

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

May 14, 2008

(approved as written 5-23-08)

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, Superintendent
Mrs. Michele E. Flynn, Secretary

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

Mr. Miller called the meeting to order at 6:32 p.m.

2) Review & Revision of Agenda

There were no revisions to the agenda.

3) School Board Members' Comments

a) Board Member Comments

Mr. Miller reported that he and Mr. Martin attended the Selectmen's meeting on Monday and presented an invitation for the town to join the Energy Buyers' Group. The Selectmen decided not to participate at this time.

b) June Board Meetings

Dr. Cutler indicated that Board meetings in June are scheduled on the 4th, 11th, & 25th. A high school event was planned one year ahead for June 11. She suggested rescheduling the June 11 meeting for June 18. The Board agreed.

Dr. Cutler announced that CHS has received official notice of accreditation from NEASC.

4) Recommended Action

a) Business Affairs:

1) Draft School Board Minutes:

a) Public Minutes of Legislative Meeting of April 3, 2008

Mrs. Couture felt it was good to meet with our representatives to communicate our needs as a community.

Mr. Miller commented that the meeting was productive. Mr. Miller indicated that there was a vote on the constitutional amendment today. Mrs. Couture noted that the constitutional amendment failed by a large margin.

There was a minor revision to the minutes.

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

b) Public Minutes of April 23, 2008

A revision was made to a motion under Principals' Reports, item 3) CHS as follows:

Mrs. Couture made a motion to accept an anonymous \$500 donation to offset the cost of Field Day at CHS, with much appreciation and thanks. Mr. Boehm seconded. The motion carried 5-0-0.

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

5) Building Committee Update

Dr. Cutler indicated that Ms. Caprioglio was invited to this meeting for informational purposes.

1) Board Direction to Building Committee

Ms. Caprioglio queried Board members for direction for the Building Committee. Mrs. Jewett expressed that she was not in favor of moving forward with a new school on the ballot this year.

Ms. Caprioglio discussed the Building Committee's current comprehensive document project with the Board. She explained that the Committee is trying to draft a reader friendly version of the Harriman Renovation Estimate for GMS. Mrs. Beauregard commented that it is important to move forward with this information during the summer in order to disseminate it promptly.

Board members were concerned about the GMS septic system/leach fields. Mrs. Beauregard indicated that, per authority of the Board, Vollmer (Stantec) will measure the water table at the leach fields and outline the process of and professional opinion on dewatering the site. She added that Stantec raised a concern about creating a sinkhole if the site is dewatered that could result in the school settling.

Mrs. Couture indicated that issues to focus on are the septic/leach fields and costs on an additional smaller school building if renovations at GMS are feasible. Dr. Cutler explained that this will be the third year that GMS is conditionally approved and if it is not fixed by June 2009 we will have to present to the State options that the Board have provided to the voters and have been rejected. She added that we do not know what the outcome will be.

Mr. Miller commented that the Building Committee should analyze the information and revisit the Board with priorities. Mrs. Couture suggested that the Board give the Building Committee a mission.

Ms. Caprioglio indicated that the Committee needs Harriman to cost a prek – 3 school using the same design and construction as the proposed new school that failed in March.

Mrs. Beauregard commented that the Committee should go forward with their report and attach a rationale. She noted that the space allocation workbook will need to be updated to reorganize for a smaller school.

Board members directed Ms. Caprioglio to revisit the Board on June 18 with their report and to advise Dr. Cutler on what is needed from Harriman.

Board consensus is to go forward with a new school on the ballot in March 2009, subject to its feasibility.

Ms. Caprioglio also suggested that a marketing campaign is necessary to change perceptions in the community.

2) Development of Mission Statement for 2008-2009

This item was deferred to May 21.

3) Selection of Board Representative to Building Committee

Mrs. Beauregard offered to share the position with Mrs. Couture.

4) Voter Survey: Draft & Estimate of Cost

The Board was advised on the cost of postage relative to mailing a voter survey to all registered voters or to each household. Board members were in favor of the survey. Board members discussed the cost and timing of the survey. Board members decided to revise the survey and mail it in September.

5) Building Committee Update of Work [since April 15, 2008]

Ms. Caprioglio reported that the Building Committee has held three meetings and discussed their current project of drafting a comprehensive document for the Board. They also discussed asking Harriman to cost and design a smaller school for prek – grade 3. She indicated that they have receive responses from three people who were interested in serving on the Building Committee. Two attended the meeting held last evening and expressed interesting ideas and insight into the community. Their suggestion was that it may be in our best interest not to present a building on the next ballot because of the economic downturn. Ms. Caprioglio related their comments and feelings to the Board. She indicated that both men suggested that a more positive marketing campaign be the main

focus for the next few years as the community is tensely bracing for the next school proposal. She concluded that the Building Committee members are currently debating marketing for an idea to find a resolution to our educational needs and the group is not making any recommendation at this time.

Mrs. Beauregard attended the meeting and commented that she was not sure if the views of the two new members are all encompassing. The issue is still the condition of GMS and that people do not see the need for a new school.

Ms. Caprioglio reported that according to the new Committee members, many issues (i.e. sprinklers, class size, condensation) including the cost of the proposed school are not a concern to people in the community. She added that they suggested a more positive public relations campaign that praises staff and the education program, then focus on three major issues as rationale for a new building. Mrs. Beauregard noted that both men concurred that the water issue is understood throughout the community.

Board members discussed whether to present a new building on the ballot in March 2009 at length. Some members felt that this is the right time to market the proposal and that we should not wait to present a building on the ballot. Board members indicated that the information to justify a new school needs to reach the community. Mrs. Couture suggested that the Building Committee could begin a marketing campaign and come to the Board in November with an update on its success. A decision to go forward with a new school proposal can be made at that time.

6) Emergency Plan for GMS

Dr. Cutler reviewed a draft of an Emergency Plan for GMS in case of a catastrophic event. The plan involves double sessions for GMS and LMS. It was recommended that LMS students would be in session from 7:00 am – 12:30 pm and GMS students would be in session from 12:00 pm – 5:30 pm. Transportation, staffing assignments, teacher work day, and shared space for materials will be discussed.

Dr. Cutler indicated that other options were discussed that included inquiring at St. Francis School and Tabernacle School for rental space. Mrs. Jewett suggested that there are two more churches in town as well.

Board members asked for draft plans for LMS and CHS.

7) Update on Emergency Planning

Dr. Cutler reported that she has met with the principals, Fire Chief, Police Chief, and First Student to discuss emergency planning for the District. The group finalized consistency for flip charts for emergency drills. The group also determined school evacuations with transportation using Incident Command. Principals will receive Incident Command training. She added that an evacuation letter for parents has been finalized for the fall.

Mrs. Couture suggested setting up a mock drill day. Dr. Cutler will discuss it with the Fire and Police departments.

8) Community Input

There was no community input.

9) Suggestions for Board Orientation – Date: June , 2008

Dr. Cutler announced that the Governor agreed to meet with two members of the Board and the Superintendent on June 6 at 1:00 p.m. Board members will discuss topics for the meeting at their May 21 meeting.

a) Legal Update

Board members decided to schedule a legal orientation with the District's counsel on Friday, June 13 at 2:30 p.m. to be updated on issues such as: legislation, electronic communications, negotiations, and issues in neighboring districts that could affect Litchfield.

b) Community Engagement

Dr. Cutler discussed inviting a speaker to help the Board reach the community. Board members felt that a speaker would not be necessary. They discussed researching ideas and techniques to engage the community to be aware and care more for our schools. Dr. Cutler indicated that she had queried some contacts in other districts and share their responses with the Board. She suggested placing an ad in the HLN seeking a community member to help with a communication plan. Dr. Cutler will seek ideas to engage the community from other Superintendents.

Mrs. Beauregard suggested providing updates about upcoming District events to community groups.

10) Policies: 1st Reading

- a) Equal Opportunity Employment (GBA)

Minor revisions were made to the policy.

Mrs. Couture made a motion to approve the policy for a 1st Reading as amended. Mrs. Jewett seconded. The motion carried 5-0-0.

- b) Truancy (JHB)

Mrs. Couture made a motion to approve the policy for a 1st Reading. Mrs. Jewett seconded. The motion carried 5-0-0.

- c) Gang Activity (JICF)

Some revisions were made to the policy.

Mrs. Couture made a motion to approve the policy for a 1st Reading as amended. Mrs. Jewett seconded. The motion carried 5-0-0.

- d) School, Community, & Home Relations (KA)

Mrs. Jewett made a motion to approve the policy for a 1st Reading. Mr. Boehm seconded. The motion carried 5-0-0.

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

[Minutes of Non-Public Session are written under separate cover.]

Mrs. Couture made a motion to go into non-public session at 9:16 p.m. under RSA91-A:3II (a-c); (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. Mrs. Jewett seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

12) Return to Public Session

Mrs. Couture made a motion to return to public session at 9:35 p.m. Mrs. Beauregard seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

13) Adjourn

Mrs. Jewett made a motion to adjourn at 9:36 p.m. Mrs. Beauregard seconded. The motion carried 5-0-0.

**14) Upcoming Meetings - Litchfield School Board: May 14, 21, 2008 – CHS Media Room - 6:30 PM
May 29, 2008 – Joint Committee Dinner Meeting – 6:00 PM**

Respectfully submitted,

Michele E. Flynn
School Board Secretary