

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 18, 2009

(approved as amended 3-11-09)

Present:

Mr. Dennis Miller, Chair (*excused*)
Mrs. Cindy Couture, Vice Chair
Mr. Ralph Boehm, Board Member
Mrs. Pat Jewett, Board Member
Mrs. Dot Beaugard, Board Member
Ms. Amanda Lecaroz, Director of Curriculum & Instruction
Dr. Ronda Gregg, Director of Special Services
Mr. Martin Schlichter, Principal, GMS
Mr. Thomas Lecklider, Principal, LMS
Mr. Robert Manseau, Principal, CHS
Mrs. Michele E. Flynn, Secretary

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

Mrs. Couture called the meeting to order at 6:32 p.m. She announced that Mr. Miller is away on business. Ms. Lecaroz will facilitate the meeting as Dr. Cutler is attending a conference out of state.

2) Review & Revision of Agenda

There were no revisions to the agenda.

3) Community Input

There was no community input.

4) Presentations to the Board

1) GMS Green Team

Ms. Seiden, Guidance Counselor at GMS, and the GMS Green Team gave a presentation on cardboard recycling. The GMS Green Team is made up of a group of students who are dedicated to helping GMS become a greener school environmentally. The students spoke about their recycling program, as well as the volume of recycling at GMS. They presented the facts of recycling paper and cardboard, noting that 50% of the waste in landfills is paper and cardboard. The students pointed out that approximately 180 cardboard boxes are thrown away each year at GMS. The team proposed that these boxes could be broken down and stacked once each week during the recess period. The students also mentioned that the Green Team Mission is to recycle 100 % of the bottles used at GMS.

2) Music Curriculum

Mr. Phil Martin, CHS; Ms. Barb Labelle, GMS; Ms. Yolanda Spearman, LMS; and Ms. Carolyn Leite, LMS presented the Music Curriculum to the Board. Ms. Deleault, CHS, was not able to attend the meeting.

Mr. Martin reviewed the mission statement and gave an overview of the curriculum standards. He indicated that the curriculum work spanned one and one-half years, and the goal was to align the curriculum to the state standards. There are grade level expectations at the elementary level and grade span expectations at the middle and high school levels. Ms. Labelle spoke about the elementary curriculum and expectations. Ms. Spearman and Ms. Leite spoke about the middle school curriculum and expectations. Mr. Martin spoke about the high school curriculum and expectations. He indicated that the middle and high school levels were split into categories: general music, first year choral ensemble, 2+ years choral ensemble, first year instrumental ensemble, and 2+ years instrumental ensemble. Teachers believe this is the best curriculum and that full implementation will require a review of the current scheduling and staffing space at all three schools. Future goals are approval of the complete curriculum, creating a

district-wide assessment in each standard, and to use the assessments to inform instruction and ensure progress for all students.

Ms. Lecaroz commented that this group has taken the most initiative and are very self-directed and motivated. This is a well-articulated product and there has been much discussion across the levels.

Mrs. Couture commented that this curriculum fits in with the whole student. Mr. Martin mentioned that there is a positive difference in test scores of students who have taken arts in school and those that have not.

Mr. Boehm commented that music teaches students to focus, which in turn helps them focus in other subjects.

Mr. Martin indicated that 60% of students at CHS sign up for music courses, which is higher than the standard percentage.

Mrs. Couture mentioned that a district-wide Music & Arts Festival will be held March 19 and 20 and will be open to the public.

The Music Curriculum will be posted to the District website at www.litchfieldsd.org.

Mr. Boehm made a motion to approve the Music Curriculum as presented. Mrs. Beauregard seconded. The motion carried 4-0-0.

- 3) Project SafeGuard
- 4) Greater Nashua Community Prevention Coalition

Ms. Rothhaus was not available to make the above presentations. The above agenda items were deferred to a future meeting.

5) School Board Members' Comments

- a) Board Member Comments

There were no Board comments.

- b) Student Representative Comments

The Student Representatives were not in attendance.

6) Principals' Reports

CHS: Fundraising Proposal

Mr. Manseau announced that the 2011 Student Council members would like to hold a fundraiser. Andrew Boutselis, President, and Kristen Hrabowchak, Vice President, of the 2011 Student Council presented a proposal to the Board. The 2011 Student Council would like to sell snacks during advisory to help pay for junior and senior class activities. The snacks, which are in line with the Wellness policy, will only be sold to sophomores in their advisories. Strict guidelines were developed by their Class Advisor, Aimee Burns. The students will pilot the fundraiser in the sophomore class to determine its success before expanding it to other grades. Mr. Boutselis and Ms. Hrabowchak asked the Board for their approval.

Mrs. Beauregard made a motion to approve the Class of 2011 Advisory snack fundraiser. Mr. Boehm seconded. The motion carried 4-0-0.

Principal's Report - CHS

Mr. Manseau reported on activities at CHS: the senior class held a successful fundraiser selling flowers for Valentine's Day; a senior Career Cruising presentation was held; Jeremiah Johnson from the NH State prison spoke to students last week about drunk driving consequences; sophomore projects begin March 4; CHS will host a Spring Athlete parent night on March 9; female athlete scholars accompanied Mr. Manseau to Concord last week to attend an NHIAA Recognition Ceremony; and there will be a Parent Forum in March.

Principal's Report - GMS

Mr. Schlichter updated the Board on the flooding at GMS that resulted from a malfunction in a heating unit that runs above the ceiling. He commented that repairs are progressing well, the coil that caused the valve to malfunction is being replaced, and three classrooms were damaged. The classrooms will be ready for students when they return from winter recess. Mr. Schlichter reported that the Environmental Protection Agency approved the plan to remove the tiles that contain asbestos that are under the carpets that were damaged. The carpets will be removed and replaced with tile. Mr. Schlichter also reported that Governor Lynch visited GMS. The Governor spoke with fourth graders and met the Green Team. There will be an article in the newspaper highlighting his visit.

Principal's Report - LMS

Mr. Lecklider reported that it is Spirit Week at LMS with different themes for each day of the week. He also reported that LMS will celebrate exceeding NECAP goals on Friday. Two LMS students were winners of contests held by the Lions Club: Emily Thorpe was the poster contest winner, and Aliah Green was the regional essay contest winner. Mr. Lecklider reported that the Lady Raiders played in the finals, but were not victorious. They had a great season. He added that volleyball season is having a good start.

Mr. Lecklider updated the Board on Project Safeguard: Merrimack, Bedford, and Londonderry currently participate in the program. The program consists of talking to students about substance abuse prevention, goal setting, and steps to being healthy students. Parents are invited to participate. Students and parents can sign up for different workshops. On May 28, LMS eighth graders will be attending a one day Project Safeguard workshop in Merrimack with Mr. Lubelczyk and Ms. Rothhaus.

Ms. Lecaroz added that Title IV funds will be used for the program.

7) **Curriculum Report**

1) February Curriculum Report

Ms. Lecaroz reviewed the February 2009 Curriculum Report. Highlights of the report included starting an advanced learner task force; the second round of the Teachers Teaching Teachers program will begin this spring; Language Arts and Science curricula are in the final review phase; a guidance counselor at LMS has begun a book study with teachers once a week for ten weeks about understanding middle school students.

8) **Recommended Action**

a) **Business Affairs:**

1) Draft School Board Minutes:

a) Public Minutes of February 11, 2009

Revisions to the minutes included: under Committee Reports – Selectmen: the minutes will reflect that Mrs. Couture offered to deliver free/reduced lunch applications to the local food pantry; a correction to the motion to approve the non-public minutes of January 21, 2009 will reflect that Mrs. Jewett seconded the motion.

Mr. Boehm made a motion to approve minutes as amended. Mrs. Beauregard seconded. The motion carried 4-0-0.

2) Manifest

The manifest was circulated and signed by the Board.

9) **New Business**

a) Job Descriptions

1) Classroom Teacher

2) Special Education Teacher

Board members reviewed the job descriptions. Ms. Lecaroz indicated that the job descriptions were developed by looking at job descriptions from a variety of school districts. Dr. Gregg, administrators, and the LEA president reviewed and revised the descriptions.

Mr. Boehm queried about the physical requirements of the job. He asked for clarification of the requirements that were listed. He also suggested including a page of definitions describing the physical requirements of the job.

10) Old Business

- 1) Policies – 1st Reading
 - a) Student Insurance Program (JLA)

Mr. Boehm made a motion to approve the Student Insurance Program policy for a 1st Reading. Mrs. Beauregard seconded. The motion carried 4-0-0.

11) Superintendent's Report

- 1) Superintendent's Report

Ms. Lecaroz explained that Dr. Cutler is currently attending the AASA Conference. She attended the Wedding of Q and U at GMS, which was an excellent production.

- 2) Athletic Booster's Meeting

Ms. Lecaroz reminded the Board of the CHS Boosters' Meeting on March 11. Mr. Boehm offered to attend.

- 3) State Performance Indicators

Dr. Gregg reported that the NH DOE has reviewed the District's Special Education determination. The NH DOE determined that the District has met the requirements and purposes of the IDEA based on the established criteria. She indicated that the District performed well on all indicators. (*See attached report*). Dr. Gregg also reported that a memorandum of understanding was written for the pre-school indicator in order for the District to stay in compliance. She added that the District's score was 100%.

12) Committee Reports

- a) Building Committee

Mrs. Couture reported that the Building Committee met on February 11 to discuss and begin drafting a mission statement and to discuss their fact-finding task.

- b) Selectmen

Mrs. Jewett reported that there is competition among the candidates for Selectmen. She encouraged all registered voters to vote on March 10.

- c) Legislative

Mr. Boehm reported that the Education Committee has completed their legislation of bills and that many bills were inexpedient to legislate. They will be reviewing a home schooling bill. He added that a seat belt bill was passed in the House of Representatives, which, if passed, will become a primary law. The Senate is discussing an accountability in education bill.

Mrs. Couture reminded the public that Candidates Night is March 5 at 7:00 p.m. in the CHS Auditorium. The event will be televised. She also mentioned that March 3 the Board and Selectmen are hosting a Legislative Meeting with State Representatives at 7:00 p.m. in the CHS Auditorium. There will be a School Board meeting on March 4.

13) Community Input

There was no community input.

Mrs. Jewett mentioned an article in the Telegraph about the truancy bill. Mr. Boehm noted that the bill has not been completed.

14) Adjourn

Mrs. Jewett made a motion to adjourn at 8:13 p.m. Mr. Boehm seconded. The motion carried 4-0-0.

15) Upcoming Meetings

> *Litchfield School Board: March 4, 11, 25, 2009 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant