

In 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
February 11, 2009
(approved as amended 2-18-09)

Present:

Mr. Dennis Miller, Chair
Mrs. Cindy Couture, Vice Chair
Mr. Ralph Boehm, Board Member
Mrs. Pat Jewett, Board Member
Mrs. Dot Beauregard, Board Member
Dr. Elaine Cutler, Superintendent
Mr. Steve Martin, Business Administrator
Mrs. Michele E. Flynn, Secretary

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

A revised agenda was distributed to the Board. Revisions included: under Presentations: addition of GMS Student Council; under Business Affairs: addition of 2008 Audit Report and Kindergarten Portables. Presentations to the Board were moved ahead of Board Comments and Community Input.

3) Presentations to the Board

1) GMS Student Council

The GMS Student Council presented an update on their Student Project for the year. Council members proposed painting the GMS cafeteria walls, which will reflect the school colors (orange and black) and a paw print mural. The Student Council has raised funds for the project with a coin drive. Their goal was to raise \$500, but they raised \$1,200. Although the 1st grade finished with the highest total, the Council decided to award the certificate to the 1st grade students and treat the entire school to an ice cream social. Student Council members indicated that there are three design choices, but they have not yet made their selection.

Mr. Miller thanked the students and congratulated them on their fundraising accomplishment.

Dr. Cutler commented that she was pleased that the students surpassed their goal.

Mr. Boehm made a motion to approve the GMS Student Council proposal to paint a mural in the GMS cafeteria. Mrs. Jewett seconded. The motion carried 5-0-0.

2) FBLA – Kevin Doxey, President and Corey Gannon

Kevin Doxey and Corey Gannon gave a presentation on FBLA activities. The Future Business Leaders Association is an organization dedicated to exposing youth to a business atmosphere. It promotes school leadership, loyalty, and growth. Mr. Doxey explained that the CHS FBLA attends the Fall and Spring Leadership Conferences, manages the school store, participates in FBLA Promotion Week, tours local businesses, holds weekly meetings, and promotes school spirit. The school store is open before and after school and during lunches and members worked many hours to help it evolve from a gum based store to a lucrative business. He added that he changes the store window theme, painting murals to reflect school spirit. Mr. Doxey noted that FBLA activities for the week of February 9-13 included: making bacon paninis; a visit to Merrimack Valley High School; a waffle breakfast; holding a Valentine raffle. He also mentioned that the FBLA is participating in a donation drive for the Make a Wish Foundation.

Mr. Miller queried about how students get involved in FBLA. Mr. Doxey indicated that any student can join throughout the year. Dues are \$11 per year and currently there are 30 registered members at CHS. He also indicated that the CHS FBLA is planning an ice cream social and presentation at LMS.

Mr. Miller thanked Mr. Doxey and Mr. Gannon for their presentation.

3) CHS Montreal Trip – Leslie Demont

Ms. Demont proposed a trip to Montreal and Quebec for CHS students who are enrolled in French courses. She indicated that this is a more high impact, hands on trip. The trip will enable students to learn about the history and culture of French Canada, and use their knowledge of French to function in stores and restaurants. Ms. Demont reviewed the itinerary with Board members. The trip will take place on May 18 & 19, 2009. She is anticipating 30-40 students for a cost of \$350-\$400, and has coordinated up to four chaperones for the trip. Ms. Demont indicated that students must be current French students, pass all competencies in French, and have a clean discipline record to participate in the trip.

Mr. Miller queried about the tour group. Ms. Demont indicated they will be using Visit Canada, which is an excellent tour group. French students are planning on raising funds to help with the cost of the trip.

Mrs. Couture made a motion to approve the CHS French class trip to Montreal and Quebec, Canada. Mrs. Beaugregard seconded. The motion carried 5-0-0.

4) School Board Members' Comments

Mr. Miller announced that the CHS Booster Club requested a Board representative attend their next scheduled meeting on March 11, 2009. They meet from 7:00 p.m. – 8:00 p.m.

5) Community Input

Mr. Jason Guerrette, 11 Perry Court, commented that he was appreciative to Dr. Cutler, Mr. Martin, and Mrs. Flynn for their help in providing information he recently requested. He also apologized to Dr. Cutler for a recent miscommunication. He noted that he has respect for her role as Superintendent of Schools.

6) Recommended Action

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of January 28, 2009

Mrs. Beaugregard made a motion to approve minutes as written. Mr. Boehm seconded. The motion carried 4-0-1, with Mrs. Couture abstaining.

b) Public Minutes of February 4, 2009

Mr. Boehm made a motion to approve minutes as written. Mrs. Beaugregard seconded. The motion carried 5-0-0.

2) Business Administrator's Report – January 2009

Mr. Martin reviewed the Financial Report for January 2009. He reported that the 2010 budget work was completed with the Budget Committee. A Budget Hearing was held on January 15 and Deliberative Session on January 31. The Warrant and MS-27 were completed and reviewed by legal counsel and the NH DRA. The default budget, warrants, and MS-27 were posted. Preparations for Deliberative Session took a significant amount of time in January. Mr. Martin reported that the first calendar year-end close with the new financial software was successful. MUNIS data has been exported and the lease termination letter was signed and effective January 31, 2009. The District will realize a savings of \$26,440 from the early termination of MUNIS and the savings will be transferred to the GMS building improvement repairs account to offset some of the overspend from last summer's repair work.

Buildings & Grounds: Mr. Martin reported that the Energy Buying Group will not go out to bid for electricity based on the advice of the energy consultants. They were able to get us a contract with Constellation Energy, which will save up to \$13,000 through the end of the school year, depending on usage.

Mr. Martin reported that last Thursday a heating system coil froze and broke at GMS in the PreK room. There was water damage to the room and a staff person was covered with scalding water. The room was closed and cleaned. The coil was repaired and tested. On Saturday, Ms. Maghakian discovered that the PreK and Kindergarten rooms, art room, and PT/OT room was flooded, and that water seeped into the Main Office. Honeywell determined that the same coil broke in a different place and that there was a problem with the control boards. Mr. Martin indicated that the District filed an insurance claim for the damage. The coil and control boards will be replaced, and the insurance company will pay for the coil, but not the control boards. When the carpeting was removed in the Kindergarten room, it was discovered that the tiles had 8% asbestos. This will require an abatement program. Mr. Martin indicated that the rooms will be closed to all students until the asbestos has been abated and the damages repaired.

Dr. Cutler indicated that the students have been placed in other rooms and GMS has adjusted for this situation. The asbestos abatement and damage repairs will be done during vacation.

Mr. Miller suggested notifying the Fire Department of the changes at GMS and provide them with a repair timeframe.

Mr. Martin also reported that when the ceiling tiles were removed it was discovered that some lighting units were not chained to the roof deck. The Building Inspector requires the chains to be installed before the ceiling tiles can be replaced.

Mr. Miller queried about the new locks on the gates at CHS. Mr. Martin indicated that the Building & Grounds Coordinator purchased extra heavy duty locks for the gates on the fences at GMS and there have been no snowmobile incidents since.

3) Stimulus Package Update

Mr. Martin updated the Board on the current Economic Stimulus Package. Mr. Martin reported that in anticipation of some potential funds being made available for school repairs in the economic stimulus package, he has contacted both Ed Murdough, NH DOE, and Dan Cecil, Harriman. The District has not submitted any plans in the early requests for potential projects due to the requirement that all proposals be “shovel ready”. After speaking with Mr. Cecil he determined that some major repair work at GMS could be done and we would be in a position to award a bid within 90 days. Mr. Martin contacted Mr. Murdough to determine his position in relation to his prior statements that he would not support any major work at GMS until the water problem was solved. Mr. Murdough advised Mr. Martin that if any funds are available he would support a small project up to \$1M with the provision that the work would not be impacted by the moisture problem. Based on Mr. Murdough’s feedback, Mr. Martin asked Mr. Cecil to assist in preparing a list of potential repairs that could be done for \$1M with a bid award within 90 days. These potential projects may include: new doors and windows, electrical system upgrade, lighting upgrade, HVAC and sprinklers.

4) 2008 Audit Report

Mr. Martin summarized the 2008 Audit Report for the Board. He distributed copies to Board members and copies to the community members that attended the meeting. He highlighted changes in the report. Mr. Martin explained that one of the differences in this audit was relative to the amount of federal funds the District received in 2008. Any district that receives \$500,000 in federal funds requires a single audit of the fund schedules. Mr. Martin highlighted the following areas: the general fund balance as of June 30, 2008; compensated absences which included carried over vacation time; food service loss; and over expended funds due to federal fund accounts.

Mr. Martin reported that there were no material findings in the audit. There were no material findings in the federal funds single audit as well. The audit report will be available on the District website.

5) Kindergarten Portables

Mr. Martin reported that the District must sign a lease agreement prior to July 1 in order to have the portables at GMS in August for kindergarten. The vendor will not begin building the portables without a signed lease agreement. He asked the Board to authorize him to sign a lease agreement at this time. Mr. Martin indicated that the District, Fire Department, and Building Inspector need to be in agreement on the location of the portables at GMS. He was concerned that some of the playground area may be lost in relation to placement of the portables.

Mr. Martin pointed out that he will not sign the lease agreement until all parties are in agreement to the location of the portables.

Mrs. Jewett queried about the reason for three portables. Dr. Cutler indicated that it is wise to have the number of portable classrooms relative to the expected enrollment in our present state of the economy. If we do not plan ahead, there could be an influx in enrollment next year and we would not be able to get the funding from the state.

Mr. Boehm made a motion to authorize Mr. Martin to sign a lease agreement for the portables to implement kindergarten at GMS. Mrs. Beauregard seconded. The motion carried 5-0-0.

6) Storage Facility at CHS Update

Mr. Martin reported that he met with the storage committee for the construction of a storage building at CHS using impact fees. He expects to have a completed inventory of current storage space and future needs by the next meeting. Mr. Martin indicated that he spoke with Dan Cecil of Harriman who agreed to research some existing designs for a two story facility. He also spoke with Eckman Construction who recommended a local architect the District can consult.

Board members briefly discussed construction options for the building. Mr. Martin stated that he would consult legal counsel in regard to allocation of impact fees for the storage facility or SAU space. He will update the Board in March.

7) Manifest

The manifest was circulated and signed by the Board.

7) **Old Business**

a) 2009-2010 School Year Calendar

The revised 2009-2010 school year calendar was reviewed by the Board. The approved 2009-2010 school year calendar from Hudson was included for comparison. Dr. Cutler reported that Ms. Lecaroz is requesting a professional development day in March. Board members agreed March 24 would be a professional development day.

Mrs. Couture made a motion to approve 2009-2010 school year calendar as modified. Mrs. Beauregard seconded. The motion carried 5-0-0.

b) January 2009 Enrollments

Dr. Cutler reviewed January 2009 enrollments with the Board. She noted that current kindergarten registrations are at 52 and first grade registrations are at 85. The total district enrollment for January was 1,546 students.

c) **Policies for 1st Reading**

1) Volunteer Involvement (ABA)

A minor revision was made to the policy.

Mrs. Couture made a motion to approve the policy for a first reading as amended. Mr. Boehm seconded. The motion carried 5-0-0.

2) Accountability (AE)

Mrs. Couture made a motion to approve the policy for a first reading. Mrs. Beauregard seconded. The motion carried 5-0-0.

3) Liaison with School Boards Associations (BKA)

A minor revision was made to the policy.

Mrs. Couture made a motion to approve the policy for a first reading as amended. Mrs. Jewett seconded. The motion carried 5-0-0.

4) School Building Administration (CF)

Mrs. Couture made a motion to approve the policy for a first reading. Mrs. Beauregard seconded. The motion carried 5-0-0.

5) Emergency Closings (EBCD)

Mr. Boehm made a motion to approve the policy for a first reading. Mrs. Couture seconded. The motion carried 5-0-0.

6) School Closings (EBCE – new policy)

A minor revision was made to the policy.

Mr. Boehm made a motion to approve the policy for a first reading as amended. Mrs. Couture seconded. The motion carried 5-0-0.

7) Instructional Needs of Students with Different Talents (IFA – new policy)

Mrs. Couture made a motion to approve the policy for a first reading. Mrs. Beauregard seconded. The motion carried 5-0-0.

8) Student Insurance Program (JLA), (Old Policy JHA)

Board members suggested revisions to the policy. The Board will revisit the policy as a 1st reading on February 18.

9) HIV Policy & Procedures (JLCCA/R), (Old Policy JHCE)

A revision was made to the Post Exposure and Evaluation Follow Up section of the procedures.

Mrs. Couture made a motion to approve the policy for a first reading as amended. Mr. Boehm seconded. The motion carried 5-0-0.

8) Community Input

Jason Guerrette, 11 Perry Court, queried about a lunch price increase. Mr. Miller indicated that the price increase was submitted to the Board, but has not yet been approved. Dr. Cutler indicated that the Board will revisit the issue in April.

Mr. Guerrette queried about the GMS portables for kindergarten in relation to the District signing a lease agreement prior to July 1. Mr. Boehm clarified that the lease can be signed earlier than July 1, but payments will not be made until after July 1.

9) Committee Reports

1) Budget Committee

Mr. Miller reported the Budget Committee did not meet last week and will not meet until March.

2) Grants Committee

Mrs. Beauregard reported the Grants Committee met twice in February. They also met with Pat Kaplo to discuss the First Team Robotics program. They are working with Mr. Kaplo to write letters and request sponsors.

Dr. Cutler indicated that the Committee has a list of the top 100 manufacturers in the state, as well as district vendors that the Grants Committee can contact. Sponsors will be aired on the local cable channel. Mr. Kaplo hopes to begin the program next year.

Mrs. Beauregard also reported the Grants Committee is working on a grant for the landscaping for LMS and a grant for materials for students.

3) Selectmen

Mrs. Jewett reported that the Selectmen and Town Legislators were invited to attend a breakfast and discussion on proposed legislation in New Hampshire. Selectmen are anticipating the March election. She also reported that the Lions Club is sponsoring a Candidates Night on March 5 in the CHS Auditorium.

Mr. Miller announced that he contacted Mr. Byron regarding free/reduced lunch applications that the District would provide to the Town Hall. Mrs. Couture offered to deliver the applications to the local food pantry.

4) Legislative

Mr. Boehm reported that members of the CHS chorus will be performing the National Anthem on March 25 at beginning of the legislative session in Concord. He also attended a Hudson School Board meeting on Monday night for a discussion regarding the need to focus on legislative issues.

Mr. Boehm reported that the legislature discussed establishing a committee to study school discipline relative to disciplinary actions (e.g. suspension). They also discussed upcoming bills which included parental consent for psychological testing, and funding extended learning opportunities (e.g. sports, off campus dance lessons). Mr. Boehm discussed with the Board researching credits for extended learning opportunities with regard to varsity athletics.

Mr. Boehm made a motion to ask the Superintendent to research credits for extended learning opportunities for students. Mr. Miller seconded. The motion carried 5-0-0.

Mr. Boehm also reported the legislature discussed the following bills: to change the criteria for free/reduced lunch eligibility; hold harmless bill; funding for small isolated schools in northern New Hampshire; and a bill on homeschooling. He added that the legislature is still discussing the type of income to use in the calculations for education funding. Mr. Boehm announced that Governor Lynch will be giving his address on the state budget.

Dr. Cutler distributed the NHSBA scholarship packet and the NHSBA Board of Excellence Nomination Packet.

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

There was no non-public session. Minutes were reviewed and approved in public session.

a) Draft School Board Meeting Minutes:

1) Non-Public Minutes of January 21, 2009

A revision was made to a motion in the January 21, 2009 non-public minutes. The motion was changed to reflect:

Mr. Boehm made a motion to approve the nomination of Nathan Cooper as Social Studies teacher at CHS at a salary of \$33,290 for the 2008-2009 school year that will be prorated.

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

11) Adjourn

Mrs. Beauregard made a motion to adjourn at 9:11 p.m. Mr. Boehm seconded. The motion carried 5-0-0.

12) Upcoming Meetings

>Litchfield School Board: February 18, 2009 - CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn
Board Secretary