

*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**

**July 14, 2010**

**(approved as written 7-28-10)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order - Pledge of Allegiance**

**6:30 p.m.**

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

**2) Review & Revision of Agenda**

Revisions to the agenda included the addition of Annual Audit Questionnaire and Resignation under Business Affairs; the addition of LMS After School Care under School Board Comments; and the addition of Committee Reports following Policy Work Session.

**3) School Board Comments**

Dr. Cutler announced Nashua Boys/Girls Club will no longer be holding after school classes at LMS due to budget cuts. She informed the Board that a group from Springboard After School Programs will present a proposal for an after school program at LMS at the July 28 School Board meeting.

Mr. Guerrette commented that following a previous Board discussion regarding access to school affairs by Board members, he understood that the Board-Employee Communications policy addressed the procedures. He indicated that his understanding was that a Board member can visit the schools either as a private citizen or official member sanctioned by the Board. Mr. Guerrette stated that the policy mentions, under School Visits, that a Board member can inform the Superintendent of plans to visit the schools and make arrangement with the principal. He indicated that the policy does not state that a Board member needs official approval from the Board. Mr. Guerrette announced that his intention is to follow the parameters of the policy as stated.

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*Excerpt from: BHC – Board/Employee Communications*

*Visits to Schools*

*Individual Board members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as “inspections” or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of the Superintendent and Principals.*

Mr. Miller thanked the Board for allowing him to participate in the June 23, 2010 Board Meeting via teleconference.

**4) Summary of Non-Public Actions: *No non-public session was held on June 23, 2010.***

**5) Board Correspondence *(All correspondence received by Board members are attached to the minutes)***

Mr. Miller read a letter from Chris Pascucci, Colonial Drive, sent to Board members. Mr. Pascucci expressed concerns about the \$2M loss in adequacy aid. He asked Board members to be mindful of the economic state in Litchfield as they prepare to discuss the FY12 budget.

Mr. York indicated that Mr. Mike Boschi, Fallon Drive, expressed concern about a recent call for volunteers to install the GMS playground equipment. Mr. Boschi was concerned that the installation would be done properly. Mr. York assured him that it would not be an issue.

Mr. York received a communication from Betty Vaughan, Stark Lane, in which she expressed that the Board develop a committee to plan for more nutritious lunches at the schools.

Mr. York indicated that Board members received a follow up correspondence from Patricia Waggoner, Broadview Drive, expressing her support for the network implementation plan.

**6) Presentation to the Board**

a) CHS Press Box Committee Signage Proposal

Coach Kiestlinger presented, on behalf of the CHS Press Box Committee, a proposal for commercial advertisement at Litchfield School District Athletic fields. The Press Box Committee is proposing commercial advertisement at the athletic fields as a way to help raise funds for maintenance of the press box. The proposal contained criteria that addressed the size of the signs, colors, location, and the contribution cost to the vendor or contributor.

Mr. Kiestlinger indicated that the Committee's fundraising effort would like to recognize various families, business, etc. in town that make a monetary contribution or contribute construction items.

Board members reviewed the proposal. Mrs. Prindle commented that the following wording of the Advertising in the Schools policy, may not apply to the Committee.

*"The school may cooperate in furthering the work of any non-profit, community-wide, social service agency, provided that such cooperation does not restrict or impair the educational program of the schools with approval of the Board."*

Mrs. Couture concurred, indicating that the wording was not intended for committees. She indicated that there was an issue in the past involving the Little League and advertising. The School Board had planned to revisit the policy. Mrs. Couture commented that she would not be opposed to giving the Committee permission to advertise; however, she believes the Board should revise the current policy.

Mr. York was concerned about the location of the signs. Mr. Kiestlinger indicated that it was suggested the signs be placed in or near the end zones for maximum visibility. Mr. York was concerned that the proposed color of the signs would restrict vendor contribution. He indicated that vendors (companies) do not allow alteration of their logos or colors. He suggested that the proposal or policy state that the signs respect company logos and marketing brands.

Board members discussed the size of the signs and if the signs can withstand the weather. Mr. Kiestlinger indicated that the signs would be 3' x 5' and should be able to fair well through our harsh winters.

Mr. Miller suggested that the Board revise the Advertising in the Schools policy at the July 28 meeting. He also asked Mr. Kiestlinger to reconsider the location of the signs. Mr. York suggested that the Committee investigate using larger signs, which would yield larger contributions.

**7) Community Input**

There was no community input.

**8) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Hearing Minutes of June 16, 2010

***Mrs. Couture made a motion to approve the June 16, 2010 Public Hearing minutes as written. Mrs. Prindle seconded. The motion carried 5-0-0.***

- b) Public Minutes of June 16, 2010

***Mrs. Couture made a motion to approve the June 16, 2010 Public minutes as written. Mr. York seconded. The motion carried 5-0-0.***

- c) Public Minutes of June 23, 2010

A minor revision was made to the minutes.

***Mrs. Prindle made a motion to approve the June 23, 2010 Public minutes as amended. Mrs. Couture seconded. The motion carried 5-0-0.***

- 2) Kindergarten Construction

Dr. Cutler shared new information regarding kindergarten construction aid with the Board. Mr. Ed Murdough, NH DOE, emailed business administrators across the state about kindergarten construction aid in relation to the last year of eligibility for temporary classroom costs for kindergarten. Mr. Murdough communicated that if there is any likelihood that a district plans to put forth a proposal to build kindergarten classrooms in 2012 or 2013, the state needs the information and cost estimates. He asked that districts discuss the possibility of kindergarten construction with their school boards.

Dr. Cutler indicated that Litchfield is in the 2<sup>nd</sup> year of state funded temporary kindergarten classrooms, with one more year left before Litchfield begins paying for the portables. Dr. Cutler expressed her desire to be able to construct a free standing kindergarten building with 75% funded by the state and the remaining 25% funded by impact fees. This would be at no cost to taxpayers. She added that if Litchfield takes advantage of the construction aid and use of impact fees, the portables would no longer need to be funded.

Board members discussed some options and agreed to discuss the matter further at the first Board meeting in September. Board members requested more information on construction costs and location for the four classrooms. They agreed that construction at CHS should be investigated.

- 3) 2010-2011 School Board Goals  
a) Community Connections  
b) Community Input

Board members reviewed and discussed goal setting for the 2010-2011 year.

Board members reviewed the goal and objectives for Goal 1: Increase achievement for all students. Dr. Cutler commented that data provided reflects that every grade, except for grade 9, increased assessment scores. She indicated that four years of data are included and that good progress has been made.

Board members discussed assessment test score data. Mr. York suggested that the District require high school students to pass the assessment test in order to graduate. He indicated that the District requires high school students to complete a sophomore and senior project in order to graduate. He commented that requiring students to pass the assessment test would be more consistent with the expectations of the school. Dr. Cutler indicated that other states have retakes in place for students who do not pass the assessment tests. Currently, New Hampshire does not have a retake method.

Mr. Guerrette commented that there are inconsistent expectations at the high school level and that there is more emphasis on projects than academics. Dr. Cutler indicated that academic achievement is the work of the District. The Board's responsibility is to determine the goals are appropriate for the District. Mr. Guerrette suggested that Goal 1 be revised to read: Increase academic achievement for all students.

Mrs. Prindle suggested a new objective for SAT improvement. Dr. Cutler indicated that the Board reviewed an SAT Improvement Plan at a previous curriculum meeting. The data will be included with the goals worksheet for the Board at the next meeting.

Mrs. Couture indicated that when the mission statement was developed, one of the concerns was study skills. She commented that this has not been addressed and suggested that a new objective to address study skills, with the progress measured by gender. Dr. Cutler was concerned that progress would not be able to be measured by that method. Dr. Cutler will consult Mr. Manseau.

Mr. Guerrette believes the vision statement needs to be updated. The vision statement will be included with the goal worksheet for the Board at the next meeting.

Mrs. Couture queried about the exclusion of the community engagement plan. Dr. Cutler indicated that, although the District tried to engage the community through meetings and events, the plan was not successful. There was much effort, but not a lot of results. The Community Engagement Plan will be included with the goals worksheet for the Board at the next meeting.

Mr. York queried about the student survey included with the goals worksheet. Dr. Cutler indicated that Mr. Manseau can provide further explanation at a future Board meeting. She noted that the survey fits under the goal objective. Dr. Cutler asked Board members to review all goals and objectives. She directed Board members to notate comments/recommendations on the corresponding comment sheets, which can be returned to the SAU for proper formatting.

4) FY12 Preliminary Budget Reductions

Dr. Cutler shared potential reductions to the FY2012 district budget with the Board. She indicated that, in lieu of the impending education funding loss to Litchfield, the draft document reflects possible reductions to the current budget in the amount of \$2M. She explained that she and the Administrative Team completed the list of reductions that total \$2,030,656.77. The list includes the budget item reductions, the amount of savings and the impact of the reductions. She recommended the Board set three different dates in September for public hearings so the Board can consider community input, what the community values, and what the community is willing to support.

Dr. Cutler indicated that she informed the faculty of each school that reductions to the FY12 budget would be discussed at the Board level during the summer. She noted that she asked for faculty input and suggestions, which can be submitted upon their return to work. Dr. Cutler explained to the staff that many things can happen before the budget goes before the voters in March. She indicated that it is wise to prepare and discuss the issue before presenting the budget to the Budget Committee.

Dr. Cutler read potential budget reductions for the Board. These potential reductions are as follows:

*(Note: salary amounts include the total salary and benefit costs)*

- **GMS:**
  - Cut 6.5 paraprofessionals - \$119,902.53;
  - Cut 2.5 kindergarten paraprofessionals - \$43,212.87;
  - Cut 1 monitor - \$5,952.53;
  - Cut 2 grade level teachers - \$111,596.61;
  - Cut 1 Administrative Assistant - \$58,056.63;
  - Cut Assistant Principal - \$94,506.92;
  - Cut 1 full time custodian - \$45,394.35;
  - Cut Summer Reading Program - \$6,638.77;
  - Cut Librarian's extra days - \$3,547.52;
  - Cut Guidance extra days - \$3,172.51;
  - Cut Nurse's extra days - \$900.27;
  - Removal of Grade 3 portables - \$16,300.00;
  
- **LMS:**
  - Cut 4 program paraprofessionals - \$75,083.17;
  - Cut 1 full time custodian - \$40,012.31;
  - Cut LMS Chorus - \$30,834.27;
  - Cut 1 teacher per grade level (4) - \$305,170.67;
  - Cut Receptionist - \$14,706.65;
  - Cut 1 Special Education teacher - \$62,141.80;
  - Cut Librarian's extra days - \$3,628.06;
  - Cut Guidance extra days - \$3,707.38;
  - Cut Nurse's extra days - \$666.87;

- **CHS:**
  - Cut 2 program paraprofessionals - \$49,116.90;
  - Cut .5 custodian - \$25,307.51;
  - Cut 1 classroom teacher per area (4) - \$208,920.50;
  - Cut 1 Special Education teacher - \$59,374.41;
  - Cut Curriculum Facilitator positions - \$9,723.86;
  - Cut part time Special Education Administrative Assistant - \$12,015.73;
  - Cut Adult Education - \$6,608.45;
  - Cut Librarian's extra days - \$3,730.70;
  - Cut Guidance extra days - \$3,730.70;
  - Cut Nurse's extra days - \$600.18;
- **SAU/District-wide:**
  - Cut 1 Speech Pathologist - \$88,146.37;
  - Cut 1 COTA - \$13,440.28;
  - Cut all national conferences - \$12,475.00;
  - Move to a four day work week – no associated cost as transportation cost would increase as result;
  - Change to NH DOE standard hour calculation to reduce number of days – no associated cost as transportation cost would increase as result;
  - Cut one daily regular bus - \$37,335.60;
- **Revenue Increases:**
  - LMS pay to participate - \$100 per sport, per student x 240 students, less 20% for family maximum: \$19,200.00;
  - CHS pay to participate - \$150 per sport, per student x 411 students, less 20% for family maximum: \$49,320.00;
  - Increase CHS parking fees to \$50 – 157 spots x \$45 increase: \$7,065.00;
  - Increase CHS bus tickets from \$63 to \$100 – \$18,190.00;
  - Assess a fee for summer camps - \$100 per week x 10: \$1,000.00;
  - Assess a season pass fee to all town organizations for use of buildings and fields - \$1,000 per season for 17 sports: \$17,000.00;
  - Use high school impact fee monies: \$343,212.90;
- **Total reductions to appropriations: \$2,030,646.77.**

Mr. Miller noted that the positions stated in the potential reductions were specifically identified. Mr. Martin clarified that the potential reductions consist of real numbers of identified individuals. Dr. Cutler indicated that these are real people that have been identified, but not yet notified.

Dr. Cutler explained that administrators tried to preserve the integrity of the classroom and reduce other services. She mentioned if we cut the suggested positions, we can remove the third grade portable and move the classes back into the school.

Dr. Cutler provided research information regarding facility use in other districts. She asked Board members to review the information for the next meeting on July 28. Dr. Cutler indicated that she would be making a recommendation that the Board not change the current facility use policy/procedures for the next two years.

Mrs. Couture mentioned that she felt there were several items identified by the SAU that she could not support cutting. She identified over \$400,000 of other budget items in the 2010-2011 budget that could be reduced instead. She suggested that all Board members have an opportunity to suggest reductions in the budget and prepare their own lists as well. Mrs. Couture commented that it is necessary for the Board to have more solid information before presenting it to the public.

Board members discussed possible formats for the public meetings. Mrs. Prindle indicated that the main purpose is to capture the sentiment of the community regarding certain changes and reductions to the budget. Dr. Cutler offered to develop a plan or agenda for the community meetings. Dr. Cutler suggested that the Board can list items on a chart and query attending community members on the three most important items in order to determine what people value in the town. Community members can voice their concerns and suggestions for the Board to consider. Dr. Cutler also suggested an online survey.

Mr. York suggested that much information should be provided in the presentation to the public (e.g. Board member suggestions, SAU recommendations, Mr. Spencer's suggestions, etc.). He indicated that the largest complaint in the community is that they do not have enough information. Additionally, the Budget Committee will have suggestions and community members will have suggestions for the Board to consider. Mr. York commented that the information should be distributed with a short presentation, and community members that attend the meetings should voice their opinions.

Mr. Guerrette commented that these public meetings will be a significant event in Litchfield. He indicated that every piece of information available should be provided to the public at voting time. He believes the recommended budget, default budget, potential reductions, and a list of warrant articles should be provided for the people to choose.

Mr. Guerrette queried about the potential reduction of 4 teachers at the high school level in core subject areas. He wanted to know why other subject areas (e.g. foreign language) was not affected. Dr. Cutler indicated that CHS is a small school and does not offer many elective courses. She noted that the schools must offer courses required by state law.

Mr. Guerrette queried what would happen if we did not offer what the state requires. Dr. Cutler indicated that the district could lose all education funding.

Mr. Miller directed Board members to provide a list of budget reductions to augment the list of potential reductions presented to the Board.

5) Annual Audit Questionnaire

Mr. Martin asked Board members for their input on the Annual Audit Board Member Questionnaire. Board members reviewed the questionnaire and provided responses.

6) Resignation

Dr. Cutler presented a staff resignation to the Board.

***Mrs. Couture made a motion to accept the resignation of Marilyn Nieuweboer, a part time CHS Guidance Counselor and Project 230 teacher, with much thanks and appreciation for her years of service. Mrs. Prindle seconded. The motion carried 5-0-0.***

7) Manifest

The manifest was circulated and signed by the Board.

9) **Policy Work Session**

1) Staff Technology Acceptable Use Policy (EGA)

Mr. Martin clarified the Board's previous concerns with wording regarding retention of internet access logs. Mr. Martin indicated that legal counsel's concern with maintaining the logs for a lengthy period of time is that a portion of the information contained in the log is information that could be requested under the Right-to-Know Law. In order to produce the material contained in electronic form, any personally identifiable information concerning students would have to be redacted. This could be a time-consuming labor intensive process that may be costly for the District the longer the logs are maintained. Mr. Martin noted that it is the opinion of legal counsel that this is more of a records retention issue; however, the Board should consider policy wording to reflect that the District maintain the records only for a short period of time.

Mr. Guerrette expressed concern about inappropriate use of electronic mail accounts and cyber-bullying. He indicated that maintaining the logs for a longer period of time would help deter use of e-mail that is not in line with the policy. Mr. Martin clarified that the access logs are not for e-mail, but for internet access only.

***Mrs. Couture made a motion to approve the policy for a 2<sup>nd</sup> Reading. Mrs. Prindle seconded.***

It was pointed out that the policy was reviewed to be approved for a 1<sup>st</sup> Reading.

***Mrs. Couture amended her motion to approve the Staff Technology Acceptable Use policy (EGA) for a 1<sup>st</sup> Reading. Mrs. Prindle seconded. The motion carried 5-0-0.***

2) Student Technology Acceptable Use Policy (IJNDB)

Mr. Martin clarified that the Board's previous concerns with wording regarding district ownership of student created documents. He indicated that the advice of legal counsel is that the District maintains ownership of the documents, but allows student utilization.

***Mr. York made a motion to approve the Student Network & Internet Acceptable Use policy (IJNDB) for a 1<sup>st</sup> Reading. Mrs. Couture seconded. The motion carried 5-0-0.***

3) Buildings & Grounds Property Management (EC)

Board members reviewed the policy and suggested revisions. Board members agreed that the policy will move to a 1<sup>st</sup> Reading.

4) Buildings & Grounds Security (ECA)

5) Access to Buildings (ECAB)

Board members reviewed policy ECA and ECAB. Board members believed that some of the exact policy language is contained in both policies and decided that the two policies be combined. The Board will review the revised policy at the next meeting on July 28.

6) Professional Staff Development Opportunities (GCI)

Board members reviewed the policy and suggested revisions. The policy will return for a 1<sup>st</sup> Reading.

7) Professional Staff Work Load (GCM)

Board members reviewed the policy and believed the policy was no longer necessary since responsibilities and duties of employees is included in their job descriptions.. It was suggested that the policy be placed on the next meeting agenda to be rescinded.

8) Supervision of Instructional Staff (GCNA)

9) Evaluation of Professional Staff (GCO)

Board members reviewed policies GCNA and GCO. Board members suggested combining the policies. The Board will review the revised policy at their next meeting.

10) Curriculum Development (IGA) (Amend)

Board members reviewed the suggested revisions to the policy. Board members asked that the policy be aligned with the Selection of Instructional Materials policy. The revised policy will return to the Board at the next meeting.

11) Curriculum Documents & Course Outlines (IGE) (Amend)

Mr. Guerrette expressed concern that some policy language may not be consistent with the Selection of Instructional Materials policy. Board members asked that the policy be aligned with the Selection of Instructional Materials policy. The revised policy will return to the Board at the next meeting.

12) Exemption from Instruction (IHAM)

Board members reviewed the policy and suggested revisions.

***Mrs. Couture made a motion to approve the Exemption from Instruction (IHAM) policy for a 1<sup>st</sup> Reading. Mr. York seconded. The motion carried 5-0-0.***

13) Student Activities & Organizations (JJA)

Board member reviewed the policy. No revisions were suggested. The policy will return for a 1<sup>st</sup> Reading.

14) Title I Parent/Guardian Involvement (KBB)

Dr. Cutler indicated that this policy is required by law if a District accepts Title I funding. Board members reviewed the policy and suggested revisions. The policy will return for a 1<sup>st</sup> Reading.

**10) Committee Reports**

1) Budget Committee

a) Meeting Date for Joint School Board/Budget Committee/Selectmen

Mr. York reported that the Budget Committee met on June 24, 2010. The Budget Committee will be meeting with Selectmen on July 22. He indicated that the Budget Committee requested to meet with the Board in August.

Mr. Miller suggested meeting on August 11 and rescheduling an abbreviated Board meeting following the Budget Committee meeting that same night. Board members agreed.

Mr. York reported that Budget Committee members discussed school impact fees and believe that high school and elementary impact fees should be able to be combined. The Budget Committee recommended that the Board request that Selectmen approve merging the impact fee accounts.

Dr. Cutler indicated that there is documentation from the District's legal counsel that the impact fee accounts cannot be combined. She noted that the accounts be kept separate in order to use elementary impact fees toward the funding of a kindergarten building or addition.

Board members briefly discussed concerns with requesting approval from Selectmen for the use of impact fees for kindergarten. It was suggested that the Board discuss the issue at the next Board meeting on July 28.

Mr. York reported that Mr. Spencer requested information about the District's plans for the kindergarten portables once the state funding ceases. He also reported that Mr. Falzone raised an issue about saving electricity in the schools by having sensors installed so that lights come on and off automatically. He queried if PSNH would do this as part of their Smart Start Program for the District.

Mr. York reported that Budget Committee members agreed that the School Board bring forward a budget for FY12 with an increase no larger than 3%. Budget Committee members voted as follows:

*"That the Budget Committee does hereby notify the School Board that it would like to see the District work to achieve an impact on the current tax rate of no more than a 3% increase in the 2011-2012 budget."* The motion carried 4-0-2, with Mr. York and Ms. Miller abstaining.

2) Grants Committee

Mrs. Prindle reported that Dr. Cutler received a call from Hannaford's in Hudson. As part of their store reopening events, they are looking to make some community donations. They reviewed the Grant Committee's Opportunities for Giving on the District website and selected to fund the mixers and microwaves needed at LMS, since they aligned with their mission of health and wellness. Additionally, they decided to fund the Recycling Program at CHS. The total donation from Hannaford is \$2500.

Mrs. Prindle also reported that the grant application to Target for the GMS Listening Centers was successfully funded. The District will be receiving \$2000, which exceeds the request.

Mrs. Prindle also mentioned that Mr. Caprioglio, a Committee volunteer, has a potential source for the GMS computer tables. The Office Exchange is willing to essentially donate 10 tables to us for only \$200. The tables retail for over \$2000. Chairs and white boards are also available if the District is interested. Mr. Schlichter and other representatives from the District will be going to look at the equipment to be sure they are appropriate for our needs.

Mr. Guerrette commented on the GMS roof replacement. He indicated that he examined the roof and it is his belief that the roof does not need to be replaced. He expressed disappointment that the GMS roof was not an item on tonight's agenda as the vendor contract for the roof replacement has already been signed.

Mr. Martin indicated that work on the GMS roof was scheduled to begin on July 21, 2010. There was no further Board member comment or discussion on the GMS roof.

**11) Community Input**

Mr. William Spencer, 9 Cranberry Lane, expressed his support for using elementary impact fees for kindergarten construction. He indicated that the kindergarten program has grown and should qualify for the use of impact fees.



He requested forwarding the District's legal opinion and any other relevant information concerning the use of impact fees for kindergarten construction to the Budget Committee via the School Board Representative.

Mr. Martin commented that the Town's legal opinion was that kindergarten does not qualify for the use of impact fees because it was a change in the program and not due to an increased population.

**12) Non-Public Session: RSA 91-A: 3II (a-c)**

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

*Mr. Guerrette made a motion to enter non-public session at 10:28 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. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**13) Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 10:40 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**14) Adjourn**

*Mrs. Prindle made a motion to adjourn at 10:42 p.m. Mr. Guerrette seconded. The motion carried 5-0-0.*

**15) Upcoming Meetings**

*>>Litchfield School Board: July 28, 2010 – August 11, 25, 2010 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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Litchfield, New Hampshire 03052

**APPROVED MINUTES**

**July 28, 2010**

**(approved as amended 8-11-10)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order - Pledge of Allegiance**

**6:30 p.m.**

Mr. Miller called the meeting to order at 6:31 p.m.

**2) Review & Revision of Agenda**

Revisions to the agenda included the addition of Management of Roof Project under Business Affairs.

**3) School Board Comments**

There were no School Board member comments.

**4) Summary of Non-Public Actions:**

***From the July 14, 2010 Non-Public Session:***

*Mrs. Couture made a motion to accept the nomination of Gabe Falzarano as CHS 35% Athletic Director for a salary of \$24,279.31 for the 2010-2011 school year. Mrs. Prindle seconded. The motion carried 5-0-0.*

**5) Board Correspondence**

Mr. York mentioned that Mr. Andy Collins, a Litchfield Recreation Commission member, emailed the Board. Mr. Collins indicated that the Recreation Commission would like to explore with the District the possibility of developing some soccer/lacrosse fields on land behind LMS. Mr. York requested that the Board discuss the request at the August 11 or 25 Board meetings.

Dr. Cutler asked Board members to ponder the request. Mrs. Couture suggested that the Board provide the Recreation Commission with a study that was performed on the LMS site in the past. The study included the layout of the land, drainage, etc.

**6) Presentation to the Board**

**a) After School Care Presentation– LMS**

Dr. Cutler announced at the July 14 School Board meeting that the Nashua Boys/Girls Club after school program at LMS will no longer run at LMS. She also announced that a new after school program, Springboard, will be presented to the Board at this meeting. Members from Springboard and the LMS After School Advisory Group presented the proposal to the Board.

Patricia Waggoner, 11 Broadview Drive, thanked Board members for their past support of the after school program at LMS. She explained that she has supported after school programs in Litchfield since 2006 and was a founding member of the Advisory Group. Mrs. Waggoner indicated that the Advisory Group meets monthly and acts as advisors and advocates for the after school program. She explained to the Board that the Advisory Group met with the Nashua Boys/Girls Club about the budget deficit in early May. The Group became aware of a new after school program provider and began exploring the new provider.

Mrs. Waggoner indicated that the Advisory Group met with Springboard After School Programs and were impressed with their programs. The Advisory Group notified the Nashua Boys/Girls Club in writing regarding a commitment to continue to provide after school programs at LMS, as well as indicating that there was a potential new provider. Mrs. Waggoner explained that the Advisory Group checked references on Springboard. Mrs. Waggoner had the opportunity to visit a school in Maryland in which Springboard provided after school programming. She also met with the principal and the Springboard area director. She added that Springboard comes highly recommended.

Dr. Brett Prilik, Springboard CEO, thanked the Advisory Group members for their due diligence, as well as inviting him to the meeting. Dr. Prilik explained that he has been involved in education most of his life as a teacher, principal, and school district administrator. He indicated that Springboard was started out of concern that their own after school program was not adequate. Dr. Prilik explained that he and a partner administrator from another school district researched much information on after school programs. After reviewing the research provided by the National Association of Elementary School Principals, Harvard University, and a research database on after school program impact on students in K-8, he and his partner used the information as a basis for the Springboard program.

Dr. Prilik indicated that the intent was to develop programs for their own schools. Currently, Springboard works with 38 schools in Colorado, schools in Oregon, California, Maryland, Washington D.C., and several charter schools nationwide. He explained the structure of the after school programs, which consists of intensive academic support, homework assistance and supervision, and recreational and social activities. The program activities are designed to allow interaction and engagement. Licensed teachers are used to assure that children complete their homework, as well as offer individualized academic assistance. Dr. Prilik referred to a catalog of structured activities and tutoring. He indicated that these increased offerings are available to students and parents.

Dr. Cutler mentioned that Springboard provided a Memorandum of Understanding that will be reviewed by legal counsel. She suggested that moving forward with the program would require approval from the Board.

Mr. Guerrette queried about the cost of the program. Dr. Prilik provided the cost structure:

- Core program – \$15.99 per day, with a 10% discount for more than 5 days;
- Activities – cost differs per activity (i.e. band/chorus is \$7.00 per session);
- 15% discount for staff;
- 10% discount for siblings.

Dr. Prilik indicated that the cost structure is designed to allow parents the opportunity to control their own costs. He commented that their goal is to provide the same level of expertise available in the community for a fraction of the cost. Dr. Prilik mentioned that parents can sign their children up online and pay for the number of days and activities they desire.

Mr. York wanted to know how a delay of a decision might affect the start of the program. Dr. Prilik indicated that it could take up to 3-4 weeks to implement the program.

Erin Robinson, New England Director of Springboard, commented that they have begun to prepare for the implementation of the program. She indicated that ads have been prepared and are ready for distribution. Ms. Robinson commented that Springboard will offer participation opportunities to District teachers first and then the community. Dr. Prilik also mentioned that, included in the Memorandum of Understanding, is a revenue sharing clause. He indicated that if the enrollment in the program is high, revenue will be shared with the District.

Mr. York queried Mr. Lecklider's opinion of the program. Mr. Lecklider expressed his support for the program, indicating that the program is very academic based and a good fit for Litchfield.

***Mr. York made a motion to move forward with Springboard pending legal review of the Memorandum of Understanding. Mrs. Prindle seconded. The motion carried 5-0-0.***

b) CHS Press Box Committee Design Proposal  
Coach Kiestlinger, Mr. Kevin Lynch (Litchfield Building Inspector), and Mr. Rob Lowry (general contractor) presented a design proposal for the CHS press box to the Board.

Mr. Lowry reviewed the design of the building with the Board. He indicated that the building will have two stories, proper egress, a storage room, and a hip roof design. He commented that the siding will be red with a green roof to match the aesthetics of the high school. A revised signage proposal as well as a press box design proposal was distributed to the Board.

Mrs. Couture queried what will be stored in the press box. Coach Kiestlinger provided the Board with a building scope and usage, which he indicated outlines what will be placed in each area of the building.

Mr. Guerrette was concerned about combustible materials stored in the building. He suggested doubling the sheet rock on the walls and ceiling since the storage room is not sprinkled. Mr. Lynch believes that doubling the sheet rock is unnecessary.

Mrs. Couture expressed concern that the issue was being raised at the Board level if the Press Box Committee made a decision. Mr. Guerrette responded that he is concerned with life safety. He also indicated that he was asked to express Chief Schofield's sentiments regarding maximum safety.

*Chief Schofield arrived at the meeting.*

Mr. Guerrette indicated that he asked the Fire Chief and the Mr. Lynch to sign off on the building scope and usage. He indicated that Mr. Lynch refused to sign. He believed that the Fire Chief and Mr. Lynch should sign off on every facilities plan presented. Mr. Lynch indicated that the school applies for the building permit and, as the Building Inspector, he signs the permit.

Mr. York queried if Mr. Lynch would sign off on the building once it is completed and inspected. Mr. Lynch indicated that he would sign off on it if the building meets the specifications and code.

Mr. Guerrette expressed concern that the building will not be ADA compliant. A lengthy discussion followed.

Chief Schofield commented that he asked Mr. Guerrette for his assistance based on his experience with life safety code. He mentioned that he only just received the designs and building scope and usage today and his concern was the safety of the building.

Mrs. Couture suggested that the building scope that outlines what is to be stored in the building is followed diligently. All parties agreed.

Mr. Miller queried about the construction timeline. Coach Kiestlinger indicated that construction is contingent on fundraising.

Board members discussed with Mr. Lowry and Coach Kiestlinger concerns expressed by Mr. Martin regarding construction. Mr. Martin also expressed concern that, unless the Committee donates the building to the District, it will be included in the District's risk management as a District project. Mr. Miller commented that it was his understanding that construction would not commence until the Committee raised enough funds.

Coach Kiestlinger concurred. He indicated that the Committee has enough funds to prepare the site and lay the foundation. Mr. Kiestlinger acknowledged that the Committee has until next year to complete fundraising and construct the building.

Mr. Guerrette again expressed concern about ADA compliance. Mr. Lynch indicated that the building is not required to be ADA compliant. It was recommended that information be provided in writing. Coach Kiestlinger suggested that a lift or elevator can be added in the future to make the building ADA compliant. It was stated that no press box in NH had a lift or elevator.

***Mrs Prindle made a motion to allow the Press Box Committee to move forward with the CHS Press Box building scope and usage, and the design concept plan with reinforced walls in the storage area; and to approve the site work (including laying the foundation) with available funds raised by the Press Box Committee. The building will eventually be donated to the District. Mrs. Couture seconded.***

*Mr. Guerrette amended the main motion to reflect the wording: with the expectation of ADA clarification. Mr. York seconded. The amended motion carried 5-0-0.*

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

**Advertising on Athletic Fields:**

Matt Bennett, District Buildings & Grounds Coordinator, presented a sign sample for the Board. He indicated that the sign will be red with white lettering, and a space for a company logo in the upper left corner. Signs will be plastic corrugated vinyl. Mr. Bennett indicated that the cost to the Committee would be less than \$75.00.

Board members discussed the size and location of the signs. Mr. York offered to provide some sign vendors for Mr. Bennett.

Board members also reviewed the suggested revision to policy KHB, Advertising in the Schools. Wording was added to reflect commercial advertising in school facilities and on school grounds. Board members suggested revisions and approved the revised policy.

*Mr. Guerrette made a motion to approve the Advertising in the Schools policy with revisions. Mr. York seconded. The motion carried 5-0-0.*

**7) GMS Roof Management**

Mr. Martin updated the Board on the status of the GMS roof. He indicated that the contractor began the replacement project on July 21 and the project is virtually completed. Mr. Dan Langalier, Roof Consultant from Simon Roofing Products, indicated that the crane will be removed from the site and the contractor will clean the site over the next two days.

Mr. Guerrette commented that Simon Roofing offers free roof reports and expressed concern that the District did not take advantage of that service. Mr. Martin indicated that he was not aware of the free service, but that Mr. Langalier did provide a roof analysis. He also noted that Mr. Guerrette stated at a previous meeting that he would provide a list of vendors who offered free roof reports; however, Mr. Guerrette did not provide the list. Mr. Martin added that in his professional experience, the roof needed replacement.

Mr. Guerrette indicated that after his review of the condition of the roof, he suggested repairs that would have resulted in a significant savings. Mr. Langalier commented that you would have to find a contractor to guarantee repairs on a dead level roof. Mr. Guerrette disagreed that the roof was not in compliance with local code. Mr. Langalier indicated that Mr. Lynch verified the roof was not in compliance with code. Mr. Langalier indicated that he found a myriad of issues with the roof, which he outlined in his letter to Mr. Martin. (Letter attached to the minutes).

Mrs. Prindle commented that the Board approved the roofing project and queried the basis of the debate. Mr. Miller clarified that Mr. York asked for documentation and for the consultant to respond to Board member questions.

Mr. Guerrette expressed concern that the roof could have been repaired, rather than replaced. Mr. Langalier indicated that with wet insulation, a dead level deck, mold issues, and tiles falling repair was not recommended. Mr. Martin commented that after receiving much input on the roof condition, he did not feel comfortable recommending repairs to the roof that is at the end of life and will be in need of further repair or replacement.

Mr. Guerrette suggested the addition of walking pads on the roof in order to maintain equipment. Mr. Langalier indicated that walk pads need to be glued down, trap moisture underneath and are not recommended. However, he suggested movable walk pads can be stored in an area on the roof. Mr. Langalier indicated that the presence or lack of walking pads does not void the warranty.

Mr. Guerrette expressed concern about the process approach for the project. Mrs. Prindle queried if the approved maintenance plan addresses the roof, septic, etc. Mr. Martin responded in the affirmative. Mr. Guerrette indicated that there is no roof access plan. Dr. Cutler suggested that the Board add developing a process for documenting large projects to the Board goals.

Mr. York queried if the staff at GMS is adequately trained not to void the warranty. Mr. Dave Ross, GMS Facility Manager, indicated that the staff has been trained. He noted that there has never been a snow blower on the roof. He added that when staff clears snow off the roof, it is shoveled gently down to the crust line. Mr. Langalier recommended plastic shovels with rounded edges for the roof.

Mr. Guerrette requested Mr. Langalier provide a list of what will void the roof warranty for the staff at GMS.

**7) Special Board Meetings**

*Policy BEB: Special meetings may be called at any time by the Chairperson of the Board or by the action of a majority thereof. Written notice stating the time and place of any special meeting and the purpose for which it is being called shall be given to each member of the Board at least two (2) days in advance of the meeting. Only business which is stated in the notice shall be transacted at the meeting. Exceptions to this procedure would be in cases of emergency as determined by the Chairperson and/or the Superintendent. In such case of emergency, all members will be contacted by telephone and/or e-mail.*

Mr. Miller indicated that Mr. Guerrette requested this agenda item.

Dr. Cutler commented that the Special Board Meetings policy language is confusing. She indicated that, according to law, only the Board Chair or Superintendent can call an emergency meeting. Dr. Cutler explained that special meetings are when the Board decides, at a current meeting, to hold an additional meeting for a stated purpose.

Mrs. Couture shared that the Board decided to implement a system of meetings with a specific purpose (i.e. policy meeting, business meeting, curriculum meeting). This was done to manage meetings more effectively.

Mr. York expressed disagreement that one person can make the decision whether to call a meeting for the entire group based on the current disagreement over the GMS roof replacement.

Dr. Cutler suggested that legal counsel review and /or revise the policy.

**8) Community Input**

There was no community input.

**9) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of July 14, 2010

***Mrs. Couture made a motion to approve the July 14, 2010 public minutes as written. Mrs. Prindle seconded. The motion carried 5-0-0.***

2) Acceptance of Donation

Mr. Martin reported that the District has received 75 17" LCD monitors as a donation from the Internal Revenue Service. The monitors will replace all CRT monitors in the district. Mr. Martin indicated that along with the CRT monitors, there is other technology equipment in need of disposal.

Mr. Guerrette queried about the District's disposal method. He recommended that if the District uses a vendor to dispose of the equipment, a certificate of destruction is provided by the vendor.

***Mrs. Prindle made a motion to accept the IRS donation of 75 17" LCD monitors with appreciation. Mr. Guerrette seconded. The motion carried 5-0-0.***

3) Business Administrator's Report – June 2010

Mr. Martin presented a year to date budget status report for 2010. He also presented a verbal report for the Board. He indicated that a written report will be forthcoming. Mr. Martin explained that the under spending in the general fund is in salaries and energy. Out of District tuition and vocational education transportation were over expended. Mr. Martin indicated that the approximate end of year fund balance is \$360,000 - \$370,000. This is after encumbering funds for year end expenditures.

Mr. Martin reported that Food Services will realize a small loss of approximately \$1000 - \$2000. This is the result of an increase in end of the year catering and an increase in free/reduced lunch revenue.

Mr. Martin thanked the Trustees of the Trust Fund for submitting their report to the auditors in a timely manner. He distributed the revised PSNH Smart Start Program Customer Purchase Agreement quote to the Board. He indicated that the cost was revised because he removed the portables and the GMS parking lot lights from the quote. He noted that the materials are being delivered to the schools. The Customer Purchase Agreement quote reflects a net cost of \$312,670.68, which will be paid off over time from the savings of using fewer kilowatt hours.

Mr. Martin reported that the CHS groundwater study is underway. Five test wells have been drilled.

Mr. Martin reported that the GMS Bathrooms contract is being reviewed by legal counsel. Brookstone Builders will supply the final price.

Mr. Martin reported that GMS Playground installation is being done by volunteers under contractor supervision. Mr. York queried why the District's insurance company allows volunteers to install the playground at GMS. Mr. Martin explained that it is because the installation will be done under the direct supervision of a licensed contractor.

Mr. York indicated the Board of Selectmen (BOS) have the same insurance carrier with the same liability insurance. He queried why the BOS is covered wherever they go, but Board members are not covered. Mr. Martin indicated that BOS and Board members are covered in any public area. The roof is not a public area. He noted that a Board member would be covered in a non-public area if that member was conducting official Board business.

Mr. York expressed concern that a Board member was frustrated in obtaining access to a major projects performed in the District. He disagreed that calling Primex was appropriate regarding liability issues. Mr. Martin clarified that the Board Chair asked him to get confirmation from Primex. The Board Chair also asked him to verify Mr. Guerrette's access to the GMS roof with the contractor.

A lengthy discourse regarding procedures to access non-public areas followed.

Mr. Guerrette believed that Mr. Martin did not want him on the GMS roof. Mr. Martin was concerned that Mr. Guerrette was questioning his judgment. Mr. Guerrette stated that he believes not all Board members are treated equally. Mr. Martin clarified that he agreed Mr. Guerrette could access the roof with Board approval.

Mrs. Couture expressed that Board members have no authority to act for the Board outside of the meeting unless officially (legally) authorized to do so by a majority of the Board. She indicated that Board members have specific roles. She believes that deviation from these roles can place a Board member on a slippery slope. Mrs. Couture noted that Board members should follow their roles and responsibilities through policy.

Board members discussed at length confusion over the original motion that was made at a previous meeting to allow Mr. Guerrette access to the GMS roof.

***Mrs. Prindle made a motion to rescind access to the GMS roof by Mr. Guerrette, and that any such access in the future will be for a specific task charged by the Board. Mrs. Couture seconded. The motion carried 3-0-2, with Mr. Guerrette and Mr. York abstaining.***

Board members further discussed access to school buildings relative to policy BHC, Board/Employee Communication.

Board members also discussed due diligence by the Superintendent at length. Mr. York suggested that the Superintendent provide thorough documentation to the Board where major projects or purchases are concerned. Mrs. Couture indicated that historically the Board has never been provided that level of documentation as this is not the role of Board members. She pointed out that people with expertise are hired and responsibility invested through policy.

Dr. Cutler commented that Boards do not receive all the documentation on major projects. However, if it is the Board's wish, we will comply. She suggested that when the Board approves a major project or purchase, clear direction of the level of documentation required should be provided.

4) Food Service Vendor Discussion

Dr. Cutler and Mr. Martin presented an analysis of lunch prices of school districts in NH that outsource their food services to vendors. Dr. Cutler indicated that the analysis clearly reflects that lunch prices in Litchfield are only 73% of prices charged by outsourced vendors in other districts.

Mr. Guerrette queried about how potential outsourcing in Litchfield would impact the budget. Dr. Cutler stated that Mr. Guerrette's major concern was cost to the consumers (parents).

Mr. Guerrette commented that concern was expressed prior to knowledge of the \$2M loss in revenue to the District. He queried the cost of outsourcing in Litchfield. Mrs. Prindle indicated that Food Service is a self-funded program and the Board has done their due diligence. Mr. Miller commented that taxpayers do not fund a self-funded program. Mr. York commented that outsourcing should only be considered if a vendor can offer better lunch pricing than is currently in existence. Mr. Miller suggested that the Board hold any increase to lunch prices.

**Mr. Miller made a motion to hold current lunch prices and review food service lunch pricing in January 2011. Mrs. Prindle seconded. The motion carried 5-0-0.**

**The following items, with the exception of the Manifests, were deferred to the August 11, 2010 School Board Meeting:**

- 5) **School Board Goals**
- 6) **FY12 Preliminary Budget Reductions**
- 7) **Impact Fees for Kindergarten Construction**
- 8) **Facility Use Discussion**
- 10) **Policies – Revised for Review**
- 11) **Policies – 1<sup>st</sup> Reading**

- 5) School Board Goals (Completion/Approval)
- 6) FY12 Preliminary Budget Reductions (Continued)
- 7) Impact Fees for Kindergarten Construction (*Tentative*)
- 8) Facility Use Discussion
- 9) Manifest

The manifest was circulated and signed by the Board.

**10) Policies – Revised for Review**

- 1) Buildings & Grounds Security (ECA)
- 2) Access to Buildings (ECAB)
- 3) Professional Staff Work Load (GCM)
- 4) Supervision of Instructional Staff (GCNA)
- 5) Evaluation of Professional Staff (GCO)
- 6) Curriculum Development (IGA) (Amend)
- 7) Curriculum Documents & Course Outlines (IGE) (Amend)
- 8) Advertising in the Schools (KHB)

**11) Policies – 1<sup>st</sup> Reading**

- 1) Buildings & Grounds Property Management (EC)
- 2) Professional Staff Development Opportunities (GCI)
- 3) Student Activities & Organizations (JJA)
- 4) Title I Parent/Guardian Involvement (KBB)



**12) Policies – 2<sup>nd</sup> Reading**

1) Staff Technology Acceptable Use Policy (EGA)

*Mrs. Couture made a motion to approve policy EGA, Staff Technology Acceptable Use. Mr. Guerrette seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

2) Student Technology Acceptable Use Policy (IJNDB)

*Mrs. Couture made a motion to approve policy IJNDB, Student Technology Acceptable Use. Mr. Guerrette seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

3) Exemption from Instruction (IHAM)

*Mrs. Couture made a motion to approve policy IHAM, Exemption from Instruction. Mr. York seconded. The motion carried 5-0-0.*

**13) Community Input**

There was no community input.

**14) Adjourn**

*Mrs. Couture made a motion to adjourn at 10:35 p.m. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

**15) Upcoming Meetings**

*>>Litchfield School Board: August 11, 25, 2010 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Cynthia Couture, Vice Chair

Jason Guerrette

Mary Prindle

John York

July 28, 2010

Attachment to the July 28, 2010 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from residents of Litchfield, which were read during Community Input, regarding the use of end of the year funds.

Respectfully submitted,

Michele E. Flynn

School Board Administrative Assistant

**From:** LRC Collins

**Sent:** Sun 7/18/2010 7:51 AM

**To:** Gabe Falzarano; Matthew Bennett; Elaine Cutler; Cindy Couture; Dennis Miller; Jason N. Guerrette; John York; Mary Prindle

**Cc:** Jason Allen; John Brunelle; Sandy Vance; Andy Collins

**Subject:** Possible joint venture with Recreation Commission

Dear Mrs. Cutler, Mr. Falzarano, Mr. Bennett and Litchfield School Board Members,

As you may or may not know - as a town we have a pressing need for more athletic fields. The Recreation Commission is looking into a few options, but we would like to explore the possibility of working with the schools to develop some soccer/lacrosse fields. Looking at the parcels it appears there is a large area behind LMS that is school property. I feel this may be a perfect location for new fields with a gravel parking area. I believe this location will greatly benefit the schools and the town. Currently we have 2 town owned soccer fields. Scott Innes Field on Brickyard Drive - which is a great field but has no parking. Our other field is at Roy Memorial Park (Darrah Pond) which is only available for soccer in the fall due to the extensive use by softball in the spring.

These fields would benefit both town organizations, and school programs. The girls LMS soccer team plays and practices at Brickyard field, and the boys play and practice at Darrah Pond. This must be a transportation issue that either leads to headaches if students must provide personal transportation - or expense if they are using bus transportation. These new fields would place all practices and home games adjacent to LMS. In addition the PE program can use these fields for all students, and it would be a great location for school events. We could also look at putting a softball and/or baseball diamond in the corner(s) for the school teams to play their instead of at GMS. Part of the field would (As I see it) include a gravel parking area - this would benefit the school greatly - as I have been there for some events and the parking is at a premium to say the least.

We have impact fee money we would be willing to put in to develop these fields, and we have several options as to how to handle ongoing expenses. The Commission has given me approval to approach you and discuss the possibility of this project. I would appreciate an opportunity to discuss this with you. We understand that there are a lot of details to work out - this is an idea that is in its discovery stage - but we wanted to first see if this was a possibility before investing time and resources.

Thank you for your time and consideration.

Sincerely,

Andy Collins

Litchfield Recreation Commission Member

*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**

**August 11, 2010**

**(approved as written 8-25-10)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mrs. Michele E. Flynn, Administrative Assistant

1) **Public Session – Call to Order - Pledge of Allegiance**

8:30 p.m.

Mr. Miller called the meeting to order at 8:33 p.m.

2) **Review & Revision of Agenda**

Revisions to the agenda included the addition of IT Equipment Disposition, and CHS Press Box Update under Business Affairs.

3) **School Board Comments**

Mr. Guerrette commented that he was pleased with the Joint Budget Committee/School Board meeting held this evening, which provided productive discussion between the two boards.

4) **Summary of Non-Public Actions:** *No non-public session was held on July 28, 2010.*

5) **Board Correspondence**

Mr. Guerrette referred to an email correspondence from David Franklin, 16 Roberts Road, regarding public communication between the School Board and citizens. Mr. Franklin was concerned about an increasing amount of discussion on the community forum board. He indicated that there is no clear distinction between board members who are speaking as members of the Board or as private citizens on school related matters. Mr. Franklin requested clarification as to whether these postings constitute discussions that should be handled in a public meeting.

Mr. York referred to an email correspondence from Robbin Kopaczynski, Chairperson of the Parent Advisory Group, in which she expressed gratitude to the Board for the decision to approve their proposal for a new after school program at LMS.

6) **Community Input**

There was no community input.

7) **Recommended Action**

a) **Business Affairs**

1) Draft School Board Minutes:

a) Public Minutes of July 28, 2010

Mrs. Couture referred to a discussion that included Chief Schofield and suggested that the minutes reflect when Chief Schofield joined the meeting.

Mr. Guerrette suggested that statements made by Mrs. Couture relative to Board member actions outside official meetings be notated with more clarity.

*Mrs. Couture made a motion to approve the public minutes of July 28, 2010 as amended. Mrs. Prindle seconded. The motion carried 5-0-0.*

2) Authority to Sign Contracts

Dr. Cutler indicated to the Board that action is necessary to authorize the Superintendent and Business Administrator to sign all business forms, contracts and grants on behalf of the Board.

*Mrs. Prindle made a motion to authorize the Superintendent and Business Administrator to sign all business forms, contracts, and grants on behalf of the Board. Mr. York seconded. The motion carried 5-0-0.*

3) IT Equipment Disposition

Dr. Cutler announced that the Technology Department requested disposition of old and non-functional computers and computer equipment. All computers have been stripped for any functional/useable parts and all monitors are either dysfunctional or older CRT's, which were replaced with LCD's. She indicated that Apple Computer is offering to accept the computer waste at no charge, however, the program will be discontinued August 31, 2010.

*Mr. Guerrette made a motion to approve the disposition of non-functional computers, monitors, and miscellaneous equipment through Apple Computers at no cost to the District. Mrs. Prindle seconded. The motion carried 5-0-0.*

4) School Board Goals (Completion/Approval)

Board members suggestions and comments on goals and objectives were compiled and prepared in a worksheet according to each goal and objective. Board members discussed suggestions for goal/objective revisions, additions, and/or deletions.

**Goal 1: Increase achievement for all students.**

Board member agreed to revise the goal to reflect: *Increase academic achievement for all students.*

Objective A: Increase the median RIT score of the NWEA for each grade level in both Math & Reading on an annual basis.

After some discussion, Board members agreed the objective should remain as written.

Objective B: Increase the school index scores in each sub-group to the State identified level of proficiency or by 10% as measured by NECAP in both reading and mathematics annually.

After a lengthy discussion, Board member agreed the objective should remain as written.

Objective C: Increase the percentage of students performing at proficient with distinction as measured by NECAP in both reading and mathematics annually.

Board member agreed the objective should remain as written.

Objective D: Create trees of intervention for all students to support and improve individual student achievement.

After a brief discussion, Board members agreed that the objective has been completed and should be removed.

Objective E: Implement kindergarten programming.

Board members agreed that the objective has been completed. Mr. Miller noted that both the SAU and Mrs. Prindle suggested the objective be revised to investigate full day kindergarten. Board members agreed that this was not a Board goal.

Dr. Cutler requested Board direction regarding investigating full day kindergarten in the District. Board members agreed that the Superintendent should explore full day kindergarten.

Objective F: Meet accountability requirements (SB 180) to be determined by the State of NH by the recommended timeframe.

Board members agreed that this objective has been completed and should be removed.

Objective G: Celebrate outstanding academic achievement at all schools.

Board members agreed that the objective has been completed and should be removed.

Mrs. Prindle and Mrs. Couture both suggested a new objective to increase or improve SAT scores. Board members agreed to add a new objective: Improve SAT scores to exceed state and national averages.

Mrs. Prindle requested an update on AP test results at the September curriculum meeting.

**Goal 2: Develop confident, responsible, and productive students with post graduate aspirations.**

Board members agreed that the goal should remain as written.

Objective A: Implement the Comprehensive Guidance action plan over the next five years.

Board members agreed that the objective be revised to reflect: *Implement year 4 of the Comprehensive Guidance action plan and prepare the document for revision.*

Objective B: Promote health and wellness by continuing to implement the Wellness Policy.

Board members agreed that the objective has been completed and should be removed.

Objective C: Track alumni accomplishments and gain programmatic advisement through Lifetrack, building constructed surveys, and alumni forums. CHS Forum: What are the gaps when you get to college? LMS Forum: How well did LMS do to get ready for high school?

Board members discussed suggested recommendations to assess student preparedness for changes in their education path from middle school, to high school, to college. Board members agreed to revise the objective to reflect: *Measure student preparedness for significant changes in their education path, including the transition to high school and college, and implement plans to address identified gaps.*

Mr. York suggested surveying teachers in transition grades. Dr. Cutler indicated that wording can be added to the objective.

**Goal 3: Maintain a safe, supportive, and effective environment.**

Board members agreed the goal should remain as written.

Objective A: Create a documentation plan for individual student progress academically, socially, emotionally, and physically.

Board members agreed this objective is unrealistic and should be removed.

Objective B: Facilitate the development of digital portfolios for all 8<sup>th</sup> grade students by June 2010.

Dr. Cutler indicated that the State required districts to have a plan to develop digital portfolios for students, but did not provide funding. She noted that the technology infrastructure was not able to support completion of the goal. However, with the implantation of the new infrastructure, this objective should be able to be met by June 2011.

Mr. York believed that this should be a goal for all students and not exclusive to 8<sup>th</sup> graders. Board members discussed revision of the objective. Board members agreed to revise the objective to reflect: *Implement digital portfolios for all students by June 2015.*

Objective C: Increase student engagement.

Board members believed the objective was not very specific. Dr. Cutler explained that this objective was designed to motivate each school to set goals to engage students. She indicated that each school conducted surveys to determine how many students were engaged in school. Programs and activities to engage students have been implemented in all schools.

Mrs. Couture suggested that the goal be revised to create opportunities for parents to engage in their child's school. Mrs. Prindle agreed that the objective is important; however, indicated that it may not be attainable.

Dr. Cutler noted that schools have instituted parent forums, hold open house events, and host other activities to engage parents in their child's education. Mr. York and Mr. Miller believed that the goal is not realistic.

Dr. Cutler suggested that, due to the lateness of the hour, Board members review the remaining goals/objectives and defer the goal completion to the August 25 meeting.

5) FY12 Preliminary Budget Reductions (Continued)

This agenda item was discussed at the Joint Budget Committee/School Board meeting held earlier this evening. Dr. Cutler requested that Board members consider dates for public hearings for input on the FY12 budget. Board members suggested that the Superintendent coordinate dates around school events (e.g. open house nights) in order to assist the Board in determining public hearing meeting dates. This agenda item has been deferred to the August 25, 2010 School Board meeting.

6) Impact Fees for Kindergarten Construction (*Tentative*)

This agenda item has been deferred to the August 25, 2010 School Board meeting.

7) Facility Use Discussion

This agenda item has been deferred to the August 25, 2010 School Board meeting.

8) CHS Press Box

Mr. Guerrette reported that, after a previous discussion regarding ADA compliance at the July 29 Board meeting, he sought clarification from the NE Regional ADA Office in Boston, MA regarding the CHS Press Box. He mentioned that he forwarded the project designs and scope of work to the NE Regional ADA Office. Mr. Guerrette indicated that the NE Regional Office stated that the press box is a three story building and must be ADA compliant. He mentioned that Mr. Lynch disagrees with the NE Regional Office interpretation of the law according to exceptions in the law for press boxes with less than 500 sq. ft. Clarification was requested from Washington DC. Mr. Guerrette asked for School Board direction on the matter.

Mr. Miller suggested the Board refrain from discussion until all parties involved have weighed in with clarification.

9) Acceptance of Donation

Dr. Cutler announced that the Hannaford Store in Hudson presented a check for \$2500 on July 31 for the FACS program at LMS (\$1500) and the recycling program at CHS (\$1000) as part of their grand reopening event.

***Mr. Guerrette made a motion to accept a donation in the amount of \$2500 from Hannaford in Hudson, of which \$1500 will be disbursed to the FACS program at LMS, and \$1000 will be disbursed to the Recycling program at CHS. Mrs. Couture seconded. The motion carried 5-0-0.***

10) SAT Course

Dr. Cutler presented a proposal from two CHS teachers to offer a six week SAT preparation class in the Fall and Spring. The class will run two afternoons per week. Tuition will be \$70 per student, which includes the cost for the SAT prep book. A reduced fee will be available for free/reduced lunch students. VLACS will continue to offer a free, online SAT Prep course as well.

***Mrs. Prindle made a motion to approve the proposed SAT preparation classes as presented. Mrs. Couture seconded. The motion carried 5-0-0.***

11) LMS Fields: Recreation Commission Request

Mr. York mentioned that Mr. Collins from the Recreation Commission expressed gratitude to Dr. Cutler and Mrs. Flynn for providing information on the LMS site as requested. Mr. York indicated that the Recreation Commission has begun working with a vendor. He commented that the Recreation Commission will present a proposal on installing soccer fields on the LMS site at the August 25 School Board meeting.

12) Manifest

The manifest was circulated and signed by the Board.

8) Policies – Review & Revision

1) Buildings & Grounds Security (ECA)

- 2) Access to Buildings (ECAB)
- 3) Professional Staff Work Load (GCM)
- 4) Supervision of Instructional Staff (GCNA)
- 5) Evaluation of Professional Staff (GCO)
- 6) Curriculum Development (IGA) (Amend)
- 7) Curriculum Documents & Course Outlines (IGE) (Amend)
- 8) Advertising in the Schools (KHB)

These agenda items have been deferred to the August 25, 2010 School Board meeting.

9) **Policies – 1<sup>st</sup> Reading**

- 1) Buildings & Grounds Property Management (EC)
- 2) Professional Staff Development Opportunities (GCI)
- 3) Student Activities & Organizations (JJA)
- 4) Title I Parent/Guardian Involvement (KBB)

These agenda items have been deferred to the August 25, 2010 School Board meeting.

10) **Community Input**

There was no community input.

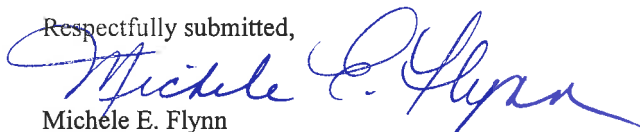
11) **Adjourn**

*Mrs. Couture made a motion to adjourn at 10:40 p.m. Mr. York seconded. The motion carried 5-0-0.*

14) **Upcoming Meetings**

>>Litchfield School Board: August 25, 2010 – CHS Media Room - 6:30 PM

Respectfully submitted,



Michele E. Flynn  
School Board Administrative Assistant





# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Cynthia Couture, Vice Chair

Jason Guerrette

Mary Prindle

John York

August 11, 2010

Attachment to the August 11, 2010 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from residents of Litchfield, which were read during Community Input, regarding the use of end of the year funds.

Respectfully submitted,

A handwritten signature in blue ink that reads "Michele E. Flynn". The signature is fluid and cursive.

Michele E. Flynn

School Board Administrative Assistant

You replied on 8/4/2010 5:53 PM.

Follow up

**John York**

**From:** dannevirkite@cs.com [dannevirkite@cs.com] **Sent:** Wed 8/4/2010 10:38 AM  
**To:** Dennis Miller; Cindy Couture; Jason N. Guerrette; Mary Prindle; John York  
**Cc:** Elaine Cutler  
**Subject:** Public communication between the School Board and Citizens  
**Attachments:**

Litchfield School Board  
1 Highlander Court,  
Litchfield, NH 03052

Dear Sirs,


I am writing this email as a concerned citizen due to my unease that there is an increasing amount of discussion on the community notice board, i.e. <http://lnh.litchfieldnhboards.com>, on school issues where there is no clear distinction as to whether certain board members are speaking as board members or as private citizens. I would also like to hear clarification as to whether postings on the community notice board constitute a written communication between the board and/or board member and the citizens they serve, and if the discussion itself between board members and citizens constitutes a discussion that should be handled in open public meeting.

It is my belief that if discussion exists between a school board member and a citizen on school related matters in a public forum (and the board member does not say in their posting that they are speaking as a private citizen, as in town hall meetings) then that posting must be assumed to be from that board member in their capacity as a board member. If this is indeed the case, then should not that communication be noted in some form within the official school record just as minutes to public meetings and letters received from the public are.

Note that I am not trying to stifle communication, indeed I encourage it, but I believe that some sort of official record needs to be kept of communication between the school board and its citizens so that if reference needs to be made to a posting some time in the future then that can indeed be referenced. It is my opinion that open discussion between the school board and citizens would be best handled through quarterly town hall meetings as well as an enhanced Community Input session during regular school meetings.

Awaiting your reply with interest

Yours truly,  
David Franklin  
16 Roberts Road  
Litchfield, NH 03052  
Cell: 603-275-6809  
Email: [dannevirkite@cs.com](mailto:dannevirkite@cs.com)

 You replied on 7/30/2010 9:20 AM.

Follow up

**John York**

---

**From:** Robbin Kopaczynski [rkopaczynski@Transtar1.com] **Sent:** Thu 7/29/2010 4:16 PM  
**To:** Dennis Miller; Cindy Couture; Jason N. Guerrette; Mary Prindle; John York; Elaine Cutler  
**Cc:**  
**Subject:** July 28th, 2010 School Board Meeting  
**Attachments:**

Good Afternoon Everyone,

We would like to thank you all for your time and your decision to approve our proposal for a new after school program at LMS. We, The Parent Advisory Group, are very impressed with Spring Board and we feel they will be a huge asset to our Litchfield Middle School students, staff and parents. We look forward to working together for many years to come.

Have a great day

Robbin Kopaczynski  
Chairperson  
Parent Advisory Group  
1-603-682-9984  
[rkopaczynski@transtar1.com](mailto:rkopaczynski@transtar1.com)  
1-800-446-9888

*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**

**August 25, 2010**

**(approved as amended 9-22-10)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order - Pledge of Allegiance**

**6:30 p.m.**

Mr. Miller called the meeting to order at 6:33 p.m.

**2) Review & Revision of Agenda**

There were no revisions to the agenda.

**3) School Board Comments**

Mr. York asked Board members to consider interactive community input at Board meetings in the future. Dr. Cutler offered to research the current policy language. The topic will be placed on a future agenda.

Mr. Guerrette commented on the local economic state in relation to expectations of state and federal elected officials' fiscal responsibilities.

**4) Summary of Non-Public Actions: *No non-public session was held on August 11, 2010.***

**5) Presentations to the Board**

a) LMS Fields: Litchfield Recreation Commission Proposal

Andy Collins, Litchfield Recreation Commission, previously requested from the Board permission to develop land on the LMS site for use as soccer/multi-purpose fields. Mr. Collins indicated that the cost to develop the land is approximately \$200,000. He noted that Recreation impact fees can be used to develop the land.

Board members agreed that a Memorandum of Understanding could be prepared that addresses field use scheduling and maintenance of the fields, which would be signed by both the Recreation Commission and the School Board.

Mr. Collins requested permission from the Board to proceed forward and asked that the Board work on a committee with the Recreation Commission and the soccer league.

***Mrs. Couture made a motion to approve that the Recreation Commission proceed with the LMS Fields project investigation. Mrs. Prindle seconded. The motion carried 5-0-0.***

*Board liaison to the Recreation Commission LMS Fields Project Committee: Cindy*

b) CHS Press Box Update

Gabe Falzarano, CHS Co-Athletic Director, Rob Lowry and Kevin Lynch presented an update for the proposed CHS Press Box.

Mr. Lynch, Litchfield Building Inspector, indicated that the Press Box Committee is ready to move forward with the project. Mr. Lynch updated the Board on the dialogue that has transpired with the NE Regional ADA Office in Boston, and in Washington, DC regarding ADA requirements for the proposed press box. Mr. Lynch stated that as Town Building Inspector it is his professional opinion that the project is ready to move forward and is ADA compliant.

Mr. Guerrette disagreed that the building is in compliance, but commented that he is fully in favor of the press box. Mr. Guerrette shared dialogue from a conversation he had with the ADA Office in Boston and senior staff in the Washington DC ADA Office and an opinion that a two or three story building needs vertical access. Mr. Guerrette commented that we can do more than any statute, but not less.

Board members discussed who is the final authority and disagreed as to whether the local authority has the final authority.

Board members discussed as to whether communicating the district's plans to regional and federal offices should have taken place without board knowledge or approval.

Discussion as to how other districts have press boxes without ADA access as well as ways in which the design could be changed to make it complaint ensued between board members and the members of the committee.

Mr Lynch reiterated he feels this building as proposed comes under performance code and meets the intent. Board members continued to discuss the way forward.

***Mr. Guerrette made a motion that the Board wait to receive all the information from the Boston Regional ADA Office before proceeding. Mr. York seconded.***

Mr. York asked Mr. Falzarano of the Committee is asking to go forward with construction of the press box. Mr. Falzarano indicated that the main concern is pouring the foundation. He noted that the Committee has raised enough funds to proceed with the foundation. Mr. Falzarano indicated that the Committee understands that no construction, other than the pouring of the slab, is to proceed without Board approval.

***Mr. Guerrette amended his previous motion to include a statement that no construction on the press box will occur except for the pouring of the slab.***

Mr. York indicated that the Board previously voted to allow the Committee to pour the slab if funds were available, with no further construction unless approved by the Board. He stated to Mr. Guerrette that he is reaffirming a previous vote and trying to prevent something for which the Committee has not been authorized.

***Mr. Guerrette withdrew the main motion and the amended motion.***

***Mr. York withdrew his second.***

Mr. Miller queried if the location of the slab will have any impact on the fencing. Mr. Lowry noted that the area has not yet been surveyed or physically marked.

Mr. Martin was concerned about dislocating the fence. Mr. Lowry indicated that they will move the location of the slab if it impacts the fencing. He indicated the field will remain fenced.

## **6) Board Correspondence**

Mr. York read an email from Chris Pascucci regarding the Kindergarten Construction agenda topic. Mr. Pascucci stated that he would like to hear the opinions of each Board member on whether Litchfield needs a new kindergarten facility. Mr. York indicated that he responded to Mr. Pascucci and explained that the Board was being asked to answer a question from the State and not vote to commit to any new construction.

Dr. Cutler reported that she received concerns from Ms. Jackson about field updates. Dr. Cutler indicated to Ms. Jackson there was a miscommunication. Ms. Jackson also queried about the facilities fee schedule. Dr. Cutler indicated to her that it was on the agenda for discussion.

7) **Community Input**

There was no community input.

8) **Recommended Action**

a) **Business Affairs**

1) Draft School Board Minutes:

a) Public Minutes of August 11, 2010

*Mrs. Prindle made a motion to approve the August 11, 2010 public minutes as written. Mr. York seconded. The motion carried 5-0-0.*

2) School Board Goals (Completion/Approval)

Dr. Cutler indicated that the remaining work on the 2010-2011 goals was deferred from the August 11 School Board meeting. Board members discussed the remaining goals and suggested revisions.

Board members discussed the remaining goals and made the following revisions:

- Goal 3, Objective D will be revised to say: provide teachers with opportunities to participate in professional learning communities encouraging collaboration, analysis of student work, and refinement of lessons and instructional strategies.
- Goal 3, Objective E will be revised to say: Expand the use of the School Dude Facility Maintenance software in support of implementing the preventative maintenance program for all facility related assets.
- Goal 3, New Objective, F: Assess capital equipment and develop a multi-year plan for implementation.
- Goal 3, New Objective, G: Develop processes and procedures for documenting large repairs, replacements, and purchases for consistency and transparency.
- Goal 4: Objective A: completed.
- Goal 4, Objective B will be revised to say: Expand electronic information offerings to the community.
- Goal 4, Objective C will be revised to say: Create cable programming focusing on district issues and Board actions.
- Goal 4, Objective D: continue objective.

3) FY12 Preliminary Budget Reductions (Continued)

Dr. Cutler indicated that a discussion regarding the FY12 budget took place at the August 11 Joint Budget Committee/School Board meeting. She recommended that Board members set dates for public hearings to gather community input on the FY12 budget. Dr. Cutler suggested to the Board potential dates for the hearings:

- GMS: October 5, 2010 from 5:00 – 6:30 pm
- LMS: October 19, 2010 from 6:30 – 8:00 pm
- CHS: October 26, 2010 from 6:30 – 8:00 pm.

Dr. Cutler provided to Board members education requirements with highlighted areas for quick reference and suggested Board members refer to the information when faced with questions regarding education requirements and budget concerns.

Dr. Cutler asked the Board for feedback on the FY12 preliminary budget reductions suggested by the SAU and those suggested by Board members.

Board members discussed the \$2M impact in education aid that Litchfield is facing relative to the suggested FY12 budget reductions presented. Dr. Cutler reminded the Board that the Budget Committee requested the FY12 budget be presented with no more than a 3% increase on the tax rate.

Mr. Miller requested that Mr. York ask the Budget Committee the following questions:

- If the FY12 budget is presented with a 3% increase on the tax rate, will the Budget Committee members be satisfied?

- Is the Budget Committee willing to exclude previously approved warrant articles (teachers contract) from their requested 3% increase on the tax rate?

Mrs. Couture requested that when presenting the Superintendent's recommended budget a prioritized list of reductions is also provided for the Board.

*Board Consensus: Present the FY12 Superintendent's Recommended Budget with a reduction of \$2M from the current FY11 budget as a combination of reductions and revenues.*

#### 4) Impact Fees for Kindergarten Construction

Dr. Cutler indicated that previously the Board was provided correspondence from the NH DOE regarding Kindergarten Construction Aid. She noted that the DOE notified school districts that there is one more year of eligibility for temporary classroom costs for kindergarten. The DOE requested information from any districts that plan to propose kindergarten classroom construction in 2012 or 2013 in order to include the 75% reimbursement costs in the state budget. Dr. Cutler commented that the State is simply asking for the intentions of the school districts regarding potential kindergarten classroom construction.

Dr. Cutler indicated that both the legal counsel of the District and the Board of Selectmen agree that impact fees cannot be used for kindergarten construction in Litchfield.

Mr. Martin reported that he and business administrators from other districts met with Mr. Murdough of the NH DOE regarding state budgets for Kindergarten Construction Aid. He indicated that Mr. Murdough would like input from the School Board on the possibility of future kindergarten construction in the next biennium. This would allow the state to set aside the construction aid in the event the District needed to construct kindergarten classrooms in the next budget cycle. Mr. Murdough reiterated that construction would not be approved on the GMS site.

Board members discussed concerns regarding the advantages and disadvantages of the presented opportunity for Kindergarten Construction Aid in the future.

***Mrs. Couture made a motion to authorize Mr. Martin to inform the State to reserve the Kindergarten Construction Aid (75% reimbursement) for potential kindergarten construction in the next biennium. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.***

#### 5) Facility Use Discussion

Dr. Cutler indicated that on June 14 the Board was given a packet of policies regarding facilities policies and procedures from several other towns. The information was provided in the event the Board discussed revising the facility use fee schedule. Dr. Cutler recommended that, in light of the budget reductions slanted for 2011-12, no changes be made until the final budget recommendations are made, rather than having two different fees schedules two years in a row. Dr. Cutler suggested that this is an issue that would be important to receive feedback from the community during the public hearings.

Board members discussed the fee schedule relative to increasing fees for facility and field usage. Board members requested that the administration provide a recommendation for a per season fee for community groups/organizations team rosters that consist of an enrollment of 50% or more of Litchfield youths. The Board also indicated that the existing policy be followed if a team roster consists of an enrollment of less than 50% of Litchfield youths. This information will be available at the September 8 meeting.

#### 6) Business Administrator's Update

Mr. Martin provided an update to the June 2010 financial report to the Board he gave on July 28. He indicated that the field audit has been completed. Mr. Martin noted that the general fund has a year end unreserved fund balance of \$370,565 and was under spent by \$193,395. Key areas of the under spend were attributed to salaries and benefits, utilities, and vocational transportation. Impact to the unanticipated revenue to the year end fund balance was in Medicaid. Food service ended the year with a loss of only \$3609 due to higher than expected free/reduced lunch revenues and an increase in year end catering revenues. Mr. Martin reported that year end encumbrances totaled \$234,313.

Mr. Martin updated the Board on district projects that have been completed, as well as those nearing completion, which included the district lighting retrofit, the GMS roof replacement, and the GMS bathrooms.

7) FY12 Budget Timeline

Mr. Martin reviewed the proposed 2011-2012 timeline for the budget preparation process. Board members agreed to work with the timeline as presented, but indicated that it may be subject to change.

8) 2010-2011 Bus Routes Information

Mr. Martin indicated that the 2010-2011 school bus routes are completed. The bus schedules were published in the HLN and was posted to the District website.

9) Manifest

The manifest was circulated and signed by the Board.

**9) Policies – Review & Revision**

1) High School Interscholastic Athletics - Pre-Season Medical Requirements

Dr. Cutler indicated that some parents have questioned the High School Athletics policy regarding the timeframe requiring physical examinations of freshmen athletes. She suggested that Board members discuss possible revisions to the policy as a remedy.

Board members requested the NHIAA criteria for physicals, as well as why a three month window was established in the policy. Mr. Martin will contact Primex for input on the current practice. Athletic directors will be tasked to determine the practice of area schools for comparison.

2) Buildings & Grounds Security (ECAB)

Board members reviewed the reworked policy and suggested revisions. The policy will move to a 1<sup>st</sup> Reading.

3) Professional Staff Work Load (GCM)

Board members previously recommended that the policy be rescinded because the intention is included in staff contracts.

***Mrs. Prindle made a motion to rescind the Professional Staff Work Load policy. Mr. York seconded. The motion carried 5-0-0.***

4) Supervision & Evaluation of Instructional Staff (GCNA)

Board members reviewed the reworked policy and suggested revisions. The policy will move to a 1<sup>st</sup> Reading.

5) Curriculum Development (IGA) (Amend)

Board members reviewed the reworked policy and suggested revisions. The policy will move to a 1<sup>st</sup> Reading.

6) Curriculum Documents & Course Outlines (IGE) (Amend)

Board members reviewed the reworked policy and suggested revisions. The policy will move to a 1<sup>st</sup> Reading.

**10) Policies – 1<sup>st</sup> Reading**

1) Buildings & Grounds Property Management (EC)

Board members reviewed the policy and suggested revisions.

***Mrs. Couture made a motion to approve the Buildings & Grounds Property Management policy for a 1<sup>st</sup> Reading. Mrs. Prindle seconded. The motion carried 5-0-0.***

2) Professional Staff Development Opportunities (GCI)

Board members reviewed the policy and suggested revisions.

***Mrs. Prindle made a motion to approve the Professional Staff Development Opportunities policy for a 1<sup>st</sup> Reading. Mrs. Couture seconded. The motion carried 5-0-0.***



1) Student Activities & Organizations (JJA)  
Board members reviewed the policy and suggested revisions.

*Mrs. Couture made a motion to approve the Student Activities & Organizations policy for a 1<sup>st</sup> Reading. Mrs. Prindle seconded. The motion carried 5-0-0.*

4) Title I Parent/Guardian Involvement (KBB)  
Board members reviewed the policy and suggested revisions.

*Mrs. Couture made a motion to approve the Title I Parent/Guardian Involvement policy for a 1<sup>st</sup> Reading. Mr. York seconded. The motion carried 5-0-0.*

11) **Committee Reports**

1) Budget Committee

Mr. York reported that the Budget Committee will be meeting Thursday, August 26, 2010. Mr. York provided a copy of the August 11, 2010 draft minutes of the Joint Budget Committee/School Board meeting to Board members.

12) **Community Input**

There was no community input.

13) **Non-Public Session: RSA 91-A:3II (b)**

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

*Mrs. Couture made a motion to enter into non-public session at 10:59 p.m. under RSA 91-A:3II (b) The hiring of any person as a public employee. Mr. Miller seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

14) **Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 11:10 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

15) **Adjourn**

*Mr. Guerrette made a motion to adjourn 11:12 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

16) **Upcoming Meetings**

*>>Litchfield School Board: September 8, 22, 29, 2010 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

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Dennis Miller, Chair

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Jason Guerrette

Mary Prindle

John York

August 25, 2010

Attachment to the August 25, 2010 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from residents of Litchfield, which were read during Community Input, regarding the use of end of the year funds.

Respectfully submitted,

A handwritten signature in blue ink that reads "Michele E. Flynn".

Michele E. Flynn  
School Board Administrative Assistant

## Michele E. Flynn

---

**From:** Elaine Cutler  
**Sent:** Tuesday, August 24, 2010 4:49 PM  
**To:** Michele E. Flynn  
**Subject:** FW: letter for 8/25 meeting

Here you go...

---

**From:** chrispas@comcast.net [mailto:chrispas@comcast.net]  
**Sent:** Monday, August 23, 2010 10:55 PM  
**To:** Dennis Miller; Cindy Couture; Elaine Cutler; Jason N. Guerrette; Mary Prindle; John York  
**Subject:** letter for 8/25 meeting

Dear school board,

Good evening,

I noticed an agenda item for tonights meeting that states, "using impact fees for kindergarten construction". To many in this community that reads that, it implies that the decision was already made to build a new kindergarten facility, and you are now discussing the "funding" of that facility. Did this school board have that discussion yet? If so, have you made the decision to build a new kindergarten facility or addition to the existing building?

I do understand that Concord wants to know Litchfields intentions, and that discussion is indeed a worthwhile discussion, but I think it is at least equally , if not more important to have a rational discussion about the real "need" of a new kindergarten for this town. We have a great deal of data at our fingertips, including the enrollment projections as well at the number of births in Litchfield. All indications point to a severely declining enrollment over the next few years. I do understand how enticing getting 75% off a new building may sound, and if we really do need a new building or an addition to house kindergarten students, then taking advantage of that deal would be great for this community.

So I am looking forward to that honest and transparent discussion about the "need" of an addition, or a new facility. I am also respectfully asking for the "on record" opinions of each school board member as to whether or not you see a need for new kindergarten space. I am not asking for an opinion that is cast in stone, but just an opinion, given all the facts as they appear today. I am asumming that since you are engaging in a discussion about funding new kindergarten space, that you have some opinion as to the "need" of that space.

