increase
- Software Lease eFinance software lease increase, electronic timeclock software, upgrade to eFinance, Cognos reporting customization/consultation: \$9,128.12 increase
- Equipment Additional Timeclock Plus remote data terminal keypad: \$7,000 increase

Total requested budget increase: \$18,668.20.

- Debt Services

Dr. Cochrane presented the FY16 Debt Services requested budget to the Board. He highlighted major increases/decreases in the budget:

- Interest expense: \$25,462.50 decrease
- Principal redemption: \$485,000 decrease

Total requested budget decrease: \$510,462.50.

LITCHFIELD SCHOOL DISTRICT

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- SAU

Dr. Cochrane presented the FY16 District Administration requested budget to the Board. He indicated that the total request budget decrease is \$478.00.

- School Board

Dr. Cochrane presented the FY16 School Board requested budget to the Board. He highlighted major increases/decreases in the budget:

- Dues and Fees NHSBA dues, enrollment projections: \$5,148.00 increase
- Elections Services overtime: \$1,000 increase
- Audit Services: \$4,155 decrease

Mr. York noted that the Legal Services account was not budgeted. He asked for a revised FY16 Business/Finance requested budget.

IV. OLD OR UNFINISHED BUSINESS

A. Building Security Discussion

Mr. Markiewicz presented access and security guidelines to the Board. He noted that since there has been a change in security measures in the district, guidelines were necessary to properly convey procedures regarding building access.

- Buildings and Grounds Access and Security (ECAB)
- Building and Grounds Access Guidelines (ECAB-R)
- Buildings and Grounds Property Management (EC)
- Community Use of Facilities (KG/R)

Mr. Markiewicz presented draft guidelines for school building access control. He noted that the guidelines were added as procedures to the Buildings and Grounds Access and Security policy. He indicated that we are trying to align the new security access measures to the policy. Mr. Markiewicz reported that badges were distributed to all staff, but Board support is necessary to ensure that badges are worn by employees at all times. He noted that visitors will be given badges that are to be turned in when they leave the building. He commented in light of everything going on with surrounding schools this allows us to step up with security. He indicated that the security system allows curtailed use of a lost badge. Mr. Markiewicz reported that we have established a Monday-Friday schedule and a matrix for access to the school buildings. He noted that the access matrix is a work in progress because there are many different levels of need.

Mr. Bourque asked about the hours of access for coaches.

Mr. Markiewicz explained that there are times when athletic teams arrive back at the school very late (i.e. returning from a game) and need to get into the building (i.e. student athletes may need to change out of uniforms in locker rooms).

Mr. Bourque asked about individual access on the weekend or when school is not in session.

Mr. Markiewicz indicated that the system and guidelines should address the concerns of security regarding individuals in the building. He noted if someone needs to come into the building on a weekend, for example, they would need to make a request prior to the day they require access to the building.

Mrs. Lepore commented about the paragraph in the policy regarding doors being locked during vacation periods. Mr. Markiewicz indicated that some areas of the policy will need to be revised to align with the access guidelines and matrix.

V. MANIFEST

The manifest was circulated and signed by the Board.

LITCHFIELD SCHOOL DISTRICT

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Dr. Cochrane referred to the Building Access policies. He indicated the recommendations given by Mr. Markiewicz best align with security, safety and liability. He noted we will have some conversations about access. Dr. Cochrane commented that grounds staff are concerned with children's safety and controlling access to the buildings during the day. He indicated that CHS has been mostly an open school and while nothing bad has happened, the question is how we maintain the level of access and use.

Mr. York commented that the schools are used for many things. He indicated that he understands the safety for children, but he does not see how we can have locked doors after school. He noted if there is a solution we will find it.

Dr. Cochrane indicated that folks are being patient, but the length of the project was unanticipated. He commented that the security program is flexible and permissions and access can be easily changed.

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 by Mr. Barka, the Board entered non-public session at 9:48 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. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York, the Board returned to public session at 11:59 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. Barka, yes; Mr. York, yes.

Upon returning to public session, Board members officially voted Board leadership.

Mr. Barka made a motion to nominate Brian Bourque as Board Chair. Mrs. Lepore seconded. The motion carried 4-0-0.

(Mr. Barka was voted as Board Vice Chair earlier in public session.)

IX. ADJOURN

Mr. York made a motion to adjourn at 12:01 a.m. Mr. Lepore seconded. The motion carried 4-0-0

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Brian Bourque, Vice Chair

John York

Janine Lepore

Derek Barka

October 1, 2014

Attachment to the October 1, 2014 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the October 1, 2014 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

October 1, 2014

Statement of the School Board Chair

It has become apparent that no matter whether an individual believes the email published in the Hudson-Litchfield News proves a conflict of interest on my part, unfortunately this will apparently be the focus of discussions at board meetings, by board members as well as members of the community. I say unfortunate as there is much "regular" business to be considered.

I would have hoped the board member who dug up the old email would have brought it before the board – per the policy. A topic was added to the September 17 meeting to see if the board would like to refer it to our attorney. Mr. York passed on that opportunity.

It should be noted that the entire email thread was not presented to the HLN, only the first email. The email thread continues on and culminates with the Chair asking if I intended to speak as "Citizen Dennis" (a board member speaking as a citizen at a board meeting is not unprecedented – reference 2009-2012). I stated I would not. For me, the situation was closed.

The original email was sent May 13, 2013 and never referenced by a single board member until AFTER the vote on the Superintendent's contract.

- I fully participated in the creation of the 2013 performance review of the Superintendent, with no board member or Superintendent objections.
- I fully participated in the creation of the 2014 performance review of the Superintendent, with no board member or Superintendent objections.
- I fully participated in board discussions (at least 5) in non-public on renewing the Superintendent's contract.

Only after 16+ months and days after a vote that one or more members did not like the outcome of, now I have a conflict of interest according to at least one member. How could a member be permitted to participate fully in discussions if a conflict of interest existed? They wouldn't. Quite frankly, it is a quite effective tool when released to the press. After all, everyone wants a scandal, right?

At no point did I raise the issue in the email during any discussions on the Superintendent. That email also did not factor into my vote. Quite frankly I had completely forgotten about the email exchange.

By now, I'm sure that everyone has read or heard about the article in the HLN. Did anyone notice that the HLN did not attempt to contact me? No quotes from me, other than from the email. No email messages, no phone messages attempting to contact me. If someone was reporting the news, why not contact the subject of the article? Effort was made to contact a parent for the article, but apparently no one else with direct information. At least the effort would have been made, but that wouldn't make for sensational journalism, would it?

This article also insinuated (via Mr. York) that I had somehow coerced two other members (Mr. Barka and Mrs. Lepore) to vote the way they did. Was either of them contacted to get their statements? Not in the article I read. I'll state for the record, I did not exchange emails or discuss with a quorum of the board, together or in sequence, outside of the multiple meetings where the board discussed this in non-public. Unfortunately, this will be a he-said/he-said situation, where the first one in the press usually wins. Unfortunately, this has served to unnecessarily impugn the integrity of two members of the

board, who voted for their own reasons after the discussion on September 3. It is certainly not fair to assume people follow me like sheep; it is just not the case.

The HLN has a pending right to know request for board emails. I look forward to the follow-up story on what information was gleaned from the information they obtain.

So how has the board tried to move forward from here? The board has heard community input during the meetings. The board has received emails from the public. The board has held two successive discussions on the superintendent's contract (two sessions on September 17). Individual board members have met one-on-one with Dr. Cochrane. There is only one way for the board to focus on moving forward across all of the district's business – minimize the distractions. Therefore, I resign my position on the school board effective immediately. I have copies of my resignation for the board, superintendent and school district clerk.

I thank the citizens of Litchfield for the opportunity to serve over the past 8 years.

Dennis Miller

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
betty Vaughan <lizfvaughan@hotmail.com>

Name: betty Vaughan

Email: lizfvaughan@hotmail.com

Subject: two comments

Message: I want to say two things about the recent school board happenings 1 I am disappointed with how Dr. Cochrane's contract renewal was handled and I would like to ask that in the future you be more thoughtful about these kinds of issues. It would have been better if you had written a press release together about the events and sent it to the Hudson newspaper so that we would have had information first hand and we wouldn't have ended up with a one sided story in the paper. I would like to see you think about how you are communicating information to parents and the community as a top priority. Also, I would like to ask you to consider trying to come to consensus on important issues like these. Obviously two school board members had concerns about the vote. There was no real hurry to make a decision. You could have been more thoughtful and talked about it more. This is not about who wins but about doing the best thing for the community. 2 Also I would like to see you consider reversing your decision to have an open forum with the community. Since this has been instituted it has benefitted only one person and that is Jason Guerrette. I appreciate Dr. Cochrane trying to be open to all comments from Jason however this has now backfired and we now have situations like last Wednesday where board members and people viewing the board meeting are forced to listen to Jason lecture the board, tell them what they are doing wrong and what he would have done that is right on every single issue. This is wasting your time and I certainly feel like it's a waste of my time. I get that you were trying to reduce discord when Mr. guerette was in the room but now we are all held hostage until he feels as though he is done talking. It is innappropriate to allow a community member to over and over speak at length and act as though he is in fact on the board. This is hindering your process. If I had wanted to hear his each and every thought I would have voted for him. It's time to bring it back to comments simply made by community members and then taken under consideration by the board. I believe there should be time limits as well. Thank you for your consideration. Betty Vaughan

User info

IP address: 75.69.174.107

IP Based Location: Merrimack, NH, USA

Web Browser: Chrome 37.0.2062.124

Operating System: Windows

Screen resolution: 1280x1024

Last page visited

Page Title: All School Board Members

Page URL: <https://www.litchfieldsd.org/27-email-entire-school-board>

The user has requested a copy of this email

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Keri Douglas <kaybee145@aol.com>

Name: Keri Douglas

Email: kaybee145@aol.com

Subject: Public Input for 10/01/04 School Board Meeting

Message:

Hi, Michele,

I am sending this email as a backup. I just sent along a copy to the entire School Board, but I wanted to ensure that it finds its way into the minutes - just in case it gets lost in the avalanche of email that is probably being sent ahead of tonight's meeting. Thanks so much!

Keri Douglas 9 Pheasant Street Litchfield, NH 03052

October 1, 2014

Litchfield School Board, SAU 27

Mr. Dennis Miller, Chairman

1 Highlander Court Litchfield, NH 03052

Dear Mr. Chairman and Board Members:

Unfortunately, I am unable to attend tonight's meeting as I have a conflict with a long-standing commitment for Wednesday evenings. I am, therefore, sending my comments to you so that they can be read during the public input session. Thank you for the opportunity to let my voice be heard. I would like to thank both Mr. John York and Mr. Brian Bourque for supporting the contract renewal for Superintendent Dr. Brian Cochrane. I am disappointed by each of the School Board members who voted against this contract renewal and I encourage them to reconsider their "No" vote. I have had the opportunity to serve with Dr. Cochrane on the School Board's Building and Grounds Subcommittee and I have been pleased with his pragmatic approach and with his breadth of knowledge. I found Dr. Cochrane to be approachable and professional, keeping the best interests of his students – and the community at large – in mind throughout the decision making processes. Not too long ago, Campbell High School was in danger of being listed as a "School in Need of Improvement"...and, yet, just a couple of short years later, we find out that Newsweek currently ranks Campbell within the top 150 of the 15,000 high schools nationally for college preparedness. This turnaround is impressive – and should be enough of a reason to extend Dr. Cochrane the opportunity to continue in his position as Superintendent. Our students have clearly benefited from Dr. Cochrane's leadership – and if we are a community that is determined to "Keep Kids First", then renewing his contract for another term is a no-brainer. I understand that concerns among staff may have weighed on the minds of those who voted "No". I recognize that change can be painful

and unwelcome, but improvements do not occur without change – and discomfort should not be a deciding factor for choosing to not extend Dr. Cochrane’s contract. I would also like to express my concern with the recent revelations in the Hudson-Litchfield News. If the information presented is accurate, School Board Chairman Dennis Miller has acted in direct violation of the School Board’s Ethics policy. It appears as though then-School Board Member Miller attempted to use his position for personal gain by applying pressure on Dr. Cochrane to adjust the school budget in order to continue to fund his wife’s position. Mr. Miller failed to disclose this conflict of interest and chose not to abstain from voting on Dr. Cochrane’s contract, which makes his vote seem to be retaliatory in nature. This situation has demonstrated that Mr. Miller is unable to separate his public position from his private interests and, as a result, he appears unable to make decisions that are in the best interests of the students. I, therefore, urge Mr. Dennis Miller to resign from the School Board, effective immediately.

Thank you for your time,
Keri Douglas

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Laura A West <laurawest40@gmail.com>

Name:Laura A West

Email:laurawest40@gmail.com

Subject:Dr. Cochrane. Please read at tonights meeting

Message:

4 Waterview Circle Litchfield, N.H. 03052

Litchfield School Board 1 Highlander CT Litchfield, NH 03052

Dear Sir and Madam,

I am writing to you requesting that the School Board reconsider the decision not to renew Dr. Cochrane's employment contract. Dr. Cochrane was hired to help our district move in a positive forward direction and I feel that has been accomplished. I am also under the impression that Dr. Cochrane's annual review was positive. Being a resident of Litchfield, I have heard many positive comments about the state of our schools while out in the community. It is my understanding that most residents are happy with Dr. Cochrane's leadership. My husband and I met with Dr. Cochrane last year about an issue and had a positive experience. Dr. Cochrane listened to us and validated our concerns. Given the recent article in the HLN and the muddy direction of the board voting as seen in the September 24, 2014 school board meeting, I feel the right action to take is to reopen the vote or disclose why the members who voted no voted in that manner. Please reconsider taking another look at this issue and work together as a board to make the best possible choices for our children.

Thank you for all you do for our children and community. Thank you for your time.

Sincerely,

Laura West 4 Waterview Circle Litchfield, NH 03052

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Michael Caprioglio < finndoggus@gmail.com >

Name: Michael Caprioglio

Email: finndoggus@gmail.com

Subject: Dr Cochrane

Message: Good afternoon. I am writing regarding the recent decision for the town of Litchfield to not renew the contract of Dr Cochrane. Judging from information that has been released in minutes and also in the current issue of the HLN, it seems like there was some personal disagreements with a member of the school board. If there are specific reasons as to why his contract is not being renewed, they must be provided to the residents. I believe the district has been in very good hands with Dr Cochrane and hope you would reconsider your decision. The schools have been going in the right direction and I see no reason to seek a different Superintendent. Mike Caprioglio 12 Brandy Circle
T

User info

IP address: 4.53.48.66

IP Based Location: North Andover, MA, United States

Web Browser: Chrome 37.0.2062.103

Operating System: Windows

Screen resolution: 1600x900

Last page visited

Page Title: All School Board Members

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All School Board Members

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Sent date: Friday, 26 September 2014 15:32

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Bob Keating <keats247@aol.com>

Name: Bob Keating

Email: keats247@aol.com

Subject: Re-vote on Dr Cochrane's contract

Message:

To: Litchfield School Board

From: Robert Keating

Re: Request a new vote is taken on the contract for Dr Cochrane

Members of the School board,

My name is Robert Keating, I am father of two sons' that attend GMS. I have been a resident of the town for a year and half. One of the reasons that my wife and I choose to move to Litchfield was the school district. We had to do extensive research do to all the negative information that was reported about the old superintendent and some decision that were made by upper management under her guidance, specifically to Special Education. I can say that my wife and I have been extremely impressed with our dealings with the school department on all levels and were happy to see that the high school was recently recognized a top performer in the state. We were both shocked to see that the school board had not extended Dr Cochrane contract, even after the board had voted 5-0 that he had meet or exceeded his performance. I am shocked that the school board would want to stop the momentum of the school district and remove Dr Cochrane and leave the district without a competent leader. So as school board members you have a major decision to make. First, you can re-vote on this matter and give Dr Cochrane an extension to his contract, which he has earned. This would take any doubt out of the future of the school district and would give Dr Cochrane a chance to continue to make the Litchfield school district one of the best in the state. This simple option is what you were voted into office to do. Never should personal animosity come between our students and a great education. The children and parents of Litchfield are counting on you to do the right thing. Second, if you do not re-vote on this matter you will leave the school district with no clear future. The three members that voted against Dr Cochrane will be become the focal point of small town politics at its worst. Your legacy will be that your egos and narcissistic behavior was more important then doing right by the children of this town. In a day in age were the cover up becomes more of the story then the original act, I am sure the media could make a field day with your decision on this matter. I would also like to bring up the fact that public corruptions comes in many different forms. The fact that local paper was able to cast doubt on the facts of this matter is a clear sign that there is more to this story and most likely politically or personally motivated. I ask that you take another vote on this

matter and if you are still going to dismiss Dr Cochrane that you articulate the reason in a public format, and give the residents of the town the ability to attend and ask questions. You are voted in by the people, there is no need for a close door hearing in this matter and would only cast a cloud on the process even more. I planned on attending the meeting, but do to a work conflict I am not able to attend. I will leave my contact information if any of you would like to talk further about this matter.

Thank you very much for your time and consideration.

Very Respectfully,
Robert Keating Keats247@aol.com

Raymond Peeples
205 Charles Bancroft Highway
Litchfield, NH 03052
09/29/2014

Litchfield School Board –SAU 27
Chairman
1 Highlander Court
Litchfield, NH 03052

Dear Chairman and Board

I am a long time resident of our town and have been actively engaged with service to the town for at least 20 years serving in many capacities. In full disclosure I am still a servant currently elected to the budget committee. I am writing the Board today as I am unable to attend the next meeting of the school board. I am very concerned about recent actions of the board. I would like this letter read into the minutes under public input. Thank you in advance for letting me speak.

First in lack of support for what appears to be the best Superintendent we have had to date, in the form of the recent vote to not extend his contract. I understand that due to its nature, we will never know all the board's concerns as it relates to this issue, but with the resent disclosure of email that Mr. Miller sent it would look like that his vote may have contained a bit of malice and Mr. Miller should have recused himself. The policy says "Disclose any conflict of interest and abstain from voting on an issue, if appropriate." I think it is clear that he did not disclose, or abstain while having a cloud of conflict in plain view to the public.

Secondly Mr. Miller has committed a grievous breach of ethics based on the Board's own policy *BCA Revised ADOPTED: June 16, 2010*. (Copy attached) He has done that by using strong arm and bullying tactics to increase the hours for his wife. This is and was a self-serving act and is a direct violation of the second bullet below. This is not the first time, and if nothing is done it will not be the last.

Disclose any conflict of interest and abstain from voting on an issue, if appropriate.

Refrain from using my Board position for personal or partisan gain.

Based on the public knowledge available, the School Board bound by same policy, you should be taking action by bringing this matter before the entire board, for disclosure and action as the policy below indicates.

If any board member feels that another board member has violated any provision of this agreement, that board member shall personally talk with the offending board member in an attempt to resolve the issue. If the attempt fails, the board member who feels that another board member has violated this agreement shall bring the matter to the attention of the entire board.

In light of the available facts that have been made public, and the actions that demonstrate a total lack of ethics by seeking personal gain by Mr. Miller, I am personally asking for Mr. Dennis Miller to do the **right thing** and **resign his position on the school board of SAU 27 effect immediately.**

Sincerely,


Raymond Peeples

CODE OF ETHICS

The Litchfield School Board believes that the primary responsibility of its members must be the educational welfare of the students attending the Litchfield Public Schools, and to implement the educational interests of the community.

Ethics

The Litchfield School Board shall adopt these ethical statements and publicly commit themselves collectively and individually to the following. I shall:

c

Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.

Display and demonstrate courtesy and decorum toward fellow Board members at all public meetings and in all public statements.

Support the superintendent and help him/her be as effective as possible.

Make policy decisions only after full discussion at publicly held board meetings.

Render all decisions based on the available facts and personal judgment.

Not attempt to exercise authority as an individual and will not make unauthorized commitments on behalf of the board.

Disclose any conflict of interest and abstain from voting on an issue, if appropriate.

Refrain from using my Board position for personal or partisan gain.

Respect the confidentiality of information disclosed in executive sessions of the board.

Consistently support what is best for the total school district.

Support all board decisions and assist in carrying them out effectively.

Support the right and obligation of teachers to teach the approved curriculum.

If any board member feels that another board member has violated any provision of this agreement, that board member shall personally talk with the offending board member in an attempt to resolve the issue. If the attempt fails, the board member who feels that another board member has violated this agreement shall bring the matter to the attention of the entire board.

Approval: 2nd Reading, June 16, 2010

Reviewed: 1st Reading, May 12, 2010 Adopted: April 21, 2004

Revised: May 5, 2010 Approved: April 21, 2004

Revised: April 7, 2010 Adopted: August 23, 2000 **LITCHFIELD SCHOOL DISTRICT POLICY NUMBER: *BCA Revised* ADOPTED: **June 16, 2010**** Page 2 of 2

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Todd & Jennifer Brede <jredb1968@aol.com>

Name: Todd & Jennifer Brede

Email: jredb1968@aol.com

Subject: Superintendent Contract

Message: We are sending this letter as it is impossible for us to attend Wednesday's meeting. It is of great concern that the School Board voted not to continue the Superintendent's contract. His record has been outstanding. He is invested in our schools, which means he is invested in our children and our town. During his time in office, we have seen a teacher's contract, implementation of new processes which have bettered our schools resulting in an outstanding rating by Newsweek that has recognized our high school as one of the best in the country for preparing our children for college. It is beyond our comprehension how a man who has successfully made these changes and received a great review, doesn't have his contract renewed. Unless the board has taken this action based on information that has not been shared with the public, in which case, we would urge you to do so. Based on the information that is public, the issues that Mr. Miller brings forth come across as more personal than business related. In regard to the misuse of funds, as Mr. Miller stated in his letter which was published in the HLN, we find this to be minor in this particular case and feel a formal warning should have been given; that is if, in fact, the accusation is true. We ask that the board reopen the vote and reconsider what is best for the community as the community will decide what is best for the schools at the next election.

User info

IP address: 24.128.64.255

IP Based Location: Manchester, NH, USA

Web Browser: Mozilla 5.0

Operating System: Windows

Screen resolution: 1536x864

Last page visited

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All School Board Members

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Sent date: Tuesday, 30 September 2014 21:54

Brian Cochrane

From: sysadmin
Sent: Tuesday, September 30, 2014 7:47 AM
To: Brian Cochrane
Subject: Litchfield School District: Many behind you in the community

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Tracy Caprioglio <swimcap@comcast.net >

Name: Tracy Caprioglio

Email: swimcap@comcast.net

Subject: Many behind you in the community

Message: Dr. Cochrane, I am writing to let you know we support a re-vote that will renew your contract and hope you will remain our superintendent. There are many, in the community, who hope the school board will reverse their decision. Since you joined us, we have seen great changes in our schools and movement in the right direction for our children. Thank you for the time you put into the education of our kids and we do hope a change comes and you will remain with us for a while longer. Below is the letter I submitted to the school board last week. My husband submitted one as well. There seems to be a great deal of discussion happening. Fingers are crossed for a positive outcome. Thank you, Tracy Caprioglio
Copy of: This is an enquiry email via Litchfield School District from: Tracy Caprioglio
Name: Tracy Caprioglio
Email: swimcap@comcast.net
Subject: Brian Cochrane
Message: Hello, I am writing this email in support of Superintendent Brian Cochrane. I have two children moving through the schools and have seen much improvement in the school system since Dr. Cochrane has joined our community. I want to see the Litchfield school district continue on that path. I have seen more of a focus on academics and a movement to improve several programs especially our math program - an area we truly needed the improvement. Although I realize there are privacy issues surrounding the reasons the board chose not to renew Dr. Cochrane's contract I will continue to support Dr. Cochrane until those reason are brought to light. Two of the board members voted to keep Dr. Cochrane. I do believe that if there was something Dr. Cochrane did that so negatively impacted the schools it warranted a new superintendent search, the vote would have been unanimous. As it stands it was not. Given some of the information that has come to light, I can't help but believe there is a personal conflict (be it members of the board, teachers and other staff)

and I do not believe the town should be penalized for personal conflicts. I ask you to reconsider your stance and reverse the action renewing Dr. Cochrane. Personal grievances have no place in this matter. We should look at the advances the district has made and on that record he deserves to remain the superintendent of Litchfield. His job performance of moving Litchfield to become a better school district is evident and he should be judged on that merit. Thank you for the time you take in our community and the time you have taken to address this issue. Tracy Caprioglio 12 Brandy Circle Litchfield

User info

IP address: 75.69.172.74
IP Based Location: Whitman, MA, USA
Web Browser: Chrome 37.0.2062.120
Operating System: Windows
Screen resolution: 1600x900

Last page visited

Page Title: Brian Cochrane, Ph.D.
Page URL: <http://www.litchfieldsd.org/220-office-of-the-superintendent/25-brian-cochrane-ph-d.html>

The user has requested a copy of this email

Brian Cochrane, Ph.D.

(603) 578-3570 x3333 |

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Sent date: Tuesday, 30 September 2014 07:47

From: cecileb@comcast.net <cecileb@comcast.net>

Sent: Saturday, September 27, 2014 4:27 PM

To: Dennis Miller; John York; Brian Bourque; Derek Barka; Janine Lepore

Cc: Nathan Cooper; Brian Cochrane

Subject: superintendent

Dear Mr. Miller,

I am writing to request that the members of the school board reopen the recent vote to not extend the superintendent's contract. As circumstances surrounding this vote has become more transparent, it seems evident that this is not the right decision for our school district. Indeed, it is unsettling and concerning to read yesterday, *Contradictions Surface in Litchfield*, which appeared in the HLN. Clearly, there is a sea of dissension, once again, among the school board members, which greatly risks derailing the tremendous progress occurring in our school district by removing a superintendent that is not falling down on the job but has a proven track record. Furthermore the school board has no concrete plan for moving forward in a better path than the one it is already on with Dr. Cochrane. To end his tenure is a true disservice to all of the children in this town.

As a parent in this district, I am appealing to you, Mr. Miller, as Chairperson, to lead the school board members toward resolution on this matter by reopening the vote and voting to extend Dr. Cochrane's contract and make the positive changes in his contract that that the members had seemingly agreed. If this is not plausible, then I ask Mr. Barka or Mrs. Lepore to please reopen this vote. As elected public servants, it is paramount that the members work in the best interest of our students.

Sincerely,

Cecile Bonvouloir

1 Tamarack Lane

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for October 8, 2014

(approved as written 10-15-14)

In Attendance:

Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mr. Scott Thompson, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mrs. Laura Rothhaus, Principal CHS
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included moving the Superintendent's Contract to public session.

D. Summary of Non-Public Actions from: October 1, 2014

Mr. Barka made a motion to approve the non-public minutes of September 24, 2014 as written. Mrs. Lepore seconded. The motion carried 3-0-1, with Mr. York abstaining.

Mr. Barka made a motion to re-open the previous vote to extend the Superintendent's contract for one year. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. Barka made a motion to direct the Chair to finalize the details on a new 2 year contract with the Superintendent. Mrs. Lepore seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

- Dress Code Presentation – CHS Student Representatives
 - Dress Code (JICA)

Mr. Mike Perez, CHS Assistant Principal, and newly elected student representatives, Shelby Chacos and Jack Trembley, presented an award from Newsweek recognizing CHS as one of the top high schools in the U.S.

Ms. Chacos presented a brief overview of the evolution of the dress code at CHS. She explained that in the fall of 2013, the previous leadership of the Student Council met with the administration with suggestions regarding the dress code. She commented that the suggestions were proposed to last year's School Board and after review, the paragraph explaining additional expectations regarding yoga pants, leggings, jeggings, lycra and spandex was included in the handbook. She indicated that in the fall of 2014, social media pages were made by both parents and students commenting on the dress code. She noted that the Student Council appointed a Dress Code Committee to discuss and handle the dress code and situations relative to the dress code. On October 7, the Dress Code Committee consisting of both males and females, student council members and non-student council members, Mrs. Freeman and Mrs. Lepore, met to discuss the dress code in detail. In conclusion, it was decided that leggings and

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yoga pants are acceptable as long as they are covered with a long top. The Committee agreed that short/skirts be mid-thigh length. The Committee would like to take pictures of mannequins dressed in this type of attire to reflect the correct dress code.

Mr. Barka asked if the Committee agreed with the existing dress code policy.

Ms. Chacos commented that the Committee believes there was a miscommunication where students were not making the connection that they could still wear the apparel with a longer shirt. She suggested that the language needs clarification.

Mr. Trembley added that the Committee met with the administration and discussed alternative options for reprimanding students in violation of the dress code. He noted it was decided that in order not to call unnecessary attention to students who violate the dress code, Nurse Baker will be emailed and students will be called to the main office and then proceed to the nurse's office.

Dr. Cochrane asked if students are distracted with the attention the situation has been getting.

Ms. Chacos indicated that the student body representatives have communicated that leggings and yoga pants can be worn with a long top. She noted that students are focusing on academics.

Mrs. Lepore commented that there was very good and candid conversations with the students, who made fantastic points. She indicated that it came down to more of an issue of interpretation. She conveyed that some students were concerned about not being able to wear the type of clothes they could wear. Mrs. Lepore indicated everyone felt better about the issue when the meeting concluded.

Mr. Bourque asked how appropriate cover is determined.

Mrs. Lepore explained if someone is wearing skin tight fitting pants, as long as the top covers the front and rear areas in question it is acceptable. She indicated that the students are going to dress mannequins in the attire and demonstrate the appropriate way to wear this type of clothing. She noted that pictures of the mannequins will be posted on the CHS website.

Mr. York asked if this will resolve the issue. Mrs. Lepore suggested that the dress code be revisited in the spring and with eighth graders who are coming into the high school so they and their parents will be prepared for their shopping needs.

F. Correspondence

Correspondence was received by the following community members:

Betty Vaughn, regarding the use of better food ingredients in the schools and consistency with the nutrition part of the health curriculum.

Jason Guerrette, announcing he will be responsible for scheduling cable operators.

Jason Guerrette, expressing his interest in the School Board position vacancy.

Ralph Boehm, expressing his interest in the School Board position vacancy.

Cecile Bonvoulour, expressing her thanks for the School Board's support of the Superintendent.

Michael Corl, regarding security measures.

G. Approval of Draft Minutes:

- Public Session October 1, 2014

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Mr. Barka made a motion to approve the public minutes of October 1, 2014 as written. Mr. York seconded. The motion carried 4-0-0.

H. Community Forum

Jason Guerrette, 11 Perry Court, commented regarding enrollment projections. He indicated that it is interesting that we currently have 1,414 students in our school system and the projected enrollment in five years declines to 1,005. He noted that the difference [409] is comparable to a whole school. Mr. Guerrette commented this can be catastrophic to a district this size.

Mr. Guerrette mentioned that he read an article stating several districts have attained permission not to use the Smarter Balance Assessment, but can use the SAT. He noted the article went on to say that the SAT is a better tool in determining college readiness. He commented if we are looking for students to be motivated to take a test, the SAT provides that motivation.

Dr. Cochrane commented as of last Friday, the latest information reveals the SAT was being considered as a potential pilot next year. He indicated that it appears the existing waiver will not be available as negotiations are ongoing with the DOE. He clarified that the agreement is to have Londonderry pilot it for one year to determine if other districts want to follow. Dr. Cochrane commented that the only downside is that the percentage can go up and down as some students do not take it seriously. He noted that would cause us to have to re-baseline our SAT scores as it would mean that the average and median scores would drop. He indicated that the SAT is more costly to administer than the Smarter Balance Assessment.

Mr. York shared an article in the Union Leader regarding the percentage of students who take the SAT and ACT tests. He indicated that the article stated more states have decided to fund the ACT during the school day. He commented that the College Boards are encouraging schools to make the SAT available during the day. He noted that if that occurs the district will have to administer the tests during the school day and not on a Saturday.

Dr. Cochrane indicated that the SAT is predominant on the East and West coasts and ACT is predominant in other parts of the county. He noted that the ACT was designed to model school based curriculum as opposed to the SAT. He commented that work is being done to align the SAT to the Common Core Standards and reflect school based curriculum. Dr. Cochrane indicated that the best predictor of how students do outside of school is how they performed in high school.

I. Superintendent's Comments

Dr. Cochrane indicated that the SAT is predominant on the East and West coasts and ACT is predominant in other parts of the county. He noted that the ACT was designed to model school based curriculum as opposed to the SAT. He commented that work is being done to align the SAT to the Common Core Standards and reflect school based curriculum. Dr. Cochrane indicated that the best predictor of how students do outside of school is how they performed in high school.

II. REPORTS

A. School Board Comments

There were no School Board comments.

B. Committee Reports

- LSB Building/Planning Advisory Committee Update

Mr. York reported that the Committee met yesterday at GMS and had a tour of the 1930s building. He noted that the goal of the Committee is to change the use so that storage can be housed there. He indicated that it would be short term storage. Mr. York reported the Committee discussed updating GMS over five years, making improvements in sections. He indicated that Kevin Lynch will have a conversation with Liberty Utilities on the feasibility of running a gas line to GMS. He commented that the Committee hopes to have enough information for the Board to approve funds for a mechanical engineer to tell us what is necessary. He noted that the Committee would like to devise a detailed plan for Board approval and to bring forward to the voters.

Mr. Barka asked if this is work that can be done all at one.

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Mr. York indicated that there are not enough days when school is not in session that this work can be done. He noted that facilities staff have to prepare for the opening of school. He commented the Committee does not want to overwhelm the staff.

Mr. Bourque asked if the Committee will have an idea [in approximately 30 days] of the cost for the 1930s building.

Mr. York believes the cost will be \$3,000 - \$5,000. He indicated the building needs sprinklers and security. He noted that Mr. Lynch is discussing the use with the fire department.

Dr. Cochrane added that storage items will have to be classified as low combustibility.

Mr. York indicated that eliminating the PODs will help pay for this.

C. Enrollment Projections

Dr. Cochrane presented enrollment projections to the Board. He noted the projections were prepared using the 3 year weighted average. He indicated that some obvious trends are that the numbers appear to be declining simply because we are graduating more students that bringing student in to grade one. He commented that losing enrollment is relative of live births and the flat number of residences in town. Dr. Cochrane indicated that the district needs to plan and balanced the education needs with those changes. He commented that the district must try to maintain the number of quality staff as we are still trying to build back what we lost when the district lost the \$1.5M in adequacy aid. He noted we need to help students who are struggling and those who have needs at the top.

D. Technology Report – Sep 2014

The September 2014 Technology report was provided for the Board. Dr. Cochrane reported there is an issue with the phone system at CHS. He noted it is more than 20 years old and has some significant needs. He thanked staff at CHS and the SAU for their patience. Dr. Cochrane reported that the SIS Committee will be visiting schools in Bow and Hopkinton later this month to look at their student information systems.

Mr. York commented on the report regarding copy jobs to print. He stated he was impressed with the savings on printing to the copiers. He suggested encouraging all staff to begin to scan what they want to copy to save on their computers. He indicated this will allow the district to realize a savings of paper and cost.

E. Principals Reports (For Board Information – no verbal reports)

Principals' reports were provided for the Board to review.

III. NEW BUSINESS

A. FY16 Budget Presentations:

Mr. Markiewicz indicated that the budgets presented are the first round requested budgets. He noted that he and Dr. Cochrane have not yet reviewed the budgets. He commented that the Superintendent will present his budget at the end of the month and the Board will suggest reductions the first week of November.

- Food Service

Mrs. Lawrence presented the FY16 Food Service requested budget to the Board. She highlighted major increases/decreases in the budget:

- Food Commodities: decrease of \$5,000
- GMS Food Service Supplies: decrease of \$2,000
- GMS Food: decrease of \$2,148
- LMS Food: decrease of \$3,149
- CHS Food: decrease of \$2,159

Total FY16 Food Services decrease: \$14,587.

Mrs. Lawrence indicated that food commodities is decreasing and is based on the number of meals served every year.

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Mr. Barka asked for an explanation of commodity food. Mrs. Lawrence indicated it is government supplied food. She explained that we get subsidized approximately \$0.25 per meal and subsidies for every free or reduced lunch we serve. She noted the amount of subsidies is approximately \$85,000. Mrs. Lawrence commented that many people are opting out of the National Lunch Program. She indicated with the new regulations that a lunch must include vegetables and fruit to count as a whole lunch, a lot of the fruits and vegetables are thrown out by the students.

Mr. York asked how much of the food is made from scratch. Mrs. Lawrence explained that because of the new nutritional mandate we are getting more frozen and fresh vegetables because we have to be careful of the sodium level. She noted that Smart Foods standards have taken effect.

Mr. Markiewicz indicated that the reality is there are not enough man hours to make foods from scratch. Mrs. Lawrence commented that many of the prepared foods are labeled "CN" (child nutrition) and are approved by the government. She noted all schools have done a food nutritional analysis for the state. She indicated that Litchfield will be audited this year and they will be looking at nutritional content.

Mr. Barka asked if it costs more to use real meats. Mrs. Lawrence commented that there is time and labor involved. She indicated that we do use commodity chicken which is muscle chicken. She noted they also provide processed food as well.

Mr. Barka asked for a best guess of revenue based on the price increase that was recently approved. Mrs. Lawrence indicated that it is too early to tell.

Mr. Barka commented that if we know we will have a healthy fund balance, he would like to see it applied to better foods. Mrs. Lawrence indicated that they are looking at ways to get more fresh foods. She commented that we have to comply with the nutrition standards and provide food the students will eat. Mrs. Lawrence indicated that we are trying to be budget conscious. She commented that the NutriKids point of service system that was purchased this year has been very well received. She noted that it has a menu planner and is capable of performing nutritional analysis.

Mr. Bourque commented that if the students are throwing away the same things every day, something else should be served. Mrs. Lawrence indicated that we encourage new ideas.

- GMS

Mr. Thompson presented the FY16 GMS requested budget to the Board. She highlighted major increases/decreases in the budget:

- GMS Regular Education: overall decrease of \$3,768.52
- Physical Education: decrease of \$3,738.86
- Music Education, Furniture Additional: increase of \$7,630.05
- Music Education, Furniture Replacement: increase of \$2,131
- Student Activities, Equipment Additional: decrease of \$3,432
- AudioVisual Services, Equipment Replacement: increase of \$1,612

Total FY16 GMS budget decrease: \$1,165.74.

Mr. Thompson mentioned that additional requests include:

- Destination Imagination stipend: \$1,672.72, for an advisor to supervise the program as we would like to move this program into the school budget. He explained it is a popular program and the stipend has been deactivated.
- Destination Imagination supplies: \$3,803.69, currently funded by the PTO
- 5 Extra days for library/media specialist
- Math Tutor.

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Mr. York asked if the PTO has other areas in which they are looking to use their monies. Mr. Thompson indicated that the DI program is contingent upon the PTO's ability and willingness to continue to raise the funds. He noted that there is much interest in the program and that it has grown considerably.

Dr. Cochrane commented that it is incredible how GMS improves every year with a flat budget. He commended Mr. Thompson, the GMS staff and the PTO for funding many things for the school. Dr. Cochrane mentioned that there are increases in the Technology budget for smart boards.

Mr. Barka asked how many smart boards are in the budget. Mr. Thompson indicated that 8 were requested, but 4 have been budgeted.

Mrs. Lepore commented that Mr. Thompson took her for a tour of the school and she was amazed at how well everything is organized. She noted that space is at a premium and everything was neatly stored. She indicated that it would be wonderful to see the school have a music room. She commented she was able to see the use of a smart board in the classroom and remarked that the students were very engaged.

- LMS

Mr. Lecklider presented the FY16 LMS requested budget to the Board. She highlighted major increases/decreases in the budget:

- LMS Math Education: decrease of \$8,821, due to a textbook purchase last year. This year adding graphing spiral notebooks and Ten Marks software.
- LMS Music Education: increase of \$8,886, due to the leasing of musical instruments
- LMS Reading Education, Supplies: decrease of \$3,012, due to textbook purchase last year.

Total FY16 LMS budget decrease: \$1,790.70.

Mr. Lecklider indicated that there will be a significant decrease in the math account and no technology in the budget. He noted that LMS is looking at geometers, which will be included in the Technology budget. Mr. Lecklider indicated that the musical instruments lease has increased considerably.

Dr. Cochrane commented in order to have a band there are some instruments students will be asked to play, which yields a significant cost. He explained that the lease is a decrease cost burden for parents. He noted that percussion instruments are necessary to round out the sound and give quality of program.

Mr. Bourque asked if we charge a fee for the musical instruments. Mr. Lecklider indicated that the students/parents are not charged a fee. Mrs. Rothhaus pointed out it is part of the program.

Mr. Markiewicz commented that it is an opportunity for the district to expand its programs. He noted it is up to the discretion of the Board if they want to charge a fee.

Mr. York commented it is no different than athletics and we supply the gym and fields for athletic teams. He noted these are the specialty instruments they need to round out the music department. He expressed support for the arts.

Mr. Barka expressed support for the lease option.

Dr. Cochrane commented that the LMS budget is a flat budget.

- CHS

Coach Patterson presented the FY16 CHS requested budget to the Board. She highlighted major increases/decreases in the budget:

Athletics:

- Athletic Trainer Services: decrease of \$1,000
- Game Officials: increase of \$4,865
- Repairs/Maintenance: increase of \$2,600 (scoreboards)
- Supplies: increase of \$14,662
- Software (Hudl software for all teams, impact testing software): increase of \$4,700\

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- Athletic Transportation: increase of \$12,613

Total FY16 CHS Athletics budget increase: \$40,174.

Dr. Cochrane commented that last year much repair and maintenance was performed on outdoor equipment.

Coach Patterson concurred, commenting that although a new scoreboard was donated, we still have some scoreboards that do not work (i.e. softball field).

Mr. Barka asked why supplies have increased. Coach Patterson indicated that in the past wrestling was not in the budget.

Mr. York commented that all three schools have organizations that raise funds successfully, but more and more things are being pushed to the budget. He noted that we continually see the fundraisers for the programs. He was concerned that the money is being raised through our students and we have no idea of where it is going. Mr. York requested the Superintendent encourage the administration to give the Board some idea of what is occurring with fundraising efforts and where those funds are being applied. He commented it is no different than student activities accounts.

Coach Patterson explained that money raised through fundraising goes into their club account. He noted that the funds are used on “wants” as opposed to needs that are budgeted.

Mr. Bourque commented that when some players [that are fundraising] are asked where the funds go they say they do not know. Coach Patterson commented that jerseys were purchased from some of the recent fundraisers. He indicated that if you broke it down you will find all of our teams are partially funded and what we budget will not come close to what they need for funding. He noted that fundraising fills in the gaps for those things that are not included in the budget.

Mr. Bourque suggested educating the athletes raising funds so they know where the money is going.

Mr. Barka asked if the transportation increase was due to the contract or wrestling. Mr. Markiewicz indicated it is due to both, a 15% increase in the contract and some additional services being provided to wrestling.

Mrs. Rothhaus mentioned that CHS is exploring the option of getting a minivan for meets. She commented that there are issues with vocational transportation. She indicated the cost for insurance and a driver is being researched, but would save in transportation costs.

Mr. Markiewicz commented that we have had a discussion and the area of vocational education seems to be expanding. He indicated that the proposal for a van would be for the following budget cycle. He noted we will present a proposal to the Board with cost savings.

Mr. York commented that this is the fifth year of the hockey coop venture with Pembroke Academy. He indicated as a matter of record that he believes the hockey team will be considered for partial funding in the future.

CHS:

Mrs. Rothhaus presented the FY16 CHS requested budget to the Board. She highlighted major increases/decreases in the budget:

- General Supplies: increase of \$5,069.22 because CHS has moved to many part time teachers and a 2.1% inflation rate was used for supplies
- Art Education: increase of \$1,507 for three digital cameras
- English Education: increase of \$1,804.64 for vocabulary workbooks
- English Education: increase of \$3,151.11 for new texts
- World Language: increase of \$6,899 for text replacement (no new texts since 2011 also three new part time teachers)
- Physical Education/Health: increase of \$2,278 (2 RAD suits; replace old mats)

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- FACS: increase of \$9,789 for Reality Babies and textbook increase due to Dual Enrollment
- Math Education: decrease of \$8,967, textbooks
- Music Education: increase of \$27,515.73 for lockers that can store up to an 85 piece band; 15 new chairs for expanding program
- Science Education: increase of \$18,705.99 for up to date science equipment and new biology texts
- Social Studies: increase of \$17,123 for textbooks (on curriculum cycle)
- Guidance Services: increase of \$7,550 for YESS Program and tutoring
- Library Services: increase of \$2,200 for plagiarism software and equipment replacement
- Administration Overtime: increase of \$2,500 as there are multiple evening activities as well as opening doors for all visitors during the day that provides much distraction
- Co-curricular transportation: increase of \$3,614.26

Total FY16 CHS budget increase: \$127,993.47.

Dr. Cochrane asked why more general supplies are needed. Mrs. Rothhaus indicated that with more part time teachers they are going to want their own supplies in their classes as there is more creativity and more copying.

Mr. Bourque asked why textbooks were included in the budget. He asked if they should be included in the Curriculum Development budget. Mrs. Rothhaus indicated that the Social Studies books are on the curriculum cycle, but the World Language texts are not. She commented that more students are interested in World Language.

Mr. York commented that all replacement or new texts had to go through the Curriculum Director. He indicated they should be removed from the budget and discussed with Dr. Heon then brought back to the Board.

Mr. York commented on the Ropes course maintenance budget line. He indicated suggested that the district discuss the town taking over maintenance of the Ropes course as it is on their property. He suggested that the district can store the equipment.

Mrs. Rothhaus commented that she requested a meeting with Coach Kiestlinger. She indicated that an agreement was made with the town in 1999 that although the town owns it, we inspect and maintain it. Mr. York suggested that the issue be resolved this year.

Referring to FACS, Mrs. Rothhaus indicated that the Reality Babies are being requested again and fresh food prices have increased.

Dr. Cochrane indicated that cooking classes have been oversubscribed for two years and trying to cook with fresh foods for less than \$3.50 per student is unrealistic. He expressed support for the FACS food budget.

Referring to the Science budget, Mrs. Rothhaus indicated that the new biology books are a wish list item. She also noted that in Tech Education, Mr. Mower is requesting a controlled overhead router that sends a design to the machine, which is a wish list item.

Mr. York commented that the requested budget is significantly high and indicated that there are items included that should not be in the budget. He suggested that corrections be made and the requested budget be resubmitted.

Dr. Cochrane commented that the high school budget is much larger than the other schools. He indicated it is a challenging task because it is a broad and deep budget. He noted we are reacting to things in this budget that were cut three or four years ago.

Mrs. Rothhaus referred to the Science budget and explained that the new department head has devised a three to five year plan to replace outdated equipment.

Dr. Cochrane commented that the challenge will be at the Budget Committee level. He indicated they will cut the CHS budget down to an average plus 10%. He noted that the increased budget does reflect that we have a much broader range of students in high school than ten years ago and it is a small school that produces results.

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Mrs. Rothhaus reported that she met with Phillip Bradley from the International High School Association and he spent most of the day looking at the curriculum so that our school can be recommended. She indicated if CHS is approved, we will get tuition that can offset some of these costs.

- CHS Health, PE, FACS, Computer Apps Requests 2014-15

Mrs. Rothhaus provided data requested by Mr. Barka regarding the CHS Health, Physical Education, FACS and Computer Applications courses.

B. School Board Member Replacement

Dr. Cochrane reported that he spoke with the district's legal counsel to verify the interpretation of the law regarding School Board member replacement. He indicated that the attorney noted the requirement is a majority vote only and does not have to be unanimous. Dr. Cochrane noted that he asked about the procedure and the attorney indicated that it is as open as it seems. He indicated that the Board can proceed as it desires. Dr. Cochrane suggested that the Board think about where they are in the year and that it would be beneficial to appoint someone with previous Board or municipal experience.

Mr. Bourque indicated that Mr. Boehm and Mr. Guerrette expressed interest and both served on the Board in the past. He asked if the Board would like them to come in and speak to their candidacy.

Mrs. Lepore indicated that Mrs. Prindle expressed interest and served on the Board in the past as well.

The Board agreed to publish the vacancy on the website and at the Town Hall. Their consensus was to have interested parties write a letter of interest and submit them to Mrs. Flynn by Monday at 5:00 p.m. for consideration.

Mr. York suggested the Board meet at 5:30 p.m. on October 15 to hear candidates state their cases.

C. Litchfield Recreation Department Facilities Request

Mr. Markiewicz indicated that the Recreation Department has requested to use the LMS gym every Saturday and Sunday from 9am – 9pm through March 2015. He reported that he met with Mr. Ross and Mr. Bennett and given the access changes to the buildings and Board policy, direction is needed from the Board. Mr. Markiewicz indicated that a custodian should be in the building for supervision. He commented that it is his understanding the Recreation Department does not schedule games, but passes the word along that the building is open for those who want to use the gym.

Mr. Barka commented that 12 hours a day is a lot, but there is literally no other place for them.

Mr. York indicated the policy is straightforward that they have access to the schools and it is our job to make it work. Mr. Markiewicz indicated that we can hire a part time custodian as there are other concerns aside from liability.

Mr. York suggested locking them out of the rest of the school. It was suggested that the Recreation Department meet with Mr. Markiewicz and a recommendation be brought to the Board at the October 15 meeting.

IV. OLD OR UNFINISHED BUSINESS

A. Policies 2nd Reading:

- Change of School or Assignment (JCA)

Mr. Barka made a motion to approve the Change of School or Assignment policy. Mrs. Lepore seconded. The motion carried 4-0-0.

- Buildings and Grounds Access and Security (ECAB)

Mr. Barka made a motion to approve the Change of School or Assignment policy. Mr. York seconded. The motion carried 4-0-0.

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B. Blizzard Bags

Dr. Cochrane indicated that Blizzard Bags were discussed at a previous Board meeting for which Mr. Bourque was not present. He noted in order to go forward with Blizzard Bags we have to enter a sidebar agreement with the LEA. He commented that there was no motion to enter negotiations with the LEA. Dr. Cochrane indicated that the order of existence was three Blizzard Bag days (for snow days) and a Saturday makeup for the fourth snow day.

Mr. Cooper commented that he met with Dr. Cochrane and discussed adding the hours to the end of the school day instead of using a Saturday for a makeup day. He indicated that he met with the LEA today to ensure they wanted to support the resolution.

Dr. Cochrane asked Mr. Cooper if we were to negotiate Blizzard Bags, what would be the format. Mr. Cooper indicated that Blizzard Bags be used for the first three cancellation days, which would be first discussed with the LEA. He noted that the LEA would be interested in negotiating the question of using the Saturday language or adding hours at the end of the school day.

Dr. Cochrane asked the Board if they are interested in negotiating the Saturday language with the LEA.

Mr. York indicated that there should be no negotiations until the Board decides whether we want to keep Blizzard Bags.

It was suggested that the Blizzard Bags discussion be tabled this evening.

Mr. Cooper commented that the LEA is interested in knowing if the School Board is interested in continuing with Blizzard Bags.

C. Superintendent's Contract

Mr. Barka commented that the language doesn't change from the existing contract to the new contract, with the exception of giving the Superintendent extra time in the event of a separation.

Dr. Cochrane commented that the language came from the Superintendent contracts in Pelham and Salem. He explained that it basically states that if there are two years left to the contract and the Board takes no action the contract is pushed out another year. He noted that the February 15 date for an evaluation is a change and still allows time to seek other employment in the event of a separation.

Mr. York indicated that the protection is if the Board makes a decision not to renew they are purchasing two years of the contract. He commented that the Board needs to consciously look at that process and date. He noted the favorable aspect to the Superintendent is if the School Board doesn't renew they are responsible for the remainder of the year and additional year of the contract.

The Board briefly discussed the evaluation date, but decided to leave the contract language as is.

Mr. Barka made a motion to approve the 2015-2017 Superintendent's contract. Mr. York seconded. The motion carried 4-0-0.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Jason Guerrette, 11 Perry Court, commented that it is understandable why principals present their needs and that they are all important. He stated it will be difficult [in the case of CHS] to explain a 210% increase over three years in supplies to the voters. He indicated that maintaining buildings will be costly as buildings age. Mr. Guerrette commented that there is a 48% increase in the high school budget overall, which is a hard number to rationalize, as

LITCHFIELD SCHOOL DISTRICT

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people will be upset when utilities increase this year. He suggested prioritizing what those important things are and fight for them.

Mr. Guerrette commented on the Recreation Department request to use the LMS gym, indicating they have a budget and can build in whatever they need to run their programs. Regarding Food Service, he commented that it was mentioned that it is revenue based. He indicated any business is revenue based. He commented if you do not provide what the customer wants the revenue decreases. Mr. Guerrette indicated that the lunch prices increase and his children throw items away. He commented that if we eliminate taking money from the federal government parents will pay more for better food and we can make every meal. He noted that charter schools are bound by the same regulations as public schools and they are doing it.

VII. 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 non-public session at 10:40 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. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 11:29 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. Barka, yes; Mr. York, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 11:30 p.m. Mrs. Lepore seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

October 8, 2014

Attachment to the October 8, 2014 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the October 8, 2014 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
betty Vaughan <lizfvaughan@hotmail.com>

Name: betty Vaughan

Email: lizfvaughan@hotmail.com

Subject: two comments

Message: I want to say two things about the recent school board happenings 1 I am disappointed with how Dr. Cochrane's contract renewal was handled and I would like to ask that in the future you be more thoughtful about these kinds of issues. It would have been better if you had written a press release together about the events and sent it to the Hudson newspaper so that we would have had information first hand and we wouldn't have ended up with a one sided story in the paper. I would like to see you think about how you are communicating information to parents and the community as a top priority. Also, I would like to ask you to consider trying to come to consensus on important issues like these. Obviously two school board members had concerns about the vote. There was no real hurry to make a decision. You could have been more thoughtful and talked about it more. This is not about who wins but about doing the best thing for the community. 2 Also I would like to see you consider reversing your decision to have an open forum with the community. Since this has been instituted it has benefitted only one person and that is Jason Guerrette. I appreciate Dr. Cochrane trying to be open to all comments from Jason however this has now backfired and we now have situations like last Wednesday where board members and people viewing the board meeting are forced to listen to Jason lecture the board, tell them what they are doing wrong and what he would have done that is right on every single issue. This is wasting your time and I certainly feel like it's a waste of my time. I get that you were trying to reduce discord when Mr. guerette was in the room but now we are all held hostage until he feels as though he is done talking. It is innappropriate to allow a community member to over and over speak at length and act as though he is in fact on the board. This is hindering your process. If I had wanted to hear his each and every thought I would have voted for him. It's time to bring it back to comments simply made by community members and then taken under consideration by the board. I believe there should be time limits as well. Thank you for your consideration. Betty Vaughan

User info

IP address: 75.69.174.107

IP Based Location: Merrimack, NH, USA

Web Browser: Chrome 37.0.2062.124

Operating System: Windows

Screen resolution: 1280x1024

Last page visited

Page Title: All School Board Members

Page URL: <https://www.litchfieldsd.org/27-email-entire-school-board>

The user has requested a copy of this email

From: Betty Vaughan

Date:10/08/2014 12:08 PM (GMT-05:00)

To: elizabeth vaughan ,Janine Lepore ,Derek Barka ,John York

Subject: Food

I watched your meeting last week and heard you were going to talk about food services today. I would like to request that you consider using less federal breakfast food that is free and begin buying whole foods that are used to make food from scratch. I saw a news segment recently that talked about the hooksett school district doing this. Also I was told that the Lms kitchen would need to be outfitted with equipment that would make this possible. There is also a rumor floating around that the facs teacher does not have a food budget. I'm not sure this is true. Anyway I get that the focus is saving money through the food budget but I would like to see a change in this. Eating nutritious food helps kids develop the habit of doing so. If kids are fed foods like chicken nuggets and Mac and cheese out of a box or bag every day then they will continue that into adulthood. I'm sure the health teacher talks about nutrition in her class and it would be great if the foods services dept could use the nutritious foods talked about in class. I have talked to the food services coordinator many times who said she takes her direction from you. Please consider improving the quality and preparation practices of food services.

Thanks for your consideration.

Betty Vaughan

From: Jason Guerrette <sts3717@gmail.com>

Date: October 8, 2014 at 3:27:18 PM EDT

To: undisclosed-recipients;

Subject: Open Board Position

Good afternoon,

I do not know when and how you will decide to fill the newly opened position on the Board, however I would like that you please consider choosing me to fill out the remaining 5 months of the term.

In this most important time frame, the budget is being developed for the coming school year. What the board needs is someone that is already familiar with the process and can add value to the discussion to ensure adequate funding is vetted, and ultimately requested of the voter.

I understand wholeheartedly why you might have a person concern of selecting me as your interim choice, but please allow me to make my case.

The reason there is an opening to begin with is because a board member's personal interests were put ahead of the district's. I am asking that you please use that as your guide. Will I place the interests of our children and educational system ahead of my own or will I expect the highest of standards for the district? I have understood the concerns of those that have had issue with my delivery of my position. I have gone through great lengths to evolve and soften those edges. I have continued to be involved through the PERC committee, the facilities & planning committee and by regular attendance to Board meetings. I have a very good relationship with both the Superintendent and the BA. While me may not always agree philosophically with some of the issues, I believe I have also moved significantly to ensure you see that my goal is indeed bettering the education for our community's children.

Please do not take this decision lightly. This is by far the busiest time of the Board year and you do know I will certainly immerse myself in the process. I ask that you please do your due diligence and ask those I have worked with on the two committees if they believe I would be a good addition to the Board. Ask Dr. Cochrane, the BA, Kevin Lynch, The principals. Ask them what it has been like over the last few years working with me on their committees.

Once you gather the facts, please use the judgement I know you have to see that the position is only for 5 months. At that time the voters will choose who they prefer for the position. I will also further commit to you that if after those 5 months I have not conducted myself in the most ethical way or am unprofessional in any way what-so-ever, I will personally guarantee to not run for the open seat next March.

I have broad support amongst the electorate and believe that my open and public support on initiatives that the district is working on is crucial to the long term infrastructure improvements. I also believe that those people we need to support these type of projects will see that the Board does indeed want to fix things and is capable of reaching across ideological lines to bridge the community's diverse belief systems.

Thank you for your consideration and I hope to be able to meet with the Board to discuss this further.

Respectfully,

Jason

548-1159

From: Jason Guerrette <sts3717@gmail.com>

Date: October 5, 2014 at 12:23:08 PM EDT

To: Jason Hoch <jhoch@litchfieldnh.gov>, Brian Cochrane <bcochrane@litchfieldsd.org>, John Brunelle <jbrunelle@litchfieldnh.gov>, mflynn@litchfieldsd.org, Cindy Couture <ccouture@litchfieldnh.gov>, Raymond Peeples <rpeeples@litchfieldnh.gov>, "bbourque@litchfieldsd.org" <bbourque@litchfieldsd.org>, Joan McKibben <jmckibben@litchfieldnh.gov>, jlatsha@litchfieldnh.gov, dtate@litchfieldnh.gov, planning@litchfieldnh.gov, MCaprioglio@litchfieldnh.gov, tyoung@litchfieldnh.gov, rc@litchfieldnh.gov, zba@litchfieldnh.gov

Cc: "rblanchette@litchfieldnh.gov" <rblanchette@litchfieldnh.gov>

Subject: Cable Committee scheduling

Good afternoon,

I have been asked to be responsible for scheduling the contractors for televising our town government meetings.

If you would, please let me know of any scheduling changes of any of your meetings so I can ensure proper contractor coverage.

Thank you for your consideration.

Regards,

Jason Guerrette

603-548-1159

From: Jason Guerrette <sts3717@gmail.com>
Date: October 2, 2014 at 12:07:14 PM EDT
To: "bbourque@litchfieldsd.org" <bbourque@litchfieldsd.org>
Subject: Opening

Brian

I am interested in the opening on the Board.

I would appreciate if you could call me to discuss.

Jason

--

Sent from my Android device with K-9 Mail. Please excuse my brevity.

From: Janine Lepore <jLepore@litchfieldsd.org>

Date: October 4, 2014 at 9:06:11 AM EDT

To: Brian Bourque <bbourque@litchfieldsd.org>, Derek Barka <dbarka@litchfieldsd.org>, John York <jyork@litchfieldsd.org>, Brian Cochrane <BCochrane@litchfieldsd.org>

Cc: "Michele E. Flynn" <meflynn@litchfieldsd.org>, "mary.prindle@fmr.com" <mary.prindle@fmr.com>

Subject: Open school board position

To School Board and Superintendent:

Mary Prindle reached out to me Thursday afternoon and offered to serve on the school board once again in the currently open seat. As many (if not all) of you know, Mary had been a past school board member, having served her term honorably and without stirring up any rancor or scandal. She had two children who went through the Litchfield public school system, and both children were stellar students and have gone on to very impressive college/graduate school careers. I believe her daughter is currently in law school and her son, who graduated high school with my daughter, is a sophomore at Boston College.

Mary understands the importance of an excellent public education; she understands what is necessary to help children achieve their best performance at school, and she would be a respectable, uncontroversial figure on the board. The fact she is willing to join the board and serve her community again, with a full understanding of the time commitment and work involved, makes her a sensible, as well as an excellent choice, to fill the vacant seat.

The policy for filling a school board vacancy is rather vague. It seems the board can simply appoint someone from the community to serve for the remainder of the open seat's term. I believe we could not have a better choice than Mary Prindle.

What are your thoughts?

Janine

XFINITY Connect

lgandia@comcast.net
± Font Size ±

FW: School Emergency Notification System Project

From : Chris J. Gandia <cgandia@londonderrynh.org>

Tue, Sep 30, 2014 08:41 AM

Subject : FW: School Emergency Notification System Project**To :** lgandia@comcast.net

Here is the email that you can forward that gives the basic info to get started.

Lieutenant Chris Gandia #A23

Londonderry, NH Police Department
268-A Mammoth Road
Londonderry, NH 03053
603 432-1118 x121
603 432-1117 - fax

cgandia@londonderrynh.org

From: William R. Hart**Sent:** Thursday, June 05, 2014 4:18 PM**To:** Chris J. Gandia**Cc:** Gerard J. Dussault**Subject:** Fwd: School Emergency Notification System Project

FYI.

Bill Hart

Begin forwarded message:

From: "Gerard J. Dussault" <gdussault@londonderrynh.org>**Date:** June 5, 2014 at 4:01:05 PM EDT**To:** "William R. Hart" <whart@londonderrynh.org>**Subject: RE: School Emergency Notification System Project**

This is I believe exactly what the police department/school district have recently partnered in (COP Sync). The costs as indicated by the grant match the fee structure that we were given, and are basically the software licensing fees. Lt. Gandia was the individual who has been spearheading this partnership with the School District and would be the logical choice to submit for the grant.

From: William R. Hart**Sent:** Thursday, June 05, 2014 3:55 PM**To:** Nathan S. Greenberg (ngreenberg@londonderry.org); Gerard J. Dussault; Brad G. Warriner**Subject:** FW: School Emergency Notification System Project

Thoughts.

b

From: NH.IAC [<mailto:NH.IAC@dos.nh.gov>]
Sent: Thursday, June 5, 2014 3:42 PM
Subject: School Emergency Notification System Project

TO: Local Law Enforcement Agencies & Public School Officials

FROM: Perry E. Plummer, Director, NH Department of Safety – Division of Homeland Security and Emergency Management

SUBJECT: Allocation of Grant Funds - **SCHOOL EMERGENCY NOTIFICATION SYSTEM PROJECT**

The New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM) is making funds available to assist with enhancing school security. The purpose of this Emergency Management Performance Grant (EMPG) is to assist public school and local law enforcement agencies with funding for the purchase and installation of emergency notification software that will improve and enhance school security.

Each grant shall not exceed \$1,800.00 per school building and \$120.00 per police cruiser during this grant program's performance period from date of grant award through September 30, 2015. Funds will be reimbursed upon completion of the project and submittal of proper documentation.

A limited amount of funding will be available each year for the next three (3) years to allow for all public schools and law enforcement agencies to participate in this grant on a first come, first serve basis.

Both the school and the local police department **MUST** participate, if both exist; however, a school district can independently apply if their local community does not have a police department and a police department can apply if their local community does not have a public school.

Any **school** receiving funds from this grant program **MUST** have a site specific school emergency response plan that supports implementation of the National Incident Management System (NIMS).

Any **community** receiving funds from this grant program **MUST** have an up-to-date Local Emergency Operations Plan in the Emergency Support Function (ESF) format as well as a FEMA-approved local Hazard Mitigation Plan.

Please refer to the "step-by-step guide" attached on how the schools and law enforcement will be applying for this grant opportunity.

Matt Geoffroy
NHSP Intelligence
NH Information & Analysis Center
Main Office: 603.223.3859
Direct Line: 603.223.8314

Confidentiality Notice: the information contained in this email and any attachments may be legally privileged and confidential. If you are not an intended recipient, you are hereby notified that any dissemination, distribution, or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender and permanently delete the e-mail and any attachments immediately. You should not retain, copy or use this e-mail or any attachments for any purpose, nor disclose all or any part of the contents to any other person.

From: Brian Bourque <bbourque@litchfieldsd.org>
Date: October 8, 2014 at 1:33:20 PM EDT
To: Brian Bourque <bbourque@litchfieldsd.org>
Subject: Fwd: Litchfield School District: school board member

Sent from my iPhone

Begin forwarded message:

From: Ralph Boehm - SAU27 Website <sysadmin@litchfieldsd.org>
Date: October 5, 2014 at 11:12:05 AM EDT
To: <bbourque@litchfieldsd.org>
Subject: Litchfield School District: school board member
Reply-To: Ralph Boehm <rgboehm@comcast.net>

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Ralph Boehm <rgboehm@comcast.net>

Name: Ralph Boehm

Email: rgboehm@comcast.net

Subject: school board member

Message: I would be interested in filling in until March as a school board member. As you know I have been on the school board from 2004 to 2010, and previously on the budget committee and selectman. I am currently the ranking member of the House Education committee. Thank you.

From: Cecile Bonvoulour
Date: October 2, 2014 at 11:26:41 AM EDT
To: bbourque@litchfieldsd.org
Subject: thank you!

Hi Brian,

I wanted to send a note to thank you for all the positives you contributed to the school board during this recent ordeal. This is not a letter for the school board but rather a parent wanting to thank you individually for your voice of reason during a lot of uncertainty. I think it is wonderful that you are the new sitting chairperson and wish you success in leading a unified team to serve the betterment of our children. I also hope the *Chain of Command* will be strongly followed so that there are no further communications with board members coming from teachers.

Take care, and thank you again for your endless hours of volunteering to contribute to our educational system. I think there are great possibilities for everyone swiftly getting back on track. Please encourage community input...it's a vital key to board members better understanding our educational system and the performance of our Superintendent.

Be well,
Cecile Bonvoulour

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for October 15, 2014

(approved as written 10-22-14)

In Attendance:

Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mr. Kyle Hancock, IT Director
Mr. Matt Bennett, Buildings and Grounds Coordinator
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

5:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 5:30 p.m.

B. Pledge of Allegiance

C. School Board Member Candidate Interviews

Candidates for the open seat on the School Board presented their interest to the Board.

Ralph Boehm served on the School Board from 2004-2010 and on the Board of Selectmen for 22 years. He is currently in his fifth term as State Representative and the ranking Republican on the Education Committee. He indicated that he has no intention of running for a seat on the School Board in March 2015. He noted that he is also a member of the New England Board of Higher Education. He commented that filling the vacancy on the School Board is a dual benefit as Board members can provide input regarding education concerns to Mr. Boehm, and he can provide input to the Board on legislation.

Mr. Bourque commented that the main focus in the district is the math problem, which has elevated in the last few years. He asked Mr. Boehm about the Board's focus during his tenure.

Mr. Boehm indicated that math was a problem during his tenure on the School Board. He commented that the math problem was reflected in the SAT scores. He noted that the problem is not higher math, it is basic math, and it is a statewide problem. Mr. Boehm indicated that legislation was passed last year that four years of math is required in high school. He believes that STEM math is not the immediate need as most students do not want to take those courses. He commented that we need statistics and business math for those students who are not going to be engineers.

Mr. Bourque asked Mr. Boehm about his greatest accomplishment during his School Board tenure.

Mr. Boehm that he sat on two terms of teacher negotiations and assisted in keeping the budget under control.

Mr. Barka commented that last summer, Mr. Boehm wrote a letter to the HLN regarding how CHS was ranked the fifth worst high school and raised math concerns. He indicated that the district began introducing college ready math and other types of math that were not mentioned in the letter. He noted those types of letters have a bad effect on the School Board. Mr. Barka asked Mr. Boehm about his intention in writing the letter.

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Mr. Boehm explained that he was trying to get the focus on math and introduced legislation to fix that law. He noted at that time, there were only 75 schools receiving Title I money, but only 8 of those schools were named priority schools. Mr. Boehm indicated that CHS was ranked badly by the DOE and ranked high by Newsweek.

Mr. York asked Mr. Boehm what he believes is the role of the Board and what information he believes the School Board needs to make their decisions.

Mr. Boehm indicated that the School Board is the main policy maker and needs to get more information from the State Board of Education. He commented making policies, approving hiring, and controlling the budget are their main focus.

Mrs. Lepore asked Mr. Boehm what he believes was his biggest mistake.

Mr. Boehm indicated some hiring decisions were mistakes.

Mary Prindle served on the School Board from 2010 – 2013. She commented that she submitted her interest because she believes the School Board is at a crucial point and, in light of recent occurrences, has lost credibility. She indicated that the School Board is doing many good things, but it is important for the Board to restore credibility and confidence so they can move forward with their obligations to the students. Mrs. Prindle stated she is not interested in running for a seat on the Board in March 2015. She believes she brings much general experience as a former Board member, community member and business woman. She commented she is fairly respected in the town.

Mr. Bourque asked Mrs. Prindle about major accomplishments during her tenure on the School Board.

Mrs. Prindle commented that the hiring and transition of the new Superintendent and a leadership transition in building administration were notable undertakings. She noted that she was also on the Board during teacher negotiations.

Mr. York asked Mrs. Prindle what she believes is the role of the Board and how Board members should handle themselves when receiving outside information to make decisions.

Mrs. Prindle commented that the Board should be managing their only employee, the Superintendent, making policy and managing the budget. She indicated that handling information is a challenge for Board members and many avenues bring you issues (i.e. staff, parents). She noted that what we do as Board members defines us. Mrs. Prindle believes that outside sources should be guided to the appropriate place with their issues. She commented it is sometimes difficult to do that, but there is a right place in the process for that. She indicated it is also difficult not to use that information in decision making, but it is important to remember that information is not validated.

Mr. Bourque asked Mrs. Prindle what she would like to see the Board accomplish over the next five months.

Mrs. Prindle commented that she would like to see the Board get through the budget and present a budget to the community that spends the resources of the district in the best way possible, and provides the most toward the education of our students. She indicated that the Board is in a crucial state and she would like to help the Board move forward and repair the damage that was done.

Jason Guerrette served on the School Board from 2009-2012. He commented that he sees this position as a crucial appointment. He indicated that he has been present during the most important times on the Board calendar. He noted that the person filling the vacancy should understand the current issues of the district. Mr. Guerrette indicated that he serves on the PERC and Facilities Committees, which give him a unique perspective. He commented he is supportive of the Superintendent and sees the needs of the administration. He noted he remains actively involved in the process and believes he would provide balance to the Board. Mr. Guerrette commented that he would strive to bring a budget to the voters with which the Superintendent can move forward and that fits with the needs he would like to accomplish.

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Mr. Bourque asked Mr. Guerrette if he has any intention of running for School Board in March.

Mr. Guerrette commented that he usually does not decide until that week, but the position remains of interest to him. He indicated that he enjoys being part of the education process.

Mr. Bourque commented that Mr. Guerrette had previously made a comment that he has grown and is more positive since his time on the Board and during his service on recent committees. He indicated that many people that have watched past School Board meetings have a different perception.

Mr. Guerrette commented that he goes back and forth believing that rocking the boat was a mistake or not. He indicated that he hears people say "Jason was right about that". He noted that he acknowledged the math problem that caused angst on the Board. Mr. Guerrette agreed he could have handled things better in the past. He commented that he has worked hard over the last few years because he would like the community to hear the message and not just see the messenger. He encouraged Board members to ask the committee members with which he serves.

Mr. York asked Mr. Guerrette what he believes is the role of the Board and how Board members should handle themselves when receiving outside information to make decisions.

Mr. Guerrette believes it is important to hear and understand what people are telling you. He indicated how a Board member processes that information is a different matter. He commented that information comes from different sources and information from staff should be discussed in non-public session. Mr. Guerrette commented that he has heard some are not comfortable with following the chain of command and there should be some discussion about how people should express their concerns. Mr. Guerrette indicated that he is aware of how the RSA describes the role of the School Board. He commented that the Board is elected by the community to ensure the policies reflect the needs and desires of the community. He noted that Board members are representatives of the people.

Mrs. Lepore commented when Mr. Guerrette served on the School Board he had issues with the ethics policy and publicly rescinded his signature. She asked him if he would commit to signing it now.

Mr. Guerrette commented that the problem with the policy is that it prevents a minority of the Board to bring forth issues that the majority of the Board do not want to discuss in public session. He indicated that is not ethical and signing a document where the majority of the Board does not act ethically is a dilemma. He noted at that point it was the only way to express his belief was not to sign the document. Mr. Guerrette commented he believes this Board will act ethically and would most likely sign the document.

Mrs. Lepore commented that while serving on the Board, Mr. Guerrette made public statements on the Litchfield community boards with regard to the former Superintendent, Board members and teachers. She asked if that is something he will do again.

Mr. Guerrette commented that he rarely comments on those boards. He indicated that he finds it to be a vicious pit that does not solve any problems. He noted that those boards were started to get a new school built. He commented that this room is where problems should be solved. He noted that we all grow from our experiences.

Mrs. Lepore commented that during a past budget process you were on a trip and called into the meeting, suggesting several things be added to the budget. Later, she indicated that Mr. Guerrette commented he did that to prove a point that the other Board members would not challenge it. She asked if he took his position as a Board member seriously.

Mr. Guerrette commented that most of the votes on that particular Board were no unanimous at that time. He indicated that there were conversations about where people wanted to go with the budget. He noted that he motioned to add more of the reality babies for FACS and more maintenance items. He stated he did not believe certain Board members were taking it seriously. Mr. Guerrette commented that it is important to vet the budget carefully so people have confidence in the process. He indicated that are many people who follow his statements

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and had a difficult time believing the Board did their due diligence. He noted that he believes this Board is asking appropriate questions and holding people accountable.

Mr. Bourque commented that he does not agree that the Board is in a fractured state. He indicated that the Board was divided in the thought process regarding the Superintendent issue. He noted during that time, the Board conducted themselves in the same manner as we had before, acting in the best interest of the community, teachers, schools and students. Mr. Bourque commented that the Board has put that behind. He referred to Mr. Guerrett's comments regarding divided votes and indicated that there are always going to be different though processes, but he does not see that as the Board not being together.

Cecile Bonvoulour is a substitute working in the Litchfield School District with a background primarily in the area of non-profit Human Services. She was the Executive Director for Big Brothers Big Sisters of Greater Nashua, a crisis intervention counselor, an adjunct instructor at NHTI and performed contract work with migrant population for the NH DOE. Ms. Bonvoulour commented that she has a clear understanding that an individual Board member has no power and that power presides in the Board as a whole. She indicated that she is aware of Board ethics and understands as a Board member conversations with multiple sources are different and that once a conversation turns to a complaint the Board member should step back and redirect that source to the proper chain of command. Ms. Bonvoulour commented that she understands that the Superintendent prepares a recommended budget and the Board is tasked with managing the finances of the district according to legal mandates. She indicated she would bring her own experiences and strive for consensus, guarding the interest of the public. She commented that recently many people have come to the meetings to provide input and encouraged the Board to continue inviting the public into the meetings. She commented it is nice that Board members attend student events, but he believes Board members should visit the schools. She believes the Board needs a new member and agreed to end her employment with the district if chosen for the seat vacancy.

Mr. Bourque asked Ms. Bonvoulour if she intends of running for School Board in March.

Ms. Bonvoulour indicated if she is appointed for this interim position and things go well, she would run.

Mr. Barka asked Ms. Bonvoulour shy she would want to give up substitute teaching.

Ms. Bonvoulour commented that her children are old enough and she does not intend on becoming an educator.

Mr. Bourque asked if she had any involvement in the budget process in her previous experiences.

Ms. Bonvoulour indicated that she had, although the budget for that organization was not as large.

Mr. Bourque asked about her biggest hurdle in the budget process.

Ms. Bonvoulour indicated there were no hurdles and she was always able to procure a successful grant. She commented she always had to know the areas of the budget and she worked with auditors on her board. She noted that at another non-profit she taught the director the budget.

Mr. Bourque thanked all four candidates for their interest and willingness to give up their time.

Mr. Barka indicated he would be agreeable to any of the candidates.

Mrs. Lepore commented that every candidate has their strengths to bring to the table. She indicated the one criteria she used to compare the candidates was what they have to give up in order to step into the role, except for Mrs. Prindle. She noted for that reason and the fact that she has recently serviced on the School Board,

Mrs. Lepore made a motion to nominate Mary Prindle to be appointed to the School Board. Mr. Barka seconded.

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Mr. Barka commented that he was in agreement with Mrs. Lepore's statements and the fact that Mrs. Prindle does not want to run for School Board in March.

Mr. Bourque echoed Mr. Barka's sentiments, but disagreed that it was because three of the people had to step away from what they were doing.

Mr. York encouraged each candidate to consider running in March if they are not successfully appointed tonight. He believes that filling the vacancy with someone who does not intend to run in March allows the Board to do its business and allows the public to make the final decision on the two seats that will be open in March.

The motion carried 4-0-0.

Mary Prindle was appointed to the Litchfield School Board until March 2015.

D. Review & Revision of Agenda

There was no revision to the agenda.

E. Summary of Non-Public Actions from: October 8, 2014

Mr. York made a motion to approve the non-public minutes of October 1, 2014 as written. Mr. Barka seconded. The motion carried 4-0-0.

F. Presentations & Recognitions

- CHS Tupperware Fundraiser Proposal

Alex Scarelli, Class of 2017 Advisor, sent a fundraising proposal to the Board. Mr. Scarelli could not attend, but indicated in his summary to the Board that the fundraiser is to raise money for the sophomore class to help lower the cost of class events and senior year activities. The goal is to raise \$1,000.

Mr. York made a motion to approve the Tupperware Fundraiser. Mrs. Lepore seconded. The motion carried 4-0-0.

G. Correspondence

There was no correspondence.

H. Approval of Draft Minutes:

- Public Session October 8, 2014

Mr. York made a motion to approve the public minutes of October 8, 2014 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

I. Community Forum

There was no community input.

J. Superintendent's Comments

Dr. Cochrane thanked the candidates for applying for the School Board position and commended them for their willingness to give of their own time and energy.

Dr. Cochrane made the following statements: As we start to move ahead with the budget, we would like to start strategic planning. The School Board approved some strategic planning and this is an appropriate time to look forward and have conversations that will impact the budget. Based on conversations with the community and School Board, teachers have some sense of priorities. We have to look at whether or not we have the most appropriate balance and focus of programs given the places the students want to go when they leave here. One of those places is not just the use of technology, but the high school's work on independent learning and student driven instruction. Students are capable learners as one of most significant learning experiences is to grasp oral language, and they learn that by interacting with their families before even attending school. Students come to school wanting to learn. With our economy and education system we have to focus on developing student learners, but not

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forgetting the role of the content of their learning. The selection and alignment of content becomes crucial. One of the steps Dr. Cochrane would like to take is to have conversations on where we need to go. He has had discussions with teachers and needs to have discussions with administration. He would like to bring that group together to look at instruction in general as he is concerned that we are not heading toward science and preparing students for those areas.

Dr. Cochrane mentioned that Mr. Barka contacted Manchester West High School regarding a pilot program they started called Steam Ahead. He noted the pilot is in development and they are willing to share ideas. He indicated that the program allows students to graduate with a year of college credit in technology. Dr. Cochrane indicated that Mr. Barka contacted the Principal and Assistant Principal at Manchester West. He commented we would like Dr. Heon, the CHS administration and some teachers to visit and look at the specifics of the content areas. Dr. Cochrane indicated that if the Board would like to provide permission to a Board member to be included in the visit, it would require a vote.

Mr. Barka explained that his employer approached the former mayor and proposed the idea. He indicated that teachers at Manchester West are working with the community college to develop courses in the program. Mr. Barka noted after four years, students graduate and have credit to go right into college.

Mr. Bourque indicated there is no need to vote to provide Mr. Barka authority as he is not representing the Board.

Dr. Cochrane commented we are beginning to receive communication regarding the ebola virus. He indicated there was a conference call with DHHS this week and conversation regarding procedures. He noted there is nothing to roll out at the school level; however, the state is preparing procedures. Dr. Cochrane explained that we know ebola spreads with human contact and normal cleaning with bleach is sufficient to disinfect. He noted if a face mask is worn and there is no fluid transfer with someone infected with ebola, there is no danger of contamination. He commented if it becomes a further concern, there will be more information provided.

II. REPORTS

A. School Board Comments

Mr. York welcomed Mrs. Prindle to the School Board.

B. Committee Reports

There were no committee reports.

III. NEW BUSINESS

A. FY16 Budget Presentations:

- Technology

Mr. Hancock presented the FY16 Technology requested budget to the Board. He highlighted major increases/decreases:

Computer Instruction

GMS:

- Software: increase of \$1,500 (smart board software)
- Furniture Additional: decrease of \$11,000
- Equipment Additional: decrease of \$23,460

LMS

- Rental/Lease Instructional Equipment: increase of \$7,800 (new lease 30 teacher desktops)
- Equipment Additional: decrease of \$10,625 due to implementation of

CHS

- Rental/Lease Instructional Equipment: decrease of \$7,713 (decrease in existing leases)
- Equipment Additional: increase of \$15,675 (laptops for teachers)
- Equipment Replacement: decrease of \$5,300

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Technology Services

DW:

- Professional Services: increase of \$5,500
- Software Lease: increase of \$6,300

GMS:

- Software: decrease of \$6,075
- Equipment Additional: decrease of \$26,000
- Equipment Replacement: increase of \$30,000 (phone system)

LMS:

- Equipment Additional: increase of \$6,000 (additional switch capacity)
- Equipment Replacement: increase of \$30,000 (phone system)

CHS:

- Equipment Additional: increase of \$6,000 (additional switch capacity)
- Equipment Replacement: increase of \$27,000 (replace wireless infrastructure/double capacity for 1-1 student computing).

Mr. Hancock pointed out that there are three cost drivers in the budget – replacing the phone system at GMS and LMS and the CHS phone system had a significant issue. He noted that there is a significant increase for the replacement and expansion of the wireless network to support 1-1 student computing.

Referring to the desktop computer lease at GMS, Mr. Barka asked if this is a new or existing lease. Mr. Hancock indicated there is one existing lease and one new lease for desktops for the classrooms.

Mr. York indicated that the Budget Committee will not be inclined to approve new leases. He suggested revisiting how those are placed in the budget. Mr. Markiewicz asked if the Board is suggesting putting the higher cost for purchasing desktops in the budget.

Mr. Bourque commented there are different reasons for different leases. He noted the Budget Committee's concern is what will happen with the new lease if we get the default budget.

Mr. Hancock noted that the increase in CHS Computer Instruction, Equipment Additional is primarily for technology for teachers for 1-1 laptops. Dr. Cochrane explained we would be able to target the people doing the pilot and give them machines early, moving in a way that is sustainable and builds in a flat cost of ownership.

Mr. York suggested better wording in the description to ensure it reflects the requests. He indicated it is difficult as a Board member to listen and re-evaluate these things. Mr. Hancock explained that we did not want to identify if the technology would be laptops or tablets because it could very well be a converting tablet instead of a laptop. He indicated that the student information system will play a big factor in these things, but we have not yet identified the system.

Mr. Bourque asked for clarification on some of the smart boards budgeted as he noted there are different costs reflected. Mr. Hancock explained that you need a projector to use a smart board, but you do not need a smart board to use a projector. He noted that some classes need smart boards and some just have projectors.

Mr. Hancock indicated that the phone systems in each school are extremely outdated and have had significant issues. He explained that the goal is to place all three schools on one consolidating system, which is included in the Technology Plan. Mr. Hancock commented that district-wide repairs/maintenance is driven by the contract for the archival system and all support contracts are up.

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Dr. Cochrane commented that the total increase of the technology budget is the cost of the phone system upgrades. He indicated that this is the technology version of a bigger conversation regarding deferred maintenance on major systems. He noted we are millions of dollars behind in this area.

Mr. Bourque asked if the phone systems can go on a warrant article. Dr. Cochrane indicated if the article fails and the systems go down, the district will be without phones for one year.

Mr. York suggested that the district consider the replacement of the phone systems as an end of year purchase. He was concerned that the budget outcome would not be favorable unless the increase was reduced. Mr. York indicated that the Board asked for end of year purchase items in June, but nothing was encumbered. He commented that we need to maximize and use our dollars to the full extent.

Dr. Cochrane commented that the Buildings and Grounds budget is higher, but this year's reductions will be more of a collaborative effort with budget managers.

- Buildings and Grounds

Mr. Markiewicz presented major contributors to the FY16 Buildings and Grounds requested budget:

District Wide:

- Equipment Rental: increase of \$1,000 to rent brush hog to clear swales of brush at GMS
- Property and Liability Insurance: increase of \$3,473
- Travel: increase of \$2,500 for SchoolDude University
- Overtime: increase of \$1,500 (winter shoveling and snow blowing)
- Snow Plowing: increase of \$10,491 (the district spent \$40,171 on a number of expenditures associated with this line item: plow contract, salt/sand, additional service requirements)
- Equipment Additional: increase of \$11,400 for top dresser and sander (sander to be put on district truck to spread additional sand – currently hand sanding)
- Equipment Replacement: increase of \$36,000 (replace gator and donate old gator to athletics; replace Kubota tractor)
- Miscellaneous: increase of \$3,499 for summer workforce

Mr. York asked what the Kubota tractor is used for. Mr. Bennett indicated the tractor is used to move mulch, stone, with the aerator for the fields, slice seeder, with the box blade, and many other items.

Mr. York asked if we are at risk that the tractor will stop working soon. Mr. Bennett commented that the rear axle is bent and there are fuel line problems.

Mr. York indicated that the gator and tractor were built to last a long time. He does not believe that the wear and tear on them is out of the ordinary nor would it affect their life expectancy. He suggested to have them repaired completed if it is less expensive.

GMS

- Repairs and Maintenance: increase of \$16,103 for high priority critical repairs (second egress in guidance room, main entrance girls room partitions, windows from five year plan, exterior door replacement)
- Supplies: increase of \$3,300 (request same as current year, default budget reduction of \$3,300)
- Non-Instructional Equipment, Repairs/Maintenance: increase of \$4,500
- Contractor Repair/Maintenance: increase of \$3,888 for parts/labor for HVAC repair outside of annual contract for inspections and on-call repair (we will put this out for bid)
- Site Improvements: increase of \$47,380 for paving of playground area (this will be placed on list for potential warrant articles)

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LMS

- Supplies: increase of \$3,118 (removal of carpet, increase of tile flooring requires additional chemicals, pads, etc.)
- Equipment Replacement: increase of \$6,000 (floor scrubber – current one is over 15 years old)
- Repairs and Maintenance: increase of \$49,655 for high priority critical repairs (carpet replacement; several exterior doors rotted; portables deck, ramps and stairs; boys locker room flooring; boys locker room door; ceiling in gym; heating pipes leaking; locker repairs, roof repairs, sprinkler repairs)
- Fuel Oil: increase of \$10,486 (changed vendor, higher cost)
- Building Services, Furniture Replacement: increase of \$9,709 (science lab, health tables and chairs)
- Equipment Replacement: increase of \$3,450 (benches at both softball and baseball fields)
- Site Development: increase of \$6,499 (clear all trees and stumps along back soccer field – dept. of corrections)
- Furniture Additional: increase of \$4,000 (2 storage sheds for field equipment)
- Grounds, Furniture Replacement: increase of \$2,000 (one storage shed rotting)
- Grounds, Equipment Replacement: increase of \$3,100 (replace existing snowblower, one storage shed that is rotting)
- Grounds, Non-Instructional Equipment, Contractor Repair/Maintenance: increase of \$16,979 (HVAC annual contract, security alarm maintenance, annual fire inspections)

Mr. Markiewicz noted that we uncovered many significant issues at LMS under previous site facility management.

CHS

- Air Quality: increase of \$70,400 (cost estimate for first time cleaning of duct system in entire building)
- Utilities-Disposal: increase of \$4,700 (missed in last year's budget)
- Furniture Replacement: decrease of \$6,438
- Building Repairs/Maintenance: decrease of \$3,472
- Painting: increase of \$2,000 (exterior doors will be painted with a higher temperature paint)
- Building Supplies: increase of \$4,425 (mostly lighting)
- Utilities, Bottled Gas: increase of \$4,302 (price increase)
- Utilities, Electric: decrease of \$6,107
- Grounds, Repairs/Maintenance: decrease of \$3,750
- Grounds, Supplies: increase of \$3,500
- Grounds, Equipment Additional: increase of \$4,000 (two sheds for field equipment, wood ramp for athletic trailer)
- Non-Instructional Equipment, Inspections: increase of \$5,599.
- Transportation

Mr. Markiewicz presented the FY16 Transportation requested budget to the Board. He reported there is an increase of \$72,561, which is due to the new contract increase. He indicated that there may be areas we can look to reduce cost (i.e. decrease the number of buses). He noted that a bus head count will be completed after October.

Referring to the Buildings and Grounds budget, Dr. Cochrane indicated a large part of the overall increase is due to maintenance that has not been done for years.

Mr. York suggested taking the five largest items requested and put them in the warrant. He commented that the School Board should support the warrant process.

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IV. OLD OR UNFINISHED BUSINESS

A. Litchfield Recreation Department Facilities Request

Mr. Markiewicz reported that he met with Mike Boschi, President of the Recreation Basketball program. He noted they discussed issues involved around the requested Saturday and Sunday schedule for the use of the gym at GMS and LMS. He indicated that they discussed the new policy procedures based on new security access. Mr. Markiewicz noted that the district and Mr. Boschi will review the schedule as the program may not need all those hours. He commented they discussed having fob access to the buildings, which requires School Board approval. He indicated that it may be possible for volunteers from the Recreation Department to monitor the exterior gym doors. He noted the expectation is that the gym is left in clean condition. Mr. Markiewicz commented that the Recreation Department will have a Memorandum of Understanding as they will need use of district facilities in the future.

Mr. York commented that it is not realistic to expect a volunteer to stand at the door and open/close the door for everyone for all those hours. He indicated that he understands the necessity for security of the building, but the doors should be able to be unlocked while they are there. Mr. Markiewicz indicated that there needs to be some type of supervision.

John Bryant, Recreation Commission Chair, commented that he has been doing this for 18 years and the Recreation Commission has been using the facilities for a much longer time. He noted that Talent Hall is always booked. He indicated that there have only been two incidents that he is aware of: a broken door and a broken window, which the Recreation Commission took care of immediately. Mr. Bryant commented that the Recreation Commission is aware of the responsibility to the gym(s). He indicated that he heard that showers had been left on in the past. Mr. Bryant assured the Board that the Recreation Commission has no access to the showers at LMS. He noted that GMS is used by the younger teams and someone is always there to unlock and lock the doors and the gym has never been abandoned. He indicated that he has much trust in the coaches and Mr. Boschi will be in constant communication with the Principal.

Mr. Bennett commented that the District has an excellent relationship with the Recreation Department and they have always followed policy and procedures. He indicated that the crash bars on the exterior doors need to be replaced.

Board members agreed that the crash bars on one pair of doors be repaired/replaced.

Mr. Barka made a motion to provide security fobs to the Recreation Commission for GMS and LMS and to allow them access to LMS on Saturdays and Sundays until March 2015.

Mr. Bourque suggested the issue be revisited because of security. Mr. York agreed and suggested a Memorandum of Understanding be drafted as well.

Mr. Bourque seconded and noted that this will be revisited after this season. The motion carried 4-0-0.

B. Blizzard Bags Discussion/Decision

Mr. Bourque opened the conversation for Board members' input.

Mr. York was not supportive of Blizzard Bags. Mr. Barka commented that he has mixed feelings.

Mr. Bourque indicated that students do not get as much instruction with a substitute. He noted there is a lot of work with Blizzard Bags. He understands that the work may not be what the class is doing at the time school is cancelled.

Mr. York commented that it is parent driven and not teacher driven. He noted that depending on the weather, the teachers are available as long as the internet is available. He believes that GMS has near 100% participation, LMS has 80%, but does not believe CHS reaches the required 80% rate. He does not believe that the high school does their fair share of Blizzard Bags. Mr. York commented that he has asked for the numbers for three years and has not received them as yet.

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Dr. Cochrane explained that the actual report is the percent of attendance and that is what they receive from each school.

Mr. York commented that Blizzard Bags that not completed impact a student's grade immensely. He indicated it is not a homework zero; it is an attendance zero or test zero to some teachers. Mr. Bourque commented it is no different than a school day and counts as a school day if the work is completed and the participation is there.

Mr. York asked what is learned with Blizzard Bags. He was not convinced that Blizzard Bag work was rigorous enough. Mr. Bourque commented that there are different levels of teaching in different courses.

Dr. Cochrane commented that some teachers will use the things the following year because it worked well and some teachers will change from year to year. He indicated that the administration reviews the rules and procedures with the staff and ensure that they make expectations clear annually regarding the type and amount of work to be included in Blizzard Bags. Dr. Cochrane commented that teachers are not paid to prepare or grade Blizzard Bags. He noted they do this on top of their other days. He indicated if the power is on and the internet is available, the teachers stay online for three hours.

Mr. Cooper, LEA President, commented that it is intensive work to prepare those lessons. He noted teachers have to look back at what worked and what did not work, making sure the lessons are rigorous and then assessing. He indicated that it is a time investment and teachers must be prepared for any questions that come from parents and students.

Mrs. Lepore asked how teachers feel about Blizzard Bags. Mr. Cooper commented that he brought it to their attention and some good conversations ensued. He indicated most of the teachers are in favor of continuing with Blizzard Bags.

Mr. Bourque asked if the content coincides with what the students are learning now. Mr. Cooper commented that he has not seen all Blizzard Bags, but it is his understanding that teachers are looking at what their classes are learning and linking the work with what they are working on in class.

Mrs. Lepore indicated in her experience with Blizzard Bags, it seems teachers have put a lot of prep into them. She noted it was a lot of work and it was close to a whole school day for my children. She commented that she has an issue with the timing of distribution of Blizzard Bags.

Mr. York suggested that the Board postpone a vote until the Superintendent provides back up for the last 2-3 years on the use of Blizzard Bags.

Mr. Bourque agreed that the Board defer voting and that the Superintendent provide the requested back up information.

Dr. Cochrane indicated that the actual numbers are not available, but he will look into it. He asked Mr. Cooper if the teachers would agree to enter a sidebar agreement regarding Blizzard Bags. Mr. Cooper indicated the LEA would support moving forward.

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.]

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Upon a motion by Mr. Barka, the Board entered non-public session at 9:55 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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 10:40 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. Barka, yes; Mr. York, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 10:41 p.m. Mrs. Lepore seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

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Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

October 15, 2014

Attachment to the October 15, 2014 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the October 15, 2014 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

From: Ralph Boehm

Date: October 5, 2014

Re: School Board Member Vacancy

I would be interested in filling in until March as a school board member.

As you know I have been on the school board from 2004 to 2010, and previously on the budget committee and selectman. I am currently the ranking member of the House Education committee.

Thank you.

Dear School Board Members:

I would like to express my interest in the vacancy for the school board seat. Please note that I am currently a district employee as a Substitute Teacher and would leave this post if appointed.

I am seeking this appointment to support the continued progress being made in our district, by working cooperatively and collaboratively with the school board, to support the path of our Superintendent. This short tenure over the next few months would allow myself, in addition to other potentially interested community members, to carefully consider if interested in running for this seat early next year.

My background is primarily in the area of non-profit in Human Services. I was the Executive Director for Big Brothers Big Sisters of Greater Nashua, an employee to an 18 member Board of Directors. Earlier in my career, I worked as a Crisis-Intervention Counselor for several years, while an Adjunct Instructor at NH Technical College, in addition to doing some contract work with the migrant population for the NHDOE. In recent years, I have substitute taught in order to be home with my children based on the school calendar. During these years of subbing, I remained active by serving on a school board, a board of directors, and three search committees; all in the capacity as a committee member or as the Chairperson. In all of the aforementioned, I experienced tremendous success in my career working in consensus and positively with people.

I appreciate your consideration, as I have tremendous respect for our teachers and administrators from the vantage of having subbed; and feel tremendous passion for our education system as a parent.

Sincerely yours,

Cecile Bonvouloir
1 Tamarack Lane

From: Jason Guerrette

Date: October 8, 2014

Re: Open Board Position

Good afternoon,

I do not know when and how you will decide to fill the newly opened position on the Board, however I would like that you please consider choosing me to fill out the remaining 5 months of the term.

In this most important time frame, the budget is being developed for the coming school year. What the board needs is someone that is already familiar with the process and can add value to the discussion to ensure adequate funding is vetted, and ultimately requested of the voter.

I understand wholeheartedly why you might have a person concern of selecting me as your interim choice, but please allow me to make my case.

The reason there is an opening to begin with is because a board member's personal interests were put ahead of the district's. I am asking that you please use that as your guide. Will I place the interests of our children and educational system ahead of my own or will I expect the highest of standards for the district? I have understood the concerns of those that have had issue with my delivery of my position. I have gone through great lengths to evolve and soften those edges. I have continued to be involved through the PERC committee, the facilities & planning committee and by regular attendance to Board meetings. I have a very good relationship with both the Superintendent and the BA. While me may not always agree philosophically with some of the issues, I believe I have also moved significantly to ensure you see that my goal is indeed bettering the education for our community's children.

Please do not take this decision lightly. This is by far the busiest time of the Board year and you do know I will certainly immerse myself in the process. I ask that you please do your due diligence and ask those I have worked with on the two committees if they believe I would be a good addition to the Board. Ask Dr. Cochrane, the BA, Kevin Lynch, The principals. Ask them what it has been like over the last few years working with me on their committees.

Once you gather the facts, please use the judgement I know you have to see that the position is only for 5 months. At that time the voters will choose who they prefer for the position. I will also further commit to you that if after those 5 months I have not conducted myself in the most ethical way or am unprofessional in any way what-so-ever, I will personally guarantee to not run for the open seat next March.

I have broad support amongst the electorate and believe that my open and public support on initiatives that the district is working on is crucial to the long term infrastructure improvements. I also believe that those people we need to support these type of projects will see

that the Board does indeed want to fix things and is capable of reaching across ideological lines to bridge the community's diverse belief systems.

Thank you for your consideration and I hope to be able to meet with the Board to discuss this further.

Respectfully,

Jason

Mary M. Prindle
26 Deerwood Drive
Litchfield, NH 03052
603-429-1404

Superintendent Dr. Brian Cochrane
Litchfield School Board
SAU 27
1 Highlander Court
Litchfield, NH 03052

October 9, 2014

Dear Dr. Cochrane and Members of the Litchfield School Board-

Please accept this letter as a statement of my interest in filling the vacant seat on the School Board through the next town election in March.

As you know, I am a former School Board member, having served one term, ending in March 2013. I have been a resident of the Litchfield community for twenty four years and am the parent of two students who went through the entire Litchfield school system. I have been involved in various activities in our schools throughout my children's time at them, including volunteering for the Ski Program for eleven years.

I believe I can bring a balanced perspective to the discussions and decision-making, as I did in my prior tenure on the School Board. It is critical at this point, to restore credibility and solid leadership to our School Board and I believe I can do that. My prior, recent board experience will facilitate a seamless transition of a new member onto the board.

I have over twenty years of management experience and am a senior leader at a large financial services company. I believe the School Board should create the conditions for success for all of them in order to deliver the best education we can for the students in Litchfield.

I am ready to put my management and education experience to work for our town again. I believe I can make a positive difference at this critical juncture and if it is the desire of the School Board, I would be happy to return to the board for this interim period.

Sincerely,



Mary M. Prindle

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 October 22, 2014

(approved as written 10-29-14)

In Attendance:

Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Mary Prindle, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Devin Bandurski, Director of Special Services
Mrs. Hollie Messenger, Director of Human Resources
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

- A. Call to Order
- B. Pledge of Allegiance
- C. School Board Member Candidate Interviews
- D. Review & Revision of Agenda

Revisions to the agenda included deferment of the FY16 Salaries and Benefits budget presentation.

Mr. York commented that the district bring forward a realistic budget and not one filled with wish list items or large numbers added. Dr. Cochrane commented when the time came to sit with budget managers, he was facing a non-renewed contract. He noted once that was resolved, we decided to bring the Superintendent's changes at the same time as the Board changes.

Mr. York commented that the conversation should be what the Board will give for direction for a Superintendent's budget. Dr. Cochrane indicated that roughly 119 full time LEA members will likely be getting an increase and nearly 40 people are at the top of the schedule. He noted there are some increases in licenses, health care guaranteed maximum is 7.5%, and there will be some paraprofessionals added per IEP's. Dr. Cochrane commented that we will be reviewing those budgets that are level funded or close to that next week and will be looking for changes or any approval.

- E. Summary of Non-Public Actions from: October 15, 2014

Mr. York made a motion to approve the non-public minutes of October 8, 2014 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

- F. Presentations & Recognitions

- Turf Field Presentation
 - Impact Fee Use Request

Coach Patterson provided an athletic field presentation proposal to the Board. He explained that he is looking at the prospect of installing a synthetic turf field. He noted that a committee was formed and has been reviewing and discussing information. Coach Patterson commented that turf fields offer facilities more use – up to four times more hours per year. He noted that the committee is requesting to use \$2,500 in impact fees for a feasibility study for the field.

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Mr. Bourque asked how the cost savings of \$15,000/year was determined. Coach Patterson indicated that the synthetic field does not need the same, constant maintenance that a regular grass field would require (i.e. mowing). He commented that the field became an idea because of lacrosse.

Mrs. Prindle expressed her support for the turf field and commented that she has some experience with it as a community member. She noted there are still some things we have to do before moving forward. She indicated that grants were researched, but more information is needed.

Dr. Cochrane mentioned he was invited to attend the meetings and work with the group. He indicated that there are significant benefits and is worth looking further. He commented that a small amount of impact fees are being requested for a feasibility study.

Coach Patterson indicated this is something for the whole community and can be used to play two games at the same time (i.e. softball) and longer into the colder seasons. He commented all that is required is that we push the snow off of the field. He noted it can also be rented out for other tournaments to help pay for maintenance.

Mr. Bourque asked if the proposal includes lighting and bleachers. Coach Patterson indicated the proposal includes lighting, but bleachers are a wish list item.

Mrs. Lepore asked what about the difference between this field and astro-turf. Coach Patterson explained that the turf field is more of a natural feel and has better absorbing power.

Mr. Barka made a motion to approve that the School Board request approval from the Board of Selectmen for the use of \$2,500 in impact fees for a feasibility study on the turf field at CHS. Mrs. Prindle seconded.

Mr. York asked why we would want to delay moving forward with this by requesting impact fees. He suggested the money can be found in the budget.

Mr. Barka commented that the motion can be approved and if declined we can pay for it out of the budget.

Mr. York commented that it is a longer process than you would expect and there is no guarantee impact fees will be approved. He suggested that the Board can approve it and ask the administration to find the money in the budget so that you can move on with the process.

Mr. Barka amended the original motion to approve moving forward with the feasibility study for a turf field at CHS. Mrs. Prindle seconded.

Mr. Markiewicz indicated that the motion is fine, but we may not have a line in the budget to appropriate those funds. Mr. York commented that if the motion is approved and there is no line to appropriate the funds, impact fees will have to be requested from the Board of Selectmen.

Mr. Barka amended the motion to instruct the Business Administrator to determine if there are funds in the budget to pay for a turf field feasibility study at CHS. If it is determined that there are no funds in the budget, the School Board will request approval from the Board of Selectmen for the use of \$2,500 in impact fees for the study. Mrs. Prindle seconded. The motion carried 5-0-0.

G. Correspondence

Mr. Bourque announced there was multiple correspondence regarding Blizzard Bags with the majority in support of continuation. Mr. York noted a common theme was extending the school day as a possible solution.

Dr. Cochrane indicated if we want to use Blizzard Bag days we will have to enter an agreement with the LEA. He noted in the past Blizzard Bags were used the first three cancellation days. He commented in the past two years, Blizzard Bags were used for the first two cancellation days and then a third as determined by the Superintendent.

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Mr. Barka questioned how many minutes the school day would have to be extended for lost days. Dr. Cochrane commented that the high school has more minutes than GMS or LMS. He noted with transportation, we would have to add the same amount of minutes for all schools, which can range from three to six minutes for a certain number of days.

Mr. York suggested that a sub-committee be established to study the starting and ending times of the schools. He commented that we may be able to decrease busing and stagger the times [by 30 minutes] so the buses will have adequate time to transport students. He indicated we can begin that process and present it to the community at Deliberative Session. He noted we can use our resources in an effective way and maximize the education process for our children.

Dr. Cochrane commented that CHS has the most instructional minutes and GMS has more than enough. He noted that there are not enough instructional minutes at LMS. He indicated the simplest solution would be to extend the time at LMS.

Mr. York noted that we received correspondence from a parent regarding the high teacher absentee rate to date.

H. Approval of Draft Minutes:

- Public Session October 15, 2014

Mr. Barka made a motion to approve the public minutes of October 15, 2014 as written. Mrs. Lepore seconded. The motion carried 4-0-1, with Mrs. Prindle abstaining.

I. Community Forum

There was no community input.

J. Superintendent's Comments

Brian C – met with Mary before meeting – first comment was being a former SB member seems to agree with her – reminds me of time, effort members put it – schools biggest investment of community and greatest asset – important that you make a difference

II. REPORTS

A. School Board Comments

Mr. York commented that his daughter designed a music book for GMS last year, which was paid for by the PTO. He indicated that GMS reached out to him again this year. He mentioned that his daughter redesigned the book and it was printed. Mr. York noted they did not get approval by the PTO and wanted to use the school purchasing process as payment. He disclosed that his business was used for printing the new music book.

Mr. Barka thanked the staff at LMS who volunteered with Special Education students that wanted to run cross country. He recognized Mr. Bourque for serving as Board Chair and keeping the Board on topic. Mr. Barka clarified a statement he previously made that offended a community member regarding improving the food service menu. He apologized for his comments.

Mr. Bourque thanked the candidates that showed interest in the vacant Board position. He thanked Mrs. Prindle for serving in the interim.

B. Business Administrator's Report

Mr. Markiewicz presented the October financial report to the Board. He commented that he is trying to bring forward current numbers when reporting on district financials. He reported that after to date expenditures and encumbrances, the balance for Salaries and Benefits is \$408,424. Mr. Markiewicz anticipates an additional \$194,429 will be expended for daily and long term substitutes based on past trends. He projected an end of year balance of \$213,995. He noted much has already been expensed in for daily and long term substitutes.

Mr. Markiewicz reported that there is an unencumbered balance of \$390,000 in Buildings and Grounds. He noted that \$245,000 has been expensed to date for repairs and maintenance, leaving an unencumbered balance of \$111,000.

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Mr. Markiewicz reported that the CHS vocational transportation budget is higher than appropriated. He indicated that part of the issue is that we are supporting more students for vocational education and the challenge is they are attending four different schools.

C. Committee Reports

- PERC

Mr. Barka reported that PERC has recently met and is looking at resources.

- LSB Building/Planning Advisory Committee
 - LSB Building/Planning Committee Minutes

Mr. York reported that the Building/Planning Committee met and asked if Mr. Lynch received documentation to recommend a change of use for the GMS 1930s building.

Dr. Cochrane indicated that Mr. Lynch did not receive anything official, but he is comfortable with the status.

Mr. York encouraged the Board to wait for the official approval before voting to approve the change of use for the building. He indicated that the Committee is meeting on November 4 and is confident the Board will be able to vote on November 5.

Mr. Bourque asked about the difficulty changing the use back to educational use if the Board approved the use of the building for storage. Mr. Markiewicz indicated the process to change the use back to educational is simple, but utilizing it would require it be brought to code, which would be costly.

III. NEW BUSINESS

A. FY16 Budget Presentations:

- Special Services

Mrs. Bandurski presented the FY16 Special Services requested budget to the Board. She highlighted major increases/decreases:

- Conferences/Workshops: increase of \$35,000 for Math and Reading training and additional certification for special education teachers, which are needed in LD or EH

Mr. York asked how the district would retain special education faculty once they receive the additional certifications. Dr. Cochrane commented it is common practice in business to include a retention clause in a contract; however, it is not common practice in education. He indicated that we can discuss a rider with legal counsel and the LEA.

Mr. York commented that he would like to have a better understanding. He indicated that it is a substantial investment, which increases an employee's worth, enabling them to leave for better pay somewhere else.

Mr. Bourque commented that we would have people that stay and benefit the district. He believes that people do not come to Litchfield to be trained and then leave.

Mrs. Prindle commented that it is important to consider that there is an investment in having more people with the correct certifications so that we can supply the required services to our students. She noted it is our responsibility to ensure that we do not go down that path again.

Mr. Bourque commented he would rather the district be known as one that educates. He asked if the employees that will be trained have been identified. Mrs. Bandurski indicated that she first wanted to secure the funding and then see who is interested.

Mr. York asked how we know if it is enough funding if we have not identified the employees. He commented once we commit to it, it will be in the budget. Mrs. Bandurski indicated that interest has been expressed at each building, but we cannot pay for everyone at the same time. She noted those interested will have to submit a request and go through an approval process.

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Mr. York commented if you start people in the process you would want to keep them in the process. Mrs. Bandurski indicated for the following year's budget she will know who is included and can plan for continuation. She noted she will determine the best needs for the staff.

- DW Professional Services: decrease of \$46,746 as there will be a change in services (student aged out)
- Tutoring: increase of \$11,416 for students who are attending charter schools (we are required to provide services)
- Handicapped Tuition: increase of \$50,024
- Textbooks New GMS: increase of \$2,523 for preschool curriculum
- Equipment Additional GMS: increase of \$4,583 for vision equipment for visually impaired student; iPad
- Equipment Replacement GMS: increase of \$3,059 for FM System and laptop for case manager

Mr. York noted that a wireless printer is budgeted in Equipment Additional GMS. He asked why other printers in the school cannot be used. Mrs. Bandurski indicated that it is e-print specific for iPad.

- Texts New LMS: decrease of \$16,004

Mr. Bourque indicated that all textbooks (increase or decrease) were being moved to Curriculum Development.

- Equipment Additional LMS: decrease of \$5,714
- Equipment Replacement LMS: increase of \$3,059 for FM System and 3 replacement laptops
- Software CHS: increase of \$5,380 for site license for Read and Write Gold – the software has components and features students can use as they transition to college
- Furniture Additional CHS: increase of \$3,945 for fireproof filing cabinets

Mr. York questioned the need for fireproof filing cabinets. Mrs. Bandurski indicated that special education records must be retained for an additional seven years after the student graduates and need to be protected from destruction.

Mr. York commented that a \$4,000 digital storage system can be used to retain the records. He indicated that all documents can be scanned into the system, which would decrease the need for expensive storage. He recommended working with Mr. Hancock on digital storage solutions and hiring an intern to scan the documents into the system.

Mr. Barka commented that hiring an intern would cost more than \$4,000. Mr. Markiewicz concurred and indicated that hiring someone to scan those documents is very expensive and requires maintaining and constant updating.

Mr. York commented that the case managers are using digital files. Mrs. Bandurski noted she will have a discussion with Mr. Hancock and research other districts.

- Equipment Additional CHS: increase of \$4,565 for assistive technology
- Equipment Replacement CHS: increase of \$3,640 for FM System and replacement laptop
- Equipment Replacement DW Psychological Services: increase of \$2,000 for replacement laptops
- Transportation: increase of \$19,761 based on current needs – can no longer make the out of district run.

Mrs. Bandurski explained that we have come to the point where the in-district bus can no longer make out of district trips. She noted that we share buses with other districts, but that can change at any time when a student ages out. Mrs. Bandurski indicated that she has reviewed what has been encumbered already this year. She noted that there is only \$79,000 that has not been encumbered and that can be spent quickly on a student that is sent out of district.

Dr. Cochrane suggested that the Board make their changes and vote on the Special Services budget tonight.

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Mrs. Prindle made a motion to approve the FY16 Special Services budget with suggested changes by the School Board. Mrs. Lepore second. The motion carried 5-0-0.

IV. OLD OR UNFINISHED BUSINESS

There was no old or unfinished business.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no community input.

VII. 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 non-public session at 8:19 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. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes; Mrs. Prindle, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York, the Board returned to public session at 9:49 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. Barka, yes; Mr. York, yes; Mrs. Prindle, yes.

IX. ADJOURN

Mr. York made a motion to adjourn at 9:50 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

Mary Prindle

October 22, 2014

Attachment to the October 22, 2014 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the October 22, 2014 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

From: Anissa Swanson - SAU27 Website <sysadmin@litchfieldsd.org>

Date: October 16, 2014 at 8:50:21 PM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: Blizzard bags

Reply-To: Anissa Swanson

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Anissa Swanson

Name: Anissa Swanson

Email: Subject: Blizzard bags

Message: Hello I am not in favor of the blizzard bags. As a working parent when school is cancelled we send our kids to daycare. After a long day at work the last thing I want to do is have my child spend hours doing busy work. I don't feel the blizzard bag equates to a full day of school. Snow days should be what they have always been, a day for kids to be kids. A longer school day is always an option instead of extending the school year.

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Sent date: Thursday, 16 October 2014 20:50

From: Bonne Cavanagh - SAU27 Website <sysadmin@litchfieldsd.org>

Date: October 19, 2014 at 10:14:21 AM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: Blizzard Bags

Reply-To: Bonne Cavanagh

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Bonne Cavanagh

Name: Bonne Cavanagh

Email: Subject: Blizzard Bags

Message: Please keep the Blizzard Bags. Would you consider adding the time needed to make up added to the end of the school days? I believe Nashua did that last year. Thank you to all of you for everything you do for our kids. Bonne Cavanagh

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Sent date: Sunday, 19 October 2014 10:14

From: Chrisandra Brennan - SAU27 Website <sysadmin@litchfieldsd.org>

Date: October 17, 2014 at 8:22:05 AM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: Blizzard Bag

Reply-To: Chrisandra Brennan

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Chrisandra Brennan

Name: Chrisandra Brennan

Email:

Subject: Blizzard Bag

Message: Hi. I just wanted to send a quick email in support of the Blizzard Bag. My daughter loves doing them while still being able to enjoy a snow day at home. When I tell other parents about this system from other districts they all think it's a great idea and always say they wished their school had something similar. As they say "if it ain't broke don't fix it!" Thanks !

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Sent date: Friday, 17 October 2014 08:22

From: Cynthia Caliri - SAU27 Website <sysadmin@litchfieldsd.org>

Date: October 16, 2014 at 8:17:07 PM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: Blizzard Bags

Reply-To: Cynthia Caliri

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Cynthia Caliri

Name: Cynthia Caliri

Email: Subject: Blizzard Bags

Message: Dear School Committee Members, I am writing to provide input into the use of Blizzard Bags. I have two children at GMS, fourth and third grade. I have found the use of Blizzard Bags disappointing. I believe Blizzard Bags can be a tremendous resource for abiding by state law to meet the required yearly hours of instruction and in meeting contractual agreements with school personnel. However, in recent memory I do not recall even coming close to the students attending school near June 30th. Living in NH we certainly can expect a fair amount of school cancellations due to weather. If the district has exhausted the allotted 5 days built into the school calendar for snow days and the school calendar is extended to the 29th of June, I would be happy to complete the needed Blizzard Bags as additional snow days are implemented. However, utilizing the Blizzard Bags before this point is a gross misuse of their intent. The Blizzard Bags are a poor substitution for effective instruction. You cannot think that 3-4 hours of paper and pencil busy work can take the place of classroom instruction. I find it such a contradiction that the GMS Student Handbook states: "Due to the planning, preparation, and variation of curriculum and materials, teachers are not required to honor requests for schoolwork with regard to vacations or family trips. Parents may contact the classroom teacher to discuss alternative education during these times. Again, we encourage parents to schedule vacations and family trips when school is not in session. Please refer to the Litchfield School District Student Attendance, Absenteeism, & Truancy Policy." However, for the benefit of the district Blizzard Bags can take the place of all that planning, preparation, and curriculum. But, to accommodate a family vacation we are discouraged from having our children miss a single day. I believe that families have received letters of reprimand when their children missed school due to a family trip. But, Blizzard Bag days at the discretion of the District are acceptable. I do not believe there is a distinction between the two. A missed day is a missed day. If it is truly unacceptable at a parents discretion, then it should be just as unacceptable at the District's determination. Although, I often have a snow day when my children have snow days. That is not always the scenario. If my husband and I are required to work on a snow day, family and friends care for my

children. I cannot impose 3-4 hours of busy work to be monitored by them. That then requires that we complete the work after I return home, traveling in traffic due to the weather. It is really unacceptable. Although we do receive the Blizzard Bags in advance, in the past the assignments have been tied to current class assignments (the weekly spelling list) making them unable to be completed beforehand. I also find that the peer pressure to complete the Blizzard Bags has forced my compliance in the past. I am not sure how each of my children knows, by name, the children who do not turn in their assignments. I have chosen to avoid placing my children in the position of being identified for not handing in their Blizzard Bags to their peers at an elementary level. However, as they move to LMS it will be their choice. I believe the participation levels at each school can give you an indication of what their choice will be. In a nutshell, if the District is concerned with the possibility that school will be extended past June 30th, I suggest starting before Labor Day. The majority of NH school districts have the students begin the year in the fourth week of August. Utilize available snow days that extend the school year to within June 28th, and then utilize Blizzard Bags, as needed. Using the Blizzard Bags before the other reasonable options is not using them for the intended purpose. Thank you, Mike and Cynthia Caliri

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Sent date: Thursday, 16 October 2014 20:17

From: Debbie Rice - SAU27 Website <sysadmin@litchfieldsd.org>

Date: October 16, 2014 at 9:38:26 PM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: blizzard bags

Reply-To: Debbie Rice

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Debbie Rice

Name: Debbie Rice

Email:

Subject: blizzard bags

Message: I loathe blizzard bags. Would love them to be gone. I want to enjoy snow days and play outside with my kids. Having 4 kids all different ages, I spend the day harassing the kids, "have you finished your blizzard bag yet"?. Plus my 7 year old struggles with concentrating, which makes them very challenging. In reality, these bags should not count as an actual school day. I know they would receive more benefits of a full day. I think our school year starts way too late. I would prefer to start In late August like a lot of other school districts. Thank you.

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Sent date: Thursday, 16 October 2014 21:38

From: Jessica Guerrette >

Date: October 16, 2014 at 7:43:11 PM EDT

To: Brian Bourque <bbourque@litchfieldsd.org>, Derek Barka <dbarka@litchfieldsd.org>, Janine Lepore <jLepore@litchfieldsd.org>, "John York" <jyork@litchfieldsd.org>

Subject: **Blizzard Bags**

Good Evening,

I will start by saying that I am a teacher at LMS and also a parent of two kids at GMS. As both an educator and as a parent, I completely disagree with the use of blizzard bags. Why do we use blizzard bags? We use them because they are convenient. Every reason I have ever heard for people wanting to continue using them goes back to the idea that they are convenient. I don't think convenience should ever be the reason for making a decision that affects my children's education. If this were an educationally sound process, the whole state would be using them. There is a reason that we are one of the few districts still using blizzard bags. That reason is that other districts have decided that a packet of worksheets does not compare to the teaching and learning that takes place in a classroom.

In addition, it has been my understanding that the participation rate for the district is based on students completing ONE subject in their blizzard bag packets. If a student hands in one subject, they are included in the 85%. In addition, there is no mention of the quality. It can be very poor quality, but if they hand in that ONE subject, we include them in the participation percentage. Therefore, to say 85% of blizzard bags are completed is inaccurate. Instead, 85% of the students hand in at least one assignment to one teacher (without taking into account the quality of the work).

Thank you for your time and careful consideration of this topic!

Sincerely,
Jessica Guerrette

From: jillian ozmore - SAU27 Website <sysadmin@litchfieldsd.org>

Date: October 16, 2014 at 10:04:46 PM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: upcoming vote on blizzard bags

Reply-To: jillian ozmore

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
jillian ozmore

Name: jillian ozmore

Email:

Subject: upcoming vote on blizzard bags

Message: I am writing to provide my input for the vote on the blizzard bags. I personally think the blizzard bags should stay. There is no reason that the students who are stuck inside all day anyway can not complete a few worksheets. Perhaps they could be structured differently if people are unhappy, but the concept of the blizzard bags should stay. I feel like the complaining about the extra work mostly comes from the parents who do not want to supervise their child doing the work rather than the students. Additionally our children were in school later last year than most of the other local school districts. From my experience not much learning goes on in June due to the excitement of summer vacation and the heat. It is more productive for the students to do the blizzard bags at home then to be in a building that does not have air conditioning until almost July. Some of the classrooms get very hot and uncomfortable and it is not an environment that we should be subjecting our students to. Adding on to the school year is not a reasonable plan when the school calendar already has them finishing on June 24th with 4 snow days. We should expect a minimum of 4 snow says in NH and need to have a plan that is in the best interest of the students. As I said I think the blizzard bags should stay, but If the majority feels that blizzard bags should go then I think the entire school calendar must be restructured to incorporate more days prior to June. The blizzard bags should stay for this year at least and then the school calendar can be changed. There are days off that we could use as school days to help fill the gap.(such as parent/teacher conference day, the day before thanksgiving and some of the Monday holidays) They have too many delayed openings and days off during the year. Many of the holidays they have off are not even recognized as holidays anymore for many parents who have to work. A great example is the schedule for this November. They should not have voting day, veteran's day and parent/teacher conference day off all within the same two weeks. All of these days make it very challenging for working parents and adding on to the school year in June makes it worse. Most summer camps start in mid June and end by the middle of August so for most working parents it would be easier for the students to start the last week of August every

year. Honestly I think that the calendar could be updated regardless of the blizzard bag decision. I recognize that you have a tough job and that of course not everyone will be happy with the decision. I appreciate your time and consideration.

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Page Title: All School Board Members

Page URL: <http://www.litchfieldsd.org/27-email-entire-school-board>

From: "Karen P. Hart - SAU27 Website" <sysadmin@litchfieldsd.org>

Date: October 17, 2014 at 12:28:30 PM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: Use of blizzard bags

Reply-To: "Karen P. Hart"

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Karen P. Hart

Name: Karen P. Hart

Email:

Subject: Use of blizzard bags

Message: I do not like the blizzard bags. It doesn't replace the three days of educational learning that they missed. Most of the work is usually review work. I agree that extending school till almost July is not great either as it can get very hot in the classrooms. Can teacher work shops be placed before school starts at the beginning of the year or after school gets out in June? This year they have one scheduled Nov. 4th . Not sure if there is another one scheduled after that as the school calender on line does not show any days off yet for 2015 year. I think the schools usually have 2 teacher work shops. By placing them before or after school calendar year starts, this will increase the school year in the middle. I would rather the children start school the week before Labor Day.

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From: Kathleen Robicheau - SAU27 Website <sysadmin@litchfieldsd.org>

Date: October 16, 2014 at 8:43:53 PM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: Blizzard Bags

Reply-To: Kathleen Robicheau

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Kathleen Robicheau

Name: Kathleen Robicheau

Email:

Subject: Blizzard Bags

Message: I do not like the blizzard bags, we struggle to get them done and even with the blizzard bags we still had to go extra days into summer. It's usually not what the kids are currently working on and it's just an exercise. I favor tacking on extra time to the school day, similar to the Manchester School District (I think it was as little as 10-15mins a day)
Thank you

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Sent date: Thursday, 16 October 2014 20:43

From: Laura West - SAU27 Website <sysadmin@litchfieldsd.org>

Date: October 20, 2014 at 8:49:00 AM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: Blizzard Bags

Reply-To: Laura West

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Laura West

Name: Laura West

Email

Subject: Blizzard Bags

Message: 4 Waterview Circle Litchfield, NH 03052 Litchfield School Board 1 Highlander CT Litchfield, NH 03052 To Whom It May Concern: I want to express my gratitude for the recent revote of Dr. Cochrane's contract. I was happy to hear his contract was renewed but even more thrilled that the vote was 4-0 and the board was united and able to work together. I am writing today to show my support for the blizzard bag program. I believe the program promotes independent learning at home and keeps the kids engaged when school is cancelled due to a storm. Having those three allotted blizzard bag days helps our community to get out of school earlier in June as well. I would like to see Litchfield keep the blizzard bag program in place. Thank you, Laura West

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Sent date: Monday, 20 October 2014 08:49

From: Meg LeonGuerrero - SAU27 Website <sysadmin@litchfieldsd.org>

Date: October 17, 2014 at 7:58:38 AM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: Blizzard Bags

Reply-To: Meg LeonGuerrero

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Meg LeonGuerrero

Name: Meg LeonGuerrero

Email:

Subject: Blizzard Bags

Message: I just wanted to write in to voice my support for the blizzard bag. I have 2 kids at GMS and I find the program to be a huge benefit for both students and the school. I feel that it's often too hot at the end of the school year to expect students and staff to sit in the classrooms any longer than necessary. I would also support an online version of the blizzard bags if possible which I imagine could also save the schools on the expense of all that photocopying. Meg LeonGuerrero

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Sent date: Friday, 17 October 2014 07:58

From: withheld - SAU27 Website <sysadmin@litchfieldsd.org>

Date: October 21, 2014 at 1:59:23 PM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: CHS

Reply-To: withheld

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
withheld

Name: withheld

Email:

Subject: CHS

Message: Hello- I have a child at CHS and I was wondering why this school has such a high absence rate. Every time I ask my child about her day one of her teachers is not there. I understand that people get sick, children get sick and there are personal emergencies, but what I do not understand is why this happens so frequently at this school. We have only been in school for 30 some odd days and a majority of my child's teachers have already been out two or more times. This seems excessive to me. From past experience I know that the teacher rate gets much higher in the spring when there are field trips, senior week and all sorts of workshops. It just seems to me that if a teacher is out more than 4 times a quarter they should forgo some workshops and field trips to work in the classroom with the students. Most only see students three days a week. Is this a School Board issue? Superintendent issue? or a Principal issue? I am a compassionate person and have not noticed this in any of the other Litchfield schools. I would appreciate you looking into this matter. Thank you.

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Sent date: Tuesday, 21 October 2014 13:59

From: Shawn Starbird - SAU27 Website <sysadmin@litchfieldsd.org>

Date: October 17, 2014 at 9:35:54 AM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: Blizzard Bad Continuation

Reply-To: Shawn Starbird

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Shawn Starbird

Name: Shawn Starbird

Email:

Subject: Blizzard Bad Continuation

Message: Dear Members of the Board, I am writing to you as a parent of a 4th grader at GMS, and a 6th grader at LMS. We just moved to Litchfield this past summer, having lived out of state for nearly 10 years. Our friends who live in Litchfield mentioned the Blizzard Bags to us last year, and it was one of the items that put Litchfield on our list to move to. I know it may seem minor, but having a limited amount of these "Blizzard Bags" available to help reduce the number of snow days needing to be used is a wonderful idea. With the weather last year, the last day of school was already later than most in the area. If the Blizzard Bags were not in place, it would have extended the school year until just before the July 4th week. With the evolution of education to include online college degrees, the evolution of the workforce to include tele-commuting, I feel that the Blizzard Bag approach is an important tool for not only reducing the amount of snow days added in June, but also helps introduce skills that can benefit the children as they grow. Please keep the Blizzard Bag program in place. I understand that some community members may not like the idea, citing problems with the way it was handled in the past, but all new ideas and programs need time to mature, and everything can always be improved. Thank you for your time, and I hope you will consider this email as two votes in favor of keeping the Blizzard Bags. Sincerely, Shawn and Tracy Starbird

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From: Sharyn Tighe - SAU27 Website <sysadmin@litchfieldsd.org>

Date: October 16, 2014 at 9:29:28 PM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: Blizzard Bags

Reply-To: Sharyn Tighe

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Sharyn Tighe

Name: Sharyn Tighe

Email:

Subject: Blizzard Bags

Message: Please continue the blizzard bag program. I shudder to think how late the year would end without them. Its not always easy to have my children complete the work, but frankly it shouldnt be easy. When I mention the program to families in other school districts, they always think what a fantastic idea. Thank you.

