

The Mission of the Litchfield Schools, in partnership with parents and the Litchfield community, is to provide and develop a complete education program of the highest quality that enables students to develop intellectually, socially, physically, emotionally and be capable of adapting to a changing world and its technology. The School Board recognizes this mission statement as its guiding principle. (1994)

LITCHFIELD SCHOOL BOARD
DRAFT MINUTES
April 11, 2007
PUBLIC SESSION

Present:

Mr. Dennis Miller, Chair
Mrs. Cindy Couture, Vice Chair
Mr. Ralph Boehm, Board Member
Mrs. Dot Beauregard, Board Member
Mrs. Pat Jewett, Board Member
Ms. Catherine Hamblett, Superintendent
Mr. Stephen Martin, Business Administrator
Mrs. Deb Mahoney, Director of Human Resources
Mrs. Michele E. Flynn, School Board Secretary

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

Mr. Miller called the meeting to order at 6:34 p.m.

2) Review and Revision of Agenda

There were no revisions to the agenda.

3) School Board Comments

Mrs. Jewett mentioned that the 5K Road Race Fundraiser will be held on Sunday, April 15th, beginning at 12:00 p.m. at CHS. There will be a Spaghetti Dinner held at LMS on Saturday, April 14th from 11:00 a.m – 1:00 p.m. Runners in the 5K Road Race eat free and tickets for all others are \$3.00. There will be food from many area restaurants.

a) NHSBA Refresher & Orientation

Ms. Hamblett circulated the NHSBA School Board Orientation brochure. The workshop will be held on May 3. Mrs. Couture indicated that there are some new topics that will be covered and it is a worthwhile workshop to attend as did Mr. Miller.

b) Joint Selectmen Meeting with Legislators on April 16, 2007

Mr. Miller reminded Board members about the Joint School Board/Selectmen meeting on April 16, which Litchfield representative will attend. Ms. Hamblett noted that Lynne Ober relayed the invitation for the legislators and Ms. Hamblett will confirm the legislators' attendance.

4) Community Input

Reporter David Johnson of the Union Leader asked questions about the 5K Road Race.

5) Recommended Action

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of March 21, 2007

A correction will be made to the attendance listing included in the minutes.

Mrs. Couture made a motion to approve the minutes as amended. Mrs. Jewett seconded. The motion carried 5-0-0.

b) Public Hearing Minutes of March 21, 2007

Mrs. Couture made a motion to approve the minutes as written. Mrs. Jewett seconded. The motion carried 5-0-0.

2) Business Administrator's Report – March 2007

Mr. Martin reviewed the March 2007 financial report with the Board. The FY08 Supply Bid Process has begun and we are streamlining the process to be more consistent with our actual purchasing requirements. We have reduced the number of bids being issued and the number of line items as we are focusing on the higher volume. We have added a requirement that the successful vendor bid a specific discount on all other products (lower volume items). He added that he attended a meeting with a group of Business Administrators from districts that are members of SERESC and discussed pooling purchase requirements for better pricing on goods and services and decided to work on such a plan.

Mr. Martin reported that he is currently forecasting a year-end general fund balance of \$430,000, which consists of an estimate of under spending in Special Education tuition and transportation, and excess revenues. As in the past, these funds specifically related to Special Education will be returned. His report also included updates on the GMS electrical grounding system testing and repairs; the CHS CO/boiler monitoring system; a revision to the Building & Grounds Coordinator position; the E-Rate program approval update; the five-year technology plan; a food service overspend [on the food component]; and transportation. Mr. Martin met with the Regional Vice President of First Student to finalize an agreement on the out-of-district vocational educational prices and to review First Student's request to move their depot to their Nashua location. A draft contract amendment was submitted to the District's legal counsel for review. The amendment will be submitted to the Board for approval at a future meeting.

3) Manifest

The manifest was circulated and signed by the Board.

6) **Superintendent's Report**

a) March Enrollments

Ms. Hamblett shared the March enrollments with the Board. There were 507 students at GMS; 568 students at LMS; and 560 students at CHS for a total enrollment of 1,635. There are 39 students enrolled in Pre-K/Kindergarten. There were 104 1st grade registrations as of March 30, 2007.

b) Music Competition Results – LMS, CHS

Ms. Hamblett shared the results of the Music Competitions for the middle school and high school chorus and bands. She commented that she wanted to congratulate our students and faculty for their performance at the competition in Bow, NH. Ms. Hamblett thanked members of the community for their support of the arts program in Litchfield. Mrs. Couture mentioned that the chorus and band nights are currently playing on the Litchfield cable channels.

c) Verification of School Board Meeting Dates for May

The Board confirmed the meeting dates for May as May 2, 9, and 23, 2007.

d) Principal Search Process Update

Ms. Hamblett updated the Board on the Principal Search process. Mr. DeBenedictis of NESDEC was confident that they can meet the search timeline and start reviewing applications on May 12. Mr. DeBenedictis scheduled an open forum with teachers at CHS to gather input for their criteria of a successful candidate. Ms. Hamblett distributed a draft copy of the direct mail letter of invitation for interested parties to apply for the anticipated CHS Principal vacancy.

7) **Committee Reports**

1) **Building Committee**

Mrs. Couture reported that the Building Committee met on April 2nd with Dan Cecil of Harriman Associates and Steve Bennett of JCN Construction, and their engineers, to review their report on the GMS tour and the Scope of Work Study. Each room was inventoried and details the condition of the rooms and equipment. The report indicated that mechanical and electrical systems in need of work. The discussion included dehumidification of the building. JCN & Harriman will now be costing options for systems, renovations, and/or additions.

The Building Committee will meet on April 17 to discuss the report and will meet with Harriman & JCN in early May to discuss the costing of the options.

2) Selectmen

Mrs. Jewett reported that the Selectmen met on April 2nd. They are updating policies and she commented that the new members are doing great job. She also mentioned that there will be a rabies clinic for animals at fire station on Sunday, April 15 from 11:00 a.m. to 1:00 p.m.

8) New Business

1) Non-Bargaining Salary Schedules/Ranges

Mr. Martin reviewed a brief timeline history of non-bargaining salary discussions and decisions with the Board. He distributed a budget adjustment spreadsheet, which represented Budget Committee's reductions as well as their recommendations.

The Board discussed the scheduled employees' salary increase that the Budget Committee removed as well as the salary increases that were approved.

Mrs. Mahoney distributed the current salary schedules and adjusted schedules, which she reviewed with the Board. The Board discussed the schedules and options of adjustments were considered. Mrs. Couture commented that the Board could make a small adjustment to the current schedule and then adjust for longevity. Mr. Martin indicated that the Budget Committee reductions were specific. Mrs. Couture observed that the salary schedules could fall behind if the Board does not approve the 1.5% adjustment to schedules. Mr. Boehm agreed. Mrs. Jewett commented that a differential should be included for those employees that work nights. Mrs. Beauregard was concerned about the budget impact.

Mrs. Jewett made a motion to increase the current FY07 salary schedules by 1% for FY08. Mrs. Beauregard seconded.

Mr. Miller asked Mrs. Jewett her reason for the motion and she responded that the school district cannot afford more than that. Mrs. Couture indicated that 1.5% was the minimum adjustment to the schedules and less than that would not be adequate. Mrs. Beauregard raised a concern about the impact on the budget.

Hearing no further discussion, Mr. Miller called the question. ***The motion failed 2-3-0 with Mrs. Couture, Mr. Boehm and Mr. Miller voting in the negative.***

Mr. Boehm made a motion to increase the current FY07 salary schedules by 1.5% for FY08. Mrs. Couture seconded. The motion carried 3-2-0 with Mrs. Beauregard and Mrs. Jewett voting in the negative.

Mrs. Couture made a motion to approve the adjusted salary schedules to reflect the 1.5% increase for FY08. Mr. Boehm seconded. The motion carried 5-0-0.

Mrs. Mahoney presented the adjusted Administrative salary ranges. The Budget Committee approved a 3% salary increase for Administrators and the Board previously approved a 2.85% adjustment.

The Board discussed the Administrative salaries, comparing the increase with the scheduled employees' increase. The Board approved a 2% adjustment to the salary ranges and 1% for a year's experience.

Mrs. Couture made a motion to approve the recommended adjustment to the Administrative salary ranges for FY08. Mrs. Beauregard seconded. The motion carried 4-1-0, with Mrs. Jewett voting in the negative.

Mrs. Mahoney presented the proposed ranges for the Building & Grounds salary schedule. She also recommended that the Site Facility Managers and Building & Grounds Coordinator salary ranges be grouped together.

The Board began a discussion of the positions and Mrs. Beauregard suggested the Board go into non-public session.

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

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

Mrs. Jewett made a motion to go into non-public session at 8:56 p.m. under RSA91-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. Couture seconded. The motion carried by role call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

12) **Return to Public Session**

Mrs. Couture made a motion come out of non-public session at 9:46 p.m. Mrs. Jewett seconded. The motion carried by role call vote: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

Mr. Miller reaffirmed that the Board approved the recommended salary range adjustments for the Site Facility Managers and the recommended salary range for the Building & Grounds Coordinator as Low: \$39,949; Midpoint: \$46,999; High: \$54,049 for FY08.

2) **Approved FY08 Budget**

Mr. Martin explained that the Board needs to identify \$24,262.54 in reductions for the FY08 approved budget. This amount reflects the 1.5% salary schedule increase for the scheduled employees. The Board reviewed the Budget Committee's reductions and discussed the impact of the Math and Science equipment reduction. Mr. Martin noted that the Math equipment reduction includes calculators, graphing calculators, etc., and the Science equipment reduction includes chemistry, physical science, and biology/anatomy equipment. The Board decided not to impact the Math and Science programs and to add the amount the Budget Committee reduced back into the FY08 approved budget.

Mr. Martin indicated that the Board now needs to identify approximately \$31,000 in additional reductions in the FY08 approved budget. Mrs. Couture suggested that Mr. Martin bring his recommended reductions to the next meeting and the Board can make a determination at the next meeting. The Board agreed.

3) **Expanded Pre-School Teacher Position**

Ms. Hamblett spoke to the Board about adding 30 minutes per day to this position so that the teacher will have more collaboration time with the PreK/Kindergarten teachers and the additional time is only for this year. She added that there is additional money in the IDEA grant to cover the additional time.

Mrs. Couture made a motion to approve the expanded PreK position as recommended by the Superintendent. Mr. Boehm seconded. The motion carried 5-0-0.

9) **Old Business**

1) **Mission Statement (Views of Board Members)**

Mr. Miller commented that the Board heard the Mission Statement presentation in March. He discussed his feelings on the proposed mission statement with Ms. Hamblett. He asked the Board for their input.

Mrs. Beauregard indicated that the drafted mission statement was based on wide input. Ms. Hamblett concurred noting that the Board can tweak the revised statement and invite the Mission Statement Committee to attend that meeting.

Mrs. Couture indicated that she had some wording edits. Mr. Miller commented that the mission statement is too long. Mr. Boehm and Mrs. Jewett agreed. Ms. Hamblett commented that some districts have a long vision statement with a short phrase as their mission statement. She suggested that the proposed mission statement could be a vision statement and a summary of this could be the mission statement. She added that the Mission Statement Committee was an excellent committee and members worked well together.

Mr. Miller suggested that the Board review the mission statement and bring any edits or revisions to the next meeting for discussion.

2) **Planning Goal Revision**

Ms. Hamblett mentioned that she would like Board members to think about how to structure the goals. Mrs. Couture suggested asking for community input in goal setting.

3) **Clarification of Building Committee Charge**

Mr. Miller commented that the Building Committee charge was discussed briefly at the last meeting and that the Committee members are looking for guidance. Mrs. Couture reported that the Building Committee discussed the charge at their last meeting and questioned taking a district-wide approach, looking at SAU space and Kindergarten.

10) **Community Input**

There was no community input.

13) **Adjourn**

Mrs. Jewett made a motion to adjourn at 10:14 p.m. Mrs. Couture seconded. The motion carried 5-0-0.

14) **Upcoming Meetings**

>*Litchfield School Board: April 18, 2007 - CHS Media Room – 6:30 PM*

Respectfully submitted,

Michele E. Flynn
School Board Secretary