

BOS MEETING - SEP 9, 2019

INTRODUCTION

- Follow-up from Aug 26, 2019 BOS meeting.

The Litchfield Historical Society informed the BOS that we would be requesting owner permissions, to allow for the following five buildings to be considered for registration on the NH State Register of Historic Places.

1851	Old Litchfield Town Hall	- Town of Litchfield
1924	Aaron Cutler Memorial Library	- Town of Litchfield
1930	Litchfield Grammar School	- Town of Litchfield → ??? → Litchfield School District
1958	Old Litchfield Fire Station	- Town of Litchfield
1844	Litchfield Presbyterian Church	- The Presbytery

- These buildings were selected by LHS, since they represented “The Old Center of Town” of Litchfield.
- BOS requested LHS attend the next meeting on Sep 9, 2019 to:
 - Determine current owner of the 1930 Litchfield Grammar School (now known as Griffin Memorial School).
 - Allow for building owners, trustees, committee members, workers, the public, etc., a chance to ask questions.

NH STATE REGISTER: 4-STEP APPLICATION PROCESS

- 1: Fill out applications (LHS worked on this for 2 years). - **Completed.**
- 2: Preliminary State review. - **Completed**
- 3: Building owner approval required to perform Final State review. - **In Process**
- 4: Final State review is Oct 2019.

NH DIVISION OF HISTORICAL RESOURCES: NH State Register of Historical Places

- Preserves our Culture and Heritage.
- Honors the buildings and brings positive attention to Litchfield.
- Status is “Honorary only”. There are NO restrictions or requirements on property.
“Owners of the property listed on the State Register are free to maintain, manage, or dispose of their property as they choose.”

OTHER BENEFITS: Historic Preservation, Land Conservation, Protect Cultural Resources

- Town owned buildings → Eligible for Conservation License Plate Funds (Moose Plate)
All buildings → Eligible for Land and Community Heritage Investment Program (LCHIP) Funds.
Owners could work with their towns for matching funds.
- 1) Press Release. 2) Buildings are placed onto the State-Wide computer system. Both help promote interest and tourism.
- Buildings are sometimes provided some leniency with building code requirements.

CLOSING REMARKS:

- Let's stop – and reflect on what we have here.

Yes, buildings can be documented and even placed onto the NH State Historic Register. However, more importantly, these buildings are extensions of the people, who built and utilized them, at their specific times in history. These buildings are what is left, from those who have come before us.

- The 1844 Litchfield Presbyterian Church still continues to represent spiritual leadership and community service.
- The 1851 Old Litchfield Town Hall represented our community's governing body. Today it still continues to serve as the meeting place of the Litchfield Historical Society.
- The 1924 Aaron Cutler Memorial Library and the 1930 Litchfield Grammar School both continue to represent our community's values regarding education, learning and pursuit of knowledge.
- The 1958 Old Litchfield Fire Station represented a community coming together to keep its citizens safe.
- Whether these buildings make it onto the NH State Historic Register or not, each needed to be documented. For it honors the buildings, the people and the community they serve.

NEXT STEPS

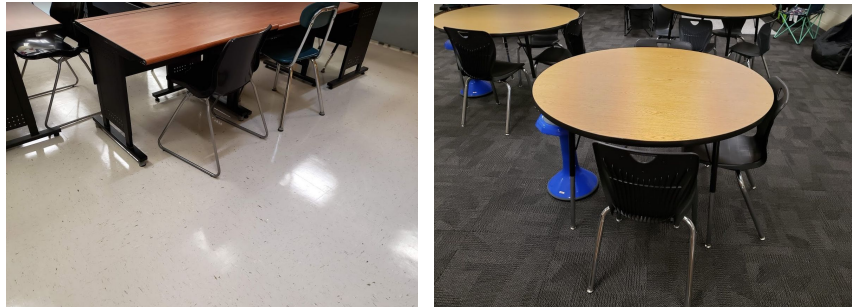
- LHS will be requesting owner permission, to allow the following five buildings to be considered for registration on the NH State Register of Historic Places:
 - Tonight, Litchfield Board of Selectmen: 1851 Old Litchfield Town Hall
1924 Aaron Cutler Memorial Library
1958 Old Litchfield Fire Station
 - The Presbytery: 1844 Litchfield Presbyterian Church
 - The Litchfield School Board: 1930 Litchfield Grammar School

Litchfield Middle School
Tom Lecklider
September 2019

LMS Principal's Report

Recognitions:

- Thank you to our summer school staff, including teachers Heather Morrissette, Rebecca Ellis and Jeanne Henriquez, and more!
- Thank you to our facilities team for their hard work this summer:
 - Moving furniture and items around so that rooms 1 and 16 could be re-floored.



- We have also added a second rally point in the back/south side of the building.
- Cement slabs have replaced the grates inside our entrances:



- New landscaping to the front of our school:



- New rear doors on gym hallway entrance:



- Special thanks to Lisa Guillemette and Donna Brown for their extensive work in preparing for the first week.
- A group of CHS students, for their senior project, painted two murals at LMS this summer! Their work is amazing:



- Welcome New Staff to LMS:



- Renee Carpenter - Grade 5 Special Education
- Matthew Colombo - Grade 7 Science
- Judy Dionne - Paraprofessional
- Dan Dufourney - Physical Education
- Michael Gaumont - Grade 8 Social Studies
- Carolyn Hoyt - Paraprofessional
- Leslie Taggart-Williams - Math Tutor
- Deborah Young - Administrative Assistant
- Congratulations to the following LMS Staff who were recognized for their service to our District at our Opening Day:
 - 5 Years
 - Zachary Belanger
 - Lisa Durant
 - Kellie Chambers
 - Steve Fraser
 - Darlene Gymziak
 - Anna Helbling
 - Jessica Lachance
 - 10 Years
 - Nicole Mathieu
 - 20 Years
 - Connie Fiasconaro
 - Audra McCollem
 - 25 Years



- Sheryl Hartling
- Deb Langton
- Kim Nolan

- A big thank you to Jill Deslauriers for obtaining a grant (\$4700) to install bottle fillers in two of our water fountains at LMS. Over the summer, both were installed, one outside the gymnasium and the other outside the cafeteria.



- Fall sports have kicked off this past week. A big thank you to Beth Zingales and Teresa for their preparations this summer. I also want to recognize our coaches and their hard work in preparing for this upcoming season:
 - Girls Soccer - Coach Lajoie
 - Boys Soccer - Coach Berry
 - Cross Country - Coach Henriquez and Coach Tarr
 - Volleyball - Coach Fraser and Coach Lachance
- Thank you to our LMS Staff for a terrific opening week this week, including a focus on professional learning communities, data teams, technology training.. We had a very productive week at LMS!

Curriculum, Instruction, and Assessment Highlights:

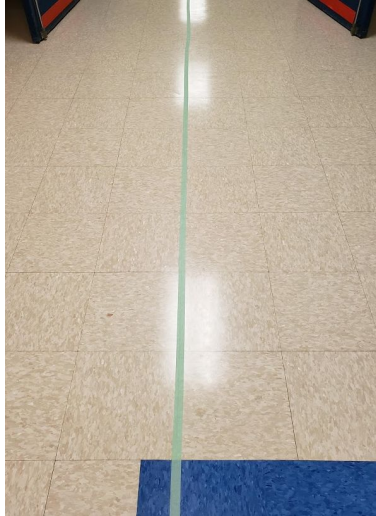
LMS Current Enrollment (8/30/19)	
Grade 5	94
Grade 6	95
Grade 7	92
Grade 8	114
Total	395 (October 2018 Projection: 378)

*****We have 25 new students registered this summer.*****

Competency Design Work:

- LMS had terrific representation at the Competency Design Studio and planning day in August: Heather Dwyer, Heather Stein, Audra McCollem, Rena Caron, Steve Fraser, Jeanne Henriquez, Carolyn Leite, Lisa Lasocki, Kathy Bangert, Martha Thayer.
- **1:1 Technology:**

- Our staff was made aware and trained on the [Google Chromebook App hub](#), which launched recently. This is a terrific digital resource with a library of apps for educators by educators.
- Our 5th Grade Distribution Night is Thursday, September 12th at 7:30p at the conclusion of our Open House.
- **Revised Work Study Practices:**
 - Thank you to the LMS Grading & Reporting Committee (Heather Dywer, Rena Caron, Heather Stein, Lisa Lasocki, and Audra McCollem) for their hard work on developing the revised [LMS Work Study Practices rubric](#).
- **PBIS:**
 - Heather Morrissette is our coach again this year. We are working on exciting plans for this year with our students and we will be continuing to promote the ideas of Doing Your BEST at LMS and Building Resiliency.
 - We are beginning the year with a focus on Classroom and Hallway behavior (the center lane is back!) using the BEST matrix from our PBIS work.



- **Assessment:**
 - Students in grades 5, 6, and selected students in grades 7 and 8 will take the AIMSweb assessment this fall in Reading and Math.

Items of Note:

- **Open House**
 - Our LMS Open House is September 12, 6:00-7:30p. Parents will have an opportunity to follow their child's schedule as they go "back to school" for the night.
- **Emergency Management:**
 - The [LMS EOP](#) was submitted to the State on Friday. Special thanks to Martha Thayer and Deb Young.
 - All staff will be certified/re-certified in ALICE as we begin the year..

- A secondary rally point was repainted in the back of the building with first period numbers painted on the driveway.

Upcoming Dates:

September

2 - Labor Day (No School)

3 - First Day!!!

12 – Open House

20 - School Dance (Grade 6-8) - PTO Sponsored

Litchfield Middle School
19 McElwain Drive
Litchfield, New Hampshire 03052-2328

Thomas Lecklider
Principal

Telephone 424-2133 · Fax 424-1296

Martha Thayer
Assistant Principal

LMS Promotion Ceremony

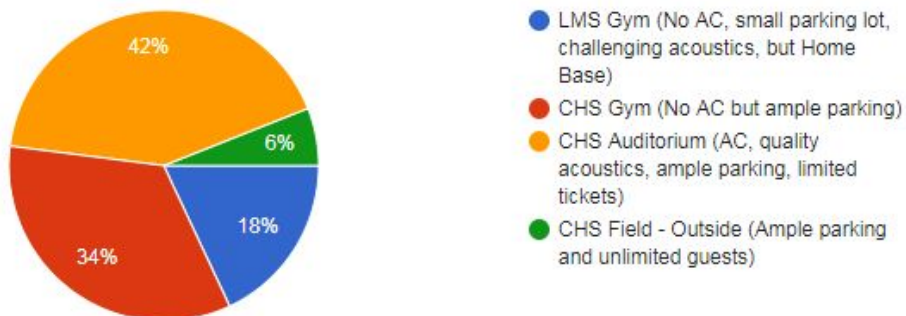
Overview:

After the LMS promotion ceremony in spring 2019, we surveyed parents for feedback on the potential location of future ceremonies. We faced challenges during the 2019 ceremony including poor acoustics and hot conditions.

Survey Options and Results:

Which option would be best for our Promotion Ceremony?

50 responses



Action Steps:

- Our current plan is to hold the LMS 2020 Promotion Ceremony in the CHS gymnasium on the evening prior to the District's last day of school to avoid ticket limitations (3 tickets) on families. The advantages of holding the Promotion Ceremony in the CHS gymnasium is that we will have more physical space, better acoustics, and better ventilation. The gymnasium holds 650 people on the bleachers and up to 516 on the floor.
- The challenges of the auditorium involve limited seating and stage space. With a 2020 8th Grade Class of 115 students and seating of 390, families will be limited to 3 tickets. As long as the ceremony is held in the evening, we feel that allowing all family members to attend is important to our community and was expressed in the comments of the survey.
- By holding the ceremony at Campbell High School, we will have more parking available to our community than we have had at LMS.
- If we held the ceremony during the school day, we would most likely not need the number of tickets for families. In the future, we would like to explore the advantages to a less formal daytime ceremony.

Survey Feedback Comments:

Need to improve upon the air circulation though.

I like that it's at LMS and the parking is fine. Only concern was when the speeches were read by the two students they could not be heard in the back which was disappointing since they put effort into it. Otherwise everything was excellent may be a little bit more airflow.

The CHS gym is much larger and not nearly as hot as the LMS gym. There is plenty of space for the band and families. You also need to reserve the floor chairs for elderly or people with disabilities.

During the recent ceremony we could not hear anyone speaking or reading the names as we sat in the bleachers. New sound system is necessary!

It was too crowded and warm in the gym this year, so will be better in the field.

I would hate to see a limited amount of tickets.

4 tickets should be plenty especially for middle school graduates

Reserve seating on floor for elderly and people with disabilities ... need different venue and sound system/ can't hear speakers or kids with their speeches at all. Plus it would be exciting for the 8th graders to have their ceremony at their potential high school

I would prefer the promotion ceremony to be held at the CHS Auditorium and my second choice would be CHS field.

One additional facet to consider would be the point the students receive their certificate to stop one moment for any photos and be facing the audience.

The student speakers should be informed the importance of speaking clearly and into the microphone. The speeches could not be heard or understood and I was sitting in the 2nd row.

Having the ceremony at the school provides closure for the students. They spent 4 years in the building it would be strange to have it at Campbell. It parking is an issue may tickets need to be considered. Good luck!

I understand the advantages to better facilities at CHS, but I strongly believe the ceremony just means more by having it at Home Base.

Any place is better than LMS gym.

AC all the way. It's 8th grade, not college, fine to keep it parents only if space is an issue.

The survey leans heavily too CHS Outside the way it is written. It is the only choice that does not have a negative statement placed in parentheses. It doesn't take a genius to figure out which option have the most votes.

It was hot in the gym but I think it is fitting to have it at LMS to mark the end of their time there. Another option potentially, and I am sure a lot of parents might not love the idea but my sister lives in Londonderry and she said they have their 8th grade graduation during the school day and parents are not invited. It would be kind of neat for the younger kids to see how their hard work can pay off. Just a thought, good luck with your decision.

I think a promotion ceremony could always be done in the day time hours - a glorified awards day ceremony then kiddos can go home after the event. This could occur in the early afternoon the day before the last day. As big of a milestone this event is, high school is no longer a luxury like when the school first opened. Recognition is nice, but not the whole thing.

It's great to not limit the tickets and the CHS gym is larger than the LMS gym so there should be more seating and better ventilation.

This year's ceremony was great and pretty short all things considered. It was just way too hot in the LMS gym with no air flow whatsoever in the bleachers. Thank you!

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 September 4, 2019

Location: Town Hall

In attendance:

Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert Meyers, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
William Lonergan, Principal, CHS
Jodi Callinan, Guidance Director, 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 6:05 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revised agenda posted late afternoon.

D. Summary of Non-Public Actions from August 21, 2019:

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

Mrs. MacDonald made a motion to accept the nomination of Jamie Faulhaber as CHS Mental Health Clinician at a salary of \$45,000 for the 2019-2020 school year. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. MacDonald made a motion to accept the nomination of Daniel Duforney as LMS Physical Education teacher at a salary of \$53,820 for the 2019-2020 school year. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. MacDonald made a motion to accept the nomination of Joshua Knight as CHS Director of Athletics at a salary of \$76,127.27 for the 2019-2020 school year. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mrs. MacDonald made a motion to accept the nomination of Babak Kavandi as CHS Math teacher at a salary of \$64,123 for the 2019-2020 school year. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. MacDonald made a motion to accept the nomination of Nicolas Sica as CHS Social Studies teacher at a salary of \$51,285 for the 2019-2020 school year. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. MacDonald made a motion to accept the nomination of Rachel Phillips as CHS English teacher at a salary of \$43,513 for the 2019-2020 school year. Mr. Bourque seconded. The motion carried 5-0-0.

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Mrs. MacDonald made a motion to accept the nomination of Matthew Colombo as LMS Science teacher at a salary of \$45,231 for the 2019-2020 school year. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. MacDonald made a motion to accept the nomination of Elizabeth Anderson as CHS Spanish teacher at a salary of \$55,538 for the 2019-2020 school year. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. Hershberger made a motion to accept the resignations of:

- ***Stephanie Wales, CHS School Psychologist***
- ***Erin Brown, CHS English Teacher***
- ***David Gilmore, LMS Physical Education Teacher***
- ***Amy Perkins, CHS Part Time Physical Education Teacher***

Mrs. MacDonald seconded. The motion carried 4-1-0, with Mr. Bourque opposing.

Mrs. Harrison made a motion to approve the request for a student to attend Kindergarten at GMS on a paid tuition basis until the family becomes residents of Litchfield, with a refund of tuition if the family moves into Litchfield within 90 calendar days. Mr. Meyers seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

- Guidance and Counseling

Dr. Jette explained that principals will be submitting their monthly reports at the beginning of the month for Board members to read. He indicated principals' attendance will be staggered at every meeting and each principal will showcase a program in the school each month so Board members can ask questions of teachers, students, staff and the community can get a better understanding of what occurs in the schools.

Mr. Lonergan and Mrs. Callinan provided a report on the CHS Guidance program and activities.

Mr. Lonergan asked who impacts a student most over their 4+ years in high school? He indicated that school counselors impact student midway through grade 8 and all the way to grade 12. He noted that CHS has a very tight and strong group of counselors who do exceptional work.

Mrs. Callinan invited Bill Hicks, At Risk Counselor, and Travis Tucker, CHS student, to join her. She indicated the amount of work and time spent at CHS is twice the amount of time spent at a larger school because of the level of involvement in the students' school and educational lives. She highlighted new activities and events in 2019-2020:

- Career roundtable discussions in October, December and March with career representatives coming in to speak with students who participate
- Counselors will meet with advisors monthly to discuss their aspirations and expectations
- PSAT Day is October 15 with speakers, college application assistance, senior project boot camp and career development discussions
- Faculty / Student Mentor Program
- Weekly email to be sent in students' email soon
- ELO Assistance with help from Julie Green to find external opportunities for students.

Seniors: every senior is seen multiple times during the year to make sure every student has a plan before they leave CHS.

Juniors: start discussing their plans for senior years and beyond with them; college recruiters come in and speak with them several times per year; college admission representatives will be coming. An event in Nashua next week will include more selective schools discussing admissions and expectations and/or requirements.

Sophomores: there is much attention to grades and those with 504 plans; students are seen in advisory in small groups; start to get them to think during their classes about what they want to do when they graduate.

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Freshmen: Freshman Seminar is a great opportunity to speak with the students and try to get them to think about life after high school.

Grade 8: Over the summer every grade 8 parent is sent a login to Naviance to help them get ideas for their own children and help to tailor their expectations.

Mrs. Callinan commented that Travis Tucker is one of those students that you pray for in every building. He has a positive, upbeat attitude, was a student presenter on 8th Grade Parent Night, and wanted his four year plan when he was a freshman.

Travis Tucker, a junior at CHS, made the following statements:

The program with guidance starts in grade 8 because the transition to high school is a big one. It is a different social environment. When guidance works with the student council during Move Up Day, we get to meet our counselor. The counselor helps so much with scheduling and the transition; they are flexible and accessible. My four year plan was set up when I first came in as a freshman because I knew I wanted to go to college. Counselors accommodate student needs and make it easy to plan for life after high school.

Mr. Hicks made the following statements:

I run the Student Support Center and am known as the Alternative Counselor. I was asked to come to CHS and work with students who were acting out 12 years ago. These students had drug issues and were drop outs. My job is to make sure every student feels successful because I care about each one of them. The typical program does not always work. The State Department helped with grant funding for students who are struggling and cannot make the credits in the system. Through the years student issues have transitioned to those who were acting out to more emotional issues. My availability is every block, Saturdays and any time.

Most students in there have had no success since second grade; that is about 30-35 students per year and it is not an easy task to get these types of students to trust adults. My students are taught how to communicate their problems and the rewards are the successes of the students. Parents feel embarrassed and do not want to come in and talk, but they need support as well. If this program did not exist these students would be lost.

Peer Mentors: a workshop for students who want to be mentors. Their job is to talk with students who are struggling. There are teacher mentors to support one or two students who are struggling academically and/or socially. The workshop teaches them about the adolescent brain, how to talk to students, and how to have a personal relationship with a student.

Mediation Program: helping students being bullied by someone through texting or electronic means. In this program, students get together in a room and talk and each person gets to tell their side of the story. At the end we do a hand shake and 90% of the time, though they may not be friends, this will not have to occur again.

Mr. Lonergan mentioned that peer mentoring has been brought to the middle school as well. Mr. Hicks noted six students go down twice per week and help students who struggle.

Mrs. MacDonald commented that Mr. Hicks makes sure everyone has a Thanksgiving meal and makes a tremendous difference in students' lives.

Mrs. Hershberger asked if there are more students with problems with less enrollment than in the past. Mr. Hicks indicated in the beginning it was basically putting out fires, but many keep it hidden and it takes work to get them to talk.

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Mrs. Harrison asked if the CHS counselors work with counselors at LMS and GMS. She commented the more consistency we can give students begins in elementary school.

Mr. Hicks commented that the best teachers to start this work are elementary teachers because students fail starting in second grade and it carries with them throughout their educational years.

Mrs. Callinan indicated that the guidance department at CHS does work with counselors in the other schools helping them prep their students with course selection for high school, holding CHAT to CHAT meetings between schools, talking about each student and those concerns. She noted it helps pinpoint students to watch out for on Freshmen Orientation Day.

Mrs. Callinan offered to share an annual alumni report from Naviance with the Board, as well as the SAT Cohort for classes from 2011 to 2018.

Dr. Jette thanked Mr. Lonergan, Mrs. Callinan, Mr. Hicks and Mr. Tucker for coming to share a glimpse of what happens in the counseling program at the high school.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- College Attendance by CHS Graduates
 - Analysis of Colleges Attended
 - Analysis of College Acceptances
 - List of Schools – Selective and Non-Selective

Dr. Jette provided information regarding schools CHS graduates attended and college acceptance percentages. A list of selective schools and non-selective schools was provided. He reported that out of 114 graduates this year, 96 have gone on to a 2 or 4 year school (84.21%); 20 of those students who have gone on to a college attended a selective school (20.83%); the percentage of total graduates who attended a selective school is 17.54%. Dr. Jette reviewed the list of colleges to which students were accepted, pointing out that some colleges had multiple acceptances, but may not have had a student choose to attend.

Mrs. Callinan indicated that the list of selective schools is taken from the US World News report.

Mrs. Harrison asked about the characteristics of a selective school. Mrs. Callinan mentioned a few, such as above average SAT scores, low acceptance rates.

Mr. Bourque asked if there was any thought to announcing the school graduates will attend at graduation next year. Mr. Lonergan indicated that no challenges were faced by not announcing the schools.

Mr. Bourque asked how we will address grades submitted into Infinite Campus in a timely fashion this year. Mr. Lonergan indicated that the plan is for grades to be put into the system every two weeks; however, it is challenging for those running project-based classes.

Dr. Jette commented in this day and age people are so used to having instant results. He indicated it is incumbent on teachers to stay on top of it.

Mr. Bourque commented with regard to closing the portal down, that there should be no reason to close it. Mrs. MacDonald suggested putting in the due date so parents know the date for the end of the semester.

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Dr. Jette commented last year we closed the window down for a short period. We communicated to parents if you see it “live” it is like seeing the “sausage made”; however, if a parent sees a grade is not reported, they should report it directly to the principal so he can direct the teacher to enter the grade.

Mr. Lonergan expressed concern about parent calls when the grades are not entered quickly enough. Dr. Jette indicated that will be discussed at the Admin Team meeting.

Mr. Bourque asked for an ALICE update.

Dr. Jette indicated the Emergency Management team will be meeting on Friday. He noted that we have done the parent roll out and have to discuss how we go forward with students.

Mr. Lonergan indicated some teachers are already discussing emergency situations with their students.

- Debriefing of District Opening Days

Dr. Jette provided an update on the activities of the district’s opening days for faculty and staff, which included staff recognitions, a presentation from Justice Broderick about his experience with his son who was afflicted by a mental illness, suicide prevention, a staff barbeque, training on Data Governance and Student Privacy, and ended with ALICE recertification.

- Enrollment – First Day

Dr. Jette provided enrollment information for the first day of school in Litchfield. He reported the district had 1,265 student registrations, but 1,243 students were actually counted. He noted this number does not include PreK.

Mr. Bourque commented that it seems as if the numbers have stayed somewhat steady in comparison to last year.

- Special Meeting Update and Revised Warrant

- Court Decision for Special Meeting

Dr. Jette reported the court decision was received on Friday afternoon. He indicated the judge was very interested in what occurred in the courtroom and issued a 10 page ruling. He noted it was a thoughtful opinion.

- Revised Warrant for Special Meeting

Dr. Jette provided an update regarding the District Special Meeting. The Special Meeting was postponed to October 1 due to a procedural glitch. He explained that the court decision in favor of granting the special meeting was received late on Friday. The checklist is required to be posted four weeks prior to Deliberative Session and four weeks prior to voting for correction. The Supervisors of the Checklist did not hold the session prior to Deliberative Session, which raised concern that someone could challenge the process and invalidate the vote. Dr. Jette indicated we are following the process to the letter of the law and expressed he is hopeful the public understands. He noted that the School Board is required to sign the revised warrant.

The School Board signed amended warrant with the new meeting dates.

Dr. Jette confirmed the voting checklist was posted yesterday with an opportunity for people to amend the checklist on September 21. He commented this is a regular election and mentioned if any voters are unable to be in town that day an absentee ballot can be requested. The official ballot will be a paper ballot that will be hand counted.

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- ALiCE Recertification

Dr. Jette extended an invitation to School Board members to take the ALiCE recertification course. All Board members should have received an email from ALiCE with a link to the course.

- Historic Registration of Town Buildings

Dr. Jette reported that the Historical Society and Heritage Commission approached the Select Board to register certain older buildings in town, including the 1930 building at GMS. He commented that there was a question of ownership and we pulled the deed. Dr. Jette noted it is evident that the district owns GMS and the land it is on. He indicated the School Board would have to sign off on the petition to register the 1930 building. He mentioned that it was requested that a School Board representative attend the September 9 meeting of the Board of Selectmen to speak to the petition. Dr. Jette indicated they documented the building so there will be a record on file at the state, which can help in the future applying for grant money to preserve it.

Mr. Bourque and Mrs. MacDonald offered to go to the Select Board meeting.

- Status of State Education Funding

Dr. Jette discussed with the School Board an update received regarding the status of the NH State Budget and Education funding. He indicated Litchfield is proposed to gain \$420,000 in this coming budget year if the budget issue is settled at the state level, which should be by the end of September.

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.

Rob Meyers, 13 Nesenkeag Drive, provided clarification for a statement he made at the Select Board meeting during which he commented that there were times he did not support the town budget when voting on the Budget Committee. He indicated that he has often voted to support town budget items and mentioned the town representative has also voted to support school district budget items in the past.

Mrs. MacDonald commented that Mr. Meyers has always kept the School Board well informed of business discussed at Budget Committee meetings.

I. School Board Comments

Mr. Meyers commented that the Budget Committee asked for a status on the Capital Planning Committee.

Dr. Jette indicated that there was a meeting today that was specific to a presentation from Siemens regarding providing an energy performance contract. He noted meetings of the Capital Planning Committee are scheduled on Wednesdays prior to a Board meeting.

Mr. Meyers reported that the Budget Committee asked for costs for the special meeting and election.

Dr. Jette indicated the costs have not been calculated officially at this time. He noted that there are approximate costs and we can update the calculations to date.

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Mr. Bourque commented that it is worth having a contract for teachers for the cost of a few thousand dollars. Mr. Meyers indicated he did make that point to the Budget Committee.

Mrs. MacDonald asked when the GMS playground will be open.

Mr. Izbicki indicated the shade will be installed next Tuesday and we are waiting for Primex to schedule a safety inspection before the playground can be opened.

Mr. Bourque commented on transportation. He indicated that within the first two days a bus broke down. He noted that the district does not have all the new buses it was promised. He commented that there is now a pick up and drop off at a private program on Bus 9 and buses have been arriving late.

Mrs. Harrison agreed and noted that her children's bus was 12 minutes late.

Mr. Izbicki mentioned that there is a meeting with First Student coming up on September 13 and many issues will be addressed. He commented there are always some issues the first two weeks of school.

Dr. Jette reported that all the buses were shipped, but two were involved in an accident. He noted that temporary buses have been put in place.

Mr. Izbicki commented that with new drivers coming to a new town, one dry run for the routes is not enough.

Mr. Bourque commented on the pick up and drop off system at GMS. He indicated that a solution had been discussed at the last meeting.

Dr. Jette indicated some changes have been implemented, but buses were late yesterday. He believes they are not holding the students waiting for the buses. Other options and ideas were exchanged.

- NHSBA Delegates' Assembly

Dr. Jette reported the NHSBA is notifying School Boards that they are accepting proposed resolutions for the upcoming Delegates' Assembly in January 2020. The deadline for submissions is November 4, 2019.

Dr. Jette asked Board members to select a delegate and submit ideas for new resolutions.

II. GENERAL BUSINESS

A. Public Minutes:

- August 19, 2019
- August 21, 2019

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

Mr. Meyers made a motion to approve the public minutes of August 21, 2019. Mrs. MacDonald seconded. The motion carried 5-0-0.

III. REPORTS

A. Principals' Reports

- CHS Principals Report
- GMS Principals Report
- LMS Principals Report

Principals are now on a rotating schedule. The written reports will be submitted to the School Board at the first meeting of the month, but Principals will have a schedule for attendance at the meetings.

B. Business Administrators Report

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)

- DOE 25 and MS 25 Signatures

Mr. Izbicki provided cover sheets for the DOE 25 and MS 25 for Board member signatures. He indicated that the report will be emailed to the Board.

- Food Services Update

Mr. Izbicki provided some baseline information regarding Food Service finances. He indicated that the full report will be provided at the September 18 School Board meeting and will include information regarding staffing adjustments, portion adjustments for high school students, equipment investments and the reconfiguration of the kitchens.

Mrs. MacDonald mentioned that the lunch menus are posted on the District website, but not on the some of the school web pages.

Mr. Bourque mentioned that the School Board calendar needs to be updated on the District website.

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. MacDonald, the School Board entered into non-public session at 8:46 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. 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.

VII. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the School Board returned to public session at 9:56 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. MacDonald made a motion to adjourn the meeting at 9:56 p.m. Mr. Bourque seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570 & Fax: (603) 578-1267

Equal Opportunity Employer

Michael Jette, Ph.D.

- *Superintendent of Schools*

Cory Izbicki

- *Business Services*

Mary Widman

- *Curriculum, Instruction & Assessment*

Hollie Messenger

- *Human Resources*

September 18, 2019

**To: The Members of the Litchfield School Board
Superintendent Mike Jette**

From: Cory Izbicki, Business Administrator

Subject: Report for September 18 School Board Meeting

The purpose of this monthly report is to update the School Board regarding day to day and ongoing operations that would be of particular note.

Food Service Update:

1. Beginning July 1, 2018, the goal of the food service department was to improve the food service program. Through September 10, 2019 the following efforts have taken place:
 - a. Reconfiguration of the GMS Kitchen to better utilize space and the purchase of new ovens to update outdated equipment at the end of its useful life: \$8,635
 - b. Purchase of a food bar for GMS in order to make offerings more visible to the kids: \$1,929
 - c. New warmer purchased for CHS, old warmer relocated to GMS: \$2,130
 - d. We are passing on the upgrade to Mosaic software for FY20: Savings in excess of \$10,000.
 - e. Change in hours for certain positions making them benefit eligible (Insurances, NHRS). The decision to change these hours was to provide more consistency and time to get tasks accomplished. Additional cost from FY18 to FY19: \$42,545 (17.38%)
 - f. Portion sizes were evaluated at the High School noting that Campbell Students were being served elementary school portions. Portions were increased.
 - g. Greater utilization of the USDA Commodities Surplus Distribution, using eligible dollars to buy more expensive (meats, cheeses) needs at cost rather than canned items that have been accumulated in storage over the years.
 - h. Greater utilization of the NH Buying Group to buy food items on the State of NH bid sheet, reducing cost of certain items such as milk. The District in the past purchased from Garelick and has changed over to Hood which is on the bid resulting in cost savings between \$7000-\$8000 per year.
 - i. Reduction in Food Cost from FY18 to FY19: 3.6%
 - i. Total costs associated with food service program: Up \$30,505.36 (6.0%).
 - j. As of September 10, all major equipment purchases are complete, focus will be procedural, with the main focus of efforts for FY20 being the program and offerings at GMS.
2. Review of deficit fund balance and local revenue:
 - a. Food service program ended the year in a deficit position (\$40,257.59) which had to be subsidized through transfer from the General Fund.
 - b. Overall increase in Local Revenue of \$23,946.53 (5.1%).
 - c. Increase in Federal Revenue: \$3,612.73 (5.3%)
 - d. Decrease in State Revenue: \$(342.74) (7.0%)
 - e. Analysis of meal counts and revenue:
 - i. GMS Total Meals Served: 33,509 (306 Adult; 30,320 Reim; 2,883 Non Reim)



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1. Revenue: \$75,338.95 (\$65,808.35 meals; \$9,530.60 a la carte)
- ii. LMS Total Meals Served: 32,602(187 Adult; 27,240 Reim; 5,145 Non Reim)
 1. Revenue: \$140,447.31 (\$80,902.40 meals; \$59,544.91 a la carte)
- iii. CHS Total Meals Served: 23,529 (1,034 Adult; 21,993 Reim; 502 Non Reim)
 1. Revenue: \$146,241.35 (\$59,612.90 meals; \$86,628.45 a la carte)

Athletic Transportation Cost Comparison:

1. In negotiations and review of the new contract with First Student, rates for co-curricular and athletic transportation were discussed. First Student recommended changing the rate schedule to a different model.
 - a. Upon initial review, a potential for savings was seen and the rate schedule was adjusted.
 - b. Upon further review and initial billings, it has been determined that not all factors were taken into account in the initial review. The new structure in certain cases has doubled the cost for certain trips. (See attached review).
 - c. Meeting with representatives from First Student on September 13. Intention in regards to Athletic and co-curricular transportation is to request an addendum to the contract reverting back to the previous rate schedule in order to reduce the cost of these trips. Will update the board at the September 18 meeting.

Please let me know if there are any questions regarding the information contained in this report.

Respectfully Submitted,

Cory Izbicki

Business Administrator

Litchfield School District Dress Code

2004-2005	<p>Dress code revised from 1987 policy</p> <ul style="list-style-type: none"> • neat grooming • dress should follow basic health practices / comply with State health code • not interfere with educational process / not be distracting to other students/teachers • not allowed: shorts / mini skirts well above knee, halter tops, tank tops, bare midriffs, chains, spikes, clothing depicting alcohol, drugs, violence, obscenities, overt/covert sexual reference, hats, head coverings • shoulder straps for tank tops minimum 2" • no undergarments visible; torsos covered
2005	Dress code policy revised and approved by School Board (current policy)
2008-2009	Dress code challenged, but not changed
2012-2013	<p>CHS administration added an addendum to the dress code policy in the proposed student handbook:</p> <ul style="list-style-type: none"> • not allowed: yoga pants, leggings, jeggings, lycra, spandex, tight fitting clothing
July 2014	<p>Student handbooks approved Parents/students approach School Board regarding topic</p>
August 2014	Article in HLN regarding change in dress code at CHS
September 2014	<p>Parents/students send letters to School Board regarding dress code change CHS Social media pages were made regarding and commenting on the dress code Parents/students approach School Board regarding topic HLN Article brings "body shaming" to light CHS Administration and Student Council take steps to address dress code Dress code committee proposed School Board member offers to participate</p>
October 2014	<p>Dress Code Committee meets; membership includes students (male/female), student council members and non-members, teacher and school board member Discussed dress code in detail of each rule Conclusion and agreements:</p> <ul style="list-style-type: none"> • leggings/yoga pants are deemed appropriate if paired with long sweater, shirt • shorts and skirts must be mid-thigh length • administration to meet with faculty to discuss dress code and alternative options for reprimanding students who were in violation of dress code <p>Committee offered to take pictures of appropriate clothing worn on a mannequin that could be posted on the school webpage or in public view</p>

LITCHFIELD SCHOOL DISTRICT

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STUDENT DRESS CODE

The Litchfield School Board has the responsibility to assure that the atmosphere in its schools is conducive to learning and fosters an environment of respect. Student dress plays an important part in creating an educational tone that demands both academic rigor and high standards of discipline. Additionally, appropriate dress is often a requisite for employment and, therefore, this topic is consistent with meaningful instruction and student learning.

The responsibility for the appearance of the students rests with the parents and the students themselves. Parents have the right to determine each student's dress, so long as such attire complies with the health code of the State of New Hampshire, is not destructive to school property, does not create a safety issue, does not disrupt or interfere with the educational process or the rights of others, and complies with the District and/or school dress code.

Building Principals are authorized to issue and enforce specific regulations regarding student attire for each school. Teachers and staff will monitor and assist in referring students in non-compliance of the dress code to administrators. The school dress code will be published each year in the Student/Parent Handbook. Students as well as parents/guardians will be notified about the student dress code at the beginning of the school year and each time the student dress code is revised.

Students who violate the dress code shall be subject to appropriate disciplinary action. The Principals of GMS, LMS, and CHS or their designees will, upon finding that dress or attire is not in compliance with this policy, require a student to be removed from class and request that the student cover or change their dress or attire to be in compliance with this policy prior to re-admission to class. In appropriate instances, parents will be contacted and requested to bring appropriate dress to school.

The following regulations will apply during daily school attendance and at all regular school activities throughout the Litchfield School district [GMS, LMS, CHS]. Coaches and teachers with appropriate notice to the students and parents may impose more stringent dress requirements to accommodate the special needs of certain sports, classes, and/or special events. These regulations also apply to home-schooled students who come into the school buildings for school activities, tests, sports, special classes, or special events.

1. T-shirts and other clothing and jewelry imprinted with words, pictures or symbols that advocate the use of or advertise alcoholic beverages, tobacco or other drugs are prohibited.
2. T-shirts and other clothing and jewelry imprinted with words, pictures or symbols that are lewd, vulgar, profane, indecent or offensive are prohibited.

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JICA <i>Replaces JFCA</i>	APPROVAL: June 22, 2005 Page 2 of 2
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3. T-shirts and other clothing and jewelry that interfere with the rights of others, cause disruption to the educational program, damage school property, or are considered a health or safety hazard are prohibited.
4. Tattoos with such symbols, pictures, or wording as described here must be concealed at all times.
5. Lingerie or pajama wear may not be worn as outer garments except for days/activities specifically designated for that purpose.
6. Hats, hoods, bandanas or sweatbands are not to be worn in school except for headgear worn for religious or medical reasons or required for a class or sporting event.
7. Undergarments must be concealed by appropriate outer clothing at all times.
8. Clothing that exposes the chest, cleavage, abdomen, midriff, genital area, or buttocks is prohibited.
9. Halters, tube tops, spaghetti straps, see-through fabrics, and backless tops are prohibited.
10. Shorts or skirts must be at least mid-thigh length.
11. Shoes or other appropriate foot coverings must be worn at all times.
12. Chains, spikes, and jewelry or belts with spikes are prohibited.

Additionally, parents should ensure that clothing is appropriate for weather conditions each season.

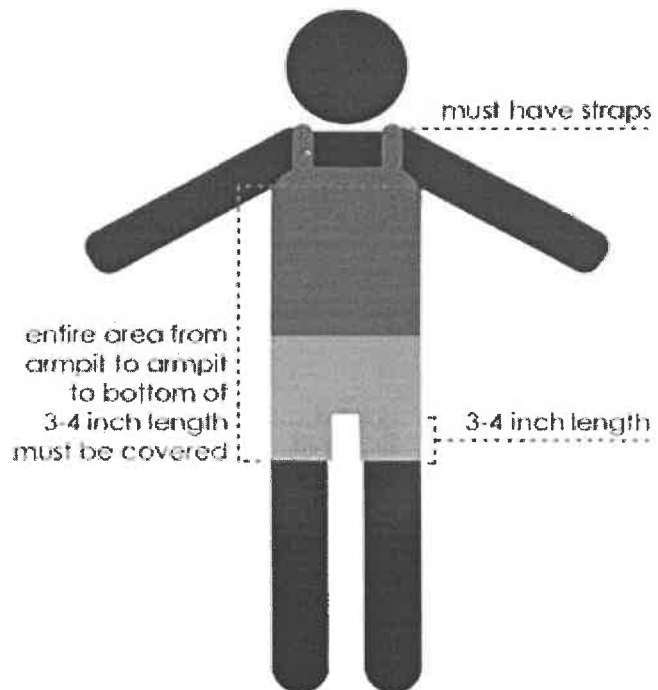
Approval: 2nd Reading, June 22, 2005
Reviewed: 1st Reading, June 8, 2005
Revised: (JICA) November, 1999 & June 1, 2005
Approval: Original (JFCA) October 6, 1987

STUDENT DRESS CODE

Roanoke County Public Schools respects students' rights to express themselves in the way they dress. All students who attend Roanoke County Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below).
Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.



Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.