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Sent date: Thursday, 16 October 2014 21:29

From: Tina Harrison - SAU27 Website <sysadmin@litchfieldsd.org>

Date: October 17, 2014 at 10:20:52 PM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: Blizzard Bags

Reply-To: Tina Harrison

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Tina Harrison

Name: Tina Harrison

Email:

Subject: Blizzard Bags

Message: Thank you all for soliciting input from parents regarding the continuation of blizzard bags. I am generally a fan of them - i see the last days of school in June as hot, uncomfortable, and futile. I am in favor of avoiding adding extra days on to the end of the year if at all possible. Blizzard bags are a good option, though I acknowledge, they don't work for everyone. As a parent of a middle-schooler and a first-grader, I would also be in favor of extending the length of school days to make up for snow days, or even combining February and April vacations into one week-long vacation in March.

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Sent date: Friday, 17 October 2014 22:20

From: Terrie Taylor - SAU27 Website <sysadmin@litchfieldsd.org>

Date: October 17, 2014 at 8:32:03 AM EDT

To: <schoolboard@litchfieldsd.org>

Subject: Litchfield School District: blizzard bags

Reply-To: Terrie Taylor

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Terrie Taylor

Name: Terrie Taylor

Email:

Subject: blizzard bags

Message: I understand that blizzard bags are being revisited to combat all of our snow days. While I am not against blizzard bags I am curious if it would work better to extend the school days by a small amount as many other districts have been doing instead. I definitely feel that something should be done so our children are not stuck in school so late in the year, I'm just not sure blizzard bags would be the most effective way to go. Has the extended school day been looked at yet? Thank you for your time, Terrie Taylor

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LITCHFIELD SCHOOL DISTRICT

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for October 29, 2014

(approved as written 11-5-14)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Mary Prindle, Board Member
Dr. Brian Cochrane, Superintendent
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:37 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from: October 22, 2014

Mr. York made a motion to approve the non-public minutes of October 15, 2014 as written. Mr. Barka seconded. The motion carried 4-0-1, with Mrs. Prindle abstaining.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session October 22, 2014

Mrs. Lepore made a motion to approve the public minutes of October 22, 2014 as written. Mrs. Prindle seconded. The motion carried 5-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

Dr. Cochrane announced that there is a slight change to the format of the agenda. He commented there has been concern regarding the length of the meetings. He indicated that we are piloting a change in the format where a Recommended Action or an Action Required statement will follow certain agenda items to bring more focus to time spent on an issue.

II. REPORTS

A. School Board Comments

Mr. York commented that the Board discussed the transportation budget and briefly recommended ideas of reformatting of buses and/or reducing buses. He noted that revising school start times was suggested. He asked if the Board would like to create a committee to begin working on the transportation recommendations. Mr. York

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commented that if transportation can be effectively reduced, it would significantly decrease the cost. He indicated that the Board would be able to present the resolution at Deliberative Session. He noted that we have buses that are not full because LMS and CHS bus routes are running at parallel times. He believes we would be able to reduce two buses.

Dr. Cochrane agreed that it would be beneficial to create a committee. He commented that if we are looking at reducing two buses it would be best to first meet with First Student and discuss what the net impact would be on bus runs. He added that we also need to determine what sort of offset that would require.

Mr. Bourque questioned why they can't pick up LMS and CHS students at the same time.

Mrs. Lepore commented there may be parental concerns with having younger students on the bus with senior students.

Mr. York suggested the Superintendent task the Business Administrator to have a general idea of the layout of the process by November 12 so the Board can begin looking at that process and the Superintendent can get feedback from school leadership.

B. Committee Report

- Budget Committee

Mr. Bourque reported that the Budget Committee met on October 23, 2014. He reported that the Budget Committee has begun reviewing town budgets, which will continue weekly. He noted they are looking for budgets to be level or lower.

- PERC

- Consent Items:

- PERC Recommendations Memo

Dr. Heon presented recommendations from PERC and asked for Board approval.

- Geometers

Dr. Heon indicated this is a well-known and well-regarded tool that enables teachers and students to study aspects of geometry and algebra visually. She explained our new math series includes embedded lessons reliant on the tool. She noted that we consider this a pilot for grade 7 to determine if other grades would benefit from its use. Dr. Heon commented that it is web based with no hardware.

Mr. York made a motion to approve Geometers Sketchpad for grade 7. Mrs. Lepore seconded. The motion carried 5-0-0.

- LMS Spanish Videos

Dr. Heon indicated that the teacher owns the videos and used them in her previous teaching. She noted they are primarily culture based as many focus on historical places while some focus on important holidays or celebrations. She commented it is a good way for the students to experience the history, architecture and culture of foreign countries.

Mr. York observed there are a few videos that require permission slips to be sent home prior to viewing. Dr. Heon noted that the teacher and principal mentioned that permission slips would be sent home in the event there is any sensitive content.

Mr. York was concerned with the videos that require permission slips and asked why they would require parental permission to be viewed. Dr. Heon indicated that the permission slip would specify the reason. She commented that the recommendations for those particular videos can be set aside until we have more information.

Mr. York made a motion to approve the recommended LMS Spanish videos that do not require a permission slip to be sent home. Mrs. Prindle seconded. The motion carried 5-0-0.

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Mr. York suggested to revisit the videos in question at the next Board meeting.

III. NEW BUSINESS

There was no new business.

IV. OLD OR UNFINISHED BUSINESS

A. FY16 Budget Changes/Approvals:

Dr. Cochrane noted that the following budgets are being presented for suggested changes or approval.

- Curriculum Development

Mr. York asked why \$123,538 was budgeted in 2014, but only \$74,965 was expended. He wondered if it should be reduced to \$75,000.

Dr. Heon pointed out that the increases occurred in course reimbursement and in-district professional development. She noted that the district has no control over the costs as they are controlled by the LEA contract.

Dr. Cochrane explained that the formula is in the LEA contract and we have to budget for that regardless of how many teachers take advantage of course reimbursement or the in-district professional development.

Mrs. Lepore commented that it is fair to say while we provide for all 124 teachers to have the coursework, some may not engage in it. She noted that it has to be budgeted in the event they do engage in the coursework.

There was some discussion regarding the calculation of the bottom line.

Mrs. Prindle made a motion to approve the FY16 Curriculum budget bottom line of \$186,025 as revised. Mrs. Lepore seconded. The motion carried 5-0-0.

- GMS

Board members were concerned with the textbook replacement line(s) in the budget. Dr. Heon explained that there are two different types of replacement texts: small amounts that we do not deal with in class quantity and those that are replacing damaged or worn books.

Mr. York asked how many students are enrolled this year and how many are projected for next year. Dr. Cochrane indicated we are anticipating the decrease of a third grade class next year.

Mr. Barka asked if the budget includes costs for Destination Imagination. Dr. Cochrane indicated that is a stipend amount.

Mr. York made a motion to approve the FY16 GMS budget bottom line of \$147,239 as presented. Mr. Barka seconded. The motion carried 5-0-0.

- LMS

Mr. York questioned why FY15 items in accounts 640 and 641 were not moved to the district wide curriculum budget. Dr. Heon clarified that the Board gave that direction for FY16 budgets.

Mr. York commented that all FY15 640 and 641 account texts should be moved into the district wide curriculum budget.

Mrs. Prindle suggested an audit of the district wide 640 and 641 accounts be prepared.

Mr. York indicated that in the LMS Math budget, \$12,061 was budgeted for 2015 in account 640. He commented that should be moved to the curriculum budget.

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Dr. Heon noted those were purchased at the end of FY14. Mr. York indicated that amount should be removed from FY15.

Referring to the LMS Music budget, Mr. Barka asked if LMS will be leasing instruments.

Dr. Cochrane indicated that the actual quote refers to a lease purchase. Mr. York suggested changing the wording to reflect that these will be a purchase.

Board members requested the LMS budget be revisited once the wording is updated.

- School Board

Mr. York made a motion to reduce the bottom line of the FY16 School Board budget by \$3,461 reflecting a new bottom line of \$60,000. Mrs. Prindle seconded.

Mr. York suggested reducing legal services by \$3,461 to reflect a new budget amount of \$33,039.

The motion carried 5-0-0.

- SAU

Mr. York commented that Line 810, Dues and Fees, should be reduced by \$600 as we no longer have membership with the Hudson/Litchfield Rotary.

Mr. York made a motion to reduce Account 1090232000-810 by \$600. Mrs. Prindle seconded. The motion carried 5-0-0.

Mrs. Lepore suggested adding \$1,000 to Line 890 for teacher recognition.

Mrs. Lepore made a motion to add \$1,000 to Account 1090232000-890 for teacher recognition.

Dr. Cochrane expressed that he would like to recognize excellence in instruction. He commented that teachers find it rewarding to be recognized with more tools or resources. He indicated that the demonstration of commitment to excellence and value in teaching is worth the funding. Dr. Cochrane commented that the budget has very little discretionary money and to find a way to do the important things with small amounts of money is worthwhile.

Mrs. Lepore amended her motion to add \$2,175 to Account 1090232000-890 for teacher recognition. Mr. Barka seconded.

Mrs. Lepore commented that her reasoning is to motivate and encourage more teachers to excel further.

The motion carried 4-1-0, with Mr. York opposing.

Mr. York made a motion to reduce Line 1090232000-580 by \$2,175. Mr. Barka seconded.

Dr. Cochrane indicated that he stopped charging for in-district travel to reduce mileage reimbursement.

Mr. York amended his motion to reduce Line 1090232000-580 by \$1,750. Mr. Barka seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to approve the FY16 District Administration revised bottom line of \$33,161. Mrs. Prindle seconded. The motion carried 5-0-0.

- Business/Finance

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Dr. Cochrane indicated that the FY16 Business/Finance budget increase of \$20,050 is mainly due to the request to purchase an electronic timecard system.

Mr. York commented that he would like the district to follow the federal guidelines regarding hours and tracking of hours.

Mr. York made a motion to approve the FY16 Business/Finance budget bottom line of \$87,190 as presented. Mrs. Prindle seconded. The motion carried 5-0-0.

- Human Resources

Mrs. Prindle made a motion to approve the FY16 Human Resources budget bottom line of \$12,786 as presented. Mr. Barka seconded. The motion carried 5-0-0.

B. Blizzard Bags

Dr. Cochrane provided participation rates from 2014 for the Board. He explained that the SAU receives the percentage of participation from each school and that is what is reported. He noted that a vast number of students complete Blizzard Bags.

Mrs. Prindle asked why the Board is discussing Blizzard Bags.

Dr. Cochrane explained that if the Board votes to continue using Blizzard Bags this year they have to agree to a sidebar agreement with the LEA. He commented that the first year they were implemented Blizzard Bags were used for the first three cancellation days. Dr. Cochrane indicated that the last two years, Blizzard Bags were used in the following manner - the first two cancellation days were Blizzard Bag days, the next cancellation day was a regular cancellation day, then the next cancellation day was a Blizzard Bag day. He noted that the LEA contract currently states the following options for cancellation days: 1) extend the school year; 2) Saturday school; 3) extend the school day; 4) classes during school vacations. He indicated that if a sidebar agreement is entered, the LEA would like to reverse steps 2 and 3.

Mr. York suggested accepting the first three cancellation days as they occur. He noted if three more days occur add on to the end of the school day to make up that time, then use Blizzard Bags if necessary. He believes that is a fair compromise.

Mrs. Lepore commented that if we extend the day by four minutes it will not be a great impact on busing. She indicated that she would object to adding 15 minutes to the end of the day as many students have commitments after school.

Mr. York commented we need to keep the students in the buildings with the teachers. He indicated the last thing we should be using are Blizzard Bags.

Mrs. Lepore questioned what five additional minutes will really add. She indicated that Blizzard Bags are actually real work and not busy work. She commented the work takes time to complete. Mrs. Lepore noted that twice as many people were in favor of continuing Blizzard Bags than were not, which says something.

Dr. Cochrane indicated that three cancelled school days would amount to adding 12 minutes per day.

Mr. Bourque suggested that we could add the minutes to the day and recalculate or update on January 1 or February 1 to determine when it will even out.

Mr. York expressed that he does not believe the Blizzard Bag process is calculated accurately. He stated that he disagrees with partial attendance calculations. He commented that if a student does not turn in all the work then s/he is marked absent.

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Mrs. Lepore commented that if a student has a problem with one of the assignments, they have to bring it in in order to finish it. She noted they have 48 hours to turn in their work.

Mr. York commented that the NH DOE states that students must complete all assigned work or they are not in attendance. He believes the schools are counting students in attendance when they are only turning in one assignment.

Mrs. Lepore disagreed with Mr. York. She commented that the students are required to finish the work to get the grade. She noted that students may have questions on an assignment, but are allowed to finish it and bring it back. She does not believe they would start the work and not complete it.

Mr. York commented that he is conveying what he hears from other parents. Mrs. Lepore indicated that Mr. York should direct those parents to the principal.

Mr. York commented that they want their children in school and not using Blizzard Bags. He commented that it was a great idea, but the two leading schools that started Blizzard Bags program have now left.

Mrs. Prindle suggested putting an audit process in place this year. She noted the results can be brought to the Board and we will weigh in. She commented that she is not in support of Blizzard Bags, but when looking at the calendar she does not see how they are not built in.

Mrs. Lepore made a motion to continue using Blizzard Bags and to direct the Superintendent to have a discussion with the LEA regarding a sidebar agreement. Mrs. Prindle seconded.

Mr. York indicated that Manchester revamped all of their scheduled days and now have 176 school days. He encouraged the Board to move away from Blizzard Bags and explore other options.

Board members discussed the number of additional minutes/days each school has in total. Dr. Cochrane suggested that the Board can investigate school approvals for hours vs days and table the motion until the next meeting.

Mrs. Prindle made a motion to table the motion to the November 5 meeting. Mrs. Lepore seconded. The motion carried 5-0-0.

C. Turf Field Proposal

Dr. Cochrane provided information regarding the CHS Turf Field survey proposal to the Board.

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 by Mr. Barka, the Board entered non-public session at 8:40 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. Mrs.

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Prindle seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes; Mrs. Prindle, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York, the Board returned to public session at 9:14 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. Barka, yes; Mr. York, yes; Mrs. Prindle, yes.

IX. ADJOURN

Mrs. Prindle made a motion to adjourn at 9:15 p.m. Mrs. Lepore seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

LITCHFIELD SCHOOL DISTRICT

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for November 5, 2014

(approved as written 11-12-14)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Mary Prindle, Board Member (*excused*)
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:32 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included moving the FY16 LMS Superintendents budget before Food Service under Old/Unfinished Business.

D. Summary of Non-Public Actions from: October 29, 2014

Mrs. Lepore made a motion to approve the non-public minutes of October 22, 2014 as written. Mr. York seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session October 29, 2014

Mr. York made a motion to approve the public minutes of October 29, 2014 as written. Mr. Barka seconded. The motion carried 4-0-0.

H. Community Forum

Robin Corbeil invited the School Board to the Veterans Day celebration at LMS on Monday, November 10.

I. Superintendent's Comments

Dr. Cochrane announced that at the next School Board meeting there will be a brief presentation from the CHS theater group to promote their musical, The Wedding Singer, which is scheduled on November 21 and 22 at CHS.

II. REPORTS

A. School Board Comments

Mr. Barka commented that he and Dr. Cochrane visited Manchester West High School to see a demonstration of the Steam Ahead Program. He indicated that it is a partially self-contained class with excellent attendance. He noted

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that the students are more engaged and the foundation is open for freshmen/sophomore students. He commented they intend to open up more advanced courses for junior/senior students.

Dr. Cochrane commented that there was an event going on today. He indicated that it is partially self-contained with five teachers and five classes (four content areas and a tech class). He noted that the courses are project based and the curriculum is student driven. He commented that the expectation is to see an increase in the number of students showing interest in more advanced courses in the junior or senior year.

B. Committee Reports

- **Budget Committee**

Mr. Bourque reported that the Budget Committee met on October 30, 2014. He commented that the Budget Committee is not approving budgets at this time. He explained they are reviewing budgets one week and voting on reductions the next. He indicated they will not vote on a budget until they receive the bottom line in December.

- **LSB Building/Planning Advisory Committee**

Mr. York reported that the committee was less one member and discussed additional membership. Dr. Cochrane informed the committee that Kelly Fraser was interested in becoming a member. Mr. York asked the Board for a vote to approve his membership to the committee.

Mr. York made a motion to approve the addition of Kelly Fraser to the LSB Building/Planning Advisory Committee. Mr. Barka seconded. The motion carried 4-0-0.

Mr. York reported that Kevin Lynch, Litchfield Building Inspector, provided a building permit to change use of 1930's building to storage. He asked the Board to accept the change of use.

Mr. York made a motion to accept the change of use for the GMS 1930's building from educational to storage. Mr. Bourque seconded. The motion carried 4-0-0.

Mr. York reported that the committee discussed the district-wide storage issue. He indicated that the committee asked Mr. Lynch to begin the process of evaluating the replacement of existing items on the back football field at CHS with a storage building. He noted that the committee was directed that they need the cost in the next two months in the event it is decided to place a storage building on the warrant.

Mr. Bourque asked about the size of the proposed building. Mr. York indicated that Mr. Lynch will guide us through the town ordinances and regulations regarding property lines.

Mr. York reported the committee discussed building security with regard to the entrance ways of GMS and LMS. He indicated that the consensus for GMS was to restrict people from movement when they first walk into the building. He noted that Mr. Markiewicz was tasked with improving entrance monitoring at LMS and CHS. Mr. York commented that the solution for LMS is most difficult because of the proximity of the office to the entrance.

Mr. York reported the committee discussed a long term plan for GMS. He indicated that Mr. Lynch knows an HVAC engineer who has the expertise to work on old buildings. He noted the committee would like to have a five year plan for improving GMS completing one section per year.

Mr. Bourque commented there has been discussion about bringing the Kindergarten classes inside the school. Dr. Cochrane indicated that it has been requested that in the event a room is opened up from the decrease in enrollment that the vacant room becomes a music room. He noted that currently music is on mobile carts.

C. Technology Report Oct 2014

The October 2014 Technology report was provided for the Board.

Mr. Barka asked about badges for the School Board. Mr. Markiewicz indicated they can be provided anytime after November 1.

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III. NEW BUSINESS

A. 2014-2015 Revised School Board Meeting Calendar

The Board was asked to revise the School Board meeting calendar for 2014-2015 to reflect a meeting date on November 12, 2014. Board members agreed to revise the calendar and add a meeting for November 12.

IV. OLD OR UNFINISHED BUSINESS

A. FY16 Budget Changes/Approvals:

- Food Service

The FY16 Food Service Superintendents budget was presented to the Board.

Mr. York made a motion to approve the FY16 Food Service Superintendents budget for a bottom line of 338,620. Mr. Barka seconded. The motion carried 4-0-0.

- LMS (*Music*)

The FY16 LMS Superintendents budget was presented to the Board on October 29, 2014. The Board asked for clarification regarding the Music account, specifically the proposed lease purchase of musical instruments.

Ms. Leite commented that the terminology is the issue. She noted that it is in fact a lease purchase. She indicated that they call it a lease program, but we are purchasing the instruments. Ms. Leite commented that these instruments are needed because the program is growing. She noted that 26% of LMS students are involved in band. She explained that all bands meet separately, which is the reason we need one instrument (i.e. baritone sax) for each band. Ms. Leite indicated that the bells and xylophone that are listed have never been provided and these instruments are needed for 7th and 8th graders to play advanced music. The district would own the instruments once all payments have been made.

Mr. Barka commented that the confusion is that the line item reflects the list price and not the selling price. Ms. Leite indicated that the selling price is what we would pay if we want to purchase the instruments outright.

Mr. Bourque asked if this was the only bid received. Ms. Leite indicated that no other vendor has been solicited because this vendor historically gives us the best pricing.

Board members discussed the math textbook replacement total from the 2015 budget. Mr. Bourque commented that expense should be included in the curriculum budget. Mr. Markiewicz explained that the 2015 budget cannot be changed as it is now in the general journal. He noted that any the expenditures for that line will be expensed to the proper account.

Board members considered keeping the music instruments as a lease purchase. The FY16 LMS budget will be revisited at the November 12 Board meeting.

- Curriculum Development (*640/641 Lines*)

The FY16 Curriculum Development Superintendents budget was presented to and approved by the Board on October 29, 2014. Additional information regarding replacement textbooks and new textbooks was provided for the Board.

Dr. Cochrane provided a history of textbook purchases for the Board. He commented that over the last three years we tried to deliver a budget that is accurate and spent on the things we need. He indicated that we are aware we are in a deficit situation with deferred maintenance and are in a similar situation with textbooks. Dr. Cochrane noted although we have made major purchases mostly in English and Math, Social Studies books are old. He indicated that the average high school text costs approximately \$100 and AP texts cost up to \$150. He observed that the amount spent on textbooks district-wide three years ago would only be enough to purchase one textbook for each student in high school. Dr. Cochrane commented that we need to get back to where we need to be. He indicated that the curriculum budget contains the right amount of money for the work we need to do.

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Mr. Barka made a motion to approve the revised FY16 Curriculum Development Superintendents budget bottom line of \$188,325. Mrs. Lepore seconded. The motion carried 4-0-0.

- CHS

The FY16 CHS Superintendents budget was presented to the Board. Dr. Cochrane commented that there are some items in the budget that both the SAU and School Board should keep. He suggested the Board identify the highest priorities to keep in the budget.

Mr. York commented that this is a budget the Board needs to review thoroughly.

Mr. York made a motion to reduce Account 1031110000-440, Rental/Lease Instructional Equipment, by \$1882. Mr. Barka seconded.

Mr. Markiewicz indicated that incidental increases are attributed to overages; however, we are controlling the new machines with delayed printing.

The motion carried 4-0-0.

Mr. York made a motion to reduce Account 1031110000-610, Supplies, by \$5,000. Mr. Barka seconded. The motion carried 4-0-0.

Mr. York made a motion to reduce Account 1031110005-610, English Supplies, by \$1,805. Mr. Barka seconded. The motion carried 4-0-0.

Mr. York questioned budgeted purchases for textbooks in the Foreign Languages account. He commented that the texts do not appear to be replacements and AP textbooks are being added as well. He indicated these should be moved to the curriculum development budget.

Mr. Markiewicz commented that the textbook additional and replacement accounts were reviewed by Dr. Heon and she decided the books should stay in the CHS budget. Dr. Cochrane explained that there has been much growth in the Spanish program with the reduction of French.

Mr. York asked for clarification that the books are budgeted correctly.

Mr. Markiewicz suggested moving all new and replacement textbooks to the district-wide curriculum budget, which will make it easier to control financially. Dr. Cochrane agreed and commented that moving the textbooks into one centralized budget will help in assuring they are reviewed by PERC.

Mr. York made a motion to reduce Account 1031110009-738, Equipment Replacement, by \$1,085. Mr. Bourque seconded.

Mr. York noted that a new freezer is being budgeted because the seals are not working properly. He commented that the seals should be relatively less expensive to replace than to purchase a new freezer.

The motion carried 4-0-0.

Mr. York commented on the request for additional music equipment and suggested that the equipment be placed on a warrant article.

Mr. Bourque asked for clarification on the storage lockers for musical instruments. He acknowledged the rationale and asked why the instruments cannot be stored as they are currently and in the past. Ms. Leite indicated that Mr. Martin does not have enough space to store the instruments. Dr. Cochrane commented that there is very little room to store the instruments as the music program has grown significantly. He noted that instruments are kept in areas where students walk and some have sustained damaged by students trying to step over them.

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Mr. York referred to the Social Studies budget account and asked about world history textbooks budgeted under textbook replacement. Mr. Cooper indicated that the class for which the books are requested had been an elective and has become a regular course.

Mr. York asked about the Vocational Education budget account. He was concerned that the district is paying tuition for one student to attend Pinkerton. Dr. Cochrane reported that Mrs. Rothhaus and Mr. Hicks will be visiting Pinkerton to gather information to determine if more students can attend their programs and work on transportation.

Mr. Markiewicz commented it is less expensive to transport students to Derry than to Nashua North or Nashua South.

Mr. York asked about the mileage stipend and game directors/managers. Dr. Cochrane explained that a game manager is on-site with a radio to assist the Athletic Director who cannot be at all games at the same time.

Mr. York commented that gymnastics and swimming are still self-funded and parents have been funding these sports for many years. He suggested they be brought into the athletics budget in the future.

Mr. Barka made a motion to reduce Account 10311420, Athletic Activities, by \$14,829. Mr. York seconded. The motion carried 4-0-0.

Mr. York inquired the number of at risk students enrolled in alternative education. He asked if we are expecting to have more enrollment in this area. Dr. Cochrane speculated that the enrollment trend for alternative education has been 5% of the population.

Mr. Bourque commented on periodicals for the Library. He was concerned about the subscription costs for the four newspapers that are budgeted. He asked about online access. Mr. York commented that there are subscription costs for online access at most of the papers.

Mr. Bourque made a motion to reduce Account 1031222200-643, Periodicals-Print, by \$330. Mr. Barka seconded.

Mr. Bourque commented that while two of the newspapers may have an online subscription fee, the others do not.

The motion carried 4-0-0.

Mr. York made a motion to reduce Account 1031222200-644, Information Access Fees, by \$2,200.

Dr. Cochrane asked Mr. York to reconsider as the account includes a full high school license for Turn It In, a plagiarism checker that is used in higher education. He indicated that the writing program detects plagiarism and prepares students to write quality papers at the college and university level. He noted that we are asking teachers to have write more. Dr. Cochrane commented that this program helps students write better and be more self-directed. He noted the program is web-based and allows access anywhere.

Mr. York withdrew his motion.

Mr. York made a motion to reduce Account 1031272400-519, Athletic Transportation, by \$5,000. Mr. Barka seconded.

Mr. York commented that the transportation contract increase is 15% and the increase in this account is significantly above.

The motion carried 4-0-0.

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Mr. York suggested that the budget be sent back to CHS and returned to the Board with an additional \$70,000 of reductions. He indicated that a benchmark should be set by the Board after the FY16 budget process is completed and that any budget that exceeds that benchmark goes back to be revised.

Dr. Cochrane commented that there is value in having strategic planning discussions and knowing what aligns or does not align to the School Board strategic priorities.

- Technology

The FY16 Technology budget was presented to the Board.

Mr. York noted that there is an error in the calculation in the line items in the CHS Computer Instruction Software account.

Mr. York made a motion to reduce Account 1031222500-650, Software, by \$7,663. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. York made a motion to reduce Account 1021284000-738, LMS Equipment Replacement, by \$29,999. Mr. Bourque seconded. The motion carried 4-0-0.

Mr. York acknowledged that the phone systems are old and have significant issues. He suggested that the district replace one phone system per year.

Mr. Barka made a motion to approve the FY16 Technology Superintendents budget revised bottom line of \$452,397. Mrs. Lepore seconded. The motion carried 4-0-0.

- Buildings and Grounds

The FY16 Buildings and Grounds budget was presented to the Board.

Mr. York commented that he is prepared to reduce a significant amount from the Buildings and Grounds budget. He asked if line item reductions or a bottom line reduction would be preferred.

Mr. Markiewicz commented that this budget has been consistently spent close to level and in the last few months substantial items had to be replaced at LMS. He indicated that this budget is addressing the continuation of issues that have not been funded through the years and some of this work has never been done. He noted that he would prefer a bottom line reduction.

Dr. Cochrane indicated that the district has fallen behind on deferred maintenance every year.

Mr. York suggested placing some items on a warrant article. Mr. Markiewicz requested to revise the budget and bring it back to the Board on November 12. The Board agreed.

- Transportation

The FY16 Transportation budget, which includes regular and vocational transportation, was presented to the Board.

Mr. Markiewicz indicated that this budget represents ten buses at the contractual rate. He noted there is a message from the School Board to reduce buses. He commented that he asked First Student to develop a model to reduce buses from 10 to 8 and they asked if we can change the start and end times for the schools. Mr. Markiewicz commented that to bring that recommendation to the Board before the conclusion of the budget process.

Mr. Markiewicz reported that we have 28 students participating at four vocational schools. He commented that bus transportation to shuttle students starts at 6:25 am and ends at 12:15 pm. He indicated that the shuttle is included in the First Student contract. The problem is that students cannot be transported on the first run at 6:25 am because the buses do not have enough time to return to pick up and drop off regular education students at CHS, which results in

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an extra bus. He commented that it would be wise for the district to structure a new area agreement with one vocational school so our students can be transported to one place.

Dr. Cochrane commented we have ten buses at GMS and the average time to from pick up to drop off is 26 minutes.

Mr. Markiewicz indicated there is not much time between start times for schools. He noted the buses need to complete their runs at one school in order to start runs for the next. He commented that First Student will likely recommend changing start and end times.

Board members suggested the transportation budget be deferred to November 12 when Mr. Markiewicz has more information regarding a reduced busing model from First Student.

B. 2016 Budget Development Snapshot

Mr. Markiewicz presented a budget development snapshot for FY16 to the Board. He indicated that it provides the Board with a full picture of the budget until it is completed.

C. Blizzard Bags

Board members tabled a motion from the October 29, 2014 Board meeting regarding the continuation of Blizzard Bags. Board members discussed school hours relative to cancellation days and requested more information regarding remaining school days.

Dr. Cochrane reported that school approval standards relative to school year changed in 2011. He explained that previously districts were required to meet the school year calculation by both days and hours, and the district would schedule 180 days plus four additional days for school cancellations. He added that under those regulations, even if a school had additional time remaining in their school year the school would lose a day and be required to add a day at the end of the year. Dr. Cochrane indicated that requirement has been removed. He explained that a school year for elementary school shall be 945 hours and 990 hours for middle and high school. The DOE defines middle school as grades 7 and 8. 60 additional hours must be available for rescheduling lost hours due to weather and emergencies. Dr. Cochrane noted that GMS has 9.7 days remaining, CHS has 13.7 and LMS only has 1.6. He indicated that is the reason we need to use Blizzard Bags.

Mr. York suggested we readjust LMS' hours to 1080 as is the case with CHS. Dr. Cochrane commented that the problem becomes if you extend the time for elementary school levels you may put them past the maximum hours per day, as the DOE defines elementary school as K-6.

Mr. York disagreed with the classification of grades 5 and 6 as elementary. He believes LMS is teaching 5.75 hours for all grades. He indicated as we analyze our transportation we can analyze getting our school hours in compliance.

Dr. Cochrane commented that instructional hours is a negotiated clause in the LEA contract. He indicated that moving start and end times for transportation is allowed by the contract.

Board members discussed with extending the instructional time for LMS with regard to the LEA contract.

Mr. York indicated that it makes sense to wait for the proposal from First Student on the reduction of buses. He commented that it also makes sense to adjust the start and end times for the schools. He noted that we need to get LMS to 6 hours per day and get grades 5 and 6 to 5.75 hours.

Ms. Leite commented that there may be other options.

Board members agreed to postpone discussion until they receive information from First Student and options from the LEA.

V. MANIFEST

The manifest was circulated and signed by the Board.

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VI. PUBLIC INPUT

A. Community Forum

There was no community input.

VII. 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 non-public session at 9:30 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. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 9:41 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. Barka, yes; Mr. York, yes.

IX. ADJOURN

Mr. Bourque made a motion to adjourn at 9:42 p.m. Mrs. Lepore seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for November 12, 2014

(approved as written 11-19-14)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Mary Prindle, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Hollie Messenger, Director of Human Resources
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions.

D. Summary of Non-Public Actions from: November 5, 2014

Mr. Barka made a motion to approve the non-public minutes of October 29, 2014 as written. Mr. York seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Mr. Bourque announced there was correspondence from Tyler Matthews in support of Blizzard Bags.

G. Approval of Draft Minutes:

- Public Session November 5, 2014

Mr. Bourque made a motion to approve the public minutes of November 5, 2014 as written. Mr. York seconded. The motion carried 3-0-1, with Mrs. Prindle abstaining.

H. Community Forum

There was no community input.

I. Superintendent's Comments

Dr. Cochrane recognized the students and staff at GMS and LMS for their Veterans Day ceremonies held on Monday. He commented that the ceremonies were very well done. He mentioned that the Grade 8 band was excellent and the PowerPoint song presentation at GMS was wonderful. He indicated the ceremonies were moving experiences.

II. REPORTS

A. School Board Comments

There were no School Board comments.

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B. Committee Reports

- Budget Committee

Mr. Bourque reported that the Budget Committee met on November 6 and continued to review and vote on town budgets. He mentioned they requested Dr. Cochrane's overall summary vision before they see the school district budgets. He commented that Committee members visited town facilities to have a better scope of the budgets they are voting. He noted they asked to tour the school facilities, which is scheduled for November 19 and 20. Mr. Bourque invited Board members to join the tours.

C. Enrollment Report October 2014

Dr. Cochrane provided the October 2014 enrollment report to the Board. He noted there are 1,424 students enrolled in the district.

III. NEW BUSINESS

A. 2014-2015 Snow Plowing Bid

Mr. Markiewicz provided the bid information for snowplowing for the 2014-2015 school year. He noted that a direct solicitation was sent to four vendors and only one bid was received from Dalton Farm for \$37,000. He indicated that the district spent \$40,171 last year; however, that included purchases for salt and sand from the town. Mr. Markiewicz mentioned that Mr. Dalton suggested that he would be willing to entertain a three year contract with the district held at \$37,000 each year.

Mr. Bourque asked if the district can go to bid again. Mr. Markiewicz commented that the district can go to bid again, but these are difficult service to provide as the district is demanding. He indicated that the vendor needs to be local with easy access to our schools.

Mr. York commented that there was discussion all salt and sand would be moved to the town budget and the town would supply the items. Mr. Markiewicz indicated that the district is billed for what they receive.

Mr. York commented that the town was supposed to move the items to their budget and remove it from ours. He suggested that Mr. Markiewicz speak with Mr. Hoch. Mr. Markiewicz indicated that he will speak with Mr. Hoch. Mr. Bourque offered to speak with Mr. Byron.

The snow plowing bid was awarded to Dalton Farm.

Mrs. Prindle made a motion to approve Dalton Farm as the snow removal vendor for three years at \$37,000. Mr. York seconded. The motion carried 4-0-0.

IV. OLD OR UNFINISHED BUSINESS

A. FY16 Budget Changes/Approvals:

- Salaries and Benefits

Mrs. Messenger presented the FY16 Salaries and Benefits Superintendents Budget to the Board. She highlighted changes to the budget. She reported that nurse substitute salaries have been moved from the district-wide substitute salaries to each school location.

Mr. York commented that it appears that more is being spent on substitutes in other schools than in the high school. He requested actual expenditures in all substitute accounts over the past two years.

Mrs. Messenger reported that salaries for non-LEA members on a step schedule were modified according to Board direction. She indicated that the step schedules were updated removing the bottom step and adding a 12th step to the top of the schedule, which gave all employees a 3% increase while maintaining their current step. The employees who had longevity kept it, but no longevity was granted to employees that would have received it this year. LEA members moved up according to the 2015-2016 salary schedule in the contract and were given longevity as needed.

Mrs. Messenger reported that Benefits and Fixed Charges includes a pool for administrators' raises in the amount of \$31,730 to be allocated by the Superintendent. Also budgeted is \$5,000 for health insurance for life changes

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throughout the year and \$3,000 for dental insurance. The 2015 calendar year represents a 15.4% reduction in unemployment from the previous year; however, we added \$2,000 for the first half of 2016. \$30,000 was budgeted for the Affordable Care Act employer responsibility payment as beginning in 2015-2016 employers are subject to fines for the ACA for any employee that is benefit eligible that goes to the Health Exchange and receives a subsidy toward their insurance.

Dr. Cochrane commented that we had this conversation two years ago and budgeted the same way for FY14. He indicated that the ACA requirements were postponed and we removed it from the FY14 budget and did not budget for FY15. He noted we have several paraprofessionals that are close to 30 hours per week and some are coaches or tutors. He pointed out that the after school activities for these employees could add hours to those paraprofessionals' time.

Mr. York was concerned that these employees may become eligible for insurance and about our ability to accurately track those hours. Dr. Cochrane indicated that every change is tracked and that a report can be generated that includes the number of paraprofessionals and the hours worked each week.

Mr. York commented that managing our staff in a way that keeps people at certain hours is time consuming. Dr. Cochrane indicated that we prepared an estimate of those employees who could be eligible and used a subset of those numbers to calculate what was needed to budget.

Mr. Markiewicz commented that there is no way for us to know who will be eligible if/when they go to the exchange. He indicated that paraprofessionals who work 30 hours will not be eligible because of the way the look-back period was calculated. He noted that we do need to budget some money to be prudent as this phase is implemented in January 2015. Mr. Markiewicz commented that the financial software vendor is working on this issue.

Mrs. Messenger reported that estimates on the Guaranteed Maximum Rates (GMR) for insurances are as follows:

- Health: increase of 7.5% - Received notification that the GMR would increase 6.9%
- Dental: increase of 5%
- LTD/STD: increase of 12%.

Mrs. Messenger reported that the employer contribution for teachers for New Hampshire Retirement has increased from 14.16% to 15.67% and from 10.77% to 11.17% for employees.

○ New Positions

Mrs. Messenger presented the new positions requests to the Board. She reported that the positions were requested by administration departments and separated by priorities. She pointed out that 7 additional paraprofessionals are required by IEPs and one paraprofessional is requested to be moved out of the grant and into the budget. Also requested is a part time reading specialist at CHS.

Dr. Cochrane indicated that other priority requests include:

- Part Time Math Tutor – GMS: \$24,614.49
- Five additional days for GMS Librarian: \$1,545.35
- Stipends for STEM Enrichment at GMS: \$4,200
- Part Time Tutor for math enrichment at LMS: \$4,200
- Funding for 6th block classes for Physical Education at CHS: \$6,593.51
- Five additional days for Guidance administrative assistant for summer: \$695.71
- Stipends for summer curriculum unit writing: \$15,527.71
- Full Time IT Support for new Student Information System (Data Analyst): \$79,535.57.

Dr. Cochrane commented that Litchfield is significantly underfunded (per student) by the state. He indicated that we are trying to carve out small pockets of money for programmatic solutions as the bar continues to be raised for student achievement. He noted that stipends for STEM enrichment at GMS would allow teachers to offer the top 5% of students more opportunities. Dr. Cochrane commented that a tutor for math enrichment at LMS would

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address the top 5% of students who will need to be enrolled in multiple AP math classes to be competitive at advanced institutions. He explained that beginning in 2015-2016, by the end of grade 4, we will identify those students who are distinguished so that the acceleration of their math programming at LMS will be more fluent, and as much as possible in a regular classroom-based setting. He noted that the accelerated track is proposed as follows:

- Grade 5 : Grade Grade 6 Math – VLACS with after school support
- Grade 6: Grade 7/8 Math – Grade 7 classroom
- Grade 7: Algebra I – Grade 8 classroom
- Grade 8 (2015-2018): Geometry – VLACS home option with after school support
- Grade 8 (2018-2019): Geometry – VLACS during school hours with after school support.

Dr. Cochrane explained that 6th block class funding at CHS is requested as we are struggling to offer and fulfill all requests for Physical Education. He noted this would allow us to maintain what we have this year without expanding to a full time Physical Education teacher.

Mr. York referred to the requested IT position and asked why this could not be outsourced. Dr. Cochrane commented that he is not aware of a district that has done it successfully. He noted without that position, additional responsibility to support the student information system will be placed on the current IT technician. He mentioned that GMS had difficulty running report cards with the current student information system.

Mr. York commented this would be an opportunity to re-evaluate the IT process. He indicated that the solution would be best addressed as outsourcing in the budget. He does not believe this is a long term position and should be placed on a warrant article for the voters to decide. He does not believe the Budget Committee will endorse the position.

Mr. Bourque agreed that the IT position should be placed on the warrant.

Dr. Cochrane commented if the Board feels that it would be best to place the position on the warrant then the Board should make that decision. He indicated that there would be serious implications if the position is not funded and that outsourcing IT is not the best solution.

Mrs. Prindle commented that IT contractors are expensive and we are understaffed in technology. She noted that we have set an expectation in the community that new positions are placed on the warrant.

Dr. Cochrane indicated that new position priorities, excluding the IT position, total \$219,147.45.

Mrs. Prindle commented that we have to be clear on what is important. Dr. Cochrane commented if we want to get to 1 to 1 computing, this is the one position he would prefer.

Mrs. Prindle made a motion to approve the priority additions, excluding the IT Data Analyst position, for a total of \$219,147.45. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. York asked why the requested paraprofessionals and reading specialist were not added into the Special Services budget. Mr. Markiewicz indicated they were not included in her requested budget.

Mr. York commented that when the FY16 Special Services budget was presented the Board asked to approve the budget. He indicated that it was asked if everything that was needed in that budget was included and the response was yes. Dr. Cochrane indicated that he was under the impression the question was directed at what was needed within that budget and not salaried positions.

Mr. York commented that the budget process is broken. He indicated if these positions were known to be needed they should have been added to the budget.

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Dr. Cochrane commented that the good news is that we are adding paraprofessionals at the elementary level and not middle or high school levels, which means that students are not falling behind in the higher grade levels. He indicated that there was some discussion and Mrs. Bandurski believes these positions are justified.

Mr. Barka asked for a breakdown of paraprofessionals and impacted students at GMS. Mrs. Messenger provided the following information:

GMS (22):

- 11 individual paraprofessionals
- 4 program paraprofessionals
- 5 small group paraprofessionals
- 2 regular education paraprofessionals

LMS (16):

- 9 individual paraprofessionals
- 6 program paraprofessionals
- 1 vacant individual position

CHS (17):

- 5 individual paraprofessionals
- 11 program paraprofessionals
- 1 at risk program paraprofessional.

Mr. York made a motion to approve the FY16 Salaries and Benefits budget bottom line of \$15,327,711. Mr. Barka seconded. The motion carried 4-1-0, with Mr. Barka abstaining.

- LMS

The Board made no reductions or additions to the FY16 LMS Budget.

Mr. York made a motion to approve the FY16 LMS budget bottom line of \$149,696. Mrs. Prindle seconded. The motion carried 5-0-0.

- CHS

Mr. Markiewicz indicated that the FY16 CHS budget reflects \$30,000 in specific reductions by the School Board and a \$70,000 bottom line reduction.

Mr. York made a motion to approve the FY16 CHS budget bottom line of \$493,570. Mrs. Prindle seconded. The motion carried 5-0-0.

- Buildings and Grounds

Mr. York expressed dissatisfaction that reductions were not made to the buildings and grounds budget as directed.

Mr. York made a motion to approve the FY16 Buildings and Grounds budget bottom line of \$1,553,802. Mrs. Prindle seconded. The motion carried 5-0-0.

- Transportation

Mr. Markiewicz reported that First Student does have a software program that can assess current need and reduce buses per direction of the Board.

Mr. York made a motion to approve the FY16 Transportation budget bottom line of \$606,056. Mrs. Prindle seconded. The motion carried 5-0-0.

Mr. Markiewicz expressed an invitation from Mrs. Lawrence, Director of Food Service, for Board members to participate in the Thanksgiving dinner that will be served tomorrow.

- 2016 Budget Development Financial Snapshot

Mr. Markiewicz provided a status of the 2016 budget accounts for the Board. He noted that he created a new snapshot for salaries and benefits.

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B. Blizzard Bags

Dr. Cochrane provided a breakdown of school schedules and hours for the Board. He reported that there are over 9 days remaining at GMS; 13.5 days at CHS; and 1.6 days at LMS. He indicated that LMS is 21 hours short of the required 30 hours. He explained that previously districts were required to meet the school year calculation by both days and hours, and the district would schedule 180 days plus four additional days for school cancellations. He added that under those regulations, even if a school had additional time remaining in their school year the school would lose a day and be required to add a day at the end of the year. Dr. Cochrane indicated that requirement has been removed. He explained that a school year for elementary school shall be 945 hours and 990 hours for middle and high school.

Dr. Cochrane indicated that he and Mr. Lecklider discussed options for finding additional time in the LMS schedule. He noted that there is a 15 minute homeroom period and a 30 minute lunch period. He commented there is an opportunity to find those minutes during the day, which will not affect busing. He indicated if we change the start and end times of the school(s) it may affect busing.

Board members discussed a timeline for implementing extra time for LMS. It was suggested that the agenda topic until later December. The Board agreed to revisit Blizzard Bags on December 3.

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 by Mr. Barka, the Board entered non-public session at 8:46 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. Prindle seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Prindle, yes; Mr. Barka, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 9:33 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mrs. Prindle, yes; Mr. York, yes; Mr. Barka, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 9:34 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

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Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

Mary Prindle

November 12, 2014

Attachment to the November 12, 2014 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the November 12, 2014 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Tyler Matthews

Name: Tyler Matthews

Email:

Subject: Blizzard Bags - adding time

Message: SB 10/29 meeting the group discussed blizzard bags vs. adding time to days, nothing seemed very appetizing to the board. I will not pretend to know what occurs with Teacher Development days, why not shift when those occur? Isn't there always one or two in the fall time-frame which ends up taking a day + away from teaching days. I realize everything is a balance, just a thought.

User info

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LITCHFIELD SCHOOL DISTRICT

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052

Approved Minutes for November 19, 2014
(approved as written 12-3-14)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Mary Prindle, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

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

1) Donation

A donation was presented to the Board by Alex Corbeil from McLane Medical in the amount of \$3,000 for the CHS First Robotics team.

Mrs. Prindle made a motion to accept the donation of \$3,000 from McLane Medical for the CHS First Robotics Team. Mr. Barka seconded. The motion carried 4-0-0.

II. 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 non-public session at 6:05 p.m. under RSA 91-A:3II (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. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Prindle, yes; Mr. York, yes; Mr. Barka, yes.

III. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York, the Board returned to public session at 6:40 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Prindle, yes; Mr. York, yes; Mr. Barka, yes.

Mr. York made a motion to reconvene the meeting at 6:50. Mrs. Prindle seconded. The motion carried 5-0-0.

D. Summary of Non-Public Actions from: November 12, 2014

Mrs. Lepore made a motion to approve the non-public minutes of November 5, 2014 as written. Mr. Barka seconded. The motion carried 4-0-1, with Mrs. Prindle abstaining.

Mrs. Prindle made a motion to accept the resignation of Kyle Hancock, Director of Information Technology and release him from his contract subject to finding a suitable replacement. Bourque seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

- CHS Theater Group

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○ The Wedding Singer

Jill Deleault and members of the cast of the CHS Theater group's presentation of The Wedding Singer presented a short sampling of the performance for the Board to promote their musical production. They provided free passes for the Board and SAU staff members in attendance.

F. Correspondence

Mr. Bourque announced that correspondence was received from Tyler Matthews, Litchfield resident, regarding the Affordable Care Act statements from the November 12 meeting. He indicated that Mr. Markiewicz responded to Mr. Matthews' concerns regarding the employer offer of coverage requirements.

Mr. Markiewicz indicated that penalties and/or fines to the employer are based on the affordability with the health insurance program offered by the employer. He noted there is no way to know what an employee's affordability may be.

Dr. Cochrane commented that there are paraprofessionals and other part time employees that coach and receive stipends for other co-curricular activities. He indicated that we do not know how the government will interpret the hours of those positions with regard to the ACA requirements relative to full time employees.

G. Approval of Draft Minutes:

- Public Session November 12, 2014

Mrs. Prindle made a motion to approve the public minutes of November 12, 2014 as written. Mrs. Lepore seconded. The motion carried 5-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

- SBAC Calendar

Dr. Cochrane provided a calendar approved by the NH DOE for the Smarter Balance Assessment in spring. He commented that there is a 12 week window that has to be defined statewide, but because it overlaps with our April vacation the result is an 11 week window. He indicated that the state accountability task force made recommendations that have to meet federal requirements. Dr. Cochrane noted that in Year 1 we will receive achievement results and after the first year we will receive growth results. He explained that the recommendation came forward with a 6 week window overlap. He indicated that the recommendation ensures a full year's instruction and allows the best use for technology for those districts that are weak in that area. Dr. Cochrane commented this is not teaching to the test, but if we teach correctly students will perform well on the test with the right application of technology. He indicated that schools are preparing for implementation and the assessment is very engaging.

IV. REPORTS

A. School Board Comments

Mrs. Prindle congratulated the CHS football team for their win over Bow. She wished them luck in the state championship game on Saturday at UNH. She commented that the team's sportsmanship at the end of the game was outstanding. She congratulated the coaches on a well-deserved victory.

Dr. Cochrane commented on the football game and congratulated the CHS football team for their win. He indicated that it is a tribute to the coaching staff and speaks to the value of co-curricular and extra-curricular activities.

Mr. York mentioned that he attended the parent teacher conferences at LMS and CHS on Friday. He commented that he spoke to parents in the hall and was nice to see parents coming to the schools to talk to teachers about their children. He indicated there was a lot of traffic at LMS, but not as much as CHS.

Mr. Bourque commented that he attended the Thanksgiving dinner lunch at GMS and it was very good.

Mrs. Prindle congratulated two students who signed with notable colleges.

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B. Committee Reports

- Budget Committee

Mr. Bourque reported the Budget Committee met on November 13 and discussed town budgets. He noted they will finish with the town budgets on November 20, but will wait to make reductions to the bottom line. He indicated that the final vote on the town budget will be made on January 6, 2015 and for the school district budget on January 8, 2015. He commented that the Superintendent and Business Administrator will present the 2016 Executive Summary and Strategic Plan to the Budget Committee tomorrow night.

- PERC

Mr. Barka reported that the PERC Committee met today and discussed the ITC curriculum.

C. Business Administrators Report

- 2016 Budget Development Snapshot

Mr. Markiewicz provided a budget snapshot for the Board. He noted there were two adjustments made to the budget: 1) curriculum development for software that was moved from DW Guidance; 2) Food Service Salaries/Benefits. Mr. Markiewicz indicated that the items were picked up in the operating budget, but were not picked up by the curriculum development accounts. He asked Board members to revote the FY16 Curriculum Development bottom line.

Mrs. Prindle made a motion to approve the revised FY16 Curriculum Development budget bottom line of \$205,520. Mr. York seconded. The motion carried 5-0-0.

Mrs. Prindle made a motion to approve the FY16 Food Service Salaries and Benefits budget bottom line of \$248,542. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. York commented that it is interesting that the operations portion of the budget increased approximately \$60,000 and the balance of the increase is from salaries and benefits. Mr. Barka disagreed that salaries and benefits are the only contributors to the budget increase.

Mr. York was concerned that Buildings and Grounds will be reduced by the Budget Committee. Referring to the \$30,000 that is budgeted for ACA compliance, Mr. York commented that he would prefer that we create a health insurance reserve fund and move that money into the fund. He suggested the Board consider whether to place \$100,000 of construction costs on warrant articles.

- FY16 Recommended Budget - Approval

Mr. Markiewicz presented the FY16 General Fund Budget bottom line to the Board. He noted that the budget represents an \$800,172 increase over the current year budget. Areas with significant increases include: Salaries, \$419,072; Benefits, \$321,383; Building Services, \$161,094; and Improvement of Instruction, \$101,964. Other areas experienced marginal change with the exception of Debt Services, which reflects a \$510,463 reduction due to the district retiring of its bond obligation for CHS.

Mr. Markiewicz reported the FY16 General Fund operating budget bottom line is \$20,756,999 and the FY16 Food Service Fund operating budget is \$587,162. He asked Board members for separate motions to approve the budgets.

Mr. York made a motion to approve the FY16 General Fund Operating Budget bottom line of \$20,756,999. Mr. Barka seconded. The motion carried 5-0-0.

Mrs. Prindle made a motion to approve the FY16 Food Service Fund Operating Budget bottom line of \$587,162. Mr. York seconded. The motion carried 5-0-0.

V. NEW BUSINESS

A. Youth Risk Behavior Survey

Dr. Cochrane provided information regarding the Youth Risk Behavior Survey administered annually by the NH Department of Health and Human Services. He noted there is no cost to the district. He indicated that the student

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population participates in the survey, but parents and students may opt out. He commented that the survey yields specific data about student behavior that helps human services respond in terms of services. Dr. Cochrane recommended that CHS participates in the survey, which is completely anonymous.

Mr. York asked if the results for the district can be shared. Dr. Cochrane indicated that only the statewide report would be appropriate for sharing. He noted that the Superintendent will receive school level data that is only shared with school administration. He commented that the information is aggregated and cannot be traced back to school districts.

B. Annual Meeting Timeline

The annual meeting timeline was provided for the Board. Potential dates for the Annual School District Meeting for 2015 are January 31 and February 7 (inclusive of both dates). The Board was asked for a preference.

Board members suggested that the SAU Office contact legal counsel for availability on January 31 and February 4.

C. FY16 Warrant Article Development

Warrant article suggestions were requested of the Board. The Board discussed options for warrant articles.

Mrs. Prindle indicated that the Board bring forward what is most important. She suggested putting the IT Data Analyst on a warrant article. She was concerned about bringing forward too many warrant articles and believes that the Board should focus on getting the budget approved by the voters.

Mr. Barka asked if the LMS math tutor is a critical need. Dr. Cochrane commented that there is a need for a math tutor at LMS. He indicated that would be his choice for a warrant article.

Mr. Bourque agreed with Mrs. Prindle.

Mr. York commented that the key will be how close the proposed budget total is to the default budget total, which will also have an impact on our direction for warrant articles. He suggested creating a Health Care Reserve Fund using year end funds. He indicated that a strong campaign is necessary for voter approval of the budget.

Mr. Markiewicz agreed that a reserve fund for potential PPACA violation fees is a good idea so that we are not appropriating money we may not need.

Mr. York asked about a three building analysis by School Dude. He indicated that a detailed plan listing what needs to be done in the buildings is needed. He suggested adding the analysis and cost as a warrant article. He commented that the plan will enable us to bring forward a warrant article to repair the schools over multiple years.

Mr. Markiewicz commented that we need to try to focus on the buildings and we need a good plan to be proactive instead of reactive. He noted that Budget Committee members that toured at LMS realized if you do not have a good precursor you will have issues.

Mrs. Prindle agreed and commented these are the town's buildings and we owe it to them to maintain their assets.

Mr. Barka asked if the LSB Building/Planning Committee will address when to begin working on GMS. Mr. York indicated that the Committee will focus on finishing up security issues and storage at CHS.

Mr. Markiewicz asked the Board if they prefer the \$30,000 for PPACA be removed from the budget. Mr. York suggested waiting until the SAU receives feedback about the health care reserve fund.

VI. OLD OR UNFINISHED BUSINESS

There was no old or unfinished business.

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VII. MANIFEST

The manifest was circulated and signed by the Board.

VIII. PUBLIC INPUT

A. Community Forum

There was no public input.

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

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

Upon a motion by Mrs. Prindle, the Board entered into non-public session at 8:10 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Prindle, yes.

X. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Prindle, the Board returned to public session at 8:34 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mrs. Prindle, yes; Mr. York, yes; Mr. Barka, yes.

XI. ADJOURN

Mrs. Prindle made a motion to adjourn at 8:35 p.m. Mr. York seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

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Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

Mary Prindle

November 19, 2014

Attachment to the November 19, 2014 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the November 19, 2014 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Tyler Matthews

Name: Tyler Matthews

Email:

Subject: ACA Statements from 11/12 Meeting

Message: One statement made which is incorrect about the requirements of the Affordable Care Act (ACA) took place at 7:09 PM. We can all agree there are many moving parts and much of the legislation is convoluted however the addition of 30,000 dollars in order to cover employees offered benefits but decline coverage and opt of Exchanges is not accurate. If an employer has what is deemed acceptable levels of coverage and the employee is offered that coverage and declines enrollment then the Employer IS NOT penalized. "Employer Offer of Coverage Requirements 1. If an Employer offers affordable health care to an employee, but he/she declines and goes through the exchange, is the Employer subject to a fine? → Not if you meet the affordability standard and minimum essential coverage requirements (4980H(a) and (b), referred to as the "A and B requirements"). As long as the employer offers both affordable and minimum-value coverage, the employer will not be fined if the employee elects to enroll in health coverage through another venue such as the exchanges. In this case, if the employee is full time, he/she would not receive any assistance/subsidy for the exchange because affordable minimum value coverage is available through his/her employer." Furthermore there was a discussion immediately after regarding who must be offered benefits, Para's were mentioned, there is a look-back period in order to determine if benefits must be offered. Rather than adding money it becomes a management issue first.

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for December 3, 2014

(approved as written 12-10-14)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Mary Prindle, Board Member (*excused*)
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mr. Scott Thompson, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mrs. Laura Rothhaus, Principal, CHS
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from: November 19, 2014

Mr. Barka made a motion to approve the non-public minutes of November 12, 2014 as written. Mrs. Prindle seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session November 19, 2014

Mr. York made a motion to approve the public minutes of November 19, 2014 as written. Mr. Barka seconded. The motion carried 4-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

Dr. Cochrane mentioned he will be bringing forward later this month indications of the Smarter Balance Assessment results. He noted 22 states were involved in field testing and the results will be used as anticipated benchmarks for achievement levels. He commented based on their projections it will be as difficult a test as expected. Dr. Cochrane indicated we will have to discuss how we are going to look at data when it is received. He mentioned Dr. Heon and the principals discussed their expectations as well.

II. REPORTS

A. School Board Comments

LITCHFIELD SCHOOL DISTRICT

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Mr. York sent an email to Mr. Bourque and Dr. Cochrane requesting that the School Board and principals discuss CCSS and testing, and what we will do for classes that are not set up for testing. He commented he would like to know the cost for Litchfield, in federal or state dollars, for opting not to participate in the Common Core testing program. Mr. York was concerned about how we are going to be able to judge our students with the testing and results and how we are going to track the students to see if they are getting a full year of education. He indicated that we need to improve education and it is evident the things we have worked on have not worked over last two years. Mr. York suggested that the School Board needs to set their agenda in the next 60 days to return to improving the education process in all classes. He commented the agenda should be carried on by whomever is Chair in March. He noted that Dr. Cochrane did not feel this was the right time to begin that conversation and would like Dr. Heon to be present. He asked to put the topic on the agenda over the next two meetings.

Mr. York mentioned that the Salem School District is withdrawing their high school from the federal nutrition program. He noted that Superintendent Delahunty is frustrated with the restrictive standards that is causing lunch sales to decline at the high school. He commented that the School Board supported the Superintendent's proposal because the students are throwing a lot of food away. Mr. York indicated that Salem will not receive federal subsidies or reimbursement for meals. He asked what the cost for Litchfield would be if they withdrew from the program. He commented that we should begin to look at this. Mr. York challenged the high school and administration to look at that process and bring something to the Board before the end of the year. He suggested beginning in January with revamped lunches. He suggested Dr. Cochrane reach out to Mr. Delahunty.

Mr. Bourque commented his daughter seems to enjoy the food in the high school.

Mrs. Rothhaus commented that Food Service has started collecting the food that students throw away and take it to a pig farm.

Mr. Markiewicz indicated globally our entrée numbers are up higher than they have been in five years. He noted had it not been for two events (having to replace the POS and the steamer) we would have been well into the black.

Dr. Cochrane reported that Mrs. Lawrence expressed how pleased she was with the sales at the directors' meeting.

B. Principals Report

- **GMS**

Mr. Thompson presented the GMS Principal's report to the Board. He reported the following:

- November 4: teacher spent the day working on performance assessments
- Training with the educational consultant for the McGraw Hill Social Studies pilot
- Reading department will have a short assembly for the Fisher Cats Reading Incentive program
- Math and Reading night will be held on March 12
- There was a Veterans Day assembly on November 10
- PTO provided meals for November 13 parent/teacher conferences
- Lions Club completed their annual vision screenings for all GMS students
- Litchfield Fire Department presented Fire Prevention assemblies
- Thanks to the Recreation Basketball League for replacing the basketball backboard and hoop
- Student Council collected 910 items for the Food Pantry during Make a Difference Week
- The GMS chorus concert is next Tuesday night
- Litchfield Recreation Department basketball begins next week
- There is a new schedule for delayed openings
- Destination Imagination is up and running with 7 teams and 65 students
- Scarecrow Jamboree was a huge success with 127 student participating
- Power was lost the night before Thanksgiving, but Mr. Ross was instrumental in the restoration of power by the next morning
- The Annual Book Fair was held in November.

Mr. York asked if there was consideration to open CHS as a warming shelter during the three/four day power loss.

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Mr. Markiewicz indicated that the district was not contacted. Mr. York indicated it is the responsibility of the Superintendent and Business Administrator to contact emergency management leaders in the community.

Mr. Markiewicz indicated the school had no water or heat so we did not open the school.

Mr. York suggested the administration use the process set up by Dr. Cutler for opening CHS as a shelter. He indicated that there are various groups that can help with meals. He noted that 50% of the residents had no power. Mr. York commented the administration should have a plan in place.

Dr. Cochrane indicated they will take a look at the protocol and talk to the town.

- LMS

Mr. Lecklider presented the LMS Principal's report to the Board. He reported the following:

- The Veterans Day ceremony had a good turnout
- Drama Club students had a great performance of "Folk Tales for Fun" November 21 and 22
- PTO has been busy with a successful fall fundraiser and provided meals for the parent/teacher conferences
- The Student Council collected many donations for Make a Difference Week
- The Lego Robotics team is in its 3rd year and competed in the regional competition in Londonderry
- Late arrival day in November for professional development where we refined our focus to consistent framework and all teachers have a draft unit completed
- The Smarter Balance Assessment is coming in May
- Book study on Grading Smarter, Not Harder and are focusing on standard-based grading.

- Instructional Time Proposal and Revised Master Schedule

Mr. Lecklider presented a revised instructional time proposal to the Board along with a revised master schedule. He commented there has been a discussion about instructional hours in the district. He noted the state has different requirements for elementary level and secondary level instructional hours. Mr. Lecklider indicated that the minimum amount of hours for elementary school (grades 1-6) is 945 and 990 for grades 7 and 8. He reported that currently grades 5 and 6 have 9.7 days in excess of the minimum and grades 7 and 8 have 1.6 days in excess of the minimum. Mr. Lecklider indicated that 10 minutes was added to each grade's start time and 3 additional minutes was added for grade 8. He proposed the following matrix:

- 8 minutes has been deducted from homeroom (the tardy bell will sound at 7:35 am instead of 7:37 am)
- Added 2 minutes to dismissal time (2:07 pm instead of 2:05 pm)
- Grade 5: each class is 47 minutes – enrichment and lunch are 30 minutes
- Grade 6: G period is 48 minutes, the rest are 47 minutes – enrichment and lunch are 30 minutes
- Grade 7: A through E periods are 47 minutes. F and G periods are 49 minutes. Enrichment is 30 minutes and lunch is 27 minutes
- Grade 8: A through F periods are 47 minutes. Enrichment is 30 minutes. Lunch is 27 minutes. G period is 51 minutes.

Referring to the revised schedule, Mr. York asked how students leave a class and enter their next class at the same time. Mr. Lecklider indicated that transition is not built into the schedule. He noted that a total of 15 minutes is allotted for transition time for the day.

Mr. Lecklider indicated that following this model will yield 8.27 days in excess of the minimum.

Dr. Cochrane indicated if this begins on January 1, 2015, there will be 5.5 additional days. He thanked Mr. Lecklider, Mrs. Thayer and the leadership team for their work on the task.

Mr. York asked if the Board needs to approve the new instructional time schedule. Dr. Cochrane commented that there should be a conversation with the LEA about the order in which to use the days.

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Mr. York suggested the Board revisit the proposal for approval on December 17.

Mr. Lecklider thanked Mr. Blow for the amazing things the Math Counts group is doing this year. He reported that the top 5-7% of 8th graders has been identified and because they are such a distinguished level it was recommended for them to begin geometry this year. Mr. Lecklider noted that the LMS concert is December 11 and every Friday there is an event.

