

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

March 18, 2009

(approved as written 4-1-09)

Present:

Mr. Dennis Miller, Chair
Mrs. Cindy Couture, Vice Chair
Mr. Ralph Boehm, Board Member
Mrs. Pat Jewett, Board Member
Mr. Jason Guerrette, Board Member
Dr. Elaine Cutler, Superintendent
Mr. Steve Martin, Business Administrator
Ms. Amanda Lecaroz, Director of Curriculum & Instruction
Mr. Martin Schlichter, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mrs. Laura Rothhaus, Asst. Principal, CHS
Mr. Dan Kiestlinger, Director of High School Athletics
Mr. Michael Clark, Student Representative
Ms. Alison Lajoie, Student Representative
Mrs. Michele E. Flynn, Administrative Assistant

**Board members Dennis Miller and Jason Guerrette were sworn in at 6:15 p.m. by the School District Clerk, Lynn Baddeley.*

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

Dr. Cutler called the meeting to order at 6:31 p.m.

2) Review and Revision of Agenda

Revisions to the agenda included: under Business Affairs: Reaffirmation of Fundraising Activity for Football.

3) School Board Reorganization

1) School Board Welcome

Dr. Cutler welcomed Mr. Guerrette as a new member to the Board, as well as welcoming returning member, Dennis Miller. She directed Board member nominations for Chair and Vice-Chair.

2) School Board Nominations

Dr. Cutler accepted motions for Board Chair.

Mr. Boehm made a motion to nominate Dennis Miller as School Board Chair. Mrs. Jewett seconded. The motion carried 5-0-0.

Mr. Miller thanked Board members for their support. Mr. Miller accepted motions for Board Vice-Chair.

Mrs. Couture nominated Mr. Boehm as School Board Vice Chair.

Mrs. Jewett nominated Mrs. Couture as School Board Vice Chair.

Mr. Miller indicated that a second was not necessary for the nominations for Vice Chair. Mr. Miller asked Mr. Boehm and Mrs. Couture if they were willing to serve as Vice Chair. Mr. Boehm affirmed that he would be willing to serve. Mrs. Couture declined and thanked Mrs. Jewett for her nomination.

Board members voted Mr. Boehm as School Board Vice Chair, 5-0-0.

3) School Board Code of Ethics (Signatures)

The School Board Code of Ethics was distributed to Board members, who signed the signature page in agreement. Mr. Miller read the Code of Ethics & Conduct into the minutes for the public (see policy BCA, Code of Ethics and Conduct).

4) School Board Assignments

Board members discussed committee assignments. Mr. Miller asked Board members on which committee they would like to serve. Board members encouraged Mr. Guerrette to serve as the School Board representative to the Budget Committee. Mr. Guerrette also expressed an interest in serving as the Board representative to the Building Committee. Board members briefly discussed the current task of the Building Committee and agreed that since the Committee is involved in a 90-day fact finding mission that Board representation would be determined when the Building Committee has completed its 90-day task.

Board members discussed and accepted the following committee assignments:

Board Representative to the Budget Committee:	Mr. Guerrette
Board Representative to the Building Committee:	On Hold
Safety Committee:	Mrs. Jewett
Partnerships, Grants, & Donations Committee:	Mr. Miller
Technology Committee:	Mr. Boehm, Mr. Guerrette
Wellness Committee:	Mrs. Couture
Prevention of the Use of Drugs/Alcohol by Students:	Mrs. Jewett, Mrs. Couture
LEA/LSB Negotiations:	Mr. Boehm, Mr. Miller
SERESC Board Member:	Mr. Boehm
NHSBA Delegate:	Mr. Boehm, Mrs. Couture-alternate
C-TAP Member:	Mr. Boehm

Mrs. Couture mentioned that there will be a Wellness Fair on April 19, 2009 at CHS. The LMS 5K Run will be held in the morning and the Wellness Fair will be held in the afternoon, where a variety of school and community groups will provide information on different topics relative to wellness and healthy living. Dr. Cutler noted that the CHS FBLA, the Litchfield Lions Club, the National Dairy Association, and the Rotary Club will be in attendance. Mr. Lecklider commented that the Raider Run for younger children is scheduled as well.

4) **School Board Members' Comments**

Mr. Guerrette expressed his pleasure with his election to the School Board. He indicated that he has served on committees throughout the country.

Mr. Miller and Mrs. Jewett congratulated the CHS Boys Basketball team who finished in second place at the finals this past weekend.

Mrs. Couture mentioned that CHS is hosting District music and Arts events this week that include a choral presentation with all grade levels, a District Art exhibit with Art from all grade levels, and a band presentation with all grade levels. Mr. Boehm added there will be a large group music competition hosted at CHS on Saturday.

5) **Student Representatives' Comments**

Mr. Clark and Ms. Lajoie reported on Student Council and CHS activities. The Student Council is holding a Sunshine Fund raffle and has raised \$190 to date. They are planning Oscar's Night for April 16, which is their yearly fundraiser. The money raised will support the Annual Springfest, which will be held May 23-24. The Student Council held a fundraiser for the LEA Scholarship Fund in February when they sold carnations for Valentine's Day. Mr. Clark reported that Mr. Manseau challenged the Council to define CHS core values (Character, Courage, Respect, Responsibility). The Student Council asked Advisories to submit definitions of the core value words and winners will be chosen and announced.

Ms. Lajoie reported that both the CHS Boys Basketball team and the Girls Basketball team finished in second place in the finals. The CHS Winter Spirit team finished in third place in their competition. Mr. Clark reported that the CHS Swim team participated in a state meet in February. The Girls Relay competed for the first time with 5 out of 7 competing in the Meet of Champions. One student represented CHS in the New England meet and performed spectacularly. Youth in Government will begin its legislative session on April 4-5 at the New Hampshire State House. The engineering class went to SNHU to participate in an ROV (submerged robotic vehicle) competition.

Mr. Boehm reported that the gymnastics team competed and a CHS student finished in 16th place.

Mr. Clark indicated that the Student Council discussed and debated a topic relative to receiving alternative credit for physical education. The Council would like to hold a student forum with Board members and administrators. Mr. Boehm commented that other districts give credit to students enrolled in sports activities as extended learning opportunities. Mr. Clark indicated that Mr. Manseau expressed interest in the student forum. Dr. Cutler noted that it is Mr. Manseau's decision and that Board members should be included.

6) Community Input

There was no community input.

7) 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 7:13 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. Mrs. Jewett seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Jewett, yes; Mr. Guerrette, yes.

8) Return to Public Session

Mrs. Couture made a motion to return to public session at 9:05 p.m. Mrs. Jewett seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Jewett, yes; Mr. Guerrette, yes.

9) Principals' Reports

1) GMS

Mr. Schlichter reported that the high school mentor program is starting at GMS. High school students will come to GMS and work with students and teachers. During February vacation week Mr. Schlichter attended the International Reading Conference, which he indicated was an excellent experience. There is much research being done with regard to promoting kindergarten literacy. Mr. Schlichter distributed to Board members the GMS Tiger Times, a quarterly newsletter prepared by the PTO. He reported that the basketball team he coaches won the championship. Mr. Schlichter announced that he became a grandfather.

2) LMS

Mr. Lecklider reported that LMS held a Chili/Chowderfest on Friday night, which was an overwhelming success. Many teachers, staff, and community members participated and \$700 was raised for the Boys/Girls Club after school program. The SAU team won the contest for best chili. He reported that the Leaders in Prevention Retreat was held this past weekend. Ms. Rooney, Ms. Selig, and eight students attended and participated in workshops to promote healthy lifestyles. There is a plan to implement a new Recognition club at LMS. PBIS is now aligned with LMS core values (BEST), which focuses on a different value each quarter. This quarter the focus was anti-bullying and a guest speaker delivered a message to students at an assembly. Mr. Lecklider also reported that teachers are using Six Traits Writing in their classes. Mr. Fred Wolfe, who trained the staff in the Six Traits Writing model in August, will return in April to work on writing models.

Mr. Miller thanked Ms. Lecaroz for writing the grants for the Leadership program at LMS. This program was of no cost to parents and students.

- 3) CHS
 - a) Project Safeguard

Mrs. Rothhaus presented an update of Project Safeguard to the Board. She indicated that Ms. Lecaroz wrote a grant for the program. Ms. Rothhaus met with Merrimack High School to discuss the program. CHS will participate in conjunction with Merrimack High School on May 28. CHS students will be bussed to the site where they will meet their parents.

Mr. Miller queried about the date for the mock accident at CHS. Mrs. Rothhaus indicated that it will be held for junior and senior students on May 7.

- b) Greater Nashua Community Prevention Coalition

Mrs. Rothhaus presented a proposal that was accepted by the Greater Nashua Community Prevention Coalition to the Board. She explained that the proposal was for a substance abuse prevention coalition, which is funded by a grant. The coalition will create a commercial to be aired on WMUR-TV. It is a free program for parents relative to addiction.

Mr. Boehm queried about a dress code for the prom. Mrs. Rothhaus indicated that she and Mr. Manseau discussed the prom and how it will be run at a lunch with junior class officers. They will be discussing a dress code.

10) **Recommended Action**

- a) **Business Affairs**
 - 1) Draft School Board Minutes:
 - a) Public Minutes of March 4, 2009

Mrs. Couture suggested the following revision inserted after the second paragraph under Wrestling Proposal: *Mrs. Couture asked how this program will be different from the football program which required the District to hire as well as pay for the football coach. The District will be able to hire a coach that will be paid for by the Booster Club donations because the District now “gross appropriates” the budget, which allows the District to control programs in the budget that are completely covered by grants or donations.*

Mrs. Couture made a motion to approve the minutes as amended. Mrs. Jewett seconded. The motion carried 3-0-2, with Mr. Boehm and Mr. Guerrette abstaining.

- b) Public Minutes of March 11, 2009

Mr. Martin suggested a revision at the beginning of the fourth paragraph under Business Administrator’s Report to reflect: *a revised forecast will be provided in May after completing the April forecast.* Other minor revisions were suggested.

Mr. Boehm made a motion to approve the minutes as amended. Mrs. Couture seconded. The motion carried 3-0-2, with Mr. Miller and Mr. Guerrette abstaining.

- 2) MS-22

Mr. Martin circulated five copies of the MS-22 for the Board to sign.

- 3) CHS Storage Facility

Mr. Martin indicated that Mrs. Couture suggested the Board review the storage report last week and discuss it further at this meeting. He noted that the Board requested the Storage Committee cost three types of construction: metal, wood frame, and concrete block. The Storage Committee is anticipating the Board’s agreement on the best construction to maximize space using the money the District has to spend. Mr. Martin will present a proposal for the two story storage building, which would most likely be steel construction plan. The general contractor and Mr. Cecil of Harriman have confirmed that this construction is ideal for this type of building.

Mr. Martin indicated that he will present a proposal to the Board consisting of a two story storage facility and possibly a second smaller storage building, as the smaller building is preferred for storing equipment near the CHS track.

Mrs. Couture clarified that the report is a reduced scope to cost the one option and build to the maximum space for the money that is available.

Mrs. Couture made a motion to approve the request from the Storage Committee to cost out the steel option for the two story facility and go forward to receive the maximum space for money that is available. Mrs. Jewett seconded. The motion carried 5-0-0.

Mr. Martin discussed with Board members the location of the proposed storage facility. He met with Kevin Lynch, Litchfield Code Enforcement Officer, at CHS and reviewed the site plan relative to the potential location of the storage facility. Mr. Lynch indicated that the building cannot be built in the northwest corner of the site without significant work because of the drainage problem. The Storage Committee was hesitant to locate the building near the ball field because it would take up space in the practice field. Mr. Martin indicated that other possible locations could be the overflow parking area on the south part of the site, or the practice field. Mr. Cecil of Harriman will meet with the Storage Committee once the Selectmen have approved the impact fee use request from the Board.

Mrs. Couture suggested a possible location in the area where the POD's are currently placed. Board members discussed the suggestion as well as building materials. Mr. Guerrette commented that it is always more economical for you to get the materials and have contractor put it together. Mr. Martin noted that the procurement process is to design what is needed; look for vendors that make what you are looking for; then go to the contractor. He also indicated that the second story of the building will be more like a loft and storage will not include storing fertilizer.

Mr. Boehm observed that a separate concrete block building is necessary to store fertilizer. Mr. Martin noted that an adjacent concrete block area for the fertilizer could be considered.

4) Reaffirmation of Fundraising Activity for Football

Mr. Martin informed Board members that the CHS football team volunteers time at New Hampshire Motor Speedway each year. The Motor Speedway makes a donation to the Student Activity Fund, which is the major fundraiser for football. NH Motor Speedway has been purchased by a new owner and the District received a request for an insurance liability certificate naming them as "additional insured". Mr. Martin indicated that the students are covered under the District's liability insurance if the fundraiser is a Board approved activity. He asked the Board to reaffirm the activity is approved. The District's insurance carrier will accept the Board's reaffirmation of the fundraising activity for football.

Mrs. Couture made a motion to approve the fundraising activity at NH Motor Speedway for the existing approved high school student group that fundraises at that location and to acknowledge that the District's liability insurance will cover any activities there. Mr. Boehm seconded. The motion carried 5-0-0.

5) Manifest

The manifest was circulated and signed by the Board.

11) Curriculum Report

Ms. Lecaroz presented her March Curriculum Report to the Board. She indicated that a Language Arts Curriculum presentation will be on the Board's April curriculum meeting agenda. The FACS Curriculum committee began working to write the curriculum. Teachers Teaching Teachers has begun with courses in technology, educational pedagogy, and book study classes. Teachers continue to implement new curriculum resources to support newly aligned curriculum in math and social studies. The Assessment teams at each school are leading colleagues in the revised Assessment Plans for their individual schools. Ms. Lecaroz reported that the analysis of the math NECAP scores revealed an increase in scores for students in grades 2 and 4 who are using Envisions Math over those students who are not using Envisions Math. This is the second year of the study.

Date: March 18, 2009
Campbell High School

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

12) Superintendent's Report

1) Superintendent's Report

Dr. Cutler presented her March Report to the Board. The Commissioner of Education is holding his last meeting with Superintendents on Friday, which is his last day as Commissioner of Education. The Governor has not yet appointed a new Commissioner. Dr. Cutler also reported that she attended a Performance Pathways workshop.

13) Community Input

There was no community input.

12) Adjourn

Mrs. Couture made a motion to adjourn at 10:14 p.m. Mrs. Jewett seconded. The motion carried 5-0-0.

13) Upcoming Meetings

> *Litchfield School Board: April 1, 8, 22, 2009 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn
School Board Administrative Assistant