

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
July 12, 2006
PUBLIC SESSION
(approved as amended 8-16-06)

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 F. Martin, Business Administrator
Mrs. Michele E. Flynn, School Board Secretary

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

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

2) **Review and Revision of Agenda**

There were some revisions. See notes.

3) **Presentations to the Board**

> 2007 Senior Trip – Disney World – Kerri Morrison

Mrs. Morrison presented the proposed Disney World trip itinerary to the Board. She indicated that the participating group will leave on Tuesday April 24, 2007 and return on April 28, 2007. The cost for the trip is approximately \$800, depending on airfare. The price includes lodging at Disney, a meal card, a park hopper pass, all ground transfers and one complimentary adult chaperone for every ten students. Students participating will sign in for the areas of park they will be in and there will be four check-in points during day. Board members raised concerns over student participation and chaperone ratios to which Mrs. Morrison relayed that they expect a good response and that the chaperone ratios can always be adjusted. There was some discussion over chaperone ratios and questions were asked about chaperone training. Mrs. Morrison affirmed that Mr. Parent will see that the chaperones are trained. A question was raised about fundraising and Mrs. Morrison mentioned that there will be some fundraising to defray the cost of the trip.

Mr. Miller made a motion to approve the 2007 senior trip to Disney World as presented. Mrs. Beauregard seconded. The motion carried 5-0-0.

> CHS Music Competition Trip - Toronto – Phil Martin/Jill Deleault

Mr. Martin and Ms. Deleault presented the proposed trip for CHS music competition in Toronto. Mr. Martin noted that it is an out of country trip and it is recommended highly. This festival is a schedule of half hour performances, both choral and instrumental, and a forty-five minute clinic with a noted clinician. The goal is to take as many students as possible. The CHS Friends of Music has agreed to help fund the trip. Ms. Deleault reviewed the trip itinerary, which runs April 19 – 22, 2007. The group will travel by motor coach to Toronto and back. The cost of the trip is \$625 and includes one complimentary adult chaperone for every ten students.

Mr. Miller made a motion to approve the proposed 2007 CHS Music Department trip to Toronto as presented. Mrs. Beauregard seconded. The motion carried 5-0-0.

> Project Lead the Way – Catherine Hamblett

Ms. Hamblett, standing in for Pat Kaplo, Dave Bouvier and Scott Sarsfield, presented Project Lead the Way to the Board. She noted that Mr. Parent's initiatives have been to start discussions about more cooperative coursework between the Math, Tech Ed, and Science departments. Project Lead the Way is a pre-engineering program with a

three course sequence designed to help students explore technology related careers. The program allows students to apply their math and science skills to real world problems. Students will have the opportunity to explore the broad field of engineering to help them make career decisions. Mr. Bouvier has had training for pre-engineering and there is a space for Mr. Kaplo to take the training this summer. There is flexibility to add some of the District's own influence to the program while following the project requirements. Ms. Hamblett mentioned that four years prior the School Board did not support this project because of concerns that it would favor only higher achieving students. However, she, Mr. Kaplo, Mr. Bouvier and Mr. Sarsfield spoke with the directors of the program and were assured that all levels of achieving students will benefit. She also pointed out that there is a grant available for the District and if the District is successful in receiving it, the grant will help defray the cost of the program.

Mrs. Jewett raised a concern that the District may not receive the grant and Ms. Hamblett assured her that Mr. Kaplo can run the course as we feel we have most of the equipment required. Mr. Boehm noted that the software needed comes with a license fee. Mrs. Beauregard commented that the program will help the District with Technology Education approval. Mrs. Couture pointed out that CHS was designed and set up to combine the three disciplines (Math, Science and Tech Ed) in this way. Mr. Boehm commented on the opportunity to expand the program to the middle school.

Mr. Bohem made a motion to approve the participation of the Litchfield School District in the Project Lead the Way program at CHS. Mrs. Beauregard seconded. The motion carried 5-0-0.

4) Recommended Action

a) Business Affairs

1) Draft School Board Minutes:

a) Public Hearing Minutes of June 7, 2006 (Attachment #1)

Mr. Martin clarified that the motion for acceptance of Impact Fees be changed to acceptance of unanticipated revenues, and the clarification should be reflected in the wording of Board Action as well.

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

b) Public Minutes of June 7, 2006 (Attachment #2)

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

c) Public Minutes of June 21, 2006 (Attachment #3)

Mr. Martin made some minor changes to the GMS Scope of Work Update under Old Business.

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

d) Public Minutes of June 28, 2006 (Attachment #4)

Mrs. Couture added the Board's proposed Mission statement to the Mission Statement discussion in the minutes.

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

2) Business Administrator's Report – May 2006 & June 2006

Mr. Martin reviewed the June financial report commenting that the numbers submitted were a snapshot as of June 30th. There is an underspend of \$174,000+ that will be returned to the voters. Included in that total is \$17,590.40 from special warrant article (LMS roof), \$102,777.39 from Special Education tuition and transportation, and \$50,000, which was withheld to cover unforeseen year-end billings. Mr. Martin noted that the amount of Special Education funds is lower after deducting an amount to defray the cost of utilities. Mrs. Jewett noted that electricity is going down 12% as of July 1st. Mr. Martin noted we are still using more energy and the problem is kilowatt hours used. He also pointed out that every item the Board identified to be purchased this year that could be purchased with FY2006 monies (those items that were cut from the FY07 budget) has been purchased. Mr. Martin complimented the Principals and Administrative Assistants for a great job forecasting the budget. He also reported that the \$15,600 in Food Service excess revenues covered the Food Service budget overspend.

3) LMS/CHS Air Quality

Mr. Martin distributed copies of the air quality reports for CHS and LMS done by the Scott Lawson Group. On April 26th at CHS, the Lawson Group tested twelve samples for airborne fungi and bacteria and six floor surface swab samples for fungi and bacteria. A data logging instrument was used to obtain spot readings for Carbon monoxide, Carbon dioxide, ambient temperature and relative humidity. Based on the survey results, the measured airborne fungi and bacteria levels were within recommended guidelines and do not present a significant health concern to building occupants. No fungal growth was identified on the surface swab samples, and the data logging instrument revealed an adequate level of ventilation in the sampled areas of the school.

Mr. Martin reported that the group noticed mastic seeping through floor tiles and recommended to monitor this seepage through the slab. The mastic is seeping through the floor because the concrete underneath has not cured because of where the vapor barrier has been set.

On May 1st at LMS, the Lawson Group tested six spore trap samples and one analytical blank for quality control purposed for the evaluation of total airborne fungal concentrations. In addition, six samples of surface dust were tested as well. Six data logging instruments were placed on-site for a four day period to obtain readings for Carbon monoxide, Carbon dioxide, ambient temperature and relative humidity. Based on the survey results, spore trap samples were within recommended guidelines and do not present a significant health concern to building occupants. Some dust components exceeded a recommended guideline (pollen and plant matter), but are not a health concern. Maintenance procedures will be changed to improve the dust situation and new vacuums will be included in the FY2007 budget. The data logging revealed a general inadequate level of ventilation in all of the classrooms included in the survey. The indoor environment does not present a significant health concern to building occupants.

Mrs. Couture asked about testing the air quality at GMS. Mr. Martin advised her that it was not in the FY07 budget. Mrs. Couture requested that we find a way to do it.

4) Scope of Work Study RFP for GMS

Mr. Martin reported that he and Ms. Hamblett spoke with Dan Cecil of Harriman & Associates. Mr. Cecil is concerned about the timeline to complete a costing of GMS renovations. After the last discussion, the approach was to do a design/cost method with Harriman doing the design work and a contractor costing out the project and implementing the design. Harriman would cost out their own design as well. A concern was raised that it is a longer approach because the contractor can't get into the building until after the design work is done.

Mr. Cecil suggested a different approach – the construction management approach – in which a preliminary design is done in conjunction with the owner and general contractor from day one. This approach allows the contractor to get into the building and become familiar with condition of the building. This approach would reduce the timeline and the cost to the voters. Mr. Cecil would suggest a local contractor and recommended that the District also use the current vendors who have done studies for the District in the past. The advantages of this approach include receiving two cost estimates, sharing of information, a shorter timeline and gives the Building Committee more immediate involvement in the process. Should an RFP method be used, the RFP should stipulate that it is for research only and not a bid process.

Mr. Martin noted that if renovation is decided to be the approach rather than new school construction, and the taxpayers approve it, the Board would be interviewing more than one general contractor.

A lengthy discussion followed to which Ms. Hamblett commented that the Board should settle this issue tonight to remain sensitive to the timeline. The Board discussed several dates for a discussion with Dan Cecil, school architect.

Mrs. Beaugard is concerned that the Litchfield School Board continues to have a trust issue with members of the Committee. She suggested inviting general contractors to the meeting to give a short presentation.

Ms. Hamblett confirmed the Board has worked hard to keep credibility and Mrs. Couture stated this is an entirely different Board and past issues should be left aside.

Mr. Miller asked if the Building Committee can be included in non-public. Mrs. Couture stated they would have to understand the restrictions of non-public. Ms. Hamblett suggested there be a public session with presentations, where Building Committee members ask questions, the presenters leave and the Board goes into non-public.

Building Committee members comment one at a time, separate from each other, in non-public and then Board suggested giving standard questions to Building Committee questions.

August 1st was decided on as the earliest reasonable date with the water presentation rescheduled for the next Building Committee meeting. Mr. Martin is to contact Architect Cecil to determine if August 1st is the feasible date.

5) State Accessible Voting System

Mr. Martin shared a questionnaire he received from the Secretary of State regarding the installation of a phone line for a voting station at CHS. Members of the Board wanted to ensure it would be of no cost to the taxpayers of Litchfield.

6) Manifests

The manifests were circulated and signed by the Board.

5) **Community Input**

There was no community input.

6) **Superintendent's Report**

a) Enrollments – May and June 2006

Ms. Hamblett reported that there were 1631 students enrolled in the District as of the June 30th report. She added that 1st grade registrations are at 126 and that we lost four students whose families have moved out of town.

Mr. Boehm asked that we double check residency when people move into town and come to register their children.

Ms. Hamblett gave assurance that this is done.

b) August Board Meeting Dates

The Board set two meeting dates for August, the 16th and the 30th. Agenda items will include bus schedules, confirmation of hirings and the district newsletter.

c) Vacancies to Date

Ms. Hamblett reported that there are currently two Math vacancies and one Spanish vacancy at CHS; one Science vacancy and one Language Arts vacancy at LMS; and one one-year, temporary teaching vacancy at GMS.

d) Title I

Ms. Hamblett reviewed the history and reasons for the absence of Title I funding. Three years ago the funds were minimal and it would have cost more to implement Title I than the funding which was offered. Last year we were eligible, but did not receive notification until January. Funds that were to be offered last year can be carried over to this year and the allocation has risen to \$66,000, which combined with last year's funding, would be approximately \$96,000. The most critical need is an articulated program for at-risk middle school and high school students. This is a during/after school program integrated with middle school as well as the proposed Adult Education Program. Mrs. Jewett expressed concern that the town may be asked to pick up funding as with other federally funded positions in the past.

Mr. Miller made a motion to authorize the Superintendent to develop and submit the Title I application. Mr. Boehm seconded. The motion carried 5-0-0.

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

1) Building Committee

Mrs. Couture reported that the Building Committee met on July 11th. School architect Dan Cecil of Harriman & Associates and Ed Murdough from the NH DOE attended. The only topic was the GMS scope of work. The Committee reviewed the report from the sub-committee thoroughly and added traffic patterns with proximity to Route 3A to the scope. The Committee recommended to the Board that the scope of work RFP proceed with cost estimates of the renovations brought back to the Committee. The Committee requested items be listed by system so they could see the individual costs per system. Mrs. Couture noted that it would be easy to assess for short term items as they would be included in long term study items.

2) Budget Committee

Mr. Miller reported that the Budget Committee met on June 30. Questions included: the excess revenue and where it originated from, the Munis upgrade, the tiles at the main entrance of CHS, and the security issues at CHS. Mr.

Martin noted that the Munis upgrade is new three-year contract. Ms. Hamblett pointed out that the money for the tiles at CHS has been set aside and Mr. Martin noted they will be replaced prior to the start of the school year. Mr. Miller relayed that the Budget Committee suggested Mr. Martin check with the Fire Chief and to look into Homeland Security Grant money. Mr. Martin noted that he is checking with the Police Chief as well, however, the current project at CHS is being funded with year-end unexpended funds. Mr. Miller noted a question was raised about the increase in high school credits having a financial impact on the District. Ms. Hamblett noted that the impact is negligible because there is currently understaffing at the high school and students are not being scheduled into multiple study halls.

Mrs. Couture asked the Board to convey to the Superintendent authority to offer employment pending School Board approval, which is done each year between summer Board meetings.

Mr. Boehm made a motion to authorize the Superintendent to offer employment pending School Board approval. Mr. Miller seconded. The motion carried 5-0-0.

3) Selectmen

Mrs. Jewett reported that Albuquerque Avenue should reopen in three weeks and the town budget and warrant articles are due September 1st. Assessments have been sent out and anyone with questions should use the special telephone number set for that purpose.

8) **New Business**

1) Co-Curricular & Athletic Positions for 2006-2007

Ms. Hamblett reviewed the list of co-curricular and athletic positions at each school. She noted that every year the School Board sets which positions will not be filled. The positions the District will not be filling are – GMS: Ski Club, Art Program, Chess Club and Webmaster; LMS: Ski Club, Community Service Club, Literary Magazine, Technology Education Club, Indoor Hockey and Webmaster; CHS: JV Cross Country, JV Cheering, SADD Advisor, Granite State Challenge Advisor, Tech Support, School Newspaper and Literary Magazine. The Summer School position for LMS/CHS will not be paid from the budget, but will be covered by revenues. Tech support positions at LMS and GMS are on hold to be modified.

Mr. Miller made a motion to accept the Superintendent's recommendation of Co-Curricular and Athletic positions that will not be filled for FY2007. Mr. Boehm seconded. The motion carried 5-0-0.

9) **Old Business**

1) **Policies to Be Revised/Amended:**

a) Use of Students in Non-School Public Information Program (KDCB)

Mrs. Beauregard reported that the District's attorney recommended not sending notices that are not school related home with students. Mr. Miller suggested that the Board add a statement regarding that school personnel are not always present at a non-school activity. The policy is being sent to a first reading with Board members choosing to continue to distribute notices for Litchfield community organizations.

2) **Policies for Approval**

a) Skateboards, Rollerblades & Scooters (JHFF)

Mrs. Couture commented that the policy was not revised as she recalled. She recommended that the policy be revised to prohibit skateboards, rollerblades and scooters within 20 feet of the building perimeter and on all walkways at all times. Members agreed. The policy is being sent to a first reading.

10) **Policy Work Session**

District Regulations:

a) Photocopying

Section E: Support Services

a) Safety Program (EB)

b) Accident Reports (EBBB)

c) First Aid & Emergency Care/Procedures (ours, EBBA/nhsba, EBBC)

d) Fire Drills/Procedures (EBCB)

e) Bomb Threats/Procedures (EBCC)

f) Video & Audio Surveillance on School Property (EEAA)

Section I: Instruction

- a) Student Fundraising Activities

Section J: Students

- a) Unauthorized Communication Devices (JICJ)

Section K: School and Community Relations

- a) Public's Right to Know (KBA)
b) Public Information Program (KDA)

Board Direction

All policy work session policies were deferred. Two policies were sent to a first reading – Use of Students in Non-Public Information Program (KDCB) and Skateboards, Rollerblades & Scooters (JHFF).

11) Correspondence

There was no correspondence.

12) 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 go into non-public session at 10:03 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. Boehm seconded. The motion carried by role call vote: Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mr. Miller, yes; Mrs. Jewett, yes.

13) Return to Public Session

Mr. Miller made a motion to return to Public Session at 11:15 p.m. Mr. Boehm seconded. The motion carried by role call vote: Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mr. Miller, yes; Mrs. Jewett, yes.

14) Adjourn

Mr. Boehm made a motion to adjourn at 11:15 p.m. Mrs. Jewett seconded. The motion carried 5-0-0.

15) Upcoming Meetings

>>Joint School Board/Building Committee: August 1 – CHS Media Room – 7:00 PM

>>Litchfield School Board: August 16, August 30 - CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn
School Board Secretary