- CHS

Mrs. Rothhaus presented the CHS Principal's report to the Board. She reported the following:

- Late arrival day work continued
- Teachers were given professional development about curricular planning and design tools to create unit plans
- Shannon Szepan was selected as NH Health/PE Teacher of the Year
- Congratulations to Jill Deleault and Phil Martin for a successful musical, The Wedding Singer
- The Student Council collected canned food during Make a Difference Week
- Thanks to Jodi Callinan and Michelle Vecchiarello for Career Day
- CAL are creating a flock of penguins to participate in the Penguin Plunge this year
- Yesenia Schuler and James Phillips aligned our school safety protocols with best practices
- 19 Members were inducted into the National Honor Society
- Congratulations to the Boys Varsity Football team for their Division III championship
- Congratulations to Coach Gush and the entire staff
- Congratulations to Hannah Nield and Sean Munnely who signed letters of intent with Division 1 schools
- There is a pep rally on December 5 to celebrate CHS' success
- CHS winter concert is December 4
- Gabe Desjardins was selected for acceptance to the NAFME Eastern Division Orchestra.

- CTE Programs

Mrs. Rothhaus and Mrs. Callinan provided an update on the vocational programs at CHS. Mrs. Callinan commented that CHS students take classes at Nashua North and South and at Alvirne. She noted that the students that attend Nashua are gaining much knowledge from the curriculum, but the travel time is an issue. She indicated that transportation can be a shuffle as well. Mrs. Callinan reported that a tour of Pinkerton was provided and the programs were researched. Pinkerton has grown since 2008 and are part of the Career and Technical Education program. She indicated that they met with the director and pulled together data to show how our programs from Nashua can align with those at Pinkerton. She noted that our students in their first year in Nashua can be served at Pinkerton at a lower cost and with a lower cost for transportation.

Dr. Cochrane commented that CTE programs are funded through federal dollars through the Perkins Program. He noted that funding is decreasing and transportation costs are increasing. He explained that CTE programs are two year programs taken in junior and senior years. Dr. Cochrane indicated there are a range of programs and we are trying to offer more relevant programs for students. He commented if it takes 40 minutes to travel to Nashua and 40 minutes for a return trip, students are missing instructional time. He noted that transportation to Pinkerton is shorter and traffic is not as heavy.

Mrs. Rothhaus indicated that we met with another transportation company that took advantage of our situation and overcharged us. She noted that Mr. Markiewicz assisted in resolving that issue.

Mrs. Callinan commented that Hooksett students currently attend Pinkerton's CTE program on a year to year basis.

Dr. Cochrane commented we used to ask students to drive to CHS to get on the bus and travel to Alvirne. He noted that the high school has done a great job with their research and data gathering. He indicated there has been a significant change in high school programs and these programs intended to support students who may or may not be going to 2 year colleges and their passion is about trades. Dr. Cochrane commented that it is worthwhile to keep

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transportation costs down. He indicated because this is part of the Program of Studies it will have to go through the School Board approval process. He noted we can operate under an MOU for one year.

Mr. York commented if the Board makes a decision, we are not making a decision to send students to two places. Dr. Cochrane indicated that self-transportation is always an option. He noted students have to give a lot to participate in a CTE program. He commented it is a decision the high school and School Board cannot take lightly.

Mrs. Rothhaus conveyed that Pinkerton invited School Board members for a tour. She noted they have many buildings and the environment is friendly. She indicated that people from the community use it as a service (i.e. hair dresser, restaurant, etc.).

Mr. York asked if they have the capacity to accommodate Litchfield students. Mrs. Callinan commented they indicated they would make every effort to give us the space we need.

Mr. York asked if there are more options that are offered. Mrs. Callinan indicated that there are some different options as all the classes offered at Nashua are offered at Pinkerton with one exception.

Mr. York commented that the district has a license for Adobe CS6 and suggested offering a course in-house in that area. Dr. Cochrane indicated that CHS is still doing some work and will contact the Chair regarding bringing forth an MOU.

Mr. Bourque commented that there is a large amount of time students lose in travel to Nashua. He indicated Pinkerton would be a better choice as it has everything in one place.

Mrs. Callinan reported to date 61% of seniors applied for college. She noted that seven of our students are going to assist the Litchfield Women's Club with the Santa breakfast; 12 students are returning to talk about their college, military or work experience with juniors and seniors this month; and we have worked out our timeline for the Smarter Balance assessment.

Dr. Cochrane commented there is a good chance that Londonderry's pilot to use PSAT and SAT tests approved. He mentioned that Career Day was more successful this year and returning presenters enjoyed themselves.

C. Curriculum Report

- Curriculum Report December 2014

The December Curriculum report was provided to the Board. Assessment planning for Smarter Balance – Julie was able to attend at no cost to us in Sacramento where she was involved in the task force for Smarter Balance – for 4 days of her time we have one of the best resources on that -

- PERC Curriculum Consent Items
 - Advanced Placement Statistics

Mr. Barka reported that PERC met two weeks ago and discussed the ITC curriculum. He noted that PERC recommended a course for digital marketing and AP Statistics.

Mr. York indicated that there is no documentation for the recommended course.

Dr. Cochrane commented we will wrap back to Everyday Geometry. He noted Everyday Algebra I is intended for students who have a weakness in Algebra, and for some who need more remediation there is Pre-Algebra. He indicated if this is done correctly there will be no need for Everyday Geometry.

Mr. York commented the key is to have a curriculum and process to allow seniors to skip a year of math. He noted we expect they will be ready for math when they get to college. He believes that AP Statistics should be offered for those students who do not want to take Calculus.

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Dr. Cochrane indicated the school approvals require high school students to take math every year or a math component course. Mr. York commented that a 24 credit diploma and three credits in math is difficult to fathom. He believes the Board should discuss and determine a foundation.

PERC recommendations were deferred to the January 7, 2015 meeting.

D. Committee Reports

• **Budget Committee**

Mr. Bourque reported that the Budget Committee met on November 20 to review town budgets and on December 3 to begin reviewing the school district budget. He commented that small increases were points of conversation and that conferences and travel were the focus. Mr. Bourque indicated Budget Committee members were looking globally at the budget during the presentations. He reported they were confused with the 640 and 641 line items in the Curriculum budget. He noted the discussion included comments that we are requesting \$80,000 for new textbooks and that there is \$40,000 - \$50,000 for textbooks in the other school budgets.

Mr. Markiewicz commented that it can be confusing because there are consumables, periodicals and some textbooks in those lines.

Mr. Bourque reported they looked at the increase in conferences and travel and noted that the Conferences line item reflects a \$35,000 increase in Special Services. Dr. Cochrane commented that is the professional development for our teachers to become qualified in EH or LD.

Mr. Bourque reported that Mr. Spencer is concerned with underspent course reimbursement and teacher recognition was questioned in the SAU budget. He commented that Mr. Peeples sent an article on teacher retention and attrition.

III. OLD OR UNFINISHED BUSINESS

A. FY16 Warrant Article Development and Review

Draft warrant articles were presented to the Board.

Mr. York asked about moving capital reserve fund balances into one trust fund. Mr. Markiewicz indicated that each fund has a purpose under the law.

Mr. Barka suggested dissolving the reserve funds and opting to retain 2.5% of the unassigned fund balance. Mr. York commented that the towns voted not to do that.

Mr. Barka asked if the Board needs approval from the Budget Committee to expend the 2.5% retention. Mr. Markiewicz indicated that there is an approval process.

Mr. York referred to a draft article to add to the Special Education Capital Reserve fund, asking about the current balance. Dr. Cochrane indicated the current balance is \$106,000.

Mr. York asked why we are adding to that reserve fund. Dr. Cochrane commented that there was a conversation about it at the SAU office. He explained every year we return money that is not expended by Special Services. He noted if we have an influx of tuition in one year with Special Services we will have to find a lot of money. Dr. Cochrane indicated with a small reserve fund it is hard to project how you will find money for unexpected special education enrollment. He suggested if there were more in the reserve fund we could be more realistic in that budget. He noted there are risks moving forward with the current reserve fund balance.

Mr. York agreed with the Superintendent's thought process. He commented it would be interesting to see how the Budget Committee will vote on these warrant articles.

B. Deliberative Session Date

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Dr. Cochrane reported that the district's legal counsel is available on February 4 and February 7, 2015. He recommended that Deliberative Session be scheduled for February 4, 2015 at 7:00 pm with an alternate date of February 7, 2015.

Mr. York suggested that Deliberative Session be scheduled for Saturday, February 7, 2014 at 10:00 am. The Board agreed.

IV. NEW BUSINESS

A. 2016 Revenue Projections

Mr. Markiewicz presented the 2016 revenue projections to the Board. He reported that revenue sources are as follows:

- Local, state and federal projected on a 4 year average
- Tuition and student activities combined to one total reported under tuition
- Other local revenue (excludes one-time events in previous years such as LGC Health Trust refund)
- School Building Aid will be completed in FY16
- Catastrophic Aid projected at 70% of the 4 year average
- Zero unassigned fund balance.

Mr. Markiewicz indicated that major contributors to the projected \$937,081 reduction in revenues from FY15 are tuition, school building aid, education grant and unassigned fund balance.

Mr. Barka expressed concern over the large unassigned fund balance returned to the taxpayers in 2014. He asked if there is another way to report the projected revenue.

Mr. York commented that much of the unassigned fund balance was unanticipated revenue.

Mr. Markiewicz clarified that if revenue is higher than anticipated it is one thing, if it is not anticipated it is another. He noted that Medicaid reimbursement was under projected and was not unanticipated revenue. He indicated that the LGC refund was unanticipated revenue.

Mr. Barka commented that the former Business Administrator always placed \$200,000 in the projected unassigned fund balance. He indicated if the Budget Committee sees the higher number there will be much in reduction in the budget.

Mr. Markiewicz commented he prefers to project a zero unassigned fund balance.

B. FY16 Default Budget Discussion

Mr. Markiewicz discussed the FY16 default budget calculation with the Board. Will follow same guidelines as Board directed last year and will develop a spreadsheet for the Board.

C. Reserve Fund Discussion

This discussion occurred during the Warrant Articles conversation.

D. Job Descriptions:

- Principal
- High School Athletic Director
- Director of Special Services

Job descriptions were deferred to the December 10, 2014 Board meeting.

E. Policies – Amend:

- CCB Line and Staff Relations
- CF School Building Administration
- Right to Know (KBA/R)

Policies were deferred to the December 10, 2014 Board meeting.

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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 by Mr. Barka, the Board entered into non-public session at 9:10 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Prindle, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 10:03 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 10:04 p.m. Mrs. Lepore seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052

Approved Minutes for December 10, 2014
(approved as written 12-17-14)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair (*excused*)
Janine Lepore, Board Member (*excused*)
John York, Board Member
Mary Prindle, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION **6:30 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from: December 3, 2014

Mr. Barka made a motion to approve the non-public minutes of November 19, 2014 as written. Mr. York seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

- G Desjardins – 2015 NAFME Eastern Division Orchestra Acceptance

Dr. Cochrane and the School Board recognized Gabriel Desjardin, CHS Music student, for his acceptance into the 2015 Eastern Division Orchestra.

- CHS Football Team Captains and Coaches

Dr. Cochrane and the School Board recognized team captains and coaches of the CHS Cougars football team on their Division III championship.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session December 3, 2014

Mr. York made a motion to approve the public minutes of December 3, 2014 as written. Mr. Bourque seconded. The motion carried 2-0-1, with Mrs. Prindle abstaining.

H. Community Forum

There was no public input.

I. Superintendent's Comments

Dr. Cochrane thanked the members of the SIS Committee. He noted that they went to Londonderry for a demonstration of their SIS system. He indicated the group is trying to move this forward.

Dr. Cochrane thanked Mr. Pinciario, town Road Agent, and those that work with him for their level of support.

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II. REPORTS

A. School Board Comments

There were no Board comments.

B. Committee Reports

- Budget Committee

Mr. Bourque reported that the Budget Committee reviewed the GMS, LMS and Salaries and Benefits budgets last night, and voted on the CHS budget, reducing the budget by over \$28,000. He noted that when reviewing the Salaries and Benefits budget, the Budget Committee made several comments – one of which was regarding the district being heavy on teachers in certain grade levels. He commented that Mr. Spencer provided older class size numbers; however, these numbers were not the numbers used in the class size policy. Mr. Bourque indicated that Mrs. Couture sent the correct class size numbers to the Budget Committee. He noted that it seems the district is in line with the policy regarding class sizes. He commented it will be interesting when the final reductions are made on January 8.

- LSB Building/Planning Committee

Mr. York reported that the committee would like to meet next Tuesday, but if Mr. Lynch does not send the necessary information we will meet again in 2015.

III. OLD OR UNFINISHED BUSINESS

A. FY16 Warrant Articles

Mr. Markiewicz presented a draft warrant to the Board for review. He mentioned that legal counsel needs to review the articles wording.

B. FY16 Default Calculation

Mr. Markiewicz presented the Board with a draft default budget. He provided a summary memorandum and a revised draft of the FY16 Default budget. He noted that 75% of the budget consists of salaries and benefits. The default budget does include the additional paraprofessionals that were recommended in the proposed budget and are driven by IEPs. He reported that the math tutor, additional hours for the guidance administrative assistant, and other position stipends have been removed. There were some adjustments made in special education tuition and all inflationary rates and anticipated expenses were removed. Mr. Markiewicz indicated there is no anticipation of change in rates for utilities. He noted the recommended FY16 Default budget total is \$20,110,476; with food service and grants included the total will be \$21,272,638. He commented it is a 3% reduction from the proposed budget or \$657,837.

Mr. York suggested that the actual cost for non-special education transportation be used instead of the budget number the Board approved. He noted it should reflect the contractual increase. Mr. York indicated that more detail is needed in textbooks, workbooks and the curriculum review schedule.

Mr. Markiewicz commented that the Board debated that last year. Mr. York indicated if it is new and based on the fact that we are increasing enrollment in courses then it is not a default budget item. He requested anything that is above \$10,000 requires more information.

IV. NEW BUSINESS

A. 2014-2015 School Board Meeting Calendar Revision

Dr. Cochrane asked Board members to revise the March 2015 meeting dates. The original calendar had meetings on March 11 and 25, 2015. He asked Board members to approve the change to March 4 and 18, 2015.

Mr. York made a motion to approve the revised 2014-2015 School Board Meeting Calendar. Mrs. Prindle seconded. The motion carried 3-0-0.

B. Job Descriptions:

Dr. Cochrane presented the following job descriptions:

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- Principal

Dr. Cochrane noted that only a few things have changed from the original job description. He indicated that the standards for expectations of principals have been established from the national principal consortium. He commented that he is trying to make the job description more explicit. Dr. Cochrane indicated that the changes included that site facility managers report to the Business Administrator; however, principals need the ability to direct facility managers subject to occurrences during the school day.

Mr. York commented if someone in site facility has been given direction by the Business Administrator and a building administrator has something they may deem is more important, we are putting the employee in the middle to decide who or what is more important.

Mr. Markiewicz indicated if a principal wants something above and beyond their tasks they have to enter it in SchoolDude.

Mr. York commented that we have a policy and this is going outside of that policy. He indicated if there is an emergency there has to be a way to notify everyone to begin the process. Mr. Markiewicz indicated that all custodians have an app on their phones that will immediately notify them of an emergency.

Mr. York commented he is having difficulty making policy in direct conflict with another policy or procedure.

Dr. Cochrane cited an example of an incident that occurred at an LMS assembly where a staff member fainted and fell and an ambulance was called. He does not believe the principal should have to go to his/her office to enter a request in SchoolDude for the custodian to clear the way for the ambulance.

Mr. York commented that is common sense. He noted it is not necessary to have a line item in the job description for that. He indicated that wording would be better suited in the site facility manager's responsibilities. He suggested that it be noted in the site facility manager job description that the facility manager accepts direction from the principal, but it does not belong in the principal job description.

Mrs. Prindle made a motion to approve the revised Principal job description. Mr. York seconded. The motion carried 2-1-0, with Mr. York opposing.

- High School Athletic Director

Dr. Cochrane presented revisions to the High School Athletic Director job description to the Board. He commented that there were two versions of this job description: one was approved when the high school was first open; the other was approved on May 18, 2011. He indicated the major difference was that co-curricular activities was added and the Athletics Director no longer reported to the Superintendent. Dr. Cochrane noted that the changes reflect that co-curricular activities have been removed, but clubs will remain. He indicated that currently the licensure and certification requirements state the person hired should have a NH Physical Education Teaching license. Dr. Cochrane commented we may want to reconsider the criteria because a teaching license should be required so they know the laws where students are concerned.

Mr. York asked who is going to take on the responsibility of co-curricular activities. Dr. Cochrane indicated that is the principal's responsibility.

Mr. York asked why the Superintendent would be added as a supervisor. Dr. Cochrane commented that it is a high profile position at the high school. He indicated he spoke to Mrs. Rothhaus and Mr. Lecklider and they both strongly suggested keeping it as a high school position.

Mr. York indicated it is not an SAU position and has no part in the SAU management team. He commented that the Superintendent has the authority to address any employee in the district and have conversations with that employee. He noted with the fact that they oversee everything, the Superintendent does not need specific permission spelled out in a job description. Mr. York indicated the Superintendent should not have to deal with high school athletics.

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Mr. York made a motion to approve the High School Athletic Director job description with School Board revisions. Mrs. Prindle seconded. The motion carried 3-0-0.

- Director of Special Services

Dr. Cochrane presented revisions to the Director of Special Services job description. He noted that changes included wording to make it clear that the Director of Special Services collaborates with principals and the Director of HR regarding the allocation and placement of paraprofessionals. He indicated this has always been done and the Director of Special Services already has signing authority on special education employees. Dr. Cochrane commented that the Director is the one that makes the most effective decisions on paraprofessionals.

Mrs. Prindle asked if she read the job description of a paraprofessional who would it say to report to? Dr. Cochrane indicated that we would have to change it to the Director of Special Services if the revised job description is approved.

Mrs. Prindle believes paraprofessionals should report to one person as it is difficult to know who to report to when other people are involved. She noted reporting to one person is a way to avoid many issues in time when they arise.

Dr. Cochrane indicated that the wording will be changed to reflect that the Director ‘assists’ rather than ‘collaborates’ and that the paraprofessional reports to the principal.

Mr. York commented that the Director should not be supervising paraprofessionals.

Mr. Bourque believes that principals should have the supervision.

Mr. York commented that the responsibility of the Special Education Director is to work with the principal to ensure things work in that building.

Dr. Cochrane commented the principal job description is broad and deep and no one principal has the time to handle all responsibilities. He indicated the building principal needs to have a good administrative team to assist them. He noted that he views this as assisting and supervising.

Mr. York indicated that the main responsibility of the Director of Special Services is to provide the correct amount of services to students. He asked that the job description be revised and revisited at the next meeting.

C. Policies – Amend:

- CCB Line and Staff Relations

The Line and Staff Relations policy was revised. Board members were asked to review the policy and approve it for a 1st Reading. Minor revisions were proposed.

Mrs. Prindle made a motion to approve the amended policy. Mr. York seconded. The motion carried 3-0-0.

- CF School Building Administration

The School Building Administration policy was revised. Board members were asked to review the policy and approve it for a 1st Reading. Board members asked that the policy be revisited for a 1st Reading.

- Right to Know (KBA/R)

The Right to Know policy was revised. Board members were asked to review the policy and approve it for a 1st Reading. Board members asked to revisit the policy at the next meeting.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

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

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

Upon a motion by Mrs. Prindle, the Board entered into non-public session at 7:43 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. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. York, yes; Mrs. Prindle, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 8:11 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Prindle, yes; Mr. York, yes.

IX. ADJOURN

Mrs. Prindle made a motion to adjourn at 8:12 p.m. Mr. York seconded. The motion carried 3-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for December 17, 2014

(approved as amended 1-7-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Mary Prindle, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

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

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

Upon a motion made by Mr. York, the Board entered non-public session at 6:03 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. (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. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Prindle, yes.

B. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Prindle the Board returned to public session at 6:55 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Prindle, yes.

I. PUBLIC SESSION

A. Call to Order

Mr. Bourque called the meeting to order at 7:05 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included postponing Items C and D under Old Business.

D. Summary of Non-Public Actions from: December 10, 2014

Mr. York made a motion to approve the non-public minutes of December 3, 2014 as written. Mr. Bourque seconded. The motion carried 2-0-1, with Mrs. Prindle abstaining.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Mr. Bourque announced that two pieces of correspondence were received from Dennis Miller, 37 Wren Street, regarding the FY16 budget and one regarding Policy CF, Building Administrators. He noted in the latter letter, Mr. Miller indicated the changes to the policy are extensive and constitute a complete rewrite. He wanted to know the rationale for the changes.

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Mr. Bourque indicated the letter was very lengthy and would be attached to the minutes.

G. Approval of Draft Minutes:

- Public Session December 10, 2014

Mr. York made a motion to approve the public minutes of December 10, 2014 as written. Mrs. Prindle seconded. The motion carried 3-0-2, with Mr. Barka and Mrs. Lepore abstaining.

H. Community Forum

There was no community input.

I. Superintendent's Comments

There were no comments.

II. REPORTS

A. School Board Comments

Mrs. Lepore commented that the concert held at CHS on December 4 was fantastic. She complimented Mrs. Deleault and Mr. Martin for their work with the students. She indicated the students are very talented and encouraged people to attend the concerts.

Mr. York commented that LMS held their concert last Thursday at CHS. He noted it was a successful night. He indicated the largest band at LMS is the 5th grade band, but they were not playing at the concert.

B. Committee Reports

- Budget Committee

Mr. Bourque reported the Budget Committee is still going through the budget process. He commented the Budget Committee reduced an additional \$300,000 from the proposed budget and it was suggested several items be placed on the warrant. Among the items reduced was the LMS desktop computers lease and the GMS playground parking lot, which Mr. Bourque indicated the Budget Committee agreed needs repair.

Mrs. Prindle was concerned with their rationale for the reductions of technology and capital improvement. Mr. Bourque indicated the Budget Committee's rationale was they did not want to make that decision.

Mr. Markiewicz commented the risk of placing those items on the warrant is if those articles fail we cannot use any funds for them that budget year.

Mr. Bourque reported the Budget Committee also made a motion to reduce funds for two buses. He commented that he conveyed the longest route is GMS Bus 7, which is 29 minutes and that the School Board discussed reducing buses, but would like to go through the correct process. He indicated the Budget Committee believes reducing the funds will quicken the process to determine the feasibility of reducing buses.

Mr. Markiewicz commented that reduction will impact at least two buses and vocational transportation as well. He indicated it will substantially impact the district's ability to service students.

Mrs. Prindle asked about their rationale for the reduction. Mr. Bourque commented the Budget Committee believes 29 minutes is not too long for students to ride the bus.

Mr. Markiewicz commented that the bus runs are scheduled to accommodate the bell schedules at the schools.

Dr. Cochrane commented he raised the point that we have lower ridership, but still have to cover the same roads, and while some stops may disappear it is more likely others will have fewer students. He indicated that he conveyed to the Budget Committee Mr. Markiewicz contacted First Student regarding an analysis to determine if reducing buses can be done, but we are working on their timeline. Dr. Cochrane noted a Budget Committee member stated that if the results prove buses cannot be reduced, that member would motion to add the money back at Deliberative Session.

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Mr. Bourque reported there was a suggestion to use the Building Maintenance Reserve Fund to pay for the phone system at GMS. He indicated there were questions regarding the site development for the field at LMS and Mr. Bourque conveyed to the Budget Committee the field is needed for cost savings because we are currently transporting students to CHS and Darrah Pond. He noted the Budget Committee suggested the district use impact fees for the field improvement.

Dr. Cochrane commented that last Thursday the Budget Committee made a motion to reduce salaries/benefits for two GMS teacher positions in grade 3 and 4. He indicated the grade 3 position is consistent with policy, but the grade 4 position is not consistent. He noted the Budget Committee referenced worksheets prepared by prior School Board members to justify the reductions. Dr. Cochrane indicated Mr. Bourque pointed out that there was no worksheet attached to the approved Class Size policy and that is the direction of the Board. He commented there was a motion to reduce two teacher positions at LMS, but that motion was withdrawn.

Mr. York asked about the \$22,000 reduction for tutors at GMS. Dr. Cochrane indicated that is the additional math tutor at GMS. He noted the Budget Committee also reduced \$30,000 in attrition and \$55,000 in health care savings.

Mr. York indicated the Board has to determine an approach for Deliberative Session. He disagreed with the reductions in transportation. Mr. Bourque commented the only basis the Budget Committee relies on is that we are communicating with the transportation company.

Mr. York commented that if the results determine two buses can be reduced, the Board still has to change the start and end times of the schools and will most likely have to hold a public hearing. He encouraged Board members to support Mr. Bourque to tell the Budget Committee they are not allowing citizens to have a voice because they are making decisions that could force the School Board to make changes irrelevant of the will of the citizens.

Mr. Bourque commented that he indicated to the Budget Committee that the results from the bus company may not be back before Deliberative Session. He reported that Mr. Spencer stated if the buses cannot be reduced he will motion to add the funds back into the budget.

Mr. York commented that Mr. Spencer is the last person to follow through on making the change and supporting those changes. He indicated their words provide great coverage for their actions, but their follow through is poor.

C. Technology Report Nov 2014

The November Technology report was provided for the School Board.

Mrs. Prindle asked if more information from the tickets is included in the report (i.e. how long a ticket is open).

Mr. Markiewicz indicated there is a cost associated with closing out a ticket.

Mr. Bourque suggested the report contain more detail going forward.

Dr. Cochrane updated the Board regarding the IT Director position. He commented that interviews were held today with a district-wide committee and he was pleased with the quality of the individuals. He indicated the district originally received 24 applicants, but once their qualifications were compared with the job description that amount decreased. Dr. Cochrane noted four candidates were set up for interviews today. He thanked those who served on the committee for their time.

D. Enrollment Report Nov 2014

The November enrollment report was provided for the School Board. Dr. Cochrane reported there were 1,426 students in the district at the end of November.

III. OLD OR UNFINISHED BUSINESS

A. FY16 Warrant Articles

The Board reviewed FY16 draft warrant articles.

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Article 1: Proposed Budget

Mr. Markiewicz indicated amounts for the operating budget and default budget have not yet been finalized.

Article 2: District Technology Database Administrator \$79,535.57

Mr. Markiewicz indicated the district is proposing a new position to support the new student information system.

Article 3: Exterior Security Upgrades \$80,000

Mr. Markiewicz indicated that Phase II of the district security upgrades includes enhancements to exterior video capacity to include the main entrance and perimeter of the building, new call box system for visitors seeking entrance to the buildings during school hours, and exterior audio annunciators for emergency notifications at all schools.

Mr. York asked if the Board wants to propose the article as it is presented or provide upgrades to one school per year. Mr. Bourque indicated the security of the students is extremely important.

Mr. York made a motion to approve Article 3. Mrs. Prindle seconded. The motion carried 5-0-0.

Article 4: Establish Health Insurance Expendable Trust \$30,000

Mr. Markiewicz indicated this would provide a fund to use for any penalties or fees that arise from the Affordable Care Act.

Mr. Barka did not believe the Board would be able to articulate the purpose of the article. Mr. Markiewicz agreed and commented there is minimal risk in this area.

Mrs. Prindle suggested the article be removed.

Mr. Barka made a motion to remove the health insurance expendable trust article. Mrs. Prindle seconded. The motion carried 5-0-0.

Mr. York suggested adding an article for the GMS playground parking lot. Mrs. Prindle suggested waiting to see what occurs at the January 8 Budget Committee meeting.

Mr. York asked Board members for their comments on the computer lease that was reduced. Mr. Barka believes the Board should support keeping the lease in the budget. He commented we can rally the community and it can be added back at Deliberative Session.

Article 5: Increase Building Maintenance Capital Reserve Fund \$50,000

Mr. Barka and Mrs. Prindle believed this article should be removed.

Mr. Barka made a motion to remove Article 5. Mrs. Prindle seconded.

Mr. York commented that this article should not be removed because of the ever changing target of trying to maintain the school buildings and the changing message from the Budget Committee. He indicated with the constant inability to have a plan in place to determine the type of maintenance plan we need and the life expectancy of our systems and equipment, having \$100,000 allows us some flexibility to handle issues at any of the schools. Mr. York noted this money would come from year end funds and would be critical if all three phone systems fail.

Mr. Bourque agreed with Mr. York.

Mr. Barka withdrew his motion. Mrs. Prindle withdrew her second.

Article 6: Increase Special Education Capital Reserve Fund \$100,000

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Mr. Barka commented he would consider removing this article as we have not had any excess in special education in the last two years. Mr. Bourque indicated the Budget Committee has not voted on the special education budget.

Mr. Barka made a motion to add an article for the GMS playground paving. Mrs. Prindle seconded. The motion carried 5-0-0.

B. FY16 Default Calculation

Mr. Markiewicz provided a revised default budget to the Board. He listed the changes made to the draft calculation: current year appropriation for non-special education transportation was changed; First Student contract does increase 5% each year after year one; Textbooks, Curriculum Cycle adjustment was made to the current year. Mr. Markiewicz indicated the Board had a discussion the prior year regarding putting new textbooks in the default budget. He noted that if the new standards and curriculum are followed new textbooks can be included in the default budget at the School Board's discretion.

The total default budget for FY16 was adjusted to \$20,007,903 (excluding food service and grants); \$21,170,065 (including food service and grants).

C. LMS Instructional Hours Schedule

D. School Calendar - Blizzard Bags

These above two agenda items were postponed.

E. Job Descriptions:

- Director of Special Services

Dr. Cochrane provided a revised job description for the Board. He noted based on last week's discussion, changes recommended by the School Board have been made.

Mr. Barka commented that the Director of Special Education is in charge of making paraprofessional placements at each school. He asked if s/he is solely responsible. Dr. Cochrane indicated that the Director works in collaboration with the Principal.

Mrs. Lepore commented that the third bullet (*Assists with selection, placement, supervision, evaluation, and staff development of special education personnel*) seems all encompassing of what the added language states.

Dr. Cochrane explained that placement and allocation are the same function. He commented that we have had situations where principals are fighting over paraprofessionals and paraprofessionals applying to openings at multiple schools, which becomes a nightmare for Human Resources.

Mr. York suggested a revision for the third bullet in the job description (noted above). He indicated that the principal is the supervisor of his/her school.

Dr. Cochrane indicated that the policy gives the principals the voice they would like to have in terms of hiring in the vast majority of instances.

Mr. Barka made a motion to approve the revised Director of Special Services job description as revised. Mrs. Prindle seconded. The motion carried 5-0-0.

F. Policies – 1st Reading:

- CF School Building Administration

Mr. Bourque commented the Board received correspondence questioning a need to change this policy.

Dr. Cochrane indicated the original policy was a summary of the NH Code of Administrative Rules. He commented the rules are straightforward. He noted if we are going to reference a document in a relatively short policy it is better to have clarity of the document.

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Mr. Barka asked why we need a policy when we have a job description for building administration. Dr. Cochrane commented the job description should be a derivative of the policy.

Mrs. Lepore asked if the NH Code of Administrative Rules has changed. Dr. Cochrane indicated they have not changed since 2006.

Mrs. Lepore commented that the rules strengthens the position and clarifies they have responsibility under the supervision of the Superintendent. She indicated she likes the language in the original policy and some of the language in the proposed policy.

Mrs. Prindle asked why we cannot reference the job description in the policy. Dr. Cochrane agreed it can be referenced.

Mrs. Lepore commented that a combination of the original language and the new language clarifies direction in extreme circumstances and provides supervision of the Superintendent for those decisions.

Dr. Cochrane commented that clarity was need for the last two sentences in the original policy language. He noted that stating the special education director allocates placement and the principal oversees the placement adds that clarity.

Mrs. Lepore indicated that those sentences are not in conflict with the job description. She noted the special education director still has to work under the principal's direction in his/her school building.

Dr. Cochrane agreed and commented that the Board can opt to remain with the original policy if they so wish.

Board members agreed to remain with the original policy language.

- Right to Know (KBA/R)

Dr. Cochrane presented the revised Right to Know policy to the School Board. He commented that procedures was added to the policy to ensure appropriate requests for information are made and handled accordingly by the district.

Mr. York commented that we need a policy in place that discourages personal disputes or campaigns. He noted that many hours were spent printing and copying a previous request, which ran into a cost of \$12,000 for something that stayed in boxes until it had to be discarded. Mr. York indicated if someone has a legitimate reason to have access to the information, this revised policy will give direction. He commented that we should use common sense with this policy.

Board members suggested sending the policy to legal counsel and revisit on January 7, 2015.

IV. NEW BUSINESS

There was no new business.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Chris Pascucci, 12 Colonial Drive, indicated he wanted to speak to the School Board's proposal to tuition children into school that are not from here. He commented that Mr. York confronted him regarding this issue and a comment that was made. Mr. Pascucci noted it did not come across as it was meant and apologized to anyone if they were offended by his comment. He indicated although the Board did not settle on the program, the intent was to bring tuition money to the district, as was the intention when the district offered to tuition Hooksett students. He noted it is about revenue. Mr. Pascucci commented our school population is decreasing and less students means less federal and state dollars. He indicated we are selling our school seats to children who are not from Litchfield. He noted

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that he understands the rationale behind these proposals as taxes would be increased due to less funding aid. Mr. Pascucci indicated his point is you will be tuitioning students who do not reside in Litchfield into the school system. He commented there are many reasons why people may or may not support this proposal. He indicated you can ask people on voting day for their opinions. Mr. Pascucci commented he does not have issue with allowing students to tuition into the school system. He indicated the issue is about process. He noted these proposed policies are different from the way we have always done things and encouraged the Board to invite community input for change such as this.

Mr. Pascucci commented on what is occurring at Budget Committee meetings. He indicated he is not speaking as a Budget Committee member. He believes that anyone watching the meetings can see the process is fair and is going well. He noted there is great communication between the Budget Committee, Town and School District. He complimented Mrs. Couture on her job as Chair and keeping the Budget Committee on focus. Mr. Pascucci commented that Mr. Lecklider attended the meetings when the LMS budget was presented and voted and provided excellent input, which is important. He believes the Budget Committee has been fair in their decisions. He indicated he spoke to the Board of Selectmen on the same issues. Mr. Pascucci commented when a person sits on a different Board s/he can have a different perspective of what occurs in a Budget Committee meeting. He indicated people who sit on a different Board may think the Budget Committee members are impure in their motives. Mr. Pascucci encouraged Board members to watch the meetings. He commented the Budget Committee cares if students fall and trip in the playground. He indicated the Budget Committee may have removed the money for the GMS playground paving from the budget, but every member stated they would support it on the warrant and help to get it approved. Mr. Pascucci commented the School Board did a good job preparing the budget and the Board's responsibility is presenting a responsible budget that will be approved. He indicated the Budget Committee is doing a good job putting the budget together.

Mr. Pascucci commented on leases and lease purchases. He indicated that all multi-year leases have to be approved by the legislative body. He noted there are competing legal arguments. He noted the Board has an obligation, duty and responsibility to watch or become involved in the Budget Committee meeting tomorrow night. Mr. Pascucci commented that the option to add it back during Deliberative Session exists; however, he disagrees with rallying the community. He indicated that the Board go to the Budget Committee and state their case. He believes it is unfair to make accusations against the Budget Committee and believes both the Budget Committee and School Board were fair in their budget processes.

Mr. York agreed with Mr. Pascucci's comments that the School Board has been straightforward removing positions from classrooms as it pertains to class size. He agreed with the reduction of a third grade teacher position, but disagreed with the reduction of a fourth grade teacher position. He indicated the Budget Committee is making decisions outside of policy. Mr. York commented the Budget Committee elected to reduce \$100,000 from the transportation budget because it was mentioned that the Board is looking into the possibility of reducing buses, but it is not for the Budget Committee to arbitrarily decide. He indicated that does not allow the School Board to determine that process nor does it give the voters the opportunity to come and listen to that process. Mr. York commented it is not the role of the Budget Committee to force that issue, but that was their decision, which Mr. York believes is flawed. He indicated that the Budget Committee made a decision without considering that the School Board must ensure there is no conflict with the LEA contract or school bell schedules. Mr. York commented that the budget is in line and not like it was ten year ago. He believes the Budget Committee bases their decisions on that premise. Mr. York indicated when he watches or listens to the Budget Committee members' discussions either they are not seeing the facts [as Mr. York sees them] or they are ignoring the facts and making their own set of rules.

Mr. Pascucci commented when he spoke he attempted to speak as an observer. He indicated that he [respectfully] cannot respond to Mr. York's statements because it is not his place to speak as a member of the Budget Committee. He noted as a resident he would like to see the boards work together. He encouraged School Board members to attend the Budget Committee meeting tomorrow night. Mr. Pascucci offered to respond to Mr. York's statements at the meeting tomorrow night. He does not believe the School Board's only choice is confrontation at Deliberative Session. He commented the School Board should make a case to the Budget Committee to add the money back into the budget at either a meeting or the budget hearing.

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VII. NON-PUBLIC MINUTES

A. Approval of Draft Non-Public Minutes of:

- December 10, 2014

Mr. York made a motion to approve the non-public minutes of December 10, 2014 as written. Mrs. Prindle seconded. The motion carried 3-0-2 with Mr. Barka and Mrs. Lepore abstaining.

VIII. ADJOURN

Mr. York made a motion to adjourn at 8:50 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

Mary Prindle

December 17, 2014

Attachment to the December 17, 2014 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the December 17, 2014 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

From: Dennis Miller

Date: December 13, 2014 at 9:08:08 AM EST

To: John York - School Board <[jyork@litchfieldsd.org](mailto:kyork@litchfieldsd.org)>, bbourque@litchfieldsd.org, Derek Barka <dbarka@litchfieldsd.org>, "Prindle, Mary" <mprindle@litchfieldsd.org>, jlepore@litchfieldsd.org

Subject: Am I reading this right?

I reviewed the information on the school district's website.

The budget approved by the school board is up over \$800,000. And that is after a \$500,000 REDUCTION from paying off the CHS bond. So one could argue the budget is really up (in terms of spending on education and not debt service) more than \$1,300,000 year over year.

Source: <http://www.litchfieldsd.org/attachments/article/124/FY16%20Recommended%20Budget%20Object%20Summary.pdf>

Revenue (from sources other than your local property taxes) is forecast to be more than \$937,000 LOWER in 2015-16.

Source: http://www.litchfieldsd.org/school-board44/meeting-minutes-current-year/doc_download/3653-12-3-14

I assume the residents will have to make up the differences in lower revenue and higher budget.

So if the budget committee does nothing (not likely), and the administration can't refine the revenue estimates upward, are the residents really facing a tax hike to fill in a \$1,700,000 hole for 2015-16 while enrollments are declining?

Would that amount to somewhere around a \$2.00 per thousand hike in property taxes?

Is my information incorrect?

I ask that this be read at the next meeting and a response be noted in the minutes.

Thank You.
Dennis Miller

From: Dennis Miller

Date: December 17, 2014 at 1:29:35 PM EST

To: bbourque@litchfieldsd.org, jlepore@litchfieldsd.org, "Prindle, Mary" <mprindle@litchfieldsd.org>, John York - School Board <jyork@litchfieldsd.org>, Derek Barka <dbarka@litchfieldsd.org>

Subject: Policy CF - Building Administrators

Dear School Board Members,

While reading through the policies proposed for the meeting on the 17th, one caught my attention - Policy CF. This is a complete re-write of the existing policy. I'm curious as to why the board feels the re-write is necessary and am anxious to hear the rationale and discussion for the policy change. Let me offer some comments on the proposed changes.

Policy CF was last amended in 2009, have the rules, laws or school conditions changed which require a complete re-write of the policy? Or is it that the superintendent doesn't like the level of control he has over the principals?

It appears the proposed changes are a near copy of the principal's job description - a near copy as some facets are slightly changed.

The Leadership section of the principal's job description is lifted, and modified – and in the first line removes the “educational and operational leadership”

Job Description	Proposed Policy
The school principal provides educational and operational leadership that promotes the success of all students	The school principal shall promote the success of all students consistent with a vision for learning that is shared and supported by the community, school board, and superintendent of schools by:
facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community	Facilitating the development, articulation, implementation, and stewardship of best practices for pupils in elementary and secondary education.
advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth	Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth

ensuring management of the organization, operations, and resources of a safe, efficient and effective learning environment	Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment
collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources	Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources
acting with integrity, with fairness, and in an ethical manner	
understanding and responding to the larger political, social, economic, legal, and cultural contexts as an advocate for students	Having the knowledge and skills to promote the success of all students by understanding the larger political, social, economic, legal, and cultural contexts

Sections b) and c) have an added “as directed by the superintendent”. It appears this is an attempt at clarifying language, but actually muddies the policy. The principal should be driven by the job description, school board policy and the goals set by the board. Key here is the change of the wording – from “under the supervision of the superintendent” in the job description to “as directed by the superintendent” in the policy. This is concentrating power in the superintendent’s office. If I were an experienced principal who was a candidate for a principal position in Litchfield, I would wonder why this language is necessary and wonder how this would impact my ability to effectively do my job.

Section d) appears to remove the principal’s discretion in implementing and managing programs and staff – and instead requires them to follow the instructions of the superintendent, no matter whether the superintendent’s decision is the best decision given the situation. I believe there is sufficient precedent to indicate that the superintendent has not always made the best decision and to force a principal into this situation is wrong. These decisions will also appear to be the principal’s decision, when the decision may very well not have been the principal’s decision and results in an unfair position for the **recognized** (which will be changed to **perceived** if the policy is adopted) head/leader of the school.

Along the line of the above paragraph, the change would also remove a very important (in my opinion) piece of the existing policy CF;

"Specifically, the principal of an individual school is the responsible head and professional leader in the development of the educational program and the improvement of instruction in the school of which s/he is the principal. All personnel shall work through and under the direction of the Principal in the performance of their duties within his/her school."

Do we not want our principals to be the recognized, responsible head/leader of the school? I believe the community does.

I would remind the board that this would put two policies in conflict with each other as the language is not the same; BAAA states:

Contents of Board Policy and Administrative Procedure

The policies of the Board shall be composed of: (1) the policies contained in this Policy Manual; (2) the contents of administrative job descriptions adopted by the Board; (3) all formal Student Handbooks; and (4) all formal Employee Handbooks.

The board previously worked very hard to have language only in one location, as putting it in multiple locations leads to conflicting language and confusion among the staff.

Given the job description is already a board approved policy – why would the board consider a change to an existing policy to pull some content from a previously approved job description and then change the language? What is driving the change?

Successful heads of organizations hire smart people, give them them guidance for their jobs (policies, job descriptions, goals) and let them execute a plan for the success of the organization. This policy is moving in the opposite direction and concentrating power at the superintendent level which will stifle innovation and the free flow of good ideas.

In my opinion this is a thinly veiled attempted at a power grab; specifically to establish greater control of the principals by the superintendent, who recently attempted to change some administrative job descriptions in the middle of a school year. I encourage the board to leave the current job descriptions AND policy CF unchanged - to my knowledge state law has not changed, the Administrative Rules (304) have not changed and school conditions have not changed negatively to require a revamp of the policy.

Please read this letter into the record during the correspondence section of the agenda. I look forward to the board's discussion on the policy change.

Sincerely,

Dennis Miller

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for January 7, 2015

(approved as written 1-21-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Mary Prindle, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum and Instruction
Mrs. Hollie Messenger, Director of Human Resources
Mr. Scott Thompson, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mrs. Laura Rothhaus, Principal, CHS
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:35 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: December 17, 2014

Mr. York made a motion to approve the revised language in the administrative contract. Mr. Barka seconded. The motion carried 5-0-0.

Mrs. Prindle made a motion to approve the revised language in the school year plus administrative contract. Mr. York seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

- G Desjardins – Acceptance to the 2015 NafME Eastern Division Orchestra

The School Board recognized CHS music student, Gabe Desjardins, on his acceptance to the 2015 NafME Eastern Division Orchestra. Mr. Desjardins performed a sample piece for the Board. Mr. Martin also demonstrated the Smart Music program used at CHS and LMS.

- Acceptance of Anonymous Donation

An anonymous donation of \$10,000 was made to the Litchfield School District for specific use by the CHS Science Department. The Board is required to hold a public hearing to accept any donation in amounts over \$5,000. A public hearing will be held on January 21, 2015.

Mr. York requested a list of what the donation would be spent on before the Board accepts the donation.

F. Correspondence

Mr. Bourque commented that he received correspondence from Dennis Miller, 37 Wren Street, regarding the completion of the annual report to the Board in Policy CM.

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Dr. Cochrane indicated he will respond during Superintendent's Comments.

G. Approval of Draft Minutes:

- Public Session December 17, 2014

Mrs. Prindle made a motion to approve the public minutes of December 17, 2014 as amended. Mr. York seconded. The motion carried 5-0-0.

H. Community Forum

Chris Pascucci, 12 Colonial Drive, commented that all boards are trying to get more people into ownership of the budgets. He noted the Chair of Budget Committee wrote a letter to the HLN to encourage people to come to the budget hearings. He indicated many people are afraid to get involved in the process because they are not familiar with it. Mr. Pascucci suggested the School Board help inform the citizens as much as possible. He commented once per year we have an opportunity to talk about the default budget and many people still do not understand it. He indicated there were some petition articles regarding the transfer of preparation of the default budget to the Budget Committee, which failed and there was much community input regarding the subject. He noted people felt the School Board should be in charge of the default budget because they know what should be in there. Mr. Pascucci indicated the default budget is simply a mathematical calculation and not something to be approved. He commented there are times when there is more than what is needed in the default budget and times when there is not. He noted the creation of the default budget is more accurate than has been in the past.

I. Superintendent's Comments

Dr. Cochrane addressed the correspondence from Mr. Miller regarding policy CM, School District Annual Report. He explained it addresses a report from the district administration to the School Board. He indicated he searched through the minutes of all the meetings on the website, but has not found anything in the form of an annual report to the Board. He commented that annual data reports have been presented to the Board, but perhaps not in this actual form. Dr. Cochrane indicated that in the fall of 2012, one of the things that occurred in discussion with the Board was to move away from annual goals and adopt a three year plan for strategic goals. He noted in response to the request he was preparing a summary for 2013 and suggested summarizing from 2012-2014 to where we are in the strategic plan. Dr. Cochrane commented the Board has focused well on the improvement of education for students and we have regular conversations. He indicated that he will follow up at the January 21 Board meeting and begin with goals from the 2012-2015 strategic plan. He noted he will present the strategic plan to the Board in lieu of policy CM and administrators can use this to plan their goals.

Mr. Barka commented he does not remember having an annual report. He expressed support for strategic goals.

Dr. Cochrane commented about the programmatic changes at the middle school over the past two years (double math, increased writing), noting they resulted in success. He indicated that a better mechanism needs to be developed in reporting how we are doing, providing a better idea of how tax dollars are being spent and the difference these monies can make.

- SIS Committee Recommendation

Dr. Cochrane reported that the SIS Committee has recommended the district purchase Infinite Campus student information system. The recommendation includes a caveat that the system should only be purchased and implemented if a database administrator is hired to maintain the system.

Mr. York asked about the next step in the process. Dr. Cochrane indicated the next step would be to enter into a contract with Infinite Campus, but that will be delayed until after the election and voting in March. He commented that the district will have to invest the time and effort into developing a contract. He noted that it would be wise to establish a Steering Committee of administration and staff to develop the implementation of the system.

Mr. York asked if the new IT Director has any experience with that type of migration. Dr. Cochrane indicated the new director has been involved in several migrations.

Mr. York made a motion for the SAU to begin the process of beginning negotiations with Infinite Campus. Mrs. Prindle seconded. The motion carried 5-0-0.

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II. REPORTS

A. School Board Comments

There were no school board comments.

B. Principals Report

- GMS

Mr. Thompson provided the January 2015 Principal's report to the Board.

- State Assessment Task Presentation

Mr. Thompson reported that teachers worked on the Smarter Balance performance tasks in December. He indicated they are trying to ramp up the new curriculum documents. He shared a copy of the Grade 4 NECAP released items from 2013 with the Board and explained that they portrays what students will actually see on the test. He noted that the writing and reading comprehension is based on an excerpt and then questions that pertain to that excerpt.

Mr. Thompson provided the Hess Cognitive Rigor Matrix chart that details cognitive complexity levels and tasks by those levels. He shared a presentation and demonstration of the Smarter Balance Assessment (SBA) test, explaining how it will look to students online and how to navigate the pages. He indicated the students have to read the instructions, then read the articles given and answer the questions. Mr. Thompson demonstrated how the questions overlap relationships with the articles. He noted the second day of the test students have to write an essay related to what they read the day before.

Mr. Thompson provided a comparison between NECAP and SBA tests that contrasted the differences in areas such as the amount of reading, type of reading and essay writing as opposed to multiple choice questions. He commented in the old testing we were measuring the students' ability to remember, understand and apply what they read. He indicated in the new testing students have to remember, analyze, evaluate and create something new. He noted that the students' depth of knowledge is tested with the new testing and there are stark differences between the two types of tests.

Mr. Barka asked if the SBA test has to be hand scored. Dr. Heon indicated only the open response answers have to be hand scored. She noted that SBA is hiring many people to do the scoring by September.

Mr. Barka was concerned that scoring is so open to interpretation. Dr. Heon indicated that she attended the scoring conference and scoring should be more consistent as it is not about content, but about the task.

Dr. Cochrane commented there is a science and methodology behind scoring the SBA test. He noted the NECAP is one of the more difficult state assessments because of the tasks. He indicated the challenge is that we traditionally look at education thinking students are smarter because they know more things. Dr. Cochrane commented what we know now is that having students think in certain ways and compare, hypothesize and justify produces students who can do and think more. He indicated research shows given different experiences students in grade 4 can do well with the SBA test. He noted the Common Core curriculum and SBA take the path that students can grow at a certain rate and accomplish certain things at certain ages.

Mr. York commented that the presentation was very interesting and is looking forward to the same type of presentation next month in math.

Dr. Cochrane indicated that we can now see the complex tasks students have to perform on the computer (i.e. split screen, double scroll bars). He commented one of the challenges of teaching is that what has been done is a big change from what is being done now.

Mr. York indicated the Budget Committee reduced a grade 4 teacher and asked Mr. Thompson to weigh in on the type of impact it will have on next year's class.

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Mr. Thompson commented that two more students enrolled at GMS this week. He noted that there are currently 99-100 students in grade 4. He and was concerned once you get beyond a certain critical mass it becomes complex keeping up with students' individual needs. He noted doing simple math is a difference between a class of 20 and a class of 25. He indicated that from the expectations shown in these assessments, it is not simply a matter of giving students the task and seeing if they get it, but it is their behavior in complex processes that they do not usually do on their own and need the support of the teacher.

Mr. York suggested going back to the Budget Committee an updating them on the enrollment at GMS. Dr. Cochrane indicated it is a random pattern as families move and we lose students for different reasons.

Mr. Thompson announced that WMUR aired the 50 best school in NH and GMS is number 28.

- LMS

Mr. Lecklider provided the January 2015 Principal's report to the Board.

- SBAC Testing Calendars

Mr. Lecklider indicated students are highly assessed in spring. He noted we are looking at starting our assessments in April. 8th graders are assessed heavily and the schedule has been drafted. Mr. Lecklider commented that students will be taking the Science NECAP in addition to the SBA.

Mr. Lecklider reported that work has been completed on grading and performance tasks and students are engaging in more writing assignments on a regular basis. He noted that one of the focuses in the staff meetings is reporting and communicating to parents and students about their learning. He commented what that will look like on report cards will depend on the student information system.

Mr. Lecklider reported on the Standard Based Reporting book study. He indicated this book is a newer release from the ASCD and has received positive feedback. He noted it is written from a teacher's perspective and focuses on being able to communicate the level of performance of proficiency at a specific point in time. Mr. Lecklider commented that the approach is focused on four core elements: academic content (teachers focusing on their content areas and what will be applied); learning targets (where do we want students to be at this point in time); assessing each learning target separately; and providing multiple opportunities to meet the standard.

Mr. Lecklider indicated the book talks about grade measures (what students know without punishing them); homework and how this impacts grading of homework; different grading practices; what grading books look like with standards and not just looking at one assignment to determine proficiency. Grading practices are focused on provided learning standards and expectations are well defined.

Mr. Lecklider commented on where LMS is as a school, indicating some of the grading practices are being revised around retakes. He noted we are going to look at putting competencies on report cards and teasing out those learning behaviors. He indicated as the new SIS rolls out we anticipating revamping report cards. He noted the implied expectation is that students will be able to demonstrate the behaviors for the competency.

Mr. Barka asked if targets and standards are the same. Mr. Lecklider indicated a target is a grade level expectation.

Mr. York commented once we pick a target and the student achieves that target or above, we would try to move the expectations for that student higher. He indicated if the student is struggling we would not move toward lower expectations, but try to get that student extra help to reach those expectations and go higher.

Mr. Lecklider commented the teacher needs to analyze the assessment and determine if it is a true measure of where students are in learning. He noted the level of intervention and how the retake happens has to be determined on a case by case analysis of why the student underperformed on that assessment.

Mr. York asked how we challenge higher achieving students. Mr. Lecklider indicated there is not a lot of discrepancy in the Science/Social Studies setting, but there can be a big separation in math.

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Mr. York asked if this will be rolled out at all schools. Mrs. Rothhaus indicated it is already a practice at CHS as they have been using formative and summative assessments.

- CHS

Mrs. Rothhaus provided the January 2015 Principal's report to the Board. She recognized Griffin Kmon for giving note books to needy students in Africa. She reported the PSAT results indicated CHS is above the national average.

- NextGen Report

Mrs. Rothhaus reported on the League of Innovative Schools and their site visit. She noted CHS completed a self-study as a teaching team and needs to address Professional Learning Communities. She commented CHS is looking to roll out a date for the transition to hand held devices as they are not ready for that at this time.

Mrs. Rothhaus read the letter she sent to the League of Innovative Schools. She noted the good news about the accreditation self-study process is that we still have time to look at what CHS needs and where CHS needs to go. She indicated we will be looking at the information we received from our faculty meeting. Mrs. Rothhaus reported that 2016 will be the year of writing. She noted this year's accreditation co-chairs were designing and rewriting our school-wide rubrics. She reported the League of Innovative Schools team came to CHS, visited classrooms and asked questions.

Mr. York asked for an explanation of the challenge with 1 to 1 computing. Mrs. Rothhaus indicated that CHS needs devices and a policy. She noted many school districts moved in that direction and CHS is trying to move in that direction with the freshmen class.

Mr. York asked why it was not included in the CHS budget for freshmen if it is an important process. Mrs. Rothhaus indicated CHS was not ready for it. She noted CHS asked the League for more time and are piloting a bring your own device program.

Mr. York asked if the challenge is that the backbone cannot support it or that the teaching process is not advanced enough to move to 1 to 1 computing. Dr. Cochrane commented we have made tremendous strides in our backbone with 100GB per second. He indicated we may have some issues with no density and ability to service when we have all the students here. He noted in terms of teacher expertise, we have people who are solid and can use that technology to engage students. Dr. Cochrane indicated we have not supported this much as a district. Much of this is teacher driven and we have much leadership ability. He noted the main issue is to fund 1 to 1 technology up front for students.

Mr. York asked if the devices are the only thing standing in the way of moving forward. Mrs. Rothhaus indicated that is a big part of it and if we had the devices we could start right away.

Dr. Cochrane indicated in the technology plan it states this year we would pilot classes at the freshmen level. He commented if we do not get the student information system we will have to use Google docs. He noted a BYOD policy draft is ready to be reviewed and there is more than enough infrastructure to support the freshmen class. Dr. Cochrane indicated there is a process that has to be followed in order to move forward.

Mr. York asked if classes would be able to function if the Board elected to remove the "no electronics policy". Dr. Cochrane indicated we can start next year. He noted with the BYOD policy we can set the expectations and criteria.

Mr. York suggested whatever is needed to move forward should be presented to the Board over the next two meetings. He was concerned with limiting the process to freshmen.

Dr. Cochrane commented in order to move to 1 to 1 computing every student needs to have a computer. Mr. York believes that is not an issue in Litchfield. Mrs. Rothhaus indicated that results of a survey indicated 25% of the students do not have devices.

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Dr. Cochrane indicated that the district has been taking steps as some teachers piloted technology and there is professional development in 1 to 1 computing.

Mr. York commented that 18 months earlier it was mentioned that we need to move faster with technology. He indicated obstacles should be brought forward to the School Board so that the Board can help move that process along.

Ms. Callinan reported 80% of the Class of 2015 has applied to colleges and students who haven't applied indicated they are looking to the military or the workforce. She indicated out of that 80%, 50 students received acceptances. She noted that Guidance is trying to close out semester one and will be compiling grading while launching semester two. She reported Guidance is working on the Program of Studies, preparing course selections and working out dates for the SBA.

C. Curriculum Report

Dr. Heon presented her curriculum report to the Board.

- PERC Curriculum Consent Items:
 - AP Statistics
 - Solving the World's Problems: Social Entrepreneurship and the Modern Economy
 - The Constitution: A Close Reading
 - TenMarks Math Software Grades 3 and 4

Mr. Thompson explained that TenMarks Math software covers algebraic concepts, tutorials, and gives teachers the ability for students to see a grade ahead. He noted it is a positive way of helping fourth graders prepare for math acceleration in the middle school.

Mr. York made a motion to approve the PERC Consent Items presented. Mr. Barka seconded. The motion carried 5-0-0.

Smarter Balance Performance Tasks:

Dr. Heon explained a performance task is an item designed to provide students with an opportunity to demonstrate their ability to apply their knowledge and higher order thinking skills to explore and analyze complex, real-world scenarios. She noted students show what they know, not what they do not know. She indicated there are performance tasks in English/Language Arts and Math. Math is one session at 1 to 1.5 hours. English/Language Arts consists of reading articles, taking notes and answering three open ended questions. The next day students are required to write a multi-paragraph piece and will have articles in front of them and they can use their notes.

Dr. Heon explained the role of Smarter Balance performance tasks is to provide measures of students' achievement, academic growth and progress toward college and career readiness. She indicated that for both Math and ELA each question on the SBA test falls in one of four claims:

Math:

- Concepts and procedures
- Problem solving
- Communicating reasoning
- Modeling and data analysis

ELA:

- Reading
- Writing
- Speaking and listening
- Research/inquiry.

Dr. Heon explained that the role of performance tasks involves significant interaction with stimulus materials and/or engagement in real-world problem solution; integrates knowledge and skills across multiple content standards; allows for multiple approaches; and includes multiple items that are hand-scored. She indicated performance tasks

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are based on the previous year's standards. She commented some question portions are dependent on each other, but are independent.

Classroom Activity

Dr. Heon explained each classroom activity has several variations of the same tasks so all students may not have to answer the same questions. She noted activities are to be engaging, motivational, introduce vocabulary, build background knowledge and create context. She indicated the classroom activity is approximately 30 minutes and done before the testing. Dr. Heon explained the teacher gets a script for the activity and none of the information generated in the activity tells students what to write on the test, but helps them think.

Dr. Heon commented what we want to do this year is develop a comfort level for students, then over the next year or two spend more time helping students become more proficient answering the questions and performing the tasks.

D. Committee Reports

- Budget Committee

Mr. Bourque reported that the Budget Committee met on December 18 and January 6. He noted that January 8 is the last Budget Committee meeting before finalizing the School District budget. He commented they will be making final reductions or additions and recommendations for warrant articles.

Mr. York mentioned that he and Mr. Barka attended their December 18 meeting and expressed disappointment with their reductions. He noted that the Budget Committee reduced transportation by two buses. He was concerned that the Budget Committee removed costs from the budget that the district is contractually obligated for because they are trying to create a budget that is lower than the default budget, which is not their responsibility. He indicated their responsibility is to present a fair budget to the voters.

Mr. Bourque commented he plans to make several motions to add back funds for transportation, staffing and a math tutor at GMS.

Mr. York encouraged the School Board representative and administration to communicate the School Board will not accept bottom line reductions and that we expect them to do their due diligence and provide the state with a fully formed budget so we can run our school appropriately.

- Other Committee Reports

LSB Building and Planning Advisory Committee

Dr. Cochrane reported that he has met with Kevin Lynch who is working with vendors for a quote on the storage solution.

Mr. York suggested letting that process continue to work and schedule a meeting after March. He indicated the Committee can work through the summer in that process to have a better structure for next year.

Dr. Cochrane commented there is an option to pursue with impact fees that could occur soon.

Mr. Barka asked if there has been any progress in finding a consultant for asset management. Mr. Markiewicz indicated it is something he will look into.

Mr. York commented that end of year funds can be used for that purpose if necessary. Mr. Markiewicz indicated School Dude is data analysis and entering information that is more in line with preventive maintenance. He noted the right person would look at the condition of our system and plan for the next five years.

Mr. York commented that their software should determine the status of useful life of equipment and systems. He suggested that building managers can gather and enter the information or hire a part time employee to enter the information. Mr. Markiewicz indicated it is not that simple and is a two-part process: data entry and evaluation by consultant.

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III. OLD OR UNFINISHED BUSINESS

A. FY16 Warrant Article Development and Review

Draft Warrant articles were presented to the Board for recommendation.

Article 1: Operating Budget

Board members recommended to postpone recommendation of the budget on the warrant until after the budget hearings.

Mr. York commented that the Budget Committee should repair the cuts they made to teacher staffing and transportation. He indicated it is frustrating to see that the majority of the Budget Committee voted yes to the reductions.

Article 2: Full Time Technology Database Administrator \$79,536

Mr. York made a motion to recommend Article 2. Mrs. Prindle seconded. The motion carried 5-0-0.

Article 2 is recommended by the School Board.

Article 3: Exterior Security Enhancements \$80,000

Mr. York made a motion to recommend Article 3. Mrs. Prindle seconded. The motion carried 5-0-0.

Article 3 is recommended by the School Board.

Article 4: Building Maintenance Capital Reserve \$50,000

Mr. York made a motion to remove Article 4 from the warrant. Mr. Barka seconded. The motion carried 5-0-0.

Article 5: Special Education Capital Reserve \$100,000

Mr. Barka made a motion to remove Article 5 from the warrant. Mrs. Prindle seconded. The motion carried 5-0-0.

Article 6 became Article 4: GMS Playground Area Paving \$47,380

Mrs. Prindle made a motion to recommend Article 4. Mr. Barka seconded. The motion carried 5-0-0.

B. FY16 Budget

The FY16 Budget requires recommendation by the Board. Board member postponed voting on Article 1.

C. FY16 Default Budget

Mr. Markiewicz presented the FY16 Default Budget to the Board for approval. He reported that the FY16 Default General Fund Operating Budget total is \$20,007,903.

Mr. Barka was concerned about the amount under Curriculum Review Schedule. He asked if the Board can change that number as it looks too high and he believes it should be level-funded. He asked if legal counsel reviewed the default budget.

Mr. Markiewicz indicated this is not a legal item.

Mr. Barka made a motion to reduce Curriculum Review Schedule by \$44,042. Mrs. Prindle seconded.

Mr. York indicated that the number listed is correct because the Board took textbooks out of the school budgets and placed them in the Curriculum budget. He recommended that the Board leave the default budget accounts as they are presented. The motion was tabled.

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Mr. Markiewicz indicated these numbers are based on information provided by Dr. Heon and a plan that was approved by the Board.

D. Policies – 1st Reading:

- Right to Know (KBA/R)

Policy KBA/R, Right to Know, was presented to the Board for approval for a 1st Reading.

Mrs. Prindle made a motion to approve the Public's Right to Know policy (KBA/R) for a 1st reading. Mr. York seconded. The motion carried 5-0-0.

IV. NEW BUSINESS

There was no new business.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no community 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 Mr. York, the Board entered non-public session at 9:49 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. (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. Prindle seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Prindle, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Prindle the Board returned to public session at 10:44 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Prindle, yes.

IX. ADJOURN

Mrs. Prindle made a motion to adjourn at 10:45 p.m. Mr. Bourque seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Emergency Meeting Minutes for January 13, 2015

(approved as written 1-21-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Mary Prindle, Board Member
Dr. Brian Cochrane, Superintendent
Mrs. Michele E. Flynn, School Board Administrative Assistant

I. PUBLIC SESSION

6:45 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:50 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

II. NEW BUSINESS

A. FY16 Warrant Articles

Dr. Cochrane presented an additional warrant article to the Board for a part time math tutor for GMS.

