

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Draft Minutes for November 6, 2019

Location: 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
- William Lonergan, Principal, CHS
- Dr. Michael Jette, Superintendent
- 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

D. Summary of Non-Public Actions from October 16, 2019:

Mr. Bourque made a motion to approve the non-public minutes of October 2, 2019. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

● **CHS Science Program**

Catherine Devine, colleagues (Raheem Chowdry, Shane Keyes, Bill Pothier, Roseanna Dube, Joanne Ray) and students presented highlights from the CHS science program and inquiry based instruction. Many courses are offered: Freshman Science/Honors Option, CP/Honors Biology, CP/Honors Chemistry, Honors Physics, Principals of Biomedical Sciences, Forensics, Science of Natural Disasters, AP Environmental Science, and AP Biology. Future additional offerings include PLTW (Project Lead the Way) Principles of Engineering and Human Body Systems, and AP Chemistry.

Inquiry Based Science: students gather data to form explanations based on evidence and communicate their findings while developing greater knowledge about the world around them. Students build models, draw and record molecular structures and construct knowledge through a variety of venues.

Teachers shared their experiences and samples of the experiments their students have done in class.

Ms. Devine commented that much rigor has been brought to our courses and students are scoring higher on assessments. There is higher context in the PTLW curriculum according to Bloom’s Level of Learning application model. Students learn the 21st century skills for college and career, which includes working as a team member, citing sources of information, designing experiments, notebooking, making data charts and graphs. Mentoring Science Students includes students assigned as departmental assistants, Star Parties, Girls Tech Day, Women in Science & Technology (WIST), and Field Trips. The Science Department emphasizes the Growth Mindset and motivates students to keep learning.

Michelle Freeman, CHS student, commented that she has taken many of the courses mentioned, but her favorite is AP Science. She indicated she was able to do so much with DNA. She felt she is prepared for classes in college.

Isabelle Ristaino, CHS student, commented that she likes the opportunities the Science program affords. She enjoys the research projects and has learned so much by doing the hands on experiments.

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Elliot Gavrin, CHS student, indicated he is being prepared for college and the future with good study habits. He commented AP Biology is so much more than just Biology and is a very interesting subject.

Board members agreed that the curriculum sounds exciting. Mr. Bourque thanked the Science Department teachers and students for their presentation.

- **Senior Projects, Sophomore Projects**

Mr. Lonergan spoke about conflicts with requirements for service hours for other student organizations such as NHS, NAHS, Tri-M Music Honor Society and ELOs. He indicated that he is considering how much value sophomore projects add and how students can find the way to allocate those hours.

- **PSAT Testing and Senior Activities**

Mr. Lonergan spoke about testing and senior activities offered the same day.

Dr. Jette commented last year all college visits were in-house. Mr. Lonergan indicated we had recruiters in the high school talking with students about resumes and cover letters, as well as Chris Sullivan and his wife shared their experience with their high school child who passed away and inspire students to make good decisions.

Mrs. Harrison commented there are a lot of community service hours between sophomore project and the National Honor Society.

Mr. Lonergan indicated it is challenging for students to allocate hours. He noted there are so many questions relative to the value of sophomore project.

Mrs. Hershberger commented she has received feedback regarding senior projects, the majority of which is to start the senior project earlier than senior year so it can be part of the college application.

Mr. Lonergan indicated senior project coordinators are looking into how juniors can begin the senior projects in their junior year.

F. Correspondence

There was no correspondence.

G. Comments:

- **Superintendent:**

- **Personnel Contact Charts**

Dr. Jette reported all schools have personnel contact charts, which can be found on their websites. He noted each school has a menu item on their web page to make these charts available to parents and families in order to contact the appropriate person with a specific issue.

- **Special Election Update and Costs**

Dr. Jette provided final cost information for the special election to the School Board. He thanked all the voters that turned out to vote. He indicated the warrant article was approved 624 yes; 520 no. He commented it is the right thing to do for our teachers and we will be quickly trying to get this in place. He noted the LEA has a copy of master agreement with the tentative agreement language, which they are editing and will be returning to us. Dr. Jette indicated once the contract is signed we will re-issue new contracts and input the new pay rates and retroactive pay into the payroll system.

Mr. Bourque asked about the tax rate information.

Dr. Jette indicated that once the School Board has signed the MS-22, Mr. Izbicki will upload the data to the NH DRA who will begin calculating Litchfield's tax rate. Dr. Jette thanked all the workers who worked at the election polls, the School Board members who spent the day at the polls, and the Town as well.

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Mr. Bourque asked if the Town does anything differently than the school district when advertising for the election. He commented that he has heard several people say they did not know about the election.

