

*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 18, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member  
Elizabeth MacDonald, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Ph.D., Superintendent  
Hollie Messenger, Director of Human Resources

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:11 p.m.

B. Pledge of Allegiance

Mr. Bourque took a moment, following the pledge, to introduce and welcome Dr. Michael Jette, Superintendent and Mary Widman, Director of Curriculum, Instruction and Assessment.

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from June 20, 2018:

*Mr. Bourque made a motion to approve the non-public minutes for June 6, 2018. Mrs. Hershberger seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to accept the nomination of Courtney Beach as Pre-Kindergarten teacher at GMS at a salary of \$51,729 for the 2018-2019 year. Mrs. MacDonald seconded. The motion carried 4-0-0.*

*Mrs. Harrison made a motion to accept the nomination of Eric Momnie as STEAM teacher for LMS for a salary of \$56,416 for the 2018-2019 year. Mrs. MacDonald seconded. The motion carried 4-0-0.*

E. Presentations and Recognitions

• Special Services Program

Mrs. Bandurski, Director of Special Services, provided information to the Board regarding how the programming works, case managers' responsibilities, teachers' responsibilities, and paraprofessionals' responsibilities. She provided a presentation of information regarding special education for the Board.

Definition of Special Education

- Specially designed instruction at no cost to the parents that is designed to meet the unique needs of a child with a disability.
- Services include speech/language pathology; vocational education; occupational therapy; physical therapy; vision services; teacher of the deaf, orientation/mobility; counseling; other services as needed.
- Regulations require the least restrictive environment, which could be located in any venue.
- Standards for education of children with disabilities were amended March 2017.
- The standards are the framework for the responsibilities of staff.

Referrals

Total number of referrals (new or out of state move-ins) = 56; 11 did not qualify for services;

GMS exited 21 students during 2017-18 (4 after re-evaluation; 7 not eligible after referral; 3 refused services; 7 moved to other district)

LMS exited 10 students: (6 after re-evaluation; 2 not eligible; 1 refusal; 1 moved to other district)

CHS exited 32 students: (21 graduated or aged out; 4 refusals, 2 ineligible; 5 moved).

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Total number of students identified as of June 1 was 248 (GMS 96; LMS 66; CHS 74; Out of District 8; Tabernacle/St. Francis 4).

Special Education Teachers:

- Communicate regularly with parents
- Organize/lead meetings for their caseload
- Provide direct instruction, classroom observations
- Conduct assessments for new referrals or re-evaluations
- Consult with classroom teachers, related service providers, contracted providers and physicians
- Write IEP's for their students
- Complete all required paperwork for the process
- Collect data for IEP goals/objectives
- Provide guidance to paras working with their students
- Advocate for the needs of their students.

Mrs. Hershberger and Mrs. Harrison asked how much time teachers spend on the paperwork and liaising compared to the time they spend with students.

Mrs. Bandurski indicated that the times vary because every student is different; however, all the needs of the students are being met.

Special Education Teachers in Our District:

- Case manage the students assigned to their caseload
- Students are the number one priority of staff
- Students are assigned to special educators by grade level and sometimes by need
- Each student requires 2 hours of meeting time (sometimes more); about 30 min of paperwork associated with each meeting
- IEP is in effect for one calendar year with annual meetings.

Mrs. Bandurski commented it is a very collaborative process for case managers because this is such a small district.

Mrs. Hershberger asked how the success of these students is measured.

Mrs. Bandurski indicated success of the student is measured by their growth. She explained the data that Special Services tracks is different for each student (includes performance). She noted that we are making sure all our students are accessing the general curriculum.

Paraprofessionals

- Work under supervision of sped teacher
- Assist in the provision of special education and related services
- Monitor the behavior of children they work with
- Implement a plan designed by a certified educator
- Do not usually attend IEP meetings, and parent teacher conferences are not part of their typical contracted work day
- Receive a district paid subscription to PD Now that offers PD on variety of topics
- Receive on the job training/coaching, consulting provided based on student need
- Assigned to provide support throughout all aspects of the student's day, with the exception of UA's, lunch and recess, which is dependent on the student need.

Mrs. Bandurski commented we look at student need, staff availability and schedules when placing paraprofessionals.

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Classroom Teachers:

- Implement IEPs
- Attend and participate in meetings
- Consult and collaborate with special services staff regarding the needs of students
- Participate in the development of the IEPs
- Complete the aspect of evaluations
- Collect student data (goals, assessments, etc).

Mrs. Hershberger asked if there is aggregate data to reflect the different areas of learning disability. She would like to understand what the challenges are and how we are achieving those goals.

Mrs. Bandurski indicated in terms of overall data, we have the state assessments and pull out information to show us where we need to focus. She noted that we look annually at the data to make informed decisions in order to create the goals. She noted that we are constantly looking at how the student is doing and if the student is not progressing we look at how we can help.

Mrs. Hershberger commented there is nothing that can be aggregated.

Mrs. Bandurski clarified that aggregated data would be in the form of the state assessments. She indicated the other data we look at cannot be aggregated and includes classroom performance, comprehensive evaluations that are student specific, and cognitive profiles.

Mrs. Harrison asked about the different types of paraprofessionals in the district and the supervision structure.

Mrs. Bandurski indicated more than half are 1:1 or 1:2. She noted that we have some students that need 1:1 support for specific areas and group instruction for others. Mrs. Bandurski explained the supervision structure. She indicated that building principals supervise the paraprofessionals with information from classroom teachers and special education teachers; supervision of special education teachers is a collaborative effort; the director oversees the psychologists and social workers.

Mrs. Harrison asked if paraprofessionals are getting the professional development they need.

Mrs. Bandurski indicated it would be beneficial if paraprofessionals could have the same number of professional development days as teachers.

Mrs. Harrison asked about substitutes for paraprofessionals.

Mrs. Bandurski indicated that we do get substitutes for special education positions when they are available.

Mrs. Harrison asked about the training paraprofessionals receive when they are hired.

Mrs. Bandurski indicated that during the three days of professional development prior to the start of school we try to cover as much as possible with them, including confidentiality, responsibilities, and topics pertinent to their positions.

Mr. Meyers asked why the building principals supervise and evaluate the paraprofessionals.

Mrs. Bandurski indicated that special education teachers do not have supervision or evaluations as part of their responsibilities.

Mrs. MacDonald asked about the number of paraprofessionals in the district.

Mrs. Bandurski indicated there are 55 paraprofessionals in the district. She noted that they are allocated accordingly, but there are a higher number at GMS.

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Mrs. Hershberger commented the article to hire a special education coordinator was not approved by the voters. She asked if there is a plan to try to fill that gap and address the challenging caseload.

Mrs. Bandurski indicated that the district is looking at stipends for teachers to take on more responsibilities of case management and assigning some special education responsibilities to the high school administrative assistant.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- General Assurances

Dr. Jette provided information regarding General Assurances, Terms and Requirements for Participation in Federal Programs for the School Board. He explained that general assurances make sure districts are complying with federal law and that this year the Commissioner of Education would like the Board Chair to sign the assurances in addition to the signature of the Superintendent.

- School Board Training Opportunities

Dr. Jette mentioned that the NHSBA is offering a 'Season Pass' to member school boards for professional development. The cost for one year is \$250 for a five member board. He explained typically every workshop is an individual cost, but the NHSBA added this program for member boards who are looking for more professional development during the year. A list of training opportunities offered by the NHSBA was provided for the Board.

Dr. Jette asked for Board consensus for the district to purchase the annual season pass cost.

*Board members agreed to purchase the NHSBA annual season pass for Board member professional development.*

H. Community Forum

There was no public input.

I. School Board Comments

Mrs. Hershberger expressed the need to discuss a plan to increase the opportunity for the Superintendent and the community to communicate. She suggested holding monthly coffee meetings similar to what the CHS principal is doing.

Dr. Jette commented it has been incredibly welcoming and he plans to be as visible as possible. He indicated he is approachable to the concerns of the community.

Mrs. Hershberger suggested a monthly Q and A article in the HLN outlining the role of the Superintendent and the proper chain of command.

Mrs. Harrison noted that Dr. Cutler, former Superintendent, submitted a monthly article to the HLN regarding the pulse of the district.

Mrs. Hershberger suggested the district consider a quarterly newsletter.

Dr. Jette indicated he would check into what has been done in the past and consider the suggestions of the Board. He agreed communication is most important.

Mr. Bourque welcomed Ms. Widman and Dr. Jette to the district. He believes we have a strong foundation in the district and that there are great things ahead for all. Mr. Bourque complimented those involved in the work on the press box at CHS. He indicated that it is looking very good and is looking forward to its completion.

**II. CONSENT AGENDA**

A. Public Minutes:

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- June 20, 2018

*Mrs. Hershberger made a motion to approve the public minutes of June 20, 2018. Mr. Meyers seconded. The motion carried 5-0-0.*

- Budget Transfers

*Mrs. Harrison made a motion to approve the June 2018 Budget Transfers. Mrs. Hershberger seconded. The motion carried 5-0-0.*

**III. REPORTS**

A. Business Administrator's Report

- Financial

The Business Administrator provided a written financial report for the Board.

- School Board Audit Questionnaire

The 2018 School Board Audit Questionnaire was provided to the School Board. It is required by the Auditors that the School Board review the questions and provide responses prior to the 2018 School District Audit. School Board members reviewed the questions and confirmed their responses.

- Bus Routes 2018-2019

Dr. Jette reported that bus routes were developed in the SAU Office prior to a meeting with representatives from First Student. He indicated there was input from First Student and revised bus routes and route maps were sent to First Student in order to have their drivers begin timing the routes. He noted that routes were updated, but are subject to change prior and/or after publishing. Dr. Jette commented that the goal of the SAU Office is to publish the bus routes the first week of August.

Mr. Bourque commented that Mrs. Flynn put in a lot of work on this year's bus routes.

Mrs. Hershberger commented that she was surprised by the amount of work Mrs. Flynn had performed to complete the routes. She was concerned why the transportation company does not have the appropriate software to determine the routes based on the number of students, addresses and needs.

- LMS Entry Proposal

Dr. Jette reviewed a proposal from Windy Hill Associates to provide architectural services to revise the existing entry at LMS, which was requested by the Business Administrator. He indicated that this design will provide much more visibility for the main office and have safer access to the school through one main entrance.

Mrs. Hershberger asked about the process for acquiring quotes.

Mr. Bourque indicated the policy states if it is over a certain amount the district will be required to go to bid.

Mrs. Harrison asked if the district paid for the design of the vestibule at GMS.

Mr. Bourque commented that there are existing entry doors at GMS and a design of that type was not necessary.

Mrs. Hershberger asked if the LMS project will be completed over the summer.

Dr. Jette indicated that it is not planned for the summer. He suggested the Board can present it as a warrant article or use funds remaining at the end of FY19.

Mrs. Hershberger asked about Mr. Izbicki's recommendation.

Dr. Jette indicated that he is looking for feedback to go forward or to get estimates from vendors as we are getting prepared for when the district is ready to go forward with the project.

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**B. Enrollment Report**

Dr. Jette reviewed the June 2018 Enrollment report with the School Board. He indicated that the key numbers are Kindergarten and Grade 1. He reported that as of this morning Kindergarten enrollment is at 73 students with a potential for an additional 3 students; Grade 1 enrollment is at 80 students with a potential for an additional 3 students. Dr. Jette commented based on the current enrollment, the four Kindergarten teachers will average 19 students, which is within the K-3 class size policy parameters of 20 per class. He indicated if Grade 1 enrollment reaches 83 students, with four classrooms the average size will be 21 students per class.

Mrs. Hersberger asked about the maximum number per class.

Dr. Jette indicated the policy states that the district will *strive* for 20 per class in grades K-3. He noted the numbers are still within acceptable parameters.

**C. Committee Reports**

- **Budget Committee**

Mr. Meyers reported that the Budget Committee met on June 28, 2018 and were pleased with the Kindergarten project. He indicated that the only question was about the fencing that was approved on the warrant last year and if the funds are still available.

Mr. Bourque indicated that the funds have been encumbered and the SAU is waiting for the project to be completed before installing the fencing.

Mr. Meyers reported that questions were raised regarding warrants for infrastructure for the district.

Mr. Bourque explained that several members want to place a bond on the warrant that would combine the prioritized recommendations from the building assessment. He indicated that the Capital Planning Committee needs to meet and discuss updates to the state of district facilities.

- **Joint Loss Management Committee**

Mrs. MacDonald reported the Committee met in June and discussed a few safety items. She indicated that disposal of science department chemicals and toxic materials was a concern. She commented some members have resigned from the committee and there is a need for additional membership.

**V. OLD OR UNFINISHED BUSINESS**

**A. 2018-2019 Student Handbooks**

Dr. Jette reported that draft handbooks were provided to the Board on June 20, 2018 for review. He indicated that an additional change was discovered and added on a separate page for the Board to review.

***Mrs. Harrison made a motion to approve the 2018-2019 GMS Student Handbook. Mrs. Hersberger seconded. The motion carried 4-0-0.***

***Mrs. Hersberger made a motion to approve the 2018-2019 LMS Student Handbook. Mrs. MacDonald seconded. The motion carried 5-0-0.***

Mr. Meyers asked if the requirements to address what is needed for graduation should be changed based on concerns regarding the recent challenges with high school students who did not meet those requirements.

Mr. Bourque indicated that more discussion is needed. He noted the concern was what happens if a student goes through a college course and if they still need Senior English. He agreed that concern should be addressed.

Mrs. Harrison was concerned that yearly changes to the graduation requirements would be challenging for students and teachers.

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*Mrs. Harrison made a motion to approve the 2018-2019 CHS Student Handbook. Mr. Meyers seconded. The motion carried 4-0-0.*

*Mrs. Harrison made a motion to approve the additional change to the 2018-2019 CHS Student Handbook. Mr. Meyers seconded. The motion carried 4-0-0.*

**B. Policies:**

- Revisions:
  - EBCA, Emergency Plans

Dr. Jette indicated this policy was revised according to a change in the requirements of RSA 189:64, School Emergency Response Plans, which states that emergency response plans shall be reviewed annually and updated if needed. Updated plans must be submitted to the NH DOE by September 1.

*Mrs. Harrison made a motion to approve EBCA, Emergency Plans, as amended. Mrs. Hershberger seconded. The motion carried 5-0-0.*

**C. School Board Goals**

*This item is a placeholder for the School Board to discuss areas they would like the new administration to focus on over the next 3 to 5 years.*

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

- A. Community Forum

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

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

*Upon a motion by Mrs. Harrison, the Board entered non-public session at 7:45 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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Bourque, the Board returned to public session at 8:40 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

*Mr. Bourque made a motion to seal the Staff Issues portion of the June 20, 2018 Non-Public minutes. Mrs. Harrison seconded. The motion carried 5-0-0.*

**X. ADJOURN**

*Mrs. Hershberger made a motion to adjourn the meeting at 8:42 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

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**Approved Minutes for August 22, 2018**

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Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member  
Elizabeth MacDonald, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Ph.D., Superintendent  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:10 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 18, 2018:

*Mr. Bourque made a motion to approve the non-public minutes of June 20, 2018. Mrs. Harrison seconded. The motion carried 4-0-1, with Mrs. MacDonald abstaining.*

*Mr. Meyers made a motion to accept the nomination of Cody Hertz as CHS English teacher at a salary of \$56,598 for the 2018-2019 year. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mrs. MacDonald made a motion to accept the nomination of Margaret Brady as CHS Special Education teacher at a salary of \$55,538 for the 2018-2019 year. Mr. Meyers seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to approve the increase of a Special Educator position from part time to full time. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mrs. MacDonald made a motion to accept the resignation of Lesleigh Grant, CHS Special Educator. Mrs. Harrison seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

Dr. Jette asked Board members if they would like to continue with the E3 (Empowering Excellence in Education) Award program. The School Board affirmed they would like the program to continue.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Opening Day Schedule

Dr. Jette reviewed the schedule for the opening day for staff, which includes a welcome back presentation, staff recognition, a Welcome Back luncheon, and professional development. He invited Board members to the opening day presentation. He indicated that there will be training for all special education staff prior to lunch. Dr. Jette reminded Board members students arrive for their first day on September 4. He mentioned there may be a special guest in Litchfield due to the addition of full day kindergarten.



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- Kindergarten and Grade 1 Enrollment

Dr. Jette reported enrollment for Kindergarten as of August 20, 2018 is at 79; Enrollment for Grade 1 as of August 20, 2018 is at 89. He noted that the numbers have been monitored closely over the summer. Monitoring the numbers closely over the summer as K and 1 are the two most unpredictable numbers.

Dr. Jette commented with the current enrollment numbers, kindergarten will have four teachers with three classes of 20 and one class of 19. He noted each class will have a program paraprofessional in each room. He indicated at this time, Grade 1 has four teachers with two classes of 22 and two classes of 23 students. He noted the policy guidelines for grade 1 is 20 students per classroom. Dr. Jette indicated there are no classroom paraprofessionals assigned, but there are 1:1 paraprofessionals and shared paraprofessionals in three of those classrooms.

Mrs. Harrison commented it is a good trend that enrollment is increasing, but it is not good that the numbers are over the policy cap. She indicated she is concerned with the numbers in grade 1 and suggested the district consider hiring program paraprofessionals.

Dr. Jette agreed that the district can look at hiring program paraprofessionals as there are a number of slots unfilled at this point. He noted all teaching slots have been filled.

Mr. Bourque commented that Grade 1 is six students over the enrollment guidelines at this point.

Mrs. Hershberger commented there is a paraprofessional in every room except for one. She suggested doing something for that one classroom.

Mrs. Harrison commented a 1:1 paraprofessional is not the same ratio as having two teachers.

Dr. Jette commented the last of the large classes are moving through grades 7-12. He was unsure if anything could be done.

Mrs. Harrison suggested consideration for more staff for grade 1 and give the students as much support as possible.

Dr. Jette indicated that while providing as much support as possible for the students is recognized, choices will have to be made in the budget and direction from the Board is required.

Mr. Bourque commented the class size is larger than what we would like, but it is not uncontrollable. He suggested asking Mr. Thompson and the Grade 1 team about their needs.

- CHS Program of Studies: Graduation Requirements

Dr. Jette indicated that an inquiry regarding graduation requirements that were included in the CHS Student Handbook was made by a Board member. It was noted that in the 2018-2019 Student Handbook, a graduation requirement was added (Senior English) that was not included in the policy (IKF) or in the 2018-2019 CHS Program of Studies under Graduation Requirements for a CHS Diploma. Dr. Jette explained that he spoke with the CHS Administration and was informed that the Senior English course is listed in the Program of Studies as a required course unless the student is enrolled in Honors English or AP Literature and has been in the Program of Studies since 2014. He asked that the policy be amended to reflect the requirement.

Mr. Meyers asked why that particular course was chosen as a requirement for graduation.

Mrs. MacDonald explained that the idea was it would help students with their college essays, letters and resumes.

Mr. Bourque suggested we can confirm the rationale for the course requirement with Mrs. Callinan and update the policy if necessary.

H. Community Forum

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Amanda Lessard, 14 Deerwood Drive, commented on the enrollment numbers for Kindergarten and Grade 1. She indicated that the numbers for first grade, as a foundational year, are worrisome. She commented that the students come from different sources (eg. private kindergartens, families that move into the community, etc.). She was not convinced that shared paraprofessionals would actually help.

**I. School Board Comments**

Mrs. Harrison acknowledged Phil Martin's untimely passing. She commented that he gave much to our school and was one of the founding members of our music department.

Mrs. MacDonald commented on the number of people that attended his service. She noted he was wearing his Hawaiian shirt, holding a baton. She indicated it was a testament to how much he was loved by this town.

Natalie Hirte, 14 Lund Street, indicated that there is discussion about renaming a scholarship in Mr. Martin's name and renaming the CHS auditorium.

Mr. Bourque commented that he is looking forward to the first day of school and is excited about this year. He indicated Dr. Jette will steer us in the right direction.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

- July 18, 2018

*Mrs. Harrison made a motion to approve the public minutes of July 18, 2018. Mr. Meyers seconded. The motion carried 5-0-0.*

- Budget Transfers

*Mrs. Harrison made a motion to approve the budget transfers for July and August 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

**III. REPORTS**

**A. Business Administrator's Report**

- Financial

The Business Administrator provided a written financial report for the Board. He reported the Kindergarten modular classrooms are getting set up and the electricity is being completed, with final inspection occurring next week.

Mr. Bourque asked about the information Mr. Izbicki received regarding the sprinkler system.

Mr. Izbicki indicated that the Fire Chief, Deputy Fire Chief and Building Inspector told him that sprinklers are not required and if the structure is 20 feet off the main building it is not required to be sprinkled.

Dr. Jette commented sprinkler systems are meant to protect structures not persons.

Mr. Izbicki indicated if the fire alarm is activated inside GMS it will also be activated inside the modular classrooms. He indicated there are multiple exits out of each classroom and students can be out of the building in under two minutes.

Mr. Izbicki reported the secure entryway at GMS is nearing completion; a response from the CHS Librarian was provided with regard to questions about the expenditure for the drone for the CHS Library; a proposal from Windy Hill Associates was provided with regard to the reconfiguration of the entry at LMS. He asked the Board for their input regarding the design work and cost proposed by the architect. Mr. Izbicki reported the audit was completed with no significant findings, with an exception for student activity funds. He indicated the auditors recommended parking fees be taken out of the student activity account and a revenue fund be created and reported as a restricted fund that can be carried over from year to year. He noted if there are receipts or use of the fees, it would be well documented for accounting and auditing purposes. He mentioned that some parking fees were used in the past for specific events.

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Mr. Bourque asked about the cost for Challenge Day. Dr. Jette indicated the cost would be \$15,000 for all three schools. Mr. Bourque suggested asking CHS Administration to provide more information on September 5.

Mr. Izbicki reported that final statements for NH Retirement will not be received until the fall; he spoke to the auditor in charge regarding extending the relationship with Plodzik & Sanderson and reducing costs, for which a proposal will be forthcoming.

Mrs. Harrison asked if the district can go out to bid for auditor services. Mr. Izbicki indicated that the district can go to bid; however, a first year auditor will include additional fees. He noted that Plodzik is a good firm and has served Litchfield for some years.

Mr. Izbicki reported that the new Food Services Director began on August 1. He indicated that she started working on the menus, is working with her staff to try to make changes, and started a Litchfield Dining Services Twitter account.

- LMS Entry Proposal

Mr. Izbicki reviewed a proposal from Windy Hill Associates to provide architectural services to revise the existing entry at LMS. He indicated that the architect is prepared to develop a design and preliminary budget for reconfiguring the existing entry to LMS. The cost is \$10,000.

***Mr. Bourque made a motion to approve the development of a design to reconfigure the entrance to LMS by Windy Hill Associates at a cost of \$10,000. Mrs. Harrison seconded. The motion carried 4-1-0, with Mrs. MacDonald opposing.***

- 2018 DOE 25 and MS 25

The DOE 25 and MS 25 were signed by the School Board.

- 2018-2019 Tuition Rates

Mr. Izbicki indicated tuition rates are calculated from the DOE 25 and require approval of the School Board. Tuition rates for 2018-2019 are as follows: \$17,448 for Elementary; \$14,727 for Middle School; \$15,126 for High School.

***Mrs. Harrison made a motion to approve the 2018-2019 Tuition Rates as presented. Mrs. Hershberger seconded. The motion carried 5-0-0.***

**V. OLD OR UNFINISHED BUSINESS**

**A. CHS Parking Fees**

The Board Chair requested the CHS Parking Fees agenda item to address concerns regarding the disposition of the funds.

Mr. Izbicki reported that two years ago parking fees collected were put into the general fund and, if not used, returned to the taxpayers. He indicated that since then, parking fees have been used to maintain parts of the CHS parking lot.

Mrs. Harrison asked how much the cost would be to maintain the parking lot. Mr. Izbicki indicated that restriping can cost \$5,000 or higher; power sweeping can cost \$1,200; snow plowing is part of maintenance.

Mr. Izbicki reported that there is a request to use parking fees to pay for Challenge Day.

Mrs. Hershberger was not comfortable that parking fees are used to pay for Challenge Day. She commented that there are many alternative ways to fundraise for Challenge Day.

Mr. Bourque suggested having Mr. Perez come to the Board meeting to explain how funds were raised to support Challenge Day in the past.

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Dr. Jette commented by taking the parking fees out of the revenue stream and put into a restricted fund, it can be carried forward and accumulate to be used strictly for the parking lot.

B. Policies:

• Discussion:

Dr. Jette reported in recent weeks, there has been much discussion regarding the following two topics. The US DOE has reminded state departments of education [who communicated to local school districts] the ESSA requires districts to adopt policies that prohibit assistance in obtaining a new job for a school district employee, contractor or agent who is known or believed to have engaged in sexual misconduct with a minor student. There were also headlines and questions regarding recent sentencing statements made by school district employees in support of a former co-worker who pleaded guilty to sexual assault of a student.

- ESSA (Every Student Succeeds Act) Requirement for Providing References
- Guidelines for Requests for School District Employees to Appear in Court

Dr. Jette indicated legal counsel has provided explanation and recommendation for each topic. Recommendations include the creation and adoption of a policy pursuant to Section 8546(a) of ESSA; and guidelines created and adopted regarding the handling of requests for school district employees to appear in court. He noted if any of our employees are asked to speak in court we need to have a guideline procedure for employees to follow, with a clear understanding of the chain of command. He commented we want our employees to understand what they can and cannot say as school district employees.

Mrs. Hershberger thanked the Superintendent to bringing this to the Board's attention in a timely manner.

Dr. Jette indicated legal counsel acted on this in a very timely manner. He indicated a policy to meet the ESSA requirement and guidelines for employees to follow if asked to appear in court will be drafted.

• Revision:

- DFE, Gate Receipts Procedures

Board members talked about sports using their own funds or admissions for field improvements and gym repairs.

Mr. Bourque commented that he was under the impression the Boosters can use the football gate receipts to get things for the football field or for gym repairs.

Mrs. Harrison commented that there should be a delineation regarding what is covered by each party involved.

Mr. Bourque commented Boosters request the money for the improvements. He indicated we are not collecting money for the Boosters to use.

The Gate Receipt procedures will be reviewed at the September 5 meeting.

- EHB, Data and Records Retention

Dr. Jette reported pursuant to a change in legislation with regard to Special Education Records, a revision to the Data and Records Retention policy shall reflect the timeframe of the retention and/or destruction of a special education student's records. He explained the district has to keep student special education records until the child turned 26, but now will have to retain those records until the student is age 30 if the parents make the request to retain the records. He noted if there is no request to retain the records the district may destroy the records in a reasonable time following the student's 26<sup>th</sup> birthday, so long as they are destroyed by the student's 30<sup>th</sup> birthday.

***Mrs. Hershberger made a motion to approve the amendment to policy EHB, Data and Records Retention. Mr. Meyers seconded. The motion carried 5-0-0.***

C. School Board Goals

This item is a placeholder for the School Board to discuss areas they would like the new administration to focus on over the next 3 to 5 years.

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**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

Natalie Hirte, 14 Lund Street, proposed that the goal indicating 90% of high school graduates go on to college be changed to reflect 100% of graduates have a post-secondary plan in place. She indicated it is a more inclusive goal and includes students who may not want to attend college. Mrs. Hirte indicated that Seniors will not have school on October 10 due to the administration of the PSATs. She asked Mrs. Callinan to reach out to businesses to offer job shadowing for senior students. She asked those in attendance to please spread the word.

Janine Anctil, 43 Tanager Way, welcomed Dr. Jette. She commented on the enrollment in Grade 1. She indicated she is a first grade teacher at GMS and has a child in first grade at GMS. She noted that teachers appreciate that the Board is showing concern to find ways to support us. Mrs. Anctil explained that program paraprofessionals still leave the classroom teacher with 23 or more students and that is still a lot of children the teacher is responsible for. She commented the program paraprofessional is still under the direction and guidance of the teacher. She was concerned about too many people in the classrooms as other adults come in and work with the students in the classrooms as well. Mrs. Anctil believes that keeping class numbers low is an educationally sound approach and the benefits of a solid foundation will last throughout their education. She commented it seems like we fix our problems by second grade. She encouraged the Board to have a commitment to more forward thinking and a plan for kindergarten and grade 1 class sizes. Mrs. Anctil indicated the Grade 1 team believes an additional teacher is needed.

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

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

*Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 7:36 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. Harrison, the Board returned to public session at 9:40 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mrs. MacDonald made a motion to adjourn the meeting at 9:45 p.m. Mrs. Harrison 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 August 28, 2018  
Emergency Meeting**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member (*Excused*)  
Elizabeth MacDonald, Board Member (*Excused*)  
Tara Hershberger, Board Member  
Dr. Michael Jette, Ph.D., Superintendent  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**7:30 a.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 7:30 a.m.

B. Pledge of Allegiance

C. Proposal for Addition of Grade 1 Teacher

Mr. Thompson presented a proposal to add a teacher for Grade 1 based on the current increased enrollment. He indicated that they looked at room use and staffing, and made changes in their room utilization to accommodate a fifth grade 1 classroom.

Mr. Bourque asked which staff do not have a room.

Mr. Thompson indicated that tutoring will now be done in room 5 as room 37 will be used as a staff room. He reported that the Specials schedule was revised to accommodate the extra class. He explained that the Specials will be rotated so all five grade 1 classes will be able to have Specials. Mr. Thompson mentioned that out of five candidates for a grade 1 teacher, two were called for interviews.

Mr. Bourque asked how many first grade students are lost prior to the beginning of each year.

Mr. Thompson commented that losses would have occurred by now, but there may be one or two. He indicated adding the fifth class will be a challenge as supplies, textbooks, teacher manuals and storage will need to be provided. He noted that there is a plan to notify parents of the affected students about the changes in class assignments.

Mr. Bourque commented some parents may be concerned if they already knew their child would be in a class with a certain teacher or certain other student(s) and now there will be a change.

Mr. Izbicki reviewed funding for the additional class. He reported that the total needed was identified. He indicated that areas of attrition in regular education salaries due to turnover in each building should be sufficient to fund the additional costs associated with adding a first grade classroom.

**II. PUBLIC INPUT**

Janine Anctil, 43 Tanager Way, thanked the School Board for their prompt consideration to add a first grade class at GMS.

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**III. SCHOOL BOARD DECISION**

*Mrs. Harrison made a motion to add a first grade teacher position at GMS and offer a one year contract for the position. Mrs. Hershberger seconded. The motion carried 3-0-0.*

**III. ADJOURN**

*Mrs. Harrison made a motion to adjourn the meeting at 7:44 p.m. Mrs. Hershberger 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 5, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member  
Elizabeth MacDonald, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Ph.D., Superintendent  
Cory Izbicki, Business Administrator  
Mary Widman, Director of Curriculum, Instruction & Assessment  
Scott Thompson, Principal, GMS  
Tom Lecklider, Principal, LMS  
William Lonergan, Principal, CHS  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:03 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 August 22, 2018:

*Mrs. Harrison made a motion to approve the non-public minutes of July 18, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the nomination of Jacqueline Beaudet as CHS Special Education teacher at a salary of \$61,889 for the 2018-2019 year. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the nomination of Raheem Chowdry as CHS Science teacher at a salary of \$40,801 for the 2018-2019 year. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the nomination of Stephanie Wales as CHS Psychologist at a salary of \$52,000 for the 2018-2019 year. Mrs. Harrison seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

There were no presentations or recognitions. Dr. Jette mentioned that a nomination form is being created to send out to the community and school staff.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- First Day of School

Dr. Jette reviewed the opening day for students, school activities and student head counts with the Board. He reported that it was a strong opening day for teachers and staff. All staff members had the same training which was relative to special education accommodations and modifications. He noted the State tailored the training to Litchfield. Dr. Jette indicated principals drove the focus the next day and teachers had time to prepare their rooms



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on the third day. He reported the beginning of school went smoothly from the SAU's view as there were no issues at the schools.

Dr. Jette provided first Friday head counts for all schools: GMS 420 enrolled / 415 attended; LMS 407 enrolled / 402 attended; CHS 435 enrolled / 421 attended. He indicated that first grade started the year with 90 students and thanked the Board for adding a grade 1 teacher. He provided additional information regarding incoming GMS students and noted that 39 first grade students are new to Litchfield. Dr. Jette commented that the difference of 14 students that did not attend the start of the year at CHS is being investigated. He noted there will be additional head counts on the second Friday and October 1.

- Follow Up to School Board Inquiries
  - Sports Practice in Uniforms

Dr. Jette commented there was an inquiry from the Board regarding concern over clothing worn by student athletes during practices. He indicated that he raised the point with Mr. Lonergan, suggesting student dress should be practice as you play. He reported that the suggestion was well received.

Mr. Lonergan indicated it is an expectation of the athletics program that students practice in uniform. He observed coaches may not have been aware, but it was made clear by the Athletic Director that uniform-like clothing will be worn by athletes during practice.

Dr. Jette reported that the information and suggestion regarding the dress code for athletic practices was communicated to Mr. Lecklider, who will pass it along to middle school coaches. He commented we think it is important that the community see our athletes dressed similar to what they would wear during games.

H. Community Forum

There was no public input.

I. School Board Comments

Mr. Bourque commented that on opening day Board members were wearing their district "uniform" (shirts that bear the district logo). He indicated that the start of school seemed to be smooth, in spite of a few bus delays. He commended all staff members for working in these hot conditions.

**II. GENERAL BUSINESS**

A. Public Minutes:

- August 22, 2018

*Mrs. Harrison made a motion to approve the public minutes of August 22, 2018. Mrs. Hershberger seconded. The motion carried 4-0-0.*

- August 28, 2018

*Mrs. Harrison made a motion to approve the public minutes of August 28, 2018. Mrs. Hershberger seconded. The motion carried 3-0-1, with Mrs. MacDonald abstaining.*

*(Mr. Meyers arrived at 6:23 p.m.)*

**III. REPORTS**

A. Curriculum Report

Mary Widman, Director of Curriculum, Instruction & Assessment presented the Curriculum Report to the School Board. She thanked everyone for a wonderful welcoming experience. She reported:

- the first meeting of the PERC Committee will be held prior to the end of September, with a goal to set norms;
- teachers worked over the summer at LMS to plan for the content literacy block, finding and understanding resources, setting up common structures and Tier 2 vocabulary words to focus on, discussing grading scales and rubrics to ensure consistency across the grade levels and disciplines;
- members of the Professional Learning Committee met on August 23 to discuss ways to streamline the tracking processes for professional learning (MLP);

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- all new teachers attended the orientation on August 26 and had an opportunity to meet with their mentors;
- 28 teachers and staff attended LMS boot camp on August 26, which was a positive experience;
- the Grading/Reporting Committee will meet on September 18 to review the summary report from June and start addressing those issues and the next steps;
- the SAS and SAT data has been released – reports will be sent to parents and provided for the Board in October.

**B. Principals' Reports**

- GMS

Mr. Thompson reported that the preschool enrollment is at 41; over the summer 14 classrooms were moved at GMS; kudos to Mr. Ross who assisted with asbestos compliance by the State; 13 teachers and tutors attended the Greg Tang Math Institute; parent back to school nights will be held in September; all positions at GMS are filled with the exception of a lunch/recess monitor and an anticipated opening for a Title I tutor.

**Learning Commons**

Mr. Thompson reported that he is focusing on infrastructure for the Learning Commons. Movable bookshelves were installed; technology and active learning is the focus; a fifth special was created for the additional grade 1 class and activities will be rotated every seven weeks; the library has four new Chrome Boxes to access online books and resources; awaiting back ordered Chromebooks that will be used for general research and independent use. Mr. Thompson indicated he will be requesting increased technology and student friendly seating for the library in the FY20 budget.

Mr. Thompson spoke to the Governor's visit to GMS on Friday for the dedication of Kindergarten. He indicated that Governor Sununu will help officially open and dedicate the program, tour the classrooms and participate in a ribbon cutting ceremony. After the dedication, the Governor will read to all Kindergarten students in the Learning Commons. He indicated that they are working on plans for parking and the schedule for lunch, recess and specials for that day. He noted that there will be a police presence at the school as well.

Mr. Thompson reported the secure vestibule is in operation and some procedures have changed: dismissal procedures require parents to come in and pick up their children; there will be two bus buddies for each bus and to accompany students who attend after school care; parents were notified about security around the holiday classroom parties that involve many people going in and out of the school; spoke with PTO about the room parent manual; worked on a procedure to limit classrooms to a teacher and two class parents; discussed the concept of rotating room parents to give others an opportunity.

Mr. Bourque requested a copy of the room parent manual. Mr. Thompson indicated he will get a copy of the manual to Mr. Bourque.

Mrs. Hershberger asked if school is still considered open to parents. Mr. Thompson indicated that parents will be allowed to visit students in the cafeteria as has been past practice.

Dr. Jette commented that a suggestion was made to invite Jim O'Neill as full day kindergarten was his goal. He indicated that the weather will cooperate for the visit and Mrs. Harrison will give a presentation. He noted this is an official visit and is not about campaigning.

Mr. Bourque suggested extending an invitation to a grade 9 students who was in the first Kindergarten class in Litchfield to see the transition.

- LMS

Mr. Lecklider reported that LMS had a great start of school; staff are expressing enthusiasm with the 1:1 and other happenings; the summer ESY program was successful; the facilities team did an excellent job with the floor replacement and refinishing; the PTO held its welcome back breakfast; fall sports are off to a good start; Chromebook distribution night went well and teachers/staff were excited about the 1:1 boot camp.

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Mr. Lecklider recognized the Litchfield Police Department who donated gift cards for needy families in town and Doug Adams for his work with the recycling program.

**Learning Commons:**

Mr. Lecklider reported the librarian worked closely with Plymouth State University and there is more physical space this year. He indicated there will be a mobile space, a collaborative space, a 3D printer and a maker space.

Mr. Lecklider reported that LMS will be assessing with NWEA and AIMSweb the first few weeks of the year and LMS was again selected for the NAEP test.

- CHS

Mr. Lonergan reported that the administrative team worked hard over the summer; the maintenance staff has done a great job preparing CHS for another school year; commended administrative assistants for preparations for the school year; CTE students started their year off campus last week and transportation was challenging [thank you to Elana Ayer, Michele Flynn and Cory Izbicki for their assistance]; freshmen welcome day was a successful activity and freshmen were incredibly respectful.

Mr. Lonergan reported that he spoke to freshmen about goals and the National Honor Society; he spoke to sophomores about graduation requirements and parking; he spoke to juniors and seniors about using delayed arrival and early release days, National Honor Society, mentors for freshmen, parking, driving on school property and leadership. He indicated that he spoke to students about social media and the hashtags that are used. He noted that buses arrived to school on time, but there were delays in departures, which were resolved.

Mr. Lonergan reported only 46 students requested schedule changes the first day of school, which is a low number from the past; there was a double booking for a classroom (which never occurred before) and was resolved; athletics is off to a good start; the NEASC draft report has arrived and will be reviewed; there is a new club called WATS (We're All The Same) that emphasizes acceptance and being a good role model. Mr. Lonergan indicated that administrators walked through classrooms and witnessed high expectations at CHS. He commented there were engaging activities and formative assessments.

**Learning Commons:**

Mr. Lonergan reported he is working with the librarian to determine how to move forward. He noted computers were moved to a central space in library; the librarian moved out of her office and into central location in library; the office is now being used as a green room for media production. Mr. Lonergan indicated the chairs are uncomfortable and need to be replaced. He commented the media center is being used for the Hip Hop class and a science class.

Mr. Lonergan mentioned hardening glass was installed in the vestibule and in the wall facing the lobby for a more secure vestibule. He reported the press box is operational and the sound system is excellent. He expressed his appreciation to the Athletic Boosters.

Mr. Bourque commented that much fundraising occurs in town with students going door to door. He indicated when they are asked where the money goes, they do not know. He recommended educating athletes regarding the use of the funds that are being raised.

Mr. Lonergan indicated that the funds go into the student activity account for that sport or club. He offered to provide the information with regard to the purpose of the funds that are raised.

Mr. Izbicki explained that all student activity accounts have sub-accounts and that is where money is going. He commented that he is not sure what the descriptions for uses may be, but the money is going to support students.

Mr. Lonergan indicated he will get the information from athletics and the other groups that are raising funds.

- Challenge Day
  - Clarification on Fundraising for Challenge Day Event

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Mr. Lonergan indicated Mr. Perez will attend the meeting on September 26 to address Challenge Day for the Board. He commented that initially, Challenge Day was held in partnership with Merrimack and some parking fees were approved for use by a previous Board. He explained that Challenge Day services approximately 300 students; not the entire school. Mr. Lonergan commented this is not about the best and the brightest, but more of a targeted program and motivates people to think about who they are and how they treat people.

- Clarification on Use of CHS Parking Fees

Mr. Bourque inquired of Mr. Lonergan why Challenge Day was not budgeted.

Mr. Lonergan commented he was informed it was cut from the budget. He indicated that the use of parking fees was discussed recently and it was agreed the money should not go into the general fund and be returned to the town to reduce taxes, rather, it should go to the students. He noted that the administration believe some of the funds should be used to support Challenge Day.

**V. OLD OR UNFINISHED BUSINESS**

**A. Policies:**

- Drafts:
  - Requirement for Providing References

Dr. Jette reported that legal counsel has provided explanation and recommendation for a policy regarding providing a reference for a school employee accused of sexual misconduct. He explained that there is a requirement to craft a policy pursuant to Section 8546(a) of ESSA (Every Student Succeeds Act). He indicated that legal counsel has provided a sample policy and the NHSBA has designated a policy code. Dr. Jette commented this policy will provide guidance with regard to the response to provide a reference for a staff/faculty member that engaged in misconduct with a student.

Mr. Bourque asked about other misconduct, such as a felony. Mrs. Flynn indicated that the district has other policies in place that have language to address other types of misconduct.

Board members asked for clarification with regard to accountability of the sending school/district; ramifications resulting from not providing a reference if the employee is acquitted; and probable cause.

- Guidelines for Requests for School District Employees to Appear in Court

Dr. Jette commented that the legal counsel provided a recommendation regarding guidelines to be created and adopted to address the handling of requests for school district employees to appear in court. He explained that the SAU was struggling on the determination if this is a policy, procedures or handbook language. He noted that he discussed with Mrs. Flynn if there is a policy for first amendment rights and that this could be the procedure for that policy. Dr. Jette commented this is something that could provide clear solutions; however, there may be some concerns. He asked the Board for input to determine the policy for which the guidelines will be attached.

Mrs. Hershberger suggested the district may want to steer away from restating first amendment rights. She indicated the draft guidelines are clearly stated.

Mr. Meyers asked about the district in which the employees were asked to appear in court.

Dr. Jette indicated those district employees felt that they were asked as colleagues and the public-at-large felt they were asked as representatives of the district. He noted these guidelines do not grant permission nor prohibit, but provide a process to follow and raise awareness levels.

Board members asked for further clarification regarding what it means to receive a request to appear in court.

Dr. Jette indicated that the district will seek further clarification.

- Revision:
  - DFE, Gate Receipts Procedures

Mr. Izbicki recommended the draft procedures to the Gate Receipts policy to ensure appropriate collection and accounting of admission fees for school district activities.

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Mr. Bourque inquired about the responsibility of making deposits.

Mr. Izbicki indicated that responsibility will remain with the main office at this time. He reported the auditor suggested establishing a restricted fund for the deposits, which will take time to develop. He commented this is the first step toward tightening up procedures for gate receipt collection accountability.

***Mrs. Harrison made a motion to approve the procedures for the Gate Receipts, Fees and Admissions policy. Mrs. MacDonald seconded. The motion carried 5-0-0.***

**B. School Board Goals**

Dr. Jette commented that it would be helpful for the School Board to provide suggestions regarding goals and indicators. He indicated goals and indicators should be attainable within an established timeframe. He noted that a document reflecting indicators that are completed or no longer relevant has been provided. He mentioned that schools will be setting goals and themes and Ms. Widman will be addressing individual teacher goals. He noted that he would like to focus on pulling this together as building goals and would like input from the Board regarding the direction on which they would like to focus.

Mr. Bourque asked if there is a deadline for Board input.

Dr. Jette commented he would like to have suggestions as soon as possible in order to start crafting the goals. He indicated that it would be ideal to have some input by the next meeting and to spend some time at the next meeting discussing where the Board wants the district to focus.

Mrs. Hershberger asked how much of the goals hinges on recommendations from NEASC.

Mr. Bourque indicated that NEASC recommendations only impact the high school on areas to improve.

Dr. Jette indicated that Mr. Lonergan has received a draft report from NEASC, but he must ensure its accuracy before it becomes official.

Mrs. Hershberger commented that the Board should ask for community input with regard to the goals and indicators.

**VI. MANIFEST**

The manifest was circulated and signed by the School Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

Robin Corbeil, 4 Nesmith Court, commented that she was in favor of the goal suggested by Mrs. Hirte at a previous meeting. She indicated the goals update that was provided for the Board is confusing. She asked if the items that are crossed out have been completed. She believes that it is important to survey the community for input for the Board. She suggested using the reader boards to advertise the surveys. Mrs. Corbeil suggested a quarterly district update would be important to post on the website. She commented it is important to get input from the community on what you are doing.

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

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

***Upon a motion made by Mrs. Harrison, the School Board entered 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. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

**LITCHFIELD SCHOOL DISTRICT**

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**IX. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. MacDonald, the School Board returned to public session at 9:22 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mrs. MacDonald made a motion to adjourn the meeting at 9:22 p.m. Mrs. Harrison 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 26, 2018

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member  
Elizabeth MacDonald, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Ph.D., Superintendent  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:05 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 August 22, 2018:

*Mrs. Harrison made a motion to approve the non-public minutes of August 22, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the nomination of Christine Dyac as GMS Grade 1 teacher at a salary of \$42,107 for the 2018-2019 year. Mrs. MacDonald seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

• LMS PTO Fundraiser Approval

The LMS PTO presented a proposal for a Ski-Tune Program fundraiser and asked for School Board approval. Mrs. Harrison explained that they contacted Proctor Ski and Boards to host an event in November to tune skis and boards and/or lease equipment and will donate a portion of the proceeds to the LMS PTO. Special pricing and discount coupons will be offered to anyone who makes a purchase. It will be advertised to anyone who wants to have equipment tuned or lease equipment. They also offer storage and transportation of equipment.

*Mrs. Hershberger made a motion to approve the Ski-Tune Program fundraiser as presented. Mrs. MacDonald seconded. The motion carried 3-0-1, with Mrs. Harrison abstaining.*

*(Mr. Meyers arrived at 6:27 p.m.)*

• CHS Challenge Day

Mr. Perez provided an explanation of funding and event information for Challenge Day in Litchfield. He explained many of the 3 day workshops were booked; the mission and vision; background on founders who worked in field of teen crisis, prevention and intervention programs; worldwide program; and the full day program with program facilitators, students and adult participants. He indicated the goal is to go beyond the traditional anti-bullying efforts and bring about compassion and change.

Mr. Bourque asked how the seniors and freshmen will be chosen.

Mr. Perez indicated that the CHAT team meets and discusses referrals of students by teachers. He noted it is best with a mix of student situations (at risk and not at risk).

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Mrs. Harrison asked if the program can be administered by class.

Mr. Perez commented that discussion occurred, but the program restricts the attendance to a mix of 100 students with adult participants. He noted Campbell is a small school and everyone knows each other.

Mrs. Harrison commented that she wonders if a student may be more open to discussing their situation and feelings if they know the people that participate.

Mr. Perez indicated that it is amazing how the students open up as the day commences. He noted that the facilitators are good at what they do and they break down the barriers so that students who are apprehensive end up participating. He commented Alvirne is hosting the program in February and they would like to give away one day. Mr. Perez indicated the cost is approximately \$3,600.

Mr. Bourque commented that CHS originally wanted to hold the program in the spring. He asked if that would involve less seniors.

Mr. Perez indicated the original proposal was to hold the 3 day program this year and next year, then look for another school to share it and focus on the incoming 9<sup>th</sup> grade.

Mr. Bourque asked about the cost for the 3 day program. Mr. Perez indicated the cost is approximately \$15,000, which includes travel, accommodations and rental car for the facilitators.

Mrs. MacDonald commented that she was at CHS when it was held several years ago and it was an amazing bonding experience.

Mr. Perez indicated that he would like to invite Board members, members of the Fire Department and Police Department, staff, and a couple that will speak and share their experiences.

Mr. Bourque asked if it would open to the other two schools when the 3 day program is held at CHS.

Mr. Perez indicated that he would like to have teachers from the other schools who may have instructed these students in the lower grades. He noted the more community you can get, the more beneficial the program. He asked the Board to approve the use of CHS Parking Fees for the cost of the program.

Dr. Jette commented that Bedford hosted and participated in the program. He indicated it has a dramatic impact and would be a wonderful program to bring to the high school.

Mr. Bourque commented that the Board will entertain a motion to authorize the cost to be paid out of the general fund.

***Mrs. Harrison made a motion to approve the proposal for CHS to participate in Challenge Day with Alvirne High School and authorize the use of \$3,600 from the General Fund to pay for the cost of the one day program. Mrs. MacDonald seconded. The motion carried 5-0-0.***

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Second Friday Enrollment

Dr. Jette reviewed second Friday student head counts with the School Board. He reported that the First Day of School head count was not accurate and has been revised. He noted that we are now at the second Friday and have added PK enrollment to the count. He reported the enrollment is 1,303, which includes PreK. Dr. Jette indicated the next key number is the October 1 enrollment.



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- NHSBA Resolutions

Dr. Jette asked Board members to review the NHSBA Resolutions provided and to contemplate if there are any resolutions the School Board would like to propose at the Delegate's Assembly. The School Board must approve any proposed resolutions by October 24 in order to meet the NHSBA submission deadline of November 2, 2018. He asked Board members to email the Chair if interested in serving as the NHSBA delegate.

- Comparative Group Proposal

The Superintendent discussed a comparative group analysis proposal with the School Board. He explained it is effective to make a comparison to who we aspire to be. He commented that he inquired about a group list, but has not found one that can provide a solid comparison. He researched the small towns and school districts in the state and developed a list of comparatives. Dr. Jette indicated that he would like to compare test scores, but does not believe that comparing against the averages is the right direction at this time.

Dr. Jette explained that he started with schools in Division III that are similar in size and demographics. He listed towns of like size by income (2010-2014) and tried to keep the list to one town SAUs and one town school districts that are structurally comparable. He then compiled a list of bordering towns, which physically touch Litchfield. He also listed 2017 household income sorted by town, which is an updated listing of what was used in the comparison. Dr. Jette asked Board members for their feedback for comparison towns. He noted this would be a peer group cohort comparison.

Mrs. MacDonald commented that she always compared Litchfield with Bow because of the similarity in town structure.

Mrs. Harrison asked about Hollis/Brookline. Dr. Jette indicated that the two towns have independent K-8 schools that combine into the coop high school and the elementary school levels performed differently.

Mr. Bourque commented that in prior years the Board always talked about Bow and Windham. Mr. Meyers mentioned Gilmanton may be a town to be considered.

Mr. Bourque asked how many districts are needed. Dr. Jette indicated approximately 8-10 solid schools and systems.

Mrs. Hershberger asked if there were any other factors, such as graduation grades. Dr. Jette commented if we start with education outcome as a selection tool, we would tend to select those school systems that are similar to us. He indicated he would like to steer away from that and find districts we aspire to become. He asked if the Board is receptive to the idea of the SAU creating the list.

Mr. Bourque commented it makes sense to have one list instead of having different groups of school for different comparisons.

Dr. Jette indicated the next step is to take the feedback to the Administrative Team, create the list and crunch numbers.

- Follow Up to Board Inquiries
  - Fundraising (see reports) later in the agenda
  - Principals Emails to Parents

Dr. Jette indicated that Board members have been set up in BlackBoard Connect and should be receiving the information from the schools that was requested.

- Cell Phones

Dr. Jette indicated the Board asked about our expectations of staff and cell phone use. He reported each school has some language and expectations; however, LMS did not have specific language.

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Mrs. Harrison commented that cell phones are not really needed since everyone has Chromebooks.

Mr. Meyers indicated he finds as a teacher it is easier and faster to use a cell phone to look up information.

Mr. Bourque commented that there should be consistent language for the Staff Handbook. He asked about staff handbooks.

Dr. Jette commented that the SAU has not seen a staff handbook. He indicated that he will speak with the principals and ask for copies of the staff handbooks.

○ UA Teachers

Dr. Jette indicated that GMS provided information regarding how Unified Arts (specials) are scheduled.

Mr. Bourque commented that he asked for clarification on the UA teachers' instructional hours of the day. He indicated that there are many gaps in the schedule. He commented that UA teachers are not in session until 2:50 and asked why they cannot do bus duty.

Mrs. MacDonald commented that dismissal should not be longer than 25 minutes and Kindergarten teachers should not do bus duty.

Dr. Jette commented we need to do more work on the issue of dismissal and buses at GMS.

○ Dismissal of Students at GMS and LMS

Dr. Jette reported that he addressed dismissal of students with the GMS and LMS principals. He commented it is a struggle to be efficient and maintain security at GMS and LMS. He indicated there are many activities at middle school and students are always coming and going. Several methods have been attempted at LMS, but it is challenging.

Mr. Bourque commented that LMS starts at 7:30 am and school is out at 2:00 pm. He indicated that there needs to be a solution for someone to be at the door until 2:30 pm.

Mr. Izbicki commented there are challenges and always reasons why the doors cannot be locked. He indicated that a solution has not yet been found.

Dr. Jette will speak to the principals. He wanted the Board to know that the administration is paying attention to the situation.

H. Community Forum

There was no public input.

I. School Board Comments

Mrs. MacDonald complimented CHS on their Open House. She commented that she enjoyed meeting all the teachers.

Mrs. Hershberger thanked Mrs. Sidilau and all the chaperones for taking the students to Nature's Classroom this week.

Mr. Bourque indicated that Nature's Classroom is quite an experience. He commented that the bricks are being installed at the CHS press box and the sod will be installed. He complimented the work done on the press box. He mentioned that this weekend is Homecoming at CHS and ALICE training was held last week. He commented that the training was eye-opening.

**II. GENERAL BUSINESS**

A. Public Minutes:

- September 5, 2018

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*Mrs. Harrison made a motion to approve the public minutes of September 5, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

**III. REPORTS**

A. Business Administrator's Report

Mr. Izbicki indicated that the next financial report will be provided at the October 24 meeting.

- Bus Counts

Mr. Izbicki reported bus counts were provided for the first two weeks and there have been many calls to the bus company and SAU office. He thanked Mrs. Flynn for fielding the calls and correcting the routes. He indicated the main concerns are additional stops and overcrowding issues. Mr. Izbicki reported that he toured a bus and learned that a 77 student capacity is equal to three children per seat and is not an accurate portrayal of the actual capacity of the bus. He noted that Mrs. Flynn identified the issues and is working on a plan to alleviate those issues and implement the revised routes the second week of October.

- Transportation Issues

Mr. Izbicki reported that an RFP for transportation services has been drafted. He indicated that he met with Peter Curro, Business Administrator in Londonderry, to discuss contract bids. He noted that the RFPs will be issued independently, bids will be compared and a decision will be made. He mentioned that he has heard transportation is struggling everywhere because of the shortage of drivers.

- GMS Asbestos Inspection

Mr. Izbicki reported that the SAU received the State report regarding asbestos inspections at GMS and we are in full compliance. He mentioned that Dave Ross, Facility Manager, is recognized in report for his recordkeeping efforts. He indicated any asbestos in existence in GMS is encapsulated and is of no threat to any students. He reported that mitigations are completed each summer by highly qualified vendors who do the work and take great care in the removal.

Mrs. Harrison asked how many more summers it would be before all the asbestos has been eradicated. Mr. Izbicki indicated there are three more summers, with the major removal occurring in the gym.

Mr. Bourque suggested budgeting for the complete removal. Mr. Izbicki indicated it is very expensive and the district is trying to do it in a more manageable way.

Mr. Bourque recommended putting the remaining asbestos removal on a warrant article.

- Project Update

Mr. Izbicki provided the following updates:

- Kindergarten: the final accounting is being completed; the building inspector came to inspect the portables and meet with modular contractor.
- GMS Vestibule: the final accounting is completed; the entrance sign and fob meter need to be completed.
- LMS Entry: the design drawings have been completed and are being reviewed; cost estimates will be forthcoming; possibility for opportunity to apply for grant money.
- CHS Ventilation for Wood Shop: the unit will be programmed tomorrow.

- ALICE Update

Mr. Izbicki reported that active shooter training exercises were held at each school with staff members and was an eye-opening experience. The next step is to meet with the Administrative Team to discuss what we will do to move forward.

- Donations

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Mr. Izbicki informed the School Board about the donation of an audiometer to LMS; a donation of school supplies from 3M; and a donation of a pallet of masking tape from Getinge in Merrimack; shed donation at LMS was installed.

**B. Fundraising Report**

Dr. Jette provided information regarding funds raised for student activities and events. He indicated that each fundraising event is listed for the appropriate sport with items that were purchased for the last two years. He reported that Mr. Lonergan shared the idea that athletes and students should be educated on the purpose of their fundraiser.

Mr. Bourque indicated much has been raised since the start of this school year and would like to know what the funds were used for. He would like to know the cost of each fundraiser, what was raised, what incentives were offered, and what the funds were used to purchase.

**C. Governmental Meeting Disruptions Report**

Mrs. Flynn attended a workshop regarding Governmental Meeting Disruptions provided by the NHMA in partnership with the NHSBA to present information relative to disruptions at official meetings and recommendations for best practices. She provided some information that was learned at the workshop.

**V. OLD OR UNFINISHED BUSINESS**

**A. Policies:**

- Drafts:
  - GADA, Personnel Recommendations

Legal counsel has provided clarification regarding district accountability regarding references for school employees accused of sexual misconduct. Legal counsel has also provided clarification regarding the definition of probable cause in reference to this policy and the requirement under ESSA.

The Board reviewed the policy, which will be revisited for a 1<sup>st</sup> Reading on October 4.

- Guidelines for Requests for School District Employees to Appear in Court

Legal counsel has provided recommendation on the placement of the guidelines for requests for employees to appear in court.

***Mr. Meyers made a motion to approve the guidelines and to attach the guidelines to Policy GBE, Staff Rights and Responsibilities. Mrs. MacDonald seconded. The motion carried 5-0-0.***

**B. School Board Goals**

Dr. Jette reported that an update of the 2015-2018 goals was provided for the Board and delineates goals that are ongoing, not met, completed and not able to be attained. He indicated that the district is ready to work on the goals and asked the Board for direction.

Board members suggested some new language in the goals themselves; direction for indicators; diversity and social programs; communication within the schools and capital improvement.

The Superintendent will begin working on goals for the next 3-5 years.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

There was no public input.

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

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

*Upon a motion made by Mrs. Harrison, the School Board entered non-public session at 8:32 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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. Harrison, the School Board returned to public session at 9:40 p.m. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mrs. MacDonald made a motion to adjourn the meeting at 9:40 p.m. Mrs. Harrison 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 October 10, 2018  
Held at Campbell High School – School Board Meeting Room**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member  
Elizabeth MacDonald, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Ph.D., Superintendent  
Cory Izbicki, Business Administrator  
Mary Widman, Director of Curriculum, Instruction & Assessment  
Scott Thompson, Principal, GMS  
Tom Lecklider, Principal, LMS  
William Lonergan, Principal, CHS  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:04 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from September 26, 2018:

*Mrs. Harrison made a motion to approve the non-public minutes of September 5, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

- E<sup>3</sup> Awards
  - S. Thompson, T. Lecklider, W. Lonergan
  - M Clinton-Jones, M Thayer, M Perez

Dr. Jette explained the National Principals Association is celebrating October as the “Month of the Principal”. School principals are being recognized for their continuous and dedicated support for our students and teachers.

Mr. Bourque recognized the principals and assistant principals of GMS, LMS and CHS. He thanked all administrators for their dedication and hard work.

F. Correspondence

There was no correspondence.

G. Superintendent’s Comments

- October 1 Enrollment

Dr. Jette reviewed the October 1 enrollment counts with the School Board. He reported that 1,304 students are enrolled in the district. He mentioned that he and Mrs. Flynn will be meeting with Mr. Bourque and Mrs. Couture, Budget Committee Chair, tomorrow to discuss enrollment projections and calculations for accurate numbers.

- Follow Up to School Board Inquiries

Dr. Jette provided responses to previous School Board inquiries.

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○ Athletic Permission Forms

Dr. Jette indicated the issue was that athletic departments were not using a consistent travel waiver form. He reported a simple communication addressed the issue and a consistent form will be used for athletics and school student travel waivers.

○ Teacher / Staff Handbooks

Dr. Jette reported that the SAU is in the process of collecting staff handbooks. He noted that since we are already into the school year, the decision was made to streamline the handbooks for next year.

Mr. Bourque asked if copies of the handbooks can be made available to the Board. Dr. Jette indicated copies can be provided for the Board.

○ Athletic Fundraising

Dr. Jette indicated the Board expressed concerns about what is done with the funds raised, as well as educating students regarding the purpose of the fundraiser. He reported that responses were provided, as well as activity reports for fall athletic teams that raised funds for FY18 and FY19.

Dr. Jette indicated there was a question at the last meeting regarding fundraising for Volleyball with a specific interest in nets purchased. He reported that nets are provided by the school; however, the team raised funds to purchase a more secured net system.

Mr. Bourque asked if the coach of each sport directs how the funds are spent. Mr. Lonergan indicated both the coach and players have input. He noted football has fairly traditional activities.

Mr. Bourque commented the Athletic Director has nothing to do with the decision of how the funds are spent and it is left up to the individual sport. Mr. Lonergan confirmed that was correct.

Dr. Jette suggested Board members review the reports and forward any questions. He confirmed that students do all understand why they are fundraising.

○ Capital Planning Committee List

Dr. Jette provided a list of the Capital Planning Committee members and membership guidelines for the Board. He reported that Mr. Lecklider has an internship project that he is required to complete and suggested that Mr. Lecklider facilitate the Capital Plan. He explained that Mr. Lecklider will pull together some of those pieces and instead of presenting the committee with raw materials, we need to present a cohesive plan. Dr. Jette commented some work needs to be done before opening it up to a committee. He noted the Board can decide whether to stay with the current committee membership and review the guidelines to determine how to proceed.

Mr. Bourque commented that there was good input from representatives from all three schools. He was hopeful that Kevin Lynch would return as he and Dave Ross saved the committee much time identifying the priorities. He indicated have a spectrum of the community and school district is helpful.

Mrs. Harrison commented having several people look at stacks of documents is a lot of stress and ingredients. She indicated having one package will be helpful and thanked Mr. Lecklider for stepping up.

Mr. Lecklider indicated he has already looked at various formats and is trying to make it simple to follow.

Mrs. Hershberger commented that it is good to have a cross section look at such a comprehensive report as the HL Turner facilities assessment.

○ World Languages Overview

Dr. Jette commented that a concern was raised during the long range goals discussions regarding starting language earlier in education. He reported that he worked on the World Languages Task Force in Bedford and was involved in the process to analyze the programming and make recommendations based on the task force charge.

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Dr. Jette commented that the task force was charged to review the current World Languages programming, identify research-based best practices in second language acquisition for native speakers of English, and identify options to improve the programming. The key findings of the analysis: learning a language earlier is better; focus on one language in the earlier grades to increase rigor in that language; review the instructional strategies and techniques.

Mr. Bourque asked what it would entail if the Board decided to start two languages in grade 5.

Dr. Jette asked if we would be doing it for all students; targeting some; asking one half to take one language and the other half to take another language? He indicated the task force report recommends picking one language and exposing everyone to it.

Mr. Bourque asked what would be needed for staffing if we began in grade 5 with one language.

Mr. Lecklider indicated that Spanish is currently offered in grade 8, which consists of three courses and an exploratory. He believes if we were looking at a model where students are taking a language and being instructed on a daily basis, we would need three additional teachers.

Mrs. MacDonald was in favor of immersion, but beginning in grade 5 will mean some students will be in a more advanced language later.

Ms. Widman commented that she came from a school where it was more exploratory in grade 6 and a deeper level in grade 7, and so on. She noted there is another model that begins in grade 4.

Mrs. Hershberger commented that it is more beneficial to start a language in elementary school.

Dr. Jette indicated that many districts offer a second language in kindergarten. He noted the concern in Bedford was that the native language is mastered as well. He suggested the Board digest the report and request any follow up.

Mr. Bourque suggested creating a sub-committee to study how to implement a second language in an earlier grade and what grade would be best to start.

- Comparative Districts (Peer Cohort Group)

Dr. Jette reported that after review and consideration of the Board's suggestions, the Peer Cohort group will be Bedford, Bow, Hopkinton, Hudson, Londonderry, Merrimack, Moultonborough, Pelham, Sunapee and Windham. He indicated this is the group we will use to compare SAS results.

- Field Trip Mapping

Dr. Jette indicated that Ms. Widman is mapping field trips and will provide a report at the next meeting.

- Budget Work Session Agenda

Dr. Jette shared a draft of the budget presentations agenda with the Board. He commented the goal is to follow the format used in the past and start with the Superintendent's overview. He indicated Mr. Izbicki will speak to the default budget and change in the law.

#### H. Community Forum

There was no public input.

#### I. School Board Comments

Mrs. Hershberger recognized Natalie Hirte and Sonya Costinos for their work on Career Day.

Mr. Bourque congratulated all CHS seniors for homecoming.

## II. GENERAL BUSINESS

### A. Public Minutes:



*LITCHFIELD SCHOOL DISTRICT*

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- September 26, 2018

*Mrs. Harrison made a motion to approve the public minutes of September 26, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

**III. REPORTS**

A. Curriculum Report

Ms. Widman provided to the School Board the October Curriculum Report and an overview of competencies, answering the question ‘where are we and where are we going?’

Ms. Widman reported PERC met for the first time focusing on streamlining processes, re-establishing the purpose of the committee and reviewing materials forms and the curriculum review cycle. She completed the first round of building walk-arounds with the Assistant Principals in each building, which has sparked some great conversation around best practices. Ms. Widman reported the revised MLP is up and running; a team from the SAU, LMS and CHS attended the state conference on Curriculum, Instruction and Assessment and heard much about STEM education, increasing student engagement and using policy to change competency based education. A team from LMS attended a workshop on Media Literacy at St. Anselm; a team from CHS will be showcasing at NEASC next week; the Grading and Reporting Committee met in mid-September. She reported they reviewed the status report and narrowed the focus for the start of this year. She indicated that the work study practices and rubrics need revision, and they will be looking at aligning grading scales between schools.

Mrs. Hershberger indicated a grading policy is needed.

Ms. Widman commented there are a lot of pieces when we talk about transforming to a whole competency based system. She indicated it will be a process and many things need to be aligned first. She mentioned the Board needs to look at the policy and other curriculum policies that are outdated.

Mrs. Hershberger asked if the policy will be universal between schools.

Ms. Widman indicated the policy will be standardized; however, in terms of implementation it may look different at the three levels based on the level and needs of the students. She noted the goal is to have general themes and commonalities in all three buildings.

- Competencies Overview

Ms. Widman provided a presentation on competency based education and what it means.

Competencies are written off of state and national standards. Students are expected to reach proficiency in course competencies to be prepared for success in the next level. Grades are based on student progress toward proficiency in each competency. Students are expected to reach proficiency in all graduation competencies to receive a diploma.

Curriculum is fully aligned in K-12 based on state and national standards. Curriculum includes competencies with progression at each level. Curriculum is focused on transferable knowledge and skills for postsecondary life. Instruction is differentiated and personalized to help all students reach proficiency. Instruction is student centered, providing direct instruction and independent exploration. Instruction is focused on application of concepts and skills.

Assessment aligns to instruction practices in class, including both formative and summative opportunities. Assessment provides students some voice and choice in how they demonstrate their knowledge. Assessment asks students to apply knowledge in authentic scenarios using an advanced depth of knowledge. Reporting: the grade provides parents and students with more targeted feedback and information. Grades reflect work associated with progress in course competencies. Work not directly connected with progress toward a competency should not be included in the grade.

Next steps: a 3 to 5 year plan; a 3 year priority list that includes reviewing curriculum for vertical alignment; revising and creating rubrics for work study practices; revising curriculum related policy; and revising a grading related policy.

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Mr. Bourque asked if professional development will be provided for teachers to bring this all together. Ms. Widman indicated there will be training for teachers as there are many moving parts.

Mr. Meyers asked if graduated rubrics will be considered. Ms. Widman indicated that progressive rubrics will be done in the process.

Mrs. Harrison commented it seems like this will be created from scratch. Ms. Widman commented it is a combination of starting new and borrowing from other districts. She indicated we have a strong foundation, but it needs to be processed. She noted rubric work is ongoing, but needs to be developed on a more consistent scale.

B. Principals' Reports

- GMS

Mr. Thompson provided the principal's report for the Board. He reported:

- There are 82 students enrolled in Kindergarten this week;
- New Frontiers has begun and volunteers were recognized;
- Greg Tang Math Night was held;
- The Governor attended Kindergarten dedication;
- A grade 1 teacher was added, as well as an additional special (STREAM class) to accommodate the fifth class;
- ALICE training went well and we will be working with the district on the next steps;
- Learning Commons news included with report;
- Summer Reading Challenge celebrated with an ice cream social;
- Scarecrow Jamboree will be held October 26;
- PTO is running the Raise Craze fundraiser again and would like to make improvements to the playground with the funds;
- The Playground Committee met and will forward items to the School Board for approval;
- CHS students will be working at GMS to learn about education;
- Met with teachers who wrote a grant for Lego Robotics;
- Fire Safety training will be held in October.

○ Competency Assessment Example

Mr. Thompson provided an overview of a Writing competency at GMS. He indicated students are expected to write well-structured arguments, narratives and informative/explanatory pieces.

Kindergarten: holding a book appropriately, teach letters and numbers, expressive language, descriptive language, use of story webs; the goal is that students are able to write one or two descriptive sentences with assistance.

Grade 1: assistance with writing skill, move to narrative writing, spelling, writing and decoding, reading; the goal is for students to write a topic sentence, three sentences for the body and a closing sentence.

Grade 2: students work more on reading and writing; the goal is for students to write a seven sentence piece.

Grade 3: students work on writing six to nine sentences, expansion of ideas, all three types of writing, and the use of peer editing.

Grade 4: there is a large expansion of writing using graphic organizers, thesaurus, vocabulary; the goal is for students to write a five paragraph piece.

Mr. Thompson commented that special education is part of the process and there is writing in the specialist classes.

○ Unified Arts Schedule: Questions & Answers

Mr. Thompson provided a more detailed Unified Arts schedule and responded to Board member questions.

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Mrs. MacDonald asked if the unencumbered time includes the 10 minutes between classes.

Mr. Thompson indicated classroom teachers do not have unencumbered time. He noted the contract states teachers shall have unencumbered planning time of at least 25 minutes, but does not include passing time in those calculations. He mentioned he is working on a mixed grade level recess with six monitors. He noted the new schedule restores specials to 50 minutes, 10 minutes to clean the cafeteria, and an additional 5 minutes per lunch. Mr. Thompson commented special education teachers, tutors, OT, PT and Speech supports will have to realign their schedules.

Mrs. MacDonald believes that, from a moral standpoint, there is inequity in planning time between classroom teachers and specialists.

Mr. Thompson indicated the new schedule improves many things. He commented classroom teachers will have 400 minutes per week and specialists will have 350 minutes per week.

Mr. Bourque asked Mr. Thompson to share the new schedule with the Board.

Mrs. Harrison asked if including some of grade 1 with kindergarten at lunch will add to longer lunch lines.

Mr. Thompson indicated if scanning is done for lunch, with the added five minutes and adult support, it should work out. He commented that he is trying to address fairness and equity while providing more time for lunch.

- LMS

Mr. Lecklider provided the principal's report for the Board. He reported:

- PTO received the Blue Ribbon Award;
- Recognized Grade 6 team for Nature's Classroom;
- Athletics is doing well;
- Open House was well attended in September;
- Shed donated by Doug Adams; Audiometer donated by Marc Cloutier;
- Robotics program building with 14 teams and 40 students;
- LMS will enter the 2018 Cyber-Robotics Coding competition;
- Student Council elections will be held this week;
- Bill Hicks and the Guidance Department are working on a mentor program for LMS with CHS students;
- The 1:1 program is going well;
- Learning Commons is set up with furniture, a 3D printer and a green room, which is very busy;
- Assessments are wrapping up;
- ALICE training went well and we are looking at the next steps through a district process.

- Competency Assessment Example

Mr. Lecklider provided an overview of the Writing competency at LMS. He explained there are indicators within competencies; in argument writing there are 14 different skills teachers are breaking down and there are many layers to get to the competency. He indicated that we try to break down the skill criteria to determine the needs of the students. He noted the focus area for grade 8 is English Language Arts, for which StudySync is used as a resource and there are multiple reads performed with different methods.

- CHS

Mr. Lonergan provided the principal's report for the Board. He reported:

- Noah Vaughn is a semi-finalist for the National Merit Scholarship;
- Student were inducted into the Tri-M Music Honor Society;
- Golden Bell winner was Ryan Keller
- NH DAR thanked Nate Cooper for stepping in to announce and celebrate "Constitution Week";
- A biennial career fair was held;

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- 313 students participated in the PSATs;
- Seniors visited UNH and SNHU, as well as other college visits and career shadowing;
- 40 college visits occurred through the counseling office and 40 more are planned;
- Music Department will request ideas for a tribute to Phil Martin;
- Seniors chose to Disney World for their trip this year;
- Youth Risk Behavior Survey reflects a below average rating for high school students in many areas (students not wearing bike helmets, 111 students claimed they were bullied at school, but significantly less had been reported, some students claimed someone brought a weapon to school).

- Competency Assessment Example

Mr. Lonergan provided an overview of what a competency “looks like” at CHS. He indicated a Writing competency involves brainstorming, a first draft, peer editing, and fine tuning. He explained sentence structure and advanced narratives are different between freshmen and higher grade levels. There are higher expectations and more challenging use of argument and persuasive writing is required, as well as more restrictive formatting, appropriate voice, organizational structure, solid introductions and conclusions in a thesis type body.

- NEASC Summary

Mr. Lonergan provided a summary of the recommendations provided in the NEASC report for CHS. He indicated that it was broken down into standards with commendations and recommendations provided for each. He commented that core values and beliefs is referred to throughout the report. Mr. Lonergan indicated items of note by the NEASC team included providing time for teachers to collaborate and work on curriculum and there is a need for more comprehensive curriculum for our counseling department. He noted that district support was crucial in moving our school forward, as well as feedback from students, parents, community members and the district in terms of what CHS is doing well and what is not done well. He reported that a 2 year plan and a 5 year plan will be required to accomplish the NEASC recommendations.

**V. OLD OR UNFINISHED BUSINESS**

A. Policies:

- 1<sup>st</sup> Reading:
  - GADA, Personnel Recommendations

Dr. Jette indicated the Board has reviewed this policy that has been vetted by legal counsel.

***Mr. Meyers made a motion to approve Policy GADA, Personnel Recommendations, for a 1<sup>st</sup> Reading. Mrs. Harrison seconded. The motion carried 5-0-0.***

- Review:
  - Revised Policy - JEB, Age of Entrance
  - Current Policy – JEB, Age of Entrance

Dr. Jette indicated this policy was last discussed on June 20, 2018 by the School Board and was tabled. He commented that this is an age based policy for enrolling a student in the school system. He noted that a draft policy was proposed that included early entrance request language for student with exceptional talents or who are close in age. He indicated the policy was reviewed by the Board, but did not move on to a reading. Dr. Jette recommended leaving the current policy in place as all policies are subject to appeal.

Mr. Bourque commented the argument at the time was the hard date language in the policy. He indicated the Board discussed options that would provide more flexibility as there are other districts that extend the deadline for kindergarten and grade 1 registration/enrollment. He noted the requirement has always been September 30.

Mrs. Harrison commented that she understands the benefit of a ‘hard date’, but feels it is not fair to hold the child back another year if a parent has a child that is of age on October 2.

Dr. Jette indicated parents can appeal to the Superintendent so that the pressure is off the principal. He mentioned that he spoke with Mr. Thompson about other pressures that may not be in the best interest of the child. He noted it opens a two way conversation.

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*School Board consensus: leave the current policy in place.*

**B. School Board Goals**

Dr. Jette reported a recap report of the suggestions and/or revisions to the goals is provided for the School Board. He commented that each goal was provided a ‘catch phrase’ to make the intent of the goal more evident. He noted some goals and indicators were adjusted and asked the Board if there was more input.

Board members suggested revisions. The draft goals and indicators will be reviewed by the Board as changes are applied.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

There was no public input.

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

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

*Upon a motion made by Mrs. Harrison, the School Board entered non-public session at 9:14 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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. Harrison, the Board returned to public session at 10:21 p.m. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mrs. Hershberger made a motion to adjourn the meeting at 10:21 p.m. Mr. Meyers 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 October 20, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member  
Elizabeth MacDonald, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Ph.D., Superintendent  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**8:00 a.m.**

A. Call to Order

Mr. Bourque called the meeting to order.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There was no revision to the agenda.

D. Presentations

- 2019-2020 REQUESTED BUDGET PRESENTATIONS:

**SUPERINTENDENT'S BUDGET OVERVIEW**

Dr. Jette provided an overview of the FY20 Requested Budget. He commented that the State is downshifting revenues to local municipalities who will bear the brunt of funding stabilization over the next several years. He indicated that the educational strategy has to include a long range plan while developing the budget. He noted the budgeting process compelled our team to plan. Dr. Jette reported that the enrollment projections are not available at this time; however, we have begun to work on them and will meet with a consultant to make sure we have accurate information. He commented the budget we are developing has to have the ability to deal with the unexpected. The goal is to bring forward the most responsible budget to the voters in March and to have a transparent process. He noted the FY 20 Requested Budget total is \$21,754,329.

**DEFAULT BUDGET (CORY IZBICKI)**

Mr. Izbicki reviewed the FY20 Proposed Default Budget, which is 1.17% over the previous year and is \$166,000 less than the proposed budget at this time. He reported the State changed legislation for the calculation of the default budget, specifically regarding new contracts that are not allowed to be included in the default budget. Mr. Izbicki noted that we will not have a new contract for transportation until next year so that presents a problem and the district is mandated to provide transportation. He indicated with regard to the CBAs, the district has to pay the increase in health insurance, therefore, it will be carried over to the default. The total FY20 Proposed Default Budget total is \$21,541,899 at this time.

Mr. Izbicki reported that State stabilization and equalization grants are decreasing 4% each year and the reduction in revenue has a bigger impact on our tax rate than does the increase in this budget, which averages approximately 1.8%. He commented there has been discussion about the Claremont decision (regarding funding) and Litchfield is below the State average for education funding. He indicated there has been conversation that our year end fund balance is too high. Mr. Izbicki explained that we use the year end fund balance to stabilize the tax rate and what we return signifies financial health, which is important if the district has to secure a loan or goes to bond. He commented there are many unforeseen elements that make it challenging to project 12 months ahead.

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Mrs. MacDonald mentioned that the year end fund balance was discussed at the Budget Committee meeting. She indicated that comments centered on the amount of the fund balance that was left over even after we implemented kindergarten.

Mr. Izbicki indicated that it is too difficult to project how much of the fund balance will be left over at this point in time as it is too early in the year.

Dr. Jette reported that the district is waiting for a statement from the auditor defining what is healthy to have as a fund balance. He indicated attorneys who led the Claremont lawsuit are saying the situation has gotten worse and the disparity is growing.

Mrs. Harrison suggested inviting our State Representatives to discuss state funding.

E. Community Input

There was no public input.

HR AND SALARIES/BENEFITS REQUESTED BUDGETS

School Board members reviewed the FY20 HR Requested budget with a bottom line of \$8,360.

Mrs. Messenger indicated the increase of \$259 reflects the dependent care/flex care account manager.

SALARIES/BENEFITS: \$17,291,430

School Board members reviewed the FY20 Salaries and Benefits Requested budget with a bottom line of \$17,291,430.

Mrs. Messenger reported budget drivers for salaries and benefits:

- State increased employer contributions for retirement
- Lump sum in Function 2900 for insurance increase
- Lump sum in Function 2900 for administration salary increases
- Lump sum in Function 2900 for non-union staff salary increases
- Lump sum in DW Long Term Subs for substitute salaries
- Lump sum in Substitutes for schools
- Lump sum for 6<sup>th</sup> period classes as it is unknown who will be in that category next year
- Grade changes for paraprofessionals and teachers based on movement on the degree schedule
- 9% increase for health insurance budgeted (expect actual GMR November 15)
- 2.3% increase for dental insurance
- 2.5% increase for NHRS teacher rates (employee rate decreased 1.9%).

Mrs. Messenger reviewed new and expanded position requests with the Board.

- LMS Enrichment Tutor to support high achieving learners (warrant article)
- LMS Math Tutor to provide Tier 2 and Tier 3 intervention (warrant article)
- GMS fifth Kindergarten teacher next year
- GMS increase part time Technology teacher to full time
- GMS Library monitor
- LMS additional 5<sup>th</sup> grade teacher (due to projected 94 students next year)
- CHS increase part time Receptionist to full time based on after school security
- CHS increase Guidance counselor from 50% to 75% to help expand ELOs
- DW increase Grounds employee from 75% to 100% to increase productivity and balance work load

Total increase to budget: \$336,770.14. Total increase for new and expanded positions: \$393,751.84.

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Mrs. Messenger mentioned that GMS requested an additional grade 2 teacher for the high number of students moving from grade 1 to grade 2, which can be accommodated through a reduction in grade 3; request to keep the fifth grade 1 teacher. She indicated there is no budget impact with these requests.

With regard to the request to increase the CHS part time receptionist to full time, Mr. Meyers suggested that the district consider paying a teacher a 6<sup>th</sup> period rate for watching the lobby.

Dr. Jette indicated that can be discussed with the CHS principal when he is present in November.

Mrs. Harrison asked if Title I funds can be used for the math tutor.

Mrs. MacDonald asked about the cost budgeted for DW Special Education Special Education meeting in Salaries and Benefits.

Mrs. Bandurski indicated that the funds budgeted are for after school meetings and/or trainings.

Mrs. MacDonald asked why they are paid to stay after school.

Mrs. Bandurski indicated that these employees go above and beyond the regular day to do collaboration and schedules.

Mr. Meyers asked if the meetings can be scheduled during Parent Conference days. Dr. Jette indicated he will look into it.

Mr. Bourque asked about the salary budgeted for extra-curricular paraprofessional support (special education).

Mrs. Bandurski indicated that the district has to cover the costs associated with a paraprofessional's salary/travel, etc. for support for any student with a disability that goes on a trip or event.

***Mr. Bourque made a motion to reduce Account 1000120100-114, Para/Monitor Salary, by \$8,075 (which reflects the increase in that line). Mrs. Harrison seconded. The motion failed 2-3-0.***

**GMS REQUESTED BUDGET**

School Board members reviewed the FY20 GMS Requested budget with a bottom line of \$172,858.

Mr. Thompson indicated that enrollment changes affect personnel and supplies. He noted GMS would like to increase the use of technology as well. He pointed out the overall request increase is \$39,353 is driven by a request for a fifth kindergarten teacher (\$28,801); the addition of online subscriptions and resources (\$9,382); student desks, chairs and tables for three grade 1 classrooms (\$8,719); art room furniture replacement (\$2,876) because the furniture is old and the height is not appropriate for elementary students.

Mr. Thompson described a potential plan to add a kindergarten classroom at GMS, which would entail moving the 3 year old PreK program out of the portable and back into Room 25; and moving three teachers, art, enrichment, tutors and ESOL.

Mr. Thompson spoke to the additional personnel requests. He explained the requests are based on enrollment for grades K and 2; the others are based on programming. He noted with five classes in grades K-2, there have to be five specials. A library monitor/paraprofessional will help monitor students who are coming and going in the library (exclusive of classes run in the library). The increase for the Computer teacher from part time to full time is to address instruction for students in keyboard skills so they are able to take assessments.

Dr. Jette indicated that he had a conversation on a longer term vision of technology integration, including the evolution of what that position would look like. He noted many districts have moved to an integration model.



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Mr. Bourque asked about supplies budgeted for Scarecrow Jamboree. Mr. Thompson indicated most of what is budgeted is for prizes.

***Mr. Bourque made a motion to reduce Account 1011149000-610, Student Activities Supplies, by \$400. Mrs. Hershberger seconded.***

Mr. Bourque noted, with the exception of prizes, supplies are not necessary since parents provide the supplies for their children's projects.

Mrs. MacDonald felt that the reduction was too great.

