

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

December 17, 2008

(approved as written 1-21-09)

Present:

Mr. Dennis Miller, Chair
Mrs. Cindy Couture, Vice Chair
Mr. Ralph Boehm, Board Member
Mrs. Pat Jewett, Board Member
Mrs. Dot Beaugard, Board Member
Dr. Elaine Cutler, Superintendent
Mr. Steve Martin, Business Administrator
Dr. Ronda Gregg, Director of Special Services
Ms. Amanda Lecaroz, Director of Curriculum & Instruction
Mr. Bo Schlichter, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mr. Robert Manseau, Principal, CHS
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.

2) Community Input

There was no community input.

3) Review & Revision of Agenda

There were no revisions to the agenda.

4) Presentations to the Board

1) Senior Trip Proposal

Mr. Ballou and members of the CHS senior class presented a draft containing possible destinations for the senior trip to the Board. He indicated that, if the proposal is approved by the Board, once a decision on the destination is made he will present more details, schedules, and an itinerary to Board members at a future meeting.

Board members queried about affordability of the trip(s), student interest, and what is included in the price for the trip to Hawaii. Mr. Ballou indicated that former CHS trips were researched, as well as travel agents' costs. Many senior students liked the idea of a trip to Hawaii, where they would tour Pearl Harbor, volcanoes, rain forests, and historical cultures. Many senior students liked Williamsburg because of the timeframe, cost and activities. Mr. Ballou commented that during the trip to Hawaii chaperones and students would shop for groceries for basic meals. He added that the cost of the trip is a benefit of booking as a 'tag-a-long' with Nashua, however, CHS would not be traveling with Nashua. Mr. Ballou also indicated that they were considering having the chaperones pay a portion of the cost for the trip and defer the cost for some students who have difficulty affording the cost of the trip.

Board consensus: go forward with the decision and planning of the trip; return for Board approval.

Mr. Miller thanked the senior class for their donation of games for the warming shelter at CHS during the recent power outages. He also congratulated CHS on their win in the recent Make a Difference Food Drive.

2) DWI Mock Crash Demonstration Invitation

Dr. Cutler shared an invitation to a DWI mock crash demonstration at Merrimack High School with the Board.

Mr. Manseau attended an initial planning meeting with Merrimack High School where they discussed the possibility of a mock crash demonstration at CHS. S.A.D.D. (Students Against Destructive Decisions) is sponsoring the demonstration. The demonstration would include the use of the Jaws of Life, an arrest, a fatality, a body bag removal, and possibly a medflight demonstration. The demonstration is scheduled for May 8, 2009 and is intended for juniors and seniors. Mr. Manseau asked the Board to support the demonstration.

Mr. Boehm made a motion to approve the DWI Mock Crash Demonstration at CHS on May 8, 2009. Mrs. Jewett seconded. The motion carried 5-0-0.

5) School Board Members' Comments

a) Board Member Comments

Mr. Boehm felt that the three days of school that were lost because of the ice storm and resulting power outages should be added to the end of the semester and not the end of the year. He suggested to reschedule finals in order to have 90-day semesters. Dr. Cutler indicated that a discussion involving that issue took place this morning. Mr. Boehm's suggestion will be taken under advisement.

Mr. Miller commended the Selectmen and Emergency Management team for their handling of the ice storm situation. He also indicated that Dr. Cutler and the Alert Now system were highly effective. He mentioned that the Budget Committee would like to expand the Alert Now system to the town. Mr. Miller thanked the custodial staff for their efforts throughout the emergency.

Dr. Cutler indicated that 94 people came through the shelter at CHS. Two generators were brought in by the National Guard on Saturday and the shelter opened late that night. A member of the Board of Selectmen was on each shift at the warming shelter.

b) Student Representative Comments

The student representatives did not attend the meeting.

6) Principals' Reports

Mr. Schlichter reported that several successful evacuation drills were held with the new fire alarm system and the new exits at GMS. He noted that the portables worked out well. The teacher laptops has been academically advantageous as the computers help with communication and programs. Mr. Schlichter indicated that with the combination of storage (POD's) and portables, instructional space will improve. He also reported that a Green team was implemented by Fern Seiden who is working with students that are having a difficult time 'fitting in'. Mr. Schlichter added that a new feedback system for teacher walkthroughs has been established and has received a good response.

Mr. Manseau displayed the trophy CHS won for the Make a Difference Week Food Drive. He reported that the Student Council is attempting to put assemble 50 dinner baskets for Christmas for the food bank; the annual CHS Christmas tree lighting will be held next week; there will be a New York trip in March; and CHS began their winter sports season. Mr. Manseau mentioned that CHS received their official accreditation certificate from NEASC, which will be showcased in the display case in the main hall. Mr. Manseau attended a conference on the Science NECAP with Linda Frost, a CHS Science teacher, which was very interesting. Mr. Manseau also reported that an area [in the school building] that is set up for various town groups during Election Day is now governed by the school and not the Moderator.

Mr. Lecklider reported that there will be a School Board presentation by the LMS Student Council in January for an idea for a mural in the LMS café with the theme 'Do Your Best'. LMS students sent 550 letters to military troops last week, with many by fifth graders. The intramural sports teams began last week after school. A second round of NWEA testing will commence in January that helps measure the progress of our students. The LMS Giving Tree, where money goes to buy gifts for needy families, raised \$1000 this year. Mr. Lecklider also reported that the LMS band concert will be scheduled in January, and the success of the Check In/Check Out program. Mr. Lecklider mentioned that, during the ice storm, a classroom radiator cracked and will be replaced.

7) Curriculum Report

1) Curriculum Report

Ms. Lecaroz reviewed the December 2008 Curriculum Report with the Board. She indicated that she will present the Art curriculum to the Board for approval in January. The Mentoring Program continues with over 20 pairs of educators this year. The Science Curriculum Committee met to discuss strategies for improving student performance on the NECAP.

2) District Data Profile – R. Gregg

Dr. Gregg reviewed the District Data Profile for Special Education with the Board. (See the attached copy for details). Included in the profile was: a survey that shows the percentage of identified students, what percentage of identified were placed out of district, what percentage of the budget was allocated to Special Education, what percentage of the budget was allocated for out of district tuition, what percentage of the budget allocated to transportation, and what percentage of the budget offset by revenues.

Also included in the profile was a timeline for NH Reporting to the Public on LEA Performance; a Special Education District Report that includes NECAP Reading target and Math target percentages for students with IEP's; and Parent Involvement Survey Results.

Dr. Gregg reported that a plaque was given to CHS for their participation in the Highlander program.

8) **Recommended Action**

a) **Business Affairs:**

1) Draft School Board Minutes:

a) Public Minutes of December 10, 2008

There were minor revisions made to the minutes.

Mrs. Couture made a motion to approve the minutes as amended. Mrs. Jewett seconded. The motion carried 4-0-1, with Mrs. Beauregard abstaining.

2) Approval of Final 2009 Warrant Articles

Mr. Martin reviewed the revised articles with the Board. He reported that legal counsel responded to the Board's request for an advisory article for kindergarten. Advice from the District's attorney indicated that if Kindergarten is deemed not to be mandated in the Hudson litigation, the State would still fund it. The findings are not in jeopardy because of the legalities and it would be unnecessary for an advisory warrant article for Kindergarten.

Board members commented on Article 3 in relation to the wording of the article and term of appointment of a Deputy District Treasurer. Board members agreed that the order of the articles is fine.

Board consensus: Ready a draft of the 2009 Warrant Articles for the Budget Committee.

3) Approval of Job Descriptions:

Dr. Cutler presented co-curricular job descriptions to the Board. Both positions are funded by federal funds. Duties and responsibilities match with the mentoring program.

a) Building Level Mentoring Coordinator

b) Mentor

Mrs. Couture made a motion to approve the Building Level Mentoring Coordinator and Mentor job descriptions. Mr. Boehm seconded. The motion carried 4-0-0. (Mrs. Beauregard was not present for the vote.)

4) Agenda Way of Work – Community Input

Mr. Miller discussed the scheduling of Community Input on Board agendas. Dr. Cutler suggested having two on the agenda – one for 15 minutes, the second one for 10 minutes.

Board consensus: to go forward with that practice.

5) Policies for 1st Reading:

- a) Emergency Care & First Aid Policy & Procedures (EBBC/EBBC-R)

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

- 6) Manifest

Some of the manifest was not ready to be signed by the Board. Mr. Martin asked Board members to approve the Health & Life Insurance policies manifest and for permission for the Treasurer to sign the checks in the manifest.

Mrs. Couture made a motion to approve the manifest for Health & Life Insurance policies and authorized the District Treasurer to sign the checks in the manifest. Mrs. Jewett seconded. The motion carried 4-0-0. (Mrs. Beauregard was not present for the vote).

9) Superintendent's Report

- 1) Superintendent's Report

Dr. Cutler reviewed her December report with the Board. Dr. Cutler indicated that there were many Emergency Management meetings over the course of the weekend and the beginning of this week due to the ice storm and resulting power outages.

- 2) Kindergarten Update

Dr. Cutler updated Board members on Kindergarten in Litchfield. Due to the power outages caused by the ice storm, the Kindergarten Informational Meeting was rescheduled for Monday, December 22. There is also an informational meeting scheduled for January 6, 2009. Kindergarten registration will be the week of January 26, 2009. First grade registration will be scheduled during a separate week.

10) Committee Reports

- a) Budget Committee

Mr. Miller reported that the Budget Committee meeting that was scheduled for December 11 was cancelled. The Committee met on December 16 to discuss town budgets. The Budget Committee will be meeting on December 18 to discuss the school district budget.

- b) Grants Committee

The Grants Committee will meet on January 9, 2009.

- c) Selectmen

Mrs. Jewett reported that Selectmen are still working on warrant articles. She publicly thanked all who helped during the ice storm emergency. Mrs. Jewett noted that the Town continues collecting items for needy families in Litchfield.

- d) Legislative

Mr. Boehm reported that there was no legislative session today.

11) Community Input

There was no community input.

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

There was no non-public session. Draft non-public minutes were approved in public session.

- a) Draft School Board Meeting Minutes:

- 1) Non-Public Minutes of December 10, 2008

Mrs. Couture made a motion to approve the minutes as written. Mrs. Jewett seconded. The motion carried 4-0-1, with Mrs. Beauregard abstaining.

13) Adjourn

Mrs. Couture made a motion to adjourn at 8:30 p.m. Mrs. Jewett seconded. The motion carried 5-0-0.

Date: December 17, 2008
Campbell High School

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

14) Upcoming Meetings

- > *Litchfield School Board: January 7, 21, 28, 2009 – CHS Media Room - 6:30 PM*
- > *School District Deliberative Session: January 31, 2009 – CHS Auditorium - 2:00 PM*

Respectfully submitted,

Michele E. Flynn
School Board Secretary