Dr. Jette commented people generally tend to think about voting in March. He indicated the district took extraordinary steps to advertise by putting notices in the HLN, holding interviews with staff, social media presence and putting out electronic signs. Dr. Jette reported the final costs for the special meeting and election: \$12,607.47. He commented in the grand scheme of getting the contract approved, it is a minor amount to pay.

Mr. Meyers commented most of that cost would have been incurred had we waited for the March election.

o Funding Update

Dr. Jette provided a clarification on the adequacy aid and one time infrastructure grant. He reported that he had a conversation with the Capital Planning Committee about the amount of funds available to the district.

o Report Cards and IC Portal Update

Dr. Jette reported that the district did not shut the Infinite Campus portal down this year and there was no negative feedback.

o Co-Curricular Job Descriptions

- **GMS Books and Bites Advisor**
- **GMS Student Council Advisor**

Dr. Jette presented co-curricular job descriptions to the Board. He explained these positions are during the school day because students are not able to stay after school at GMS. He noted that these teachers will be using their lunch or planning time -

Mrs. MacDonald was concerned with teachers being paid during the workday for a co-curricular position. Dr. Jette indicated he will speak to Mr. Thompson about it.

Mrs. MacDonald raised a concern over the fairness of Unified Arts teachers having 1.5 hours of extra time during the day.

Mr. Bourque requested that Mr. Thompson provide the Unified Arts teachers' schedules.

- **CHS Environmental Club Advisor**
- **CHS WATS Club Advisor (We're All the Same)**
- **CHS National Art Honor Society Advisor**

Dr. Jette presented and explained the draft co-curricular job descriptions to the School Board for approval. He explained what the co-curricular committee looked at and the breakdown of tiers for setting a stipend for the advisor.

Mrs. Harrison felt that the tiers listed in the job descriptions are not equitable between schools and club descriptions and hours that teachers spend.

Dr. Jette indicated he will get clarification.

• School Board

Mrs. Hershberger wished good luck to the Robotics team. She thanked all the teachers that participated in the Meet the Teacher interviews. She thanked Shawn McDonough and Nate Cooper for their interviews.

Mr. Bourque thanked all voters who came out to vote in the special election. He thanked the LEA for the work and the School Board for putting the time into the contract. He wished the Boys Soccer team good luck, noting that Litchfield is well represented with three teams in the playoffs.

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H. Community Forum

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

There was no public input.

II. GENERAL BUSINESS

A. Public Minutes:

- **October 16, 2019**

Mrs. Harrison made a motion to approve the public minutes of October 16, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

- **October 19, 2019**

Mrs. Harrison made a motion to approve the public minutes of October 19, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

- **October 23, 2019**

Mrs. Harrison made a motion to approve the public minutes of October 23, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

B. Budget Transfers

Mrs. Harrison made a motion to approve the budget transfers from August to October 2019. Mr. Bourque seconded. The motion carried 5-0-0.

III. REPORTS

A. Principals Reports

Written reports from the Principals were provided to the School Board.

B. Business Administrators Update

- **Year End Encumbrances**
- **CHS Expenditures**

Mr. Izbicki updated the School Board on year end encumbrances and an explanation of the increase in CHS expenditures. He indicated he will share this documentation with the Budget Committee. He provided information regarding actual expenditures for CHS that was requested by Mrs. Hershberger. Mr. Izbicki also provided a reconciliation of School Board adjustments to the FY21 budget.

C. Enrollment Report Oct 2019

Dr. Jette provided the October 2019 enrollment report to the School Board. He noted that the district gained 3 students in October.

D. Dining Report Sep & Oct 2019

Dr. Jette provided the district dining report to the School Board.

Mrs. MacDonald asked if these are the amounts of lunches that are purchased. Dr. Jette indicated they are the total of reimbursable lunches.

Mr. Bourque requested that the prior year numbers (2 years ago) be added to the report for more comparison.

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Mrs. MacDonald asked about the student meal debt. Dr. Jette indicated that approximately \$2,000 has been collected on the original \$6,000 debt.

Mrs. Harrison was concerned about the meal charging policy threshold of \$15.00 for negative meal charges. She felt that the language was not specific enough and was concerned that students would be turned away if they have any amount of negative charges.

There was much discussion regarding the language in the policy relative to students with negative balances and the practices that are followed by food service personnel.

Mrs. Harrison asked for clarification of consistent practices with regard to students with negative meal charges. She asked for an overview of the process for students with debt.

IV. OLD BUSINESS

A. Vote on Final School Board Budget

The School Board took action on the FY21 Proposed Budget in order to move it forward to the Budget Committee.