Mr. York asked if this is currently a position in the district. Dr. Cochrane indicated that we currently have a part time math tutor that is funded by federal funds.

Mrs. Prindle asked why an issue was raised regarding this tutor. Dr. Cochrane indicated that this is a request for an additional tutor. He commented the Budget Committee feels this is a new position that was not in the budget in the past. He noted he has met with parents whose children are struggling in math and are just qualifying now. Dr. Cochrane believes this is best educationally and financially.

Mr. Barka made a motion to approve Article 5 for the warrant. Mrs. Prindle seconded. The motion carried 4-0-0.

Mr. Barka made a motion to recommend Article 5. Mrs. Prindle seconded. The motion carried 4-0-0.

Article 1: Operating Budget \$21,031,613

Mr. York commented the School Board does not have to recommend the article tonight. He indicated he will not support the article as it stands. He noted he reviewed the Budget Committee minutes and votes on the District budget during the budget process. Mr. York indicated 93% of all the votes they took were approved. He commented the Budget Committee Chair and Mr. Spencer both referenced getting to a bottom line number with which they were comfortable.

Mrs. Prindle asked about the default budget. Mr. York commented that the default budget is tight. He noted we have approved the curriculum plan and technology plan, which was filed with the state.

Dr. Cochrane indicated the default budget will be brought back to the Board at the January 21 meeting.

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Mr. Barka asked when revenues will be finalized. Dr. Cochrane indicated that Mr. Markiewicz does not want to use \$200,000 for a projected fund balance. He noted that Mr. Markiewicz offered to identify a number the Budget Committee requests.

Mr. York strongly suggested the Chair present the budget at Deliberative Session.

III. PUBLIC INPUT

A. Community Forum

There was no public input.

IV. ADJOURN

Mr. Barka made a motion to adjourn at 7:05 p.m. Mrs. Prindle seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for January 21, 2015

(approved as written 2-4-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Mary Prindle, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Laurie Rothhaus, Principal, CHS
Mrs. Jodi Callinan, Director of High School Guidance
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

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

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

The Board entered into non-public session at 5:53 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. (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.

B. ADJOURN FROM NON-PUBLIC SESSION

The Board recessed from non-public session at 6:15 p.m. for the public hearing.

C. PUBLIC HEARING

6:15 p.m.

The Board opened the public hearing at 6:15 p.m. and closed the public hearing at 6:27 p.m.

The Board reconvened non-public session at 6:28 p.m.

The Board adjourned from non-public session at 7:28 p.m.

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 7:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from: January 7, 2015

Mr. York made a motion to approve the non-public minutes of December 17, 2014 as written. Mrs. Prindle seconded. The motion carried 5-0-0.

Mr. York made a motion to accept the nomination of Thomas Duer as Director of Technology for the Litchfield School District at a salary of \$63,017, which will be prorated for the remainder of the fiscal year. Mrs. Prindle seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

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F. Correspondence

Mrs. Prindle mentioned correspondence was received regarding budget reductions and additions.

Mr. York mentioned correspondence was received from Chris Pascucci.

G. Approval of Draft Minutes:

- Public Session January 7, 2015

Mr. Barka made a motion to approve the public minutes of January 7, 2015 as written. Mrs. Prindle seconded. The motion carried 5-0-0.

- Public Session January 13, 2015

Mr. Barka made a motion to approve the public minutes of January 13, 2015 as written. Mrs. Prindle seconded. The motion carried 4-0-1, with Mrs. Lepore abstaining.

H. Community Forum

Jason Guerrette, 11 Perry Court, commented that the correspondence item was added to agenda so that correspondence could be read aloud so citizens could hear what other citizens are saying. He indicated that acknowledging the correspondence is fine, but it is preferred that the correspondence is read aloud.

Mr. Guerrette commented on the Right to Know policy. He mentioned he has made those types of request in the past. He noted that they can be burdensome and suggested that the records that are not in paper form only be transmitted electronically. He indicated that the information still has to be vetted before being sent. Mr. Guerrette suggested if there is a request for information that does not have to be vetted it can be sent electronically. He commented that the revised policy states that if the requester fails to address the information it will be destroyed after 30 days. He indicated the law states that the policy has to follow the district guidelines regarding destruction of records. Mr. Guerrette commented that the information has to be treated like every government record. He was concerned with the 30 day limit in the policy and noted it can be difficult for people to come to the SAU office during district hours, which impairs a person's ability to have access to the information.

Mr. Guerrette commented on the default budget. He was concerned that the salaries total is higher than anticipated based on the teachers' contract. He was concerned with the increase of \$44,000 for the Curriculum Review Schedule. Mr. Guerrette commented there is no authorization by the legislative body for that plan or for the technology plan. He asked about the snow plowing contract and noted he will email Mr. Markiewicz through the School Board Chair.

Mr. Bourque read the correspondence that was received by the Board.

I. Superintendent's Comments

There were no comments.

II. REPORTS

A. School Board Comments

Mrs. Prindle indicated that the School Board held the public hearing at 6:15 p.m. and accepted an anonymous donation for CHS. She thanked the donor for their generosity.

B. Business Administrator's Report

- Mid-Year Review

Mr. Markiewicz presented a mid-year review of the district financials to the Board. He reported that this a snapshot of the budget status and includes a breakout for salaries and a projection for the end of the year. He reported that salaries reflect an under spend of \$312,938 at this time; \$106,377 is anticipated to be spent in daily and long term substitutes. Mr. Markiewicz indicated the district has been unable to hire on-call nurse substitutes and has had to contract with an agency for this purpose. District-wide overtime has a budget of \$10,578 and a balance of 41,675. Mr. Markiewicz noted these lines will be closely monitored the remainder of the year, as well as regular and

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vocational transportation. He reported that we have received two-thirds of the anticipated revenue to date and the district is in good shape at this time.

- FY16 Default Budget

Mr. Markiewicz noted that the default budget needs approval of the Board. He reported all budgets and warrant articles are to be submitted on the DRA municipal website. He indicated that the default budget was reduced by \$50,000, which is the entry for the expendable trust that was not initially subtracted as a one-time appropriation. He noted the FY16 Default Budget total is \$21,120,065. Mr. Markiewicz commented that the School Board had a question on the Curriculum Review Schedule and additional information was provided by Dr. Heon.

Mr. Barka made a motion to reduce the FY16 Default Budget by \$44,042. Mrs. Prindle seconded. The motion carried 5-0-0.

Mr. Barka made a motion to approve the FY16 Default Budget of \$21,076,023. Mrs. Prindle seconded. The motion carried 5-0-0.

- FY16 Budget Committee Recommended Budget
 - FY16 Voting Warrant

School Board members were reminded that they need to vote on a recommendation for Article 1 on the 2015 Warrant. School Board members were asked to sign the warrant after voting.

Mr. Barka made a motion to recommend Article 1, FY16 School District Operating Budget. Mrs. Prindle seconded.

Mr. Barka suggested the Board discuss rationale for not recommending Article 1.

Mr. York commented that the Budget Committee made policy by removing a teacher and a bus from the budget and changed the School Board's direction. He indicated they made a determination when there was no justification to do so. He noted the impact to the voter is unknown. Mr. York believes the School Board should reject the budget. He commented the Budget Committee should not be allowed to direct school policy. He indicated they were truly unfair to the students at GMS and all students that use our buses.

Mr. Barka was concerned that an additional first grade teacher may be needed next year.

The motion failed 0-5-0.

Article 1 was not recommended by the School Board 0-5-0.

C. Committee Reports

- Budget Committee

Mr. Bourque reported that the Budget Committee convened a meeting on January 15 immediately following the budget hearings. He indicated two motions were made to add back a teacher at GMS and air duct cleaning at CHS. He commented that the motions failed and the Budget Committee members' rationale was that if they approve the motions to add back the items reductions would occur elsewhere in the budget.

Mr. Barka asked if an inspection can be ordered for the air duct system and for the cost. Mr. Markiewicz indicated an air quality test would cost approximately \$3,000.

Mr. Bourque reported that it was asked if the air ducts were ever cleaned at CHS. Mr. Markiewicz indicated that the system was cleaned at LMS this summer. He commented that a quote to clean the air duct system at CHS can be requested.

Dr. Cochrane commented that air quality tests used to be on an annual schedule at GMS, but we have moved away from those protocols. He indicated he asked principals to review their inspection records and reinstate the schedule.

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D. Enrollment Report – December 2014

Dr. Cochrane provided the December 2014 enrollment report to the Board. He reported there were 1,425 students enrolled in the district at the end of December 2014.

III. OLD OR UNFINISHED BUSINESS

A. CHS Diploma of Distinction

Mrs. Rothhaus and Mrs. Callinan presented the recommendation for the CHS Diploma of Distinction to the Board. Mrs. Rothhaus indicated that the committee recommended that the diploma of distinction criteria should include a GPA of 3.92, 30 credits by graduation, 15 Honors or AP classes by graduation, a designation on the diploma and that students should be recognized as receiving a diploma of distinction at graduation. Mrs. Rothhaus noted this recommendation is proposed to begin with the Class of 2017.

Mr. York commented the Board wants sophomores to take Honors classes. He asked if there are any Honors courses for sophomores. Mrs. Rothhaus indicated there are Honors courses for sophomores.

Mr. York asked if any students were involved in the development of the proposal. He suggested Mrs. Rothhaus talk to the student government about an idea to distinguish these students at graduation.

Mr. York made a motion to approve the recommendation for a Diploma of Distinction at CHS. Mrs. Prindle seconded. The motion carried 5-0-0.

B. CHS CTE Program Options

Mrs. Rothhaus and Mrs. Callinan presented CTE program options to the Board. Mrs. Callinan indicated that the CTE (Career and Technical Education) program is formerly known as vocational education. She explained a CTE is a 2 year Tech-Prep program of study that provides technical preparation in areas such as engineering technology, applied science, mechanical, industrial or practical art or trade (i.e. agriculture, health, business, applied economics). She noted that students enroll in their junior and senior years. Mrs. Callinan indicated that students complete their applications in their sophomore year. She commented the program contains a common core of proficiencies in math, science, reading, writing, communications and technologies.

Shelby Chacos, a CHS student and a School Board representative, commented about her experience in the CTE program at Alvirne. She indicated she enrolled in a nurse program and is already doing clinical hours. She noted when she completes the program she will be an LNA and be able to work right out of high school.

Mrs. Callinan indicated the proposal is to use Alvirne and Pinkerton as the sites for the CTE program. She noted current sites are listed in the proposal and a comparison of courses offered at each is included. She commented that the enrollment of CHS students over the last three years is provided in total and by site.

Mrs. Prindle commented if there is currently only one student enrolled at Pinkerton and they have less courses, why consider that school.

Mrs. Rothhaus indicated it is less travel time and less cost (both tuition and transportation). Dr. Cochrane indicated that the courses at Pinkerton align more with what our students want.

Mrs. Callinan provided travel costs for the last three years for the CTE or vocational program. She commented that transportation costs have risen over 200% and this year transportation costs will be \$70,000 for vocational (regular education students) and \$15,000 for special education students. She explained we are making four runs to Nashua this year and because First Student could not cover one of the runs, we were forced to contract with the Provider for that run and their costs are much higher. Mrs. Callinan indicated if we changed to Alvirne and Pinkerton there would be no negative affect on our current students. She commented that the advantages of using Pinkerton are newer facilities, a diverse student body and a focus on the CTE programs. She indicated our students who attend the Nashua program miss two blocks of instructional time per day because of Nashua's schedule and travel time. She noted that CHS would have to enter a Memorandum of Understanding (MOU) with Pinkerton.

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Dr. Cochrane indicated that Pinkerton students only have class first or third period and it is less travel time to Pinkerton. He commented the result is our students do not miss instructional time. He encouraged the Board to enter into an MOU with Pinkerton.

Mr. York asked how buses can be eliminated for these programs. Mrs. Callinan indicated any student attending the Alvirne program can self-transport as approved by the Superintendent. She commented there may be a few students for which we will have to provide transportation.

Dr. Cochrane indicated there will be a decrease in transportation costs if students self-transport to Alvirne and we are only transporting to Derry and Hudson. He mentioned he spoke to Pinkerton program director Lisa Danley regarding Perkins funding, which supports approximately 70% of tuition and transportation in CTE programs.

Mr. York made a motion to accept the CTE proposal to begin in fall 2015. Mr. Barka seconded. The motion carried 5-0-0.

C. CHS 1 to 1 Technology Pilot 2015-16

Dr. Cochrane provided a presentation for a high school pilot for 1 to 1 computing. He referred to a March 2014 proposal for a phased implementation over four years of a student information system (SIS) and 1 to 1 computing technology support. He commented that there is some teacher professional development included in the proposal. He indicated if the program is approved, we can start to offer a pilot program to students beginning in the fall of 2015. He provided a model of phased implementation to the Board.

Dr. Cochrane provided a device proposal that reflected district cost with and without fees. He indicated that the leasing of devices [by parents] has become more popular with decreasing costs over four years. He commented that he spoke to the new Director of IT about specifying devices for the pilot and a requirement for parents to either buy or lease the device. Dr. Cochrane noted that there are advantages and disadvantages of lease/purchase programs.

Advantages include:

- Each machine will be imaged and configured with the same drivers, software, network, internet and wireless settings that ensures compatibility with other devices, peripherals and files;
- Devices may be outfitted with district site-licensed software;
- In cases of device failure, spare devices can be loaned to students until the issues are resolved;
- Spare batteries and chargers can be provided;
- Devices can be configured to allow students to have administrative privileges.

Disadvantages include:

- Requirement for parents to buy or lease a device;
- District cost for spare batteries and chargers.

Dr. Cochrane indicated, in contrast, BYOD (bring your own device) machines:

- Devices cannot be imaged and configured with the same drivers, software, network, internet and wireless settings;
- Devices may not be outfitted with district site-licensed software;
- In cases of device failure, spare devices cannot be loaned to students;
- Spare batteries and chargers cannot be provided to students whose devices are not fully charged.

Dr. Cochrane commented he met with high school administration and the IT Director and it was unanimous to present applications for the option to sign up for 1 to 1 computing classes (English, Science, Social Studies) to incoming high school students.

Mr. York asked about cloud access. Dr. Cochrane indicated there is some reticence regarding cloud computing.

Mrs. Lepore was concerned about parents who cannot afford the cost for students who would like to sign up for these courses. Dr. Cochrane indicated that a lower cost could be offered through the lease program.

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Dr. Cochrane proposed a Steering Committee to handle the tasks associated with the initiative. He indicated there is concern if the new technology position is not approved or if the SIS is not able to be purchased. He mentioned that density is a concern as well.

Mr. York commented that there is a short timeframe for the implementation. He noted if you want Board approval there are concerns that have to be resolved before you can move forward. He indicated that the Board has wanted to move forward with 1 to 1 computing for a while. Mr. York suggested a decision regarding devices is needed. He commented that lease issues would need to satisfy the Board. He indicated the Superintendent should prepare for a presentation regarding this on March 4. He encouraged the Superintendent to assemble the committee and prepare to revisit the agenda item on February 4.

D. Policies – 2nd Reading:

- Right to Know (KBA/R)

Mrs. Lepore referred to Mr. Guerrette’s concerns stated in Community Forum and noted the policy calls out information available in electronic format. She commented that the prerequisite is if the information is available in electronic format it can be provided by that method. She noted when a person contacts the SAU they can determine the method of distribution.

Dr. Cochrane indicated legal counsel reviewed the policy and felt it was adequate.

Mrs. Prindle commented that Mr. Guerrette raised a point about retention and destruction of records. Mr. York commented that 30 days should be enough time to determine if the person making the request is interested in the information or not.

Mr. Barka made a motion to approve the Right to Know policy. Mrs. Prindle seconded. The motion carried 5-0-0.

IV. NEW BUSINESS

A. Strategic Plan

- Report on 2012-2015 District Goals 2015-2018 Strategic Planning

Dr. Cochrane provided a report on the Litchfield School Board District Goals for 2012-2015. He noted it is a summary of the scope of work for the district. He commented in 2012 we set aggressive goals such as reaching for an increase of six points of aggregate on the SAT scores and surpassed that goal. In addition, there is more challenge in classes we are bringing into the district. Dr. Cochrane commented that the data is positive and sets the stage for the next step, which is to come forward not with the Superintendent’s goals, but with the School Board’s goals. He indicated these need to be developed in dialogue with the community. He suggested reviewing the mission/vision statement; a self-assessment that involves the School Board goals report and other data; external assessment using focus groups, interviews and surveys; establish priority areas; identify goals and annual action plans with milestones for priority areas.

Dr. Cochrane commented the many goals were set in 2012-2015, but were manageable. He indicated when he arrived in the district we had some goals that could not be met in one year. He proposed discussing this process and if it should be done over the rest of the year. He noted it is a good opportunity to revise the annual assessment plan as well. He commented that with the Board’s permission we can start putting some of this together and set a date to discuss the first part of the data.

Mr. York commented one of the things that will be helpful is to have each building administration and team come up with three to five items that are “outside the box” irrelevant of the cost of their highest priorities for their school (physical or academic). He noted we need to allow free thinking and the knowledge of the administration to come forward and present over three meetings what is most critical, which will help set the Board goals across the district.

Dr. Cochrane commented another benefit is better communication from the schools about how they are using their resources. He noted we need to do a better job of communicating the good work of the district in ways that tie back to programs, budgets and the importance of retaining good teachers. He commented with that transparency and a

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longer term plan comes a certain trust that over time allows the district to trend up. Dr. Cochrane indicated much good work has been done and teachers are busy. He noted we need to consider all the things we are asking our teachers to do, remove the burdensome things and focus on things that are resulting in better education.

B. Policy Review:

- Use of Child Restraint and Seclusion (JKAA)

Board members were asked to review the policy and provide input at the next Board meeting.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Jason Guerrette, 11 Perry Court, commented that with declining enrollment it becomes harder to involve the community in the district.

Mr. Guerrette commented on the Right to Know policy and the distribution of information requested. He indicated when he requested information regarding Board and district email, there was much duplication in what was printed because several district staff were included in the distribution of many emails. He noted there is no reason to print all those emails and it was a waste of time. He stated it is difficult to come into the SAU office and review information that is redundant. He believes the Board made a good decision with the policy revision.

Mr. Guerrette commented on the default budget calculation and stated there are two items that should not be included. He commented on the lease/purchase of devices for the 1 to 1 computing proposal and stated that there are other schools that require parents purchase items.

Mr. Guerrette commented on comments made about the Budget Committee. He noted he enjoys the direction the School Board has been going in the last two years. He indicated that negative comments about the Budget Committee gives the wrong impression of the Board. He noted the Board loses credibility by blaming the Budget Committee for those reductions while at the same time stating it is a bottom line budget. Mr. Guerrette commented if you feel strongly about the teachers you will find the money.

Mr. Barka commented that they reduced a teacher and we will be in trouble if contract obligations amount to more than what they have given us.

Mr. Guerrette indicated it is not a teacher, it is a dollar amount. He commented the School Board chooses if a teacher is reduced and where the money is allocated and spent.

Mr. York commented it is unfair that the Budget Committee states maintenance can wait each year. He indicated they want to reduce the budget, but they expect us to figure out where the money comes from. He noted the only area money can be taken from is maintenance on the buildings. Mr. York commented that Mr. Guerrette is correct that this is a bottom line budget and if we need a teacher we will have to determine where the money will come from. He indicated that they made 80 motions and 75 passed with a majority vote. He believes they already had a bottom line in mind.

Mr. Guerrette commented his advice to the Budget Committee was not to cut salary, which will tell us the direction the voters want. He indicated it does a disservice for the process when you present a budget the people will not choose. He noted it is not a true choice.

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 Mr. Barka, the Board entered non-public session at 10:00 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)

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requests that the meeting be open, in which case the request shall be granted. (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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Prindle, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka the Board returned to public session at 10:39 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Prindle, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 10:40 p.m. Mrs. Lepore seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

Mary Prindle

January 21, 2015

Attachment to the January 21, 2015 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the January 21, 2015 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

From: Chris Pascucci

Date: January 11, 2015 at 7:26:25 PM EST

To: "Barka, Derek" <dbarka@litchfieldsd.org>, "Prindle, Mary" <mprindle@litchfieldsd.org>, "York, John" <jyork@litchfieldsd.org>, "Bourque, Brian" <bbourque@litchfieldsd.org>, jlepore@litchfieldsd.org

Cc: "Cochrane, Brian" <bcochrane@litchfieldsd.org>

Subject: from Chris Pascucci Litchfield resident

Good evening

I was just watching a replay of your last meeting regarding the default budget. Mr Barka you were on the right track but I'm afraid the conversation will shift in the wrong direction. There is a very important difference between a "signed contract" opposed to a "school board approved plan". Signed contracts should be in the default budget. That is legitimate. Approved plans must not be in the default budget. Just because a minimum of 3 school board members "approved" something, that does not mean the voters approved the same thing. Just to play devils advocate.....could the school board not "approve" various items, services or plans anytime up to the signing of the default budget with various dollar amounts, up to millions of dollars? After all, you can "approve" lots of things totaling lets say; half a million dollars, then claim it **must** be in the default budget because you "approved" it and you're just following **your** plan. Why not "approve" 3 million dollars in some sort of plan, then insist it must be in the default budget? Look folks.....this community is making great progress, where making tremendous strides in the building of trust between the elected bodies and the people of this community. Lets not go backwards. School board approved plans must NOT be in the default budget. Increased rates for electric must not be in the default budget. The truth is (and you know this) the budget is bottom line, and there is plenty of money in a 21 million dollar budget to turn the lights on in the school. Conversely, if electric rates decrease the following year, then the higher number goes in the default budget because it is **the same level of appropriation, NOT the same level of service.** We many times hear "you can get ten people with ten different interpretations of the default budget". Well, that is not exactly true. If those ten people were intellectually honest, were being impartial, and actually read the RSA regarding the default budget, then ALL ten people would have the exact same interpretation. Mrs Lepore, as a lawyer, I am confident you know the real interpretation of the default budget. Further.....I am confident the other 4 school board members know the real interpretation also. Lets do the right thing, please? Lets create a factual, mathematically accurate, honest default budget as our fallback budget should the proposed budget fail on election day.

Thank you

Chris Pascucci

Litchfield resident

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for February 4, 2015

(approved as written 2-18-15)

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

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

The Board entered non-public session at 6:00 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. (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.

Non-public session ended at 6:43 p.m.

I. PUBLIC SESSION

A. Call to Order

Mr. Bourque called the meeting to order at 6:50 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from: January 21, 2015

Mr. York made a motion to approve the non-public minutes of January 7, 2015 as written. Mrs. Prindle seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

- 2015-2016 School Calendar

Dr. Cochrane presented two versions of the 2015-2016 proposed school calendar.

○ Version 1

The month of November reflects days off on November 11, 12 and 13. November 11 is a holiday, November 12 and 13 are Parent/Teacher conference days. There are four late arrival days with Version 1.

○ Version 2

The month of November reflects scattered days off for holiday and Parent/Teacher conferences and three late arrival days.

Dr. Cochrane indicated that the recommended calendar is Version 1.

Dr. Heon advocated to include four delayed openings as this year the three delayed opening days were highly utilized. She commented that other districts were surveyed and a significant number of those districts have more than four delayed openings. Dr. Heon indicated that there is much to do with curriculum writing and revision.

Mrs. Prindle was concerned that parents may have an issue with daycare with the three consecutive days off in November in Version 1.

Dr. Heon indicated that with scattered days off in a month it is difficult to get students re-energized. She explained that Version 1 was designed to leave four weeks between each workshop.

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Mr. Cooper commented that there is more continuity in instruction with Version 1 and the LEA prefers that calendar.

Mr. York asked how Version 1 aligns with the vocational schools. Dr. Cochrane indicated that the district has always aligned with the Alvirne schedule first because we have more CTE students attending classes there.

Mr. York was concerned that there would be some impact with Pinkerton's schedule as they start their year earlier and end earlier in June. Dr. Cochrane indicated our contract is aligned with Pinkerton.

Mr. York was concerned that students may miss classes and asked if the district can ensure the calendars are aligned. Mrs. Callinan commented Pinkerton has not yet completed their schedule for 2015-16 and offered to check with them regarding their practice on start and end of the school year.

Dr. Cochrane indicated that will be addressed at the annual meeting of the South Central Superintendents. He noted school calendars are very complex and idiosyncratic. He commented there are other things beside the calendar that impact the hours in the classroom. Dr. Cochrane indicated that it would not be a surprise if students attend the CTE program in the area of 160 days as that is the practice in the CTE world. He commented that this is the model we have by virtue of our size and geography and we try hard to make it work.

Mr. Barka made a motion to approve Version 1 of the School Calendar for 2015-2016. Mrs. Prindle seconded. The motion carried 5-0-0.

F. Correspondence

Mr. Bourque reported correspondence was received from Dennis Miller, 37 Wren Street, regarding the Right to Know policy revision and Non-Public agenda items. He indicated Mr. Miller inquired about the School Board Business non-public agenda topic and explained it is a bullet point in the event the Board discusses a specific non-public topic not relative to the other topic areas. He indicated that Mr. Miller's inquiry regarding the Right to Know policy has been sent to legal counsel.

Mr. Bourque reported correspondence was received from Betty Vaughn thanking Mr. Bourque for advocating for the schools and for his work on the Budget Committee.

G. Approval of Draft Minutes:

- Public Hearing January 21, 2015

Mr. York made a motion to approve the public hearing minutes of January 21, 2015 as written. Mrs. Prindle seconded. The motion carried 5-0-0.

- Public Session January 21, 2015

Mr. York made a motion to approve the public minutes of January 21, 2015 as written. Mr. Barka seconded. The motion carried 5-0-0.

H. Community Forum

Jason Guerrette, 11 Perry Court, voiced concerns about the default budget. He indicated he had a conversation with Mr. Markiewicz during which he expressed his concerns. He believes there is still \$188,000 in the default budget that is questionable. He indicated Mr. Markiewicz will provide further information. Mr. Guerrette commented on CTE schedules asking why the district does not tuition CTE students out to that school district, or trade students with the school district. He indicated it is worthwhile to investigate.

I. Superintendent's Comments

There were no Superintendent comments.

II. REPORTS

A. School Board Comments

Mr. Bourque announced a reminder that the School District Deliberative Session is scheduled Saturday, February 7 at 10:00 am at CHS.

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B. Principals' Reports

- CHS

Mrs. Rothhaus provided the CHS Principals report for the Board. She acknowledged scholar athletes who will be honored on February 19, 2015; and students participating in the Penguin Plunge that occurred on January 31. She noted that CHS won first place and raised over \$6,000 for the Special Olympics.

- 2015-16 Program of Studies

Mrs. Callinan presented changes to the CHS Program of Studies for 2015-2016.

Dr. Cochrane commented for Smarter Balance testing all students beyond sophomore status should be tested.

Mr. York inquired about students whose status changes during the year.

Mrs. Callinan indicated that the student status does not change until after October 31.

Mr. York expressed confusion and commented that the Board has been given information that reflects student status is changed during the year when they attain enough credits to move up.

Mrs. Rothhaus explained if they make up their credits before the end of October and have done their sophomore project their status is changed by the end of the year.

Mr. York commented we do not have a policy on this and believes it should be administered consistently across the student body.

Dr. Cochrane indicated that he and Dr. Heon will be attending a webinar regarding credits, status and extractions for Smarter Balance testing.

Mr. York commented that it was discussed that math should be a four year credit. He indicated that it was felt it should begin with this freshman class, but the argument made was that it was too burdensome on the students. Mr. York commented that it does not seem burdensome for the Diploma of Distinction.

Mrs. Rothhaus commented that is not the way it is. She indicated that the Program of Studies is like a contract and has to be fair. She noted if we are going to change something we have to be careful to make sure students have the opportunity to get things done.

Mr. York commented that rigorous requirements seem to be fair when they are implemented. He indicated students will achieve when given the opportunity. He noted we did not want to give these opportunities to freshmen or sophomores this year because they were too difficult, but we are going to allow four years of math for the Diploma of Distinction.

Dr. Cochrane commented that we are talking about students at different ends of the spectrum. He noted when making changes we must ensure it will benefit someone, but not if it will be harmful.

Mr. York asked if two years of foreign language should be required for graduation. Dr. Cochrane commented that students are encouraged (as freshmen) to take three years of foreign language. Mrs. Callinan commented although it is not required, we encourage students in grade 8 to take a language.

Mrs. Lepore agreed with Mr. York. She commented that many colleges require students to have a certain number of years of a language for admission.

Mr. Lecklider indicated that at LMS every 8th grade student has Spanish and there are two levels of Spanish: Spanish 1 and Exploratory Spanish.

Mr. York commented the State of NH does not require it for graduation.

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Dr. Heon commented another reason is if we had that requirement we would have to determine waivers. She noted that some students are incapable because of their pace, disability or personal issues. She indicated it would be a significant financial impact to run double courses for different paces of students.

Dr. Cochrane commented that CHS is working with parents and students to choose courses according to their strengths and weaknesses. He noted they are doing a good job with the help of Naviance.

Mr. Bourque asked how many students graduate with two years of foreign language. Mrs. Callinan offered to get that information.

Referring to transportation for CTE students, Mr. York suggested that the language that states “transportation is provided daily for CTE students” be changed to reflect that “transportation may be provided” since we are allowing students to self-transport.

Mrs. Callinan indicated according to the existing contract with Alvirne, it states we are required to provide transportation. She suggested we could say students are allowed to self-transport to Pinkerton.

Mr. York indicated the Board is open to self-transporting to Pinkerton and Alvirne and the wording should be reflected.

Board members made some revisions to the Program of Studies.

Mrs. Prindle made a motion to approve the 2015-16 CHS Program of Studies with suggested revisions. Mrs. Lepore seconded. The motion carried 5-0-0.

- **GMS**

Mr. Thompson provided the GMS Principals report for the Board. He acknowledged it was Kindness month at GMS. He reported that GMS held an assembly on Tuesday and celebrated all the acts of kindness with essays and a movie that demonstrated acts of kindness. He noted that a basketball signed by the Harlem Wizards was given away by raffle. Mr. Thompson reported he will be sending an announcement to parents regarding the three snow days at end of quarter. He mentioned GMS had no computer access when staff and students returned to school.

- **Grade 3 Math NECAP Performance Tasks/Test Items Comparison**

Mr. Thompson presented information regarding grade 3 math NECAP performance tasks and test items. He indicated there seems to be a bigger change for ELA than for math.

Mr. Thompson referred to the Hess Cognitive Rigor chart and explained that the matrix is applied specifically to math and science. He noted that all skills and concepts come under Webb’s Depth of Knowledge Level 2 Skills and Concepts. He commented with NECAP there is one right answer and with Smarter Balance Assessment there can be more than one right answer. Mr. Thompson reviewed a math performance task (the Lemonade Stand) with Board. He explained the task begins with the teacher talking to the students about the task. He noted the task starts out at a simple level and progresses in difficulty.

Mr. Thompson provided a comparison of NECAP released items and Smarter Balance Assessment tasks for the Board. He also provided NECAP Grade 3 Math released items for 2013. He noted that tasks on the Smarter Balance Assessment test are different to what students are used to with NECAP.

Dr. Cochrane indicated that once the results are received we will see areas in which we perform well and areas in which we do not. He commented that we are hopeful to receive a good comparison of districts in terms of scoring and determine where the district performed well and where the district did not perform as well. He indicated we will work forward from that baseline.

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- LMS

Mr. Lecklider provided the LMS Principals report for the Board. He reported that students will be assessed with the Smarter Balance Assessment. He noted that staff has done much work analyzing released items. He explained there are two tests: content and communicating through the computer. Mr. Lecklider indicated that they are trying to prepare for the tools and layout of the test. He reported that the NAEP test has been rescheduled for this Friday. Mr. Lecklider noted LMS will be testing connectivity as we will be testing all our grade levels concurrently.

Mr. Lecklider reported that LMS completed the AIMSWeb benchmarking last month and are now analyzing the results. He acknowledged that the variety show held last week was successful and the Super Sub fundraiser was held last Sunday. He reported a Geography Bee was held last month. Mr. Lecklider indicated that Washington DC fundraising has kicked off as is planning for Project Safeguard.

D. Curriculum Report

Dr. Heon provided the February 2015 Curriculum report for the Board. She provided the New Hampshire calendar for the Smarter Balance Assessment tests. She commented after much discussion and negotiation we would like some comparability of how students in certain grades performed. She reviewed the testing schedule for certain grades. Dr. Heon indicated the process of creating building level schedules has begun and will be a challenge during those 12 weeks. He noted new information comes in continuously and there is a meeting tomorrow to work further on schedules. She indicated the schedules will be released to parents and the community.

Dr. Heon reported she met with the new Director of IT and looked at the requirements for Smarter Balance Assessment testing. She noted he made a schedule for those things that need to be adjusted. She indicated every computer needs to have a secure browser so we can access the test directly. Dr. Heon commented that Mr. Duer is confident about running the technology during the testing periods.

Dr. Cochrane commented based on the schedules and levels of difficulty all three schools have done good job of trying to meet these challenges. He indicated we are trying to get the optimal environment for students. He noted there will be an analysis of our technology infrastructure at the end of the year. Dr. Cochrane indicated we will have to look at the impact for Smarter Balance Assessment and additional resources, which will impact our overall district assessment system. He noted there will be more impact than we would like on instruction, but we will try to mitigate that moving forward.

- PERC Consent Items

Dr. Heon presented materials approved by PERC for Board approval.

- LMS Spanish films (none with sensitive material or above a G rating)
 - Living on One Dollar (culture)
 - Cinco de Mayo (culture)
 - Sweet Sixteen (culture, immigrant issues)
 - Standards Deviants (grammar)

Mr. Barka made a motion to approve the Spanish films for LMS as presented. Mrs. Prindle seconded. The motion carried 5-0-0.

- Educator Evaluations

- Revised Educator Evaluation Rubrics, Observation Reports, Summative Evaluations
- Current Master Educator Rubric

Dr. Heon and Dr. Cochrane presented the revised Educator Evaluation rubrics, observation reports and summative evaluations to the Board.

Dr. Cochrane indicated as part of the requirements from the DOE, the teachers need to be evaluated on a four point scale. He commented the assessment procedures approved in 2010 were a three point rubric. He noted that the scale categories were changed from Unsatisfactory, Satisfactory and Master Teacher to Unsatisfactory, Satisfactory, Proficient and Distinguished. Dr. Cochrane indicated the document is being reformatted for compliance. He

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commented we are working with the administration and the LEA to make revisions to the language to have it reflect the job descriptions and things we have to work on in the district.

Mr. Barka asked if the observation report is completed after physically observing a teacher. Dr. Cochrane indicated the report is completed after three observations and a summative evaluation.

Mr. Barka asked how the criteria listed is observed. Dr. Cochrane indicated there is a pre-conference, an observation and a post conference.

Mr. York asked if teachers critique themselves. Mr. Thompson indicated teachers do a reflection and provide information we may not otherwise know. He noted we rely heavily on observation reports.

Dr. Cochrane explained the entire process has two functions: feedback and scoring. He noted concurrent with that is the self-study and peer piece. He commented at this time we are focused on a formal evaluation process and there should be a conversation about what good teaching looks like. Dr. Cochrane indicated that the revised procedures need to be approved fairly quickly as they are due by the 15th. He commented he would like to have the forms approved so the schools can begin to use them as soon as possible. Dr. Cochrane noted that the language is identical to that of the document from 2010, but we are allowing for a smoother transition. He indicated the Board will be approving replacing the old rubrics and forms with the new ones and taking a new vote in the next few months.

Mr. Barka made a motion to approve the revised Educator Evaluations. Mrs. Prindle seconded.

Mrs. Leite asked when the evaluation goes into effect. Dr. Cochrane indicated that they would go into effect as soon as possible in order to be compliant with the ESEA waiver. He noted that may mean some staff evaluations may be on a three point system and some may be on a four point system.

Mrs. Leite expressed concern with changing the rules midway through the year. She indicated having some teachers evaluated on a three point scale and then switching to a four point scale is not fair. She noted that Dr. Cochrane stated he would be meeting to work on this and implement it for 2016.

Dr. Cochrane clarified that he stated we would have to approve a four point scale, but report on the first three.

Mr. York asked when the process that created the need for conversation go into effect. Dr. Cochrane indicated that the four point system changed last year with the understanding it would be in place this year.

Mr. York indicated there is no need to approve this until June.

Dr. Cochrane commented there needs to be a conversation about the concerns of the faculty and LEA. He indicated there is no way to get the observation exactly right and he would like to be fair. He noted that he has had conversations with Mr. Cooper regarding this process and it has been helpful to talk to the administrative team and LEA about this.

Board members were in agreement not to change the educator evaluation process at this time.

Mr. Barka withdrew his motion and Mrs. Prindle withdrew her second.

E. Committee Reports

- Budget Committee

Mr. Bourque reported that the Budget Committee met on January 31, 2015 immediately following the 2015 Town Deliberative Session. He reported there was good conversation brought up by Mr. Byron regarding getting budgets to the Budget Committee sooner. He noted that Mr. Byron also discussed having conversations with Budget Committee about laying out objectives and objectives from the Budget Committee so department heads can have answers for the Budget Committee. Mr. Bourque noted that Mr. Byron indicated this proposal will give the Budget Committee more time to look at the budgets and have more discussion.

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Mr. Bourque reported he had a discussion with Mr. Markiewicz regarding streamlining the budget process next year.

Mr. York asked if budgets can be prepared over the summer. Mr. Markiewicz indicated that there were discussions with the administration and they will be presented with the budget packet for FY17 much earlier. He commented we will deliver the budget to the School Board in early September. He noted it is important for the Board to receive the initial requested budget and provide feedback and direction.

Mr. York was concerned that the budget process takes too long and is fairly daunting. He commented he would prefer a better plan for the budget process. He indicated he would like the department heads to report their major changes and rationale instead of just reading the budget to the Board.

Mr. Bourque commented that each department should provide a list of priorities for the School Board to discuss. He noted department heads can come to the meetings for final questions and the Board will complete the budget sooner.

Mr. Markiewicz commented that we seem to get bogged down on the details regarding the comment sections that are the same each year. He noted these sections need to state why more or less money is being requested.

Dr. Cochrane commented that administrators should begin their budget conversations with staff during June.

Mr. York commented that teachers need to provide an inventory of their books before they leave in June.

Dr. Cochrane commented we have not asked schools to do an end of year inventory in some years.

Mr. York suggested that be discussed at the administrative team level and that a resolution be determined.

- Other Committee Meetings

Mrs. Lepore reported that the Wellness Committee met on January 22 and discussed several topics. She noted the Committee discussed the nutrition audit that was completed on January 13 and 14 and reported that the schools did well overall. She indicated the Wellness Committee discussed a breakfast pilot at LMS that would involve a breakfast cart. It was suggested that students should vote on breakfast foods offered. Mrs. Lepore reported that the Wellness Committee discussed student and staff wellness and will commence with the Move Across America challenge this year. She noted that LMS completed a sleep activity and the Committee discussed ways to get children to be active during the day. Mrs. Lepore reported that the Committee discussed installing water bubblers that can fill water bottles, a staff healthy cooking class and an end of the year volleyball game in April. Mrs. Lepore reported the Wellness Committee has scheduled a work session on February 19 to discuss the Wellness policy.

Mr. Markiewicz congratulated the Food Service department on a successful audit.

III. OLD OR UNFINISHED BUSINESS

A. 2015 Deliberative Session Discussion

Mr. Markiewicz discussed the method of presentation of the budget and warrant articles at the 2015 School District Deliberative Session.

Mr. Bourque commented he had a discussion with Dr. Cochrane and Mr. Markiewicz regarding Deliberative Session. He indicated that the Budget Committee presented the town budget warrant article and the town officials presented the other articles. He believes the Budget Committee should present the budget as it is their budget. He noted Board members can speak to the remaining articles.

Mr. York agreed.

Mr. Bourque indicated he has spoken with Mrs. Couture.

- Warrant Article Speakers

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Board members were asked to determine which members would speak to the FY16 warrant articles at Deliberative Session. Board members decided: Mrs. Couture, Budget Committee Chair would present Article 1; Mr. Barka would present Article 2; Mr. Bourque would present Articles 3, 4 and 5.

B. Policies – 1st Reading:

- Use of Child Restraint and Seclusion (JKAA)

Dr. Cochrane presented a revised restraint policy to the Board. He commented there were significant changes in the law last year. He noted he discussed concerns with Representative Byron regarding the law. He indicated that Mrs. Bandurski worked with legal counsel on the policy.

Mrs. Lepore was concerned the policy and procedures are not specific enough when referring to seclusion. She indicated that SB 396 requires the Superintendent to specify a specific room for seclusion, training of personnel and to list who is trained.

Mrs. Prindle commented the policy speaks of unbreakable observation windows. She asked if the district has a room such as described by law.

Mrs. Lepore commented the policy needs to be more specific.

Mr. York asked what the law actually states. He commented that they cannot pass a law they do not intend to fund.

Dr. Cochrane commented that there are parts of the law that do not apply to the district. He indicated the district invested money in getting Mrs. Bandurski trained in crisis intervention. He noted there is a room at LMS for the S3 Program.

Mr. York suggested sending the policy to legal counsel and bringing it back to the Board when it has been revised.

IV. NEW BUSINESS

A. Sabbatical Request

Dr. Cochrane presented a sabbatical request from a staff member and discussed the process for the request with the Board. He noted that Article 5G in the current CBA states the requirements for a sabbatical. He indicated that a written request and detailed summary of the coursework is required. He commented that the requesting staff member is required to respond by February 15. Dr. Cochrane indicated that Mr. Cooper will contact the staff member to clarify the request. He noted at this point in time, it is difficult to recommend the sabbatical as there would be a budgetary impact. He commented that according to the CBA, the staff member would receive half salary and benefits

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

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 Mr. York, the Board entered non-public session at 10:00 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. (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. Prindle seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Prindle, yes.

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VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York the Board returned to public session at 10:04 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Prindle, yes.

IX. ADJOURN

Mr. York made a motion to adjourn at 10:05 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

Mary Prindle

February 4, 2015

Attachment to the February 4, 2015 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the February 4, 2015 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

From: Dennis Miller
To: School Board
Cc: Brian Cochrane, Michele E. Flynn
Date: 2-3-15

Hi Brian,

I see there is a generic description of "school board business" listed as a non-public agenda item. If it is related to the board, any business of the district, or board members that would clearly be public in nature. The other topics are typical - staff/student issues, nominations, etc. but this is something which would cause someone paying attention to question what would fall under non-public.

Could you please clarify on the agenda what that topic is?

If you can't do that, can you please clarify which portion of RSA 91-A:3 that discussion will fall under?

II. Only the following matters shall be considered or acted upon in nonpublic session:

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, 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 public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

Thanks.
Dennis

From: Dennis Miller
To: School Board
Cc: Brian Cochrane, Michele E. Flynn
Date: 1-31-15

School Board Members,

I am concerned that the recent adoption of a revised policy KBA introduces requirements which appear to go beyond what the law requires as per the AG memo on RTK available on the district website. From the procedures:

4. All requests to inspect records must be put in writing and directed to the Superintendent of Schools of SAU 27. All requests must identify the documents/records/files to be inspected. (See Form Attached).

This seems to set a requirement that is specifically noted as not required for access and based on existing case law; From the AG Memo on right to know:

The Right-to-Know law does not require the requesting party to identify himself or herself and imposes no restrictions on use of the information once it is disclosed. *Associated Press v. N.H.*, 153 N.H. 120 (2005). It is permissible to ask the person making a Right-to-Know request to put the request in writing. However, if he or she declines, the individual receiving the request should create a written record for the public body or public agency's files. The written record should include the date of the request and a description of the specific governmental records being requested. Immediately available governmental records must be provided for inspection. When this occurs, the written record should also document what governmental records were provided for inspection and/or which were copied.

Secondly; it appears the district intends to charge 30 cents per page for photocopying

The SAU will charge thirty cents (.30) per page for photocopying of any records requested.

I assume this per page charge is not intended to be applied to the printing of records which are only available in electronic form given the guidance in the AG memo on electronic records:

1. If copying to electronic media is not reasonably practicable, or if the person or entity requesting access requests a different method, the public body or agency may provide a printout of governmental records requested, or may use any other means reasonably calculated to comply with the request in light of the purpose of this chapter as expressed in RSA 91-A:1.

Also, if the district intends to charge 30 cents for copies (copied on SAU or district equipment) of records that are released under a right to know request, that seems to be in conflict with the memo from the AG noted below:

If the public body or public agency uses a photocopying machine or other device maintained for use by the agency, the agency may charge the actual cost of providing a copy, unless an applicable fee has been established by law. RSA 91-A:4, IV.

If there is a law that is being referenced, I would like to know the RSA which authorizes the 30 cent charge - there is only a reference to to RSA 91 on the policy in the agenda attachments.

It would seem the district can only recover the actual cost of the copy - likely based on the copier contract (the "per click" cost I believe it is referred to as?) and the cost of the paper and perhaps the person's time to make the copy. I would expect this to fluctuate based on specifics of each request and would like to see the information which has led to the 30 cent charge being established.

Thirdly; The district appears to be requiring an appointment to inspect records.

7. The SAU office will require a citizen to make an appointment to inspect the records.

That could be construed to be in conflict with the AG guidance and case law:

The Supreme Court in *ATV Watch* made clear that it is essential that:

- a. If government records are immediately available, disclosure must be immediate;
- b. If government records can be produced within five days, they must be produced within five days; and
- c. Otherwise it is critical that the requesting party be provided with a written response explaining when the determination of what, if anything, will be disclosed will be made.

ATV Watch v. DRED, 155 N.H. 434, 440-41 (2007). *ATV Watch* did not address how much time can be taken to produce a response. The review and redaction process is necessary to determine what can be produced. The statute's reference 36 to the "time reasonably necessary" is the only guide provided as to how much of a public body or public agency's resources must be diverted from regular work to complete retrieval, review, redaction, and copying.

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- c. If no exemption applies, a governmental record is subject to public inspection. Any citizen has the right to inspect all non-exempt governmental records during the entity's regular business hours on the regular business premises of the public body or public agency.
- d. Arranging a mutually convenient time for the inspection of public documents is consistent with the purposes of the Right-to-Know law. *Brent v. Paquette*, 132 N.H. 415 (1989). Reasonableness is the only guide for resolving conflict between a request to immediately access governmental records, when doing so would significantly disrupt the business of the public body or public agency or the public body or public agency's legal obligations to fulfill its other duties.

It would appear a blanket requirement that an appointment is necessary is not in-line with the AG's memo and (for example) someone walking in the SAU during normal business hours to review non-public minutes should be granted access to that record immediately.

I would appreciate a response to this email to clarify the board's intent with the policy for the three areas I have referenced above.

Thank You.
Dennis Miller

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Betty vaughan <Lizfvaughan@hotmail.com>

Name: Betty vaughan

Email: Lizfvaughan@hotmail.com

Subject: Support

Message: Thanks to Brian bourque for advocating for the Litchfield schools. I believe it is your duty to do so. He was genuine and honest in his attempt to get the budget committee to negotiate. We need more of that. I am hoping that the presentation at the deliberative is as clear and persuasive as it was last year. We need to persuade voters that properly funding the schools is the right thing to do. Thank you for your effort Betty vaughan

User info

IP address: 50.153.149.16

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Last page visited

Page Title: All School Board Members

Page URL: <https://www.litchfieldsd.org/27-email-entire-school-board>

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February 4, 2015

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<content snipped>

- c. If no exemption applies, a governmental record is subject to public inspection. Any citizen has the right to inspect all non-exempt governmental records during the entity's regular business hours on the regular business premises of the public body or public agency.
- d. Arranging a mutually convenient time for the inspection of public documents is consistent with the purposes of the Right-to-Know law. *Brent v. Paquette*, 132 N.H. 415 (1989). Reasonableness is the only guide for resolving conflict between a request to immediately access governmental records, when doing so would significantly disrupt the business of the public body or public agency or the public body or public agency's legal obligations to fulfill its other duties.

It would appear a blanket requirement that an appointment is necessary is not in-line with the AG's memo and (for example) someone walking in the SAU during normal business hours to review non-public minutes should be granted access to that record immediately.

I would appreciate a response to this email to clarify the board's intent with the policy for the three areas I have referenced above.

Thank You.
Dennis Miller

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Betty vaughan <Lizfvaughan@hotmail.com>

Name: Betty vaughan

Email: Lizfvaughan@hotmail.com

Subject: Support

Message: Thanks to Brian bourque for advocating for the Litchfield schools. I believe it is your duty to do so. He was genuine and honest in his attempt to get the budget committee to negotiate. We need more of that. I am hoping that the presentation at the deliberative is as clear and persuasive as it was last year. We need to persuade voters that properly funding the schools is the right thing to do. Thank you for your effort Betty vaughan

User info

IP address: 50.153.149.16

Web Browser: iPhone 8.0

Operating System: iPhone

Screen resolution: 320x480

Last page visited

Page Title: All School Board Members

Page URL: <https://www.litchfieldsd.org/27-email-entire-school-board>

The user has requested a copy of this email

LITCHFIELD SCHOOL DISTRICT

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for February 10, 2015

(approved as written 2-18-15)

In Attendance:

Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member (*excused*)
John York, Board Member
Mary Prindle, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:35 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

II. NEW BUSINESS

A. FY16 Default Budget

Mr. Markiewicz presented the FY16 Default budget. He noted that the default budget can be changed by the School Board if there is any new information presented. He indicated that Curriculum Review was level funded according to a School Board vote. He commented that the Capital Reserve Fund transfer was not deducted initially and was deducted for a revised default total.

School Board members reviewed the FY16 Default Budget by each increase and decrease.

Bargaining Workshop Reimbursements decrease \$5,500

Mr. Markiewicz indicated it is a contract item based on a calculation of \$180 for each member (124 members).

Voc Ed Tuition to Other Districts increase of \$6,191

Mr. Markiewicz indicated the current budget enrollment did not have the number of students in 2013 that are currently enrolled. This includes the number of students that are going to enroll next year and we are obligated to budget those numbers.

Out of District Tuition decrease of \$17,300

Mr. Markiewicz indicated this is handicapped tuition. He noted that we used the number of placement this current year. He commented we reduced the line for FY16 because of anticipated tuition.

Mr. York commented that is one case where the money should stay in the default.

Special Services Professional Services decrease of \$64,130

Mr. Markiewicz indicated there was no qualifier the anticipated rate increase and the actual level of services decreased.

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Special Education Transportation increase of \$9,280

Mr. Markiewicz indicated this is because of transportation requirements and a 5% contract increase.

Copier Leases and Service Contracts decrease of \$7,893

Mr. Markiewicz explained this is driven by contractual leases. He noted the district has replaced copy machines at a lower cost.

District Tech Plan increase of \$6,714

Mr. Markiewicz indicated he did some research and discovered that the district appears to have a long-standing practice of including technology equipment, furniture, supplies and leases in the default budget. He explained the increase is the further plan to replace equipment.

Mr. Barka commented that Attorney Graham explained that the Tech Plan is approved by the School Board and the State and that is why it is not considered a one-time expenditure.

Mr. Markiewicz indicated the replacements are in the plan that was approved. Dr. Cochrane indicated the Technology Plan is required and approved by the State.

Audit services decrease of \$5,440

Mr. Markiewicz indicated the district does not have a contract with the auditors. He noted the auditors have reduced their rate because our audit has been clean over the last few years.

Mrs. Prindle felt we should leave the original cost in the default budget. Board members agreed that the original cost should be carried forward.

Alert Now decrease of \$303

Mr. Markiewicz indicated that is a contractual obligation.

E-Finance decrease of \$671

Mr. Markiewicz indicated that is a contractual obligation.

Insurance increase of \$3,473

Mr. Markiewicz indicated that is the actual rate for the district's property, casualty and liability insurance.

Utilities (no increase or decrease)

Snowplowing increase of \$7,487

Mr. Markiewicz indicated that this is a 3 year contract. He noted all multi-year contracts have a non-appropriation clause and are treated as annual contracts if the district does not decide to go forward in subsequent years.

Non-Sped Transportation increase of \$26,617

Mr. Markiewicz indicated this is the second year rate increase of 5% and includes transporting homeless students as well. He noted we eliminated all anticipated rate increases and used actual increases.

Debt Service decrease of 510,463

Mr. Markiewicz indicated this reflects the CHS bond that is paid.

Mr. Markiewicz reviewed one-time expenditures.

Salaries and Benefits

Mr. Markiewicz indicated that increases for the LEA are carried forward; there is an increase of seven paraprofessional positions at GMS; and the health insurance increase based on current positions that roll into next year.

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Mr. Barka made a motion to reduce the Technology Plan increase to \$0, which is a \$6,714 reduction, keeping the Tech Plan at its fiscal year 2015 level of \$302,613. Mrs. Prindle seconded. The motion carried 4-0-0.

Mr. Barka made a motion to remove the Audit Services decrease of \$5,440, keeping Audit Services at its fiscal year 2015 level of \$22,440. Mrs. Prindle seconded. The motion carried 4-0-0.

Mrs. Prindle made a motion to approve the FY16 Revised Default budget of \$21,074,749. Mr. Bourque seconded. The motion carried 4-0-0.

B. FY16 Warrant Article 1 Discussion of School Board Recommendation

The revised FY16 Default budget number will be included in Article 1. Board members did not change their recommendation of Article 1.

III. PUBLIC INPUT

A. Community Forum

Chris Pascucci, 12 Colonial Drive, offered an observation of the School District Deliberative Session. He made the following statements:

There was an ongoing conversation about the reduction of a teacher. In observing the Budget Committee, various members stood up and offered reasons why \$21,031,613 was enough money to fund that teacher position. There is no doubt the School Board will fund the teacher if needed. No member of the School Board actually rose and explained why the budget number is not enough. That was not fair. Maybe next year we can keep the discussion on track. The conversation on the School Board side was that 'the Budget Committee can cut it', 'we need it', 'it's all about children', 'teachers are valuable asset'. Everyone understands how valuable teachers are.

Mr. Pascucci commented he would like to see that the conversation is more on track. He indicated that when the motion from the floor failed no one stood up and assured those people that they may not lose a teacher. He noted there are people in the community thinking there will be 24-25 students in 4th grade classes. He commented they are fearful and do not trust you. Mr. Pascucci indicated the Board needs to spread the word. He noted the Budget Committee was told the School Board voted not to recommend the budget because it is not enough money.

Mr. York clarified that the Board voted not to recommend it because we feel the Budget Committee failed to do their job and not because it was not enough money. Mr. York indicated that he voted not to recommend the budget because the Budget Committee cut the 4th grade teacher and did not follow School Board policy.

Mr. Bourque commented that he never stated the budget was not enough.

Mr. Pascucci commented that every Budget Committee member stated they feel the School Board will fund the teacher. He indicated that there seems to be contradiction regarding if the budget is a bottom line budget. He commented that the School Board says it is a bottom line budget and now it is not. Mr. Pascucci requested that the budget process is not a combat session each year. He indicated that we have to move past the blame and see what the voters do.

Mr. York commented that the only group of people that constantly say it is a bottom line budget is the Budget Committee. He indicated that the Budget Committee made cut after cut and voted 95% in agreement. He commented the Budget Committee says it is a bottom line budget because they have to justify it to themselves and the people. Mr. York indicated our process is that the School Board recommends a budget and it goes to the Budget Committee who recommends a final budget. Then the Board has to fund education.

Mr. Pascucci commented that majority votes are not uncommon on other boards. He indicated that the Budget Committee was trying hard to explain. He noted that it is necessary to move past the arguments and move closer together.

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Mr. Barka asked if it is a bottom line budget why does the Budget Committee review line by line. Mr. Pascucci felt the Budget Committee should vote on the bottom line.

Mr. Barka commented that as a citizen he prefers the Budget Committee should go line by line. Mr. Pascucci indicated it gets volatile when reviewing the budget line by line.

Mr. Barka commented that when he made the motion on the floor at Deliberative Session he stated the School Board can fund one teacher, but not two.

IV. ADJOURN

Mrs. Prindle made a motion to adjourn at 7:10 p.m. Mr. Barka seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052**

**Approved Minutes for February 18, 2015
(approved as written 3-4-15)**

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Mary Prindle, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Hollie Messenger, Director of Human Resources
Mr. Thomas Duer, Director of IT
Mrs. Michele E. Flynn, School Board Administrative Assistant
Mr. Jack Tremblay, Student Representative
Ms. Shelby Chacos, Student Representative

(Agenda items may not be taken in the order they appear)

A. NON-PUBLIC SESSION: RSA 91-A:3II (a, c) 6:00 p.m.
[Minutes of Non-Public Session are written under separate cover.]

The School Board entered non-public session at 6:00 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. (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.

1. Staff Issues
The Board discussed staff issues.

The School Board ended non-public session at 6:30 p.m.

I. PUBLIC SESSION

A. Call to Order
Mr. Bourque called the meeting to order at 7:08 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda
Revisions to the agenda included adding Student Representatives Comments before School Board Comments and moving the IT Report after the Student Representatives Comments.

D. Summary of Non-Public Actions from: February 4, 2015
*Mr. York made a motion to approve the agreement with the LEA. Mrs. Prindle seconded. The motion carried 4-0-0.
Mrs. Prindle made a motion to approve the non-public minutes of January 21, 2015 as written. Mr. York seconded. The motion carried 5-0-0.*

E. Presentations & Recognitions
There were no presentations or recognitions.

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F. Correspondence

Mr. Bourque reported that the Board received correspondence from Dennis Miller, 37 Wren Street, regarding recording of non-public sessions, the annual report required by policy CM, and edited dates on documents; and Chris Pascucci, 12 Colonial Drive, regarding elected officials and ballot signing.

Mr. Bourque reported that an invitation to Pat Jewett Appreciation Day was received from Laura Gandia.

Mr. Bourque offered the following responses to Mr. Miller's inquiries:

- Regarding recording of non-public meetings: the policy does not specify that it has to be the secretary who records the meeting;
- Regarding the annual report required by policy CM: Dr. Cochrane is working on a three-year plan, which will be presented at the end of the year;
- Regarding edited dates on documents: an explanation was provided by Dr. Cochrane and Mrs. Flynn.

G. Approval of Draft Minutes:

- Public Session February 4, 2015

Mr. Barka made a motion to approve the public minutes of February 4, 2015 as written. Mrs. Prindle seconded. The motion carried 5-0-0.

- Public Session February 10, 2015

Mr. Barka made a motion to approve the public minutes of February 10, 2015 as written. Mrs. Prindle seconded. The motion carried 4-0-1, with Mrs. Lepore abstaining.

H. Community Forum

There was no public input.

I. Superintendent's Comments

The Superintendent made no comments.

II. REPORTS

A. Student Representatives Comments

Jack Tremblay reported that guidance has set up a program to help students with academic issues. He indicated that National Honor Society members will be assigned to tutor these students. He noted this will help the NHS members with communication and leadership opportunities, as well as the struggling students to improve their grades and develop relationships with the student tutors. Mr. Tremblay commented that because CHS is a competency-based school, these competencies help to distinguish areas where the students need assistance. He indicated that students who feel they need extra help can meet with Guidance or Mr. Hicks. He noted student tutors will help these students during study periods.

B. School Board Comments

There were no School Board comments.

C. Business Administrator's Report

Mr. Markiewicz provided a financial report for the month to the Board. He reported that areas of concern include the Overtime budget and the Long Term Substitutes budget, which is overspent. He indicated that budget expenditures and encumbrances are as expected. Mr. Markiewicz reported he will be reviewing areas for appropriation changes. He noted that he reformatted the budget transfer report so that it yields more detail.

Mr. York mentioned that he received an email from Frank Byron regarding revenue we are receiving for transportation and that there will be a reduction next year. Mr. Markiewicz indicated he will analyze the information and follow up.

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Mr. York asked if there is any determination if there will be end of year funds this year. Mr. Markiewicz commented that snow operations (removal of snow from school building roofs) are going to cost approximately \$15,000. He indicated that we are trending toward having some fund balance at the end of the year.

Mr. Barka asked about unencumbered salaries. Mr. Markiewicz indicated the district is stable. He noted there are a few paraprofessional openings and we have had some positions that have not been filled, but we will run consistent through the end of the year.

Mr. Barka asked if the ballot has been signed. Dr. Cochrane commented that we spent some time in court and we should be close to a signed ballot. He indicated that legal counsel filed a writ of mandamus today to order the School District Clerk to sign the ballot or be charged with contempt. He noted the writ will be delivered to the Clerk by the Litchfield Police Department.

Mr. Barka commented that the absentee ballots have to be sent out by tomorrow. Dr. Cochrane clarified that the deadline to mail absentee ballots is February 24. He indicated that he has contacted the Moderator to sign the ballot in the event the Clerk does not.

Mr. Markiewicz indicated that the ballot has been sent to the printer for a proof. He commented as soon as the ballot is signed it can be printed.

Dr. Cochrane commented if the writ is ignored we will go back to court tomorrow. He noted if the options are not followed then we still have no remedy and the Clerk will be in contempt of court. Dr. Cochrane indicated ultimately it is up to the Clerk to do what was asked by the Attorney General's office – either sign the ballot or resign the position.

Mr. Barka asked if legal counsel reviewed the default budget. Mr. Markiewicz indicated that Attorney Graham has a copy of our default calculations. He noted the district did not ask for an opinion on the default budget. He commented that Attorney Graham is aware the district has been consistent with the default budget over the years and gave his opinion at Deliberative Session regarding contractual obligations and mandates by law. Mr. Markiewicz indicated he has provided legal opinion over the last couple of years to be cautious regarding items that are one time expenditures and the level of appropriations.

- FY16 Default Budget

Mr. Markiewicz presented the approved amended default budget for the Board to sign.

- 2014 District Audit

Mr. Markiewicz presented the draft 2014 district financial audit to the Board for review. He indicated that the MD&A will be presented to the Board prior to being submitted to auditor.

- 2015 Food Service Audit

Mr. Markiewicz presented the 2015 food service audit to the Board for review. He noted the NH DOE came in to do a compliance audit on the district's food service program.

- Snow Pictures

Mr. Markiewicz updated Board on the progress of the contractors that have been removing snow from the school building roofs. He provided pictures of the CHS roof that showed windows that were clogged with high drifts of snow. He indicated that Dave Ross, Aaron Stapleton, Joe Underwood, John Marquis (local contractor) and eight crew members were able to clear the roof. He noted that Ed Dalton, the district's snow plow contractor, cleared the snow that was removed from the roof. Mr. Markiewicz reported that LMS and GMS roofs will be done this week and Kevin Lynch, Building Inspector, confirmed the schools are safe and the snow load is not a problem.

Mr. Barka was concerned that there will be parking issues at GMS as snow is dumped at the end of the horseshoe.

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Dr. Cochrane indicated that he drove around and inspected the schools. He noted when he called Mr. Pinciero and Mr. Dalton they responded quickly and cleared the banks at the end of the driveways.

Mr. Markiewicz commented that the roofs are safe and we are in good shape with the buildings. He referred to pictures of the heat coil at CHS and noted that one of the heat coils on the second floor froze, two pipes cracked and caused a water leak. He indicated the classroom was closed off and the water flow was stopped. Mr. Markiewicz commented when the coil was removed from the ceiling an abundance of lint and dirt was discovered blocking air from passing through. He indicated that Honeywell was on site and will replace the part. He recommended preventive maintenance is done monthly to clean the build-up on the coils.

D. Technology Report – Jan 2015

- T Duer, Director of IT

Thomas Duer, Director of IT, was introduced to the Board. He presented the January IT report. He reported the schools are experiencing issues with VMWare. GMS and LMS issues have been resolved and he is trying to resolve the issues at CHS. Mr. Duer indicated that the databased was holding all events and causing it to fill up and shut down or crash. He reported that the wireless network is a concern as it is inadequate for the bandwidth we require. He commented there is poor signal strength. He noted that access points are in the hallways outside classrooms and should be in the classrooms. Mr. Duer reported he is in the process of getting students set up for the new testing environment. He indicated that in order to move to the 1 to 1 computing initiative the entire high school will eventually have to be wireless and students will all be connecting at one time. He noted that an infrastructure must be in place in order to provide a proper connection.

Mr. York asked how Mr. Duer planned to solve the problems.

Mr. Duer indicated that access points will be installed in the classrooms so that more people can connect and there will be better signal strength.

Mr. York asked if we have the resources, time and money to move the access points into the classrooms. Mr. Duer indicated they have to be re-cabled. He commented that he is working with an investigative teams to resolve the issues.

Dr. Cochrane indicated that the staff and administration worked hard on this. He commented that we were having accessibility issues that were fixed when we went to secure browsers. He expressed appreciation to Mr. Duer and the staff for their time trying to resolve the issues.

Mr. Barka commented that game software that was installed at GMS is lagging. Mr. Duer indicated there is something on the network that is tying up the district. He noted that we will get it analyzed and resolved.

Dr. Cochrane reported that there has been positive feedback from the staff regarding Mr. Duer's ability to work through and find solutions for end users. He indicated people are pleased with his work ethic and appreciative of his perspective of the end user. Dr. Cochrane mentioned that Mr. Duer provided the Robotics team with computers they can use and provided laptops to teachers on duty.

Mr. Duer commented he is here to support the staff.

E. Enrollment Report – Jan 2015

Dr. Cochrane provided the January enrollment report to the Board. He reported there are 1,426 students enrolled in the district.

F. Committee Reports

- Other Committee Meetings

Mr. York reported that the Negotiations team met with the LEA and discussed the issue of instructional hours for LMS grades 7 and 8. He noted there was no agreement.

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Dr. Cochrane indicated that they were negotiating Article 8 G, 1: Working Conditions: Work Year and Work Day for Teachers.

Mr. York reported they met last Tuesday and presented ideas from the School Board. He indicated that no counter offer was received from the LEA at that time. He noted there was confusion regarding the process as the School Board did not offer proper guidance to administrators about the expectations of the Board. Mr. York reported that discussions began in December when the LEA was asked to come back with a proposal. He indicated that they were concerned about a reciprocal day of professional development if remaining hours are used to make up for the school cancellation days. Mr. York noted we asked the LEA to reconsider that item. He reported that the Board representatives recommended if that day was something the LEA wanted to have we would be receptive to changing the contract to extending the year, adding minutes, Saturday school, or using vacation time. Mr. York indicated that in the end we agreed that there was no passage to the agreement.

Mrs. Prindle encouraged both parties to figure out how to work through this.

Mr. York indicated the next School Board needs to discuss how they are going to recognize the school year: either by days or hours. He commented we will have to come to some agreement with the LEA if we view this on an hours-based method. Mr. York indicated that we were in agreement about how that process would be laid out, but we have a contract that states teachers will provide 180 days of service with 6 workshop days.

III. OLD OR UNFINISHED BUSINESS

A. Kindergarten Enrollments (Jan 2015)

Dr. Cochrane presented an analysis of kindergarten enrollments to the Board. He explained the data shows incoming kindergarten and grade 1 for 2015-16 to date. He indicated that the analysis compares data with previous years. He noted we appear to be in the range for four grade one classrooms.

B. 2014-15 School Year Calendar Options

Dr. Cochrane discussed the status of the school year calendar with the Board. He explained that GMS and LMS grades 5/6 are required to have 945 hours per year and LMS gr 7/8 is required to have 990 hours. He noted that grades 1-6 have 60 hours over the minimum and grades 7-8 have 15 hours. He indicated that CHS has a significant amount of time. Dr. Cochrane commented that the school district calendar is built with four snow days – that is June 18 is the last day of school with no cancellation days and June 24 is the last day with four cancellation days. He noted we had five cancellation days, of which one can be waived because a State of Emergency was declared. Dr. Cochrane indicated we are currently at four cancellation days.

Dr. Cochrane commented that LEA CBA Article VIII states that the Board has the right to extend the school year. He indicated that a recommendation will be brought to the Board soon. He noted one of the options is to finish when we finish. Dr. Cochrane indicated that high school graduating seniors are required to have 960 days of instruction. He commented that as the situation stands graduation would be scheduled June 19. He noted if we can determine a solution to make up the cancellation days, graduation can be held on June 12.

The Board will discuss the issue of calendar options and graduation at the March 4 meeting.

IV. NEW BUSINESS

A. 2015-2016 School Board Meeting Calendar

The draft 2015-2016 School Board meeting calendar was provided for Board feedback.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Robin Corbeil, 4 Nesmith Court, asked for clarification of a comment she stated she heard earlier that there were two maintenance positions that have not been filled. She asked if they are going to be filled.

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Mr. York indicated that two custodial positions are vacant and will be filled.

Dr. Cochrane commented we have not changed custodial staffing levels. He noted we will be bringing HR issues to the Board soon. He indicated that substitutes and food service substitutes are in need.

Mrs. Corbeil commented we have one supervisor at the high school, one at the middle school and five custodians. She noted we made the manager at GMS manager at LMS. She asked when the district “got rid of” the LMS manager and if we hired another custodian.

Mr. Barka explained we consolidated the manager of GMS and LMS and added a custodian.

Mrs. Corbeil asked if we are planning on filling the open position.

Mr. Markiewicz indicated we plan to fill the position, but have not been able to fill it to date.

Mrs. Corbeil asked if we checked with the bus company to ensure they can cover the district if we extend the school day.

Mr. York indicated that the buses will be there to transport the students.

VII. 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 8:30 p.m. under RSA 91-A:II (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. (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. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Prindle, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Prindle, the Board returned to public session at 9:10 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mrs. Prindle, yes; Mr. York, yes; Mr. Barka, yes.

IX. ADJOURN

Mrs. Prindle made a motion to adjourn at 9:11 p.m. Mrs. Lepore seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

Mary Prindle

February 18, 2015

Attachment to the February 18, 2015 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the February 18, 2015 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

From: Chris Pascucci

Date: February 17, 2015 at 7:03:39 PM EST

To: "Barka, Derek" <dbarka@litchfieldsd.org>, "Bourque, Brian" <bbourque@litchfieldsd.org>, "Cochrane, Brian" <bcochrane@litchfieldsd.org>, "York, John" <jyork@litchfieldsd.org>, "Guerrette, Jason" <sts3717@gmail.com>, jlepore@litchfieldsd.org

Subject: ballot signing

Good evening,

I'm reading articles about what quite honestly equates to a circus act. What really shocked me is when I read about the attorney generals comment about "sign the ballot or resign". I certainly hope that was a misprint and was not said, as NO real attorney with a real diploma from a real school of law would EVER threaten and bully an elected individual like that. The 5 school board members and the school district clerk were ALL legally elected by the citizens of Litchfield. NONE of you should be bullied into doing something you do not believe is ethically or legally correct. We expect more from you than this kind of behavior. Instead of digging all your heels into the ground, hunkering down into your corners and attempting to defend your position with legal opinions, why not actually behave like leaders and lead this community through this issue????? Why not both sides reach out to the other side and meet in a room and work through this issue? Where is the harm in that? What are you all afraid of? Just stop what you're doing, stop and think.....please work this out like adults. Have a conversation.....PLEASE

Thank you
Chris Pascucci

From: Dennis Miller

Date: February 8, 2015 at 11:02:09 AM EST

To: Brian Bourque <bbourque@litchfieldsd.org>, Janine Lepore <jlepore@litchfieldsd.org>, Derek Barka <dbarka@litchfieldsd.org>, "Prindle, Mary" <mprindle@litchfieldsd.org>, John York - School Board <jyork@litchfieldsd.org>

Subject: Policy BEDG

School Board Members,

It appears the school board is violating policy BEDG by not having the school board administrative assistant (referenced as "Secretary" in the policy) recording the non-public minutes.

"The Secretary shall keep a record of the actions of School Board meetings."

It is my understanding the administrative assistant has been excluded from non-public meetings over the past several months and is therefore unable to fulfill the policy requirements.

I request that this be read at the next meeting, and a request a response as to how the board intends to address the policy requirements.

Thank You.

Dennis Miller

From: Brian Cochrane
Sent: Monday, February 9, 2015 10:22 AM
To: 'Dennis Miller'
Cc: Brian Bourque; Mary Prindle; Janine Lepore; John York; Derek Barka
Subject: RE: "School Board Business" in Non-public?

Hi Dennis:

I don't believe that the agendas have been edited. When I spoke to Michele about your original request I asked her for some sample agendas that used the additional heading. She provided those examples to me in hard copy. I selected one and asked her to email it to me as a pdf file, which was then included in the email response to you.

Below is her explanation to me regarding your most recent query:

Hello, Brian.

In reading Mr. Miller's email regarding minutes that may have been modified or edited, the following explanation is offered.

Public agendas are archived in the online software. Once they have been archived, they are deleted from my H/drive. I keep hard copies of all agendas in a binder as is required by law. With regard to electronic records, I have found it is more efficient to archive documents and much easier to search for specific files online. Once I access any file that is stored online, whether to download it, print it, etc. it affects the "date modified" field and changes the date. In order to provide you with the agendas you requested respective of Mr. Miller's initial request, I performed a search of the online agendas and accessed those that were relevant to the request. Unfortunately, the "date modified" reflects the date of the access and gives the impression that the files have altered, edited, or modified.

I hope this explanation assists in better understanding of the website software and back end use.

Michele

If you think that it would be helpful, I can forward you the email that Michele sent me on February 4th with the attachment.

As always, please let me know if you have any additional questions.

Best regards.

Brian

Brian Cochrane, Ph.D.
Superintendent of Schools
Litchfield School District - SAU 27
1 Highlander Court
Litchfield NH, 03052
Tel: (603) 578-3570 ext. 3333
Fax: (603) 578-1267

From: Dennis Miller
Sent: Sunday, February 8, 2015 11:32 AM
To: Brian Cochrane
Cc: Michele E. Flynn; Brian Bourque; Mary Prindle; Janine Lepore; John York; Derek Barka
Subject: Re: "School Board Business" in Non-public?

Dr Cochrane,

Can you please tell me why agendas for certain school board meetings have been modified on the website? I was looking for something in an agenda, and I noticed several that had been edited - all on February 4th, 2015 - which was the date of your email response. In fact the agenda you referenced in your original reply (Agenda from June 25, 2014) was one which was edited. Did you provide the original or the edited file in what was attached to your reply to me?

Since they have been edited, I would like to know the specific changes to the content (additions, deletions, changes, etc.) of the edited agendas. I would also like to know if the school board chair was aware the agendas were being edited?

I've attached screenshots of the ones that I noticed had been edited.

Thanks.
Dennis

On Wed, Feb 4, 2015 at 1:40 PM, Brian Cochrane <BCochrane@litchfieldsd.org> wrote:
Hello Mr. Miller:

Thank you for your inquiry regarding our non-public agenda.

Actually, there is not an agenda item related to "School Board Business" on the non-public agenda for the meeting.

As you are aware, the Litchfield School Board has been using a generic non-public agenda topic template with a variety of categories (Approval of Draft Non-Public Minutes, District Business, Staff Issues, Student Issues) for many years. When there is a specific topic that relates to that category the specific topic is listed. If there is no topic under the heading, then nothing is planned to be discussed. About a year ago "School Board Business" was added as the fifth category on the template. The category does

not have anything to do with School Board members themselves, but items that may fall under the purview of the Board and that may not necessarily fit under the other four categories. Attached is a copy of the June 25, 2014 agenda showing the topic "Authority to Offer Contracts" as a non-public item under the category School Board Business. If you would like to see other meeting agendas showing the inclusion of "School Board Business" as a category in the template please let me know.

Please let me know if you have any additional questions.

Best regards.

Brian

Brian Cochrane, Ph.D.
Superintendent of Schools
Litchfield School District - SAU 27
1 Highlander Court
Litchfield NH, 03052
Tel: [603 578-3570 ext. 3333](tel:6035783570)
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From: Dennis Miller
Sent: Tuesday, February 3, 2015 2:03 PM
To: Brian Bourque; Mary Prindle; Janine Lepore; John York; Derek Barka
Cc: Michele E. Flynn; Brian Cochrane
Subject: "School Board Business" in Non-public?

Hi Brian,

I see there is a generic description of "school board business" listed as a non-public agenda item. If it is related to the board, any business of the district, or board members that would clearly be public in nature. The other topics are typical - staff/student issues, nominations, etc. but this is something which would cause someone paying attention to question what would fall under non-public.

Could you please clarify on the agenda what that topic is?

If you can't do that, can you please clarify which portion of RSA 91-A:3 that discussion will fall under?

II. Only the following matters shall be considered or acted upon in nonpublic session:

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, 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 public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

Thanks.

Dennis

LITCHFIELD SCHOOL DISTRICT

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052**

**Approved Public Hearing Minutes for January 21, 2015
(approved as written 2-4-15)**

PUBLIC HEARING

ACCEPTANCE OF DONATION

Public Hearing, RSA 198:20-(b) – Call to Order 6:15 p.m.

RSA 198:20-(b) – Appropriation for Unanticipated Funds Made Available During Year.

Mr. Bourque opened the public hearing at 6:15 p.m.

Superintendent's Report

The Superintendent presented the following donation to the District for acceptance by the Board:

- Anonymous donation in the amount of \$10,000 for the specific use by the CHS Science Department.

Ms. Devine, CHS Science teacher, spoke about the lack of science equipment especially for advanced science. She indicated the donation addresses classes across all four sciences and all skill levels.

Board Comments

There were no Board comments.

Community Comments

There were no community comments.

Board Action

- Anonymous donation in the amount of \$10,000 for the specific use by the CHS Science Department.

Mr. Barka made a motion to accept a donation in the amount of \$10,000 as unanticipated revenue for specific use by the CHS Science Department. Mrs. Lepore seconded. The motion carried 5-0-0.

Public Hearing closes at 6:30 p.m.

The Public Hearing closed at 6:22 p.m.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052**

**Approved Minutes for March 4, 2015
(approved as written 3-18-15)**

In Attendance: Brian Bourque, Chair (*excused*)
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Mary Prindle, Board Member
Dr. Brian Cochrane, Superintendent
Dr. Julie Heon, Director of Curriculum and Instruction
Mrs. Devin Bandurski, Director of Special Services
Mr. Scott Thompson, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mrs. Laura Rothhaus, Principal, CHS
Mrs. Michele E. Flynn, School Board Administrative Assistant
Mr. Jack Tremblay, Student Representative
Ms. Shelby Chacos, Student Representative

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Barka called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Several agenda items were moved to accommodate the administration.

D. Summary of Non-Public Actions from: February 18, 2015:

Mr. Barka made a motion to approve the non-public minutes of February 4, 2015 as written. Mrs. Prindle seconded. The motion carried 4-0-1, with Mrs. Lepore abstaining.

Mrs. Prindle made a motion to leave the three existing administrators' contracts in place as is. Mr. Barka seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session February 18, 2015

Mr. York made a motion to approve the public minutes of February 18, 2015 as written. Mrs. Prindle seconded. The motion carried 4-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

There were no comments.

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II. REPORTS

A. School Board Comments

Mrs. Prindle thanked the Board and community for the opportunity to return to the School Board. She shared some observations with the Board pertinent to improving work flow. She suggested that one person be assigned to forward email to the administrative assistant to log and track; schedule policy reviews; track requests the Board makes of the SAU administration; work on priorities in the strategic plan and pay attention to legislative updates.

Dr. Cochrane mentioned that he asked Mr. Barka to attend the NHSBA Legislative session on March 30.

Mrs. Lepore thanked Mrs. Prindle for her service on the School Board.

Mr. York noted that Mr. Bourque asked him to share an email exchange regarding the focus of the Board. He indicated that Mr. Bourque believes the Board:

- Needs to set three to five goals, which should occur each March or April and to be tracked;
- Let the next Board address if the schools' instruction time will be calculated by days v. hours;
- Let the next Board address start and end times for the schools.

Mr. York commented that Mr. Bourque feels the issue of the 7th and 8th grades not having an appropriate amount of hours needs to be addressed and 60 hours of additional time is needed to cover for cancellation days. He indicated Mr. Bourque believes the hours-based schedule will benefit the schools.

B. Student Representatives Comments

There were no student representatives' comments.

C. Policy – 1st Reading:

- Use of Child Restraint and Seclusion (JKAA)

Devin Bandurski, Director of Special Services, and an attorney from Drummond Woodsum spoke to the Board regarding revision to the restraint policy. Mrs. Bandurski indicated that the law that was originally created in 2010 only covered restraint at that time. She noted it was a loose interpretation of the law. She explained in the most recent legislation they tightened up many of the exceptions and added seclusion and a concept called 'intentional physical contact', about which parents need to be notified. Mrs. Bandurski indicated that the law is not exclusive to special education and applies to any employee of the district or anyone under control of the district. She noted it also applies to out of district placements. She commented it is important to mirror the law so there is no confusion.

Legal counsel commented that the law talks about different types of restraint, but the legislature has said they will scale back for school districts. She noted schools can only use physical or mechanical restraint – medication restraint would be prohibited. She indicated the legislation allows for five exceptions to restraint and explains that physical restraint is any restriction of physical movement.

Dr. Cochrane commented that questions include are these things happening in the district; when or where does seclusion apply.

Legal counsel commented that mechanical restraints can be used during transportation. She noted that seclusion means making a room unable to be exited, which can be any room in which a child is placed alone and cannot exit.

Mrs. Prindle noted the policy comments about an observation room with unbreakable glass. Legal counsel indicated the law does move toward that, but most schools do not have that type of room.

Dr. Cochrane commented this legislation is associated with an advocacy group and the choice of wording seems negative and almost anti-institutional.

Legal counsel commented there is a tendency to believe restraint is a bad thing, but for some students can be a positive thing. She indicated each child is different with needs to be responded to differently and that is the reason we want teachers to know the law and what is required. She noted in order to have seclusion intent of harm must be present and the student must be auditorally and physically monitored. Legal counsel explained that the standard for

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restraint did not change. She noted that for restraint to be used there would have to be substantial imminent risk of bodily injury which may need medical attention.

Mr. York asked about intentional physical contact. Legal counsel explained if one of the five exceptions to physical restraint is used it is called 'intentional physical contact' and requires the parent to be notified by the time the child goes home. She noted a report needs to be completed within five days of the incident.

Mr. York indicated that as he read through the procedures he did not see reference to following the process of chain of command. He commented it appears that they can skip over that process and go to the Department of Education.

Legal counsel indicated they are now writing rules to that process. Legal counsel explained the concept of trained personnel as meaning that restraint and conclusion can only be done by trained personnel. She noted schools have been using a program that specializes in de-escalation and the DOE agrees with that. She commented there is a need to have more people in more buildings trained in restraint and seclusion. Legal counsel explained the notification requirements as anytime restraint is used the parent(s) must be notified almost immediately. She indicated the person who applied the restraint or seclusion method has five days to complete their report and submit it to the building principal.

Mrs. Lepore commented that she is aware the procedures go into statutory definitions. She asked, since this is a district policy, would it be necessary to include medication restraint and mechanical restraint. Legal counsel indicated that it could be removed, but the policy and the law provide the definition, but prohibit schools from doing this.

Dr. Cochrane mentioned that he and Mr. Thompson had the occasion to spend time with a student was disruptive in the classroom and the other students were taken to another room to finish what they were doing. He indicated the goal was that the student becomes more responsible for his/her own behavior. He noted it can be difficult as there are many challenges that can arise.

Mr. Barka asked if there are students who repeatedly have to be restrained, will they be placed somewhere better for them to decrease the district's liability. Mrs. Bandurski indicated that the first time a child requires restraint there is an IEP meeting.

Legal counsel indicated that the statute allows for modification of the programed. She noted incidents are handled through the team process.

Mrs. Prindle made a motion to approve the Use of Child Restraint and Seclusion policy for a 1st Reading. Mr. York seconded. The motion carried 5-0-0.

D. Principals' Reports

- GMS

Mr. Thompson reported:

- Math and Reading Night will be held March 12 at GMS
- It is Read Across America Week and GMS will have special events to celebrate reading
- There was much support from the community for a family who lost their home in a fire
- It is Read Across America Week with events to celebrate Reading at GMS
- Testing schedule has been revised – testing will only be done in the morning using all five weeks
- The Art Festival is upcoming
- GMS would like to do a Penny Drive to help keep the triceratops at the Museum of Science
- The GMS chorus sang at the Monarchs' game
- DI heads to the regional tournament this Saturday at Nashua High North
- The Lego Club is up and running
- PTO Mother/Son Movie Night was moved to March 27.

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Mr. Barka asked about the Math Dash club. Mr. Thompson explained that Mrs. Faro wanted to get grade 3 students involved in improving themselves in math. He noted math groups form teams and have challenges that are scored.

- LMS

Mr. Lecklider reported:

- Javier Martinez won the LMS Geography Bee, advanced to the written test and is qualifying for the State Championship
- The music program is very busy
- Five computer labs have been successfully tested simultaneously with the browser students will use for the SBA tests and the test
- SBA testing schedule commences in April
- Collaborating with PTO to sponsor an SBA Information Night for parents on March 16
- SBA practice and training tasks have gone well
- A Professional Development presentation related to Unit Design and SBA training occurred on March 10
- Staff meetings include a book study
- Dodgeball Tournament was successful and money raised goes toward Project Safeguard.

Dr. Cochrane commented with the change to SBA, the amount of administration has been significant. He indicated Dr. Heon travelled to a conference in California on SBA and knows where to find that information. He noted that the schools had to prepare their schedules at the same time as they were checking their systems for the testing. Dr. Cochrane commented it has been difficult work and people have dedicated much time. He indicated a secure browser must be used for testing and uses more bandwidth. He noted that SBA testing will yield results that will reflect where our students are academically.

Mr. Lecklider reported that the high school guidance counselors presented to the 8th grade students today. He indicated the students were excited and the presentation was well received.

- CHS

Mrs. Rothhaus reported:

- Jill Deleault took 30 students on a music trip to Nashville, which was successful
- Students of the month were Shelby Chacos and Jack Tremblay
- Wrestling tournament held at CHS on February 25, an event the NHIAA found to be very organized
- The FIRST Robotics Team shipped their robot on time
- An event will be held for Pat Jewett on Sunday night
- 8th Grade Parent Night will be held March 5.

Mrs. Rothhaus commented that she and Mr. Hicks work with the Greater Nashua Community Health Assessment. She provided a report that shows Litchfield is a young town and statistics such as average age of residents, dropout rate, income, physical activity, substance abuse, which has health and safety consequences, and suicide rate, which is the leading cause of death among people age 15-20 in the US. She indicated that CHS has a suicide prevention program. Mrs. Rothhaus reported that at their last meeting the committee listed heroin as the priority and prevention education programs are critical. She noted that funding for substance abuse education is decreasing. Mrs. Rothhaus commented that there is prevention education in the Life of an Athlete program. She noted that Coach Patterson was awarded \$1,500 for having a model school (Life of an Athlete). She indicated that the district's co-curricular policy is being used statewide. She mentioned there is room on the committee for School Board members who are interested.

E. Curriculum Report

Dr. Heon reported March 10 is teacher workshop day and all schools will address:

- Proctoring instructions for Smarter Balance testing;
- Universal design for learning;
- Instructional unit design.

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- District Assessment Program

Dr. Heon provided a list of all assessments students encounter in the district. She indicated the data collected from each assessment is listed as well. She noted that recommendations follow the list.

Mr. York asked if the questions asked on the surveys can be shared with the Board. Dr. Heon explained that the surveys do not exist as yet, but are being recommended and come with a cost. She indicated that there are companies that prepare the surveys, collect and collate the data. She noted she is concerned about the questions being too specific.

Dr. Cochrane commented the timing is fortuitous as our three year plan expires this year and 10 years of NECAP is coming to an end.

Dr. Heon indicated the purpose of the alumni surveys is to garner feedback from students who have graduated from our school in the areas of preparation in math, for college, for the workforce, or the military. She noted the cost ranges from \$2,000-\$5,000.

Mr. York commented that the Board is in position with the strategic plan and it is very important to have an idea of what we are talking about. He indicated that five years ago this was a number one priority of the Board.

Dr. Heon indicated she will invest the time bringing options and costs forward if the Board displays strong interest in doing surveys

- SAT Option

Dr. Heon reported that one or two districts approached the NH DOE and US DOE with the possibility of using SAT's in place of the 11th grade Smarter Balance Assessment (SBA). She noted that proposal was enhanced by including the PSAT and what the SAT used to call Ready Step. Dr. Heon indicated roll out is being considered for 2016. She commented that NH school districts were polled, but we will not know the results until the report is released and a copy is sent by the NH DOE in March. She noted funds will be redistributed from the 11th grade SBA to the 11th grade SAT.

F. Committee Reports

There were no committee meetings to report.

III. OLD OR UNFINISHED BUSINESS

A. 2014-15 School Year Calendar and CHS Graduation date

Dr. Cochrane indicated that the Board is required to approve a date for high school graduation. He commented the main reason to have this conversation this early is because it is important to give as much notice as possible to families of graduating students.

Mr. York made a motion to move CHS graduation to June 19, 2015. Mrs. Prindle seconded. The motion carried 4-0-0.

Mrs. Rothhaus commented that the senior students were open minded about attending Saturday school in order to have graduation on June 12.

Mr. York indicated seniors would have to attend for three Saturdays and teachers would have to come in to teach, but they were not agreeable to that option.

Mrs. Prindle commented there is no other option as the Board has tried to come to a reasonable solution with the LEA.

IV. NEW BUSINESS

A. Acceptance of Donation

- Knights of Columbus – Special Education Donation

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Mrs. Prindle made a motion to accept a donation from the Litchfield Knights of Columbus in the amount of \$366.71, to be used for the Special Education Program at GMS. Mrs. Lepore seconded. The motion carried 4-0-0.

B. CHS 1-to-1 Computing Plan

- CHS 1-to-1 Steering Committee

Dr. Cochrane provided the committee membership to the Board. He commented at the Superintendents' Conference there were many sessions related to 1-to-1 computing. He indicated the committee meeting scheduled will determine what we see students using for technology; the transition of teaching without 1-to-1 computing to teaching with 1-to-1 computing; what kinds of devices are of interest to teachers; and conversations regarding teacher technology.

- Project Red Findings

Dr. Cochrane provided information on Project Red findings, which is a three year longitudinal national study. He noted there are nine key implementation factors linked most strongly to education success. He indicated the report shows that a failure of just one factor can seriously impact the success of the technology implementation project. Dr. Cochrane commented that effective technology implementation in schools is complex and we are glad we are doing this as a pilot.

Dr. Cochrane indicated that going forward with the implementation will prompt changes to the Library/Media Specialist job description, which is a conversation that needs to happen. He commented that once we start the implementation it will take three years to see significant improvement if done thoughtfully and with training opportunities. He noted that Mr. Duer, IT Director, will be at the Grade 8 Parent Information session to talk about this as an option. Dr. Cochrane commented having some community voice is needed in this endeavor as to whether it is feasible in this round or the next, as feedback is desirable before decisions are made regarding a platform.

Mr. York believes the Superintendent should not be part of the committee. He noted it is a task force and the Superintendent has tasked the committee. He commented the Superintendent needs to have an unfiltered process where he can listen to the points and give direction. Mr. York indicated if he is sitting in the meetings he may be moved in the direction of where that discussion is going. He noted the Superintendent gives the committee the vision, task and timeframe in which the result should be accomplished. Mr. York indicated that the timeline should be aggressive as the Board needs to have a presentation from the Superintendent in early June.

Dr. Heon commented that she supports the inclusion of the Superintendent on the committee as we have a limited number of people that have a high level of expertise in technology integration. She indicated he spent a good deal of time in California researching this.

Mr. York expressed concern that he will be speaking with parents and students at the 8th Grade Parent Information Night about having something in place in September that may not be in place. He indicated that he thought this was much further along that has been presented. Mr. York believes that presentation cannot be made to the 8th graders.

Dr. Cochrane commented at this time there are two different platforms used at CHS: Schoology and Google. He indicated if we get the new SIS, we cannot support three platforms because we do not have the capacity.

Mrs. Lepore asked if we have talked to any districts using 1-to-1 computing about what devices they are using.

Dr. Cochrane indicated he has spoken to those Superintendents and they agreed the type of device is the last concern. He commented that he spoke to Mr. Duer about what to use and the functionality, the price point and the ranges. He noted that Mr. Duer has tested many machines and has ruled out several. Dr. Cochrane indicated some piloting was done this year and we have some experience in terms of what we are looking for.

Mrs. Lepore commented we need to determine what the students are going to use, what it is going to cost and the impact to parents who sign on.

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Dr. Cochrane commented that the biggest decision is connectivity.

Mr. Barka agreed with Mr. York regarding not having the Superintendent serving on the task force; however, he is the subject matter expert.

Mr. York commented the program the Board reviewed and approved was reflected with all the students in the freshman year participating in the program. Dr. Cochrane clarified that is not the pilot, but the maximum number.

Mr. York indicated that is not the way it was interpreted. He was concerned that a 1-to-1 computing program would not be up and running successfully by September 1 if we are just establishing a task force for implementation.

Dr. Cochrane indicated that we know the parameters.

Mr. York commented the committee should give the Board an update in May. He indicated that if it is not presented to the Board before the June meetings he will not support it.

Dr. Cochrane commented the last thing to be impacted is instructional change and how to identify professional development, which will be done in early April.

Mr. York suggested that the platform and devices that will be used are determined before the end of the year and that training is put on hold. He commented that there is much to do to be ready for this.

Mrs. Lepore asked about the classes 1-to-1 computing will be used in. Dr. Cochrane indicated that freshmen take more core classes and this will be piloted in English, Social Studies and Science.

Mr. Barka commented that the task force should move forward. He indicated if April or May arrives and the Board does not feel we are where we are supposed to be then this will not go forward.

- Mistakes to Avoid in 1-to-1 Computing
- Models of Technology Rich Education

Dr. Cochrane provided additional information regarding 1-to-1 computing for the Board to review.

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 MINUTES

A. Non-Public Minutes of February 18, 2015

Mr. York made a motion to approve the non-public minutes of February 18, 2015 as written. Mrs. Prindle seconded. The motion carried 4-0-0.

VIII. ADJOURN

Mr. York made a motion to adjourn at 8:57 p.m. Mrs. Prindle seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052**

**Approved Minutes for March 18, 2015
(approved as written 4-8-15)**

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair (*excused*)
Janine Lepore, Board Member
John York, Board Member
Nicole Quintana, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mr. Thomas Duer, Director of IT
Mr. Michael Perez, Asst. Principal, CHS
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Dr. Cochrane called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from:

- March 4, 2015 non-public session: There was no non-public session for March 4, 2015.

E. Presentations & Recognitions

- Javier Martinez

The School Board recognized Javier Martinez, LMS Middle School student, for his achievement as the 2015 LMS Geography Bee Champion. He is in the process of qualifying for the national championship.

F. School Board Reorganization

- School Board Welcome New Members
- School Board Nominations

Dr. Cochrane called for nominations for Board Chair.

Mr. York nominated Brian Bourque as Chair. Mrs. Lepore seconded. The motion carried 3-0-0.

Mr. York nominated Derek Barka as Vice Chair. Mr. Bourque seconded. The motion carried 3-0-0.

- School Board Code of Ethics and Conduct Policy

Board members read and signed the code of ethics and conduct policies.

- School Board Assignments
 - Correspondence – Vice Chair Task

School Board assignments were deferred to the April 8 Board meeting.

G. Correspondence

Correspondence was received from Judy Brennan, Kristen Baker, and Marion Simoneau regarding the CHS graduation date. They expressed concerns regarding the impact of the timing on their students' college orientations and plans made by those attending from out of town.

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Mr. Bourque explained that because of the school cancellation days and no reasonable resolution reached to make up lost days, graduation day will be June 19.

Dr. Cochrane commented that the school calendar lists graduation date as tentative and is not set until the Board sets the date.

Mr. Bourque announced that correspondence was received from Frank Dube regarding fees charged to CHS students for transportation and parking. Mr. Bourque explained that according to RSA 189:6, school districts are required to provide transportation for all students in grades 1-8 who live more than two miles from the school to which they are assigned. He indicated there is no requirement to provide transportation for students in grades 9-12. Mr. Bourque commented that the transportation fees and parking fees go into the general fund for the students.

Mr. York clarified that per a School Board decision that money goes into revenues – the bus fees offset transportation and the parking fees offset maintenance costs for the district.

Mr. Bourque mentioned that a teacher resignation letter was received.

H. Approval of Draft Minutes:

- Public Session March 4, 2015

Mr. York made a motion to approve the public minutes of March 4, 2015 as written. Mrs. Lepore seconded. The motion carried 2-0-1, with Mr. Bourque and Mrs. Quintana abstaining.

I. Community Forum

There was no public input.

J. Superintendent's Comments

Dr. Cochrane welcomed Mrs. Quintana to the School Board.

II. REPORTS

A. School Board Comments

Mr. York commented that he was in attendance at Goffstown High School watching the LMS band perform. He complimented them on their performance, noting they received high marks in music and sight readings. Mr. York commented that the GMS, LMS and CHS bands were playing last night and the LMS and CHS bands performed together. He mentioned that tomorrow night the Chorus' will be performing. He also mentioned that the artwork is draped throughout the CHS halls. Mr. York indicated that our students have wonderful abilities.

Dr. Cochrane indicated he was in attendance Tuesday at CHS as well. He commented that we do fabulous things for a small district. He noted that the students' work is a testament to our fine arts and music teachers. Dr. Cochrane commented that he has never seen a music program as good for its size. He indicated the quality of interaction between the band and music teachers and students is outstanding. He noted that when playing the high school and middle school students were cheering for each other. He commended the high school and middle school music programs and their teachers.

B. Technology Report

Dr. Cochrane provided the February 2015 Technology report. He commented that Mr. Duer and Mr. Anker are busy supporting the beginning week of SBA and complimented their work at GMS. He noted that Mr. Duer is en route to an Infinite Campus workshop.

Mr. Bourque commented it was nice to see that it was reported all the computer labs and mobile carts are ready for testing.

Mr. York commented that he read in the news that some districts are getting waivers from the department of education to use a competency based curriculum instead of assessments.

Dr. Cochrane indicated that he was familiar with the PACE program and that he sat on the AYP committee for some years. He noted those schools had been working on their performance assessments for years. He commented that

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we are one of the few districts in the state that have had all schools involved in the state's quarterly performance assessment initiative. Dr. Cochrane indicated that the competency based work with performance assessments is tremendous work. He commented that at the Executive Board meeting he indicated that if there were a second cohort we would be well positioned. Dr. Cochrane noted the teachers need to know if that is the direction in which the Board would like to go as it involves much work.

Mr. York commented that CHS is competency-based and since our curriculum is already developed in that process, it would be possible to use the high school to do that.

Dr. Cochrane clarified that it is all or nothing and is approved by the US Department of Education. He indicated that he is unsure how quickly the use of SAT's will be rolled out. He commented that it is not a pass on the Smarter Balance Assessment using performance assessments at some grade levels instead of Smarter Balance. Data must be collected showing alignment with Smarter Balance results.

C. CHS Report:

Mr. Perez reported on the following topics:

- 1-to-1 Steering Committee Report

Mr. Perez indicated he is co-chairing the committee with Dr. Heon. He commented that 47-48 incoming freshmen are interested in the pilot program. He noted that the device has not yet been determined, but that the committee was focusing on college and career ready skills. Mr. Perez reported the committee met twice and provided a report that reflects what the committee is working on. He indicated that we are working on fitting students into the Science levels. He noted the other pieces are digital citizenship and responsibility. Mr. Perez reported the students will be using the district network all day. He indicated the committee has to discuss how the pilot will be evaluated. He noted that professional development opportunities for teachers are being discussed. He mentioned that committee members are traveling to Burlington High School for a 1-to-1 technology summit and some area schools were invited as well as IT directors. Mr. Perez added there will be a tour and a student work fair. He indicated that we want the students to think outside the box and be creative.

Mr. York asked if the committee will have to pick science and math classes for the pilot at some point. He inquired if it would be simpler to focus on where it will be best utilized and troubleshoot.

Mr. Perez commented that will be discussed in the upcoming meetings. He noted that the Guidance Director will attend those meetings and help the committee understand the scheduling portion.

Dr. Cochrane reported that the committee discussed the vision with high expectations. He noted that members talked about a robust vision of technology use by students, making it open-ended and transformational. He indicated several key pieces align with the research. Dr. Cochrane commented that he was pleased with the level of the conversations.

Mr. Perez commented that the meeting really transformed into in depth conversations of teaching and learning with technology.

Mr. York asked if there are costs for the licenses and tools required for the pilot. Mr. Perez indicated that there is some idea, but it is not confirmed. He offered to investigate further.

Dr. Cochrane commented that at this time we were discussing parameters of the pilot. He noted that over the next two meetings devices will be discussed.

Mr. York commented that the School Board would like to be sure there are updates at all meetings going forward.

- Honors Biology Letter

Dr. Cochrane indicated a proposal came out of the CHS science department to change the sequence of courses for some students in the incoming freshmen class. He noted that conversations were held with Dr. Heon, the Superintendent and the administrative team about the possibility of making the proposed change. He commented the proposal would allow high performing incoming freshmen the option to take Honors Biology. Dr. Cochrane

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indicated that the letter provided to the Board is to inform parents that their children qualified for the course, but that they are still required to meet the remaining science graduation requirements.

Mr. York made a motion to approve the Honors Biology letter. Mrs. Lepore seconded. The motion carried 4-0-0.

Mr. York suggested to add this to the April 8 agenda and update the Board on what has changed in the event the Board needs to approve those changes.

D. Business Administrator's Report

Mr. Markiewicz presented the district financial report to the Board. He reported:

- Special Education functions are underspent by approximately \$470,000 currently mostly in professional services, tuition and transportation
- Buildings and Grounds currently is showing \$280,000 in unencumbered funds, which will change substantially next month
- The snowstorms and cold raised issues in the buildings; roof shoveling by hand resulted in a cost of \$40,000; the front end loader was needed to uncover drains; snow piles need to be moved away from the fields
- Issues with the fire alarm systems will result in a substantial cost
- DW unencumbered funds total approximately \$513,000 currently
- The area around the parking lot drain at GMS is sinking and could be a critical repair
- There may be a number of substantial projects this spring
- Cash transfer report is included
- The education grant final number, which has increased by \$55,000 this fiscal year
- Bids are going out for fuel oil tomorrow with a contract for 40,000 gallons
- Propane cost has decreased
- Electricity rates are projected to increase as much as 60% as Eversource wants to get out of the electricity production business and will purchase from third parties.

Mr. York asked if there would be a discussion regarding changes to the 2016 budget. He indicated he would like to have a discussion about the 4th grade teaching position.

Mr. Markiewicz commented our Salaries and Benefits increased to almost 75% and more confirmed numbers are expected. He noted that there is a small percentage of the budget with which to make changes. He indicated that we will discuss changes with administrators.

Mr. York asked if the Board is going to discuss the transportation issue. He noted that the 2016 transportation budget has been reduced by one bus and this year we had scheduling issues. He wanted to know if the Board will need to address school start and end times.

Mr. Markiewicz indicated the district should be able to make the reduction of one bus without changing school start and end times. He noted if the district wishes to reduce more buses then it will be relative to school times.

E. March 2015 Election Results

The March 2015 School District Election Results were provided to the Board.

Mr. Bourque commented all five articles passed. He indicated that the amount of people that came to vote was disappointing.

Mr. York requested an update of the schedule of activity relative to Article 3 (Security) and a timeframe by April 8. He requested a job description for the new IT Database Administrator.

Mr. Markiewicz indicated the next phase of security upgrades is very specific. He noted the district will recommend a Board vote to allow the vendor to be a single source and not go out to bid.

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F. Enrollment Report – Feb 2015

Dr. Cochrane provided the February 2015 enrollment report to the Board. He reported there are 1,427 students in the district, 43 Kindergarten registrations and 68 Grade 1 registrations.

III. OLD OR UNFINISHED BUSINESS

A. Policies – 2nd Reading:

- Use of Child Restraint and Seclusion (JKAA)

The Board reviewed the Use of Child Restraint and Seclusion policy for a second reading.

Mr. York made a motion to approve the Use of Child Restraint and Seclusion policy. Mrs. Lepore seconded. The motion carried 4-0-0.

IV. NEW BUSINESS

A. 2015-2016 School Board Meeting Calendar Discussion

A draft calendar for meeting dates for 2015-2016 was provided and reviewed.

Mr. York asked about budget meetings for the fall. Mr. Bourque suggested there will be more meetings in September.

Mr. Markiewicz indicated a more accelerated budget schedule has been prepared in order for the requested budget to be presented to the Board in early September. He noted the school administrators have the ability to input budgets as early as July 1 so the administrative team can review it over the summer.

Mr. York asked when the Board can have a discussion with the Superintendent and Business Administrator about what we would like to see in the budget.

Mr. Bourque suggested having that discussion in June.

Dr. Cochrane indicated that building administrators have been directed to have conversations with staff prior to the end of the school year. He commented that we should be able to use the last two weeks of August to work through the budget.

Mr. Bourque suggested a Board meeting be scheduled for September 16 for budget discussions. He commented that having the budget earlier is advantageous and makes the process easier.

Dr. Cochrane commented we will be starting with a clean document for FY17 as we will not be carrying forward the notes from previous years.

The 2015-2016 Board meeting calendar will be revisited on April 8.

B. Policies – Amended:

- JLCF Wellness Policy

A revised Wellness policy was provided to the Board. It was explained that the District Wellness Committee held a policy work session to revise the policy according to the new nutrition laws.

Board members asked questions regarding fundraisers held at events such as tournaments or competitions. Mrs. Flynn indicated that the law only requires that food fundraisers are not held during the school day and are exempt at events.

Board members discussed the use of the verbs will and shall in the policy. Board members directed that the policy return to the committee for clarification of “will vs shall”.

C. Policy Update: KBA Right to Know

Dr. Cochrane presented a revised policy, which was generated by legal counsel. He commented that legal counsel expressed that the district was not required to have a policy because districts have to follow the law. Dr. Cochrane

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indicated that legal counsel recommended the revised policy. Referring to the existing amended policy and procedures, Dr. Cochrane explained that the intent of writing the procedures was to inform people how to access public information. He commented that the cost per page referred to in the policy was verified.

Dr. Cochrane indicated that Mr. Miller had an objection to charging a fee for providing copies of records. He noted Mr. Miller cited the law, but cut off the last paragraph that indicates the fee charged cannot exceed what is normally charged for photocopying.

Mr. York commented that the wording in the policy “photocopies” should be changed to copies. He indicated that copies would include the cost (or part thereof) of the labor to generate the copies. He noted that a law is being legislated to protect districts from undertaking requests for unreasonable amounts of copies.

Dr. Cochrane commented that the latest version of the law could allow charging the requesting party for redaction at the prevailing minimum wage.

Mrs. Lepore suggested asking legal counsel if the cost should include an employee’s time, ink, etc.

Dr. Cochrane commented that the existing law states if charging a per page fee, we cannot exceed that charge. He indicated the Board’s inquiries will be sent to legal counsel.

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 by Mr. York, the Board entered into non-public session at 8:10 p.m. under RSA 91-A:II (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. (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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York, the Board returned to public session at 9:03 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

Mrs. Lepore made a suggestion to keep graduation on June 12. Discussion occurred regarding the viability of the plan and the potentially disruptive impact on those families who have made arrangements based on the Board’s vote to establish June 19 as the date for the high school graduation.

IX. ADJOURN

Nr. Bourque made a motion to adjourn at 9:05 p.m. Mr. York seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

Nicole Quintana

March 18, 2015

Attachment to the March 18, 2015 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the March 18, 2015 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

This is an enquiry email via [Litchfield School District](#) from:
Judy Brennen

Name: Judy Brennen

Subject: Graduation/college Orientation Conflict

Message: Hello Board Members,

Campbell High School parents were recently notified of a change in graduation date. I fully understand that the date on the school calendar is tentative due to snow days that must be made up. With the date change, my son, and I'm assuming many other students as well, will have to choose between attending senior week activities, graduation rehearsals, awards night and graduation or attending college orientation. There are many colleges holding orientations (which are overnights) during this same week, some of which are scheduled on the new graduation date. Most college orientations are mandatory. Is this new date "set in stone" or is this something the Board would be willing to revisit so students don't have to miss Graduation activities and possibly even graduation.

Thank you for all you do. I know your job is a difficult one! I appreciate any consideration you are willing to give this conflict.

Best Regards,
Judy Brennen

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Kristen Baker

Name: Kristen Baker

Subject: graduation

Message: March 11, 2015

As we got a simple email about the change in graduation date, it is concerning because my son has a prior important commitment on the new day. Plans have been made, travel arrangements for families. Has the School Board even considered extending the school day by 15 minutes a day to make up for the snow days? It was a horrific winter and it would have been due diligent to have had discussions with parents of graduates as we saw the amount of storms that were coming our way. What does a graduate do if they have college orientation or another important commitment? Not go to graduation or not go to orientations? This is a huge concern and to get a simple one line email notification is less than par.

Page Title: All School Board Members

Page URL: <http://www.litchfieldsd.org/27-email-entire-school-board>

The user has requested a copy of this email

Litchfield School District

This is an enquiry email via [Litchfield School District](#) from:
Marion Simoneau

Name: Marion Simoneau
Subject: CHS Graduation

Message:

Dear Litchfield School Board,

I am writing to you today regarding the CHS graduation. I was very saddened to hear that graduation had been moved without any consideration for the students and families. I understand we have had a terrible winter which wreaks havoc on the school with trying to make up snow days. Unfortunately, the seniors have orientations scheduled and many families have already made arrangements for family to fly in with the knowledge that graduation was scheduled for June 12. Many colleges have orientations scheduled that week which will now conflict with graduation. My daughter needs to be NJ for orientation the weekend graduation has been moved too. This poses a big challenge as we will no longer be able to celebrate graduation and all her accomplishments as we will need to jump in the car and drive to NJ. This is very unfortunate and makes me very sad. The seniors will not be accomplishing anything productive by adding another week to class as they don't take finals to end senior year and AP tests will be completed in May. Please reconsider moving graduation back to the original scheduled date of June 12th. If additional time needs to be made up please discuss other options like adding time to the day or adding a few Saturday mornings which has been done in the past. Thank you for your consideration.

Marion Simoneau

Page Title: All School Board Members

Page URL: <https://www.litchfieldsd.org/27-email-entire-school-board>

The user has requested a copy of this email

Francis Dube
15 Carriage Rd.
Litchfield NH 03052

Litchfield School Board
One Highlander Court
Litchfield NH 03052

9 March 2015

Sir/Madam;

As a resident and tax payer of Litchfield I have a few questions concerning the school budget and students.

1. Why are Campbell High School students required to pay (charged \$100.00 per year) to ride a school bus?
2. The monies charged and collected from High School students, what is the money used for? And where is that money in the School Budget?

Note: No other students in Litchfield schools are required to pay to ride a school bus. If this is true, then it is a form of discrimination to charge High School students and not the others.

3. Why are Campbell High School students required to pay (charged \$100.00 per year) to park their vehicle in the school parking lot?
4. The monies charged and collected from High School students what is the used for? And where is that money in the School Budget?

Note: No members of the school staff are required to pay (charged \$100.00 per year) to park their vehicle in the School parking lot. If this is true, then it is a form of discrimination to charge only students and not charge the staff.

"Request a written response thank you"

Thank you for your time


Francis Dube

TITLE XV EDUCATION

CHAPTER 189 SCHOOL BOARDS, SUPERINTENDENTS, TEACHERS, AND TRUANT OFFICERS; SCHOOL CENSUS

School Boards, Transportation and Instruction of Pupils

Section 189:6

189:6 Transportation of Pupils. – The local school district shall furnish transportation to all pupils in grade 1 through grade 8 who live more than 2 miles from the school to which they are assigned. The local school board may furnish transportation to kindergarten pupils, pupils in grades above the eighth or to any pupils residing less than 2 miles from the school to which they are assigned, when it finds that this is appropriate, and shall furnish it when so directed by the commissioner of education.

Source. 1885, 43:6. PS 92:1. 1919, 106:20. 1921, 125:6. PL 117:6. RL 135:6. RSA 189:6. 1992, 159:1, eff. July 5, 1992.

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**
Litchfield, New Hampshire 03052

Approved Minutes for April 8, 2015
(approved as written 4-22-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Nicole Quintana, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Hollie Messenger, Director of Human Resources
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

A. NON-PUBLIC SESSION: RSA 91-A:3II (c) 6:00 p.m.

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

The School Board entered non-public session at 6:00 p.m. under RSA 91-A:3II (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.

Non-public session ended at 6:45 p.m.

I. PUBLIC SESSION 6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:50 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Technology agenda items were moved before reports.

D. Summary of Non-Public Actions from:

- March 18, 2015 non-public session:

Mr. Bourque made a motion to accept the resignation of Chet Orban, CHS Science teacher. Mr. York seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to accept the resignation of Faye Oblenis, LMS Math teacher. Mrs. Lepore seconded. The motion carried 4-0-0.

E. Presentations & Recognitions

- Destination Imagination Recognitions

Mr. Bourque presented award recognition to Destination Imagination students, team managers and the District coordinator for their Regional 1st place championship for the Fine Arts Challenge and the Technical Challenge. He commented that he is very proud of the program, the students and all those involved in the program.

Maurissa Fluet, District Coordinator, explained that Destination Imagination at GMS is a well-rounded program comprised of students in grades 3 and 4. She commented that the program requires both fine arts and technical methods to perform specific team selected themes. She noted that students who perform must make their own costumes and comprise their own stories.

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- LMS Bracelet Fundraiser

Mr. Gilmore, LMS physical education teacher and softball coach, presented a bracelet/wristband fundraiser to the Board. He explained the fundraiser is to raise monies for additional baseball/softball equipment for middle school student athletes. Mr. Gilmore indicated that the wristband will have LMS colors and will be sold throughout the school, during lunch and after school. He noted the wristbands will sell for \$10 and will also raise school spirit.

Mr. Barka made a motion to approve the LMS wristband/bracelet fundraiser. Mrs. Lepore seconded. The motion carried 5-0-0.

- Senior Project Idea

Michael Killoran and Tyler Walton, CHS seniors, presented an idea for their senior project. They plan to make a sign for the outside wall of the concession to let people know it is a concession stand and make a sandwich board sign that can be moved from field to field pointing to the concession stand. The students believe the signs will make people aware that the concession is open during games and events. They provided design samples and asked for Board input.

Board members chose Concession Board #1 and Sandwich Board #2.

Mr. Barka made a motion to approve the Concession Sign project with the chosen designs. Mrs. Lepore seconded. The motion carried 5-0-0.

- Legislative Update: F Byron

Dr. Cochrane thanked Mr. Byron because he has reached out to the school district and kept us informed about what is occurring at the legislative level. He expressed appreciation on behalf of the SAU Office and School Board for Mr. Byron's time and assistance.

Representative Frank Byron provided a legislative update to the Board. He commented that the budget process at the state level is complex. He indicated the House Finance Committee has completed and approved its budget and amendments. He noted that it now goes to the Senate who will prepare and approve their budget and amendments. Mr. Byron explained once the House and Senate have approved their versions of the budget, a Committee of Conference is requested to work out the differences and vote on the finished product. He noted that the budget then goes to the Governor who either signs it or vetoes it. Mr. Byron indicated the budget process still has a long way to go and commented that the School Board should not be reactive to what comes out of the sessions until the budget is approved or not approved by the Governor.

Mr. Byron provided a summary of House budget actions:

- Increased catastrophic aid to 100% of the estimated cost in FY2017;
- Increased adequate education grants from 108% to 115% of the previous year grant, while reducing stabilization grants, capping the reduction of aid to \$750,000 per municipality.

He indicated at the state level numbers show what is happening with adequate education aid and changes to other line items that affect cities, towns and school districts.

- Increased total funding to public charter schools;
- Provided funding for the University System during the next biennium at the same level as the current biennium;
- Increased state funding for the Community College System of NH by \$4M more than the current biennium.

Mr. Byron provided a list of floor amendments adopted by the House Finance Committee impacting revenues and appropriations. He indicated the House will not have any interaction with the budget until it goes to a Committee of Conference, which may not be until June.

F. School Board Reorganization

Dr. Cochrane suggested that the Board take a re-vote for the Vice Chair position because Mr. Barka was not in attendance at the last meeting when he was nominated.

Mr. York made a motion to nominate Mr. Barka as Vice Chair. Mrs. Lepore seconded. The motion carried 4-0-1, with Mr. Barka abstaining.

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- School Board Assignments
 - Correspondence – Vice Chair Task

Dr. Cochrane indicated that the Board has already discussed the addition of correspondence to the Vice Chair’s tasks.

- Committee Assignments

Budget Committee: Brian Bourque

LSB Building/Planning Advisory Committee: John York

Safety Committee: Janine Lepore

Technology Committee: Derek Barka

PERC: Derek Barka, Nicole Quintana

Prevention of the Use of Alcohol/Drugs by Students: Janine Lepore

Wellness Committee: Nicole Quintana

G. Correspondence

Correspondence was received from Jason Guerrette, 11 Perry Court, regarding an article about a teacher who won the competition for the World’s Best Teacher and Common Core State Standards.

H. Approval of Draft Minutes:

- Public Session March 18, 2015

Mr. Bourque made a motion to approve the public minutes of March 18, 2015 as written. Mrs. Lepore seconded. The motion carried 4-0-1, with Mr. Barka abstaining.

I. Community Forum

Kathleen Follis, 8 Mike Lane, asked Board members if they have reviewed the effects of the proposed pipeline on the school buildings. She asked School Board members to take a stance on whether the pipeline should go through Litchfield. She commented that the pipeline will be placed within 500 feet of all schools in Litchfield and if there is an incident there have to be evacuation plans in place. Mrs. Follis indicated the district has no such evacuation plan. She noted there are significant safety concerns that impact our schools. She commented that elected officials need to take a stand for or against the pipeline. She asked if the pipeline will impact insurance rates for the schools. She was concerned the pipeline will result in a decrease in taxes and revenues because it will decrease the value of the homes that are affected.

Mr. York commented that we may have little effect on the pipeline because federal lands will be used. He commented that there will be benefits as gas will decrease electricity generation. He indicated that he understands there are concerns about safety, but there have been no major safety issues. Mr. York noted many towns run utilities underground. He commented this process is fairly safe. He indicated fear tactics are being used against the pipeline. Mr. York suggested once Kinder Morgan brings a plan forth data can be gathered and then a stance can be taken.

Mrs. Quintana believes the Board should be pro-active and look at the safety aspect. She commented that because of the proximity to the schools it is valid to have an evacuation plan.

Dr. Cochrane indicated that the district’s evacuation plans are in place. Mr. Markiewicz commented until the specifications are in place it is unknown what will occur. He indicated that Primex did not have any concerns with the pipeline. He noted it is premature to make any plans or ask questions about delivery.

J. Superintendent’s Comments

There were no Superintendent’s comments.

K. Teacher/Certified Staff Renewal

Dr. Cochrane announced that staff renewals will be reviewed and voted by the Board in non-public session. He reviewed a summary of RSA 189:14A regarding requirements of teacher renewals (employees who are certified) for the Board. He explained outcomes of renewals and non-renewals.

II. REPORTS

A. School Board Comments

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Mr. Bourque indicated that Mrs. Bandurski will be at the April 22 Board meeting to talk about special education. He commented that Board members will be able to ask questions on budget issues and have a better understanding. He asked Board members to forward their questions prior to the next meeting to Dr. Cochrane who will forward those questions to Mrs. Bandurski.

B. 2014-15 Budget Update

Mr. Markiewicz provided an update regarding the 2014-2015 budget. He reported that he met with administrators three weeks ago regarding spending ahead for next year beginning in mid-April. He indicated that he informed administrators we would be looking at unencumbered funds to spend ahead if possible. He noted the unencumbered fund balance is just over \$1M. Mr. Markiewicz indicated that the Special Education underspend is approximately \$453,000 and that money cannot be appropriated outside the special education function areas. He estimated that approximately \$212,000 will be spent in operations and he anticipates spending ahead \$180,000 - \$200,000 for next year. Mr. Markiewicz reported that the year end fund balance is anticipated to be approximately \$600,000 including the special education underspend.

Mr. Barka asked about the timeframe the district will bring recommendations for year end spending to the Board. Mr. Markiewicz indicated the School Board gave the SAU the opportunity to make those decision and he suggested areas to spend ahead.

Mr. Barka commented if there is money that is not spent in the current budget and there is something that needs to be done, it should be done. Mr. Markiewicz indicated that most of that money is held until the end of the year; however, there are things that need to be done now and they will be done.

Mr. Barka commented that Mr. Duer mentioned at a previous meeting issues with bandwidth at GMS. Mr. Duer indicated that those issues were fixed and testing is going smoothly. He commented that we will have to look to the future when considering increasing bandwidth as we will be going to 1-to-1 computing and students will have multiple media devices, especially at the high school and middle school. He noted that he is working with FairPoint to increase the bandwidth.

C. 2015-16 Budget Update

Mr. Markiewicz provided a summary of the FY16 budget for the Board. He reported that the operating budget total is \$21,261,329, which includes all articles. He provided a breakdown of the funds included in the budget and the warrant articles that were approved. Mr. Markiewicz provided a list of reductions and where they were applied in the FY16 budget. He reported that a fuel oil contract for next year was signed with a cost of \$2.07 per gallon for two years.

Mr. Markiewicz reported that the district is reducing one bus for regular education transportation. He commented that a recommendation for changing the beginning and ending times at LMS is on hold because the time shift may not be necessary.

Mr. York commented that changes to transportation and school times is a discussion that should include all three schools.

Dr. Cochrane commented that the district was waiting for the information from First Student. He noted they first recommended no change to the school schedules and we questioned that recommendation. He indicated that they recommended the change to LMS start/end times and we questioned the recommendation. Dr. Cochrane commented the district is concerned we are not getting sufficient answers and would like to ensure we have the appropriate information for parents.

Mr. Markiewicz commented that the district asked First Student to add in additional capacity as well. Dr. Cochrane indicated one of the biggest challenges will be consolidating stops.

Mr. Barka asked how moving the end time for LMS closer to the end time for CHS is going to work. Mr. Markiewicz indicated that is the question the district asked First Student.

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Mr. York commented, in fairness to First Student, we are not providing any leadership to this problem. He indicated the bus schedule cannot be fixed with the current school start and end times. He noted that the high school students are picked up at 6:35 and dropped off at 7:00 am for a school that does not begin classes until 7:30 am. Mr. York commented that LMS begins at 7:37 am and buses arrive at LMS at 7:30 am. He noted that students are standing outside for 20 minutes from being dropped off early by parents. He indicated that eliminating a bus and juggling the start/end times does not fix the problem and there is no answer from First Student that will fix that problem.

Dr. Cochrane commented that the district did not suggest the solution. He noted that the district questioned the recommendation from the bus company. Mr. Bourque commented that we need accurate transportation information to make a better decision.

- B & S Sole Source Vendor

Mr. Markiewicz presented a recommendation to use B & S as the sole source vendor for the security upgrades approved by the voters on March 10. He noted the vendor had performed the first phase of the security upgrades the prior year. He noted they are one of only two dealers in the state of NH.

Mr. Bourque made a motion to approve the request to use B & S as the sole source vendor for the security upgrades in the district. Mrs. Lepore seconded. The motion carried 5-0-0.

- Bus Reduction Update

This agenda item was postponed.

- FY16 Salary Schedules

Mrs. Messenger presented FY16 salary schedules with adjustments made by the Board at a previous meeting. She noted the salary schedules are based on the Board recommendation to remove the bottom step and add a top step. She indicated there is a 3% difference between steps.

Mr. Barka asked about the total cost for step raises. Mrs. Messenger indicated the total cost (if everyone were to move up a step) would be \$58,000.

Mr. Markiewicz indicated that has been embedded in the FY16 budget proposal.

Mr. Barka made a motion to approve the FY16 Salary Schedules as presented. Mrs. Lepore seconded. The motion carried 5-0-0.

- PPACA Update

Mrs. Messenger presented an update regarding ACA and a recommendation regarding part time employees and those that work 30-34 hours per week. She reported that the look back period has ended and data will be analyzed to determine if the district has employees who qualify as full time eligible under ACA. She indicated there are two ways for the district to be penalized: 1) if we do not offer insurance the penalty would be \$2,000 for every full time employee (total \$316,000); 2) if we offer full cost insurance (paid by employee) to full time eligible employees and they go to the health exchange and get a subsidy, the penalty will be \$3,000 for each full time eligible employee that receives as subsidy. Mrs. Messenger provided a breakdown of employees that are part time, full time eligible, and seasonal. She recommended the district offer 100% employee paid health insurance to employees that work between 30 – 34 hours.

Mr. Markiewicz commented there are two key areas in offering insurance to employees that work 30-34 hours at no cost to the district: is the insurance we offer them affordable; that person has the option to go to the exchange, apply for insurance and receive a subsidy. He indicated it is very complex.

Mr. Barka made a motion to approve the recommendation for the district to offer 100% employee paid health insurance to employees that work between 30 and 34 hours. Mrs. Lepore seconded. The motion carried 4-0-1, with Mr. York abstaining.

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D. 2016-17 Budget Processes

Mr. Markiewicz presented a schedule for the FY17 budget process. He commented the schedule was drafted with the intent of the School Board to receive the budget earlier this year. He reported that the budget process will begin in early July with administrators and budget managers entering their budget information. Mr. Markiewicz indicated that the district is looking for direction from the Board regarding the percentage of the bottom line increase and object areas of the budget to be considered priority during budget development. He commented it is a fairly aggressive schedule that should result in the budget being delivered to the School Board on September 9. He noted the budget process should be finished in early November and delivered to the Budget Committee shortly thereafter.

Mr. Bourque indicated the Budget Committee penciled in a date of November 5 for the budget presentation.

Mr. Markiewicz commented that may be possible, but it will be a more concise presentation. He noted that budget development cannot be opened until the end of July [in eFinance].

Mrs. Lepore asked why a member of the Budget Committee cannot attend Board budget meetings and inform the Budget Committee about what is discussed. Mr. Bourque commented that they have been invited to attend.

Mr. Bourque commented that he mentioned to the Budget Committee that the Superintendent, the Business Administrator and he can present the budgets and when the Committee is ready to vote we can ask administrators to attend to answer questions.

Mr. York asked if there is any reason why level funding the budget cannot be the goal. Dr. Cochrane indicated that salaries and benefits will most likely increase as we are going into year three of the teachers' contract and there was a 6.9% increase in health benefits this year. He noted that there have been increases in electricity and Salaries & Benefits have increased from 72% to 75% of the budget. Dr. Cochrane commented the expectation is that we are going to give some well-defined guidelines regarding the budget bottom line. He indicated that we will see a teacher request at the high school level.

Mr. Markiewicz was concerned about the loss of revenue next year. He noted that there will be a reduction in Adequacy Aid, Catastrophic Aid is underfunded, and Building Aid is ending. He indicated that there were many changes last year to our health insurance and 20 new hires as well.

Mr. York commented that the School Board can work to bring in a bottom line budget with accounts other than salaries/benefits level funded. He suggested that the budget come to the Board without "wish list" items. Mr. York was concerned that a rift was created this year between the School Board and Budget Committee because of what happened during the budget process. He commented that as a School Board we have learned that we should not hesitate to put things on the warrant as the community has been fair to the School Board the last two years.

Mr. Bourque suggested a more realistic budget should be presented this year as it was difficult to defend many things in the budget last year.

E. 2014 Financial Audit

Mr. Markiewicz presented the findings for the 2014 District Financial audit to the Board. He indicated the lead auditor will make a presentation to the Board next month. He noted the district received a good report.

F. Committee Reports

- Budget Committee

Mr. Bourque reported the Budget Committee met on March 26 to discuss town and school district election results and the upcoming budget process. He mentioned that Mr. Spencer asked if the School Board would be considering placing the tax cap question on the warrant.

- PERC

Mr. Barka reported that the PERC Committee met on March 20 and started analyzing NECAP, Smarter Balance Assessments, AIMSweb and NWEA to evaluate which are needed.