***Mrs. MacDonald amended the motion to reduce Account 10111490-610, Student Activities Supplies, by \$150. Mr. Bourque seconded. The motion carried 5-0-0.***

***Mr. Bourque withdrew his original motion. Mrs. Hershberger withdrew her second.***

Mr. Bourque asked about the need for rolling lunch wagons.

Mr. Thompson explained that currently lunches brought to school by students are kept in tubs in the classroom. He indicated that the wagons would allow better storage of lunch boxes, easier transportation of lunches and more controlled distribution of lunches.

***Mr. Bourque made a motion to reduce Account 1011149000-610, Student Activities Supplies, by \$1,134.40. Mr. Meyers seconded.***

Mr. Bourque did not feel that rolling lunch wagons are a necessary expense.

***The motion failed 2-3-0.***

Mr. Bourque asked about the cost for the sensitive skin hand wipes budgeted under Nurse's Supplies. He asked why less expensive wipes are not good enough.

Mr. Thompson indicated that the sensitive skin hand wipes and antimicrobial wipes are necessary for students with allergies that can cause anaphylaxis.

***Mr. Bourque made a motion to reduce Account 1011213400-610, Nurse Services Supplies, by \$1200. Mrs. Hershberger seconded. The motion failed 2-3-0.***

**LMS REQUESTED BUDGET**

School Board members reviewed the FY20 LMS Requested budget with a bottom line of \$149,639.

Mr. Thompson commented that LMS has made strides in technology, STEM and the 1:1 Computing Model. He noted that Learning Commons has been the theme of the budget for the last two years. He indicated budget drivers include: digital resources (i.e. Newsela), Learning Commons furniture and shelving, Guidance supplies, STEM (adding an assistant coach to Lego Robotics), a digital piano and a part time Enrichment Specialist.

Mr. Meyers felt that schools should move more toward online resources, such as online magazines and newspapers.

***Mr. Meyers made a motion to reduce Object account 643, Periodicals-Print, by \$742. Mr. Bourque seconded. The motion carried 5-0-0.***

Mr. Lecklider spoke to personnel needs and requests. He indicated that there is only reading support outside the class for students. With reference to the requested Math Tutor, he explained that the position would enable LMS to target the Tier 2 students. He requested adding an Enrichment Specialist for high achievers.

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Mr. Lecklider commented that Grade 7 and 8 are critical years and LMS currently has a double math block in grade 7. He indicated with decreased enrollment in grade 7 next year, we may have to reduce double math to one block or extend our blocks in the content areas.

**CHS REQUESTED BUDGET**

School Board members reviewed the FY20 CHS Requested budget with a bottom line of \$628,738.

Mr. Lonergan reported that NEASC recommended to include more faculty in the processes and increase extended learning options. He noted that is the reason CHS is requesting the increase in the hours of the part time guidance counselor position. He indicated budget drivers include a high science budget due to the fifth year of a five year program; storage needs and replacement of aging amplifiers for the music department; Challenge Day included in the co-curricular budget; State BOE manifest educational hardship; an increase in hours for the receptionist in the main office; replacement of furniture in the Learning Commons; and a guidance increase due to more students taking night school classes in Nashua.

Mr. Lonergan elaborated on some of the request increases in the budget. He commented that students in the Music department need storage for their percussion instruments and for sheet music. The request for an increase in hours for the receptionist is based on the need for security in the school that was evident during a situation that occurred during school hours recently. He indicated that she knows the students, where they are supposed to be and if they are missing. He added there is also a need for someone to manage the time between 1:00 pm and 3:30 pm.

Mrs. Harrison asked why students in FACS pay a lab fee.

Mr. Lonergan indicated it has been past practice to help pay for supplies used in the class.

Mrs. Harrison does not believe students should be paying fees to take a course.

***Mrs. Harrison made a motion to add \$3,000 to account 1031110009-610, CHS FACS Supplies. Mrs. MacDonald seconded. The motion carried 4-1-0.***

***Mr. Bourque made a motion to reduce account 1031110009-734, CHS FACS Equipment Additional, by \$1,758. (Reality Babies)***

***The motion failed for lack of a second.***

***Mr. Bourque made a motion to reduce account 1031100115-519, CHS Social Studies Transportation, by \$500. Mrs. MacDonald seconded.***

Mr. Bourque indicated that there are other methods to transport the recyclables rather than renting a truck twice a year.

***The motion carried 4-1-0.***

***Mr. Meyers made a motion to reduce account 1031110015-644, CHS Social Studies Information Access Fees, by \$98. Mr. Bourque seconded.***

Mr. Meyers indicated that a subscription to Quia for quizzes is redundant since CHS uses Google Classroom.

***The motion carried 5-0-0.***

***Mr. Bourque made a motion to reduce account 1031110025-734, CHS Computer Education Equipment Additional, by \$1,760. Mrs. Harrison seconded.***

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Mr. Bourque indicated that there is no need to purchase 8 Samsung Galaxy tablets since there will not be ICT Pathways course next year.

***The motion carried 5-0-0.***

**F. Community Input**

Betty Vaughn, Stark Lane, commented that the Math Counts program was inspirational and there were competitions at other schools. She indicated it is critical for 7<sup>th</sup> and 8<sup>th</sup> grade students to decide to get involved in math.

**CURRICULUM DEVELOPMENT REQUESTED BUDGET**

School Board members reviewed the FY20 Curriculum Development Requested budget with a bottom line of \$173,356.

Ms. Widman commented that this is a transition year and some things you see are based off of estimates from resources that are out there. She indicated that she is looking at vertical alignment, Math and Computer Science this year. She pointed out that there will be shifts in professional development money and resource money to support that work. Budget drivers include course and workshop reimbursement, software, new textbooks, and contracted services.

Increases:

- Conferences/Workshops \$13,900
  - Competency Based Education Design Studio (team of 10) \$7,500
  - PLTW training for two teachers \$4,800
  - AP courses (modified curriculum) – Summer training two teachers \$1,600
  - Contracted services: consultant with focus on instruction (DW) \$2,000

Decreases:

- Course Reimbursements \$7,718
- Textbooks \$8,348.

There were no changes made to the budget.

**SPECIAL SERVICES REQUESTED BUDGET**

School Board members reviewed the FY20 Special Services Requested budget with a bottom line of \$1,245,767.

Mrs. Bandurski commented the population of identified students seems to have stabilized, but it is difficult to predict what will occur a year ahead. She reported budget drivers include tuition, transportation and professional services. She indicated that tuition makes up 70% of the Special Services budget and has been reduced by \$83,427; transportation is mainly for students with an IEP, which includes out of district placements.

Increases:

- Travel for trips and field trips \$6,500
- Classroom furniture S3 program \$1,913
- Equipment for paraprofessionals \$2,771
- IEP driven vocational/community experiences for student transition \$2,700
- Protocols needed for psycho-ed evals \$1,766.

Mr. Bourque asked why funds are budgeted in the Miscellaneous account for paraprofessionals for the CHS New York City trip. He commented the trip is not definite.

Mrs. Bandurski indicated that if the special education students participate in the trip, we have to provide paraprofessional support for them throughout the trip.

***Mr. Bourque made a motion to reduce account 1031120100-890, Miscellaneous, by \$2,400. Mrs. MacDonald seconded. The motion carried 3-2-0.***

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**FOOD SERVICES REQUESTED BUDGET**

School Board members reviewed the FY20 Food Services Requested budget with a bottom line of \$617,758.

Ms. Crowley commented she is looking at this year as a rebuilding year with plans to bring better quality foods to the students. She indicated that there will be many items made in-house, a new pizza vendor, more fresh fruits and vegetables. She noted that she will work to make preparation and serving as efficient as possible. Ms. Crowley plans to use the state commodities as creatively as possible. She mentioned that students will be able to customize their own lunch, which is very popular.

Mr. Bourque suggested that it would be helpful for Ms. Crowley to survey random students at all three schools about their likes and dislikes. He added that menus can be more descriptive.

Mr. Izbicki commented Ms. Crowley has done a good job communicating with all three schools. He noted that the district is having staffing issues.

There were no changes made to the budget.

**TECHNOLOGY REQUESTED BUDGET**

School Board members reviewed the FY20 Technology Requested budget with a bottom line of \$390,149.

Mr. Pelletier indicated budget drivers include upgrading the fiber connectivity; restructuring telephone bills; and scheduling privacy and security audits mandated by HB 1612.

Increases to the Technology budget include:

- \$5,975 for price increase for Chromebooks since we are not purchasing as many
- \$5,000 for annual security audit HB1612
- \$1,976 for adding enterprise cloud backup to current backup and disaster recovery procedures
- Variable telephone service costs
- \$2,000 for upgraded switches

Decreases include:

- Removal of TenMarks software (\$5,000)
- Eliminated School Dude for IT (\$6,088)
- 5 Year Replacement Plan (\$3,400)
- Various 542 account decreases

Mr. Bourque indicated that the students moving up from grade 8 will be taking their Chromebooks with them to CHS.

***Mr. Bourque made a motion to reduce Object account 734 by \$7,250. Mrs. MacDonald seconded. The motion carried 5-0-0.***

**BUILDINGS & GROUNDS REQUESTED BUDGET**

School Board members reviewed the FY20 School Board Requested budget with a bottom line of \$72,826.

Mr. Izbicki commented that he worked with Mr. Ross and Mr. Reynolds to keep the budget relatively stable from year to year. He indicated budget drivers include:

- facilities certification course for Mr. Ross and Mr. Reynolds \$1,080
- professional services contract with Tecta America for annual roofing inspection/maintenance
- heating oil increase \$25,352
- Property & Liability insurance decrease of \$6,730.

Mr. Bourque commented that two new snow blowers are being purchased so service should not be necessary.

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**Mr. Bourque made a motion to reduce account 1021263000-430-, LMS Building Repairs/Maintenance, by \$800. Mrs. MacDonald seconded. The motion carried 5-0-0.**

**SAU & SCHOOL BOARD REQUESTED BUDGET**

School Board members reviewed the FY20 SAU Requested budget with a bottom line of \$27,796. There were no changes made to the budget.

School Board members reviewed the FY20 School Board Requested budget with a bottom line of \$72,826. There were no changes made to the budget.

**BUSINESS/TRANSPORTATION REQUESTED BUDGET**

School Board members reviewed the FY20 Business Office Requested budget with a bottom line of \$72,826. There were no changes made to the budget.

**TRANSPORTATION**

School Board members reviewed the FY20 Transportation Requested budget with a bottom line of \$72,826. There were no changes made to the budget.

Mr. Bourque asked about the increase to the overall budget. Mr. Izbicki indicated the increase is \$458,000 over the FY19 Approved budget.

**DISCUSSION OF LMS ACCESS ROAD**

Mr. Ross reported the road leading up to the front of the school is not structurally safe. He explained there is a sink hole that was created from a boulder that shifted near the culvert that runs under the road. The boulder crushed the pipe and the water washed out under the road. He indicated that there is a plan in place to fix the road, which will need approval of the Building Inspector.

Mr. Izbicki indicated that there were two quotes from contractors. The quote chosen carries a cost of \$31,500. He noted that we can identify the funds in the budget or go to the Capital Reserve Fund. Mr. Izbicki will be calling Primex to see if there is any part of the repair covered by the insurance.

**G. Community Input**

There was no community input.

**PLEASE NOTE: BUDGET PRESENTATION TIMES ARE APPROXIMATE AS SOME BUDGET SEGMENTS MAY TAKE LONGER THAN OTHERS.**

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

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

**Upon a motion made by Mrs. Harrison, the School Board entered non-public session at 4:10 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. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.**

**III. RETURN TO PUBLIC SESSION**

**Upon a motion by Mrs. Harrison, the Board returned to public session at 4:30 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.**

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**IV. ADJOURN**

*Mrs. Harrison made a motion to adjourn the meeting at 4:30 p.m. Mrs. MacDonald 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

**Draft Minutes for October 24, 2018  
Held at Litchfield Town Hall – School Board Meeting Room**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member  
Elizabeth MacDonald, Board Member  
Tara Hershberger, Board Member (*excused*)  
Dr. Michael Jette, Ph.D., Superintendent  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

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

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from October 10, 2018:

*Mrs. Hershberger made a motion to approve the non-public minutes of September 26, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to approve an unpaid leave of absence for Caitlin Kramer beginning at the end of the FMLA period to the remainder of the 2018-2019 year. The motion carried 5-0-0.*

E. Presentations and Recognitions

- CHS Performing Arts & Friends of Performing Arts Proposal

The CHS Performing Arts department, along with the Friends of Performing Arts, presented to the School Board proposals to honor Phil Martin to the School Board.

Jill Pennington and Carolyn Leite spoke to the proposal. Mrs. Pennington commented that they have discussed some ways to pay tribute to the life and legacy of Phil Martin. She read a biography of Mr. Martin for the Board.

Mrs. Leite commented on how many people who came forth to find a way to give a tribute to Mr. Martin. She noted some ideas are to rename the CHS auditorium after him; place a plaque with a picture of him outside the auditorium, which the Friends of Performing Arts and Friends of Music in Manchester will help fund; name a scholarship after him; hang a shadow box with his baton; and the winter concern will be a tribute to Mr. Martin. She indicated many feel the most fitting tribute is to rename the auditorium.

Paul Sico, CHS alumni, commented that Mr. Martin was the first one everyone saw at Freshman Welcome. He indicated that Mr. Martin made students feel welcome, especially in the music department. He noted every student will walk in that auditorium and think about him. He encouraged the Board to allow Mr. Martin's name to be put where it belongs.

Mr. Bourque thanked everyone for coming out and showing support. He commented that he had hoped to have a full board tonight and that he would like to postpone the decision until the next meeting so that all members can have input and be part of the decision. He mentioned that past practice has been denial of naming parts of a building after a person; however, there has been discussion about putting up a plaque in their honor.

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Mrs. Leite requested for either Mrs. Pennington or herself to attend the next meeting and participate in the conversation.

Mr. Bourque indicated that there is always opportunity during community input to comment.

Mrs. Pennington commented that the high school was named after Percy Campbell due to a land donation.

Mrs. Harrison expressed support for renaming the auditorium because it belongs to the community as well as the school. She commented that he was a staple in the community.

Mrs. MacDonald commented he was there for so many events and for the students.

Mrs. Leite commented it was his life.

Mr. Perez commented he had mixed feelings when we discussed renaming the Library and understood the Board's decision regarding the Library. He indicated that Mr. Martin was a founding member of the high school and, as an administrator, he supports the renaming of the auditorium.

Jerry Vachon, SAU 81, commented that he had a relationship with Mr. Martin. He indicated that, when CHS was opening, he served on the interview committee with Chris George (founding principal). He mentioned after candidates were interviewed, Mr. Vachon suggested that Phil Martin is what CHS is looking for. Mr. Martin was working in Concord School District at that time and Mr. Vachon asked him to consider working in Litchfield. Mr. Vachon indicated that Mr. Martin interviewed and took the job. Afterward, he met with Mr. Martin about the interview and Mr. Martin said money was not the issue, but it was his passion for music. He noted that Mr. Martin made CHS available for Alvirne High School marching band practice.

Mr. Vachon indicated naming the auditorium after Phil Martin will commemorate his legacy to music at CHS. He noted Phil Martin touched the lives of people all over the State.

Paul Sico commented the school was named after a person and is a fairly young institution. He believes that renaming the auditorium will not start a precedent.

Jill Jozitis commented that during the press box discussion it was mentioned Continental Paving was contributing and that their name would be on the press box. She indicated she cannot think of a better tribute to Phil Martin than renaming the auditorium after him.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Field Trip Report

Dr. Jette provided a report that reflects the mapping of field trips in the schools. He asked Mary Widman to speak to the report.

Ms. Widman explained the trips are organized by grade level with connections to curriculum and competencies. She noted she asked the principals to include the costs and how the funds were raised for the trips, as well as notating if substitutes are required to cover classes.

Mr. Bourque commented that GMS and LMS is straightforward, but CHS is more involved.

Ms. Widman commented at CHS there are trips that do not have ties to curriculum.

Dr. Jette asked why grades 7 and 8 participate in the Great East Festival, but grades 5 and 6 do not.



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Mr. Lecklider indicated that the preparation starts in elementary school, but grades 5 and 6 are not ready for competition.

Mrs. Leite commented the band program beginners are not ready for the competition. She indicated that the competition takes place after school and we hire our own judges. She noted traditionally only the 8<sup>th</sup> graders go on the trip to Canobie Lake.

Mr. Bourque commented the New York City trip (CHS) does not seem to have ties to curriculum.

Ms. Widman commented that Ellix Island and the Statue of Liberty do have broad ties to social studies and performing arts, but not a particular course.

Mrs. MacDonald asked why there is only one trip listed for grade 2. Mr. Thompson indicated they do more things in-house.

Dr. Jette suggested that he and Ms. Widman meet with the CHS principal to discuss the NYC trip and address the number of substitutes, trip parameters and where the administration sees this trip.

Mr. Bourque mentioned it is the trip itself, which is open to the whole class. He commented if we are having a tough time tying the trip to curriculum, then where are the ties for Beach Day and Movie Day. He indicated that there seem to be disruptions in instruction with some of these activities. He suggested that seniors can go to the beach or movies on a Saturday.

Dr. Jette commented seniors are required to attend school for 175 days. He indicated one thing to examine is if some students are skipping the activities.

Mrs. Harrison commented there is a charge (to parents) for most of the trips, which can be cumbersome on families.

Ms. Widman commented the cost of some the trips varies with funds that are raised.

Dr. Jette indicated there were many good questions that will be provided to Mr. Lonergan. He mentioned when he was a principal he would hold one large event to bring students together.

Mr. Bourque commented that along with Beach Day and Movie Day, Seniors go to Six Flags and on a cruise. He indicated that he understands it is Senior Week, but it is a lot of time out of instruction. He noted some of these trips take a large amount of teachers out and the rest of the students suffer for it. He asked to bring the report to the next meeting.

- Pinkerton Invoice

Dr. Jette discussed an invoice the district received from Pinkerton Academy for payment of tuition for the Manifest Educational Hardship case decided in the Spring. He noted the billing cycle is as follows: 50% for the first 90 days; 25% for the next 45 days; 25% for the remaining 45 days. Pinkerton has listed Litchfield as the district of liability, which means that the aid from the State will be credited to Litchfield (\$3,636.06).

Mr. Bourque asked if Litchfield can legally receive her transcripts.

Dr. Jette commented that as the district of liability he assumes Litchfield would have access to her records. He asked the Board to vote on payment of the invoice. He acknowledged it is an unusual request, but it is not usual for the State Board of Education to make such a decision.

***Mr. Bourque made a motion to authorize the Superintendent to pay the invoice from Pinkerton for Vanessa Montgomery. Mrs. MacDonald seconded. The motion carried 4-0-0.***

H. Community Forum

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Robin Corbeil, LMS Technology teacher, extended an invitation to the School Board to attend the LMS Veterans Day celebration and breakfast on November 9 starting at 7:00 am. She commented it is a good way for the community to get together. She distributed invitations that were made by the students.

**I. School Board Comments**

Mr. Bourque mentioned that the budget process has started. He indicated that the Board reviewed the budget on Saturday, October 20 and will present it to the Budget Committee beginning November 1, 2018. He encouraged community members to attend those meetings and let their voices be heard.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

- October 10, 2018

***Mr. Meyers made a motion to approve the public minutes of October 10, 2018. Mrs. MacDonald seconded. The motion carried 4-0-0.***

**III. REPORTS**

**A. Business Administrator's Report**

- Financial Report

Mr. Izbicki presented the October financial report to the Board. He mentioned that the Transportation RFP is due this Friday and to date the district has received on proposal from First Student.

- Budget Update

Mr. Izbicki reported after the budget work session on Saturday, some items came forward on Tuesday. He indicated the district received notification of retirements, which have been added to the proposed and default budgets. He noted the difference between the proposed budget and default budget is \$382,602. The FY20 general fund budget increase is \$494,558 over FY19.

Mr. Izbicki reported that Mr. Pelletier had questions regarding the decision to reduce some Chromebooks. Mr. Pelletier was concerned about the 104 Chromebooks budgeted that represent 89 students plus 15 requested by Special Services for paraprofessional usage, and an additional request for 10 more machines for the potential need for loaner machines.

Mr. Bourque indicated the Board did not touch the 104 devices, nor did they reduce the additional 10 devices for loner machines. He asked Mr. Izbicki for the highlights of the major drivers for the Salaries and Benefits budget.

Mr. Izbicki indicated the drivers include: a salary pool for non-union employees that is dispersed by management; an estimated increase of 9% for health insurance; budgeting for teacher salaries is based on current staffing levels and the current schedule.

- Budget Transfers Aug-Oct 2018

***Mr. Bourque made a motion to approve budget transfers from August – October 2018. Mrs. Harrison seconded. The motion carried 4-0-0.***

- Bus Routes Update

Mr. Izbicki provided a brief update on bus issues, resolutions and status to the Board. Bus 9 has been problematic since the beginning of the school year. Mr. Izbicki indicated that road construction on Route 3A as well as several changes in bus drivers led to the bus being late in the mornings at LMS and GMS and in the afternoon return home for all schools. The afternoon route for CHS Bus 9 contains more stops than does the morning route. The solution implemented was to add another afternoon bus to the PM run and split the route.

First Student hired a veteran driver (not from Litchfield) that started the route earlier last week. Mrs. Flynn waited for Bus 9 to arrive at CHS on Friday, October 12 and followed the bus on its LMS run to determine potential problems with the route. She reported the bus arrived at CHS and LMS on time. Problems associated with the Bus 9 route are delays due to traffic when trying to pull onto Route 102 (Derry Rd); traveling down to Circle Drive

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(located mostly in Hudson); pulling out onto Old Derry Road (which is dangerous as drivers speed over the hill); and turning onto Page Road from Route 102.

- FY20 Budget

The School Board is required to vote on new and expanded position requests, as well as vote on any additional changes to the budget.

Dr. Jette reviewed the new and expanded position requests for FY20 with the Board. He recommended the Board approve the Enrichment Tutor and Math Tutor positions in a warrant article.

Positions for Warrant Articles:

LMS Part Time Enrichment Tutor to support high achievers.

***Mrs. Harrison made a motion to approve that they LMS Part Time Enrichment Tutor be placed on the 2019 Warrant. Mrs. MacDonald seconded. The motion carried 4-0-0.***

LMS Part Time Math Tutor to focus on Tier 2 and Tier 3 intervention.

***Mrs. Harrison made a motion to approve that they LMS Part Time Math Tutor be placed on the 2019 Warrant. Mrs. MacDonald seconded. The motion carried 4-0-0.***

Expanded Positions:

GMS Kindergarten Teacher and GMS Kindergarten Paraprofessional

Dr. Jette explained that Mr. Thompson is concerned enrollment may cross the threshold for the need of an additional Kindergarten teacher next year. Costs for a classroom are in the budget; however, costs for staffing are not included in the budget. The current projection is slightly under the current enrollment. Dr. Jette informed the Board he had a discussion regarding options with Mr. Izbicki.

- The additional staffing can be included in the budget, which will increase the bottom line;
- The additional staffing can be included in the budget and we have an agreement that if we do not get 83 students for kindergarten, we will not add the position;
- Explore the creation of an expendable trust for enrollment irregularities in the event enrollment increases in any given grade so we can add a teacher without increasing the budget (subject to DRA ruling).

Mrs. Harrison felt that a trust fund was a responsible suggestion.

Mr. Meyers was concerned that enrollment could escalate in coming years.

Dr. Jette reported that he and Mrs. Flynn spoke to the consultant regarding the rollercoaster effect as people become attracted to the town. He indicated that we relied on the birth rate for projections, but that information is not proving to be reliable or viable. He noted the consultant recommended a better strategy, but there will still be some fluctuation.

Mrs. MacDonald asked how many teachers are budgeted for grade 2, 3 and 4 next year.

Dr. Jette indicated there are five teachers budgeted for grade 2; four for grade 3; and four for grade 4. He noted we are paying attention to the guidelines and we are not reducing staff, but realigning our staffing resources.

Mrs. MacDonald was in support of budgeting for an additional kindergarten teacher.

Mr. Bourque suggested waiting for the enrollment projections. He agreed that we can budget for the additional teacher and do not add the teacher if we do not get the enrollment.

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Dr. Jette commented it is important for the Board to commit to not spending the money in that scenario.

Mr. Bourque indicated once we have the enrollment projections we will have a better idea.

GMS Technology Teacher Increase from Part Time to Full Time

Dr. Jette recommended not to fund the position. He suggested we take the time to explore technology integration and felt that we are not ready to do that this year. He mentioned that we are focusing on funding existing school needs and CBA agreements that will need to be funded, if ratified.

GMS Library Monitor

Dr. Jette recommended the Board postpone a vote until the technology piece is resolved. He indicated there are a number of fabulous volunteers that are in and out of that position on a daily basis.

LMS Grade 5 Teacher

Dr. Jette indicated based on the enrollment numbers he struggled to bring this forward. He noted the current enrollment is 90 in grade 5 and the Board decided that four teachers are appropriate for that number.

Mr. Bourque recommended postponing the vote until enrollment projections are available.

CHS Receptionist Increase from Part Time to Full Time

Dr. Jette indicated that he would like to review the overall job functions as this position would result in a \$34,000 increase. He commented that the position would help with having eyes on the visitors after school and it was discussed that calling for substitutes would be part of this job. He mentioned the district is looking at digital calling systems to call for substitutes.

CHS Guidance Counselor Increase from 50% to 75%

Dr. Jette recommended the expanded position to allow the expansion of ELOs in the high school. He noted this will be an overall function for all students in the building.

***Mrs. Harrison made a motion to approve expanding the CHS Guidance Counselor position from 50% to 75%. Mrs. MacDonald seconded. The motion carried 4-0-0.***

DW Grounds Position Increase from 75% to 100%

Dr. Jette indicated that having two full time staff in grounds will increase productivity in maintaining the fields as well as removing snow. He noted during the winter they help inside with custodial and maintenance work.

Mr. Bourque asked if it would be more beneficial to have another part time employee. Mr. Izbicki indicated it is a challenge to find someone to hire for part time positions.

Mr. Bourque commented that more bodies would be more beneficial and can be in more places.

Dr. Jette commented it seems that having continuity would be important. He indicated we have been challenged with hiring part time staff and keeping people in those positions. He noted that they can explore an additional part time position if the Board so wishes.

Mrs. Harrison asked to discuss the request the increase of the GMS Technology teacher position to full time. She commented she is struggling with it because of the amount of technology at GMS. She feels that if the position is increased to full time, help integrate technology into lessons and find resources to use technology in the classrooms this would be a valuable position. She indicated with the investment made in technology at GMS we need someone there to integrate technology now.

Mr. Thompson indicated the initial plan for the current part time teacher was to teach grades 3 and 4 and work the rest of the time on integration. He noted that we found our teachers were more tech savvy than the technology that was available and since then we have added more technology. He pointed out what they do not have is computer instruction for the younger grades and his intent was to extend computer learning to K and 1.

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Mrs. Harrison asked for the status on the roll out of technology.

Dr. Jette indicated the budget does not expand the hybrid model for GMS as we need to continue that conversation. He commented there is one cart per grade and the Board can add another cart per grade. He noted we can progress from there.

Mrs. MacDonald commented that she sees value in instruction.

Dr. Jette commented that the Board has provided guidance on these positions for which we will do more work and bring them back to the Board.

Mr. Meyers commented that in listening to Dr. Jette it seems he is asking for a year to see where this goes.

Dr. Jette commented looking at the overall requests we need to be more responsible on what we bring forward. He indicated if this were a motion on integration we have plenty of time to work on implementation, but if we take a year to figure it out we may come back with a request to add an additional integrator or a DW integrator.

***Mrs. Harrison made a motion to approve expanding the GMS Technology teacher from part time to full time for FY 20. Mrs. MacDonald seconded. The motion failed 2-2-0.***

Ms. Widman indicated that the State changed from ICT and there is a push for integration. She noted at the K-6 level, we have option to go with either a traditional teacher or an integrator.

**B. LMS Sink Hole**

Mr. Izbicki provided a brief update regarding the status of the LMS sink hole. He reported estimates were received and a design will be shared with the town and hopes to have the project started in the next week or two.

Mr. Meyers asked where the funds will come from. Mr. Izbicki indicated they will be identified in the budget. Mr. Bourque added that capital reserve funds can also be used, if needed.

**V. OLD OR UNFINISHED BUSINESS**

**A. Policies:**

- Review:
  - IHB, Class Sizes

The policy has been revised to include calculation and budgeting criteria. Review of the policy is required by the School Board to move the revised policy to a reading.

Dr. Jette commented that a guideline has been added to the policy as a procedural piece and determines the cut off number for class sizes.

Mr. Bourque commented that this came up while discussing the right number of students for kindergarten classes. He noted the State groups grades K-3 into the same class size parameters.

Mr. Thompson commented that he had a discussion with the kindergarten team regarding keeping those students on track. He indicated that it is a challenging task and fewer students would be ideal.

Dr. Jette indicated that a class size comparison with our peer cohort group reflects we are not too far from where other districts are in terms of the sizes. He noted that the numbers seem to run between 17 and 20. He added the procedural piece attached to the policy is what the Budget Committee has used for calculations for classroom planning and staffing. He mentioned it does reflect that each kindergarten class has a program paraprofessional.

Mr. Bourque commented the policy class size numbers are from 2003. He indicated we can look at the procedures and the cohort comparisons.

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*Mrs. Harrison made a motion to approve the revised Class Size policy (IHB) to a 1<sup>st</sup> Reading. Mr. Bourque seconded. The motion carried 4-0-0.*

### o FF, Naming of Facilities

Dr. Jette commented that School Board past and current practice has been to preserve the names of the district's existing facilities and to avoid setting precedent. He indicated recent requests have deemed it necessary to draft a policy stating the Board's position. He noted that language has been proposed for the Board to consider or adjust. Dr. Jette commented that naming facilities is a commitment to forever. He added that the Board can decide if a policy is necessary or if they prefer to continue with the requests on a case by case basis.

Mrs. Harrison asked about further research of policies in cohort group districts or those that surround Litchfield. Mrs. Flynn mentioned that she conducted detailed research and most districts have a policy with criteria on naming facilities for different types of contributions to education, but that most of the policies have a long process.

*Mr. Bourque made a motion to approve the policy for a 1<sup>st</sup> Reading. Mrs. Harrison seconded.*

Mrs. Harrison was not comfortable with approving the policy until more information is brought forward.

Mr. Bourque indicated it is only a first reading and can be revised prior to approval.

*The motion carried 4-0-0.*

### • 2<sup>nd</sup> Reading:

#### o GADA, Personnel Recommendations

The School Board has reviewed the proposed policy, which was vetted by legal counsel. The policy is ready for a first reading.

*Mr. Meyers made a motion to approve policy GADA, Personnel Recommendations. Mrs. MacDonald seconded. The motion carried 4-0-0.*

### B. Resolutions for NHSBA Delegates Assembly

School Board members were asked to provide proposals for resolutions to be presented at the upcoming NHSBA Delegates Assembly.

A suggestion was made to submit a resolution for a change in the legislation for Manifest Educational Hardship.

### C. School Board Goals

A recap report of the suggestions and/or revisions to the goals was provided for the School Board. The Board recommended sending the draft goals to the Administrative Team for input.

## VI. MANIFEST

The manifest was circulated and signed by the Board.

## VII. PUBLIC INPUT

### A. Community Forum

Robin Corbeil, 4 Nesmith Court, commented that clarity is needed on the overflow of enrollment. She indicated it is important to have funds set aside, but there needs to be clear wording in the budget with regard to a fifth kindergarten teacher that if the enrollment does not warrant the additional teacher the money will not be spent.

Mrs. Corbeil commented on the GMS technology position. She suggested looking at the technology and use of it over the next year and get a survey from teachers on what they need (more support or more technology) and getting them some training.

Mrs. Corbeil commented on the Kindergarten number, noting that there are high school classes that have an enrollment lower than 16 students. She was concerned that a class can be run for 9 students at the high school while

*Litchfield School Board Meeting 10/24/18*

*Approved November 14, 2018*

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the class size in kindergarten is 21. She indicated the numbers across the district and the programs should be reviewed.

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

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

***Upon a motion made by Mrs. Harrison, the School Board entered non-public session at 8:03 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. (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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.***

**IX. RETURN TO PUBLIC SESSION**

***Upon a motion by Mrs. MacDonald, the Board returned to public session at 9:20 p.m. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.***

**X. ADJOURN**

***Mrs. Harrison made a motion to adjourn the meeting at 9:20 p.m. Mrs. MacDonald 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 14, 2018  
Held at Campbell High School – School Board Meeting Room**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member  
Elizabeth MacDonald, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Ph.D., Superintendent  
Cory Izbicki, Business Administrator  
Mary Widman, Director of Curriculum, Instruction & Assessment  
Scott Thompson, Principal, GMS  
Tom Lecklider, Principal, LMS  
William Lonergan, Principal, CHS  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

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

B. Pledge of Allegiance

C. Review & Revision of Agenda

Postpone of award

D. Summary of Non-Public Actions from October 24, 2018:

*Mr. Meyers made a motion to approve the non-public minutes of October 10, 2018. Mrs. MacDonald seconded. The motion carried 4-0-0.*

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Mrs. Harrison reported that the School Board received several letters for support of naming the CHS auditorium after Phil Martin. She noted the letter outlined his years of service and benefits from his contributions to the music program at CHS.

G. Superintendent's Comments

- Enrollment Projections Oct 2018

Dr. Jette reviewed the enrollment projections with the School Board. He commented that it was believed it is important to have a third party opinion of what the district presents for projection numbers. He explained the projection numbers in past years were not good predictors for kindergarten and grade 1. He reported that he and Mrs. Flynn met with the consultant from Sugar Maple Consulting and reviewed numbers, shared past projections and actual enrollment, October 1 enrollment data and asked the consultant to provide projections for the district. The consultant found the birth rate that was used is six year old data and is not reliable and fails to take into account families moving in and out of town. It is also evident that a new unknown is introduced with the implementation of full day kindergarten. Dr. Jette indicated the consultant recommended a shift to using the kindergarten numbers as the driver, using a three year non-weighted average, and use that to predict future kindergarten numbers.



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The consultant ran the numbers using a straight 3 year average methodology and a 3 year weighted average methodology and discovered there is only a slight difference in the numbers. The consultant recommended using a 3 year non-weighted average for projections as the actual cohort is easier to predict with grade progression rates; resetting the document with updated class size information and staffing level data; continue to be engaged with the community to be aware of outside factors; keeping track of the housing in the community. Dr. Jette noted some private kindergartens have closed because of the implementation of full day kindergarten in the state and can cause a variable in kindergarten enrollment numbers. He indicated that the staffing projection reflects projected class sizes going forward.

Mrs. MacDonald asked if double math is the reason we have to keep five grade 7 teachers at LMS.

Mr. Lecklider affirmed, adding it is a good model and works well. He indicated with a guideline of 25 in grades 7 and 8, we were close this year.

- Robotics Handbook

Dr. Jette presented the CHS Robotics draft handbook to the School Board for review. Questions from Board members can be sent through the Chair to the Superintendent. The CHS Robotics coaches/mentors will be present at the November 28, 2018 meeting to answer any questions or provide additional information.

Mr. Lonergan indicated that he has reviewed the handbook thoroughly and revisions have been made.

- Robotics Trip

Dr. Jette presented a trip proposal for the Robotics team to travel to Detroit, Michigan for World Championship competition for School Board review. CHS Robotics coaches/mentors will be present at the November 28, 2018 meeting to answer any questions or provide additional information.

Mr. Bourque asked if the Robotics team has been on one of these trips and if they had discussions with another team on sharing transportation.

Mr. Lonergan indicated they have not been to a national competition, but hope to be successful. He noted that he was not sure if they have had discussions with other teams about transportation at this time.

- Financial Update

Mr. Izbicki provided a financial update to the School Board. He reported at the Budget Committee meeting a statement was made that the district stated the implementation of full day kindergarten would have no tax impact. He clarified that the district never made that statement. He indicated it was presented that the first year would have no impact, but going forward there would be a staffing impact.

Mr. Bourque clarified that it was a member of the Budget Committee that made that statement.

Mr. Izbicki commented as we go into the Budget Committee meeting tomorrow night we have received the actual guaranteed maximum rate for health insurance. He explained that due to a premium holiday, it decreased that number to -1.1% for FY20 based on current plans.

Dr. Jette reminded the School Board that a 9% increase was used in preparing the FY20 Salaries and Benefits budget.

- Transportation Bid

Mr. Izbicki reviewed bids received for student transportation starting July 1, 2019. Shawn Prendable and Ted LeClerc from First Student were in attendance. Mr. Izbicki reported that two bids were received: First Student and Student Transportation of America, which both came in below the 5% increase.

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First Student Bid

- 2018 buses
- First View bus tracking app
- 3% increase per year
- Vocational shuttle same cost as year 1; 2.8% increase
- one time cost of \$16,000 per bus for addition of seat belts.

Mr. Bourque asked if the district has to pay the bill for the seat belts. He believes that the owner of the business should have to pay and then pass along some costs to the customers.

Mr. LeClerc commented that proposed buses do not have seat belts. He noted the seat belts are constructed as a 3 point harness.

Mr. Izbicki indicated we asked for the cost for adding seat belts in anticipation that may happen.

Student Transportation of America

- 2020 buses
- Safe Stop app
- Routing software
- 3%-4% increase
- \$855 per bus per year for addition of seatbelts

Mr. Izbicki commented the cost proposal from STA is a 17.3% increase over this year; however, another district received a bid from STA and if we join those negotiations we could realize a cost savings.

Mrs. Harrison asked if these are the costs if we need to add more buses.

Mr. Izbicki indicated these are the costs based on what we have currently.

Mr. Bourque commented that STA is proposing a 3% - 4% increase per year.

Mr. Izbicki indicated that the STA costs include the daily rate for vocational runs with dedicated buses.

Mr. Bourque asked if the parent has to pay for the tracking app. Mr. LeClerc indicated it is free, but they need to sign up for it.

Mr. Bourque asked if the updates are in real time. Mr. LeClerc indicated a parent can go into the app and access the bus to see when it is due to arrive at their stop. He noted there is a demo that can be shared with the district.

Mrs. Harrison asked if the bus routes would be prepared with software or if the district would be doing the routes.

Mr. LeClerc indicated there is an additional charge for routing software and with a contract of this size it is not worth the money.

Mr. Bourque asked if it is the district's responsibility to do the routes in small districts. Mr. LeClerc indicated it is not a question or responsibility. He noted First Student would have to do the routing if the district does not.

Mr. Bourque commented STA quoted 2020 buses. Mr. LeClerc commented that although the buses are 2018 models, they will be new out of the factory.

Mr. Bourque was concerned about the cost for the seat belts. He asked if the buses are used elsewhere. Mr. Preadable indicated the buses are used only for Litchfield schools.

Mr. Bourque asked what STA offers that the district is not getting from First Student.

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Mr. Izbicki indicated that there is a difference in the costs of shuttles

Mrs. Harrison expressed concern over another five year contract.

Dr. Jette commented that he and Mr. Izbicki had a conversation about the length of the contract and we would like to negotiate something that would be more favorable to the district in terms of the current and past issues with drivers and reliability.

Mrs. MacDonald was concerned with high school students waiting for the bus in the dark at 6:30 am.

Mr. Lonergan indicated it is not unusual for high school students to arrive early.

Mrs. Hershberger commented parent concerns are a tracking app and bus counts, as well as delays in notifications. She asked if the app would solve the communication problem.

Dr. Jette cautioned that there can be security issues with apps and he recommended reviewing the pros and cons of using the app.

Mr. LeClerc indicated that there is a demo and the district would have a dashboard where they can see all the buses.

Mrs. Harrison commented she is struggling with the customer satisfaction issue.

Mr. Bourque indicated there has to be some type of consequence than there has been in the past with late issues and buses breaking down. He commented we currently have older buses and they are proposing newer buses. He noted that there is a limitation of bus drivers nationally.

Mr. LeClerc reported that significant increases in wages and benefit packages. He indicated a contract is being negotiated with their drivers.

***Mr. Meyers made a motion to authorize the SAU Office to negotiate a transportation contract with First Student. Mrs. MacDonald seconded.***

Mrs. Harrison asked if First Student would be willing to negotiate performance. Mr. LeClerc affirmed.

Mr. Bourque did not feel that we would get a lower price joining another district in negotiations with STA as they have already submitted their bid.

Mr. Izbicki clarified the potential to get a lower cost lies with more buses between districts.

Mr. Bourque indicated that First Student is aware of our issues and hopes that negotiations go in the right direction.

***The motion carried 5-0-0.***

***Mrs. Harrison made a motion to authorize the SAU Office to negotiate a special education transportation contract with First Student. Mr. Bourque seconded. The motion carried 5-0-0.***

H. Community Forum

Anna Randolph, 9 Perry Court, commented she does not understand if the Board will talk about the policy memo before discussing naming the facilities after Phil Martin.

Mr. Bourque indicated the Board will discuss the policy.

Mrs. Randolph asked how the Board can talk about the policy knowing that we will not qualify for the request of naming the auditorium.

Mr. Bourque indicated the Board will be discussing the development of a policy.

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Dr. Jette mentioned he spoke to Mrs. Leite and Mrs. Goldstein regarding the request and the policy. He indicated that this is the second request to name an area of a facility with no clear process. He noted a process needs to be in place to consider requests.

Mrs. Harrison indicated that the Board is not passing a policy as a decision to the request.

**I. School Board Comments**

Mr. Meyers commented that, when going through the budget and discussing the \$6,000 budgeted for Special Education meetings, he thought the Board voted to remove it or reduce it. He indicated he is not comfortable with it and wants to cut the line item.

Dr. Jette clarified that the schedules do not mesh across the district and we do not have early release time, which is the reason the Director is looking to add this as a special model to have everyone together at one time.

Mr. Meyers commented that he would like to see that worked into the schedule, perhaps in the three teacher workshop days.

Mr. Bourque indicated once the Board gets the budget back from the Budget Committee we can give that direction to the Superintendent.

Mrs. Hershberger mentioned that she was asked a question from a parent who supports STEM, who was wondering how we morphed to STEAM at LMS. She also asked about STREAM and indicated that it would be good to understand what they are and the best practices.

Ms. Widman indicated it is more in how they are being incorporated. She noted the state still signifies it as STEM. She explained that STEAM includes the integration of Art.

Mr. Bourque congratulated GMS and LMS on their Veterans Day celebrations. He added that we get nice outreach.