Mr. Izbicki indicated that after applying the Board's adjustments to the budget, the total operating budget is \$22,847,056, which is a 3% increase over FY20. He noted three additional special education students have come into the district and there is currently a deficit in the special education tuition budget. He indicated we will be bringing a request to the Board to withdraw funds from the Capital Reserve Fund.

- **New and Expanded Positions**

The School Board voted on the new and expanded position requests for FY21:

Mr. Bourque made a motion to add a Grade 5 teacher at LMS. Mr. Meyers seconded. The motion failed 0-4-1.

Mrs. Harrison made a motion to expand the hours of the GMS Administrative Assistants by 2.5 hours per week. Mr. Bourque seconded. The motion failed 0-5-0.

Mr. Bourque made a motion to add a Library Monitor at GMS for 5.5 hours per day. Mrs. Hershberger seconded. The motion failed 0-5-0.

Mrs. Harrison made a motion to add a Grade 3 teacher at GMS. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to expand the part time computer teacher at GMS to full time. Mr. Bourque seconded. The motion failed 1-4-0.

Mr. Meyers made a motion to hire a part time (75%) DW Groundskeeper. Mrs. Hershberger seconded. The motion failed 0-5-0.

Mr. Meyers made a motion to add an additional custodian at CHS. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to place a Special Education Facilitator position on a warrant article for FY21. Mr. Bourque seconded. The motion failed 0-5-0.

The Board discussed hiring a case manager to handle the overload of the Special Education Director.

Mrs. Harrison made a motion to add a Special Education Case Manager to the FY21 budget. Mr. Bourque seconded. The motion failed 2-3-0.

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Mr. Izbicki adjusted the budget per additional changes by the Board for additional personnel.

Dr. Jette indicated the budget will be provided for the Budget Committee tomorrow evening. He noted that Budget Committee members are frustrated about the delay in delivery of the budget, but we are still having problems with eFinance and are backed up about a month. He commented that they are suggesting adding meeting nights.

Mr. Bourque indicated the Board does not want to go back to the way it was, meeting twice per week, after the former Chair and the Board streamlined the process.

B. Review of Draft Warrant

Dr. Jette provided a draft warrant for the School Board to review and discuss.

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 Mr. Bourque, the 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.

VIII. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the Board returned to public session at 9:55 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

Mrs. MacDonald made a motion to adjourn the meeting at 9:55 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

**LITCHFIELD SCHOOL DISTRICT CALENDAR
2020 ANNUAL MEETING & ELECTION
OFFICIAL BALLOT DISTRICT (SB2)
1st Deliberative Session - Saturday, February 8, 2020**

<u>Date</u>	<u>Action</u>	<u>Reference</u>
Friday, January 10, 2020	Deadline for citizen petition bond articles	RSA 40:13, II-a (b)
Tuesday, January 14, 2020	Last Date to Post Notice of Budget Hearing	RSA 40:13, II-a (a)
Tuesday, January 14, 2020	Post and Publish Notice of Bond Hearing in Newspaper. Note: at least 7 days prior notice of bond hearing must be published in the newspaper.	RSA 40:13, II-a (a) RSA 33:8-a
Tuesday, January 14, 2020	Citizens Petition Articles other than bonds must be submitted	RSA 40:13 II-a (b) RSA 197:6
Tuesday, January 14, 2020	Deadline for finalization of cost items CBA's to be presented at annual meeting	RSA 32:5-a
Tuesday, January 14, 2020	Supervisor of Checklist Posts Checklist 4 th Tuesday before meeting (Must contain notice of correction session)	RSA 671:15 RSA 654:26 & 27
Tuesday, January 21, 2020	Deadline for public hearing on proposed budget and default budget by Budget Committee or School Board, School Board's public hearing on bond issue(s). Note: School Board bond hearing should, if possible, be within 15-60 day window required by RSA 33:8-a. (on or after January 10 and on or before January 21). Also must <u>publish</u> notice at least 7 days prior to hearing and <u>post</u> notice on or before January 14, 2020. <u>If bond hearing is early, publish notice early.</u>	RSA 40:13, II-a (c) And 40:13, XI(a)
Tuesday, January 21, 2020	Supervisor of Checklist Correction Session (7 days prior notice must be published in newspaper or be posted in two (2) places, one of which shall be the District website, if one exists. (RSA 654:27)	RSA 671:15, RSA 669:5 and RSA 654:27
Wednesday, January 22, 2020	First Day of Filing Period for Candidates (7th Wed. before election-ends Friday, January 31, 2020)	RSA 671:19 RSA 669:19
Monday, January 27, 2020	Post Warrant(s) and Budget for Session I and II at Place of Meeting and One Other Location (Deliberative and Election Warrants)	RSA 40:13, IIa(d).
Friday, January 31, 2020	Last Day of Filing Period for Candidates	RSA 671:19, RSA 669:19
Saturday, February 8, 2020	Deliberative Session (Session I)	RSA 40:13 III, IV
Tuesday, February 11, 2020	Supervisors of Checklist re-post Checklist. Must Contain Notice of all Correction Sessions - 4th Tuesday before meeting	RSA 671:15, RSA 669:5 and RSAs 654:26 & 27
Between February 26 – March 4, 2020	Supervisor of Checklist Holds a Checklist Correction (7 days prior notice must be published in newspaper or be posted in two (2) places, one of which shall be the District website, if one exists. (RSA 654:27)	RSA 671:15, RSA 669:5
Tuesday, March 10, 2020	District Voting (Session II) Budget/Bond Voting and Election Absentee Ballots Collected. Residents May Register at the Polls.	RSA 40:13 VIII

**2020 LITCHFIELD SCHOOL DISTRICT WARRANT
STATE OF NEW HAMPSHIRE**

To the inhabitants of the School District of the Town of Litchfield in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Saturday, February 1 or 8, 2020, at 10:00 o'clock in the forenoon for explanation, discussion, and debate of warrant articles number 1 through number __. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

SECOND SESSION OF ANNUAL MEETING (VOTING)

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 10, 2020, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

ARTICLE A

To elect by ballot the following School District Officers:

School Board Member	3-Year Term
School District Clerk	3-Year Term
School District Moderator	3-Year Term

ARTICLE 1

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 herein, totaling \$XXXXXXXXXX? Should this article be defeated, the default budget shall be \$XXXXXXXXXX, 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: \$0. (Operating Budget)

Estimated Tax Impact: \$0. (Default Budget)

*Not / Recommended by the School Board
Vote*

*Not / Recommended by the Budget Committee
Vote*

ARTICLE 2

Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Support Staff Association, which calls for the following increases in salaries and benefits at the current staffing level:

Year	Estimated Increase
# of Years TBD	\$

and further to raise and appropriate the sum of \$_____ for fiscal year 2021, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.

Estimated Tax Impact: \$

*Not / Recommended by the School Board
Vote*

*Not / Recommended by the Budget Committee
Vote*

ARTICLE 3

Shall the Litchfield School District, if Article 2 is defeated, authorize the Litchfield School Board to call one special meeting, at its option, to address Article 2 cost items only?

*Not / Recommended by the School Board
Vote*

ARTICLE 4

Shall the Litchfield School District vote to raise and appropriate the sum of \$XXXXX to be added to the operating budget for the purpose of funding a feasibility study to determine the possibility and cost of new construction and/or renovation of existing facilities in the Litchfield School District as recommended by the Capital Planning Committee?

Estimated Tax Impact: \$ 0.

*Not / Recommended by the School Board
Vote*

*Not / Recommended by the Budget Committee
Vote*

ARTICLE 5

Shall the Litchfield School District vote to establish a “Kindergarten Education” expendable trust fund under the provisions of RSA 198:20-c for the purpose of funding for an additional classroom for Kindergarten for unexpected increases in enrollment? The sum of **\$102,000**, which has been included in the FY20 Operating Budget, but has not been expended will be placed in this fund. This sum to come from the June 30 fund balance available for transfer on July 1 with no amount to be raised from taxation. Further, to name the School Board as agents to expend from the fund.

Estimated Tax Impact: \$0

*Not / Recommended by the School Board
Vote*

*Not / Recommended by the Budget Committee
Vote*

Staff Positions??????

DRAFT

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ICA

APPROVAL:

SCHOOL DISTRICT CALENDAR

The *Litchfield School District* calendar will be developed by the Superintendent after consultation with administrators, faculty, and staff and approved by the School Board annually. To the extent possible, the calendar will be coordinated with the school calendars of area vocational school and regional special education programs.

~~School for students shall begin after Labor Day when Labor Day falls on September 1, 2, or 3. School for students shall begin before Labor Day when Labor Day falls on September 4, 5, 6, or 7.~~

School for students shall begin no earlier than five (5) calendar days before Labor Day.

Any days that the schools are closed for emergency reasons will be made up at the end of the school year or during vacation periods if school closings amount to more than 5 days during the school year, as approved by the School Board upon the Superintendent's recommendation. Under special circumstances, the School Board may request an exception to this requirement from the State Board of Education.

Legal Reference:

RSA 189:2, Reduction of Time

NH Code of Administrative Rules, Section Ed. 306.02, School Year

NH Code of Administrative Rules, Section Ed. 306.03, School Calendar

Approval:

Reviewed:

Revised: November 20, 2019

Approval: 2nd Reading, May 11, 2005

Approval: Original (IC/ICA) dated September 18, 1986