

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
APPROVED MINUTES
October 11, 2006
PUBLIC SESSION
(approved as amended 10-25-06)

Present:

Mrs. Cindy Couture, Chair
Mrs. Dot Beauregard, Vice Chair
Mr. Ralph Boehm, Board Member
Mr. Dennis Miller, Board Member
Mrs. Pat Jewett, Board Member
Ms. Catherine Hamblett, Superintendent
Mr. Stephen Martin, Business Administrator
Mrs. Ronda Gregg, Director of Special Services
Ms. Amanda Lecaroz, Director of Curriculum & Instruction
Mr. Bruce Ballou, Director of Technology
Mr. Dan Kiestlinger, Director of Athletics
Mr. Martin Schlichter, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mr. Michael Parent, Principal, CHS
Mrs. Sue Ayer, Facilities Manager, CHS
Mr. Jack Williams, Facilities Manager, LMS
Mr. Dave Ross, Facilities Manager, GMS
Mrs. Michele E. Flynn, School Board Secretary

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

Mrs. Couture called the meeting to order at 6:32 p.m.

2) Review & Revision of Agenda

There were no revisions to the agenda.

3) Recommended Action

a) Business Affairs

1) Impact Fees Update

Mr. Martin updated the Board on the recent Elementary Impact Fees request response from the Selectmen. A request for approval of the use of Elementary Impact Fees was made to the Selectmen as a result of the Board's vote on September 20, 2006. The Board voted to request the approval of the use of Impact Fees in the amount of \$60,000 for the elementary space needs studies and architectural consultant fees. Mr. Martin reported that the Selectmen put a hold on the request asking for more detail. Mr. Martin requested a legal opinion and it has been confirmed by Attorney Gordon Graham that the use of Impact Fees for the GMS Scope is allowable because it is being done as a larger space needs study and it will improve the level of service. He reminded the Board that the breakdown of the Impact Fees request is \$32,500 to cost out the scope of renovations as defined, \$10,000 for architectural fees and \$17,500 for the costing of dewatering.

2) Draft School Board Minutes:

a) Public Minutes of September 20, 2006 (Attachment #1)

b) Public Minutes of September 27, 2006 (Attachment #2)

The minutes were deferred until the October 18th meeting.

3) Manifest

The manifest was circulated and signed by the Board.

4) **Community Input**

There was no community input.

5) **School Board Members' Comments/Committee Reports**

1) **Budget Committee**

Mr. Miller reported that the Budget Committee met on September 28, 2006. He added that they are progressing through the town budgets.

2) **Building Committee**

Mrs. Couture reported that the Building Committee met on October 10, 2006 and discussed the options previously considered by the Committee over the past three years. Mr. Dan Cecil of Harriman Associates guided members through the materials, which generated discussion, ideas and questions by Committee members. They discussed how to raise community awareness of the Committee's work. Suggestions included an interactive website question/answer link, an HLN monthly update article, and question drop boxes at each school, the Library and town hall. Mrs. Couture noted that this core group of Committee members is determined to get feedback from the community. She also informed the Board that she updated the Committee on the Board's request to set a deadline to decide what course the Committee will take on the recommendation. The Committee members feel that they need to let the information drive the deadline, but by January or February they should be able to determine a spring deadline. A suggestion was made to invite Dean Michener from the NHSBA and the NRPC to a meeting in November to discuss enrollment/population projections, build-out, and trends.

Mr. Boehm commented that there is a sense in the community that it seems as though the Building Committee is trying to prove Litchfield needs a big school and that members should focus on what is needed minimally for GMS. Mrs. Couture reminded the Board that the Scope of Renovations will cost out systems individually and Building Committee members will have a menu of several different options. Minimal renovations will be considered. She added that the Committee members are new and hadn't seen the previous information on GMS. She commented that this committee needs to have free reign and the opportunity to take a careful review of the information to make good observations and decisions. Mrs. Beauregard commented that this is a process and people need to let it happen. People need to get involved. She added that it is unfortunate that some think the only thing the Committee is trying to do is prove something. Mrs. Jewett was disappointed that more long-term residents in the community are not involved with the Committee.

3) **NHSBA Delegates Assembly-**

Mrs. Couture reminded the Board that the Delegates Assembly is being held on November 4th and that she is attending the Assembly, but the NHSBA would like an alternate to be available. Mr. Boehm volunteered to be the alternate delegate. Mrs. Couture reminded Board members to submit input on the resolutions to her before the end of the month.

Mr. Martin reported that he and Mrs. Couture attended the Law Conference that was held today. He commented that there was much information on collective bargaining, administrative rules on the relationship between a Superintendent and a School Board, among many other discussions. Mrs. Couture commented that she learned some interesting facts on electronic mail with regard to Right-to-Know, home schooled children and free speech of students.

6) **Budget Work Session**

a) **Building & Grounds**

Mr. Martin distributed the proposed budget. He noted that there is a request for a district-wide maintenance person to perform preventative maintenance on all buildings and some repairs. He added that this person would be trained to do more extensive repairs on his/her own. Mr. Trott is requesting to extend a part-time grounds student through the summer.

Each school's Site Facility Manger presented their Building & Grounds proposed budget for FY08 to the Board. Mr. Ross noted some pressing needs at GMS, which include a new dumpster as there is a separated seam in the bottom of the existing one, as well as stress cracks; rug replacement in the 1930's building; upgrading classroom lighting; replacing the ballasts in the cafeteria; upgrading the teachers' bathrooms; upgrading the boys/girls

bathrooms near the main entrance; and replacing the woodwork (because of rot) of the 1930's building entrance while preserving the historic façade. He also included air quality testing, asbestos re-inspection and general repairs.

Mr. Ross also noted that there are requests for power sweeping of the GMS parking lot and catch basins, playground repair, more extensive clearing of the swale, parking lot repair, and a new flagpole. Under Non-Instructional Equipment, Mr. Ross listed requests for two new HEPA vacuums, safety systems repairs, proximity locks and security cameras. Requested under Site Improvements were an additional parking lot and lighting for the parking lot. Building Improvements included roof work on the 1930's building and the lease of two modular classrooms, which are space and instruction driven. Mrs. Couture suggested that a discussion on modular classrooms at GMS be placed on the October 25 agenda.

Mr. Williams requested the expansion of a part-time custodial position to a full-time position. As Mr. Williams presented the Building & Grounds proposed budget for FY08, he noted needs at LMS including new HEPA vacuum cleaners; a new dumpster; carpet replacement in four rooms; five door closers (to be in compliance with the Fire Department); an enclosure for the computer server room to improve performance/maintenance; an air conditioner for the computer room and server closet; proximity locks; security cameras; a sprinkler dry pipe test; and an additional modular classroom. He also referenced general building repairs, maintenance and supplies.

Mrs. Ayer presented the Building & Grounds proposed budget for FY08 and noted the needs at CHS, including a specific workshop for custodians; a sprinkler dry pipe test; proximity locks; security cameras; stadium seating; lighting of the master field; storage for track/field; athletic room lockers; scoreboard installation and underground electrical; fencing; and respraying the outdoor track. She also referenced general building repairs, maintenance and supplies.

Mr. Martin spoke to the District Building & Grounds proposed budget for FY08 noting a request for a lease for maintenance software; repairs/maintenance on a used truck or purchase of a new truck for district use; and a backpack blower. He also referenced utilities and insurance costs.

b) Curriculum Development

Mrs. Lecaroz presented the Curriculum proposed budget for FY08 to the Board. She covered workshops, printing and binding of curricular guides, travel, supplies, equipment replacement, dues/fees, professional publications (GMS), course reimbursement (non-union and union), professional development, contracted services, textbook replacement, and professional development for all three schools.

c) Athletics & Co-Curricular

Mr. Kiestlinger presented the Athletics/Co-Curricular proposed budget for FY08 to the Board. He reviewed the co-curricular dues and fees (FBLA, Student Council for example).

Mr. Schlichter briefly reviewed the co-curricular activities at GMS, which include chorus, Destination Imagination, and the Scarecrow Jamboree.

Mr. Lecklider spoke to the Athletics proposed budget for FY08 for LMS noting that game officials' rates have increased and referenced supplies, worn out uniforms, and league dues/fees.

Coach Kiestlinger addressed the CHS Athletics proposed budget for FY08 noting that game officials for regular and post-season rates have increased and that the athletic trainer services rate is in transition. He referenced needs, which included rental of a power lift; a fee for the storage of the donated pole vault mat system; support for the donated pole vault mat; uniform replacements; high quality chairs for the team benches; a weight room machine; cardio equipment; and an automated external defibrillator. He also covered the budget for all sports, travel, supplies, awards, field equipment, and dues/fees for NHIAA, the Monadnock League, and special tournaments/competitions.

Ms. Hamblett complimented Coach Kiestlinger on keeping track of the Litchfield students that participate in individual sports and attending competitions such as gymnastics, swimming and wrestling.

Mr. Lecklider briefly spoke about transportation for LMS students for games played during the year.

Date: October 11, 2006
Campbell High School

Litchfield Board of Education
Policy Work Session – 6:30 p.m.
Followed by Non-Public Session

Coach Kiestlinger reviewed transportation for CHS students for games played during the year, noting that the fall, winter and spring seasons are broken down into pre-season and regular events. He also addressed new and expanded positions, which included positions for wiffleball, volleyball, 3 on 3 and 4 on 3 Intramural sports; a fall Spirit program coach and a Pole Vault/Track coach.

Mr. Schlichter, Mr. Lecklider and Mr. Parent presented new and expanded co-curricular positions to the Board. Mr. Lecklider noted that LMS would like to offer stipends for a running club supervisor, a scrabble club (which is new) advisor, and a PBIS coach.

Mr. Parent noted that there are seven new or expanded stipend positions at CHS, which include an Ed Line supervisor (a new program); an advisor for the recycling club, youth in government, the science club, chess club, science & engineering club, and an auditorium technical crew director.

Ms. Hamblett mentioned she is currently working to establish a volunteer cable coordinator and she hopes that it will become a part-time stipend position next fall and might be responsible for the high school tech crew need. She complimented all the Principals and Coach Kiestlinger on their presentation. Mrs. Couture commented that it would be helpful to know the enrollment in the co-curricular activities. Ms. Hamblett noted that rosters will be generated.

d) Technology

Mr. Ballou presented the Technology proposed budget for FY08 to the Board. He has requested one part-time position for summer help. He reviewed repairs and maintenance items at all three schools and in the District. Mr. Ballou referenced GMS technology needs including: Winnabago Library tracking software, an upgrade for the Spectrum interface, twelve additional laptops for a mobile lab, and replacement laptops and printers for teachers at GMS.

Mr. Ballou also noted technology needs at LMS including: replacement bulbs for LCD projectors, carts for LCD projectors, a Spectrum upgrade, Sabebush Technologies updates and telephone support for the library, a mobile lab, a Cannon visualizer, a DVD burner, USB Flash drives, a digital camera, camcorder and replacement laptops and printers for teachers.

Mr. Ballou reviewed the budget for workshops, training, conferences, repairs/maintenance, travel, supplies, software, additional equipment, communication systems repairs/maintenance, CATV repair/maintenance and upgrades. Necessary items are the Ed Line subscription fee, District Control Module support and replacing the POS Food Service scanners at GMS with finger scanners (touch and go) and PC's.

Mr. Miller raised a concern about security and privacy of the student in a finger scanner system. The Board requested Mr. Ballou review the request for finger scanners at the October 25th meeting when the Food Service proposed budget is presented.

e) Special Services

The Special Services proposed budget for FY08 was deferred to the October 18th meeting.

f) Salary Guidelines

Mrs. Mahoney presented salary guideline recommendations for the Board's consideration. She reviewed four items with the Board: 1) No adjustment to the set salary schedules for non-bargaining schedules, which currently allow employees to move up one step (3%).

Mr. Boehm raised a concern about these employees not receiving a cost of living increase. The Board discussed this issue. Mrs. Couture suspended the discussion and suggested that Mrs. Mahoney finish her presentation in the interest of time and reminded Board members that no action would be taken until the next meeting.

Mrs. Mahoney continued with the second recommendation of the presentation.

2) Range adjustment for administrative at a 1.85% increase and a 1% increase for a year's experience.

3) Pursue a salary survey and comparison for SAU Staff to review at a later date.

4) 3% increase for all other non-bargaining positions not falling into the above categories.

She added that there are no recommended changes in benefits.

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Mr. Miller commented that whatever you recommend should be consistent for all employees. Mrs. Jewett agreed. A discussion followed and Mrs. Couture suggested that this item be placed on the October 18th agenda for further discussion and a decision on direction for budgeting purposes.

7) **Adjourn**

Mr. Miller made a motion to adjourn at 11:00 p.m. Mrs. Jewett seconded. The motion carried 5-0-0.

8) **Upcoming Meetings**

> *Litchfield School Board: October 18, 2006 – October 25, 2006 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn
School Board Secretary