Mrs. Harrison congratulated all the various athletics teams and Lego Robotics teams on their successes.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

- October 20, 2018

*Mrs. Harrison made a motion to approve the minutes of October 20, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

- October 24, 2018

*Mrs. Harrison made a motion to approve the minutes of October 24, 2018. Mrs. MacDonald seconded. The motion carried 4-0-1, with Mrs. Hershberger abstaining.*

**III. REPORTS**

**A. Curriculum Report**

Ms. Widman provided to the School Board the November Curriculum Report and information regarding assessment results in Litchfield. She reported:

- PERC completed approvals and tasks through Google Team Drive;
- K-12 Math group held its first meeting in October, completed analysis of curriculum documents and created a priority list for work moving forward;
- four faculty members attended the NEASC Showcase in Oct and brought back many materials of value; book study using Google Classroom;
- November PD day morning will focus on instruction work groups;

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- attended NGSX training (a Science Exemplar System) focused on training teachers and administrators to bring inquiry based and exploratory learning to science classrooms;
- Grading/Reporting Committee looked at common definitions and work study practices;
- Fall testing completed in NWEA with data to be reviewed with SAS and SAT data.

Assessment Report:

Ms. Widman provided a presentation on assessments across the district. She indicated that she analyzed the data at the district level.

Results: DW ELA

- Grades 3, 5, 6, 7, 8, 11 performing above state average
- Grade 4 performing at state average
- Cohort Comparison DW ELA performance is at 70% proficiency.

Results: DW Math

- Grades 3, 4, 5, 7, 8 performing above state average
- Grades 6, 11 performing slightly below state average
- Cohort Comparison DW Math performance is at 55% proficiency.

Results: DW Science

- Grades 5,8 performing above state average
- Grade 11 performing slightly below state average
- Cohort Comparison DW Science performance is at 45% proficiency.

Next steps as a District include digging deeper and making connections to daily instruction/assessment; looking at best practices for all students with focus around Tier 1 and Tier 2 instruction and support; Incorporate interim or sample assessments to make student more familiar with style and format; look at math curriculum and progressions to minimize gaps; continue building reading skills in all content areas; build familiarity and understanding of inquiry based/phenomena based science instruction.

Ms. Widman reviewed assessment results for each school with the Board.

GMS: Cohort Comparisons Percentage At or Above Proficiency

ELA: Grade 3: 70%	Grade 4: 55%
Math: Grade 3: 75%	Grade 4: 55%

Mr. Thompson indicated that teacher teams will continue to analyze grade specific data; continue to discuss realignment of instruction to address gaps; all teachers will be developing a plan for low performing sub-groups; teachers are assigned to K-12 vertical planning teams for subject areas; review student supports in classroom (Tier 1), through CAT, SERFA, reading and math tutors, and Special Education and enrichment.

LMS: Cohort Comparisons Percentage At or Above Proficiency

ELA: Grade 5: 75%	Grade 6: 65%	Grade 7: 70%	Grade 8: 70%
Math: Grade 5: 48%	Grade 6: 45%	Grade 7: 60%	Grade 8: 70% Proficient
Science: Grade 5: 50%	Grade 8: 48%		

Mr. Lecklider indicated that teams will continue to analyze grade specific data; analyze/adjust scope and sequence to address trends in data; learn more about interim assessment in math and ELA; capitalize on 1:1 environment to personalize interventions for students; been using a differentiated approach with Tier 2 and 3 subgroups and bringing in new web based tools for targeted intervention; integrate more content literacy; promote the need for math tutor and enrichment specialist; refine individual goal setting process with students.

CHS: Cohort Comparisons (SAT Eng/Math; SAS Science) Percentage At or Above Proficiency

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ELA SAT: Grade 11: 73%  
Math SAT: Grade 11: 30%  
Science SAS: Grade 11: 35%

Mr. Lonergan indicated this is the first time this test has been administered in Science. Assessment and Data teams looking at SAT data intensively with Math teacher and Curriculum Director; district meetings in vertical teams with core subject areas to help target instruction and curriculum to identify gaps; PSAT administration began this year with grades 9 and 10 and those scores will be reviewed in December; recommend targeted support in class and directed study; utilize CHAT team to support non-special education students with intervention recommendations; begin school-wide review of current Tier 1 and 2 supports; examine results from current SAT Prep course; look at alternative schedule options for teachers to provide time for interventions.

Ms. Widman indicated the Data and Assessment team will be doing deep dives in the SAT data. She noted that some areas in SAT analysis have been identified, such as omitting questions; types of questions omitted. Mike – first time this test been given in Science –

Mrs. MacDonald was concerned about math instruction at the high school level. She commented her son did well in 8<sup>th</sup> grade math and has struggled in grade 11.

Mr. Bourque commented if it is happening to all students it is concerning, but we cannot say there is a problem if it is an individual student.

Mrs. MacDonald commented students are struggling and we are very low in testing results. She pointed out there is a huge drop in numbers in the cohort comparison and vertical alignment is not right.

Ms. Widman indicated that she is looking into that at this time. She noted that the team will look at instruction in the lower grades as well. She commented it is instructional practice and the tools we are using to support our teachers, which all has to be evaluated.

Mr. Bourque commented for several years our SAT scores were below average and now we offer a course. He was curious what the outcome will be next year.

Ms. Widman commented in looking at both ELA and math there is much conversation about the number of omitted questions. She indicated that the question is how we incorporate those sample items into our daily instruction. She noted the areas that were lower in reading are reading in science and social studies.

Dr. Jette commented much thought went into the implementation of offering PSATs in 9<sup>th</sup> and 10<sup>th</sup> grade. He indicated our job is to determine what we do with this information and if we can turn this into a learning progressive experience, we will see an impact on our scores.

B. Principals' Reports

- GMS
- LMS
- CHS

The principals reports were provided for the School Board to review.

C. Curriculum Review Cycle

Ms. Widman reviewed the updated curriculum review plan with the Board. The updated Curriculum Review Guide is required to be approved by the School Board. Ms. Widman commented that the cycle has not been followed in the last two years. She indicated that she looked at a four year cycle going forward and we already have the materials for the next four years for which we have contracts. She noted that we will be looking for more consumables. She proposed that at end of the year, teacher have time to evaluate curriculum implementation for that year and PERC will review for any revision.

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*Mr. Meyers made a motion to approve the 2018 Curriculum Review Guide as presented. Mrs. MacDonald seconded. The motion carried 5-0-0.*

**V. OLD OR UNFINISHED BUSINESS**

A. Field Trip Report

- CHS NYC Trip Proposal
  - A. Gaspar and D. Freeman

Mrs. Gaspar and Mrs. Freeman discussed the CHS New York City trip proposal and details with the Board.

Mr. Bourque asked where the trip ties into curriculum.

Mrs. Gaspar indicated that they put together a list of ties to curriculum in history, architecture, theater, art and literature. She noted that they visit different museums each year and over the course of the years the shows have changed. She commented this started about 15 years ago where Mrs. Freeman would go the NYC and tour museums. She indicated it has evolved and includes culture.

Mr. Bourque commented that it is open to the entire school and several students have gone more than once. He asked why Boston is not considered. He asked why the trip is not scheduled during April vacation.

Mrs. Gaspar indicated that students will be traveling to Boston during as an after school event. With regard to April vacation scheduling, she commented that booking the trip during vacation is difficult and it is a lot of work. She commented we are working when we are there and it is not a vacation. She was concerned they will not be able to get chaperones during that time.

Mr. Bourque was concerned about the disruption of instruction in the classrooms and the number of substitute teachers needed.

Mrs. Gaspar commented it is not seen as a disruption as no substitutes are needed for her class and there have been no complaints from teachers. She explained we do not ask for substitutes or compensation and for the last 10 years whenever our counterpart is sick our colleague covers the classes. She indicated the students know this is a choice and they have to make up any work missed. She noted that last year was an anomaly and the number of students participating will always be approximately 49.

Mr. Bourque asked why it is not confined to one grade in the high school.

Mr. Lonergan indicated if we took half the junior class, for example, it would be more disruptive than taking a sampling of students throughout the school.

Mrs. Harrison asked about the funding for the trip.

Mrs. Gaspar indicated multiple fundraising opportunities are provided.

Amy Goldstein, 1 Spicebush Circle, commented education does not just take place in the classroom.

Mr. Bourque was concerned that the participation is school-wide and not a controlled entire class trip. He indicated it started because of a tie in to a book they were reading and it evolved.

Mrs. Harrison believes the trip would have more value being confined to one grade level.

Mrs. Gaspar commented that as teachers it is difficult to hear our athletes are being dismissed early because of a game, or a spirit competition lasts for a week and the students are shut down for that week. She believes it is important for a grade level class to have the trip experience, but does not believe it will work with a class that large.

Mr. Bourque commented that he is not saying that there is not a lot to learn in NYC, but he is not sure it is our responsibility to bring them there. He was concerned about the cost in paraprofessionals to the district.

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Mr. Lonergan explained that these are paraprofessionals that have to travel with special education students who may want to go on the trip. He reminded the Board this is for next year.

Mrs. Harrison expressed her appreciation for the input. She commented students may fund themselves, but the district does pay for staff costs. She viewed this as a co-curricular trip.

Ms. Widman commented it does tie to the curriculum just not direct content for one particular grade level. She noted the trip supports meeting the competencies.

Mrs. Harrison requested input from the staff.

Mrs. Gaspar agreed to get input from the staff if it will save the trip. She asked the Board to consider the cost for substitutes and teachers if the trip becomes a class trip.

Mr. Bourque commented that he does not think the trip is a vacation, but it is a vacation from school. He was concerned about the widespread participation. He indicated he would like to see a more focus tie in to the curriculum.

B. Policies:

- 2<sup>nd</sup> Reading:
  - IHB, Class Sizes

Dr. Jette commented the class size policy has been in place for a long time. He noted class sizes of the cohort comparison group have been provided.

Mrs. MacDonald believes the class size of 20 for kindergarten is too high.

Mr. Thompson reported he met with a parent yesterday who was talking about challenges in the kindergarten classes when using the centers approach. He indicated that we recognize those same students will be in classes of 20 without paraprofessional support and develop the practice of self-support. He believes that a class size of 20 in kindergarten is too large. Mr. Thompson noted when looking at the class sizes in the analysis the average size for grade 1 and 2 is 16; 17 for grade 3; 18 for grade 4.

Mr. Bourque commented that the Board would like to see 16-18 students in each classroom, but it is not financially possible.

Dr. Jette commented other district researched average 18 per class for kindergarten. He indicated we will be hovering around this point when considering the projections.

Mr. Bourque acknowledged the end result is that kindergarten students be more prepared going into grade 1. He felt after a couple of years the burden should not be as difficult as it is now.

Mr. Thompson commented even if all the students had academic skills, the need to tend to individuals will not go away. He indicated that early intervention is critical. He hopes to see incoming grade 1 scores elevated.

***Mrs. MacDonald made a motion to change the “strive for” number in policy IHB, Class Sizes, from 20 to 18. Mrs. Harrison seconded. The motion carried 5-0-0.***

Mr. Lecklider commented the state average for grade 5 is 18; grade 6 is 17; grade 7 is 17; grade 8 is 18. He indicated programming in middle school is very different than in the elementary school. He expressed concern to see the number of students divided by the number of teachers. Mr. Lecklider noted content is more involved and rigorous in middle school and the programming has to be adjusted based on the numbers. He indicated he is concerned when decisions are made only around class sizes. He commented grade 8 teachers are certified for specific content and the schedule is different as well. Mr. Lecklider observed that projections are on the incline for



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elementary school and the trend for grades 5-8 is a typical growth trend. He noted it is hard to capture a number that is the right number.

Mr. Bourque agreed that middle school scheduling is different, but noted the Board is just looking at class sizes at this time. He believes all other class sizes are fine at this time.

Dr. Jette commented the revised policy and procedures will be placed on the agenda for the next meeting. He reminded the Board that approval is needed to budget for an additional kindergarten teacher for next year. He noted that he will inform the Budget Committee the class size for kindergarten was changed to 18.

***Mr. Bourque made a motion to authorize the Superintendent to add an additional kindergarten teacher to the FY20 budget. Mrs. Harrison seconded. The motion carried 5-0-0.***

***Mr. Bourque made a motion to authorize the Superintendent to add an additional kindergarten paraprofessional to the FY20 budget. Mrs. Harrison seconded. The motion carried 5-0-0.***

○ FF, Naming of Facilities

Mr. Bourque commented that a draft policy was provided for the naming of facilities so the Board would have a starting points. He noted he has some thoughts about alternate methods.

Dr. Jette provided a memo outlining conclusions from research on the naming of school facilities compiled by the SAU office. He indicated key points include an eligibility criteria, a waiting period, contributions of the individual and a process. He commented naming of facilities or areas in facilities is a lifetime commitment and the public should have the right to decide. He noted that a dedication is different in that it is not a lifetime decision.

Mr. Bourque agreed with the process outlined in the memo.

Mr. Thompson believes the process is well thought and deliberate. He felt that it is good to let people heal after the loss of a person and have a deliberate process as decisions should not be made during a time of high emotion.

Mr. Bourque commented it is important to have a process and time to decompress.

Mrs. Hershberger agreed with the waiting period. She agreed that there needs to be a policy and process. She commented that many times after something is named people forget the memory of that person as years pass.

Mr. Lecklider agreed with having a policy and process. He commented anytime we are making decisions and do not have a policy it is very difficult. He believes the policy and process is consistent and helpful.

Amy Goldstein, 1 Spicebush Circle, disagreed with the 3 year waiting period. She indicated those who had Mr. Martin in high school will be graduated by then.

Mr. Bourque commented if a person has had a lasting impact they will not be forgotten after 3 years.

Mrs. MacDonald and Mrs. Harrison felt that 3 years was too long.

Dr. Jette suggested the criteria can be revised to reflect a 1 year waiting period.

Mr. Meyers commented there has to be time. He agreed that the naming of facilities should have a 3 year waiting period and a dedication should have a 1 year waiting period.

Mr. Bourque commented 3 years not long to wait for a naming.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

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**VII. PUBLIC INPUT**

**A. Community Forum**

Amy Goldstein, 1 Spicebush Circle, disagreed that the Board is developing a policy for naming of facilities with a waiting period. She commented there is no policy on dedication of facilities for monetary contributions or donations.

Sonia Costino, 7 April Drive, commented on the math issue in the district. She was concerned that her two children who are high performers are failing math in high school. She indicated the issue is not just affecting one student and is obviously district-wide. She also commented about the NYC trip and the statement made by a board member that it is like a vacation.

Mr. Bourque indicated he was concerned that when students return from the trip they do not recap on educational components.

Mrs. Costino commented the thought process for taking my child out of this school is that my child would have learned more on a trip than in the classroom. She believes that is what many other believe. She indicated learning through experience is valuable and when parents say their children still talk about the trip years after participating it is the kind of learning we want our children to have. She added there is more to it than simply the loss of class time or the amount of money.

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

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

*Upon a motion made by Mrs. Harrison, the School Board entered non-public session at 10:05 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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. Harrison, the Board returned to public session at 10:40 p.m. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mrs. Harrison made a motion to adjourn the meeting at 10:40 p.m. Mr. Meyers 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 November 28, 2018**

**Held at Litchfield Town Hall**

In attendance: Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent (*excused*)  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant (*excused*)

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:01 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 November 14, 2018:

*Mr. Meyers made a motion to approve the non-public minutes of October 20, 2018. Mr. Bourque seconded. The motion carried 5-0-0.*

*Mr. Meyers made a motion to approve the non-public minutes of October 24, 2018. Mr. Bourque seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

- E<sup>3</sup> Awards
  - D Donahue
  - T Morris
  - S Donahue
  - A Brenner

The School Board will recognize the three Robotics coaches and mentors for their contributions to the CHS Robotics program. Robotics membership has increased, students are engaged and motivated for competitions, and the coaches and mentors have made great strides in developing the Robotics program at CHS. Certificates will not be available for the meeting and will be delivered to the nominees when they are received. Nominees will be awarded the E<sup>3</sup> recognition pins.

Mr. Lonergan made the following statements:

In the past two years, under the direction of lead Advisor, Tom Morris, and former parent volunteers and newly hired co-Advisors, Darcy and Sean Donahue, the FIRST Robotics program at CHS has been in the process of transforming themselves into one of the more collaborative and engaged robotics programs in New Hampshire. Certainly they have supported their own children in this program, but their dedication extends to all of the students participating as they lead them forward. They are a very dedicated group of advisors with backgrounds in engineering, manufacturing and business management that has provided incredible support for our students in the program. They have also reached out to other community members within and outside CHS seeking support and mentoring.

*Litchfield School Board Meeting 11/28/18  
Approved December 5, 2018*

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They have provided opportunities for members of the team to meet with leading engineers working with FIRST in the northeast for collaboration and inspiration. They have created a more organized and forward thinking group of students particularly in the business-like manner in which they run their activities and seek additional support with local and regional businesses. The advisors are also taking the lead for utilizing FIRST Robotics activities and programming and coordinating with CHS staff as a means for providing Extended Learning Opportunities and additional elective credits students can earn here at CHS. Thanks to Tom, Darcy, and Sean for all the hard work they are doing in support of our students!

- CHS Robotics Handbook

The CHS Robotics coaches/mentors will discuss the CHS Robotics draft handbook with the School Board. The CHS Robotics coaches/mentors will answer any questions or provide additional information.

Mr. Meyers asked why we don't have guidelines to follow like the NHIAA with regard to team participation for grades.

Mr. Lonergan indicated that any club or organization can have more strict expectations than those of organizations like NHIAA.

Mr. Bourque asked if the coaches are with the team all the time, such as on weekends. He indicated he will get clarification from Dr. Jette.

Mr. Lonergan indicated that the coaches are with the team wherever they may be. He noted it is nice to have three coaches so that each can have access if one of them is not able to be in attendance.

Mr. Bourque asked if the tie spent at home is recorded.

Darcy Donahue, co-advisor for the FIRST team, explained that sometimes students may be invited to work with other teams, which encourages alliances with other teams and students. She indicated they often may get together to use a piece of equipment one team has that the other does not.

Shawn Donahue, co-advisor, added after the kickoff, one of the teams that has more experience opens an opportunity for any team to visit and share their experience.

Mrs. Donahue commented at home there are different organizations or forums where information is shared and that counts toward Robotics hours. She indicated we work closely with the guidance department to work on curriculum data that is available. She added there are also demonstrations off site and county fairs. She noted a lot of things go on outside the building that are part of logging hours.

Mr. Bourque asked about the volunteer piece where they help other organizations.

Mrs. Donahue indicated some team members volunteer with the FLL Junior league. She noted this year we are focused more on getting our team together and we are working on a fundraiser to create a Litchfield Robotics sweatshirt to support all robotics teams in Litchfield.

Mr. Bourque commented it is fantastic to watch the program grow over the last seven years.

Mrs. Donahue commented in supporting other teams, growing other teams is part of that. She indicated that the Robotics team does a lot of volunteer work with the community as well as volunteers with a shelter in Manchester.

Mr. Bourque commented that the expectations listed seem out of what we normally do.

Mr. Lonergan indicated coming in and out of the building at odd hours and transporting back and forth is like a practice. He commented the challenge is opportunities for going elsewhere are not expectations of the team and transportation is a challenge.

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Mr. Bourque was concerned with the transportation of students in private vehicles outside of school hours transportation.

Mr. Lonergan indicated they had a conversation about not allowing students to be driven by other parents. He noted that school transportation is used when the team goes to official events.

Mr. Bourque indicated that there is mention of car pooling, which is concerning. Mr. Lonergan indicated that was a concern of his as well.

Mrs. Donahue indicated the car pool piece was added so students can expand parental awareness if a student cannot get to practice. She commented when the student goes home and has to return for practice they need to be able to get here. She noted no one under 18 is allowed to drive. She indicated sometimes we go to an event where we have to spend money for a bus and it is challenging how we balance that to get everyone to go.

Mr. Bourque asked how that works currently.

Mrs. Donahue indicated they find their own way to get there, but we wanted parents to be aware that there are ways for them to get to practice.

Mr. Bourque commented the policy outside school hours is a gray area in terms of transportation. He indicated we do not allow student athletes to transport themselves to a game.

Mr. Lonergan indicated that the high school does not allow that either. He mentioned there was an event at the mall, but students were not required to go.

Mr. Donahue mentioned he was there all day with the robot and students were coming and going via parent transportation.

Mrs. Donahue added it was a volunteer opportunity for the team.

Mr. Bourque suggested getting clarification on carpooling and including that in the handbook. He asked how many students are on the team.

Mrs. Donahue indicated there are 90 students on the team. Mr. Donahue commented most other teams have approximately 45 students.

Mrs. Hershberger asked if there is capacity for anyone who has interest. Mrs. Donahue indicated that they welcome anyone with interest.

Mr. Bourque mentioned they have to go through quite a bit to stay on the team as far as sponsorship and volunteering.

Mr. Lonergan commented when you think about the program and the engineering and business component, there are a lot of opportunities for students to develop high level skills and confidence. He indicated some are self-taught and do it independent of the classroom, which is the definition of an ELO. HE noted they receive elective credit for their work an there is accountability.

Mr. Bourque asked about safety. Mrs. Donahue indicated she is in charge of safety and the team won the Safety Award.

Mrs. Hershberger commented there is no alcohol, drugs or smoking allowed. She asked if vaping is considered smoking.

Mr. Lonergan indicated we consider that part of use of tobacco products since it contains nicotine.

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Mr. Meyers asked if it is normal for the students to have the responsibility to notify their advisor if their grades are in jeopardy.

Mr. Lonergan explained it is different in this situation because typically the teacher advisors in the school talk to the counselor. He indicated the other piece is because their requirements are more stringent.

Mr. Meyers commented that he wanted to be sure if student was near an event and had a C- they are not held accountable.

Mr. Bourque indicated before the Board approves the handbook he would like some clarification with the Superintendent.

- CHS Robotics Trip Proposal

The CHS Robotics coaches/mentors will discuss a trip proposal for the Robotics team to travel to Detroit, Michigan for World Championship competition for School Board review. CHS Robotics coaches/mentors will answer any questions or provide additional information.

Mrs. Donahue explained the culmination of the competitions is to go to the district championship, which was held in Massachusetts the last few years. She indicated teams that win other distinguished awards go to the world championship, which is an international organization and globally split into two groups: one that goes to Houston and one that goes to Detroit. She noted that Litchfield is in the group of districts that go to Detroit. She commented this has been the goal for the team for two years. Mrs. Donahue noted last year we won the wild card to be able to go, but this year we want to be sure we have the paperwork in order and plans in place to be on the waiting list. She indicated the hope is the team makes it on their own merit and the intention is that the team will go to Detroit.

Mr. Donahue added we will be in the blue group and there will be 400 teams from around the world competing on six fields at the same time, which is also broadcast around the world.

Mrs. Donahue commented the winners of the six fields compete together on the Einstein field and travel from the arena to the Ford Stadium for the final events. She mentioned that companies and colleges attend as well looking for talent.

Mr. Bourque asked if there have been any discussions with other schools to share transportation.

Mrs. Donahue indicated that our district, which is run by NH FIRST, helps coordinate transportation. She noted they work with and match teams together to share the cost of travel and accommodations.

Mr. Bourque commented that the proposal mentions the number of students participating is 8-18. He asked if that is the minimum number.

Mrs. Donahue indicated there is no minimum. She commented we recognize not everyone is able to go during April vacations and that is just a ball-park figure. She added it is also subject to how much we can get from corporate sponsors and fundraising in relation to parental cost. Mrs. Donahue noted that larger teams cap their participation at 20. She indicated that we are actively looking at corporate sponsorships so there is no out of pocket costs for parents.

Mrs. Hershberger asked if there are entry fees in addition to the other costs.

Mrs. Donahue indicated that there is a \$5,000 entry fee and we have already raised \$2,500 through sponsorship with FIRST.

Mr. Bourque asked if the process of getting funds has begun.

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Mrs. Donahue indicated it is ongoing. She noted we do a lot of fundraising, look into sponsorship and grants. She commented we are on the second year of a two year grant from the NH DOE for \$25,000. She indicated part of that pays for some of the operating costs. She noted the students raised quite a bit of money so far.

Mrs. MacDonald indicated that she is impressed.

Mr. Brenner, a Robotics team mentor, mentioned we are graduating a good number of engineers as well.

***Mr. Meyers made a motion to approve the CHS Robotics Team trip proposal to go to the World Championship in Detroit, Michigan. Mrs. Hershberger seconded. The motion carried 5-0-0.***

Mr. Bourque asked if the team goes further if they win the championship in Detroit.

Mr. Donahue indicated championship teams get invitations to different events around the country.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- NHASEA (NH Association of Special Education Administrators) Annual Education Conference  
Mr. Izbicki presented information on behalf of Dr. Jette regarding a presentation on Building Resilient Communities that will be provided at the 2019 Annual NHASEA Educational Conference. The Business Administrator, on behalf of the Superintendent, will present an invitation for a School Board member to attend the conference presentation.

Mrs. MacDonald expressed interest in attending the conference.

- Food Services Meal Counts

Mr. Izbicki presented dining services reimbursable meals updates to the School Board. He indicated that Ms. Crowley reported there is a \$3,300 reimbursable meal increase in the district to date.

Mrs. Hershberger asked what a reimbursable meal means.

Mr. Izbicki indicated when a meal is served we submit it to the government for reimbursement.

Mrs. Hershberger asked if the increase is more than has been received in the past.

Mr. Izbicki indicated that the increase is more than in the past and that the staff is more cognizant of what constitutes a reimbursable meal.

H. Community Forum

Amy Goldstein, 1 Spicebush Circle, read from a prepared statement regarding the naming policy. She touched upon the following points: she has attended many School Board meetings; alarming statements were made at the last meeting regarding the naming of areas in the schools; she was shocked at the Board's questioning of the validity of cultural learning experience on a field trip; she was alarmed at the low performing test results; frustration created by the Board regarding the naming of the auditorium; the stark difference between sports and arts in the town; teachers, students and community members have begged to save programs and teaching hours; no full time band teacher at LMS and CHS; the timeframe of the immediate action of the Board to approve Lacrosse in the budget; the immediate action of the press box project; the postponement of the request by the Performing Arts Department to name the auditorium because the full Board was not present; a policy was proposed at the next meeting.

Mrs. Goldstein commented she heard that a policy has to be in place before hearing proposals to name areas of buildings, as well as that a policy can be overridden by the Board. She asked why the Board cannot bring that forward for that purpose. She indicated she has heard privately and publicly that Board members support the recognition of Mr. Martin. She noted she chose this school for her daughter due to the presence of Mr. Martin and

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the programs he created. Mrs. Goldstein mentioned that now her daughter is learning AP Music in her spare time. She urged the School Board to approve the naming of the auditorium after Phil Martin.

**I. School Board Comments**

Mrs. MacDonald asked for the date of the Christmas Concert. Mrs. Goldstein indicated it is December 4 and is dedicated to Mr. Martin.

Mr. Bourque announced the Budget Committee will meet tomorrow evening and will be looking at the total school budget, making recommendations or reductions to the budget. He encourage the public to attend and voice their concerns or feelings about areas that may be reduced.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

- November 14, 2018

The draft minutes were deferred by the School Board as they were not available for the timing of the meeting.

**III. REPORTS**

**A. Business Administrator's Report**

Mr. Izbicki provided to the School Board the November Business Report. He reported:

- Based on the November 14 Board meeting and the discussion of the kindergarten number in the class size policy, an increase in staffing for kindergarten was included in the FY20 budget;
- There was a formula error that resulting in the default calculation in error, which has been corrected;
- The default budget is within \$275,000 of the recommended budget;
- The general fund increase is 2%;
- Preliminary revenue estimates and tax estimates were completed;
- Estimated tax increase of the Recommended budget is 72 cents per thousand;
- Estimated tax increase of the Default budget is 42 cents per thousand;
- There is a downshift of the stabilization grant from the state to the local municipalities;
- We are now at 84% of the stabilization fund which will continue to phase out until the \$2.1M has been totally reallocated to the towns.

Mr. Izbicki mentioned that the latter are concerns local school boards are starting to take to legislation.

Mrs. Hershberger commented we reduced expenditures in the budget, but because revenues are decreasing it reflects an increase.

Mr. Izbicki indicated that is correct. He commented that is showing that reallocation of revenue sources is going to occur and impact our district.

Mrs. Harrison asked if the Board has invited the state representatives to a meeting.

Mr. Bourque indicated all Litchfield representatives and the Senator were invited, but only two responded. He noted that the Senator could not attend the meeting. He mentioned he was speaking with Mrs. Flynn today and she is going to keep in contact with the Senator and Representatives for availability and invite the Governor.

Mr. Izbicki commented we can do an analysis to level fund the budget from year to year and taxes will still increase due to the loss of revenue. He reported on November 14, the Board authorized to enter negotiations with the transportation company for a contract. He indicated the meeting was to take place tomorrow, but was rescheduled to next week in light of the Superintendent's absence.

Mr. Izbicki reported that the State opened up the grant application with the Department of Homeland Security and we have submitted an application for the CHS entryway. He noted we want to make it more secure. He mentioned the grant covers 80% of the cost and the district has to fund the other 20%. He indicated that the district also



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contracted with Windy Hill Associates to design the new entry concept for LMS for a more centralized entry and secure vestibule. Estimates are approximately \$300,000 and the State grant will fund 80%. He noted he submitted the grants and is looking for Board approval to move forward with these projects.

*Mrs. Hershberger made a motion to authorize the SAU Office to move forward with the projects subject to award of the grants and available funds for the remaining 20% of the costs. Mrs. Harrison seconded. The motion carried 5-0-0.*

**V. OLD OR UNFINISHED BUSINESS**

A. Policies:

- 2<sup>nd</sup> Reading:
  - IHB, Class Sizes

The policy was reviewed and approved by the School Board as a 1<sup>st</sup> Reading and is ready for final approval.

*Mrs. Harrison made a motion to approve policy IHB, Class Sizes. Mr. Meyers seconded. The motion carried 5-0-0.*

**VI. MANIFEST**

The manifest was circulated and signed by the School Board.

**VII. PUBLIC INPUT**

A. Community Forum

There was no public input.

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

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

*Upon a motion by Mrs. Harrison, the Board entered into non-public session at 7:00 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. (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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. Harrison, the School Board returned to public session at 7:20 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mrs. Harrison made a motion to adjourn the meeting at 7:20 p.m. Mrs. MacDonald 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 December 5, 2018**

**Held at Litchfield Town Hall**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member  
Elizabeth MacDonald, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Ph.D., Superintendent  
Cory Izbicki, Business Administrator (*excused*)  
Mary Widman, Director of Curriculum, Instruction & Assessment  
Scott Thompson, Principal, GMS  
Tom Lecklider, Principal, LMS  
William Lonergan, Principal, CHS (*excused*)  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:03 p.m. The meeting was not broadcast.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from November 28, 2018: *There were no non-public actions.*

E. Presentations and Recognitions

- E<sup>3</sup> Awards
  - C Chew
  - R Corbeil

Mr. Lecklider provided background for the nominations of Claire Chew and Robin Corbeil to receive the E<sup>3</sup> Award. The Board recognized Mrs. Chew and Mrs. Corbeil. He noted that Mrs. Chew is a Lego Robotics coach and extraordinary volunteer at LMS. She supports the STEAM program as well. Mrs. Corbeil is the other Lego Robotics coach and a technology teacher at LMS who is doing amazing work with the students in programming, coding and engineering. He reported all four Lego Robotics teams qualified for the state competitions and three teams won awards. He mentioned Mrs. Corbeil received the Coaches Award.

Mrs. Corbeil commented that they could not do it without administrative support from Mr. Lecklider and Mrs. Thayer. She indicated the students enjoyed the process of being at the competitions and the parents were phenomenal.

LMS Robotics students showcased their trophies and awards from the competitions. Students and team members provided positive statements about Mrs. Corbeil and Mrs. Chew.

A parent of a Robotics team members mentioned last year Litchfield was first in the state to have an all girl team at the state competitions and now we have three all girl teams. There are more women in robotics and the number is growing.

Mrs. Corbeil thanked the Board for their support.

Mr. Bourque commented it is a perfect example of incorporating STEAM into the schools.

*Litchfield School Board Meeting 12-5-18*

*Approved 12-19-18*

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F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Enrollment Report

Dr. Jette provided the enrollment report for October and November for the School Board. He noted that enrollment has not changed significantly.

Mr. Bourque asked how LMS lost three students. Mr. Lecklider indicated the family moved out of town.

Mrs. Harrison asked how many new students are at GMS. Mr. Thompson indicated one new kindergarten student enrolled today and a family with two students moved into the town.

- NHSBA Delegates' Assembly and Proposed Resolutions

In November, the School Board submitted a proposed resolution to the NHSBA for the Delegates Assembly in January 2019. Because the deadline had passed, the NHSBA declined bringing the resolution forward, but invited a representative from the School Board to propose the resolution from the floor of the assembly. A representative from the School Board would be required to attend the NHSBA Delegates Assembly on January 26, 2019.

Mr. Bourque asked to revisit the topic at the next meeting. Brian – bring back Dec 19

- Invitation to State Legislators

As directed by the Chair, Mrs. Flynn recently invited the Litchfield State Representatives and Senator Soucy to a November School Board meeting. Due to conflicts in the schedules of the state officials, their visit was postponed. Mrs. Flynn was asked by legislators to send out a second invitation for the School Board meetings in January 2019. The invitation was sent to the Senator, State Representatives and Governor Sununu. We are awaiting response for availability.

- Discussion of NH DOE School and District Report Cards

Dr. Jette explained and discussed the new state portal that will be open to the public for reference to school and district data, student assessment and performance. He demonstrated the new portal for Board members. He noted the portal went live today and includes different platforms such as iReport, which displays performance data by district or school; iDefine and iDiscover.

Dr. Jette mentioned that GMS has been designated as an ATS school or in need of Additional Targeted Support. He explained this is because of a subgroup that needs the additional supports. He commented it is important that the Board realize this information is public and that members may be contacted by someone with questions. He indicated that the district will be analyzing the ATS designation and that GMS has already begun.

- Lunch Counts

Dr. Jette reported in November Litchfield Dining Services served 8,261 lunches. He provided a comparison of lunch counts from last year and this year. He indicated that the district is committed to improving the lunch program.

H. Community Forum

Robin Corbeil, 4 Nesmith Court, asked if there is a way to find out how many schools ended up on that list of targeted students.

Dr. Jette indicated he inquired to the State and their response was they have no list.

Mrs. Corbeil commented they are using data that is not consistent. She indicated it is important for people to know what percentage of schools are performing badly.

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Dr. Jette explained there is a list of the lowest 5% (CSI Group). He indicated our subgroup is a targeted support group. He noted any one of those groups in the State will be in that subgroup and targeted.

Mrs. Corbeil asked if there is any funding in the State that will help schools in need of that support.

Mrs. Harrison asked where that support comes from and who pay for it.

Dr. Jette believes that will be a topic at the Superintendent's meeting on Friday.

**I. School Board Comments**

Mrs. Harrison commented that the Winter Concert was dedicated to Phil Martin and was amazing. She indicated that they did a great job honoring him and the students were extraordinary.

Dr. Jette echoed Mrs. Harrison's comments. He noted they placed one of his batons in a shadow box and hung it over the Music Director's desk.

Mrs. Hershberger commented that it was moving when they said how many of the students have become music teachers.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

- November 14, 2018

*Mrs. Harrison made a motion to approve the public minutes of November 14, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

- November 28, 2018

*Mr. Meyers made a motion to approve the public minutes of November 28, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

**III. REPORTS**

Mr. Bourque indicated that he notified principals about their reports and asked them to not go through the reports, but to focus on a topic in order to have open conversation and questions with the principals.

**A. Curriculum Report**

Ms. Widman provided the curriculum report to the School Board. She reported:

- PERC held a meeting November 27 to review course proposals
- 3 new courses were approved for inclusion in CHS Program of Studies
- Math stands reviewed by grade level and across grade levels with decisions about competencies and creating framework units
- Computer Science/Technology/Business/FCS reviewed their standards and compared with old standards to identify gaps
- Book study includes 42 staff members with positivity and conversation across the district
- Bill Atwood worked with the district in math support, language and literacy, and station work; focused on making content attainable for students
- Worked with special education data and gaps in that population
- Working with Mrs. Bandurski on how to get the staff and students working together more to reach all the students.

Mrs. Harrison commented she was not present at the PERC meeting for the overview of the course proposal.

Ms. Widman indicated that the courses will be presented with the program of students, unless there is a different process.

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Mrs. Harrison indicated new courses are required to be approved by the Board before they are included in the program of students.

Ms. Widman indicated she will bring them to the Board for approval. She noted the courses are Advanced RAD, Vietnam Era, Science of Natural Disasters II and a Computer Animation course.

**B. Principals' Reports**

Principals provided their written reports for the Board.

Mr. Thompson, GMS Principal, spoke about Bill Atwood's visit. The day began with a two hour overview in the morning that involved classroom teachers, special education teachers, specialist teachers and paraprofessionals. The entire faculty was debriefed and engaged, involved and having fun. It was exciting to bring the strategies into the school and to see Mr. Atwood's demo working with the students who will really engaged. After he worked with the students, they were excited to get in front of the class and lead the class, including students with disabilities.

Mr. Thompson mentioned that November is the month that is about giving back, giving thanks and kindness. With regard to Raise Craze, the students raised \$22,000 and performed over 1,600 acts of kindness. PreK students prepared a feast with help and a district-wide food drive was held. With the funds raised significant changes can be made to the playground. Friday a student will be Principal for the Day, which consists of observing his/her own class and teacher, and debrief at the end of the day.

Mr. Lecklider, LMS Principal, thanked Mrs. Harrison for coordinating the Holiday Shop and Festival of Trees fundraiser, which was very successful.

Mr. Lecklider spoke about Professional Development. At the Christa McAuliffe Conference a keynote speaker, Tom Murphy, offered professional development with regard to being innovative, creative and making the school future ready. The recorded keynote speech was provided to LMS staff. The speech resonated with staff to establish a relationship with the students and understand the world they are living in. During the video, staff commented on the live Google doc provided. Randy Pierce presented a message in the afternoon about teamwork. The staff was energized.

Mr. Lecklider spoke about the SAS student assessment, which will be analyzed deeper by the K-12 Vertical Alignment team. Sample questions were shared with the staff, for example, in one part of the test students will read a passage and prepare a response that is content related. Students will be faced with informational questions, argumentative questions and math questions, which are very analytical. This will be studied further as the school heads into the spring.

**IV. NEW BUSINESS**

**A. FY20 Budget Changes**

Dr. Jette provided a summary of the budget changes to the Board. He reported the Budget Committee reduced \$240,000 from Salaries and Benefits and Special Services Transportation. He announced that the district had a family move into the community recently with a special needs student, for whom we are obligated to provide transportation.

Mr. Bourque commented the Budget Committee's rationale for the reduction in Special Education transportation was although money is returned to the taxpayers we are overtaxing people.

Dr. Jette noted Mr. Izbicki provided projected revenues, tax rate information and comparisons between the proposed and default budgets. He indicated Mr. Izbicki is reviewing the default budget and mentioned there may be some adjustments.

**B. FY20 Warrant Articles Summary**

Dr. Jette provided a list of proposed warrant articles to the School Board. He reviewed the list with the Board.

Article A: School Board positions

Article 1: FY20 Operating Budget with FY20 Default Budget amount

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Article 2: LEA CBA and cost items

Article 3: LSSA CBA and cost items

Dr. Jette indicated there is nothing to bring forward for the LSSA at this time. He asked the Board if it was their wish to include the article to ask the voters to authorize the district to have a special meeting if the CBA articles are not approved.

Board members asked to bring the special meeting language for the article forward.

Article 4: LMS Enrichment Tutor

Article 5: LMS Math Tutor

Article 6: Creation of and funding of an expendable trust fund for additional staff.

Dr. Jette indicated that the district is trying to be more responsive to the scenario that occurred in grade 1 with the unexpected additional enrollment shortly before the school year began by suggesting a fund for unanticipated staff hiring from an unexpected increase in enrollment.

Mrs. Harrison was supportive of the article.

Mr. Bourque asked if the funding would come from year end funds.

Dr. Jette indicated we can use the fund balance or we can request the voters raise and appropriate the funds.

**V. OLD OR UNFINISHED BUSINESS**

A. Policies:

- FF, Naming of Facilities

Dr. Jette presented a revised policy to the Board based on feedback from the previous meeting discussion. He indicated that the process and criteria were included in the policy. He explained the process starts with requests being submitted to the building principal; candidate eligibility; a public and transparent process with public input; and a suggested 3 year waiting period.

Mr. Bourque commented there is no flexibility as far as the period of time.

School Board members discussed the difference between naming of facilities and dedication of facilities. Board members were concerned about the renaming of facilities and language regarding the naming of pre-existing facilities that are demolished and rebuilt.

Mrs. Harrison suggested that the Board draft a policy for naming rights for financial contributions. Mrs. Flynn mentioned that the Board can amend the public gifts and donations policy.

Mr. Bourque was concerned about perpetuity with naming of facilities.

Mrs. Hershberger believes that there should be a separate process for the dedication of facilities because that is not as high a threshold to achieve as naming a facility.

Board members asked for more clarification in language in the draft policy. The policy will be revisited at the December 19 meeting.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

A. Community Forum

Billy Randolph, 9 Perry Court, asked the Board why a waiting period of three years was chosen for the naming policy.

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Mr. Bourque indicated that other school policies fell into the same time period and it gives time to get over the emotional response of the situation.

Mr. Randolph believes that a three year waiting period is excessive and would advocate for two years or less. He also indicated with regard to the criteria to have voter approval of the naming of facilities, the voters may not have been affected by the person. He felt it may not be necessary to extend approval to the voters.

Mr. Bourque indicated the reason we seek approval from the voters and taxpayers is because these are public buildings and it is important for them to have input.

Mr. Randolph commented that the request in question is for the auditorium and not a building. He noted it will not have a negative effect on the town.

Travis Tucker, 13 Garden Drive, CHS Student Council Secretary, agreed with separating the emotional aspect of the request, but disagreed with the three year waiting period. He felt that three years is excessive and many students three years from now will not know that impact. He agreed it is important to separate dedication from naming in the policy.

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

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

*Upon a motion made by Mrs. Harrison, the School Board entered non-public session at 8:38 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. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. Hershberger, the Board returned to public session at 9:27 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

Mr. Bourque expressed concerns with some of the projects proposed for the Sophomore and Senior Projects requirements. He requested a list of sophomore and senior projects, as well as the project sponsors.

