

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

June 18, 2008

(approved as amended 7-9-08)

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
Mr. Steve Martin, Business Administrator
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 6:35 p.m.

2) Review & Revision of Agenda

Revisions included: under Business Affairs, the addition of Acceptance of Donations; GMS Fire Inspection.

3) School Board Members' Comments

Mrs. Jewett extended congratulations to the CHS graduates and the audience.

Mr. Miller extended congratulations to the CHS administration for their excellent work regarding CHS graduation.

4) CHS Updates

a) Student Handbook Changes

Mr. Manseau and Mrs. Rothhaus presented proposed changes to the CHS Student Handbook. Highlighted changes included the removal of the 20 credit diploma, a revision to the National Honor Society criteria, the addition of the Alert Now system, revisions to schedule changes, make-up work requirements, the addition of extended day detention for excessive tardiness, and the addition of several policies in totality.

Board members discussed the changes with Mr. Manseau and Mrs. Rothhaus.

Mr. Manseau also pointed out that there were changes to the dress code, lockers, student id's, and parking. He indicated that two emergency bus passes would be included in the handbook at the Board's request.

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

b) Senior Project Recommendation

Ms. Potter presented the senior project recommendation to the Board. She highlighted changes to the evaluation process. Also suggested was an early release day two weeks prior to the presentation of senior projects in order to evaluate all senior projects on the same day. The early release would be for underclassmen and seniors would remain in the building for their senior project evaluation by the faculty.

Mrs. Jewett made a motion to approve the Senior Project recommendation and change in schedule for an early release day. Mrs. Couture seconded. The motion carried 5-0-0.

5) Building Committee Update

Ms. Caprioglio presented the recommendation proposal of the Building Committee to the Board.

She indicated the Committee completed the Harriman/JCN renovation cost report analysis and summary page, which references supporting documents. She added that Committee members completed a review of a prek-3 space allocation workbook that had been downsized from the current prek-5 space allocation workbook, and are waiting for a cost estimate of the square footage of the downsized plan from Harriman. Ms. Caprioglio indicated that they do not have information on the GMS septic fields as yet.

Ms. Caprioglio reviewed the Building Committee's proposal, which recommended that there be no school presented to the voters in March 2008. She indicated that Committee members believe that the prek-5 plan was the right plan, but that this is not the time to move forward with that plan. Committee members worked on a community information plan and feel that they would need the time to disseminate the facts about GMS to the community. Ms. Caprioglio expressed the Committee members rationale to the Board. She emphasized that the Committee members strongly recommend no school on the March 2009 ballot, asking Board members to accept their recommendation and communicate it to the public.

Mr. Miller thanked Building Committee members for their work and indicated that the Board would take their recommendation under advisement and table discussion to a future meeting.

6) **Recommended Action**

a) **Business Affairs:**

1) Draft School Board Minutes:

a) Public Minutes of May 21, 2008

Several revisions were made to the minutes.

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

b) Public Minutes of June 4, 2008

Minor revisions were made to the minutes.

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 – May 2008

Mr. Martin reported that he attended a meeting of the Energy Buying Group during which Shaker Regional School District announced their interest in joining the group. The group will be going out to bid for propane and oil immediately. Consultants recommended not to go to bid on electricity at this time as it is not known how the rates will be affected. He also reported that the District now has a 403(b) contract pending and will be brought to the Board for approval on July 9; open enrollment was completed and the new non-tax dependent health insurance RSA is costing the district an additional \$40,000 in health benefits. Mr. Martin is forecasting \$580,000 for the year-end balance. He reported that a boiler with a broken water heater was replaced at GMS with a cost of \$38,000. Mr. Martin indicated that Food Services is proposing a five cents per unit milk price increase, which requires Board approval.

Mrs. Jewett made a motion to approve a milk price increase of \$.05 per unit. Mrs. Couture seconded. The motion carried 5-0-0.

3) Fire Inspection

Mr. Martin reported that on June 19 there will be a health, safety, and fire inspection at GMS. Mr. Martin explained that he received an email from Mr. Mordough, NH DOE Bureau of Building Aid, that referenced an article on fire codes in schools. This article indicated that fire codes cannot be 'grandfathered'. Mr. Martin sent this article to Chief Scofield who hired an independent engineer to go through GMS and perform an inspection at no cost to the District. The engineer will complete a report of all deficiencies. Chief Scofield indicated he would support the engineer's findings. Mr. Martin stated that this inspection, along with the fire marshal's inspection in September was not done as a scare tactic for the voters.

Mr. Miller emphasized that this is an independent engineer that the fire department hired and is paying for. Mr. Boehm pointed out there is no expectation of the independent engineer securing any repairs that may be notated in the report.

4) Acceptance of Donations

Mr. Martin presented donations to the Board for acceptance.

Cathy Hamblett donated a weight machine, as is, to CHS. The estimated value is \$2,000.

Mrs. Couture made a motion to accept the donation of a weight machine for the high school from Cathy Hamblett. Mrs. Jewett seconded. The motion carried 5-0-0.

Tascheru Investment Properties donated \$3,000 for labor and use of excavation equipment for the installation of the score boards at CHS*.

Mrs. Couture made a motion to accept the donation from Taschereau Investment Properties of labor and equipment for the installation of the score boards at CHS. Mrs. Jewett seconded. The motion carried 5-0-0.

Beez Electrical donated \$2,500 in labor to connect the score boards at CHS.*

Mrs. Couture made a motion to accept the donation of labor from Beez Electrical to connect the score board at CHS. Mrs. Jewett seconded. The motion carried 5-0-0.

**The donations were made in order to enable budgeted athletic funds to be used for another purpose.*

There was an anonymous donation of \$2,000 for the purchase of weight training dumbbells for CHS.

Mrs. Couture made a motion to accept the donation of \$2,000 to purchase weight training dumbbells for CHS. Mrs. Jewett seconded. The motion carried 5-0-0.

All Pro Moving & Storage donated five 25-foot sections of bleachers to CHS at a value of \$4,000.

Mrs. Couture made a motion to accept the donation of five 25-foot sections of bleachers for CHS. Mrs. Jewett seconded. The motion carried 5-0-0.

5) Manifest

The manifest was circulated and signed by the Board.

7) **Superintendent's Report**

1) Superintendent's Report for June 2008

The Superintendent's report was included in Board members' packets.

2) May Enrollment

Dr. Cutler reported there were 1586 students in the District at end of May, 109 1st Grade registrations, and 46 pre-school students.

3) Annual Report on Graduates

Board members reviewed the report, which included the number of graduates, the type of diploma received, and their future plans.

4) Meeting with Governor Lynch

Dr. Cutler indicated that she, Mr. Miller, and Mrs. Couture, along with Mrs. Flynn met with Governor Lynch on June 6. She reviewed the notes from the meeting. Please note that this meeting was not a quorum of the Board.

Mr. Miller thanked Dr. Cutler and Mrs. Flynn for arranging the meeting and for the coordination of the information packet. He thanked Mrs. Couture for attending as well. Mr. Miller highlighted the issues Litchfield faces as an SB2 town that were discussed at the meeting. These issues included the timing of education funding in relation to the budget process, median household income per capita, the evergreen clause, kindergarten, and School Approval Designations. Mr. Miller indicated that the Governor suggested asking the Commissioner of Education about School Approval Designations and the ramifications if GMS does not reach approval status next year.

Dr. Cutler spoke with Commissioner Tracy about GMS approval status. The Commissioner indicated that if GMS is not approved next year, all students would be considered truant and would not be considered as attending a public school in NH. This would impact Litchfield's funding. The Commissioner referred Dr. Cutler to Mr. Murdough. Dr. Cutler also asked the Commissioner about staffing and supply costs for the implementation of kindergarten in relation to the budget. The Commissioner indicated that even if the budget (which would include the costs for teachers and supplies for the implementation of kindergarten) were not to pass, Litchfield would still have to implement kindergarten.

8) Community Input

There was no community input.

9) New Business

1) Emergency Plans LMS/CHS

Dr. Cutler presented a draft emergency plan for LMS in the event of a school closing. LMS classes would be held at CHS. CHS students would attend from 7:00 a.m. – 12:30 p.m. with 70 minute blocks and a 22 minute lunch. LMS students would attend from 12:00 p.m. – 5:30 p.m. with 7 periods and 1 Unified Arts class. Dr. Cutler also reviewed administrative spaces and classrooms assignments.

10) Policies: 1st Reading

a) Manifest Educational Hardship (JEC)

A Board member felt that this policy had been revised in recent years. Board members decided to table the policy until a previously dated policy was found.

b) Student Publications (JICE/JICE-R)

Board members discussed the policy and suggested some revisions. The policy will go to a 1st Reading.

c) Use of School Buildings & Facilities (KF/KF-R)

Board members discussed the revised fee schedule, application forms, and policy. Some revisions were suggested. The revised policy will be discussed at the July 9 meeting.

11) 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 10:13 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. Beauregard 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. Jewett made a motion to return to public session at 10:31 p.m. Mrs. Couture 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 10:32 p.m. Mrs. Beauregard seconded. The motion carried 5-0-0.

14) Upcoming Meetings - Litchfield School Board: July 9, 2008 – CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn
School Board Secretary