

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 13, 2008

(approved as amended 3-5-08)

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, Interim Superintendent
Mr. Steve Martin, Business Administrator

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**

There were no revisions to the agenda.

3) **School Board Members' Comments**

There were no Board comments.

4) **Presentations to the Board**

>>**District Performance on NH State Performance Plan Indicators**

Mrs. Gregg presented her report on the District's performance on the NH State Performance Plan Indicators. She explained that there are 20 indicators establishing the profile. There are two types of indicators: state targets and compliance. Compliance must be at 100%. She explained that the State is reporting on 4 indicators for school districts: 3, 4, 5, and 12, as all other indicators were set by the State and interest groups. She presented a fact sheet on Special Education District data profiles noting that indicators 1-14 profile a district and numbers 15-20 refer to the state department data.

Mrs. Gregg began with the District report card explaining that it was based on several criteria, such as the staff completing evaluations of students within forty-five days; the percentage of children who have transferred to Special Education or found eligible by age 3; general supervision findings, which include monitoring, complaints, and hearings; and District's data valid and submitted in timely fashion. Litchfield is 100% in compliance with all the criteria.

Mrs. Gregg reported that there were three parts to Indicator 3: Participation and Performance of Students with Disabilities on Statewide Assessments: a) meeting AYP for disability subgroup; b) participation rate for children with IEPs in standardized assessments and alternative assessments; c) proficiency rate for children with IEPs against grade level standards and alternative achievement standards. Mrs. Gregg indicated that the State used 2005-2006 statistics on these indicators. She noted that the State did not grade us on Indicator 3A because there was no data available. On 3B, the data indicated that 93.33% of students with IEPs in grade 10 participated in regular or alternative assessment tests. Indicator 3C reflected that the proficiency rate for students with IEPs was 33.33% in Reading and 26.67% in Math, but she added that the formula used was not clear.

Mrs. Gregg reported that Indicator 4 focused on a significant discrepancy in the rates of suspensions/expulsions of children with disabilities and that the District had none. Indicator 5 reflected school age placement of children with IEPs aged 6-21. 87.7% of students with IEPs were removed from regular class less than 21% of the day; 4.8% were

removed from regular class 60% of the day; and 0.7% were placed in separate schools, residential placements, or home schooled. Indicator 12 refers to the percent of children referred by Part C prior to age 3 and are found eligible for Part B, and have an IEP developed and implemented by their third birthday, which is at 100% in Litchfield. Mrs. Gregg indicated that Litchfield is the first in the region to complete a Memorandum of Agreement between Part C and Part B. She concluded that overall the District faired very well on all indicators and that we meet all requirements.

Mr. Miller commented that it was interesting that we had a question at Deliberative Session regarding Special Education money returned to the town. He added that Mr. Reed responded at the meeting that Mrs. Gregg does a great job.

5) Community Input

There was no community input.

6) Recommended Action:

a) Business Affairs:

1) Draft School Board Minutes

a) Public Minutes of January 23, 2008

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

b) Public Minutes of February 6, 2008

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

c) Deliberative Session of February 9, 2008

Revisions to the Deliberative minutes were suggested and submitted to the Secretary for correction. Some parts of the Deliberative Session were inaudible resulting in revisions. The Board discussed the warrant articles at length. Mr. Martin made specific revisions to the comments Mr. Raccio made regarding exporting the budget to an Excel spreadsheet.

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

2) Business Administrator's Report – January 2008

Mr. Martin reported that work on the budget and handouts for Deliberative Session took much time. The MS-27 and Warrant were approved by the Department of Revenue Administration and posted as required. The 2007 audit was received and distributed; there were no issues or concerns with the final audit report. Mr. Martin also reported that we received formal approval of our preliminary building aid application for the proposed new elementary school from the NH DOE.

Mr. Martin indicated that the eFinancePLUS project to replace MUNIS is officially underway with a joint Sungard Pentamation and project team meeting to establish a project schedule. He distributed a project schedule for training and implementation of the new software, noting it will be a time constraint on the SAU staff, but he is confident that the District will be online with most aspects of the software by July 1, 2008. Work on the District's compliance to the new IRS 403b regulations continued as Deb Mahoney and Mr. Martin attended a workshop with a 403b third party administrator that was recommended by NHASBO – Gatekeeper Administration & Consulting, LLC. We have also requested proposals from other third party administrators for comparison.

Mr. Martin reported that he is forecasting an under spend of \$50,000 in the general fund pending the completion of the final forecast on salaries and benefits. He added that he is confident that there will be at least \$200,000 in the general fund by the end of the fiscal year. In Building & Grounds the work on the CHS chimney was completed and the NRPC completed an observation of the CHS traffic flow. We delayed the meeting to discuss their recommendations as the Board requested a second observation day. Our rescheduled meeting will be held on March 14. In Technology, Mr. Martin reported that the District has signed a contract with Alert Now for use as our emergency notification system and training and testing has been completed.

- 3) eFinance Software Update
- 4) CHS Traffic Update

The eFinance Software Update and CHS Traffic Update items were addressed under the Business Administrator's report.

- 5) Manifest

The manifest was circulated and signed by the Board.

7) **Old Business**

- 1) Potential Mandate Litigation

Dr. Cutler indicated that she attended a workshop where HB876 (NH Retirement System) was discussed. She indicated that it is a very complicated issue. She distributed an outline of the HB876 Commission and Legislative Proposals. On a national comparison, employer rates are considerably below the national median and the Commission's position is that New Hampshire contributes less than the national average. HB1643 was proposed and recommends that eligible candidates to retire on 7/1/08 will be able to remain eligible for the subsidy if they retire by 7/1/2011 and would prevent a mass exodus of qualified teachers. It is recommended that current employees fund their own future COLAs with an increased contribution of 2%; establish a new health care subsidy plan by 7/1/09; and recommend a minimum of \$500 rather than a percentage for COLA for current retirees. Dr. Cutler indicated that the position of the LGC and NHSBA is to litigate any increases for the employer.

Dr. Cutler also included comments from Senator Estabrook and Representative Emma Rous on adequate education, kindergarten, and labor issues. Teacher non-renewals were discussed along with returning to intensive documentation requirements for school boards. She indicated that 32 bills were introduced during this legislative session. Included in the outline is the position of the NHSAA on labor issues as well.

- 2) Deliberative Session

Mr. Miller thanked Mr. Martin for his presentation at Deliberative Session.

Mr. Martin commended Mr. Miller on his presentation for the proposed new school. He thanked Mrs. Beauregard for her work on the calculations for the historical operational costs as well as the projected operational costs for the proposed new school.

A draft flyer with information regarding the proposed new school that will be distributed in the HLN in March was circulated to Board members. Board members suggested their revisions to the flyer.

- 3) Community Information Meetings Update

Mr. Miller reported that the BUILD Committee is scheduled to be at the Boys Basketball game at LMS on February 16 and handing out information on the proposed new school. They will be putting an ad in the HLN, they have a website where they will post information.

- 4) Litchfield School Board Draft Calendar – DRAFT

Dr. Cutler distributed a draft calendar of School Board meetings for the remainder of the FY2008 year and the FY2009 year. The Board discussed summer meetings and Dr. Cutler suggested scheduling meetings for August 6 and 27, 2008.

Mr. Martin informed the Board that water is leaking into CHS and is coming in under the door near the woodworking room. [There was a snow/rain event during this meeting.]

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

Mrs. Jewett made a motion to go into non-public session at 8:35 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

Date: February 13, 2008
Campbell High School

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

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; Mrs. Beauregard, yes; Mr. Boehm, yes; Mrs. Jewett, yes.

9) **Return to Public Session**

Mrs. Couture made a motion to return to public session at 8:49 p.m. Mrs. Jewett seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mrs. Beauregard, yes; Mr. Boehm, yes; Mrs. Jewett, yes.

10) **Adjourn**

Mrs. Jewett made a motion to adjourn at 8:50 p.m. Mrs. Couture seconded. The motion carried 5-0-0.

11) **Upcoming Meetings**

>Litchfield School Board: February 20, 2008 - 6:30 PM - CHS Media Room

Respectfully submitted,

Michele E. Flynn
School Board Secretary