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Dr. Cochrane commented that since we have moved from a Fall NECAP state assessment to a Spring Smarter Balanced assessment, we need to take a step back and look at the district assessment program. He noted that Smarter Balance Assessments will allow us to better assess higher order thinking and depth of knowledge and that we need to consider what other assessments are needed to help improve student learning.

Mr. York commented that some schools are changing to competency-based assessments rather than standardized. He mentioned that LMS is undertaking a review of the creative process. He asked if the program coming out of LMS is easily adaptable, and if we can move to competency-based assessment if the state eliminates the need for the other testing.

Dr. Cochrane clarified that adoption of state competencies are the graduation competencies. He commented what we wrote at the K-8 level is what the state is looking for. He indicated that the competencies have to be as high quality as smarter balance. Dr. Cochrane noted we have done a great job of pushing the level of rigor the last three years. He commented it is a tremendous amount of work for competency-based assessments and every teacher at every grade must commit.

- 1-to-1 Steering Committee Update

Dr. Cochrane presented an update regarding the CHS 1 to 1 Computing initiative. He provided a summary of the status of the scheduling and reported that 51 students/parents expressed an interest in the 1-to-1 computing pilot. He indicated of those freshmen the breakdown of course requests as it pertains to possible 1-to-1 classes is:

- Community and the Individual (Eng/SS)
- Freshman Seminar
- Spanish 1
- Spanish 2
- Freshman Science.

Mr. York asked if any of the requests have been Honors classes. Dr. Cochrane indicated there were no requests for Honors classes; however, we will have 12 freshmen in the Honors Biology course. He reported that for the first time there are two sections of AP Biology with 20 students in each class, and two classes of AP US History. There were 19 requests for AP Calculus and 26 requests for AP Statistics, 11 requests for Engineering, 2 sections for Honors Physics. Dr. Cochrane pointed out students are choosing more rigorous courses and more science and math class choices as well. He reported he met with teachers about Project Lead the Way and reported many of the goals we talked about 2.5 years ago have improved.

Dr. Cochrane presented a report from Mr. Perez regarding the CHS 1 to 1 Technology pilot. He noted the committee discussed devices and Mr. Duer recommended two devices. He indicated that Chromebooks were suggested and as was Chromebit HDMI Stick, which is a Chromecast and Chromebox in one. Dr. Cochrane reported that some committee members will be attending a Technology Summit on Friday at Burlington High School where they will see classes using 1:1 technology and take a tour of Burlington High. The team requested visits to Windham High School and Winnacunnet High School to see how their 1:1 technology program works.

III. OLD OR UNFINISHED BUSINESS

A. Honors Biology Option Update

The Board was updated regarding the Honors Biology option for eligible freshmen presented at the previous meeting. The Board was informed that the CHS Program of Studies will not be changed until the following year to reflect the new option.

B. 2015-2016 School Calendar Revision

Dr. Cochrane presented a revised 2015-2016 school calendar. He noted some minor revisions were made.

Mr. Barka made a motion to approve the revised 2015-2016 school calendar. Mrs. Lepore seconded. The motion carried 5-0-0.

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C. 2015-2016 School Board Meeting Calendar

The 2015-2016 School Board meeting calendar was presented to the Board for review, revision and approval.

IV. NEW BUSINESS

A. CHS NEASC Visit Change Request

Dr. Cochrane presented a request to change the NEASC visit date from 2016-17 to 2017-18. He noted that Mrs. Rothhaus and the NEASC Co-Chairs recommended it may be advantageous to accept that offer. He indicated they are requesting permission to formally request that NEASC move the date.

Mrs. Lepore made a motion to approve the request for CHS to draft a letter to NEASC requesting to move their visitation date from 2016-17 to 2017-18. Mr. Barka seconded. The motion carried 5-0-0.

B. Student Information System Contract

Dr. Cochrane presented a contract between Infinite Campus, the new Student Information System, and the Litchfield School District.

Mr. Duer commented that he attend training for Infinite Campus in New York and found that the proposed plan is well laid out and detailed. He explained they are proposing a cloud-based system hosted by Infinite Campus, which would relieve us from constantly upgrading our storage and software. He noted they store the data in a very secure and encrypted environment.

Mr. York was concerned that the timeframe in which the decision was made to contract with Infinite Campus was very short. He indicated the proposed contract mentions keeping backup data for only four years and we are supposed to have the data from the time students begin school in Kindergarten to the time they graduate. He wanted to know if the contract will reflect that requirement.

Mr. Duer indicated that the four year timeframe is for initially building the system. He noted that there will be more storage.

Dr. Cochrane commented the district has hard copies of most of that data. He indicated that Mr. Duer has much database migration experience and will be heavily involved in terms of the migration. He noted that Infinite Campus is familiar with migrating information from Rediker. Dr. Cochrane indicated this is a 16 week process and we expect to go live sometime in July. He noted we will do the scheduling in Rediker and migrate it over to Infinite Campus.

Mr. Duer commented we will clean up addresses as their system uses the post office fixed address system and will match our information with theirs.

Dr. Cochrane commented that the first year subscription cost is \$20,000. He indicated we will be closer to a cost of \$60,000 for programming. He proposed that the database administrator be hired prior to July 1. He commented with other upgrades to security and VoiP anticipated this summer, the new hire will be able to give Mr. Duer assistance. Dr. Cochrane indicated that if the database administrator can be hired prior to July 1 the prorated salary can be paid with grant funds or year-end budget funds.

Mr. York commented that the proposed timeframe is very short. He disagreed with the \$20,000 subscription cost and indicated that the Board would be approving a new system at a cost of \$47,000.

Dr. Cochrane indicated that the cost would be closer to \$60,000 as the district implements the system. He noted the annual fee of \$19,407 has to be paid prior to the end of the fiscal year, for which we will use eRate money.

Mr. York asked about the next steps of the project.

Mr. Duer explained that during the implementation phase we will be extracting data from Rediker. He indicated the initial installation will be on their hosted system; we will build class rosters, teacher rosters, schedules, then testing and training.

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Mr. York asked if the expectation is to start using the new system in all 12 grades in September. Mr. Duer commented that Infinite Campus has a professional team and they do not perceive many problems.

Mr. York asked when the training would take place. Mr. Duer indicated that training would be done when the teachers come back in August. He noted there will be virtual labs and online training.

Dr. Cochrane commented at least one of the days during the teacher workshops at the end of August will be used for this training. He indicated that we have a stipend position to assist with this and another stipend position for half a year. He noted the transition from Edline is expected to be easier than in many other cases. Dr. Cochrane indicated that we know what the professional development needs are because we have identified the users.

Mr. York suggested the Board review the contract thoroughly.

C. Job Descriptions:

- Database Administrator

Dr. Cochrane and Mr. Duer presented a draft job description for the District Database Administrator. Mr. Duer commented the job description is for an employee whose primary functions will be primary data entry, manipulation and cleaning. He noted it is a very intensive process.

Mr. York asked about the timeline of that project. Mr. Duer indicated it can take anywhere from one to five weeks.

Mr. York asked why the district did not hire an outside contract or temporary employee for this project. Mr. Duer indicated this person will set up initial screenings and trainings as well.

Mr. York commented that we will have a new position on July 1 and suggested hiring interns in the interim.

Mr. Barka commented that the purpose is to hire the person now and assist in the implementation.

Mrs. Lepore agreed that the new hire should be on board from the ground floor.

Mr. York believes the hiring of a person three months early is not warranted. He recommended hiring a temporary employee in the interim. He asked what the database administrator would do once the database is cleaned up.

Mr. Duer indicated the person would be maintaining interfaces and training employees.

Mr. Bourque commented it is important to have that person in house early to properly transition and implement the system.

Mr. York expressed that he does not believe we should be hiring that person right away without looking at the process.

Mrs. Quintana commented that we should start with the person that would be in that position July 1.

Mr. Duer commented having the person on board earlier would be more beneficial and would have more of a stake in the project. He noted we want someone we can depend on and temps are not as dependable since they are looking for a job with benefits. He indicated we have to have someone who can work through this from beginning to end.

Mrs. Lepore made a motion to approve the Database Administrator job description. Mr. Barka seconded. The motion carried 5-0-0.

Mr. Barka made a motion to hire the Database Administrator prior to July 1 and use eRate funds to pay the prorated salary. Mrs. Lepore seconded. The motion carried 4-1-0, with Mr. York opposing.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

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A. Community Forum

VII. 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 9:42 p.m. under RSA 91-A:II (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. (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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Barka, the Board returned to public session at 10:15 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

IX. ADJOURN

Mr. York made a motion to adjourn at 10:18 p.m. Mrs. Lepore seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

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Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

Nicole Quintana

April 8, 2015

Attachment to the April 8, 2015 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the April 8, 2015 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

From: Jason Guerrette

Date: March 23, 2015 at 8:28:23 PM EDT

To: bbourque@litchfieldsd.org, jlepore@litchfieldsd.org, John York <jyork@litchfieldsd.org>, dbarka <dbarka@litchfieldsd.org>

Subject: The world's best teacher lives in rural Maine and doesn't care about test scores

<http://gu.com/p/46qc6/sbl>

This is what it's all about

Jason

The world's best teacher lives in rural Maine and doesn't care about test scores

Nancie Atwell opened the Center for Teaching and Learning 25 years ago to make the classroom a place for 'wisdom and happiness'. Last month her emphasis on student choice and self-expression earned her the Global Teaching Prize, dubbed the Nobel Prize of teaching

Ms Atwell's school in the rural town of Edgecomb, [Maine](#), is no ordinary place of learning. Then again, Nancie Atwell is no ordinary teacher.

At her school, all classrooms have libraries, standardized tests are forbidden, classes are small, every religious and cultural holiday is celebrated, and students pick the topics they write about and the books they read. And read they do: her students wolf down about 40 books per year, well above the national average.

Earlier this month, Atwell was named the winner of a competition to find the world's best teacher. She accepted the Global Teacher Prize, dubbed the Nobel Prize of teaching, at a ceremony in Dubai.

Atwell chose to dedicate the entire award – \$1m worth – to the Center for Teaching and Learning (CTL), the [nonprofit demonstration school](#) she founded 25 years ago, which she said is in need of structural upgrades, including a new roof and furnaces, and many more books. "We will have a very healthy book-buying fund," Atwell told the Guardian. "It's the thing we never have enough of."

Atwell's prolific teaching career spans four decades and several school districts. She is also the author of nine books for teachers, including [In the Middle](#), which sold half a million copies. Her goal, she said, is to make the classroom a place for "wisdom and happiness", rather than one of stress and frustration.

The world's top educator, however, said she never intended to become a teacher. Instead, she fell into the position while trying to figure out what to do with an English degree. After graduation, she took a student teaching position as a "fallback plan".

"I fell in love with teaching," she said. "I felt like I was home. I love literature and I really loved adolescents, I found out. And to have relationships with kids around books and to talk to kids about books seemed like the best gig in the world."

She began teaching in western New York in 1973, starting out with a classroom full of seventh and eighth graders, her favorite grades. "When you hook seventh and eighth graders on something, I think you've hooked them for life," Atwell said. "It's such an important age in terms of kids establishing their world view and figuring out how the adult world works."

But during these early years, Atwell realized students weren't "hooked" on the books or writing prompts she assigned. She began researching alternative teaching methods and stumbled on the work of Donald Graves, a University of New Hampshire professor of early childhood education who is credited with pioneering the "Writing Workshop" teaching method that Atwell dedicated her career to improving.

Writing Workshop is a teaching framework that champions student choice and self-expression. In Atwell's classroom, children choose their own books and writing topics, advance at their own pace and spend one-on-one time with teachers.

This discovery revolutionized her classroom. She immediately noticed student engagement increased when the children were allowed to choose what they wanted to read and write. "When I let go of my last bit of total control of everything in the classroom and let [the students] choose, they made wonderful choices, smart choices."

While still working in the confines of the public school system, Atwell had no choice but to innovate without permission. "I closed the door of my classroom and talked to my kids," she said. "I've found, consistently, kids know what's interesting and what's valuable if we let them have some say in it."

After teaching in New York, Atwell moved to Maine, where in 1990 she founded CTL to experiment and share new ideas of teaching writing and reading. The school serves a maximum of 80 students from kindergarten through eighth grade.

At the school, teachers engage with students as fellow writers and readers, rather than the traditional instructor-pupil relationship. Each day the students spend time reading books they have chosen. They

even curate a website of recommended books for other young readers. And Atwell makes a point of exposing them to as many cultures and traditions as possible during the school year.

“We celebrate the Chinese New Year, the Day of the Dead, the start of Lent, the end of Ramadan,” she said. “I want them to have a knowledge of and passion for the whole of society, and not just the tiny little slice they’re exposed to here in rural Maine.”

Every year teachers from across the country visit the school to observe the Writing Workshop method in action – and, Atwell hopes, integrate it into their own classrooms. The method has proven to work in diverse classrooms of students from all different cultures and socioeconomic backgrounds, she said.

The majority of her students excel in high school, and 97% matriculate to college or university. But when she looks at the nation’s vast public school system, with its rigid infrastructure and focus on standardized testing, Atwell said she sees a wholly detrimental shift toward uniformity in the classroom.

“Teachers are being essentially asked to be technicians, to read a script, and the script is not valid,” Atwell said. “[Test scores] are all that counts right now. It’s all data analysis, metrics and accountability. It’s a business model that has no business being applied to the craft of teaching or the science of learning.”

Atwell disagrees with the politically contentious common core educational standards, which she said focus too much on test scores, rather than lessons learned, or books read, as a mark of achievement. Students all learn at different paces and levels, and the common core standards steamrolls individuality and forces everyone to be quite literally on the same page, she said.

On receiving the award, Atwell said she was “gobsmacked”. She said the attention-grabbing prize is affirmation that the non-traditional teaching methods she has championed for more than four decades are not only valued and prized but are, more importantly, successful.

“I think the one thing we had in common, and it was really powerful to see this, was that none of us talked about test scores,” Atwell said. “We were talking about making meaningful changes in kids’ lives. I am so proud to be a part of a group of people who are professionals in every sense of the word. You just feel proud to be a teacher who was chosen to represent the profession.”

So what’s next for the world’s greatest teacher? Back to school, of course.

From: Jason Guerrette

Date: March 27, 2015 at 6:12:01 PM EDT

To: bbourque@litchfieldsd.org, John York <jjork@litchfieldsd.org>, jlepore@litchfieldsd.org, dbarka <dbarka@litchfieldsd.org>

Subject: A shame what we are doing to education

Good evening

It takes courage to stand up for what's right when facing adversity. Even the world renowned educator sees the truth.

Ask yourselves, are you going along because it's easier, you just trust what's in front of you or some other reason?

Ask our teachers what they think.

Jason

Please forward to Nikki and add to the minutes.

I read this article on edweek.org:

http://blogs.edweek.org/teachers/teaching_now/2015/03/award-winner-nancie-atwell-advises-against-going-into-teaching.html

Don't Become a Teacher, Advises Award-Winner Nancie Atwell

By Jordan Moeny on March 23, 2015 3:57 PM

An influential language arts teacher who recently won a \$1 million international teaching prize has some surprising advice for young people considering joining the profession: Don't.

On March 15, Nancie Atwell, who has been teaching reading and writing for 42 years and has written several prominent books on language arts instruction, was **awarded** the first annual \$1 million Global Teacher Prize by the Varkey Foundation, based in Dubai, United Arab Emirates. The prize, which has been lauded by the likes of **Bill Gates** and Bill Clinton, who is the honorary chairman of the Varkey Foundation, aims to improve the public image of the teaching profession by highlighting the work of excellent educators.

Upon receiving the award, Atwell, who teaches at the Center for Teaching and Learning, a nonprofit demonstration school she helped found in Edgecomb, Maine, in 1990, said she was honored to represent

her profession and that she felt "validated every day just by the experiences I have with children in the classroom."

But she doesn't seem keen on encouraging others to follow in her footsteps.

Following the award ceremony, Atwell [appeared on CNN's New Day](#) to talk about the award and the state of education. When asked what she would tell a student considering a career in teaching, she said that she would discourage them unless they could find a job in a private school.

"Public school teachers are so constrained right now by the common core standards and the tests that are developed to monitor what teachers are doing with them," she said. "If you're a creative, smart young person, I don't think this is the time to go into teaching unless an independent school would suit you."

In an [interview with HuffPost Live](#) (starts at 18:30), Atwell reiterated her reservations about the Common Core State Standards, which Gates' own foundation has played a central role in supporting. "The new common core curriculum and the tests that accompany it are tending to treat teachers as mere technicians," she said. "They open the box and they read the script, and that's not what good teaching is about. It's an intellectual enterprise, and that's been stripped from it by the current climate."

The Maine educator also agreed with HuffPost Live host Marc Lamont Hill's suggestion that the common core and the "hyper-testing, hyper-accountability climate" teachers face could be contributing to high attrition rates. She compared the demands on teachers to "straitjackets when it comes to how [teachers] interact with kids, what they ask of kids, what they bring to the classroom."

With respect to language arts in particular, Atwell said that schools' emphasis on test preparation leaves little room to emphasize the benefits of reading and writing. "It's just become a series of rig—not even rigorous, almost *ridiculous* exercises that don't have any connection with the enjoyment of stories or the exercise of self-expression," she said.

Atwell suggested that she would like to see a greater emphasis on performance assessments in schools. "We really need to be looking at what individual kids are achieving in the disciplines, authentically and personally," she said, citing her school's evaluation method, which involves students creating portfolios and reflecting on their own work, as an alternative to standardized assessment.

At the time this was posted, the Varkey Foundation and the Bill & Melinda Gates Foundation had not responded to requests for comments on Atwell's statements about the state of teaching today.

UPDATE (March 26, 2015): In an emailed statement provided through the Varkey Foundation, Atwell walked back on her position slightly. "Teaching has been my pride and pleasure for more than four decades. I encourage anyone anywhere who enjoys working with young people to consider it as a career," she said. "The world needs all the smart, passionate educators it can get."

However, she also stressed that future teachers should be aware of what they're getting into. "In U.S. public schools, these [challenges] include a tight focus on standardized tests and methods, which I feel discourage autonomy and encourage teaching to the test," she said. "I empathize with aspiring teachers and I strongly believe that they need to be aware of and prepared for the particular challenges of the current climate."

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for April 22, 2015

(approved as written 5-13-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Nicole Quintana, Board Member
Mr. Frank Markiewicz, Business Administrator
Mrs. Devin Bandurski, Director of Special Services
Mr. Scott Thompson, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mrs. Laura Rothhaus, Principal, CHS
Ms. Shelby Chacos, Student Representative
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Mr. Bourque recommended that the principals do not read their reports, but highlight areas. He suggested the time be used for the Special Services presentation and the School Start/End Times discussion. He invited principals to weigh in for both discussions.

D. Summary of Non-Public Actions from: April 8, 2015:

Mr. York made a motion to approve the non-public minutes as written. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. York made a motion to accept the certified staff renewals as presented. Mrs. Lepore seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Correspondence was received from Jason Guerrette, 11 Perry Court, regarding competency based education.

Correspondence was received from Kathleen Follis, 8 Mike Lane, regarding the proposed gas pipeline.

G. Approval of Draft Minutes:

- Public Session April 8, 2015

Mr. York made a motion to approve the public minutes of April 8, 2015 as written. Mrs. Lepore seconded. The motion carried 5-0-0.

H. Community Forum

There was no public input.

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I. Superintendent's Comments

The Superintendent was not in attendance.

II. REPORTS

A. School Board Comments

Mr. Barka congratulated Mr. Lecklider for his achievement in the Raider Run.

Mr. York commented that the CHS musical was very entertaining and included a nice improvisation of spoofing high school issues.

B. Student Representatives Comments

Shelby Chacos commented that students spent recent weeks practicing for the play at CHS; some students are working toward a day for an accomplished teacher at CHS; ten seniors were notified they would be recognized at the Academic Awards banquet.

C. Principals' Reports

- GMS

Mr. Thompson provided the GMS principal's report for the Board.

- LMS

Mr. Lecklider provided the LMS principal's report for the Board.

- CHS

Mrs. Rothhaus provided the CHS principal's report for the Board.

- NHIAA Thank You Letter

Mr. Bourque announced CHS received a letter from the NHIAA expressing gratitude for hosting the wrestling tournament this winter. Mrs. Rothhaus indicated they were very impressed with how well the event was run.

- 2015 Seniors Activity Guide

Mrs. Rothhaus provided a list of senior activities for the months of May and June.

D. Curriculum Report

Dr. Heon's curriculum report was provided for the Board.

E. Overview of Special Education Processes, Accommodations vs Modifications, Programs/Services

Mrs. Bandurski provided an overview of special education processes, accommodations/modifications and program/services for the Board. She presented the following information:

Special Education Process and Description

- Step 1: Referral

A referral can be made by anyone. A meeting must be held within 15 days of receipt of the referral. A team meeting is held with the LEA representative and parent(s).

- Step 2: Evaluation

If a disability is suspected by the team, the consent is signed and evaluations are conducted.

Mr. York asked how the need for services is determined. Mrs. Bandurski indicated it can be done through screenings, testing or evaluation.

Mr. York asked if there are cases where the process stops if the child is not eligible for services. Mrs. Bandurski commented there are sometimes additional interventions before proceeding.

(Step 2 Continued)

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Table 1100.1 in the NH Rules for students with disabilities references required assessments and qualified examiners. Districts must follow those guidelines. The district has 45 days to conduct evaluations with the possibility of a one-time 15 day extension.

Step 3: Determination of Eligibility

The team reviews all evaluation information and reviews the eligibility checklists to determine whether or not the student has an educational disability. If it is determined there is no disability the process stops. If there a disability exists, the team has 30 days to create an IEP.

Mr. Bourque asked if most students are identified in PreK or Kindergarten. Mrs. Bandurski indicated that there are students that have been identified in middle or high school. She commented that something could have transpired that caused the eligibility. She noted the majority of evaluations are conducted at the elementary school level.

Mrs. Lepore commented that the timeframes between the referral and the decision is up to 90 days, which is half the school year. Mrs. Bandurski indicated that it takes up to 75 days for the referral process.

Mrs. Lepore commented it could take up to 105 days for the IEP to be written and implemented. Mr. Bourque asked if there have been cases that have taken that amount of time. Mrs. Bandurski explained that it depends on the number of evaluations that are conducted. She commented it could take the full 45 days.

Mr. York asked if evaluations can be done online or are they required to be done by a professional. Mrs. Bandurski indicated that academic evaluations can be done by the Special Educator and School Psychologist, but most are conducted face to face.

Mr. York asked if we have trained individuals to administer the tests. Mrs. Bandurski indicated that the district has trained individuals and many evaluations are conducted in-district. She commented there are times we require more than what our district can do so we have to contract out, but it is infrequent.

Mr. York asked if the testing takes the educator away from their other students or instruction. Mrs. Bandurski indicated that the timing of the testing could be done in between blocks or at times when there is no instruction (class).

Mrs. Lepore asked if the district is required to follow recommendations from an outside evaluator. Mrs. Bandurski indicated whether recommendations are made by an independent evaluator or an in-district evaluator it is our job to review the information and decide if the accommodations are appropriate in our district or at an out of district placement.

Mrs. Lepore asked if this applies to 504 identified students. Mrs. Bandurski indicated these requirements are specifically for special education.

Mr. York asked about the difference between special education determination and 504. Mrs. Bandurski explained that if a student is identified as a 504, there is no alteration of curriculum; however, accommodations are provided within the classroom setting and sometimes particular services are provided as well. She indicated that special education is specifically designed instruction for an identified student who will have difficulty accessing regular instruction.

Step 4: Development and Approval of the IEP

The team creates an IEP that must include specific information pertaining to the child. The IEP is also presented to the family.

Step 5: Placement

The student is placed in the least restrictive environment where the IEP can be implemented.

Step 6: Ongoing Monitoring of the IEP

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Includes data collection, progress meetings, amendments (if necessary), and reports as often as report cards/progress reports are issued.

Step 7: Annual Review

An IEP can only run for one full calendar year. The team must meet to create an IEP for the following year.

Mr. York asked how we know the IEP has been administered properly and the information relayed to parents on a monthly basis is accurate.

Mr. Thompson commented that part of the IEP has specific benchmarks and those benchmarks are part of the quarterly reporting. He noted the benchmarks are created in advance.

Mr. York asked if the student does not reach the benchmarks is the program adjusted?

Mr. Thompson indicated an administrator is part of the team meeting. He noted IEP's are not routinely revised every quarter; however, a meeting can be held at any time to discuss revision. Mr. Thompson commented that reports are made every quarter and at the annual review the overall progress of the student is considered.

Mr. York asked at what age do IEP's begin. Mr. Thompson indicated that it can begin at age 3 as some students have early supports and interventions. He noted they are revisited annually.

Mrs. Bandurski commented that many IEP's are staggered and do not all run from September to September.

Mrs. Rothhaus commented benchmarks are annual and some carry over to the next year. She noted in an annual meeting we also look at what the student has achieved and their remaining needs.

Mr. Thompson indicated goals can be eliminated if they are no longer necessary.

Mr. Bourque asked who determines if and when a paraprofessional is needed.

Mrs. Bandurski indicated that there is a paraprofessional consideration form that the teams will use as a guide for the level of functioning and needs for the student(s). She commented that determination of assigning a paraprofessional depends on the level of need (i.e. safety concerns, communication concerns).

Mr. Bourque asked if Mrs. Bandurski is part of the team. Mrs. Bandurski indicated that she may not be part of the team. She commented sometimes case managers ask questions about decisions.

Mr. York asked who is responsible for the decision. Mrs. Bandurski indicated the team makes the decision and administrators are part of the teams. She noted there is an LEA representative on the teams who has to be able to make financial decisions. She commented once the parent(s) accept the plan, she cannot override it.

Teachers in the audience clarified that the LEA mentioned is not a Litchfield Education Association teacher.

Mr. Thompson clarified that LEA (in this case) stands for Local Education Agency, which is the district. He noted that we sign the IEP and guarantee that the needs are appropriate and needed by the student.

Mrs. Rothhaus indicated that at CHS they run CHAT meetings to discuss if there are any concerns about any students. She explained the CHAT team may ask for the IEP team to meet and request more support. She noted we cannot make that decision, but we can request or recommend.

Mr. York asked in the case of a new student evaluation, would the principal or assistant principal be a key person in part of that process to ensure the student is receiving proper support and looking at it in terms of how the School Board would be able to explain the process to the Budget Committee or the voters. He commented that we need to know that recommendations are coming from senior managers.

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Mr. Barka commented that our ratio of special education students is 15%-17%, which is the same as the state numbers. He asked if we had similar information from other districts. Mrs. Bandurski indicated she would have to ask other districts for their information as it is not provided.

Mr. York asked when the decision is made to bring an out of district placement back in-district. Mrs. Bandurski indicated that she is the case manager for out of district students. She explained that she looks at all the information and considers if the placement is meeting the needs of the student and if the IEP will work in the district.

Mr. York asked if those decisions are happening in order to make the correct budget projections. Mrs. Bandurski indicated all projections are made at the beginning of the year and many factors can impact those projections.

Mr. Barka commented that our statistics have increased over the last couple of years. He asked how much time administrators spend in IEP meetings. Mr. Thompson indicated on average an administrator can spend 10-12 hours in meetings.

Mr. Barka asked Mr. Thompson if not having a full time assistant principal prevents him from getting things done. Mr. Thompson indicated that it can be daunting, but we manage.

Mr. Bourque commented that it was brought up by the Budget Committee that all three schools fall in the category of not needing an assistant principal because enrollment is under 500 students. He asked how much more difficult it would be if each school did not have an assistant principal.

Mr. Thompson commented that principals would have to be in special education meetings approximately 25 hours per week. He indicated there are many times we have meetings prior to school vacations. He noted we would not be able to do it alone.

Mr. Lecklider commented that we spend a lot of time in meetings. He indicated there is also time spent outside of meetings managing situations with case managers. He noted that it consumes much time.

Mrs. Rothhaus concurred. She commented that we juggle a lot of things and when the school psychologist is out of the building and a student needs to be tested, the administrator has to handle it.

Mr. York asked if he was correct in understanding that the director relies on the school administrators to administer the daily operations of the special education program and if an outside set of eyes is need that is where the director enters the process.

Mrs. Bandurski confirmed Mr. York's summation adding that she is always supporting the process as special education teachers will come to me as well as the building administration. She indicated that she has LD certification and there are times when a meeting needs someone with that certification.

Mr. York commented that certain meetings require different skillsets.

Mr. Lecklider indicated that if we feel that a student is going in the direction of needing a paraprofessional then we have that conversation with the director.

Mr. Thompson commented that most referrals occur at the elementary level. He indicated it is a process with several meetings throughout.

Mrs. Bandurski provided a report reflecting the number of special education students, 504 identified students, and English Language Learners in the district. The report shows there are 225 special education students, 144 504 students, and 11 English Language Learners. Mrs. Bandurski commented that she spends time in the 504 determination meetings as well.

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Mr. Bourque commented that transportation costs have to be projected as well, but is often not known until the beginning of the year. Mrs. Bandurski explained we budget projections based on the current provider.

Mr. Bourque commented that because we had a large underspend for two consecutive years, one of the questions from the Budget Committee will be about the underspend. Mrs. Bandurski commented that it is all subject to whether a student comes back in-district or if a student or students have to placed out of district.

Mr. York commented that the Budget Committee allows flexibility with special education funds with the agreement that the money is returned to the taxpayers.

Mr. Bourque thanked Mrs. Bandurski for her presentation. He asked if she would provide to the Board the NH rules documents and gather information from surrounding areas regarding special education.

F. IT Update

Mr. Bourque commented that there are three applicants for the vacated IT Director position and interviews will be conducted at the beginning of May.

Mr. Markiewicz commented that there is a fourth applicant and the district will keep the job posted until the end of next week.

Mr. York believes the Board should encourage the administration to move forward with the Student Information System (SIS). He commented that Dr. Cochrane had concerns about its implementation at this juncture. Mr. York feels that the new IT Director should be able to have the skillset to carry that forward. He does not agree that we should take a step back.

Mr. Bourque commented implementation is a four month process. He suggested discussing the topic at the next meeting.

Mr. York commented if the new hire does not have the appropriate skillset we can wait to implement the SIS. He believes that the district will find a candidate with the necessary skillset.

Mr. Bourque commented that Dr. Cochrane can speak to this at the next meeting. He noted the Board can discuss whether to implement the new system or stay with the current system and the new upgrades, which would be a cost savings.

Mr. Markiewicz commented that Rediker has made upgrades that have brought the program up to the capabilities of the new SIS.

Mr. Barka was concerned that the plan may be abandoned because one employee resigns after so much time has been spent on this process.

Mr. York commented we would be hiring a company (Infinite Campus) to implement the program and the IT Director would oversee it.

Mr. Bourque indicated the topic will be discussed at the May 13 Board meeting.

G. Enrollment Report

The March 2015 enrollment reflects there are 1,431 students in the district, 74 grade 1 registrations, and 43 kindergarten registrations.

Mrs. Rothhaus mentioned she received an email today from International High School regarding Chinese students that can attend CHS.

H. Committee Reports

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- 1-to-1 Steering Committee

The 1-to-1 Steering Committee report was deferred to the May 13 meeting.

III. OLD OR UNFINISHED BUSINESS

A. School Start/End Times

Mr. Bourque commented that we would like to have a conversation with administrators regarding solutions for ensuring our students get to school on time next year with the reduction of one bus.

Mrs. Rothhaus indicated that there are students in the high school prior to 7:00 am. She commented that research shows elementary students should get to school earlier and high school students should arrive later.

Mr. Bourque commented that reports show high school students learn better with more sleep. He suggested a 9:00 am start time for CHS. Mr. Markiewicz commented that a later departure would impact extra-curricular activities.

Mr. York indicated that the existing schedule does not work. He suggested allowing high school students to find their own way to school or no after school buses. He also suggested starting the middle school later so high school can start earlier.

Mr. Bourque indicated ridership at CHS is low. Mrs. Rothhaus commented that time has been spent counting students on the buses, but it does not impact our cost.

Mr. York asked for the time buses arrive at the schools in the afternoon.

CHS: 2:30 – 2:35 pm; LMS: 2:05 pm; GMS: does not dismiss bus students until 3:05 pm. 2:50 pm parent dismissal and dismissal of students who have after school activities. Bus students are supervised until they are loaded on the buses.

Mr. York indicated it is difficult based on the existing routes for the buses to be at LMS for a 2:00 pm pick up, get to CHS on time, then GMS. He commented with the reduction of a bus they will not be able to cover the district without impacting elementary school departure time.

Mr. Markiewicz indicated there are two issues: the analysis reflects there is not enough time to do the runs; at CHS the bus company plots out schedules for the following year based on population. He noted we can project by bus pass numbers if we can manage that process better and sell bus passes over the summer. He commented we can provide that information to the bus company so they can properly assign buses.

Mr. York asked for the number of bus passes and parking permits sold this year. Mr. Perrault indicated that 169 parking permits were sold. Mrs. Rothhaus indicated that a bus pass count can be provided.

Mr. York commented that the key is getting better information to the bus company in a more timely fashion. He suggested providing the addresses of the students that purchase parking permits to the bus company. He believes the school start and end times are the problem.

Mr. Bourque commented ridership can change at any time. He indicated regardless if a student purchases a parking permit, the buses are still driving by the students' houses.

Mr. Thompson supported starting and ending earlier, but cautioned that the downside is parents' jobs.

Mr. Lecklider indicated the issue with the end of the day at LMS is the amount of time from dismissal until the late bus arrives.

Mr. York believes the administration should discuss the issue with their staff to try to come up with some type of solution.

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Mr. York asked Mrs. Rothhaus to keep track of how many students arrive to school between 7:00 and 7:15 am. Mrs. Rothhaus guessed the number would be approximately 200 students.

Mr. Bourque requested Mrs. Rothhaus track afternoon ridership. Mrs. Rothhaus indicated it is different for each season.

B. Policies – Revisions/Amendments:

- JLCF Wellness Policy

The revised Wellness policy was presented to the Board with their suggested changes.

Mr. Perreault (recognized by the Chair) commented on the intent of the wording “physical activity as punishment” in the policy. He was concerned that academic eligibility could be in conflict with wellness physical activity.

Mrs. Lepore agreed. She was concerned with the wording regarding not using physical activity as punishment. (*Food and/or physical activity shall not be used as punishment.*)

Mrs. Flynn indicated the Wellness Committee discussed the policy at length and suggested that the sentence be removed.

Mr. Barka made a motion to remove the sentence regarding not using physical activity as punishment. Mr. Bourque seconded.

Mrs. Lepore was concerned that the “punishment” referred to in the policy was taking away recess if a child(ren) misbehaves.

Mr. York commented that administrators have the ability to decide what is appropriate and what is not.

Mr. Barka made a motion to approve the Wellness policy as amended. Mrs. Lepore seconded. The motion carried 5-0-0.

C. Policies – 1st Reading:

- KBA Right to Know

The revised Right to Know policy was presented to the Board with their suggested change.

Mr. York suggested the policy be deferred until such time as Congress completes its work on the Right to Know law.

IV. NEW BUSINESS

A. Policies – Revisions/Amendments:

- IKF High School Graduation Requirements

The High School Graduation Requirements policy was presented to the Board. Amendments were made to the required number of credits needed in math for graduation and Diploma with Distinction information was added.

Mr. Barka made a motion to approve the High School Graduation Requirements amended policy. Mr. Bourque seconded. The motion carried 5-0-0.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Robin Corbeil, 4 Nesmith Court, asked about the ten new paraprofessionals referenced at Deliberative Session. She commented that there will be ten new paraprofessionals hired next year with no supervising special education teacher or case manager. She commented that a qualified special education teacher or case manager should be supervising these employees.

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Mrs. Corbeil expressed confusion regarding the technology discussion. She was concerned that the district hired a technology director who left after two months. She commented that the new SIS requires much training and back end support and was concerned that the Board expects to move forward with the SIS without having a technology director in place. Mrs. Corbeil indicated that the director has to be vested in the project and have the skillset for implementation.

Mrs. Corbeil expressed concern regarding the transportation discussion. She commented that we have seniors and juniors that have early release and late arrival and they do not have transportation.

Mr. Barka commented that Dennis Perreault was on the SIS selection team. He asked if delaying the SIS for another year would be effective.

Mr. Perreault commented that one of the considerations is if the database administrator position, which was approved on a warrant article, is not hired does the district lose that position.

Mr. Barka indicated that the district has until June 2016 to hire the database administrator.

Mr. Perreault commented it is logical to hire a technology director to provide input on the SIS the committee has chosen. He suggested giving the technology director the opportunity to bring in a person with the skillset the technology director may not have to implement the system. He indicated that Edline, for which he is the high school coordinator, is obsolete. Mr. Perreault noted he is not sure what upgrades Rediker has made, but it is difficult to work with. He indicated that Rediker's version of Edline is what we will be working with. He commented he would like to see the new SIS implemented, but much training will be needed. He noted a previous computerized program (My Learning Plan) roll out was disastrous because the staff was not adequately trained.

VII. 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 8:30 p.m. under RSA 91-A:II (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. (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. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. York, the Board returned to public session at 8:59 p.m. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes.

IX. ADJOURN

Mr. York made a motion to adjourn at 9:00 p.m. Mrs. Lepore seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

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Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

Nicole Quintana

April 22, 2015

Attachment to the April 22, 2015 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the April 22, 2015 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

From: Jason Guerrette

Date: April 20, 2015 at 9:28:34 AM EDT

To: bbourque@litchfieldsd.org, jlepore@litchfieldsd.org, dbarka <dbarka@litchfieldsd.org>, John York <jjork@litchfieldsd.org>

Subject: Fwd: **MUST READ for NH PARENTS & Board members: BoE member speaks out against Competency Based Ed**

Brian,

Could you please forward to your newest board member, I did not have her address handy.

I ask you all to please read this article objectively. There are a number a great points

Jason

Date: Apr 20, 2015 9:09 AM

Subject: MUST READ for NH PARENTS & Board members: BoE member speaks out against Competency Based Ed

> Maine State Board Member Heidi Sampson speaks out against the failures of Competency Based Ed in NH schools. She offers a critical analysis that we have not found from anyone on the NH Board of Ed or Dept. of ED. **SAVE THIS ONE!!**

> Where are the critical thinkers in NH??

>

> <http://nhfamiliesforeducation.org/content/maine-state-board-education-member-speaks-out-against-competency-based-education>

> Maine State Board of Education Member Speaks out AGAINST Competency Based Education

> Submitted by ... on 20 April 2015 - 7:27am

> My name is Heidi Sampson, I am a member of the State Board of Education in Maine. I am in no way speaking for the Maine SBE, but as a concerned citizen who has a vested interest in NH. I wanted to share information with the New Hampshire Legislators on the Competency Based Education model now being implemented in the New Hampshire Schools. Maine has been engaged in the same transformation although in Maine it's called Proficiency Based Education. The name is different but the problems will be the same because both models are based on the old and failed Outcome Based Education model which is part of the national redesign in public education.

> As you move forward with legislation on Competency Based Learning and Assessments (HB323) it's important to have this foundation of knowledge and history to carefully analyze whether you or your constituents really want this model in their local public schools. Ask yourself, when did any of your parents demand your local public schools transform to the old, failed Outcome Based Model? Chances are they did not. The driving force behind this educational transformation is the Nellie Mae Foundation. They heavily funded Non Profits in Maine to carry their water. Great School Partnership got its start with Nellie Mae grants for

their first 2 years. Contracts have indicated a sizable fee with no deliverables identified. Currently the legislature is considering a bill to repeal the mandate to implement Proficiency Based Diplomas.

> In Maine we began the process in earnest toward Proficiency Based Education that is identical to Competency Based Education. It was introduced on a large scale with the pilot program, Reinventing Schools Coalition (RISC). RISC was initiated in Alaska and implemented in California and Colorado. Their results have been nothing stellar, no evidence of academic improvement was apparent. In fact, many, many, three year comparisons showed downward trends in Math, ELA and Science at all grade levels. I have included a chart below from the pilot schools as well as some forerunners in Maine.

> RISC has morphed into MCL (Mass Customized Learning) prior to the states adoption of the Proficiency Based Diploma mandate LD 1422 which passed in 2012. All these approaches have the same philosophy in common. This is nothing new and has been around for generations being soundly rejected as a failure every time.

> Outcome Based Education decades ago was the last big push to change the nature and outcomes of our public education. It destroys traditional education, its methods, curriculum, and its means of assessment, time frames and goals. The Competency-Based model will only teach students what to think, not how to think. It will necessarily lower the bar in an attempt to equalize outcomes... and that never works.

> Competency/Proficiency are such a palatable words. Of course we want children to be competent or have competency or be proficient.

> The average citizen understands what these words mean; a high aptitude, to have expertise, knack or know how, to be highly skilled, talented and very capable.

> BUT what do the proponents of this effort really mean by competence/proficient?

> First, it is critical to understand an important distinction:

> • Competency relates to attitudes, responses, behaviors or actions easily scored on a machine.

> • Education involves much more, requiring well trained, experienced human beings to assess and score.

> These are not the same, yet we are led to conclude they are synonymous?

> The word selection is deliberately designed to neutralize the unsuspecting public and even legislators, so it will be embraced.

> So, what about where it has been tried? After billions of dollars and tremendous upheaval to school systems both large and small, the reformers have failed to deliver what they claimed. In fact, the failures were so complete that the systems were dismantled. This has happened in individual schools, districts, cities and states across this country. It happened in other countries.

> It's a challenge to keep up with all the changes in Maine education since our own Reform Act of 1984 and all of the ramifications of the federal programs; America 2000, Goals 2000, No Child Left Behind and now the infamous Race-to-the-Top. The consistent federal interference has not helped our state.

> There is no middle ground with the move away from a time and [Carnegie] unit based system. Schools have been moving away from teaching academics toward skills training - for workforce labor. Workforce development has nothing to do with self-selecting career choices and building a resume to that end. Workforce labor development is a pre-selected path based on external information, not driven by a student's dreams, desires or determination. This teaching model is a departure from Classical Approach for Education to BF Skinner's Behavior Modification model of education.

- > If an expectation is not met, a child must repeat the drill again and again until they meet the predetermined outcome. No need to prepare and no need to strive to do better; just do enough to get by and move on to the next standard. Subject matter will be broken down and compartmentalized. A set of pre-determined expectations are the gate keeper to moving to the next compartmentalized subject matter. No need to prepare; they just need to know how to properly respond by hitting the correct button. This will enforce compliance.
- > Does this sound like the development of creative, innovative and independent thinkers? Or does this sound more like training pigeons?
- > Does this sound like we are creating competitive opportunities for them? Please consider this:
 - > • Independent, creative students will become the job creators.
 - > • Students who can manage the pressure of competition will succeed and thrive with the future challenges they will face.
- > The highest achievers and lowest achievers are either disheartened or disenfranchised, respectively.
- > The incessant, constant testing of each tiny, segregated standard has disemboweled every subject matter.
 - > • Learning is not linear!
 - > • The whole picture is lost to them.
 - > • Truth and knowledge are irrelevant.
 - > • Students will be sorted and ranked using psychometric (behavioral) data collected.
 - > • A child's behavior, attitude, belief system and attributes will determine a child's 'value'
- > as human capital for the global labor market.
- > A premium is set for a student to know how to respond to a series of questions not what is of value and substance. The former is a subjective (opinion based) assessment; the latter is the only quantifiable (factual) assessment.
- > Like a rat navigating a maze in a lab, children are expected to navigate the useless information with a mouse to complete their test on time.
- > Behavior modification has nothing to do with true education, that of acquiring knowledge, using logic, or assessing truth. But this is the focus in education now, especially with competency based education.
- > There are indications students are learning less. I've included two sample High School Physics Exams. At one school (a forerunner for PBE), this year's Honors Physics seniors took a 2007 pre Proficiency Based Education basic-level Physics exam and most were unable to pass what the lower level class was able to complete 8 years ago. (See attached example of physics exams)
- > MAINE STUDY
- > Maine's Education and Cultural Affairs Committee commissioned a 2 year study to be conducted on this issue. David Silvernail and the USM Center for Education Policy, Applied Research, and Evaluation posted their work April 30, 2014 titled Implementation of a Proficiency-Based Diploma System: Early Experiences in Maine. Although this work was funded by the Nellie Mae Foundation, which strongly advocated for proficiency based education this report is not a glowing report. There evidence of success is lacking: "After an extensive review of the literature, it became evident that, while there are many conceptual pieces describing what a standards-based or proficiency-based education system should look like, there are few existing conceptual models that envelop all of the requisite elements for successful implementation. Furthermore, there is limited empirical evidence of the effectiveness of these

systems, which has resulted in school districts having little historical information and no clear evidence to guide them in developing the new diploma systems.” (pgs. 16-17).

> A related study cited within the same USM study stated: “In addition, this study's statistical comparison of a proficiency-based intervention programs to nonintervention programs revealed that the intervention group demonstrated lower academic performance.” (Lewis et al., 2013, p. 3-4).

> From a strictly objective scientific evidence piece of research, it would be necessary to have a separate study conducted that is not funded by Nellie Mae, the Gates Foundation or Educate Maine. All these organizations are self-propagating and the public is not receiving evidence that is unbiased or will help to further the cause of the funding organizations. If this system was highly ineffective, with the current studies, we would not discover this until it is far too late.

> In Maine over 100 districts are not prepared to properly implement the mandated Proficiency Based Diploma system and have therefore filed and received extensions. It seems a logical conclusion to assume the legislature was misled during the passage of LD 1422. This is not a surprise as they were only allowed to receive one perspective; only the potential of an unproven system.

> Now that we have been able to evaluate the policy closer and have had time to speak with stake holders; teachers, parents, students, college admissions personnel and special education professionals, we now have a much clearer picture of what a Proficiency Based Diploma system brings.

> “Our data suggest that an additional issue with local translation of external standards and state-level legislation was evident in the lack of consistency in the definition of key features necessary in developing and implementing proficiency-based diploma systems”. (pg. 49)

> The fact that curricula would have to change is another area that should be examined. School Boards are to a great extent completely unaware of what this is all about. In many Maine districts, the School Boards have approved “A Concept” which has given the administration; cart-blanc approval to bring in anything and everything without any accountability.

> If you want a system where teachers can teach and students can learn, imposing a learning culture and curricula based on an unproven ideology further clouded with problems of interpretation and implementation only complicates the goals.

> Conclusion

> We have now invested years in this experiment, with years to go; years of continued interruption and false hope for the parents and students. There will be more talks, presentations, demonstrations, slide shows and testimonials aimed at convincing us that we are on a path to improvement. But in the end, after the money is spent and changes have been made, after school boards and legislatures have changed, we'll discover what so many others did. Our Proficiency-Based model will collapse under its own weight. We can wait for that inevitability or we can do the right thing now.

>

>

> Scores Source: <http://www.greatschools.org/>

From: Kathleen Hegarty Follis
Sent: Wednesday, April 8, 2015 8:38 PM
To: Brian Cochrane; Derek Barka; Brian Bourque; Janine Lepore; John York; Nicole Quintana
Subject: Kinder Morgan pipeline

Good Evening,

I am writing because it is my understanding there was a brief discussion among members after I left. I would like to address some of what was brought up by the board.

First KM made it clear they had no intention of providing NH, never mind little Litchfield, with a supply pipeline. Therefore we will not benefit by bringing in a cheaper fuel source. This pipeline has two purposes: 1. to provide Massachusetts with gas (look at the maps, the pipeline is being re routed through small town NH because many towns in Massachusetts refused to let KM run through their towns and risk contamination of their wells. It briefly touches in Dracut MA before jumping north and traveling through us among others before returning back to Ma); 2. To export gas for high financial gain to KM. No where is there a benefit to Litchfield.

Next yes it is true Litchfield will receive approximately \$280,000 in revenue from KM the last I heard. However that \$280,000 will need to offset rises in insurance for the town and possibly school, loss of tax revenue for the land taken from homeowners for the barrier, and loss in tax revenue when houses along the route decrease in value. Furthermore do you truly think Litchfield will continue to have a 2 man fire dept with part time coverage on the weekends with a 3 foot pipeline running through town? I anticipate new gear and other equipment to be needed in order to be prepared for an issue. So how much revenue will be there after that?

Also yes it is true the pipeline will run along the power lines. That alone should be concerning....would you combine high tension power lines and gas? The pipeline will be buried 3 feet below ground, at least that is the proposal currently. However ground water impacts the lines, and if you've taken a look along the power lines now there is a lot of ground water lying there. So will the lines remain underground?

KM has a long history of not maintaining their pipelines resulting in leaks or worse. They have been penalized for not replacing damaged lines, not inspecting lines, and not correctly marking lines resulting in other companies hitting the lines and causing explosions. This is just a few from a short list.

I have attached a few pictures of the proposed pipeline. In the pictures you can see the fields of the schools. Other concerns voiced in similar towns is how fast any type of gas related fire will travel through our town. All the towns around us have been working to keep this pipeline out of their town...ask yourselves why.

I did make a mistake when I spoke, I meant to say within 500 feet of the impact zone. I apologize.

Sincerely,
Kathleen

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for May 13, 2015

(approved as amended 5-27-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member (*excused*)
John York, Board Member (*excused*)
Nicole Quintana, Board Member
Dr. Brian Cochrane, Superintendent
Gordon Graham, Attorney
Mrs. Devin Bandurski, Director of Special Services
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

A. NON-PUBLIC SESSION RSA 91-A:2I (b) 6:00 p.m.
[Minutes of Non-Public Session are written under separate cover.]

The Board entered into closed session at 6:25 p.m. under RSA 91-A:2I (b) I. For the purpose of this chapter, a "meeting" means the convening of a quorum of the membership of a public body, as defined in RSA 91-A:1-a, VI, or the majority of the members of such public body if the rules of that body define "quorum" as more than a majority of its members, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously, subject to the provisions set forth in RSA 91-A:2, III, for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power. A chance, social, or other encounter not convened for the purpose of discussing or acting upon such matters shall not constitute a meeting if no decisions are made regarding such matters. "Meeting" shall also not include: (b) Consultation with legal counsel.

Closed session ended at 7:15 p.m.

I. PUBLIC SESSION

A. Call to Order

Mr. Bourque called the meeting to order at 7:25 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from: April 22, 2015:

Mr. Barka made a motion to approve the non-public minutes of April 8, 2015 as written. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. Barka made a motion to accept the resignation of Hillary Paro, Behavior Specialist. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Tom Duer, IT Director and to release him from his contract. Mr. Barka seconded. The motion carried 5-0-0.

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Mr. Barka made a motion to accept the resignation of Natalie Umpierrez, Spanish teacher. Mr. Bourque seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

- CHS Boosters – Trophy Case

Cara Gannon and Kathy Dyer presented a request to the School Board for a new trophy case at CHS for athletic awards. They indicated that funds for the new trophy case will be provided by the Booster Club and will be installed near the gymnasium.

Mr. Barka pointed out that the proposal for the trophy case notes that the cost may exceed \$5,000. He commented according to Board policy regarding public gifts and donations, a public hearing must be held for any gift valued over \$5,000.

Mr. Barka made a motion to grant approval to the CHS Booster Club to move ahead with the new trophy case proposal for CHS, subject to a public hearing. Mr. Bourque seconded. The motion carried 3-0-0.

F. Correspondence

- Hudson VFW Loyalty Day Awards

Dr. Cochrane announced that Lisa Lasocki, an outstanding FACS teacher at LMS, received the 2015 Hudson Loyalty Day Award.

Mr. Barka mentioned that correspondence was received from Jason Guerrette, 11 Perry Court, regarding an article about a Hooksett teacher that opposes Common Core.

G. Approval of Draft Minutes:

- Public Session April 22, 2015

Mr. Barka made a motion to approve the public minutes of April 22, 2015 as written. Mr. Bourque seconded. The motion carried 3-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

Dr. Cochrane commented that HB 323 will be voted in the State Senate tomorrow. He explained that the bill would allow the use of the SAT instead of the Smarter Balance Assessment in grade 11, and would allow competency based assessments in place of Smarter Balance Assessment in grades 3-8. Dr. Cochrane commented that the Superintendents at the recent South Central meeting were almost unanimously in favor of this. He indicated if the bill does not pass the opportunity will not exist.

Dr. Cochrane mentioned he received an email from Chief O'Brion regarding the possibility of a grant for Cop Sync. He suggested this be discussed at a June meeting.

II. REPORTS

A. School Board Comments

There were no School Board member comments.

B. Special Services Update

Mrs. Bandurski provided updates on the following items:

- Behavioral Specialist Position

Mrs. Bandurski commented that the Behavioral Specialist resigned recently. She proposed to expand the candidate search for the position to include a school psychologist that has fundamental knowledge of behavioral in an educational setting. Mrs. Bandurski indicated that special education numbers have increased. She noted we have a psychology intern and a school psychologist would be able to provide counseling and behavior support plans. Mrs.

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Bandurski commented that there is a school psychologist at each school, but the psychologist at LMS is also used for evaluations.

Mr. Bourque asked who would service the students with behavioral issues if a school psychologist is hired instead of a behavioral specialist. Mrs. Bandurski indicated that most of those students are now on track and only require monitoring; however, there are a few that may need contracted services for development of the plan.

Dr. Cochrane indicated having someone certified is preferred. He commented that progress has been made with behavioral plans to date. He noted that supporting those plans is necessary and the proposal to expand the search to include a psychologist would provide a dedicated person in each building supporting the functions we need.

Mr. Barka commented that when we hired this person it was intended to keep more students in-district. Mrs. Bandurski commented this position addressed a range of educational disabilities and the best way to serve our current population is to have a school psychologist.

Dr. Cochrane commented that we are informing the Board prior to posting for the position. He noted there would be very little budgetary impact.

- Projected Pre-School enrollment and staffing implications

Mrs. Bandurski commented that the district must have early childhood classrooms and special education classrooms. She indicated we are starting the 2015-16 year with three full session in special education preschool. She was concerned because there have been 15 referrals in PreK. She noted that an additional PreK teacher was requested in the budget and was removed. Mrs. Bandurski proposed to set aside the carryover grant funds to use for an additional PreK teacher.

Mr. Bourque asked if this would be a new position. Mrs. Bandurski indicated that it would be a new position.

Mr. Barka asked if that would increase the budget. Dr. Cochrane indicated that this would be required by IEP's and would be funded with federal funds. He commented that enrollment is increasing in PreK (in part) because we are identifying more 3 and 4 year old children.

Mrs. Bandurski commented that our program is capped at 15 per session and we have had trouble shuffling sessions in the past. She indicated this is a possible resolution.

Dr. Cochrane indicated that the purpose of bringing it to the Board this evening was to inform the Board there is a certain need of this position. He commented he would like the Board's approval to work with the HR Director to post this as an anticipated position.

Mr. Barka commented if the budget is approved for a certain amount that is all we can spend. Dr. Cochrane indicated that federal funds does not impact Fund 10.

C. CHS 1:1 Pilot Update

Dr. Cochrane provided an update on the CHS 1:1 pilot. He indicated that the devices are being tested and based on a conversation with Mr. Ballou we expect specifications on two devices by the end of this week. He noted that teachers involved in the pilot are Mr. Ballou, Mr. McDonough, Mr. Cooper, Mr. Flynn, Mr. Bamford and Mr. Keefe. Dr. Cochrane commented that tablets were considered, but most schools are moving toward Chromebooks and he expects the recommendation will be for Chromebooks. He indicated that work over the next two weeks will consist of goals and expectations and that Student Information Night is being planned for the end of May/beginning of June when students and parents will be informed about the pilot, plan and associated cost. Dr. Cochrane commented the last step will be parents/students signing the agreements and scheduling students in the classes.

D. IT Director Search Update

Dr. Cochrane provided an update on the search for an IT Director. He indicated that a nomination will be brought forward in non-public session.

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E. Student Information System (SIS) Update

Dr. Cochrane provided an update on the Student Information System. He reported he had two conference calls with Infinite Campus and more detailed conversation about the process. He commented that there is much going on in the district over the summer (i.e. VOiP at GMS, VMWare, wireless at CHS, security upgrades). He indicated that it appears the first few weeks of work on the SIS would not be technology work; rather it would be data extraction, formatting the data for a seamless transition and ensuring the integrity of the data. Dr. Cochrane commented that it is hopeful we can begin the extraction this week and have some idea of how much can be done without imposing on IT. He indicated further training may be needed by the vendor. He noted that a meeting is planned mid-week to determine if the SIS will be brought forward. Dr. Cochrane mentioned that all the finalists for the IT Director position were existing school district employees who support student information systems.

F. 2014-15 School Calendar

Dr. Cochrane discussed with the Board options for the date for the last day of school in Litchfield. He informed Mr. Cooper, LEA President, he would like to meet and discuss options for the end of the year and come back to the Board at the next meeting with a recommendation.

G. Committee Reports

• **Budget Committee**

Mr. Bourque reported that the Budget Committee met on April 26 and presented a suggested calendar for the budget process. He indicated that Committee members asked if the district can move the date the budget is reviewed with the Budget Committee up to November 5. He noted he had a conversation with Dr. Cochrane and Mr. Markiewicz regarding their request. Mr. Bourque reported the Budget Committee would like to establish dates for school tours again this year.

III. OLD OR UNFINISHED BUSINESS

A. School Start/End Times

Dr. Cochrane commented that he read through the April 22 Board meeting discussion regarding school start/end times. He noted it was a far ranging conversation. He recommended tasking Mr. Markiewicz to go back to First Student and re-analyze those times. He suggested the need for community input.

Mr. Bourque indicated that Mr. Markiewicz is gathering rider counts.

IV. NEW BUSINESS

There was no new business.

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 by Mr. Barka, the Board entered into non-public session at 8:00 p.m. under RSA 91-A:II (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. (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; Mr. Barka, yes; Mrs. Quintana, yes.

VIII. RETURN TO PUBLIC SESSION

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Upon a motion by Mrs. Quintana, the Board returned to public session at 8:36 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mr. Barka, yes; Mrs. Quintana, yes.

IX. ADJOURN

Mrs. Quintana made a motion to adjourn at 8:37 p.m. Mr. Barka seconded. The motion carried 3-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

Nicole Quintana

May 13, 2015

Attachment to the May 13, 2015 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the May 13, 2015 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

From: Jason Guerrette <sts3717@gmail.com>
Date: May 13, 2015 at 5:08:10 PM EDT
To: dbarka <dbarka@litchfieldsd.org>, John York
<jyork@litchfieldsd.org>, jlepore@litchfieldsd.org, bbourque@litchfieldsd.org
Subject: Fwd: Hooksett Teacher: Why this teacher opposes Common Core

Good afternoon

Very interesting article. As we continue to progress in the wrong direction more and more professionals are daring to speak out.

Please keep an open mind and read objectively.

Please forward to all Board members.

Jason

----- Forwarded message

Date: May 13, 2015 4:46 PM

Subject: Hooksett Teacher: Why this teacher opposes Common Core

Cc:

> <http://www.unionleader.com/article/20150513/OPINION02/150519674&template=mobileart>

>

>

> May 12, 2015 10:49PM

>

> Another View -- Diane Sekula: Why this teacher opposes Common Core

> By DIANE SEKULA

>

> A recently published article stated that Common Core was a flashpoint for conservatives. I disagree with this statement. This is not a partisan issue.

>

> I come from a staunch Democrat family. By most people's standards, I would be considered liberal. I am also, however, very much against Common Core. Public dissatisfaction with Common Core is not a partisan issue. It is a matter of importance for anyone interested in doing what's best for the children of New Hampshire.

>

> Recently both the New Hampshire House and Senate passed House Bill 101, a bill prohibiting the state from forcing school districts to implement Common Core standards. It is shameful that Gov. Maggie Hassan did not listen to the voices of New Hampshire citizens who spoke loudly and clearly in support of this bill. Instead, she vetoed it.

>

> This is what I predicted would happen. Gov. Hassan is a strong supporter of Common Core. In

fact, the governor is the vice chair of the National Governors Association's Education and Workforce Committee, a nonprofit, special interest group that controls the Common Core copyright.

>

> Gov. Hassan is quoted as saying, "As this bill has no practical impact, its purpose appears to be that of sending a message and it's the wrong message."

>

> As a teacher who both taught in two places where competency based education and teaching to the test were king; the former Soviet Union with the Peace Corps (Moldova, '99-01), and Texas, and as someone who could not wait to return to New England with the hopes of avoiding this type of "education," I beg to differ with the governor's opinion.

>

> I am furthermore very disappointed, discouraged and angered. As a parent and teacher, I see the negative impact of Common Core on a daily basis. New Hampshire should be offering its public school children a proven curriculum, not Common Core.

>

> During my time teaching with the Peace Corps, Moldova was at a point of transitioning from a Communist society to a democratic society. I was instructed to help teachers incorporate opportunities for individual thinking and creativity into their lessons, as this was not done under Soviet rule.

>

> Under Soviet rule, everyone was taught the same thing, testing was everything and you were labeled because of it. Teachers and students were still largely operating through this system while I was there. I would hear comments from teachers such as, "Don't bother with him, he can't do it." There was no discussion of individual learning differences, the impact of hunger, other outside influences or whether the standards, lessons or materials were working. Is this not what we have now with Common Core?

>

> The day last fall when I heard that administrators went around to math teachers' classrooms at my school and took away their old texts, manipulatives and other materials, leaving them only with the new, Common Core-aligned math materials, my blood froze. What happened to differentiation, professional experience and judgment, and inspiring students with creative and fun lessons?

>

> What about teaching moments? What if the students had their own questions they wanted to investigate and solve?

>

> At that time, I was not yet completely against Common Core; I was keeping an open mind. That day, coupled with too many other similar and unfortunate events, has formed my opinion.

>

> I have yet to figure out how, with its associated one-size-fits-all standards, scripted lessons, mandated tests, mandated standards that are copyrighted and can only be minimally changed, and silencing teachers who question this, Common Core is good for New Hampshire children.

>

> However, I'm sure that, although Gov. Hassan has no teaching experience, Common Core and its associated testing have been shrouded in secrecy and require data collection, the likes of

which have never before been seen in America, standardized testing companies and executives are making billions off of this transformation.

>

> The Derryfield School refers to Common Core as inferior, and Philips Exeter will never use Common Core. But the governor believes everything is just fine and we should continue the path we are on. Clearly, the governor knows better than I.

>

> Diane Sekula of Londonderry is a teacher in Hooksett.

> - See more at:

<http://www.unionleader.com/article/20150513/OPINION02/150519674&template=mobileart#sthash.ZP67tT9P.dpuf>

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for May 27, 2015

(approved as written 6-10-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Nicole Quintana, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum & Instruction
Mr. Jason Pelletier, Director of IT
Mr. Scott Thompson, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mrs. Laura Rothhaus, Principal, CHS
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:33 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Move Business Administrators Report before Principals Report.

D. Summary of Non-Public Actions from: May 13, 2015:

Mr. Bourque made a motion to approve the non-public minutes of April 22, 2015 as written. Mrs. Quintana seconded. The motion carried 3-0-0.

Mr. Barka made a motion to accept the nomination of Jason Pelletier as Director of Technology for the district for the 2015-2016 year. Mrs. Quintana seconded. The motion carried 3-0-0.

Mr. Barka made a motion to accept the resignation of Elizabeth Dodd. Mrs. Quintana seconded. The motion carried 3-0-0.

Mr. Barka made a motion to accept the resignation of Laura Moody. Mrs. Quintana seconded. The motion carried 3-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

Mr. Lecklider announced that Carolyn Leite, Band teacher at LMS, received the NH Band Director of the Year award; and Lisa Lasocki, FACS teacher at LMS, received the Hudson/Litchfield VFW Loyalty Award.

F. Correspondence

Correspondence was received from Jason Guerrette, 11 Perry Court, regarding Smarter Balance Assessments; And Kristen Baker, 2 Waterview Circle, regarding the dress code with concerns about inequity across the student population.

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G. Approval of Draft Minutes:

- Public Session May 13, 2015

A minor revision was made to the minutes.

Mr. Bourque made a motion to approve the public minutes of May 13, 2015 as amended. Mr. Barka seconded. The motion carried 3-0-2, with Mr. York and Mrs. Lepore abstaining. .

H. Community Forum

There was no community input.

I. Superintendent's Comments

Dr. Cochrane mentioned that HB 323 was approved. He commented the final version should allow the use of the SAT for the grade 11 assessment instead of Smarter Balance next year. He noted that this is subject to the State getting a waiver from the US DOE. Dr. Cochrane indicated this has the unanimous support of Superintendents. He commented that PACE is a competency-based assessment model that districts can join. This involves schools in local competency based assessment which are part of the grading system. He mentioned that several schools have applied for the pilot. He indicated that grade spans will be tested and the expectation will be that all cores subjects are tested.

Mr. York asked if this would affect the Common Core assessment. Dr. Cochrane indicated that it would replace Smarter Balance at the same grade levels for the PACE districts.

Mr. York asked if the high school is going to continue running SAT prep classes or if they would be sponsored by the school. Dr. Cochrane indicated that SAT is moving toward a measure of typical high school curriculum and what is done in class should prepare students for the test, but that we may still offer the course.

II. REPORTS

A. School Board Comments

Mr. York commented that he was unable to get the draft minutes prior to Friday (before the meeting). He suggested that draft minutes be sent to Board members who miss a meeting.

B. Student Representatives Comments

The student representatives were not present.

C. Technology Report

Dr. Cochrane introduced Jason Pelletier to the Board as the newly hired district Director of IT.

- Network and Infrastructure

Dr. Cochrane commented that he shared a study on the network and infrastructure with Mr. Bourque and Mr. Barka. He indicated Mr. Pelletier is in the process of determining what we need to get done and when. He noted that he expects to have some solid information regarding VoIP in a short period of time. Dr. Cochrane reported that some work needs to be done with patches and updating the servers. He indicated some consultants will be looking at issues with VMWare, the LMS library, building access and the wireless at CHS. Dr. Cochrane commented he is under the impression the School Board approved of hiring the Database Administrator.

- Student Information System

Dr. Cochrane provided an update on the Student Information System (SIS). He noted that Mr. Pelletier has been involved with some of the conversations. He indicated that they looked at the viability of moving to Infinite Campus. He thanked Ms. Bielawski and the Administrative Assistants in the schools for their assistance in determining the viability of implementation of the SIS. Dr. Cochrane mentioned that Edline does have a web-based gradebook, but it does not have the functionality the district needs. He indicated that the district has a good chance of the SIS implementation relative to the database to for attendance, student discipline records and web-based real time teacher gradebook. Dr. Cochrane noted that this would involve the key administrative assistants who work in Rediker and determining how our work aligns with the fields in Infinite Campus.

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Dr. Cochrane reported that Ms. Bielawski completed the extraction of some of the first year of data and will begin working on the second list. He indicated that to get the work done it will require paying the administrative assistants overtime and allowing them to extend their vacation after the start of the school year. He noted they are supportive of the schedule. Dr. Cochrane indicated the district will need to have both Rediker and Edline contracted for a period of time.

Mr. York commented the goal is to have all the information we are required to have under the law in the new system.

Dr. Cochrane indicated that the historical data extraction and entry can be done later in the year. He noted report cards need to be set up. He mentioned the district has been setting aside eRate money and may have to contract more of that work out. He commented the implementation of the student/parent portal may not be functional until well into the year.

Mr. York asked if the costs for the work over the summer are being covered from this year's underspend. Dr. Cochrane indicated that may be a possibility. He noted the cost for Infinite Campus would start from the day we begin. He indicated that the FY16 budget would carry the annual subscription fee, but whatever we get done during this fiscal year can be out of this budget, with the assumption that the Board would like us to move forward and make this a priority. Dr. Cochrane noted that the Learning Management System is integrated with Google Drive and may not go into functionality until year two. He commented this is subject to hiring a Database Administrator.

Mr. Bourque asked about the work that would be done for August 1. Dr. Cochrane commented we have to decide if we will try to transition at mid-year. He indicated his concern is staff who have gradebooks in Edline. He noted we have to train them in how to set up in Edline until the start of the school year, then a whole day of professional development for the new SIS.

Mr. York commented that we have educators at the highest level and expect our students to be challenged every year. He asked the School Board to support the implementation of the new SIS. He was hopeful that the system would be up and running by August 1. Mr. York commented if we have to move the professional development up earlier in the school year the Board can consider it. He believes that implementation is possible with the proper amount of lead time. He believes that this is important enough for the district to invest the time.

D. CHS 1:1 Update

Mr. Perez, Assistant Principal at CHS, provided an update to the Board regarding the 1:1 pilot. He reported that a prep meeting was held on May 25 and the next meeting will be held on June 3. He noted at the next meeting we plan to complete the 1:1 device integration, discuss/complete the 1:1 pilot evaluation tool, and discuss a device for the pilot. Mr. Perez indicated that potential devices were tested by Mr. Ballou and three other teachers. He reported two devices were recommended for the committee to look at: Samsung and Toshiba, 13" Screen, 4GB, 15/32 GB Hard Drive. Mr. Perez commented that members of the committee visited Burlington High School for a 1:1 Technology Summit where they received a demonstration of the 1:1 technology in that school. He noted that Winnacunnet High School has recently completed their first year of a 1:1 program and the committee would like to plan a visit to that school.

Mr. York asked if a meeting has been scheduled with parents regarding the 1:1 pilot. Mrs. Rothhaus indicated that we met with the incoming freshmen and Dr. Cochrane spoke to parents about the pilot.

Mr. Perez commented that the parents asked several great questions.

Dr. Cochrane commented that an information packet will be prepared and Mr. Pelletier, Mr. Ballou and the other teachers involved in the pilot will be on hand. He indicated that the purchase system needs to be put in place and administrative controls explained.

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Mr. Pelletier commented you have the option to manage your device with Google. He indicated that with Chromebooks certain things (apps) can be provisioned. He noted it is a good way to asset tag and have better inventory. Mr. Pelletier commented that it makes a more seamless environment for students and teachers.

Mr. York commented the anti-virus and malware software on the devices will stop them from going places they are not allowed.

Mr. Pelletier indicated that there are things we can add to help with filtering. He suggested another method is to put downloads into a repository and they can pick from what is in there, which is safer than surfing the internet.

Mr. York indicated that is the way they had it set up in Burlington. He noted that if someone went to a website that was not allowed IT was alerted and the sites were shut down.

Mr. Pelletier commented that many filter systems have that functionality where IT will be alerted if staff or a student go to sites that are not allowed.

Mr. Barka commented that he was under the impression student will have to purchase their devices. Dr. Cochrane indicated there are different methods: lease or purchase and sign an agreement that the district controls the device. He commented that there is also the flexibility if a students want to download apps they can submit the request and ask to have them added to the approval list.

Mr. Bourque asked if the committee has discussed measurable goals. Mr. Perez indicated the template was designed with goals in mind. Dr. Heon clarified we determined the minimal expectation for this year so we are not overreaching. She noted there are future expectations.

Mr. York requested to see the final product with information regarding the goals and how they will be measured. Dr. Heon indicated that it is planned to be brought before the Board.

E. Curriculum Report

Dr. Heon provided the May curriculum report for the Board.

- PERC Recommendations (Consent Agenda)

Dr. Heon presented recommendations from PERC for Board approval.

Mr. York commented there are many recommendations from PERC and asked if approval was needed today.

Dr. Heon indicated approval is needed tonight so she can set up the purchases. She explained she worked vigorously with all the committees and have unanimous decisions from teams and departments for these resources. She commented that some of these are immediate payments and some are not, but costs need to be negotiated. She indicated that much research has been done on these items.

Mr. Barka asked Dr. Heon to elaborate on Project Lead the Way.

Dr. Heon made the following statements:

The students will get access to all the resources this non-profit organization offers. It is full year access, with Launch (new elementary portion), Gateway (middle school portion) and Engineering (high school). The K-12 pathway resources match our draft revision of the science curriculum frameworks. With grant money, three teachers can be sent for training as lead teachers. It is a small cost for access to an enormous, regularly updated, web-based resources.

Dr. Heon also expressed she would like to expand into the computer science module as well. She believes this is a weakness the district needs to develop.

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Mr. Barka asked if this would complement or replace our computer program at the high school. Dr. Heon indicated this would be to replace Introduction to Computers as a full year course is needed. She was not sure the teacher/person would be trained this year.

Mr. Barka asked if the students would be able to take the class if someone is not able to be trained over the summer. Dr. Heon indicated that it is a hands on course and the teacher needs to be trained.

Mr. York was concerned that students moving toward the high school may or may not be interested in the courses offered. He asked if four classes will be available for each of these career fields.

Dr. Heon indicated that would be overly ambitious unless we have many more teachers. She explained that the vision is to begin by enhancing engineering and add computer science, then determine if we can add from there.

Mr. York commented he would like to know if there is a teacher currently on staff that can teach each one of these courses, and if there is not, what would be the goal to fix that. He indicated that the Board is being asked for a vote of approval on the process, and if the only classes we can offer are engineering and computer science what is the direction from there?

Dr. Heon clarified that it is part of the contract for us to offer these specific courses, but to offer them teachers have to be trained. She indicated that she can provide the money for the professional development.

Dr. Cochrane commented we have shifted registrations where more students are registering for science. He noted it is a three to five year plan. He indicated it makes sense to begin with two courses students entering high school will take.

Dr. Heon indicated that the cost structure consists of \$700 for K-4; \$700 for 5-8; and \$3,000 for 9-12, with unlimited access to their training resources. She commented it is possible that the grade 8 science teacher may go to training for the middle school program Gateway.

Mr. York asked if we would expect the student to take the next level course in year two. Dr. Heon commented that she would like that, but we have to have the teachers to train.

Mr. Barka commented that the book recommended about the Constitution seems controversial because it is a single person's interpretation.

Dr. Heon believes this is not controversial, but an in depth study of the Constitution. She commented that Mr. Perreault is the leading expert on the Constitution and studied the book thoroughly. She noted Mr. Perreault believes it is important for students who signed up for the course, which would be used similarly to the Honors or AP course. Dr. Heon indicated he will use things like the Federalist Papers.

Mr. Barka commented that the lexile scores are a bit low for the Discovering Our Past book. Dr. Heon indicated that the evaluation gauges the readability of the book, which is not covered on the lexile level. She suggested consideration of the technical vocabulary. She noted many of these books have restructured pages and are now more appealing to students.

Mr. Barka made a motion to approve the PERC recommendations on the consent agenda. Mrs. Quintana seconded.

Mr. York commented that the direction of the Board was to get these items to the Board members as quickly as possible. He indicated the items were posted to the online packet on Friday. He noted that PERC recommendations did not come up at our last meeting. Mr. York commented that we have direction for adequate reviewing time in place so that the Board and community members can review the materials as well. He indicated that if the Board approves the materials tonight and anyone has reason to object, they may express concern, but the vote will already have been taken and the process will move forward.

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The motion carried 4-1-0, with Mr. York opposing.

Dr. Heon commented we have 20 classrooms that do not have access to projectors or smart boards. She proposed providing these rooms with a projector that has infrared ability so the teachers can make use of digital access. She indicated with Mr. Pelletier's assistance, we were able to find these units, which are less costly than smart boards.

Mrs. Quintana commented that conceptually it is a good idea, but to hook a desk top computer up to that unit means it would have to be in the middle of the classroom and there are many wires.

Mr. Pelletier indicated that they would be permanently mounted with no loose wires.

Dr. Heon noted in some classrooms we can provide teachers with a handheld device to aid in interactive functionality.

Dr. Cochrane indicated the units are less than half the cost of smart board and have more than 90% of the functionality.

F. Principals' Reports

Principals' reports were provided for the Board to review.

- 2015-2016 Student Handbooks and Changes

Principals presented changes to the 2015-2016 student handbooks.

- GMS

Mr. Thompson presented handbook and changes. He indicated there are a small amount of revisions. He commented that when the handbook file is sent to the printer they reformat the document and the page numbers are always wrong. Mr. Thompson indicated that consideration is being given to either have the handbooks repaginated by the school office or removing the page numbers and listing the sections in the table of contents. He commented there are some changes in language in some sections; the language regarding the 'contract' has been removed from the Library section; and wording regarding standardized assessment has been updated.

Mr. York suggested that the policies be removed from the agendas to make the printing less expensive.

Mrs. Quintana suggested that a waiver be sent to parents to inform them that the policy manual is online.

Dr. Cochrane commented that we are required to provide parents notification of our policies and this becomes our method for notification. He indicated the SAU office will check with legal counsel.

- LMS

Mr. Lecklider noted that in past policies embedded throughout the handbook. He indicated the policies will now be referenced throughout the handbook, but will be placed at the end of the handbook in an appendix. Mr. Lecklider reported that language under Make Up Work (page 11) has been changed to reflect flexibility in dealing with students on a case by case basis; dates for Edline were updated; language under Standardized Testing was updated and the timeframe was revised.

Dr. Cochrane suggested including a disclaimer with Edline, such as 'for availability updates, please check the school website'.

Mr. Lecklider indicated that it has been a good year with the students, climate and culture of the school. He noted it has trended positively over the last three years.

- CHS

Mrs. Rothhaus thanked the School Board members who attended the Academic Excellence banquet. She noted 10 students were recognized and the event is one of the highlights of the year. She indicated that CHS has received F1

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status from International High School and Shawn McDonough was honored by the Governor as the 2015 Running Start Teacher of the Year.

Mr. Bourque mentioned that it was interesting to see the data sheet regarding courses the students are taking. Mrs. Rothhaus indicated she will continue to provide the updates.

Mrs. Rothhaus reported that changes to the handbook included: date changes, increase in GPA for the National Honor Society, main office contact number, and academic eligibility language. She indicated that there was some confusion regarding athletic eligibility and the requirement for academic performance. She noted that if a student cannot engage in athletics because of failing grades, even if they recover in that quarter they cannot re-engage in athletics in that quarter.

Dr. Cochrane referred to the wording regarding insubordination in the handbook and indicated that the definition of insubordination in the handbook is incorrect. He suggested that this issue was raised last year and according to notes from that meeting, the language should have been corrected. Dr. Cochrane referred to the section regarding contraband and suggested “beepers and pagers” be removed as students no longer carry those items.

Mrs. Rothhaus agreed with Dr. Cochrane’s suggestions.

Mr. York asked if there have been any problems with the dress code.

Mr. Perez indicated there have been some issues. He commented that the administration is trying to promote the practice of teachers who notice dress code violations to email him or the nurse to request they evaluate the student’s outfit. He noted since the weather has been getting warmer the dress code violations have been increasing. Mr. Perez mentioned that he spoke to 6 or 7 girls for wearing thin spaghetti strap shirts and one who was wearing a very short skirt.

Mr. York asked if it is just girls who are getting reprimanded for violations.

Mr. Perez indicated that boys are reprimanded for violations. He noted that he has to tell boys on a weekly basis to pull up their pants or put their hats away.

Mrs. Rothhaus indicated that most of the students dress appropriately and it is just a few students who violate the dress code.

Mr. Barka asked about the most frequent offenses.

Mr. Perez indicated that skirts have been too short since the weather has been warmer. He noted that during the winter the issue was very tight leggings without a long shirt. Mr. Perez commented he always makes sure he has Nurse Baker or Mrs. Callinan present when speaking to a student regarding the dress code.

Mr. Bourque commented that there are offenses at every school.

Mr. Barka asked Mrs. Quintana and Mrs. Lepore if they feel the dress code discriminates against females.

Mrs. Quintana commented that every argument has two sides. She indicated she can understand the argument that the clothing is too revealing and the argument that it is teaching the girls it is okay for a boy to object. Mrs. Quintana noted there are some very nice outfits that have spaghetti straps and are not meant to send the wrong meaning. She commented it is difficult to differentiate.

Mrs. Lepore commented the styles for boys are so different than what is disallowed in the dress code for girls. She noted that she does not feel it is discrimination.

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Mrs. Lepore commented on the academic excellence event. She indicated it was a wonderful event and that the teachers and students who made speeches were well-spoken.

Dr. Cochrane commented that the proposed changes to the academic eligibility and performance part of the handbook is actually policy JJ content. He noted that if changes are proposed to the policy, the revised policy will be submitted for review and approval by the School Board at the June 10 meeting.

G. Business Administrators Report

Mr. Markiewicz provided a financial report to the Board. He reported that revenues are currently under budget by \$519,600. He expects to exceed the budget projection at the end of the year. He indicated that expenditures currently total \$16.2M with an additional \$3.1M encumbered. Mr. Markiewicz reported that the projected unassigned fund balance total is \$683,282 – less \$10,570 (self-funded) and \$382,312 (special services), the adjusted projected balance is \$290,400. Mr. Markiewicz indicated that anticipated expenditures include:

- \$5,000 IT Consultant: to repair the high priority areas identified by the consultant's report;
- \$31,100 LCD Projectors and Speakers: for 20 classrooms that do not have smart boards;
- \$18,000 CHS Speakers and Technology: speakers for projectors and smart boards already in place, technology for teachers teaching 1:1 pilot;
- \$29,016 LMS Desktop Computers: reduced from the FY16 budget;
- \$35,000 LMS Oil Tank Remediation: underground tank that is required to have secondary containment and active leak monitoring according to NH Department of Environmental Services;
- \$10,000 CHS Tech Shop: exhaust system is in need of immediate upgrade.

After the special services and self-funded reductions, and the anticipated expenditures, the remaining balance is anticipated to be \$162,284.

Mr. Markiewicz expounded on the oil tank remediation at LMS. He commented that the district was notified some time ago by the NH Department of Environmental Services that secondary containment and leak monitoring equipment would be needed for underground storage tanks for heating oil. This equipment needs to be in place by December 22, 2015. Mr. Markiewicz indicated that the district will hire a company to develop the specifications and get the permit for us to do the work.

Referring to the exhaust system upgrade at CHS, Mr. Markiewicz explained that an incident occurred at CHS last week involving the exhaust system in the wood shop. He indicated the system is over utilized and not the right size since its original installation.

Mr. York suggested that the School Board consider encumbering funds to complete the whole parking lot at GMS when the playground area is paved.

Mr. Markiewicz suggested looking at the drainage issue as well.

Transportation Report

Mr. Markiewicz reported that Mr. Fraser at CHS stood out in front of the high school and recorded bus counts over a number of days – both morning drop offs and afternoon pick ups. He also recorded students walking to school and driving. Mr. Markiewicz recommended that CHS has students begin purchasing bus passes sooner so the district can provide the bus company with that information. He anticipates based on the recent ridership numbers that the reduction of a bus will have an impact on the schools.

Mr. Barka commented that he heard the issue with the exhaust in the CHS wood shop was because it had not been turned on. Mr. Markiewicz indicated that contributed to the issue.

Mr. Barka asked if repair is necessary. Mr. Markiewicz indicated that Kevin Lynch research all the documentation and specifications on the system. He commented that during the incident the system was not turned on, the machine being used heated up and created smoke.

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Mr. Markiewicz reported on the FEMA grant for the January blizzard. He attended the meeting with FEMA and their first directive was the cost recovered was what the district expended for those two days. He indicated they have extended the reimbursement period for that storm and our application to recover \$27,000 (which is 100% reimbursement) made it through the first and second reading. He noted he will have a telephone interview with FEMA tomorrow.

H. Enrollment Report

Dr. Cochrane provided the April 2015 enrollment report for the Board. He indicated 1,430 students were enrolled in the district at the end of April, with 43 Kindergarten registrations and 75 Grade 1 registrations

I. Committee Reports

The PERC Committee report was previously addressed.

III. OLD OR UNFINISHED BUSINESS

A. Teacher Evaluations Revision Update

Dr. Cochrane provided an update regarding the revisions to the teacher evaluation rubrics. He reported that two groups are concluding their work. He commented that the classroom teacher evaluation committee has done much work and has two more meetings. He indicated we have determined the level of proficient for all four areas. Dr. Cochrane commented that we will look at the parts that relate to Special Services. He indicated Mrs. Bandurski has a second meeting with the special education group working on the rubric for case managers. He noted we need a larger group to look at all four levels. Dr. Cochrane commented that we are working on compliancy with the rubrics for teacher observations and the final forms, which need to be ready for September. He noted it is wonderful to see the administrators and teachers talking about the process.

Mr. York asked if the district is planning on using this next year and what timeframe is planned for the School Board to review the revised document.

Dr. Cochrane indicated the district is planning to use the evaluation next year and will bring the whole document to the Board in July.

Mr. York commented the Board needs to time to vet this. He indicated it will be a moving document as we are bringing in 1:1 computing.

Mr. Bourque suggested forwarding the segments that are completed to the Board as early as possible. Mr. York concurred and suggested the Board begin at the next meeting.

IV. NEW BUSINESS

There was no new business.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Nate Cooper, LEA President, commented regarding the teacher evaluation revision indicating that good work is being done. He indicated a larger group of teachers is able to look at the document as well. He was concerned that the larger group have the time to review the document as part of the process.

Dr. Cochrane indicated that Mr. Cooper will be included in the meeting when we bring forward the teacher evaluation document with School Board input and feedback from the teachers.

Mr. York commented that the document should be provided to Mr. Cooper so he can distribute it to the LEA members. He indicated that it should be an open discussion at the meeting during which we discuss the evaluation document. He noted this needs to be a process everyone supports.

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

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

Upon a motion by Mr. York, the Board entered into non-public session at 9:08 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. Quintana seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes; Mr. Barka, yes.

VIII. RETURN TO PUBLIC SESSION

Mr. Bourque made a motion to return to public session at 9:40 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes; Mr. Barka, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 9:41 p.m. Mr. Bourque seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for June 10, 2015

(approved as written 6-24-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Nicole Quintana, Board Member (*arrived late*)
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Dr. Julie Heon, Director of Curriculum & Instruction
Mr. Jason Pelletier, Director of IT
Mrs. Michele E. Flynn, School Board Administrative Assistant (*excused*)

(Agenda items may not be taken in the order they appear)

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:34 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from: May 27, 2015:

Mr. Barka made a motion to approve the non-public minutes of May 13, 2015 as written. Mrs. Quintana seconded. The motion carried 3-0-2, with Mr. York and Mrs. Lepore abstaining.

Mr. Bourque made a motion to accept the resignation of Ashley DelGreco, CHS math teacher. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Matthew Cawley, CHS special education teacher. Mrs. Lepore seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of John Patterson, CHS Athletic Director. Mrs. Lepore seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

• Acceptance of Donation

○ Donation: Laptops from Net Scout (*Public Hearing to be set for June 24, 2015*)

Dr. Cochrane announced that NetScout would like to donate 50 laptops to the district. The laptops are Dell E6420 with 500 GB hard drives, i7 quad core processors, and at least 4GB memory. He commented because of the value of the technology a public hearing is required to accept the donation.

○ CHS Trophy Case Update (*Public Hearing to be set for June 24, 2015*)

Dr. Cochrane provided an update on the donation of a trophy case for CHS. He noted that details and a cost are being discussed. He commented that because of the cost a public hearing is required to accept the donation.

F. Correspondence

Correspondence was received from Donna Curtin, 34 Brickyard Drive, commending CHS for her son's education.

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G. Approval of Draft Minutes:

- Public Session May 27, 2015

Mr. York made a motion to approve the public minutes of May 27, 2015 as written. Mrs. Lepore seconded. The motion carried 4-0-0.

H. Community Forum

There was no public input.

I. Superintendent's Comments

There were no comments.

II. REPORTS

A. School Board Comments

Mrs. Lepore commented that she attended the spring concert at CHS and that the performance was outstanding. She commented teachers for their work and suggested that an invitation be extended to the community to attend the concerts.

Mr. York commented he attended the LMS concert and that the performance was excellent. He asked Mr. Markiewicz if there is an issue with the AC in the auditorium as it was very warm in there during the concert. He asked Mr. Markiewicz to investigate the issue.

Mr. Barka noted that a PERC meeting was held last week and he could not access the building. He noted that there were a few other committee members who had the same problem. He asked why the building was locked after school hours.

Dr. Cochrane indicated that is per Board policy.

Mr. York indicated the Board discussed locking down the school buildings after school hours.

Mr. Markiewicz clarified if there is no activity in the building the custodians leave the doors open until 3:00 pm and lock the doors if no events are planned.

Mr. Barka indicated he understood it to be the opposite practice. He noted that there is no one in the office to open the doors and there is no way to contact anyone in the building.

Mr. York commented teachers should be able to have access until 10:00 p.m. Mr. Markiewicz commented he does not recommend the doors being open without supervision.

Mr. Barka believes the staff should have access until 11:00 p.m. Mr. Markiewicz commented there could have been an issue with the software.

Mr. York commented if access is needed to a building for a reason staff should have proper access to those buildings. Mr. Barka indicated all staff should have access.

Dr. Cochrane commented the rationale is that there is access to the buildings until 11:00 p.m. He noted a similar issue existed in the fall with coaches. He indicated they asked for extended hours and provided a list of people that needed access. He commented that the concern will be addressed with the Building/Planning Committee.

Mr. Bourque commented that the CHS Academic Awards was held last week. He noted that he was impressed with the amount of students that achieved a 3.75 GPA.

Mrs. Lepore commented that although students who achieve a GPA of 3.92 have a special evening for recognition, she believes that those students should be recognized at the Academic Awards ceremony as well.

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B. CHS 1:1 Update

Dr. Cochrane reported that Mr. Perez is chairing the 1:1 Committee and crafted a letter for parents of the students that requested participation in the 1:1 pilot. He commented that next Thursday the LMS Awards will be held at CHS and an information session is being planned for those parents prior to the ceremony. He indicated that Andrea Ange is preparing a PowerPoint presentation that will be forwarded to the committee for feedback. Dr. Cochrane noted that 10 Samsung Chromebooks were ordered for people to see. Dr. Cochrane indicated that Mrs. Callinan will be present to talk about course selection scheduling and Mr. Pelletier will be present to talk about purchasing and lease options.

Mrs. Lepore asked how many students signed up for the pilot. Dr. Cochrane indicated 52 students will be participating.

Mrs. Lepore asked if they would be able to use the laptops that will be donated by NetScout. Dr. Cochrane indicated the students need to have notebooks for the pilot.

Mr. York requested the PowerPoint presented be forwarded to the Board.

C. SIS Update

Dr. Cochrane reported that the contract has been signed and executed. He indicated that the district is waiting for a date for the Infinite Campus staff to come and provide the first round of professional development. He also reported that interviews are scheduled for a Database Administrator.

D. Committee Reports

- PERC
 - Consent Agenda Recommendations:
- Grade K-5 Math
- Grade 6 Social Studies:
 - Civics & Economics
 - Discovering World Geography
- Grade 5 Social Studies
 - My World Social Studies: Regions of our Country
 - My World Social Studies: Building our Country
- K-5 English/Language Arts Pilot
 - Journeys
- Grade 6-8 English/Language Arts Pilot
 - StudySync

Mr. Barka reported all the materials on the consent agenda have been reviewed and approved by PERC. He commented he is partial to the Geography and Social Studies textbooks. He asked when Dr. Heon needs to have Board approval of the consent items.

Mr. Bourque asked if approval can be deferred to the June 24 meeting.

Dr. Cochrane indicated Dr. Heon was hoping to have approval in order to get teacher editions to the teachers as soon as possible.

Mr. Bourque commented that the resources received excellent reviews.

Mr. York commented that he noticed the reports only consisted of the standard resource evaluation tools and very concise verbiage regarding the group that reviewed the resources. He indicated the comments similarly noted the materials need to be ordered quickly. He was concerned the process is not being followed or that it is flawed. Mr. York commented it does not give the School Board an opportunity to review the materials and when materials are presented the Board has a limited time to review them. He indicated that they are left with a process of quick

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approval by PERC with no representation on presentation night. Mr. York suggested that before school begins in the fall the administration needs to evaluation the PERC process and come to the Board in September with a new plan that allows the School Board to follow the process.

Dr. Cochrane indicated the steps are thorough, but the timelines have been very tight more frequently. He commented the process and feedback are procedurally fine, but he agrees that the timelines for Board review have been very short.

Mr. York asked if all the information presented tonight has come to PERC in the last 30 days. Mr. Barka indicated that was the case. He commented that the materials are reviewed first by specific grade level groups.

Dr. Cochrane commented that teachers care about resources and want resources that best meet students' needs. He indicated teachers take it very seriously. He noted from a time perspective, Dr. Heon's job is very deep and her schedule is a 4 day work week. Dr. Cochrane indicated there are many issues dealing with the new standards, which took much time with the staff. He commented the evaluation piece needs to be in place for the fall and the state mandated competencies need to be written this year. He noted it is very labor intensive. He indicated the work is being done across many groups and is burdensome this year.

Mr. Bourque asked if a group recommends one book to PERC. Mr. Barka commented the book to be reviewed is pre-chosen.

Mr. Bourque asked if the groups spend time reviewing, making a selection and brining a recommendation to PERC. Mr. Barka affirmed the process as articulated by Mr. Bourque.

Mr. York asked if PERC only saw the recommendations a week earlier how is a decision made. Mr. Barka explained the information is sent ahead of time and then PERC sees the text. He noted the committee spends time looking through the resources.

Mr. York commented the purpose behind streamlining the process is that the Board representative on the committee was not spending a lot of time going through the books at the meetings and the Board could approve the consent items based on representation of the recommendation from the committee. He indicated that the Board was under the impression the representative would be the eyes and ears of the Board. Mr. York believes it is not happening in a timely fashion.

Dr. Cochrane indicated Dr. Heon was unable to attend the meeting tonight. Mr. Barka asked if the Board would like to wait to provide approval of the consent items.

Mr. York commented the Board can vote on the items, but he believes the process needs to be readdressed. He indicated he will not support the motion to approve the consent items, not because he does not believe the books are appropriate, but because the process was not followed to the intended expectations of the Board.

Mr. Bourque suggested the Board wait until the next meeting so they can see the materials before they take a vote.

Mr. York indicated that the Board meets next on June 24 when school is over for the year.

Mrs. Lepore asked if these are books the teachers will use in the fall. Mr. York commented he believes they are intended for that purpose.

Mrs. Lepore commented in consideration of Mr. York's comments she is in agreement with the point he is making. She indicated that the teachers have carefully selected the texts and the committee has reviewed them. She noted that she has trust in the teachers. Mrs. Lepore commented if PERC believes these books have met the requirements and meet the process she has no problem voting on them tonight. She indicated that the Board does not have the time to review them before they are provided to the teachers and it is important for the teachers to have the books in hand before the summer break in order to prepare for fall instruction.

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Mrs. Lepore made a motion to approve the PERC consent items as recommended. Mr. Bourque seconded with the understanding that the School Board can review the physical texts at the June 24 meeting. The motion carried 3-1-0, with Mr. York opposing.

III. OLD OR UNFINISHED BUSINESS

A. Professional Educator Evaluation Plan 2010

Dr. Cochrane provided the 2010 teacher evaluation plan to the Board. He recalled that Mr. York requested to provide revisions to the Board as they are completed so that the Board would have ample time for review. Dr. Cochrane indicated the revisions have been sent out to smaller groups for feedback and will then be sent to teachers for final comments. He commented the first set should be ready for the next Board meeting.

Dr. Cochrane referred to the 2010 plan and explained that plan talks about annual contract status and purpose; however, contract status requirements have changed from three years to five years by law. He noted the 2010 plan refers to SMART goals and personal goals, which should be tied to teacher certifications. Dr. Cochrane indicated there are four major areas of the Danielson rubrics among which are classroom environment, instruction and professional responsibilities. Various categories are listed under the major areas for assessment. The first part of the document is procedural and reflects some of the forms, guiding questions, sources of evidence, pre-conference discussion topics, teacher observation reports, summative evaluation, multiple observations, and a final summative, which is a compilation of all the other information. There is information about assistance plans for continuing contract teachers as well. Dr. Cochrane indicated the plan contains three categories for evaluation: unsatisfactory, needs improvement and proficient. He noted Danielson actually wrote four categories, but in creation of the 2010 document the fourth rubric was moved up and referred to as the master plan. He commented the language for the four rubrics included, but teachers can only score unsatisfactory, needs improvement or proficient.

Referring to the section where the goals are to be stated, Mr. Barka asked if they would be teacher specific goals or school goals. Dr. Cochrane indicated they are teacher specific, but should be related to school goals.

Mr. Barka asked if the goals are set by the principal. Dr. Cochrane indicated the goals should be driven by the teacher and the teacher should have a conversation with the administrator regarding those goals.

Mr. York asked if this is an informal process or review of faculty evaluation on an annual basis. He commented that typically employee evaluations are set by a department head. He noted they are going to be different standards subject to the teacher's experience. He asked if this should be discussed by the end of June, put in place over the summer and implemented in August.

Dr. Cochrane indicated the plan needs to be in place quickly as the first observation is due by October 15.

Mr. York asked if goals should be set in May or June and presented to teachers by the time they return in August. He noted they should be agreed upon by that time.

Dr. Cochrane indicated the goals should be driven by the teacher and the teacher should have a conversation or conversations with the administrator about what they would like to spend time on, as well as growth goals.

Mr. York indicated that growth goals are not the same as an evaluation, but part of an evaluation. He commented the evaluator should point out strengths and weaknesses or where the teacher should be focused with the idea that you want the teacher to in the best position where they can best improve the learning process for the students. Mr. York commented if the whole review and process is left to the teacher, who is actually reviewing the evaluation when it is turned in and ensuring the plan is agreed upon by the administration. He indicated that benchmarks and goals should be set over the period of a year and reviewed to determine if they have been met by the end of that year.

Dr. Cochrane indicated that the conversation with the administrator is the most important piece. He explained his comment was that teachers should be driving those conversations, but they are two way conversations. He

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commented that in the end the evaluation should be against the performance expectations of the rubrics. He noted the expectations do not change from teacher to teacher; goals for what they want to spend time on may change.

Mr. York was concerned that the document is too large and complex to grasp and to determine if goals are being met or the teacher is improving and how an administrator can judge a teacher using the same criteria.

Mr. Barka commented the rubrics are generic. He noted the teacher grows and develops professionally.

Dr. Cochrane indicated the document covers multiple categories for different staff positions.

Mr. York commented the new document will be interesting to see as you begin to send sections to the Board.

Mrs. Lepore asked if what is being suggested is that teachers meet all 86 pages of the document, determine which criteria they are meeting and have a conversation with the administrators.

Dr. Cochrane clarified that there are multiple categories and rubrics for those categories. For example, classroom teachers are one category and the rubrics are the same. The category of job defines the rubric. Facets of teaching are common across both grade levels and subject areas: planning, instructional pieces, questioning strategies. Dr. Cochrane noted it is generic, but it has real strengths. He commented that being generic makes it difficult because differences have to be allowed in rubric language for grade level and subject areas. He indicated committees are spending much time in discussion and in some cases over just a few words in the plan. Dr. Cochrane noted that yesterday we spent two hours in discussion and made revisions to 10 or 15 words.

Mr. Bourque commented they are all evaluated with the form by some degree, but not evaluated on their personal goals. He noted they develop the goals to help them in their evaluation. He indicated administrators are not going to sit down and judge teachers after six months on their personal goals.

Dr. Cochrane commented that is part of the criteria, but in the end they are judged against the criteria.

Mr. Barka asked about the four ratings in the new model. Dr. Cochrane indicated that the labels will be discussed. He noted the state does not mandate the names, but their purpose. He commented that input from some of those being evaluated is needed.

Mr. York asked if other school systems are going through this process. Dr. Cochrane commented that the district had a four point system in the past, but moved to a three point system. He indicated some districts have four points and some do not. He noted that Danielson has always had a four point system. He commented research shows there is not much differentiation with a three point rubric, which our results reflect.

Mr. York asked if Litchfield is working to partner with any districts that have already established this system. He commented that in meeting with Superintendents on a monthly basis, he would assume this would be a topic of conversation.

Dr. Cochrane commented more districts use the Danielson model than any other. He noted that is where we are starting. He indicated that the language is being reviewed and revised for appropriateness and distinctness. Dr. Cochrane commented in some cases the entire rubric will remain the same and in some cases the use of modifiers will change some of the tone. He noted in terms of the rubric itself, Danielson is the standard. He indicated the Marshall criteria is gaining traction, but where Danielson has 22 rubrics, Marshall has 60.

Mr. Barka asked what the four stages for Danielson are titled (i.e. 1=unsatisfactory, 2=needs improvement, 3=proficient). Dr. Cochrane indicated that 4 is distinction.

Mr. York asked when it is expected to be completed. Dr. Cochrane indicated some needs to be sent back for feedback. He commented the School Board will be looking at individual rubrics. He noted some of the work will not be completed until early September. Dr. Cochrane indicated the most important conversation will be the naming

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of the four areas, specifically the second column (currently unsatisfactory). He believes it would be more prudent to name it 'emerging', explaining that if there is a negative connotation in that category it becomes more difficult for teachers to accept and more difficult for administrators to use. Dr. Cochrane indicated the benefit to those conversations with Dr. Heon and the administrators [together] is to determine how to best handle specific situations.

Mr. York asked if this evaluation will be done annually. Dr. Cochrane indicated it will be done every three years for teachers on continuing contract and annually for non-continuing contract teachers. He noted that for non-continuing contract teachers there is a more formal evaluation; however, there is more flexibility for teachers on continuing contract to do more frequent, shorter observations.

B. 2015-2016 Student Handbooks

Dr. Cochrane indicated that changes suggested by the Board have been made in the handbooks and the final versions need approval to go to print. He noted that the Board reviewed the handbooks and recommended changes, but did not formally approve the handbooks.

Mr. Barka made a motion to approve the 2015-2016 student handbooks for each school as amended. Mrs. Lepore seconded.

Mr. York commented that there was a story in the Union Leader (front page) that the dress code is the topic of discussion among many districts. He noted other districts are having the same challenges as Litchfield.

Dr. Cochrane reported that he had a conversation with Attorney Graham regarding removing the policies from the handbooks and sending them to parents. He noted there is a packet sent home at the beginning of the year that parents sign that they have read the handbooks, acknowledge and agree to the policies. He indicated in future years if we move to separate notice of policies we have to ensure that we continue the notification that parents sign. Dr. Cochrane commented the handbooks are the district's means of notification that parents certify they have read the policies and agree to be held accountable to them.

The motion carried 5-0-0.

(Mrs. Quintana arrived to the meeting at some time between 7:20 and 7:26 p.m.)

C. District Site and Facilities Updates

• **LMS Oil Tanks Update**

Mr. Markiewicz provided an update on the LMS underground oil tanks. He explained that the State requires a line that runs from the storage tank to the building be double insulated with flow monitors in the event there is a release of oil and there needs to be a detecting device along the tubing. He commented the district is working with the State of NH DES to receive approval of the plans, which is a 3-5 week process. Mr. Markiewicz indicated he is in discussion with a contractor, one of only five in the state that are certified to do this work. He commented there is a contractor in Manchester and the remaining four are in North Conway, Ossipee, Belmont and Meredith. He noted we are attempting to receive quotes for the work. Mr. Markiewicz indicated once the plan is approved by the State it will outline the specifications of the work to be done. He explained part of the work is excavation of the old line and installation of the new line, and the other part is to test the soil to be sure there has been no release of the product over the years. He noted if there is any product found, the soil will have to be removed. Mr. Markiewicz indicated he will provide an update for the Board at the next meeting. He commented the district's intent is to have the work done over the summer as it is required to be completed by December 17 of this year.

• **GMS Paving Bid Award**

Mr. Markiewicz reported that the district sent out multiple requests for bids for paving the GMS playground area, which was approved on a warrant article in March. He noted that RFP's were advertised for several other projects as well. He indicated that the district is in negotiations with two of the bidders for the GMS paving project. Mr. Markiewicz commented that he is hopeful a recommendation will be brought forth at the next Board meeting.

Mr. Barka commented that a kid cushion was ordered for the GMS playground and is still sitting on the blacktop. Mr. Bourque indicated that it is gone now.

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Mr. Barka commented it had been sitting there for a while. Mr. Markiewicz indicated he will look into Mr. Barka's concern.

D. 2015-2016 School Board Meeting Calendar Approval

Dr. Cochrane indicated that the Board meeting calendar for 2015-16 requires approval of the Board.

Mr. York referred to the budget work schedule on the calendar and asked if the Budget Committee has met since the calendar was developed.

Mr. Bourque indicated the Budget Committee has not met and that the Budget Committee work schedule was discussed.

Mr. York noted that the calendar reflects the Budget Committee will meet on November 5, 12 and 19. He asked if it is the desire of the Board that the Board representative, Superintendent and Business Administrator will attend the November meetings and the department heads will attend the meetings in December. He commented that the schedule suggests the Budget Committee will have more time to review the budget.

Mr. Bourque commented that by getting the budget to the Budget Committee two weeks earlier will give them time to review, digest and prepare questions. He indicated that the Budget Committee feels the department heads can be at both meetings. Mr. Bourque noted that having the department heads available at the voting meetings is more important because the Budget Committee has more questions on the nights that they vote on the budgets. He commented it is the department heads' prerogative to attend both meetings.

Mr. York commented the Budget Committee historically focuses more on the IT, Special Services and Buildings & Grounds budgets.

Mr. Bourque commented that he assured the Budget Committee they will receive a "cleaner" budget having started the budget process two weeks earlier than in the past. He stated he was confident there would be less discussion by following this schedule and process.

Mr. York asked if the Board wishes to have a discussion at the next meeting about guidance for the SAU on the bottom line of the budget. Mr. Bourque commented they have an idea of the bottom line.

Mr. York asked if the Board has a discussion at the next meeting would the SAU be able to come back and lock in the process in July? Mr. Barka commented that the SAU needs to speak to administrators regarding their budget priorities.

Dr. Cochrane commented that he spoke to Mr. Bourque regarding developing a strategic plan as a Board document. He indicated it is important to have building administrators involved in that plan. He suggested having an afternoon retreat or extended work session at the Board level to allow for more open discussion. Dr. Cochrane noted this would not be a meeting [per se], but a work session [with no cameras] to have conversation or debate on a good range of subjects with the building administrators present.

Mr. Barka commented that the Board cannot set budget direction until there is an idea of priorities.

Dr. Cochrane indicated that the district strategic planning is scheduled for July 21 and 22. He commented that much expectation setting and prioritizing was done at the planning sessions last year in terms of personnel and programming. He noted that is when the GMS part time math position and the CHS half time reading specialist were identified as high priorities. Dr. Cochrane commented there were many other positions that were identified as priorities as well, but the highest priorities were brought to the Board.

Mr. York made a motion to approve the 2015-2016 School Board meeting calendar as presented. Mr. Barka seconded. The motion carried 5-0-0.

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IV. NEW BUSINESS

There was no new business.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Robin Corbeil, 4 Nesmith Court, was concerned that parents are locked out of school buildings after school hours. She commented this is something new and asked if there is a way this can be changed. She commented when her children were in elementary and middle school there were many times when they realized that school work and/or books were left at school after arriving at home. She indicated the schools belong to the community and parents were able to go into the buildings at night and retrieve their children's items that were left behind. Mrs. Corbeil commented that custodians that were in the buildings were respectful and supportive. She suggested that there should be a way to contact the custodians that a parent or student needs to get into the building after school hours. She noted that there are apps for that purpose. Mrs. Corbeil commented that there must be a way to avoid locking the community out of the school buildings as people may want to walk through and view the amazing art work on display. She indicated that it is understandable that the district has student security in mind, but believes that there may be a way to have both security and allow community members in the buildings.

Mr. Barka agreed with Mrs. Corbeil. He commented we have a solution searching for a problem. He indicated there has never been an issue and does not know why the policy was changed. He suggested the Board have a discussion regarding the access policy.

Mr. York commented that the change was driven by the Board.

Mr. Bourque indicated the topic will be addressed on the June 24 School Board agenda.

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

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

Upon a motion by Mr. York, the 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. Mrs. Lepore seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mr. Barka, yes; Mrs. Quintana, yes.

VIII. RETURN TO PUBLIC SESSION

Mr. Barka made a motion to return to public session at 10:50 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes; Mr. Barka, yes.

IX. ADJOURN

Mr. Barka made a motion to adjourn at 10:50 p.m. Mr. York seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

John York

Janine Lepore

Mary Prindle

June 10, 2015

Attachment to the June 10, 2015 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the June 10, 2015 School Board meeting.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

This is an enquiry email via [Litchfield School District](#) from:
Donna Curtin

Name: Donna Curtin

Email:

Subject: A big thank you to Campbell High School

Message:

Hello: My husband and I have been residents of Litchfield for over 22 years. Our son, John "Jack" Curtin, Jr., will be graduating from Campbell High School in about two and a half weeks. We have both seen our son, Jack blossom at Campbell High School. He entered as a shy young boy to become a fine young man. I am a teacher for the Windham School District and I recently attended the Scholar Athlete event at the Capital Center for Performing Arts. Campbell saw to it that each student who was there received a Scholar Athlete pin. They also made sure they were part of the Fisher Cats Baseball game on NH Scholar Day. I was talking to one of my fellow teachers who lives in Windham and has a son who is also a Scholar Athlete/NH Scholar, however my teacher friend told me that her son never received a Scholar Athlete pin nor was Windham High School attending NH Scholar day. I then realized how much Campbell makes that extra effort to add those finishing personal touches.

Thank you so much for a great experience, especially at Campbell High School!

John and Donna Curtin 34 Brickyard Drive Litchfield, NH 03052

Last page visited

Page Title: Brian Bourque

Page URL: <https://www.litchfieldsd.org/26-brian-bourque>

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for June 24, 2015

(approved as written 7-8-15)

In Attendance: Brian Bourque, Chair
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Nicole Quintana, Board Member
Dr. Brian Cochrane, Superintendent
Mr. Frank Markiewicz, Business Administrator
Mrs. Michele E. Flynn, School Board Administrative Assistant

(Agenda items may not be taken in the order they appear)

A. NON-PUBLIC SESSION: RSA 91-A:3II (a, c) 5:00 p.m.

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

The Board entered non-public session at 5:00 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 (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.

B. NON-PUBLIC SESSION: RSA 91-A:3II (a-c) 6:00 p.m.

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

The Board reconvened non-public session at 6:00 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. (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.

>> PUBLIC HEARING Immediately following Non-Public Session

I. PUBLIC SESSION

A. Call to Order

Mr. Bourque called the meeting to order at 6:55 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from: June 10, 2015:

Mr. York made a motion to approve the non-public minutes of May 27, 2015 as written. Mr. Bourque seconded. The motion carried 5-0-0.

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Mr. Barka made a motion to accept the nomination of James Phillips as School Psychologist. Mr. York seconded. The motion carried 5-0-0.

Mr. York made a motion to accept the nomination of Shaun Hastings as CHS Math teacher. Mr. Bourque seconded. The motion carried 4-1-0, with Mrs. Lepore opposing.

Mr. York made a motion to accept the nomination of Shea Bishop as LMS Grade 7 Math teacher. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. York made a motion to accept the nomination of Rena Caron as LMS Grade 8 Science teacher. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Jennifer Watson as CHS Spanish teacher. Mr. York seconded. The motion carried 5-0-0.

Mr. Barka made a motion to accept the resignation of Cheryl Irving. Mrs. Lepore seconded. The motion carried 5-0-0.

E. Presentations & Recognitions

There were no presentations or recognitions.

Dr. Cochrane acknowledged the CHS Boys Baseball and Girls Softball teams for their back to back championships for the last two years. He commended the teams and their coaches. Dr. Cochrane mentioned that Coach Patterson, CHS Athletic Director, will be returning to South Carolina and thanked him for his time and service to the district. He commented that Coach Patterson made a difference in the high school athletics program through the weight training program. He congratulated the coaches and Coach Patterson.

F. Correspondence

Mr. Bourque announced that correspondence was received from many community members supporting Lisa Durant as the Grade 6 Math teacher at LMS. He announced there was a letter of support for Dr. Cochrane and a letter regarding non-support of Dr. Cochrane. All correspondence will be attached to the approved minutes.

G. Approval of Draft Minutes:

- Public Session June 10, 2015

Mr. York made a motion to approve the public minutes of June 10, 2015 as written. Mrs. Lepore seconded. The motion carried 5-0-0.

H. Community Forum

Jared Yaulk, grade 6 student, expressed support for Lisa Durant. He explained that she changed his attitude toward math. He indicated that Ms. Durant is enthusiastic about math and cares about the students' education. She gives students the right amount of homework and combines activities and friendly classroom competitions. He commented that he noticed the attitudes of his fellow students have changed. He encouraged the Board to approve her hire.

Haden Hartman, grade 6 student, expressed support for Lisa Durant. He commented she incorporates the right activities with the curriculum and helps those who struggle in math. He noted that many students provided opinions in support of Lisa Durant (which he read to the Board). He indicated that all these students feel she is a good teacher and assists students who need help. She taught a variety of lessons over a short amount of time and her teaching made it easy to learn and have fun.

Christine Dyac, 5 Griffin Lane, expressed support for Lisa Durant. She commented that she works with Ms. Durant as a grade 6 paraprofessional and her son is Ms. Durant's student. She indicated that she was concerned at first when she heard Ms. Durant was a first year teacher, but she noted her concern was misplaced. Mrs. Dyac commented that she changed the students' attitude toward math. She noted that Ms. Durant implemented lesson plans that fit individual student learning and introduced hands on activities and reinforces success with friendly competitions. . Mrs. Dyac indicated that Ms. Durant implemented the Common Core curriculum with ease. She indicated that Ms. Durant incorporates smart board activities and has good classroom management. She noted that

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she is respected by the students. Mrs. Dyac commented that Ms. Durant works with students during enrichment time and after school. She encouraged the Board to reconsider her hire.

Sharon Ford, 11 Naticook Avenue, commented that teachers have brought concerns forward about district leadership. She indicated we should acknowledge those concerns and do what is best for the children of the community.

Sherri Fay commented on behalf of Lisa Durant. Ms. Fay indicated that she has been a teacher for 17 years. She commented that Ms. Durant is the only one in grade 6 teaching math and has much support from the students. She noted that Ms. Durant reaches the students and her teaching is intuitive. She commented that Ms. Durant assigns projects for struggling students.

Ms. Fay commented [speaking as an educator] that Common Core is a set of standards per grade and content area. She indicated that it does not state or define how to teach math. She noted that school systems implement a program and each publisher of textbooks has their own algorithms and supplements. Ms. Fay commented that Ms. Durant did not create the algorithms, nor did the schools. She indicated that teachers had to commit to a series inside which was the scope and sequence of every lesson. She commented Ms. Durant had a short time to teach the course.

Ms. Fay commented as a citizen stating that she was sent many private messages about this and other teachers. She indicated the School Board members are our leaders and our voice. She encouraged a positive climate for the teachers. She noted there is negative feedback in the community (in text and in person), but we cannot let that take over. Ms. Fay commented that our children come first. She asked the Board not to feed into the negative feedback. She commented that new teachers have much energy. She indicated there may have been some deception regarding this issue. She commented Ms. Durant wanted to be a teacher and have a craft. She expressed hope that the Board hears more positive feedback in this area.

Robin Corbeil, 4 Nesmith Court, thanked the School Board for taking the time to get more information. She commented we cannot afford to lose good math teachers.

Terrie Taylor, 6 Lilac Court, noted she is a substitute teacher at LMS and has students in the school system. She commented that she saw Ms. Durant in the classroom. She indicated that math is not a favorite subject of her middle schooler, but noticed that the students that did not like math changed their opinion in Ms. Durant's class. She noted that is because of Ms. Durant. Mrs. Taylor commented that students said math was easier and fun. She indicated that her children had an amazing experience in public school and she has noticed that all the teachers her children love are going away. Mrs. Taylor commented it teachers keep disappearing she and her husband will have a lot to think about. She indicated if those teachers are not supported it is not a good environment. She noted that teachers need to be supported as the more we lose the harder it is to give our children what they deserve.

Mr. Bourque thanked the community members for their comments.

I. Superintendent's Comments

Dr. Cochrane congratulated the high school, the administration, and parents and students for a successful graduation. He indicated there were wonderful speeches and Mr. Barka's keynote speech was one of the finest. He noted the students showed their personality, enjoyment of the school and their love of the teachers.

II. REPORTS

A. School Board Comments

Mrs. Lepore commented that her youngest child graduated from CHS last Friday. She commended the many teachers he had over the years. She thanked all the teachers for their work and with the success of her children's education. She indicated it was a wonderful graduation and it is great to have so many caring educators.

Mr. Bourque commented that it was a great night and a great graduation. He noted that the LMS band concert was wonderful and commended Ms. Leite for her work. He indicated that Rachel Goldstein sang the national anthem and was excellent.

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Mr. Barka thanked the Class of 2015 for asking him to speak and indicated it was a great experience. He thanked Ms. Deleault for assisting him.

B. IT Report

Dr. Cochrane presented the June 2015 IT Report from Mr. Pelletier. The report indicated:

- An email outage occurred last week
- CHS will be overhauled with a new wireless infrastructure going from 19 access points to 32
- Significant server and network infrastructure changes will take place starting in late June
- The VMware server environment will be upgraded
- 20 interactive projectors will be installed: 15 for GMS and 5 for LMS
- GMS will get a new phone system – ShoreTel VoiP
- CHS will move forward with the 1:1 pilot as students will be purchasing a Samsung 2 Chromebook and will be able to purchase optional full coverage insurance on the device
- Extra security features will be added to all schools.

C. CHS 1:1 Update

Dr. Cochrane spoke about the 1:1 pilot during the IT report.

D. SIS Update

Dr. Cochrane indicated a project manager has been named by Infinite Campus. He noted the database administrator has been hired and site visits will occur later this week.

E. Business Administrator's Report

Mr. Markiewicz provided the June 2015 financial report to the Board. He reported as of June 15, the total revenue to date is \$9,154,536, which is \$3,261 less than projected for the entire year. He noted activity is anticipated from Medicaid reimbursement. He reported that the district will receive \$23,000 through FEMA for the snow emergency this past winter. He indicated that P-card reimbursement is expected to be over \$10,000.

Mr. Markiewicz reported the district has expended \$19,022,094 with an additional \$522,249 encumbered. Of the encumbrance, the majority is for salaries and benefits that are scheduled for processing this year. He indicated that the total budget for special services is currently under spent by \$305,297 (\$138,733 handicapped tuition; \$94,201 professional services; \$64,355 transportation; \$52,319 professional salaries). He reported that salaries and benefits has been fully expended.

Mr. Markiewicz reported that the projected unassigned balance is \$479,786. He noted that after reducing the unassigned balance by \$371,683 for special services and \$10,290 for self-funded, the adjusted balance is \$97,813. He asked the Board to approve the encumbrance of \$35,000 for the LMS oil tank remediation and \$9,900 for the removal of asbestos tile from the GMS cafeteria.

- End of Year Encumbrances

Mr. York made a motion to encumber \$45,000 for the LMS oil tank remediation and the GMS asbestos tile abatement. Mr. Barka seconded. The motion carried 5-0-0.

Mr. Markiewicz reported that a commitment was signed for CHS to be provided with propane for \$1.35 per gallon for FY16. He noted that propane was budgeted at \$1.65, which will result in some savings. He indicated that the savings will be moved to vocational transportation.

- GMS Paving Bid Award

Mr. Markiewicz reported that the GMS playground area paving bid was awarded to DLB Paving.

- Requests for Proposals Update

Mr. Markiewicz reported that the district sent out requests for proposals for electrical and HVAC services. He noted that Jolt Electric was the sole bidder for electrical services and AE Mechanical was the sole bidder for HVAC services.

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- Investment Policy Re-approval (Annual Event)

Mr. Markiewicz explained that the Investment Policy is re-approved annually as part of the auditing requirements.

Mr. Bourque made a motion to approve the Investment Policy. Mr. Barka seconded. The motion carried 5-0-0.

F. Committee Reports

There were no committee reports.

G. Enrollment Report May 2015

Dr. Cochrane reported that the district ended the year with 1,428 students, 50 Kindergarten registrations and 75 Grade 1 registrations.

H. 2015 Graduation Report

Dr. Cochrane presented the Board with the 2015 CHS Graduation report. He reported that there were 108 graduates and that 86% of the graduates are attending four and two year colleges. He noted that four students graduated from Londonderry adult education.

III. OLD OR UNFINISHED BUSINESS

A. Teacher Evaluation Revisions Update

Dr. Cochrane commented that Mr. Cooper and Dr. Heon were part of the group that completed the draft document. He noted it will be sent out to faculty for feedback that is expected to be returned by July 9. He indicated some areas still need to be examined and the special education teacher evaluation draft rubric is approximately 75% complete. Dr. Cochrane commented the group will meet once more and send out the document. He indicated the Nurse group met in February and forwarded the evaluation tool from the American Nurses Association. He noted an email was sent to see if we can determine the rubric language in the evaluation tool. Dr. Cochrane commented the other option was to ask if they want to use the Danielson rubrics and they responded they were comfortable with that. He indicated some groups may be wrapping up early. Dr. Cochrane noted observation forms will be aligned with the rubrics once feedback from the teachers is received.

Dr. Cochrane commented that the volume of work with Smarter Balance was staggering and LMS did a fabulous job. He indicated K-9 competencies and unit work, as well as teacher evaluations were all addressed in one year.

IV. NEW BUSINESS

A. Building and Grounds Access and Security

- Buildings and Grounds Access and Security Policy/Procedures (ECAB/R)

Mr. York commented that the agenda item was requested by the Board because of concern about access to the buildings. He indicated CHS is open Monday through Friday from 6:00 am to 10:00 pm; GMS and LMS are open from 6:30 am to 10:00 pm. He noted he does not see an issue with the policy the Board approved.

Mr. Barka asked why GMS staff cannot have access to CHS. He commented he was at a PERC meeting a couple of weeks ago and two teachers from GMS were late because they could not get into the building. He indicated they should have access as they are staff members. Mr. Barka mentioned he also heard concerns that access is revoked for teachers that go on leave the day they go on leave and that they have trouble getting in when they come back.

Mr. Bourque asked if there is a reason why teachers from one school cannot have access to another schools.

Mr. Markiewicz indicated that was the recommendation after talking with other districts. He commented that exceptions are made and access codes can be changed, but in talking with other districts it was recommended access should be restrictive to people coming in and out all day long.

Mr. Bourque asked if teachers travel from school to school on a regular basis. Mr. Markiewicz commented that he was not aware that is the case unless a teacher is on a special assignment.

Mr. York asked if people from other schools or on committees want access to a building after hours need to send a request. Mr. Markiewicz indicated they can send the request through School Dude.

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Mr. York commented this is not an issue as there is a process in place.

Mr. Markiewicz commented that athletics staff send a request with a list of people who need access and when and the IT Director can put that in place.

Mr. Bourque commented that if the administration provides a list of committee members that need access to a particular building and when they need to be in that building it can be put into the system. He commented that people should be able to be set up for access to multiple buildings if needed.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

Robin Corbeil, 4 Nesmith Drive, commented on building access. She stated that she understands there is risk, but this is Litchfield and not Manchester. She commented this is a small school system. She indicated if a faculty member wants to get into another school that member has to sign onto School Dude, make a request and wait for a response. Mrs. Corbeil commented sometimes the response is delayed and there is not a lot of time during the day. She indicated no other schools inhibit collaboration with other teachers. She commented professionals working in this district are not trying to gain access for personal reasons.

Mr. Bourque commented the Board put the policy together with concerns for safety. He indicated Mrs. Corbeil started her statement saying Litchfield is a small town. He noted that Columbine and Sandy Hook were also small towns.

Heather Dwyer asked if it is possible for badges to be used for access prior to 6:30 p.m.

Mrs. Lepore commented that the question is if teachers at GMS and LMS can come into the building at 6:00 am instead of 6:30 am.

Mr. York commented that is a simple request. He indicated that there will not be a blanket change to all teachers because one teacher wants to come into the building at 6:00 am. He stated no one gains access to the school until the building managers open the buildings.

Mrs. Dwyer explained there are instances at 9:30 p.m. when the buildings are locked. She commented if the policy states staff has access until 10:00 p.m. access should be available until that time.

Mr. York commented we have a policy that states managers can manage their staff. He noted if they send their staff home early the building is closed.

Mrs. Dwyer asked what happens if a teacher is in the school at 9:30 and the custodian is not aware and locks the building.

Mr. York commented that he would hope the custodial staff would know there are people in the building.

Mrs. Dwyer requested that LMS be open at 6:00 am.

Dennis Perreault, CHS teacher, expressed concern that teachers are going to be asked to evaluate a policy and procedure that he has not even seen. He commented using the logic under the proposed teacher evaluation model policy that came from the DOE, a teacher would not be proficient. He indicated the state evaluation model is flawed. Mr. Perreault commented he has reservations about the proposed evaluation model. He noted the majority of the faculty has not seen this document. He mentioned he is going away and will not be returning until the end of July. Mr. Perreault indicated under these circumstances asking him to comment on the proposed model by July 9 is

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not reasonable. He asked the School Board to extend the deadline until August or early September. He commented teachers should not be asked to work on a document when they are trying to work other jobs over the summer.

Johanna Harmon asked if teachers want to come into both schools before they open can they make that request.

Mr. York indicated they can make the request through School Dude as long as the buildings are open. He commented if the manager of the building does not open the building until 6:30 am then that is the earliest teachers can have access.

Mrs. Harmon commented it would benefit the children if the teacher needs to get in earlier. She indicated the policy should be changed to open the schools earlier so teachers can have access.

Mary Ellen Mederois, LMS teacher, mentioned that she came into LMS while people were playing basketball and was in the building when the custodian locked the doors. She commented no one walked the building or came around to check the rooms. She indicated that if the custodian was parked in the back parking lot s/he would have seen her in her classroom. Mrs. Mederois noted that the custodian would have seen her car in the lot. She commented that anyone could have been hiding in the building. Based on that incident, Mrs. Mederois was surprised that there was concern about teachers wanting to come into the building half an hour early.

Kathy Sidilau, LMS teacher, commented teachers have always been able to access the building at 6:00 am until this year. She indicated that they are requesting to have access only a half an hour earlier.

Mr. Barka asked if LMS was open at 6:00 am. Mr. Markiewicz indicated that we changed the hours to accommodate a 6:30 am opening.

Robin Corbeil indicated that she has to get into the schools to get computers running for Smarter Balance testing, which takes a while. She commented all she has is one hour. She suggested there be a way to contact the staff in the building at 6:00 am.

VII. 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 non-public session at 8:16 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. York seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes; Mr. Barka, yes.

VIII. RETURN TO PUBLIC SESSION

Mr. York made a motion to return to public session at 9:39 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes; Mr. Barka, yes.

Mr. York made a motion to seal the non-public minutes of June 24, 2015. Mr. Barka seconded. The motion carried 5-0-0.

IX. ADJOURN

Mr. York made a motion to adjourn at 9:40 p.m. Mr. Barka seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for June 30, 2015

Emergency Meeting

(approved as written 7-8-15)

In Attendance: Brian Bourque, Chair (*teleconferenced*)
Derek Barka, Vice Chair
Janine Lepore, Board Member
John York, Board Member
Nicole Quintana, Board Member

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Barka called the meeting to order at 5:58 p.m.

B. Pledge of Allegiance

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

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III. RETURN TO PUBLIC SESSION

Mr. York made a motion to return to public session at 6:15 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes; Mr. Barka, yes.

Mr. Barka made a motion to encumber \$150,433.11 from the FY15 year end funds. Mr. York seconded. The motion carried 4-1-0, with Mrs. Lepore opposing.

Mr. York made a motion to approve Brian Cochrane as Interim Superintendent. Mrs. Quintana seconded. The motion carried 4-1-0, with Mrs. Lepore opposing.

III. PUBLIC INPUT

A. Community Forum

There was no public input.

IV. ADJOURN

Mr. York made a motion to adjourn at 6:22 p.m. Mrs. Lepore seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board
(not in attendance – transcription only)

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Non-Public Meeting
Approved Minutes of June 30, 2015
(approved as written 7-8-15)**

In Attendance: Brian Bourque, Chair (*teleconferenced*)
Derek Barka, Vice Chair
John York, Board Member
Janine Lepore, Board Member
Nicole Quintana, Board Member

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

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1. Superintendent's Contract
The Board discussed the Superintendent's contract.

III. RETURN TO PUBLIC SESSION

Mr. York made a motion to return to public session at 6:15 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Lepore, yes; Mr. York, yes; Mrs. Quintana, yes; Mr. Barka, yes.

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant

Note: Mrs. Flynn was not in attendance in the non-public session.