Thank you!  
Chris Pascucci

PS, I apologize for delivering my concerns and questions via an impersonal letter, instead of in person, but my work hours is making it very difficult for me to attend this meeting.

*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**

**September 8, 2010**

**(approved as written 9-22-10)**

Present: Mr. Dennis Miller, Chair (*excused*)  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Deb Mahoney, Director of Human Resources  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order - Pledge of Allegiance**

**6:30 p.m.**

Mrs. Couture called the meeting to order at 6:37 p.m. Mrs. Couture noted that Mr. Miller is attending to a business matter.

**2) Review & Revision of Agenda**

Revisions to the agenda included the addition of Acceptance of Donations under Business Affairs.

Dr. Cutler queried Board members' interest in a renewal subscription of American School Board Journal. Board members suggested researching the cost for online access or a District subscription.

**3) School Board Comments**

Mr. Guerrette commented that the NE ADA Office will officially allow an exemption for the CHS press box. He mentioned that had we not inquired about compliance, a wheelchair lift would have been required.

**4) Summary of Non-Public Actions: From August 25, 2010:**

Mrs. Couture read the non-public actions from the August 25, 2010 meeting.

*Mrs. Couture made a motion to approve the July 14, 2010 non-public minutes as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Patrick Quinn as a CHS Math teacher at a salary of \$49,046 for the 2010-2011 school year. Mrs. Couture seconded. The motion carried 5-0-0.*

*Mrs. Couture made a motion to accept the nomination of Kathleen Hegarty Follis as part time Occupational Therapist at a salary of \$21,628 for the 2010-2011 school year. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Carolyn Ortiz as part time CHS Guidance counselor at a salary of \$18,342 for the 2010-2011 school year. Mr. Miller seconded. The motion carried 5-0-0.*

**5) Board Correspondence**

A thank you card was sent to the Board from Connie Faro to express her appreciation for recognizing her 35 years of service.

**6) Community Input**

There was no community input.

**7) Recommended Action**

a) Business Affairs

- 1) Draft School Board Minutes:

a) Public Minutes of August 25, 2010

Mr. Guerrette requested the minutes be tabled until the next meeting. Board members agreed to table the minutes until September 22, 2010.

2) FY12 Salary Guidelines

Dr. Cutler indicated that salary guidelines is the first phase of the budget process. She explained that Human Resources presents options to the Board and asks for Board direction. Dr. Cutler commented that, in light of the economic situation, Board members can elect to freeze salaries of non-bargaining employees or research other options. She indicated that in the past salary surveys have been conducted, but have not been consistent among occupations.

Board members agreed that a schedule review cycle should be developed for all employee groups.

Mrs. Mahoney mentioned that certain employee groups were not surveyed last year [administrators, nurses, tutors, monitors, and substitutes]. She indicated that nurse substitute rates are the biggest challenge as feedback indicates that the rate per day is too low. Mrs. Mahoney discussed briefly with Board members recruitment methods for nurse substitutes. Board members requested a survey analysis of nurse substitutes salary rates.

Dr. Cutler asked Board members for direction on salary guidelines for the 2011-2012 year. Board members agreed that they would most likely support a salary freeze for non-bargaining employees. Mr. Guerrette suggested that the Board consider including salary increases for non-bargaining employees in a warrant article. Mr. Martin was directed to prepare a cost analysis of potential step increases for non-bargaining employees without COLA for presentation in December.

3) Business Administrator's Update

Mr. Martin updated the Board on district finances and projects. He reported that the field audit is ongoing and transportation went smoothly for the opening of school. He also reported that the GMS bathrooms have been completed, the roof is completed except for some metal flashing, and the lighting retrofit project is progressing. All major projects are progressing or have been completed.

4) Tuition Rates

Mr. Martin presented the 2010-2011 tuition rates to the Board. The tuition rates are based on the cost per pupil as calculated in the DOE 25. He noted that traditionally the Board approves a 50% tuition reduction for District employees whose children attend Litchfield schools. Proposed tuition rates are as follows:

Elementary: \$10,206.12; Middle: \$9,861.07; High: \$12,140.26.

***Mr. York made a motion to approve the 2010-2011 tuition rates as presented. Mrs. Prindle seconded. The motion carried 4-0-0.***

5) DOE 25 Signature

Mr. Martin presented the 2010 DOE 25 for Board signatures. He explained that the DOE 25 is the annual financial report to the DOE, which is a detailed report of all revenues and expenditures. The document was circulated and signed by the Board.

5a) MS-25

Mr. Martin presented the 2010 MS-25 for Board signatures. He explained that the MS-25 is a summary of the DOE-25. The document was circulated and signed by the Board.

6) Student Enrollment – September 7, 2010

Dr. Cutler presented student enrollment taken September 7, 2010. She reported the following:

- GMS: 536
- LMS: 524
- CHS: 518

Total enrollment as of September 7, 2010 was 1,578 students, which includes pre-k and kindergarten.

7) 2010-2011 School Board Goals Approval

Board members reviewed the revised goals and objectives for 2010-2011. Board members suggested final revisions to the goals.

***Mrs. Prindle made a motion to approve the 2010-2011 Board goals with final revisions. Mr. York seconded. The motion carried 4-0-0.***

8) High School Interscholastic Athletics (IGDJ): Student Physicals

Dr. Cutler provided to the Board information regarding NHIAA regulations and the practice of other area high schools regarding athletic eligibility and student physicals. She thanked the high school athletic directors for gathering the information. Dr. Cutler explained that the problem facing parents of potential student athletes is that most physicals are scheduled in the child's birth month. Insurance companies will not pay for a second physical in the same year, for which financial responsibility falls on the parents.

Board members reviewed the information regarding the practice of other high schools and athletic eligibility/student physicals. Board members suggested using some wording from Pinkerton's policy and some wording from Nashua's policy. The suggested wording indicates that incoming freshmen must have physicals within the previous 12 months prior to entering CHS. Unless the student has a physical injury or illness, this will be the only physical required during the athlete's high school years. The policy will be revised and return for a 1<sup>st</sup> Reading.

9) Facilities Use Fees Information

Dr. Cutler provided to the Board data collected reflecting teams that use the Litchfield facilities that have less than 50% participation by Litchfield youth. The Board requested the information in consideration of a flat fee usage of facilities. There are four groups that have less than 50% participation by Litchfield youth: Grizzlies, AAU Basketball, St. Francis, Granite State Marauders.

Board members briefly discussed pros and cons of charging fees to individual groups. Mr. York requested the District's costs for salaries, labor, materials, and maintenance when fields or facilities are used by groups. Mr. Martin will provide the costs to the Board at a future meeting. The Board requested a similar document for all the recreational activities in Litchfield.

10) Truancy/Student Attendance Policy Discussion

Dr. Cutler reported that the truancy law changed as of July 1, 2010. Truancy is defined as 10 half days of unexcused absences instead of the twenty days that was allowed previously. School boards must provide participation of parents in the development of this policy. Parent participation in the development of a policy is also required with the new Bullying Law. Dr. Cutler proposed forming a sub-committee composed of 1-2 administrators, 2-3 parents, a board member and myself to craft a draft policy for the Board to consider. Vehicles for use to solicit parent participation on the sub-committee will be the HLN and the District website.

Mr. Guerrette requested membership on the sub-committee. Board members agreed.

11) Public Participation at School Board Meetings (BEDH): Policy Research

Dr. Cutler presented research data on public participation at school board meetings previously requested by the Board. The Board requested the research while considering the possibility of open dialogue with community members during the community input periods at board meetings. The research data indicates that a large majority of school boards, both state-wide and nationwide, do not interact with community members during public input sessions.

Mrs. Couture commented that the current policy seems to be consistent with a large majority of the research data. She indicated that board meetings are not meetings with the public; however, she suggested that public forums can be scheduled in order to allow more interaction with the community.

Mrs. Prindle, Mr. York, and Mr. Guerrette believe that the Board's current practice for community members to speak and the Board not respond does not serve the public.

Board members discussed setting time aside at the beginning of the meeting for open dialogue with the community. Dr. Cutler indicated the Board has scheduled three forums in October for public input on the budget. More forums will be determined for December.

6) Acceptance of Donation

Mr. Martin announced that the District received a donation in the amount of \$2000 from Target to purchase Listening Centers for the GMS Library. Dr. Cutler indicated that the Board had previously accepted the donation.

13) Manifest

The manifest was circulated and signed by the Board.

8) **Policies – 1<sup>st</sup> Reading**

1) Buildings & Grounds Security (ECAB)

Board members reviewed revisions to the policy.

***Mrs. Prindle made a motion to approve the Buildings & Grounds Security policy for a 1<sup>st</sup> Reading. Mr. Guerrette seconded. The motion carried 4-0-0.***

2) Supervision & Evaluation of Instructional Staff (GCNA)

Board members reviewed revisions to the policy.

***Mr. Guerrette made a motion to approve the Supervision & Evaluation of Instructional Staff policy for a 1<sup>st</sup> Reading. Mrs. Prindle seconded. The motion carried 4-0-0.***

3) Curriculum Development (IGA) (Amend)

Board members reviewed revisions to the policy.

***Mrs. Prindle made a motion to approve the Curriculum Development policy for a 1<sup>st</sup> Reading. Mr. Guerrette seconded. The motion carried 4-0-0.***

4) Curriculum Guides (IGE) (Amend)

Board members reviewed revisions to the policy.

***Mrs. Prindle made a motion to approve the Curriculum Guides policy for a 1<sup>st</sup> Reading. Mr. York seconded. The motion carried 4-0-0.***

9) **Policies - 2<sup>nd</sup> Reading**

1) Buildings & Grounds Property Management (EC)

***Mrs. Prindle made a motion to approve the Buildings & Grounds Property Management policy. Mr. Guerrette seconded. The motion carried 4-0-0.***

2) Professional Staff Development Opportunities (GCI)

***Mrs. Prindle made a motion to approve the Professional Staff Development Opportunities policy. Mr. Guerrette seconded. The motion carried 4-0-0.***

3) Student Activities & Organizations (JJA)

***Mrs. Prindle made a motion to approve the Student Activities & Organizations policy. Mr. Guerrette seconded. The motion carried 4-0-0.***

4) Title I Parent/Guardian Involvement (KBB)

***Mrs. Prindle made a motion to approve the Title I Parent/Guardian Involvement policy. Mr. Guerrette seconded. The motion carried 4-0-0.***

10) **Committee Reports**

Budget Committee



Mr. York reported that Budget Committee members responded to specific queries from the Board regarding the FY12 budget presentation. The Board requested responses to the following:

- Dr. Cutler reminded the Board that the Budget Committee requested the FY12 budget be presented with no more than a 3% increase on the tax rate. Mr. Miller requested that Mr. York ask the Budget Committee the following questions:
- If the FY12 budget is presented with a 3% increase on the tax rate, will the Budget Committee members be satisfied?
- Is the Budget Committee willing to exclude previously approved warrant articles (teachers contract) from their requested 3% increase on the tax rate?

Mr. York indicated that the Budget Committee's response to both questions was "no". Mr. York also reported that there was a discussion about facility maintenance. He noted that Budget Committee members were under the impression that the District does not justify maintenance items in the budget. They requested more justification for maintenance items and suggested that the District develop a maintenance schedule. Mr. Martin commented that capital replacement costs will be identified in the School Dude software.

Mr. York read an email from Mr. Spencer to the Board. Dr. Cutler was concerned that there was misinformation included in the message and clarified the rationale why the position first grade was not filled.

#### Grants Committee

Mrs. Prindle provided an update on the Grants Committee's activities over the summer. She reported that the District received donations/grants from:

- Target for the Listening Centers at GMS
- Hannford for the mixers and microwaves for the FACS program at LMS
- Hannaford for the recycling program at CHS
- Trees for LMS.

#### 11) Community Input

There was no community input.

#### 12) Non-Public Session: RSA 91-A: 3II (a-c)

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

*Mr. Guerrette made a motion to enter into non-public session at 9:01 p.m. under RSA 91-A: (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. York seconded. The motion carried by roll call vote: Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

#### 13) Return to Public Session

*Mr. York made a motion to return to public session at 9:19 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

#### 14) Adjourn

*Mrs. Prindle made a motion to adjourn at 9:20 p.m. Mrs. Couture seconded. The motion carried 4-0-0.*

#### 15) Upcoming Meetings

*>>Litchfield School Board: September 22, 29, 2010 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**

**September 22, 2010**

**(approved as amended 9-29-10)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Gail Sullivan, Director of Curriculum & Instruction  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mrs. Laura Rothhaus, Assistant Principal, CHS  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order – Pledge of Allegiance **6:30 p.m.****

Mr. Miller called the meeting to order at 6:33 p.m.

**2) Review and Revision of Agenda**

Revisions to the agenda included: the removal of non-public minutes under Non-Public Session; the Soccer Fundraiser was withdrawn under Principals' Reports. It was stated that the parents who proposed the fundraiser have decided to make a specific donation to the LMS instead of having a fundraiser. The donation will be brought before the Board at a future meeting.

**3) School Board Members' Comments**

Mrs. Prindle commented that there was an email sent to Board members by Dr. Cutler providing transcription of the CHS Press Box discussion at the August 25 Board meeting. Mrs. Prindle indicated that she responded via email that she is not in favor of providing this level of detail on one conversation. She commented that it is not a precedent we should be setting. Mrs. Prindle indicated that there is a process for Board members to review, request changes, and collectively approve the minutes and any changes should be made through that process. *(Mrs. Prindle's email comments are attached to the minutes.)*

Mr. York commented that there was an article in the September 21 Union Leader regarding a decision by the Bedford School Board to increase fees for school programs and services to offset taxes. The article reports that the school district formed a study panel made up of administrators, teachers, and parents who focused on fees that could be increased without having a major impact on students and parents. Mr. York suggested that, with the commencement of the FY12 budget process, the Board consider the same approach as Bedford, which would involve the formation of a study panel or committee.

Mr. Miller agreed that the idea is interesting and can be broached at the public hearings coming up in October. Dr. Cutler agreed to solicit members for the group.

**4) Summary of Non-Public Actions**

Mr. Miller noted that Board members voted to seal the minutes from the September 8, 2010 Non-Public Session.

**5) Comments from the Litchfield Education Association**

Carolyn Leite, President of the LEA, commented on the FY12 budget deficit. She indicated that the Superintendent asked LEA members for cost saving ideas. Ms. Leite met with LEA members to discuss ideas to save costs for the District and shared those ideas with Dr. Cutler. She also commented that members of the LEA plan to attend the public forums in October. Ms. Leite expressed that LEA members have a major concern with the impact the

proposed reductions in staff will have on educating the students. She emphasized that teachers will continue to do their best to educate the children in Litchfield, however, the proposed cuts could result in less personal education for students. Ms. Leite indicated that the LEA understands the task at hand and encouraged the Board to try their best to keep teachers in the classrooms.

**6) Board Correspondence**

There was no correspondence.

**7) Community Input**

There was no community input.

**8) Principals' Reports**

1) GMS

a) Playground Update

Mr. Schlichter reported that the GMS Playground Committee was selected to receive a Parent Involvement in the Community award in Concord for their extraordinary work with the GMS playground. He commended the community for their support of the playground and commended the Committee for their hard work in raising funds in such a short time. Mr. Schlichter reported that the Playground Committee has funds in the amount of \$4,551.51 from donations that continue to be received. He announced that the Committee would like to purchase some additional equipment with the remaining funds.

It was determined that the GMS Playground Committee donate the funds to the District for the purchase of the equipment.

***Mr. York made a motion to accept the donation of \$4550 from the GMS Playground Committee for the purchase of additional playground equipment for the GMS playground. Mrs. Prindle seconded. The motion carried 5-0-0.***

Mr. Schlichter also reported that GMS is in the process of restructuring the Reading program.

2) LMS

a) Soccer Uniforms Fundraiser

The soccer uniforms fundraiser was reported on under Revision of the Agenda.

Mr. Lecklider reported LMS had a smooth opening. An open house was held during the second week of September and commenced with a reformatted procedure, which proved to be very successful. He also reported that fall sports are off to a good start. Sports Information Night was held on September 14 and was a success. Mr. Lecklider acknowledged Jody Corbett and Patricia Waggoner for their work on the new website. He also announced a new link on the LMS website called "Daily Announcements", which was created to help improve communication to the parent community.

Mr. Lecklider reported that NECAP testing is scheduled for October. PBIS goal setting is underway for the school year. He announced that staff have been talking with students in BEST groups about how to avoid student conflicts and promote positive peer interactions. Mr. Lecklider also announced that LMS is piloting a Game Club and a Cribbage Club, which will be officially proposed to the Board at the October 27 Board meeting. He also noted that Destination Imagination and the Lego League will be offered this year as well.

Mr. York queried about the after school program. Mr. Lecklider responded that the after school program is going well, although there are some "growing pains". He mentioned that there is difficulty in attracting 7<sup>th</sup> and 8<sup>th</sup> graders. He complimented the group from Springboard on their organization.

Mr. Lecklider provided the LMS Summer School Report to Board members. He indicated that there was a total of 6 students (grades 6-8) enrolled in Math and 9 students (grades 6-8) enrolled in English. All students in summer school passed their courses. Mr. Lecklider indicated all "summer school required" students need to pass the 4 week course for promotion. "Summer school required" means a student has failed 3 content area classes for the year. Mr. Lecklider discussed with Board members the determination of students required to attend summer school and how the courses are tailored to help.

Mr. York queried how the schools communicate regarding incoming students that are struggling. Mrs. Rothhaus indicated that, through the CHAT Program, a team from CHS goes to LMS and talks to the students about challenges they may face and how they can succeed in high school.

- 3) CHS
  - a) Summer School Report

Mrs. Rothhaus reported that the opening of the high school went well. She provided the CHS Summer School Report for Board members. Mrs. Rothhaus reported that 50 students attended summer school at CHS. The student must pass the competency to get credit for the course. She reported that summer school is a self-funded program and the District pays the cost for students who are on free/reduced lunch. Mrs. Rothhaus indicated that there were 4 students on free/reduced lunch.

Mrs. Rothhaus reported that CHS sports are off to a good start.

9) **Curriculum Report**

- 1) September Curriculum Report

Mrs. Sullivan reported that FACS teachers are working to complete curriculum and Language Arts teachers are piloting Six Traits of Writing. She commented that if all students are trained to think about writing in the same way at a young age, they should become excellent writers. Mrs. Sullivan reported that there will be a Professional Development Committee meeting on October 5 to make revisions to the Professional Development Plan that was submitted to the State. GMS working on the implementation phase of the restructuring plan. She also reported that mentor training took place on August 19, 2010. Mrs. Sullivan noted that NWEA testing has begun and will end on September 30 and NECAP testing is scheduled in October.

- 2) Assessment Report

Mrs. Sullivan presented the 2010 Assessment Report to the Board. She reported that the results are broken down into three categories: whole school, socially/economically disadvantage (SES), and Special Education. She reported that with the exception of the special education subgroup, Litchfield schools obtained adequate yearly progress. The Complete 2010 Litchfield School District Assessment Report is posted on the District website.

Board members queried why the CHS Special Education subgroup index score was 0. Mrs. Sullivan explained that an index score is not calculated unless there are 11 or more students taking the tests. She explained that it is important to understand the assessment data.

Mr. York queried why the GMS Special Education subgroup did not score as well as the prior year. Mr. Schlichter explained that a different set of students, some with different disabilities, are tested from year to year.

Mr. Guerrette queried how the state is capturing what is proficient. Mrs. Sullivan commented that the state is trying to determine the skill level of students in each grade that is tested. She indicated that the results included in the report include the definition of proficiency and the skills levels.

Mrs. Sullivan also reported that the NECAP results are included and reflect that at GMS we are consistent or exceeding the state average in Reading and Math; at LMS we are exceeding the state average in Reading and Math; and at CHS we are lower than the state average in Reading, Math, and Writing. Litchfield NECAP scores for the Spring assessment tests are as follows:

- GMS Reading Index: 91.0
  - Whole School: 94.8
  - SES (socially/economically disadvantaged): 92.5
  - Special Education: 53.3
- GMS Math Index: 88.0
  - Whole School: 90.7
  - SES: 91.3
  - Special Education: 45.3

- LMS Reading Index: 91.0
  - Whole School: 95.0
  - SES: 90.4
  - Special Education: 74.7
- LMS Math Index: 88.0
  - Whole School: 88.4
  - SES: 86.1
  - Special Education: 62.0
  
- CHS Reading Index: 89.0
  - Whole School: 86.8
  - Special Education: 0.0 (number of students that took the test under 11)
- CHS Math Index: 72.0
  - Whole School: 64.6
  - Special Education: 0.0 (number of students that took the test under 11)

Mrs. Sullivan announced that the NECAP Science results were released today and it is worthy to note that all scores exceed state averages. The Science report will be provided for the Board at the October 27 Board meeting.

Mrs. Sullivan commented that NWEA is used by teachers and students to gain formative assessment information. This data helps teachers individualize their students' education. She reported that in general, there was growth in each grade in Reading, Math, and Language usage.

Mr. Schlichter reported that he meets with faculty to review test results as a school. Improvement goals and student performance are discussed. Recommendations are made to improve student achievement and performance goals for the next school year. Mr. Schlichter explained that the focus this year will be the special education subgroup. He noted that special remediation strategies will be administered by the reading specialist and reading tutors. He indicated that the Language Arts program will consist of 90 minutes of committed reading instruction for all students in grades 1-4. Targeted students will have additional reading instruction. Results will be evident next year.

Mr. Lecklider reported that the index scores were good in the whole school, with the exception of the special education subgroup. He indicated that this year LMS is in restructuring and will be developing the same improvement plan as GMS. Mr. Lecklider noted that there was small growth in the special education subgroup index scores and the subgroup will continue to be monitored. Mr. Lecklider indicated that the index score trends tend to be moving toward proficient with distinction.

Mr. York requested that actual numbers be provided in place of or in addition to the percentages. Dr. Cutler indicated that NECAP reports from the NH DOE include numbers and percentages.

Mr. Miller mentioned to Mrs. Sullivan that the Board always asks that the assessment results are tracked by grade. Mrs. Sullivan agreed to provide a cohort for the Board.

Mr. Lecklider commented that LMS implemented a content reading course two years ago and has seen dramatic improvement in student reading performance. He indicated that LMS also implemented the Six Traits Writing. LMS is developing a restructuring plan to address the special education subgroup in the area of Reading. Professional development will be provided to all staff targeting differentiated instruction and to special education staff targeting remediation strategies.

Mrs. Rothhaus reported that the graduation rate at CHS improved from 98.4% to 99.2%. She commented that in her first year at CHS, there were 19 dropouts. She attributed the graduates' successes to hard work, the night school programs, directed studies, and the Londonderry Adult Education Program. She reported that students are taking more PSAT's and CHS will be asking advisors to provide an "SAT question of the week". CHS will also implement the "SAT word of the day". Mrs. Rothhaus indicated that CHS will be implementing the Six Traits Writing, which should improve SAT scores.

Mrs. Rothhaus reported that 40 students took AP courses. She also reported that 61% of students are pursuing four year colleges and 23% elected to attend a two year college, which is a 4% increase over 2009. She mentioned that due to the economy, more students pursued two year colleges and the military. Mrs. Rothhaus noted that the goal at CHS is to increase the number of students pursuing four year colleges to 80%. Mrs. Rothhaus reported that the Fall 2009 NECAP results reflected that the percentage of students scoring proficient/proficient with distinction in Reading was down 7% from 2008. However, in Math the percentage of students scoring proficient/proficient with distinction in Math increased 2% from 2008, and in Writing increased 3%. She indicated that they are planning to offer more incentives to motivate students and increase NECAP scores. Mrs. Rothhaus noted that CHS recognizes student achievement on the NECAP, the Honor Roll, all A's, and Senior Honors.

Mr. York commented that less than 100% effort by students should not be accepted. He noted that the seriousness of assessment test achievement should be stressed to teachers and students.

Mrs. Rothhaus reported that CHS faculty and staff continue to work on the NEASC recommendations, which are 60% complete. She announced that a CHS senior was named a semi-finalist for the National Merit Scholarship Program. 16,000 academically talented high school seniors will compete nationally for the coveted awards.

**10) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of August 25, 2010

Dr. Cutler or Mr. Miller noted that the Board Administrative Assistant transcribed the CHS Press Box discussion portion of the August 25, 2010 minutes. Mr. Miller also prepared a draft of the discussion based on the transcription provided by Mrs. Flynn.

Mrs. Prindle advocated her disagreement with transcription of discussion in the minutes.

Mrs. Couture expressed that Mr. Miller's suggested draft of the discussion was acceptable.

Mr. Guerrette disagreed, noting in this instance the discussion warranted a detailed transcript that includes a record of Board members' positions. He believes the minutes should be more inclusive of what actually happened.

Board members discussed what is required to be recorded in the minutes and disagreed on the level of detail included relative to discussions.

Dr. Cutler indicated that Board members usually receive the draft minutes 5-6 days prior to a meeting. She suggested that if a Board member has a correction or feels additional content should be included, the information can be sent to Mrs. Flynn or herself for inclusion.

Mr. Miller commented that he was struggling with putting that level of detail in the minutes. Mrs. Prindle commented that transcribing specific discussions would be setting a precedent.

Mr. York indicated that the issue is that one Board member was directly challenged by two other Board members. He believes that should be reflected in the minutes. Mr. Guerrette believes that the fully transcribed discussion reflects what actually happened. Mr. Miller commented that having that level of content is unjustified when there were no decisions made. Mr. York commented that the meeting, in this case, had representation from the town, athletic department, boosters, etc. and impacted many processes across the town.

***Mr. Guerrette made a motion to accept the complete transcription of the CHS Press Box discussion from the August 25, 2010 School Board meeting. Mr. York seconded. The motion failed 2-3-0, with Mr. Miller, Mrs. Couture, and Mrs. Prindle opposing.***

***Mr. York made a motion to accept the shorter transcript of the CHS Press Box discussion from the August 25, 2010 School Board meeting. Mrs. Couture seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.***

The approved transcript will be added to the August 25, 2010 minutes.

***Mrs. Prindle made a motion to approve the August 25, 2010 public minutes as amended. Mrs. Couture seconded.***

Mr. Guerrette stated the minutes do not reflect what actually happened.

***The motion carried 3-2-0, with Mr. York and Mr. Guerrette opposing.***

b) Public Minutes of September 8, 2010

***Mrs. Couture made a motion to approve the September 8, 2010 public minutes as written. Mr. York seconded. The motion carried 4-0-1, with Mr. Miller abstaining.***

2) Budget Presentations:

Mr. Martin presented a list of budget reductions for FY12 to offset the \$2M reduction in state funding. These reductions will be included in the FY12 proposed budget over the next few weeks. Mr. Martin indicated that the Superintendent and the Administrative Team reviewed the draft reductions, as well as suggested reductions by the School Board. He noted that several changes were made based on some suggestions by the Board and after further review of the impact to the program of studies. Mr. Martin indicated that the list is not all inclusive (e.g. Venture Program was not cut, but moved to a self funded program). The total of reduction to appropriations [which is partly based on revenue increase assumptions] is \$2,022,726.99.

Mr. Guerrette queried if the list reflects the Budget Committee's request. Mr. Martin indicated that will not be known until we receive revenues from the state.

Mr. Miller expressed disappointment that the Budget Committee expressed they would not be happy with the target they set for the budget bottom line. He noted that the Budget Committee previously requested the FY12 budget be presented with no more than a 3% increase on the tax rate. He commented that he didn't understand why the Budget Committee would set a target they were not going to accept.

Mr. York confirmed that the Budget Committee's response. Mr. York indicated that when asked if they were willing to exclude previously approved warrant articles (teachers contract) from their requested 3% increase on the tax rate, Budget Committee members responded that the approved warrant articles would have to be included in the 3% increase. Mr. York strongly suggested that the Board include adequate justification for items in the budget relative to maintenance and technology when presenting the FY12 budget to the Budget Committee.

a) SAU/School Board

Mr. Martin presented the proposed FY12 SAU/School Board budgets to the Board. He reported that the SAU budget reflects a net decrease of \$1,539. He indicated that the only significant areas of note reflect that printing decreased \$1500 and rentals/leases increased \$1711. Mr. Martin reported that the Business/Finance budget shows a net decrease of \$3,015, which is due to a decrease in professional services.

Mr. Martin presented the FY12 School Board budget to the Board. He indicated that the School Board budget reflects a net increase of \$5,067.85, which is due to an increase in professional (legal) services.

Board members briefly discussed the requested increase to legal services. They requested an accounting of legal services over the past year. Mr. Martin will have a document prepared for the Board.

*Mr. Bill Spencer arrived at the meeting to comment on statements made by a Board member regarding the Budget Committee's response to questions provided by the School Board at the last Budget Committee Meeting. Mr. Miller called Mr. Spencer out of order and suggested he comment during Community Input. Not wanting to wait until Community Input, Mr. Spencer departed.*

b) Transportation

Mr. Martin presented the proposed FY12 Transportation budget to the Board. Included in this budget are the co-curricular and athletic transportation requests. Mr. Martin indicated that the net total for the transportation budget reflects a decrease of \$31,086.98. This is due to a decrease of one regular education buses for the 2011-2012 year and a decrease in special education transportation. Mr. Martin suggested Board members can ask athletic directors and principals specific questions on their transportation accounts when they present their budgets.

3) Impact Fees Discussion

Dr. Cutler provided information regarding expiration of impact fees. She noted that some elementary impact fees are closely nearing expiration. When impact fees expire, they are returned to the developer. Dr. Cutler asked Board members to discuss impact fees relative to the budget shortfall.

Dr. Cutler reported that she recently had a conversation with Mr. Byron, Selectmen Chair, and he suggested a joint meeting of the Selectmen, Budget Committee, and School Board. The purpose of the meeting would be to brainstorm on a strategic plan for impact fee use that is acceptable and legally appropriate. Dr. Cutler indicated that some fees will expire in November of this year and asked Board members for their thoughts on the suggested collaboration.

Board members agreed to attend a joint meeting with the Selectmen and Budget Committee to collaborate on the use of school impact fees. Dr. Cutler asked Board members to begin thinking about uses for the impact fees that will soon expire. Dr. Cutler will work with Mr. Byron on a date for the meeting.

4) School Board Subscriptions

Dr. Cutler indicated that Board members previously requested information on subscriptions to the American School Board Journal with regard to online subscriptions. Mrs. Flynn reported that regular printed annual subscriptions are \$57 each for existing members and \$47 each for new members. Online annual subscriptions are \$36 per member.

Board members decided that they would like to have the online subscription to the American School Board Journal.

5) Publishing Information for 2011-2012 Bus Schedules

Dr. Cutler indicated that, although the cost of inserting the bus schedules in the HLN was researched, the District has decided not to print the schedules in the newspaper next year. Instead, bus schedules will be posted on the website (District and all schools) and posted on the school doors. Board members were in agreement.

6) Manifest

The manifest was circulated and signed by the Board.

11) **Superintendent's Report**

- a) Superintendent's Reports
  - 1) July/August 2010
  - 2) September 2010

Dr. Cutler provided to the Board reports for July through September 2010.

b) Way of Work – Public Budget Meetings

Dr. Cutler asked Board members to review and discuss a draft public meeting agenda for the public budget hearings in October. She reviewed the suggested format and type of information the Board would give to the public. She reviewed strategies to collect community input data. Dr. Cutler asked Board members for additional suggestions to the agenda.

Board members suggested including a timeline, state and District class size comparisons, and a question for the public to weigh in on relative to staff reductions. Board members were optimistic about the upcoming meetings and interaction with the public.

12) **Policies 1st Reading**

- a) High School Interscholastic Athletics (IGDJ)

***Mrs. Couture made a motion to approve policy for a 1<sup>st</sup> Reading. Mrs. Prindle seconded.***

Revised policy language:

- 2. Before any student athlete is allowed to participate in tryouts or practice in any school year, the athlete must have:
  - a physical on file (within the meaning of NH RSA 329) in the nurse's office prior to try-outs. For in-coming freshmen *or transfer students, physicals must have been conducted within the previous*



*12 months prior to entering CHS. Unless the student has a physical injury or illness, this will be the only physical required during the athlete's high school years; however, an annual physical is recommended for all athletes.*

- ~~• the physical must have been conducted within three months prior to the start of the freshmen year. Any non-freshmen or transfer student must have the physical within three months prior to the first tryout of that sport. The Litchfield School District requires a physical every two years as part of the eligibility for interscholastic sports at Campbell High School; however, an annual physical is recommended for all athletes.~~
- A complete permission form signed by the student and his/her parent or guardian.
- A complete school insurance or verification from parents that they have at least the equivalent coverage for their son/daughter through their own health insurance.

Mr. Miller was concerned with the revision to the policy language regarding student physical exams and eligibility for athletics. Mrs. Prindle was concerned with the policy language regarding physical injury or illness. Board members discussed the wording and agreed to a more specific revision, as follows:

- a physical on file (within the meaning of NH RSA 329) in the nurse's office prior to try-outs. For in-coming freshmen *or transfer students, physicals must have been conducted within the previous 12 months prior to entering CHS.* The Litchfield School District requires a physical every two years as part of the eligibility for interscholastic sports at Campbell High School; however, an annual physical is recommended for all athletes.

*Mrs. Couture made a motion to approve the High School Interscholastic Athletics policy for a 1<sup>st</sup> Reading as amended. Mrs. Prindle seconded. The motion carried 5-0-0.*

**13) Policies – 2<sup>nd</sup> Reading/Approval**

1) Buildings & Grounds Security (ECAB)

*Mrs. Couture made a motion to approve the Buildings & Grounds policy. Mrs. Prindle seconded. The motion carried 5-0-0.*

2) Supervision & Evaluation of Instructional Staff (GCNA)

*Mrs. Couture made a motion to approve the Supervision & Evaluation of Instructional Staff policy. Mr. York seconded. The motion carried 5-0-0.*

3) Curriculum Development (IGA) (Amend)

*Mrs. Couture made a motion to approve the Curriculum Development policy. Mrs. Prindle seconded. The motion carried 5-0-0.*

4) Curriculum Guides (IGE) (Amend)

*Mrs. Couture made a motion to approve the Curriculum Guides policy. Mrs. Prindle seconded. The motion carried 5-0-0.*

**14) Community Input**

There was no community input.

**15) Adjourn**

*Mrs. Couture made a motion to adjourn at 10:40 p.m. Mr. Guerrette seconded. The motion carried 5-0-0.*

**16) Upcoming Meetings**

>>Litchfield School Board: September 29, 2010 – CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Cynthia Couture, Vice Chair

Jason Guerrette

Mary Prindle

John York

September 22, 2010

Attachment to the September 22, 2010 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments, regarding the CHS Press Box discussion that occurred at the September 22, 2010 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**

**September 22, 2010**

**(approved as amended 10-6-10)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Gail Sullivan, Director of Curriculum & Instruction  
Mr. Kyle Hancock, Director of IT  
Mr. Dan Kiestlinger, Athletic Director, CHS  
Mr. Gabe Falzarano, Co-Athletic Director, CHS  
Mrs. Laura Rothhaus, Assistant Principal, CHS  
Mrs. Kerry Finnegan, Assistant Principal, LMS  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order – Pledge of Allegiance **6:30 p.m.****

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

**2) Review and Revision of Agenda**

Revisions to the agenda included the addition of a review of the draft presentation for the October community forums on the FY12 budget under Business Affairs.

**3) School Board Members' Comments**

Mr. Miller mentioned that the School Board meetings on September 8 and 22 were broadcast and will be replayed, but were not recorded on dvd's because of technical difficulties. Mrs. Flynn will attempt to recover the meetings on dvd.

**4) Summary of Non-Public Actions *There was no non-public session on September 22, 2010.***

**5) Board Correspondence**

There was no correspondence.

**6) Community Input**

There was no community input.

**7) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of September 22, 2010

Board member suggested revisions to the minutes.

***Mrs. Couture made a motion to approve the September 22, 2010 public minutes as amended. Mr. York seconded. The motion carried 5-0-0.***

2) Budget Presentations:  
a) Athletics/Co-Curricular

Dr. Cutler, Mrs. Rothhaus, CHS Assistant Principal, and Mrs. Finnegan, LMS Assistant Principal, presented the proposed GMS, LMS, and CHS FY12 Co-curricular budgets to the Board.

Coach Kiestlinger and Gabe Falzarano presented the proposed LMS and CHS FY12 Athletics budget to the Board.

Dr. Cutler indicated that there were no major expenditures or new items of note included in the proposed GMS FY12 Co-curricular budget. She reported that stipends for team leaders have been removed from the budget. Dr. Cutler noted that the budget reflects a net decrease of \$202.11.

Mr. Falzarano highlighted major changes in the proposed LMS FY12 Athletic budget. He indicated that line items were either level funded or reflect a decrease. Some decreased line items were:

- Game Officials - \$2015
- Athletic Transportation - \$943.14.

Mrs. Finnegan highlighted changes in the proposed LMS FY12 Co-curricular budget. She indicated that there is an increase of \$920.23 in co-curricular transportation due to a 3% increase in the transportation contract. The proposed LMS FY12 Athletics/Co-Curricular budget reflects a net decrease of \$2,037.41. Mrs. Finnegan also presented non-critical needs to the Board, which included: a stipend for the Green Raider Team advisor, a stipend for the PBIS coach, and Grades 7 & 8 Choral Program (which will take the place of the program offered during the day at LMS).

Mrs. Rothhaus asked Board members to be mindful of how important co-curricular activities are at the high school level. She mentioned that in the FY11 budget the Student Council Welcome Cookout for freshmen was cut. This year she asked that it be included in the proposed CHS FY12 budget. Mrs. Rothhaus indicated that with the inclusion of the Student Council cookout and an increase in co-curricular travel, the proposed budget reflects an increase of \$1,196.

Mr. Falzarano highlighted changes in the proposed CHS FY12 Athletics budget. He noted that the budget appears to show an increase in the Conferences/Workshops line item, which is actually a reallocation of money that was previously budgeted to the supplies line item in error. He mentioned that the athletic trainer's fee has increased. In order not to exceed what was budgeted for FY11, the trainer's hours were capped to accommodate the increased hourly rate.

Mr. Falzarano noted that the Game Officials line item was level funded, but will be impacted by an increase in the rate for police supervision for some of the games. Dr. Cutler was asked to inquire if the police department would accept last year's rate for school functions. Mr. Falzarano indicated that track meet officials, timers, etc. were added back into the CHS proposed FY12 budget. He commented that with the anticipated use of the CHS track next year, track meets will be held.

Mr. York queried about the proposed funding in the budget for public address announcers and scorekeepers. He commented that responsible students should be recruited to perform those functions. Mr. Kiestlinger agreed with Mr. York, but commented that it is difficult to find students who are willing to serve in those positions through the entire season.

Mr. Guerrette queried the need for a game manager/director if police supervision is provided during the games. Mr. Kiestlinger indicated that the game manager/director is responsible for setting up the facility, seeing to the needs of the workers, directing game officials, incorporating students, etc. He clarified that police supervision is only provided when there is a game with the potential of heated rivalry.

Mr. Kiestlinger indicated that the rental of a cargo van to transport football equipment for away games was included in equipment rentals. He noted that this would only be for varsity away games as there is no room on the bus for all the equipment. Mr. Kiestlinger also mentioned that the soccer team will need new home uniforms because the state athletic association mandated that uniforms for all home games must be white. However, Mr. Kiestlinger indicated that he will ask for a waiver for next year.

Mr. Kiestlinger reviewed the supplies account and indicated that he would like to purchase helmets that include concussion prevention. He explained that he is trying to phase the new helmets over the course of a few years. Mr. Guerrette believes that safety items should take priority in the budget. He suggested that fundraising can be done for lower priority supplies. Mrs. Couture pointed out that decision is made by the athletic director and is not a board decision.

Mr. Kiestlinger reviewed the athletic and co-curricular transportation budget with the Board. He indicated that in trying to keep in line with the FY11 budget, many programs, including the Venture Program, which is not running this year, were transferred to the self-funded account in order to keep costs down. This reflects a \$4,366.28 decrease in the CHS co-curricular line item. An scrimmages or jamborees that teams wish to participate in will be self-funded. The total CHS proposed FY12 Athletics/Co-Curricular budget shows a net decrease of \$5,120.66.

Mrs. Rothhaus announced that October 25-29 is Red Ribbon Week at CHS. Activities have been planned during the week. During a particular event, a red ribbon will be placed on the field and the staff will be dressed in red. She mentioned that the National Guard will be doing a fly-by and taking a picture of the display on the field. Mrs. Rothhaus invited Board members to join in the event. The event will take place on October 29 at 10:30 a.m.

b) Curriculum Development

Mrs. Sullivan presented the proposed FY12 Curriculum budget to the Board. She highlighted major changes to the budget. Mrs. Sullivan indicated that there is an increase of \$2920 in District course reimbursement. She also pointed out that there is a decrease of \$2,606 in In-District Professional Development. Mrs. Sullivan noted that the total proposed FY12 Curriculum Development budget increase is \$87.73.

c) Technology

Mr. Hancock presented the FY12 Technology budget to the Board. Mr. Hancock highlighted major increases and decreases in the technology budget.

- Increase of \$13,100 in CHS Equipment Replacement, which encompasses replacing the computer learning lab in room 222. Mr. Hancock commented that the computers are antiquated and 25% of the computers have been sent out for repair this year. He indicated this item is a higher priority than the implementation of Phase III of the network implementation plan and has a direct impact on student learning and achievement.
- Increase of \$4,000 in Professional Services, which is for consulting services for additional support with the servers, router, and website configuration.
- Increase of \$7,050 in Repairs & Maintenance (support contracts for new web filter, router for Phase I, batteries for laptops).
- Increase of \$1,925 in Supplies due to improper wiring material.
- There appears to be an increase in all Data Communications line items throughout the District (first year of One Communications contract). However, Mr. Hancock indicated that it was incorrectly allocated last year.
- Decrease of \$1,100 in CHS Repairs & Maintenance.
- Decrease of \$1,200 in CHS Telephone.
- Decrease of \$6,640 in CHS Equipment Replacement.
- Decrease of \$1,200 in District-wide Telephone.
- Decrease of \$1,400 in District-wide Equipment Replacement.

The net increase to the proposed FY12 Technology budget is \$39,312.25.

Mr. Guerrette queried the increase in the District-wide Repairs line item. Mr. Martin indicated that funds may have been reallocated from another line item. Mr. Guerrette requested an account of the line item account. Dr. Cutler indicated that the information can be provided for the Budget Committee. Mr. Martin will accommodate this request.

Mr. Hancock reviewed the non-critical needs with the Board. These non-critical needs include:

- Summer Help for Technology - \$5,383,
- Replace 2 network servers (from network implementation plan) - \$8,000,

- Implement managed wireless system (from network implementation plan) \$36,000,
- Implement commercial network monitoring solution - \$13,000,
- Laptop replacement program - \$22,000,
- Upgrade Adobe CS3 to CS5 for CHS - \$20,000,
- Upgrade to MS Office 2010 - \$32,000,
- Upgrade operating system to Windows 7 - \$30,000,
- Hardware upgrades for Windows 7 existing machines - \$50,000,
- Replacement hardware for machines not capable of Windows 7 - \$250,000.

Total non-critical needs: \$466,383.

Mrs. Couture suggested that Mr. Hancock research leasing hardware and software. Mr. York suggested that Mr. Hancock research a proposal for a 3 year lease. Board members agreed that looking into leasing of both hardware and software would be worth the research.

3) Slides for Community Forums

Mr. Martin presented draft presentation slides for the Community Forums to the Board for review.

Board members suggested revisions to some of the slides. Mr. York suggested the Board revise the following wording on the “Budget Preparation Guidelines” slide:

*Budget Committee requested that the School Board submit a budget with no more than a 3% increase on the tax rate.*

Mr. York indicated that the Budget Committee clarified that they expect no more than a 3% increase on the tax bill. Board members revised the slide as follows:

*Budget Committee requested that the School Board submit a budget with no more than a 3% increase.*

Mr. Guerrette suggested the community forums be recorded. Mrs. Flynn will contact the Cable Committee to see if this is feasible.

3) Impact Fees Request for CHS

Dr. Cutler reminded the Board that a motion is required if the Board would like to request approval from the Selectmen for the use of high school impact fees to reduce the high school bond payment. Mr. Martin indicated that there is approximately \$343,213 in the high school impact fees account. He suggested Board members ask for approval to use \$340,000 of high school impact fees to reduce the CHS bond principal.

***Mr. Guerrette made a motion to request approval from the Selectmen for the use of high school impact fees in the amount of \$340,000 to reduce the CHS bond principal. Mrs. Prindle seconded. The motion carried 5-0-0.***

4) Facilities Use by Recreation Commission

Dr. Cutler requested facility use of Recreation Commission teams as previously requested by the Board. The report shows that Recreation Commission teams have more than 50% Litchfield youth participation. She indicated that the analysis is not entirely complete as we are anticipating information on the basketball league. Dr. Cutler asked Board members to refer to this information when reviewing the buildings & grounds budget.

5) NHSBA Resolutions

Dr. Cutler reminded the Board that on September 22, they were given a packet regarding resolutions from the NHSBA. This is an opportunity for the Board to submit a resolution. Mr. Guerrette is the Board representative who will be attending the Delegate Assembly in January. She mentioned that the deadline to submit resolution is October 22.

Mrs. Couture suggested submitting a proposal to allow school districts to carry a fund balance to the next year.

Mr. Guerrette suggested submitting a proposal to oppose the Department of Safety’s mandate that a person must be a certified school bus driver in order to transport students traveling to school events in a van.

Date: September 29, 2010  
Campbell High School

Litchfield Board of Education  
Public Session – 6:30 p.m.  
Non-Public Session immediately following

Dr. Cutler indicated that Mrs. Couture will draft the proposal on the fund balance and Mr. Guerrette will draft the proposal on transportation. Mr. Martin will provide the policy or procedure from the Department of Safety to Mr. Guerrette so that he can draft a proposal.

6) **Manifest**

The manifest was circulated and signed by the Board.

8) **Community Input**

There was no community input.

9) **Adjourn**

*Mr. Guerrette made a motion to adjourn at 9:25 p.m. Mrs. Couture seconded. The motion carried 5-0-0.*

10) **Upcoming Meetings**

*>>Litchfield School Board: October 6, 13, 20, 27, 2010 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**

**October 6, 2010**

**(approved as amended 10-13-10)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Ronda Gregg, Director of Special Services  
Mr. Matt Bennett, Buildings & Grounds Coordinator  
Mr. Dave Ross, GMS Facility Manager  
Mr. Jack Williams, LMS Facility Manager  
Ms. Sue Ayer, CHS Facility Manager  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order - Pledge of Allegiance**

**6:30 p.m.**

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

**2) Review & Revision of Agenda**

Dr. Cutler announced that she received a date from Mr. Byron, Selectmen Chair, for the joint Selectmen/School Board/ Budget Committee meeting on Impact Fees. She noted that Selectmen agreed to meet on November 1, 2010 from 6:30 – 7:30 p.m. Board members agreed on the date. Dr. Cutler indicated that the Selectmen requested any questions or concerns in advance of the meeting.

**3) School Board Comments**

Mr. Guerrette commented that he received positive feedback from the GMS Community Forum held on October 5. He encouraged community members to attend the next two forums on October 19 at LMS, and October 26 at CHS, as well as the forums on November 3 and 10. Mr. Guerrette thanked Mr. Miller and Dr. Cutler for their professionalism in conducting the meeting.

**4) Summary of Non-Public Actions *There was no non-public session on September 29, 2010.***

**5) Board Correspondence**

Mrs. Couture mentioned that a letter was sent to the Board from Mr. Pascucci, thanking Dr. Cutler and Mr. Miller for leading the GMS Community Forum. She also mentioned that a letter of commendation for an employee was received.

Mr. Guerrette shared a letter from a community member commending Jack Williams, LMS Facility Manager, for his hard work.

**6) Community Input**

Ralph Boehm, NH State Representative, 6 Gibson Drive, commented on the \$2M loss in state aid to Litchfield. He clarified that the law to fund an adequate education was voted on in 2007-2008. He mentioned that Litchfield had no representation in Concord at that time. Dr. Cutler and Mr. Boehm testified at the Legislature regarding the adequacy aid formula and potential inadequate funding for Litchfield. Mr. Boehm commented that there have been articles in the HLN regarding the \$2M shortfall blaming the Londonderry lawsuit. He indicated that is not accurate.



Mr. explained that the decision was entirely up to the Legislature. He stated that bad data was used to derive a formula. Mr. Boehm commented that Senator DeVries voted for this formula. He noted that two bills were submitted last year to keep aid funding from changing, however, the bills failed. Mr. Boehm commented that the State budget cycle is beginning with a \$700M deficit and there is no change in revenues. He was doubtful that the situation would not change even with a new formula. He indicated that for the past two months, some legislators have been working on legislation for next year. Mr. Boehm noted that many legislators are upset that the NH DOE endorsed common core curriculum.

7) **Budget Work Session**

a) Buildings & Grounds

Mr. Martin explained that the Facility Managers will begin with the proposed reductions suggested by the Superintendent.

Dave Ross, GMS Facility Manager, commented that with the reduction of a full time custodian, the overall cleanliness and sanitation of the building will be impacted. He expressed concern over the health of the students and staff.

Jack Williams, LMS Facility Manager, commented that with the reduction of a full time custodian cleanliness and safety of the building will be impacted. This will drive the need for additional overtime for the remaining facility staff. Mr. Williams commented that with the reduction the facility staff will not be able to clean to the standards set in the maintenance plan; however, they will do their best.

Sue Ayer, CHS Facility Manager, was concerned that the reduction of the part time custodian will result in additional overtime for the remaining facility staff. She commented that there is much community use of the building. Ms. Ayer noted that set up for events and programs will be impacted.

Mr. Ross presented the proposed FY12 GMS Buildings & Grounds budget to the Board. He highlighted major increases and decreases to the budget:

- Custodian Services Overtime - \$4,000 increase (based on prior year actual and partially impacted by the proposed reduction of a custodian)
- Supplies - \$1,308 increase (price increases)
- Repairs & Maintenance - \$56,702 decrease (GMS roof project completed).

Mr. Guerrette suggested that the wording “anticipated repairs” under Repairs & Maintenance be revised to “unanticipated repairs”. He also suggested listing more concrete examples for justification.

- Contractor Repairs & Maintenance - \$2,000 decrease
- Utilities:
  - Electric - \$10,273.40 decrease
  - Oil - \$6,556.67 increase
- Site development - \$5,162.50 decrease
- Building Improvement:
  - Repairs & Maintenance - \$38,000 decrease
  - Modular Lease Payments - \$12,730 decrease (removal of grade 3 modular)
  - Building Improvement - \$49,000 (bathrooms complete)
- Non-Instructional Equipment - \$1,810 increase

The total proposed FY12 GMS Buildings & Grounds budget reflects a decrease of \$161,447.74.

Mr. Ross reviewed the GMS Buildings & Grounds non-critical needs requests as follows:

- Outdoor painting (\$3,000)
- Sprinkler system (\$476,000)
- Dehumidification System (TBD)
- New Ventilation Units (TBD)
- Resilient Gym Flooring (TBD)
- GMS Proximity & Surveillance System (\$30,000)

Mr. Guerrette suggested adding a line item for cleaning the swales. Mr. Ross indicated that it has been cut from the budget every year. Mr. Guerrette indicated that local community members with heavy equipment may be willing to help clean the swales.

Mr. Williams presented the proposed FY12 LMS Buildings & Grounds budget to the Board. He highlighted major increases and decreases to the budget:

- Custodial Services Overtime - \$2,000 increase (in anticipation of losing a custodian)
- Supplies - \$1,620 decrease
- Utilities:
  - Water - \$1,784.06 increase (anticipated rate increase)
  - Electric - \$5,778.58 decrease
  - Oil - \$3,740.37 increase
- Repairs & Maintenance - \$6,507.20 increase (due primarily to carpet replacements)
- Non-Instructional Equipment:
  - Repairs & Maintenance - \$2,750 increased

Mr. Miller requested more detail in the non-instructional equipment repairs and maintenance line item.

The total proposed FY12 LMS Buildings & Grounds budget reflects an increase of \$11,176.74.

Mr. Williams reviewed the LMS Buildings & Grounds non-critical needs budget requests as follows:

- LMS Proximity & Surveillance System (\$30,000).

Mr. York queried about the difference in electricity savings between GMS and LMS. Mr. Martin explained that there are multiple variables that do not allow an “apples to apples” comparison of the budget savings. For example, at GMS there is an estimated 200,000 kwh savings and at LMS there is an estimated 125,000 kwh saving. Dr. Cutler suggested that Mr. Martin prepare an explanation sheet for these line items.

Mr. Guerrette commented that there are no end of life items on the non-critical needs list. He suggested that facility managers begin reviewing and listing these types of items.

Ms. Ayer presented the proposed FY12 CHS Buildings & Grounds budget to the Board. She highlighted major increases and decreases in the budget:

- Custodial Services Overtime - \$1,500 increase (due to anticipated loss of part time custodian)
- Supplies - \$2,698 decrease
- Repairs & Maintenance - \$7531 decrease
- Air Quality - \$3,000 increase (air quality testing)
- Utilities:
  - Electric - \$4,210.33 decrease
  - Gas - \$4824.61 increase
- Non-Instructional Equipment:
  - Repairs & Maintenance - \$15,729 increase (due to a coil replacement in the hot water heater)

Mr. Miller suggested researching the cost of a tankless system or other options.

- Contractor Repair & Maintenance - \$3,280.50 increase (increases in HVAC Maintenance Agreement and Fire Inspection Contract)
- Professional Services - \$10,000 decrease (groundwater study fee)

Ms. Ayer pointed out that there are placeholders of \$1 for any work that will be required based on the geo-technical study at CHS for both the building and the track. The total proposed FY12 CHS Buildings & Grounds budget reflects an increase of \$5,433.12.

Mr. Martin presented the proposed FY12 District Building Services budget to the Board. He highlighted major increases and decreases to the budget:

- Professional Services - \$1,721 increase (rollout of Facility Scheduling & Community Use software fee)
- Insurance Property & Liability - \$7,246 decrease

The total proposed FY12 District Building Services budget reflects a decrease of \$5,425.

Mr. Matt Bennett, District Buildings & Grounds Coordinator, presented the proposed FY12 District Grounds budget to the Board. He highlighted major increases and decreases to the budget. The total proposed FY12 District Grounds budget reflects an increase of \$1,652.

Mr. Bennett reviewed the District Grounds non-critical needs budget requests:

- Top Dresser equipment used to spread fertilizer, seed, infield mix, etc. (\$7,500).

b) Special Services

Dr. Gregg presented some basic information on the number of students that are coded in the District. She reported that there are 134 students identified by identification areas and grade level. She also reported that there are approximately 100 students on 504 Plans. Dr. Gregg explained that 504 Plans are accommodation plans so that a student's learning experience can be equal to regular education without an IEP.

Dr. Gregg was concerned that:

- the services to identified and at-risk students at GMS would be negatively impacted with the proposed reduction of 6.5 program paraprofessionals.
- the reduction of two LMS special education teachers would increase the case loads from 10 to 20 students and require restructuring at all grade levels.
- the reduction of two program paraprofessionals at CHS will affect the students who participate in a work study program as part of their transition plans.
- The reduction of two CHS special education teachers would increase the case loads from 9 to 18 students and require restructuring at all grade levels.
- the reduction of the part time Special Education Administrative Assistant will place more responsibility on Special Education teachers to complete paperwork.
- The reduction of a District Speech pathologist will reduce early intervention services to students not identified as educationally disabled.
- The reduction of a District COTA will affect the number of students who require occupational therapy services each year.

Dr. Gregg presented the proposed FY12 Special Services budget to the Board. She highlighted major increases and decreases in the budget:

- Professional Services - \$29,500 decrease
- Legal Services - \$3,000 increase
- Handicapped Tuition - \$189,300 increase (residential placement)
- Medicaid Billing Services - \$3,000 increase
- GMS Special Services Supplies - \$2,427 increase
- GMS Additional Equipment - \$5,640 decrease
- LMS New Program Text - \$1,500 increase (special larger font sized textbook)
- LMS Additional Equipment - \$1,200 decrease
- Psychological Testing Protocols - \$4,103 decrease
- Psychological Professional Services - \$4,000 decrease
- OT/PT Professional Services - \$1,500 decrease
- Administrative Travel - \$1,875 decrease
- Transportation - \$10,620 decrease

The total proposed FY12 Special Services budget reflects an increase of \$140,981.50.

8) **Recommended Action**  
a) **Business Affairs**

- 1) Draft School Board Minutes:
  - a) Public Minutes of September 29, 2010

Board members suggested revisions to the minutes.

***Mrs. Couture made a motion to approve the September 29, 2010 public minutes as amended. Mrs. Prindle seconded. The motion carried 5-0-0.***

- 2) October 1 Official Student Count

Dr. Cutler presented the Board with the official student count taken October 1, 2010. The total number of students are as follows: GMS: 540; LMS: 525; CHS: 523; District: 1,588.

- 3) Manifest

The manifest was circulated and signed by the Board.

#### 9) New Business

- a) Debriefing of October 5, 2010 Community Budget Forum

A Community Budget Forum was held on October 5, 2010 at GMS to hear input from community members on the FY12 budget. Specifically, Board members listened to input on proposed reductions to the budget as well as suggested ideas for increases in revenues. Community members asked questions regarding class sizes, staff reduction impacts, and impact to the tax rate.

Mr. Miller reported that approximately 52 people attended the forum and approximately 30 people participated in the survey activity to determine input on specific questions. The exercise will be repeated at both the LMS and CHS Community Budget Forums.

Dr. Cutler indicated that the Budget Committee requested a question be added in the survey activity: *What percentage of tax increase would you support?* She noted that the question will be included in both the LMS and CHS forums.

Mr. Miller thanked all those who attended the forum at GMS on Monday night. He suggested, in the interest of time, questions and answers be limited to 45 minutes to 1 hour in order for those that attend to participate in the survey activity.

#### 10) Old Business

- 1) Policies: 2<sup>nd</sup> Reading & Approval
  - a) High School Interscholastic Athletics (IGDJ)

***Mrs. Couture made a motion to approve the High School Interscholastic Athletics policy. Mrs. Prindle seconded. The motion carried 5-0-0.***

#### 11) Committee Reports

- 1) Budget Committee

Mr. York reported that the Budget Committee met last week and heard town budget presentations. He indicated that they were interested in the October 1 enrollment numbers.

- 2) Grants

Dr. Cutler reported that members of the Grants Committee met yesterday. Members are attempting to get a grant from BAE for science equipment. She indicated that funding for FIRST is not going well. There is tentative funding from the FIRST Corporation of \$3000; however, that is not guaranteed. NASA is only accepting grant applications from teams previously funded. Mrs. Flynn is working with a teacher on a grant from the NH Charitable Foundation. Parents involved in FIRST are going to begin independent fundraising.

Mr. Guerrette queried about the percentage of LEA salaries/benefits in the budget. Mr. Martin indicated that all salaries/benefits total approximately \$14M in the budget and that LEA salaries/benefits total a little over \$8M of the \$14M.

Mr. Guerrette queried about a 2% reduction in salaries overall. Dr. Cutler indicated that the LEA would have to consider the reduction, bring it to the membership, and vote.

Mr. Guerrette believes that the reduction should be discussed. He suggested if salaries and benefits are reduced we may be able to retain staff member positions slated to be reduced. Dr. Cutler cautioned Mr. Guerrette from going down a slippery slope. She suggested that she is limited to requesting that the LEA discuss a 2% salary reduction. It is their decision whether to accept.

**12) Community Input**

There was no community input.

**13) Non-Public Session: RSA 91-A: 3II (a-c)**

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

*Mr. Guerrette made a motion to enter non-public session at 9:36 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. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**14) Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 9:55 p.m. Mrs. Couture seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**15) Adjourn**

*Mrs. Prindle made a motion to adjourn at 9:56 p.m. Mr. Guerrette seconded. The motion carried 5-0-0.*

**16) Upcoming Meetings**

*>>Litchfield School Board: October 13, 20, 27, 2009 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**

**October 13, 2010**

**(approved as amended 10-20-10)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order - Pledge of Allegiance**

**6:30 p.m.**

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

**2) Review & Revision of Agenda**

Revisions to the agenda included the addition of LEA Proposal Request as Item 5, and Impact Fees as Item 6 under Business Affairs; and the removal of Salary Guidelines from the Budget Work Session.

**3) School Board Comments**

There were no School Board member comments.

**4) Summary of Non-Public Actions**

Mr. Miller read a summary of non-public actions from the October 6, 2010 Non-Public Session:

*Mr. Guerrette made a motion to accept the resignation of Gail Sullivan, Director of Curriculum & Instruction. Mrs. Prindle seconded. The motion carried 5-0-0.*

**5) Board Correspondence**

There was no correspondence.

**6) Community Input**

There was no community input.

**7) Budget Work Session**

a) GMS

Mr. Schlichter commented on the recommended reductions that may impact the proposed FY12 GMS budget. Mr. Schlichter was concerned that:

- the reduction of 6.5 program paraprofessionals may impact services to identified and other at risk students as the number of students that paraprofessionals and special education teachers service will increase.
- the reduction of two grade level teachers will impact class sizes that will increase, but will remain within manageable numbers.
- the reduction of the assistant principal will impact the administrative presence in the school building, as well as responsibilities of the position.
- the reduction of a full time custodian, which will impact the cleanliness of the school. However, the remaining facility staff will complete the work that is necessary in the building.
- the reduction of the summer reading program will impact at risk students who need assistance with reading skills.
- the reduction of the librarian and guidance extra days will impact services to the students.
- the reduction of the nurse's extra days will delay registrations and new student health record services.
- the reduction of the grade 3 portable will impact space in the building.

Mr. Guerrette queried about the impact of the reduction of paraprofessionals on the students. Mr. Schlichter indicated that program paraprofessionals assist students struggling in subject areas. He commented that if the recommended reduction is approved, case managers and special education teachers will have to restructure the work load in relation to the ratio of paraprofessionals to students.

Mr. York asked if an assistant principal could be shared between GMS and LMS. Dr. Cutler indicated that the administrative team will discuss the suggestion and take it under advisement.

Mr. York queried about the previous notation of a reduction of an administrative assistant. Mr. Schlichter indicated that with the reduction of the assistant principal, the duties of the administrative assistants will increase, therefore, a reduction of an administrative assistant was removed from the list of recommended reductions.

Mr. Schlichter presented the proposed FY12 GMS budget to the Board. He highlighted major increases and decreases to the budget:

- Rentals/leases - decrease of \$2,063
- Supplies - increase of \$1058.18
- Reading supplies - decrease of \$1,691.02
- Kindergarten supplies - increase of \$1,148.18
- Professional services - increase of \$1,371.85
- Conferences/workshops - decrease of \$1,000.

The total proposed FY12 GMS budget reflects a decrease of \$1,227.90.

Mr. Schlichter reviewed non-critical needs requests for GMS as follows:

- enrichment teacher or paraprofessional
- full time technical support person
- health teacher
- student desks and chairs
- summer reading program salaries and supplies.

Mr. Guerrette commented that he believes that it should be the responsibility of the parents of students who are enrolled in summer school to pay for the summer reading program. Mrs. Couture was concerned that some families who are already struggling financially will be impacted. Mr. Schlichter noted the majority of parents contacted about paying for inclusion in the reading program declined to participate.

b) LMS

Mr. Lecklider commented on the recommended reductions to the proposed FY12 LMS budget. He was concerned that:

- the reduction of a full time custodian will impact the cleanliness of the building, however, the facility staff will strive to complete all necessary work in the building.
- the reduction of the choral program will no longer be part of the Unified Arts program.
- the reduction of the two grade level teachers will impact class sizes, however the numbers will be manageable.
- the reduction of two special education teachers will increase case loads and will require restructuring at all grade levels, but management will be within an acceptable range.
- the reduction of librarian and guidance extra days will impact services to students.
- the reduction of nurse's extra days will delay registration and new student health record services.

Mr. Lecklider presented the proposed FY12 LMS budget to the Board. He highlighted major increases and decreases to the budget:

- Rental/lease equipment - decrease of \$2,495.28
- Supplies - decrease of \$760.86
- English education textbook replacement - decrease of \$36,748.38 (part of Language Arts textbook replacement last year)

- Foreign language supplies - decrease of \$1,170.95
- Reading textbooks - decrease of \$3,229 (part of Language Arts textbook replacement last year)
- Self-funded salaries - decrease of \$16,750
- Professional services - increase of \$1868
- Equipment additional - decrease of \$1,400.

Mr. Lecklider mentioned that the Miscellaneous line item showed a decrease of \$1500, but should have been level funded at \$1500 and will be added back. The total proposed FY12 LMS budget [prior to a \$1500 adjustment for the Miscellaneous account] reflects a decrease of \$62,261.15.

Mr. Lecklider had no non-critical needs to review. He mentioned that the only critical need for LMS is a PBIS coach. Dr. Cutler indicated that Title I and ARRA funds have been used to fund the stipend position in recent years.

Mr. York queried why the stipend position was not included in the budget. Mr. Miller explained that each year principals are directed to fund the positions that are needed with funds from the positions that were not filled. He noted that it is typically the principal's decision to fund the positions they actually need with the funding that has already been budgeted.

**8) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of October 6, 2010

Revisions to the minutes were suggested by Board members.

***Mrs. Couture made a motion to approve the public minutes of October 6, 2010 as amended. Mr. York seconded. The motion carried 5-0-0.***

2) Business Administrator's Report – September 2010

Mr. Martin presented the September 2010 District Financial report to the Board. He reported that the auditors will return to complete a federal fund single audit on the general fund due to the state using ARRA monies to offset some of their adequacy payments. Mr. Martin also noted that he submitted a revised MS-24 revenue forecast to the NH DRA due to the NH DOE disputing some of our catastrophic aid billings.

Mr. Martin reported that the District received its first rebate for the procurement card program in the amount of \$2,200. Mr. Martin indicated that he is forecasting a year-end fund balance in the general fund of \$234,313, which is the result of the Board's encumbrance of year-end funds in June. Mr. Martin reported that several factors beyond our control will affect the 2011-2012 budget. He noted that there will be increases to NH Retirement rates and Workers Compensation Insurance rates for the 2011-2012 fiscal year.

Mr. Martin reported that the Smart Start lighting upgrade should be completed by the end of October. He reported that the CHS track has been patched; however, the top layer keeps separating. Primex will inspect the track to make sure it is safe to use; however, we will have to monitor the condition of the track closely. He mentioned that the Governor has signed HB1289, which requires annual air quality inspections in every school.

Mr. Martin reported that the network upgrade is progressing well. The installation of the new wireless access points still needs to be completed. He announced that 13 pallets of old computers, monitors, and other e-waste was disposed of through Apple's recycling program. Mr. Martin also reported that St. Francis will no longer use Litchfield's food services. The net impact is in the process of being determined.

3) CHS Groundwater Study Update

Mr. Martin updated the Board on the CHS groundwater study. The study has determined that the groundwater level is not causing the problems at CHS. Mr. Martin indicated that the consultant is looking at potential next steps for the district to take to determine the cause. They may be looking at the catch basins that were built for the track as they might not be deep enough. He mentioned that the consultant may recommend installation of deeper catch basins, cutting holes in the building foundation to see if moisture is trapped between the vapor barrier and the slab. Mr. Martin indicated that the consultant is preparing a supplemental report with recommendations.



4) NHSBA Resolutions

Board members presented and discussed resolutions to be submitted to the NHSBA for the upcoming Delegates' Assembly. Suggested resolutions were focused on catastrophic aid, year end fund balances, and student transportation.

Mrs. Couture proposed the following resolution relative to retaining a portion of year-end fund balances:

*“The NHSBA supports legislation to allow local school district to retain a percentage of their year-end unreserved fund balance in the same manner as local municipal governments.”*

*Rationale:*

*This would allow the local school districts to retain a percentage of the unreserved fund balance at the end of the year on the balance sheet instead of applying it as a credit to the next year. Currently all unreserved fund balances must be returned and applied to offset the tax rate of the following fiscal year. This change would allow local school districts the ability to carry and accumulate money over several fiscal years to plan ahead and help offset years of large tax increases and/or swings in revenue that commonly occur due to state legislative action after local budgets are approved.*

***Mrs. Prindle made a motion to approve the proposed resolution to support legislation to allow local school district to retain a percentage of their year-end unreserved fund balance in the same manner as local municipal governments. Mr. York seconded. The motion carried 5-0-0.***

Mrs. Couture suggested wording to add to an existing perennial resolution to include costs that are being diverted to local school districts. The proposed resolution would be revised to reflect:

The board discussed adding wording to add to an existing perennial resolution to include costs that are being diverted to local school districts. Mrs. Couture suggested the following wording.

*II:I NHSBA opposes legislation that would directly or indirectly divert state costs or responsibilities to local school districts, including building aid, catastrophic aid, and retirement aid.*

***Mrs. Couture made a motion to approve the revision of NHSBA Resolution II:I as stated. Mrs. Prindle seconded. The motion carried 5-0-0.***

Mr. Guerrette indicated that he had not yet drafted a resolution regarding student transportation. The Department of Safety regulations for student transportation were revised and have been interpreted to mean that a person under contract to transport one or more children to school, on field trips, to athletic events, or other school functions must have a valid School Bus Driver Certificate from the N.H. Department of Safety. This person's vehicle must be approved by the N.H. Department of Safety as meeting all applicable school bus safety standards. Mr. Guerrette indicated that he is waiting for a response from the Department of Safety. He will bring a draft resolution to the October 20 Board meeting.

5) LEA Proposal

Mr. Guerrette requested that the Board endorse a motion to ask the LEA to consider foregoing increases in the CBA for FY12 so that some teachers can be retained. He believes that it is important for the Board to have a stated position. Dr. Cutler indicated that the LEA may not be able to consider such a request without knowing what increases in items such as retirement and health insurance they will have to absorb.

Mrs. Couture suggested that the Board first have an idea of what they would like to replace in the budget. Mr. Guerrette indicated that his suggestion was that the Board support the Superintendent in requesting the LEA consider a salary freeze for 2011-2012.

***Mr. Guerrette made a motion to formally express the Litchfield School Board's support to open a dialogue with the LEA to collaborate on ways to mitigate the 2011-2012 budget shortfall. Mr. York seconded. The motion carried 5-0-0.***

6) Impact Fees

Mr. Martin updated the Board on impact fees. Mr. Martin noted that the District's legal counsel advised that the Board can request the use of impact fees in advance and encumber them for the following year. He indicated that after a conversation with Mr. Byron, the Selectmen Chair, there is a concern with the Board's request to do so as far in advance. Mr. Martin reported that Mr. Byron asked if the Board would be willing to request a small amount of high school impact fees to free up what is scheduled through January 2011 and request the remainder after the January 2011 bond payment is made. Mr. Martin recommended that the Board would have to rescind their original motion to request the use of impact fees to pay down the CHS bond. A revised motion will be recommended at the next Board meeting.

*Mrs. Couture made a motion to rescind the Board's motion on September 29, 2010 to request approval from the Selectmen for the use of \$340,000 of high school impact fees to reduce the CHS bond principal. Mrs. Prindle seconded. The motion carried 5-0-0.*

7) Manifest

The manifest was circulated and signed by the Board.

9) Committee Reports

1) Budget Committee

Mr. York reported that the Budget Committee met on October 7, 2010. They discussed town budgets. Mr. York will provide enrollment projections to the Budget Committee.

10) Community Input

There was no community input.

11) Non-Public Session: RSA 91-A: 3II (c)

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

*Mrs. Couture made a motion to enter non-public session at 8:45 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. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

12) Return to Public Session

*Mr. Guerrette made a motion to return to public session at 9:02 p.m. Mrs. Couture seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

13) Adjourn

*Mr. Guerrette made a motion to adjourn at 9:03 p.m. Mr. York seconded. The motion carried 5-0-0.*

14) Upcoming Meetings

*>>Litchfield School Board: October 20, 27, 2009 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**

**October 20, 2010**

**(approved as written 10-27-10)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mr. Robert Manseau, Principal, CHS  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order - Pledge of Allegiance**

Mr. Miller called the meeting to order at 6:01 p.m.

**A. Non-Public Session: RSA 91-A: 3II (c)**

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

*Mrs. Couture made a motion to enter non-public session at 6:01 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. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mrs. Prindle, yes; Mr. York, yes.*

**B. Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 6:48 p.m. Mrs. Couture seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**2) Review & Revision of Agenda**

Revisions to the agenda included the addition of CHS Book Fair Proposal under New Business, the addition of Tax Rate under Business Affairs, an addition of SERESC under Committee Reports, and a Benefits update under Business Affairs.

**3) School Board Comments**

Mrs. Prindle expressed congratulations to the LMS track teams for finishing in first place. Mr. Miller mentioned that both soccer teams are in the finals.

Mr. Guerrette commented that there was a lighter attendance at the Community Forum at LMS last evening. He mentioned that there was a different set of questions asked as well.

**4) Summary of Non-Public Actions**

*From the October 13, 2010 Non-Public Session:*

*Mrs. Couture made a motion to approve the October 6, 2010 non-public minutes as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

**5) Board Correspondence**

Mr. York announced that the Selectmen changed the time of the Joint Selectmen/School Board/Budget Committee meeting on November 1 to 6:00 p.m. Dr. Cutler announced that the District's legal counsel would not be able to attend the meeting due to previous legal obligations.

**6) Community Input**

There was no community input.

**7) Budget Work Session**

a) CHS

Mr. Manseau commented on the recommended reductions to the proposed FY12 LMS budget. He was concerned that:

- the reduction of two program paraprofessionals will impact directed study services provided to identified and at-risk students;
- the reduction of the half time custodian will impact building cleanliness;
- the reduction of four classroom teachers will impact class sizes, however, with the declining enrollment CHS can absorb a staff cut;
- the reduction of a half time world language teacher could result in not meeting the state standard;

Mr. Manseau asked the Board to consider delaying the decisions on which course teachers to cut until students make their course selections for next year. Board members agreed.

Mr. Manseau continued reviewing recommended reductions and their potential impacts:

- the reduction of two special education teachers will increase case loads and require restructuring at all grade levels;
- the reduction of curriculum facilitator positions will affect the coordination of the written curriculum over time;
- the reduction of the special education administrative assistant means that special education teachers will have to spend more time on paperwork, which could result in spending less time with students;
- the reduction of adult education means that all adult education classes for community members will discontinue;
- the reduction of the librarian's extra days will affect performance of the end of the year inventory;
- the reduction of the library paraprofessional will result in shorter hours for library access and affect supervision of students;
- the reduction of the half time guidance counselor will drastically reduce student services and make it difficult to follow the comprehensive guidance curriculum;
- the reduction of the nurse's extra days will delay registrations, student physicals, and transferring student records.

Mr. Miller requested a report on CHS library use for the next meeting. Mr. Miller queried if the guidance reduction has an impact on accreditation. Mr. Manseau indicated that it should not impact accreditation, but will have a significant change in funding. He commented that he is required to inform NEASC about any substantive changes in funding, which could result in putting CHS on warning status until the funding is reinstated. Dr. Cutler clarified that even with the recommended reductions, the District would still be in compliance with the state standards.

Mr. Manseau presented the proposed FY12 CHS budget to the Board. He highlighted major increases and decreases in the budget:

- Rental/Lease Instructional Equipment decrease of \$4,070.10 due to savings on service contract;
- New Textbook increase of \$6,164 due to conversion of English education paperback books to permabound books and focusing more attention on increasing SAT scores by requiring all juniors to take English III;
- Textbook Replacement (Foreign Language) decrease of \$1,480;
- Technical Education supplies increase of \$1,884.42 due to toner cartridge usage driven by expansion of enrollment in graphic arts;
- Technical Education software decrease of \$2,000;
- Science software decrease of \$2,400;
- Science additional equipment decrease of \$1,500;
- Vocational Education tuition increase of \$5,460.17 due to higher tuition rates;
- Self-funded Programs transportation increase of \$10,069.70 (this budget item line was moved from athletics transportation and will be offset by revenue);

- Self-funded Programs supplies increase of \$3,960 (which will be offset by revenue);
- Guidance Professional Services decrease of \$2,525;
- Guidance Tuition increase of \$9,000 (Alternative education tuition, which will be offset by 75% reimbursement by the state);
- School Administration total account decrease of \$2,931.01.

The total proposed FY12 CHS budget reflects an increase of \$23,347.24. Mr. Manseau pointed out that \$14,000 of the budget increase will be offset by revenue. He mentioned that it is also possible that a portion remaining increase could be offset by revenues as well.

Mr. Manseau reviewed CHS non-critical needs as follows:

- New marketing textbooks for the Business program - \$3,350;
- Additional FACS supplies - \$1,073.50
- Human Development supplies - \$399.75;
- Drama clinicians - \$250;
- Drama Festival supervision and registration fees - \$363;
- Pre-AP texts - \$2,870;
- Replacement of paperbacks (*The Hobbit; Jane Eyre*) with permabound - \$3,520;
- Writer's Inc. writing texts - \$8,400;
- College Prep writing texts - \$3,150;
- Short Story anthology - \$3,300;
- Request to change the part-time guidance position to full time;
- Science supplies (list) – \$7,326.45;
- Mastering Chemistry texts (80) – \$8,707.60; (the current college level book's readability level is too difficult for the students)
- World Geography texts – \$8,686.70 (outdated - published in 2000).

Mr. Miller indicated that the rationale for the Chemistry texts states that the request is part of the curriculum review cycle. He commented that if that statement is accurate, the replacement texts should have been included in the budget. Mr. Manseau indicated that this year Science and Technical Education curriculum materials should be budgeted.

*School Board consensus: add the replacement chemistry textbooks to the FY12 CHS budget.*

**8) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of October 13, 2010

Minor revisions were made to the minutes.

***Mrs. Couture made a motion to approve the public minutes of October 13, 2010 as amended. Mrs. Prindle seconded. The motion carried 5-0-0.***

2) NHSBA Resolutions – Final

Board members finalized suggested resolutions to submit to the NHSBA for the Delegates' Assembly.

***Mrs. Prindle made a motion to approve Resolutions I and III. Mr. York seconded. The motion carried 5-0-0.***

3) Impact Fees

Mr. Martin asked the Board for a motion to request the use of \$10,000 of high school impact fees to reduce the CHS bond.

***Mr. Guerrette made a motion to request approval from the Selectmen for the use of \$10,000 in high school impact fees to reduce the CHS bond principal. Mrs. Prindle seconded. The motion carried 5-0-0.***

4) Tax Rate

Mr. Martin presented the 2010-2011 Litchfield school tax rate to the Board. The tax rate in Litchfield will be \$19.20 because of a re-assessed value tax calculation. He explained that the valuation for the town decreased from \$937M to \$803M. Mr. Martin also noted that the school tax portion decreased nine-tenths of a percent (.9%).

5) Benefits Update

Mr. Martin provided Board members with the current status of the 2011-2012 benefits rates. He indicated that the district received the guaranteed maximum rates and the increases noted will impact the employer's contributions toward employee benefits.

Dr. Cutler commented that the information will be helpful when discussing the proposed FY12 Salaries & Benefits budget at the October 27 meeting.

6) Manifest

The manifest was circulated and signed by the Board.

9) **New Business**

a) Debriefing of October 19, 2010 Community Budget Forum

A Community Budget Forum was held on October 19, 2010 at LMS to hear input from community members on the FY12 budget. Specifically, Board members listened to input on proposed reductions to the budget as well as suggested ideas for increases in revenues.

Dr. Cutler commented that she was surprised there were not as many educationally based questions as there were at the forum held at GMS.

Mr. Miller reviewed the results of the forum activities. He indicated that community members that attended were confused over the meaning of the question regarding student activity fees for all LMS or CHS students. Mr. Miller noted that people thought it applied to all students participating in activities, and not all student regardless of whether they participate. Board members agreed that the questions should be rewritten. Dr. Cutler will rewrite the questions to allay any confusion at the next forum.

b) CHS Book Fair Proposal

Dr. Cutler presented a proposal to hold a book fair at CHS. She indicated that Andrea Ange, CHS Librarian and Media Specialist, would like to schedule a book fair during election week and open it to the community. She is hoping to increase her budget and purchase materials that were not funded last year.

***Mr. Guerrette made a motion to approve the book fair fundraiser at CHS. Mrs. Prindle seconded. The motion carried 5-0-0.***

10) **Committee Reports**

1) Budget Committee

Mr. York reported that the Budget Committee met on October 19 and discussed town budgets. Committee members requested that all items that were not funded, such as the first grade position that was not filled, be moved into the newly established account for budget reductions.

Dr. Cutler indicated that if all items that are not funded are moved out of the budget, it will not give her the flexibility needed to manage the budget. Dr. Cutler responded that Mr. Martin was working on that schedule.

Mr. York indicated that Budget Committee members requested potential School Board budget presentation dates for December.

2) SERESC

Mrs. Couture reported that she attended a semi-annual meeting at SERESC last week. She explained that SERESC, which stands for Southeastern Regional Education Service Center, is an educational consortium with a regional and statewide focus that supports and serves all educational communities. At SERESC, educators, administrators, business professionals, and community members exchange ideas, solve problems and gain new skills. Mrs. Couture indicated that the membership fee for school districts is \$3.60 per student. This amount has not changed for 25 years. She noted that the acting Executive Director, Richard Ayers, presented the SERESC's goals at the meeting:

- Ensuring financial independence;
- Calibrating the scope of services;
- Provide relevant services.

Dr. Cutler noted that the multi-faceted conference center is located in Bedford and is used by the business community as well as the educational community.

**11) Community Input**

There was no community input.

**12) Non-Public Session: RSA 91-A: 3II (a-c)**

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

*Mrs. Couture made a motion to enter into non-public session at 9:21 p.m. under RSA 91-A: 3II (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. York seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**13) Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 9:46 p.m. Mrs. Couture seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**14) Adjourn**

*Mrs. Couture made a motion to adjourn at 9:47 p.m. Mr. Guerrette seconded. The motion carried 5-0-0.*

**15) Upcoming Meetings**

*>>Litchfield School Board: October 27, 2009 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**

**October 27, 2010**

**(approved as written 11-3-10)**

Present: Mr. Dennis Miller, Chair (*excused*)  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Gail Sullivan, Director of Curriculum & Instruction  
Mrs. Hilda Lawrence, Director of Food Service  
Mrs. Deb Mahoney, Director of Human Resources  
Mr. Robert Manseau, Principal, CHS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Bo Schlichter, Principal, GMS  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order – Pledge of Allegiance **6:30 p.m.****

Mrs. Couture called the meeting to order at 6:30 p.m. Mr. Miller was not able to attend this evening.

**2) Review and Revision of Agenda**

There were no revisions to the agenda.

**3) Presentations to the Board**

1) LMS FIRST Lego League Presentation

LMS FIRST Lego League students presented their project for the upcoming competition. Mr. Lecklider indicated that the Lego League has been at LMS for 2 years. The team's coach is Deb Briggs.

Mrs. Briggs explained that the FIRST Lego League is a robotics league for children from 9-14. The purpose is to keep children interested in math and science, as well as spark interest in engineering. She announced that the LMS team will be competing at Merrimack High School on November 13, 2010. Projects are judged on specific criteria as robots compete against other robots. Mrs. Briggs indicated that this year's project is called "Body Forward" and focuses on ideas to help the medical world move forward.

Students presented their ideas which included:

- Nanobot Bandaid: Nanobots are microscopic and are applied in a gel-like substance to the affected area of the skin. A bandaid is placed over the area. The nanobots will repair the affected skin cells. The healing process is, therefore, brief.
- Nanobot Patch: The nanobot patch is meant to fight diabetes. A nanobot bandage is applied to the body and nanobots are absorbed into the pancreas where they will repair the insulin level.

The students were well prepared with information about their project and ideas.

Board members thanked the LMS Lego League and Coach Briggs for their presentation.

2) LMS Cribbage League Proposal

Mr. Lecklider presented a cribbage league proposal to the Board. He reported that Ms. Nolan is the supervisor of the club will run on Thursdays from 2:05 – 3:30 p.m. for students at LMS who are interested in participating.



*Mr. York made a motion to approve the LMS Cribbage League proposal. Mrs. Prindle seconded. The motion carried 4-0-0.*

**4) School Board Members' Comments**

Mrs. Couture asked Board members for comments on topics other than the CHS Community Budget Forum held last evening, which is an agenda item later in the evening. There were no Board member comments.

**5) Summary of Non-Public Actions - October 20, 2010**

Mrs. Couture read non-public actions from the October 20, 2010 non-public session.

*Mrs. Couture made a motion to approve the non-public minutes of October 13, 2010 as written. Mr. York seconded. The motion carried 5-0-0.*

**6) Board Correspondence**

There was no correspondence.

**7) Community Input**

There was no community input.

**8) Principals' Reports**

Mr. Lecklider reported that:

- Fall sports teams had a successful season;
- Sports Awards nights are being held at LMS this week;
- Cross Country teams won the Girls' & Boys' TriCounty Meet and finished strong in the State Meet;
- Boys' & Girls' Soccer teams lost in their respective TriCounty championship games;
- Volleyball lost in the TriCounty championship;
- This week is Red Ribbon Week and spirit activities are being held all week;
- Nature's Classroom was a success;
- NECAP testing went well;
- Work continues on the High School Transition Plan;
- Parent/Teacher Conference sign ups will be done online this year;
- Staff continues to work with BEST groups about how to avoid student conflicts and promote positive peer interactions;
- Students will be given a "School Climate Survey" in December/January;
- John Halligan will be speaking to LMS students on January 27 at CHS about bullying.

Mr. Manseau reported that:

- 50 sophomores took PSAT's on October 16;
- CHS has had several college visits;
- Mini-college fairs are being planned with one scheduled on November 3;
- CHS had 100% participation on the NECAP;
- This is Red Ribbon Week and activities are being held all week. Friday morning the school will be wrapped in a red ribbon (literally) and an airplane will fly over and take a photo;
- A bonfire will be held Saturday night at CHS at 7:00 p.m.;
- Jess Rau, CHS student, was named a semi-finalist in the National Merit Scholarship program;
- Shauna Trunca, CHS student, was named Athlete of the Year;
- Many CHS sports teams entered NHIAA tournaments this week;
- The Girls Varsity Soccer team will host the quarter finals on Friday; Girls Varsity Volleyball will open on Thursday; the Cross Country team will compete in the Divisional meet.

Mr. Manseau provided Board members with Library use information they previously requested. He noted that the following number of students used the CHS Library in June: 550 the first week, 624 the second week, 157 the third

week, for a total of 1,331. The following number of students accessed the Media Lab in June: 524 the first week, 507 the second week, 155 the third week, for a total of 1,186 total.

Mr. Schlichter reported that:

- GMS will be ordering the additional playground equipment that was approved by the Board. They plan to have it installed before the winter weather arrives;
- First graders went to the Butterfly Place in Westford, MA. Mr. Schlichter received a compliment from the Director that the students were extremely well behaved and had a wealth of knowledge about butterflies.

Mr. Schlichter presented a fundraiser to the Board. The fundraiser is called “Art to Remember”. Students create art in school and a company will put the art on promotional items that can be sold to parents, etc. There is no door-to-door selling involved. Mr. Schlichter indicated that the fundraiser will generate a 25% profit from the sales. Funds raised will be for the playground.

***Mr. York made a motion to approve the GMS Art to Remember fundraiser. Mrs. Prindle seconded. The motion carried 4-0-0.***

## 9) Curriculum Report

### 1) October Curriculum Report

Mrs. Sullivan presented the October Curriculum Report to the Board. She reported:

- all schools have received a copy of new science curriculum;
- work continues on the Tech Ed and FACS curriculum;
- the Professional Development committee finished the necessary revisions to the Professional Development Master Plan, which will be sent to the NH DOE;
- two late arrival day workshops were held at CHS focusing on improving reading in the area of informational text;
- we are planning a summer Tech Academy [which will be funded by Title IIA funds] to train teachers in effective Smartboard use and to help them find out about all the free software available;
- the Teacher Evaluation Plan has been presented at all three schools and a questions about the plan were answered;
- NWEA fall testing is complete;
- NECAP testing was completed;
- NH DOE did a presentation on the newly adopted Common Core Standards at a Best Practices conference last month with a clear focus on college and career readiness;
- Science NECAP results have been received.

### 2) Science NECAP Results

Mrs. Sullivan presented the Spring 2010 Science NECAP results to the Board. She reported that:

- Grade 4 scored 73% proficient and 1% proficient with distinction [statewide average 53% proficient];
- Grade 8 scored 29% proficient [statewide average 27% proficient];
- Grade 11 scored 25% proficient [statewide average 23% proficient].

Dr. Cutler commented that Science is not part of NCLB and that the schools have been putting much emphasis in English, Reading, and Math.

Mr. Guerrette expressed concern that there has not been a focus on science. Mrs. Couture pointed out that this is only the second year of NECAP Science testing. She mentioned that the test looks at how the District aligns with the curriculum.

Mrs. Sullivan indicated that in reviewing the categories listed on the NECAP results, inquiry is a very low percentage. She noted that inquiry is not a big part of the curriculum.

Mr. York queried why scores were higher at the elementary and middle school levels. Dr. Cutler indicated that more attention has been spent on Reading and Math.

Mr. Lecklider indicated that faculty reviews released items to determine the areas where students may not be performing well.

Mrs. Couture commented that science testing is a newer test and there is still much work to do to determine what we need to do to improve.

**10) Recommended Action**

a) Business Affairs

- 1) Draft School Board Minutes:
  - a) Public Minutes of October 20, 2010

***Mr. Guerrette made a motion to approve the minutes as written. Mrs. Prindle seconded. The motion carried 4-0-0.***

- 2) Budget Work Session
  - a) Salaries & Benefits

Mr. Martin presented the proposed FY12 Salaries & Benefits budget to the Board. He indicated that FY12 Salaries were budgeted: a) following the LEA CBA; b) all other staff frozen at current salaries. He noted that Benefits were calculated with the guaranteed maximum rates received last week (Teacher Retirement costs increase 30.4%; Employee Retirement costs increase \$21.07%; Health Insurance costs increase approximately 20%; Workers Compensation increase 16%; Unemployment Insurance increase 30%).

Mr. Martin reported that the FY12 Salaries budget reflects a decrease of \$740,729. He indicated that the recommended staff reductions were included in the budget calculations as well. Mr. Martin expressed concern over the long term substitute salary account. He mentioned that the Budget Committee removes an amount from the account each year based on historic under spending. A brief discussion followed.

Mr. Martin reported that the Special Education budget will be adjusted to reflect a reduction in the tuition account. He explained that a residential student was changed to a non-residential student and will decrease that account by \$125,000 - \$175,000.

Mr. Martin reported that the FY12 Benefits budget reflects an increase of \$375,952, which is based on the guaranteed maximum increases in retirement, health insurance, workers compensation, and unemployment insurance costs. The amounts include the tentative reductions in force.

Mrs. Mahoney informed the Board that, according to NH Retirement, employees receiving long term disability are still considered employees, which means that the District must pay retirement fees on their disability payments. She noted that a line item entitled "Salary Continuance" has been created in the budget.

Mrs. Mahoney provided a market survey on nurse substitute wages as previously requested by the Board. She indicated that the average wage is \$105.78/day. Litchfield pays nurse substitutes \$90/day. Mrs. Mahoney indicated that it is difficult to attract nurse substitutes at the current rate and the District is forced to use an agency, which is much more expensive. Board members requested costs to date for agency nurse substitutes.

b) Food Service

Mrs. Lawrence presented the proposed FY12 Food Service budget to the Board. She highlighted major increases and decreases:

- USDA Commodities increased \$2016 (based on number of meals we will be serving);
- GMS food decrease of \$6000 (St. Francis will no longer being served);
- LMS repairs increase of \$1,000;
- LMS food decrease of \$4,000;
- CHS supplies decrease of \$1,000;
- CHS food decrease of \$10,000;

Mrs. Lawrence indicated that the total FY12 Food Service budget reflects a decrease of \$14,939.

Mr. Guerrette and Mr. York queried about replacement computers that were budgeted at each school. Mr. Martin indicated that the computers are used for the MealTime program. The computers are six years old and breaking down and do not work because of the hardware. He noted that they are mission critical. Board members questioned whether “recycled” computers from other areas could be used to assist food services needs rather than purchase new computers, as the computers in Food Services run only one program. Mr. Hancock, Director of IT, will provide a response.

Dr. Cutler mentioned that Londonderry [who has lunch prices equal to Litchfield] will be raising their lunch prices next year. Mrs. Lawrence indicated that with mandates to serve healthier food, which is more costly, we will have to increase our lunch prices as well. Dr. Cutler indicated that we will be recommending a lunch price increase to the Board in January.

3) Acceptance of Donation

Mr. Martin presented a donation of services with a total value of \$18,767.25 from AdminInternet, the web consultant that web development and training services to the District to create a family of new websites for the Litchfield community.

Mr. Guerrette believes that the consultant exceeded the contracted amount and, therefore, is not entitled to use the donation of services for his taxes.

Mr. Martin clarified that the contract stated an hourly rate and what the deliverables would be. He indicated that costs were controlled by purchase order. Mr. Martin noted that the consultant was very clear that although he misinterpreted the length of time to complete the project, he would donate the rest of his time for completion.

***Mr. York made a motion to accept a donation for services rendered from AdminInternet for a value of \$18,767.25. Mrs. Prindle seconded. The motion carried 3-1-0, with Mr. Guerrette opposing.***

4) Manifest

The manifest was circulated and signed by the Board.

**11) Superintendent’s Report**

a) Superintendent’s Report – October 2010

Dr. Cutler presented the October 2010 Superintendent’s Report to the Board. She mentioned that the Bullying Policy Review Committee met this morning to discuss revision of the policy.

**12) New Business**

1) Debriefing of October 26, 2010 Community Budget Forum

A Community Budget Forum was held on October 26, 2010 at CHS to hear input from community members on the FY12 budget. Specifically, Board members listened to input on proposed reductions to the budget as well as proposed ideas for increases in revenues.

Dr. Cutler mentioned that some CHS students attended the forum last night and expressed concern about the proposed reduction of a world language teacher. Dr. Cutler announced that she received a survey of students that take foreign language courses at CHS with information on where they plan to matriculate and their rationale for taking foreign language in high school. She commented that the students who attended the forum conducted themselves in a mature manner.

Dr. Cutler queried if Board members would like the forum results posted on the website in a cumulative fashion. Board members indicated that individual forum location results should be posted online, as well as a composite.

Mrs. Couture commented that some community members asked for information on the budget process and the deliberative process. She suggested broadcasting a cable show with the Superintendent to deliver information to residents. Dr. Cutler indicated that Mrs. Flynn copied the Board on a document from the NH Department of Revenue Administration with particular regard to SB2 municipalities. She noted that the document can be posted on the District website.

**13) Committee Reports**

a) Budget Committee

Mr. York reminded the Board about the Joint Selectmen/School Board/Budget Committee meeting on November 1. He also announced that the Budget Committee meeting previously scheduled for November 11 was rescheduled to November 9.

**14) Community Input**

Robin Corbiel, a resident of Litchfield, commented that she would like to be more knowledgeable about the budget process at Deliberative Session, but she is not aware of the procedure. She noted that there are others in the community who are unaware or confused about the procedures at the annual town meeting. Mrs. Corbiel suggested that the Board inform the community about the Deliberative process so that they can properly understand the procedure.

Board members agreed that information regarding the Deliberative process and procedures will be placed on the District website as well as on the cable channel for residents.

Mrs. Couture announced the upcoming community input sessions that will be held prior to the first two meetings in November from 6:00 – 6:30 p.m.

**15) Non-Public Session: RSA 91-A: 3II (a-c)**

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

*Mr. Guerrette made a motion to enter into non-public session at 9:15 p.m. under RSA 91-A: (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Prindle seconded. The motion carried by roll call vote: Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**16) Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 9:38 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**17) Adjourn**

*Mr. Guerrette made a motion to adjourn at 9:39 p.m. Mr. York seconded. The motion carried 4-0-0.*

**18) Upcoming Meetings**

*>>Litchfield School Board: November 3, 10, 17, 2010 – CHS Media Room - 6:00 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**

**November 3, 2010**

**(approved as amended 11-10-10)**

Present: Mr. Dennis Miller, Chair (*excused*)  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member (*arrived late*)  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Community Input Forum**

**6:00 p.m.**

Mrs. Couture opened the community forum at 6:00 p.m.

John Bryant, current Chair of the Recreation Commission and President of the Litchfield Basketball League, spoke to the Board regarding fees for field usage. He commented that he was aware that, included in the FY12 recommended budget reductions, Litchfield recreation teams could be charged a \$1,000 fee for using the school district facilities and fields. Mr. Bryant expressed concern with the proposed fees and explained that he would like to understand the direction the Board is heading with regard to facilities usage fees. He commented that when CHS was built there was much focus on providing the best educational experience for Litchfield children – not a core educational experience. Mr. Bryant mentioned that the Friend of CHS organization was established by parents to raise money for CHS items that the Board could not fund in the budget.

Mr. Bryant indicated that parents involved in Recreation Commission leagues are volunteers. He noted that there is much effort and cost that goes into running the leagues. Mr. Bryant explained that the Basketball League paid to repair the GMS scoreboard and the LMS scoreboard and have repaired other items as well. He suggested that the Board consider charging teams with less than 50% Litchfield youth participation for using the facilities and fields. Mr. Bryant was uncomfortable with the proposed usage fee for Litchfield recreational teams and suggested that the Board does not implement the seasonal fee. He mentioned that many of the recreation leagues use the fields as main fundraisers. He suggested instead that reductions should be made elsewhere in the budget. Mr. Bryant also commented that he understands that taxes may increase. He inquired how the Recreation Leagues can assist the District in lieu of a seasonal fee.

Ralph Boehm, 6 Gibson Drive, commented that participants of the Babe Ruth softball league have to be residents of the town or district. He mentioned that the league raises funds through tournaments.

Mr. Bryant commented that perhaps the Board can consider charging student activity and athletic fees. He also queried if all the athletic teams were necessary and commented on the cost of athletic transportation.

Mrs. Couture suggested scheduling a meeting with the heads of the different sports leagues in town to discuss concerns and ideas about facility use fees. She suggested athletic teams schedule either all home or all away games for one year. Mrs. Couture commented on charging admission for games at CHS. She mentioned that the purpose of installing fencing around the fields was to begin charging admission for athletic games.

Mr. Bryant commented that charging an admission fee would be better received than to pay to participate or usage fees.

Mr. Boehm commented that Londonderry LAFA fields was paid for through tournaments and concessions.

2) **Public Session – Call to Order - Pledge of Allegiance** **6:30 p.m.**

Mrs. Couture called the meeting to order at 6:43 p.m. Mr. Miller was not able to attend this evening.

3) **Review & Revision of Agenda**

Revisions to the agenda included the addition of community input following Revision of the Agenda.

Mrs. Couture announced to the viewing audience that a community forum was held prior to the official Board meeting. The meeting was not televised or recorded. The forum lasted a little longer than expected. She noted that information regarding recreation leagues in town was discussed.

4) **Community Input**

Ralph Boehm, 6 Gibson Drive, commented on the community forum at CHS on October 26. Specifically, he mentioned that the School Board consider that independent athletic teams could be impacted by the proposal for pay to participate fees. He indicated that independent sports do not cost the District any money nor do they use the District facilities. Mr. Boehm noted that independent sports teams purchase their own supplies and pay their own fees.

Mr. Boehm mentioned that he was re-elected as a State Representative on November 2. He informed Board members that there is already legislation submitted on adequacy and funding. Mr. Boehm asked Board member to contact him if the Board would like to submit legislation on November 15.

4) **School Board Comments**

Mrs. Prindle congratulated the CHS Girls Soccer team for their victory last night.

5) **Summary of Non-Public Actions** *From the October 27, 2010 Non-Public Session:*

*Mrs. Prindle made a motion to approve the October 20, 2010 non-public minutes as amended. Mr. York seconded. The motion carried 3-0-1, with Mr. Guerrette abstaining.*

*Mrs. Prindle made a motion to deny a request for Manifest Educational Hardship. Mr. York seconded. The motion carried 3-0-1, with Mr. Guerrette abstaining.*

6) **Board Correspondence**

Mrs. Prindle read correspondence from Jodi Callinan regarding the proposed reductions to the FY12 budget. Mrs. Callinan was concerned that about the effects of the staff reductions on education in Litchfield.

Mrs. Couture read correspondence from Jason Kohm regarding the proposal to charge Litchfield recreation leagues a seasonal fee for facility use. He suggested that the School Board consider charging fees for all school athletic and student activities.

*Correspondence read during this section will be attached to the official meeting minutes.*

7) **Recommended Action**

a) **Business Affairs**

- 1) Draft School Board Minutes:
  - a) Public Minutes of October 27, 2010

***Mrs. Prindle made a motion to approve the October 27, 2010 public minutes as written. Mr. York seconded. The motion carried 3-0-0.***

- 2) Delivery of FY12 Superintendent's Requested Budget

Mr. Martin provided the FY12 Superintendent's Requested budget to the Board. He indicated that the budget total is \$18,661,706, which is a decrease of \$665,710 from the FY11 budget. Mr. Martin explained that the budget was reduced by \$1,578,947, which is a total of 31 staff reductions and other expenses. Together with the proposed new revenues and impact fees, the budget was reduced by \$2,026,293. Mr. Martin informed the Board that the administrative team made two changes to the list of reductions to the budget. Mr. Martin informed the Board that a 7<sup>th</sup> grade teacher had been restored in the budget, new library books in all three schools were eliminated, a 6<sup>th</sup> period

for Art and Tech. Ed was cut at LMS, and a \$5,000 administrative stipend was requested at GMS to supervise paraprofessionals and monitors. The stipend is a result of the reduction of the assistant principal position at GMS. Dr. Cutler explained that when the enrollment projections were received, the administrative team believed that 27 students per class was too high. She commented that 6<sup>th</sup> period stipends for art and computer education were removed from the budget as well as new library books at all three schools. With the reduction of the assistant principal position, an assistant principal from LMS or CHS will cover for the principal at GMS when he is out for the day. Dr. Cutler mentioned that there are two employees that have the background and knowledge as an administrator and can assist the principal with evaluations of paraprofessionals and monitors, as well as other administrative duties. She mentioned that the \$5,000 stipend was added to compensate their time.

Dr. Cutler informed the Board that curriculum facilitators at CHS have agreed to work with no compensation for one year only. They will continue to have one block assigned to complete curriculum work. This will assist in developing and maintaining NEASC standards.

Mr. York inquired the FY11 budget total. Mr. Martin noted it is \$19,327,416.

Mr. York queried why the FY12 budget decrease is \$665,710 if the budget was reduced by \$2,026,293. Mr. Martin indicated that there were many costs that were not in our control (i.e. teachers contract increase, retirement costs, health premiums, insurance premiums, contract increases, energy costs).

Dr. Cutler directed the Board to begin reviewing the budget and notate changes. Mr. Martin provided the Board a spreadsheet to notate budget changes. He requested that Board members email their changes to Mrs. Flynn by the end of the day on Monday, November 8. Mr. Martin informed the Board that information previously requested by the Board was included in the Executive Summary. The information included legal costs for policy work, explanation about the food service computer request, and the benefits cost increase sheet.

### 3) Community Use of Facilities

Dr. Cutler indicated that a Board decision is needed regarding a facility use fee relative to groups comprised of less than 50% Litchfield residents who use district facilities. She noted that there is such a disparity regarding the number of hours a field/gym is used. Currently, the time that groups [with less than 50% Litchfield residents] use the facilities ranges between 12 – 370 hours. Dr. Cutler recommended that it would be equitable to charge an hourly rate rather than a flat fee. She added that this issue needs to be addressed during the budget process.

Mrs. Couture suggested that the agenda item be tabled until all Board members are present.

Dr. Cutler suggested that Student Fees and all new revenue adjustments be placed on the November 10 agenda.

### 4) LEA Information

- Dr. Cutler met with the leadership of the LEA on November 1. They are declining the opportunity to freeze salaries based on the increased costs of health and dental premiums, the effect that it has on retirement, and the fact that they have recently experienced a year with no pay increase.
- The LEA is asking the Board to consider the following request: Would the Board allow staff members who are not community members to speak during community input at school board meetings?

Mrs. Couture indicated that the Board has always allowed staff members to speak during community input. She commented that staff members are part of our district community.

Mr. York suggested that when approaching the Board with an issue, staff members who wish to speak during community input should do so through constructive dialogue rather than an emotional appeal. Mrs. Couture agreed that Mr. York's advice was sound and should be applied as a general practice for community input.

### 5) Manifest

The manifest was circulated and signed by the Board.



**8) Policy Work Session**

1) Policies for Review:

a) Student Attendance, Absenteeism, & Truancy (JH/JH-R)

Dr. Cutler indicated that the legislature changed the truancy law, which was effective July 1, 2010. Although the updated information was included in the student handbooks, the current policy needs revision. Dr. Cutler commented that the most difficult point is the issue regarding family vacations during the school year. She indicated that the Board needs to clearly define this area.

Board members discussed how family vacations during the school year affect students' education. Board members were concerned with policy language regarding filing a Child in Need or Services report for students who are considered truant under the law. Mrs. Couture indicated that there are enough intervention steps included in the revised policy prior to filing a CHINS report.

The policy will go to a 1<sup>st</sup> Reading.

b) Indoor Air Quality (EBBD)

Dr. Cutler indicated that the policy is new and required by the recently passed legislation. Board members reviewed the policy. The policy will move to a 1<sup>st</sup> Reading.

c) Pupil Safety & Violence Prevention (JICK)

Dr. Cutler provided Board members with information regarding the Pupil Safety & Violence Prevention policy. She indicated that the bullying law has been changed and there are certain components that are not included in the current policy. The information provided to the Board has been provided to a policy committee whose members are working on suggested revisions to the policy. Dr. Cutler indicated that the committee has already met once and will meet again on November 9. More information will be brought to the Board regarding revisions to this policy at the next meeting.

d) Student Rights & Responsibilities (JF)

Dr. Cutler indicated that the Student Rights policy is an old policy that needs revision. Board members reviewed the policy and requested additional resources be researched and included. The policy will be revisited as a working draft.

*Mr. Guerrette arrived at 8:20 p.m.*

**9) Committee Reports**

1) Budget Committee

Mr. York reported that Budget Committee inquired if the NH DOE has a process to appeal decisions made by Mr. Murdough regarding building aid decisions for construction on the GMS site. Dr. Cutler indicated that appeals can be made through the Commissioner of Education. She noted that Mr. Murdough stated many times that he would not approve building aid for construction on the GMS site unless the water problem is solved.

Mr. York queried if the water problem at GMS has been studied. Mrs. Couture indicated that several studies have been done. Dr. Cutler added that the Board expended an exhaustive effort looking at different options to resolve the water problem at GMS, including an idea to divert the water to the Merrimack River, which was extremely expensive.

Mrs. Couture commented that Mr. Murdough agreed to supply building aid to allow the District to attempt to dehumidify the building; however, if it did not work the District would have to return the funds.

Mr. York suggested the Board should revisit the water studies that have been done for GMS.

2) Grants Update

a) FIRST Robotics

Mrs. Flynn provided a status of funding for CHS FIRST Robotics. Dr. Cutler indicated that Mrs. Flynn wrote and submitted grants to NH Charitable Foundation and BAE Systems. She mentioned that Mrs. Flynn also solicited Pennichuck Corporation for a donation to the robotics team. Dr. Cutler thanked Mrs. Flynn for her work on this project.

**10) Community Input**

There was no community input.

Mr. Guerrette thanked the Board for their indulgence in the timing of the agenda relative to his arrival at the meeting. Mr. Guerrette commented on the LEA's request for the Board to allow staff members who are not community members to speak during community input. He stated that there is a formal process for staff members to use if they wish to communicate with the Board. He expressed his concern about allowing non-residents to speak during community input. Mr. Guerrette was concerned that statements made by non-residents during a Board meeting could have an undue impact on town business. He stated that allowing non-residents the opportunity to have an impact on town decisions is a bad practice.

Mrs. Couture indicated that she believes community input is all encompassing and that staff members are members of our district community.

Mrs. Prindle commented that staff members should have an opportunity to speak and if it becomes an issue, the Board can deal with it appropriately.

Mr. York indicated that if staff members wish to speak during community input, they should do so using constructive dialogue and not convey an emotional appeal.

Mr. Guerrette indicated that deliberative practices should be followed regarding community input for non-resident staff members. He also stated that any Board decision regarding this matter should be a matter of record.

Dr. Cutler suggested Board members revisit the policy regarding public participation at Board meetings before making a decision.

**11) Non-Public Session: RSA 91-A: 3II (a-c)**

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

***Mr. Guerrette made a motion to enter non-public session at 8:40 p.m. under RSA 91-A: 3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Prindle seconded. The motion carried by roll call vote: Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.***

**12) Return to Public Session**

***Mr. Guerrette made a motion to return to public session at 8:57 p.m. Mrs. Prindle seconded. . The motion carried by roll call vote: Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.***

Mr. York mentioned that Nashua School District was mainstreaming all special education students back into regular classes because of budget constraints. Mrs. Couture clarified that the students are not special education students. The students are alternative education students and the program was cut from the budget.

**13) Adjourn**

***Mr. Guerrette made a motion to adjourn at 9:00 p.m. Mrs. Prindle seconded. The motion carried 4-0-0.***

**14) Upcoming Meetings**

*>>Litchfield School Board: November 10, 17, 2010 – CHS Media Room - 6:00 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**

**November 10, 2010**

**(approved as written 11-17-10)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Community Input Forum**

Mr. Miller opened the community input forum at 6:00 p.m. There was no community input. Mr. Miller closed the forum at 6:30 p.m.

**2) Public Session – Call to Order - Pledge of Allegiance**

**6:30 p.m.**

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

**3) Review & Revision of Agenda**

There were no revisions to the agenda.

**4) School Board Comments**

Mrs. Prindle expressed congratulations to the CHS Girls Soccer team for their championship victory.

Mr. Guerrette commended LMS for an excellent Veterans Day celebration.

Mr. Guerrette shared information he garnered from his attendance at the NHSBA Legislative Update session recently held in Concord. He indicated that over the next biennium the state expects an \$800M deficit in their budget. He noted that this is a deficit the legislature will have to find a way to alleviate the deficit. Mr. Guerrette conveyed that there was some discussion regarding replacing the funding collar on education adequacy aid, but commented that may not come to fruition. Mr. Guerrette commented that all sources of revenue come from local taxation. 34% of local taxation goes to adequacy aid and 73% of our expenses come from property taxes. He added that he learned that a medical subsidy is included in the NH Retirement system, which is not available for new hires in 2007. He indicated that there is litigation to make this medical subsidy available to new employees. Mr. Guerrette indicated that a Medicare-type benefit is being proposed, which concerns the NHSBA. He commented that the legislative session was very informative and encourages Board members to attend the sessions when they are held.

Mr. Guerrette read a prepared statement regarding the FY12 School District budget. Mr. Guerrette's statement focused mainly on budget reductions relative salaries and benefits. Mr. Guerrette's statement is attached to the minutes.

**5) Summary of Non-Public Actions *From the November 3, 2010 Non-Public Session:***

Mr. Miller read the summary of non-public actions from the November 3, 2010 non-public session.

*Mrs. Prindle made a motion to approve the non-public minutes of October 27, 2010 as amended. Mr. Guerrette seconded. The motion carried 4-0-0.*

*Mr. York made a motion to deny a request for continued enrollment for a student who is moving out of the District, unless tuition requirements are met by the parent. Mrs. Prindle seconded. The motion carried 3-1-0, with Mr. Guerrette opposing.*

**6) Board Correspondence**

Mr. Miller read a letter from Cindy Rothacker regarding proposed pay to participate fees and affordability for Litchfield families. Ms. Rothacker's letter is attached to the minutes.

Mr. Miller read a letter from the members of the GMS staff requesting that the School Board reconsider the proposed reduction of the GMS Assistant Principal. The letter, which was signed by several GMS staff members, is attached to the minutes.

**7) LEA Information**

Carolyn Leite, LEA President, clarified request from the LEA asking the Board to consider allowing instructional staff members to address the School Board during community input. She commented that Dr. Cutler presented the LEA request at the November 3 Board meeting. Ms. Leite indicated that the Board's discussion regarding allowing teachers to speak during community input seemed centered on budget issues. Ms. Leite clarified that the request was made in a general context and did not revolve around any one particular issue. She expressed concern that Mr. Guerrette's comments during that discussion make it appear that he does not want staff members to have an opinion. Ms. Leite indicated that the request from the LEA was a simple question regarding comments by staff members during community input on any kind of topic.

Dr. Cutler indicated that the Board agreed to revisit the Public Participation at Board Meetings policy and then make a decision.

Ms. Leite thanked Board members for allow her to provide clarification.

**8) Budget Work Session**

FY12 Budget changes were suggested by Board members. The final worksheet was presented to Board members for review and discussion. Mr. Miller explained that the Board generally makes an official decision on each budget suggestion. He indicated that if more than one Board member suggests a change to the same item, but the amounts differ, the Board will work through them in reverse order – highest to lowest. Mr. Miller noted that the procedure will consist of a motion from the member making the proposed change, a second, and discussion before voting.

Mr. York provided a budget analysis from his perspective. He indicated that:

- the FY11 budget total is \$19,327,416,
- the Superintendent proposed FY12 budget reductions of \$1,578,947 with new revenue of \$447,446,
- LEA salary increases (according to the CBA) total \$240,000,
- Benefit increases total \$376,363 (according to information provided to the Board by the SAU).

Mr. York indicated that the total should be \$17,917,386; however, the proposed FY12 budget total is \$18,661,706. He commented there is a difference of \$744,320. He queried why there appears to be a difference.

Mr. Martin explained that the proposed revenue does not impact the budget and that the \$2M loss in adequacy aid is a reduction of the appropriated funds. Mr. Miller explained that the revenue is offsetting what is raised by taxes.

Mr. York commented that with outside revenue that is coming into the budget (i.e. impact fees to reduce the high school bond payment) the actual item the revenue impacts should be reduced in the budget. Mr. Miller indicated that the Board has not yet discussed the revenue budget as the revenues have not yet been provided by the state.

Mr. York commented that revenues are being used to reflect \$2M in budget reductions. Mr. Martin indicated that the administrative team met the \$2M target applied to the tax rate calculation as requested by the Board. Mr. Miller explained that the Board asked the SAU to offset a \$2M loss of revenue that will affect the tax rate. Mr. Martin noted that in addition to the salaries and benefits increases, there are other increases in the budget that are not within our control (i.e. data communications, legal fees, energy costs, etc.). Mr. Miller indicated that each year the budget net reduction is calculated without considering the revenue. Once budget reductions are completed the revenue is added.

Mr. Martin reminded Board members that the Board kept \$234,000 toward next year's budget.

a) Suggested Budget Changes

***Mrs. Couture made a motion to reduce Object 130 account (overtime) by \$6,850. Mrs. Prindle seconded.***

Mr. Martin was concerned over paying a custodian to be in the building when people use the building on the weekends. Mr. Miller commented that the reduction is level funding the line item.

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

***Mrs. Couture made a motion to reduce line item 1001110000-113, Tutor salaries, by \$8,000. Mr. York seconded. The motion carried 5-0-0.***

***Mrs. Couture made a motion to reduce line item 1001110000-112, Monitors, by \$10,480. Mr. York seconded.***

Mrs. Couture indicated that she is proposing reducing two monitors at GMS. She indicated that volunteers can be used to help supervise students at lunch and recess.

***The motion failed 1-4-0, with Mrs. Couture supporting the motion.***

***Mr. Miller made a motion to reduce line item 10011100-120, Substitutes Salaries (Daily Subs), by \$10,000. Mr. Guerrette seconded. The motion carried 5-0-0***

***Mrs. Prindle made a motion to reduce line item 1011110000-114, Paraprofessionals/Monitors Salaries, by \$1,873. Mrs. Couture seconded.***

Mr. Guerrette commented that he disagreed with the reduction because teachers are involved with IEP meetings and someone is needed to supervise the class.

***The motion carried 4-1-0, with Mr. Guerrette opposing.***

***Mr. Miller made a motion to reduce line item 1011110000-440, GMS Rental/Lease Instructional Equipment, by \$2,000. Mrs. Prindle seconded. The motion carried 5-0-0.***

***Mrs. Prindle made a motion to reduce line item 1011110000-610, GMS Supplies, by \$1,058. Mr. Guerrette seconded. The motion carried 5-0-0.***

***Mrs. Prindle made a motion to reduce line item 1011110002-610, GMS Art Supplies, by \$130. Mr. Guerrette seconded. The motion carried 5-0-0.***

***Mr. Guerrette made a motion to reduce line item 1011110008-610, GMS Physical Education Supplies, by \$68.85. Mrs. Prindle seconded. The motion carried 5-0-0.***

***Mr. York made a motion to approve reductions in all supply line items that reduce them to level funded. Mrs. Prindle seconded. The motion carried 5-0-0. This motion will include the following supplies line items:***

- 1031110002-610, CHS Art - \$166
- 1031110003-610, CHS Business Education - \$418.00
- 1031110008-610, CHS Physical Education - \$185
- 1031110010-610, CHS Technical Education - \$1,652
- 1031110013-610, CHS Science - \$100
- 1031110024-610, CHS Theater Arts - \$613
- 1031110025-610, Computer Education - \$600
- 1011120100-610, GMS Special Education - \$1,500.

The Board agreed to consider each line item individually as they were encountered to see if the supplies were school related, as Mr. Guerrette wanted to deal with those on a one-on-one basis.

***Mr. Miller made a motion to reduce line item 1021110000-440, LMS Rental/Lease Instructional Equipment, by \$1,500. Mrs. Prindle seconded. The motion carried 5-0-0.***

***Mr. Guerrette made a motion to restore \$418 to line item 1021110023-610, LMS Reading Supplies. Mr. York seconded. The motion carried 5-0-0.***

***Mrs. Prindle made a motion to reduce line item 1031110000-430, CHS Repairs/Maintenance to Musical Instruments, by \$500. Mr. Miller seconded. The motion carried 5-0-0.***

***Mr. Miller made a motion to reduce line item 1031110000-440, CHS Rental/Lease Instructional Equipment, by \$1,922. Mr. Guerrette seconded. The motion carried 5-0-0.***

***Mr. Guerrette made a motion to restore \$166 to line item 1031110002-610, CHS Art Supplies. There was no second. The motion failed for lack of a second.***

***Mr. Miller made a motion to reduce line item 1031110005-610, CHS English Supplies, by \$1.150. Mrs. Prindle seconded. The motion carried 5-0-0.***

***Mr. Guerrette made a motion to reduce line item 1031110005-734, CHS Equipment-Additional, by \$774. Mrs. Prindle seconded.***

Mr. Guerrette queried what type of ceiling mounted video screens are being requested in the budget. Mr. Martin offered to get further clarification.

***Mr. Guerrette withdrew his motion to reduce line item 1031110005-734, by \$774 pending further clarification. Mrs. Prindle withdrew her second.***

***Mr. Guerrette made a motion to restore \$185 to line item 1031110008-610, CHS Physical Education Supplies. There was no second. The motion failed for lack of a second.***

***Mr. Miller made a motion to reduce line item 1031110008-734, CHS Physical Education Equipment-Additional, by \$75.00. Mrs. Couture seconded. The motion carried 5-0-0.***

Mr. Miller asked for further clarification on line item 1031110011-610, CHS Math Supplies. He asked why teachers need resource books if the District is not purchasing math books this year. Mr. Martin will provide further clarification at the next Board meeting.

***Mr. Guerrette made a motion to restore \$100 to line item 1031110013-610, CHS Science Supplies. Mr. York seconded. The motion failed 2-3-0, with Mr. Miller, Mrs. Couture, and Mrs. Prindle opposing.***

***Mr. Guerrette made a motion to reduce line item 1031110013-640, CHS Science Textbook Replacement, by \$8,707. Mr. York seconded.***

Mr. Guerrette indicated that when the CHS budget was presented, Mr. Manseau placed the Chemistry books replacement request on the non-critical needs list. Mr. Guerrette commented that he was not convinced that the argument for new Chemistry books was valid as it was based on readability issues.

Dr. Cutler pointed out that the books are ten years old and have college level readability. Students cannot be successful if they cannot understand what they are reading. Mrs. Prindle indicated that Science curriculum is slated to be replaced on the Curriculum Replacement schedule. Mr. York indicated that when the principal presented his critical needs list these books were listed. He clarified that the Board instructed Mr. Manseau to include the Chemistry books in the budget.

*The motion failed 1-4-0, with Mr. Guerrette supporting the motion.*

*Mr. Miller made a motion to reduce line item 1000120100-113, Tutor Salaries, by \$999. Mrs. Prindle seconded.* Dr. Cutler indicated that the proposed reduction would impact Special Education Tutors for students on IEP's. She explained that if a student is sick and cannot come to school for an extended length of time, the District must provide a tutor for the student.

*The motion failed 1-4-0, with Mr. Miller supporting the motion.*

*Mr. Guerrette made a motion to reduce line item 1000120100-119, Special Education Summer Program Salaries, by \$1,000. Mr. Miller seconded. The motion carried 4-1-0, with Mrs. Couture opposing.*

*Mr. Miller made a motion to reduce line item 1000120100-272, Special Education Conferences/Workshops, by \$500. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Guerrette made a motion to reduce line item 1000120100-335, Special Education Legal Fees, by \$3,000. Mrs. Prindle seconded.*

*Mrs. Couture amended the motion to reduce line item 1000120100-335, Special Education Legal Fees, by \$10,000. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

*Mr. Miller made a motion to reduce line item 1000120100-580, Special Education Travel, by \$2,800. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to reduce line item 1000120100-590, Special Education Extended Year Program Supplies, by \$350. Mrs. Couture seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to reduce line item 1031130100-561, CHS Vocational Tuition, by \$5,460. Mr. Guerrette seconded.*

Mr. Martin indicated that the Director of Guidance based the budgeting of this line item assuming 75% reimbursement by the state. He noted that further clarification may be needed.

*Mrs. Prindle withdrew her motion reduce line item 1031130100-561, CHS Vocational Tuition pending further clarification. Mr. Guerrette withdrew his second.*

*Mrs. Couture made a motion to reduce line item 1000141000-110, District-wide Co-Curricular Salaries, by \$37,000. Mrs. Prindle seconded.*

Mrs. Couture indicated that traditionally the Board reduces co-curricular salaries by a certain amount each year. Last year the Board reduced the account by \$27,000 and the Budget Committee reduced it by another \$10,000. Mrs. Couture noted that she is proposing level funding the account.

*The motion carried 5-0-0.*

*Mr. Guerrette made a motion to reduce line item 1031141000-580, CHS Co-Curricular Travel (FBLA), by \$800. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Guerrette made a motion to reduce line item 1031141000-610, CHS Co-Curricular Supplies, by \$485. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Couture made a motion to reduce line item 1031142000-391, CHS Game Officials, by \$1,000. Mr. Guerrette seconded.*

Mrs. Couture indicated that she is proposing reducing pre-season game officials for home games. Mr. Martin clarified that the pre-season game officials are for home games only.

*The motion carried 4-1-0, with Mr. York opposing.*

*Mrs. Couture made a motion to reduce line item 1011212000-430, GMS Guidance Repairs/Maintenance, by \$325. Mrs. Prindle seconded. The motion failed 1-4-0, with Mrs. Couture supporting the motion.*

*Mrs. Couture made a motion to reduce line item 1021212000-330, LMS Guidance Professional Services, by \$1,200. Mr. Miller seconded. The motion carried 3-2-0, with Mr. Guerrette and Mr. York opposing.*

*Mr. Miller made a motion to reduce line item 1031212000-610, CHS Guidance Supplies, by \$2,700. Mrs. Prindle seconded.*

Mr. Miller suggested that report cards can be emailed or distributed by Edline instead of using US Mail.

*The motion carried 5-0-0.*

*Mrs. Prindle made a motion to reduce line item 1011213400-610, GMS Nurse's Services Supplies, by \$600. Mr. York seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to reduce line item 1000221000-810, District-wide Instruction Improvement Dues & Fees, by \$500. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to reduce line item 1000221300-270, Non-Bargaining Course Reimbursement, by \$1,245. Mrs. Couture seconded.*

Dr. Cutler indicated that the course reimbursement is being used by a member of the District personnel.

*The motion failed 0-5-0, with all members opposing.*

*Mrs. Couture made a motion to reduce line item 1000221300-271, Instructional Course Reimbursement, by \$2,200. Mrs. Prindle seconded. The motion carried 3-2-0, with Mr. Miller and Mr. York opposing.*

*Mrs. Prindle made a motion to reduce line item 1031221300-272, CHS Curriculum Development Conference/Workshop Reimbursement, by \$250. Mr. Guerrette seconded. The motion carried 5-0-0.*

*Mrs. Couture made a motion to reduce line item 1031221300-733, CHS Library Furniture – Additional, by \$827. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Guerrette made a motion to reduce line item 1031222200-738, CHS Computer Instruction Equipment Replacement, by \$9,500. Mr. York seconded.*

Mr. Martin indicated that is the computer education replacement lab for CHS. Board members asked for further clarification.

*Mr. Guerrette amended his previous motion to reduce line item 1031222200-738, CHS Computer Instruction Equipment Replacement, by \$19,499. There was no second. The motion failed for lack of a second.*

*Mrs. Couture made a motion to reduce line item 1001231100-110, School Board Salaries, by \$5,463.65. Mrs. Prindle seconded. The motion failed 2-3-0, with Mrs. Couture and Mrs. Prindle supporting the motion.*

*Mrs. Prindle made a motion to reduce line item 1001231100-110, School Board Salaries, by \$1,092.73 (her own salary). There was no second. The motion failed for lack of a second.*

*Mrs. Couture amended Mrs. Prindle's motion to reduce line item 1001231100-110, School Board Salaries, by \$2,185.46. Mrs. Prindle seconded.*

Board members discussed the proposals to reduce School Board Salaries. It was suggested that if a Board member would like to donate his/her salary back to the District, they may do so.



***Mrs. Couture withdrew her motion. Mrs. Prindle withdrew her second.  
Mr. Miller made a motion to reduce line item 1001231700-331, Audit Services, by \$5,000. Mr. Guerrette seconded.***

Mr. Martin cautioned the Board that there would most likely be an increase in the cost for audit services as a single Federal audit may be performed, as occurred this year.

***Mr. Miller amended his previous motion to reduce line item 1001231700-331, Audit Services, by \$2,500. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.***

***Mrs. Couture made a motion to reduce line item 1001231800-330, School Board Legal Fees, by \$4,000. Mrs. Prindle seconded.***

Mr. Martin indicated that legal fees for School Board policy work was close to \$5,000 in cost for the previous year.

***Mrs. Couture withdrew her motion. Mrs. Prindle withdrew her second.***

***Mr. Guerrette made a motion to reduce line item 1021110000-110, LMS Salaries (grade 7 teacher), by \$52,965. Mr. York seconded.***

Dr. Cutler indicated that if a 7<sup>th</sup> grade teacher is reduced, class sizes will each have 27 students. She commented that with five classes of 21 students each, the smaller class sizes would be more beneficial. Dr. Cutler cautioned that it would not be wise planning to reduce instructional staff in grade 7.

Mr. Guerrette indicated that he would defer discussion of his proposed reduction to LMS Grade 7 Salaries to the next meeting.

***Mr. Guerrette withdrew his motion. Mr. York withdrew his second.***

***Mr. Miller made a motion to reduce line item 1021110006-All, LMS Foreign Language, by \$88,658.19. Mr. Guerrette seconded.***

Mr. Miller commented that he would rather keep a core teacher than a course that is not required in middle school. Mr. Miller indicated that his rationale to reduce the teacher is that the subject is duplicated at the high school level.

Dr. Cutler indicated that, although the course is not required, a survey of middle schools throughout the state was done, which reflects that the majority of districts provide a foreign language course in middle school.

Mrs. Couture indicated her disfavor with removing foreign language from the middle school. She commented that the District does not offer enough courses to students who need a language. Mr. Guerrette indicated that it is not affordable.

A lengthy discussion followed. Mrs. Prindle called the question.

***The motion carried 3-2-0, with Mrs. Couture and Mrs. Prindle opposing.***

Mr. Miller proposed reducing LMS Computer Education Salaries by \$59,935.76. He indicated that computer education is not required in middle school.

Dr. Cutler indicated that the law states districts have to offer computer literacy in grades K-12. She commented that the position that is proposed to be reduced is the person who troubleshoots for the school. Dr. Cutler indicated that this position adds great value to the middle school program.

Mrs. Couture commented that students would lose significant computer ability if the course is not offered. Mr. York indicated that children start on computers in elementary school and have a lot of knowledge when they get to middle school.

Mr. Miller indicated that he would defer discussion of his proposed reduction to LMS Computer Education to the next meeting.

Mr. Miller suggested that other items on the agenda, with the exception of a brief overview of Revenues and approval of the minutes, be deferred to the next meeting. Board members agreed to schedule an extra meeting for Monday, November 15, 2010 at 6:30 p.m.

b) Revenues

Dr. Cutler indicated that new revenues need to be in the amount of \$104,133 in order to address the \$2M shortfall, or additional reductions need to be made by the Board to reach the target amount. The District will receive the state revenue on November 15.

Mr. Miller proposed admission fees for athletic events. The fee schedule listed different methods of charging admission ranging from single ticket prices for adults and students to annual passes.

Mrs. Couture proposed admission fees for athletic events as well. She indicated that she used more conservative numbers, but arrived at the same result as Mr. Miller. Mrs. Couture also proposed to increase CHS parking fees to match the bus fees. She proposed charging recreation teams fees of \$10 per participant per team. She proposed charging students (parents) an annual supply fee to defray the cost of supplies.

Mr. York proposed a general fee per student, excluding Pre-Kindergarten and Kindergarten students. He proposed increasing the CHS parking fees, CHS bus fees, Summer camp fees, non-town recreation team fees, and a flat fee for in town recreation team sports.

Mrs. Prindle proposed an activity fee at all schools, sports fees with a maximum cap, increasing CHS bus fees, increasing CHS parking fees, and charging a \$10 per person fee on recreation teams.

Mr. Miller also provided a cost comparison for recreation teams (both in and out of town) between Sportzone rates and proposed District rates. He indicated that the proposed fee for field usage was calculated at \$15 per hour for out of town teams and \$2 per hour for in town teams. The price could be based on the cost of having a staff member present during the activity.

9) **Recommended Action**

a) **Business Affairs**

1) Draft School Board Minutes:

a) Public Minutes of November 3, 2010

Board members made minor revisions to the minutes.

***Mrs. Prindle made a motion to approve the November 3, 2010 public minutes as amended. Mrs. Couture seconded. The motion carried 4-0-1, with Mr. Miller abstaining.***

2) Business Administrator's Report – October 2010

This agenda item will be deferred to the next Board meeting.

3) Final CHS Moisture Report: Discussion

Mr. Martin presented the final CHS Moisture Report from Stantec to the Board. He indicated that Stantec's recommendation as the next step is to drill through the slab and vapor barrier and take soil samples. He commented that Stantec is trying to determine if the vapor barrier is causing the moisture problem. Mr. Martin indicated that Stantec is also recommending digging test pits around the track. The cost is \$6000. Mr. Martin indicated that his concern is if this testing is not expedited, he is not confident the proposed solution will be in time for placement on a warrant article.

4) Manifest

The manifest was circulated and signed by the Board.

All other agenda items were deferred to the next Board meeting.

**10) Policies**

- 1) Policies – 1<sup>st</sup> Reading:
  - a) Student Attendance, Absenteeism, & Truancy (JH/JH-R)
  - b) Indoor Air Quality (EBBD)
- 2) Policies for Review:
  - a) Pupil Safety & Violence Prevention (JICK)
  - b) Student Rights & Responsibilities (JF)
  - c) Public Participation at Board Meetings (BEDH)

**11) Committee Reports**

- 1) Budget Committee
- 2) Impact Fees Discussion – Selectmen’s Meeting - November 1, 2010

**12) Community Input**

**13) Adjourn**

*Mrs. Couture made a motion to adjourn at 10:35 p.m. Mr. Guerrette seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

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Litchfield, NH 03052

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Equal Opportunity Employer

Dennis Miller, Chair

Cynthia Couture, Vice Chair

Jason Guerrette

Mary Prindle

John York

November 10, 2010

Attachment to the November 10, 2010 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the November 10, 2010 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

## **Statement by Jason Guerrette, November 10, 2010 School Board Meeting**

We are once again taking on one of the greatest responsibilities that we have been entrusted with by the residents of our town. The Budget. It is second only to the safety and well being of their children.

I have been diligently speaking to residents of this town about the proposed impact this budget will have on individual families of this town. It is daunting and quite saddening. Many at the end of their ropes and hanging on with all they have. They have given up their coffee. They have given up their weekly family outings. They have had to make choices in how many activities their children can participate in. They have made sacrifices in their home and made difficult choices so they can stay in their homes and provide a life for their children that somewhat resembles what their dreams and desires had traditionally been.

Over the last couple of months we have heard very strong argument from groups that have their own special interests at heart, and while I commend them for being passionate about their positions, I am saddened that my perception remains that those individuals or groups choose to only concern themselves with those things they find important to them.

We, as a Board, representing each and every one of the residents of this town, must take into consideration the impact of our decisions on those residents. We must put aside our own personal desires, our own personal ideologies, and our own personal financial abilities. We must also balance the desires of our students and employees with the desires and ability to fund those desires with the financial realities of those that actually have to pay for them. Please keep in mind that although we at this table may actually be able to afford increasing taxes, there are many, many more that just can not.

Our budget is made up of approx 74% salary and benefits. I have watched over the last several years the process of cutting deeper and deeper into the bone. Delaying and postponing vital upgrades, repairs and infrastructure projects. Budget after budget, lines are reduced. This year's budget slashed in almost every line item. All that is except salaries and benefits. Let's face it. No one like's cutting staff. Many of them are like family. They have been here many years and have taken care of our children in ways that sometimes can not be measured. The human interaction between staff and students is something that can not be quantified. That does nothing however, for the fact that we must still come to grips with how to fund it at levels we have become accustomed to.

Residents now have to make a choice between providing for their children and providing for union members. We have respectfully asked that the union reconsider its contract bargained in good faith. They have pointedly refused our request. I have publically stated that asking the union to forgo this year's increases would, IMO bridge actions with words. It may have allowed for room to retain positions at the cost of a small COLA. Instead, what we see is widening gap between the services provided our children and costs to provide them. We see the cost of salaries and benefits rising and services being cut. We are forced to give to the union, those things we cut out of the budget that were meant for our children. While our children's choices dwindle, the union flourishes. The unions continue to take from a decreasing pool of funding while our children's choices are pushed aside because we have to make choices that we do not want to make. The union is the third rail of education. How dare we speak out in defense of our children's futures for fear of being bullied and ostracized for having a different opinion. While I am 100% positive that individual teachers care deeply about our children, we the parents are their advocates and we the residents own the schools. We should decide the direction we want our schools to take. The dog needs to start wagging the tail.

Tonight, I fully expect the interest of the union to be fully represented while the interests of the students, parents and towns people to be under represented. We, the SB, must represent their interests. Will we continue to forcibly take from the taxpayer to satisfy the union's unquenchable need for higher salaries and benefits with Cadillac health care plans? Or will we give back to the residents the ability to provide for their own families.

We have two new members that ran for this elected office using language that led people to believe they apply fiscally conservative methods to their decision making. Tonight, we will see exactly what the 5 of us believe based on our actions. We have heard this week, the voices of our town, State and country to STOP the out of control spending. In January the average household in Litchfield will experience a \$3000 federal tax increase as the Bush tax cuts expire. Not those for the so called rich; but using the average household income data for our town, \$103000. At last night's Legislative information meeting in Concord, we were told of an 800 million dollar hole in the next biennial budget. Where do you think that money will come from? You folks!! It comes from you! Nothing is free. State funded, federally funded or property tax funded....unless we decide to take a stand against every special interest and begin to say no, we will inevitably collapse under our own weight.

## Michele E. Flynn

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**From:** Elaine Cutler  
**Sent:** Friday, November 05, 2010 3:34 PM  
**To:** Michele E. Flynn  
**Subject:** FW: upcoming budget cuts  
**Attachments:** image001.jpg; image002.gif

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**From:**  
**Sent:** Thursday, November 04, 2010 6:33 PM  
**To:** Elaine Cutler  
**Subject:** upcoming budget cuts

Hello Dr. Cutler,

It is my understanding that some school board members are interested in proposing a \$200 fee per student at CHS. I also understand there is interest in a \$150 fee per sport. I would first like to state I am a conservative and very happy we have conservative voices on the school board. I understand we are looking at losing a significant amount of funding in Litchfield. I would like you to see how these fees would affect a single mom in town who makes approx \$40,000 with two kids in the high school. I have a son who runs cross country and is interested in track . . . he may even play basketball. He is an all A student and is taking honor classes at the high school. Under this proposal I would be asked to pay \$650 per year for him to continue to play the sports he is currently playing. If you should decide to charge for band or robotics (also activities he is interested in) I would be looking at \$950. Let's now add in my second son who will be attending CHS at the same time. You will be asking a single mom making \$40,000 to pay close to \$2000 a year in fees (in addition to what I assume will be a moderate tax increase) or go without. While I believe we all need to pay our fair share. Maybe someone needs to look at a maximum fee per family. If my kids want to drive to school we are over \$2000. Please think about how these fees may affect everyone in town. Thank you. Cindy Rothacker



Griffin Memorial School  
229 Charles Bancroft Highway  
Litchfield NH 03052  
November 5, 2010

Dennis Miller  
Litchfield School Board

Dear Mr. Miller and Members of the Litchfield School Board,

We, the undersigned members of the Griffin Memorial School staff, want to thank you for the difficult work you are doing in the face of a significant reduction in state funding. We recognize the countless hours you volunteer to assure that Litchfield students have quality educational opportunities, and we understand that your task is not easy. It is our hope that you will seriously consider our thoughts about the position of Assistant Principal before finalizing your proposed 2011-2012 school budget.

The Assistant Principal is vital to the administration of Griffin Memorial School. We understand that our projected 2011-2012 enrollment currently is 430 for grades 1-4 (Litchfield School Board Actual and Projected Enrollment Table, updated 10-13-2010). Even though there are no projections for Kindergarten or Preschool, if the enrollment next year is comparable to this year (Kindergarten 78, Preschool 28 presently), our numbers will actually be above the 500 students that would call for two administrators. Beyond enrollment figures, we feel strongly that the Assistant Principal is essential to maintaining the outstanding learning community at GMS. Discipline, scheduling, developing budget, coordinating the parent volunteer program, serving as Local Education Agency representative at special education team meetings, supervising lunch and recess, overseeing bus transportation and liaison to the bus company, supervising and evaluating staff, community relations, PTO, and Emergency Response Team leader are just a few of the Assistant's responsibilities. The job encompasses much more and we believe education at GMS will suffer seriously with the loss of this position.



Thank you for considering our thoughts. We respectfully ask that you restore the Assistant Principal position to the 2011-2012 budget.

Sincerely,  
Members of the Griffin Memorial School Staff

Pita Blackadar  
Mary Louise Sopton  
Carol Bardwell  
Shelley Fisher  
Mrs B Joan Franklin  
Janet Mee  
Chuse M. Waldman  
Nicole Mathieu  
Marilyn Dave  
David Ross  
Nicelle Champagne  
Julie Cohen  
Debi Leary  
Kristen Patten  
Sarah Llewellyn  
Jessica Sibona  
Mison Ellis

Carol Tenenque  
Robert Ford  
Susan Westbrook  
Danielle Mayne  
Danielle M Peckle  
Bonnie Johnson Bailey  
Barbara LaBelle  
Bonelope W. Shryver  
Lisa M Sweetser  
Doris Cste  
Inga Michalewicz  
Aimee Carigan  
Shaun M. Elliott  
Connie Faro  
Rahin A. Feappice  
Joyce A Wilcox  
Donna McSaunders  
Cheryl Kasper  
Sandra Doucette

Sandra Johnstone

Jane R

~~E. Miller~~

Heidi E. Hale Miller

Susan Benedict

Paula Cullen Kent

Star Pal Jez  
Margaret

Amy Ashe

Maureen M Sherwin

Monika Dannon

Jen Serdy

- Melissa Brevil-Turner

Angela LaLeante

Tracy Allen

## Michele E. Flynn

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**From:** Elaine Cutler  
**Sent:** Monday, November 01, 2010 1:21 PM  
**To:** Michele E. Flynn  
**Subject:** FW: School Budget Ideas ~

For the board meeting...

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**From:** ~~\_\_\_\_\_~~  
**Sent:** Monday, November 01, 2010 1:02 PM  
**To:** Dennis Miller; Cindy Couture; Jason N. Guerrette; Mary Prindle; John York; Elaine Cutler  
**Subject:** School Budget Ideas ~

Dear Litchfield School Board representatives and Superintendent Cutler,

I am a certified Guidance Counselor in the State of NH and a resident of Litchfield. The recent article in the HL News of the proposed cuts could have devastating results for our students.

Among the new ideas for cuts in many school district's across the country is to cut administrative salaries to save money. Up until now, the cuts have been focused outward – toward teachers, classrooms and programs. In Litchfield, I think we need to share the pain. We all need to step up.

Another option would be to take a look at reductions in salaries. A lot of teachers might say it is better to lose a little bit and save some jobs. Teacher's unions will undoubtedly be up in arms at this idea. Maybe having a option freeze would alleviate any negativity.

In addition to administrative cuts, possible furloughs and salary freezes, increased class sizes (28:1 per class) should be considered.

Let's remember, it's not only about the money. It's about the students. Let's recognize that the teachers, counselors and administrators work spans not only the academic, but also the students' emotional, mental and learning difficulty needs.

Certainly, there is waste in any organization which could probably be cut. And, we should seek this year to cut any and all waste BEFORE any programs or teachers get cut which directly affect our students. You should see what teachers have to deal with these days with students and how much time those same teachers dedicate before and after school hours to your children without pay.

Thank you for your time and consideration.

Regards,

Jodi Callinan, M.Ed.

## Michele E. Flynn

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**From:** Elaine Cutler  
**Sent:** Wednesday, November 03, 2010 10:31 AM  
**To:** Michele E. Flynn  
**Subject:** FW: Field Usage Fee

For tonight's meeting...

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**From:** [REDACTED]  
**Sent:** Wednesday, November 03, 2010 10:03 AM  
**To:** Elaine Cutler  
**Cc:** Dennis Miller; Cindy Couture; jnguerette@litchfieldsd.org; Mary Prindle; John York  
**Subject:** Field Usage Fee

Dear Dr. Cutler and School Board Members,

I am writing you to express my concern over the proposed fee of charging the youth sports leagues a fee to use the schools fields. I apologize I will be unable to attend the meeting tonight for I am teaching a class at Springfield Technical Community College. I understand that the you are in a difficult position in coming up with ways to offset the 2 million dollars that the town is losing. My concern is that for some reason the student-athletes are the ones that are being asked to help offset the loss. The proposed plan is to charge each athlete a fee to participate in an after school sports program. I often wonder why students who participate in other tax funded after school activities are not asked to do the same. It should be across the board for any student who participates in any program after school that is currently in the budget. Why just the athletes? My oldest daughter is in the 6th grade and played on the LMS soccer team (By the way I can not say enough good things about coach Bryan Decinto) this past year and she is also very active in drama. I am open to paying a fee for soccer but why is there not a fee for drama? There has to be many students that are involved in activities other than just sports.

I am also a coach of youth softball and a travel girls U-12 soccer team as well as the field coordinator for soccer in the town. I work closely with Matthew Bennett and Jack Lesperance. They are both fantastic to work with and huge supporters of our program. My concern is it now seems that the young athletes of the town are being asked to offset the loss again. I can speak for soccer and say that we are very generous with our time and money. We currently paint the lines on Fridays for games that are on the weekend. We currently pay for the port-a-potty that is on the fields at GMS. We also pay for the nets and other equipment that is being used. We currently use GMS quite a bit for our youngest kids and on occasion CHS when needed for our older teams. We also use Innes fields and Darrah Pond which we help with many of the costs of maintaining those field. I would like to point out that the school teams (Softball and Soccer) use both of these fields free of cost for practices and games. I have to admit that I find this extremely hypocritical. Did you consider that to help offset the costs of using the school fields the town may decide to turn around and charge the schools to use the towns fields? I like to think we have a great partnership and would like to see that continue.

With the proposal of charging student-athletes a fee for each season and this plan I again have to say that I feel that one group is being unfairly targeted to help defray the costs. If you charge any student that participates in an after school program a smaller fee it would be spread out more fairly and may generate more money. Please also reconsider in charging for the usage of the fields. Each

league that I am involved in, both provide assistance to allow a child to play if the family is in need. We try very hard to keep the costs down to participate in youth sports and these fees will be passed along to cost of each player. Finally both soccer and softball provide scholarships for graduating seniors and the more fees we have to pay the less extra money we will have to do such activities.

Thank you for your time and if you would like to discuss further please do not hesitate to call.

Jason Kohm

*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**

**November 15, 2010**

**(approved as written 11-17-10)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order - Pledge of Allegiance**

**6:30 p.m.**

Mr. Miller called the meeting to order at 6:31 p.m.

**2) Review & Revision of Agenda**

**3) School Board Comments**

Mr. York commented on an article in the Nutfield News regarding the Derry School District and how they plan to solve their loss of revenue from the state. He indicated that Derry compiled much research on full day kindergarten and proposed tuition of \$3,000 per student for the full day program.

Dr. Cutler indicated that a presentation for full day kindergarten will be brought to the Board in December. She noted that much research has been done.

Mr. Guerrette commented that the Board received more correspondence this week than in the past weeks. He commented that people seem to get interested when something is important to them. Mr. Guerrette mentioned that the default budget provides for every program regardless if the Board cuts every program in the proposed budget. Mr. Guerrette noted that there are many people in town passionate about keeping all educational programs in the budget, and there are many people who are just as passionate about reducing the budget because they believe it is not affordable.

Mr. Miller read a statement to the Board. He noted that the makeup of the Board is diverse and each member brings their own view to the issues and discussions. He mentioned that each Board member has a different background and different personality. Mr. Miller commented that dealing with the budget this year is extremely challenging. Injecting comments regarding a member's personal circumstances into the discussions are not relevant and only serve to distract from the real issues. Mr. Miller asked Board members to strive to keep the ethics and conduct policy statements front and center during all discussions.

**4) Summary of Non-Public Actions - No Non-Public Session was held on November 10, 2010.**

**5) Board Correspondence**

Mr. Miller indicated that the Board received many letters and emails this week. Residents who did not support the reduction of the LMS Spanish program included: Harrison Hidalgo, Jeff Hidalgo, Debra Hidalgo, Adele Rochussen, Rae Tardiff, John Brunelle, Kim Gray, and Barbara Trevains. Residents who did not support the potential reduction of the LMS Computer program included: John Brunelle, Kim Gray, Barbara Trevains, Ed Paquin, and Debbie O'Donnell. Mr. Peter Connor expressed his concern at the proposed fees.

*All printed correspondence will be attached the public minutes.*

Mr. Guerrette mentioned that he received correspondence from people who did not want their name known.

**6) Community Input**

Cameron Schmitt, 6 Century Lane, stated his concern about the reduction of the LMS Spanish program. He indicated that taking Spanish as a 7<sup>th</sup> grader will help him to advance faster than other students in his classes when he enters high school. He commented that he will be able to take advanced courses and prepare for his college experience. Mr. Schmitt noted that the Spanish course teacher enjoys teaching the course and makes the course enjoyable.

Kam Mun, 5 Reid Lane, responded to Mr. Guerrette's comment regarding people wanting one program versus another. He queried those in attendance if they were willing to pay higher taxes in support of these programs. Mr. Munn commented that if there is a majority of people that are not willing to pay higher taxes, he would like to see them attend a meeting and express their concerns.

Carrie Gannon, 42 Lance Avenue, commented that she has a 7<sup>th</sup> grader currently enrolled in Spanish and thriving. She commented that the LMS Spanish program reduction is disheartening. She noted that these students are willing to accept the academic challenge in middle school that will better prepare them for college. Mrs. Gannon commented that there are college requirements at the high school level that students will not be able to complete if they cannot take Spanish in the middle school. She added that we owe it to our children as future leaders to allow them to accomplish these things in middle school. Mrs. Gannon commented that she would rather pay higher taxes than remove any programs.

Dawn Desmarais, 16 Rookery Way, commented that if the proposed budget fails on the ballot, then we will have the default budget. She asked if the default includes all the reductions and if \$2M worth of reductions would still be required. Mrs. Desmarais commented that the LMS Spanish program is the only gifted class in the middle school. She added that she would be willing to pay higher taxes if the program was not removed.

Christine Dyac, 5 Griffin Lane, commented that a language looks good on a college application. She noted that Spanish is all around us and learning about other cultures is beneficial to the students.

Michelle Rousseau, 7 Shirley Way, commented that the LMS Spanish program has much value. She queried why the Board proposed to cut Spanish and Computer Education from LMS. She commented that these programs hold much importance in life. Mrs. Rousseau commented that the Board should consider reducing things that students can learn at home (FACS) instead of Spanish and Computer Education.

Mary Hutchinson, 19 Reid Lane, commented that her daughter is enrolled in the middle school Spanish program and is thriving. She indicated that we are in a global economy and that there are many positions that require bilingual skills. Mrs. Hutchinson commented that students who take a language learn better study skills.

Doug Orlando, 8 Pilgrim Drive, commented that when his son took Spanish at LMS he got a lot out of the course. He indicated that where he works, there is a need for people who speak Spanish. Mr. Orlando commented that the Board should consider another reduction or increase taxes.

Penny Shupe, 8 McQuestin Circle, queried about the state's decision to release stimulus funding and how Litchfield would benefit from that money in the 2011-2012 year.

Mr. Guerrette commented that he learned when he attended the Legislative Update session in Concord that he learned the money has already been allocated.

Dr. Cutler explained that Litchfield is slated to receive some funds, but has not received any direction from the state on how the funds are helpful. Mr. Martin indicated that Business Administrators were advised that the application to the federal funds would be used to offset adequacy aid.

Scott Corbeil, 4 Nesmith Court, commented that he has attended the community forums held by the Board. He noted that at each session people asked about middle ground. Mr. Corbeil commented that he was struggling to understand why the Board has to keep taxes flat and there is no middle ground. Mr. Corbeil indicated that he

understands that there are those with concerns about increased taxes; however, there must be a middle ground to keep programs without having people sacrifice.

Laurie Cooke, 15 Country Lane, commented that it is difficult to see programs with students excelling being taken away. She noted that her children thrive in the Spanish course. Students who are willing to take more challenging courses in middle school learn good work ethics at the high school level. Mrs. Cooke indicated that if the program is removed the students will not be challenged and will not develop the same work ethic. She expressed her disapproval of the Board's decision to cut the LMS Spanish program.

Hearing no further comments, Mr. Miller closed community input at 7:21 p.m.

Mr. Guerrette commented that he believes a middle ground has been found and that there is already a significant tax increase.

**7) Budget Work Session**

- a) Suggested Budget Decisions:
  - 1) Executive Administration
  - 2) School Administration
  - 3) Business & Finance
  - 4) Operation & Maintenance of Plant
  - 5) Student Transportation
  - 6) Support Services, Central
  - 7) Non-Instructional Services
  - 8) Facilities Acquisition & Construction
  - 9) Debt Services
  - 10) Salaries & Benefits
  - 11) Food Service
  - 12) Federal Funds

Board members continued their work with the changes they suggested for the FY12 budget.

*Mrs. Couture made a motion to reduce line item 1000232000-110, Non-Bargaining Salary Pool, by \$6,000. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to reduce line item 1090232000-110, Superintendent's Transition Pay, by \$4,341. Mr. Guerrette seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to reduce line item 1090232000-440, Rental/Lease Equipment, by \$960. Mr. Guerrette seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to reduce line item 1011241000-890, GMS Miscellaneous, by \$1,000. Mr. Guerrette seconded. The motion carried 5-0-0.*

*Mrs. Couture made a motion to reduce line item 1021241000-110, LMS Receptionist salary, by \$13,363. Mr. Guerrette seconded. The motion carried 5-0-0.*

*Mrs. Couture made a motion to reduce line item 1021241000-272, Conferences/Workshops for LMS Receptionist, by \$90; and line item 1021241000-580, Travel – LMS Receptionist, by \$210. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to reduce line item 1021241000-534, LMS Postage/General Expenses, by \$700. Mrs. Couture seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to reduce line item 1021241000-890, LMS Miscellaneous, by \$1,000. Mrs. Prindle seconded. The motion carried 5-0-0.*



*Mrs. Couture made a motion to reduce line item 1031241000-110, CHS Receptionist salary, by \$15,575.04. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to reduce line item 1031241000-550, CHS Printing/Binding, by \$2,000. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to reduce line item 1031249000-550, CHS Report Cards/Records, by \$500. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Couture made a motion to reduce line item 1000261000-120, Custodial Substitute Salaries, by \$1,500. Mr. Guerrette seconded. The motion carried 4-1-0, with Mr. Miller opposing.*

*Mr. Guerrette made a motion to reduce all line items pertaining to level funding supplies. Mr. York seconded. The motion carried 5-0-0. This motion includes:*

- *line item 1011261000-610, GMS Custodial Supplies - \$1,308.*

*Mr. Miller made a motion to reduce line item 1011262000-623, by \$1,500. Mr. Guerrette seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to reduce line item 1011262000-624, GMS Fuel Oil, by \$7,000. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Couture made a motion to reduce line item 1021262000-430, LMS Custodial Repairs/Maintenance, by \$5,700. Mr. York seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

*Mr. Miller made a motion to reduce line item 1021262000-622, LMS Electric, by \$8,000. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Guerrette made a motion to reduce line item 1021262000-624, LMS Fuel Oil, by \$3,740.37. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to reduce line item 1031262000-623, CHS Utilities – Bottled Gas, by \$4,824. Mr. Miller seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to reduce line item 1011263000-610, GMS Buildings & Grounds Supplies, by \$500. Mr. Miller seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to reduce line item 1011263000-626, Fuel, by \$700. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to reduce line item 1011264000-433, GMS Contractor Repair/Maintenance, by \$1,310. Mr. York seconded. The motion carried 4-1-0, with Mrs. Couture opposing.*

*Mrs. Prindle made a motion to reduce line item 1021264000-433, LMS Contractor Repair/Maintenance, by \$1,054. Mr. Guerrette seconded. The motion carried 4-1-0, with Mrs. Couture opposing.*

*Mr. Guerrette made a motion to reduce line item 1031264000-430, CHS Repairs/Maintenance, by \$2,500. Mr. York seconded.*

*Mr. Miller amended the motion to reduce line item 1031264000-430, CHS Repairs/Maintenance, by \$1,250. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Couture made a motion to add \$13,705 back into line item 1031264000-430, CHS Repairs – Non-Instructional Equipment, to purchase and install a water heater at CHS. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

*Mrs. Prindle made a motion to reduce line item 1021272500-519, LMS Transportation, by \$536. Mr. Miller seconded.*

Board members briefly discussed the line item relative to transportation for LMS choral and band students.

*Mrs. Prindle withdrew her motion. Mr. Miller withdrew his second.*

*Mrs. Prindle made a motion to reduce line item 1090283000-330, District Professional Services, by \$648. Mr. Miller seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

*Mr. Miller made a motion to reduce line item 1090283000-540, District Advertising, by \$1,500. Mrs. Prindle seconded.*

Mr. Martin mentioned that a reduction to District advertising would impact personnel recruitment.

*Mrs. Couture amended the motion to reduce line item 1090283000-540, District Advertising, by \$500. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

*Mr. Miller made a motion to reduce line item 1000284000-130, Overtime, by \$500. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Guerrette made a motion to reduce line item 1000284000-330, DW Technology-Professional Services, by \$4,000. Mr. York seconded.*

*Mrs. Couture amended the motion to reduce line item 1000284000-330, DW Technology-Professional Services, by \$2,000. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

*Mr. Miller made a motion to reduce line item 100284000-430, DW Technology Repairs, by \$2,500. Mrs. Prindle seconded. The motion failed 2-3-0, with Mr. Guerrette, Mr. York, and Mrs. Couture opposing.*

*Mr. Guerrette made a motion to reduce line item 1000284000-430, DW Technology Repairs, by \$7,050. There was no second. The motion failed.*

*Mr. Miller made a motion to reduce account 531, Telephone, by \$7,275. Mr. Guerrette seconded.*

Dr. Cutler expressed concern with the reduction of all district cell phones. She commented that her main concern would be difficulty in contacting administrators or building managers when severe weather results in non-working land lines.

*Mrs. Couture amended the motion to reduce account 531, Telephone, by \$3,650. Mrs. Prindle seconded. The motion carried 3-2-0, with Mr. Miller and Mr. Guerrette opposing.*

*Mr. Guerrette made a motion to reduce line item 1000284000-610, DW Technology Supplies, by \$1,500. Mr. Miller seconded. The motion failed 2-3-0, with Mrs. Couture, Mrs. Prindle, and Mr. Miller opposing.*

*Mrs. Prindle made a motion to reduce line item 1021284000-650, LMS Technology – Software, by \$700. Mr. Guerrette seconded. The motion failed 2-3-0, with Mr. York, Mr. Guerrette, and Mrs. Couture opposing.*

*Mrs. Couture made a motion to add 3.5 paraprofessionals back to line item 1011120100-114, GMS Paraprofessionals/Monitors Salaries. There was no second. The motion failed.*

*Mrs. Prindle made a motion to add 2 paraprofessionals back to line item 1011120100-114, GMS Paraprofessionals/Monitors Salaries. Mr. Guerrette seconded.*

*Mr. York amended the motion to add 3 paraprofessionals back to line item 1011120100-114, GMS Paraprofessionals/Monitors Salaries. Mrs. Prindle seconded. The motion carried 3-2-0 with Mr. Guerrette and Mr. Miller opposing.*

***Mr. Miller made a motion to add back into the FY12 budget a half-time LMS Foreign Language teacher position. Mrs. Couture***

Mr. Miller indicated that his rationale was that the program would be restored for grade 8 students to complete the work a year earlier than high school.

Mrs. Couture indicated that there are currently three grade 8 classes in the program. She noted that the position should be a three-fifths position. Mrs. Couture was concerned with the lack of a class for the students in grade 7.

Mr. Guerrette indicated that he was concerned that people who support the reduction would not have an opportunity to vote on this.

Mrs. Couture commented that the town voted twice to fund a Spanish program at LMS. In 1992 they voted for a half time program and in 2001 they voted for a full time program (1/2 a year to grade 6 and a full year to grades 7-8).

Mr. York indicated that the community has expressed that the Spanish program is important to them and we need to be aware of that.

***Mr. Miller amended the motion to add back into the FY12 budget a three-fifths LMS Foreign Language teacher position. Mrs. Couture seconded.***

Mr. Miller commented that he understands the value of having Spanish in middle school, but believes it is duplicated in high school. Mrs. Couture once again expressed concern over the grade 7 students that will most likely be placed in a study.

***Mrs. Prindle amended the motion to fully restore \$88,658.19 to line item 1021110006-All. Mrs. Couture seconded. The motion carried 3-2-0, with Mr. Guerrette and Mr. York opposing.***

***Mr. Guerrette made a motion to reduce all Non-LEA salaries by 5%. Mr. York seconded. The motion failed 1-4-0, with Mr. Guerrette supporting the motion.***

***Mr. Guerrette made a motion to reduce line item 1021110000110, LMS 7<sup>th</sup> Grade Teacher Salaries, by \$52,965. Mr. York seconded. The motion failed 1-4-0, with Mr. Guerrette supporting the motion.***

***Mr. Guerrette made a motion to reduce line item 1021110025-All, LMS Computer Education, by \$59,935.76. There was no second. The motion failed.***

***Mr. Guerrette made a motion to reduce line item 1031110005-734, CHS Equipment Additional, by \$774. There was no second. The motion failed.***

- b) Revenue Discussion
  - 1) Student Activity Fees
  - 2) Student Athletic Fees
  - 3) Student Parking Fees
  - 4) Transportation Fees
  - 5) Community Use of Facilities Fees
  - 6) Other Suggestions

The above agenda item was deferred to the November 17 Board meeting.

**8) Recommended Action**

- a) Business Affairs
  - 1) Draft School Board Minutes:
    - a) Public Minutes of November 10, 2010

The above agenda item was deferred to the November 17 Board meeting.

**9) Committee Reports**

- 1) Budget Committee
- 2) Impact Fees Discussion – Selectmen’s Meeting - November 1, 2010

The above agenda item was deferred to the November 17 Board meeting.

**10) Community Input**

Michelle Rousseau asked the Board to respond to her question at the earlier session of Community Input. She wanted to know why Spanish and the Computer Education programs were targeted for reduction.

Mr. Miller explained that Spanish is a very high dollar item and there is a significant amount of overlap with Computer Education (from middle school to high school). He indicated that before the law was changed, students would receive a ½ credit for computers in the middle school and a ½ credit in the high school. The state removed high school credit for middle school computer courses. Mr. Miller commented that Spanish is not required at the middle school level. He noted that a computer course is required; however, a teacher is not required.

Mrs. Rousseau queried where she could find the rules. Dr. Cutler indicated that the Administrative Rules can be found on the NH DOE website.

**11) Adjourn**

*Mrs. Prindle made a motion to adjourn at 10:45 p.m. Mr. Guerrette seconded. The motion carried 5-0-0.*

**12) Upcoming Meetings**

*>>Litchfield School Board: November 17, 2010 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Cynthia Couture, Vice Chair

Jason Guerrette

Mary Prindle

John York

November 15, 2010

Attachment to the November 15, 2010 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the November 15, 2010 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

Dear, Mr. Leitchliter,

My name is Jeff Hidalgo. I am the father of Harrison Hidalgo. Something has been brought to my attention, that greatly concerns me. On Saturday, I had found out that the school board is going to vote to take away the Foreign language curriculum at LMS. I am appalled! My son, Harrison, is a high honor student and would be devastated if this is taken away.

When we signed Harrison up for Spanish language this year. We were told that this is a 2 year program. So, if cancelled, he won't get credit for the full term.? I am sure that there is some other way to meet your budget and not lose this valuable program. Please call me If I can be of help.

.. ..

concerned parent,

Jeff Hidalgo

**Michele E. Flynn**

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**From:**  
**Sent:** Monday, November 19, 2010 3:56 PM  
**To:** Michele E. Flynn  
**Subject:** Spanish

Hello Mrs.Cutler,  
My name is Harrison Hidalgo. I'm a 7th grader at Lms. Please don't take my Spanish away. I'm taught in school one person can make a difference. Please help me.  
Harrison Hidalgo

**Michele E. Flynn**

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**From:** \_\_\_\_\_  
**Sent:** Monday, November 15, 2010 3:46 PM  
**To:** Michele E. Flynn  
**Subject:** Fwd: Spanish

----- Forwarded Message -----

**From:** debhidalgo@comcast.net  
**To:** tlekider@litchfield.org  
**Sent:** Sunday, November 14, 2010 6:21:31 PM  
**Subject:** Spanish

Hello,

I'm Emailing because I didn't know whom else to contact. Harrison Hidalgo is my son. He is in 7th grade and taking Spanish which he was told after this year and next would cover one year of Spanish in high school. Now he is bargaining told Spanish next year is beginning canceled for lack of funds. When were we going to find out about it. Next year after all is said and done. Than what because of lack of funds all the kids going to have a study? You would have to pay the teaching any new class they would be taking. My son is a boy Scout and I volunteer at his troop so I can't attend the meeting tomorrow. Could someone bring this letter there? My son loves his class and will be sad if it is taken away from him. I was told they were stopping it because there is only 5 kids in Spanish 5 at the high school? What does this have to with anything my son want to free up his time to take more math and science class in high school.

Thank you

Debra Hidalgo



## Michele E. Flynn

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**From:** Elaine Cutler  
**Sent:** Monday, November 15, 2010 10:44 AM  
**To:** Michele E. Flynn  
**Subject:** FW: LMS Spanish and Computer Classes

For the meeting tonight..

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**From:** \_\_\_\_\_  
**Sent:** Sunday, November 14, 2010 6:29 PM  
**To:** Dennis Miller; John York - School Board; Elaine Cutler; Cindy Couture; Mary Prindle  
**Subject:** LMS Spanish and Computer Classes

Dr. Cutler, Dennis and board members,

The other day I received a call from my 7th grade son who was upset that the school board was considering canceling spanish; and now I am hearing that computer lab may also be cancelled.

Having been working on the town budget issues; I have to admit I am not really following the schools issues; as I believe the board would take appropriate actions needed to resolve the \$2million dollar short fall. That being said, I understand the large budget items and the ones that will make a dent in the bottom line is labor, hence reduction of teachers. But classes like spanish and computer labs can have a tremendous impact to our students success in later years. I urge the board to reconsider the reduction of teachers and look at other personal (maintenance and administration).

These budget issues shouldn't impact the education of our children and non-academic programs should be the only items considered for reduction (PE, Sports, and Clubs).

John

--

**John Brunelle**

"There's a lot of things to think about, but nothing to worry about."

My profiles:    

## **Michele E. Flynn**

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**From:** Elaine Cutler  
**Sent:** Monday, November 15, 2010 10:45 AM  
**To:** Michele E. Flynn  
**Subject:** FW: Spanis at the Middel School

For tonight's meeting....

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**From:** Michele E. Flynn  
**Sent:** Friday, November 12, 2010 12:57 P.M.  
**To:** Cindy Couture; Jason N. Guerrette; Dennis Miller; Mary Prindle; John York; Elaine Cutler; Gail Sullivan  
**Cc:** Tom Lecklider  
**Subject:** Spanis at the Middel School

Dear School Board;

I am writing to you to because I heard some disturbing news today about the Spanish program at the Middle School. I heard that it is one of the programs going to be cut from the curriculum next year. I know that deciding which programs to cut has been very difficult based on our shortfall next year, but I just wanted you to know that I oppose this decision. As a taxpayer in the town of Litchfield I feel that by cutting Spanish in the Middle school will put our students at a disadvantage going forward. If you look at all the middle schools in the area they all seem to offer Spanish. With this decision we are demonstrating to many of our gifted and intelligent students that their education is not as important as their counterparts in other communities. If they have to start in Spanish 1 in high school this will have an effect on their college applications as they will not have the same degree of learning and foreign language skills as others applying in the same year. I do not feel that we should hinder or jeopardize the future of any student. It always seems that when decisions are made the students who perform well academically are the ones that are asked to give up something. I do understand the importance of special education, but asking our good students to sacrifice their future is not a decision that I would want to be making at this time. As colleges get more competitive less of our students will be accepted without the proper credentials.

I am asking that you reconsider your decision for remove Spanish from the curriculum next year.

Thank you for your time.

***Adele Rochussen***

## Michele E. Flynn

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**From:** Elaine Cutler  
**Sent:** Monday, November 15, 2010 10:47 AM  
**To:** Michele E. Flynn  
**Subject:** FW: Middle School Spanish

This is the third one for tonight

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**From:** Michele E. Flynn  
**Sent:** Monday, November 15, 2010 9:45 AM  
**To:** Cindy Couture; Jason N. Guerrette; Dennis Miller; John York; Mary Prindle; Elaine Cutler; Robert Manseau; lrouthhaus@litchfieldsd.org  
**Subject:** Middle School Spanish

Dear School Board members, Superintendent Dr. Cutler, Principal Manseau and Vice principal Rothhaus, I am writing to you this morning in response to information I learned over the weekend regarding the proposed elimination of the Spanish classes at the middle school made at last week's school board meeting and would appreciate you taking the time to read my input about it before you continue meeting this evening. Thank you in advance for considering the following information based on my own experience as one of the original founding teachers at Campbell High School 10 years ago.

I would still like to share what I know for sure, having developed our Spanish program with Maria Simoneau for the last ten years and what is at risk for our Litchfield students should the middle school Spanish courses be eliminated. The number one priority for all of us is obviously to provide a rich, quality education for our students, that includes preparing them for success at the college level and beyond in the work force. With our previous and current Spanish students, we are able to provide the opportunity of taking Spanish 1 at the middle school so they can enter the high school taking Spanish 2 and then continue on through their senior year to take AP Spanish and receive college credit and/or take a higher level of Spanish at the college level. These students are at a greater advantage to getting into college, as universities and colleges consider taking high level world language classes in high school a great value. Furthermore, as I have heard from alumni and hopefully you will too when they become aware of this possible situation, the ability to take a high level Spanish class in high school has afforded them opportunities like studying abroad, completing a double major or even majoring in Spanish in college. Many of our alumni from Litchfield are now using their knowledge of Spanish and exposure to the culture, which started with their first years at the middle school, in the work force. In addition, a deeper knowledge of Spanish will be imperative to any student that will have a job in 8 years and beyond. Now, more than ever, it is a skill that is just as important as any other we are teaching our kids to prepare them for the future. I believe that cutting them off at the middle school will have a devastating impact that will set our students back. We are fortunate to have developed a program in a small community that does not have a lot of diversity. It exposes kids to authentic, real world cultural differences in order to prepare them for the outside world and diverse environments they will surely be involved in as adults. I implore you to really consider the negative impact and long term effect this proposed decision will have on the future of our students. I know their parents value the program we have in Litchfield as I have heard time and time again over these 10 years how much they are impressed with and appreciate the opportunities it affords their children, many having said they wished they had had a similar experience when in school because they need to know Spanish for their jobs.

I won't make this a long email and will not go into the details of the unending importance of Spanish education and how it is necessary to compete in a global economy, but will finally also ask you to consider what an incredibly gifted teacher you would be losing in Maria Simoneau. Her hard work and determination in creating a cohesive Spanish program with us at the high school over the years has made it the success it is today for our students.

Please feel free to contact me if you have further questions or would like to contact alumni parents or students that can speak to the value of our program.

Sincerely yours, Rae (Slattery) Tardif, Spanish teacher, Campbell High School

**Prindle, Mary**

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**From:** Mary Prindle [mprindle@litchfieldsd.org]  
**Sent:** Monday, November 15, 2010 4:09 PM  
**To:** Prindle, Mary  
**Subject:** FW: Spanish and Computer Classes

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**From**  
**Sent:** Monday, November 15, 2010 4:09:42 PM  
**To:** Dennis Miller; Jason N. Guerrette; John York  
**Cc:** Cindy Couture; Mary Prindle  
**Subject:** Spanish and Computer Classes  
**Auto forwarded by a Rule**

Thank you to the two school board members voting to continue spanish and computer class. Shame on those voting to eliminate.

What's next? Putting grades 1-8 in the gym with one faculty member teaching "readin", "writin", and "rithmetic"?

Ed Paquin  
26 Cardinal Lane

**Prindle, Mary**

**From:** Mary Prindle [mprindle@litchfieldsd.org]  
**Sent:** Monday, November 15, 2010 4:55 PM  
**To:** Prindle, Mary  
**Subject:** FW: Spanish and Computer Classes

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**From:**  
**Sent:** Monday, November 15, 2010 4:55:54 PM  
**To:** Dennis Miller; Jason N. Guerrette; John York; Mary Prindle; Cindy Couture  
**Subject:** Spanish and Computer Classes  
**Auto forwarded by a Rule**

To whom this may concern:

This is in regards to eliminating Spanish and Computer classes from LMS. My children have had the fortunate opportunity to take these classes. Specific to Spanish, through this effort, they have been able to complete the equivalent of a High School Spanish 1 class. This has positioned my daughter well as she transitioned to high school and I envision the same for my son. I would find it disheartening if we do not continue to provide this same experience for future students. Removing these programs from LMS would narrow the learning experience for our children and their foundation of knowledge as they transition to high school. It limits their ability to spread their wings and challenge themselves.

When I view the **District Mission**, I fail to see how removing these programs will help support the district mission to provide rigorous and varied educational opportunities that challenge and engage all students.

**District Mission:** *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)*

Lastly, as the school system strives to develop confident, responsible and productive students with post-graduate aspirations (Goal 2), the removal of these programs could have a negative impact on the school district's ability to meet this goal.

**District Goals**

1. Increase achievement for all students.
2. **Develop confident, responsible and productive students with post-graduate aspirations.**
3. Maintain a safe, supportive, and effective learning environment.
4. Increase community awareness of and involvement in the Litchfield School District.

As you discuss options for 2011/2012 budget, I would ask that you consider keeping these programs as they align with the district mission as well as district goals.

Regards,

Debbie O'Donnell  
 Jeff O'Donnell

11/15/2010

**Prindle, Mary**

**From:** Mary Prindle [mprindle@litchfieldsd.org]  
**Sent:** Friday, November 12, 2010 5:14 PM  
**To:** Prindle, Mary  
**Subject:** FW: The proposed new fees for Litchfield

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**From:**  
**Sent:** Friday, November 12, 2010 5:14:48 PM  
**To:** Dennis Miller; Cindy Couture; Jason N. Guerrette; Mary Prindle; John York  
**Subject:** The proposed new fees for Litchfield  
**Auto forwarded by a Rule**

Peter Connor  
 1 Brenton St.  
 Litchfield

To the school board:

I am writing to voice my opinion on the new fees proposed. I believe fees are a poor way to provide revenue for the district.

First off, a "fee" is nothing more than a tax in disguise and we already have enough of those. Hiding costs within fees smells of sneaky accounting and makes our tax rate seem artificially lower than it actually is.

Fees from co-curricular activities fall disproportionately on certain individuals despite the fact that all benefit from a well educated populace. I am willing to bet that most adults in this community were not subjected to these fees when they were students and on the receiving end. Now that they are on the paying end, the attitude appears to be "I got mine - too bad for you." Co-curricular activities help students build character, develop confidence, learn teamwork and figure out how to manage their time effectively. Taxation tends to discourage activities subject to the tax. Why we would want to discourage these behaviors is beyond me. From a conservative perspective, it seems to me that offering inclusive co-curricular activities has worked well in this country and in our town. If it ain't broke, don't fix it.

Fees also visibly divide the town into "haves" and "have nots". Typically it is the have-nots that need more from our social systems but a fee policy instead turns our backs on the very people who need the most help. Kids, especially teens, who are unable to participate due to lack of funds will instead find other ways to spend their free time. So far Litchfield has remained relatively free from gangs and other outside negative influences despite our close proximity to urban areas. Leave the kids with nothing to do and I wonder how long that will remain true. At some point, it comes down to a choice of spending money on basketball or on police. I believe our money is better spent on encouraging positive behavior instead of punishing bad behavior.

Then there is the issue of fairness. Which activities are subject to fees and which are not? Will there be a fee for lab sciences, art supplies, books for English class, paper for tests? Should all fees be the same or should they be linked to costs and if so, which costs? The volleyball team may use the gym, but so does the P.E. class. What proportion should each pay? If fees are to be implemented so that only those who participate pay, how do we measure different levels of participation? The chess club is all volunteer and is extremely gentle on our facilities while the football team is at the other end of the spectrum. If I am to believe that it is unfair for all taxpayers to subsidize sports, then I submit it is equally unfair for sports to be subsidized by the French club. The headache of assessing, collecting and managing all these different fees will probably end up requiring us to hire a part time "Fee Tsar" to create and enforce fee policies. More bureaucracy. Yay. I doubt any net gain would be realized.

Let's look at one proposed fee specifically called out: the \$75/year parking fee at CHS. I'll begin with the obvious: only the students are assessed this fee and right now it's only at CHS yet many others do use the school parking lots. We probably can't do anything now about the faculty paying because of our contract with them, however I would expect this to be addressed at the

11/15/2010

next round of negotiations. The other regular users of the parking lot are, well, all of you. The school board meets maybe 30 times per year and in the interest of fairness, I would hope that you do the right thing. In addition, voters park once per year in the lot or periodically come to board meetings, spectators come to sporting events, and all the schools hold Open House nights and other gatherings. Time for everyone to step up and pay to use our facilities - or not and just scrap the whole idea.

At the recent school board meeting in the auditorium, the majority were willing to accept a 5% to 6% tax increase. That seems like a good starting point. The cause of this situation was poor representation in Concord - that's the entire town's fault. There's nothing better to keep our elected officials focused on this issue than a higher tax bill and the corresponding voter discontent. So be it I say. Dump the fees, figure out what 5% to 6% gets us and then make the necessary cuts to the fill gap.

Thank you for reading this:

Peter Connor

**Prindle, Mary**

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**From:** Mary Prindle [mprindle@litchfieldsd.org]  
**Sent:** Sunday, November 14, 2010 8:58 PM  
**To:** Prindle, Mary  
**Subject:** FW: Spanish and Computer classes

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**From:** Mary Prindle  
**Sent:** Sunday, November 14, 2010 8:59:09 PM  
**To:** Mary Prindle; Cindy Couture  
**Subject:** FW: Spanish and Computer classes  
**Auto forwarded by a Rule**

Hi Mary and Cindy,

Thank you for your support of the Spanish and Computer classes at LMS. These classes are extremely important for our children at this age level. My youngest son is a 7<sup>th</sup> grade student and is actually really enjoying both classes this year. I find him speaking Spanish with my older two children (who are at CHS – Spanish II and Spanish IV) at the dinner table or asking them questions about his homework. I know in the past when I had conferences with the Spanish teacher at CHS she stated that it was wonderful getting the students from LMS because they were so prepared and it made her job a lot easier! These children deserve to have some extra challenges at the middle school level. Learning a language, especially Spanish is very important in our society today. As far as computer class goes, these students in 7<sup>th</sup> grade know how to use the keyboard, they use excel, word, PowerPoint, paint.NET, micro type. This computer class truly prepares them for writing papers, searching the web and designing documents for projects, etc. Can we really expect students to wait until high school to learn some of these skills on the computer?

I thank you for your support of these two classes for our LMS students.

Thank you.  
Kim Gray



**Prindle, Mary**

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**From:** Mary Prindle [mprindle@litchfieldsd.org]  
**Sent:** Monday, November 15, 2010 4:04 PM  
**To:** Prindle, Mary  
**Subject:** FW: Spanish and Computer classes at lms

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**From**  
**Sent:** Monday, November 15, 2010 4:04:55 PM  
**To:** Mary Prindle; Cindy Couture  
**Subject:** Spanish and Computer classes at lms  
**Auto forwarded by a Rule**

Good Evening Ladies

I would like to express my desire to see Computer and Spanish classes continue at Lms  
My oldest daughter is thriving at CHS having had these classes available to her and I would like my 3 5th graders to have the same opportunities.  
Please vote to save these classes  
Thank you

*Barbara Trevains*

*If you wish to unsubscribe to these email, please hit reply and type unsubscribe in the subject line.*

November 15, 2010

To Whom It May Concern:

This letter is to inform you of my concern with the recent budget cut in the school system. I am a student at Litchfield Middle School in Litchfield NH where one of my favorite classes, Spanish, has been cut from the 7<sup>th</sup> grade curriculum. I enjoy Spanish class very much because I am learning a new language that will help me later in life as I apply to different colleges. This class as a seventh grader will allow me to advance faster than other students in my high school classes. I will be able to take advanced classes as a junior or senior that will prepare me for my college experience.

I strongly feel you should reconsider your decision to eliminate Spanish from the middle school. I committed to a two-year program that now the school is failing to provide for me. I would feel really bad for Senora Simoneau if she lost her job because she really enjoys teaching us and makes learning Spanish fun.

Thank you very much

Cameron Schmitt

*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**

**November 17, 2010**

**(approved as amended 12-1-10)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair (*arrived at 6:56 p.m.*)  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order - Pledge of Allegiance**

**6:30 p.m.**

Mr. Miller called the meeting to order at 6:32 p.m.

*Note: Agenda items under Business Affairs were taken out of order.*

**2) Review & Revision of Agenda**

There were no revisions to the agenda.

Dr. Cutler clarified that a position has to be 80% to be eligible for benefits.

**3) School Board Comments**

Mr. Guerrette mentioned that he received a fundraiser for computers from a school district in Maine and shared it with the Board.

Mr. Guerrette made a statement regarding leadership and expressed concern over decisions made based on the desires of special interest groups.

*Mr. Guerrette's statement in its entirety will be attached to the public minutes.*

**4) Summary of Non-Public Actions From the November 3, 2010 Non-Public Session:**

Mr. Miller read a summary of non-public actions from the November 3, 2010 non-public session.

*Mrs. Prindle made a motion to approve the non-public minutes of October 27, 2010 as amended. Mr. Guerrette seconded. The motion carried 4-0-0.*

*Mr. York made a motion to deny a request for continued enrollment for a student who is moving out of the District, unless tuition requirements are met by the parent. Mrs. Prindle seconded. The motion carried 3-1-0, with Mr. Guerrette opposing.*

**5) Board Correspondence**

Lori Cooke, 15 Country Lane, sent a letter to the Board expressing that she was pleased with the Board's decision regarding the Spanish and Computer Education courses at LMS. She expressed in her letter that she was offended by some of Mr. Guerrette's remarks. Mrs. Cooke also expressed concerns that there was no opportunity for community members to rebut Mr. Guerrette's statements to the crowd in attendance.

*Mrs. Cooke's letter in its entirety will be attached to the public minutes.*

**6) Community Input**

There was no community input.

7) **Recommended Action**

a) **Business Affairs**

1) Draft School Board Minutes:

a) Public Minutes of November 10, 2010

***Mrs. Prindle made a motion to approve the November 10, 2010 public minutes as written. Mrs. Couture seconded. The motion carried 5-0-0.***

b) Public Minutes of November 15, 2010

***Mrs. Couture made a motion to approve the November 15, 2010 public minutes as written. Mrs. Prindle seconded. The motion carried 5-0-0.***

2) Business Administrator's Report – October 2010

Mr. Martin presented the October 2010 financial report to the Board. He reported that the administrative team reviewed all of the staff reductions to determine which could be recommended without having an impact on maintaining the current level of services. It was determined that the following positions will be excluded from the default budget: one GMS monitor, two GMS teachers, one LMS teacher, one LMS special education teacher, two CHS teachers, and one CHS special education teacher. He reported that the auditors completed the field audit work on the federal single audit. Mr. Martin reported that he is forecasting a year end fund balance of \$259,000. Additionally, he reported that the District is receiving \$22,000 in unanticipated kindergarten aid.

Mr. Martin presented the final CHS Moisture Report to the Board. He reported that he spoke with the engineer that was drilling into the slab at CHS. There was a concern that the vapor barrier should be patched. However, in speaking with Kevin Lynch, Town Building Inspector, Mr. Martin was informed that Mr. Lynch was not concerned if the vapor barrier is patched. Mr. Martin communicated to the engineer that the Board needs to know the cause of the problem, the resolution, and the cost by early January in order to place an article on the warrant. The engineer will work with Sue Ayer, CHS Facility Manager, to proceed with drilling the slab prior to the Christmas break.

Mr. Martin indicated that the problem is not being caused by groundwater. The engineer believes that moisture is trapped between the slab and the vapor barrier. However, that does not resolve the problem with the track. Mr. Martin noted that Primex inspected the track. Primex believes that the track is in better condition, but noted problems of delamination is still occurring. Primex has determined that track is safe to use, but needs to be continually monitored.

Mr. Martin mentioned that Lightec, the PSNH vendor that is performing the lighting retrofit on the schools, was approved for a Greenhouse Gas Reduction Grant from the state. The representative from Lightec stated that the District is eligible for a grant for an energy management system at LMS. Mr. Martin reported that the representative indicated that the grant should be approved.

3) Acceptance of Donations

Dr. Cutler presented three donations to the Board.

a) Donation from the GMS Playground Committee in the amount of \$3,955.39 for the purchase/installation of playground equipment at GMS.

***Mrs. Prindle made a motion to accept a donation from the GMS Playground Committee in the amount of \$3,955.39 for the purchase and installation of additional playground equipment at GMS, with much appreciation. Mr. Guerrette seconded. The motion carried 4-0-0.***

b) Donation from Pennichuck East Utility, Inc. in the amount of \$500 for the CHS FIRST Robotics Team.

***Mrs. Prindle made a motion to accept a donation from Pennichuck East Utility in the amount of \$500 for the CHS FIRST Robotics Team. Mr. Guerrette seconded. The motion carried 4-0-0.***

c) Anonymous donation in the amount of \$2,000 for the CHS FIRST Robotics Team.

***Mr. Guerrette made a motion to accept an anonymous donation in the amount of \$2,000 for the CHS FIRST Robotics Team. Mrs. Prindle seconded. The motion carried 4-0-0.***

5) Manifest

The manifest was circulated and signed by the Board.

8) **Budget Work Session**

a) School Board Approval:

1) FY12 Budget – Revised

***Mrs. Couture made a motion to approve \$19,744,468 as the FY12 School Board Recommended Budget. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.***

b) Revenues – Decision/Approval:

Mr. Martin presented and reviewed a revenue analysis for 2011-2012. He explained that \$104,133 in revenue was included in the Superintendent’s budget proposal. Mr. Martin noted that Board members need to discuss the make up of that revenue, which will require Board decisions. In reviewing the revenue analysis, Mr. Martin explained that there was an \$84,000 decrease in Catastrophic Aid and a decrease in State Adequacy Aid. The increase on the tax rate, of which the net was based on this year’s tax reassessment value and not excluding the CBA, is 7.7%. Excluding the CBA, the increase would be 5.8%.

Dr. Cutler stated that it is disappointing that the increase is more than 3% on the tax rate after all the hard work that was done to reduce the budget and the \$2M shortfall.

- 1) Student Activity Fees
- 2) Student Athletic Fees
- 3) Student Parking Fees
- 4) Transportation Fees
- 5) Community Use of Facilities Fees
- 6) Other Suggestions

Board members reviewed their suggestions for increases to revenue. Mr. Miller indicated that the Board needs to find \$104,133 in revenue. He commented that there are a variety of suggestions made by Board members, such as gate fees, supply fees, parking fees, bus fees, etc.

***Mrs. Prindle made a motion to increase the parking fees at CHS to \$100. Mr. Guerrette seconded. The motion carried 5-0-0.***

***Mrs. Prindle made a motion to increase bus fees at CHS to \$100. Mrs. Couture seconded. The motion carried 5-0-0.***

***Mr. Miller made a motion to charge summer camps \$100 per week for each session. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.***

Board members discussed facility and field use fees for town recreation leagues and leagues that are not based in Litchfield, but in which Litchfield youth participates.

***Mr. Miller made a motion to set the outside field use fee at \$2 per hour for teams with more than 50% Litchfield youth resident participants. Mrs. Prindle seconded.***

Mr. Martin stated that the leagues will be required to reserve the field use through SchoolDude, which will generate invoices that can be used to track usage.

Dr. Cutler was concerned that if middle school athletes have to use town fields there may be a fee. Mr. Miller suggested that middle school athletes can use the fields at CHS.

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

***Mr. Miller made a motion to set the outside field use fee at \$15 per hour for teams with less than 50% Litchfield youth resident participants. Mr. Guerrette seconded. The motion carried 5-0-0.***

***Mr. Miller made a motion to set the gymnasium use fee at \$25 per hour for teams with less than 50% Litchfield youth resident participants. Mrs. Couture seconded. The motion carried 5-0-0.***

***Mrs. Couture made a motion to set the gymnasium use fee at \$2 per hour for teams with over 50% Litchfield youth resident participants. Mrs. Prindle seconded. The motion carried 3-2-0, with Mr. Guerrette and Mr. York opposing.***

***Mr. York made a motion to charge students in grades 1-4 a school fee. Mr. Guerrette seconded.***

Mr. Miller indicated that he approached this type of fee using an annual pass or gate fee method. He was concerned that if an additional fee is implemented, people will be less inclined to purchase an annual pass.

Mr. Guerrette indicated that Mr. York's suggestion is broad based and that annual passes only impact those who choose to purchase them.

Mrs. Couture queried what is the recourse if a parent refuses to pay the school fee. Dr. Cutler indicated that at upper grade levels students of parents that do not pay the fee may not be allowed to participate in activities.

***Mr. Miller amended the motion to charge a \$50 fee per student at all schools. Mrs. Prindle seconded. The motion carried 5-0-0.***

***Mr. Miller made a motion to implement admission fees at CHS at \$5 per adult and \$2 per student for all home athletic events that are not sponsored by NHIAA. Mr. Guerrette seconded.***

Board members discussed extending admission fees to music and arts events at CHS. Board members decided to focus only on athletic events at this time.

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

***Mr. Miller made a motion to establish an annual pass for CHS home athletic events per sport: \$75/staff, \$75/student, \$100/senior citizen, \$250/family. Mr. Guerrette seconded. The motion carried 5-0-0.***

Dr. Cutler offered to prepare a formal fee structure.

Mr. Miller thanked Board members and the administration for all their work on budget.

**9) Policies**

1) Policies – 1<sup>st</sup> Reading:

a) Student Attendance, Absenteeism, & Truancy (JH/JH-R)

Dr. Cutler indicated that revisions suggested by the Board have been completed and the policy is ready to go to a 1<sup>st</sup> Reading. Board members discussed the policy and suggested more revisions. The policy will return for additional review.

b) Indoor Air Quality (EBBD)

Dr. Cutler indicated that the Board requested a copy of the checklist mentioned in the policy if it was available. Mr. Martin announced that he received the checklist from the NH DOE and will be available for the 2<sup>nd</sup> Reading.

Board members reviewed the policy and suggested revisions.

***Mrs. Couture made a motion to approve the Indoor Air Quality policy as amended. Mrs. Prindle seconded. The motion carried 5-0-0.***

2) Policies for Review:

a) Pupil Safety & Violence Prevention (JICK)

Dr. Cutler noted that the policy has been reviewed and revised by a committee according to the components of the revised law.

***Mrs. Prindle made a motion to approve the Pupil Safety & Violence Prevention policy for a 1<sup>st</sup> Reading. Mr. York seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.***

b) Student Rights & Responsibilities (JF)

Dr. Cutler indicated that the Board suggested listing additional references and resources. She noted the revisions have been made.

***Mrs. Prindle made a motion to approve the Student Rights & Responsibilities policy for a 1<sup>st</sup> Reading. Mrs. Couture seconded. The motion carried 5-0-0.***

c) Public Participation at Board Meetings (BEDH)

Dr. Cutler indicated that the Board requested to review the policy after the LEA asked if staff can comment during community input.

Mrs. Prindle commented that the first sentence of the policy calls out ‘citizens of the district’. She believes that does not include teachers as they are not citizens; however, she is not opposed to staff members commenting during community input.

Mrs. Couture believes that teachers are citizens of the district because of the time they spend in the schools.

Mr. Miller indicated that the policy is not restrictive. He suggested that Board members who would like to propose a change to the policy e-mail Mrs. Flynn and the feedback can be reviewed at the next Board meeting.

**10) Committee Reports**

1) Budget Committee

Mr. York reported that the Budget Committee is scheduled to meet tomorrow night. He commented that they are still working on town budgets.

2) Impact Fees Discussion – Selectmen’s Meeting - November 1, 2010

Mr. Miller reported that the School Board met with the Selectmen and Budget Committee at a joint meeting on November 1 to discuss the use of impact fees. He indicated that legal counsel for the town affirmed that high school impact fees can be used to reduce the high school bond.

Mr. Guerrette commented that the difference between town and school impact fees is that school impact fee use is based on growth. He indicated that a long term plan is needed.

Mr. Martin noted that the District has a five year Capital Improvement Plan. Mr. Miller commented that the plan needs to be revisited and revised to reflect what could be needed in the next five years.

Mrs. Couture commented that it was interesting that their definition of growth is projected growth.

Mr. Miller commented that some impact fees can be used for fields. Mr. Guerrette commented that the discussion included comments on construction at GMS. He indicated that if a wing is demolished at GMS, impact fees can be used to construct a larger wing.

Mr. Miller indicated that there are some options the Board can explore.

Dr. Cutler asked the Board if they wanted to consider purchasing the single kindergarten portable with impact fees. Board members discussed requesting impact fees be encumbered to purchase the portable. Mr. Miller asked Mr. Martin to confirm the purchase price of the single kindergarten portable at GMS. Mr. Martin will confirm the price with the vendor.

Mr. York queried about using impact fees for architectural costs for the CHS track. Dr. Cutler suggested that the Board should concentrate on the portable first and consider the fields. She indicated that a letter can be prepared and delivered to the Selectmen for the November 29 joint meeting. Mr. Martin will prepare the letter.

3) **NHSBA**

Mrs. Couture reported that the resolutions that the Board submitted to the NHSBA were approved to go forward. Some language revisions were made to the proposed resolution regarding funding costs to the District.

11) **Community Input**

Robbin Corbeil, 4 Nesmith Court, queried if the annual pass the Board approved is for each season. Mr. Miller clarified it is an annual pass.

Mrs. Corbeil asked the Board to consider implementing the fees the Board approved this evening either prior to or after September 2011. Board members indicated that the fees cannot begin to be collected until July 1, 2011, which starts the new fiscal year. Funds cannot be collected prior to July 1 and be held over for the new fiscal year.

12) **Non-Public Session: RSA 91-A: 3II (a-c)**

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

*Mr. Guerrette made a motion to enter non-public session at 10:08 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

13) **Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 10:21 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

14) **Adjourn**

*Mr. Miller made a motion to adjourn at 10:23 p.m. Mr. York seconded. The motion carried 5-0-0.*

15) **Upcoming Meetings**

*>>Litchfield School Board: December 1, 8, 15, 2010 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant





# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Cynthia Couture, Vice Chair

Jason Guerrette

Mary Prindle

John York

November 17, 2010

Attachment to the November 17, 2010 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the November 17, 2010 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

## **Statement by Jason Guerrette – November 17, 2010 School Board Meeting**

Monday night heard from members of this board about leadership. It was in response to my question as to wanting to actually hear from the other members as to where the money actually comes from when we make decisions based on the desires of special interests. When it became painfully obvious that the words "it is the people's money. It is taxes that must and certainly will be raised" then the conversation shifted to one of leadership.

Leadership is defined as the ability to guide, direct, or influence people.

I suppose that the definition was correctly used. In this case, we are going to have to influence people to freely give up what is rightfully theirs. Their hard earned wages. We are going to have to influence them to give those wages not to their children, their families or what they believe to be important. But to those that have the greatest desires for those dollars. Those that would have others pay for the special interests own interests.

Yes, it is leadership that influenced

- NH to an 800 million dollar hole in our budget.
- A cut of 2 million dollars to Litchfield
- A takeover of the American healthcare industry
- 2 wars or 10 years costing a trillion dollars
- A trillion dollar stimulus package
- Auto industry bailouts
- A proposed cap and trade policy
- 3.5 trillion dollar annual budget that borrow 1.5 trillion of it
- 13.5 trillion dollar nation debt
- 110 trillion dollar unfunded national liability
- No child left behind
- A federal take over our education system whereas 75% of NH Dept of Education is funded by the federal government.

I could go on and on with far more reprehensible historical examples of leadership where influence....the WRONG influence was used to manipulate the masses.

Leadership is a trait than can be used both to describe a positive or a negative attribute.

When we hide behind "leadership" to prevent from having to make the difficult decision we promised to do when we asked the citizens for their vote, it is shirking the responsibility entrusted in us. We should not keep from the people the right they were given in choice. We sit in a position of service to the people, not one of authority over. Buy taking choices away from the electorate for fear they say no, we have corrupted the trust that was given to us, and we have rationalized what it is we were elected to do. Not lead....but serve the public that elected us to represent them.

**Sent:** Wednesday, November 17, 2010 3:22 PM

**To:** Dennis Miller; Cindy Couture; Jason N. Guerrette; Mary Prindle; John York

**Cc:** Elaine Cutler

**Subject:** letter to school board members

Dear school board members,

I attended the November 15<sup>th</sup> Monday night meeting, while I was very pleased with the outcome of the meeting, I was certainly displeased with certain aspects of the meeting.

At the beginning of the meeting, Mr. Miller made an opening statement to the affect of "please keep all remarks on the subject and not to make them personal". Well, after sitting quietly for hours and listening to 20 minutes on batteries for the alarm system, as well as more time spent on computer batteries, a 15 minute discussion on cell phones, during which there were a few off the cuff remarks made by Mr. Guerrette that I thought inappropriate. I was sitting for another 20 minutes on a \$1500 maintenance expense that Mr. Guerrette made a snide comment to the board and crowd to the effect of the "towns' people" don't come out to support this in the way they do Spanish (running on and on for another 5 minutes - approximately - about poor maintenance and building quality). I was highly offended by his remarks. Does he really think a \$1500 maintenance expense is remotely the same, or as important as curriculum cutbacks for our children? Many of the same towns' people sitting there Monday night have fought tirelessly for new schools, budget items for improvement in our buildings - meaning maintenance items for those buildings. I personally have spoken at meetings in the past on those very same items and for him to speak directly to the crowd sitting at the meeting on Monday and for us not being able to have the opportunity to rebut his viewpoints, is and was totally unprofessional and uncalled for! The same rules that apply to the general public for making opening statements and/or comments should also apply to each school board member. The committee chairperson should make all members accountable to these standards throughout the meeting as well. While I'm on the subject of Mr. Guerrette, he kept sighting the voter who would like to remain silent and anonymous but should have an equal vote in matters. What about the voters who were not silent and voted not only once but two times in the past to have Spanish as part of our curriculum and computers too? Why were their voices/votes not considered when you all decided to remove these courses? I guess they didn't matter after all? He seems to have personal agendas when making decisions. He thought by taking out those courses and then saying if the public decides they don't like it, and they want these courses back in they can choose to fall back on the default budget. What's that a win win for him? He knows (and more importantly we know) that would never pass.... we are not all complete buffoons!

I am pleased with the board's decision to allow our children to complete these Spanish and computer courses that many have already begun to participate in, and for all of the children who will have the opportunity to expand upon their academic careers in the future.

Thank you,  
Lori Cooke

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**November 29, 2010**  
**(approved as written 12-1-10)**

Present:

Mr. Dennis Miller, Chair (*excused*)  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent

1) **Public Session – Call to Order -**

Mrs. Couture called the meeting to order at 6:45 p.m.

2) **Approval of Request for Impact Fees**

Board members reviewed a letter of request for the use of elementary school impact fees to purchase the double wide classroom building currently used at GMS for kindergarten upon termination of the lease in 2012.

*Mr. Guerrette made a motion to request the use of Elementary Impact Fees in the amount of \$65,890 to purchase the 28' x 42' doublewide classroom building currently used for kindergarten at GMS upon the lease's termination in 2012. Mrs. Prindle seconded. The motion carried 4-0-0.*

3) **Revenues**

Board members briefly discussed legal impact of their recent vote to charge a per student or supply fee for the 2011-2012 fiscal year.

4) **Adjourn**

*Mr. Guerrette made a motion to adjourn at 6:50 p.m. Mr. York seconded. The motion carried 4-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**

**December 1, 2010**

**(approved as written 12-8-10)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order - Pledge of Allegiance**

**6:30 p.m.**

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

**2) Review & Revision of Agenda**

Revisions to the agenda included the addition of Public Minutes of November 29, 2010 under Business Affairs, Revenue: Student Fees under Business Affairs, and the removal of the Student Attendance, Absenteeism, & Truancy policy under Policies – 1<sup>st</sup> Reading.

**3) School Board Comments**

Mr. York commented that the play at CHS this past weekend was well done.

Mr. Guerrette commented that he has received calls from parents with concerns about challenging a course outline or curriculum guide. He believes that there is no formal process in place to address this type of concern.

Dr. Cutler indicated that currently a parent can raise concern through the proper chain of command – teacher, principal, superintendent, school board.

Mr. Guerrette expressed concern that there is a specific policy to challenge reading materials, but believes it does not incorporate other subjects. Dr. Cutler suggested that the discussion be deferred and the policy reviewed.

**4) Summary of Non-Public Actions *From the November 17, 2010 Non-Public Session:***

Mr. Miller reviewed a summary of non-public actions from the November 17, 2010 Board meeting.

*Mrs. Prindle made a motion to approve the non-public minutes of November 3, 2010 as written. Mrs. Couture seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

*Mrs. Couture made a motion to accept the nomination of Julie Heon as Director of Curriculum & Instruction at a prorated salary of \$26,781 for the 2010-2011 school year. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Guerrette made a motion to waive tuition for a pre-kindergarten student. Mrs. Prindle seconded.*

*Mr. Miller amended the motion to waive tuition for a pre-kindergarten student for the 2010-2011 school year only. Mrs. Prindle seconded. The motion carried 5-0-0.*

**5) Board Correspondence**

There was no correspondence.

**6) Community Input**

Laurie Ortolano, 16 Martin Lane, expressed concern regarding the policy that addresses drug and alcohol use by athletes. She indicated that she encountered a situation in the district and that she believes that if a student athlete is connected with drugs, the student should not be allowed to play on any sports team. Mrs. Ortolano commented that she is a former school board member and understands the existing policy. However, she feels that the policy is not strict enough. She mentioned that a disturbing situation exists at CHS. Mrs. Ortolano informed the Board that a student was caught dealing drugs out of town two weeks prior to the start of basketball season. She indicated that the student was allowed to play on the basketball team and disagreed with the decision. Mrs. Ortolano commented that she was frustrated that there seems to be enough indications that those in charge of the sports program were aware of the situation. She commented that the current policy is set up to give students like this a second chance and asked Board members to revisit the policy.

7) **Recommended Action**

a) **Business Affairs**

1) Draft School Board Minutes:

a) Public Minutes of November 17, 2010

A minor revision was made to the minutes.

***Mrs. Prindle made a motion to approve the public minutes of November 17, 2010 as amended. Mrs. Couture seconded. The motion carried 5-0-0.***

b) Public Minutes of November 29, 2010

***Mr. York made a motion to approve the public minutes of November 29, 2010 as written. Mrs. Prindle seconded. The motion carried 4-0-1, with Mr. Miller abstaining.***

2) Revenue: Student Fees

Dr. Cutler shared a communication from the District's legal counsel regarding the legality of charging a \$50 fee per student at all schools. She commented that fees for athletic events, parking, and transportation are not an issue. Dr. Cutler indicated that legal counsel has advised that it is not permissible for a District to impose a general fee or supplies fee for all students. She pointed out that legal counsel listed legal reference to support the conclusion. Dr. Cutler encouraged Board members to rescind their previous vote to impose a general school fee for all students.

Mr. Guerrette queried about charging a fee for co-curricular activities. Dr. Cutler explained that the school approval standards and the law reference that districts must provide co-curricular and athletic opportunities; however, it does not state that a fee can be imposed.

***Mrs. Couture made a motion to rescind the decision of the School Board to impose a fee of \$50 per student. Mrs. Prindle seconded.***

Board members discussed the pros and cons of charging fees to co-curricular and athletic activities.

Mrs. Couture indicated that the whole point of the gate fees and annual passes was not to impose a pay to participate fee for athletics. She commented that the gate fees and passes is a good revenue stream.

Dr. Cutler indicated that by the time the revenues budget is set in September 2011, some adequacy funds could be returned by the state. She commented that it gives the Board more time and opportunity to consider other alternatives.

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

3) Acceptance of Donation

Dr. Cutler reported that Andrea Ange, CHS Librarian, received a grant for technology equipment from a private foundation.

***Mr. Guerrette made a motion to accept an anonymous donation of \$5000 to purchase new technology equipment for the CHS Library Media Center. Mrs. Couture seconded. The motion carried 5-0-0.***

4) Use of Impact Fees

Dr. Cutler reported that a letter of request of the use of elementary impact fees to purchase the doublewide kindergarten portable was delivered to the Selectmen. She shared the town legal counsel's response with the Board. Dr. Cutler indicated that the town's attorney requested more information demonstrating that there has been an increase in population at GMS. Board members suggested rewriting the letter and including more information relative to the kindergarten enrollment at GMS. Dr. Cutler will resubmit the letter this week.

5) Facility Use Fees – Effective Date

Dr. Cutler provided a copy of the fee structure approved by the Board. She queried the Board's decision regarding the effective date of the fees.

**Athletic Groups:**

Mr. Miller suggested the effective date for the new fee structure for out of town athletic groups be December 1, 2010. Board members discussed the suggestion and agreed the effective date should be equitable to both in town and out of town athletic groups.

*Mr. York made a motion to set the effective date of the fee schedule for December 1, 2010. Mrs. Prindle seconded.*

*Mrs. Prindle amended the motion to align the timeframe for the fee schedule for Litchfield Athletic Groups to any applications received after December 1, 2010. Mr. Guerrette seconded.*

Mrs. Couture expressed concern with the implementation time for in town groups. She noted that they should have an opportunity to plan their fundraisers for the following year.

*The motion carried 4-1-0, with Mrs. Couture opposing.*

**Gate Fees:**

Mr. Miller suggested that the effective date for gate fees for all CHS sports be July 1, 2010. Mr. York suggested implementing the gate fees earlier than July 1.

*Mr. Guerrette made a motion to set the effective date for gate fees for all CHS sports for Spring 2011 (commencing with 2011 Baseball, Softball, & Track events). Mrs. Prindle seconded. The motion carried 4-1-0, with Mrs. Couture opposing.*

6) FY12 Default Budget

Mr. Martin presented a draft FY12 Default Budget to the Board. He indicated that the draft takes into account reductions in the proposed budget for FY12. Mr. Martin reported that the FY12 Default budget is \$20,780,532.

Mr. York indicated that the Budget Committee requested November actual before next Tuesday, December 7, 2010. Mr. Martin acknowledged the request and agreed to provide them prior to the meeting if possible.

7) Warrant Article Development

Mr. Martin asked Board members for suggestions for warrant articles. He provided information regarding leasing hardware and software that the Board previously requested. Based on information provided by Mr. Hancock, District IT Director, Mr. Martin indicated that hardware leasing would represent a substantial savings for the District. He noted that software information is based on licensing all computers in the District to run both Windows 7 and Microsoft Office 2010. Microsoft has released a new leasing program for K-12 schools and is likely to sustain a price increase within the next 6 months. Mr. Hancock recommended taking advantage of the new program as soon as possible. This would represent a large savings for the District. A 3-year lease price based on the current number of full time employees is \$8,075.48 annually.

Board members briefly discussed the information presented. Mr. York requested actual specifications of the hardware that is being considered. Mr. Martin indicated that he would forward the hardware specifications and draft implementation plan to the Board.

***Mrs. Prindle made a motion to approve a three year lease on Microsoft software for the District for an annual cost of \$8,075.48. Mrs. Couture seconded. The motion carried 5-0-0.***

Mr. Martin mentioned that the Board asked about the cost for a 1% salary increase for all non-bargaining employees (non-teachers) for a potential warrant article. He reported that the increase would result in a cost of \$38,504.

Mr. Guerrette agreed that the 1% salary increase should be presented to voters on a warrant article. Mr. Miller agreed an article be drafted and suggested the Board wait for the Budget Committee's recommendation on the budget.

Mr. Miller queried if the Board should include a warrant article relative to the water problem at CHS. Mr. Martin indicated that an article can be drafted if the cause of the problem is determined prior to January. He added that it should be determined within the next two weeks if the problem is above or below the vapor barrier.

Board members discussed placing the 2.5 custodian positions that were removed from the budget on a warrant article. They also discussed the possibility of restoring positions that were removed or reduced if the District's education funding is restored.

8) Manifest

The manifest was circulated and signed by the Board.

**8) Policies**

1) Policies for Review:

a) Public Participation at Board Meetings (BEDH)

Board members presented their own revisions to the Public Participation at Board Meetings policy as requested at a previous meeting.

Mrs. Couture changed 'community input' to 'public input' as the policy cites public participation at board meetings. She indicated that community input has historically been open to the public. She believes that allowing staff members to speak during community input opens avenues of information.

Mr. Guerrette added a statement defining the word citizen in the policy. He commented that he called several districts and inquired about their procedures regarding allowing non-residents to speak during community input. He indicated that their policies direct non-residents request to be placed on the agenda in order to speak to the Board.

Mr. Miller explained that he revised some areas of the policy. He changed 'citizens' to 'residents', added procedural wording regarding questions to the Board during community input, and clarified other pertinent wording.

Mrs. Couture commented that she believes the Board should receive the widest amount of information possible. She noted that citizens of the town should have the first opportunity to speak during community input and then, time permitting, the general public.

Mr. York commented that the revisions are too restrictive as there are other avenues to deal with unruly behavior than shutting the meeting down. He believes that if a concerned staff member would like to comment they should go through the proper process to be placed on the agenda.

Mr. Miller suggested that non-residents can address the Board time and Board permitting.

The policy will be revised and return for a 1<sup>st</sup> Reading.

b) Technology Assistance Program (GJ)

Dr. Cutler recommended the policy be rescinded as this is no longer the District's practice.

***Mrs. Prindle made a motion to rescind the Technology Assistance Program policy. Mrs. Couture seconded. The motion carried 5-0-0.***



- 2) Policies – 1<sup>st</sup> Reading:
  - a) Student Attendance, Absenteeism, & Truancy (JH/JH-R)

This policy was deferred for further review by administrators.

- 3) Policies – 2<sup>nd</sup> Reading/Approval:
  - a) Indoor Air Quality (EBBD)

Dr. Cutler provided to the Board the NH DOE Checklist that is referenced in the policy.

***Mrs. Couture made a motion to approve the Indoor Air Quality policy. Mrs. Prindle seconded. The motion carried 5-0-0.***

- b) Student Rights & Responsibilities (JF)

***Mrs. Prindle made a motion to approve the Student Rights & Responsibilities policy. Mr. York seconded. The motion carried 5-0-0.***

- c) Pupil Safety & Violence Prevention (JICK)

***Mr. York made a motion to approve the Pupil Safety & Violence Prevention policy. Mrs. Prindle seconded. The motion carried 5-0-0.***

Mr. Guerrette stated that he is in support of everything in the policy, but he disagrees with anyone stepping between parents and their children.

## 9) Committee Reports

- 1) Budget Committee

Mr. York reported that the Budget Committee met on November 30 to review and discuss sections of the FY12 District Budget. He indicated that Budget Committee members reviewed the Special Education and Curriculum budgets. Mr. York commented that it is the desire of the Committee to reduce the budget to a 3% increase. He noted that Mr. Spencer believes that the special education budget under spends by 25%.

Mr. Guerrette mentioned that a law was passed in NH this year that makes health insurance companies responsible for medical expenses for children with autism spectrum disabilities. He suggested that perhaps health insurance will pay for some of the medical expense costs for out of district placements (i.e. therapy, psychological services).

Mr. York indicated that based on the tone of the discussion at the Budget Committee meeting and the questions Committee members asked, it would not be surprising to see some reductions in the special education budget.

## 10) Community Input

There was no community input.

## 11) Non-Public Session: RSA 91-A: 3II (a-c)

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

***Mr. Guerrette made a motion to enter non-public session at 8:54 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.***

## 12) Return to Public Session

***Mr. Guerrette made a motion to return to public session at 9:39 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.***

Date: December 1, 2010  
Campbell High School

Litchfield Board of Education  
Public Session – 6:30 p.m.  
Followed by Non-Public Session

**13) Adjourn**

*Mr. Miller made a motion to adjourn at 9:30 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

**14) Upcoming Meetings**

*>>Litchfield School Board: December 8, 15, 2010 – CHS Media Room - 6:00 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**

**December 8, 2010**

**(approved as amended 12-15-10)**

Present: Mr. Dennis Miller, Chair (*excused*)  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Non-Public Session: RSA 91-A: 3II (a-c) 6:00 p.m.**

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

*Mr. Guerrette made a motion to enter non-public session at 6:20 p.m. under RSA 91-A:3 II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. York seconded. The motion carried by roll call vote: Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

*Mrs. Prindle made a motion to close non-public session at 6:58 p.m. Mr. York seconded. The motion carried 4-0-0.*

**2) Public Session – Call to Order - Pledge of Allegiance**

Mrs. Couture called the meeting to order at 7:02 p.m. She indicated that Mr. Miller was unable to attend.

**3) Review & Revision of Agenda**

Revision of the agenda included the addition of Grants Update under Committee Reports. Dr. Cutler requested that business items be moved ahead of all other agenda items.

**4) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of December 1, 2010

*Mrs. Prindle made a motion to approve the public minutes of December 1, 2010 as written. Mr. York seconded. The motion carried 4-0-0.*

2) Business Administrator's Report – November 2010

Mr. Martin reviewed the November 2010 financial report with the Board. Mr. Martin reported that much of November was spent on the FY12 budget. He noted that work on the annual audit continued with ongoing activity on the federal single audit. Mr. Martin reported that the District has finalized the required management response and action plan on the two findings mentioned last month. He mentioned that both findings were minor. Mr. Martin noted that work on the required Management Discussion & Analysis report will begin shortly.

Mr. Martin reported that the District received notice that Litchfield has been allocated to receive \$386,912.96 of the new federal Education Jobs grant from the state. However, \$215,170.55 of the total is being used by the state to

offset some of their adequacy aid shortfall. He noted that the remaining \$171,742.41 can be used either this year or next as additional or unanticipated revenues. Mr. Martin indicated that at this time the use of those funds is being deferred until the 2011-2012 school year as additional revenue to help offset some of the state funding loss. Mr. Martin reported that he is forecasting a year end fund balance in the general fund of \$269,000. He reported that an update was received from the NH DOE and the NH Department of Safety regarding new regulations for driver's education. Due to the new Saf-C 3100 regulations, which went into effect on January 1, 2010, there are a number of additional responsibilities placed on the District (i.e. additional record keeping, policies, procedures, evaluation by high school administrative staff, and a financial impact). Mr. Martin indicated the result will be moving driver education into the budget as a self-funded program function.

Mr. Martin reported that test drillings in the CHS slab and track areas were completed. We are currently waiting for the results of the tests. Mr. Martin reported that the migration of users to the new exchange server has been completed. Work on upgrading the District's wireless access has begun and much of CHS has been completed.

3) FY12 Default Budget

Mr. Martin commented that the default budget has not been completed. He asked for the Board's guidance regarding the inclusion of Adult Education in the default budget. He noted that, at this time, he did not include it in the default budget; however, it is the Board's decision.

Dr. Cutler explained that the Board agreed to support the administrative costs of the Adult Education program for three years with the understanding that it would generate enough revenue to sustain itself. However, she noted that is not the case. Dr. Cutler asked the Board for a decision whether or not to include Adult Education in the default budget.

***Mr. Guerrette made a motion to exclude Adult Education from the FY12 Default budget. Mrs. Prindle seconded. The motion carried 4-0-0.***

4) FY12 Revenues

Mr. Martin presented FY12 revenues to the Board. He explained that it is a preliminary estimate of revenues that are budgeted conservatively. He recommended the Board follow a conservative approach in the event revenues do not increase. Mr. Martin commented that the Budget Committee can provide their own estimates of revenue based on what has been historically spent and received.

Mr. York clarified that the Budget Committee made a decision not to vote on revenues.

5) Warrant Article Development/Discussion

Mr. Martin asked Board members for suggestions for warrant articles. Mr. Martin noted that Article 1 is the FY12 budget. Article 2 consists of a 1% increase in wages for all non-union employees, as requested by the Board.

Board members commented that non-union positions should be listed in the article.

Mr. Martin indicated that Mr. Hancock, Director of IT, will attend the December 15 Board meeting to discuss the leasing options implementation plan with the Board. He suggested that Article 3 be drafted after Mr. Hancock's presentation.

Mr. Martin queried the Board on an article to hold a special meeting if the legislature returns the total or a portion of the \$2M in adequacy aid the District lost. Mrs. Couture suggested that the article be worded to reflect having an additional meeting or returning the money to the voters. Mr. Guerrette commented that voters should be given the choice. Mr. Guerrette stated that we should not be afraid to put an article on the warrant because the article may fail.

Mrs. Couture queried if the legislature gives the Board an opportunity to have a special meeting, can a warrant that failed on the ballot be reconsidered. Mr. Guerrette suggested asking Rep. Boehm or Gandia about the wording of that law. Mr. Martin informed the Board that he was waiting to hear from the DRA on whether the Board can include an article on holding a special meeting.

In light of Mr. Martin's early departure from the meeting, Mr. York informed the Board of the Budget Committee's decision to reduce the special education tuition account in the FY12 budget by \$100,000. He indicated that the Budget Committee plans to complete the budget review prior to December 21. Mr. York informed Mr. Martin that the Budget Committee plans to vote on the FY12 budget bottom line on December 21. Committee members requested that changes to the budget by the Budget Committee be completed for the December 21 meeting.

6) Update: CHS Athletics Policy

Dr. Cutler reported that, as a result of concern expressed by a parent regarding the recent athletics issue, a decision was made to form a task force to review the athletics policy. The task force will be a cross functional team consisting of parents, students, teachers, an administrator, and the athletic director. Dr. Cutler noted that there will be an article in the HLN advertising for community members to participate on the task force. Members of the task force will research policies around the state, make suggestions, and bring a revised policy to the Board for a decision.

7) NHSBA Resolutions

Dr. Cutler provided to the Board the NHSBA Resolutions that will be addressed at the upcoming Delegates' Assembly in January.

Mrs. Couture encouraged Board members to attend the NHSBA Delegates' Assembly if possible. She noted that there are many topics of interest. She added that Mr. Guerrette is the official delegate for the Board. Mrs. Couture asked Board members if they would like extra time to review the resolutions before making decisions on the Board's position regarding the resolutions. Board members decided to defer decisions regarding the Board's position on the resolutions until the January 12, 2011 meeting.

8) Manifest

The manifest was circulated and signed by the Board.

4) **School Board Comments**

Mr. Guerrette referred to the task force to review the athletic policy mentioned by Dr. Cutler. He commented on recent student suspensions at the high school. He believes that Board members should have been notified. Mr. Guerrette expressed concern with the culture that appears to be present in the schools. He commented that after reading an article on cyber bullying, most incidents go unreported because the majority of parents are prevented [by their children] from reporting it to the principal. Mr. Guerrette was concerned that many incidents go unreported in Litchfield schools, which adds to his personal concern for his children's educational experience over the next several years. Mr. Guerrette questioned that the incidents are being handled appropriately. He mentioned that the athletics policy is ten years old and should be revisited. He commented that the schools belong to the people and we should be expressive that the highest standards are maintained.

Mrs. Couture clarified that the athletic policy was completely rewritten four years ago and revised this past winter.

Mr. York expressed frustration with the basketball issue. He indicated that the District has policies in place and suggested that perhaps we may have to amend those policies to include minimally acceptable discipline. Mr. York commented that the Board has heard comments that the athletic policy is not specific enough. He mentioned that we have trusted our leaders to help guide managers to make the correct decisions and reflect the will of the community. Mr. York believes that decisions were not executed well at this point. He believes a lack of leadership has been shown by individuals who were responsible for those who should have executed the appropriate consequences for the actions. Mr. York suggested that acceptable consequences are determined for this type of situation.

Mrs. Prindle commented that she was disappointed about what has transpired and agreed that it resulted in a lack of leadership.

Mrs. Couture commented that the concert at the high school last night was excellent. She mentioned that a non-resident who attended was impressed with the students' performance.

5) **Summary of Non-Public Actions** *From the December 1, 2010 Non-Public Session:*

Mrs. Couture read a summary of non-public actions from the December 1, 2010 non-public session.

*Mr. Guerrette made a motion to approve the non-public minutes of November 17, 2010 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

**6) Board Correspondence**

Mrs. Couture informed the Board that correspondence was received from Mrs. Ortolano regarding an issue with high school basketball. Due to the nature of the content, the letter will be reviewed and addressed in non-public session.

Mrs. Couture mentioned that correspondence was received from Mr. Boehm and Mrs. Blastos regarding an issue with high school basketball. Mr. Guerrette commented that the gist of Mrs. Ortolano's letter was concern with the language used by the basketball coaching staff and student athletes.

Mr. York indicated that Mr. Lascelles extended an invitation for Board members to join him and Senator DeBlois on Friday, December 10 at the Hidden Creek restaurant at 7:00 a.m. Due to a potential quorum of Board members interested in meeting with the Senator, Mrs. Couture suggested posting the date as a meeting.

**7) Community Input**

Sue Seabrook, 18 Bear Run Drive, commented on the recent incident involving a CHS student athlete. She suggested that any member of an athletic team representing the high school, as well as all high school students, should have a pledge to stay free from drugs.

Mrs. Seabrook was concerned that the afternoon buses at GMS are virtually empty. She inquired if we could reduce buses to reduce costs.

Mrs. Couture indicated that the Board reduced one bus for the 2011-2012 school year. Mrs. Seabrook asked if any surveys have been done to determine the impact of enrollment on transportation. Mrs. Couture indicated that a survey of that type would require enrollment numbers for the next school year. Mrs. Seabrook encouraged Board members to consider a reduction in transportation to save costs for 2011-2012. Mrs. Couture noted that Mr. Martin would be best suited to respond regarding transportation.

Mr. Guerrette thanked Mrs. Couture for allowing dialogue during community input. Mrs. Couture commented that it has been the Board's practice that some dialogue usually takes place if the Board has discussed information on an issue that is raised. If the Board has not yet discussed the information, the Chair will defer a response until the Board deliberates the issue.

**9) Policies**

1) Policies – 1<sup>st</sup> Reading:

a) Public Participation at Board Meetings (BEDH)

Board members reviewed and discussed revisions to the Public Participation at Board Meetings policy.

Mr. Guerrette disagreed with wording allowing non-residents to have access to the Board during community input. He indicated that non-residents should request placement on the agenda in order to speak to the Board.

Mrs. Couture commented that non-residents can provide valuable information to the Board. She indicated that Board members would be able to determine if the information provided by non-residents was, in fact, valuable.

Mrs. Prindle expressed concern over the wording that "these periods are not expected to be interactive discussions or questions and answer sessions". She believes that there should be dialogue during community input. Mr. York agreed.

After extensive discussion, Board members revised the wording to reflect that interactive comments and responses would be allowed during community input. Board members suggested major revisions to the policy. The policy revisions will be reviewed at the next meeting.

**10) Committee Reports**

1) Budget Committee

Mr. York reported that the Budget Committee met on December 7, 2010 and reviewed the FY12 CHS budget. The Budget Committee will review more budget sections on December 9. Mr. York indicated that the Budget Committee is working diligently to reduce the FY12 recommended budget based on historical information. He added that the Budget Committee plans to complete their review and recommendations for the FY12 budget on December 21.

2) **Grants Update**

Dr. Cutler updated the Board on grants for the FIRST Robotics program. She indicated that the District is waiting for a decision on the Walker Fund grant from the New Hampshire Charitable Foundation. Dr. Cutler will notify Board members of the decision when it is received.

11) **Community Input**

There was no community input.

12) **Non-Public Session: RSA 91-A: 3II (a-c)**

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

*Mr. Guerrette made a motion to enter into non-public session at 8:35 p.m. under RSA 91-A:3 II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Prindle seconded. The motion carried by roll call vote: Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

13) **Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 9:07 p.m. Mr. Guerrette seconded. The motion carried by roll call vote: Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

14) **Adjourn**

*Mr. Guerrette made a motion to adjourn at 9:08 p.m. Mr. York seconded. The motion carried 4-0-0.*

15) **Upcoming Meetings**

*>>Litchfield School Board: December 15, 2010 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**

**December 15, 2010**

**(approved as amended 1-26-11)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mr. Kyle Hancock, Director of IT  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Robert Manseau, Principal, CHS  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order – Pledge of Allegiance **6:30 p.m.****

Mr. Miller called the meeting to order at 6:31 p.m.

**2) Review and Revision of Agenda**

**3) Presentations to the Board**

Full Day Kindergarten Program – S. Johnstone

Ms. Johnstone, a first grade teacher at GMS, is completing her internship for Administration and Supervision with Mr. Schlichter. Her assignment was to research the costs for a full day kindergarten program.

Ms. Johnstone thanked Mr. Schlichter for his role as her mentor. She presented a proposal for a full day, fee-based kindergarten program. Ms. Johnstone indicated that after detailed research and investigation, she determined that a full day kindergarten program would be beneficial to working parents in Litchfield. Research indicates that this segment of the population has increased. Additionally, Ms. Johnstone noted that:

- the existing kindergarten facility can be utilized for a full day kindergarten class;
- teachers would be able to engage children in a broader range of learning opportunities;
- teachers would have more opportunities to assess students' educational needs;
- teachers would be able to provide more individualized instruction.

Ms. Johnstone explained that the first grade teachers recently polled 58 first grade parents. 42 said they would have considered full day kindergarten had it been offered last year and 16 replied they would not have. The full day program proposed would be limited to 16 students with no paraprofessional. A lottery system can be used if the request for full-day kindergarten exceeds 16 students. Ms. Johnstone provided a rough draft of the costs, which included:

- balance of salary for the half time kindergarten teacher to become full time: \$25,735
- benefits: \$22,701.17
- supplies for 16 students @ \$50 per child: \$800

Approximate total cost: \$42,236.17, or \$3,077 per student. Ms. Johnstone commented that this would be a fee-based program and be of no cost to the District.

Mr. Schlichter commented that there are some details to be worked out (i.e. lunch, recess). He noted that the towns that implemented fee-based full day kindergarten in New Hampshire have been impacted by increasing demand for full day enrollment. Mr. Schlichter indicated that the curriculum can be taught with more depth with additional



socialization in the afternoon session. However, he was concerned that full day program students may be exposed to more curriculum opportunities than half day program students.

Mr. York commented that the program could be a revenue source and encouraged more exploration to outfit the existing 3<sup>rd</sup> grade portable classrooms for a full day program. Mr. Martin indicated that would increase costs significantly. Mr. York commented that revenues will also increase and encouraged more work on the proposal.

Dr. Cutler indicated that the fee-based program will generate enough revenue to sustain itself if there is enough enrollment. Mr. Schlichter commented that more full day kindergarten classrooms would require additional supplies (i.e. furniture, desks, etc.). Mr. Miller suggested a portable can be returned and exchanged for one with two bathrooms.

Dr. Cutler suggested that the program can piloted with 16 students and the Board can investigate impact fees for the following year. Board members commented that the proposal was well prepared and presented.

*Mrs. Prindle made a motion to move forward with the full day kindergarten proposal as presented. Mrs. Couture seconded. The motion carried 5-0-0.*

#### **4) School Board Members' Comments**

Mr. York commented on two articles in the newspaper regarding drug use by college students at UNH and teens in New Hampshire. He indicated that, in light of a recent issue in the District, the Board should have a zero tolerance policy with students who are caught using drugs. Mr. York mentioned that the athletics policy will be revised and will be much more specific.

Mrs. Couture suggested that the School Resource Officer be scheduled to provide information on the subject to the Board. She believes that it will help spread the word to the public.

Mr. Guerrette commented that there has to be a clear difference between “lip service” and having it embodied in values and culture at our schools. He commented that by not living up to the standards, some may perceive it as passive approval toward drug users.

Mrs. Prindle agreed with Board members' comments.

Mrs. Couture suggested that Board members refrain from talking over one another and let the Chair call on those who have comments as it is difficult for the listening public to follow the discussion.

Mr. Guerrette requested a future agenda item regarding aligning Math curriculum with Common Core Standards. He expressed concern with students using calculators in class. He offered to share information regarding the topic with Board members. Mr. Guerrette indicated that the Fordham Institute evaluated the curriculum standards of the State of New Hampshire and graded them a “D”. He noted that weaknesses cited included whole number analysis, multiplication, calculator use, content, and rigor. Mr. Guerrette added that Common Core Standards that were recently accepted by the state were graded an “A-“.

#### **5) Summary of Non-Public Actions - December 8, 2010**

Mr. Miller read a summary of the non-public actions for December 8, 2010.

*Mrs. Prindle made a motion to seal the minutes pending consultation with legal counsel. Mr. Guerrette seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to close non-public session at 6:58 p.m. Mr. York seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to approve the non-public minutes of December 1, 2010 as written. Mr. Guerrette seconded. The motion carried 4-0-0.*

#### **6) Board Correspondence**

Mr. Miller mentioned that he received an email from Chris Pascucci requesting an agenda item to address outsourcing janitorial services.

7) **Community Input**

There was no community input.

8) **Principals' Reports**

Mr. Manseau reported that:

- CHS hosted a VLAC presentation to learning communities;
- The winter concert was successful;
- The Student Council attended the Waterville Valley conference;
- The musical “Grease” was very successful;
- PSAT scores are being distributed by the Guidance department;
- Seniors are applying to colleges and several acceptance letters have been received;
- Leah Stagnone is the Francis Wayland Parker Scholarship nominee;
- Students of the Month from September through December are:
  - Tyler Syphers – September
  - Stefanie Couture – October
  - Shannon Savard – November
  - Matt Rafferty – December;
- Logan Higgins was Musician of the Month;
- Zach Waggoner was Music Student of the Month for December;
- Megan Connor, Molly Connor, Kayla Follett, and Molly Santos singing with the NH All-Star Singers at the WZID Christmas at the Palace live radio show;
- Andrew Matte dancing in “The Nutcracker” Friday and Saturday night at the Capitol Center for the Arts in Concord;
- 15 members of the CHS Concert Choir singing with a community choir, brass quintet, handbell choir, and organ at Bedford Presbyterian Church this Sunday morning;
- Girls Soccer team won the state championship;
- Shauna Trunca is the Union Leader Player of the Year;
- 158 people attended the football banquet.

Mrs. Prindle queried about the student representatives. Mr. Manseau indicated that no students ran for those positions during class elections. Mr. Manseau has asked teachers to identify some students who may be able to commit to the positions.

Mr. Lecklider reported that:

- The Make a Difference Food Drive was successful;
- LMS had a successful 5<sup>th</sup> grade movie night last Friday;
- The Lego League came in second at the local competition two weeks ago;
- Basketball and Spirit teams are off to a nice start;
- A school-wide geography bee is underway;
- The Giving Tree Drive was successful;
- LMS mailed over 400 cards/letters to troops overseas;
- NWEA testing begins in January;
- Student Conflict Prevention continues with a presentation on bullying in January by John Halligan;
- a Band concert will be held tomorrow night at CHS;
- 24 students were recognized at the Class Act Breakfast last Friday.

Mr. Schlichter reported that:

- GMS was the winner of the Make a Difference Food Drive;
- the additional items for the playground were installed;
- first grade classrooms have been outfitted with computers with second grade classrooms to follow;
- the recreation basketball team that he coaches is 3-0.

Mr. York reported that the Budget Committee did not reduce the GMS budget. He noted that GMS will be getting a new sign next year. Mr. York reported that the Budget Committee reduced the CHS budget by \$1700.

9) **Recommended Action**

a) **Business Affairs**

1) Draft School Board Minutes:

a) Public Minutes of December 8, 2010

A wording revision was made to the minutes.

***Mrs. Prindle made a motion to approve the December 8, 2010 public minutes as amended. Mr. York seconded. The motion carried 4-0-1, with Mr. Miller abstaining.***

2) District Technology Hardware Lease Discussion

Kyle Hancock, Director of IT, provided a hardware leasing options presentation. He indicated that goals include:

- Creating a sustainable IT replacement cycle in the District;
- Moving all District computers to Windows 7 within three years;
- Reducing and controlling costs.

Mr. Hancock proposed a solution that included:

- Moving to desktop computers for every classroom;
- Replacing lab computers first (immediate impact on student learning, mission critical, most demanding software in labs);
- Reusing lab computers in classrooms;
- Reusing some current laptops as loners for staff or for special education;
- Utilize laptops for staff with special mobility needs.

Mr. Hancock explained that desktops are less costly, have lower repair costs, are more upgradable, and have a longer lifespan than laptops. Additionally, desktops utilize Web 2.0 and Virtualization technologies for students and teachers to work remotely. He indicated that it has been determined that staff home laptop use is intermittent.

Mr. Hancock presented the proposed plan to the Board.

Year 1:

- Replace CHS computer labs;
- Reuse computers from labs (one to each classroom and five to teacher work room);
- Labs 222 and 145 are not reusable;
- Reuse current laptops as loaners and spares for 2011-2012.

Mr. Hancock explained that CHS has the oldest laptops in the District and is the greatest consumer of technology. He noted that CHS has the best wired infrastructure already in place. Mr. Hancock indicated that the cost for Year 1 would be an annual lease of \$33,145.92.

Year 2:

- Replace LMS computer lab and library lab;
- Reuse the computers from the lab in the classrooms;
- Library computers are too old to reuse;
- Move computers into GMS classrooms;
- Estimated 5-10 laptops can be used for special education.

Year 3:

- Explore the possibility of building a computer lab at GMS;
- Replace the wireless labs at LMS and GMS;
- Replace CHS labs (2) in order to replace teacher classroom computers.