Mr. Bourque mentioned that CHS canceled the senior trip to Florida.

**X. ADJOURN**

*Mrs. MacDonald made a motion to adjourn the meeting at 9:40 p.m. Mr. Meyers 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 December 19, 2018  
Held at Litchfield Town Hall**

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

**A. NON-PUBLIC SESSION: RSA 91-A:3II (c) 6:00 p.m.**  
*[Minutes of Non-Public Session are written under separate cover.]*

*Upon a motion made by Mrs. Harrison, the Board entered into 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. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

A. LEA Negotiations

**B. ENTER INTO PUBLIC SESSION**

*Upon a motion made by Mrs. MacDonald, the Board entered into public session at 6:45 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**I. PUBLIC SESSION**

A. Call to Order

Mr. Bourque called the meeting to order at 6:48 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from December 5, 2018:

*Mrs. Harrison made a motion to approve the non-public minutes of November 14, 2018. Mr. Meyers seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to approve the non-public minutes of November 28, 2018. Mr. Meyers seconded. The motion carried 5-0-0.*

**II. NEW BUSINESS**

- LEA Tentative Agreement

Dr. Jette presented the 2019-2022 LEA Tentative Agreement to the School Board, which has been ratified by the LEA and requires a vote of the School Board for acceptance.

*Mr. Bourque made a motion to ratify the 2019-2022 Tentative Agreement between the Litchfield Education Association and the Litchfield School Board. Mrs. Harrison seconded. The motion carried 5-0-0.*



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E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- NHSBA Delegates' Assembly and Proposed Resolutions

In November, the School Board submitted a proposed resolution to the NHSBA for the Delegates Assembly in January 2019. Because the deadline had passed, the NHSBA declined bringing the resolution forward, but invited a representative from the School Board to propose the resolution from the floor of the assembly. A representative from the School Board would be required to attend the NHSBA Delegates Assembly on January 26, 2019.

- Invitation to State Legislators

Dr. Jette reported we have received responses of availability from Representative Lascelles, Boehm, Proulx and McLean. We are waiting for the Senator's response and the Governor's response. That night at CHS and will start in auditorium.

- Follow Up to School Board Inquiries

- Sophomore and Senior Projects

Dr. Jette informed the School Board that Mr. Lonergan will address their request at the January 9, 2019 meeting. Believe the two coordinators will be in attendance as well.

- Dining Services Food Breakdown

Dr. Jette provided a breakdown of snack bar items and hot lunches. He indicated some Board members attended a lunch at CHS today and spoke to Ms. Crowley about how menus are built, food is ordered, vending machines, etc.

Mr. Bourque commented that Ms. Crowley is open-minded and willing to try new things to try to meet the requirements for what is mandated. He indicated that she explained what is required to be counted as a reimbursable lunch, different challenges at different schools and she continuously collaborates with the Windham School District Dining Services.

Mrs. Hershberger commented that the reimbursable rate increased significantly since last year. She noted Ms. Crowley is working with the staff on how they represent the different options for students to try.

Mr. Bourque commented the same snacks that are sold in the cafeteria are also sold in the school store. He asked why there is a soda machine in the school store and wondered how many students stop at the store before going into the cafeteria.

Dr. Jette indicated the soda machine is for teachers only. He noted the store also sells hats, sweatshirts, t-shirts, etc.

Mr. Bourque commented it was refreshing to talk to Ms. Crowley and noted she encourages the students to try different things.

Mrs. Hershberger mentioned that the staffing shortage in dining services is challenging.

- CHS Proposed Courses

Dr. Jette and Ms. Widman presented a summary of the additional proposed courses approved by PERC to the School Board for their approval for inclusion in the 2019-2020 CHS Program of Studies. Ms. Widman explained the courses focus on the application of skills in the real world and work off the 2016 frameworks.

Mrs. Hershberger asked what the PERC process is for bringing courses to the School Board. She asked about the impacts on teachers.

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Ms. Widman explained the deadline for course proposal is set by the high school and if teachers want to propose a new course they turn it in to the high school administration. Administrators review the courses and examine them for redundancy and criteria requirements. Once approved, the courses are moved on to PERC, who then reviews the courses and either approves or does not approve the courses. If they approve the courses, they move on to the School Board.

Mr. Bourque asked if any courses are designated to be eliminated.

Ms. Widman commented some were discussed, but not eliminated.

- Advanced RAD

Advanced self-defense course builds upon the basics of self-defense taught in the RAD curriculum. The course is designed for females. A course for males will be developed.

- Vietnam War Era

The Vietnam War Era course goes in depth into the post-WWII era and the American involvement in Vietnam.

- Science of Natural Disasters II

Science of Natural Disasters II is a continuation of the first course and focuses on more current events.

- Computer Animation

Computer Animation is a Computer Science course that includes an artistic and creative side and some art standards were integrated.

***Mrs. Harrison made a motion to approve the Advanced RAD course, Vietnam War Era course, Science of Natural Disasters II course and Computer Animation course for inclusion in the 2019-2020 CHS Program of Studies. Mrs. Hershberger seconded. The motion carried 5-0-0.***

- Senior English

Ms. Widman commented on the requirement of Senior English for graduation at CHS. She indicated CHS would like to make Senior English an Honors Senior English course and drop the graduation requirement of the course. She explained this will allow students to take an English elective toward the fourth year of English graduation requirement. She noted that Honors Senior English is a very challenging course. She indicated the change will be presented in the CHS Program of Studies if the Board agrees.

***The School Board was in agreement with the request.***

#### H. Community Forum

Billy Randolph, 9 Perry Court, commented about the Naming of Facilities policy requirements. He did not agree with the minimum of 3 years waiting period for naming core areas. He indicated the students that were impacted from Mr. Martin's teaching will be gone in three years. He noted the students would prefer it to be two years because some of those students will still be in the high school.

Travis Tucker agreed that the waiting period stated in the draft policy was excessive.

Mr. Bourque explained the decision made will be for a lifetime. He commented that it is believed a waiting period is necessary in order to be sure the decision was the right one.

Mr. Tucker agreed, but commented a shorter period of time is more appropriate because it is a long process and most of his students will be gone in 3 years. He indicated it is more important that the naming occur in less than 3 years to carry on his legacy and so people can learn about him.

Mr. Bourque indicated the policy will be discussed later in the meeting. He suggested reaching out to the Friends of Music for a Scholarship in Mr. Martin's name so he can still be recognized.

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Sonia Costinos, 7 Maple Drive, commented it has been a good exercise for the School Board to go through in this situation to establish a policy that did not exist. She indicated the students feel, and many agree, this is a unique situation with Mr. Martin. She noted this is happening now and we have heard the Board mention that policies can be overridden. She commented since there is not current policy in place, we are asking the Board to make a motion to consider naming the auditorium after Mr. Martin.

Mr. Meyers commented this is the third time a request has been made and if there is no policy then we do not do it based on past practice.

Mr. Bourque indicated he reached out to some individuals that were previously on the Board and they stated they would not name anything after anyone in the district. He commented it is unfortunate it took some losses to begin this process.

Mrs. Costinos commented that she understands the process, but there is no policy in place. She asked the Board to make a motion and move forward on this issue.

Mr. Bourque commented it would have to be a Board member that makes a motion and then the Board will vote on it.

Mrs. Harrison expressed support for honoring Mr. Martin by naming the auditorium after him, but believes that there is a need to slow down and provide time to ensure the legacy of the person being memorialized.

Mr. Bourque commented many feel very passionate about Mr. Martin, which will last through the years and he will not be forgotten. He indicated that going through the process will not diminish his legacy. He noted there will be many classes moving through the high school that did not know him.

Mrs. Costinos commented that it the frustration is the result of the establishment of a policy after the request has come forward. She indicated in recent times decisions were made quickly when brought forward.

Mr. Bourque commented that other decisions were not rushed. He indicated in light of the recent request to name the library after Dr. Ange and then receiving the request to name the auditorium after Mr. Martin, the Board felt the need for a policy and process.

Mrs. Harrison expressed that she recognizes the validity and honor for Mr. Martin. She indicated she pushed for a procedure because the past practice was not naming anything at all.

Mrs. MacDonald commented that Mr. Martin retired two years ago and asked if we only have to wait one more year.

Mr. Bourque indicated he retired June 30, 2017.

Mr. Tucker commented that he is in agreement with many of the people here that a waiting period is important, but there is a feeling of hesitation in the interpretation of the language of the policy. He indicated he is speaking on behalf of the Student Council to suggest that the waiting period is not as important as the period for reviewing and naming. He believes the proposal will come forward each year and is based on lasting contributions.

I. School Board Comments

- 2019 Budget Hearings Date

Mr. Bourque announced the 2019 Budget Hearing date is set for Thursday, January 10, 2019, at 7:00 pm in the CHS Auditorium.

- 2019 Deliberative Session Date

Mr. Bourque announced the 2019 School District Deliberative Session date is set for Saturday, February 9, 2019, at 10:00 am in the CHS Auditorium.

*Litchfield School Board Meeting 12/19/18*

*Approved January 9, 2019*

**LITCHFIELD SCHOOL DISTRICT**

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**III. GENERAL BUSINESS**

A. Public Minutes:

- December 5, 2018

*Mrs. Harrison made a motion to approve the public minutes of December 5, 2018. Mrs. MacDonald seconded. The motion carried 5-0-0.*

**IV. REPORTS**

A. Business Administrator's Report

Mr. Izbicki provided the financial report to the School Board.

- FY20 Budget Update

Mr. Izbicki provided an update on the FY20 budget and noted the Budget Committee reduced the budget by \$240,000.

- FY20 Default Budget

Mr. Izbicki indicated that after completing the default budget calculations and reviewing those calculations to ensure the budget is accurate, the FY20 Default Budget is \$24,000 lower than the Recommended Budget. He noted that no increases in salaries or transportation are included in the default budget.

Mr. Izbicki commented that the State Stabilization Fund will decrease over several years and will impact the district budget. He noted that the estimated tax impact over several years would be \$0.24 on the tax rate, which means the budget will increase even if it is level funded.

Mr. Izbicki reported that he and Dr. Jette met with the representatives from First Student to discuss negotiation of the transportation contract. He indicated that they are working and reviewing the contract language and will send it over to First Student for their review.

Mr. Izbicki reported on the security projects for LMS and CHS. The district submitted two applications for the State Infrastructure Grant. Both the applications for CHS and LMS were recommended. The CHS grant will be funded at 80%; however, the LMS grant will only be funded at \$100,000, which is not enough to cover the project.

B. FY20 Warrant Articles

Mr. Izbicki provided the 2019 School District draft warrant to the School Board. School Board members reviewed the warrant articles and provided recommendations.

Article 1: FY20 Proposed Budget

*Mrs. Harrison made a motion to recommend Article 1. Mr. Meyers seconded. The motion carried 5-0-0.*

Article 2: LEA Collective Bargaining Agreement

*Mrs. Harrison made a motion to recommend Article 2. Mrs. Hershberger seconded. The motion carried 5-0-0.*

Article 3: LSSA Collective Bargaining Agreement

This article is on hold as there is no tentative agreement at this time.

Article 4: LMS Part Time Enrichment Tutor

*Mr. Meyers made a motion to recommend Article 4. Mrs. Harrison seconded. The motion carried 5-0-0.*

Article 5: LMS Part Time Math Tutor

*Mrs. Harrison made a motion to recommend Article 5. Mr. Meyers seconded. The motion carried 5-0-0.*

Article 6: Creation of Personnel Hiring Expendable Trust Fund

*Mr. Bourque made a motion to recommend Article 6. Mrs. Harrison seconded. The motion carried 5-0-0.*

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Article 7: Building Maintenance Capital Reserve Fund

Mrs. Harrison suggested a cap or goal be placed on this fund and that the district stop requesting funds once the goal is reached.

Dr. Jette commented that is a question for the Capital Planning Committee to address.

***Mrs. Harrison made a motion to recommend Article 7. Mrs. Hershberger seconded. The motion carried 5-0-0.***

Dr. Jette asked Board members if they would like to add an article after the LEA Collective Bargaining article for a special meeting in the event the teachers' contract fails.

***Mr. Meyers made a motion to recommend the addition of the suggested article. Mr. Bourque seconded for discussion.***

Mr. Bourque commented he does not support adding an article for a special meeting because he believes that the Board has negotiated a contract with the LEA in good faith.

Mr. Meyers agreed with Mr. Bourque. He commented not having this article will give us the option to request a special meeting from the courts.

***Mr. Meyers withdrew his motion. Mr. Bourque withdrew his second.***

**V. OLD OR UNFINISHED BUSINESS**

**A. CHS Robotics Handbook**

The CHS Robotics Handbook has been revised to address the concerns of the School Board. Approval of the handbook is required.

***Mrs. Harrison made a motion to approve the CHS Robotics Handbook as revised. Mr. Meyers seconded. The motion carried 5-0-0.***

**B. Policies:**

- FF, Naming of Facilities

Dr. Jette indicated that the policy has been revised to reflect School Board suggestions. He noted the process has been clarified and the policy language has a better flow.

Mr. Meyers commented he understood the pre-existing buildings language was stricken from the policy.

Mr. Bourque indicated that the policy does reflect the Board has the final option on naming a building.

Dr. Jette commented the history shows that when the land for CHS was purchased an addendum to the deed states if a school is built on the land that it would be named after Percy Campbell. He reported that GMS was renamed Griffin Memorial School in 1971 due to the donation of land from relatives of the Griffin family. He noted with the language in the policy a future Board would have to decide on a request for naming a facility.

Mrs. Hershberger asked for a definition of the core areas. She asked if building level approval is by the principal exclusively and suggested adding volunteers and community leaders to the dedication definition.

Mrs. Harrison asked if the proposal to name the auditorium after Phil Martin can be expedited since the time the policy was introduced to the Board.

Mr. Bourque believes the proposal should still go through the process as a paper trail is needed.

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Review:

- KCD, Public Gifts and Donations

This policy is being provided for the School Board because an interest was raised regarding contributions for naming rights for school facilities. This is only provided as a reference.

**VI. MANIFEST**

The manifest was circulated and signed by the School Board.

**VII. PUBLIC INPUT**

A. Community Forum

There was no public input.

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

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

*Upon a motion made by Mrs. Harrison, the School Board entered non-public session at 8:30 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. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Bourque, the Board returned to public session at 9:20 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 9:20 p.m. Mr. Meyers 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 Public Hearing Minutes for May 23, 2018**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member (*arrived after public hearing*)  
Robert Meyers, Board Member  
Tara Hershberger, Board Member  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

**PUBLIC HEARING - APPROPRIATION FOR UNANTICIPATED FUNDS**

**Public Hearing, RSA 198:20-(b) – Call to Order 6:00 p.m.**

*RSA 198:20-(b) – Appropriation for Unanticipated Funds Made Available During Year.*

Mr. Bourque opened the public hearing at 6:02 p.m.

**Business Administrator’s Report**

The Business Administrator presented the following grant to the District for acceptance by the Board:

- NH DOE Public Schools Infrastructure Fund Grant in the amount of \$70,232 for the purpose of constructing a secure vestibule at Griffin Memorial School.

Mr. Izbicki indicated that the amount of the grant represents 80% of the project cost and the remaining 20% of the funds will come from the district. The district will ask the Board to request the money from the Trustee of the Trust Funds.

**Board Comments**

There were no comments.

**Community Comments**

There were no community comments.

**Board Action**

*Mrs. Harrison made a motion to accept a grant in the amount of \$70,232 from the NH DOE Public School Infrastructure Fund to be used specifically to construct a secure vestibule at GMS. Mrs. Hershberger seconded. The motion carried 4-0-0.*

**Close Public Hearing**

The Public Hearing closed at 6:05 p.m.

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 9, 2019**

**Held at Campbell High School**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member  
Elizabeth MacDonald, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Ph.D., Superintendent  
Cory Izbicki, Business Administrator  
Mary Widman, Director of Curriculum, Instruction & Assessment  
Scott Thompson, Principal, GMS  
Tom Lecklider, Principal, LMS  
William Lonergan, Principal CHS  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:20 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 19, 2018:

*Mr. Meyers made a motion to approve the non-public minutes of December 5, 2018. Mr. Bourque seconded. The motion carried 5-0-0.*

E. School Board Discussion and Open Forum

- School Board Discussion with State Representatives

Mr. Bourque welcomed State Representatives Ralph Boehm, Richard Lascellas, Mark MacLean and Mark Proulx to the Board meeting.

Mr. Bourque explained that School Board members will discuss topics including education funding, the declining stabilization grant, building aid, SB 193, and the increasing burden of local taxation placed on Litchfield as a result of the loss of revenues due to the decisions made by the Legislature to down shift funding responsibilities to local school districts and municipalities. He indicated approximately 80% of our budget is salaries and benefits and the funding from the State is decreasing.

Mr. Izbicki commented if we level funded the budget it would still result in a tax increase of \$0.24 on the tax rate.

Mr. Boehm commented that the Representatives are aware of what is occurring in the State. He indicated that school districts do not have to worry about SB 193 (School Choice) because it will not affect public school funding. He noted that the statements made regarding loss of funding to public schools was based on bad information. He pointed out that the Supreme Court would deem unconstitutional any public school funding that is given to private schools.



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Mr. Bourque indicated that he is aware there has been no legislative action on the bill, but the ramifications are felt in different school districts. He commented the State wants districts to pay for students who want to go to school in a different town. He cited the recent example of a Manifest Educational Hardship case in Litchfield where the State Board of Education ordered the district to pay the tuition for two years for a student who had never attended schools in Litchfield, but whose now resides in Litchfield, to continue to attend Pinkerton Academy.

Mr. Boehm commented that the decision is made in the best interest of the child. He indicated there were similar issues when he was a member of the School Board and the Board at that time did what was in the best interest of the child. He believes a student should be able to finish where they started.

Mr. Boehm commented that funding is based on the number of students. In 2007 there was no representation from Litchfield in the Legislature. He indicated that Litchfield was slated to lose \$2M in education funding in 2011 and the Stabilization grant was passed so that school districts slated for a decrease in funding would not lose that money. There is another bill in the Legislature to recalculate the formula, but Mr. Boehm refused to support it because he feels it will not work. He explained that although Litchfield does not stand to lose or gain any funding, he does not support funding that awards funding to districts who do not perform well. He indicated that districts with a high percentage of free/reduced lunch are awarded more funds. Mr. Boehm commented changing the funding formula takes a long time. He noted the State uses median household income, which is not fair for Litchfield.

Mrs. Hershberger asked if commercial base is calculated into the rate.

Mr. Boehm indicated he would like to see that as well. He commented that there are no more donor towns and the state education tax stays with the town. He noted there has been a decrease in school population across the state. He believes that the State Trust Fund should be awarded using a census-based method.

Mr. Lascelles complimented the Board for investigating any source of funding. He noted there are things at the state level that have to be watched. He indicated the whole idea with respect to property poor towns should be some sort of equalization and he does not believe that is currently working. Mr. Lascelles is a fan of local taxation and commented whenever the state gets involved there is always a struggle or crisis with the political climate. He indicated it is a better method to use a budgeting process with the Budget Committee and Town Meeting where people can go to sessions and see where their money is going. He commented when money is sent to the State there is always a struggle to get any of it back. He pledged to make sure Litchfield has a voice when formula issues are raised and that Litchfield gets its fair share.

Mr. Boehm commented there are state and federal mandates and he will always fight against them. He indicated that we do not need the state or federal government telling us how to teach our children.

Mr. McLean believes local control is better. He indicated that it is unfortunate with recent Supreme Court decisions you do not have full local control. He commented that the state funding formula does have an impact of rewarding badly performing districts. Mr. McLean indicated Legislators have to go back and look at the details of the funding formula and try to make it beneficial and equitable.

Mr. Proulx echoed Mr. McLean's sentiments and pledged to look at that formula more closely.

Mr. Bourque asked how stabilization will work when it has been phased out.

Mr. Boehm indicated that everything will be left as it is with no loss or gain. He commented he would like to see the per pupil amount increase since the school population in the whole state is decreasing.

Mr. McLean commented the adequacy portion was going to be equal across the state, but stabilization was the buffer and it allowed certain towns to lose and some to gain.

Mr. Boehm commented one of the problems in 2011 was that Bedford was getting more money and Litchfield was losing money. He believes that Bedford should have been a donor town based on its size and commercial base.

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Mr. Bourque commented they are looking at the current trend, funding from the state and the tax impact on the town.

Mr. Boehm commented that State only has a certain amount of money. He indicated that there are some bills coming forward proposing a state sales tax and state income tax.

Mr. Lascelles commented if you are looking to the state for tax relief you have to think about the overall priority within the state. The tax structure now is a finite amount of money at the state level. Some tough choices have to be made when it comes to priorities. Politicians have said yes for too long to everything that comes along. Franklin D. Roosevelt, who got us out of the depression, set up a social welfare system and not a supporter of unions. Mr. Lascelles indicated we are in a situation where New Hampshire does not become the “new Massachusetts” and we are conscious of that. He commended the Board for getting the representation together to find out what is going on at the state level, but have to be very cognizant of those formulas because for a while we did not have representation and lost out on funding.

Mr. Boehm suggested having the Representatives back in June to provide an update on the laws.

Mr. Proulx commented what this Legislature accomplishes this year another will undo in two years. He indicated it is difficult to tell other Legislators what they can or cannot do. He noted to plan on money coming forward by a certain date is very hard to predict.

Mr. Lascelles commented people are spending money on Keno.

Mr. Boehm mentioned there is a bill do eliminate Keno revenue for Kindergarten.

Mr. Bourque asked if the profits from Keno go to the education fund. Mr. Boehm indicated the profits go to fund full day kindergarten.

Mrs. Harrison commented that Litchfield still needs a new school, but without reinstating building aid that may not happen.

Mr. Boehm indicated building aid came out of the budget, but someone thought it would be a good idea to bond that money. He noted the State is now stuck with paying off the bond. He commented building aid was established because the State was growing significantly and they helped pay for the schools.

Mrs. Harrison commented our buildings are aging and a new building would be on the backs of our taxpayers.

Mr. McLean commented there is an ongoing drug crisis in the state and many things that have been on the ‘back burner’ are now getting attention.

Mr. Proulx commented that the state is not growing and many people are leaving.

Mr. Lascelles commented if you have something at one point that does not mean it will always be there.

Mr. Proulx indicated there are so many other needs in the state. He noted that he was surprised to see what the state is responsible for and there are many different populations that are requiring more care.

Mr. Boehm indicated it is better to eliminate the middle management and not the people doing the work.

Mr. Lascelles indicated that Litchfield is not alone. He noted Berlin is closing their schools. He commented we all want to keep Litchfield the best it can be.

Mr. Proulx commented that Litchfield now has four voices.

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Mr. Bourque commented that he is pleased Litchfield has the voices at the state level and looks forward to the Representatives returning in June.

Mr. Lascelles observed that local young people are moving into NH. He indicated NH has the most aged population in the country and we need more young people to settle here.

Mrs. Hershberger asked if there are any innovative way schools are generating revenue.

Mr. Boehm indicated that Litchfield is generating revenue through sponsors.

Mr. Lascelles commented there are a limited number of businesses in Litchfield and whenever a school group is looking for sponsorship they approach these businesses. He indicated he would like to see the schools patronize businesses or products.

Mr. Bourque agreed with Mr. Lascelles and indicated that local businesses have been beyond generous.

- Community Forum

Mr. Bourque opened the floor to questions from the audience. Hearing none, Mr. Bourque thanked the State Representatives for their time attending the meeting and speaking with the Board.

F. Presentations and Recognitions

There were no presentations or recognitions.

G. Correspondence

Mrs. Harrison reported correspondence was received from Keri Douglas, 9 Pheasant Street, regarding the declining revenue from the state and other sources, as well as comments regarding New Hampshire Retirement System.

H. Superintendent's Comments

- Follow Up to School Board Inquiries
  - NHSBA Delegate Assembly Reminder

Dr. Jette reminded School Board members that a representative is required to attend the NHSBA Delegates Assembly to introduce the proposed resolution from the floor of the assembly.

Mrs. Harrison volunteered to attend the January 26 NHSBA Delegate Assembly and bring forward the resolution from the School Board.

- Special Education Conference Reminder

Dr. Jette reminded School Board members about the upcoming special education conference that includes a session on Building Resilient Communities. Board members were extended an invitation to attend the session.

Mrs. MacDonald offered to attend the Special Education Conference.

- 2019 Warrant

Dr. Jette asked Board members if they would like to add to or revise any warrant articles. He indicated the warrant will be reviewed by the DRA and final language will be provided for the Board on January 23 for the Board's signatures.

**Article 1: Operating Budget**

Mr. Bourque asked about the transportation contract cost. Mr. Izbicki indicated that we can adjust or amend the article at Deliberative Session.

No changes were made to Article 1.

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**Article 2: LEA Contract**

No changes were made to Article 2.

**Article 3: Enrichment Tutor LMS**

No changes were made to Article 3.

**Article 4: Math Tutor LMS**

No changes were made to Article 4.

**Article 5: Expendable Trust**

Dr. Jette asked the Board if they would like to keep this article on the warrant as the Budget Committee questioned the necessity.

Mr. Bourque indicated the Budget Committee said if this amount were added to the Capital Reserve Fund article they would support it.

*Mr. Meyers made a motion to remove Article 5, creation of an Expendable Trust Fund for teacher hiring. Mrs. Harrison seconded. The motion carried 5-0-0.*

**Article 6: Building Maintenance Capital Reserve Fund**

Dr. Jette indicated Article 6 will become Article 5.

*Mr. Meyers made a motion to revise the article to ask to appropriate \$100,000 to be added to the Building Maintenance Capital Reserve Fund. Mrs. Harrison seconded. The motion carried 5-0-0.*

○ FY20 Default Budget

Dr. Jette provided the FY20 Default Budget to the School Board for review.

Mr. Izbicki indicated that included in the default budget are salaries and benefits costs from October 2018; the transportation contract is not included because we do not have a contract; transportation is level funded; operational lines are level funded. He mentioned that there is a possibility that when the transportation contract is finalized it could lower the proposed budget.

○ Enrollment Update

Dr. Jette provided the enrollment update for the School Board. He reported current enrollment as of January 8, 2019 reflects an increase of 7 students since December 22, 2018, for a total of 1,314 students. He noted that Kindergarten classrooms are tight with the increased enrollment.

Mr. Thompson mentioned he met with the teachers with regard to kindergarten class size. He noted pre-k class size is limited to 15 students and consists of up to 50% special education students. He indicated that although the current policy for kindergarten is 20 with a paraprofessional, it is a challenge as the kindergarten class sizes increase, but they are managing.

○ CHS Recycling

Dr. Jette provided information regarding a School Board request regarding CHS recycling of cafeteria materials. He indicated much recycle material is being thrown away in the cafeteria and the recycling program is largely student volunteer-based. He observed it would be challenging to keep up with the large amount of recycling from the lunches.

Mr. Lonergan commented that recycle bins can be set up; however, other drink holder often get mixed in and it becomes messy. He indicated the recycle program cannot support the cafeteria daily with three lunch periods.

Mr. Bourque suggested using the students that run the store to help. Mr. Lonergan indicated that recycling would have to be incorporated into that course.

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o Union Leader Article

Dr. Jette mentioned there was an article in the Union Leader yesterday that reported the State has \$10M in federal funds they are not able to spend, which has been accumulating because district are not spending the funds. He noted that there is a chart included in the article that shows how much each district did not spend according to the State. Dr. Jette indicated the chart is misleading. He provided to the Board actual allocations, budgeted, approved and paid back to us from the State and the current balance for our district. He indicated that Litchfield spent every penny. Dr. Jette reported that there is a balance of \$13,000 for the 2017-18 grant, but it is a 27 month grant so we have until September 2019 to spend the money. He commented the grant is monitored very closely.

I. School Board Comments

Mrs. MacDonald asked why we cannot approve naming the CHS auditorium now because the proposal was brought forward before we had a policy.

Mr. Bourque indicated that if the proposal is approved, the Board will be bringing forth a policy that will have no meaning because we are bypassing a process we have worked very hard to establish.

***Mrs. MacDonald made a motion to name the CHS Auditorium in honor of Phil Martin. Mrs. Harrison seconded.***

Mrs. MacDonald indicated the proposal was brought to us before we had a policy.

Mr. Bourque indicated that others were proposed to the Board we did not name anything. He explained when we received this proposal we believed we needed to put a policy in place due to the number of proposals we had received.

Mrs. Hershberger commented in absence of a policy we were basing decisions on precedent and not naming anything.

Mrs. MacDonald indicated many people have contacted her regarding the proposal.

Mr. Bourque commented that we felt as a Board if something is that important it will stand the test of time and that the public should have input. He indicated we are developing a policy to give us some guidance and direction.

Mrs. Harrison agreed that the Board should vote. She commented the proposal has gone through most of the process. She indicated Mr. Lonergan and Mr. Perez feel they do not need to go through that process again and they will have to wait that final year.

Mr. Bourque asked what is being lost by waiting. He commented if students are concerned that people will forget Mr. Martin, why name the auditorium after him. He indicated a policy is needed to ensure the right decision is made.

Mrs. Hershberger indicated if the policy is approved tonight we can make a motion to place the request on the warrant.

Mr. Bourque believes that the Board would be bypassing policy parameters if an exception for this request is made.

***Mrs. MacDonald amended the original motion to draft an article for the 2019 warrant requesting voter approval to name the CHS Auditorium in honor of Phil Martin. Mrs. Harrison seconded.***

Mrs. Harrison agreed with the proposal as many in the public supported it. Mrs. Hershberger agreed.

Mr. Bourque commented that the Board wanted a policy and process to ensure we are doing the right thing and now the Board is jumping past the process we worked on for several months.

***The motion carried 3-2-0, with Mr. Bourque and Mr. Meyers opposing.***

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Mr. Bourque observed the Board is not going through the process and is taking action based on emotional outcry.

Mr. Meyers commented the numbers were not different from the proposal to name the CHS Library after Dr. Ange and a different direction was sought.

**II. GENERAL BUSINESS**

A. Public Minutes:

- December 19, 2018

*Mrs. Harrison made a motion to approve the public minutes of December 19, 2018. Mr. Meyers seconded. The motion carried 5-0-0.*

**III. REPORTS**

A. Curriculum Report

Ms. Widman provided the curriculum report for the School Board. She reported that Bill Atwood spent the day on December 5 in the district and was met with great energy and positivity. She noted teachers walked away with new ideas, as well as an energy and commitment to bring their learning into their classes.

Ms. Widman reported all schools have put out their parent notification letters with regard to state testing.

B. Principals' Reports

Principals provided their reports for the School Board. Principals discussed the impact of the reduction of State Aid in their buildings.

- GMS

Mr. Thompson reported that third and fourth grade teachers are learning about the NHSAS Interim and Benchmark Assessments, which gives students a chance to use the state platform in a low stakes environment and gives teachers feedback about what they are teaching. He explained the interim assessments can be take an unlimited number of times and allow teachers to gather evidence of student learning to inform instruction. Benchmark assessments are more specific in content area and can be used as pre-tests or post-tests for a unit of instruction. Mr. Thompson noted that we will not be doing all of the AIMSweb assessments.

Mr. Thompson spoke about Bill Atwood's visit. The day began with a two hour overview in the morning that involved classroom teachers, special education teachers, specialist teachers and paraprofessionals. The entire faculty was debriefed and engaged, involved and having fun. It was exciting to bring the strategies into the school and to see Mr. Atwood's demo working with the students who were really engaged. After he worked with the students, they were excited to get in front of the class and lead the class using his strategies, including students with disabilities.

- LMS

Mr. Lecklider reported that LMS held its Geography Bee this week and Brian McKinnon is the winner who will go on to compete at the state level. He commended the generosity of the community for their assistance during the holiday season. He indicated the Giving Tree was a successful event.

Mr. Lecklider spoke about the State Assessments. He indicated he was excited about the format of the interim assessment. He commented the test can be given in the classroom with 1:1 technology and instant results. He noted accommodations are embedded. Mr. Lecklider indicated that it creates a natural flow in the classroom. Mr. Lecklider spoke about Newsela and provided an example for the Board. He explained there are four to five reading levels per article and a writing prompt, which looks for evidence to justify answers or responses. He indicated that the reading is based on current events.

- CHS

Mr. Lonergan reported CHS has experienced incredible generosity around the holidays by the community; PSAT scores went out to parents and the data team is looking at that information; CHS will take the Youth Risk Behavior Survey this year; CHS has been reaccredited by NEASC; a Career Breakfast is planned for March so students can

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meet with community members to discuss career opportunities and requirements for those who may opt to go directly into a career after graduation; CHS is doing a work study on competency recovery and summer school.

- Learning Commons News

Mr. Lonergan provided a link to the CHS Learning Common new page.

- Sophomore Project and Senior Project

Mr. Lonergan prepared presentations regarding sophomore and senior projects for the Board.

Mr. Bourque indicated he requested a list of current projects, the sponsors, the advisor/teacher and the dates of the project and presentations. He noted the Board would like to see what projects the students are doing.

Mr. Lonergan provided a list of the 2018-2019 projects with advisor names. Mr. Bourque indicated the Board is looking for the sponsors of the projects and a more in depth description of the projects.

Mrs. Harrison commented the students need to do their hours in their topics and write a paper. Mr. Lonergan clarified sophomores present to the class, whereas senior projects are presented to the public. He indicated there needs to be rigor added to the senior project and the administration is looking into it.

Dr. Jette suggested the Board commit some time in the summer to discuss improvement of the senior project.

**IV. NEW BUSINESS**

**A. 2019-2020 CHS Program of Studies**

The 2019-2020 CHS Program of Studies and changes to the program were presented to the School Board.

Mr. Lonergan reviewed the changes in the 2019-2020 Program of Studies. He explained Senior English was removed as a graduation requirement, and instead, seniors will take either AP English or Honors Senior English.

The Board suggested a minor revision.

*Mrs. Harrison made a motion to approve the 2019-2020 CHS Program of Studies with the suggested revision. Mrs. MacDonald seconded. The motion carried 5-0-0.*

**V. OLD OR UNFINISHED BUSINESS**

**A. Policies:**

- FF, Naming of Facilities

Mrs. Harrison suggested changing the waiting period for proposals for naming a facility from 3 years to 2 years.

*Mrs. Harrison made a motion to change the waiting period for proposals for naming a facility from 3 years to 2 years. Mrs. MacDonald seconded. The motion carried 3-2-0, with Mr. Bourque and Mr. Meyers opposing.*

*Mr. Bourque made a motion to approve Policy FF, Naming of Facilities as amended. Mrs. Harrison seconded. The motion carried 5-0-0.*

**VI. MANIFEST**

The manifest was circulated and signed by the School Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

There was no public input.

**VIII. 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 made by Mr. Bourque, the School Board entered into non-public session at 9:15 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. Hershberger, the School Board returned to public session at 10:00 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mrs. Hershberger made a motion to adjourn the meeting at 10:00 p.m. Mrs. MacDonald 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 January 23, 2019**

**Held at Litchfield Town Hall**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member  
Elizabeth MacDonald, Board Member  
Tara Hershberger, Board Member (*excused*)  
Dr. Michael Jette, Ph.D., Superintendent  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

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

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from January 9, 2019:

*Mr. Meyers made a motion to approve the non-public minutes of December 19, 2018. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mrs. Hershberger made a motion to accept the resignation of Katrina Reid, part time CHS Art teacher. Mrs. Harrison seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

- E<sup>3</sup> Awards
  - Jill Pennington

Jill Pennington is a vocalist, actress, teacher, pianist, accompanist and choreographer who has been a music instructor at CHS (and currently LMS) for many years. She works with theatre groups around the State. She is the recent recipient of the NH Band Directors Association Band Director of the Year, former LEA President and current Vice President of the NH NEA. Jill has worked tirelessly to provide a quality music program in the district and has coordinated outstanding productions and performances in the music and theater departments.

- Cara Gannon

Cara Gannon has led the Athletic Boosters, chaired the Press Box Fundraising Committee and has been an active supporter of athletic programs at CHS. Her strong, determined and continued commitment to the students of our schools reflects her devotion to our district.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Sophomore and Senior Projects

Dr. Jette provided a list of Sophomore and Senior projects from CHS for the School Board to review. The list does not include descriptions of the projects, but was revised with wording to help explain the intent of the project. Mr. Lonergan will provide answers to questions regarding the projects at the February 6 meeting.

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Dr. Jette explained that the list of Sophomore Projects includes the contact person, project topics, approval by the clearinghouse and communication with parents. Senior Projects include the project topic, advisor, mentor and approval by clearinghouse.

Mr. Bourque indicated that the Board would like to see the timeline of the projects, such as when the project period begins and ends. He also mentioned that descriptions of the senior projects would be ideal. He commented once the Board gets more information we can have a discussion.

Dr. Jette informed the Board that he and Ms. Widman are talking a look at the projects program and adding more rigor to the rubric.

Mr. Meyers commented the instructions for the projects process is limited and last year there was a problem because they switched the method of submissions. He indicated the old submission method information is on the website.

Dr. Jette suggested the Board thoroughly review the project list and provide feedback for a discussion. He indicated that once he sees the senior project presentation it will help guide us toward what we want to do.

*The Board moved New Business up in the agenda to accommodate Senator Donna Soucy's visit. The Superintendent's Comments will resume after the discussion with Senator Soucy.*

**IV. NEW BUSINESS**

**A. Visit from Senator Donna Soucy**

The School Board invited Senator Soucy to attend a meeting to discuss topics including education funding, the declining stabilization grant, building aid, SB 193, and the increasing burden of local taxation placed on Litchfield as a result of the loss of revenues due to the decisions made by the Legislature to down shift funding responsibilities to local school districts and municipalities.

Mr. Bourque commented that the Board previously discussed the funding trend and the burden placed on local towns/cities with State Representatives.

Senator Soucy indicated that she is serving her fourth term and is the Senate President. She served four terms on the Manchester School Board. She thanked the Litchfield School Board and praised them for their efforts and work. She commended CHS for the graduating class choices. The Senator agreed that it has made the situation more difficult with some of the funding issues being thrust upon the school district. She believes that this legislative session will bring some relief. The Senator explained the Governor's budget will be presented on February 14 and the Legislature is looking at that budget. She noted that the Legislature is looking at stabilization grants and building aid, as well as the state contribution to retirement costs.

With reference to retirement costs, the Senator explained that we have reached a peak in respect to those rates and she believes that a decrease is forthcoming. She indicated there is legislation to attempt to restore a portion of the State's contribution. She reported there is legislation that would switch the revenue from Keno for full day kindergarten to the education trust and Keno funds would be used for building aid as needs are continuing to increase. She mentioned security grants were awarded and some communities benefitted from that. Senator Soucy commented until we see the budget there is a willingness and desire to do something about retirement costs and general property relief.

Mr. Bourque commented that SB 193 is on hold, but there is another bill, HB 489, relative to manifest educational hardship. He explained that the district lost a manifest educational hardship case when the State Board of Education decided in favor of the petitioner. He was concerned this will become more widespread because other schools have courses Litchfield may not offer.

Senator Soucy commented that she opposed SB193 because of what happened in Manchester and the high school choices made by other towns that were sending their students to Manchester. She indicated that revenue went with those students and with four high schools, including a tech school, the cost to the district is still the same no matter

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the number of students. She expressed she does not believe that creates a better educational experience. She believes school districts are local and local people know what is best for their students.

Mr. Bourque commented that the Senator mentioned legislation relative to Keno and building aid. He asked if she anticipates building aid will increase as our elementary school is quite old.

Senator Soucy observed that there is not only need due to repairs, but also changes in class size. She noted that Berlin may be closing a school. She indicated there are projects that are shovel ready. The Senator explained that the State bonded building aid and is continuing to pay that off. She indicated that bond will provide more capacity to look at more major projects.

Dr. Jette commented there are moisture issues in our elementary school and it is beyond what we are able to continue to maintain. He indicated absent of much industry in Litchfield it falls into the homeowners' tax base. He noted it was helpful to hear about building aid.

Senator Soucy indicated the school funding debate is beginning to ramp up again. She commented the Legislature is learning there are districts with weighting factors, but the original formula was the best solution. She noted that it has been changed through the sessions with the stabilization grant and has become a battle of spreadsheets. The Senator believes that it has moved away from the idea of providing funding for an adequate education for every child.

Senator Soucy expressed her appreciation to the Board for inviting her to provide information and offered to return when the Legislation wraps up their session. She commended the Board for their work and dedication to the students of Litchfield.

- SNAP Fundraiser Request

Dr. Jette provided a fundraising proposal submitted by the CHS Director of Athletics for the School Board to review. The Athletic Director will provide answers to questions regarding the fundraiser at the February 6 meeting. He indicated that the SAU did some research into the fundraiser and organization. He mentioned that the research included a Terms of Use Agreement that, when reviewed, led us to question if this is the right fundraiser. He commented when the Athletic Director comes to the meeting it will be a good opportunity to discuss the fundraisers.

Mr. Bourque pointed out that one of the purposes of the SNAP fundraiser is for team dinners. He indicated typically the parents contribute for the dinners. He noted they generally raise funds for equipment and warm ups.

- 2019-2020 District Calendar Draft Discussion

Dr. Jette provided the 2019-2020 draft district calendar to the School Board for discussion. He indicated that the SAU has the Pinkerton and Alvirne calendars at this time. He noted that the Bow calendar is 180 days (no hours). He explained two calendars are being presented – one if the LEA Contract is approved and one if it is not approved. He indicated this is because language was negotiated into the contract relative to the start of school prior to Labor Day and if the contract is approved that is the calendar we will use.

- 2019-20 Calendar Draft (Contract Approved)
  - Proposed first day of school August 28, 2019
  - Teacher workshop days prior to August 28
  - Parent/Teacher Conferences November 12, 2019
  - Thanksgiving Week will go back to a three day break
  - Not scheduling late arrival days

- Days vs Hours Other Districts

Dr. Jette indicated we need to do the calculation for all three schools for the tentative last day of school. He explained switching to hours instead of days would consist of looking at the contract and getting feedback from the LEA. He noted teachers still have to work 180 days.

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Mr. Bourque referred to the calendar with contract language and expressed concern regarding the two shorter weeks in November.

Dr. Jette indicated that if the contract is approved, the first quarter will end October 31. He felt that parent/teacher conferences should be held as early as possible after the quarter closes.

Mrs. Harrison commented that people travel for Thanksgiving, which could have contributed to the decrease in attendance of parent/teacher conferences.

Mr. Meyers suggested using Google Classroom when there is a snow day.

Mr. Bourque agreed, indicating the teachers would have to be available for the students all day. He commented it is a good way to avoid a snow day and it would real assignments. He recommended to start using Google Classroom when there is a snow day.

- 2019-20 Calendar Draft (No Contract)
  - School will begin the day after Labor Day
  - Parent/Teacher conferences will be scheduled November 25
  - Retain the full week off for Thanksgiving Break
  - June 18, 2020 is the tentative 180<sup>th</sup> day

He commented it is still a work in progress. He indicated he would like to have a conversation with the LEA and get input from the community.

The School Board agreed.

- NHSBA Legislative Update Jan 2019 (FYI)

A Legislative update has been provided for the School Board regarding information on current legislation.

Dr. Jette commented that he was grateful to the State Representatives and Senator Soucy for agreeing to meet with the Board. He indicated that they appreciate hearing directly from their constituents.

Mr. Meyers asked if there is any update on the new safety measures in the schools.

Dr. Jette indicated that a meeting has been secured with both the police and fire departments to review what we learned from ALICE training. He mentioned that the Administrative Team was debriefed. He noted we need to understand all of this before we roll out the next steps and think about at what level we want student involvement.

Mrs. Harrison suggested sending an information pamphlet home to parents or holding a parent information night.

Dr. Jette indicated the staff has been trained and have the authority to do what is necessary for the students in that situation.

- Follow Up to School Board Inquiries
  - Ski Club Early Dismissal

Dr. Jette reported he had a conversation with Mr. Lecklider and dismissal of students in the ski club will occur when school is dismissed. He indicated that the bus for the ski club will be in the lead position so it does not get stuck behind the other buses on Charles Bancroft Highway.

- GMS Specials Assisting in Kindergarten

Dr. Jette reported he spoke with Mr. Thompson regarding teachers of specials assisting in Kindergarten. He indicated Mr. Thompson will look at the schedule and see if they have time to provide assistance, but it could be a different teacher each day.

- Frozen Pipe (Pre-K Portable)

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Dr. Jette reported that there was a frozen pipe in the PreK portable yesterday that resulted when the heat tape failed. He indicated the heat tape was replaced and the heat is working with no damage done to the pipe. He thanked the staff at GMS for pitching in to accommodate moving the PreK students inside the building.

o No School Delay January 22, 2019

Dr. Jette addressed the rationale for not having a 2 hour delay on January 22, 2019. He reported he communicated with Superintendents and district staff about the frigid temperatures on Tuesday morning for four hours on Monday night. He explained when the weather forecast was examined it was learned that the temperature would only rise about 3 or 4 degrees between 6:30 am and 9:00 am with high winds. Dr. Jette indicated there was no benefit to call a delay since the temperatures would not rise enough to make a difference. He noted some districts had delays due to icy sidewalks and snow plowing delays.

Mr. Bourque agreed with Dr. Jette's decision. He commented temperatures would not have been any better delaying for two hours. He indicated there are many moving parts when making the decision to delay or close school (i.e. speaking to the BA, road agent, bus company, other district superintendents).

H. Community Forum

There was no public input.

I. School Board Comments

Mrs. MacDonald commented she heard some reading tutors are doing recess duty at GMS. She asked how many monitors are needed at GMS. She indicated that a reading tutor is hired to be a reading tutor and not a recess monitor.

Mr. Izbicki indicated the number of monitors is based on the number of students in those groups. He noted extra help is needed with kindergarten students.

Mrs. MacDonald suggested that an administrator should be supervising at recess as that is where many things happen.

**II. GENERAL BUSINESS**

A. Public Minutes:

- January 9, 2019

*Mrs. Harrison made a motion to approve the public minutes of January 9, 2019. Mrs. MacDonald seconded. The motion carried 4-0-0.*

- Budget Transfers

*Mr. Bourque made a motion to approve the Budget Transfers for November 2018 through January 2019. Mrs. MacDonald seconded. The motion carried 4-0-0.*

**III. REPORTS**

A. Business Administrator's Report

- FY20 Budget Update

Mr. Izbicki provided an update regarding the FY20 Proposed budget.

- School Infrastructure Fund

Mr. Izbicki provided an update of all projects associated with the Public School Infrastructure program grants. He indicated that the LMS project was approved for \$100,000 and the CHS project was approved for \$62,560. The CHS project will be done over the summer and we will file for an extension for the funds for the LMS project. The GMS vestibule work is almost complete. Mr. Izbicki reported that a main entrance sign, for which the cost was included in the grant, will be installed according to the recommendations from Homeland Security.

- Full Day Kindergarten Modular Update

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Mr. Izbicki reported the kindergarten modular project is substantially completed and exterior lighting was installed in January.

- FY18 Audit Update

Mr. Izbicki reported he received the draft financial statements from the auditor and digital copies will be provided to the Board in the coming weeks. He indicated that he asked the Director in charge of our audit to provide a proposal to extend our engagement with them for another three years.

- FY19 Budget Status

Mr. Izbicki indicated the budget status report was included in the financial packet.

**B. 2019 Warrant Articles**

- Petitioned Article Action

A petitioned article submitted by a Litchfield citizen relative to a school district budget tax cap will be provided to the School Board. The School Board may or may not take action on a recommendation of the article.

***Mr. Bourque made a motion not to recommend the Petitioned Warrant Article (Article 7). Mrs. MacDonald seconded.***

Mr. Bourque indicated a tax cap is a limit on the percentage of increase of the budget. He noted the town tax cap is a fixed amount and not a percentage. He commented their revenues decrease, but the budget increased 33% the last three years. Mr. Bourque commented that if the school district budget has a cap, we could not increase above that cap. He noted if a child comes into the district with special needs we will have to reduce or eliminate budget items to accommodate the needs of that student. He encouraged board members to visit districts that have a tax cap and see what kind of schools they have.

Mrs. Harrison commented we are legally obligated to provide an adequate education and special needs services. She indicated that we have a lean budget and we return every penny that is not spent to offset the tax rate every year. She was concerned having a tax cap would lead to a budget deficit.

Dr. Jette commented the article is a “feeler article” and is only advisory.

Mrs. Harrison commented that she understands the desire to keep taxes from increasing significantly, but she believes the Board understand the need to bring forward a leaner budget and that a cap is not necessary. She indicated we are delivering on the responsibility to the taxpayers.

Mr. Bourque observed it is unfortunate many go after the school district because the budget is larger than the town and that is the way it is in any municipality. He commented that our budget increases are considerably less than the town budgets. He indicated that a tax cap on the district will negatively affect our schools and people will likely move out of the town.

***The motion carried 4-0-0.***

***The vote tally will be recorded on the warrant as Not Recommended by the School Board by a vote of 0-4-0.***

- Signatures

The 2019 Warrant was signed by the School Board.

**C. FY20 Default Budget**

The FY20 Default Budget was signed by the School Board.

**V. MANIFEST**

The manifest was circulated and signed by the School Board.

**VI. PUBLIC INPUT**

*Litchfield School Board Meeting 1-23-19  
Approved February 6, 2019*

**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)*

A. Community Forum

There was no public input.

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

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

*Upon a motion made by Mrs. Harrison, the School Board entered into non-public session at 7:48 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. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. Harrison, the School Board returned to public session at 8:14 p.m. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.*

**IX. ADJOURN**

*Mrs. Harrison made a motion to adjourn the meeting at 8:14 p.m. Mr. Meyers seconded. The motion carried 4-0-0.*

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 February 6, 2019**

**Held at Litchfield Town Hall**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member  
Elizabeth MacDonald, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Ph.D., Superintendent  
Cory Izbicki, Business Administrator  
Mary Widman, Director of Curriculum, Instruction & Assessment  
Scott Thompson, Principal, GMS  
Tom Lecklider, Principal, LMS  
William Lonergan, Principal CHS  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:02 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 January 23, 2019:

*Mrs. Harrison made a motion to approve the non-public minutes of January 9, 2019. Mrs. MacDonald seconded. The motion carried 4-0-0.*

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Deliberative Session Preparation
  - Moderator Review of Warrant Articles Presentation
    - John Regan

Mr. Regan came before the Board to discuss the presentation of warrant articles at the School District Deliberative Session. The Board explained that Article 1 will be amended at Deliberative Session to reduce the amount of the operating budget; Article 6 is pending Board recommendation; and the language in Article 5 will be amended as advised by legal counsel.

- Deliberative Presentation Points

Board members reviewed the draft presentation for Deliberative Session and provided input regarding presentation points. Dr. Jette reviewed the presentation for Deliberative Session with the Board.

Mr. Bourque mentioned he spent time with Dr. Jette and Mr. Izbicki regarding the rebuttal for the petitioned article. He commented that he will present a comparison of the percentage of increases between the town and school



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budgets. He indicated that a tax cap would be detrimental to the school district. He noted districts with tax caps are doing poorly.

- Appointment of District Truancy Officer
  - RSA 189:34
  - JH, Student Attendance, Absenteeism and Truancy

Dr. Jette asked the School Board to appoint a truancy officer for the district according to the RSA and Policy JH. He nominated Mrs. Bandurski, Director of Special Services.

***Mr. Bourque made a motion to appoint Devin Bandurski, Director of Special Services, as truancy officer for the school district. Mr. Meyers seconded. The motion carried 5-0-0.***

Dr. Jette noted that the policy will be brought back to the Board after it has been reviewed.

- 2019-2020 District Calendar Draft Discussion
  - 1) 2019-20 Calendar Draft (Contract Approved)
  - 2) 2019-20 Calendar Draft (No Contract)
  - 3) Snow Days

The calendar was left on the agenda for Board member input. Dr. Jette also informed the Board about how the District handles snow days.

Mrs. Hershberger asked how April vacation is determined. Dr. Jette indicated that Litchfield follows the vocational school calendars so the students do not miss instructional time.

- Follow Up to School Board Inquiries
  - Sophomore and Senior Projects

Dr. Jette presented further information provided by CHS Administration regarding project timelines and project descriptions.

Mr. Lonergan indicated the CHS website has been updated to reflect more current information regarding the projects.

- Exterior Door Numbers

Dr. Jette reported to the Board about the status of exterior doors that are numbered in each school. He commented that exterior doors are numbered on the outside of the building at all schools. He indicated the inside of the doors are numbered at GMS and CHS and will be completed soon at LMS.

- SNAP Fundraiser

Jarod Mills, CHS Athletic Director, was present to answer School Board member questions regarding the SNAP fundraiser. He explained that this is an online based fundraiser where the student athletes email people they know asking for donations to the program. He indicated this eliminates many other different fundraisers. He noted that athletics raises money for items not included in the budget.

Board members were concerned about the students' email security and email address retention of the donors.

Mr. Mills explained emails are sent and encrypted and a link to the fundraiser is embedded in the email. He noted email addresses are not retained after a donation is made. He indicated the only way to get to the fundraiser is through the link in the email. He commented more than 77% of the students participate. He reported a large portion of what is raised goes to the school and they company handles the transactions for which they deduct a service fee. He mentioned if anyone buys Campbell gear from this site the funds go to the school as well.

Board members voiced concerns with the number of fundraisers in which students participate.

***Mr. Bourque made a motion to approve the SNAP fundraiser presented by the CHS Athletic Director. Mrs. MacDonald seconded. The motion carried 5-0-0.***

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- Bus Purchase

Dr. Jette informed the School Board about the buses that are being purchased by First Student to be used for district transportation. He reported that he, Mr. Izbicki, Mrs. Flynn and Ms. Bielawski toured a bus that First Student brought to the SAU. He indicated it was a 2020 bus with a more sloped hood, swing arm in front, double insulated floor, windows a bit larger and slightly tinted, all LED lighting in the bus, enhancements to driver pre-check with a digital tool that records each step in the pre-check, also motion sensors on the buses in the event someone is left on the bus, a PA system, and acoustic ceilings. He noted all buses will have cameras.

Mr. Izbicki indicated that First View bus tracking software will be used and the district will have access to the dashboard.

H. Community Forum

There was no public input.

I. School Board Comments

- Report on NHSBA Delegates Assembly
  - C Harrison

Mrs. Harrison provided a report regarding the delegates' assembly. She shared information from a presentation by the Shaker School District, who talked about improvements they are making in their district. She indicated they created a five year action plan based on public input from community conversations. She noted their Board meetings are quick and efficient. She commented the message was that culture change is key to improving learning. Mrs. Harrison indicated they are advocating for mental health and social-emotional learning.

Dr. Jette mentioned that Merrimack has partnered with Hudson, Pelham and Salem to advocate for mental health and social-emotional learning. He indicated that he was asked at the prior Superintendent's meeting, if Litchfield can become part of their collaborative.

Mrs. Harrison reported the assembly voted for proposed and continuing resolutions. She indicated Litchfield's resolution was well-received. She noted Merrimack Valley proposed an amendment to the resolution stating if the State Board of Education does not find in favor of the local School Board, then State should pay the tuition of the student going to a school that is out of district.

**II. GENERAL BUSINESS**

A. Public Minutes:

- January 23, 2019

*Mr. Meyers made a motion to approve the public minutes of January 23, 2019. Mrs. Harrison seconded. The motion carried 4-0-1, with Mrs. Hershberger abstaining.*

**III. REPORTS**

A. Curriculum Report

Ms. Widman provided the curriculum report for the School Board. She reported the faculty wrapped up a book study, which was very successful and voted on a district hashtag for learning. The Grading and Reporting group is dedicated to revision of Work Study Practices.

B. Preparation for Assessments

Ms. Widman provided a presentation on district assessments and led a discussion with the Principals regarding assessment test preparations, which included some reading, writing and math examples from Grades 3, 7 and 11.

*What are we doing to prepare our students?*

At GMS and LMS

- Swapped out winter benchmarking in grades 3-8 to practice with the NHSAS system
- Looking at the glitches in the system to prepare smoother practice

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- Looking at the specific question style and content in samples to ensure content and skills alignment
- Reviewing interim data in grade level teams.

At CHS

- All students in grades 9-11 took the PSAT in the fall
- Data Team and teacher groups looking at trends in the data to gather instructional feedback
- Beginning to look at PSAT data as compared to SAT data for actionable trends
- Using Khan Academy to individualize student practice
- Working to get actual question analysis from college board to provide further specificity into what is being missed.

C. Principals Reports

Principals provided reports for the School Board.

- GMS

Mr. Thompson shared the following topics with the Board.

- Donation of Audiometer

GMS received a donation of an Audiometer from Mr. Marc Cloutier for which we are grateful.

- Kindergarten Aimsweb Results

The full day program is showing positive results in our AIMSweb winter math and reading assessments. With the half day program, many incoming first graders struggled with basic math and reading skills. Also, with the half day program, when compared with a national cohort our students have actually lagged behind the national norms. In Fall 2018, 26% of students were in the top two percentiles; in Winter 35% are in the top two percentiles; our mean score is above the national average in math and reading, although it seems we have not progressed well in reading.

- LMS

Mr. Lecklider recognized staff at LMS and shared the following topics with the Board.

- Sweethearts and Heroes Program

This is a new program that is made up of a team of 3 individuals who bring a message of compassion, empathy, hope, overcoming adversity, and core values to schools. Speakers share their personal experiences with students about the impact bullying has on our schools, neighborhoods and individuals. This is a one day assembly for grades 5/6 and 7/8. The team has breakout sessions with the students in the afternoon, works with the teachers after school and presents to parents in the evening. The assembly is scheduled for March 28.-

- SAS Interim Assessment

LMS is at a great mid-year checkpoint for the students. All students take the SAS test in the spring. With the interim assessment we see the questions and answers immediately to enable the faculty to assess the data. The challenge is the timing of each area and the staff done much to make this work for the students.

- CHS

Mr. Lonergan recognized faculty members who presented during professional development and shared the following topics with the Board.

- CHS Course Selection Process and Scheduling

The Program of Studies is completed and approved, and available online to high school students. The Program of Studies is printed for grade 8 students. An elective fair was held this year where students talked to teachers about their elective courses. Students are meeting with counselors by grade level. Counselors from CHS will meet with grade 8 students on February 14. Students will meet with the Head of Guidance on March 14 about course selections. Administration will meet with Dr. Jette and Ms. Widman about course assignments and courses to run in April. Schedules are anticipated to be ready by the end of the school year.

- Status of CHS Recycling Program

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The paper recycler has gone out of business and we do not have a storage solution for the paper. There are paper recycling challenges nationally. CHS Recycling will still collect plastic and metal.

**D. Dining Services Reimbursement Report**

Dr. Jette shared food service meal reimbursement counts with the School Board. He reported the numbers of meals served continues to be positive and increase.

**E. Enrollment Report**

Dr. Jette shared the January 2019 Enrollment report with the School Board. He reported there are 1,311 students enrolled in the schools, which is a net increase of four students in January.

Mr. Meyers suggested if the declining enrollment will have an impact to high school programming the Board and District should discuss switching to trimesters instead of semesters.

**F. 2018 Audit**

Mr. Izbicki shared the 2018 Auditor's report with the School Board.

**V. MANIFEST**

The manifest was reviewed and signed by the School Board.

**VI. PUBLIC INPUT**

**A. Community Forum**

There was no public input.

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

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

*Upon a motion made by Mrs. Harrison, the School Board entered into non-public session at 8:35 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. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. MacDonald, the School Board returned to public session at 9:15 p.m. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. ADJOURN**

*Mrs. MacDonald made a motion to adjourn at 9:15 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 February 9, 2019

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION** **Immediately following Deliberative Session**

A. Call to Order

Brian called to order at 12:15 p.m.

B. Deliberative Session Amendments and Changes

Mr. Bourque indicated that the Board needs to vote on recommendations for the articles that were amended at Deliberative Session.

Article 1 was proposed as:

*Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth therein, totaling \$ 22,865,429? Should this article be defeated, the default budget shall be \$22,824,871 which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.*

**Estimated Tax Impact: Operating Budget \$0.36**

**Default Budget: \$0.34**

*Recommended by the School Board  
Vote 5-0-0*

*Recommended by the Budget Committee  
Vote 6-2-0*

Mr. Bourque indicated the article was amended to reflect the operating budget was reduced by \$15,791 due to a decrease in the transportation costs for FY20. The amended article reads:

*Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth therein, totaling \$ 22,849,638? Should this article be defeated, the default budget shall be \$22,824,871 which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.*

**Estimated Tax Impact: Operating Budget \$0.35**

**Default Budget: \$0.34**

Mr. Bourque indicated that there was also a decrease in the default budget, which now totals \$22,771,378.

**Mr. Bourque made a motion to change the FY20 Default budget total to \$22,771,378. Mrs. Harrison seconded. The motion carried 5-0-0.**

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Article 1 will now read on the ballot:

*Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth therein, totaling \$ 22,849,638? Should this article be defeated, the default budget shall be \$22,771,378 which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.*

***Estimated Tax Impact: Operating Budget \$0.35 Default Budget: \$0.28***

***Mr. Bourque made a motion to recommend Article 1 as amended. Mrs. Harrison seconded. The motion carried 5-0-0.***

***Article 1 was recommended by the School Board by a vote of 5-0-0.***

Mr. Bourque indicated the Board has not voted on a recommendation for Article 6.

Article 6

*Shall the Litchfield School District vote to permanently name the Campbell High School auditorium after Philip K. Martin in honor of his service to Campbell High School?*

***Mrs. Harrison made a motion to recommend Article 6. Mrs. MacDonald seconded. The motion carried 3-2-0, with Mr. Bourque and Mr. Meyers opposing.***

***Article 6 was recommended by the School Board by a vote of 3-2-0.***

Mr. Bourque indicated Article 7 (Petitioned Article) was amended as well. He noted the Board will have to revote their recommendations.

Article 7

*Shall the School Board study the impact of an article adopting the provisions of RSA 32:5-b which could implement a tax cap whereby the Budget Committee shall not submit a recommended budget that increases the amount to be raised by local taxes, based on the prior fiscal year's actual amount of local taxes raised, by more than a certain dollar amount or percentage?*

***Mrs. Harrison made a motion to recommend Article 7 as amended. Mr. Bourque seconded. The motion failed 0-5-0.***

***Article 7 was not recommended by the School Board by a vote of 0-5-0.***

**II. ADJOURN**

***Mrs. Harrison made a motion to adjourn the meeting at 12:25 p.m. Mrs. Hershberger 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 Public Hearing Minutes for February 20, 2019**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert Meyers, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Scott Thompson, Principal, GMS  
Michele E. Flynn, Administrative Assistant

**PUBLIC HEARING - APPROPRIATION FOR UNANTICIPATED FUNDS**

**Public Hearing, RSA 198:20-(b) – Call to Order 6:00 p.m.**

*RSA 198:20-(b) – Appropriation for Unanticipated Funds Made Available During Year.*

Mr. Bourque opened the public hearing at 6:00 p.m.

**Superintendent's Report**

Dr. Jette reported the GMS PTO would like to donate \$21,780.60 to the district to purchase additional playground equipment, shade structure and other items for the GMS playground.

Mr. Thompson, GMS Principal, and Mrs. Heidi Ames, PTO President, provided a brief presentation with a description and cost of the items planned for purchase for the playground.

Mrs. Ames explained that the GMS PTO began a fundraiser last year called Raise Craze and raised \$21,000. They continued the fundraiser this year and raised \$22,000. The PTO created a Playground Committee to determine how to improve the playground. The goal is to put in a new set of 8 swings, a shade structure and connecting tunnels. A gaga pit, seesaw and a 6 swing set was investigated. The gift is \$19,780.60 with an additional \$2,000 buffer for site work, bringing the total to \$21,780.60.

Mrs. Ames explained the shade structure is 16' x 16' with picnic tables that were donated; the moving tunnel area will be located near the front of the playground and the swing set will be located in the grass area. She indicated the PTO plans to repeat the fundraiser in the fall with hopes to raise another \$20,000 that will lead to purchase items to expand the playground. She noted a representative from Primex came to speak with the committee about the improvements. She mentioned while doing the site work the area with the existing benches will be leveled.

Mrs. Ames indicated once the donation has been accepted the PTO will work with the business office and coordinate the vendors and labor for the project.

**Board Comments**

There were no comments.

**Community Comments**

There were no community comments.

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**Board Action**

*Mrs. Harrison made a motion to accept the donation of \$21,780.60 from the GMS PTO to purchase additional playground equipment for the GMS playground. Mrs. MacDonald seconded. The motion carried 5-0-0.*

**Close Public Hearing**

The Public Hearing closed at 6:21 p.m.

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 20, 2019**

**Held at Litchfield Town Hall**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC HEARING**

**6:00 p.m.**

**Acceptance of Unanticipated Funds (Donation), RSA 198:20-b**

*Minutes of Public Hearing are written under separate cover.*

**II. PUBLIC SESSION**

**A. Call to Order**

Mr. Bourque called the meeting to order at 6:22 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 February 6, 2019:**

*Mr. Meyers made a motion to approve the non-public minutes of January 23, 2019. Mrs. MacDonald seconded. The motion carried 4-0-1, with Mrs. Hershberger abstaining.*

**E. Presentations and Recognitions**

There were no presentations or recognitions.

**F. Correspondence**

There was no correspondence.

**G. Superintendent's Comments**

- Proposed New Town Meeting Set Up

Dr. Jette presented to the School Board a proposed new set up design for the Annual Town and School District meetings. He indicated that he is looking to improve the set up for the annual meetings. He explained currently the back wall of the stage is used to project presentations with a projector that is on a cart and it is difficult for the audience to see what is projected. He noted that a projector will be mounted to the ceiling and the screen can be used for better viewing by the audience. On stage, there will be a podium for the Moderator on one side and a podium for speakers on the other side. The clerk and legal counsel will be near the Moderator and the Chair of the School Board and Budget Committee will be near the podium on the other side. Board and Committee members, along with administrators will be in the first rows on the floor and can come to the podium to speak when necessary.

School Board members were in agreement with the plan.

## *LITCHFIELD SCHOOL DISTRICT*

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- ALICE Implementation

Dr. Jette informed the School Board of the Community Meeting planned to inform parents, staff, community members about implementation of the ALICE protocols in the schools, which will be held at CHS in the auditorium on March 20, 2019 at 6:00 pm.

Dr. Jette provided to the School Board draft documents regarding the timeline and steps for the implementation of the ALICE emergency response drill. He explained the timeline proposes when and how we get to where we want to be to roll out the plan. He indicated that the police and fire departments will be at the meeting to explain protocols and answer any questions about the protocols.

Mr. Meyers asked if the district is planning any active drills.

Dr. Jette indicated that active drills have not yet been discussed; however, scenario based drills that are age appropriate will be utilized. He noted that the district hopes to receive input from the community at the meeting. He reported that a web announcement is planned, a parent letter to announce the meeting that contains details about what is planned and guides for staff on how to utilize the scenario based drills with students. He commented the staff will be briefed on the protocols during staff meetings at each school prior to the community meeting.

- Litchfield Emergency Preparedness Parent Letter

Dr. Jette discussed with the School Board an emergency preparedness parent letter that should be sent home annually with all students. He indicated this is what we use to inform parents of our emergency response situations and guidelines for parents to follow in case of an emergency.

Mrs. MacDonald asked if there are flip charts for each room in the schools.

Dr. Jette indicated that the SAU is working on revising the flip charts.

Mr. Bourque commented flip charts are good for reference, but staff people should educate themselves on the information.

Mr. Izbicki mentioned there is certification online that is required to be completed annually.

Mr. Bourque suggested that Litchfield join with another district who may be planning an active scenario.

Dr. Jette reported that the district has planned a provision for new teachers to be certified and a staff member will be trained as an ALICE trainer.

School Board members agreed with scheduling a community meeting on March 20.

### H. Community Forum

There was no public input.

### I. School Board Comments

- Volunteer Handbook

Mr. Bourque mentioned that there was a question about volunteers that bring a child with them while they are at GMS running the school store. He indicated in the volunteer handbook it states that volunteers should make child care arrangements if they plan to volunteer at a school. He commented that the requirement ties the hands of parents with respect to child care. He suggested that an exception be made in the handbook for this volunteer opportunity.

Mr. Bourque mentioned that the handbook also states volunteers serve under the supervision of the School Board and suggested to revise the section so that all volunteers shall serve under supervision of the Superintendent or Principal. He asked the Superintendent to check with Primex to determine if volunteers are covered under the district's liability insurance.

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Dr. Jette agreed exceptions can be made by the principal on a case by case basis or by the Superintendent with respect to volunteers who do not have child care for the younger children. He indicated principals should consult with the SAU with regard to insurance questions. He noted that the handbook will be revised according to the Board's suggestions.

- Response to HLN Article Deliberative Session

Mr. Bourque announced that a response from the Chair and Vice Chair was sent to the HLN with regard to clarification of some statements made in the February 15, 2019 HLN article entitled "Litchfield School Deliberative Poorly Attended". He mentioned that Mrs. Flynn and Mrs. Harrison noticed inaccuracies in the article that were clarified in a letter to the editor.

**II. GENERAL BUSINESS**

A. Public Minutes:

- February 6, 2019

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

- February 9, 2019

*Mrs. Harrison made a motion to approve the public minutes of February 9, 2019. Mrs. MacDonald seconded. The motion carried 5-0-0.*

- Budget Transfers

*Mrs. Harrison made a motion to approve the Jan-Feb 2019 budget transfers. Mr. Meyers seconded. The motion carried 5-0-0.*

**III. REPORTS**

A. Business Administrator's Report

Mr. Izbicki provided the district financial and facilities report to the Board. He reported:

- the GMS vestibule project is approaching completion and the CHS vestibule project should be completed in the summer;
- the grant award for the LMS entrance project was capped at \$100,000 and a discussion is needed to determine where the remaining funding will come from; an extension was filed with the State to retain the funds until December 2020;
- a drinking water lead test was completed on all water in the district, which was mandated in February 2018 by the State; all test results are below the State standards and will be retested every five years;
- the district received some funding to install water bottle refill stations in the schools;
- the full day kindergarten project is officially closed;
- the unassigned fund balance is trending high at this time; however, it is still too early in the year to project the balance as many things will change;
- Food Service currently shows a loss, but investment is going into the program and will recover going forward;
- plans were discussed to start a morning coffee bar at the high school;
- audit recommendations were noted for student activity funds, which are being reviewed and addressed.

**IV. OLD OR UNFINISHED BUSINESS**

A. 2018-2021 School District Goals

Dr. Jette presented to the School Board the final goals and indicators for the district for approval. The goal document has not yet been approved by the School Board.

Mrs. Harrison commented that she has reviewed and shared the Shaker Regional School District strategic plan with Board members. She indicated that it has clear mission statements and indicators with actions for teachers, administrators, and staff. She suggested work begin on crafting a strategic plan rather than goals as a strategic plan has a longer vision.

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Mr. Bourque indicated that a strategic plan can be drafted.

Mrs. Flynn indicated that the district had a strategic plan under a former Superintendent and that attainable goals are still needed for direction and guidance.

Dr. Jette indicated Mrs. Flynn developed an informational chart and we can look at expanding the goals in a strategic plan.

Mrs. Hershberger commented that the Shaker district used a committee to develop their plan.

Dr. Jette indicated that he has been meeting with a parent group and discussing ideas on how to improve things in the district.

Mr. Meyers commented the strategic plan is a very large document and asked how often staff members review it. He believes a better vision is needed for our facilities.

Mrs. Harrison commented that we should be proactive rather than reactive.

Mr. Bourque commented that funds are needed to accomplish a strategic plan as well.

***Mr. Bourque made a motion to approve the 2018-2021 School District goals. Mrs. Hershberger seconded. The motion carried 5-0-0.***

**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 made by Mrs. Harrison, the School Board entered into non-public session at 7:12 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

**VIII. RETURN TO PUBLIC SESSION**

***Upon a motion by Mrs. Harrison, the Board returned to public session at 8:44 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

**IX. ADJOURN**

***Mrs. Harrison made a motion to adjourn the meeting at 8:44 p.m. Mrs. MacDonald 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 March 6, 2019**

**Held at Litchfield Town Hall**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Mary Widman, Director of Curriculum, Instruction & Assessment  
Scott Thompson, Principal, GMS  
Tom Lecklider, Principal, LMS  
William Lonergan, Principal, CHS  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

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 February 20, 2019: *There were no non-public actions.*

E. Presentations and Recognitions

- E<sup>3</sup> Awards:

Nominees for the Empowering Excellence in Education awards were recognized by the Board.

- Janice Hood

Mr. Lonergan commented Janice Hood was the founding member of CHS PTO and served even after her children had their attendance at CHS. She began the drive for water bottle filling stations recently installed at CHS, coordinated many fundraisers, teacher appreciation events, Hannaford's community cares contributions for CHS, assisted with promotions of the annual pie fundraisers and t-shirts for freshmen seminar students. Janice has been the lifeblood of the organization.

- Heather Stagnone

Mr. Lonergan commented that Heather Stagnone has totally supported CHS staff and students. She had three children go through CHS and served beyond their completion. She assisted in teacher appreciation events, graduations, seeking out and sometimes providing gift certificates for fundraisers, assisted with PTO meetings and activities, as well as assisted in the main office on many occasions. Heather has contributed to the positive climate and culture of CHS.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

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- CHS Drivers' Education

Mr. Izbicki informed the School Board about that Granit State Driving School would be offering driving instruction for students at CHS. He indicated CHS has not had a formal drivers' education vendor and Granite State reached out to provide an April and June program for CHS students.

- Follow Up to School Board Inquiries
  - Great East Festival Breakdown of Cost

Dr. Jette commented that he had not yet received a cost breakdown for the Great East Festival trips.

Mr. Lecklider commented that schools would provide travel for participating band and chorus students to the festival site and then go to Canobie Lake that day. He indicated it was not cost effective to transport the students to the venue and then to Canobie Lake in the opposite direction. He noted that it was decided that the festival could take place internally by bringing judges in from the outside to give feedback to our grade 8 band and grades 7/8 chorus. Mr. Lecklider commented the Litchfield Great East Festival visits Canobie Lake after school.

Mr. Bourque indicated the concern was over the cost of the trip for GMS, which is \$60 and \$14 of that total is provided by the PTO.

Mr. Thompson commented the total cost includes the cost for the festival fee.

Mr. Lecklider indicated he will provide more information regarding the cost for LMS.

Dr. Jette indicated that he will bring the cost information and clarification to the Board.

- High School Beverages

Dr. Jette commented that the Board expressed concern relative to handbook language regarding students and beverages in the high school when there was mention of the opening of a coffee bar for students to purchase beverages before school and bring them to class.

Mr. Lonergan indicated that beverages are not allowed in the auditorium, gym or in labs. He commented it is up to the individual teacher if beverages can be brought into class by students. He noted having a beverage in class is not against any policy. Mr. Lonergan commented that when observing students arriving late to school they usually are carrying a coffee cup from somewhere.

Dr. Jette mentioned that Ms. Crowley, Food Service Director, did a soft roll out of a "freestyle wrap" line in the CHS cafeteria where all wraps are made fresh.

#### H. Community Forum

There was no public input.

#### I. School Board Comments

Mrs. Harrison commented that she was thankful for the last three years she served on the Board. She indicated the district is in a great place with great administration and food service. She noted that we have come a long way with full day kindergarten and 1:1 computing. With reference to Mr. Bourque, Mrs. Harrison commented people do not see all the time and research that goes into being the Board Chair. She indicated he weighs all options and input carefully before moving forward, advocates for the taxpayers at the state level, has a good working relationship with the town and supports the Board as a whole even when voting is split.

Mr. Bourque agreed that the Board has come a long way and is on the right track to bring the district to the level they would like it to be. He believes the district is at a great level already, but would like to see more forward motion. He commended Mrs. Harrison for greatly adding to the School Board's transparency and commented when you consider the information we provide for the public, we are more than transparent. Mr. Bourque noted that the Board has done much work, but more needs to be done. He believes that this Board is a solid team that is there for the best interest of the students.

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Mrs. Hershberger commented there is so much change going on in today's day and age, but she has seen the value of consistency over the time she has been on the Board. She believes voters should consider the benefit of longevity on the Board. She indicated that Mr. Bourque is not afraid to take a hard line and that Mrs. Harrison worked very hard on the full day kindergarten project. She believes the Board is in a good place.

Mr. Bourque commented that he attended STEAM Night at GMS and it was great. He noted every class he was involved with or visited was fascinating. He commented the entire staff on a fabulous job. Mr. Bourque wished the CHS Boys Basketball team good luck at SNHU tonight. He praised the CHS Key Club for posting a note on every locker at CHS with a positive message written on it. Mr. Bourque noted that is a perfect example of school culture.

**II. GENERAL BUSINESS**

A. Public Minutes:

- February 20, 2019 Public Hearing

*Mrs. Harrison made a motion to approve the public hearing minutes for February 20, 2019. Mr. Meyers seconded. The motion carried 5-0-0.*

- February 20, 2019

*Mr. Meyers made a motion to approve the public minutes for February 20, 2019. Mrs. Harrison seconded. The motion carried 5-0-0.*

**III. REPORTS**

A. Curriculum Report

Ms. Widman provided the curriculum report for the School Board. She noted that the PERC meeting for March 7 was rescheduled to March 20. She reported she and Mrs. Bandurski began walking around the buildings and going to classrooms to observe as a team. Curriculum revision in math began today at CHS and was a great meeting. She will meet with the K-4 group next week. Summer work planning will include: technology training, Stage 2 curriculum work in math, and the Competency Design Studio and some NGSX Science training.

B. Principals Reports

Principals will provide reports for the School Board. Principals will highlight two items from their report. Principals will provide an update regarding ALICE protocols for the School Board. Each building administration was provided with documentation to review with faculty and staff regarding the fall implementation of ALICE protocols in the school buildings.

- GMS
  - Governor's Picture Grade 4

Mr. Thompson commented in December GMS grade four students were invited to create ornaments for the Governor's Christmas tree in the NH State House. The ornaments were made with a NH based theme. He noted when the fourth graders visited the State House, they were excited to see their ornaments on the tree and took a picture in front of the decorated tree with Governor Sununu, which he signed.

- STEAM Night

Mr. Thompson reported that GMS held a STEAM Night on March 5 and activities included Martinelli math games, engineering tower challenges, floating boats filled with pennies, launching a mini rocket, making silly putty, making lava lamps, using shaving cream and food coloring to make puff paint (Kindergarten), and making robots out of vibrating toothbrushes that could draw. He indicated a demonstration from First Lego League and the CHS First Robotics team was included. He thanked First Student for the shuttle bus service.

- ALICE

Mr. Thompson reported that five meetings were held with the Emergency Response team and there have been five evacuation and reverse evacuation drills, as well as lockdown drill while the students were in the cafeteria. He indicated that the Emergency Response team discussed how ALICE would be implemented at the elementary level. He noted we are not going to teach students to be active resisters. Mr. Thompson noted that there is a book about the ALICE preparedness for younger children that will provide language for small children to be prepared at the emergency level. He mentioned the team collected emergency bags and replaced them with backpacks that are

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easier to carry. Mr. Thompson commented the team is relooking at what we want to have on hand in the classrooms for extended lockdowns. There was a review of classroom locks and interior doors for security, and Mrs. Clinton Jones reviewed the ALICE implementation timeline, protocol drafts and upcoming parent forum with teachers at the faculty meeting.

Mrs. Hershberger asked if there is a book for middle school students as well. Mr. Lecklider indicated a representative directed us to resources for middle schoolers with ALICE language.

- LMS

Mr. Lecklider recognized individuals who have made major contributions to education and student activities. He reported the drama club performance was excellent and the annual Dodgeball tournament culminated in a pep rally on Friday. He mentioned that Marc Cloutier has again volunteered to pick up over 1700 dozen Krispy Kreme donuts sold during the Washington DC trip fundraiser.

- Bill Atwood

Mr. Lecklider reported that Mr. Atwood visited LMS last month, circulating in classrooms and meeting with the math team presenting strategies on math instruction. There was much good conversation surrounding those strategies. Much of what Mr. Atwood uses is the Collins writing approach in math that requires students to provide written explanations for their answers. He talked about vocabulary and a level of consistency around middle and high school. He believes students should have a good conceptual understanding of vocabulary. When presenting to students he uses games in which he applies math and uses graphics as math is visual.

Ms. Widman commented Mr. Atwood was also at CHS later in the day and will revisit.

- ALICE

Mr. Lecklider reported the staff meeting went well today. The school performed a Shelter in Place drill today, which was very efficient and the administration received good feedback. Mrs. Thayer presented the ALICE information that we will be discussing. She explained the drills will be more scenario based with discussion about options and information that will help them make good decisions. Mr. Lecklider indicated the staff is ready for the implementation.

- CHS

Mr. Lonergan read the names of the top 11 students at CHS announced today.

- Semester 1 Exam Review

Mr. Lonergan reported the end of semester reviews for exams were analyzed with Ms. Widman and the curriculum facilitators. When the exams are examined we look at depth of knowledge and how the exams align with competencies. There were many exams that were low depth of knowledge and there were a fair number of questions that were significantly challenging. Depth of knowledge progresses quickly in the questions on the exam. Curriculum facilitators were asked to return to their departments and talk to teachers to see where they can focus improvement for the second semester.

Mrs. MacDonald asked if the high school is moving away from final exams.

Ms. Widman commented that presently we are looking at how we move toward a competency based exam.

Mr. Lonergan commented that there is significant value to summative and cumulative exams. He indicated he was not certain we want to eliminate them, but he would like to see what things look like going forward. He believes department meetings will focus on raising the level of the exam.

- ALICE

Mr. Lonergan reported the CHS faculty meeting was postponed to March 11. He mentioned that staff were concerned about the emergency flip charts and the difference in procedures and would like more clarification on lockdown procedures. He indicated staff will be told flip charts are in the process of being revised. Mr. Lonergan



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reported the emergency bags are being updated by students and noted some emergency procedures have been changed.

**C. Dining Services Reimbursement Report**

Dr. Jette shared food service meal reimbursement counts with the School Board. He reported in February the number of meals significantly increased over the number of meals the previous year. He noted the per day meal count increased by 80 meals per day.

Mrs. Harrison asked if we are spending more to make the meals and wanted to know how this year's sales compare to last year's sales in revenues.

Mr. Izbicki indicated that spending is on track. He commented that in the past food service was not really serving meals that qualified as reimbursable, but we are now getting more reimbursement because the meals are in compliance. He mentioned that there was a large fund balance at the end of past years, but those funds were not invested in the equipment, which is now old and breaking down. He noted that we have invested in the equipment.

Mrs. Harrison commented it would be nice to grow the program to cater events that happen at the schools.

Mrs. Hershberger commented the Director is open to any concerns or suggestions.

Mr. Bourque commented there seems to be more than an abundance of choices and food now.

Mr. Izbicki indicated portion sizes have been reviewed and are now appropriate for grade levels.

**D. Enrollment Report**

Dr. Jette shared the February 2019 Enrollment report with the School Board. He reported that there are 1,311 students enrolled in the district. He noted Kindergarten registrations are at 87 and Grade 1 registrations are at 52.

**V. NEW BUSINESS**

**A. Volunteer Handbook Revision**

The School Board expressed some concerns regarding language relative to volunteers who do not have child care arrangements who would like to serve in the schools. Revisions were made to the handbook to reflect more appropriate language. Included in the handbook is language relative to exceptions by the administration for younger siblings brought in by volunteers on case by case basis.

***Mrs. Harrison made a motion to approve the Volunteer Handbook as revised. Mrs. Hershberger seconded. The motion carried 5-0-0.***

**B. Policies:**

- Revision:
  - BEDH, Public Participation at School Board Meetings

The Public Participation at Board Meetings policy was revised to recognize the distinction between board business and public comment, and to align with emerging judicial decisions regarding the need for viewpoint neutrality relative to public comment rules.

***Mrs. Harrison made a motion to approve policy BEDH for a 1<sup>st</sup> Reading. Mr. Meyers seconded. The motion carried 5-0-0.***

- Review:
  - DL, Self-Funded Programs

A draft policy has been prepared for School Board review and feedback. In drafting the policy, the district is trying to address the questions/concerns regarding tutoring for pay, services of school employees offered for a fee (private business using school facilities), and the extension of services offered by employees of the school district relative to enrichment, advanced studies/lessons for students who go above and beyond what is taught in the classroom, and/or new students who have enrolled in the district well into the year and need to be 'brought up to speed' with the rest of the class.

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**VI. MANIFEST**

The manifest was circulated and signed by the School Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

There was no public input.

*The School Board recessed at 7:30 p.m. and reconvened the meeting at 7:35 p.m.*

**B. Presentations and Recognitions**

- E<sup>3</sup> Awards
  - Carolyn Leite

The School Board recognized Carolyn Leite for her accomplishments and contributions to the music department and music education in Litchfield.

Mr. Lecklider read a prepared statement of recognition, which included background for Mrs. Leite's experience, building a music, band and choral program at LMS, and her mastery of personalized education. Mrs. Leite's assignment has expanded to include instruction at CHS as well and is respected by her colleagues for her high standards of expectations and musical knowledge. Mrs. Leite is devoted, dedicated and motivated to her students and programs. Mr. Lecklider thanked her for her years of service in the district.

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

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

*Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 7:49 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. (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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mr. Bourque, the Board returned to public session at 9:05 p.m. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 9:05 p.m. Mr. Meyers 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

**Draft Minutes for March 20, 2019**

**COMMUNITY INFORMATION MEETING – ALICE IMPLEMENTATION**

**6:00 p.m.**

**Location: CHS Auditorium**

*The Litchfield School District, in partnership with the School Board, Police and Fire Departments, will present information to parents, staff and community members with regard to the Fall implementation of ALICE protocols in the Litchfield schools.*

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**7:00 p.m.**

**A. Call to Order**

Dr. Jette called the meeting to order at 7:20 p.m. and will facilitate until a Chair is approved.

**B. Pledge of Allegiance**

**C. Review & Revision of Agenda**

There were no revisions to the agenda.

**D. School Board Reorganization:**

- Welcome New or Re-elected Members

Dr. Jette welcomed back Brian Bourque and Christina Harrison to the School Board.

- Nominations for Chair

Dr. Jette asked for nominations for Board Chair. Once elected, the Chair will preside over the remainder of the meeting.

***Mrs. Hershberger made a motion to nominate Brian Bourque as Chair. Mrs. MacDonald seconded.***

Mrs. Hershberger commented both Mr. Bourque and Mrs. Harrison work well as a team. She mentioned that Mrs. Harrison has proven to be a leader and there should be some discussion of a succession plan.

***The motion carried 5-0-0.***

- Nominations for Vice Chair

Mr. Bourque asked for nominations for Vice Chair. Tina does excellent job – think she could easily assume the position

***Mrs. Hershberger made a motion to nominate Christina Harrison as Vice Chair. Mrs. MacDonald seconded. The motion carried 5-0-0.***

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- Signing of the Code of Ethics and Code of Conduct

School Board members signed the School Board Code of Ethics and School Board Code of Conduct.

- Committee Assignments

School Board members volunteered for committee assignments: Budget Committee, Capital Planning Committee, Joint Loss Management Committee, Technology Committee, PERC, Wellness Committee, LEA & LSSA Negotiations Committees.

**NHSBA Information for School Board Members**

Dr. Jette provided information for Board members with regard to Staff Non-Renewals and Non-Public Sessions. He indicated that there is much good information for Board members regarding re-nomination of teaching staff, hearing procedures, grievance procedures, practice pointers and how to avoid specific situation. He noted that our Board is aligned with these practices

Dr. Jette indicated that the information regarding non-public meetings includes what can be discussed and what cannot be discussed in non-public session. He noted information includes the right to know law, minutes, access to meetings, emergency meetings and records exempt from public exposure, remedies, and violations of confidentiality. He commented that these are good annual reminders for Board members.

**E. Summary of Non-Public Actions from March 6, 2019:**

*Mrs. Harrison made a motion to approve the non-public minutes of February 6 and 20, 2019. Mr. Meyers seconded. The motion carried 5-0-0.*

*Mr. Meyers made a motion to accept the resignation of Catherine McPhee, LMS teacher, who will retire at the end of the school year. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the resignation of Mary Lou Saxton, GMS Special Education teacher, who will retire at the end of the school year. Mrs. Harrison seconded. The motion carried 5-0-0.*

**F. Presentations and Recognitions**

There were no presentations or recognitions.

**G. Correspondence**

There was no correspondence.

**H. Superintendent's Comments**

- 2019-2020 School Calendar

Dr. Jette provided a draft of the 2019-2020 School District calendar to the School Board for discussion and / or approval. He indicated that the start of school is according to policy since the teacher contract was not approved. He noted the LEA has reviewed the calendar and has no objections. He noted the calendar does not include any delayed opening.

Mrs. Harrison commented that a staff member asked if there has ever been public input on the school calendar. She indicated that the district should look into having public input on the calendar going forward. She asked if the calendar can be prepared a year in advance as parents are asking about vacation time during the year.

Mr. Bourque commented that if people would like to eliminate one of the vacation weeks (February or April) to have just one in March students would get out of school earlier.

Dr. Jette indicated that the calendar can be drafted earlier in the year for parental feedback.

Mr. Bourque acknowledged that people plan to travel for high school graduation, but it is difficult to determine a date so far in advance.

- CHS Graduation Date

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Dr. Jette proposed June 14, 2019 as the high school graduation date. He indicated the current last day of school is June 20, 2019, which is the 180<sup>th</sup> day.

***Mrs. Harrison made a motion to approve June 14, 2019 as the graduation date for CHS. Mrs. MacDonald seconded. The motion carried 5-0-0.***

- NH Music Educators Association Hall of Fame Induction

Dr. Jette announced to the School Board that Phil Martin has been inducted in the NHMEA Hall of Fame.

- ConVal Funding Lawsuit

Dr. Jette shared a notification received from the NHSBA regarding a lawsuit filed by the ConVal School District relative to inadequate education funding. He recommended that the Board keep on top of the outcome.

Mrs. Hershberger commented that State education funding is \$3600 per students and we set out tuition at \$13,000. She asked if the difference is what the State is not funding.

Mr. Bourque commented ConVal believes the State should provide funding closer to \$10,000 per student.

Dr. Jette indicated the money is what is driving the adequacy. He mentioned that he was contact about tuition for an out of district elementary student. He noted the DOE 25 reflects our cost per pupil at GMS is approximately \$17,000 per student and the State only funds a small portion of it. He explained that discrepancy is why there is a lawsuit. Dr. Jette commented that Representative Boehm has provided assistance to help us understand what has and will be happening at the State level.

- Follow Up to School Board Inquiries
  - Great East Festival Breakdown of Cost

Dr. Jette provided the School Board with a cost breakdown of the trip following the Great East Festival. He commented that the concern of the Board was the cost to participate for GMS. He explained that Mr. Thompson explained the cost is due to the festival and that is what GMS is charged to participate. The PTO offered to contribute \$14 per student and the cost to go to Canobie Lake is embedded in the total cost of \$60. Dr. Jette commented \$32 per student is the cost to participate in the Great East festival, which includes location cost, judges stipends and instruction; and \$28 is the cost for Canobie Lake admission. He indicated transportation is covered in the budget. He noted LMS does not travel to the festival as they provide an in-house festival that judges attend.

Mrs. Harrison commented in the past the PTO fundraises and gives money back to the chorus program, but is not doing it this year.

Mr. Bourque commented he did not realize that there was a cost after a fee and that this should be included in the budget. He indicated that the in-house festival performed at LMS may be a better approach.

Dr. Jette commented the company (Great East) has changed and is operated differently than past years. He indicated that including the total fees for the festival in the budget will be examined in the fall. He asked the Board for recommendations if the festival has grown and the costs are increasing.

Mr. Bourque commented that there needs to be some solution to decrease the costs for GMS. He suggested examining costs for an in-house festival with a field trip to Canobie.

**I. Community Forum**

There was no public input.

**J. School Board Comments**

Mrs. MacDonald reported that she and Mr. Meyers attended the Special Education conference in Portsmouth. She indicated that she was impressed with the presentation on Trauma Informed Schools, which presented information on the need to understand students using trauma informed views, determining why a student is behaving as they are before coming to a conclusion and the need to look at the whole child. She commented trauma sensitive schools

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provide school support to all students in a holistic way. She noted the speaker emphasized that schools have to be sensitive to students' needs and why they are having an experience. Mrs. MacDonald commented we were the only school district with School Board members, Special Services director, social worker and psychologist in attendance.

Mr. Meyers commented that AIR rooms (alternative intervention rooms), which were mentioned in the presentation, help confront the problems of the trauma inflicted student. He indicated the speakers were good. He pointed out that the slide in the ALICE presentation with regard to disrupting the path of violence by identifying behavior leading up to a potential incident aligns with the presentation on trauma inflicted students.

Mrs. Harrison commented that echoes what the Merrimack School District presented at the Delegates' Assembly. She reported that she attended an Understanding Trauma workshop and discovered more students had gone through trauma than had not. She was surprised at its prevalence.

Mr. Bourque indicated this should be incorporated into ALICE training.

Dr. Jette asked for feedback on the school safety forum from Board members.

Mr. Meyers commented that he was disappointed at the turnout for the presentation.

Mrs. Harrison expressed disappointment with the turnout and suggested summarizing the Emergency letter handed out to attendees.

Mrs. MacDonald indicated that students take the active shooter response topic very seriously.

Mr. Bourque commented once the protocols are ready to roll out the schools will have meetings. He anticipated that people will have more questions.

Mr. Bourque thanked all residents who came out to vote on March 12.

- 2019 Election Results

Results from the 2019 Litchfield School District elections on March 12, 2019 were reviewed by the Board.

Mrs. Harrison commented that she was disappointed Article 2 was not approved. She indicated it puts educators in a difficult position. She noted that she understands voters vote for what they can afford as taxpayers.

Mrs. Hershberger expressed her disappointment as well. She commented that she is confident another agreement can be brought to table with another opportunity for approval of the contract. She indicated that a balance needs to be struck between what town can afford and our need for teachers.

Dr. Jette commented about feedback from voters. He indicated many people skipped Article 2 and did not vote either way.

Mrs. Harrison commented that she heard from some people that the Budget Committee vote was a factor, taxpayers cannot shoulder another tax burden, switching from days to hours was a factor, and longevity increases were too high.

## **II. GENERAL BUSINESS**

### **A. Public Minutes:**

- March 6, 2019

***Mr. Meyers made a motion to approve the public minutes of March 6, 2019. Mrs. Hershberger seconded. The motion carried 5-0-0.***

## **III. REPORTS**

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

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Mr. Izbicki presented the district financial report and reported on business and facility matters in the district.

- FY19 MS-22

The School Board signed the MS-22 for submission to the NH Department of Revenue Association.

**IV. NEW BUSINESS**

**A. School Start Time Task Force**

Dr. Jette provided information regarding the establishment of a task force to study the impact and possibility of modifying school start times. He explained that the task force can examine what other districts are doing, as well as the terms in the teacher contracts, and make suggestions or recommendations to the Board. He reviewed the charges of the task force, membership, timeline and decision making process. He provided outcomes from other districts as well. Dr. Jette indicated that a shift to hours vs days will not gain the district much extra time. He commented it is a better exercise to examine start times when factoring in what age groups benefit from earlier or later start times.

Mrs. Harrison agreed with Dr. Jette's proposal and commented that it makes sense.

Mr. Bourque suggested more parents should be on the committee.

Mr. Meyers suggested the athletic director should be included in the membership.

Mrs. Harrison commented part of the research of the committee is surveying parents and community members.

Mrs. Hershberger mentioned that a person who attended the community forum for ALICE felt the middle school should have recess.

***Mr. Meyers made a motion to approve the establishment of the School Start Time Task Force, as well as the charges of the committee. Mrs. MacDonald seconded. The motion carried 5-0-0.***

**B. Policies:**

- 2<sup>nd</sup> Reading:
  - BEDH, Public Participation at School Board Meetings

The policy is ready for a 2<sup>nd</sup> Reading, which requires approval of the School Board.

***Mr. Bourque made a motion to approve policy BEDH, Public Participation at School Board Meetings. Mrs. MacDonald seconded. The motion carried 5-0-0.***

**V. MANIFEST**

The manifest was circulated and signed by the School Board.

**VI. PUBLIC INPUT**

**A. Community Forum**

Sue Jozitis, 29 Brenton Street, inquired of the process for naming the CHS auditorium now that the article was approved by the voters.

***Mr. Bourque made a motion to name the CHS Auditorium the Philip K. Martin Auditorium. Mrs. Harrison seconded. The motion carried 5-0-0.***

The CHS Auditorium is officially named the Philip K. Martin Auditorium.

**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. Bourque, the Board entered into non-public session at 8:52 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. (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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mr. Bourque, the Board returned to public session at 11:16 p.m. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 11:16 p.m. Mrs. MacDonald 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 April 17, 2019**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member (*excused*)  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Jason Pelletier, Director of IT  
Michele E. Flynn, Administrative Assistant (*excused*)

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:02 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from April 3, 2019:

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

E. Presentations and Recognitions

Mr. Bourque announced that three Litchfield School District employees will receive VFW Loyalty Award recognitions on May 3: Carolyn Leite, Angela Dion and Susan Seabrook.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- General Assurances

Dr. Jette reviewed general assurance compliance with the School Board. He indicated general assurances are required for districts that receive federal grants. The Board Chair and Superintendent signed the 2020 General Assurances.

- HB 1612 – Data Security Plans

- Presentation of Data Privacy and Security Governance Manual

Dr. Jette provided an overview of the recently passed law regarding data privacy and security, and an overview of the Governance Manual to the School Board. He suggested the School Board review the manual, which will be presented by Mr. Pelletier in more detail at the May 8 meeting. He explained that the law now requires districts have a data security plan in place by June 30.

Dr. Jette asked Board members to review the Executive Summary provided by the Director of IT, who will provide deeper detail of the manual on May 8.

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Mr. Meyers was concerned that the manual does not allow access for student teachers. He commented that they should be provided digital access as a student teacher will take over the class during their training.

Dr. Jette indicated that he will discuss this with Mr. Pelletier.

Mr. Meyers suggested including Long Term Substitutes in the discussion with Mr. Pelletier.

Mr. Bourque asked if the plan is required to be submitted to the State for approval.

Dr. Jette indicated that the Board is required to approve it. He commented there are things in the manual that will be difficult for people to adapt to. He noted the district has been liberal with access, but will not be able to continue those practices. Dr. Jette indicated that he spoke with Primex who pointed out that digital corruption can be very destructive to a district.

- **GMS Student Make Up Work Proposal**

School Board members requested guidelines be added to the proposal and that it be revisited at this meeting.

Dr. Jette indicated that a clarification was added with regard to students who complete work when they are absent for multiple days. He noted when they bring the work in the teacher may review the work to ensure the student understands it. Dr. Jette indicated options of notification and permission were added to the permission form.

Mrs. Harrison was supportive of the checkbox options on the permission form.

Mr. Bourque asked how many students are impacted that the teachers feel this is necessary.

Dr. Jette indicated that Mr. Thompson stated this is occasional. He commented with the choice of recess time or library time, it balances the recognition that children need to have recess. He noted the fourth grade team has led the way on this and the other teams are looking at it.

Mrs. Harrison asked why there is no option for parental refusal for keeping a student in from recess or taken out of library for makeup work.

Dr. Jette indicated that can be added.

Mr. Meyers suggested adding a clarification to the existing option of notification of a student struggling with a concept.

Dr. Jette commented that the document will be revised and revisited on May 8.

- **School Board Meeting Calendar 2019-2020**

The revised School Board meeting calendar was provided for the School Board to approve. Board members discussed summer meeting dates and decided to move the August 14 meeting to August 21, as well as add a tentative meeting date of August 28, in the event of an enrollment crisis.

***Mr. Meyers made a motion to approve the FY20 School Board meeting calendar with revisions. Mrs. Harrison seconded. The motion carried 4-0-0.***

#### H. Community Forum

There was no public input.

#### I. School Board Comments

Mr. Bourque mentioned outdoor sports are starting and encouraged everyone to support our teams.

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**II. GENERAL BUSINESS**

A. Public Minutes:

- April 3, 2019

*Mrs. Harrison made a motion to approve the public minutes of April 3, 2019 as amended. Mr. Meyers seconded. The motion carried 3-0-1, with Mr. Bourque abstaining.*

**III. REPORTS**

A. Business Administrator's Report

Mr. Izbicki provided the district financial and business report for the School Board. He reported that when making the transfer of funds to the Building Maintenance Capital Reserve Fund in July the balance will be approximately \$284,000. He suggested Board members begin thinking about projects for which the funds can be used. Mr. Izbicki indicated that he included in the report proposed projects and identified items for the year end fund balance, which will be prioritized for the Board. He reported the financial software will be upgraded and the Talent Ed software for Human Resources will be installed and will make it easier for people to apply to district jobs. He noted he will reach out to the auditors for a quote for the audit.

Mr. Bourque asked if contracts are required for projects chosen on the year end funds list.

Mr. Izbicki indicated that the Board would approve the list and the funds would be encumbered by purchase order for next year.

Mr. Meyers asked about the timeline for the State Infrastructure grants. Mr. Izbicki indicated the deadline was April 1.

Mr. Meyers asked about the fence installation at GMS. Mr. Izbicki indicated that he and Mr. Ross will be meeting with the fencing contractor in the morning.

**IV. NEW BUSINESS**

A. Code of Ethics and Code of Conduct for NH Educators

Dr. Jette provided to the School Board a copy of the recently established code of ethics and conduct for educators. He explained that the new document was put into the Ed rules and that he and Mrs. Messenger provided a Professional Development training to the instructional staff at all three schools.

Dr. Jette indicated the Code of Ethics and Code of Conduct has five principles that are enforceable against a teacher's credentials and this applies on and off duty for teachers. He commented there is a difference between employment and credentialing. He explained that credentials, or license to teach, can be impacted if a teacher violates the Code. The district can impose higher expectations on employment (i.e. discipline, termination).

Principles are as follows:

Principle I: Responsibility to Education Profession and Educational Professionals

Principle II: Responsibility to Students

Principle III: Responsibility to School Community

Principle IV: Responsible and Ethical Use of Technology

Principle V: Duty to Report

Violations were included under each of the principles.

Dr. Jette explained the Duty to Report is required if staff knows another staff members is violating ethics or conduct.

Mr. Bourque asked what would happen if a staff member did not report a known violation.

Dr. Jette indicated that person can be held accountable as well. He noted that any credential holder shall report any suspected violation of the Code of Conduct, the Superintendent shall report when a credential holder is arrested for RSA 189:13-a and violation of the Code of Conduct, credential holders shall report any abuse or neglect. The investigation will be conducted and there are four options for action: Closing Out a Case; Suspension; Revocation;

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and Reprimand. During the investigation the action will be determined by the consideration of the seriousness of the offense, prior discipline, potential harm to students, and purpose of the rule violated.

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

A. Community Forum

There was no public input.

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

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

*Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 6:54 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. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mr. Bourque, the Board returned to public session at 8:19 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.*

**IX. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 8:20 p.m. Mrs. Harrison 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 May 8, 2019**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Jason Pelletier, Director of IT  
Brenden Collins, IT Technician  
Scott Thompson, Principal, GMS  
Martha Thayer, Asst. Principal, LMS  
William Lonergan, Principal, CHS  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**6:00 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 6:02 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 April 17, 2019:

*Mr. Meyers made a motion to approve the non-public minutes of April 3, 2019. Mrs. Harrison seconded. The motion carried 3-0-1, with Mr. Bourque abstaining.*

*Mrs. MacDonald made a motion to accept the nomination of Teresa Planty as GMS Grade 2 Teacher for the 2019-2020 school year. Mr. Meyers seconded. The motion carried 4-0-0.*

*Mr. Bourque made a motion to accept the resignation of Rae Tardiff, part time CHS Spanish teacher. Mrs. MacDonald seconded. The motion carried 4-0-0.*

*Mr. Bourque made a motion to accept the resignation of Shaun Hastings, CHS Math teacher. Mrs. Harrison seconded. The motion carried 4-0-0.*

*Mr. Bourque made a motion to accept the resignation of Teresa Planty as part time GMS Computer teacher. Mr. Meyers seconded. The motion carried 4-0-0.*

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- HB 1612 – Data Security Plans
  - Presentation of Data Privacy and Security Governance Manual
    - Jason Pelletier, Brenden Collins

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Jason Pelletier, Director of IT, and Brenden Collins, IT Technician, presented the Data Privacy and Security Governance Manual to the School Board.

Dr. Jette acknowledged that IT did great job with a complex project.

Mr. Pelletier and Mr. Collins shared the following information with the Board:

- HB 1612 was introduced in November 2017
- The proposed bill provided a solution to help mitigate data breaches and bring awareness to the importance of data security
- HB 1612 was signed into law by Governor Sununu in June 2018, amending RSA 189:66
- RSA 189:66 V: *“The department shall establish minimum standards for privacy and security of student and employee data, based on best practices, for local education agencies”*
- Local education agencies must have a School Board approved plan by June 30, 2019
- Plan must include inventory of all software applications, digital tools and extensions
- All software applications, digital tools, extensions must be reviewed to determine if they meet the NH Minimum Standards based on the National Institute of Standards and Technology (NIST) publication 800-171 Framework
- Policies and procedures are required for access to data and protection of privacy
- A response plan for a data breach is required
- Service providers must meet or exceed standards for data protection and privacy
- School Board annual review is required.

Mr. Pelletier and Mr. Collins provided the following information:

- Problems occur when there is poor awareness/training in schools with small IT staff and budgetary issues
- New and more restrictive access creates a cultural change which can be difficult for people to accept
- Good digital citizenship should be practiced by staff and students
- Children’s identities are valuable on the dark web and it can take years before they discover they are victims of identity theft
- A person’s identity is stolen every three seconds and sold by hackers on the dark web
- The district will comply with the standards under the law
- A Data Governance Plan developed to help safeguard student and employee data guided by the new law and regulations
- A Data Governance Team will be established to address privacy concerns and ensure compliance under the law.

Mr. Pelletier and Mr. Collins acknowledged that there will be things that will work and some that do not as the plan needs time to mature.

What is the IT Department Doing in its Approach to Compliance?

- Scrutinize agreements with all software vendors and service providers
- Maintain a current inventory list of all software and services; evaluate and update regularly
- Update internal procedures and evaluate business and IT procedures to comply with the law
- Establish disaster recovery plan and data breach plan
- Establish relationships with law enforcement and federal agencies to promote information sharing capabilities
- Add steps of security for IT requests from staff
- Harden security practices for key employees with access to sensitive data
- Conduct more routine staff/student training/awareness
- Community outreach for cyber safety
- Review/revise policy/procedures annually; build security mindset into new procedures
- Provide a standardized approach/expectations to meet or exceed standards to protect against cyber attackers, inside threats and data breaches.

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Mr. Meyers expressed concern that student teachers will not be allowed to get credentials to access Google Classroom.

Mr. Pelletier explained that student teachers are not district employees, nor do they have any training provided by the district. He indicated that student teachers are viewed as a risk, but can still utilize the computer or smartboard in a classroom. He noted that the IT Department would be willing to allow teachers to grant access to curriculum resources under their supervision.

Mr. Meyers clarified that he was concerned that student teachers would have difficulty collaborating with teachers online.

Mrs. MacDonald commented that in her role as a teacher she would assume the student teacher is under her classroom and would never provide them with her password or access to that type of sensitive access.

Mr. Lonergan commented it is challenging because a student teacher in a classroom publicly takes control of that classroom.

Mr. Pelletier was appreciative of the feedback and offered to look into the issue.

Mr. Bourque commented student teachers complete a background check and there is an interview process. He noted they can be provided the training.

Mrs. Hershberger asked if the new plan will replace any existing policies.

Mr. Pelletier indicated that the plan is meant to promote more security in the way we enter data.

Dr. Jette mentioned that the record retention policy will be reviewed as well since we have to analyze what we keep in the students' files.

***Mr. Meyers made a motion to approve the Litchfield School District Data Security and Governance Manual. Mrs. Harrison seconded. The motion carried 5-0-0.***

- GMS Student Make Up Work Proposal (Recess & Library)

Dr. Jette provided a revised version of the proposal to allow students who miss school to make up the work they missed during recess or library with parental permission. He indicated that it should reflect Board concerns and suggestions made at the previous meeting.

***Mr. Meyers made a motion to approve the GMS Student Make Up Work Recess/Library Time Permission form. Mrs. Harrison seconded. The motion carried 4-0-0.***

- CHS Photography and Yearbook Photos

Mr. Lonergan reported that CHS has signed a two year agreement with Hockmeyer Photographers. He indicated that the vendor provides good packages with reasonable prices and will take the students' pictures for the yearbook. He noted seniors can pay a sitting fee for their yearbook photo with "full dress" or can have pictures taken with underclassmen (head shot).

- Policy Review: Animals in Schools
  - Policy IMGA, Service Animals (Litchfield)
  - Policy IMGA, Service Animals (NHSBA)
  - Policy IMG, Animals in Schools (NHSBA)

Dr. Jette reported that recently there has been general concern regarding animals at the schools. He explained that there have been concerns with animal waste on the CHS fields as well as animals being brought in the school.

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Dr. Jette indicated there has been a request for a therapy animal at one of our schools. He noted that the district has a policy with regard to Service Animals in Schools, but does not include the updated inclusions of therapy animals according to the sample policy provided by the NHSBA. He indicated that the policy will be revised and brought to the Board for review.

Dr. Jette commented there is a general concern with animals at the schools (classroom pets, staff bringing pets to school). He indicated the district does not have a general policy addressing animals such as this in the schools. He noted that a draft policy will be brought to the Board for review.

Mrs. MacDonald expressed concern about the amount of signs up at CHS.

Mr. Izbicki indicated that the concern with the field is maintenance of the fields for varsity sports. He noted that animals leave waste behind, which is not picked up by its owner and athletes are running on those fields.

Mrs. MacDonald commented people who bring their dogs to games and practices clean up after them. She believes it is those that walk their dogs on the property that do not clean up after their animals.

Mrs. Hershberger asked if there is a policy to prohibit dogs on school property. Dr. Jette indicated that the wording is vague in the sample policy provided by the NHSBA. He asked for feedback from the Board.

Mrs. Harrison commented in the NHSBA Service Animals policy, comfort animals do not meet the definition of service animals and are not part of the policy.

Dr. Jette indicated that there is a specific definition for service animals, but some parts of the revised NHSBA policy are not included in the district policy. He noted one of the concerns about having animals in schools is if an animal harms a student.

Mrs. Hershberger indicated she spoke with the animal control officer yesterday about issues with dogs at the schools. She noted that the officer has not had an issue in 21 years and that the heritage of the town should be considered in this issue.

Mr. Bourque asked what happens if it does happen? Mrs. Hershberger indicated the police will enforce the policies of the district. She mentioned that State law does not mandate a leash, but states the owner must be in control of the animal.

Mr. Bourque believes that all animals should not be allowed on the fields and should be leashed.

Dr. Jette commented based on this feedback regarding the town's heritage and leashing an animal, he will work on the policies to bring to the Board.

H. Community Forum

There was no public input.

I. School Board Comments

Mr. Meyers mentioned that the Budget Committee has invited the School Board to the NHMA training they have scheduled for June 27 at Town Hall. He informed the Board that Mrs. Douglas, Budget Committee Chair, and Mr. Cutter, Vice Chair, have requested time to talk about the budget review with the Board.

Mr. Bourque commented that the Board will follow their current process and present the budget to the Budget Committee for next year. He does not believe it is necessary to review last year's budget or to have the Committee tell the Board how to prepare the budget.

Mr. Meyers commented that he feels that they should be given the opportunity to speak, but that the Budget Committee should speak as a whole.



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Mrs. MacDonald commented that she did not receive the spreadsheet analysis from the Budget Committee. Mr. Meyers indicated it was an email forwarding error, but is now being shared with the Board.

Mrs. Harrison indicated when Mrs. Couture was Chair the Board worked with her at the SAU level. She commented that she does not understand the goal in this case or why we are looking at last year's already approved budget.

Mr. Bourque commented that the meetings with the Budget Committee Chair were to outline the budget process and discuss our vision.

Mr. Meyers indicated that he will ask for clarification on who is planning to present to the Board.

Mrs. Harrison commented that she attended a PERC meeting during which the rubric and guidelines for grading and reporting was discussed. She noted it was encouraging to see and it made sense. Ms. Widman elaborated that PERC is looking at descriptors for work study practices.

Mrs. Hershberger mentioned that she signed up for a session at the SDGANH (School District Governance Association of NH).

Dr. Jette indicated there is a parallel organization to the NHSBA with alternative viewpoints.

Mrs. Hershberger offered to share the handout they provided. She indicated they take a broader view of the role of the school board; that the board does more than just make policy and prepare budgets, and that the board takes a larger role in oversight of the district. She mentioned that she heard Bedford does monthly polling.

Dr. Jette explained several years ago they wanted to do live polling at board meetings, but decided to send board members to community meetings to listen to feedback.

Mr. Bourque was concerned that a Hudson bus was transporting our students from an event. Mr. Izbicki indicated that it could have been a scheduling issue, but there are times when our students at a visiting event could be transported by another district's bus.

Mr. Bourque mentioned that he learned some buses in Massachusetts are adding cameras to the exterior to spot drivers who do not stop for the flashing lights.

Mr. Izbicki indicated that he inquired about it and found it is an aftermarket product. Mr. Bourque asked him to ask First Student if they can be installed on our buses.

Mr. Bourque mentioned that a Budget Committee member inquired about the fence at GMS. Mr. Izbicki indicated that we are waiting for an installation date.

**II. GENERAL BUSINESS**

A. Public Minutes:

- April 17, 2019

*Mrs. Harrison made a motion to approve the public minutes of April 17, 2019. Mr. Meyers seconded. The motion carried 4-0-1, with Mrs. Hershberger abstaining.*

**III. REPORTS**

A. Curriculum Report

Ms. Widman provided the May Curriculum report to the School Board. She reported that she plans to have the Math curriculum to the Board by either May 22 or June 5.

Summer work: at the end of June there will be a week-long academy named Live to Learn Academy, which will consist of technology trainings and ongoing curriculum work.

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Competency Design Studio: was decreased from 3 days to 1 day, which decreased the cost as well, and will be part of an existing/planned district day with a group debrief the following day.

Assessments for Next Year: as a result of our examination of how we use all the different tests prior to state assessments, it has been determined that the use of NWEA is not as was intended and the data is not as usable as it should be. The interim SAS took too long. The modular assessments were explored and found to be more effective as they are administered by topic and can be given during the course of the year, as well as content specific with immediate feedback. AIMSweb will remain in grades K-2; modular assessments will be used in grades 3-8.

B. Principals Reports

- GMS
  - We Video in the Learning Commons

Mr. Thompson shared with the Board that the students in grade 4 have been learning some techniques for using the web-based subscription to We Video. He explained that Mrs. Prevel-Turmel is working with the students on how to use graphics, text, videos, music and transitions found in the We Video library, and students are learning how to export and share their work. He indicated that students will learn how to create a video using a green screen as well.

- Lifetime Achievement Award, M Parent

Mr. Thompson reported that Margaret Parent was nominated for the Lifetime Achievement Award through the NH Eddies program. He indicated Mrs. Parent has been a teacher for 38 years starting as a community volunteer, working as a tutor for 7 years, and continuing the support of public education after retirement.

- LMS
  - SAS Testing

Mrs. Thayer reported that LMS has begun SAS testing. She indicated that that students completed individual goal setting prior to the test and will also meet with staff to discuss the results of the test when they are received.

- End of Year Calendar/Transition Events

Mrs. Thayer reported 8<sup>th</sup> grade transition started in March. She indicated that Guidance worked with students to discuss credits needed and what they will need for high school. She noted that May 29 is Move Up Day where students in grade 8 will come to CHS for a tour and participate in an assembly.

- CHS
  - Late Work Policy for Summative Assignments

Mr. Lonergan reported there have been significant challenges with work not passed in on time toward end of last semester at CHS. He explained that he met with the building team and dug into policy on late assignments and late work, but could not find any. He indicated the faculty handbook contains policies on this, but they are different for each grade level. Mr. Lonergan commented when students are handing in assignments they will sometimes pass them in late and teacher policies are not consistent on this issue. He indicated that the teachers have asked for some discretion in this area.

Mr. Lonergan reported that a solution was suggested for a 5 day late policy for assignments with a 10% markdown each day. He indicated this is a challenge we are facing and need to have consistency across the school. He commented the teachers understand this is the practice we wish to follow.

Mrs. MacDonald commented that it sounds like the retake policy and every teacher has their own view of it.

Mr. Meyers was concerned that a student may be struggling and will be penalized 10% off the grade for each day the assignment is late.

Mr. Lonergan commented that work study practices do not motivate students to hand in their work on time. He indicated that deadlines and impacts are necessary.

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Mr. Bourque commented sometimes students do not discover they are missing an assignment until grades are posted. He asked if the intent is to inform that student as soon as the assignment is missed.

Mrs. Harrison commented that work study habits should be designed to result in motivating performance. Ms. Widman commented that we are trying to make progress with work study habits.

Mr. Meyers commented that he is struggling with the concept that a student who hands in an assignment 3 days late, for example, gets a 70%. He indicated that typically a student who does not turn in an assignment on the day it is due gets a zero.

○ End of Year Senior Activities

Mr. Lonergan shared senior activity events schedule for the end of the year with the Board. Senior activities include:

- Shrek the Musical May 10 and 11
- Academic Excellence Awards May 23
- Close of grades beginning of June
- Senior trips
- Graduation practices
- Senior Night June 12.

Mr. Lonergan indicated seniors decided to decorate their caps this year. He mentioned that post graduate plans will be listed in the graduation program, but will not be read during the ceremony. He noted graduation is a celebration of what the students have accomplished in their 12 years in school.

C. Business Administrator's Update

- Acceptance of Donation for Scholarship

Mr. Izbicki presented a donation for a scholarship to the School Board. The donation requires a vote of acceptance from the School Board.

***Mr. Bourque made a motion to accept a donation to CHS from Hesser College Alumni Association in the amount of \$7,497.61 to use as scholarship funds for graduates. Mrs. Harrison seconded. The motion carried 5-0-0.***

- Facilities Update

Mr. Izbicki provided an update on facility projects in the district. He reported:

- The GMS playground supplies have been ordered and we are waiting for confirmation of a delivery date
- The GMS vestibule is completed and under budget
- Internal cameras have been installed at GMS and all buildings are now equipped with internal cameras
- The GMS fencing installation date will be determined; a fob reader will be installed on the gate to restrict access to the portables area.

Mr. Izbicki reported that software upgrades for the SAU include:

- TalentEd Applicant Tracking software provided through PowerSchool, which is much user friendly and less confusing and cumbersome to those who wish to apply for a position in our district;
- eFinance version 5.2, which is being tested and should be completed by June 17 in order to go live July 1.

- Capital Planning Committee Update

Mr. Izbicki updated the School Board on recommendations for the Capital Planning Committee and shared the purpose, charges and objectives for School Board review and feedback.

The School Board agreed to move forward with the new membership for CPC Committee.

D. Dining Services Report April 2019

The district dining services report for the month of April was provided for the School Board. Dr. Jette indicated that at the end of April 70,466 reimbursable meals were served, which far surpasses the total for last year. He noted that this data seems to reflect support that the changes made in the dining services program are favorable.

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**E. Enrollment Report April 2019**

The district enrollment report for the month of April was provided for the School Board. Dr. Jette reported 1,321 students were enrolled in the district at the end of April. He noted there are 60 Kindergarten registrations and 88 Grade 1 registrations.

**IV. MANIFEST**

The manifest was circulated and signed by the School Board.

**V. PUBLIC INPUT**

**A. Community Forum**

There was no public input.

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

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

*Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 8:49 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. (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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**VII. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. Harrison, the Board returned to public session at 9:40 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**VIII. ADJOURN**

*Mrs. Harrison made a motion to adjourn the meeting at 9:40 p.m. Mrs. MacDonald 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 May 22, 2019

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member (*late*)  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Hollie Messenger, HR Director (non-public A)  
Michele E. Flynn, Administrative Assistant

**A. CLOSED SESSION: RSA 91-A:2I(a) 5:00 p.m.**  
*[Minutes are not required for non-meetings]*

*The School Board went into a closed session under RSA 91-A:2I (a) Strategy or negotiations with respect to collective bargaining at 5:08 p.m.*

*The School Board ended the closed session at 5:25 p.m.*

**B. NON-PUBLIC SESSION: RSA 91-A:3II (a-c) 5:30 p.m.**  
*[Minutes of Non-Public Session are written under separate cover.]*

*Mrs. Harrison made a motion to enter into non-public session at 5:30 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. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

*Mrs. MacDonald made a motion to close non-public session at 6:12 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

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

A. Call to Order

Mr. Bourque called the meeting to order at 6:19 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 May 8, 2019:

*Mrs. Harrison made a motion to approve the non-public minutes of April 17, 2019. Mrs. MacDonald seconded. The motion carried 4-0-1, with Mrs. Hershberger abstaining.*

*Mrs. MacDonald made a motion to accept the nomination of Renee Carpenter as Grade 5 Special Education teacher at LMS, at a salary of \$45,294 for the 2019-2020 year. Mrs. Harrison seconded. The motion carried 5-0-0.*

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*Mrs. MacDonald made a motion to accept the nomination of Michael Gaumont as Grade 8 Social Studies teacher at LMS, at a salary of \$51,308 for the 2019-2020 year. Mrs. Harrison seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Mrs. Harrison mentioned that there was a letter from Stephanie Wales expressing the need for clarification and re-evaluation of attendance policy. She was concerned about how excessive absences are handled at the high school level.

Dr. Jette reported that he spoke with both principals who were not aware of the concerns. He set up a meeting with the district truant officer, the CHS principal and assistant principal and met with the employee today.

Mrs. MacDonald commented every school has a small percentage of chronic absenteeism, for which there is a process that includes going to court.

Dr. Jette indicated the truant officer has been to court with a student with chronic absences. He noted the courts do not want to take on those types of situations, which makes it very difficult for the district. He commented it is challenging to apply a policy to a small subset; however, all interventions are being administered. Dr. Jette indicated the employee was concerned that the resolution was not fast enough.

Mr. Bourque asked if Ms. Wales expressed her concerns to the truant officer. Dr. Jette indicated that the truant officer was aware of some concerns, but Ms. Wales was not aware of the steps the truant officer has taken.

Mr. Bourque anticipates that this issue will come back to the Board with clarification. Dr. Jette indicated it is a long process and best practices take time. He pointed out there has been a change in the CHINS law. He commented most people take the child out of school to administer home schooling. Dr. Jette noted it is a delicate wire we are walking as a district, but we are doing a good job.

G. Superintendent's Comments

- Responses to School Board Questions
  - Grant Updates

Dr. Jette provided an update on IDEA funds and federal grants. He reported the State announced a \$10M surplus in these monies over a ten year period and in doing research, we confirmed Litchfield has spent all these types of monies. He indicated that Litchfield has picked up additional monies in amount of \$68,161.37 for IDEA Part B with permissive uses and an additional \$10,887.89 for IDEA Preschool.

Dr. Jette went on to report the district will receive funds from Title I (\$76,183), Title II (\$57,248), and Title IV (\$30,924).

- CHS Visitor Parking

Dr. Jette provided some information regarding a potential solution to concerns regarding visitor parking at CHS. He indicated that a proposal has been submitted to the fire department for their feedback. He explained that parking is proposed along the wooden fence in front of CHS for 60 minutes or less, which would result in approximately 10 more visitor spots. He will inform the Board when a final decision has been made.

Mr. Bourque suggested that students should park in the north lot (where teachers currently park) and walk to the main entrance (front of school). He noted teachers can park in front of the school and there should be more than enough spaces for visitor parking.

Mrs. MacDonald suggested that parents dropping off their children should do so in the back of the school.

Dr. Jette indicated he will look more deeply into the suggestions and the traffic flow at CHS.

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○ Transportation Questions

Dr. Jette provided information regarding School Board concerns relative to non-Litchfield buses transporting students. He noted that this is relevant to vocational runs as some buses are Hudson buses and some are Londonderry buses.

Mr. Bourque clarified he was concerned that the out of town buses are bringing athletes back to the school. He would like assurance that Litchfield buses are not being used in a similar fashion.

Mr. Izbicki commented that it could be a result of the availability of drivers.

▪ Cameras for Passing Vehicles

Dr. Jette shared information received from First Student with regard to placing external cameras on buses to address vehicles passing when the lights are flashing and the stop sign is out. He indicated the cost is approximately \$5,000 to retrofit the nine buses.

Mr. Bourque commented that the cost is worth it and asked the district to begin educating the town about the cameras.

• Police MOU – Camera Access

Dr. Jette reported there have been several conversations with the police department about remote access to video at schools. He indicated that the SAU has drafted an MOU that is restrictive with regard to who or when video can be accessed remotely and is very sensitive to student privacy. He noted if we had a crisis situation in our schools we feel in those limited cases it makes sense to allow the access.

Mrs. Harrison asked if remote access by the police department would fall under the new data a privacy security protocols.

Dr. Jette indicated that Mr. Pelletier reviewed it and feels it is safe and will include a log that will track who logs in. He noted that access has to be requested in advance.

H. Community Forum

Marsha Finnergan, 147 Talent Road, made a comment in reference to the School Board non-public session. She asked why the Board is thinking of changing the parking at CHS. She feels it is fine the way it is. She commented that two lanes can fit on Highlander Court, which she believes will help alleviate congestion.

I. School Board Comments

• June 19 School Board Meeting

Mrs. Hershberger mentioned that she attended the Wellness Committee meeting with a focus on teacher wellness. She indicated that members will be organizing a teacher benefit and wellness fair on August 29 at CHS. Vendors will include a benefit administrator, biometrics booth, eye screening and more. The next meeting is scheduled for June 5 at 3:15 pm at CHS.

Mrs. Harrison mentioned she attended the PERC meeting. She reported all math curriculum except grades 1 and 4 have been compiled. She indicated the committee is reviewing the curriculum for those grades. She noted the math curriculum will be presented to the Board in June.

Mr. Bourque commented that he attended the Grade 3 Spring Arts and that the singing and musical ability is outstanding.

Mrs. MacDonald mentioned that tonight is Senior Night for Boys and Girls Lacrosse.

Mr. Bourque mentioned that the district held the first annual retirement tea at CHS, which had a great turnout.

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Dr. Jette mentioned that there is a Board meeting on June 19, which is the same night as the LMS Graduation ceremony. He noted the ceremony begins at 7:00 pm at LMS. He suggested the Board start the meeting at 5:00 pm and end at 6:30 pm so Board members can attend the ceremony.

**II. GENERAL BUSINESS**

A. Public Minutes:

- May 8, 2019

*Mrs. Harrison made a motion to approve the public minutes of May 8, 2019. Mrs. MacDonald seconded. The motion carried 4-0-0.*

B. Budget Transfers

*Mr. Bourque made a motion to approve the April-May budget transfers. Mrs. Harrison seconded. The motion carried 4-0-0.*

**III. REPORTS**

A. Business Administrator's Report

Mr. Izbicki provided the May financial report to the School Board.

- Included a list of revised proposed encumbrances for year-end purchases totaling \$197,593.
- The Fund balance is \$487,185.95.
- Food Services is reflecting a negative balance at this time, but is expected to be back in the positive.

Board members reviewed the end of year list of potential encumbrances and asked for clarifications:

- Preschool ramps are rotting
- Playground shed is to move the playground (recess) equipment out of the GMS vestibule.
- New intercom system for GMS to provide the capability to be heard school-wide.
- Window replacements at GMS are close to, if not at, the end of the replacement cycle.
- Replacement of grounds truck is necessary as the existing truck is 19 years old and in very rough condition.

Mr. Bourque suggested a plastic shed for GMS as they are less costly and can be moved easily.

Mr. Izbicki will research the cost of the shed and bring a finalized list to the Board.

B. Meal Charging

Ms. Crowley, Director of Food Services, reported that she has been visiting Windham elementary school and other districts to view food service programs. She indicated plans for Litchfield's food service program is to break everything down and build it back up. She noted that Food Service will be getting new equipment and painting the kitchen and cafeteria. Ms. Crowley reported she met with the consultant for Londonderry's food service program and she recommended the changes, which include updating registers and getting digital signs. She commented that many concerns from the Board was quality. She indicated that presentation of the food is a challenge and she would like to purchase a presentation bar so students can see the food they are choosing. She noted new menu items and cooking items from scratch will be implemented.

Mrs. Harrison indicated there is much opportunity at GMS to get the students involved.

Mr. Bourque suggested Ms. Crowley visit GMS and see what the students choose and discard.

Mrs. Harrison suggested keeping food scraps and giving them to a farm.

Mr. Izbicki indicated there is composting and other options as well.

Mrs. Hershberger commented GMS parents are looking for fresher food, more local food, substitutes for allergies and communication about the options.



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*Mr. Meyers arrived at 7:24 p.m.*

Mrs. Hershberger commented on the fee for adding funds to students' accounts when done with a debit or credit card, but it is free to write a check.

Mr. Izbicki indicated that is the policy of the vendor. He noted we are getting new software for Food Services, but the vendor will be the same.

Mrs. Hershberger asked if there is capability to set child spending limits through the meal payment app. Ms. Crowley indicated that requests for limits can be sent to Food Service and we will put it on the account.

Mr. Izbicki indicated that the purpose of this agenda topic was to have an open discussion on the meal charging policy and balances that are outstanding, and receive Board feedback.

Mrs. MacDonald supported the consequence impacting a student's graduation for an outstanding balance.

Dr. Jette indicated the student still earns a diploma, but does not attend the ceremony. He suggested putting a student on social probation.

Mr. Bourque asked for the total amount of outstanding lunch debt.

Dr. Jette indicated that the balances are: \$3,000, GMS; \$500, LMS; \$3,000, CHS.

Mr. Bourque wondered if the district knows if parents do not have the ability to pay the bill.

Ms. Crowley indicated the principals can help determine that and next year a free/reduced lunch application and a copy of the meal charging policy will be sent home to every household with a student.

Mrs. MacDonald was concerned students may be denied meals.

Ms. Crowley indicated students will not be denied meals, but instead will be offered a designated meal, which is their choice.

Mrs. Harrison was concerned with an alternate meal students would be singled out for something that is not their fault.

Dr. Jette commented it was our intent to have this conversation first. He indicated that he will meet with Ms. Crowley, Mr. Izbicki and Mrs. Flynn to revise the policy.

Mrs. Hershberger commented that PTO parents asked about the status of the transportation contract and if performance consequences were included.

Mr. Izbicki indicated that there is language in the contract that addresses certain situations and performance. He noted that all transportation companies are having driver challenges.

Dr. Jette mentioned that in other districts parents started complaining about drivers on Facebook and now they are refusing to drive the buses.

Mrs. Hershberger indicated that PTO parents were concerned that the bathrooms in the portable classrooms are not hooked up.

Mr. Izbicki indicated that all portables have fully functioning bathrooms at GMS. He noted that the bathrooms in the LMS portables are not functional and students have to use restrooms inside the school.

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**IV. NEW BUSINESS**

A. Review of Policies:

- IMG, Animals in Schools

Dr. Jette indicated Litchfield has not had a generalized policy regarding animals in schools. He explained this policy is based on the NHSBA sample policy and has been crafted to address animals that may be brought to schools by staff members. He commented the policy will reflect that staff members requesting to bring an animal to school shall make a formal request in writing via a newly drafted request form.

***Mr. Bourque made a motion to approve Policy IMG for a 1<sup>st</sup> Reading. Mrs. MacDonald seconded. The motion carried 5-0-0.***

- IMGA, Service Animals in Schools

Dr. Jette presented Policy IMGA to the Board, which has been revised to reflect changes and updates in the law relative to service animals in schools and their definitions.

***Mr. Bourque made a motion to approve Policy IMGA for a 1<sup>st</sup> Reading. Mr. Meyers seconded. The motion carried 5-0-0.***

**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 made by Mrs. Harrison, 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. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

**VIII. RETURN TO PUBLIC SESSION**

***Upon a motion made by Mr. Bourque, the Board returned to public session at 8:13 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

**IX. ADJOURN**

***Mr. Bourque made a motion to adjourn the meeting at 9:00 p.m. Mrs. MacDonald 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 5, 2019  
at Litchfield Town Hall**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator (*excused*)  
Mary Widman, Director of Curriculum, Instruction & Assessment  
Scott Thompson, Principal, GMS  
Tom Lecklider, Principal, LMS  
William Lonergan, Principal, CHS  
Michele E. Flynn, Administrative Assistant

*(Agenda items may be taken out of the order in which 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 May 22, 2019:

*Mrs. Harrison made a motion to grant the requested tuition waiver to attend CHS for four years. Mr. Bourque seconded. The motion failed 2-2-0.*

*Mrs. Harrison made a motion to approve the non-public minutes of May 8, 2019. Mrs. Hershberger seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

- E<sup>3</sup> Awards:
  - Leslie Pearce
  - Catherine McPhee
  - Doris Cote
  - Mary Lou Saxton

The School Board recognized staff members who will be retiring on June 30, 2019 for their service and dedication to the School District.

Mr. Thompson noted that Mrs. Cote is an outstanding candidate for the E<sup>3</sup> Award with 32 years of service at GMS and 38 years of service in the district. Mrs. Cote is always active in the professional community and has spent many years on multi-curriculum committees. Mrs. Cote has provided enrichment to students and has served on several school committees.

Mr. Thompson noted that Mrs. Saxton has had a distinguished career in education and has taught students with disabilities for 36 years – 17 of those years at GMS. Mrs. Saxton has served on multiple committees, been a teacher mentor, is the co-founder of the GMS Professional Learning Community and is Stipes, the GMS mascot.

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Mr. Lecklider noted that Mrs. McPhee served at LMS for 32 years and always has a vision. Mrs. McPhee brings incredible wisdom to her work, she is a communicator, exceptional storyteller, chaperoned many trips and is active in committee work.

Mr. Lecklider noted that Mrs. Pearce has been in the LMS since the 1980s. Mrs. Pearce cares about the staff, students and the school, with a superior work ethic. Mrs. Pearce is thoughtful, sensitive and empathetic, working hard to make recognitions special. Mrs. Pearce is an incredible listener with outstanding skills, learns quickly, oversees the supplies, textbooks and budget, and has participated in many in-service activities.

Mr. Bourque expressed heartfelt gratitude from the entire School Board and recognized the combined decades of experience represented. He commented that teachers and staff stay a long time in this community and wished the award candidates the best in their retirement.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Police – District MOU Remote Access

Dr. Jette provided a draft of the Remote Access MOU (Memorandum of Understanding) between the district and police department that has been vetted through legal counsel, the District IT department and Emergency Management Team. He explained the police department requested access to surveillance in the schools in an emergency situation. He indicated that the MOU has been crafted to secure students' privacy and stipulate that in an emergency situation the surveillance will be accessed by the dispatcher who will be able to assist the first responders who are trying to neutralize the situation. Dr. Jette noted the MOU is not to be exercised outside of the scope and video will not be viewed in police cars. He commented most of the situations we hear about last a matter of minutes; however, this is a tool we can extend to help secure students' safety.

Mr. Bourque commented it is important to know when someone logs into the system.

Dr. Jette indicated that there is a log kept to track online access and advanced notice is required for training.

Mr. Bourque asked if the School Resource Officer (SRO) will have access to the surveillance.

Dr. Jette indicated the SRO has access through the school issued laptop, but not on his own devices. He noted that the MOU contains remedies for any violation of access.

Mrs. Hershberger was pleased that the MOU included a requirement for the police department to create their own policy.

Mr. Bourque asked when the policy will be developed by the police department.

Dr. Jette indicated once the MOU is executed we will be looking for it to start at the beginning of the upcoming school year, and requires approval from the School Board.

Mrs. Hershberger asked if the Police Chief is comfortable with the MOU.

Dr. Jette indicated he requested the MOU and is comfortable with it. He noted that Chief O'Brion has been involved since discussions began.

***Mr. Meyers made a motion to approve the District Memorandum of Understanding for Remote Access by the Litchfield Police Department. Mrs. Hershberger seconded. The motion carried 5-0-0.***

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- CHS Parking and Traffic Flow

Dr. Jette provided an update on the status of feedback from the fire department with regard to the suggested parking options and traffic flow at CHS. He reported the Fire Department will not approved the use of the front lane of the CHS parking lot for visitor parking, citing challenges with fire trucks and apparatus access.

Dr. Jette mentioned that there was a track meet at CHS last night that was not properly planned. He explained it was a state meet and several district track teams participated. He noted the parking situation was overwhelming and challenging for the buses.

With reference to visitor parking, Mr. Bourque suggested removing 10 student parking spaces at the end of the front row in the parking lot and assign those spaces for visitors. He indicated students can park at the end of Highlander Court.

- Authority to Sign

Each year a motion is brought forward by the School Board authorizing the Superintendent and Business Administrator to sign contracts, grants and business forms on behalf of the School Board. This is common practice, but requires an affirmative vote of the School Board.

***Mr. Bourque made a motion to authorize the Superintendent and Business Administrator to sign all business office forms, all contracts and all grants on behalf of the School Board. Mrs. Harrison seconded. The motion carried 5-0-0.***

- Authority to Offer Contracts

Because of the limited number of School Board meetings between the end of June and beginning of September, it is necessary for the Superintendent to have the authority to offer contracts of employment to instructional staff. A motion to authorize the Superintendent to offer contracts of employment between June 20 and September 3, 2019 will be brought forward for School Board approval.

***Mr. Bourque made a motion to authorize the Superintendent to offer contracts to new hires from June 20, 2019 to September 3, 2019. Mrs. Harrison seconded. The motion carried 5-0-0.***

- Washington DC Chaperones

Dr. Jette commented concerns were raised by Board members relative to staff chaperones and coverage for staff who chaperone an overnight trip.

Mr. Bourque asked Mr. Lecklider if volunteers are turned away as chaperones.

Mr. Lecklider explained that it is necessary since we have sufficient staff that chaperone the trip.

Mr. Bourque was concerned that the loss of teachers who chaperone the trip is not justified when parent volunteers are able to serve.

Mr. Lecklider indicated that teachers and staff know the students and have more context to the trip than a parent. He noted parents do not work with the students on a full time basis.

Mr. Bourque commented that a substitute is needed for every staff member outside of the eighth grade team that participates in the trip.

Mr. Lecklider indicated that the staff know the students and the expectations on the trip. He expressed appreciation for the parents who do volunteer, but believes that a certified educator who is willing to go on the trip is more valuable.

#### H. Community Forum

There was no public input.

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**I. School Board Comments**

Mr. Bourque congratulated the Girls Softball team for winning the Division III Championship. He congratulated the High School Girls athletes who will be playing tomorrow and expressed congratulations the Baseball and Lacrosse teams who made the playoffs.

Mrs. Harrison mentioned she attended the LMS FIRST Robotics competition on Saturday. She expressed that it was an amazing experience to watch how the students performed together and came together as teams. She noted that the Girls' team won the Core Values Award. Mrs. Harrison commented that there was much camaraderie and support was shown for every team that participated.

Mrs. MacDonald mentioned that she, Mrs. Hershberger, Mr. Meyers, Dr. Jette and Ms. Widman attended Senior Awards night. She indicated that the students who spoke exuded much self-confidence and have grown so much. She noted that students who were among the first to participate in the 1:1 program articulated their experiences at CHS very well. She was excited for the amazing achievements of the students.

Mr. Bourque expressed congratulations to Mrs. Labelle and her students for winning the Gold at the Great East Conference.

Mrs. Hershberger mentioned that she attended the presentation provided by the Police Department on Social Media and Online Predators. She indicated that online predators are more prevalent than thought and it does occur in Litchfield. She commented parents can have open and honest communications with their children and monitor what they are doing online.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

- May 22, 2019

*Mr. Bourque made a motion to approve the public minutes of May 22, 2019. Mrs. Harrison seconded. The motion carried 5-0-0.*

**III. REPORTS**

**A. Curriculum Report**

Ms. Widman provided the June Curriculum report to the School Board. She reported there are many summer professional development opportunities available, such as senior project guidelines, RAD curriculum, course development for life skills, ceramics, animation, and content literacy. She noted that out of district professional development includes multiple AP trainings, PLTW training, NGSx Science training, Intel Math and the Competency Design Studio.

Ms. Widman reported that with respect to Grading & Reporting, the committee prefers to wait until after the Competency Design Studio to review and work on the re-learning plans.

- Math Curriculum and Grade 5 Math Program

Ms. Widman shared the K-8 math curriculum documents with the School Board. She reported that there has been a change to the Grade 5 Math Program which will require approval from the School Board.

With reference to the K-8 Math Curriculum, Ms. Widman shared the following information:

- Competencies = the application of content and the ability to explain why;
- Teachers lined up their units and standards were loaded into the documents;
- Some skills language was simplified, but all content in standards is included;
- Some of the essential questions at the lower grades are "yes or no" questions and a discussion will accompany it;
- Content literacy standards are not applicable to kindergarten, but those skills will be incorporated into all curriculum at all levels.

Mr. Meyers asked why there are five units at every level.

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Ms. Widman indicated there are five strands in most elementary levels. She noted it will be more integrated during the year.

Mrs. Hershberger asked what kind of opportunity was available for math teachers to weigh in.

Ms. Widman indicated that the writing was done by a representative from each grade level on the writing teams. She noted the representatives were asked to bring back feedback from their teams and adjust the units accordingly.

Mrs. MacDonald commented that she was pleased to see “Handwriting Without Tears” is being reinstated and asked for the rationale for that decision.

Ms. Widman indicated the Pre-K teacher was concerned that the language was not grade level appropriate. She commented the decision was made that what is taught in PreK is taught in Kindergarten.

Mr. Bourque inquired about the high school math curriculum. Ms. Widman indicated that took longer because the standards are laid out by strands and have to be integrated, but it is coming to the Board in July.

Brian – high school math curr

- Big Ideas Math

Ms. Widman reported that Big Ideas, which is used in the other middle school grades, has published a program for Grade 5 and we have reviewed it. She indicated that Big Ideas will be used in Grade 5 at LMS, which will bring them into the same curriculum as Grades 6-8 and will lead to more collaboration.

Ms. Widman publicly thanked all the teachers who spent time to work on the Math curriculum. The School Board echoed Ms. Widman’s sentiment.

- Work Study Practice Rubrics

Ms. Widman shared Work Study Practice Rubrics with the School Board. She thanked the Grading and Reporting team for their work. She indicated that people were not happy with what they were using. She explained the indicators are taken from the State model and the rubrics were aligned with the State uses, titles and themes used at each building.

Mr. Meyers commented that the high school rubric mentions completing high quality class and home assignments on time and the middle school rubric states “completes high quality assignments”. He believes the two rubrics are not aligned and that it is important that middle school students turn in their assignments on time.

Mr. Bourque thanked Ms. Widman for her work on the work study practice project, as well as thanking all those involved for their time and work.

## B. Principals Reports

Principals provided their written reports for the School Board and comment on two items from their reports.

- GMS

- FIRST Lego League

Mr. Thompson reported that teams were sent to the FIRST Lego League Spring Expo on May 4 and it was astounding to see the work the students had done leading up to it, in particular was the students’ articulation about it when they competed. He indicated six teams, 36 students from grades K through 4, participated in the event. The theme this year was Mission Moon, a study of the challenges and solutions for living on the moon. Teams were tasked with designing and building a moon base, a rocket and solving problems of living in the environment. Awards for outstanding work included Explore and Design, Discover and Program, Cooperative Model, Design and Show, Innovative Programming and Model Design. Mr. Thompson congratulated the FIRST Lego League teams and coaches for their achievements.

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○ Lunchroom Visits

Mr. Thompson discussed the issue of lunch visitation with students at GMS. He explained that the approach to classroom parties was changed because they grew to the point where entire families would show up for the parties. He indicated that school security was discussed since many changes and improvements have been made to school security and areas of risk continue to be examined. He mentioned that a parent who was visiting at lunch raised a concern about the vetting process for lunch visitations. Mr. Thompson reported that he reached out to other schools in the state and discovered that a variety of methods in their lunch visitation practices. He indicated every school that responded to the inquiry requires visitors sign in and wear a visitor sticker or badge; some do not allow lunch visitations; others require advance notice and reservations; some scan licenses; and some do on the spot background checks with licenses.

Mr. Bourque asked if the parent or Mr. Thompson has concerns about parents coming into the school.

Mr. Thompson indicated that he and the parent have concerns. He explained that his concern is how to ensure a better level of security when we have parents appear along with extended family members. He indicated that he would like to continue the practice and recommended that beginning in September there will be added signage directing family members to sign in and we will ask for identification when parents or family members visit for lunch and have a laptop available so we can check that they are family members. He added if extended members want to visit we suggest getting approval in advance. He noted that limiting the number of visitors per student is being considered as well.

Mr. Bourque suggested a lottery system for visitations, but not limiting the number of visitors per student.

Mr. Thompson indicated some days there can be many visitors in the lower grade level lunches.

Mr. Meyers suggested having parents/family visitors escorted to the cafeteria instead of walking through the halls unsupervised.

Mr. Thompson commented that this practice is believed to be a great connection, but we are just concerned about security.

Mr. Bourque suggested that visitors arrive five minutes prior to the lunch to be escorted to the cafeteria.

Mrs. Harrison suggested a lunch reservation service that generates a list would be helpful.

Mrs. Hershberger suggested that parents submit a form with a list of authorized people who can visit. She noted it is similar to the drop off/pick up system for camps. Mr. Thompson noted that the school does have emergency contacts lists.

Mr. Bourque commented student pick up is more concerning than lunch. He indicated there are two doors and people are still entering through the wrong door. He noted there is concern with the exit door since there is no staff at that door. He recommended having a staff member at the entrance as well as the exit.

Mrs. MacDonald was concerned over the excess number of students being picked up from the school.

Mr. Thompson commented that he wanted to bring the issue to the Board because the administration would like to revise the lunch visitation process. He recommended anyone who is an emergency contact for a student will be allowed to visit. He noted if a person is not listed, the school will request a note from the parents.

● LMS

○ Washington DC Trip

Mr. Lecklider reported the process for the trip begins in the fall with parent information night and discussions about fundraisers. He noted there were some generous donations this year. He indicated that chaperones included staff members, parents and the nurse.



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Mr. Lecklider relayed that on the first day the students toured in front of the White House, toured the Supreme Court chambers, the Smithsonian Museum, walked around the Capital Building and Arlington Cemetery. On the second day, students stopped at the FDR Memorial, Jefferson Memorial, Lincoln Memorial, WWII Memorial, Vietnam Memorial, MLK Memorial, National Zoo, and the Pentagon Memorial. On the last night students enjoyed a cruise on the Spirit of Washington. Mr. Lecklider indicated that students' behavior was outstanding.

- Grading & Reporting Update

Mr. Lecklider recognized the teachers who worked on the Grading and Reporting project. He was pleased that the school theme was reflected in the Work Study Practices rubrics. He believes it is a way to connect to the classroom culturally. He noted that examples were added under the self-direction heading in the rubrics.

- CHS

- Credit & Competency Recovery / Summer School

Mr. Lonergan reported that the Curriculum Facilitators and Leadership Team met over the course of the year and discussed the plan for summer school this year. He explained competency recovery in summer school has been the practice where the credit is recovered, but not the grade. He indicated that beginning this year:

- If a student passes a course, but fails the competency and the student passes the competency in recovery, the initial grade will be awarded.
- The grade will be notated as a competency recovery, which has to be reflected on the transcript for college.
- If a student fails a course by no lower than a 50, the student will be required to recover the course allowing the student to bring that grade up to a passing grade (65).
- The cost will be \$75 per competency, with a max of \$150.

Mr. Meyers commented if a student fails a course with a 37 that student should not recover the credit or the grade. Mr. Lonergan agreed and reiterated that the student would have to get at least a 50 to be eligible for recovery.

Mrs. Harrison asked about families that may not be able to afford summer school for their child. Mr. Lonergan indicated that will be taken under consideration.

Mrs. Harrison asked what is done with the money. Mr. Lonergan indicated that is to pay for the teachers who are teaching summer school.

Mrs. MacDonald commented last year 30 students took math recovery and there was only one teacher. Mr. Lonergan offered to look into it.

Mrs. Harrison commented students do not necessarily recover competencies with the teacher they had during the year. Mrs. MacDonald indicated the teacher gives them the material they need for the recovery.

Mr. Lonergan commented perhaps during exams we have a competency recovery so students will have the same teacher that instructed them.

Dr. Jette commented that the summer program is a 15 hour program with the opportunity for recovery. He indicated that we were trying to find ways to embed the management of recovery through the year. He noted if you release the students who meet the competencies earlier, the teacher can work with the students who need more assistance and work.

- SAT & AIR Science Results

Mr. Lonergan reported that 103 students in grade 11 took the Air Science assessment in early May, with 41% scoring low. He explained 16 students scored at Level 2; 42 students scored at Levels 3 & 4; 4 students scored at Level 4. He indicated that he has not had a chance to look at the three sections of the test to break it down to determine what has to be done to meet the needs of the students who scored low. He noted data analysis will occur over the summer.

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Mr. Lonergan reported that the SAT total mean score for CHS was 1,046, which is 24 points higher than last year (1,022). Math scores increased 20 points from 504 to 524; ELA and Writing increased 4 points.

Ms. Widman commented the number of questions the students omitted was high last year, but this year much fewer questions were omitted. She noted working on test taking strategies does help.

Mr. Lonergan commented it helps to look at the data and find the gaps so we can focus on what we need to do.

Ms. Widman indicated being able to access some of the questions on which students did not perform well was a tremendous aid. She noted that access was not available last year.

Dr. Jette commented that he and Ms. Widman discussed creating a district-wide data team and inviting staff to participate in a summer data camp.

Dr. Jette mentioned that students from CHS were 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners in the Statewide Bicentennial Art Contest. He noted they received their awards at the State House today, were invited into the Representatives Hall and applauded in the gallery.

Mr. Thompson announced that Margaret Parent was selected for the Lifetime Achievement Award and will receive the award this weekend at the EDDies.

- 2019-2020 Student/Parent Handbooks

The handbooks for each school have been revised and reformatted to be consistent throughout the district. There have been some major changes.

Mr. Bourque mentioned that the changes are not coordinated over all three schools. He indicated some components should be consistent in all handbooks (i.e. stealing examples, policies).

Mr. Lonergan commented that we are working across the three schools.

Mr. Lecklider commented that the middle school handbook has been reformatted to match the high school format.

Mr. Bourque referred to class rank, inquiring if students' class rank is divulged.

Mr. Lonergan indicated that class rank is typically divulged, but we are having the conversation of eliminating class rank as many other school are doing. He explained that with class rank is a competitive edge for being number one and the drive for a grade can be destructive. He indicated there are other methods of student recognition without using class rank.

Mr. Bourque there are other areas that are confusing and conflicting.

Dr. Jette indicated that the handbooks will be shared via Google Docs so that Board members are able to comment on the actual sections where they have concerns.

C. Business Administrator's Update

- Year End Encumbrances

A revised list of year end encumbrances was provided for the School Board. Dr. Jette indicated that the total cost of the year end encumbrances is \$197,593 and requires approval from the School Board.

***Mr. Meyers made a motion to authorize the district to encumber \$197,593 from the FY19 General Fund Unassigned Fund Balance for identified maintenance and facility items. Mr. Bourque seconded. The motion carried 5-0-0.***

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- Audit Engagement Letter

A letter from the auditors for services for the next three years was provided for the School Board. Dr. Jette indicated the cost for auditing services will be \$14,425 annually, which is an estimate that is based on the actual hours spent on the audit. It was noted that the cost of audit services has decreased over the last 11 years. The three year contract required approval from the School Board.

***Mr. Meyers made a motion to accept the contract for audit services for the Litchfield School District for FY19, FY20 and FY21, with an estimated cost of \$14,425 annually. Mrs. Harrison seconded. The motion carried 5-0-0.***

D. Dining Services Report May 2019

The district dining services report for the month of May was provided for the School Board. Dr. Jette reported that 17,000 more meals were served than this time last year. He noted in May, 88 additional meals were served per day. Dr. Jette mentioned that the district has begun the internal process of providing assistance where needed for lunch debt.

E. Enrollment Report May 2019

The district enrollment report for the month of May was provided for the School Board. Dr. Jette commented the enrollment decreased by five, but has mostly remained stable all year. He noted there are 63 students registered for Kindergarten and 87 students registered for Grade 1.

**IV. OLD OR UNFINISHED BUSINESS**

A. Policies:

- Second Reading:
  - IMG, Animals in Schools

***Mrs. Hershberger made a motion to approve IMG, Animal in Schools. Mr. Meyers seconded. The motion carried 5-0-0.***

- IMG, Service Animals in Schools

***Mrs. Harrison made a motion to approve IMG, Animal in Schools. Mrs. Hershberger seconded. The motion carried 5-0-0.***

**V. MANIFEST**

The manifest was circulated and signed by the School Board.

**VI. PUBLIC INPUT**

A. Community Forum

There was no public input.

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

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

***Upon a motion made by Mrs. MacDonald, the Board entered into non-public session at 8:37 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

**VIII. RETURN TO PUBLIC SESSION**

***Upon a motion made by Mr. Bourque, the Board returned to public session at 9:39 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

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**IX. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 9:40 p.m. Mrs. MacDonald 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 19, 2019**

**Location: LMS Library**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Mary Widman, Director of Curriculum & Instruction  
Devin Bandurski, Director of Special Services  
Scott Thompson, Principal, GMS  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**5:00 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 5:08 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 5, 2019:

*Mrs. Harrison made a motion to accept the nomination of Tammie Robie as part time GMS Computer teacher, at a salary of \$33,776 for the 2019-2020 year. Mr. Bourque seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the resignation of Cody Hertz, CHS English teacher. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the resignation of Kelsey Sullivan, CHS English teacher. Mrs. Harrison seconded. The motion carried 5-0-0.*

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Mrs. Harrison announced the receipt of a letter from Senator Soucy regarding an update on current legislation, specifically the Senate budget and additional education funding.

- Letter to Governor Sununu – School Funding

Mrs. Harrison drafted a letter to Governor Sununu regarding school funding. After receiving Senator Soucy's letter she stated that she received a letter of a call to action from the NHSBA to write to the State government to fund building aid and to adequately fund education. Mrs. Harrison drafted a letter from the Board to encourage Governor Sununu to support the budget and bring education funding to a more adequate level. She invited him to visit our schools and see the issues and needs of the buildings.

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G. Superintendent's Comments

- Capital Planning Meeting Update

Dr. Jette updated the School Board regarding the Capital Planning Committee meeting that was held recently. He reported that the meeting was organizational and groundwork was laid out for committee members. He noted the principals attended as well. He indicated that there is much work ahead and that the first task is to parse out what has been done and return to the committee.

Dr. Jette reported that Siemens provided a preliminary walkthrough of our school buildings to assess our energy use. He indicated they will pose solutions to the use of energy and systems to improve efficiency with updated equipment. He noted an initial meeting is scheduled for July 9 and findings will be brought to the Capital Planning Committee.

Mrs. Hershberger suggested they take into consideration that GMS is very old and that it may not be worth the investment.

Dr. Jette commented until we have that data we will not know. He indicated Siemens will have formulas and options and will list that out. He noted it is up to us to make the final decision.

- Agenda Preparation Memo

Dr. Jette reviewed and discussed a memo regarding Agenda Preparation that will address concerns some Board members have expressed relative to availability of supporting documents for agenda topics.

Mr. Bourque commented he would like the public agenda and materials to be posted late Monday morning.

Mrs. Harrison commented she reached out as well and the purpose to post earlier is to encourage more people to come to the meetings.

H. Community Forum

Robin Corbeil, LMS Computer teacher, commented that the LMS Lego League teams went to the Robotics competition on June 1 and received two awards. She indicated the team members did an outstanding job. She reported there are a total of 60 students involved in LMS Lego League.

Mr. Bourque commented that it is fascinating what has transpired in this avenue. He indicated the students always do well in this area.

Mrs. MacDonald expressed that she was pleased there is an activity for children that are not athletic.

Mrs. Corbeil indicated our students receive more awards on core values and they learn how to solve problems.

Marsha Finnergan, 147 Talent Road, asked the Board to start looking at the high school, specifically the attrition rate. She indicated that she heard over 25% of the staff is leaving CHS and that the problem has to be solved. She commented that some good staff members have been lost already.

Mr. Bourque thanked Mrs. Finnergan for her comments and invited her to contact him on his cell phone. Dr. Jette commented that he is always accommodating if she would like to have a discussion.

I. School Board Comments

Mr. Bourque commented that CHS graduation went smoothly and all speakers did an excellent job. He indicated that GMS Grade 4 move up day was a nice celebration as well. He noted that the staff in all schools are doing a great job.

Mrs. Hershberger indicated that she sent an email regarding her concern to the Board of Selectmen because a minor was asked to provide his address and phone number during public input.

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Mr. Bourque indicated that the Cable Commission edited the information.

Mrs. Hershberger asked if the Board asks students to give their address when speaking to the School Board.

Dr. Jette indicated that the Board only asks which school they attend.

**II. GENERAL BUSINESS**

A. Public Minutes:

- June 5, 2019

*Mrs. Harrison made a motion to approve the public minutes of June 5, 2019. Mrs. Hershberger seconded. The motion carried 5-0-0.*

- Budget Transfers

*Mr. Bourque made a motion to approve the May-June 2019 Budget transfers. Mrs. Hershberger seconded. The motion carried 5-0-0.*

**III. REPORTS**

A. Business Administrators Report

Mr. Izbicki reviewed the district financial report with the School Board. He indicated at this time the fund balance \$331,845.77. He noted that the fund balance is as of June 19 and is prior to the processing of final purchase orders.

**IV. NEW BUSINESS**

A. Overview and Discussion of Kindergarten Enrollment

Dr. Jette discussed kindergarten enrollment and staffing for 2019-2020 with the School Board. He commented that last year the district budgeted for a fifth Kindergarten teaching position in anticipation of the potential for higher enrollment. He indicated there is approximately \$90,000 in the FY20 budget for a fifth Kindergarten and the Board committed to the Budget Committee that money would be returned if it is not needed. Dr. Jette commented the Board looked at the class size policy and reduced Kindergarten class sizes from 20 students to 18 per class, which means that if enrollment for Kindergarten reaches 76 or above, the Board would have to consider adding a fifth class.

Mr. Thompson provided an analysis of enrollment and projection using actual numbers. He indicated that currently there are 68 children enrolled in Kindergarten. He commented history shows we gained at most 3 students over the summer; however, looking at actual numbers we see an anomaly and are considering if it is actually an anomaly.

Mr. Thompson indicated the question is do we make the decision to add a fifth class or stay with the current enrollment and see how many more students enroll. He commented that what is included in the budget is a teacher, paraprofessional and \$28,000 to set up a classroom.

Mr. Thompson explained that if a fifth class is added, it will most likely be placed in the PK portable, moving PK back into the building and relocating tutors and the ESOL teacher. He indicated we are planning to have additional computers at GMS, but we can make the computer lab mobile if we have to do so.

Dr. Jette commented that \$28,000 worth of materials cannot be ordered on August 25 as there is a time factor with the beginning of school. He explained he wanted to make the Board aware of the situation and see what the Board recommends. He emphasized we do not know what will occur this year.

Mr. Bourque asked how long it would take maintenance to move the classrooms if we have to add a fifth Kindergarten class at the last minute.

Mr. Thompson indicated last year when a fifth Grade 1 class was added, they rallied with the teachers.

Mr. Bourque asked how long it would take to hire a teacher. Dr. Jette indicated that it would take at least a few weeks to be vetted through the process.

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Mrs. Harrison commented she is not ready to say no to a fifth class.

Mr. Meyers suggested to send out a reminder for Kindergarten registration.

Mrs. MacDonald indicated we can make a decision on July 17.

Dr. Jette suggested making a presence on Facebook and checking in with realtors to see who may be moving to Litchfield.

Mr. Thompson commented that the knowledge of full day Kindergarten has been out for some time and hopes that there is not an influx of students.

Mrs. Harrison suggesting putting word in the newspapers.

**V. OLD OR UNFINISHED BUSINESS**

**A. Curriculum Documents**

- Math Curriculum and Grade 5 Math Program

On June 5, 2019, Ms. Widman shared the K-8 math curriculum documents with the School Board, as well as a change to the Grade 5 Math Program. The Math Curriculum and Grade 5 Math program change require approval from the School Board.

Dr. Jette asked Board members if they had any questions for Ms. Widman. Hearing none, the Board made the following motions:

*Mrs. Harrison made a motion to approve the change to Big Ideas curriculum for the Grade 5 Math program at LMS. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to approve the K-8 Math curriculum as presented. Mr. Meyers seconded. The motion carried 5-0-0.*

- Work Study Practice Rubrics

On June 5, 2019, Ms. Widman shared Work Study Practice Rubrics with the School Board. Ms. Widman indicated that the Work Study Rubrics were revised following concerns raised by the Board regarding consistency in the language relative to student assignments. She indicated that the committee will need to review and approve the revised Work Study Practice rubrics prior to Board approval.

**VI. MANIFEST**

The manifest was circulated and signed by the School Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

Shaun Elliot, GMS teacher, made comments regarding the class size impact on individual students. She indicated that Kindergarten is the hardest grade she has ever taught because there are so many aspects to teach the students. She noted that the children are not independent and interrupt teachers often to tie their shoes or fix something and it is difficult to keep them focused. Ms. Elliot commented that smaller classes are more manageable. She asked the Board to consider adding another Kindergarten class if the numbers increase. She indicated it is important that we are able to teach the whole child.

Mr. Bourque commented that the Board does not want to have class sizes of 21 or 22 in Kindergarten. He indicated the Board felt that 20 students was too high and changed the policy to 18. He noted that the Board told the public we want to educate these children before they move on to the higher grades.

Margaret Norton, 24 Woodhawk Way, made statements regarding teachers that are leaving the high school. She commented that she spoke with Dr. Jette because something needs to be done.



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Mrs. Norton indicated she has seen firsthand what is going on and it is alarming. She believes the teachers need more support from the School Board. She stated that the Board has good intentions, but it does not get through to the faculty. Mrs. Norton commented that the community failed the teachers with the failure of the contract article. She indicated public opinion of the School Board is not good and believes something big is coming. She noted that she is getting her information from parents and students at the high school. Mrs. Norton commented that she did not realize how much teachers do for the students until she was immersed in it. Mrs. Norton suggested that the School Board show support for the teachers. She commented the Board did not show support by not allowing the teacher at the high school to let her child attend CHS. She indicated the Board should put that support in the budget and let the Budget Committee bear the negativity of the community. She noted there are so many people in the high school that are so upset and something will happen.

Mrs. Harrison commented that the Board worked tirelessly to show teachers and staff support. She indicated that the Board encourages the public to come forward with their concerns as the complaints are not coming to the Board. She noted that the Board cannot fix a problem without the input. She pointed out that the teacher that requested a tuition waiver is a separate issue.

Mrs. Norton commented that the Board needs to offer all teachers a tuition waiver to allow their children to attend our schools. She indicated the contract impasse has been very bad. She asked Board members what else they can do for them to make them want to stay in the district. She commented enrollment is going down and it does not cost any more to fill those empty seats.

Mr. Bourque commented if tuition waivers were granted, teachers who already have maximum enrollment in their classrooms may see an increase in students in that classroom. He indicated at that point the district would be forced to hire an additional teacher.

Mrs. Corbeil, LMS teacher, commented most of her colleagues do not come to the School Board meetings. She indicated that if the teachers do not get a contract, it would be beneficial to have a closed door session with the faculty, which would prove to teachers that they have a connection to the Board. She suggested having an open and honest discussion with the staff.

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

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

*Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 6:26 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes, Tara Hershberger, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mr. Bourque, the Board returned to public session at 6:51 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 6:51 p.m. Mrs. Harrison 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 of June 20, 2019  
Emergency Meeting**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Robert G. Meyers, III, Board Member  
Elizabeth MacDonald, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**5:45 p.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 5:42 p.m.

B. Pledge of Allegiance

C. Approval of Contract

Mr. Bourque indicated the LEA voted to ratify the contract agreement for 2019-2022.

Dr. Jette commented that Mr. McDonough was more confident today that the LEA would agree to ratify the contract.

Mrs. Harrison asked for the number of union members that voted to ratify. She commented it is important to have that number.

Mr. Bourque indicated that the number is over 50% of those who voted.

Dr. Jette indicated that the Board can vote on the contract and then ask for the number.

Mrs. Harrison asked if the Board will push this forward and make the effort to get a special meeting if the majority of teachers did not vote for or support the agreement.

Mr. Bourque indicated that the agreement was passed by a majority. He commented that he is not sure if the judge will ask for that information.

***Mrs. Harrison made a motion to accept the 2019-2022 LEA Collective Bargaining Agreement as ratified by the LEA. Mrs. Hershberger seconded. The motion carried 5-0-0.***

A. FY19 Year-end Encumbrances

The School Board discussed additional encumbrances from the FY19 general fund balance.

Mr. Izbicki reported that he discussed with Mr. Jette and Mr. Pelletier consideration of implementing a 1:1 program for Grade 4. He explained it would be a \$20,000 to \$30,000 investment of year-end funds and if we add that to the year-end encumbrances list, the fund balance stops short. He noted that it would not be feasible due to the amount of training for the staff that would be needed and the additional work load on the IT Department. Mr. Izbicki indicated that the year-end encumbrances list contains maintenance that is overdue and much needed.

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Mrs. Harrison commented that she spoke to the grade 4 technology teacher about the 1:1 program and the teacher stated she would love to have Chromebooks for every student. She indicated there is one cart in the Learning Commons and one in Grade 1. She mentioned that the teacher did not feel they would be ready to implement a 1:1 pilot next year.

Board members discussed options of adding Chromebook carts for Grade 4.

Mr. Izbicki indicated that there will be expanded access to technology as some Chromebooks will be going to GMS.

Mrs. Harrison commented the answer is to add more devices at each grade level. Mr. Bourque indicated that is being done.

Mr. Meyers commented he would rather have consistent use in one grade than some use in every grade. He suggested using three carts for Grade 4 and stagger the use.

Dr. Jette commented that Bedford School District used a model where Chromebooks were kept on a rack on the wall of the classroom. He explained it was a 2 to 1 model and if a classroom needed more they could use some from another room. He noted he does not want to overwhelm IT at this time.

Mr. Bourque commented we can always allocate funds during the year as we have identified the need. He agreed that the carts would be best at this time.

Mrs. Hershberger commented she is in favor of the transitional approach since IT is busy and the teachers need more time for an implementation.

Mr. Izbicki reported that the carpeting in the CHS weight room is in deplorable condition. He asked the Board to approve adding \$9,838 to the end of year encumbrances list to replace the carpeting. He indicated with the addition, the year-end encumbrances total is \$207,431.

Mrs. MacDonald asked if ceiling fans can be installed in the LMS gymnasium.

***Mr. Bourque made a motion to approve encumbrances in the amount of \$207,431 to be paid from the FY19 year-end general funds. Mrs. MacDonald seconded. The motion carried 4-0-0.***

Dr. Jette commented it was difficult to hear in the LMS gymnasium at the Grade 8 Graduation last night.

Mrs. MacDonald commented it was very stuffy in the gym.

Dr. Jette indicated that Mr. Lecklider informed him the staff insisted the ceremony be held there because of tradition. He suggested sending out a survey to parents about having the ceremony at CHS next year.

## **II. PUBLIC INPUT**

There was no public input.

## **III. NON-PUBLIC SESSION**

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

***Upon a motion made by Mr. Bourque, the Board entered into non-public session at 6:20 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.***

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**IV. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mr. Bourque, the Board returned to public session at 6:27 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.*

**V. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 6:27 p.m. Mrs. Harrison 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 June 27, 2019  
Emergency Meeting**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**8:15 a.m.**

A. Call to Order

Mr. Bourque called the meeting to order at 8:27 a.m.

B. Pledge of Allegiance

C. Approval of Contract and Motion to Petition for a Special Meeting

Dr. Jette indicated that according to Legal Counsel, the School Board needs to revote the CBA and add authorization to petition the Superior Court for permission to hold a special School District meeting to approve cost items and appropriate the funds for the CBA.

*Mr. Bourque made a motion that the Litchfield School Board ratify the renegotiated 2019-2022 collective bargaining agreement with the Litchfield Education Association, and that the Board petition the Superior Court for permission to hold a special School District meeting to approve the cost items and appropriate the funds for the collective bargaining agreement. Mr. Meyers seconded. The motion carried 5-0-0.*

D. Signatures for Petition

School Board members signed the petition for a Special School District Meeting to be filed in Superior Court. The Board signatures were notarized by the SAU/School Board Administrative Assistant.

**II. PUBLIC INPUT**

There was no public input.

**III. ADJOURN**

*Mrs. Harrison made a motion to adjourn the meeting at 8:32 a.m. Mrs. Hershberger seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

*Posted June 27, 2019 at Campbell High School, Litchfield Middle School, Griffin Memorial School, Litchfield Town Hall and Litchfield Library.*