

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

November 14, 2007

BUDGET WORK SESSION

(approved as written 12-12-07)

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
Ms. Catherine Hamblett, Superintendent (*left at 9:45 p.m.*)
Elaine Cutler, Ed. D., Interim Superintendent
Mr. Steve Martin, Business Administrator
Mrs. Michele E. Flynn, Secretary

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

Mr. Miller called the meeting to order at 6:30 p.m. He recognized and thanked Ms. Hamblett for her commitment and service to the District and community. He also welcomed Dr. Elaine Cutler as Interim Superintendent.

2) **Revisions to the Agenda**

Revisions included: Moving #2 Follow the Child Commitment Letter under Item 9, Old Business to follow Item 3, School Board Comments; postpone to December 5 #4 Policies, 2nd Reading of Administrative Procedure to Accompany Student Conduct, Discipline, Due Process, & Pupil Safety & Violence Prevention Policies (JICD-R). Ms. Hamblett indicated that, in light of a recent event, it has been determined that there is inconsistency between the administrative procedures and procedures for student discipline in the student handbooks. She added that legal counsel will clarify the laws pertaining to these procedures and all data will be provided at the December 5 meeting. Dr. Cutler expressed that the clarification is necessary as safety of the students is the most important responsibility of schools.

3) **School Board Comments**

***Introduction of Student Representative to the Board – Jared Davis and Michael Clark

Ms. Hamblett introduced the CHS Student Council representatives to the School Board, Jared Davis and Michael Clark. Jared Davis is a senior at CHS and is on the Student Council. Michael Clark is a junior at CHS and is on the Student Council. This summer he participated in the World Youth Leadership program in Washington, D.C. and commented that it was a wonderful experience. The School Board welcomed both students to the meeting.

4) **Recommended Action**

a) **Business Affairs**

1) Draft School Board Minutes:

a) Public Minutes of October 17, 2007

A revision was made to the adjourning motion as the vote was not included in 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 October 18, 2007

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

c) Public Minutes of October 24, 2007

A revision was made to the Food Service FY09 Budget Presentation reflecting that the Food Service bookkeeper position has not been filled and will continue in the FY09 budget as it has not been determined that 15 hours will be sufficient to perform the tasks associated with the position.

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 – October 2007

Mr. Martin reported that the Level 1 FY09 budget has been completed and budget books were delivered to the Board to start the next phase of the budget process. Procedures have been finalized for setting up payroll for the new non-tax dependent medical and dental deductions resulting from NH HB709.

Mr. Martin also reported that he and Mrs. Mahoney, Director of Human Resources, met with Attorney John Rich of McLane, Graf, Raulerson & Middleton to discuss the new 403(b) regulations. Mr. Martin and Mr. Ballou, Director of Technology, made an onsite visit to the leading vendor for the MUNIS replacement. SAU staff will begin using the new software in demonstration mode in November and early December as a final stage in the evaluation process. Mr. Martin indicated that there will be a Board presentation of the selection process on December 12 where he will be seeking Board approval of the final solution.

Mr. Martin reported that the RFQ for the CHS chimney upgrade was issued with a due date of November 15. He also reported that a break-in at GMS caused significant damage to many of the old metal doors with some cash stolen. The burglars have been caught by the police. Regarding technology, installation of the hardware for VPN was completed and work has begun to investigate the problem source of the CATV system wiring at CHS. We have stopped using the finger scanning software at GMS due to technical problems. Mr. Ballou is attempting to get return authorization from the vendor.

Mr. Martin reported that First Student completed modifications to the bus routes and sent notices home to the parents of the bus routes that were affected. A bus was added to the CHS afternoon route to allow the late bus to arrive at LMS earlier. He also reported that he is having difficulty setting up a meeting with NRPC and District staff of interest on the CHS traffic pattern issue. An update to the Board will follow his meeting with Steve Wagner and Tim Roache of the NRPC next week.

Mr. Martin asked that this personal note be recorded in the minutes. This is the last monthly report being submitted to Ms. Hamblett. Over the past three plus years I have enjoyed work for and with Ms. Hamblett. I appreciate her professionalism, her support, and her continued confidence in the team. I want to thank her for the opportunity afforded me in this position and wish her the best in her future endeavors.

Mrs. Couture requested to attend the next meeting with the NRPC regarding the CHS traffic pattern issue. Mr. Martin will advise when the meeting is set. He indicated that although the NRPC believes making the South entrance of the parking lot two way traffic, they are looking at alternatives to making it a two way entrance. Mrs. Beauregard and Mrs. Couture both expressed their concern with the traffic issue at CHS.

3) Default Budget Salaries

Mr. Martin indicated that he distributed the approved administrative salary ranges and added a statement to reflect how the 1% experience adjustment to the ranges is paid. He asked for Board approval for the additional statement.

Mrs. Couture made a motion to approve the statement added to the administrative salary ranges as amended as Board's intent of ranges approved in April 2007. Mr. Boehm seconded. The motion carried 5-0-0.

Mr. Martin requested clarification on the approved 5-year replacement cycle on textbooks, indicating that textbooks are only one part of the cost and technology should be part of the replacement as well. Mr. Miller stated that the approved curriculum is a collection of teaching materials for that year. Mr. Martin asked for the Board's consensus.

The School Board agreed that curriculum is a collection of teaching materials for that year.

4) Authority to Sign Contracts

Mrs. Couture made a motion to authorize Interim Superintendent, Dr. Elaine Cutler and Business Administrator, Steve Martin to sign all Office of Business Management forms, all contracts, and all grants on behalf of the Litchfield School Board effective at the end of the November 16, 2007 business day. Mr. Boehm seconded. The motion carried 5-0-0.

5) Manifest

The manifests were circulated and signed by the Board.

5) **Community Input**

Mrs. Susan Rafferty of 33 Century Lane expressed concerns about the fairness of participating in intramural sports and asked that it be addressed in the District goals. She indicated that she was unable to attend the October 24 meeting when goals were discussed, but was able to review the draft minutes. Mr. Miller commented that there was a lengthy discussion regarding varsity athletics. Mrs. Rafferty indicated that her main concern was that students who participate in athletics have the opportunity to play when there are enough positions to fill on a team.

Mrs. Rafferty also thanked Ms. Hamblett for all she has done for the District and wished her well.

6) **Superintendent's Report**

a) C-Tap Meeting Representative

Ms. Hamblett indicated that she has been attending meetings for the I-93 widening project, but cannot continue as she is leaving the District soon. She requested a Board member represent the Board and District on this committee. Mr. Boehm volunteered to serve on the committee.

7) **Committee Reports**

1) **Building Committee Revised Recommendation**

Ms. Caprioglio appeared before the Board to affirm the Building Committee's position on the recently approved recommendation for the proposed new grades PreK – 5 school (draft 6). She reported that the Building Committee met last night to review some cost saving suggestions submitted to Harriman. The Committee requested Harriman to cost a three classroom reduction to the approved proposal and increase the square footage in one PDD room to 900 sq. ft. based on an enrollment projection analysis by Mrs. Couture and Mrs. Beauregard. Ms. Caprioglio indicated that Committee members reviewed the cost savings draft #7 for the aforementioned suggestions and felt it was not significant enough. The Committee rejected draft #7 and reaffirmed their decision on draft #6.

Ms. Caprioglio reported that the Building Committee received a letter from Bill Spencer of the Budget Committee with questions and statements requiring a response. She reviewed the Committee's responses with the Board. Mr. Miller indicated that the Budget Committee requested another meeting with the Building Committee. Ms. Hamblett recommended that the Board meet with the Budget Committee and the Building Committee can attend. Mr. Boehm commented that this is in the Board's purview. Mr. Miller thanked Ms. Caprioglio and the Building Committee for their time and hard work.

Board members briefly discussed the addition of Board statements to the Building Committee's response to the Budget Committee.

Board members agreed to review the bond amount and reduce it at a later date.

2) **Budget Committee**

Mr. Miller reported that the Budget Committee is still working on town budgets.

8) **New Business**

1) **Organizational Chart**

Ms. Hamblett indicated that Mr. Martin requested assistance in becoming a registered school business administrator, which requires the District to have an approved organizational chart for business. Board members noted edits to the chart.

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

9) **Old Business**

- 1) District Goals - *postponed*
- 2) Commitment Letter – Follow the Child

Ms. Hamblett, with Ms. Lecaroz' assistance, drafted a letter of commitment for the NH DOE Follow the Child initiative. The letter states the School Board's interest for the District to become a designated "Follow the Child" school district. She explained that the District's mission statement mirrors the statement of attention to the whole child in the Follow the Child initiative. Ms. Lecaroz included the mission statement in the commitment letter and explained that the District is committed to providing a personalized education for each students, as well as documenting the individual student progress in the areas of personal, social, physical and academic growth. Attached to the letter was a Follow the Child Systemic Planning Chart outlining how the District currently and/or plans to support, measure and document these areas of growth. Also included is an Organizational Chart for Strategic Planning for Student Achievement, which is designed to support this effort.

Mrs. Couture made a motion to register the Litchfield School District as a Follow the Child School District. Mrs. Beauregard seconded. The motion carried 5-0-0.

- 3) NH School Approvals Status

Ms. Hamblett reviewed the approval status of each school in the District with the Board. She explained that each year she has met with the principal of each school to review each requirement to determine those that have or have not been met. Ms. Hamblett noted that areas to be defined are school-to-career curriculum, informational technology, and health curriculum. At the high school level the homework policy does not specifically state how it relates to grading and at the elementary level the condition of the building as relates to lighting needs to be addressed. Ms. Hamblett explained that if one standard is not met, a school is automatically on conditional approval.

- 4) Policies: 2nd Reading & Approval: *postponed*
 - a) Administrative Procedure to Accompany Student Conduct, Discipline, Due Process, & Pupil Safety & Violence Prevention Policies (JICD-R)

10) **FY09 Budget – Board Decisions**

Mr. Martin provided an update of reductions the Board made at the November 7 meeting. Mr. Martin suggested at that meeting that Board members review the budget accounts and submit suggestions for reductions to him prior to the November 14 meeting. He distributed the data for discussion. Board members proceeded to review the suggested reductions to the FY09 budget. After reviewing a majority of the budget accounts, the Board made approximately \$270,000 worth of reductions to the budget. Board members agreed to complete the process on Friday, November 16.

11) **Kindergarten**

Dr. Cutler reviewed the history of Kindergarten proposals in Litchfield. Kindergarten has been mandated by the Legislature. The NH DOE has assured the District that we will receive the total 75% reimbursement for the construction, furnishing, and equipping of four Kindergarten classes. The NH DOE has also committed to pay for portable classrooms and hook ups, supplies and materials for those districts that cannot begin construction next year. Legal counsel for the District reviewed the 2005 Kindergarten warrant article and determined that the wording indicates that Litchfield approved the implementation of Kindergarten. Mr. Martin prepared an analysis of two and three classroom options for Kindergarten with half day sessions. In each option, a net revenue gain to the town of Litchfield was realized.

Ms. Hamblett indicated that, since Litchfield has voted to implement Kindergarten in the fall of 2008, and in light of Ed Murdough's (NH DOE) decision not to approve any addition to the existing GMS building because of the ground water problem that impacts the school, Kindergarten students will be kept in the main building and art and music can be located in the portables [with no bathrooms]. Mr. Martin indicated that, in his analysis, he used the births five years prior and recommended 75% attendance and half day sessions, which would be a total of 83 students. Because the Class Size policy states 20 students maximum in grades K-3, a third classroom would be needed as a contingency. The current Kindergarten program would be integrated.

Date: November 14, 2007
Campbell High School

Litchfield Board of Education
Public Session - 5:30 p.m.
Followed by Non-Public Session

Board members discussed their concerns with the legislative mandate. Dr. Cutler indicated that the analysis provided is 'food for thought' and that the Kindergarten issue will be discussed again on a future agenda.

12) **New Positions**

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

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

Mrs. Jewett made a motion to go into non-public session at 11:10 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 roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mrs. Beauregard, yes; Mr. Boehm, yes; Mrs. Jewett, yes.

14) **Return to Public Session**

Mrs. Couture made a motion to return to public session at 11:30 p.m. Mrs. Beauregard seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mrs. Beauregard, yes; Mr. Boehm, yes; Mrs. Jewett, yes.

15) **Adjourn**

Mrs. Jewett made a motion to adjourn at 11:32 p.m. Mr. Boehm seconded. The motion carried 5-0-0.

16) **Upcoming Meetings**

>Litchfield School Board: November 16, 2006 – CHS Media Room – 9:00 AM

Respectfully submitted,

Michele E. Flynn
School Board Secretary