Mr. Hancock indicated that in Year 4 we would re-evaluate the state of technology in the District. He suggested moving to a 3-5 year replacement cycle may be more appropriate. Mr. Hancock asked the Board to consider leasing hardware vs. buying. He indicated that the proposal is not a comprehensive technology plan and does not consider donated equipment, smart boards, projectors, printers, infrastructure, or desktop and server virtualization. These items will be presented as part of the technology plan in the spring.

Mr. Guerrette believes that the processors on the proposed computers is more than is necessary. Mr. Hancock disagreed explaining that the District would want to own the computers after 3 years. He indicated that it makes better sense to consider future needs and not have to upgrade from a lower processor.

Mr. Martin informed the Board that the District is getting quotes from three vendors through one company (Gov Connection). He asked the Board to confirm a change in purchasing from Dell as a sole source [as previously approved by the Board] to Gov Connection, as we can get quotes from Dell, HP, and Lenovo to better insure competitive pricing.

Dr. Cutler asked Board members if they wanted to increase the appropriate line item in the technology budget from \$25,000 to \$33,145.76. Mr. Martin recommended the Board not to include this as a warrant article. He suggested that Board members request that the Budget Committee add the difference to the budget.

Mr. Guerrette stated that he was in support of Mr. Hancock's proposal. He expressed concern with Mr. Martin's statement that the Board exclude the proposal as a warrant article. He articulated his frustration with the mindset of not allowing voters to determine what their tax dollars purchase.

***Mrs. Couture made a motion to approve the hardware leasing proposal as presented. Mrs. Prindle seconded. The motion carried 5-0-0.***

Board members thanked Mr. Hancock and complimented him on a well presented proposal.

Board members approved through consensus that Gov Connection would replace Dell as a sole source vendor.

Mr. Guerrette queried about Power School software. Mr. Hancock indicated that while Power School is a wonderful product, this is not the right time for the District to move forward. He explained that implementing any student management program is expensive and results in a cultural change. Mr. Hancock stated that he would not want the District to go in that direction and be unsuccessful.

### 3) Default Budget

Mr. Martin presented the completed FY12 Default budget to the Board. He indicated that the FY 12 Default budget is \$20,779,659, including food service and grants budget.

Mr. York queried about the difference between the budget and the default budget. He asked if the default budget passes at the election in March, what will happen with the difference. Mr. Martin explained that the Board would have to make decisions for items to add back into the budget compared to the difference.

Mr. York queried what would happen if the Board only approved additions that totaled half of that difference. Mr. Martin explained that the taxes are set based on the total that is appropriated. Anything the District does not use will be returned to the taxpayers. Dr. Cutler indicated that if that occurred, she would meet with the administrative team and determine recommendations for the Board to consider.

***Mrs. Prindle made a motion to approve the FY12 Default Budget total of \$20,779,659. Mrs. Couture seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.***

### 4) FY12 Warrant Articles

Board members reviewed and discussed warrant articles.

Article 1, Operating Budget: Mr. Martin indicated that the revised FY12 budget number will be placed in the article after the Budget Committee completes the budget review and provides their recommendations.

Article 2, 1% Increase for Non-Union Staff: Mr. York queried if a higher increase for employees at a lower salary and a lower increase for employees at a higher salary can be considered. Mrs. Couture commented that inflation is represented by percentage and not a dollar amount. Mr. Miller commented that he was not sure how it would be presented.

Mr. Martin indicated that it is an appropriation of dollars. He commented that the Board can modify salary increases when they set salaries. Board members did not amend Article 2.

Mr. Martin reported that he received information regarding placing an article on the warrant for the Board to hold a special meeting if the legislature returned adequacy aid to the District. He noted that Board members asked if a special meeting can be held to reverse failed articles [for separate positions]. Mr. Martin indicated that legal counsel advised the Board would only be able to hold a special meeting if it is included in the legislation. He reported that the attorney suggested that the Board may want to consider including an article for a capital reserve fund for budget restoration in the event additional aid is returned and there are some positions or programs the Board would like to add. He mentioned that some districts are considering this type of article.

Mr. Guerrette commented that presenting this type of article to voters would be difficult, whereas a special meeting allows voters to focus on a specific topic. Mr. Miller agreed that a special meeting would be simpler. Mr. Martin noted that the Board cannot include an article to authorize a special meeting to reconsider warrant articles unless it is included in the law.

Article 3, Hardware Lease: Board members suggested inclusion of the article on the FY12 warrant. The Board will review and approve warrant articles at the next Board meeting.

Mr. York commented that the Board is required to set the date for Deliberative Session.

***Mr. York made a motion to set the 2011 School District Deliberative Session for February 5, 2011 at 2:00 p.m. at CHS. Mr. Guerrette seconded. The motion carried 5-0-0.***

5) Manifest

The manifest was circulated and signed by the Board.

**10) Superintendent's Report**

- a) Superintendent's Report – November 2010
- b) Superintendent's Report – December 2010

Dr. Cutler provided November and December reports to the Board.

c) 2009-2010 Special Education Cost Survey Analysis

Dr. Cutler reviewed the 2009-2010 special education cost survey analysis with the Board. She indicated that the report reflects where the District's special education students fall in the state. Dr. Cutler reported that for 2009-2010 the results reflected:

- 8.9% of children in the District were identified as special education under IDEA;
- 5% of children were identified and placed in out-of-district programs;
- 20.4% of the District's budget was allocated to special education (from the DOE 25: total special education expenditures divided by total general fund expenditures);
- 17.2% of the special education budget was allocated to out-of-district tuition costs;
- 5% of the special education budget was allocated to special education transportation costs;
- 8% of the special education budget was offset by special education revenues.

Mr. Guerrette queried why the percentage of identified students in the District was under 19%. Dr. Cutler indicated that the District provides many preventive services.

A Board member queried why other districts received more special education revenue than Litchfield. Mr. Martin indicated that ARRA funds could have impacted the survey results.

Mr. Guerrette was concerned that the data did not support the results of the survey regarding the number of students who are identified compared to the number of students placed out-of-district. Dr. Cutler commented that Litchfield is a small district resulting in lower numbers.

**11) Committee Reports**

a) Budget Committee

Mr. York reported that the Budget Committee met on December 9 and 14 to review and discuss FY12 School District budget presentations. He noted that the Budget Committee reduced Special Services tuition \$100,000 and CHS \$1,700.

**12) Community Input**

There was no community input.

Mr. York requested that Board members schedule an additional meeting in January to approve warrant articles to submit to the Budget Committee.

**13) Non-Public Session: RSA 91-A: 3II (a-c)**

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

*Mr. Guerrette made a motion to enter into non-public session at 9:00 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. Mr. York seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**14) Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 9:18 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

Dr. Cutler commented that Board members must approve the warrant articles prior to submitting them to the Budget Committee. Since there are no Board meetings scheduled until January 12, 2011. Dr. Cutler suggested Board members move the January 12 meeting to January 5, 2011. Board members agreed.

**15) Adjourn**

*Mr. Guerrette made a motion to adjourn at 9:20 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

**16) Upcoming Meetings**

*>>Litchfield School Board: January 12, 26, 2010 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**

**January 5, 2010**

**(approved as written 1-26-11)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Ronda Gregg, Director of Special Services  
Mrs. Michele E. Flynn, Administrative Assistant

1) **Public Session – Call to Order - Pledge of Allegiance**

Mr. Miller called the meeting to order at 6:13 p.m.

2) **Non-Public Session: RSA 91-A: 3II (a-c)**

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

*Mrs. Couture made a motion to enter into non-public session at 6:14 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. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

3) **Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 6:32 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

3) **Review & Revision of Agenda**

Revisions to the agenda included the addition of Resignation under Business Affairs.

4) **Presentations to the Board**

Special Education Policies & Procedures Manual – R. Gregg

Dr. Gregg presented the Special Education Policies & Procedures Manual to the Board. She stated that Special Services must periodically update the policies and procedures manual. Dr. Gregg indicated that the update is usually done for an on site visitation; however, Litchfield has not had an on site visitation since 2002-2003. She explained that the purpose of the Special Education Policies and Procedures Manual is to assist school personnel, parents, service providers and others involved in the education of students with disabilities to understand and carry out practices consistent with Federal and State regulations and requirements. The manual consists of two three-ring binders in which the artifacts are included.

Dr. Gregg noted that the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) provides federal funds to New Hampshire and the District for the education of eligible students with disabilities. The regulations were revised by Congress in August 2006 and December 2008. She explained that our manual was last reviewed in 2003, thus changes need to be approved in a new manual. Dr. Gregg indicated that the District can only receive

these funds if we comply with the specific requirements of the IDEA. The Manual is one of the ways that the DOE ensures that districts are complying with the spirit of the regulations. Dr. Gregg reported that the State has approved the IDEA grant for the Litchfield School District and expects approval of the new manual.

Mr. York queried if there were any major changes to the manual. Dr. Gregg indicated that the only changes would be according to law or changes in the law.

Dr. Cutler commented that the District is required to update Special Education policies and procedures by law in order to meet the standards.

***Mr. York made a motion to approve the updated Special Education Policies & Procedures Manual as presented. Mrs. Prindle seconded.***

Mr. Guerrette commented that the updated manual should be properly vetted prior to approval by the Board. He indicated that he did not have adequate time to review the manual and suggested that the Board's decision be postponed.

Dr. Cutler suggested that the Board revisit the agenda item at the January 13 Board meeting immediately following the budget hearing. Board members agreed.

***Mr. York withdrew his motion and Mrs. Prindle withdrew her second.***

**5) Community Input: Regarding Opportunity for Full Time Kindergarten**

Chris Pascucci, Colonial Drive, expressed his disappointment with the Board's decision to implement full day kindergarten in Litchfield. He indicated the program is not mandated and the decision to approve the program does not follow the wishes of the voters. Mr. Pascucci commented that the Board should complete more extensive research before implementing the program or placing it on a warrant article. He indicated that Mr. Schlichter has concerns for the implementation of the program and made it clear at the last meeting.

Mr. Pascucci read the letter he sent to Dr. Cutler and the Board members expressing his disagreement with the Board's decision to implement full day kindergarten in Litchfield.

*Mr. Pascucci's letter is attached to the minutes.*

Mr. Schlichter spoke to the issue. He stated that he has concerns about implementing the program for 16 children this quickly. He stated that unless more children can be enrolled, the program should not be offered. Mr. Schlichter commented that there are advantages to full day kindergarten based on research that he has done. He noted that full day kindergarten is advantageous in terms of retention, reading, and behavior. Mr. Schlichter expressed concerns with the reduction of staff at GMS next year and how it may impact the implementation of the program as well as special education students. He suggested that the proposal be studied further and that the strengths and weaknesses full day kindergarten offered in other districts be researched. He expressed concern that parents would not know if full day kindergarten would be available until after the March vote.

Mrs. Couture commented that she places high regard on Mr. Schlichter and his professional opinion. She indicated that based on Mr. Schlichter's comments and concerns, the administration should study the proposal for a year and return to the Board with a recommendation. Mrs. Couture commented that when the proposal was presented to the Board, members viewed it as a way to generate more revenue for an existing program.

Mr. York commented that it is understandable that the implementation of the program may put a strain on the staff; however, it is worthwhile.

Mr. Schlichter commented that other districts, Salem for example, had more space when they implemented a full day program. Their registrations for half day kindergarten grew considerably. Mr. Schlichter was concerned that if the program is rolled out for sixteen students, there will be more half day registrations by families hoping to get a good slot. He indicated that he would be less concerned if the program could be offered to more children.



Mrs. Couture commented that the District already provides services for special education students and is not adding that burden. She indicated that a major concern is the large reduction in staff at GMS. Mrs. Couture believes that a study would be beneficial.

Mr. Guerrette commented that the full day program is an expansion of existing services and goes against the wishes of the voters. He believes that the proposal was not properly vetted.

Mrs. Couture disagreed that the program was an expansion of services. She indicated that based on Mr. Schlichter's concerns and beliefs presented tonight, she changed her view of implementing the program.

Mrs. Prindle agreed that had Mr. Schlichter made his concerns more apparent when the proposal was presented, the outcome may have been different.

Mr. Pascucci addressed the Board and commented that he believed that Mr. Schlichter was very clear that he had concerns at the December 15 Board meeting. Mr. Pascucci stated that from his point of view he would like to see no decision made by the Board regarding full day kindergarten. He suggested that the Board consider community input on the full day proposal. Mr. Pascucci indicated that this is clearly an expansion of services that the Board had not right to approve.

**6) School Board Comments**

Mr. Guerrette read a statement expressing his position regarding budget issues. He commented that although he approved the motion to implement a full day kindergarten program in Litchfield, he believes he rendered his decision in error. Mr. Guerrette believes that the motion should have been properly vetted and more information provided. He noted that a warrant article was passed several years ago in which voters requested new positions/programs or expanded positions/programs be placed on the warrant. Mr. Guerrette commented that he would not vote against the voters' wishes. He indicated that the Board was provided with a list of approved warrant articles that affect Board decisions; however, it was not as comprehensive as he had hoped. Mr. Guerrette suggested that votes should be categorically tracked on a spread sheet for historical reference. He commented that technology upgrades should also be placed on a warrant for the voters to decide. Mr. Guerrette indicated that, although he voted in favor of full day kindergarten and the technology lease, these topics should be put on hold until they are well vetted.

**7) Summary of Non-Public Actions:**

***From the December 15, 2010 meeting:***

*Mrs. Couture made a motion to approve the minutes as written. Mrs. Prindle seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

**8) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of December 15, 2010

Mr. York attempted to revise wording regarding Mr. Schlichter's comments regarding full day kindergarten. Pending further clarification, the December 15, 2010 public minutes were tabled until the January 26 meeting.

2) Revised School Board Recommended Budget Approval

Mr. Martin indicated that the salary for a GMS reading program teacher was not included in the budget. He explained that the budget total was revised prior to Budget Committee review and approval.

Mr. Guerrette suggested that the Board should have separate motions regarding adding the reading teacher's salary back into the budget and the revised budget total.

***Mrs. Prindle made a motion to add back into the FY12 Recommended Budget \$66,000 for a reading teacher at GMS. Mr. Guerrette seconded. The motion carried 5-0-0.***

***Mrs. Couture made a motion to approve \$19,810,755 as the revised total for the FY12 Recommended Budget. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.***

3) Software Lease Discussion

Dr. Cutler reported that the Budget Committee added \$645 for the hardware lease budget line item. She believes that the Budget Committee expects the District to find the money in the budget to fund the lease.

Mr. Martin commented that the Budget Committee had questions regarding the software lease presented by the IT Director and approved by the Board. He explained to the Board that at the end of the software lease the District would not own the software. Mr. Martin indicated that the benefits of the lease would be less cost, as well as availability of the latest version of the software to the District. He noted that the Budget Committee requested that Mr. Hancock attend the January 6 Budget Committee meeting to answer questions concerning the lease. Mr. Martin indicated that he and the Superintendent believe that it may not be necessary for Mr. Hancock to attend the Committee meeting since they feel Committee members will take the same position as on the hardware lease.

Dr. Cutler indicated that the Board's approval of the software lease was unanimous. Mr. Guerrette commented that he still supports the lease, but believes that Mr. Hancock should attend the Budget Committee meeting to answer their questions.

Mr. York commented that he reported to the Budget Committee the Board's decisions regarding pertinent budget items. He explained that at that time Committee members expressed that they would speak to the leases when Mr. Hancock presented the Technology budget. However, when the Technology budget was presented, Committee members agreed to defer discussion of the leases until it was time to approve the budget. Mr. York noted that at the December 21 meeting, they inquired about the leases, but Mr. Hancock was not scheduled to attend. He agreed that Committee members made it clear that they approved of the concept of the hardware lease, but were not going to approve the additional funding. Mr. York stated that the Board started a conversation about leasing when Mr. Hancock presented his budget to the Board and returned with the answers in order for the Board to make a decision.

Mrs. Couture expressed that Mr. Hancock should attend the Budget Committee meeting to address Committee members' questions and concerns. After some discussion, a majority of the Board members agreed that Mr. Hancock should attend the Budget Committee meeting to address their questions.

Mr. York indicated that the Budget Committee was informed that a technology committee would be assembled to evaluate and review the technology plan. He noted that he informed the Committee that the Board would work on the recommendations for a revised plan over the summer. Mr. York informed the Board that the Budget Committee requested a presentation of the information, which should include a cross section of citizens of the town.

4) FY12 Warrant Articles

Board members reviewed and discussed warrant articles for the upcoming March 2011 ballot.

**Article One: FY12 Budget**

*Mrs. Couture made a motion to approve Article 1 as written. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

**Article Two: 1% Salary Increase for Non-Union Employees**

Mr. Miller informed the Board that he received an email with a concern that if the article fails there will be no salary increases for these positions for the year. Dr. Cutler indicated that it would not apply to employees who may receive a promotion or to new hires.

After a brief discussion, Board members agreed the wording should be changed to reflect that the increases would be cost of living adjustments.

*Mrs. Couture made a motion to approve Article 2 as amended. Mrs. Prindle seconded. The motion carried 5-0-0.*

**Article Three: Full Day Kindergarten**

*Mr. Guerrette made a motion to remove Article 3 from the warrant. Mrs. Prindle seconded. The motion carried 5-0-0.*

5) NHSBA Resolutions

Board members reviewed and voted on proposed resolutions for 2011. Mr. Guerrette, School Board Delegate, will carry the Board's position to the Delegates Assembly on January 15, 2011.

Mrs. Couture indicated that the continuing resolutions are standard and do not change from year to year.

***Mrs. Couture made a motion to support NHSBA's recommendation for continuing resolutions 1-10. Mrs. Prindle seconded. The motion carried 5-0-0.***

Board members voted on recommendations to the NHSBA Proposed Resolutions 11-20.

**Resolution 11:**

*NHSBA urges the NH Legislature to change the School Building Aid funding formula so that all districts have an equal chance to achieve the maximum allowable reimbursement for school construction.*

**Adoption Not Recommended by NHSBA Board of Directors**

***Mr. Miller made a motion to support the NHSBA's recommendation for Resolution 11. Mrs. Prindle seconded. The motion carried 5-0-0.***

**Resolution 12:**

*NHSBA supports new legislation or administrative rules that impose penalties against school district employees who breach their employment contracts.*

**Adoption Recommended by NHSBA Board of Directors**

***Mr. Guerrette made a motion not to support the NHSBA's recommended for Resolution 12. Mrs. Prindle seconded. The motion carried 4-1-0, with Mrs. Couture opposing.***

**Resolution 13:**

*To recommend to the New Hampshire Legislature that the statutes related to education be re-codified.*

**Adoption Not Recommended by NHSBA Board of Directors**

***Mr. Guerrette made a motion to support the NHSBA's recommendation for Resolution 13. Mrs. Prindle seconded. The motion carried 5-0-0.***

**Resolution 14:**

*The NHSBA opposes the State of NH Executive Branch and the NH Board of Education's adoption of federal educational standards, Common Core Standards, which, by its development, will preclude a de-emphasis and eventual elimination of local control and local school board oversight.*

**Alternative Adoption Recommended by NHSBA Board of Directors**

*NHSBA opposes any branch of New Hampshire government adopting or supporting curriculum standards that usurp state's rights and de-emphasize and limit local control of curriculum and local school board oversight.*

***Mrs. Prindle made a motion to support the NHSBA's alternative recommendation for Resolution 14. Mrs. Couture seconded. The motion carried 5-0-0.***

**Resolution 15:**

*The NHSBA opposes NH Rev. Stat. Ann. 193-F:2, the Bullying Statute, as signed into law during 2010 General Assembly due to its overbroad and vague definitions and phrases making the implementation of the present law subjective in interpretation.*

**Adoption Not Recommended by NHSBA Board of Directors (See Proposed Resolution #16 by Inter-Lakes School District.)**

***Mr. Guerrette made a motion to not to support the NHSBA's recommendation for Resolution 15. Mrs. Prindle seconded. The motion carried 4-1-0, with Mrs. Couture opposing.***

**Resolution 16:**

*The NHSBA and its member districts support efforts to promote pupil safety and violence prevention in our schools. However, RSA 193-F:2,1 imposes costs, both direct and indirect, that are in conflict with Article 28a of Part 1 of the New Hampshire Constitution.*

**Alternative Adoption Recommended by NHSBA Board of Directors**

*NHSBA supports legislative action to remove the unfunded mandated provisions of RSA 193-F, Pupil Safety and Violence Prevention. The imposition of these new mandates and their related financial costs, without additional state funding, violates the New Hampshire Constitution, Part First, Article 28-a.*

*Mr. Guerrette made a motion to support the NHSBA's alternative recommendation for Resolution 16. Mrs. Prindle seconded. The motion carried 5-0-0.*

**Resolution 17:**

*With the passage of the new bullying law (RSA 193) in 2010 the New Hampshire Legislature expanded the definition of pupil harassment/bullying and mandated New Hampshire's school districts enact additional policies/procedures to monitor, investigate, and report bullying. As school districts work to interpret the changes to RSA 193 and establish new policies and procedures they are realizing additional costs (legal costs and consumption of staff time). Moreover, it is still not clear what the additional cost of compliance will be to implement the new monitoring and reporting policies and procedures.*

**Adoption Not Recommended by NHSBA Board of Directors (See Proposed Resolution #16 by Inter-Lakes School District.)**

*Mr. Miller made a motion to support the NHSBA's recommendation for Resolution 17. Mr. Guerrette seconded. The motion carried 5-0-0.*

**Resolution 18:**

*The NHSBA supports legislation to allow local school districts to retain a percentage of their year-end unreserved fund balance in the same manner as local municipal governments.*

**Adoption Recommended by NHSBA Board of Directors**

*Mrs. Prindle made a motion to support the NHSBA's recommendation for Resolution 18. Mr. York seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

**Resolution 19:**

*The NHSBA opposes legislation that would directly or indirectly divert state costs or responsibilities to local school districts, including recent unfunded catastrophic aid, building aid, and retirement aid.*

**Alternative Adoption Recommended by NHSBA Board of Directors**

*NHSBA opposes legislation that would directly or indirectly divert state costs or responsibilities to local school districts, including unfunded state aid programs (e.g. catastrophic aid and building aid), and the state share of retirement contributions.*

*Mrs. Prindle made a motion to support the NHSBA's alternative recommendation for Resolution 19. Mr. York seconded. The motion carried 5-0-0.*

**Resolution 20:**

*NHSBA supports the continuing existence of the New Hampshire Retirement System (NHRS). The NHRS should be strong, secure, solvent, and fiscally sustainable. To achieve this goal, NHSBA supports legislation that will strengthen NHRS's solvency, including legislation to change how an employee's average final compensation is determined. NHSBA supports a calculation using an average of the highest five years for all employees retiring after July 1, 2016. NHSBA further supports legislation requiring that all NHRS rate increases, above those attributable to the \$2.4 billion unfunded liability agreed to by public employers in 2007, be shared equally between employees and employers.*

**Adoption Recommended by NHSBA Board of Directors**

*Mrs. Prindle made a motion to support the NHSBA's recommendation for Resolution 20. Mr. York seconded. The motion carried 5-0-0.*

6) Resignation

Dr. Cutler presented a teacher resignation to the Board .

*Mrs. Couture made a motion to accept the resignation of Joshua Evans, a special education teacher at LMS with thanks for his service. Mrs. Prindle seconded. The motion carried 5-0-0.*

7) Manifest

The manifest was circulated and signed by the Board.

9) Policy Work Session

a) Student Attendance, Absenteeism, & Truancy (JH)

Board members reviewed the policy. No revisions were suggested.

*Mrs. Couture made a motion to approve the Student Attendance, Absenteeism, & Truancy policy for a 1<sup>st</sup> Reading. Mrs. Prindle seconded. The motion carried 5-0-0.*

b) Visitors to the Schools (KA)

Board members reviewed the policy and suggested major revisions. The policy will return in a work session.

c) Community Use of Facilities (KG)

Dr. Cutler asked Mrs. Flynn to explain the revisions to the policy and fee schedule. Mrs. Flynn explained that based on the fee structure that the Board previously approved, the fee schedule and policy were revised to reflect the updated information. However, Mrs. Flynn indicated that clarification was needed from the Board regarding groups the fee structure addresses. She noted that the intended focus of the fee structure and the policy are not consistent.

Board members reviewed the revisions and agreed that some confusion exists. Dr. Cutler suggested that Board members review the policy, procedures, and fee schedule in comparison to the fee structure they approved. The policy can be revisited at the next Board meeting when Board members can present clarification or recommendations for revisions. Dr. Cutler and Mrs. Flynn will prepare a list of questions for the Board to consider.

10) Policies – 1<sup>st</sup> Reading

a) Public Participation at Board Meetings (BEDH)

Board members reviewed the policy. No revisions were suggested.

*Mr. York made a motion to approve the Public Participation at Board Meetings policy for a 1<sup>st</sup> Reading. Mrs. Prindle seconded. The motion carried 5-0-0.*

11) Committee Reports

1) Budget Committee

Mr. York reported that the Budget Committee met on December 21, 2010 and voted on the FY12 School District budget. He will share the Budget Committee's presentation with the Board. The Budget Committee will meet on January 6 to review and discuss warrant articles.

Board members agreed to have Mr. Hancock attend the Budget Committee meeting on January 6, 2011.

12) Community Input

There was no community input.

Mrs. Couture indicated that agendas and supporting documents are available to the Board in a timely manner. Mrs. Couture encouraged Board members to be diligent in reviewing materials prior to meetings when the information is provided for them ahead of time.

Mr. Guerrette responded that he was offended by Mrs. Couture's statement. He stated that he often works extended hours and considers it his duty to carefully review all documents before he votes, even if it takes more time.

**13) Non-Public Session: RSA 91-A: 3II (a-c)**

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

*Mrs. Couture made a motion to enter 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. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**14) Return to Public Session**

*Mrs. Couture made a motion to return to public session at 9:49 p.m. Mr. Guerrette seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**15) Adjourn**

*Mr. Guerrette made a motion to adjourn at 9:52 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

**16) Upcoming Meetings**

*>>Litchfield School Board: January 26, 2011 – CHS Media Room - 6:30 PM  
Budget Hearing: January 13, 2011 (Board meeting immediately following)*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**

**January 13, 2010**

**(approved as written 1-26-11)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member (*excused*)  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Ronda Gregg, Director of Special Services  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order -Pledge of Allegiance**

Mr. Miller called the meeting to order at 7:36 p.m.

**2) Discussion of Budget Hearing and Budget Committee Actions**

There was no discussion of the budget hearing.

Mr. Guerrette asked if information with associated budget reductions would be available online. Dr. Cutler indicated that the budget presentation made this evening will be posted the District website.

**3) Special Education Policies & Procedures Manual Approval**

Board members previously deferred discussion of the Special Education Policies & Procedures manual from January 5.

Mr. Guerrette had several comments and concerns regarding the document.

Mr. Guerrette commented on the total number of credits special education students are required to have to graduate from CHS. He indicated that the state standard is 20 credits; however, Litchfield requires 24. Dr. Cutler explained that all CHS students are required to have 24 credits to graduate. She indicated that if a student does not have enough credits they have an option to complete an adult education program [in Londonderry or Nashua] to graduate.

Mr. Guerrette queried the requirement for certification for special education instructional personnel. Dr. Cutler indicated that General Special Education certification covers all categories.

Mr. Guerrette queried why special education graduates are still eligible to receive services. Dr. Gregg indicated that if the determination is made that a special education graduate still requires services, according to the law the District must provide those services.

Board members suggested several revisions to the manual in areas including: professional development, personnel standards, typographical or grammatical errors, and formatting.

***Mrs. Couture made a motion to approve the Special Education Policies & Procedures Manual as amended. Mrs. Prindle seconded.***

Mr. Guerrette commented that manuals should go through the same process as policies (first reading, second reading) prior to approval. Mrs. Prindle agreed that 2 reviews should occur before large documents are approved.

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

Date: January 13, 2011  
Campbell High School

Litchfield Board of Education  
Immediately following Budget Hearing

4) **Manifest**

The manifest was circulated and signed by the Board.

5) **Adjourn**

*Mrs. Couture made a motion to adjourn at 7:55 p.m. Mrs. Prindle seconded. The motion carried 4-0-0.*

6) **Upcoming Meetings**

> *Litchfield School Board: January 26, 2011 - CHS Media Room - 6:30 PM*

> *School District Deliberative Session: February 5, 2011 - CHS Auditorium - 2:00 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



*ur 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**

**January 26, 2011**

**(approved as amended 2-9-11)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Ms. Julie Heon, Director of Curriculum & Instruction  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Robert Manseau, Principal, CHS  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order – Pledge of Allegiance **6:00 p.m.****

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

**2) Non-Public Session: RSA 91-A: 3II (c)**

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

*Mr. Guerrette made a motion to enter 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. Couture seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**3) Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 6:38 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**Pledge of Allegiance @ 6:45 p.m.**

Mr. Miller announced that due to technical difficulties, the meeting is not being broadcast, but is being recorded for playback.

**4) Review and Revision of Agenda**

Revisions to the agenda included the addition of Item 14, Committee Reports.

**5) School Board Members' Comments**

Mr. Guerrette commented on the January 5 Board meeting, during which Board work ethics were discussed with regard to large documents that require approval. He indicated that after having the extra time to review the document, he discovered many things that were overlooked. He submitted these revisions at the January 13 Board meeting. Mr. Guerrette stated that it is important that the Board take more time to contemplate large documents before giving approval.

Mrs. Couture suggested revising the policy regarding policy adoption to include large reports/documents, or drafting a new policy.

**6) Summary of Non-Public Actions - January 5, 2011**

*There were two non-public sessions held. There were no non-public actions in the first session. The minutes for the second non-public session were sealed.*

**7) Board Correspondence**

There was no correspondence.

**8) Community Input**

Ralph Boehm (State Representative), 6 Gibson Drive, commented on HB 39 relative to the adoption of the common core state standards in New Hampshire and relative to the substantive content of an adequate education. He clarified that subjects such as music, art, foreign/world languages, etc. will not be cut from the curriculum. Mr. Boehm explained that towns have been providing an adequate education before the original bill was passed in 2008-2009. He noted that towns will continue to provide an adequate education. Mr. Boehm commented that the state pays \$3,450 per pupil for adequate education; however, we know that it costs approximately \$10,000 per pupil. He explained that the difference is provided via property taxes. He noted that the money the state pays for adequate education is collected through property taxes.

Mr. Boehm indicated that the school approval standards state that schools must provide art, music, languages, etc.. He noted that these subjects will not be removed if the law is changed. The amended bill makes the law more clear on what the state is actually funding. Mr. Boehm emphasized that these subjects will still be offered to students. He indicated that the bill puts ownership where it belongs.

Mr. Guerrette agreed with Mr. Boehm.

**9) Principals' Reports**

Mr. Lecklider reported the following to the Board:

- Payton Musco won the 2011 Geography Bee;
- Two students, Darien Randolph and Amy Bosteels, auditioned for the middle level honors band and were accepted;
- NWEA tests were administered in January to all students;
- John Halligan will be presenting to LMS students at CHS tomorrow, as well as tomorrow evening for parents;
- The 3<sup>rd</sup> core value of PBIS will be rolling out this month ("Show Respect");
- Lynne Ellis met with all 8<sup>th</sup> graders prior to the CHS guidance counselor visit on January 20 – course selection forms are being sent to CHS;
- CHS student ambassadors will visit LMS and answer questions about high school from middle school students;
- Project Safeguard has been scheduled for May 19 at St. Anselm's College, which is a family-based prevention education program for 7<sup>th</sup> graders. Fundraising is being planned for the event.

Mrs. Couture asked Mr. Lecklider why LMS is planning fundraising for Project Safeguard. Mr. Lecklider indicated that Dr. Gregg was able to secure partial funding through grants, which will be combined with the balance from last year and the amount collected through fundraising.

Mr. Lecklider presented a proposal from Tami Geaghan regarding a Poetry and Creative Writing Club. He explained that Ms. Geaghan would like to run the afterschool club, which will be capped at 15 students. He provided a written proposal for the Board. There is no cost for the activity. The club will begin after students return from the February break.

***Mr. Guerrette made a motion to approve the Poetry & Creative Writing Club at LMS. Mrs. Prindle seconded. The motion carried 5-0-0.***

Mr. Manseau reported the following:

- The second session of adult education began at CHS;

- FBLA raised \$200 and made a donation to the Make a Wish Foundation;
- Leah Stagnone was selected as the winner for the Francis Wayland Parker Award for December;
- Online scheduling for the 2011-2012 school year will begin in February;
- Semester 1 has ended and report cards will be mailed out next week;
- Seniors have been accepted to several colleges such as Emmanuel College, University of Kentucky, Providence College, St. Michael's College, Wheelock College, and Worcester Polytechnic to name a few;
- The Scholastic Art Awards of NH include 5 CHS students who received Gold Keys for their individual work, 1 Gold Key for Portfolio, 4 Silver Keys for individual work, and 4 honorable mentions. Their work will be displayed at the Stockbridge Theater at Pinkerton Academy through February 5;
- Maddie Vinskus, Sara Belisle, Carol Wad, and Kyle Messier have been nominated to the 2011 NH Art Allstate;
- Daria Blackman was the Cougar Musician of the Month for January;
- Emilia Sturzo was Music Student of the Month for January;
- In sports, the Wrestling team is 7-2 in Division III and 11-5 overall;
- CHS track took the runner-up position at last Sunday's Class M & S track meet;
- Ice Hockey is doing well;
- Boys Basketball won against Prospect Mountain;
- Girls Basketball won over Conant and are ranked 3<sup>rd</sup> in the Division with a record of 7-1;
- NHIAA recognized 15 scholar athletes from CHS this year: 10 girls and 5 boys. These athletes will attend a formal recognition ceremony on March 14 in Concord;
- Evan Leith was awarded Scholar Athlete of the Year from the National Soccer Coaches Association of America;
- Shauna Trunca is signing a letter of agreement with the University of Southern Alabama on February 2 here at CHS;
- A grade 8 parent night will be held Tuesday, February 1 for LMS parents of students entering CHS next year;
- The School of Excellence presentation to CHS will be held Monday in Concord;
- Elections for Student Representatives to the Board will be held next week.

Mr. Manseau announced that the task force for co-curricular eligibility is being chaired by Rich Lascelles. The task force will be revamping the current policy with the intention of bringing a comprehensive recommendation to the Board.

Mr. York congratulated Mr. Manseau for being selected as Principal of the Year.

Mr. Schlichter reported the following:

- 1<sup>st</sup> grade and kindergarten registration was held – there are 95 1<sup>st</sup> grade registrations and 51 kindergarten registrations to date.
- Jesse Haarlander, GMS Physical Education teacher, brought a health and fitness component to the 3<sup>rd</sup> and 4<sup>th</sup> grade program called Move Across America. Students keep track of how much time they spend being active and Mr. Haarlander plots their progress on across a map of America.
- NWEA testing is close to completion.
- Staff will be participating in book studies using the following books: *Beyond Differentiated Instruction*, *Powers of our Words*, and *The Morning Meeting Book*.

Mr. Schlichter mentioned that he saw a news report stating New Hampshire is second in the nation in Science. He announced that his recreation basketball team has 7 wins and 0 losses.

Mr. York queried full day kindergarten progress. Mr. Schlichter indicated that he would like to establish a committee that includes a community member and a parent member. He commented that the program is a wonderful idea, but some details need to be resolved. Mr. York mentioned that Mr. Pascucci expressed interest in serving on such a committee. He requested to see an action plan or time table at the February 16 Board meeting.

Mr. York commented that the Board's integrity came under question after giving approval for the program. He indicated that he misread Mr. Schlichter's concern regarding the program details. Mr. York commented that a thorough review of the program should be completed before presenting it to the Board. He suggested that if Mr. Schlichter has any reservations about the program, as senior management, he should represent those reservations when the program is presented. Dr. Cutler summarized Mr. York's comments as a direction for all administrators to clearly express concerns regarding programs and Board directions.

Mr. Guerrette expressed a point of order. He commented that when he has made requests he has been told it must be the will of the Board before we task staff. Dr. Cutler stated that many requests from Mr. Guerrette have been honored, but his last request involved legal fees.

*Mr. York made a motion that an outline of the full day kindergarten review is presented to the Board in February with a full presentation to be made in the fall. Mrs. Couture seconded. The motion carried 5-0-0.*

#### **10) Curriculum Report**

Ms. Julie Heon, Director of Curriculum & Instruction, presented the January 2011 Curriculum report to the Board. She gave the following report:

##### Professional Development-

- Attended the monthly Professional Development Committee meeting;
- Met with Professional Development representatives from GMS regarding teacher professional development forms;
- Distributed individual records of professional development for staff requiring certification renewal by June 30, 2011;
- Plans are underway for the grant-funded August Technology Institute.

##### Curriculum-

- Technology Education and Family & Consumer Science curriculum documents have not been completed;
- Determine status of other curriculum groups with regard to the curriculum review cycle;
- Plan to attend bi-weekly meetings of the CHS Curriculum Facilitators beginning in January.

##### Instruction-

- Plan to participate with the Technology Committee regarding technology integration;
- Discussed Supplemental Educational Services under Title 1A with GMS & LMS principals.

##### Assessment-

- NECAP results will be released at the end of January;
- Mid-year NWEA testing is occurring at GMS & LMS;
- Discussions underway regarding assessment analysis and follow-up.

Mr. Guerrette queried about the method used to measure proficiency on the NECAP. He asked about the rigor of the questions on the test.

Ms. Heon responded that rigor is not about quantity. She explained that there are over 40 questions on each section of the test and you only get 15-20 released items. She noted that the only way to determine rigor is to compare the test with similar tests in other states. Ms. Heon mentioned that sample questions of tests from other states are used to practice in Litchfield schools. She indicated that when determining proficiency, an index with a formula that is several pages long is used by Measured Progress. The key is that the formula is applied equally to every child in the state. The index score is broken down, raw scores are identified, and assigned points determine if a school has made AYP. Ms. Heon went on to explain open ended questions are scored from 1 to 4 and all questions are scored. Ms. Heon offered to bring a student report to the next meeting and request the metrics from the NH DOE.

Mr. Guerrette commented on the upcoming Math presentation. Dr. Cutler indicated that Ms. Heon is working on the presentation.

Mr. Guerrette indicated that he will have questions regarding a performance comparison for all three schools. He commented that he will have questions regarding the math content. Ms. Heon indicated that she will spend time with math teachers regarding the curriculum and assessment in order to provide a comprehensive presentation.

**11) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of December 15, 2010

A minor revision was made to the minutes.

***Mr. Guerrette made a motion to approve the public minutes of December 15, 2010 as amended. Mr. York seconded. The motion carried 5-0-0.***

b) Public Minutes of January 5, 2011

***Mr. York made a motion to approve the public minutes of January 5, 2011 as written. Mrs. Prindle seconded. The motion carried 5-0-0.***

c) Public Minutes of January 13, 2011

***Mrs. Couture made a motion to approve the public minutes of January 13, 2011 as written. Mrs. Prindle seconded. The motion carried 4-0-1, with Mr. York abstaining.***

2) Business Administrator's Report – December 2010

Mr. Martin presented the December Business Administrator's report to the Board. He reported the Budget Committee approved a recommended 2011-2012 MS-27 operating budget of \$19,653,263. The Budget Committee supported the 1% COLA for non-union staff warrant article, which resulted in a final recommended FY12 budget of \$19,691,810.88. The 2010 Audit is completed and will be presented at the next business meeting of the Board.

Mr. Martin reported the latest report from the consultants on the water issues at CHS showed that there were no signs of a continuing water leak source under the CHS slab. Building drains appear to be working properly. At the track site the consultants found a hard layer of organic material 13-22 inches below the surface, which appears to be an old forest floor that burned. It is believed that this layer could be impeding the ability of the water to exit the surface. The District will be drilling a number of draining holes two feet in depth and filling them with porous material to enable the water to more easily pass through the hard surface layer. Mr. Martin mentioned the consultants have asked us to keep a diary of reports of the moisture on the floor so that he can determine if a relationship to rain or snow activity during that time exists. He indicated that it is believed that the floor was installed before the slab was properly dried. Mr. Martin noted that Ms. Ayer will get quotes for dehumidifiers for the affected areas.

Mr. Miller mentioned that the report reflects a difference in the thickness in areas of the slab. He queried if there is a correlation between the uneven thickness of the slab and the moisture. Mr. Martin indicated there is no relation between the two.

Mr. Miller queried about the multi-purpose room floor and the weight room floor. Mr. Martin indicated that the indoor/outdoor carpeting in the multi-purpose room seems to be working out well. However, a different material for the weight room is being researched.

Mr. Martin reported that the Smart Start program was completed and a revised contract was signed reflecting changes that were made during the installation of the new lighting fixtures. The final project cost is \$288,766.93, which is \$23,904.56 less than the original signed contract. The major cost reductions occurred because we did not replace the theatrical lighting in the CHS auditorium and we did not replace the 1930's building fixtures at GMS. Mr. Martin indicated that these costs were indicated in the original contract.

Mr. Martin reported that the District received a sub-recipient grant from LighTec under their Greenhouse Gas Reduction Grant from the State of NH. LighTec will be installing an energy management control system at LMS. The system will control the boilers, air handling units, hot water, and air conditioning.

3) FY12 Default Budget – Board Signatures

Board members signed the 2011-2012 Default Budget.

4) FY12 Warrant Articles – Board Signatures

Board members signed the 2011-2012 Warrant Articles.

Mr. Guerrette asked if the entire FY12 recommended budget will be posted online. Mr. Martin agreed that the document can be posted online after the March vote.

Mr. Martin distributed the FY12 Budget Report presentation to Board members to review.

5) Primex Property & Liability Insurance Multi-Year Discounts – Approval

Mr. Martin presented property and liability insurance multi-year discounts to the Board for approval. He explained that each year Primex offers is a 2-year 5% discount. Mr. Martin indicated that this year Primex is also offering a 5-year 7.5% discount.

Mr. York queried about rates from other vendors. Dr. Cutler suggested that the District can query the Local Government Center about their rate. Board members requested rates from another vendor. Mr. Martin will inquire rates and present the information to the Board.

6) CHS Groundwater Consultant's Report

Mr. Martin presented the final CHS groundwater report to the Board. He highlighted the consultant's findings in the business report.

7) Acceptance of Donation

Dr. Cutler presented a donation for the CHS FIRST Robotics Team to the Board.

***Mr. Guerrette made a motion to accept a donation from Mr. Steve McClellan, a custodian at CHS, in the amount of \$200 for the CHS FIRST Robotics Team. Mrs. Prindle seconded. The motion carried 5-0-0.***

8) Legal Opinion Regarding Past Warrant Articles

Dr. Cutler presented legal opinion on the 2003 petition warrant article that states:

*'As a community operating under Senate Bill 2, RSA 40:13, we support the Litchfield School Board creating separate warrant articles for new positions, increased hours of staff, new equipment, and architectural work. The Litchfield School Board will then be continuing the past practice to provide voters with greater choice on increases in school spending. This is a petition article.'*

And the 2004 warrant article that states:

*'Shall the Litchfield School District support the School Board in placing in the operating budget those positions, agreed to by the Budget Committee, that are needed to meet the minimum state and federal standards or to maintain services at current year levels? This is a non-binding, advisory warrant article.'*

Dr. Cutler indicated that legal counsel's response mainly focused on what the Board's legal rights are under the law. In response to the 2003 petition article, legal opinion indicates that the language of the article does not bind the Board in any event and the voters do not have the authority, through warrant article, to pass a blanket prohibition preventing the Board from the purpose stated in the article.

In response to the 2004 advisory article, legal opinion indicates that the article recognizes that it is not binding on the Board. The article merely expresses support for placing certain position in the budget, but neither prevents the Board from taking any action to create new programs, nor attempts to limit the authority of the Board to establish new programs without proposing a new program in a separate article.

Mr. Guerrette commented that the official record reflects no language in the 2003 article to suggest it is an advisory article. Dr. Cutler indicated that legal counsel took the information and gave a legal opinion under the law. She commented that it was requested that legal counsel attend this meeting; however, there are no warrant articles that

are affected by the 2003 and 2004 warrant articles. She indicated that legal counsel will attend Deliberative Session in the event Board members have any questions or concerns.

Mr. Guerrette stated just because something is legal, doesn't mean it is right. He commented that unless there is a compelling reason not to follow their wishes, it is a slap in the face to the voters. Mr. Guerrette indicated that he will not undermine what voters said via the ballot box and that he will never vote for anything that countermands what their decision. Mr. Guerrette asked members of the Board to weigh in with their comments.

Mr. Miller commented that he is not in support of blanket statements because it is impossible to anticipate what could happen. He indicated that including separate warrant articles for everything can make voters lose focus on what each one may be trying to accomplish and end up muddying the waters. Mr. Miller commented that he is not going to make a blanket statement because there will be occasions where the Board will have to include something in the budget with which voters may not agree. He added that voters are free to remove items from the budget at Deliberative Session.

Mrs. Couture commented that in 2004, the article was meant to clarify the article that passed in 2003. She indicated that article was meant to be a middle ground for working cooperatively with the Budget Committee.

Mr. York believes that the article was meant to make the Board and Budget Committee more responsible toward the budget. He commented that there is no flexibility for the Board if we say we will absolutely follow the article. He indicated that if the voters feel we have violated the article, as a Board we will have to bear the consequences. Mr. York mentioned that if he were aware of these articles he would have slowed the budget process down for clarification. Mr. York indicated that if there were a motion on the table, he would not support it because he would want the flexibility for discussion.

Mr. Guerrette commented that the article does not impede the Board from discussing an item, approving, or supporting an item. Mr. York indicated that a blanket vote is not fair to anyone and denies flexibility. Mr. Guerrette disagreed.

Mrs. Prindle commented that as new members they should have been made aware of the articles. She indicated her agreement with statements made by Mr. Miller and Mr. York. Mrs. Prindle commented that she is not comfortable with a blanket vote.

Further discussion followed.

9) Joint School/Town Deliberative Meeting Proposal

Mr. Miller presented Board members with a proposal from the Board of Selectmen to combine school and town deliberative sessions in the future.

Mrs. Couture commented that it is a good idea. Dr. Cutler indicated that many people like the idea of a one day town meeting.

Mr. Guerrette commented that he has heard from several citizens who are not in favor of a one day town meeting. He indicated that they would rather focus on school and town business separately.

Mr. Miller indicated that the letter from the Selectmen was asking if the Board will agree to poll the citizens. The Board agreed.

***Mrs. Prindle made a motion to support the Board of Selectmen's request to poll citizens that attend Deliberative Session regarding the joint town meeting. Mrs. Couture seconded. The motion carried 4-1-0, with Mr. Miller opposing.***

10) Manifest

The manifest was circulated and signed by the Board.

Mr. Guerrette questioned the purchase price of one 4GB flash drive and one 4GB memory card. Mr. Martin responded that the purchase was likely server memory. Mr. Martin assured Mr. Guerrette that he would investigate the purchases and provide clarification.

**12) Superintendent's Report**

a) Superintendent's Report – January 2011

Dr. Cutler presented her January report for the Board. Dr. Cutler encouraged Board members to attend the Bullying presentation at CHS tomorrow evening. She mentioned that she would be testifying for the Legislature tomorrow regarding HB172 relative to the use of rented vans for student transportation.

**13) Policies**

a) **Work Session:**

1) Community Use of Facilities (KG)

Dr. Cutler indicated that Board members previously requested the policy stay in work session. Questions regarding inconsistencies between the policy and the recently approved fee structure were provided for Board members. Board members discussed possible remedies and restructure of the groups affected by the fee schedule. Dr. Cutler suggested that until the Board has agreed on policy revisions, the present policy and fee schedule would be in force. She asked Board members if they would like to suspend the recently approved fee schedule.

*Mr. Guerrette made a motion to suspend the fee schedule until the policy has been determined. Mrs. Couture seconded. The motion carried 5-0-0.*

b) **1<sup>st</sup> Reading:**

1) Visitors to the School (KI)

*Mr. Miller made a motion to approve the Visitors to the School policy for a 1<sup>st</sup> Reading. Mrs. Prindle seconded. The motion carried 5-0-0.*

c) **2<sup>nd</sup> Reading:**

1) Public Participation at Board Meetings (BEDH)

*Mrs. Couture made a motion to approve the Public Participation at Board Meetings policy. Mr. York seconded.*

Mr. Guerrette commented that he disagrees with allowing anyone other than citizens to speak during community input.

*The motion carried 4-1-0, with Mr. Guerrette opposing.*

2) Student Attendance, Absenteeism, & Truancy (JH)

*Mrs. Prindle made a motion to approve the Student Attendance, Absenteeism, & Truancy policy. Mrs. Couture seconded. The motion carried 5-0-0.*

**14) Committee Reports**

1) NHSBA Delegates Assembly

Mr. Guerrette reported that he attended the January 15 NHSBA Delegates Assembly. He noted that there was a national speaker who spoke about political climate and about what the NHSBA was advocating. Mr. Guerrette indicated that good information was provided and that he enjoyed meeting people from different parts of the state. Mr. Guerrette commented that when it came to the resolutions session, it was very quick and there was very little discussion. He indicated that it was disappointing. Mr. Guerrette explained that the body was asked to vote on prior assembly minutes. He noted that a delegate that did not attend the prior year queried the vote on the minutes and was called out of order. Mr. Guerrette indicated that the body was asked to vote on Board nominations. Mr. Guerrette commented that he did not support the Board nominees because he did not have enough background information. He added that overall it was a good experience and helpful to see the method used to perform their business.

Mrs. Couture commented that the first part of the assembly was the informational section, which was open to all Board members. She noted there was a good turnout. She explained that the second half was the business session.



Mrs. Couture noted there was no community input or discussion; only representatives of individual Boards who were representing their communities. Mrs. Couture indicated that Mr. Guerrette told Board members on many occasions that he would be able to represent the Board's position without representing his own views, which did not happen. She reported that when the resolution that Litchfield submitted was presented, Mr. Guerrette spoke in opposition to the resolution.

Mrs. Couture addressed Mr. Guerrette's statement that a delegate was called out of order. She indicated that the delegate was able to discuss her concern later during the assembly. Mrs. Couture addressed Mr. Guerrette's statement regarding bio's on Board nominees and noted that bio's could be provided for delegates. It just had not been done in the past. She indicated that a committee vets the candidates that are nominated for a position on the Board. Mrs. Couture commented that it would have been more appropriate for Mr. Guerrette to abstain from the vote.

Mr. Guerrette commented that it is ethical to speak about things that you know about that can influence direction. He noted that he represented the Board's position on the resolutions. Mr. Guerrette indicated that the Board did not give any direction regarding voting for nominees of the NHSBA Board and that it was his decision to oppose. He stated that he could not support Mrs. Couture as incoming president of the NHSBA.

Mrs. Prindle disagreed, indicating that it was not his vote and that he should have been representing the Board.

Mrs. Couture contended that Mr. Guerrette did not represent the Board's position at the Delegates Assembly. She stated that he presented the opposing view, but not the position of the Board. Mr. Guerrette disagreed. A lengthy discussion followed.

Mr. Miller asked Mr. York if there was any Budget Committee information to report. Mr. York reminded the public that the School District Deliberative Session is February 5, 2011 and the Town Deliberative Session is February 12, 2011.

**15) Community Input**

There was no community input.

**16) Non-Public Session: RSA 91-A: 3II (a-c)**

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

*Mrs. Couture made a motion to enter into non-public session at 10:06 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**17) Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 10:31 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**18) Adjourn**

*Mrs. Prindle made a motion to adjourn at 10:32 p.m. Mr. Guerrette seconded. The motion carried 5-0-0.*

**19) Upcoming Meetings**

*>>Litchfield School Board: February 9, 16, 2010 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*ur 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**

**February 9, 2011**

**(approved as written 2-16-11)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order – Pledge of Allegiance **6:30 p.m.****

Mr. Miller called the meeting to order at 6:32 p.m.

**2) Review and Revision of Agenda**

Revisions to the agenda: the addition of Request for the Use of Impact Fees under Business Affairs, the addition of HLN Insert, under Business Affairs, and the addition of nominations under Non-Public Session.

**3) School Board Members' Comments**

Mr. Guerrette congratulated Mr. Miller on his presentation at Deliberative Session. He expressed concern with some actions that occurred during the meeting. Mr. Guerrette commented that he was concerned that:

- folks felt more comfortable with a secret ballot vote than with being able to be identified with a standing vote for fear of reprisal;
- the behavior of some of those in attendance was not appropriate;
- the Board does not have to follow the purpose of the motion stated by the voter;
- the lack of warrant articles gives voters less choice.

Mr. Guerrette noted that he believes that people who wanted less warrant articles are now more understanding of why they are important tools.

Mr. Miller commented that there was a similar occurrence two years ago with the kindergarten issue. He indicated that although some folks acknowledge there is no guarantee the Board will follow the purpose of a motion to add or remove a specific item from the budget at Deliberative, they will often make the motion to make their point.

Dr. Cutler indicated that this year is unique because the legislature and the Governor have said education funding will be restored. She commented that it becomes interesting with the “no means no” law. Legal opinion will be necessary with competing laws. Dr. Cutler pointed out that if funding is restored, the Board will hold a special meeting.

Mr. York shared a newspaper article reporting that Goffstown is imposing fees for recreational use of town fields/facilities.

Mr. Guerrette commented on NECAP scores that were recently released. He indicated that he was looking forward to the information that Mrs. Heon will be bringing at the next meeting.

**4) Summary of Non-Public Actions - January 26, 2011**

*There were two non-public sessions held. There were no non-public actions in the first session. The minutes for the second non-public session were sealed.*

**5) Board Correspondence**

Mr. Miller indicated that there was a letter from Mr. Martin regarding the manifest questions from the January 26 meeting. Mr. Miller read Mr. Martin's letter, which provided answers to Mr. Guerrette's questions that made reference to an expensive flash drive, hard drive, and memory card. For example, Mr. Martin's letter indicated that the flash drive was, in fact, CPU memory for one of the district's servers.

*Mr. Martin's letter will be attached to the minutes.*

Mr. Guerrette commented that he will pull the invoices in question from the manifest when he has a question. He believes that he did not make misstatements, but instead was making inquiries. Mr. Guerrette indicated that he will continue to question items the district purchases.

Mr. York commented that Mr. Guerrette has the right to question purchases; however, at that time, was making strong emotional accusations. He indicated that he believes the staff does a good job at controlling costs and felt that Mr. Guerrette was incorrect in his assessment.

Dr. Cutler suggested that Board members can come into the SAU office prior to the Board meeting to review the manifest.

**6) Community Forum**

There were no community speakers.

**7) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of January 26, 2011

Minor revisions were made to the minutes.

***Mrs. Couture made a motion to approve the January 26, 2011 minutes as amended. Mrs. Prindle seconded. The motion carried 5-0-0.***

Mr. Guerrette queried the increase in what is budgeted for Primex. Mr. Martin indicated that is the budgetary number that Primex quoted over what we are currently paying.

Mr. Guerrette asked why the quote does not match the contract. Mr. Martin indicated that the districts asks in September for a budgetary cost for the following July and they provide a budgetary number. We do not receive quotes that are good for 10 months. He noted that difference between the multi-year contracts (5% discount and 7.5% discount) from Primex is that the 5% discount is for a 3-year renewal and the 7.5% is for a 5-year renewal. Mr. Martin indicated that we currently receive a 5% discount.

b) Deliberative Minutes February 5, 2011 (FYI)

The February 5, 2011 Deliberative minutes were distributed and reviewed by the Board.

2) Business Administrator's Report – January 2011

Mr. Martin presented the January 2011 financial report to the Board. He reported the successful rollout of the eFinance attendance module. He noted that there will be a change in how the substitute salaries are reported.

Mr. Miller queried about the Food Service Point of Sale equipment failure noted in the report. Mr. Martin indicated that one of the terminals failed. We are in the process of replacing it, but have been advised that the terminals are being phased out and replaced with touch screen monitors. Mr. Martin mentioned that the district can buy their own equipment and not that of the vendor.

Mr. Guerrette commented that there is an increase in participation in the hot lunch program. Mr. Martin indicated that participation at GMS increased from 50% to 60%. Participation at LMS and CHS was lower. He mentioned that if students purchase a la carte items, it is not counted toward participation.

Mr. Miller asked if the system calculates all transactions and if the transactions can be broken down into categories (hot lunch, a la carte items, etc.). Dr. Cutler indicated that Mrs. Lawrence can provide the information.

Mr. York indicated that the Budget Committee will not be meeting until after elections. He suggested that the monthly financial report be posted online within 24 hours of Board notification. He requested that the full detail be included online.

3) 2010 Audit

Mr. Martin presented the 2010 Audit to the Board. Mr. Martin noted that there were no material findings in the audit. He explained that GASB-54 will be implemented next year and will change the way the fund balance is reported in the management summary. Mr. Martin pointed out that there were two findings in the single (federal) audit, but were not material findings. The 2010 audit can be found on the district website.

4) Request for the Use of Impact Fees

Mr. Martin requested that the Board request from the Selectmen the use of high school impact fees to reduce the CHS bond. Jason Hoch, Town Administrator, sent an email that the Board previously rescinded their vote to request impact fees for CHS bond. The balance of the high school impact fees is \$362,936. Mr. Martin suggested the Board request \$343,213 in high school impact fees to reduce the bond payment.

***Mr. Guerrette made a motion to request from the Board of Selectmen approval for the use of high school impact fees in the amount of \$343,213 to reduce the CHS bond payment. Mrs. Prindle seconded. The motion carried 5-0-0.***

5) HLN Insert

Dr. Cutler queried if the Board would like to include a ballot insert in the HLN as has been done each year.

Mr. Guerrette expressed concern over the wording of the explanation on Article 2 regarding non-union employees at the top of their schedule or range. Dr. Cutler indicated that the warrant explanations will be reviewed by legal counsel.

*Board consensus: put insert in the HLN.*

6) 2011-2012 School Year Calendar – Draft

Dr. Cutler presented a draft 2011-2012 school year calendar to the Board. She pointed out that the LEA suggested lining up Election Day (Mar 13) with a teacher workshop day. Students would not be in the building, thus improving safety and security. It would also alleviate the problem of voter parking.

Mrs. Couture mentioned that this was done one year and the result was that hardly anyone came to vote. Board members briefly discussed the calendar.

***Mr. Guerrette made a motion to approve the 2011-2012 school year calendar as presented. Mrs. Prindle seconded. The motion carried 5-0-0.***

7) 2011-2012 School Board Calendar – Draft

Dr. Cutler presented a draft 2011-2012 school board calendar to the Board. Board members suggested many revisions to the calendar. The revised calendar will be revisited by the Board on February 16.

8) FIRST Fundraising Update

Dr. Cutler shared a FIRST fundraising update with the Board. She mentioned that the FIRST competition is on March 5<sup>th</sup> and is no charge to attend.

9) Project Safeguard Update

Dr. Cutler announced that Special Education ARRA funds have been secured for Project Safeguard. She indicated that the funds raised from the Pancake Breakfast will be deposited into the Student Activities account for next year. Dr. Cutler indicated that the Pancake Breakfast will be held at LMS on February 12 from 8 – 11 am.

10) **Manifest**

The manifest was circulated and signed by the Board.

Mr. Guerrette mentioned that a law has been passed indicating that private insurance now must cover certain costs for students with autistic spectrum disorder. Mr. Martin commented that there is a competing law that indicates that a school district cannot force a parent's private insurance company to pay for special education costs because education must be provided by the district. Mr. Miller commented that it becomes a legal question. Mr. Guerrette commented that it becomes a legislative issue.

8) **Policies**

a) **2<sup>nd</sup> Reading: this one done first – change order**

1) **Visitors to the School (KI)**

*Mrs. Couture made a motion to approve the Visitors to the School policy. Mr. York seconded. The motion carried 5-0-0.*

Board member expressed concerns with the current practice of collecting visitors' car keys upon arriving at CHS. Mr. Martin commented that the main office staff began collecting keys to ensure that visitor badges were returned. Dr. Cutler indicated that the schools can use stick on visitor badges and the practice of collecting keys will end. Board members agreed that visitors' keys are no longer collected when visiting the school.

b) **Work Session:**

1) **Community Use of Facilities (KG)**

Board members reviewed revisions to the policy. Dr. Cutler indicated that the discussion needs to focus on categories A & B and which groups belong in each category.

Mr. York suggested charging the full three hour utility fees on weekends and holidays (when school is not in session) and charging a portion of that fee for weeknights when custodians are already in the building.

Mrs. Couture commented that custodians are tasked with taking care of the entire building, which includes events that occur when they are in the building. She indicated that we have already placed a heavy load on community organizations. Dr. Cutler supported Mrs. Couture's statement.

Mr. Guerrette mentioned that in a previous place of employment, groups were charged for everything they used (facilities, equipment, etc.). Mrs. Couture disagreed. Mr. York indicated that this is practical business. Dr. Cutler commented that school districts do not work that way. She stated that it is better to charge a flat fee during school hours. Mrs. Prindle agreed.

Mr. Miller offered to revise the original fees spreadsheet that he provided and send it to Board members. He suggested that Board members use the spreadsheet as a work product for suggestions to the fee structure.

The policy and fee schedule will be revisited at the February 16 Board meeting.

9) **Community Forum**

There were no community speakers.

10) **Non-Public Session: RSA 91-A: 3II (b-c)**

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

*Mr. Guerrette made a motion to enter into non-public session at 8:40 p.m. under RSA 91-A:3II (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*

Date: February 9, 2011  
Campbell High School

Litchfield Board of Education  
Public Session – 6:30 p.m.  
Non-Public immediately following

*meeting. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

11) **Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 8:50 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

12) **Adjourn**

*Mr. Guerrette made a motion to adjourn at 8:51 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

13) **Upcoming Meetings**

*>>Litchfield School Board: February 16, 2010 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Cynthia Couture, Vice Chair

Jason Guerrette

Mary Prindle

John York

February 9, 2011

Attachment to the February 9, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the February 9, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

## Michele E. Flynn

---

**From:** Stephen Martin  
**Sent:** Friday, January 28, 2011 12:05 PM  
**To:** jguerrette  
**Cc:** Elaine Cutler; Dennis Miller; ccouture; Mary Prindle  
John York; Michele E. Flynn  
**Subject:** Manifest Answers  
**Attachments:** Purchase Backup for Jason - Jan 27 2011.pdf

Hello Jason,

Here are the explanations to the four questionable charges you had about Wednesday night's manifest.

1. The \$261 4 GB flash drive. I have attached a copy of the PC Mall Gov invoice. My initial response to you was that it was likely server memory and not a 4 GB flash drive. You were certain that in fact we paid \$261 for one 4 GB flash drive. I call your attention to the column labeled 'manufacturer'. You will note that it reads 'HP CPU'. This clearly identifies the part as a system component and not a flash drive. I also call your attention to the column labeled 'product description'. You will note that it is a 4 GB DRAM. DRAM stands for Dynamic Random Access Memory. In fact, as I advised you at the meeting, this purchase was not a 4 GB flash drive. It was system memory for one of our servers. This memory was a necessity.
2. The 24" LCD monitor. This was a replacement monitor for the payroll coordinator as her previous one broke and could not be repaired. If when you ask me a question in public you could provide the charge account it will help me to try to answer the questions at the meeting. The 24" monitor is needed to do the job.
3. The \$246 500 GB hard drive. You were not clear as to why you were questioning this so I assume you thought this might have been for a user's PC. This purchase was a hard drive needed for our Exchange server. This was a necessary purchase.
4. The \$120 4 GB memory card. I have attached a copy of this invoice as well. As you can see on page 2 of the invoice, the 4 GB memory card cost \$7.12 and not the \$120 you stated in public. The invoice cost of \$120 was for a SPED camera. These items were necessary for the SPED program.

I am concerned that such misstatements about the district's purchasing practices in public reflect poorly on the staff and unnecessarily suggests that we are not cognizant of our fiduciary responsibility. This district has dedicated employees that do everything they can to do their jobs with as little resources as possible. All of these purchases were necessary. As I stated several times at the meeting, we would never pay \$261 for a 4 GB flash drive or \$120 for a 4 GB memory card. I trust these explanations correct the misstatements made at the public meeting.

I would appreciate that these corrections be read in public at the next board meeting so that the public will know we are being fiscally responsible.

Thank you.

Steve

---



Stephen F. Martin RSBA  
Business Administrator  
SAU 27 - Litchfield School District  
1 Highlander Court  
Litchfield, NH 03052  
Tel: 603.578.3574

Fax: 603.578.1267

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7421 Gateway Court  
Manassas, VA 20109-7313

Duns #: 12-936-5420  
Tax ID #: 33-0964088

Popular PC Mall Gov contracts:

DIR-SDD-1023 | TIPS 1072309 | GSA GS-35F-5946H

Quotes are valid 15 days from quote date. Prices are subject to change without notice.

Sales Rep: Tom Simon

Phone: 1-800-625-5468 x 5330

Fax: 1-310-630-3167

E-mail: [tsimon@pcmallgov.com](mailto:tsimon@pcmallgov.com)

Kyle Hancock

Litchfield School District

1 Highlander Court

LITCHFIELD, NH 03052

603-578-3576 x

Contact: Kyle

Ref.:

Quote: # S6270703

Date: 12/7/2010

Line	Qty	Manufacturer	PC Mall Gov Part No	Manufacturer Part No	Product Description	Contract Number	Product Unit Price	Product Extended Price
1	2	HP CPU	7780527	500660-B21	4GB 1X4GB PC3-8500 REG CAS 9 DRAM		\$ 261.00	\$ 522.00
		20111379		56270703		BMO / ac		
		1464		522-				
		522-		10002840 00				
		430						
Courier: UPS GROUND Payment by Check PC Mall Gov., Inc. File 55327 Los Angeles, CA 90074-5327							Sub-total	\$ 522.00
							Tax	\$ -
							Shipping F.O.B.	\$ -
								\$ 522.00

522- PC Mail

Nancy Caissie

Req R11472 - Amazon  
12-9-10

From: auto-confirm@amazon.com  
Sent: Thursday, December 09, 2010 9:14 AM  
To: Nancy Caissie  
Subject: Your Order with Amazon.com

119.05



Thanks for your order, Nancy Caissie!

**Want to manage your order online?**

If you need to check the status of your order or make changes, please visit our home page at Amazon.com and click on Your Account at the top of any page.

**Purchasing Information:**

**E-mail Address:** [ncaissie@litchfieldsd.org](mailto:ncaissie@litchfieldsd.org)

**Billing Address:**  
Nancy Caissie  
Litchfield School District  
1 Highlander Court  
Litchfield, NH 03052  
United States

**Shipping Address:**  
Samantha DePloey  
GRIFFIN MEMORIAL SCHOOL  
229 CHARLES BANCROFT HWY  
LITCHFIELD, NH 03052-2399  
United States

**Order Grand Total: \$119.05**

2611401

Get the **Amazon.com Rewards Visa Card** and earn **3% rewards** on your Amazon.com orders.

**Order Summary:**

Your purchase has been divided into 3 orders.

**Order #1 : (order will arrive in 1 shipment)**

<b>Order #:</b>	<u>105-4667863-9442643</u>	105-4667863	104.58
<b>Shipping Method:</b>	Standard Shipping		
<b>Shipping Preference:</b>	Group my items into as few shipments as possible		
Subtotal of Items:	\$99.00		8.61
Shipping & Handling:	\$5.58	105-3409658	
	-----		
<b>Total for this Order:</b>	<b>\$104.58</b>	105-7457109	5.86

**Delivery estimate:** December 14, 2010

**1 "Canon PowerShot A3100IS 12.1 MP Digital Camera with 4x Optical Image Stabilized Zoom and 2.7-Inch LCD (Blue)"**  
Electronics; \$99.00

101120100734

Sold by: [Amazon.com](http://Amazon.com), LLC

**Order #2 : eTECH**

**Order #:** 105-3409658-7517025  
**Shipping Method:** Standard

119.05

BMO 1/26

**Shipping Preference:** Group my items into as few shipments as possible

Subtotal of Items: \$7.12

Shipping & Handling: \$1.49

-----  
**Total for this Order: \$8.61**

**Delivery estimate:** December 15, 2010 - December 20, 2010

**Shipping estimate for these items:** December 10, 2010 - December 13, 2010

**1 "SanDisk 4GB SDHC card"**

Electronics; \$7.12

Sold-by: eTECH

**Order #3 : HDE**

**Order #:** 105-7457109-2997826

**Shipping Method:** Standard

**Shipping Preference:** Group my items into as few shipments as possible

Subtotal of Items: \$2.87

Shipping & Handling: \$2.99

-----  
**Total for this Order: \$5.86**

**Delivery estimate:** December 15, 2010 - December 20, 2010

**Shipping estimate for these items:** December 10, 2010 - December 13, 2010

**1 "Universal Camera Case for Canon Powershot"**

Electronics; \$2.87

Sold by: HDE

**Need to print an invoice?**

Visit [www.amazon.com/your-account](http://www.amazon.com/your-account) and click to view your orders. Click "View order" next to the appropriate order. You'll find a button to print an invoice on the next page

**Where can I get help with reviewing or changing my orders?**

To learn more about managing your orders on Amazon.com, please visit our Help pages at [amazon.com/help/orders/](http://amazon.com/help/orders/).

Please note: This e-mail message was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

If you ever need to return an order, visit our Online Returns Center: [www.amazon.com/returns](http://www.amazon.com/returns)

Thanks again for shopping with us.

*ur 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**

**February 16, 2011**

**(approved as amended 3-16-11)**

Present: Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Jason Guerrette, Board Member  
Mrs. Mary Prindle, Board Member  
Mr. John York, Board Member  
Dr. Elaine Cutler, Superintendent (*excused*)  
Mr. Steve Martin, Business Administrator  
Mrs. Julie Heon, Director of Curriculum & Instruction  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Robert Manseau, Principal, CHS  
Ms. Nicole Cordingly, Student Representative  
Mr. Cam Branco, Student Representative  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order – Pledge of Allegiance **6:30 p.m.****

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

**2) Review and Revision of Agenda**

Revisions to the agenda included the additions of Food Service Breakfast Program as an FYI to the Board, School Lunch expenditures/revenues data as an FYI to the Board, and the Litchfield Wrestling Program under Business Affairs.

**3) Presentations to the Board**

1) Key Club Coffee House Fundraiser Proposal

Key Club advisors presented a fundraising proposal to the Board for approval. The event will allow students from CHS to showcase their talents for the Litchfield community and refreshments will be provided by the Key Club. All proceeds from the Coffee House fundraiser will go to benefit the Animal Rescue League of Bedford.

***Mrs. Prindle made a motion to approve the Key Club Coffee House fundraiser. Mrs. Couture seconded. The motion carried 5-0-0.***

2) Key Club Conference Proposal

Key Club advisors presented a trip proposal to the Board. Members of the Key Club and its advisors will travel to the Annual Training Conference in Springfield, MA. The purpose of the conference is to provide training for Key Club members who wish to fulfill roles as officers. The conference allows students opportunities to network with other New England Key Club groups. The trip is scheduled for April 1-3 and the full cost will be funded by the Hudson Kiwanis. A licensed nurse/EMT will be present for the conference.

***Mr. York made a motion to approve the Key Club Conference trip. Mrs. Prindle seconded. The motion carried 5-0-0.***

3) CHS Friends of Music – Acoustic Shell Donation

Mrs. Maureen Connor, President of the CHS Friends of Music presented a donation of the remaining acoustic shells to the high school. The total value of the gift is \$8,105. Mrs. Connor expressed appreciation to the School Board, SAU and CHS Music Department on behalf of the Friends of Music.

*Mrs. Couture made a motion to accept the donation of acoustic shells from the CHS Friends of Music with a value of \$8,105 with much appreciation. Mr. York seconded. The motion carried 5-0-0.*

**4) School Board Members' Comments**

Mrs. Couture announced that her personal email account was hacked and her contacts may have received an erroneous email. She expressed her appreciation for all those who were concerned for her welfare.

Mr. Guerrette read a prepared statement. He stated that recently he had spoken to a parent who has met with the Board on several occasions over the past few months and expressed concerns about events and cultural issues at CHS. Mr. Guerrette indicated that the outcome of these concerns was discussed in non-public session. He announced that the parent stated to him that Mrs. Couture, in the past, had a personal grievance toward the parent which resulted in Mrs. Couture filing a lawsuit. Mr. Guerrette believes that since the Board has met with the parent and may be meeting with the parent again, and that the outcome may require Board action, that Mrs. Couture should have disclosed this information to the Board. Mr. Guerrette commented that he spoke to Mrs. Couture who denied there was ever a lawsuit. He indicated that he contacted Mr. Miller regarding the issue and Mr. Miller informed him that according to policy, the matter should be resolved between he and Mrs. Couture. Mr. Guerrette indicated that although he had several communications with Mrs. Couture, he believes the matter has not been resolved.

Mrs. Couture responded that because Mr. Guerrette referenced a non-public issue, she is limited to what she can say in about the other party in response. Mrs. Couture noted that, in an email to Mr. Guerrette, she stated there was no lawsuit and that she has information that can settle the matter. She stated for the record that Mr. Guerrette was told that the information is false and it is indeed false.

*A transcription of the above referenced statement is attached to the minutes.*

**5) Summary of Non-Public Actions - February 9, 2011**

Mr. Miller read a summary of non-public actions from the February 9, 2011 non-public session.

*Mrs. Couture made a motion to accept the nomination of Jennifer Malcolm as Temporary Special Education teacher at LMS for a prorated salary of \$16,055.29 for the 2010-2011 school year. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Couture made a motion to accept the nomination of Pamela Courtemanche as part time Health teacher at CHS for a prorated salary of \$16,328.06 for the 2010-2011 school year. Mr. York seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to approve the January 26, 2011 non-public minutes as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

**6) Board Correspondence**

There was no correspondence.

**7) Community Forum**

Mike Hayward and Jason Allen from Friends of Litchfield Wrestling queried about the impact the fee schedule could have on admission fees for Litchfield Wrestling at CHS. The program is self-funded and relies on the admission fees for most of its funding.

Mr. Miller indicated that Dr. Cutler sent an email asking the Board for consideration to exempt Litchfield Wrestling from the fee structure. He noted that the Board will discuss the issue during Policy Work Session.

**8) Student Representatives' Comments**

Mr. Miller welcomed the Student Representatives Cam Branco and Nicole Cordingly to the Board meeting.

Mr. Branco mentioned that this is his second year as Student Representative to the Board. He reported that CHS held an 8<sup>th</sup> Grade Parent Night, which was successful. High school students showcased their work during the event. He also noted that NECAP scores were released recently.

Ms. Cordingly reported that the Girls Basketball team finished with a record of 19 wins and 2 losses and moved to the Division III Tournament. The Cheering team competed against Bishop Guertin.

Mr. Branco reported that the Student Council is planning to hold Oscars Night and a Senior fashion show. Recently, the Student Council sold carnations for the LEA Senior Scholarship. The Student Council attended a Region IV NHA Association of Student Councils meeting in Concord, during which councils considered several state fundraisers, honor council, and other relevant topics.

Mr. Guerrette mentioned that he recently discussed the culture of CHS with some upper classmen. He indicated that he was surprised that the feedback was not more positive. He suggested that the Student Council try to capture the view of the culture at CHS from the students' point of view. Of particular interest to Mr. Guerrette is information regarding how the students view the School Board and the administration.

Mr. Branco commented that the Council will work on compiling the information. Mr. Manseau commented that attempts to hold student forums have not been successful.

Mrs. Prindle commented that CHS often holds parent forums and that when issues arise students bring those issues to the administration. Mrs. Prindle believes that parents who have students at the high school level are more equipped to sense the culture of the school.

Mr. Guerrette repeated his interest in the information regarding the culture of the school and the students. Mr. Manseau suggested that Mr. Guerrette read an evaluation of the high school that was prepared by NEASC. Mr. Manseau indicated that high school students are not afraid to bring issues to the administration.

Mrs. Couture commented that it may be helpful for students to follow a policy outlining the proper chain of command. She indicated that students should be encouraged to speak to the people who can help them. Mrs. Couture expressed concern with bringing that type of information from students to the Board level. Mr. Guerrette disagreed.

#### 9) Principals' Reports

Mr. Schlichter provided an outline for a full day kindergarten program study that was previously requested by the Board. He explained that:

- The study committee will consist of the building principal, 2 kindergarten teachers, 2 community members, and the director of curriculum.
- The timeline consists of two meetings per month from March to June, with an official recommendation to the Superintendent by June 30.
- The study will focus on four areas: facilities, curriculum, financial, administration.
- The committee will be a working committee with assignments for each member.

Mr. Schlichter indicated that the full day option would be on a tuition basis.

Mr. Guerrette was concerned that there were only six people on the committee. Mrs. Couture suggested that the committee include elementary parents. Mr. Schlichter acknowledged that he would include two elementary parents on the committee. He mentioned a similar study was completed in Marshfield, MA and will yield much information.

Board members suggested that the need for committee members be publicized. Mr. Miller suggested that Dr. Cutler can include it in her monthly newspaper article. Mr. Schlichter indicated that an Alert Now email would reach many people as well.

Mr. Schlichter reported that GMS NECAP Reading scores for grade 4 were second in the state.

Mr. Manseau presented his report to the Board. He announced a partnership through the University of New Hampshire-Manchester called Scholar Schools at UNH. Through this program, UNH Manchester will award a \$500 per semester grant to verified graduates of the NH Scholars program who are accepted and enroll full time at UNH Manchester in a BS or BA program. Targeted schools include Alvirne, Bow, CHS, Londonderry, Manchester, Merrimack, Nashua, Pelham, Pinkerton, Wilton, and Windham.

Mr. Manseau reported:

- Semester 1 grades have closed, reports cards have been mailed, and semester 2 has begun.
- Online scheduling for 2011-2012 is underway. Course requests from the 8<sup>th</sup> grade class are being received.
- Lisa Petry, Director of Guidance, has been nominated for the NHDSA High School Counselor of the Year.
- CHS will be hosting a College Overview for juniors on March 1.
- 103 seniors have applied to colleges to date.
- Senior John Elliot has been named CHS Student of the Month.
- Culinary students Brian Moreau, Lauren Garand and Dominique Fiorentino sold their baked products outside the café on Valentines Day.
- Lee Nordyke was selected as Cougar Musician of the Month.
- Kayla Littlefield was selected as Music Student of the Month.
- Grade 8 Parents Night was a success.
- Several junior athletes were selected to attend the NHIAA/NHADA Leadership Conference in March.
- Friday night was Senior Recognition Night for the Varsity Girls Basketball players, during which 5 players were recognized.
- The Varsity Girls Basketball team will enter the Division III tournament.
- The Varsity Wrestling team recognized 7 seniors in their last home meet of the season. They will travel to Pelham on February 19 for the 2011 Division III State Wrestling Tournament.
- Senior swimmer Haley Bowen competed in the Division II State Swimming & Diving Championships held at UNH and finished 10<sup>th</sup> place in the Girls' 100m Butterfly and was runner-up in the Girls' 100m Breaststroke.
- The PAC Varsity Hockey team lost to Kennett on Saturday. Tonight 3 seniors will be recognized during Senior Recognition Night.
- Senior Girls' Soccer player Shawna Trunca was recognized at the Union Leader's Celebration of Sports Champions banquet on February 13 as September Athlete of the Month.
- Coach Bob Gannon was recognized as Soccer Coach of the Year.
- The Varsity Track team participated in the Indoor Division II State Championship at Dartmouth on Sunday.
- CHS has been selected by the EDies School of Excellence Committee for a site visit on March 24.

Mr. Lecklider presented his report to the Board. He reported:

- Connor Cote, an 8<sup>th</sup> grader, will be attending the National Young Leaders Conference in Washington DC in June.
- LMS Spirit Team placed second at the Tri-County Competition.
- Members of the LMS Band and Chorus performed at the Solo/Ensemble Festival this past weekend at UNH.
- The PTO made a donation to support the Beaver Brook programming for grade 5.
- Netscout Systems Inc. donated 22 laptops to LMS.

***Mr. Guerrette made a motion to accept the donation of 22 laptops and docking stations for LMS from Network Systems Inc. with much appreciation. Mrs. Prindle seconded. The motion carried 5-0-0.***

Mr. Lecklider reported:

- John Halligan will give a bullying presentation to LMS students on February 18 at CHS. The presentation was postponed from late January due to inclement weather.
- Fundraising for Project Safeguard netted LMS over \$550 this past weekend as a result of the Pancake Breakfast.
- 75 selected 8<sup>th</sup> graders will take the NAEP (National Assessment of Educational Progress) test tomorrow.

Mrs. Prindle expressed gratitude to the Ski Program volunteers; two of whom attended the meeting this evening.



**10) Curriculum Report**

1) February Curriculum Report

Mrs. Heon presented the February Curriculum report to the Board. She reported:

- Aspects of professional development recordkeeping has been clarified for access to professional development for building representatives and staff.
- FACS teachers are writing the curriculum revision.
- Attended the CHS Curriculum Facilitators meeting and discussed test scores, curriculum documents.
- Received information regarding GMS and LMS students who can benefit from Supplemental Educational Services under Title 1A.
- Each building is organizing ways to analyze and share NECAP data.

Mrs. Heon emphasized the importance of paraprofessionals and the paraprofessionals who work with Title 1 students.

2) NECAP Results

Mrs. Heon presented the NECAP report to the Board. She indicated that the results are organized by teaching year. She noted that there is variation in the rigor of each test. Schools will be looking at areas where students did not perform as well. Mrs. Heon noted that compared to the state averages, Litchfield is either at or above the state average. She explained that there are schools that are above the state average and some below. Some private schools choose to participate and that is one of the things that keep our SAT and PSAT scores high in NH.

NECAP Reading Results:

- Grade 3: 90% proficient – 3% increase
- Grade 4: 89% proficient – 4% increase
- Grade 5: 91% proficient – 5% increase
- Grade 6: 87% proficient – 6% increase
- Grade 7: 73% proficient – 17% decrease
- Grade 8: 91% proficient – 9% increase
- Grade 11: 77% proficient – 14% increase

NECAP Math Results:

- Grade 3: 83% proficient – 5% increase
- Grade 4: 85% proficient – 7% increase
- Grade 5: 78% proficient – 4% increase
- Grade 6: 79% proficient – 4% increase
- Grade 7: 66% proficient – 7% decrease
- Grade 8: 72% proficient – 6% increase
- Grade 11: 41% proficient – 11% increase

NECAP Writing Results:

- Grade 5: 67% proficient
- Grade 8: 73% proficient
- Grade 11: 39% proficient – 5% increase

Mr. Guerrette queried what other public schools at the higher end are doing to perform as well on these tests. Mrs. Heon indicated that would be something the schools would put in their action plans. Mr. Schlichter noted that basically you have to know what is being tested, have the curriculum aligned with the standards, and have good teachers. Mr. Lecklider commented that you have to make sure that the test is a reliable assessment of what you are teaching.

Mrs. Heon indicated that the Writing test has been administered to grade 11 in the past; however, this is the first year it was administered to grades 5 and 8. She commented that more consistent data is needed for comparison.

Mr. Guerrette was concerned that the scoring of the tests does not seem equitable with the results. Mr. Schlichter commented that each test has a “cut point”. He indicated that goals are set for students who do not perform to that level.

Mr. Guerrette commented that some questions could be more weighted than others and one or two questions can make the difference. Mrs. Heon noted that is the reason for accumulation of points. Mr. Lecklider commented that essentially we could make AYP with the special education students because they make growth.

Mr. York was concerned that students are tested through grade 8 and not again until grade 11. He commented that between grade 8 and 11 there is a downturn in subjects like Math and the cause should be identified and addressed. Mrs. Heon explained the process used to evaluate the issue. She noted that we study the released items and the curriculum to determine whether the curriculum was adequate. Instructional tools that were used are identified and teachers are encouraged to look at the common wrong answers, and the question(s) is re-analyzed. Mrs. Heon indicated that once the issue is determined it can be addressed.

Mr. York queried if the rationale of the test is to set the bar so high it cannot be reached. Mrs. Heon indicated that in a subject like Math, there is a high number of questions that pertain to Algebra II and Trigonometry and may be beyond the students’ scope. She commented that if they see these questions first, they get discouraged. Mrs. Heon noted that the test includes more difficult questions than those that are not quite as difficult.

Mr. Guerrette commented that we are teaching to the lower standards. Mrs. Couture pointed out that according to the NAEP (National Assessment), NH 12<sup>th</sup> graders are second in the nation.

Mrs. Heon indicated that the tests are well aligned to our frameworks. The test is medium rigor as are the frameworks.

Mr. Manseau mentioned that when he started his employment at CHS, he was concerned that the students were not taking the tests seriously. He pointed out that since then, the trend in grade 11 reflects a gain. He noted that curriculum alignment became the focus and was addressed. Mr. Manseau indicated that incentives have been established this year. He added that we have to pursue continuous improvement and the trend suggests we are progressing.

Mr. York queried about the math curriculum review. Mr. Schlichter commented that the Curriculum Committee studied different aspects of instruction at each school when examining the math curriculum.

Mr. Guerrette commented that there is no value placed on doing math correctly because students get credit for just turning in their homework. Mr. Lecklider indicated that there are incentives for students if they reach their individual goals.

**11) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of February 9, 2011

***Mrs. Prindle made a motion to approve the public minutes of February 9, 2011 as written. Mr. Guerrette seconded. The motion carried 5-0-0.***

2) Acceptance of Donation

Mr. Martin announced that Representative Haeffner informed the District that the Hudson Grange is donating dictionaries for all 3<sup>rd</sup> graders, which will be delivered in March.

***Mr. Guerrette made a motion to accept the donation of dictionaries for Grade 3 students at GMS from the Hudson Grange, with appreciation. Mrs. Couture seconded. The motion carried 5-0-0.***

3) 2011-2012 School Board Meeting Calendar

The revised School Board meeting calendar for the 2011-2012 year was presented to the School Board.

***Mr. Guerrette made a motion to approve the 2011-2012 School Board Meeting Calendar. Mr. York seconded. The motion carried 5-0-0.***

4) FYI – Food Service Statistics

Mr. Martin presented the Board with the last two years of Food Service financials and statistics regarding the lunch program as previously requested by the Board.

5) Breakfast Program

Mr. Martin announced that the District Food Services Department will offer a full breakfast for students and staff as part of the National Breakfast Program. This includes free/reduced breakfast with reimbursement [similar to the free/reduced lunch program]. Mr. Martin indicated that Food Services lost St. Francis as a customer and need to find a way to replace the revenue that was lost.

6) Wrestling

Mr. Martin informed the Board that the current status on the Wrestling Program shows expenses to date of \$9,765.24. Revenue received to date is \$5,000. Mr. Martin explained that Litchfield Wrestling provides \$5,000 up front and the balance when the program ends in order to accurately provide the balance.

7) Manifest

The manifest was circulated and signed by the Board. Mr. Martin informed Board members that because there is no Board meeting over the next three weeks, three Board members will be needed to come to the SAU Office to sign the BMO Mastercard manifest in order to not incur a late fee. With two Board members not available next week, the Board asked Mr. Martin if the manifest could wait until February 28, 2011. Mr. Martin said he would check and would advise the Board if signatures would be required prior to the 28<sup>th</sup>.

**12) Superintendent's Report**

a) Superintendent's Report – February 2011

The February 2011 Superintendent's Report was provided to the Board for review.

**13) Policies**

a) **Work Session:**

1) Community Use of Facilities (KG)

Mr. Martin commented that Governor Lynch presented the budget to the legislature. He indicated that slated to be reduced are building aid, catastrophic aid, and the state contribution to the retirement fund. Mr. Martin noted that the Governor committed that every school district will receive exactly what they are receiving for this year for adequacy aid. He estimated that Litchfield will receive approximately \$1.8M of the \$2.1M in lost revenue assumed in the budget development process. The estimated cost increase of the cost of additional cost of teachers' retirement would be approximately \$250,000.

Mr. York commented that the republicans pledged they will disallow the retirement costs to be passed onto the towns. Mr. Martin indicated that we still have to manage to our budget based on the current law.

Mr. York queried what will happen if the funding is restored and the Board holds a special meeting to make decisions to reinstate positions that were removed from the budget. Mr. Martin indicated that the legal opinion of the "no means no" law is that "no means no" until the next district meeting. Mr. York stated if funding is restored, the District will hold another Deliberative Session and another vote. Mr. Miller commented that in the case stated by Mr. York, it would be a new budget and not a warrant article. He noted that if that budget is voted down, the Board is held to the budget that passes at the March election.

**Policy discussion:**

Mr. York queried how the revised fee structure [gate fees/passes] and policy impact the Wrestling program. Mrs. Prindle commented that the intention is not to have an impact on a self-funded program.

Mr. Miller suggested that \$3 of the \$5 gate fee can be given to Wrestling with the remaining \$2 given to the District. Mrs. Prindle suggested that admission passes/tickets include the following statement: “excludes wrestling or hockey”.

***Mr. Guerrette made a motion to exempt Wrestling from the fee structure and allow them to keep their revenue. Mrs. Prindle seconded.***

Board members briefly discussed potential issues resulting from the exemption.

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

Mr. Miller commented that based on the expectation that the state will restore the education funding, he suggested categories A & B (Litchfield groups) assume no fees and the fees for categories C, D, & E stand as established.

*The policy will be revised and move to a 1<sup>st</sup> Reading.*

**14) Community Forum**

There were no community speakers.

**15) Non-Public Session: RSA 91-A: 3II (c)**

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

***Mrs. Couture made a motion to enter into non-public session at 9:38 p.m. under RSA 91-A:3II (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. York seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, abstain; Mrs. Prindle, yes; Mr. York, yes.***

**16) Return to Public Session**

***Mrs. Prindle made a motion to return to public session at 10:01p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.***

Mr. Guerrette requested that the record reflect that he left the meeting at 10:02 p.m.

Mrs. Couture clarified that Mr. Guerrette’s accusation that she had a conflict of interest in a Board decision in non-public is false.

***Mrs. Prindle made a motion to verify the clarification that Mr. Guerrette’s accusation that Mrs. Couture had a conflict of interest in a non-public Board decision is false. Mr. York seconded.***

Mr. Miller indicated that he is privy to emails from Mr. Guerrette stating that Mrs. Couture should have recused herself from any discussion or decision regarding the non-public issue. Mr. Miller noted that he communicated to Mr. Guerrette that no Board decision was made and there is no reason for Mrs. Couture to recuse herself. He told Mr. Guerrette to discuss the issue with Mrs. Couture. Mr. Miller indicated that Mr. Guerrette exchanged emails with Mrs. Couture that he thought her emails lacked a respectful tone and stated that he believed she needed to disclose her prior actions with the parent.

Mr. York queried when this occurred. Mrs. Couture responded that it happened prior to Deliberative Session. Mr. Miller commented that the Board could have met with the attorney immediately after Deliberative over this issue. No Board members expressed a desire to meet with the attorney. Mr. Miller indicated that the emails ceased after Mrs. Couture indicated that she considered the matter closed.

***The motion carried 3-0-1, with Mrs. Couture abstaining.***

**17) Adjourn**

***Mrs. Prindle made a motion to adjourn at 10:13 p.m. Mr. York seconded. The motion carried 4-0-0.***

**18) Upcoming Meetings**

*>>Litchfield School Board: March 16, 30, 2010 – CHS Media Room - 6:30 PM*

Date: February 16, 2011  
Campbell High School

Litchfield Board of Education  
Public Session – 6:30 p.m.  
Non-Public Session immediately follows

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Cynthia Couture, Vice Chair

Jason Guerrette

Mary Prindle

John York

February 16, 2011

Attachment to the February 16, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the February 16, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

**Transcription of Jason Guerrette's statement during the School Board Comments segment of the February 16, 2011 Litchfield School Board meeting and Cindy Couture's response.**

**Jason Guerrette's Statement:**

**Jason:** Over the last month or so, we met with a parent who expressed concerns about events and cultural issues at CHS. This person was very passionate about the issue and expressed much courage to step to the forefront to take on such contentious and public concern. We heard from that parent on several occasions and that person had reached out to several members of the school board to gauge our understanding and to see if we understood clearly the message being delivered. Based on the information, investigations were conducted and outcomes were dealt with in a non-public manner. Through the course of the meetings with this parent, this parent told me something that I found to be a bit eventful. She told me that Cindy had in the past had a personal grievance toward this parent that resulted in Cindy filing a lawsuit against that parent. At some point later, the suit was dropped. This is all things she told me. The suit was reopened and again the parent found herself at the pointed end of a lawsuit. That suit again dropped at some point later. That's one person's account of an allegation.

Because we have met several times with this parent, and we could possibly be meeting again with the parent and it is possible that the outcome of this parent's concerns may result in the school board to take an official position, I feel that it would have been essential and appropriate that Cindy, from the beginning fully disclosed her involvement with that parent. Instead she remained silent. I asked at a recent meeting, if Cindy had any insight to the allegations. She denied a lawsuit ever existed and denied any animosity toward the parent. But she did admit to threatening a lawsuit. Several weeks later, I sent Dennis an email concerning the issue and he correctly pointed out to me that school board policy stated I should take it up directly with Cindy, and I did. In our email conversation (to Dennis: I don't know if you have it but I will forward it to you and you can decide to disseminate it if you choose to) Cindy continues to deny there ever was a lawsuit and she adamantly denies that the lawsuit was reopened several years later.

As of this afternoon, the parent assured me that it is indeed as described and will make themselves available in any manner the Board so wishes to discuss it at our convenience. So this begs the question, what is really the big deal about disclosing that Cindy did or did not threaten to file a lawsuit. Why say that she did threaten something once, if indeed that happened? Because we don't know if it did or not, she says she did. And again several years later as alleged. In the end, so what really – to disclose that she knew a parent and that there could be a potential conflict of interest. Who cares really? In my sole, lonely opinion, what is the major issue of disclosure – what was a minor issue of disclosure has turned into something for me which is a bit different.

Cindy's last email to me said that she considered the matter closed. Unfortunately, she is not the one that gets to decide that, the Board does. The issue is, in my opinion, is that we disclose possible conflicts of interest so that the perceptions are never created. That we do nothing but the most honorable and transparent work for people. What would it have really hurt to disclose the matter in a non-public session other than one person's ego. So not having come to a resolution with Cindy, as is spelled out in the policy, the policy states I bring it to the Board, and I will leave it to Dennis to add to agenda for further discussion or not, or as the Board so deems.

**The Following Discourse took place.**

**Cindy:** It is particularly interesting because as you said it involved a non-public issue. So now by bringing it up in public session you have created a very difficult circumstance, where it limits what I can say about the other party. However...

**Jason:** We can discuss it any fashion that we choose.

**Cindy:** What I would like to say is exactly what I said to you in the email, that there indeed was no lawsuit, there indeed four years later was not another lawsuit, and that is absolutely not true and certainly there is information that I have that can certainly settle that. However, I find that again by bringing this up in public you are not looking to solve anything, you are looking to stir the pot and create things.

**Jason:** I am not looking to stir the pot, Cindy, I know you know Right to Know, but I brought Right to Know and it doesn't apply to us for non-public session.

**Cindy:** No, but it involves someone who does have a right to have it discussed in non-public session.

**Jason:** I didn't mention who she was and she is willing to come to us.

**Cindy:** Well, my point is, Jason, is for me to fully explain the situation, I would need to call into public that person and the circumstances around that person. So now you have brought something into the public that cannot be discussed in public.

**Jason:** That person has the right, that person informed me today that she would be willing to state it in public. So she said have Dennis give me a phone call. It's the only reason I brought it up because I was assured that the person would corroborate it.

**Cindy:** I would like to state for the record that Mr. Guerrette was told that information is false and it is indeed false. And I would just like to make it perfectly clear.

A true record, prepared by and attest:

Michele E. Flynn

Administrative Assistant to the Litchfield School Board

February 18, 2011



*ur 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**

**March 16, 2011**

**(approved as amended 3-30-2011)**

Present: Mr. John York, Board Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mr. Jason Guerrette, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order - Pledge of Allegiance**

**6:30 p.m.**

Dr. Cutler called the meeting to order at 6:30 p.m.

**2) Review & Revision of Agenda**

The agenda was revised for this meeting. There were no additional revisions to the agenda. Dr. Cutler announced that Representative Lynne Ober's presentation was postponed for this evening and extended condolences on the loss of her mother.

**3) School Board Reorganization**

**1) School Board Welcome**

Dr. Cutler welcomed the newly elected Board member, Patricia D'Alleva, to the meeting, as well as welcoming back returning members.

**2) School Board Nominations**

Dr. Cutler accepted nominations for School Board Chair.

*Mr. Guerrette made a motion to nominate Mr. York as Board Chair. Mrs. Prindle seconded.*

Mrs. Prindle commented that Mr. York brings an even tone to the table and believes he will make a worthy chairman.

Mr. Guerrette agreed with Mrs. Prindle and that Mr. York is fair-minded.

*The motion carried 4-0-1, with Mr. York abstaining.*

Mrs. Prindle thanked Mr. Miller for his years of service as Board Chair.

Mr. York accepted nominations for Vice Chair.

*Mr. Guerrette made a motion to nominate Mrs. Prindle as Vice Chair. Mr. Miller seconded. The motion carried 4-0-1, with Mrs. Prindle abstaining.*

**3) School Board Code of Ethics & School Board Conduct Policy**

The School Board Code of Ethics and School Board Conduct policy were distributed, read, and signed by Board members.

Mr. Guerrette commented that he proposed clarifying language for the ethics policy. Dr. Cutler indicated that the proposed language will be discussed at the next policy work session.

4) School Board Assignments

School Board members were asked to serve on committee assignments. Dr. Cutler and Mr. Martin explained the committees' purposes.

Budget Committee: Mr. York

Safety Committee: Mr. Guerrette

Grants Committee: Mrs. Prindle

Technology Committee: Mr. Miller

Negotiations Committee: tabled for discussion

SERESC Board Member: Mr. Guerrette

Prevention of the Use of Drugs/Alcohol by Students Committee: Mr. Guerrette

NHSBA Delegate: Mrs. Prindle

C-TAP Member: Mr. Miller

Wellness Committee: Mrs. D'Alleva

PERC Committee: Mrs. D'Alleva

Press Box (Bleachers) Committee: Mr. Guerrette

Mr. Guerrette announced that the Press Box Committee has refocused its purpose. He noted that in light of the new gate fees/admissions that were implemented by the Board, the Committee decided their focus will be on funding for bleachers.

4) **Presentations to the Board**

a) CHS Music Trip

Phil Martin, CHS Band teacher, presented a trip proposal to the Board. He explained that the Music Department travels every two years on a major trip during April vacation. He indicated that the Music Department is requesting approval to travel to Philadelphia, PA. While there, the students will perform at music clinics at the Curtis Institute of Music. Also planned are some fun and educational activities for the students. Mr. Martin indicated that the cost is \$650 per student, with some funding raised by the Friends of Music.

***Mr. Miller made a motion to approve the 2011 CHS Music Department trip to Philadelphia, PA during April vacation. Mrs. Prindle seconded. The motion carried 5-0-0.***

b) CHS Robotics Applebee's Flapjack Fundraiser

Patricia Waggoner, CHS FIRST Robotics Committee member, presented a fundraising proposal to the Board. The fundraiser is an Applebee's Flapjack event. Students will sell tickets for an Applebee's pancake breakfast served at Applebee's in Derry, NH. The breakfast will be served by the students and parent volunteers. Tickets are \$5 per person. Applebee's charges the organization \$2 per person attending the event and the Robotics team receives the remaining proceeds. The event will be held on April 3, 2011.

***Mrs. Prindle made a motion to approve the CHS Robotics Applebee's Flapjack fundraiser. Mr. York seconded. The motion carried 5-0-0.***

c) CHS Blizzard Bag Pilot

Dr. Cutler informed Board members about a pilot program for CHS. She explained the purpose of the program will be to allow students to complete up to three emergency days in a calendar year through Blizzard Bag lesson plans. The NH DOE has developed specific guidelines that must be met in order for approval to be granted. CHS will conduct a pilot on March 23. Success is determined if 80% of the students participate. Students will complete these lessons at home during day(s) designated as Blizzard Bag days. On line lessons will be provided by every teacher as well as hard copies for students who do not have connectivity. Teachers will be available online for three hours on Blizzard Bag day(s). Written reflections, feedback and data will be collected from teachers to determine the effectiveness of this pilot. For purposes of this pilot, if seniors participation is 80% or higher, a request will be made to the NH DOE to grant a waiver so that graduation can be held on June 10. Mr. Manseau will give a full report to the Board on March 30.

5) **School Board Comments**

Mr. Guerrette commented that he is looking forward to a productive year.

6) **Summary of Non-Public Actions**

***From the February 16, 2011 Meeting:***

*Mr. Guerrette made a motion to approve the February 9, 2011 non-public minutes as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

7) **Community Forum**

There was no community input.

8) **Recommended Action**

a) **Announcements**

1) Champions for Children

Dr. Cutler explained that Champions for Children is an initiative of the NHSAA to honor volunteers in our community. The Administrative Team has selected Patricia Waggoner for this honor. Her nomination has been forwarded to the South Central Superintendent's group to be considered as the honoree for this region.

2) Reduction in Force

Dr. Cutler announced that she will share information regarding a reduction in force with the Board in non-public session. She indicated that 34 staff members were reduced. Dr. Cutler noted that all staff members that were reduced were given transition information. Workshops for resume writing and interviewing techniques will also be provided.

Dr. Cutler commented that legislative action brings additional concerns. She mentioned that Governor Lynch is proposing to cut all state shares of NH Retirement contributions for teachers. Dr. Cutler indicated that this will result in districts and towns assuming all costs for these NH Retirement contributions. The cost of the impact to Litchfield is approximately \$251,000. Dr. Cutler indicated that additional reductions in force are necessary. She noted that legal counsel sent a letter to districts with caution to be mindful of the legislative outcomes that could affect the budget.

Mr. Miller commented that Representative Lynne Ober made a logical argument why it makes sense for the state to cut their share of NH Retirement, which in turn would give towns local control. Mr. Martin reminded Board members that the state is cutting their contributions to retirement rates for teachers, not other employees.

b) **Business Affairs**

1) Draft School Board Minutes:

a) Public Minutes of February 16, 2011

A minor revision was made to the minutes.

***Mr. Miller made a motion to approve the minutes as amended. Mrs. Prindle seconded. The motion carried 4-0-1, with Mrs. D'Alleva abstaining.***

2) March 2011 Election Results

The 2011 Election results were shared with the Board and read for the public.

3) Business Administrator's Report – February 2011

Mr. Martin presented the February 2011 finance report with the Board. He reported that the eFinancePLUS attendance module is active district-wide. He mentioned, in response to a previous question by a Board member, that long term substitutes entered into the attendance module will also be expensed to the permanent employee's budget organization rather than the district-wide account. Mr. Martin indicated that he is currently forecasting a year-end fund balance in the general fund of approximately \$327,000. He noted that the increase is due to unanticipated revenues.

Mr. Martin reported that a review of Governor Lynch's 2012 budget may have potential implications for Litchfield in a loss in catastrophic aid revenue and building aid revenue. The Governor has also proposed to cut all state contributions to the teachers' retirement rates, which would result in approximately \$251,000 in additional retirement costs to the District.

Mr. Miller commented on using part of the adequacy aid that may be returned to the District. Mr. Martin indicated that the Department of Revenue Administration defines unanticipated revenue as revenue that you are not planning to receive.

Mr. Martin reported that the Food Services Department has implemented the new breakfast program at CHS. Mr. Martin indicated that we received a draft of the preliminary federal guidelines (which are available for comment) that will be issued to implement the recently enacted Healthy Hunger-Free Kids Act of 2010. Mr. Martin noted that there are areas of importance in addition to the mandate to offer more healthy food:

- A mandatory minimum price for a school lunch of \$2.50;
- The proceeds of all food sales in a school go to the lunch program.

Mr. Martin indicated that clarification is anticipated regarding some of the requirements.

Mr. York queried the amount we receive from the federal nutrition program and the ramifications if we refuse to comply with the guidelines. Mr. Martin indicated that if we do not comply with the guidelines, Litchfield will not be considered part of the school lunch program, which will result in a loss of hundreds of thousands of dollars to the District.

Mr. Guerrette commented that the health insurance rates resulted in a savings to the District. Mr. Martin indicated that the actual health insurance average rate increase was 12.6% as opposed to the guaranteed maximum rate of 19.5%. This will result in a savings of \$110,000 in the 2012 budget.

4) Final Budget Adjustments

Mr. Martin asked Board members if there were any final adjustments to the FY12 budget allocations. There were no adjustments suggested.

5) MS-22

Mr. Martin distributed the MS-22, which was signed by the Board.

Mr. York queried the School Dude Executive Summary that was included in the Board members' meeting information.

Mr. Martin indicated that he included the executive summary for the Board's information. He explained that the information is an analysis of our use of the facility and technology help desk system for calendar year 2010. Mr. Martin mentioned that significant progress has been made in the use of School Dude over the past year. He commented that improvement needs to be made in closing out completed work orders.

Mr. Guerrette recommended that the preventative maintenance work order be entered in School Dude when the replacement of the CHS water tank has been completed in order to comply with the warranty.

6) Acceptance of Donations

Dr. Cutler announced that the District received an anonymous donation of \$3,000 for CHS Challenge Day.

***Mr. Guerrette made a motion to accept an anonymous donation of \$3,000 for the CHS Challenge Day. Mrs. Prindle seconded. The motion carried 5-0-0.***

Dr. Cutler announced the District received a donation of \$389.49 from the Knights of Columbus for the GMS Special Education program.

***Mr. Miller made a motion to accept a donation of \$389.49 from the Knights of Columbus for the GMS Special Education program. Mrs. Prindle seconded. The motion carried 5-0-0.***

7) Resignations

Dr. Cutler shared staff resignations with the Board.

*Mr. Guerrette made a motion to accept the resignation of Rita Blackadar, Special Education teacher at GMS, with gratitude for her years of service. Mrs. Prindle seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

*Mr. Guerrette made a motion to accept the resignation of Nancy Brucker, LMS 5<sup>th</sup> Grade teacher, with gratitude for her years of service. Mrs. Prindle seconded. The motion carried 5-0-0.*

**Information Items:**

- Monthly attendance reports
- Florida trip for Class of 2012

8) **Manifest**

The manifest was circulated and signed by the Board.

9) **Policies**

a) **Work Session:**

1) **Approval of Handbooks & Directives (CHCA) Rev.**

Board members discussed previous revisions to the policy. Board members suggested major revision to the policy. The policy will be revisited at the next Board meeting.

b) **1<sup>st</sup> Reading:**

1) **Community Use of Facilities (KG)**

Board members discussed revisions to the policy. Board members suggested additional revisions. The policy will be revisited as a 1<sup>st</sup> Reading at the next Board meeting.

10) **Community Forum**

There was no community input.

11) **Non-Public Session: RSA 91-A: 3II (a-c)**

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

*Mr. Miller made a motion to enter into non-public session at 8:40 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, abstain; Mrs. Prindle, yes; Mr. York, yes.*

12) **Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 9:43 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, abstain; Mrs. Prindle, yes; Mr. York, yes.*

13) **Adjourn**

*Mrs. Prindle made a motion to adjourn at 9:45 p.m. Mr. Guerrette seconded. The motion carried 5-0-0.*

14) **Upcoming Meetings**

>>Litchfield School Board: March 30, 2010 – CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*ur 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**

**March 30, 2011**

**(approved as written 4-13-11)**

Present: Mr. John York, Board Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mr. Jason Guerrette, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Dr. Elaine Cutler, Superintendent  
Mrs. Julie Heon, Director of Curriculum & Instruction  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Robert Manseau, Principal, CHS  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Non-Public Session: RSA 91-A:3II (b-c) 6:00 p.m.**

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

*Mr. Miller made a motion to enter into non-public session at 6:02 p.m. under RSA 91-A:3II (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Prindle seconded. Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

**2) Return to Public Session**

*Mr. Miller made a motion to return to public session at 7:14 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

*Mr. York made a motion for a five minute recess. Mrs. Prindle seconded. The motion carried 5-0-0.*

**3) Public Session – Call to Order – Pledge of Allegiance Immediately following Non-Public**

Mr. York called the meeting to order at 7:20 p.m.

**4) Review and Revision of Agenda**

Revisions to the agenda included the postponement of the Legislative Update under Presentations to the Board; the addition of a resignation under Recommended Actions: Resignations.

**5) School Board Correspondence**

Board members shared correspondence that was received.

Jessica Guerette, 7 Locke Mill Drive, expressed disagreement with the Blizzard Bag Program Pilot that occurred recently. In short, she believes that attending school is a vital part of the successful education of a student and that the Blizzard Bag Program is not an equal replacement for a day in school.

Sandy Mun of Litchfield expressed concern with the reduction of the GMS librarians to one part-time position. She believes that this is a detrimental decision for the current staff as well as the students.

Mike Caprioglio, 12 Brandy Circle, inquired of the Board what programs/positions would be reinstated (if any) if education funding is reinstated to current levels.

*Correspondence received by the Board will be attached to the minutes.*

**6) School Board Members' Comments**

There were no School Board member comments.

**7) Summary of Non-Public Actions - *From the March 16, 2011 Non-Public Session***

*Mr. Guerrette made a motion to approve the February 16, 2011 non-public minutes as written. Mr. Miller seconded. The motion carried 4-0-1, with Mrs. D'Alleva abstaining.*

**8) Presentations to the Board**

1) Legislative Update – Representative Lynn Ober

This agenda item was postponed to April 13, 2011, as Rep. Ober was in session at the State House in Concord.

2) High School Athletics Policy Revision – Co-Curricular Task Force

Mr. Richard Lascelles and Mr. Daniel Guerette, Co-Chairs of the Co-Curricular Task Force, presented a draft policy for Student Co-Curricular Activities. The policy includes verbiage regarding middle school and high school athletics.

Mr. Lascelles indicated that the task force met several times over a month to review the current interscholastics athletics policy and draft a revised policy. He explained that the task force included parents, students, community members, staff, the school resource officer, high school administrators, and high school athletic directors. He noted that administrators were not allowed to vote on the policy, but the final document was unanimously approved by the committee.

Mr. Lascelles noted that the task force reviewed policies from surrounding school districts. The task force members looked at the scope of the policy and the violations. He indicated that the revised draft policy demands high standards for co-curricular participation and is extended from athletics to include all co-curricular activities. Mr. Lascelles explained that the expectations are made very clear in the policy and that the policy is applicable during the school year. The school year in the revised draft is defined as:

*The first day of sanctioned school co-curricular activities, as set forth under the adopted Litchfield School District calendar, through the last day of school of the academic year, or, if later, through the last sanctioned school co-curricular activity of the academic year in which the student in question participates.*

Mr. Lascelles indicated that the policy provides for disciplinary action for gross violations and identifies members of the disciplinary board. He explained that there is a three step disciplinary process that allows discretion to administrators to increase consequences for the violations.

Mr. Guerrette commented that he was impressed with the draft policy.

Mrs. D'Alleva queried if there were a minimum grade required on academic warnings. Mr. Manseau indicated that the student would retain his/her eligibility, but interventions would be implemented. He explained that students can be put on probation and suspended from the team if there is no improvement in their academics. Mr. Manseau noted that student have to maintain 3.5 credits per semester.

Dr. Cutler indicated that coaches monitor student athletes' grades. She added that most coaches require their student athletes attend the homework club before practice.

Mr. Guerette mentioned that included in the draft policy is an option to extend consequences for violations by student athletes into the next school year.

Dr. Cutler commented that a clarification is needed for the definition of school year in the draft policy. She indicated that the policy will be further reviewed by the Board at the April 13 meeting.

Board members discussed with Mr. Lascelles and Mr. Guerette disciplinary issues and their consequences.

Mr. York suggested that the policy be reviewed by legal counsel. Dr. Cutler agreed to send the policy to legal counsel before the policy work session.

**9) Student Representatives Comments**

The Student Representatives were not able to attend the meeting.

**10) Community Forum**

There was no community input.

**11) Principals' Reports**

Mr. Manseau reported:

- Several students attended the Youth in Government Day event in March;
- Seth Miller won the national championship and scholarship for the 2011 Skills USA Competition;
- Jessica Rau was a National Merit Scholarship finalist. Additionally, her work will be shown at Carnegie Hall;
- CHS band received straight A's in the Sight Reading at the Music Festival;
- Cougar singers are singing at Level 4, which is the highest level in competition;
- CHS held a Recognition Ceremony, which included all students' academic achievements;
- Shawn Flynn was selected as Girls Basketball Coach of the Year;
- Lisa Petry received the Excellence in Counseling Award;
- Granite State Scholars were recognized;
- The CHS Fashion Show was held on Saturday night;
- A Bullying workshop was scheduled for Professional Development Day at CHS;
- Spring sports are underway;
- The Eddies School of Excellence team visited CHS last week and was given a "picture of CHS", which highlighted student achievement results, student engagement data, discipline data, survey data, and demographic data;
- The guidance report indicated 3<sup>rd</sup> quarter is beginning;
- CHS is hosting a NH Financial Assistance night;
- Juniors will attend a college fair in Nashua.

Mr. Manseau provided a copy of the "picture of CHS" to the Board, and a copy of college acceptances to date.

Mr. Lecklinder reported:

- Mr. Trompke picked up 1040 dozen Krispy Kreme donuts for the 8<sup>th</sup> grade Washington DC trip (over \$5,000 raised);
- Congratulations to Carolyn Leite and the LMS band for achieving all A's at the Large Group Band Music Festival;
- LMS Chorus received a B at the Music Festival;
- Spring sports season has begun;
- College Awareness Week was a success and a College Awareness Night was held on Thursday at LMS;
- A Dodgeball Tournament is planned as an upcoming fundraiser for Project Safeguard (proceeds to be accumulated for next year);

Ms. Leite commented that the Unified Arts team decided to sponsor a dodgeball tournament for Project Safeguard, which will cost \$5 per student who participates. The tournament will be an after school event in June.

***Mr. Guerrette made a motion to approve the LMS Dodge Ball Tournament fundraiser for Project Safeguard. Mr. Miller seconded. The motion carried 5-0-0.***

Mr. Lecklinder reported that students at LMS were given the opportunity to participate in the National Doodle 4 Google contest. The work will be showcased on the LMS website. If one of the students' submissions wins the contest, the student will be awarded a \$15,000 scholarship. Mr. Lecklinder reported that Jodi O'Meara was the featured speaker at the LMS Professional Development Day. Ms. O'Meara spoke to staff about differentiated instruction in middle school.



Mr. Schlichter reported:

- Things are going well at GMS;
- Students are able to go outside now that the snow is melted;
- GMS received a donation for \$300 for playground equipment (the donation will be brought to the Board at the next Board meeting);
- A Wellness Fair will be held on April 10 with many activities;
- Mr. Schlichter assisted with lunches at LMS while Mr. Lecklider was away;
- The Kindergarten Committee met two weeks ago.

Mr. Schlichter mentioned that the Kindergarten Committee has complex tasks to complete. Full Day kindergarten is contingent on enrollment, space, and many other factors. The Committee will meet again next Tuesday. He commented on student assessments. He commented that each team of teachers takes a Grade Level Expectation (GLE) and designs a question around that standard. The students are pre-tested, which helps teachers develop strategies for teaching the students, as well as how to use a formative assessment.

Mr. York mentioned that Mr. Guerrette queried about funding from the State with regard to full day kindergarten. He indicated that Litchfield would receive \$3,450 per full time kindergarten student. Mr. York asked Mr. Schlichter to survey the current kindergarten parents if they would have enrolled their children in full day kindergarten if it were offered last year.

## 12) Curriculum Report

### 1) March Curriculum Report

Mrs. Heon presented the March Curriculum report to the Board. She reported:

#### *Professional Development*

- The Master Plan for 2010-11 has been formatted and posted on the website along with each individual form for staff;
- Provided an overview for faculty at each school;
- Fall workshops for staff will be coordinated with the professional development committee;
- The majority of staff who require certification renewal by June 30, 2011 have completed requirements and have been informed of the renewal process;
- A design has been drafted for the August Technology Institute, which will include two days of interactive use of new Windows software, new MS Office software, and new whiteboard software, as well as technology integration in content areas. Three federal grants will support the event.

#### *Curriculum*

- Provided individual curriculum packets for each grade level of the Common Core Standards in English/Language Arts and Math;
- Discussed assessment analysis with CHS Curriculum Facilitators.

Mrs. Heon indicated that Common Core is more rigorous in Mathematics. She explained that it is one grade level ahead of what the students are accustomed and is more focused.

Mrs. D'Alleva queried if the statement that Mr. Guerrette made that homework is not corrected is true. Mr. Lecklider commented that many times homework is viewed as an arena for students to practice what they learned in class on that day. He indicated that homework is not a summative assessment. Mr. Lecklider explained that we are looking for quality and completion.

Mrs. D'Alleva asked how it is determined that students understand what they learned if they have the wrong answer on their homework. Mr. Lecklider indicated that students are assessed multiple different ways over the course of a quarter. Teachers closely monitor and follow up on homework assignments. Mr. Lecklider noted that the teachers are skilled about focusing on what the students do not understand. He commented that there is much research that shows homework is a forum that students need to practice new concepts. Mr. Lecklider indicated that they still need to have accountability and demonstrate understanding. He added that formative assessments in class are occurring often.

Mrs. D’Alleva commented that the indicator of how well the student grasped the concept in class is when the student has to handle the homework on his own. She noted that homework should be part of a student’s grade. Mr. Lecklider indicated that there is caution with grading homework because some parents are correcting their children as they do their homework at home. He noted that it is an arena over which we have little control.

Mrs. D’Alleva queried if the child is falling behind because they are not being assessed on the homework. Mr. Lecklider cautioned that when you set up a system where every homework assignment is a summative assessment, we are sending a message that we expect students to be competent in the subject.

Mr. Guerrette indicated that he often hears that homework doesn’t count and the students do not care because it does not matter. Mrs. Prindle commented that as parents we should get involved and make our children care.

Mrs. D’Alleva commented that students seem to lose ground in Math because they are not doing homework. Mrs. Prindle indicated that she does not make that correlation.

Mr. Schlichter commented that at the elementary level, students are doing their homework and teachers review the homework. He noted that there are assessment qualities to the Envisions Math program. He indicated that the assessments we have in Math now give teachers a strong feeling of what the students have learned or have not learned.

Mr. York commented that if a student does not turn in their homework it adversely affects their grade in high school. Mrs. D’Alleva commented that homework should be corrected right away so the teacher can determine if the student is learning correctly. Mr. York indicated that homework is addressed every day.

Mr. Guerrette commented that there are no clear expectations with homework. He indicated that in the real world the work you do along the way matters as much as the outcome. Mrs. Prindle commented that is one perception, but is not what always occurs in the workplace. Mr. Miller shared an example of peer review that occurs in his workplace.

Mrs. D’Alleva repeated her concern. Mr. Manseau commented that her concern is powerful – a student is given a lesson and practices it wrong and the error is missed and over time the student is never corrected. Mr. Manseau noted that at CHS, students in Math courses have to work on a “do now” problem as soon as they enter the classroom. He explained that the teacher walks around the classroom and can assist the students that are not doing the correct work. Mr. Manseau commented that none of us will condone students making continual errors and not correcting them. He noted that there is a system to address this.

Mrs. Heon confirmed that teachers are consistently reviewing homework. She indicated that teachers know individual students’ weaknesses.

Mr. York commented that Mr. Guerrette sent a document to Board members this week regarding assessments. Mr. Guerrette indicated that it was a document showing that Common Core Standards are much more rigorous than NH state’s standards. Dr. Cutler indicated that the District abides by the state mandates.

**13) Recommended Action**

- a) Business Affairs
  - 1) Draft School Board Minutes:
    - a) Public Minutes of March 16, 2011

A minor revision was made to the minutes.

***Mrs. Prindle made a motion to approve the minutes as amended. Mr. Miller seconded. The motion carried 4-0-0. (Note: Mr. Guerrette was not present for the vote.)***

- 2) Resignations

Dr. Cutler presented staff resignations to the Board.

***Mr. Miller made a motion to accept the resignation of Dan Kiestlinger, Director of High School Athletics. motion carried 4-0-0.***

*(Note: Mr. Guerrette was not present for the vote.)*

***Mr. Miller made a motion to accept the resignation of Mary Colbath, a CHS Spanish teacher. Mrs. Prindle seconded. The motion carried 4-0-0.***

*(Note: Mr. Guerrette was not present for the vote.)*

3) Safe Routes to School

Dr. Cutler presented a grant proposal to the Board. She explained that Mr. Pinciario, Town Road Agent, would like to apply for the grant to provide a safe walking or biking route to school. There is an unfinished section that will connect Albuquerque to the middle school. Dr. Cutler relayed Mr. Pinciario's request for cooperation between the District and the Town. Dr. Cutler suggested that Mr. Pinciario attend a Board meeting to provide more information. Board members agreed to invite Mr. Pinciario to the April 13 Board meeting.

4) Litchfield School District/Conflict of Interest

*(Note: this item was discussed after the Policies agenda item.)*

This agenda item was deferred to the April 13 Board meeting.

5) Manifest

The manifest was circulated and signed by the Board.

**14) Superintendent's Report**

a) Superintendent's Report – March 2011 (before legal issue)

Dr. Cutler provided the March 2011 Superintendent's report for the Board. She noted that she was interviewed on the radio with NH Public Radio regarding the budget. Dr. Cutler reported that she provided testimony at the State Senate regarding HB 172.

**15) Policies:**

1) 1<sup>st</sup> Reading: Community Use of Facilities (KG)

Board members discussed policy revisions.

***Mr. Miller made a motion to approve the Community Use of Facilities policy as a 1<sup>st</sup> Reading. Mrs. Prindle seconded. The motion carried 5-0-0.***

**16) Community Forum**

There was no community input.

**17) Adjourn**

***Mr. Guerrette made a motion to adjourn at 9:30 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.***

**18) Upcoming Meetings**

>>Litchfield School Board: April 13, 20, 2011 – CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn  
School Board Administration Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Cynthia Couture, Vice Chair

Jason Guerrette

Mary Prindle

John York

March 30, 2011

Attachment to the March 30, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the March 30, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

## Michele E. Flynn

---

**From:** Elaine Cutler  
**Sent:** Wednesday, March 23, 2011 4:38 PM  
**To:** Michele E. Flynn  
**Subject:** FW: Blizzard Bags

For the school board meeting...

**From:** Jessica Guerrette [mailto:jguerrette@griffin.k12.nh.us]  
**Sent:** Wednesday, March 23, 2011 2:56 PM  
**To:** Dennis Miller; Jason N. Guerrette; Patricia D'Alleva; Mary Prindle; John York; Elaine Cutler  
**Subject:** Blizzard Bags

Dear Dr. Cutler and Members of the School Board,

I have recently been informed about a new program that is being piloted at the high school. As both a teacher and a parent in this district, I have some serious concerns about the use of "Blizzard Bags" as a replacement for a school day.

First of all, an at-home, independent assignment is not an equal replacement for a day in school. We are continuously expressing to our students the importance of being in class and participating in the classroom discussion/activities. Attending school is a vital part of the successful education of the student which is demonstrated in New Hampshire's new strict truancy law. How is having a blizzard bag different than a student with an unexcused absence making up the classwork and homework for his/her class? In the end, blizzard bags minimize the importance of the classroom experience.

Secondly, as a parent of a child at Griffin, I have a very difficult time understanding how this will work on the elementary and middle school levels. The district is now expecting the parent to play the role of the teacher in monitoring an assignment and ensuring its completion at home. Although I understand it is the responsibility of a parent to see that homework is completed, "enrichment activities of 45 minutes per course" are far more extensive than "homework." Teachers do not have to make up a snow day because parents have done the work. Furthermore, how is an elementary student going to email an assignment or question to a teacher during "office hours?" It is not the parent's responsibility to take on the expectations and functionality of the teacher.

Finally, in the email that was sent to parents of the high school students it clearly states "80% completion." It does not state anything about the degree to which the assignment should be completed or how it will be assessed. Does that mean, then, that if 80% of the students hand in mediocre work, we will still petition the state? As a parent, I would like to know who is monitoring this process and who will be holding teachers and students accountable for the work that is completed. Will teachers simply check off completion or will they be required to reflect on whether or not this activity truly did deepen the student's understanding of the curriculum?

I understand that at this point the program is just being piloted at the high school. I also understand that this may be a way for the district to save money. If this is the main reason for implementing a program such as this, we are now looking at what is best for the district and not what is best for our students. I know this program is already being used in other districts, and I am not saying that it will not be successful in our district. I simply have concerns about the implementation (or even piloting ) of such a program without a proper study and formal committee which is made up of teachers from each school, administrators, and most importantly, community members and/or parents, as they will be the most affected by this new incentive. In the end, without 80% of parents supporting this idea, the program cannot be successful.

Thank you for your time,

Jessica Guerrette  
(7 Locke Mill Drive)

I am writing this letter in regards to the reduction of the GMS librarians to one part-time position with no benefits. In my opinion, this is a detrimental decision for the current staff in that library as well as the students and staff at GMS. I have volunteered one day a week in the GMS library for 8 years. I have experienced firsthand all that Melina Prevel-Turmel and Julie Cote teach the students during their library special. They teach them how to be respectful of borrowed books, how the books are arranged in a library so they can independently find a book of interest to them, how to use a dictionary and encyclopedia, and how to look for a book using the computers in the library, just to name a few of the topics taught in the GMS library. They also introduce them to various authors such as Dr. Seuss, Tomie DePaola, and Marty Kelley. Their enthusiasm and love of reading and books is very obvious and carries over to the students. With the love of reading comes a tremendous amount of academic success. For some students this school library special may be the first and only exposure they have to visiting a library. I ask you to please reconsider this decision! Thank you!

Sincerely,

Sandy Mun

## Elaine Cutler

---

**From:** Prindle, Mary [mailto:mary.prindle@litchfieldsd.org]  
**Sent:** Wednesday, March 30, 2011 6:03 PM  
**To:** Elaine Cutler; Michele E. Flynn  
**Subject:** Fw: Reduction of GMS Librarians

Fyi

---

**From:** Mary Prindle [mailto:mprindle@litchfieldsd.org]  
**Sent:** Wednesday, March 30, 2011 08:09 AM  
**To:** Prindle, Mary  
**Subject:** FW: Reduction of GMS Librarians

---

**From:** Jason Guerrette [mailto:jguerrette@litchfieldsd.org]  
**Sent:** Wednesday, March 30, 2011 8:05:27 AM  
**To:** [mailto:mary.prindle@litchfieldsd.org]; [mailto:michele.flynn@litchfieldsd.org]; [mailto:elaine.cutler@litchfieldsd.org]; [mailto:jguerrette@litchfieldsd.org]  
**Cc:** John York; Mary Prindle; Dennis Miller; Jason N. Guerrette; Patricia D'Alleva  
**Subject:** Re: Reduction of GMS Librarians  
Auto forwarded by a Rule  
Ms. Mun,

I would like to personally thank you for taking the time to inform us of your concerns. I, myself take a very personal interest in anyone that takes time to actually come down to a meeting or writes to us about what they believe is important to our children's education.

No decision the Board makes is ever taken lightly. We rely on the advice of the staff, administration and the public when we must decide in which direction to go.

While I can appreciate the passion of your letter and can not argue any of its points, I would welcome your thoughts on where you might find the \$110,000 in the operating budget that had to be found to continue with those services you listed. Having seen every line in the budget and watched them cut, I am wide open to your suggestions. We are down to roughly 25% of the budget covers every detail of education other than salaries and benefits. Every book, all supplies, computers, electricity, gas, sport.....etc....EVERY item in our education provided equals 25% of the spending versus 75% salaries and benefits. Please tell us where we should find an additional \$110,000.

Respectfully,

Jason Guerrette

On Tue, Mar 29, 2011 at 9:36 PM, [mailto:jguerrette@litchfieldsd.org] wrote:

March 27, 2011

Dear Litchfield School Board Members,





Mail



Calendar



Contacts

Deleted Items (208)

Drafts [7]

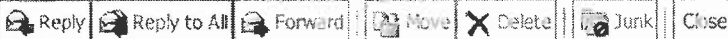
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Junk E-mail

Sent Items

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Manage Folders...



### School Funding

Mike Caprioglio [mcaprioglio@blackdiamondnet.com]

You replied on 3/19/2011 8:38 PM.

**Sent:** Friday, March 18, 2011 9:09 AM

**To:** John York; Mary Prindle; Jason N. Guerrette; Patricia D'Alleva; Dennis Miller

**Cc:** Elaine Cutler

Good morning. I read this morning in the news that the House voted to freeze school funding at the current level. If this eventually makes it through all levels of government and is brought into law, what plans do you have as a Board to address the reinstated funding? The district took a huge reduction in next year's budget and eliminated positions because of the potential 2 million dollars loss. If next year's budget is at the same as the current years what programs/positions will be reinstated?

Thank You,  
Mike Caprioglio  
12 Brandy Circle

Mike Caprioglio  
Black Diamond Networks  
20 Adam Street  
Andover, MA 01810  
Main Number: (978) 480-9380  
Toll free: 800-681-1734 x226  
Fax: (978) 480-0225  
Email: mks@blackdiamondnet.com  
web: www.blackdiamondnet.com

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

Litchfield, New Hampshire 03052

**APPROVED MINUTES**

**April 13, 2011**

**(approved as written 4-20-11)**

Present: Mr. John York, Board Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mr. Jason Guerrette, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

1) **Non-Public Session: RSA 91-A: 3II (a-c)**

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

*Mr. Miller made a motion to enter into non-public session at 6:15 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. Prindle seconded. Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

2) **Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 6:40 p.m. Mr. Miller seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

3) **Public Session – Call to Order - Pledge of Allegiance**

Mr. York called the meeting to order at 6:44 p.m.

4) **Review & Revision of Agenda**

Revisions to the agenda included the addition of Litchfield Historical Society under School Board Correspondence & Announcements. Additionally, the Draft Students Co-Curricular Activities policy will be tabled until the next month.

5) **School Board Correspondence & Announcements**

a) CHS Pages at NH State House

Dr. Cutler announced that Lukas Dube and John Cialek represented CHS at the State House as Pages on March 30. She congratulated them on their performance and dedication.

6) **Presentations to the Board**

1) Legislative Update – Rep. L. Ober

Representative Ober was not able to attend the meeting. This agenda item will be rescheduled.

2) FIRST Light bulb Fundraiser

Zach Waggoner, CHS FIRST team member, presented a fundraising proposal to the Board. He explained that the FIRST team would like to sell FIRST Green e-watt saver light bulbs in order to raise money. Mr. Waggoner indicated that the team members would be selling the light bulbs at different places in the community. The light bulbs are a cutting edge LED technology and would sell for \$12.99 - \$19.99, depending on the quantity purchased. Mr. Waggoner noted that the cost of the bulbs for the team is \$6.00 each.

***Mrs. Prindle made a motion to approve the FIRST Light bulb fundraiser. Mr. Guerrette seconded.***

Dr. Cutler acknowledged that Mrs. Patricia Waggoner was chosen as this year's Champion for Children and will be honored at a ceremony in May. Board members congratulated Mrs. Waggoner.

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

3) Litchfield Historical Society

Dr. Cutler announced that the Litchfield Historical Society is requesting use of the 1930s building at GMS as an Art Gallery. She explained that in early fall, members of the Historical Society spoke with her regarding turning rooms in the 1930s building into an art gallery to display the work of Litchfield Art students. Dr. Cutler noted that she suggested researching the structural of the building with the Litchfield Fire Department. The Fire Chief recommended having Fire Inspector Steve Dube complete a site review of the building. After the investigation, Inspector Dube deemed the proposed use of the building feasible.

Dr. Cutler explained that the occupancy for the usage is different than school usage. The Historical Society's concept is to open the gallery once or twice per month. She indicated the Historical Society is seeking Board approval for the proposal.

Mr. Martin recommended that the Board should not make a decision without having the opinion of a structural engineer. He indicated that there are many structural concerns with the 1930s building. He noted that there is a concern over the egress into the attached school building. Mr. Guerrette suggested that a partition (3-hour wall) could be built to separate the 1930s section from GMS.

Mr. Martin indicated that structural engineers that have inspected the building in the past have deemed it unsafe.

Mr. York queried why the building would now be declared safe for this type of use. Mr. Martin indicated that the Fire Inspector performs inspections from a life safety usage perspective. He noted that the ceilings are collapsing and the lights were removed during the lighting retrofit by PSNH. Mr. Martin suggested that the Board ask Harriman to review his past reports on the condition of the building.

Mr. York believes that the District should not absorb the cost for a structural engineer. He agreed that a structural engineer is needed to determine the safety of the building. Dr. Cutler indicated that the Historical Society does not have enough funding to pay for a structural engineer. Mr. York recommended that the Board decide whether to begin the process by having the building evaluated by Harriman and then determine the costs. Mr. York noted that if renovations are necessary, the Board can discuss options with the Historical Society or place it on a warrant article.

Mr. Guerrette commented on Mr. York's earlier query about the rationale of the Fire Inspector that deemed the building safe for the intended usage. He indicated that the reason the inspector considers the building safe for this type of use is occupancy.

Mr. York asked Board members to weigh in on asking Harriman to review their earlier reports on the building. Mr. Guerrette questioned the validity of the four year old reports. Mrs. Prindle commented that it sounds like a risky venture.

Mr. Martin commented that there are also potential insurance issues. Mr. Miller suggested that before an engineer inspects the building, the Board should have information on what the insurance will cover (liability and property). Mr. York asked Mr. Martin to get an opinion from Primex before the Board moves forward. Mr. Martin agreed to query Primex and update the Board at the next meeting.

4) Safe Routes to School – J. Pinciario

Mr. Pinciario was unable to attend the meeting. This agenda item will be rescheduled.

**7) School Board Comments**

Mrs. Prindle congratulated all involved with the Health & Wellness Fair that was held at CHS on April 10. She also congratulated the LMS team that coordinated the Raider Run.

Mr. Guerrette informed the Board that the CHS Press Box Committee would like the Board to officially accept the renaming of the committee to the CHS Bleachers Committee.

*Mr. Guerrette made a motion to change the name of the CHS Press Box Committee to the CHS Bleachers Committee. Mrs. Prindle seconded. The motion carried 5-0-0.*

**8) Summary of Non-Public Actions**

***From the March 30, 2011 Meeting:***

*Mr. Guerrette made a motion to approve the minutes as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Guerrette made a motion to further reduce faculty positions that were reduced to part time with benefits to 50% positions. Mrs. D'Alleva seconded. The motion failed 1-3-1, with Mr. York, Mrs. Prindle, and Mr. Miller opposing; Mrs. D'Alleva abstaining.*

*Mr. Miller made a motion to accept the nominations as presented. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

*Mr. Miller made a motion to accept the nominations as presented. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to approve an unpaid leave for Rae Tardiff, a CHS teacher, for the 2011-2012 school year. Mrs. Prindle seconded. The motion carried 5-0-0.*

**9) Community Forum**

Faye O'Brien, 15 Riverview Circle, shared her professional perspective regarding homework with the Board and provided written copies of her testimony. Mrs. O'Brien has been a resident of Litchfield for 25 years and is a teacher at LMS. She has an extensive knowledge in education. Mrs. O'Brien commented on homework and its proper place in the education of students in Litchfield. She indicated that the purpose of homework in the classroom arena is to facilitate the learning process. She commented that in order for students to learn they must engage with the concepts to be learned.

Mrs. O'Brien noted that homework is a vital and integral component of the learning process, not an assessment to be graded for accuracy. She indicated that if homework is graded for accuracy then the learning value of the homework is devalued. Mrs. O'Brien explained that when homework is graded, the only thing the students see is the grade. The students do not correct the mistakes themselves (in class); however, the teacher corrects the mistakes, but students are not creating the essential learning pathways needed for learning new concepts.

Mrs. O'Brien stated that by grading homework, students will have much less opportunity to become self-directed learners. She noted that if students are empowered to learn, they feel successful. Mrs. O'Brien explained that successful learners are those who are not afraid to make mistakes. Homework allows students to practice the concepts introduced in the classroom. Reviewing or correcting homework in the classroom gives students and teachers the opportunity to discuss those concepts. Students can ask questions regarding errors and reconcile the correct information into their body of knowledge. Mrs. O'Brien indicated that there may be times when various homework assignments could be graded. However, this should be after the learning has already occurred and should be at the discretion of the teacher.

Mr. York thanked Mrs. O'Brien for sharing her comments and thoughts with the Board.

**10) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of March 30, 2011

***Mrs. Prindle made a motion to approve the public minutes of March 30, 2011 as written. Mr. Miller seconded. The motion carried 5-0-0.***

2) Business Administrator's Report – March 2011

Mr. Martin presented the March 2011 business report to the Board. He reported that the cost per pupil for Litchfield were as follows:

- Elementary: \$10,206.12 or 81% of the state average of \$12,599.53;
- Middle: \$9,861.07 or 85.38% of the state average of \$11,549.54;
- High: \$12,384.14 or 102.89% of the state average of \$12,036;
- Total District: \$10,829.91 or 88.67% of the state average of \$12,213.99.

Mr. York queried why such disparity in the costs. Mr. Martin indicated that there are more programs offered in high school than elementary and middle school.

Mr. Guerrette queried if the costs include a proportionate number of special education students. Mr. Martin indicated that special education students are included in the costs, and we have done a good job keeping them in-district.

Mr. Guerrette asked if there is data that shows the actual cost of special education per district. Mr. Martin noted that he will ask Dr. Gregg if that information is published.

Mr. Miller queried about the calculations for the cost per pupil totals, including the total cost per district. Mr. Martin indicated that the numbers come from the DOE-25 and added that tuition is not included in the costs. The total district cost is calculated and not an average of the three schools.

Mr. Martin reported that he is forecasting a year end general fund balance of \$725,000. This is currently based on:

- \$90,000 in unanticipated revenues;
- \$234,000 in 2010 year end encumbrances by the School Board;
- \$200,000 under spend in salaries/benefits due to employee turnover, a delayed retirement, and under spending in both adult education and self-funded programs;
- \$200,000 under spend in Special Education out-of-district tuition.

Mr. Martin noted that the anticipated balance may change in future months as we complete more detailed analysis of the budget.

Mr. Guerrette queried the \$200,000 under spend in special education. Dr. Cutler indicated that the under spend was due to three students:

- An out of district tuitioned student moved out of district after December 2010;
- A student tuitioned to the Sununu Center came of age and the district is no longer responsible;
- A student that is court involved, for which the district only has to provide the educational portion of the funding.

3) Approval of FY12 Non-LEA Salary Schedules/Ranges

Dr. Cutler asked Board members to approve the 2011-2012 Salary Schedules and Ranges, which reflect a 1% adjustment that was approved by the voters in March 2011. She noted that the FY12 salary schedules and ranges are being prepared.

Mr. York expressed concern that the salary adjustment will not be proportional among the employees. He queried how it would be addressed. Dr. Cutler indicated that it is a 1% flat adjustment for the positions that are non-union.

Mr. York commented that he believes employees with lower income are more impacted and suggested that they receive a larger adjustment than those with higher income. Mr. Martin indicated that the discussion at the budget level was a flat 1% adjustment across the board. He noted that there will be an increase for all employees on what they are contributing for NH Retirement.

Mr. Guerrette indicated that he supports salary increases that are based on performance evaluation.

Mrs. Prindle commented that the discussion of the Board at the budget level was not resolved. She cautioned that the Board cannot change the intent of the warrant.

Mr. Martin commented that if the Board decides to give different raises to the affected employees, it would not be applied to the schedules/ranges. In effect, employees would not be paid according to their schedules/ranges.

Dr. Cutler commented that the employees (positions) listed in the warrant would be receiving the adjustment. The adjustment is based on satisfactory performance. She noted that the 1% adjustment will be given to all non-LEA staff with satisfactory evaluations.

There were no objections to Dr. Cutler's statement that the 1% adjustment to non-LEA schedules and ranges will be equally applied to all non-LEA staff with satisfactory performance evaluations.

4) CHS Graduation Date

Dr. Cutler presented a letter to the Education Commissioner seeking a waiver for two snow days for CHS. She indicated that students at CHS have earned 128 hours more than were needed and had 84% participation of seniors in the Blizzard Bags pilot. Dr. Cutler informed Board members that there is a bill working through the House of Representatives that alleviates the requirement of requesting waivers of attendance in the future. She indicated that the bill has not yet been approved.

***Mr. Guerrette made a motion to authorize the Superintendent to send a letter requesting a waiver of attendance to the Commissioner of Education. Mrs. Prindle seconded. The motion carried 5-0-0.***

Dr. Cutler indicated that CHS Graduation will be held June 10, 2011 pending expected approval by the Commissioner of Education.

Mr. Guerrette queried if all teachers have been surveyed on the Blizzard Bags pilot. Dr. Cutler indicated that all teachers will be surveyed before the end of the school year.

5) Equipment Disposal Request

Mr. Martin asked Board members to approve the sale of three Cisco routers from the old network. A potential buyer for \$1650 has been found.

***Mrs. Prindle made a motion to approve the sale of three Cisco routers from the old network. Mr. Miller seconded. The motion carried 5-0-0.***

6) Acceptance of Donation

Dr. Cutler presented an anonymous donation of \$1,000 to CHS for the Student Council Spring Fling.

***Mr. Guerrette made a motion to accept an anonymous donation of \$1,000 for the CHS Student Council Spring Fling. Mrs. D'Alleva seconded. The motion carried 5-0-0.***

7) Manifest

The manifest was circulated and signed by the Board.

11) **Policies**

a) **Work Session:**

1) School Board Code of Ethics (BCA):  
Litchfield School District/Conflict of Interest

Mr. York indicated that Mr. Guerrette requested to discuss a suggested amendment to the School Board Ethics policy.

Mr. Guerrette commented that he provided suggested wording as clarification to the policy. In addition, he noted that the suggested wording would raise the policy standards higher. Mr. Guerrette explained that the wording comes from Tennessee law and defines personal interest.

Dr. Cutler commented that you cannot obligate someone to exceed state law. She noted that if the state law mandates disclosure, you cannot make a citizen abide by another state's law. Mr. Guerrette indicated that it should only apply to Board members.

Dr. Cutler stated that we are not a law making body and we could not obligate members to exceed the law.

Mrs. Prindle commented that clarifying expectations is valid; however, the language in the suggested amendment is not very clear. She added that she is in favor of the intent, but not the language.

Mr. Miller commented that the issue stems from the discussion regarding disclosure at the February 16 Board meeting.

***Mr. Miller made a motion to make the attorney's letter dated February 25, 2011 a public document. Mrs. Prindle seconded.***

Mr. Miller indicated that he does not disagree with the intent of the clarification, but he believes that the Board needs to do a better job adhering to the standards that are currently in place.

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

*(The attorney's letter dated February 25, 2011 will be attached to the minutes.)*

Mr. Miller commented that the attorney's letter indicates that no conflict of interest issue existed as was discussed at a previous meeting. He indicated that the Board made a commitment to the policy and should do a better job of adhering to the policy. Mr. Guerrette responded that the amendment applies to disclosure in matters of voting or non-voting. He commented that Board members need to exercise disclosure to alleviate the perception of non-disclosure.

Mr. York noted that if a Board member has an issue it must be disclosed in public session. Mr. Guerrette stated that his goal is to exceed the standard. He believes that it is a good time to revisit the ethics policy.

Mrs. Prindle commented that the amendment is lengthy and reads like legalese.

Mr. York commented that the current policy covers conflict of interest, disclosure, decorum, and courtesy. He indicated that two members were allowed to debate heatedly and now we are trying to define the rules. Mr. York noted that the policy does not need to be dissected and that Board members should act professionally.

Board members further discussed the issue of disclosure and the wording of the suggested amendment.

Mr. York asked Board members to review the current policy and the suggested amendment. He indicated that the policy will be discussed further at the May 11 Board meeting.

2) Draft Policy: Student Co-Curricular Activities

The policy will be deferred to the first meeting in May as legal counsel has not had the opportunity for review.

3) Approval of Handbooks & Directives (CHCA)

Board members reviewed changes to the policy.

***Mr. Miller made a motion to approve the Approval of Handbooks & Directives policy for a 1<sup>st</sup> Reading. Mrs. Prindle seconded. The motion carried 5-0-0.***

4) Staff Conduct (GBEA) [Ethics & Conflict of Interest]

Dr. Cutler commented that the current policy disallows tutoring for pay by teachers in the District. She indicated that has not been the practice as there are employees who tutor students in the District

Mrs. Prindle commented that a conflict of interest does not occur if a teacher tutors a student that is in a different class.

Mr. York queried if an employee who gives private music lessons and charges a fee is paid through the District. Mr. Martin indicated that the fees are collected and turned into the District. The employee is then paid through the District as an extension of the program.

Mrs. Prindle suggested removing the language in #1 that disallows tutoring. Mr. Miller suggested that the Board should consider revising the language regarding using district resources in #3.

Mr. York suggested that the Board suspend the policy and take it under advisement. Dr. Cutler suggested allowing the activity to continue functioning until the end of the school year. She indicated that the Board can work to resolve the policy language prior to the beginning of the 2011-2012 school year.

Mr. Martin was concerned about District insurance. Mr. York asked Mr. Martin to confer with Primex and bring the policy and update to the May 11 meeting.

***Mr. Guerrette made a motion to suspend section 1 and 3 of the Staff Ethics policy until end the 2011 school year. Mrs. Prindle seconded. The motion carried 5-0-0.***

5) Academic Achievement (IK) and Homework (IKB)

Dr. Cutler indicated that Mrs. D'Alleva requested a further discussion regarding homework and academic achievement.

Mrs. D'Alleva commented that after the homework discussion at the previous Board meeting, she researched the current policies. She indicated that the current homework policy states that:

..... homework is an extension of the classroom and should be planned, organized, viewed as purposeful to students, and evaluated and returned to students in a timely manner.

Mrs. Prindle commented that evaluated homework is not graded homework. Dr. Cutler indicated that homework is assessed in many different ways (i.e. during class, on the board), depending upon the assignment.

Mrs. D'Alleva referred to the Academic Achievement policy, indicating that if the homework is not corrected and graded the parent is not getting back how well the student is doing. Mr. Guerrette agreed. He commented that homework is not collected and is recorded as 100%, which misleads parents to think that their child is performing well. Dr. Cutler indicated that homework is reviewed with students and sent home. She suggested that if Board members have further concerns, it would be reasonable to ask principals to be prepared for this discussion at the next meeting.

Mrs. D'Alleva commented that standards are being raised and queried how that would happen if homework is not graded. Mr. Miller indicated that homework is meant to reinforce the curriculum. He queried how graded homework raises the curriculum standards. Mr. Guerrette commented that it raises expectation. He believes that it does not matter to students if they do not complete homework because it isn't graded. Mrs. Prindle disagreed and commented that homework is a tool for teachers to use to evaluate students.

Mr. Guerrette mentioned that the DeSoto School District in Texas provides balanced grading policies and regulations. He indicated that he will share the electronic information with the Board. Mr. Guerrette commented that the Common Core curriculum is more rigorous than that of the State of NH. He added that we can make the classroom experience more rigorous, which is how the end result is affected.

b) **2<sup>nd</sup> Reading:**

1) Community Use of Facilities (KG)

Mr. Miller was concerned about language in the policy/procedures that refers to priority when requesting use of facilities. Mr. Martin reported that the SchoolDude system will be open to the schools and eventually open to the



Date: April 13, 2011  
Campbell High School

Litchfield Board of Education  
Public Session – 6:30 p.m.  
Non-Public immediately following

community and groups that will be required to use it to request facility use. Dr. Cutler indicated that Litchfield groups will have to be diligent when requesting facility use.

*Mr. Miller made a motion to approve the Community Use of Facilities policy. Mrs. Prindle seconded. The motion carried 5-0-0.*

**12) Community Forum**

There was no community input.

**13) Adjourn**

*Mr. Guerrette made a motion to adjourn at 9:14 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

**14) Upcoming Meetings**

>>Litchfield School Board: April 20, 2011; May 11, 18, 2011 – CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Cynthia Couture, Vice Chair

Jason Guerrette

Mary Prindle

John York

April 13, 2011

Attachment to the April 13, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the April 13, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

April 13, 2011

Dear Chairman York, Dr. Cutler, and members of the Litchfield School Board:

My name is Faye O'Blenis, 15 Riverview Circle. My family and I have been residents of Litchfield for nearly 25 years. My sons were educated in this school district and hold positions which require post-graduate education and training. This is and has been a highly effective school district of which we as a community should be very proud. I sincerely thank you for all your diligent work to provide an excellent education for our children. I am also a teacher at Litchfield Middle School. Please let me humbly and respectfully give you my credentials. I hold a Bachelor of Education degree, magna cum laude. I also hold a Master of Science in Education degree, summa cum laude. In addition, I have 60 post-graduate credits beyond my Master's degree in a vast array of courses on effective teaching and learning. I have extensive knowledge and experience in this area. I also hold three teaching certifications from the State of New Hampshire: Educator, K-8; Reading and Writing Specialist; and Math Educator.

My purpose for being here tonight is to address the recent and upcoming conversations about homework and its proper place in the education of our students here in Litchfield. The purpose of homework in the classroom arena is to **facilitate** the learning process. In order for students to learn, they must engage with the concepts to be learned. This is accomplished by direct instruction in the classroom through a variety of learning activities and through homework. The purpose of homework is to allow students to **practice** the concepts which have been introduced in the classroom. Homework is the place for students to grapple with these new ideas and to make new connections with concepts that students already know. This is the essence of learning.

Homework is the place for students to make mistakes which are addressed and corrected the following day in classes when homework is discussed by students and teachers. We all learn by making mistakes. When we realize the misconceptions in our thinking, we can then reconcile the correct information into our body of knowledge. Homework is a vital and integral component of the learning process, **not** an assessment to be graded for accuracy. Students must discover the accuracy for themselves through a variety of ways including student discussion, teacher-facilitated discussion, and self-correction keys. If homework is graded for accuracy by the teacher, then the essential learning value of homework is completely devalued, rendering it useless for student learning. If homework is graded, the only thing the students see is the grade, and the students do not correct the mistakes themselves; the teacher corrects the mistakes, and therefore, students are not creating the essential learning pathways needed for learning new concepts.

One of my ongoing, passionate goals as a teacher is for students to become highly-effective, self-directed learners. I have done a great deal of work in this area. I understand that there is a concern by some members of the Board that students will not take homework seriously if it is not graded, but this fear prohibits students from experiencing the success of learning. If we are to create an unfettered atmosphere of success for students, we cannot curtail

it by requiring graded homework. By grading homework, the students will have much less opportunity to become self-directed learners. Students need to become invested in the learning process themselves, not just for the grades, but for the pure joy of learning. If students are allowed to make mistakes and learn how their thinking might be changed, then they feel empowered to learn. They feel successful. To parents, I will say that when your students become engaged in the learning process, the grades will follow. The most successful learners are those who are not afraid to make mistakes or to adjust their thinking. Graded homework will inhibit this process.

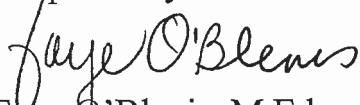
One of the major ways for students to become self-directed learners is to ask questions. If students are graded on their learning before they have actually learned the information, they will be fearful of asking questions and of making mistakes. In effect, the learning process is truncated at its inception. I am sure that this is not the intent of the Board by considering graded homework, but, being a professional with a high degree of education and expertise, I assure you that this will be the unintended consequence.

We have highly educated, dedicated, and experienced superintendent, principals, and faculty here in our district. Indeed, our staff of extremely qualified administrators and teachers, many of whom have advanced degrees, is our greatest asset in the Litchfield School District, and I am proud to be one of those teachers. I will ask you, as a resident, who cares about the education of our children, and as an educator, that when it comes to making curriculum and instructional decisions, please allow those with the education and expertise to advise you. This is not to tell you what to do or what to decide because that is the job with which you are charged, but to advise you and guide you in making those decisions.

A statement in the Litchfield School District Policy on Homework states that (Homework) “should be evaluated and returned to students in a timely manner.”

In light of the previous rationale, I would like to respectfully submit that homework is **evaluated** during classroom discussion by reviewing the homework. This is where students can correct their own homework through self-correction keys, through questions from the teacher, through classroom discussion, and through asking questions regarding errors. It is here that students can begin to make changes in their thinking. This is where true learning occurs. There may be times when various homework assignments could be graded. This should be after the learning has already occurred and should be at the discretion of the teacher, who has carefully and thoughtfully assigned the homework to be completed.

Respectfully and sincerely,



Faye O'Blenis, M.Ed.  
15 Riverview Circle  
Litchfield, NH

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PETER C. PHILLIPS  
MAUREEN L. POMEROY

February 25, 2011

## VIA EMAIL AND U.S. MAIL

Dr. Elaine Cutler, Superintendent  
Litchfield School District  
1 Highlander Court  
Litchfield, New Hampshire 03052-8401

Re: Litchfield School District/Conflict of Interest

Dear Elaine:

This letter is in response to questions that I understand have arisen concerning the participation of school board members in a non-public session held to hear allegations by a parent regarding the conduct of school employees. My understanding is that at the non-public session the parent's complaints were heard and that the administration offered to investigate the complaints and report back to the School Board. No motion was made by the board nor was a vote taken by the board in the non-public session. Since conflict of interest rules only apply to votes, or to actions taken by board members, there was no conflict of interest, and there was no improper action by the board.

New Hampshire statutes do not define conflict of interest. Under case law, whether or not a conflict exists depends on the facts of a particular case. Strictly speaking, a conflict exists when a public officer takes action on a matter in which he or she has a direct personal or pecuniary interest that is immediate, definite, and capable of demonstration and is not speculative, uncertain, contingent, or remote. Atherton v. Concord, 109 N.H. 164 (1968). In addition, in certain cases, a board member will be disqualified from deciding or acting on matters they have prejudged.

In determining whether or not a conflict of interest exists, or if a member should be disqualified from taking action in a particular matter, the first question is the function being performed by the board at the time a decision is made or action is taken. The standard of disqualification is less strict for legislative functions than it is for quasi judicial functions. If a

board must notify and hear parties and it can only decide the case after weighing and considering the evidence and parties' arguments, the board is acting in a quasi judicial capacity. Where a board acts in a quasi judicial capacity, members of the board will not only be disqualified if they have a conflict of interest caused by a direct personal and pecuniary interest that is immediate, definite, capable of demonstration and is not speculative, uncertain, contingent or remote, but also if they have "prejudged" the issue that comes before them in a quasi judicial capacity. The three main quasi judicial roles school boards face are teacher non-renewals and dismissals, student discipline hearings, and manifest educational hardship decisions.

Where a board is functioning in a legislative capacity, a board member may in some circumstances be disqualified for conflict of interest when he or she has a direct personal or pecuniary interest in the outcome. Again, that interest must be definite and capable of demonstration and not speculative, uncertain, contingent or remote. Because legislative decisions are "political" in nature and do not involve decisions concerning the right of particular individuals in relation to a specific matter, a board member's "prejudgment" will not disqualify them from acting. For example, a member of the town planning board is not disqualified from voting on a zoning amendment simply because they previously expressed their opinion regarding the particular matter or even if they own land affected by the zoning change.

In a quasi judicial action, any conflict of interest or pre-judgment by a member will result in a board's decision being overturned and voided whether or not the conflicted party influenced the decision. In the legislative context, a vote will be overturned only if the vote by the member that was improperly cast actually determined the outcome of the matter.

In your situation, the board merely convened and listened to a complaint by a parent in non-public session. No formal hearing was held, no witnesses were called, and no decision were made. In fact, the board took no formal action. As a result, even if a board member had a direct, personal, pecuniary interest in the outcome of the matter being complained of, since they took no action and did not participate in any decision (because no decision was made), there was no conflict of interest. Furthermore, a member would never be "disqualified" from merely listening to a parent complaint under any circumstances. Government would cease to function if board members could not listen to individuals with whom they had past disagreements. It is only when a board member has prejudged the facts of a case to be decided that they are disqualified from making decisions or acting in a quasi judicial role. Furthermore, there is no prohibition against a member having a preconceived point of view. As a result, while past dealings with an individual appearing before the board might create a preconceived point of view those past dealings do not necessarily mean that a board member has prejudged a particular matter even when they take action in a quasi judicial capacity. It is only when a prejudgment exists that a member is disqualified from participating in a quasi judicial matter.

In summary, in this instance, there is no apparent conflict as no decision was made. Even if the board was sitting in a quasi judicial capacity, however, a board member would not be precluded from participating in deciding a matter if they had a preconceived point of view regarding the matter to be discussed as long as they could fairly decide the facts in a disputed matter. A board member is only disqualified if they had prejudged the facts of the case in

Elaine Cutler, Superintendent  
February 25, 2011  
Page 3 of 3

dispute or if they have a conflict of interest characterized by a direct interest in the outcome. Consequently, past issues between board members and citizens appearing before the board do not necessarily prevent a board member from participating in decisions on a particular matter. If a board member has a conflict characterized by a direct pecuniary interest that is definite or if they had prejudged the facts of a particular quasi judicial matter to be decided they should disqualify themselves. Where as here, no action was taken, no hearing was held in a disputed matter, no disqualification of a board member was necessary.

If you have questions, please call.

Best wishes,

A handwritten signature in black ink, appearing to read 'G. Graham', with a long, sweeping horizontal flourish extending to the right.

Gordon B. Graham

GBG/tl

*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**

**April 20, 2011**

**(approved as written 5-11-11)**

Present: Mr. John York, Board Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mr. Jason Guerrette, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Robert Manseau, Principal, CHS  
Ms. Nicole Cordingly, Student Representative  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order – Pledge of Allegiance**

**6:30 p.m.**

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

**2) Review and Revision of Agenda**

Revisions to the agenda included the addition of a Nomination under Non-Public Session. Dr. Cutler noted that a copy of legal counsel's opinion on the Student Co-Curricular Activities draft policy was provided for the Board.

**3) School Board Correspondence**

There was no correspondence.

**4) School Board Members' Comments**

Mr. Miller commented that [subject to what Representative Ober reports regarding the restoration of education funding] the Board should consider holding a community forum to gather feedback prior to Board discussion/decisions regarding restored funding.

Mr. York suggested that the Board could make recommendations, gather community feedback, and present it to the Budget Committee.

Dr. Cutler suggested that if funding is restored, the Administrative Team can bring recommendations to the Board, the Board can add or reduce items, then the Board can present it to the community to determine if the people want to restore funding to the schools, which is clearly the intent of the legislature. Dr. Cutler commented that the process used for the previous community budget forums was successful (i.e. flipcharts).

Mr. Guerrette commented that the legislature would be refunding the taxpayers and not the schools, as it is taxpayers' money. He believes that the entire refund should be returned to the taxpayers to reduce the taxes.

Mr. Miller commented that his focus was not on the amount of the additional revenue from the state. He noted that his focus was that the Board be prepared and ready when the time comes to discuss options for the restored revenue.

**5) Summary of Non-Public Actions - *From the March 16, 2011 Non-Public Session***

*Mr. Guerrette made a motion to approve the March 30, 2011 non-public minutes as written. Mrs. Prindle seconded. The motion carried.*



*Mr. Guerrette made a motion to accept nomination of Lauren Smith as full time 2<sup>nd</sup> grade teacher at GMS. Mrs. Prindle seconded. The motion carried 5-0-0.*

**6) Presentations to the Board**

1) Legislative Update – Representative Lynn Ober

Mrs. Lynne Ober, State Representative, updated the Board on legislation in Concord. She indicated that the state budget cycle has been trying. She reported that the House Finance Committee began the budget process with a State budget deficit of \$50M. Mrs. Ober explained that the budget process consists of four phases:

- The Governor presents the budget to the Legislature in November;
- The budget goes to the House for deliberations and a vote;
- The budget goes to the Senate for deliberations and a vote; then
- The budget goes to a Committee of Conference to work out any problems.

Mrs. Ober reported that included in the Governor's budget address was a deficit to building aid to school districts, and lower municipal pension contributions. She indicated that the House Finance Committee first focused on reducing the \$50M deficit. Mrs. Ober noted that the House Finance Committee recommended cuts to Health & Human Services (HHS), restored school building aid, and took deeper cuts from other areas not related to HHS. She commented that when the House Finance Committee has finished deliberating the budget, they pass it along to the Senate. Mrs. Ober does not expect the Senate to take any action until the April revenues are reported, as they are hoping that the revenues increase as they did in March.

Mrs. Ober updated the Board on bills that are pertinent to Litchfield. HB172 (private transportation for students) began from a joint meeting between the Board of Selectmen, School Board, and Budget Committee. She indicated that the bill will help reduce transportation costs without loss of transportation. HB337 relative to education funding, changes the funding formula slightly, but will allow Litchfield to keep the same amount of money as was received last year. SB183 is the Senate version of HB337. Mrs. Ober announced that she introduced bill HB650 relative to allowing districts to hold a special session to deal with adequate education funding changes. This bill would enable the Board to hold another deliberative session and another district vote.

Mrs. Ober commented that HB580 and SB3 are both retirement bills that are similar; however, they carry different effective dates. She noted that the Governor proposed 0% state contributions to districts and municipalities, but the Senate and House bills include a small contribution. She indicated that both bills include language stating no one will retire at more than 100% of their base salary.

Mrs. Ober provided a comparison between HB337 and SB183 relative to education funding. She pointed out some similarities and differences in each bill, which included:

- Fiscal disparity aid is included in House bill, but not Senate bill;
- Donor towns eliminated in both bills;
- No change in statewide education property tax;
- Restored education funding to 2011 level in both bills, with no cap after 2014 in the House bill, and a cap after 2014 in the Senate bill;
- Student count for kindergarten is .5 in House bill and 1.0 in Senate bill;
- Base cost per pupil is \$2,740 with 2.6% CPI adjustment in House bill;
- Base cost per pupil is \$3,450 without any adjustment in Senate bill;
- Free/reduced lunch per pupil grant \$1,770 with 2.6% CPI in House bill;
- Free/reduced lunch per pupil grant \$1,725 with no adjustment in Senate bill;
- Special Education differentiated aid \$1,904 with 2.6% CPI adjustment in House bill;
- Special Education differentiated aid \$1,856 with no CPI adjustment in Senate bill;
- 3<sup>rd</sup> Grade Reading Proficiency grant \$675 for each student in both bills, but Senate bill adds that only applies to students who are not eligible for free/reduced lunch, LEP (limited English proficient), or special education stipends.

Mrs. Ober commented that she is confident that the education adequacy bill to restore funding will pass. She explained that the Board would have to hold another deliberative session and district voting session relative to approval of the operating budget. She noted that only the operating budget is affected by the funding bill.

Dr. Cutler commented that it opens the whole process; however, she envisions a simple process. She noted that the Superintendent will bring forth a simple list of requests. The Board can discuss it and pass on their recommendations to the Budget Committee to deliberate. Dr. Cutler indicated that the Board should decide on a plan before school ends.

Mrs. Ober indicated that the state budget needs to be completed by June 30, 2011.

Mr. York requested that a discussion and preliminary direction on education aid be placed on the May 11 School Board agenda. He agreed to update the Budget Committee and suggested that Mr. Hoch, Town Administrator, be informed about another District Meeting. Mr. York thanked Representative Ober for bringing the Board the information.

2) GMS Dugouts

Dr. Cutler presented a proposal from the Litchfield Baseball Association to tear down existing dugouts at GMS and construct new ones as the existing dugouts are dilapidated and not up to LBA standards. New dugouts would be chain link style and the same as those recently installed at Talent Hall. The cost to demolish and reconstruct would be borne solely by the LBA. The outfield fence would be relocated between 10 and 30 feet further than its current position. Additionally, the LBA seeks Board consult on the matter of improving drainage at GMS ball field. They would like to seek bids from contractors and forward them to the Board for consideration or approval at a later date. All costs will be borne by the LBA.

***Mr. Guerrette made a motion to approve the Litchfield Baseball Association proposal to replace the dugouts and relocate the fences at the GMS field. Mrs. Prindle seconded. The motion carried 5-0-0.***

7) Student Representatives Comments

Nicole Cordingly, Student Representative, reported:

- 4<sup>th</sup> quarter has begun,
- an All A's Celebration was held,
- Spring athletics is underway,
- Student Council Oscars Night is tomorrow night at CHS,
- The Drama Club will present a play the Friday after April vacation;
- An event will be held for the Dean Andrews family in May.

Mr. Miller commented that the Oscars Night is very well done and encouraged Board members to attend.

8) Community Forum

There was no community input.

9) Principals' Reports

Mr. Lecklider acknowledged:

- Patricia Waggoner on her 2011 Champions for Children Award;
- PTO Volunteers and Chief O'Brien for their help with Opening Day festivities at LMS;
- Amy Bosteels and Emily Medeiros who will receive Middle Level Scholar Leader awards in June;
- Nathalie Hirte for coordinating the 5<sup>th</sup> grade Chess Club;
- Nathan Bazzocchi for winning Chess Championship, as well as Isaac Boucher, Dylan Bryant, and Steven Jussaume.

Mr. Lecklider reported:

- the Raider Run took place on April 10 with over 120 runners,
- Project Safeguard is scheduled for May 19 at St. Anselms;
- NWEA testing is scheduled during May 16 – June 3;
- Science NECAP is scheduled during May 16 – 26.

Mr. Schlichter reported:

- A bolt from a piece of new playground equipment broke in December and will be repaired at no cost by the manufacturer;
- The 2<sup>nd</sup> & 3<sup>rd</sup> grade musicals were held recently;
- The GMS Chess Club finished 4<sup>th</sup> in the State Elementary School Championship;
- The Wellness Fair was well attended;
- Spring kickball tournament has begun. He acknowledged Ms. Maghakian for organizing the kickball tournament each year.

Mr. Schlichter commented that in light of budget reductions, volunteers are one of GMS' greatest resources. He noted that many of the volunteers are certified teachers. Mr. Schlichter indicated that the PTO's idea was to use these volunteers to assist students in reading groups and other instructional areas.

Dr. Cutler suggested that if Ms. Faro could hold a training session each month for those volunteers who are interested, that would be very beneficial to the students.

Mr. Manseau reported:

- Graduation has been confirmed for June 10;
- Lucas Dube was invited to participate in the 2012 National Merit Program's College Plans Reporting Service;
- 4 Juniors were accepted for NH Art Allstate;
- NH Scholastic Art Awards included 1 Gold Key portfolio, 5 Gold Keys, 4 Silver Keys, 4 Honorable Mention;
- National Scholastic Art & Writing Awards – 1 National Silver medalist;
- For their final project, the National Honor Society is collecting gently used books to be donated to the New Orleans school system;
- Student of the Month for March was Kristen Hrubowchak;
- Student of the Month for April was Brigitte Boldu;
- All Grade 9 and 10 Humanities classes were given career awareness presentations by NHHEAF;
- AP exams will be given off campus this year;
- Science NECAP testing is scheduled for May 10 & 11.

Mr. Manseau provided the Board with copies of the Spring Sports schedule, Freshmen packet, Junior Jump Start, and the All A's program.

Mr. Manseau requested an Early Release Day for May 12 for Senior Project evaluations. He noted that this has been a practice at CHS for the past two years. He announced that Senior Projects presentations night is May 19 and invited all Board members to attend.

Board members did not object to May 12 as an early release day at CHS for the stated purpose.

a) Homework Policy/Practice

Mr. York indicated that Mr. Guerrette and Mrs. D'Alleva requested that homework policy and practice be discussed with school principals. He noted that a discussion was held at the April 13 meeting regarding the homework policy and practices in the District. Mr. York mentioned that he and Mr. Guerrette spoke over the weekend regarding Mr. Guerrette's concern about the rigors of the classrooms. Mr. York indicated that this is an opportunity for the Board to discuss the homework policy/practices with the school principals to determine if further evaluation is necessary.

Dr. Cutler suggested that each principal provide their view on the current practice in their school. She noted that resources and additional information regarding homework rationale has been posted in the School Board's online packet. Dr. Cutler commented that changes, if directed by the Board, would require thoughtful research as there are opinions on both ends of the spectrum.

Mr. Schlichter indicated that there have been no concerns from parents regarding the homework policy at GMS. He commented that the only exception is occasional parental concern that their child is spending too much time on their homework. Mr. Schlichter provided the following information for the Board:

- Kindergarten: homework is theme based;
- 1<sup>st</sup> Grade: a 10 minute rule is used and parents are asked to assist their children;
- 2<sup>nd</sup> Grade: approximately 20 minutes of homework;
- 3<sup>rd</sup> Grade: homework is collected, but not graded – it is counted as collected;
- 4<sup>th</sup> Grade: homework is checked, reviewed, and benchmarked (not graded) on the report card.

Mr. Schlichter indicated that the homework timeframe is basically 10 minutes – 40 minutes. He pointed out that assigned projects are graded. Mr. Schlichter noted that this practice works well at GMS and there have been no issues.

Mr. Lecklider indicated that generally the homework timeframe at LMS is one hour to one and a half hours. He noted that there have been no issues regarding the homework policy or practices at LMS. Mr. Lecklider commented that he addresses occasional parental concerns that some students are spending too much time on their homework. He explained that the types of homework assignments that are graded are project assignments (i.e. trebuchet project, Nature's Classroom project). Mr. Lecklider noted that students know what the purpose of the assignment is before it is assessed. He commented that homework is a formative assessment and is generally assigned to practice the concepts taught in the classroom.

Mr. Manseau indicated that in the four years of his tenure at CHS, he has not received a question or concern about homework at the high school level. He commented that summative experiences are graded and disclosed. However, formative experiences teach concepts and give the student guided practice in class. He noted that homework is assigned for independent practice, which is not graded immediately. Mr. Manseau explained that homework is brought into class; the students are given a “sit down problem” to work on while the teacher reviews their homework. Mr. Manseau indicated that the key part of formative homework is feedback to the student.

Dr. Heon commented that there articles regarding homework were posted online for the Board. The articles provide a range of “for and against” rationale regarding homework. She noted that there is limited research available in the form of studies regarding grading of homework. Dr. Heon pointed out that a leading researcher, Robert Marzano, wrote that homework is typically the opportunity for practice. He advises if teachers score homework, they use a scale of 1-4 as grading can discourage a student and is not a true indicator of what is learned. Dr. Heon observed that there is concern about too much parent involvement in homework [i.e. parents that do the homework for their children]. She noted that there is a range of feedback in the articles posted for the Board.

Mrs. D’Alleva agreed that there is limited research available in the form of studies on homework. However, she believes that since there is no hard evidence to suggest that not correcting homework is better, we should fall back to the “tried and true” method. She queried what percentage of homework is corrected.

Mr. Schlichter responded that all homework is corrected at the elementary level, but is not graded. Mr. Lecklider indicated that homework at the middle school level is reviewed and collected. Feedback is provided in a variety of ways, which may not always include a mark on the paper. Mr. Manseau commented that at the high school level the range is too vast and is driven by the needs of the students.

Mr. Manseau queried Mr. Phil Martin, CHS music teacher, who was sitting in the gallery. Mr. Martin commented that any teacher at CHS who assigns homework will review it and provide feedback.

Mr. Lecklider queried Ms. Carolyn Leite, LMS music teacher, who was sitting in the gallery. Ms. Leite echoed Mr. Martin’s comment and added that the homework doesn’t have to be graded. She noted that it is more important that the students understand the concepts.

Mr. Miller pointed out that on Edline, missing homework assignments are notated with an asterisk.

Mr. Guerrette commented that it is not a problem at the elementary level. He noted as children grow older, they receive more freedom and, as a result, their grades fall. Mr. Guerrette indicated that he hears complaints that homework is not graded or reviewed. He commented that the parents that complain will not provide feedback to the schools because they believe principals will not address the concerns.

Mr. Schlichter indicated that parents approach him on a daily basis and he addresses parental concerns. Mr. Lecklider commented that if a student is doing well in class, it follows that s/he is performing on formative and summative assessments.

Mr. Guerrette expressed his concern that students at CHS are not performing well on the NECAP tests and that student improvement appears not to be addressed. He indicated that Edline does not reflect a true representation of what the students are learning. Mr. Manseau remarked that CHS was under-performing when he arrived; however, there has been continual improvement. He noted he does not accept the low proficiency on the NECAP. Mr. Manseau indicated that he strives for persistent improvement. Additionally, there is a 0% drop out rate and a 99% graduation rate at CHS.

Mrs. Prindle tried to redirect the discussion back to homework and grading. She expressed her support for the principals and commented that she is in favor of continuing improvement by principals. Mrs. Prindle disagreed with using homework as a solution to improvement.

More discussion followed and consisted of Board member comments regarding correcting and grading homework.

Mr. York suggested that Mr. Guerrette and Mrs. D'Alleva draft a goal centering on homework for the next Board meeting. He indicated that the Board needs clarity on the issue in order to give direction. He commented that the Board will continue to encourage administrators to support teachers in improving students' education.

Dr. Cutler expressed her support for the school principals. She commented that administrators and faculty and continually striving for student improvement and test results support that statement.

#### 10) Curriculum Report

##### 1) April Curriculum Report

Dr. Heon reported:

- Much focus has been on the August Technology Institute. Registration for the Technology Institute will take place in May and presenters are being acquired.
- The District is exploring options for enhancing the professional development electronic database.
- The FACS curriculum is nearing completion and will be reviewed by PERC.
- Reviewing drafts of the Technology curriculum.
- Planning for the summer reading academies at GMS and LMS with Title I funding.
- Reductions in SINI (schools in need of improvement) funds by the State may require shifts in Title I funds.
- Exploring grant opportunities for reading and math intervention materials.
- Investigating the types of progress monitoring used throughout the District.

Mr. Miller queried if Dr. Heon will bring the FACS and Technology curriculum to the Board together. Dr. Heon indicated that there are areas of the Technology curriculum that are in the process of being evaluated. She noted that we currently have a Technology curriculum that will satisfy the state requirement.

#### 11) Recommended Action

##### a) Business Affairs

##### 1) Draft School Board Minutes:

##### a) Public Minutes of April 13, 2011

*Mr. Miller made a motion to approve the April 13, 2011 public minutes as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

##### 2) Litchfield Historical Society Proposal Update

Board members previously asked Mr. Martin to contact Primex for information regarding insurance issues that may impact the Litchfield Historical Society usage proposal for the 1930's building at GMS. Mr. Martin indicated that he spoke with Primex and their first and foremost concern is there should be no doubt that the building is structurally safe. He noted that if the building is not safe, it would increase liability to the district.

Mr. Martin also spoke to Primex about teachers tutoring students at home. Primex strongly discourages any opportunity for a relationship between a student and teacher, even though it is a contract between a parent and a teacher (and the district is not involved). Mr. Martin indicated that their concern is that the district could be named in a lawsuit.

3) Resignation

Dr. Cutler presented a staff resignation to the Board.

***Mr. Guerrette made a motion to accept the resignation of Bonnie Johnson Barry, a Special Education Early Childhood teacher at GMS. Mr. Miller seconded. The motion carried 5-0-0.***

4) Manifest

The manifest was circulated and signed by the Board.

Mr. Guerrette mentioned that there was a SERESC meeting held last week. He reported that there will be some reorganization at SERESC as funding is becoming a concern. Mr. Guerrette found it interesting that there are only 12 member districts; however, several districts use their services.

Dr. Cutler indicated that many districts use their services. Member districts received services at lower rates.

12) **Superintendent's Report**

a) Superintendent's Report – April 2011

The Superintendent's Report was provided for the Board's review.

13) **Community Forum**

There was no community input.

14) **Non-Public Session: RSA 91-A: 3II (a-c)**

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

***Mr. Guerrette made a motion to enter into non-public session at 9:22 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.***

15) **Return to Public Session**

***Mr. Miller made a motion to return to public session at 9:41 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.***

16) **Adjourn**

***Mr. Miller made a motion to adjourn at 9:42 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.***

17) **Upcoming Meetings**

>>Litchfield School Board: May 11, 18, 2011 – CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*ur 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**

**May 11, 2011**

**(approved as amended 5-18-11)**

Present: Mr. John York, Board Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mr. Jason Guerrette, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order - Pledge of Allegiance**

**6:30 p.m.**

Mr. York called the meeting to order at 6:38 p.m. Mr. York acknowledged that the meeting is not being broadcast as the cable crew was not present to record the meeting. Mr. York announced that the June 8 Board meeting will be moved to June 15 to accommodate Senior Night activities at CHS.

**2) Review & Revision of Agenda**

There were no revisions to the agenda.

**3) School Board Correspondence & Announcements**

Dr. Cutler announced that Kristen Beckley, School Psychologist, was named NH School Psychologist of the Year.

**4) Presentations to the Board**

**1) Safe Routes to School**

Dr. Cutler provided information regarding the Startup Grants Program for Safe Routes to School for the Board. She announced that Mr. Pinciario was unable to present the grant program to the Board this evening because he had surgery on his hand. Dr. Cutler reported that Mrs. Flynn spoke to the NH Department of Transportation program coordinator and learned that the program consists of three grants: a startup grant, a travel plan grant, and a general grant. The program requires that application for the startup and travel plan grants are made prior to the general grant. Dr. Cutler explained that the program requires that a task force is established to work on surveys and planning before applying for the general grant (infrastructure). She noted that the general grant application period closed in November 2010. Dr. Cutler commented that the second round general grant is subject to passage of the Federal Highway Bill.

Mrs. D'Alleva queried about the responsibility of hiring a crossing guard for students to cross major roads if Litchfield is awarded the grant. Dr. Cutler indicated that she would mention the inquiry to the Town Administrator.

Board members had several questions regarding the grant program criteria. Dr. Cutler commented that working on the grant would require collaboration between the district and the town. She asked Board members if they wanted to proceed with the application for the startup grant.

Board members requested information regarding the decision of the Board of Selectmen before proceeding. Dr. Cutler indicated that she would ask Mr. Pinciario to attend a future Board meeting and update the Board regarding their request.

**5) School Board Comments**

Mr. York encouraged Board members, when discussing various school/district topics, to be sure to keep comments related to policies, procedures and budgets. He discouraged Board members from micromanaging the administration of the schools. Mr. York indicated that Board members should be mindful not to discuss staff members in public session in such a way as to harm their reputations or make them easily identifiable to the public. Mr. York indicated that all Board members signed and agreed to adhere to a Code of Ethics. He commented that if any Board member believes that someone is speaking at a Board meeting as previously stated, they need to speak up so the discussion can be curtailed.

Mr. Guerrette asked for clarification regarding Board members who have general concerns to bring forward or educational issues that are brought to Board members' attention. Mr. York clarified that Board member and constituent concerns may be discussed as long as they do not adversely affect or identify staff members.

**6) Summary of Non-Public Actions  
*From the April 20, 2011 Meeting:***

*Mr. Miller made a motion to approve the April 13, 2011 non-public minutes as written. Mr. Guerrette seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Charles Chretien, II as Physics teacher at CHS for a salary of \$43,689 for the 2011-2012 school year. Mr. Guerrette seconded. The motion carried 5-0-0.*

**7) Community Forum**

Ellen Chasse, 1 Whittemore Drive, expressed concern regarding the elimination of the Adult Education program. She commented that although the response from the community has been slow, these services take time to grow and develop roots. She noted that Adult Education is an important offering to the community and allows citizens various opportunities to build skills and expand their own horizons. Mrs. Chasse commented that the program draws people who may not have children into the schools where they can see what their tax dollars are funding in terms of education. She noted that people can see displays of students' artwork and projects in the halls at CHS or partake of a sporting event. Mrs. Chasse noted that there is no central gathering place for adults in Litchfield except for these classes. She indicated that the fee structure for the classes is reasonable. Mrs. Chasse commented that educating adults in the community should be just as important as educating our youngsters. She strongly expressed her support to continue offering Adult Education.

*(Mrs. Chasse's statement is attached to the minutes.)*

Tim Finnegan, Litchfield Road, expressed concerns regarding the proficiency of high school students in math. He indicated that he heard a statement during a previous Board meeting that 60% of high school students are not proficient in math. He noted that either they are falling behind when they come to the high school or are not proficient when they arrive. Mr. Finnegan commented that the cause needs to be determined and corrected. He believes that if the percentage of students that are not proficient in math is correct, drastic measures should be taken. Mr. Finnegan stated that if other programs [art, music, athletics] have to be discontinued to focus more on math education, then the District should do so. Mr. Finnegan commented that the Board query administrators about what is needed to increase student proficiency in math.

Mr. Finnegan expressed concern regarding student homework. He indicated that math is the one subject that required practice and drills. Mr. Finnegan commented that his daughter graduated from CHS last year when homework became a formative assessment relative to a pilot program. He stated that academic rigor cannot be promoted with the message that homework is not important. Mr. Finnegan expressed his support for grading homework. He indicated that grading homework can help a teacher determine what percentage of the curriculum students do not understand.

Joan Durocher, 448 Charles Bancroft Highway, expressed support for the Adult Education program. She asked Board members not to eliminate Adult Education in Litchfield.



A community member, residing at 7 Charles Bancroft Highway, expressed her support for the Adult Education program. She commented that the variety of classes is excellent and the cost is reasonable. She indicated that the program is still young and has not had an opportunity to grow. She suggested that perhaps there are classes that could be offered to attract youngsters to participate with their parents. She commented that Adult Education classes enrich adults in the community.

Raylee Rank, 7 Kokokehas Circle, expressed support for the Adult Education program. She indicated that the cost is reasonable even in this economy. Mrs. Rank commented that it gives adults the opportunity to learn new skills or expand on others. She noted that as the community becomes more aware of the program it will grow. She asked Board members not to eliminate Adult Education.

Tim Finnegan, Litchfield Road, commented that adult education is not the responsibility of the Board. He indicated that we owe children an education, not adults. Mr. Finnegan believes that the program should not be in the budget.

Charles Mower, 4 Depot St, Merrimack, asked the Board for permission to comment. He indicated that he has brought a rich experience to the District. He commented that he spent his life in public service and he understands the value of a community. Mr. Mower indicated that people are the stockholders in community investments and that the Adult Education program can grow and continue to enrich the Litchfield community.

Mr. York requested that Adult Education be placed on the May 18 Board agenda for discussion.

**8) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of April 20, 2011

*Mr. Miller made a motion to approve the April 20, 2011 public minutes as written. Mrs. Prindle seconded. The motion carried 4-0-0. (Mr. Guerrette was not present for the vote.)*

2) Business Administrator's Report – April 2011

Mr. Martin reviewed the April 2011 financial report with the Board. He reported that the District is currently conducting open enrollment through eFinancePlus. He reported that he has increased the anticipated year end general fund balance to \$757,000, which is a \$32,000 increase due to an increase in unanticipated revenues as well as updated forecasts.

Mr. Martin reported that the District is updating its Asbestos Management Plan. Extended searches failed to find certification statements that non-asbestos materials were used in the LMS addition and CHS construction. As a result, we were required to test for asbestos. Test results were negative and the management plan will be updated to reflect the results. Mr. Martin indicated that First Student completed a preliminary re-routing of buses to reflect one fewer buses next year. The only recommended change is to delay the end of day bell at GMS by five minutes.

Mr. Miller queried about vendors accessing the CHS guest network as reported in the financial report. Mr. Martin indicated that when vendors come to the District to provide online training or demonstrations, they will be allowed to connect via the CHS guest network.

3) End of Year Encumbrances

Mr. Martin presented a list of requested purchases with FY11 end of year funds. He noted that historically the SAU asks the Board to consider approving the purchase of needed items with year end funds. Mr. Martin commented that the list included the following items:

- Adobe CS5 Master Collection: \$9,337
- GMS Network Rewiring: \$14,958
- Document Management System: \$17,763
- LMS Bathroom Floor Replacement: \$46,050

Total recommended expenditures: \$88,108. Mr. Martin indicated that there is a \$28,000 balance left over from the GMS lighting retrofit by PSNH. The Facilities Team recommended applying it toward the encumbrance cost to replace the LMS bathroom floors.

Mr. Hancock spoke to the Adobe CS5 Master Collection purchase request. He explained that currently CHS has a site license for Adobe CS3, which is used by staff and students throughout the building. In addition, a limited quantity of several Adobe CS4 products were purchased in the past to accommodate classes held in lab 222. This accounts for 70% of Computer Education courses. CS3 has significant incompatibilities with Windows 7 and Office 2010. CS3 and CS4 cannot be used concurrently on the same computer, which limits the programs used in lab 222. Mr. Hancock indicated that Adobe CS5 is the latest software, a significant advance, and a better experience for students. CS5 will give the teaching staff and students more opportunities to enhance their technology portfolios.

Mr. York commented that having CS3 and CS4 together is extremely non-productive in the printing world. The only way to resolve the problem is to upgrade to CS5.

Mr. Hancock indicated that the CS5 Master Collection includes upgrade protection for two years.

Mr. Guerrette commented that a Technology Plan is being drafted to identify issues. He indicated that the product purchase should have been included in the proposed budget and vetted through the process. He disagreed that the purchase should be requested at the end of the year.

Mr. Miller commented that the Technology Plan does not call out specific technology products or purchases.

Mr. York commented that requests can be put in the proposed budget and vetted out by the Budget Committee. He explained that when preparing the budget, the Board had certain requirements from the Budget Committee. Mr. York supported spending some year end funds for necessary purchases. Mr. Guerrette disagreed.

Mrs. D'Alleva commented that the Board should wait for the Technology Plan to be completed before making a decision. Mr. Martin indicated that the Technology Plan will not list products that will be used year after year. Mr. Miller commented that we do not want the Technology Plan to be so specific that it has to be modified for every product patch this is acquired.

Mr. Guerrette expressed concern over spending money that he believes should be returned to the taxpayers.

Mr. Hancock spoke to the GMS Network Rewiring purchase request. He explained that GMS had been rewired several times over the years by both volunteers and electrical contractors. The result is that the infrastructure is unstable and problematic. GMS has three switch closets that are linked using a series of copper Cat5 cables. The people at the end of the building are at a disadvantage because of their distance from the main closet. Mr. Hancock indicated that the installation of a fiber optic backbone in GMS to resolve the problem and any limitations.

Mr. Guerrette queried if an Ethernet extender would solve the problem. Mr. Hancock indicated that it would not solve the problem of going from closet to closet and there would not be enough wire. He commented that fiber optic is more capable of distance and upgrading.

Mr. Guerrette queried the urgency and why this was not part of the Technology Plan. Mr. Hancock indicated that GMS has been suffering for a long time. He commented that he prefers to correct the issue sooner rather than later. Mr. Hancock noted that GMS has made significant strides as they are using more technology. He added that the rewiring would have been part of the previous year's network upgrade plan if he had been employed with the District when it was written.

Mr. Guerrette queried why the rewiring could not be listed first in the Technology Plan. Mr. York indicated that it cannot wait until 2012.

Mr. Guerrette disagreed that the need is immediate. He queried what the impact would be if the upgrade is not completed this year. Mr. Hancock indicated that we have given GMS many tools that only work some of the time. This upgrade is important as it is the brick and mortar of the network.

Dr. Cutler indicated that the Technology Department has worked hard making improvements at GMS. She noted that the donated computers cannot be hooked up because there is not enough wiring. She commented that she is

proud of the District's management of the budget and proud of what is left over. Dr. Cutler indicated that this is a reasonable request and there is no reason to let the 500 children at GMS wait another year for improved technology experiences.

Mr. Martin spoke to the Document Management System purchase request. He explained that document management systems are replacing file cabinets in many office environments. The District has reduced administrative support, paper and printing. There is no more space for record storage for staff. Mr. Martin indicated that a document management system will increase productivity, reduce costs, and control document maintenance.

Mr. Guerrette commented that his research indicates that the state has requirements about records that must be stored in print. Dr. Cutler indicated that student records and personnel records can be stored electronically.

Mr. Guerrette indicated that another concern is that many documents may not be indexed properly. Mrs. D'Alleva commented that more research is necessary.

Mr. Martin stated that the District has done due diligence relative to a document management system. He indicated that the software recommended has excellent support and does not store documents in proprietary format. He noted that the software includes a free form search as well. Mr. Hancock indicated that various packages were researched.

Mr. Martin spoke to the LMS bathroom floor replacement encumbrance request. He explained that the floors are between 13 and 23 years old and in need of replacement.

Mr. Guerrette indicated that the floors, which are poured epoxy, need to be maintained with certain procedures. Mr. Martin indicated that the floors are cleaned and maintained, naming the specific products that are used.

Mr. Guerrette indicated that the products used are not appropriate to maintain the flooring. He spoke to a vendor who claims the floors can be resurfaced with a cost of between \$5 and \$8 per square foot, which is a significant savings. Dr. Cutler asked Mr. Guerrette to forward the vendor information to Mr. Martin to have the vendor evaluate the bathroom floors at GMS.

***Mr. Miller made a motion to authorize the purchase of Adobe CS5 Master Collection for \$9,337 with FY11 year end funds. Mrs. Prindle seconded. The motion carried 3-2-0, with Mr. Guerrette and Mrs. D'Alleva opposing.***

***Mr. Miller made a motion to purchase the network rewiring for GMS with FY11 year end funds at a cost of \$14,958. Mrs. Prindle seconded.***

Mr. Miller indicated that this is necessary for maintaining the core infrastructure of the school. He noted that it will give teachers the tools to do the job. Mrs. D'Alleva commented that she understands the need, but the money belongs to the taxpayers. Mr. Guerrette commented that this is about the process and how we use the taxpayers' money.

***The motion carried 3-2-0, with Mr. Guerrette and Mrs. D'Alleva opposing.***

Mr. York commented that more information be provided for justification of purchasing a document management system. He asked Mr. Martin to research current productivity and supply costs for document processing and storage, and return to the Board with cost saving information at the next meeting.

#### ***Announcement***

The School Board recognized Patricia Waggoner's award as the 2011 South Central Champion for Children. She was presented with flowers and thanked for all she does for the children of the district.

#### 4) Board Discussion & Preliminary Direction: Adequacy Funding

Dr. Cutler presented a list of recommended budget adjustments from the Administrative Team as requested by the Board. She indicated that the NH Senate tabled Representative Ober's bill that would allow school boards to hold a special meeting for approval of a revised budget. Dr. Cutler reported that some legislators were concerned that the

bill, as it is currently written, will change the currently law regarding special meetings. She commented that the legislature may suggest an amendment to the bill reflecting a one-time exception in the law.

Dr. Cutler reviewed the list of requested restorations and clarified that it was prepared as a starting point for the Board to discuss. She noted that many things would have to happen prior to implementing the proposed list, which would be subject to the legislature's approval of a special meeting. Requests for GMS would be subject to enrollment of over 500 students and positions would not begin until October. The list of positions recommended to be restored included:

**GMS:**

- Assistant Principal (10 months)
- 2 Program Paraprofessionals
- .5 Librarian
- 1 FT Custodian
- Nurse: add 2 days
- Guidance: add 5 days

Total GMS: \$200,525.97

**LMS:**

- 1 Special Education teacher
- .5 Librarian
- Receptionist
- 1 FT Custodian
- Guidance: add 10 days
- Nurse: add 2 days

Total LMS: \$207,354.50

**CHS:**

- 1 English teacher
- Receptionist
- Library Paraprofessional
- 1 Special Education teacher
- Librarian: add 5 days
- Nurse: add 2 days
- .5 Custodian

Total CHS: \$171,209.40

**Total District Adjustments: \$579,089.88.**

Dr. Cutler indicated that the net reductions to the FY12 approved budget after adjustments would be \$1,020,632.61. She commented that the proposed list is reasonable and will still result in a decrease in tax appropriations.

Mr. York queried about the increase in NH Retirement rates. Mr. Martin confirmed that the increase in retirement rates would impact the town and district and has been allocated in the revised estimated decrease in tax appropriations.

5) Manifest

The manifest was circulated and signed by the Board.

9) **Old Business**

1) Homework Policy/Practice

Board members were asked to review the policies and suggest revisions.

Mr. Guerrette requested that the agenda item be tabled for the next meeting because he did not have time to submit his suggestions for revisions to the policy. Mr. Miller expressed his frustration that he had submitted his suggested revisions as requested and the two members who had pushed for consideration of the homework policy had not found the time to complete the requested work in the three week period between meetings. Mr. Guerrette indicated he had recently had surgery and Mrs. D'Alleva informed the board she had been travelling out of the country. Mr. Miller stated there surely was time in the three week period for the board members to complete the work.

The agenda item was tabled until the June 15 School Board meeting.

**10) Policies**

a) **Work Session:**

1) School Board Code of Ethics (BCA):  
Litchfield School District/Conflict of Interest

Dr. Cutler indicated that an amendment was suggested by Mr. Guerrette relative to disclosure. She commented that some Board members expressed the policy not be revised. Dr. Cutler noted that comments were made at a previous meeting that Board members should be more diligent at following the parameters of the policy.

Mr. York polled Board members about continued review of the policy.

Mr. Miller commented that the former policy, which was dissected, revised, and approved unanimously by the Board, contained clarifying statements. He disagreed with revising the policy just for a disclosure statement. He believes the policy should be left as it is currently written.

Mr. York commented that the Board should follow the current policy before adding more standards. He agreed that the policy should be left as it is currently written.

Mrs. Prindle agreed that the policy should be left as it is currently written.

Mrs. D'Alleva commented that the Board discussed defining some of the policy, which she expressed that she would like to do. Mr. York indicated that the policy was well defined and the Board dissected it to its current language.

Dr. Cutler announced that she and Mrs. Flynn have been working on a policy review cycle, which will be provided for the Board at the next meeting.

2) Draft Policy: Student Co-Curricular Activities

Dr. Cutler indicated that the draft policy was reviewed by legal counsel, who provided some revisions as well.

Board members were concerned with some inconsistencies with the draft. Board members discussed academic requirement statements in the policy regarding NHIAA standards. Board members indicated that the disciplinary consequences and corrective actions do not apply to the middle school, as does much of the language in the draft policy. Board members suggested that the policy be reviewed by LMS and CHS administrators. The policy discussion was tabled until the May 18 Board meeting.

3) Staff Ethics (GBEA)

Dr. Cutler indicated that Board members requested that the existing policy be split and revised. The Staff Ethics policy has been revised and updated by the NHSBA. Board members were concerned with some of the wording relative to disciplinary consequences for employees. Mrs. Flynn will speak with the NHSBA legal counsel and provide information at the first meeting in June.

4) Employee Conflict of Interest (GBEAA)

Board members referred to the Tutoring for Pay sample policy.

5) Tutoring for Pay (GCRD)

Dr. Cutler indicated that the wording prohibiting tutoring in the District was moved out of the Employee Conflict of Interest policy. She commented that there are a few teachers who tutor children from their own building in the District. However, they do not tutor their own students.

Mrs. Prindle commented that it is sufficient if teachers agree not to tutor their own students. She believes that students should not go to a teacher's home to be tutored, nor should a teacher go to a student's home.

Mr. Guerrette commented that his research indicates that students should be sent to a tutoring center.

Mr. York indicated that it is the parents' decision as they are the ones paying for tutoring. The Board's goal is not to stop any programs, but to control the liability of the District.

Mr. Miller suggested wording for the policy that the District does not endorse tutoring. He indicated that tutoring is no different from providing music lessons after school. He suggested forming a self-funded program for academic assistance.

Dr. Cutler suggested drafting a self-funded programs policy. Mr. Martin will prepare a draft of this policy for the Board to consider.

Mr. Guerrette requested that the Board vote on a motion to continue to review the Board Code of Ethics policy.

***Mr. Guerrette made a motion that the Board continue working on Policy BCA to further increase ethical standards. The motion failed for lack of a second.***

b) **2<sup>nd</sup> Reading:**

- 1) Approval of Handbooks & Directives (CHCA)

***Mr. Miller made a motion to approve the Approval of Handbooks & Directives policy. Mrs. Prindle seconded. The motion carried 5-0-0.***

**April Enrollment Report**

Dr. Cutler reported that at the end of April 2011 there were 1,588 students in the District.

**11) Community Forum**

There was no community input.

**12) Committee Reports**

- 1) Budget Committee

Mr. York reported that the Budget Committee met on April 28. He indicated that they queried about a staff position that was reduced to 87.5% due to the reduction in force for the 2011-2012 academic year. Mr. York reported that the Budget Committee will discuss Committee members' roles and responsibilities at their next meeting at the end of May.

- 2) Technology Committee

Mr. Miller reported that the Technology Committee is working to align the curriculum at each school, as well as how it will be implemented in the Technology Plan. The Technology curriculum will be addressed through the curriculum review cycle.

Mr. Martin noted that the Technology Plan will be presented to the Board for approval in June.

- 3) Other Committee Reports

There were no other committee reports.

**13) Non-Public Session: RSA 91-A: 3II (a-c)**

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

***Mr. Miller made a motion to enter into non-public session at 9:28 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***

Date: May 11, 2011  
Campbell High School

Litchfield Board of Education  
Public Session – 6:30 p.m.  
Non-Public immediately following

*meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

**14) Return to Public Session**

*Mr. Miller made a motion to return to public session at 9:57 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

**15) Adjourn**

*Mr. Guerrette made a motion to adjourn at 9:58 p.m. Mr. Miller seconded. The motion carried 5-0-0.*

**16) Upcoming Meetings**

*>>Litchfield School Board: May 18, 2011 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Cynthia Couture, Vice Chair

Jason Guerrette

Mary Prindle

John York

May 11, 2011

Attachment to the May 11, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the May 11, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



To the Litchfield School Board and the People of Litchfield,  
The current plan is to cancel the Adult Education Program offered at Campbell High School.  
Please don't!

Admittedly the response has been minimal from the community, but we ask your patience.  
These services take time to grow and given the recent economic climate it is even more difficult  
for the program to develop roots and become a fully utilized offering to our citizens.

The Adult Education programs provide the following opportunities:

1) For those who do not have children in the school, it allows taxpayers to see what their tax dollars go toward in terms of education. The artwork and projects displayed in the halls of CHS give a delightful view of the classes offered and of the talent and drive of our town's youth. Usually there are sports activities taking place at the school allowing one to see the variety of sports offered and athletic talent of the students. There is a marvelous variety of programs offered within the CHS curriculum making available an education for all of our town's youth, whether they wish to focus on an academic or technical direction for their future.

2) Litchfield has no central gathering place <sup>for adults</sup> except for churches and these classes allow townsfolk to get to know one another as they share in their own educational experience.

3) The Adult Ed program has offered a wonderful variety of classes thus far. This variety allows the adults in town to expand their own horizons, to continue their own educations and to continue to grow in their own life experience which trickles down and enriches our community.

4) What is Community but a group of people sharing experiences and knowledge, working toward shared goals and a common good? The building of Campbell High School was a monumental undertaking for the town of Litchfield 11 years ago. The battle to build it was hard fought but the people of Litchfield determined that their Community needed a place of enrichment, enlightenment, education, and function that would bind the Community in its goals. Educating our youngsters is part of that goal. *Educating our adults should be as well.*

5) The fee structure for the classes is quite reasonable, something that can be paid by foregoing dining out just once or twice. And the cost of running the program? We would guess it to be quite minimal compared to the gains made by the Litchfield Community.

6) Is society better served by sitting in front of the television night after night or by participating in the Community, getting our brain cells working learning a new skill or expanding an existing one, sharing civil discourse and making friends?

And so we implore the Town to continue with the Adult Education Program at Campbell High School. While the mailings do reach every household, perhaps additional advertising in the HLN with course information and a sign-up form would help to remind people of what is available in their own town.

Ellen & Dennis Chasse  
1 Whittemore Drive  
Litchfield NH 03052

*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**

**May 18, 2011**

**(approved as amended 6-15-11)**

Present: Mr. John York, Board Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mr. Jason Guerrette, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Dr. Elaine Cutler, Superintendent  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Robert Manseau, Principal, CHS  
Ms. Nicole Cordingly, Student Representative  
Mr. Cam Branco, Student Representative  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order – Pledge of Allegiance**

**6:30 p.m.**

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

Mr. York announced that the May 11, 2011 was not broadcast and was not recorded as there were no representatives from the Cable Committee present.

**2) Review and Revision of Agenda**

Dr. Cutler requested that the Adequacy Funding discussion follow the Principals' Reports.

**3) School Board Correspondence & Announcements**

Mr. Guerrette commented that there were email comments from citizens regarding the Cable Committee. He indicated the comments included concerns about having a contingency plan in the event that there is no one to record or broadcast the meetings. Mr. Guerrette suggested that a Board member acquire the information to be able to record or broadcast Board meetings.

Mr. York indicated that recording the meetings is not a School Board function. He noted that the equipment belongs to the Cable Committee and its operation is their responsibility. Mr. York commented that any Board member may speak to the Cable Committee about learning how to operate the equipment if they so wish. Mr. York indicated that it is more complex than just hitting a button as training is required to operate the equipment.

**4) School Board Members' Comments**

There were no Board member comments.

**5) Summary of Non-Public Actions - From the May11, 2011 Non-Public Session**

*Mr. Miller made a motion to approve the non-public minutes of April 20, 2011 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Guerrette made a motion to approve a leave of absence for Lisa Petry, Director of High School Guidance, from October 2011 to the end of the first semester. Mrs. Petry will return on a part time basis until June 30, 2012, as outlined in Option 1 of the Guidance proposal. This includes expanding the Guidance Counselor's position currently held by Ms. Ortiz to full time for the 2011-2012 academic year. Mrs. Prindle seconded. The motion carried 5-0-0.*

**6) Student Representatives Comments**

Mr. Branco reported that:

- Springfest is scheduled for next week (Mon – Fri) and there will be many exciting activities,
- The process has begun to organize Student Forums at CHS,
- The annual Student Council trip to the State House is upcoming,
- A Mr. Campbell fundraising event is scheduled on Friday to benefit the Andrews family.

Ms. Cordingly reported:

- Carol Wade was selected Cougar Musician of the Month for May,
- Rachel Torgersen was selected as Cougar Musician of the Month for April,
- James Hayes was selected as Music Student of the Month for May,
- Dan Gottsche was selected as Music Student of the Month for April,
- The Spring Follies is scheduled for June 2.

Mr. Branco reported that Julie Nolan set a record as Varsity pitcher with 500 strike outs. He also noted that Andrew Boutselis was selected as May Student of the Month. Ms. Cordingly reported that the Mock Accident has been rescheduled to May 26 due to inclement weather.

**7) Community Forum**

Chris Pascucci, 12 Colonial Drive, commented that he was in favor of the Adult Education program at CHS. He indicated that it is an important program and provides a great value to the community. He added that classes are reasonably priced. Mr. Pascucci indicated that he researched past Board minutes regarding Adult Education and found that it was not presented to voters on a warrant. He commented that there was discussion about the funding of the program. He noted that it was discussed that if the program was not self-sustaining after three years it would not be continued. Mr. Pascucci expressed his support for the Board's decision to eliminate the program as it is not self-supporting. He indicated that the district has a moral and ethical reason to provide education for children in grades k-12. However, he indicated that the district is not responsible to provide adult education. Mr. Pascucci suggested that the program be presented to voters on a warrant.

*Mr. Guerrette left the Board table at 6:41 p.m. to join the audience as a community member.*

Jason Guerrette, 11 Perry Court, noted that he is speaking as a citizen of Litchfield. Mr. Guerrette commented that he is representing a critical mass of residents in the town that feel they have no impact on business that is transacted by the Board. He indicated that taxpayers sent a clear message to the Legislature this fall to stop unnecessary spending. Mr. Guerrette commented that Litchfield has been impacted by the state's reduction of adequacy funding. However, there is a potential reinstatement of most of those funds, which comes from the taxpayers. Mr. Guerrette expressed support for returning additional adequacy funds to the taxpayers. He indicated that there are those in the Boardroom that may feel this is their money to spend. Mr. Guerrette commented that just because we are legally obligated to spend to the bottom line does not mean it is necessary to do so. He commented that if education was severely impacted by the reductions to the budget, the Board would ask the voters for more money, which did not occur. Mr. Guerrette expressed disagreement with the use of the additional adequacy aid to reinstate certain positions recommended by the administration. He indicated that there are many in town that cannot currently afford the cost of education. Mr. Guerrette commented that the residents he represents are afraid to comment in public because they believe they will be judged harshly by others or their children will be impacted. He indicated that many of these parents do not apply for free/reduced lunch for their child(ren) for the same reasons. Mr. Guerrette repeated his support to return any additional adequacy funding the district may receive to the taxpayers.

*Mr. Guerrette returned to the Board table at 6:50 p.m.*

Steve Catman, 16 Cutler Rd, commented that he has felt the impact of the economy of our country and it is indeed in poor shape. He indicated that his employees have not had a raise in five years and he has been forced to let some employees go. Mr. Catman expressed his support for the district to return additional adequacy funds to the taxpayers or frozen in an account to be used for the following year's budget. Mr. Catman commented that he appreciates the service the Board provides to the community.

**8) Principals' Reports**

Mr. Schlichter reported that:

- Fourth graders are completing the Science NECAP;
- NWEA testing began yesterday;
- Plans are in progress to formalize the Orientation Program by having parents attend a more formal information night in September, which will be held over two nights (one for K-2, and one for 3-4);
- Move Up Day is scheduled for GMS students to meet their teachers for next year;
- PTO will assist in the utilization of more volunteers next year as many parents in town are certified teachers;
- A Special Friends Day is scheduled for next Friday for 1<sup>st</sup> graders;
- The Kindergarten Committee has been working diligently and developed much information regarding kindergarten. Current grade 1 parents were surveyed regarding full day kindergarten. The Committee will develop a formal survey for current kindergarten parents. Mr. Schlichter indicated that a Kindergarten presentation will be made to the Board in June.

Mr. Guerrette commended the GMS PTO for their assistance. He asked Mr. Schlichter to explain the GMS restructuring.

Mr. Schlichter explained that the state tests all students in grades 3-4, and examines all the groups and sub-groups in the school. He indicated that the general population performs well in Reading and Math; however, the special education sub-group does not perform as well. Mr. Schlichter noted that the special education sub-group has shown growth, but has not been enough growth. He indicated that GMS was able to accept Title I money to work with that particular sub-group. Mr. Schlichter noted that upon acceptance of the funds, the state requires a restructuring plan.

Mr. Lecklider reported that:

- The Washington DC trip was successful and students had several memorable activities to keep them busy;
- Patricia Waggoner was chosen as the regional and state winner of Champions for Children;
- Student Council quarterly Class Act Awards were held;
- Connor Cody will be attending the National Junior Leaders Conference in Massachusetts;
- Jeff Briggs was accepted in the John Hopkins Summer Program;
- DARE Graduation was held at CHS today – 130 5<sup>th</sup> graders graduated and Emma Russo won the DARE essay contest;
- Project Safeguard is scheduled for tomorrow at St. Anselms;
- Science NECAP and NWEA tests administered;
- The Spring Concert is upcoming;
- LMS will be holding a Memorial Day ceremony May 27;
- The 8<sup>th</sup> grade tour of CHS is upcoming.

Mr. Guerrette commented that Mrs. Waggoner also worked hard to find an after school enrichment program for LMS (SpringBoard). He indicated that program is well run. Mr. Lecklider agreed, noting that the coordinator does a great job and the program is well staffed.

Mr. Manseau reported that:

- NHIAA Ice Hockey Committee congratulated the Pembroke Academy/CHS team for having no game disqualifications for an entire season;
- 18 Honor graduates will be recognized;
- Jessica Rau will be the Salutatorian for CHS and Shannon Savard will be Valedictorian;
- Renatta Landrau will be one of two NH Scholars to provide remarks regarding their experiences at the NH Scholars Special Recognition Ceremony at the State House on May 25;
- Andrea Angie is this year's recipient of the NH School Library Media Association Excellence in Library Services Award.

Mr. Manseau provided Board members with a CHS Library brochure prepared by Ms. Ange. He also provided a CHS information guide that consisted of a prom brochure, a seniors week activities card, a cover letter, rules and regulations for senior activities, a seniors activities calendar, and graduation exercises information. Mr. Manseau reported that Senior Projects Night is May 19.

1) Adult Education Discussion

Mr. Manseau provided information regarding Adult Education attendance and fees as previously requested by the Board.

Mr. Guerrette queried why class fees were reduced. Dr. Cutler indicated that they attracted more participation with lowering fees, which were more in line with surrounding districts.

2) Adequacy Funding Discussion

Dr. Cutler indicated that there was a concern at the last Board meeting regarding the reinstatement of an English teacher at CHS. She asked Board members if there were any questions for principals regarding their recommendations.

Mr. York queried about the impact on student enrollment at GMS if St. Francis closes. Mr. Schlichter indicated that he spoke with the principal of St. Francis and was informed that the school is not closing. He commented that they are considering plans to consolidate grade levels and increase tuition.

Mr. Guerrette echoed Mr. Schlichter's information. Mr. Schlichter indicated that there would not be a significant increase to the enrollment at GMS.

Mr. York read the list of Administrative Team Recommended 2012 Budget Adjustments for the viewing public. The May 11, 2011 meeting was not broadcast or recorded; however, the aforementioned list was published in the May 11, 2011 minutes.

The totals for the recommended 2012 budget adjustments are as follows:

- GMS: \$200,525.97
- LMS: \$207,354.50
- CHS: \$171,209.40

Total Adjustments Recommended: \$579,089.88.

Mr. Manseau spoke to the concern regarding the reinstatement of an English teacher at CHS. He indicated that although there has been decreasing enrollment at CHS, reductions did have a significant impact to the courses we provide to our students. Mr. Manseau explained that three upper class English elective courses were removed and two sections in others were reduced. He noted that students are required to take English for four years in high school. Staffing was reduced in grades 9 and 10. The number of seats to upper classmen in electives such as Journalism, Short Story, was substantially reduced. Mr. Manseau indicated that if an English teacher was restored, CHS would be able to run extra sessions for upper classmen. Mr. Manseau commented that when selections are reduced to upper classmen flexibility of vocational students is reduced as well. Students will more likely take classes in Nashua at night because they cannot take them here.

Mr. Guerrette commented that students can take VLACS courses for credit in English. Mr. Manseau indicated that course selections are very limited to upper classmen.

Mr. Guerrette queried if there are other positions that can be reduced to 50% to restore the English teacher position.

Mr. York queried why this was not originally reduced to a 60% position. Mr. Manseau that course selections were held in February and simulations are currently running. The results indicate there are limited seats for upper classmen.

Dr. Cutler referred to Mr. Guerrette's last question and indicated that this is not an option as teachers have already signed and returned their contracts. Dr. Cutler reminded the Board that she was asked to present the highest priorities if funding is restored. She noted that the recommendations were well prepared at the Board's request.

3) Draft Student Co-Curricular Activities (JJ)

Dr. Cutler indicated that Mr. Manseau and Mr. Lecklider had an opportunity to review the policy and make revisions to meet the needs of the high school and the middle school.

Mr. Lecklider indicated that the policy includes parameters for both middle and high school. However, there were some differences that were revised. Revisions were made primarily to the Consequences section, as behavioral expectations are the same at both schools.

Mr. Manseau indicated that revisions were made to Attendance Requirements, Consequences, and CHS Academic Eligibility.

Mrs. Prindle was concerned that the policy makes much reference to athletics rather than to co-curricular. She cited an example in CHS Academic Eligibility. Mr. Manseau indicated that the requirements are the same for co-curricular and that the language is included because it is required by NHIAA. Mr. Manseau noted that students who are passing enough classes at the end of the quarter will regain eligibility.

Mr. Miller was concerned with wording regarding school year violations of behavioral expectations and wording regarding calendar year violations. He believes that violations for behavioral expectations should all be included under the calendar year. Mr. Manseau indicated that the policy states that the consequences listed are minimal and penalties can be increased at the principal's discretion.

Mr. Miller commented that academic eligibility is subject to a student passing 2.5 credits, which is historical when offering a diploma of 20 credits. However, Mr. Miller indicated that CHS now offers a diploma of 24 credits and believes that the amount of credits for eligibility should be more equitable.

4) Job Description:

a) High School Director of Athletics (revised)

Dr. Cutler indicated that the High School Athletics Director job description has been revised to include the performance of co-curricular administrative tasks.

Mr. Manseau explained that the job description was revised to reflect additional responsibilities for the athletic director's position. He indicated that it is suggested that all co-curricular club advisors be under the supervision of the athletic director. Mr. Manseau commented that adding these responsibilities to the position assists with facility scheduling.

Mr. Miller expressed his disagreement with assigning co-curricular responsibilities to the athletic director. He indicated that the athletic director has enough to handle with athletics. Mr. Manseau commented that most of the co-curricular responsibilities will be for planning.

Mr. Miller indicated that he would rather the co-curricular responsibilities be a stipend position. Mr. Manseau commented that there were many staff reductions for the 2011-2012 year. He believes it is unlikely that a new stipend position would be approved.

Mr. York queried about how the Board would know if this was a successful approach for the position. Dr. Cutler indicated that it is the principal's responsibility to evaluate the position.

Board members reviewed the job description and suggested revisions.

***Mr. Guerrette made a motion to approve the revised High School Director of Athletics job description. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Miller opposing.***

9) **Curriculum Report**

*Mr. Guerrette left the meeting at 8:28 p.m.*

1) **May Curriculum Report**

Dr. Heon reviewed the May Curriculum Report with the Board. She reported that:

- The Technology Institute planning is going well. There are over 50 staff members registered for the two day event.
- The Professional Development Committee decided that My Learning Plan is the preferred online system for district record keeping.
- FACS curriculum should be ready for a June PERC meeting and will be presented to the Board over the summer.
- Information, Communication, and Technology curriculum is in draft form. Revisions will continue to be made and the curriculum will be presented to the Board in the fall.
- Summer Reading Academy at GMS and LMS is funded by Title I. Staffing and student selection is being determined. Title I funding will not be announced until the end of June and will most likely be decreased.

*Mr. Guerrette returned at 8:31 p.m.*

Dr. Cutler explained that each year, subject to AYP results, when more schools become eligible for restructuring funds, less is distributed to district already receiving the funds. Mr. York queried about the total of the funding. Dr. Heon mentioned that the district does not know the amount it will receive until the funds are released.

- The district received a grant through the United Way for reading materials to focus on fluency, vocabulary, and comprehension.

Dr. Heon explained that local MAPs testing is published by the NWEA. It is adaptive to student responses. As students answer questions correctly, the questions become more difficult. This is done to determine at what level the student is performing. Dr. Heon noted that the results use a RIT score (a raw score) and parents receive a growth report each year reflecting how their child has progressed. She explained that for each subject, scores are broken down into four different goal areas that coincide with strands on the state test. The test is aligned with the NH Frameworks. Dr. Heon indicated that the test provides information to predict how students will perform on the state test. She added that the test helps with Title I selection as well.

Mr. Guerrette commented that the method we use to communicate the results of the NECAP test to parents is not effective. He suggested that feedback is gathered from parents whose children are not proficient regarding what can be done to assist these children attain proficiency. Dr. Cutler suggested that Mr. Guerrette's suggestion regarding the way we communicate NECAP results to parents be listed as one of the goals for 2011-2012.

**10) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of May 11, 2011

Mr. Miller requested an amendment to the minutes. The amendment will be added to the Homework Policy/Practice discussion, and is as follows:

Mr. Miller expressed his frustration that he had submitted his suggested revisions as requested and the two members who had pushed for consideration of the homework policy had not found the time to complete the requested work in the three week period between meetings. Mr. Guerrette indicated he had recently had surgery and Mrs. D'Alleva informed the board she had been travelling out of the country. Mr. Miller stated there surely was time in the three week period for the board members to complete the work.

Mr. Guerrette commented that Mr. York made a specific statement regarding the Code of Ethics that should be included in the minutes. Mr. Miller pointed out that reference was made to that statement in the minutes.

***Mrs. Prindle made a motion to approve the public minutes of May 11, 2011 as amended. Mr. Miller seconded. The motion carried 5-0-0.***

2) End of Year Encumbrances Update: Document Management System

Dr. Cutler indicated that Mr. Martin is working on a projected savings document as requested by the Board. The Document Management System update will be tabled until the June 15 Board meeting.

Dr. Cutler reported that Mr. Martin provided information regarding the LMS Bathroom floors as discussed at the May 11 meeting. The SAU requested Board approval for the use of FY11 year end funds [specifically the GMS lighting retrofit under spend] to replace bathroom floors at LMS. Mr. Martin's update indicated that he received an original quotation for the replacement of the floors, however, it was in excess of the \$28,000 GMS under spend. Mr. Martin spoke to a vendor (suggested by Mr. Guerrette) whose estimate was at a significantly lower cost. The vendor informed Mr. Martin that they use very specialized equipment that significantly reduces the labor involved. District custodial staff will be used for teardown and setup of the fixtures. Mr. Martin's update indicated that the bathrooms floors can be done for a cost of between \$16,000 and \$18,000. Mr. Martin requested Board approval to move forward using the budgeted GMS lighting retrofit funds.

***Mr. Guerrette made a motion to approve use of the GMS underspend of \$28,000 from the lighting retrofit for the LMS bathroom floors. Mrs. Prindle seconded.***

Mr. Guerrette suggested that the method used to maintain the bathroom floors at CHS be re-examined. Dr. Cutler indicated that the vendor can evaluate the bathroom floors at CHS when work begins at LMS.

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

3) Policy Revision Cycle

Dr. Cutler indicated that the Policy Manual has been updated through the year 2000. In order to maintain a working document, a five year plan has been developed to review each chapter. She noted that much work went into the preparation of the proposed review cycle. Dr. Cutler explained that the cycle would consist of reviewing policies by approval year (oldest to newest) over five years. She indicated that many policies may not need revision, but it is important for the Board to abide by a review cycle.

***Mr. Guerrette made a motion to approve the five year Policy Review Cycle as presented. Mrs. Prindle seconded. The motion carried 5-0-0.***

4) Manifest

The manifest was circulated and signed by the Board. Mrs. Flynn informed Board members that because there is a 3 week gap between meetings, Board members will be requested to come to the SAU office in the upcoming weeks to sign a manifest. Mr. Guerrette expressed concern regarding a Simplex bill of \$447 to clean out a smoke detector. He stated that Simplex will train staff to do this task at no cost.

**11) Superintendent's Report**

a) Superintendent's Report – May 2011

Dr. Cutler provided the May Superintendent's report for the Board.

**12) Policies**

1) Draft Student Co-Curricular Activities (JJ)

The topic was continued from an earlier portion of the meeting. Dr. Cutler noted that it is necessary for the Board to thoroughly review the policy. She indicated that revisions should be crafted with care. Dr. Cutler commented that the Policy should be in effect at the beginning of August. She noted that the policy will have far reaching affects on students and their families and needs to be in place at the start of the fall sport season.

Board members reviewed the Student Co-Curricular Activities policy and suggested revisions. Once revisions have been applied, a clean copy will be available electronically for Board members to review and advise further revisions. The policy will be forwarded to legal counsel for final review when completed.



**13) Community Forum**

There was no community input.

**14) Committee Reports**

a) Budget Committee

The next meeting of the Budget Committee is scheduled for May 26 at 7:00 p.m. at CHS.

b) Technology Committee

Mr. Miller reported that the Technology Committee will be meeting for the next three consecutive Tuesdays to complete the work on the Technology Plan.

c) Other committees

There were no other committee reports.

**15) Adjourn**

*Mrs. Prindle made a motion to adjourn at 9:37 p.m. Mr. Miller seconded. The motion carried 5-0-0.*

**16) Upcoming Meetings**

>>Litchfield School Board: June 15, 22, 2011 – CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**

**June 15, 2011**

**(approved as amended 6-29-11)**

Present: Mr. John York, Board Chair  
Mrs. Mary Prindle, Vice Chair (*excused*)  
Mr. Dennis Miller, Board Member  
Mr. Jason Guerrette, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mr. Kyle Hancock, Director of IT  
Mrs. Deb Mahoney, Director of Human Resources  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order - Pledge of Allegiance**

**6:30 p.m.**

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

**2) Review & Revision of Agenda**

Revisions to the agenda included moving Community Forum up to Item 3 on the agenda.

**3) Community Forum**

Dr. Cutler announced that CHS students submitted a petition to keep Mr. Boutselis at CHS. She reminded the Board that Mr. Boutselis' position was among several included in the recent Reduction in Force for FY12. Dr. Cutler indicated that the students circulating the petition conducted themselves professionally and obtained 150 signatures. She reported that some of the students were present to ask the Board to consider their comments.

Josh Letourneau, 3 Naticook Avenue, accompanied by Cody Jackson, 29 Stark Lane, spoke to the Board. He commented that students felt strongly about keeping Mr. Boutselis at CHS. He expressed his disagreement with the reduction in force. Mr. Letourneau commented that Mr. Boutselis brought new ideas to CHS. He noted that Mr. Boutselis is community-minded. Mr. Letourneau noted that Mr. Boutselis is a Language Arts teacher and it is important not to reduce these courses as they prepare students for college. He commented that less courses means bigger class sizes. He indicated that Mr. Boutselis cares about the students and spends time after school to give students extra help they need. Mr. Letourneau commented that the Board should consider retaining Mr. Boutselis and other good teachers at CHS.

Dr. Cutler indicated that Mr. Boutselis is one of the staff recommended to add back in the event districts are granted a special meeting regarding the return of education funding.

Janine Lepore, 17 Greenwich Road, expressed concern regarding the Reduction in Force (RIF). She indicated that her daughter is a sophomore and is doing well because of the teachers at CHS. Mrs. Lepore commented that the teachers motivate her to learn. She was concerned that with the RIF there will be reductions in courses at CHS. She indicated that if we continue to reduce teaching staff, the school will be left with courses that are not as rigorous. She believes our children will not be able to compete with other students entering colleges. Mrs. Lepore commented that we need to have the best teachers and curriculum and to put as much money into the school system to achieve that goal. She commented that children are the most important thing that towns produce and schools are the most important use of taxpayers' money. She expressed support for returning the additional education funding to district to retain teachers that were reduced. Mrs. Lepore commented that the Board needs to make decision to produce the students who achieve academically, even if it means a few more tax dollars. She asked Board members to take her comments under consideration.

Zach Waggoner, CHS student, 11 Broadview, commented that he was in agreement with Mrs. Lepore. He commented that cutting teachers means cutting courses to high level students. Class selections are narrow and high level students are forced to take mediocre courses. He indicated that if you invest money properly it will result in a better education for everyone. Mr. Waggoner commented that the Constitution states “. . . .to ourselves and our posterity for now and in the future”. We should ensure the future of education.

Mr. Waggoner commented on the homework policy that continues to be discussed. He indicated that, in his experience, he has never seen one piece of homework that is not touched by a teacher in some way. He noted that homework may not be graded in all classes, but it is certainly reviewed. Mr. Waggoner expressed support to leave the grading of homework to the discretion of the teachers, subject to the course, the students, and the curriculum.

Patricia Waggoner, 11 Broadview, expressed support for education. She asked the Board to reinstate the positions on the list to be added back if additional education funding is returned. Mrs. Waggoner indicated that they are people, not numbers. She was concerned about how the schools will function if the teachers are not retained.

Kevin Waggoner, 11 Broadview, commented that RIF decisions were made subject to constraints placed on the budget. He noted that if education funding is returned, it is incumbent on the Board to reconsider the RIF. Mr. Waggoner asked Board members to consider the cuts to courses offered at CHS. He asked Board members to consider comments they made regarding education.

George Lambert, 3 Lydston Lane, commented that he was impressed with the students who commented this evening. He indicated that he was proud to hear young people recite history, give themselves a voice, and engage in the democratic process. Mr. Lambert commented that he was encouraged by their actions this evening. He indicated that budgets are tight everywhere and there are hard decisions that have to be made in the community. Mr. Lambert commented that he would like to see the schools have advanced programs. He encouraged the Board to draft transparent procedures relative to the way money is spent. He commented that he is introducing bills to bring new transparency with personnel, non-public records, and behavior of employees.

Mr. Lambert indicated that he heard great things about the District at the NH DOE. He indicated that there was some surprise at the NH DOE that homework is not graded in Litchfield. He commented that their mentality is that it is the Board’s responsibility. Mr. Lambert believes we should measure student performance with the same acumen that we use to measure performance of our government. He commented that as a nation we are failing to prepare our children for college. He indicated whatever needs to be done should be done for the necessary results. He commented that we should get the greatest value for our money.

Laurie Ortolano, 16 Martin Lane, expressed support for grading homework in the four content areas. She commented that teacher feedback is important. She indicated that there is a benefit in grading homework. Mrs. Ortolano queried when the homework policy was revised. She commented that data that reflects assessments will prove useful (i.e. the number of students pursuing specific careers in math and science). Mrs. Ortolano noted that she listened to the students speak about homework and their belief that grading be the teachers’ discretion. She indicated that correcting homework consistently may help and any data will be useful. She commented that the Board look at the data carefully.

Mr. York indicated that the original homework policy was adopted in 1987; revised and approved in September 2005.

Sue Ann Johnson, 35 Locke Mill Drive, commented that years ago she worked for the president of a company and his solution to retain employees was that everyone gets a reduction in pay. She indicated that this enabled them to retain their employees. She believes that parents should pay for courses (i.e. art/music/etc.) their students want to take.

Mrs. Johnson commented that her son attends private school and has homework every night. She indicated that homework reinforces what is learned in the classroom. She commented that if teachers are not monitoring student learning through homework, it could be weeks before they realize students are not learning the concepts. Mrs. Johnson indicated that all homework should be corrected. She believes homework should be assigned in all courses.

She commented that private schools educate children better than public schools. She believes public schools should emulate private schools.

Christine Lepore, CHS student, 17 Greenwich Road, commented that she attends CHS and is proud of the school. She indicated that the teachers are talented and gifted, and that CHS provides a great learning experience. She commented that she is disappointed about the reduction in staff and courses. Ms. Lepore indicated it is the worst slight to our generation. She commented that education is the most important institution. She expressed support regarding the grading of homework be at the teachers' discretion.

Ralph Boehm, 6 Gibson Drive, expressed support for grading homework. He commented that homework is graded in college and counts in large proportion. Mr. Boehm mentioned that his granddaughter graduated as valedictorian at CHS last year. She had all A's from grade 6-12. He commented that she accomplished this through homework that she needed graded. Mr. Boehm indicated if teachers discuss homework in class they are not teaching. He commented that homework needs to be graded to determine how well students are learning.

Zach Belanger, CHS student, 31 Chatfield Drive, mentioned that he is the CHS mascot. He commented that he attended Deliberative Session. He believes it is unfair that many people there did not support the default budget that would have retained teachers. Mr. Belanger commented that only 28% of the voters actually voted and supported the reduction of teachers. He indicated that he wants to be proud of his school. He commented he does not want to graduate and remember that the town cut teachers to save money.

Janine Lepore, 17 Greenwich Road, commented that homework has variety and is used to reinforce and challenge students. She indicated all homework, in her experience, is reviewed and corrected. Mrs. Lepore noted that it may not get a letter grade, but it is discussed giving the teachers the opportunity to determine if the students are learning the concepts. She commented that homework is challenging, not easy and quick. She indicated that teachers make time to assist students after school and during studies. Mrs. Lepore expressed her support that grading homework should be at the teachers' discretion.

Emma McLaughlin, CHS student, 6 Chatfield Drive, attributed her year at CHS to Mr. Boutselis' credit. She commented that he makes time for students after school, breaks down the information, and is personable. She expressed disappointment that he is leaving CHS.

Erin Depew, CHS student, 2 Glenwood Drive, commented that the first year teachers are the best she has had. She noted that Mr. Boutselis motivated the students. She indicated that the first year teachers should be retained. Ms. Depew commented on homework. She expressed support for reviewing homework in class. She commented that reviewing homework in class is beneficial, especially in math.

Adam Mullen, CHS student, 1 Whidden Lane, urged the Board to stop and think about the future impact of cutting courses on students. He commented that once a course is cut it is hard to restore. Mr. Mullen noted that the core principals of CHS are composed from famous quotes. He commented that if you lower the standard, that becomes the standard. He commented that to many of the students, many teachers at CHS are like a second set of parents. Mr. Mullen asked Board members to think before taking action. He asked if it better to save a little money with a reduction in force rather than trying to make difficult sacrifices in other areas. He indicated that higher level courses are being cut and forcing students who care to settle for less rigorous courses.

#### **4) School Board Correspondence & Announcements**

Mr. York announced that Board members received several letters. He noted that the following community members sent correspondence regarding homework:

Matthew Mason, Joan Fulton, Dave Buhlman, Lynn Mason, JoAnn Catman, Sue Ann Johnson, Laurie Ortolano, and Suzanne Vass.

Mr. York reported that the following community members sent correspondence regarding:

- St. Francis staying open: Chris Pascucci
- Adult Education: Susan Duffy
- Technology: John Caynon

- Retention of Full Time Media Specialist: Melina Prevel-Turmel.

*All available letters are attached to the minutes.*

**4a) Community Forum (continued)**

Hanna Gomez, 6 Gibson Drive, commented that a homework policy was piloted at CHS last year. She indicated that high school sets students up for college. She noted that at Boston College, there is homework in every class. She noted that homework counts toward a student's grades. Ms. Gomez commented that if homework isn't graded, students are not learning. She indicated if feedback is not provided to the students they are not prepared. Ms. Gomez commented that in humanities classes it is appropriate to discuss homework; however, homework should be graded in math classes. She indicated that homework needs to be corrected so students can acknowledge what they are doing wrong.

**5) Presentations to the Board**

1) District Technology Plan – K. Hancock

Mr. Hancock, Director of Technology, summarized the three year technology plan for the Board. He indicated that the plan aims to give vision to where technology is going over the next three years. He commented that this plan is from today forward. He noted that technology is going to change. Mr. Hancock indicated that this is a strategic plan that identifies how teachers use services we provide, professional development, and curriculum. The plan was developed around the state frameworks and requirements. Mr. Hancock noted that the plan was submitted to the state, but there has been no determination on its acceptance at this time.

Mr. Guerrette commented that he was very impressed in the detail and level of information in the plan. He queried if Mr. Hancock would be comfortable with the plan at the end of the third year.

Mr. Hancock noted that there are some significant projects included in the plan. He indicated that there is no way to know what technology will be like in three years. He acknowledged that the District is in good shape today with changes that will occur over the summer months.

Mr. York queried if the plan is complete. Mr. Hancock indicated that the Technology Committee had concerns regarding the cost of the student management system, but was able to include it in the plan.

Mr. York queried why personnel costs were included in the plan. Mr. Hancock indicated that the state recommends a staffing formula be included in the plan.

Mr. Guerrette queried about the projected additional of a staff member. Mr. Hancock indicated that it is dependent on the addition of the student management system. Mr. Martin commented that the projected personnel would likely be a temporary employee or a contractor with no benefits.

Mr. Hancock explained that a student management system manages all student records, schedules, and internal workings of a school, as well as the teacher grade book. Included is a student/parent portal. He commented that the existing system was developed in the mid-1990's and plans to modernize it do not exist at this time. The existing system is a combination of components from different companies that do not work well together. There are lags between updates and takes much management. Mr. Hancock indicated that the new system would allow administrators to access it with mobile technology.

Mr. Miller commented that the Technology Committee worked diligently to craft the plan. He noted that four different viewpoints were involved in the process (administrators, teachers, community members, Board member). He noted that the plan makes sense and is sound.

Mr. Martin asked Board members to provide conditional approval of the plan, subject to state acceptance.

***Mr. Guerrette made a motion to accept the 2011-2014 District Technology Plan, subject to state acceptance. Mr. Miller seconded. The motion carried 4-0-0.***

Mr. Martin thanked Mr. Hancock and those involved on the Technology Committee.

**6) School Board Comments**

Mr. Guerrette read a statement regarding academic achievement and academic standards. He indicated that he has heard complaints from several parents concerned about the academic standards of the district, as well as administrative response to parental concerns. Mr. Guerrette expressed disagreement with the existing homework policy. He commented that he has heard that the parents who sent letters to the Board about homework do not have children in the system. He commented that he heard people are leaving Litchfield because they fear the Board is hurting the school system. Mr. Guerrette indicated that the Board has built walls between itself and the people it serves. He commented that the Board is here to represent the people. Mr. Guerrette commented that the schools belong to the people whether or not they have children in them. Mr. Guerrette believes that the Board should embrace the philosophy statement and represent the people's wishes. He believes the Board should take an active role reaching out to the community and engage them in non-traditional ways. Mr. Guerrette believes that the Board should hold schools accountable and strive for higher standards. He suggested a new direction consisting of what we expect from the district, the Board, and the community.

Mr. Guerrette commented that the Board Chair will make statements regarding ethics that are baseless.

Mr. Miller congratulated the administration at CHS on graduation exercises. He commented that he heard many compliments regarding the ceremony, which is presented by students. He also congratulated the Girls Softball Team that is undefeated in their division, and won the state championship.

Mr. York commented that Mr. Guerrette asked that the ethics discussion be removed from the agenda prior to the meeting. He indicated that Mr. Guerrette continues to push Board directives to the limit. Mr. York commented that a lengthy correspondence occurred between he and Mr. Guerrette recently. He indicated that Mr. Guerrette accused him and two other Board members of attending school events for political reasons. Mr. York commented that he was personally insulted on Mr. Guerrette's blog recently. He contended that Mr. Guerrette was assigned a task at an April Board meeting that he claimed he did not have time to complete. However, he commented that Mr. Guerrette addressed the topic in his blog. Mr. York indicated that Mr. Guerrette requested to have a discussion in April regarding ethics. During the discussion, his motion to adopt a revision to the ethics policy failed. Mr. York indicated that later that evening Mr. Guerrette referred to Mr. York as "King John" in his blog. Mr. York commented that although Mr. Guerrette apologized, he believes Mr. Guerrette violated the ethics policy and conduct policy parameters. He noted that Mr. Guerrette wrote that three members of the Board were obstructionists.

Mr. York expressed his belief that Mr. Guerrette is trying to create a public perception about him as Board Chair, as well as of other members of the Board. Mr. York expressed concern that if the behavior continues, Mr. Guerrette's words and ideas will not be heard or taken seriously.

Mr. York noted that he received correspondence from Mrs. Prindle in which she states that she is frustrated with Mr. Guerrette's behavior. She believes his behavior is a discredit to the Board and the District. Mrs. Prindle wrote that she takes exception to being called an obstructionist on Mr. Guerrette's blog. She believes his behavior to be unethical.

An extended discussion occurred regarding individual board members actions and statements on message boards. Mr. York, Mr. Guerrette and Mr. Miller shared documentation of perceived ethical issues.

Mr. Guerrette commented that the timeline began on May 11 as Mr. Miller was critical that Mr. Guerrette did not have the time to submit homework policy revisions. He indicated that Mr. Miller posted comments on the community message boards regarding the issue. Mr. Guerrette noted that, in the spirit of the ethics policy, he requested verbally and in writing to bring the issue to the Board. It was placed on the agenda. On June 13, Mr. Guerrette requested to remove the item from the agenda.

Mr. Guerrette indicated that he was surprised to see that an agenda item citing ethics issues regarding his statements on his blog. Mr. Guerrette indicated that Mr. York verbally stated he wanted an apology and never mentioned an ethics issue. He commented that Mr. York created a case where one does not exist. He believes Mr. York is trying

to selectively enforce the policy. Mr. Guerrette contended that his blog articles were truthful and were his opinion. He commented that he asked Mr. York not to have this conversation in order to focus on the homework issue. Mr. Guerrette stated that Mr. York is politicizing the issue.

Mr. Guerrette stated that he was rescinding his signature on the School Board Ethics policy and School Board Conduct policy. He indicated that he was rescinding his signature until such time as the Board comes together to work to create a policy with higher ethical standards. Mr. Guerrette commented that freedom of speech cannot be superseded. He stated that he only answers to the citizens of the community and not to the Board.

Mr. York commented that he decided to move forward with the discussion of this issue on Monday, June 13. He was concerned that Mr. Guerrette's behavior may result in Board members ignoring important issues when Mr. Guerrette raises them. He stated that Mr. Guerrette is more confrontational at Board meetings than is necessary. He was concerned that Mr. Guerrette wrote [in his email to Mr. York] that he will continue to bring issues to the people and would not continue to be bound by the rules.

Mr. Guerrette contended that he ethics and conduct policies are not required by the state. He indicated that he called Mr. York "king" because he disseminates things on his own schedule and performs duties not authorized by the Board. Mr. York commented that he has not done anything the Board has not authorized. He indicated that Mr. Guerrette constantly challenges him. Mr. Guerrette suggested discussion of the roles of the Chair be placed on a future agenda.

Mr. York and Mr. Guerrette discussed the process for resolving issues that community members raise regarding the schools and/or School Board at length. Mr. York indicated that there is a policy that states the proper process for resolution of school issues.

Mr. Miller commented that he anticipated Mr. Guerrette would raise concerns regarding comments posted on the community message boards. He provided Board members with documentation regarding Mr. Guerrette's similar behavior on the community message boards. Mr. Miller stated that he did not use Board members' names of call them names in his posts on the community message boards. Mr. Guerrette commented that if a community member speaks to him about an issue, he will listen. He stated that if the Board sits in legislative session regarding a community member who has spoken to him previously, he will recuse himself.

7) **Summary of Non-Public Actions**  
*No non-public session was held on May 18, 2011.*

8) **Recommended Action**  
a) **Business Affairs**  
1) Draft School Board Minutes:  
a) Public Minutes of May 18, 2011

A minor revision was made to the minutes.

***Mr. Guerrette made a motion to approve the public minutes of May 18, 2011 as amended. Mr. Miller seconded. The motion carried 4-0-0.***

2) Business Administrator's Report – May 2011

Mr. Martin reported that open enrollment was completed using eFinancePLUS Employee Access Center online. He noted that the net increase in the cost of medical and dental for FY12 is \$33,582. However, the actual rate will be less than was budgeted. Mr. Martin indicated that the savings from the health benefits rates was allocated to cover the shortfall in retirement costs.

Mr. Martin reported that the year-end general fund balance has been revised to \$873,000. This is due to an additional \$116,000 in savings from:

- substitute and self-funded salaries
- lower forecasted energy expenditures
- lower forecasted student specific special education services and legal fees
- an increase in unanticipated revenues.

Mr. Martin provided Board members with a copy of the air quality checklist report. He reported that the annual milk bid had an average price increase ranging from 11.4% - 12.5%. Mr. Martin reported that the District received the new guidelines on lunch pricing with new requirements. He commented that the guidelines require mandatory pricing for meals in order to receive federal commodities revenues.

Mr. York commented that increased lunch prices could result in more students bringing a bag lunch. He queried if this would impact staffing. Mr. Martin indicated that the mandatory pricing target is \$2.75 and implementation would occur over a number of years.

Mr. Guerrette commented that the walls at GMS need to be disinfected and queried why it cannot be done in lieu of the large year-end fund balance. Mr. Martin indicated that we cannot spend more than the voters approved.

Dr. Cutler suggested asking the custodians to work overtime the last week in June to disinfect the walls at GMS. Mr. York suggested hiring a contractor to do the work. Dr. Cutler suggested bringing forth a solution to the Board at the next meeting.

Mr. Martin asked Board members to approve two expenditures: vacation buybacks and replacement of the water tank at CHS.

***Mr. Guerrette made a motion to authorize spending \$10,750 from the FY11 year-end general fund balance for vacation buybacks. Mr. Miller seconded. The motion carried 4-0-0.***

***Mr. Guerrette made a motion to authorize spending \$28,500 from the FY11 year-end general fund balance for the replacement of a water tank at CHS. Mr. Miller seconded. The motion carried 4-0-0.***

Mr. Martin announced that the District received a check totaling \$6800 from NH ASBO for the procurement card program. He noted that Litchfield had the second highest volume of purchases in the state. He thanked the staff for shopping sensibly.

3) Approval of FY12 Salary Schedules

Mrs. Mahoney provided all non-LEA position salary schedules for FY12, which were adjusted by 1% with frozen steps and longevity as per the approved warrant article.

***Mr. Miller made a motion to approve the FY12 non-LEA salary schedules as presented. Mr. Guerrette seconded.***

Mr. Guerrette commented that he did not agree with the distribution of the adjustment as was presented in the salary schedules. Dr. Cutler stated that the schedules were developed as per the approved warrant article.

***The motion carried 3-1-0, with Mr. Guerrette opposing.***

4) District Cell Phones

Dr. Cutler provided a list of staff with district cell phones. She reminded the Board that only half the cell phone budget was approved for FY12. Dr. Cutler indicated that the administrative team met and decided which staff members needed cell phones. She noted that some staff will have district cell phones. The remainder of the funds will be used as a stipend amount for those staff members who use their own cell phones for district business. Dr. Cutler announced that the total cost is \$4 less than the budgeted amount.

5) Partnership with Parents: Student Achievement

Mr. Guerrette asked to table the discussion. Dr. Cutler suggested that the topic can be discussed when the Board discusses the 2011-2012 goals. The topic will be placed on the July 13 agenda.

6) Board Ethics (Board Member Request)

The topic was discussed earlier in the meeting.



7) Manifest

The manifest was circulated and signed by the Board.

Dr. Cutler reviewed the May enrollment report with the Board. The total district enrollment for May was 1,587 students.

9) **Policies**

a) **Work Session:**

1) Fund Balance Policy (DBB)

Board members reviewed the policy. Mr. Martin indicated that the policy is required by GASB and needs to be approved prior to the district audit. He explained that the policy is a financial reporting definition of fund balance. The policy was drafted by the auditors and approved by the attorney.

***Mr. Guerrette made a motion to approve the policy for a 1<sup>st</sup> Reading. Mr. Miller seconded. The motion carried 4-0-0.***

2) Staff Ethics (GBEA)

Board members reviewed the policy and expressed concern with some wording in the policy. Dr. Cutler and Mrs. Flynn will wordsmith the appropriate section of the policy. The Board will revisit the policy.

3) Employee Conflict of Interest (GBEAA)

Board members reviewed the policy and suggested revisions. Board members felt that the wording mirrored the Staff Ethics policy language. They suggested cross referencing the policy with the ethics policy. The Board will revisit the policy.

4) Volunteers (IIOC)

Board members reviewed and discussed the policy. Dr. Cutler noted that the original policy is very old and has never been updated. The policy will move to a 1<sup>st</sup> Reading.

5) Homework & Academic Achievement Policies (IK, IKB)

Mr. Guerrette provided some background information on the homework policy. He commented that the research shows that homework has less of an impact on elementary students, more of an impact on middle school students, and much impact on high school students. He indicated that feedback is very important regarding homework.

Dr. Cutler queried if the Board had enough time to review the information. Mr. Guerrette indicated that the documentation arrived late. He commented that his draft of the policy is a proposal. Mr. Guerrette indicated that the Board can digest the information. He recommended that his suggested policy proposal become policy and the administration can draft the procedures.

Dr. Cutler indicated that she would like staff to have the opportunity to review the proposed revisions to the policy and the research materials. She queried if the research materials provided were district documents from Miami Dade County.

Mr. Miller commented that it appears the materials were part of a government contracted study. Mr. Guerrette indicated that the materials were completed by Education Northwest.

Dr. Cutler suggested that the Board discuss the homework policy during the July 13 meeting when they discuss the 2011-2012 goals. Mr. York suggested that the Board and administration have a chance to digest the information and suggestions. He suggested the discussion be tabled until the July 13 meeting. Mr. York commented that pending legislation regarding education funding, the Board may need to meet earlier than July 13.

Mr. York commented that Board members need to determine the goal to which the homework policy proposed language pertains. Mr. Guerrette indicated it pertains to the existing goal to increase academic achievement.

Mr. York commented that just stating we want to increase academic standards is a broad goal. He indicated that if the goal is to implement a more discipline policy on the homework process, we need to define that goal. He noted that Mr. Guerrette's proposal creates thought in how the homework process can occur. However, if the goal is to

change the homework policy, it is necessary to draft a policy in an efficient manner to implement at the beginning of the school year. Mr. York indicated that guidance, the administration, and the faculty need planning time for its implementation.

Mr. Guerrette commented that homework is not the only way to raise academic achievement. He noted that the homework policy revolves around math. He believes that the Board may not complete a policy before school begins. Dr. Cutler suggested that the policy can be implemented in phases.

Mr. York indicated that it will be necessary to discuss a timeframe with the principals. He noted that there are many issues to work through, which can be done through the policy process.

6) Service Animals (IMGA)

Dr. Cutler noted that the policy is a new requirement for the ADA. Board members discussed the policy and suggested revisions. The policy will move to a 1<sup>st</sup> Reading.

7) Student Co-Curricular Activities (JJ)

Board members reviewed the policy suggested revisions to the policy. Dr. Cutler mentioned that Mr. Manseau was concerned that the Board suggested raising the number of credits necessary for eligibility at CHS.

The policy will move to a 1<sup>st</sup> Reading.

*The Board was advised that due to technical difficulties the meeting was not broadcast, but is being recorded.*

11) Community Forum

Robin Corbeil, commented she has been listening to the testimony regarding homework issues. She believes that the whole community should have input on the homework policy. She expressed concern that drafting a policy between teachers, students, and parents without their input may not meet everyone's needs. Mrs. Corbeil suggested surveying the population in order to craft a policy that meets the needs of teachers, students, and parents.

Mr. Guerrette commented that the whole community should participate in crafting the policy.

Mrs. Corbeil commented that the policy needs to bring the community together. She encouraged the Board to give them the opportunity to participated before the policy is mandated.

12) Committee Reports

- 1) Budget Committee – meets on June 30, 2011
- 2) Technology Committee
- 3) Grants Committee

There were no committee meetings to report.

13) Non-Public Session: RSA 91-A: 3II (a-c)

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

***Mr. Miller made a motion to enter non-public session at 10:35 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. Mrs. D'Alleva seconded. The motion carried by roll call vote: Mr. York, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.***

14) Return to Public Session

***Mr. Guerrette made a motion to return to public session at 10:59 p.m. Mr. Miller seconded. The motion carried by roll call vote: Mr. York, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.***

Date: June 15, 2011  
Campbell High School

Litchfield Board of Education  
Public Session – 6:30 p.m.  
Non-Public immediately following

15) **Adjourn**

*Mr. Miller made a motion to adjourn at 11:00 p.m. Mr. Guerrette seconded. The motion carried 4-0-0.*

16) **Upcoming Meetings**

*>>Litchfield School Board: June 22, 2011 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Cynthia Couture, Vice Chair

Jason Guerrette

Mary Prindle

John York

June 15, 2011

Attachment to the June 15, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the June 15, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

## Michele E. Flynn

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**From:** John York  
**Sent:** Friday, June 17, 2011 3:06 PM  
**To:** Michele E. Flynn

fyi  
John York  
Chairman of the Litchfield School Board  
[jyork@litchfieldsd.org](mailto:jyork@litchfieldsd.org)

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**From:** [redacted]  
**Sent:** Friday, May 27, 2011 1:51 PM  
**To:** Elaine Cutler; Harte, John; John York; Bo Schlichter  
**Cc:** Dennis Miller; Mary Prindle; PDAlleva-external domain; Jason N. Guerrette  
**Subject:** It's official

Good afternoon,

I am writing this **not** as a spokesman of St Francis school or parish, and my term as St Francis school board member expired two years ago. I am just relaying this information to you as a parent who is actively involved with St Francis school and parish.

I heard from Shannon Dannible, St Francis Principal, that the school will indeed stay open for the 2011 - 12 school year. That decision was made official and announced to the public this afternoon. I know this has been a concern and a topic of discussion at some Litchfield school board meetings, and you are all aware of the current state of the economy, which is of course also affecting parochial schools. Weeks ago, the Manchester Diocese, and the Bishop, made it clear that they would do whatever they can to keep St Francis open, and money has been made available which will indeed keep the school open.

Have a great weekend!

Chris Pascucci

## Michele E. Flynn

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**From:** John York  
**Sent:** Friday, June 17, 2011 3:05 PM  
**To:** Michele E. Flynn  
**Subject:** FW: Adult Education

fyi  
John York  
Chairman of the Litchfield School Board  
[jyork@litchfieldsd.org](mailto:jyork@litchfieldsd.org)

---

**From:** Sue Duffy  
**Sent:** Thursday, June 02, 2011 7:22 PM  
**To:** John York  
**Subject:** Adult Education

Dear Mr. York,

I am writing to express my dismay at the proposed cancellation of the Litchfield Adult Education Program. As a first time participant in the program this year, I was very impressed at the quality of instruction and variety of classes offered. The course I took was the Excel class taught by Patricia Waggoner. Patricia was extremely professional and conscientious, even going so far as to offer a make-up class for students who missed a session. The class was well attended. Because of this very positive experience, I had been looking forward to taking future enrichment classes. However, the larger issue here is the role of Adult Education in our community - why would a community with the resources we have in Litchfield discontinue such a vital program? If you would please take a moment to explain the reasons for this decision, I would certainly appreciate it. Thank you, and I look forward to your response.

Sincerely,

Susanna Duffy  
7 Arcadian Lane, Litchfield  
\_

## Michele E. Flynn

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**From:** John York  
**Sent:** Friday, June 17, 2011 3:05 PM  
**To:** Michele E. Flynn  
**Subject:** Re: Computer questions  
**Attachments:**

fyi  
John York  
Chairman of the Litchfield School Board  
[jyork@litchfieldsd.org](mailto:jyork@litchfieldsd.org)

---

**From:**  
**Sent:** Friday, June 10, 2011 5:34 PM  
**To:** John York  
**Subject:** Re: Computer questions

John, thanks for getting the 2 questions answered. I was concerned then when I had asked and no one (the SB members on the bulletin board didn't seem to know) The softball girls should take home the trophy tomorrow. They played this team previously and won 18-1 and 13-0. But as they say, on any given day.... and never take anything for granted. I think they will show up and play hard tomorrow. jc

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

**From:** "John York" <[jyork@litchfieldsd.org](mailto:jyork@litchfieldsd.org)>  
**To:**  
**Sent:** Friday, June 10, 2011 12:44:24 PM  
**Subject:** Re: Computer questions

Please see below there are 2 emails with answers. Let me know if these answer your questions. Thanks for keeping the town aware of the girls softball progress. You must be very proud of your daughter and the team.

Thanks  
John York  
Chairman of the Litchfield School Board  
[jyork@litchfieldsd.org](mailto:jyork@litchfieldsd.org)

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**From:** Stephen Martin  
**Sent:** Thursday, June 09, 2011 9:18 AM  
**To:** John York  
**Cc:** Elaine Cutler; Kyle Hancock  
**Subject:** Re: Computer questions

Hello John,

Anytime we provide the board with quotes for future purchases they are based on equipment that the vendor currently has in their system and are used to give us a budgetary number. The board is always advised that quotes we receive in advance are for budgetary purposes only. As budgetary quotes line by line details should not be assumed to be final.

The PCs we are purchasing have 500 GB drives.

## Michele E. Flynn

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**From:** John York  
**Sent:** Friday, June 17, 2011 3:05 PM  
**To:** Michele E. Flynn  
**Subject:** ----- Re: Computer questions  
**Attachments:** SBLeasing\_Presentation[1].pdf; image001.png

fyi  
John York  
Chairman of the Litchfield School Board  
[jyork@litchfieldsd.org](mailto:jyork@litchfieldsd.org)

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**From:** -----  
**Sent:** Wednesday, June 08, 2011 2:56 PM  
**To:** John York  
**Subject:** ----- - Re: Computer questions

John, thanks for the 2 emails, they were quite informative. so, all 100 computers are destined for labs? I think on the board, that was one of the questions, because then a lesser system could be purchased for those that weren't lab bound. You've answered those questions sufficiently. The questions I had on the quote was as follows:

The description in the attached pdf document that Dennis Miller had regarding the specs of the equipment, lists a 500GB hard drive in the units ( on page 1 of 1 in the Gov Connection quote), but the line item description for all of the equipment lists a 160GB hard drive (the next page). So which is it, 160, or 500?

From Gov Connection quote :

**Quote:**

ThinkCentre M90p SFF Core i5 650 3.2GHz / 4MBL3 / 3GB / \$733.31  
----- / SuperMulti / GigNIC / W7P  
Lenovo Commercial Systems

Next page under line item descriptions:

5536CTO\_64Y6618 160GB- 8M Cache- 7200RPM SATA 1

these are both hard drives the red highlighted items, I was trying to find out which was actually included in the quote.

So my 2 questions in Bold below:

- 1: Which hard drive is included the 500GB or 160GB and shouldn't that have been corrected when presented to the board? If not were you being quoted for the right config?**
- 2: Is onsite maintenance included in the quote?**

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

From: "John York" <[jyork@litchfieldsd.org](mailto:jyork@litchfieldsd.org)>



To: [redacted]  
Sent: Monday, June 6, 2011 7:42:53 PM  
Subject: [redacted] - Re: Computer questions

MOre information from your questions. Let me know if they provide the answers you are looking for or if we need to ask more questions for you. Please provide the questions you would like answered>

Thanks  
John York  
Chairman of the Litchfield School Board  
[jyork@litchfieldsd.org](mailto:jyork@litchfieldsd.org)

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**From:** Stephen Martin  
**Sent:** Thursday, June 02, 2011 2:12 PM  
**To:** John York  
**Cc:** Elaine Cutler; Kyle Hancock  
**Subject:** [redacted] Re: Computer questions

Hi John,

Here is Kyle's response to the blog messages about the computers the district purchases. Kyle did a good job summarizing the technical reason why next year's purchase is at the level we do. I would like to add some business specific comments based on my 30 plus years of experience in the private sector working with technology.

I think most people do not understand the extent of technology we teach in schools. Over 80% of business people use basically personal applications and maybe a couple of business specific applications. Today schools teach students high end applications. Multi-media editing, CAD and other courses taught in schools drive the need for more powerful computers than most business people need. This thread mentions that his company purchases Core I5 for the general workers and asks if the school needs the same. The answer is yes. These new computers are being put into labs first and will then be passed down when the lab computers get replaced. We are buying Core I5 for users running much more intensive applications than most business people.

Another major difference between the private and public sector is that most companies will replace technology every three to four years. Schools don't. We may replace the computer lab computers every three years as they are driven by newer applications that require more power. But unlike the private sector we pass them down year after year to lower and lower grades where older less powerful computers still meets the need of the applications the students are using. If we under buy in year one we would reduce the number of years these computes would meet the student needs throughout the district. So while someone might interpret that we buy these powerful expensive PCs for all of our students we don't. A computer purchase that would go directly to a classroom would have a different configuration.

Steve

---

Stephen F. Martin RSBA  
Business Administrator  
SAU 27 - Litchfield School District  
1 Highlander Court  
Litchfield, NH 03052  
Tel: 603.578.3574

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**From:** Kyle Hancock  
**Sent:** Thursday, June 02, 2011 11:30 AM

**To:** Stephen Martin  
**Subject**

**Re:** Computer questions

Hi Steve

The Core i5 represents a mid-range processor with the Core i7 being the high and the Core i3 being the low. I believe this level of processor is absolutely necessary. All new computers being acquired are being put directly into computer labs where they run hardware intensive industry standard software such as Adobe CS5.5 Master Collection, Chief Architect and SolidWorks CAD.

As the school district looks at acquiring new PCs we consider a PC to have a useable life span of 3 years in a lab environment and another 2-3 years in a secondary environment. The computers being acquired this summer will be implemented in high school computer labs where they run intensive applications such as SolidWorks CAD and the Adobe CS5.5 Master collection. System requirements can be found for these software packages below and are obviously a bare minimum requirement set. The PCs being acquired meet some standards however are marginal on others as the school district aims to be fiscally conservative. In addition while we anticipate these being used in lab environments for the next several years we are attempting to anticipate the needs of future software's not yet released or produced.

Adobe CS5.5 Suite	SolidWorks CAD
Intel Core 2 Duo or higher 64bit 2GB Ram (4 or more recommended) 7200RPM hard drives for video editing RAID 0 1280x900 display adapter w/ Adobe certified GPU	Intel or AMD processor 1GB Ram (minimum) 6GB or more (recommended) No hard drive requirements listed SolidWorks certified graphics card

At this point the district has not budgeted or planed for any virtualization. As was discussed in the budgeting process we plan to budget for server virtualization during the 2012-13 budget cycle. Server virtualization is very different from desktop virtualization although it is the first step toward utilizing this exciting and dynamic new technology. Although virtualization is growing more popular every day it's highly unlikely that we will be virtualizing lab computers anytime in the near future. As I mentioned previously lab computers run hardware intensive software such as Adobe CS5.5 and Solidworks. These applications do not run well on virtual platforms because of the amount of system resources required.

Thanks,  
Kyle



**Kyle Hancock**  
**Director of Information Technology**  
☎: 603-578-3576 | 📠:603-578-1267  
✉:khancock@litchfieldsd.org  
**SAU 27 - Litchfield School District**  
1 Highlander Court  
Litchfield, NH 03052

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

**From:** Stephen Martin  
**Sent:** Tuesday, May 31, 2011 8:15 AM  
**To:** Elaine Cutler; Kyle Hancock  
**Subject:** RE: LNH Private Message Notification - Re: Computer questions

We will.

Steve

---

Stephen F. Martin RSBA  
Business Administrator  
SAU 27 - Litchfield School District  
1 Highlander Court  
Litchfield, NH 03052  
Tel: 603.578.3574

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

From: Elaine Cutler  
Sent: Sunday, May 29, 2011 8:58 PM  
To: Kyle Hancock; Stephen Martin  
Subject: - Re: Computer questions

Hi Steve and Kyle,  
COuld you please prepare a response for John to send to this Litchfield resident?  
thanks so much,  
Elaine

---

From: John York  
Sent: Sunday, May 29, 2011 6:07 PM  
To: Elaine Cutler  
Subject: - Re: Computer questions

Can you have Steve and Kyle review the attached e mail. Please have them give some answers to pass back to a litchfield resident.

Thanks

John York  
Chairman of the Litchfield School Board  
jyork@litchfieldsd.org<mailto:jyork@litchfieldsd.org>

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From: r  
Sent: Sunday, May 29, 2011 6:01 PM  
To: John York  
Subject: Re: Computer questions

You have received a new private message from John Caynon to your account on Litchfield, NH Community Message Board<UrlBlockedError.aspx>.

Please DO NOT REPLY to this email! The email is generated by the message board software, and has a nonexistent "no reply" address.

---

John, see below: basically, the documentation given to the SB regarding the computer purchases listed two separate hard drive configurations and was quoted. The main quote contained larger hard drive but the itemized quote listed smaller hard drives which would cost less than the larger hard drives. No one could answer what was being purchased and why the specific cpu had to be purchased. I work for an Engineering Firm that does research and contracts to the Federal Govt. Basically the quote was asking for equipment of the level of systems that my company buys, what I believe was overkill for the main types of applications students would be running. Yes it is possible that some subset of computers for super heavy duty users might be necessary, but not ALL of the computers:

Replies: 20

Views: 810

Forum: School Related Posted: 2010/12/17 10:18pm Subject: Windows 7 upgrade- discussed during budget process - please be careful Right Bill, that is where I found the mistakes and asked the other questions earlier. Why would they not take a few minutes and get the correct answers as to what they are really buying and then ask if that is greater than they need. An Engineering firm, I believe has a greater need than a school district for high performing machines. Especially since the district is moving to web based and virtualization which don't require as much horse power. If GovConnection could explain to them why the \$533 per system w/ 3 yr onsite support isn't sufficient for the type of work the school will be doing than a \$735 and it doesn't mention onsite support. Is it just one year warranty, or 3 year, return to vendor warranty or onsite for all 3 yrs.? You can't tell from the documents they supplied to you. The documents quote 2 different hard drive sizes, and maybe it was a careless mistake on GovConnections part, so at least some questions should be asked. Dennis or Jason, could you at least get answers to these items so you can make a more informed decision?

Topic: Windows 7 upgrade- discussed during budget process - please be careful j caynon

Replies: 20

Views: 810

Forum: School Related Posted: 2010/12/17 6:27pm Subject: Windows 7 upgrade- discussed during budget process - please be careful That may be so Bill, but maybe they can at least ask the questions I asked to save themselves money. They agreed to a plan that lists 2 different configurations on the same plan, which doesn't make sense. They should at least ask what is the reasonable thing to do.

Topic: Windows 7 upgrade- discussed during budget process - please be careful j caynon

Replies: 20

Views: 810

Forum: School Related Posted: 2010/12/17 3:03pm Subject: Windows 7 upgrade- discussed during budget process - please be careful [quote:c1fe691cb1="Citizen Jason"]Thank you! I specifically asked why we needed the beefy Core i5....and was quickly told that anything else was unacceptable.[/quote:c1fe691cb1] Here's the thing Jason, when you are running virtualized stuff, the processing really takes place on the host machine, not the machine you are working on. At my company for example, one of the ways we attach to our company infrastructure if we aren't using company provided systems is to use beefed up servers called CITRIX server. These have a lot of processors and a lot of memory and serve virtual desktops out to us. Doesn't really matter what you are connecting with because mail processing and Word and web apps are running w/ speed from the server side, you are just being transmitted screenshots basically. Now if you have kids who are running heavy Tech/Cadcam stuff, then you might need to have specific systems in that lab that are even more beefy than Gov Connections quote, but that wouldn't be the norm for a school environment. My company is an Engineering Firm w/ 6000+ people and we buy Core I7 desktops as workstation class for Engineering work and laptops w/ Core I5 as a standard. Does a school district have the same needs?

## Michele E. Flynn

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**From:** Jason Guerrette <[jguerrette@litchfieldsd.org](mailto:jguerrette@litchfieldsd.org)>  
**Sent:** Friday, June 17, 2011 4:02 PM  
**To:** Michele E. Flynn  
**Subject:** Fwd: homework policy

----- Forwarded message -----

**From:** Lynne Mason <[lynne@litchfieldsd.org](mailto:lynne@litchfieldsd.org)>  
**Date:** Tue, May 24, 2011 at 10:55 AM  
**Subject:** homework policy  
**To:** Jason Guerrette <[jguerrette@litchfieldsd.org](mailto:jguerrette@litchfieldsd.org)>

Good Morning Jason/Trish,

Please consider voting in favor of correcting homework. Why have kids do homework? Do you really think that most of them are self-motivators, I think not. If the kids know that they will not be receiving a grade for their homework why do it. Homework does reinforce what has been taught in class that day and if the teacher doesn't correct the homework how will he/she ever know if the student has learned the material taught. And if they haven't learned the material then consequently low test grades.

Thank You for your attention to this matter.

Lynne Mason  
13 Cutler Road

## Michele E. Flynn

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**From:** Jason Guerrette  
**Sent:** Friday, June 17, 2011 4:02 PM  
**To:** Michele E. Flynn  
**Subject:** Fwd: Homework

----- Forwarded message -----

**From:** \_\_\_\_\_  
**Date:** Tue, May 24, 2011 at 2:55 PM  
**Subject:** Homework  
**To:** [jyork@litchfieldsd.org](mailto:jyork@litchfieldsd.org), [dmiller@litchfieldsd.org](mailto:dmiller@litchfieldsd.org), [mprindle@litchfieldsd.org](mailto:mprindle@litchfieldsd.org), [jnguerrette@litchfieldsd.org](mailto:jnguerrette@litchfieldsd.org), [dalleva@litchfieldsd.org](mailto:dalleva@litchfieldsd.org)

Dear School Board Members:

I appreciate the dedication all of you have shown to your elected positions.

Today I am writing to urge you to revise the policy on homework. I recently learned that homework is not corrected by the teachers. This policy is a disservice to the pupils because the condition of their homework provides a vital guide both to learning and to passing quizzes and tests.

Please carefully consider revising this policy so that the pupils can get the most from their education in Litchfield.

Thank you,

Sincerely,

Dave Buhlman  
5 Carriage Road  
Litchfield, NH 03052

Dear School Board Members:

I feel the need to present a letter in support of having a full-time librarian at Griffin Memorial School (GMS). The school librarian position has been full-time for the past eleven years, which is when I started working at GMS. During this time, the students at GMS have been able to attend library at least once a week. With the reduction of the librarian's position to half-time, I am concerned with the effectiveness of the program as students will now attend library once every two weeks. Each class will begin with a review (which will be an introduction of material for any student who may have missed the previous lesson, which will severely reduce instruction time. I am afraid that cutting the instruction to half the number of lessons in the elementary school will greatly affect the foundation of the students as they continue onto the Litchfield Middle School.

In the library at GMS, it is not just library skills such as how to find materials in the library and how to find information within those resources that are being taught. Research skills are part of curriculum, and are difficult for the classroom teachers to fit into their schedules without assistance. In the library media center, skills are taught using such resources as the dictionary, thesaurus, encyclopedia, almanac and atlas. There are four patron computers the children and staff has access to which can be used for research. At this time, many of the classrooms can only print to the library printer, which they need access to.

The love of reading is greatly enhanced by introducing various genres, authors and illustrators, as well as reading and/or promoting award winning and award nominated books. With these lessons, children become lifelong readers and learners. There is much research showing a correlation between strong library programs and reading scores. I would think reading is considered part of the core curriculum it and should be protected as much as possible.

The American Library Association, which is the organization that serves as a guide to all librarians using the latest research as support, has developed three main principles for school libraries to follow. The first on the list for appropriate staffing patterns is that the school library "must reflect the following: All students, teachers, and administrators in each school building at all grade levels must have access to a library program provided by one or more certificated school librarian working full-time in the school's library."

Having the library open at other times for people to check materials in and out is not equivalent to having a certified library media specialist available to ask questions and help guide them. In addition, the library classes provide planning periods for the classroom teachers, which enables them to work on improving instruction. The school library should be the foundation of the school, and the school librarian should be seen as a resource not only for the students but for all of the staff.

It is my hope that if monies the Litchfield School District was not planning to have available for the 2011-2012 academic year do in fact become available, the District will reinstate the Griffin Memorial School Librarian position to a full-time one.

Thank you for your consideration.

Sincerely,

Melina Prevel-Turmel

## Michele E. Flynn

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**From:** Elaine Cutler  
**Sent:** Thursday, June 09, 2011 1:23 PM  
**To:** Michele E. Flynn  
**Subject:** FW: Homework practices

Here you go...

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**From:** lortolano [redacted]  
**Sent:** Thursday, June 09, 2011 12:23 PM  
**To:** Elaine Cutler; John York; Mary Prindle; Dennis Miller; Jason N. Guerrette  
**Subject:** Homework practices

Could someone forward this to Trish. I did not look up her email.

I read Dr. Cutler's letter in last weeks HLN regarding homework practices in the school district. I wanted to share some input from someone who does not have children in attendance there. I think the practice of not correcting and giving feedback undermines the district's goals for accountability and high standards. Relying on the students to ask questions about homework problems they don't understand sounds nice but appears flawed to me. Requiring student to do the homework for checkoff without correcting and checking the quality and accuracy of the work for the purpose of being able to have a second chance on testing is not in line with college practices and does not prepare student for higher level education.

I became aware of this homework practice from Vincent's middle school friends some years ago. They would come to the house and hang out and a few kids shared with me that it doesn't matter what we write or do on our homework, as long as we have an answer with every question, we get full credit and a check mark. Two of the student showed me an example. They were given math home to do. They each pulled out a sheet of paper and wrote a column of random answer to submit. They spent less than 1 minute completing the assignment. They never actually looked at the problems. A week later, they showed me the check marks they received – full credit for doing the assignment! These kids were honor students and continue to be honor students up at CHS but were clearly kids looking to shortcut the system.

Having home schooled my kids for some time now, there are some subjects that I just don't think you can rely on the kids to ask the questions to check on their understanding. Math, science, and foreign language are subjects that I believe need quick and accurate corrections to progress on a pace to complete a years worth of work. I took a German class with my son 2 years ago and the teacher always corrected our homework. I cannot tell you how many times I incorrectly conjugated a verb or put the wrong gender on a noun and simply didn't recognize that I had made a mistake. Without the correction, I would have repeated the same error. I know this year, Vincent's german homework really improved and that is the result of his teacher taking the time to correct his assignments.

With regard to math, there is a building of concepts and techniques that have to be understood in order to progress in a 4 year program. I think many of our CHS students are pretty deficient in math. Having tutored a number of students, clearly there are concept these kids don't even know they are missing or don't understand. How can they possibly ask questions regarding concepts they don't know they are missing? Last year, you had a math teacher out on sick leave for an extended period of time. Many freshmen students who had her for algebra simply did not cover the material to justify a 1 year program. Those enrolled in the AP Calc course, could not take the test or complete the course. I was really concerned with the freshmen kids stuck in this situation. For any kid I tutored, I recommended to the parent that they have the kid repeat Algebra next year, because they simply did not cover the material. I would anticipate that these kids will not test well in math. Now you throw these kids up to the next level and apply a no correction practice to the next level of math. I believe the outcome will be very poor.

With regard to science, Michael took physics last with with Mr. Kaplo. He corrected the students homework and there is no question my son would have learned far less had that practice of correcting been removed.



Part of being a teacher is correcting homework. When I learned about this practice some years ago, I viewed as a way for the teacher to do less work.

I have been told over the years by numerous teachers that Litchfield kids are very "average" students. I would agree with that assessment. I don't think they are an overly inspired, inquisitive, driven bunch. It is my observation that they are more inclined to minimize their efforts rather than maximize. This being the case, our homework position to set up an open environment where kids can freely ask their questions, doesn't fit the cut of students. On an interesting note, my experience on the school board is that, in general, parent in this community are not very academically involved in the kids education. It was always rare to get written letters of concern regarding academics or parent attendance at meetings. A sports issue would always bring out a bigger crowd than and academic issue. Parents don't typically exhibit this inquisitive, questioning, participative involvement in education. If you believe the apple doesn't fall far from the tree, than their kids aren't going to exhibit those qualities either.

I spoke to a recent graduate of the system who was a high achieving student and not a fan of this practice. I encouraged then to go speak with the board. This issue has no bearing on my kids academic achievement, but I think it is an important issue that affects the quality of education in our community.

Thanks,

Laurie Ortolano

## Michele E. Flynn

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**From:** Elaine Cutler  
**Sent:** Friday, June 10, 2011 4:07 PM  
**To:** Michele E. Flynn  
**Subject:** FW: Litchfield's homework policy deserves an F!

I don't think I sent this to you to post... We are collecting the information requested.

**From:** SueAnn Johnson  
**Sent:** Monday, June 06, 2011 7:20 PM  
**To:** Mary Prindle; Dennis Miller; Patricia D'Alleva; Jason N. Guerrette; John York  
**Subject:** Litchfield's homework policy deserves an F!

Dear School Board Member –

It is my understanding that at CHS homework is -

- 1) Not graded
- 2) Therefore does not count towards a student's overall grade for that class and therefore becomes
- 3) Optional (why would they do the homework if they are not going to be graded on it or held accountable for doing it?)

The purpose of homework is to reinforce the lesson taught that day in school. Everyone knows that you need to do something numerous times before your brain actually understands the concept. You can tell a student a concept 10 times and they still might not understand it. However, if they hear it and do it, they are more apt to learn what is being taught.

If a student does not understand something, they may not ask questions for fear of being embarrassed because they are now announcing to the entire class that they do not understand. The only way for a teacher to truly know which students understand and which students don't on a daily and weekly basis is by collecting and grading homework.

If homework is not graded and does not count, the majority of students will not do it. When do you discover the student does not understand the work?? When they fail the test. This is NOT helpful. By that time it is too late. If the subject is math, then the student is really in trouble as concepts build on one another and if they did not get the earlier concepts, all additional information won't make any sense to them.

In addition, if homework is not graded, then what are the components of the students overall grade for the class? Tests and quizzes only? There are students who understand the work, but do not test well and will end up with a lower or failing grade if the majority of their grade is based on only quizzes and tests versus a healthy portion (20 – 33%) being based on homework.

I am tired of CHS treating students like experiments. There is a tried and true way to teach. It is the same method used in very successful private schools. Between the competency foolishness, the dumbing down of certain subjects to what the students want, and not grading homework, it is no wonder that an increasing number of CHS graduates will not be accepted to four-year colleges and many of those that are, will have a rude awakening when they realize their education at CHS did not properly prepare them.

Can we get back to teaching basics please? I transferred my youngest to Trinity (my middle child refused to leave the easy comfort of CHS and is failing math despite hundreds of dollars being spent on tutoring) and in his sophomore English class they have them write their college application essay! What an idea! Something that will actually help prepare him for college.

Not only do we not have our students write their college essays as part of their coursework, don't we offer an SAT prep course!

I believe the only true benchmark of how well a school educates its students to compare the students' SAT scores. Has anyone looked at the SAT scores from the last 2 years our children attended Alvirne to the present? Has anyone looked at our students SAT scores at all to see how well or poorly they are doing? The other standardized tests are worthless because the teachers spend time helping the students cram for the test. That is not the type of education I want my hard earned tax dollars paying for. In fact, that's not an education. It's short-term memorization.

Sincerely,

Sue Ann Johnson  
35 Locke Mill Drive

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## Michele E. Flynn

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**From:** Elaine Cutler  
**Sent:** Tuesday, June 14, 2011 8:55 AM  
**To:** Michele E. Flynn  
**Subject:** FW: letter/article regarding homework

Here you go...

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**From:** Jason Guerrette  
**Sent:** Monday, June 13, 2011 9:15 PM  
**To:** Elaine Cutler; John York; Mary Prindle; Dennis Miller; PDAlleva-external domain  
**Subject:** Fwd: letter/article regarding homework

A letter I received today from a concerned parent.

Jason

----- Forwarded message -----

**From:** **Rich and Suzanne**  
**Date:** Mon, Jun 13, 2011 at 2:26 PM  
**Subject:** Your letter/article regarding homework  
**To:** [jnguerrette@litchfieldsd.org](mailto:jnguerrette@litchfieldsd.org)

Mr. Guerrette,

I read your article in the HLN regarding homework. I found it refreshing, as my husband and I have wondered if we're the only parents that believe homework should count.

I have 2 students at CHS, currently a junior and freshman. And I have to say, how extremely frustrating it is, to see my sons sitting idle at home, claiming "well, I have homework, but it doesn't matter if I do it. It doesn't count toward my grade." I've seen changes in primarily my eldest child since this policy was enacted, and can only imagine what changes are in store for my younger son.

The policy changes from semester to semester, department to department, teacher to teacher. I find it extremely confusing as do my sons. Supposedly math homework counts per my older son, but does not per my younger son. I'm not certain what role, a 'lowly' parent could play in this matter. But this issue is very important to me. Considering we moved from Massachusetts almost 5 years ago to provide a better life and education for our sons. We left a school system, that had an over crowded high school (by 400 students in 2006), no guarantee either of my sons would be accepted to the technical high school, little to no communication with teachers, and a curriculum that was test prep based rather than educationally based.

I would be delighted to discuss this matter with you further, either via phone or in person.

Respectfully,

Suzanne Vass

**Gail Barringer  
Century Farm  
398 Charles Bancroft Highway  
Litchfield, New Hampshire 03052  
Tel.: (603) 424-5559**

Mr. Robert Manseau, Principal  
Campbell High School  
One Highlander Way  
Litchfield, NH 03052

Dear Mr. Manseau:

I'm writing to you in regard to the beautiful posters the students in Ms. Paula Barry's Graphic Arts class designed for the historic Litchfield Presbyterian Church's upcoming Strawberry Festival on June 18, 2011. There were several proposed designs and it was very difficult to choose just two for the final printing. The reproduction(s) of the antique photographs were exquisite; far better than I could have hoped, given the age of the photographs. As I distributed the posters around Litchfield and Hudson, many business owners commented upon the quality and attractiveness of the work Ms. Barry's students deliver.

Having turned to Ms. Barry's Graphic Arts students for the posters for Litchfield's 275<sup>th</sup> anniversary celebration on September 19, 2009, I was gratified to again be able to benefit from the Litchfield School District's Art Department's expertise. It is a distinct pleasure to know that Litchfield organizations have available such a fine community resource.

With appreciation,

  
Gail Barringer

CC: Mr. John York  
Dr. Elaine Cutler  
Ms. Paula Barry  
Reverend Quinlan



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Dennis Miller, Chair

Cynthia Couture, Vice Chair

Jason Guerrette

Mary Prindle

John York

June 29, 2011

Attachment to the June 29, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the June 29, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

**From:** Cathy Snyder [lmslunchlady@yahoo.com]  
**Sent:** Thursday, June 23, 2011 4:44 PM  
**To:** John York  
**Subject:** 6/15/ meeting

Dear Chairman York,

As I sit here watching the S.B meeting from 6/15/ 11, I see many issues that I would like to address not now but at another time. What I do want to say to you as a parent and a volunteer at many school events I take offense to Mr. Guerrette's comments about board members attending school events as a political motive. Most of the events that I help out with have nothing to do with my child I do it because I care I also believe this to be true for Mrs. Prindle, Mr. Miller, yourself and former member Pat Jewett, Cindy Couture, and Ralph Bohem. There is not one school board member that is in a class room during school hours to see what are teachers teach or what effect they have on their students. This is one way that school board members can see what our children are doing and some of what our teachers teach. Mom's , Dad's and grandparent's are suppose to be there to tell the children how wonderful they are, but when an adult that is not known to them tells a child how good of job they did or comments on a piece of their art it encourages them and builds their confidence. What a wonderful impact it can have on them. Personally I don't feel any of the freshman CHS student would be willing to attend a school board meeting to discuss budget cuts and home work issues to a group of adults that they don't know. These students may not know the board personally but the fact that they have seen you at school events make them believe you care and are willing to listen that again would be another positive impact. Many Parents at these functions when they see a school board member will ask me is that so and so from the school board when I respond yes I get " that's great that they take time to come" So as I end on a positive note please continue to come to the school events and support our children. Feel free to share this with other school board members.

Thank you for your time

Cathy Snyder

**From:** dhenriqu@comcast.net [dhenriqu@comcast.net]

**Sent:** Monday, June 27, 2011 3:32 PM

**To:** Dennis Miller; Patricia D'Alleva; Jason N. Guerrette; Mary Prindle; John York

**Cc:** David Henriquez

**Subject:** Encouraged by the Litchfield School System

To Litchfield School Board members-

I understand that by sending this email to all board members it will be read aloud at a school board meeting.

I would like to express my positive feelings for the Litchfield school system. As an 18+ year resident of this town I continue to be impressed with the level of education that exists within our schools. My wife and I have sent three boys through the school system. Our youngest son just completed his first year at a well known engineering school in Boston.

Even when our own children were not directly involved we have attended sporting events, graduations, senior class project nights, school plays and other events. I always find the students to be prideful and respectful of their school. I am very pleased with the high level of academic achievement our students have reached. A review of the colleges and universities that our graduating seniors have attended is a testament to this. As a resident I am also proud of the many accolades the teachers, administrators and students have had bestowed upon them.

It is to our benefit as residents of Litchfield to have a strong education system. In order to accomplish this we must provide proper support and the necessary resources to the administrators, the teachers and the students when we are called on to do so.

Sincerely,  
David Henriquez

5 Danbury Circle  
Litchfield, NH



**From:** elizabeth vaughan [lizfvaughan@hotmail.com]  
**Sent:** Wednesday, June 22, 2011 11:20 PM  
**To:** John York  
**Subject:** read the minutes

I read the minutes for the most recent meeting, I also saw part of the meeting on tv. I heard a discussion about homework. I am concerned that Mr. Guerrette submitted his proposal at the last minute for the same reason he was a write in vote for school board. He doesn't want to let people think about what they are agreeing to. He has seen board members tire over arguing about physical building issues and has seen them give in and now he is moving on to trying to micromanage homework. His technique for moving this along is to get Tricia whatever her last name is to bring up the subject for him so that he can harp on it till people give in based on their not wanting to argue with him anymore. I don't want him or tricia whatshername deciding for teachers how they correct homework or anything else for that matter. The minutes of the meeting said Mr guerrette is concerned people are moving out of litchfield because of the board. I would imagine he is the reason people would move out of town. Also i saw that George lambert, state rep is concerned about homework and wants to create legislation to support mr guerrette's change in policy. This is concerning to me also. Mr. Lambert does not have kids in litchfield schools and seems to want to defund public school as much as possible. parents are not speaking up it's true. they are not speaking up about the fact that teachers and board members are being demonized by mr guerrete and even though i am sure they are unhappy about it they are just watching it happen. people who are looking at bottom line and don't have kids in litchfield schools are what helped patricia whatshername get elected and put the focus on reducing costs for education. cindy couture is gone and someone else needs to step up to the plate and stop this chipping away at the quality of our schools. someone needs to fight with mr guerrette and not let him railroad over you because you don't like conflict.

betty vaughan

June 24, 2011

Litchfield School Board  
Dr. Elaine Cutler

Dear School Board Members and Dr. Cutler,

I am writing on behalf of my husband and myself to express our gratitude and appreciation to the teachers and staff of the Litchfield school district. Our sons have recently completed their 8<sup>th</sup> grade year at LMS and we couldn't be more pleased with the education they have received thus far.

They have been taught, guided and cared for by hardworking, professional teachers and staff at all levels. From the nurturing guidance and foundation at Griffin, to the challenging content based instruction at LMS, our sons have grown as students and individuals. This would not have happened without the help of dedicated teachers along the way. Being a middle school teacher myself, I know that they have been taught the curriculum and study skills necessary for them to be prepared for high school. In addition to that, they have learned how to be strong, confident young men who are ready for all the challenges that lie ahead.

One of the things my husband and I like best about the educational environment in Litchfield is the sense of community that occurs in a small school setting. We knew every day they left for school that there were people there that really knew them and looked after them. In larger school settings it is much more difficult for children to make a school sports team or to be part of a jazz band and more possible for some to "fall through the cracks". In Litchfield they have a greater chance of being part of a team, all 7<sup>th</sup> and 8<sup>th</sup> grade band members can learn how to play jazz without a tryout, and students' individual needs are met so none are left behind.

As a Litchfield citizen, a parent of two children in the school system, and an educator myself, it is my hope that you as a school board will continue to support the quality education my sons have received and all the children of Litchfield deserve.

Sincerely,

Kate Wallace  
22 Wren Street  
Litchfield, NH 03052

Kevin Wallace  
22 Wren Street  
Litchfield, NH 03052

**From:** lortolano@aol.com [lortolano@aol.com]

**Sent:** Monday, June 20, 2011 7:53 AM

**To:** Elaine Cutler; John York; Jason N. Guerrette; Mary Prindle; Dennis Miller

**Subject:** homework practices

I wanted to share a little more information regarding the homework practices in the district. Hannah Gomez spoke at community input last week and provided her opinion on correcting and grading homework. I wanted you to know a few more things that I found interesting in her case. Hannah was a very dedicated student at CHS was able to pull straight A's for many years. She always tested well as evident in her grades. When she took her SAT's she scored a 420 in math. She was shocked by how poorly she did and soon realized that she wasn't very competent in math. Her first year at BC was very challenging. She pursued a math and science field and found herself pretty overwhelmed. She was often frustrated that she had to work extremely hard to make "B's" and her friends who had AP classes in high school put in far less effort and performed better than her. In addition, she had to drop her calculus class because she could not handle the workload and the teacher had an accent that made understanding difficult. The effort she was having to put into calculus was diminishing her grade in the other science classes. She switched her major into nursing from bio chem and realized she would not need the higher math. I believe that Hannah is bright and capable and should have been able to handle calc. But her lack of knowledge coming out of CHS really limited her performance. As I said in my earlier letter, I think math is a sequential subject that required practice in the form of homework and the active participation of the teacher in correcting throughly that work.

Dear Members of the Litchfield School Board:

First of all, I would like to thank you for serving our town with such dedication. It is not an easy job nor one that pays well so I am sure you all really care a lot about the schools and our children or you would not be on the school board. That being said, as a citizen of this town, I am dismayed by what has been happening at the recent school board meetings. It seems to me at least that most, if not all the school board members are questioning each other's ethics and one member rescinded the ethics statement that is required, by your own procedures, be signed each year.

I am concerned about what kind of example this sets for the children of Litchfield. It seems that most of this questioning of ethics has to do with some postings on Litchfield message boards. I'm wondering why as school board members this kind of posting is something that is done in the first place. The last time I sat on a board, it was before this type of technology was in common use. We had guidelines we followed as a board of trustees and like the school board had no authority beyond that exercised at the meetings. If we did not believe in the rules or abide by them, then we should not be members of the board.

The New Hampshire State School Board Association explains the function of the school board on its page on the Role of a School Board Member (retrieved 6/18/2011 from [http://www.nhsba.org/member\\_role.asp](http://www.nhsba.org/member_role.asp)). The third paragraph states:

*A fundamental rule, often not understood by new board members and sometimes not followed by experienced board members, is that they have NO AUTHORITY beyond that exercised at the board table. When the meeting is called to order each member is empowered with the right to vote on each issue. When the meeting is adjourned, that power is gone. Only a majority of the board has the ability to set policy, hire and fire staff, negotiate contracts or make requests of the superintendent. The only employee of the board is the superintendent and he or she is the only school district employee the board may make requests of. The board may empower, with a vote, the chair or subcommittee to take action outside of the board meeting but such power is only given by the full board. In most matters school boards are legislative bodies. The exception to this rule is when a board serves as a judicial body conducting staff or student hearings.*

The last two paragraphs on the page go on to say:

*The board and superintendent form the school district leadership team. The effective functioning of this team requires trust. It does NOT mean everyone agrees on the issues. In fact, a well functioning team with a high level trust will have vigorous, loud, impassioned discussions over those issues they care greatly about. Trust also means that board decisions will be supported by all board members. To do otherwise reduces team effectiveness and loses respect for the board from the staff and community.*

*The leadership team should be focused on end results. The board should ask questions of What?, Why?, How Much? and How Well? Board action should be focused on Mission, Goals, Policies, Standards, Advocacy, and Communication. The method the board uses to give direction is that of the vote, at a properly convened meeting of the board as a whole.*

In addition, the Co-curricular Policy under discussion talks about higher standards for students participating in co-curricular activities. Shouldn't the same apply to members of the school board? If the members cannot determine on their own what is or isn't appropriate for posting on a blog, then maybe it would be better to refrain from posting or have comments reviewed before they are posted.

With regards to school board members attending school functions, I am surprised that the reason for attending those functions would be questioned by a board member. When I was a member of the board of trustees, we were encouraged to attend college functions. It made us better board members to see exactly what the college was doing first hand. It was not for personal or political gain but it was simply part of our role as trustees. Most of us tried to attend as many college functions as possible.

I was also under the impression that school board members were supposed to be advocates for the schools. The customer in this case is the students and the community of Litchfield. The school board should be advocating for students and want to provide the best possible education for those students. If the legislature gives money to the town for education, it should be spent on education. No school board member should be speaking in public against this premise.

In addition, I am worried about the schools opening in the fall with 26 less staff members. One of those staff members acts as a receptionist, not only for the high school but also for the SAU. Another one keeps the high school library open until 4 p.m. each day. Where are those students who use the library going to go? Both of these positions are part-time so there is no benefit cost. There are other positions just as critical. Some of these staff work one on one with students who are not making it otherwise. What will happen to those students? Will the drop-out rate increase again? What happens to the other students in the classroom? Will they still get a good education or will the teacher then be forced to pay more attention to the student who used to have a para-professional working with them?

We have money left over in this year's budget again -- it makes me wonder as a taxpayer why the money the school states it needs each year is not spent. The technology is old, although improving. Supplies are needed such as books and other items but the teachers and staff have the impression they are not allowed to buy these items because supposedly, there is no money to pay for them. If there is no money to pay for these items, why is there money left over in the school budget? Students are not allowed to use the latest technology -- no iPods, cell phones etc. are allowed in the schools and yet, other schools are successfully implementing programs using this technology.

For example, a few weeks ago, we were purchasing new cell phones. A student was also there looking at cell phones. He was looking to upgrade his cell phone because the school he attends suggests students have cell phones with certain capabilities so they can use them in class. Other districts provide laptops to all student. In our district, we are lucky if the computer boots up and has the necessary software, never mind having one for each student. As one teacher recently pointed out to me, many of our students have better technology in their pockets. They are not allowed to use it in school. Why can't we use the money left over to buy more technology so all students can use it -- they need to know how to use it in order to get a job or be successful in college.

I am enrolled at Plymouth State College where my program is now completely online. Many of my fellow classmates are having issues with this because they don't know how to use the technology. How are we preparing our students for this type of environment? What about the teachers -- are they provided with the technology they need to do their jobs and do they have a say in this? The teachers should have a voice in deciding what type of technology they need to educate the students. Users are

important in making any systems decision. At UCLA, I played a major role in the testing, training, and implementation of several major changes in the Personnel/Payroll system and most of the time we involved our users in those decisions. Our systems were better because of this. In fact, we did such a good job with our systems, the Office of the President in Oakland elected to use our financial systems rather than one at a closer campus.

It was my impression that the primary purpose of any school board is to ensure the school district is well-run, not to run the schools. In our district, we are honored to have many award winning teachers, library media specialist, principal, district psychologist and a superintendent with well over 30 years of educational experience from all over New Hampshire and Florida. In my opinion and in the opinion of others, we are lucky to have such an award-winning educational staff who I have had the honor of volunteering with for the past six years. Please allow them to run the schools as they should. Set policy and guidelines but don't get involved in the details. Leave the details to those who have the education and experience to make those decisions.

Respectively submitted,

Patricia R. Waggoner  
Taxpayer and Concerned Citizen  
11 Broadview Drive  
Litchfield, NH 03052

*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**

**June 29, 2011**

**(approved as written 7-13-11)**

Present: Mr. John York, Board Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mr. Jason Guerrette, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mr. Kyle Hancock, Director of IT  
Mr. Bo Schlichter, Principal, GMS  
Mrs. Michele E. Flynn, Administrative Assistant

1) **Public Session – Call to Order – Pledge of Allegiance**

**6:30 p.m.**

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

2) **Review and Revision of Agenda**

Revisions to the agenda included under Business Affairs: the addition of Disposition of IT Equipment, and the addition of Repair of CHS Track.

3) **School Board Correspondence & Announcements**

Correspondence to the Board was read and entered into the minutes.

Mr. York noted that he received correspondence from Andy Collins of the Litchfield Recreation Commission regarding the use of the town's tennis courts by the CHS Athletics Department. Dr. Cutler indicated that she would have to speak with the CHS Athletics Department to determine feasibility.

Mr. York noted that he received correspondence from Laurie Ortolano, 16 Martin Lane, regarding homework.

Mr. York indicated that he received correspondence from Elizabeth Vaughn, who requested her letter be read in public session. Mrs. Vaughn commented in her letter that she was aware of the homework issue. She expressed concern regarding Mr. Guerrette's behavior relative to the homework policy. She conveyed that she disagreed that homework should be micromanaged. Mrs. Vaughn commented in her letter that he is insistent about his proposed policy. She believes that people who support education are not speaking up as a result of Mr. Guerrette's behavior toward teachers and other Board members. Mrs. Vaughn noted that she heard Mr. Lambert speak at the previous Board meeting. She expressed concern that it seems he is trying to defund public school. She commented that the someone needs to fight to stop the "chipping away" at the quality of our schools.

Mr. York indicated that he received correspondence from Cathy Snyder, 21 Mayflower Drive, who requested her letter be read in public session. Mrs. Snyder commented in her letter that she was offended by Mr. Guerrette's remarks regarding Board members attending school events. She indicated that she does not believe that the Board members attend events for political reasons. Mrs. Snyder commented in her letter that attending school events provides an opportunity to see what children are doing and how teachers teach. She indicated that when students see Board members attend these events, students are reassured that they care. Mrs. Snyder encouraged Board members to attend school events and support children.

Mr. York noted that he received correspondence from Patricia Waggoner, 11 Broadview Circle. Mrs. Waggoner expressed dismay that Board members have been questioning each other's ethics at recent meetings. She was concerned that one Board member rescinded his signature from the ethics policy. She commented that much of the ethics issue has resulted from postings on the community message boards. Mrs. Waggoner included in her letter excerpts regarding school board functions from the NHSBA. Mrs. Waggoner expressed concern that a Board member was questioning other Board members' reasons for attending school events. She commented that Board members are supposed to be advocates for the schools. Mrs. Waggoner expressed concern regarding the reinstatement of education funding, staff reductions, and student use of technology. She commented in her letter that the primary purpose of any school board is to ensure the district is well run, not to run the schools. Mrs. Waggoner noted that the district has an award winning educational staff. She commented that the Board should set policy an guideline, but allow the administration to run the schools.

Mr. York noted that he received correspondence from Kate and Kevin Wallace, 22 Wren Street. Mrs. Wallace expressed gratitude and appreciation to the teachers and staff of Litchfield School District on behalf of herself and her husband. She praised the dedication of the teachers and their efforts in preparing her children for the challenges ahead. Mrs. Wallace commented that she and her husband were particularly fond of the sense of community in the educational environment. She asked Board members to continue to support the quality education in Litchfield.

Mr. York noted that he received correspondence from David Henriquez, 5 Danbury Circle. He expressed positive feedback for the Litchfield school system. He conveyed that he is impressed with the level of education that exists within the schools. Mr. Henriquez indicated that a review of the colleges/universities graduating seniors have attended is a testament to the strong education system in Litchfield. He commented that in order to continue to provide this level of education, we must provide proper support and necessary resources.

Mr. York announced that the Boys Baseball team won the state championship; the 5K Run was well attended; and Mr. Manseau was one of three finalists for national high school principal of the year.

#### 4) **Presentations to the Board**

##### 1) Full Day Kindergarten

Mr. Schlichter presented findings and recommendations for full day kindergarten for the boards' review. He indicated that the Kindergarten Committee's charge was to investigate all aspects of offering a full day kindergarten option on a tuition basis. He noted that the committee was made up of a good representation of parents, teachers, and community members.

#### **Facilities**

Mr. Schlichter explained that the committee focused on facilities, curriculum, financials, and administration. He indicated that the committee examined space available at GMS. No space will be available next year because the third grade portable is being returned and students will be housed inside the building. Mr. Schlichter indicated that the committee explored costs to renovate in the existing building and additional portable rental costs.

#### **Curriculum**

Mr. Schlichter explained that committee members looked at research on full day kindergarten programs. He indicated that committee members agreed: 1) full day kindergarten is not intended to be a day care experience; 2) it would not be a different curriculum than the half day program. The positive aspects are: additional time for practice for children to grasp concepts and skills; children who have full day kindergarten experience have an easier transition to first grade; the children have an opportunity to experience lunch, recess, time for more hands on activities, and have more time to develop concrete and abstract skills.

#### **Financial**

Mr. Schlichter explained that the committee explored the costs associated with different plans. Derek Barka, Committee member, provided financial scenarios. He indicated that paying for space for the program (renting another portable) would be cost prohibitive.



### **Administration**

Mr. Schlichter indicated that a survey was sent to parents who participate in the existing kindergarten program, as well as first grade parents. He noted that the survey yielded that most people would be comfortable with tuition in the \$3,000 - \$3,500 range. The survey also showed that the majority of people who responded would be in favor of a lottery system. Registration, down payments, billing, and financial hardships and other items would be handled through the school and SAU administration.

In summary, Mr. Schlichter commented that the committee recommends that the Board continue exploring the option to offer full day kindergarten in Litchfield. He indicated that the timeline has been delayed a year and is subject to available space. He noted that one of the committee members suggested an alternative day care option.

Chris Pascucci, Committee member, commented that he supports full day tuition based kindergarten in Litchfield at no cost to taxpayers. He noted that the concern was the cost of lack of space. He suggested using existing space for a part time private vendor care option. Mr. Pascucci commented that the Nashua Adult Learning Center currently provides after school care. He noted that conversations have begun with the Adult Learning Center about providing day care options to parents without transporting children out of Litchfield.

Mr. Schlichter explained that the Adult Learning Center provides both before and after school care for the District. He noted that there is a licensure issue to work out, but is confident this alternative will benefit parents and their children.

Mr. York queried when the kindergarten portables would be paid for by the District and what the cost would be. Mr. Martin indicated this is the last year the portables will be provided by the state. The cost to lease the portables after this year will be approximately \$72,000 annually.

Dr. Cutler indicated that the Board hold a decision until the District receives the October enrollment projections. Mr. York asked Committee members for their patience. Mr. Pascucci indicated that we have time as there is no time limit or mandate regarding full day kindergarten.

Mr. York thanked the Committee members for their work and for their presentation of their findings.

### **5) School Board Members' Comments**

Mr. Guerrette mentioned that there was an article in the newspaper that reported Mr. Manseau is a finalist for Principal of the Year. He commented that the article mentioned that Mr. Manseau was passionate about “research based instruction”. He mentioned that after researching the aforementioned term, he found a website (NETC) where the homework policy mirrors his proposed policy.

Mr. Guerrette mentioned that Mr. Manseau spoke of the value of graduates’ input on how to better educate students. He noted that at the last meeting a high achieving CHS graduate spoke to the Board regarding homework. Mr. Guerrette requested that she be invited back to provide input on the homework policy.

Mr. York commented that the Superintendent invite some past CHS graduates to a future meeting to provide input on homework.

### **6) Summary of Non-Public Actions - From the June 15, 2011 Non-Public Session**

*Mr. Guerrette made a motion to accept the nomination of John Patterson as CHS Athletic Director at a salary of \$70,000 for the 2011-2012 academic year. Mrs. D’Alleva seconded. The motion carried 4-0-0.*

### **7) Community Forum**

Cathy Snyder, 21 Mayflower Drive, expressed her support for the educational programs that have been put in place in the district. She admitted that she is very passionate regarding her child’s education and that she doesn’t always agree with administrators. However, she commented that she usually reaches a compromise when speaking with the principal or Superintendent. Mrs. Snyder noted that any time she has met with the administration concerning her child, her child has never received any retaliation. She commented that when the School Board does not listen, it is

not good for the community. Mrs. Snyder indicated that the high school is listening regarding her child's educational needs. She commented that positive education is the key to our future.

Martha Dexter, 40 Nesenkeag Drive, expressed positive support for the school system. She also asked Board members to consider allowing residents to decide how much of the reinstated education funding is spent.

Kathleen Follis, 8 Mike Lane, asked Board member to allow residents to have a voice in the use of the education funding. She expressed support that a portion of the money should be used toward education. She was supportive of education in Litchfield.

Derek Barka, 8 Simeon Lane, expressed support for the school system. He asked Board members to consider what the administration recommended for use of the education funding.

Chris Pascucci, 12 Colonial Drive, noted that the title of this segment of the meeting changed. He queried the difference between community input and community forum.

Mr. York indicated that community input was when community members would voice a concern, but there was no interaction with the Board. Community forum allow that interaction.

Mr. Pascucci expressed support for the change. He commented that statements such as "if you don't have kids in the schools you don't care" are incorrect. Mr. Pascucci commented that he has not met a person in the town that does not care about the children. He urged Board members to speak up when hearing these types of comments.

Derek Barka, 8 Simeon Lane, queried about the process for the potential reinstatement of education funding. Mr. York commented that when the funding is returned, the Board will make a recommendation. There will be a town meeting and a deliberative session. He indicated that, at this time, there will is no provision for a town vote in the statute.

Mr. Guerrette commented that he received a call from Senator Forsythe who relayed that amendments to the statute are still being discussed. Mr. York agreed that a ballot vote would be preferred. He indicated that the Board has the option to recommend a lump sum or a specific purpose.

Mrs. Follis queried the Board's timeline. Mr. York indicated that the Board meets on July 13 and then in August. He indicated that the Administrative team has previously provided the Board with a list of their recommendations. Dr. Cutler indicated that the Board will meet with legal counsel on July 13 to discuss the process. She suggested the special meeting may be held the first week in September, but indicated that we need to wait until the legislation is final.

## 8) Curriculum Report

### 1) June Curriculum Report

Dr. Heon reported that:

- We are making the transition to My Learning Plan online to log and track professional development hours and certifications.
- 58 staff members enrolled in the August Technology Institute.
- FACS curriculum needs more revision, but is nearly complete.
- ICT curriculum needs further work as the Technology Plan was the first priority.
- We will be discussing digital portfolios.
- Summer Reading academies will run at GMS and LMS.

Dr. Heon reported that the District has Title I funds this year, but there have been changes regarding future use of funds.

Dr. Heon reported that additional strategies for improvement in GMS and LMS are being explored.

2) Graduation Report

The 2011 CHS Graduation Report was presented to the Board. Dr. Cutler indicated that 83% of CHS graduates will be attending two and four year colleges this fall. The report reflected that four students are working to graduate at the end of the summer and six students received alternative education diplomas.

9) **Recommended Action**

a) **Business Affairs**

1) Draft School Board Minutes:

a) Public Minutes of June 15, 2011

Minor revisions were made to the minutes.

***Mr. Miller made a motion to approve the June 15, 2011 public minutes as amended. Mrs. D'Alleva seconded. The motion carried 4-0-1, with Mrs. Prindle abstaining.***

2) Disposition of IT Equipment

Mr. Hancock reported that Apple has reopened their Free School Recycling program this summer. He indicated that it would be advantageous for the district to take advantage of the program to dispose of approximately 50 computers, 25 monitors, and various miscellaneous IT items (printers, projectors, etc.). The equipment is non-functional and has no value. Mr. Hancock explained that the bulk of the equipment is from the CHS upgrades being done this summer. He noted that the areas that this equipment is associated with had over 250 School Dude tickets this year and is not suitable to be reused. The equipment will be stripped down for any useable parts. Mr. Hancock indicated that the program is only available for a limited time.

***Mrs. Prindle made a motion to approve the disposition of IT equipment through the Apple Free School Recycling program. Mr. Guerrette seconded. The motion carried 5-0-0.***

3) End of Year Encumbrances Update: Document Management System

Mr. Martin and Mr. Hancock presented information to the Board regarding cost savings associated with implementing a document management system as previously requested by the Board. He noted that savings from using a document management system is expected to be \$11,000+ per year. Mr. Martin informed the Board that the projected end of year general fund balance is still expected to be \$870,000.

Mr. Miller queried how quickly a four drawer file cabinet is filled. Mr. Martin indicated that the file cabinets get filled quickly within the year as files for students get thicker as the students progress through school.

Mr. York queried if all work would be electronic. Mr. Martin indicated that there will be some printing cost, but electronic collaboration will be strongly encouraged.

Mr. York queried about the software for the document management system. Mr. Hancock indicated that the software includes a web access module desktop module, and includes revision tracking and control, and maintains the required audit trail. This will make tracking documents and users of documents much easier.

***Mr. Miller made a motion to encumber \$17,763 to purchase a document management system as proposed. Mrs. Prindle seconded.***

Mr. Guerrette expressed that he was not in favor of the use of end of year funds for this purpose since it has not been vetted through the entire process.

***The motion carried: 3-2-0, with Mr. Guerrette and Mrs. D'Alleva opposing.***

4) Repair of CHS Track

Mr. Miller requested that the item be placed on the agenda. He explained that he received several complaints that the CHS track is in poor condition. Mr. Miller explained that in the past the Board expended funds for a geotechnical study to determine if moisture was causing the damage to the track or if the cause was failure to maintain the track. Mr. Miller asked the Board to encumber money from year end funds to replace the track.

Mr. Miller indicated that it would cost an estimated \$150,000. He commented that the track is used by many members of the community and it should be in a state where it is useable to everyone.

Mr. Martin noted that the district failed to maintain the track per the manufacturer's warranty. He explained that funds were requested for maintenance of the track, but were removed from the budget.

Mr. Martin indicated that the vendor advised that it would not be worth the money to repair the track at this point.

Mr. Miller indicated that if replaced, people should not be allowed to wear cleats on the track, put chairs on the track, ride bikes on the track or drive vehicles on the track.

Mr. Guerrette commented that the Board should let the people of the town decide to spend the money to replace the track.

Mrs. Prindle commented that this is an important decision that has been delayed for a long time. She indicated that the voters expect the Board to make these decisions.

Mr. Guerrette expressed his strong disagreement that the Board should make the decision to spend the money to replace the track.

Mrs. D'Alleva commented that there are many people in town who cannot afford their homes. She indicated that it is not fair to ask them to pay for the track replacement. Mr. Miller indicated that we are not asking them to spend additional money because we are encumbering money from the fund balance.

***Mr. Miller made a motion to encumber \$150,000 to replace CHS track. Mrs. Prindle seconded.***

Mr. Miller commented that this is a worthwhile expenditure.

Board members discussed the process for replacement of the track. Mr. Martin informed the Board that he will bring a request to waive the formal bid requirement back to the Board or the final bid award for the Board to approve. Mr. Martin indicated that work on the track will not begin until it is approved by the Board.

***The motion carried 3-2-0, with Mr. Guerrette and Mrs. D'Alleva opposing.***

5) 2011 School Board Audit Questionnaire

Mr. Martin reviewed the School Board audit questionnaire with the Board and the Chair recorded their input.

*Mr. Guerrette left the meeting at 8:40 p.m.*

Board members read and answered questions on the audit questionnaire.

*Mr. Guerrette returned to the meeting 8:42 p.m.*

Board members completed the questionnaire and returned it to Mr. Martin.

6) Update on Summer Custodial Work at GMS

Mr. Martin updated the Board on the summer custodial work at GMS. He indicated that the walls were biocided at GMS last Saturday.

7) 2011-2012 Board Goals

Updated data was presented to and reviewed by the Board for work on the 2011-2012 Board goals.

Dr. Cutler indicated that at the next meeting the Board will be discussing goals and making decisions to keep or remove objectives.

Mr. York suggested that homework can be part of the goals. Dr. Cutler indicated that she would like to establish a cross-functional committee to look at the homework policy, with permission of the Board.

8) Meeting Broadcast Discussion (School Board Member's Request)

Mr. Guerrette requested a discussion regarding the live broadcast of school board meetings. He indicated that one of the Board goals is to increase community awareness. He commented that some people are accustomed to watching the Board meetings on television. Mr. Guerrette indicated that recorded meetings are replayed on cable at odd times. He indicated that some people have complained when meetings are not televised. Mr. Guerrette suggested that the Board hold their meetings at the Town Hall. He indicated that the sound is better, seating is better, and there are no broadcast issues.

Mr. Miller was concerned about accessing the internet at the Town Hall. He indicated that only town employees can access their servers.

Dr. Cutler indicated that there have been very few times the meetings were not broadcast. Mr. Miller commented that it has been over a year since there have been any broadcast problems.

Mr. York commented that he would like to have the Board meetings in the school buildings. He suggested that Dr. Cutler draft a letter to the Cable Committee to inquire the possibility of upgrading equipment and improving viewing times for the School Board meetings.

9) Manifest

The manifest was circulated and signed by the Board.

10) **Superintendent's Report**

a) Superintendent's Report – June 2011

Dr. Cutler presented the June Superintendent's report to the Board.

b) Blizzard Bags

Blizzard bag survey data was presented to and reviewed by the Board. Dr. Cutler indicated that staff and parents were surveyed electronically regarding the use of blizzard bags. She noted the surveys yielded a positive response from both groups. Dr. Cutler recommended that a cross-functional committee be formed to submit a proposal to the Board for implementation for 2011-2012 according to the parameters set by the NHDOE for the possibility of using it next year. In schools that have used it, they are given three days' worth of work in November, which can be completed by the students ahead of time. Dr. Cutler asked Board members for permission to form the committee.

Mr. Guerrette commented that he would like to see what is included in the packets.

Mrs. D'Alleva queried who determines the content of the packets. Dr. Cutler indicated that the teachers determine the content according to the instruction they will be delivering to the students.

*Board consensus for the Superintendent of form a cross functional committee for implementation of Blizzard Bags for 2011-2012: Board agreed.*

Mr. York expressed concern with teachers preparing packets prior to Board approval of the program implementation. Dr. Cutler indicated that sample plans are sent to the state to be approved. She noted that she will instruct teachers not to prepare packets without prior Board approval.

Dr. Cutler reported that the Technology Plan was approved by the state.

Dr. Cutler reported that at the end of June there were 1,586 students in the District, 101 first grade registrations, and 68 kindergarten registrations.

11) **Policies:**

a) **Work Session**

1) Staff Ethics (GBEA)

The revised policy was reviewed by the Board. Moved to a 1<sup>st</sup> Reading.

2) Employee Conflict of Interest (GBEAA)

Components in the Employee Conflict of Interest policy were researched. It was found that several statements could be found in other established district policies. The policy was revised to reflect components that are not included in other existing policies. Pertinent existing policies are notated in the policy. The revised policy was reviewed by the Board.

c) **1<sup>st</sup> Reading**

1) Fund Balance Policy (DBB)

The policy was reviewed by the Board for a 1<sup>st</sup> Reading.

***Mr. Guerrette made a motion to approve the Fund Balance policy for a 1<sup>st</sup> Reading. Mrs. Prindle seconded. The motion carried 5-0-0.***

2) Volunteers (IIOC)

The policy was reviewed by the Board for a 1<sup>st</sup> Reading. Board members suggested revisions to the policy.

***Mr. Guerrette made a motion to approve the Volunteers policy as revised for a 1<sup>st</sup> Reading. Mr. Miller seconded. The motion carried 5-0-0.***

3) Service Animals (IMGA)

The revised policy was reviewed by the Board. Board members asked for clarification on some policy language. The policy will return as a 1<sup>st</sup> Reading.

4) Student Co-Curricular Activities (JJ)

The revised policy was reviewed by the Board for a 1<sup>st</sup> Reading.

***Mr. Guerrette made a motion to approve the Student Co-Curricular Activities policy for a 1<sup>st</sup> Reading. Mrs. Prindle seconded. The motion carried 5-0-0.***

12) **Community Forum**

There was no community input.

13) **Committee Reports**

1) Budget Committee

The Budget Committee will not be meeting until June 30.

2) Grants Committee

The Grants Committee will resume in September with Mrs. Waggoner and Mrs. Beauregard participating.

14) **Non-Public Session: RSA 91-A: 3II (a-c)**

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

***Mr. Miller made a motion to enter non-public session at 10:15 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. Mr. Guerrette seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.***

15) **Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 10:22 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D’Alleva, yes; Mr. Guerrette, yes.*

16) **Adjourn**

*Mr. Guerrette made a motion to adjourn at 10:23 p.m. Mr. Miller seconded. The motion carried 5-0-0.*

17) **Upcoming Meetings**

*>>Litchfield School Board: July 13, 2011 – August 10, 24, 2011 - CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant