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LITCHFIELD SCHOOL BOARD - SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

APPROVED MINUTES

May 13, 2009

(approved as written 5-20-09)

Present:

Mr. Dennis Miller, Chair (*excused*)
Mr. Ralph Boehm, Vice Chair
Mrs. Cindy Couture, Board Member
Mrs. Pat Jewett, Board Member
Mr. Jason Guerrette, Board Member
Dr. Elaine Cutler, Superintendent
Mrs. Michele E. Flynn, Administrative Assistant

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

Mr. Boehm called the meeting to order at 6:32 p.m. He noted that Mr. Miller was not chairing the meeting as he was away on business. Mr. Boehm requested a moment of silence for the sudden death of Donald Lippencott, a teacher at LMS.

2) Review and Revision of Agenda

Revisions included: the addition of Athletic Fundraising Proposal; Memorial Day Parade participation; announcement of 5K Wellness Walk at CHS on May 22.

3) School Board Members' Comments

Mr. Guerrette commented on the School Board Member Orientation Workshop at the NHSBA in Concord last night. It was a large group and that the subject matter was very beneficial.

Mr. Boehm made a DVD of the CHS music performances in Europe to broadcast on the local cable channel. He also offered a DVD of Dachau to Dr. Cutler to share with the Social Studies Department.

Dr. Cutler announced an invitation for Board members to participate in the Memorial Day parade. The marchers will meet at LMS at 10:00 a.m. on May 25 for those that can participate. Board members were agreeable.

Dr. Cutler presented Board members with a CHS basketball fundraiser at the Hudson Pizza Hut over three dates: May 18, 25, and June 7 from 5:00 – 7:00 p.m. CHS student would be responsible for distributing coupons that patrons would turn in when ordering. CHS will receive 20% of the sales. Dr. Cutler indicated that as a result of the shortfall in activity accounts, the fundraiser will raise money to help alleviate the cost of the summer basketball varsity program.

Mrs. Couture made a motion to approve the Pizza Hut fundraiser for the CHS basketball programs. Mr. Guerrette seconded. The motion carried 4-0-0.

Dr. Cutler announced that the Litchfield Economic Development Committee has invited Board members to a presentation on May 14 regarding the Pettengill Road proposal and its potential economic impact on Litchfield.

4) Community Input

There was no community input.

5) Manifest

There was no manifest.

6) Policy Work Session

Section E: Support Services:

a) Student Accident Reports (EBBB)

Board members were presented a revised policy draft that was reviewed by the school nurses, principals, and the District Safety Committee. Board members discussed and suggested revisions. The policy will go to a 1st Reading. *(There was no motion.)*

b) Emergency Plans (EBCA)

Board members reviewed the draft policy and made no revisions.

Mr. Boehm made a motion to move the policy to a 1st Reading. Mrs. Jewett seconded. The motion carried 4-0-0.

c) Authorized Use of School Owned Materials (EDC)

Board members reviewed the draft policy and suggested minor revisions.

Mrs. Couture made a motion to move the policy to a 1st Reading as amended. Mrs. Jewett seconded. The motion carried 4-0-0.

Section F: Facilities Development

a) Facilities Development Goals/Priority Objectives (FA)

Board members reviewed the draft policy and suggested revisions.

Mrs. Couture made a motion to move the policy to a 1st Reading as amended. Mrs. Jewett seconded. The motion carried 4-0-0.

b) Enrollment Projections (FBB)

Board members reviewed the draft policy and suggested revisions.

Mrs. Couture made a motion to move the policy to a 1st Reading as amended. Mr. Guerrette seconded. The motion carried 4-0-0.

c) Educational Specifications (FEA)

Board members reviewed the draft policy and suggested revisions.

Mr. Boehm made a motion to move the policy to a 1st Reading as amended. Mrs. Couture seconded. The motion carried 4-0-0.

d) Selection of a Design Professional (FEB)

Mr. Guerrette queried about the wording associated with the requirements of a design professional. Mrs. Flynn will review the RSA for the actual wording.

Mrs. Couture made a motion to move the policy to a 1st Reading. Mrs. Jewett seconded. The motion carried 4-0-0.

e) Supervision of Construction (Clerk of the Works) (old, FEG; rev. FEH)

Board members reviewed the draft policy and suggested revisions.

Mrs. Couture made a motion to move the policy to a 1st Reading as amended. Mrs. Jewett seconded. The motion carried 4-0-0.

Mr. Guerrette queried about a policy for asset maintenance. Dr. Cutler indicated that Mr. Martin will be developing a Facilities Maintenance Plan for Board consideration.

Section L: Education Agency Relations

a) Inter-Organizational Relations (LA)

Board members reviewed the draft policy and suggested revisions.

Mrs. Couture made a motion to move the policy to a 1st Reading as amended. Mrs. Jewett seconded. The motion carried 4-0-0.

b) Relations with Education Research Agencies (LC)

Board member reviewed the draft policy and suggested revisions.

Mrs. Couture made a motion to move the policy to a 1st Reading as amended. Mr. Boehm seconded. The motion carried 4-0-0.

c) Student Teaching & Internships (LDA)

Board members reviewed the draft policy and suggested revisions.

Mrs. Couture made a motion to move the policy to a 1st Reading as amended. Mr. Boehm seconded. The motion carried 4-0-0.

7) Policies to be Rescinded:

Dr. Cutler explained that the following policies are no longer recommended policies and are obsolete or are covered under other updated policies.

- a) Traffic and Parking Controls (ECD)

Mrs. Couture felt that this policy should not be rescinded at this time. She suggested the Board revisit the policy as well as any other similar current policies.

- b) Maintenance and Control of Instructional Materials (EDBA)
c) State Education Agency Relations (LG)
d) Federal Education Agency Relations (LH)
e) Relations with Educational Accreditation Agencies (LI)

Dr. Cutler indicated that the above four policies are obsolete and not included in the NHSBA's recommended policies.

Mrs. Couture made a motion to rescind the following policies:

Maintenance and Control of Instructional Materials (EDBA)

State Education Agency Relations (LG)

Federal Education Agency Relations (LH)

Relations with Educational Accreditation Agencies (LI)

Mrs. Jewett seconded. The motion carried 4-0-0.

8) Community Input

There was no community input.

Dr. Cutler distributed an invitation to Board members for the Project Safeguard Program at St. Anselm College on May 28, which LMS and Merrimack Middle School's eight grade students and their parents will attend.

Mr. Guerrette discussed including a summary of non-public actions from the Board meeting at the Board meeting that follows.

Board members agreed to include a summary of non-public actions on Board agendas.

Mr. Guerrette queried about building aid. He mentioned that he received information from the NHSBA Board Member Orientation Workshop pertinent to building aid.

Mr. Boehm explained how building aid affects the tax rate. Mr. Guerrette requested to discuss building aid and the budgetary impact at the next business meeting.

Mrs. Jewett queried about the average income in Litchfield. Mr. Boehm indicated that the current information is inaccurate as it was tied to the 2000 census.

9) Adjourn

Mrs. Jewett made a motion to adjourn at 8:05 p.m. Mrs. Couture seconded. The motion carried 5-0-0.

10) Upcoming Meetings

>Litchfield School Board: May 20, 2009 - CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant