

*The Mission of the Litchfield Schools, in partnership with parents and the Litchfield community, is to provide and develop a complete education program of the highest quality that enables students to develop intellectually, socially, physically, emotionally and be capable of adapting to a changing world and its technology. The School Board recognizes this mission statement as its guiding principle. (1994)*

**LITCHFIELD SCHOOL BOARD**  
**APPROVED MINUTES**  
**December 20, 2006**  
**PUBLIC SESSION**  
**(approved as written 1-17-07)**

Present:

Mrs. Cindy Couture, Chair  
Mrs. Dot Beauregard, Vice Chair  
Mr. Ralph Boehm, Board Member  
Mr. Dennis Miller, Board Member  
Mrs. Pat Jewett, Board Member  
Ms. Catherine Hamblett, Superintendent  
Mr. Stephen Martin, Business Administrator  
Ms. Amanda Lecaroz, Director of Curriculum & Instruction  
Mrs. Deb Mahoney, Director of Human Resources  
Mr. Martin Schlichter, Principal, GMS  
Mr. Thomas Lecklider, Principal, LMS  
Mr. Michael Parent, Principal, CHS  
Mrs. Michele E. Flynn, School Board Secretary

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

Mrs. Couture called the meeting to order at 6:40 p.m.

**2) Review and Revision of Agenda**

There were no revisions to the agenda.

**3) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of December 13, 2006 (Attachment #1)

The minutes were amended to reflect the following:

Under Presentations to the Board – the addition of ‘...in courses where they met the requirements’ to the sentence beginning with ‘The Student Council proposed that juniors...’; Under the same section – the addition of the Board’s consensus that completion of the sophomore project is also a requirement.’; Mrs. Jewett suggested expanding on her statement of concern about skateboarders in front of CHS, noting that it should be reflected that these children were skateboarding during an activity at CHS and while people were exiting the building.

***Mr. Miller made a motion to approve the minutes as amended. Mrs. Beauregard seconded. The motion carried 4-0-1 with Mr. Boehm abstaining.***

2) Manifest

The manifest was circulated and signed by the Board.

**4) Community Input**

There was no community input.

**5) Principals’ Reports**

a) CHS NEASC Update

Mr. Parent reported that the recent early release day at CHS was very productive. The Steering Committee made progress in several areas. They have voted on two of the seven self-study reports. The Committee puts report together, gathers evidence for that specific category, and votes on each report to submit.

Mr. Parent has asked the Steering Committee to turn in the other five reports by December 22, 2006. He added that CHS is well on its way to ratifying the seven categories of the self-study. Mr. Parent commented that this is a very time consuming process and he hopes to have all the reports voted on and ratified by the February vacation. At that point, all seven reports will be proofed for edits in March and turned over to NEASC in April. The visiting NEASC team will visit in October 2007. Mr. Parent indicated that he was pleased that the faculty teams had the time on the early release day as it was well worth the opportunity to give the staff the four/five hour block of time to work on reports. Teams that are finished with their report are now gathering data for evidence for the visiting team.

Mrs. Couture asked if the Board will receive copies of the ratified reports. Mr. Parent indicated that once the reports are turned over to NEASC it becomes a public document and he would like to get copies out to everyone, including the School Board. He added that the more reports we can circulate the better for the visiting team. Mrs. Couture thanked Mr. Parent and the CHS staff for their hard work on behalf of the Board.

b) CHS Second Semester Scheduling

Mr. Parent reported that second semester schedules are 95% set. There will be some tweaking of some schedules. Freshmen scheduling is complete. Some sophomores, juniors and seniors are not set yet as we need one more class for each group. We are running out of options because electives are near full. The first semester failures have an impact on scheduling and the space in courses is a major issue. Mr. Parent reported that there are four classes scheduled for second semester that have less than 10 students: 5 in AP Spanish, 7 in AP Environmental, 7 in French 4, and 8 students in Photography.

Mr. Grieve noted that they have not been able to accommodate all students in Graphic Arts/Tech Ed. There are unfilled requests as follows: 65 in music, 30 in physical education, 20 in social studies, and over 70 in tech education, which has become a very popular subject to take.

Mrs. Jewett asked if any of the first semester failures would benefit from the Title I program. Ms. Lecaroz noted that students are rank ordered by credits, courses failed, NHEIAP scores or NWEA scores. It is possible students that failed first semester could be eligible for that program.

Mr. Grieve commented that in working with the faculty and looking at numbers and sizes of classes the faculty has been cooperative in accommodating the size of the classes although limited supplies are a concern. Mr. Parent met with Ms. Lecaroz and Mr. Grieve to discuss scheduling options for next year. They will meet again to look at options and a new scheduling process for the following year.

Mrs. Beauregard wanted to know how many 6<sup>th</sup> period classes there are currently at CHS. Mr. Grieve reported there are eight teachers who are teaching a 6<sup>th</sup> class, plus three teachers and a part-time PE/Health teacher who are teaching a 6<sup>th</sup> class for one semester. He added that about 350 students have been scheduled into these classes. Ms. Hamblett commended those teachers for taking on these classes.

c) LMS School in Need of Improvement Plan & Grant Application

Ms. Lecaroz explained that LMS is in the process of writing their school improvement plan. It will be finalized next week in order to send it to the State. The process was begun by analyzing data from three areas: student achievement, NECAP scores and NWEA scores in Reading. The data showed that on the whole all students, including those in Special Education, are very strong in word identification, vocabulary and literature. Their weaknesses are in the areas of analysis of text and informational text. She noted that the improvement plan can be geared toward improving the entire literacy program throughout the school.

Ms. Lecaroz mentioned that the My Voice survey is offered to all schools, grades 6-12, in order to measure students' aspirations in three areas: self worth, active engagement and sense of purpose in education. This data at LMS shows that there is a strong sense of purpose and students want to achieve. The weakest area is the students' sense of belonging. She indicated that they looked at the school processes in which there are nine areas that should be addressed when looking at school improvement. The plan has also been focused to help with the self study piece. Areas of growth will be addressed within the next six months.

Ms. Lecaroz noted that the School in Need of Improvement Grant is for \$10,000 and will be used to increase independent reading time, content reading, an after school academic assistance program, and after school tutorial support. We will be creating a monitoring committee that will address the leadership section of the plan.

Mr. Lecklider commented that there is a program in Londonderry called Academic Intervention that helps students by providing individual strategies to teach them to develop independent study skills. He indicated that this program would be a good addition at LMS and the staff will need to be trained. In six months we should be able to assess students' progress with the program.

Mrs. Couture asked if there would be referral for students that are not making progress. Mr. Lecklider commented that there will be a referral process. He added that middle school students need the strategies defined for them. Mr. Lecklider will be meeting with Mr. Sarsfield to define the Summer School program. Mrs. Couture commented that once we get students through the door, hopefully they will succeed. Mr. Lecklider concurred noting that this new content reading program will help all students and give each category of learner strategies to improve reading skills. He passed around a sample of the books that will be ordered to help students focus on strategies to improve reading. The series is broken down by subject area (reading, science, etc.). Ms. Lecaroz added that the Language Arts teachers will teach a strategy, the subject teacher will know the student has been taught a specific strategy and use the related content from the workbook for their particular subject.

d) LMS Self-Study

Mr. Lecklider reported that LMS started their self-study last year. It is a tedious process, however, the Committee is made up of a group of a dozen enthusiastic teachers across the grade levels and content areas. He added that this Fall we took teachers from this group and added them to the school in need of improvement group, which consists of approximately 12-14 teachers, a parent, and a high school student. He will be adding another parent to the group. Ms. Lecaroz noted that we are meshing the self study group with the school in need of improvement group and the teachers are aware of the process that is going on. Mr. Lecklider added that there is a unanimous consensus.

e) GMS School in Need of Improvement Progress

Mr. Schlichter gave a brief explanation of why GMS became a school in need of improvement by the lack of adequate yearly progress among special education students. The SERFA Program was the first major development of their school improvement plan. The SERFA Program is a service delivery model and all students are given an additional half hour of reading time in small groups in the classroom. As a result of their efforts, students seemed to perform well in the NECAP tests administered in October. He also reported that the SERFA Program was included and submitted in their school in need of improvement report. Mr. Schlichter noted that the faculty is now focusing on the Language Arts curriculum in a K-12 curriculum revision.

Mr. Schlichter reported that GMS received an anonymous donation of \$1000 toward the purchase of a flagpole. The flagpole is 30 feet high and the pole and flag have been ordered. There will be a dedication ceremony when the installation of the flagpole is completed.

6) **Superintendent's Report**

1) Curriculum Report – November 2006

Ms. Lecaroz reported that curriculum committees are continuing to meet to align the curriculum to the new and existing State requirements. Their main task is to translate the Grade Level Expectations and Grade Span Expectations into student friendly language. The GLE's and GSE's are just tools and not curriculum, but will assist students in understanding what they should achieve. Ms. Lecaroz indicated that she has included Kindergarten in the Reading and Math curriculum alignment along with Grades 1-12. She added that the GLE's and GSE's are a good tool to define objectives for Early Childhood as well as a good way to let parents know what their children are required to know when they enroll in public school. She suggested that if the GLE's and GSE's were available on the District website parents could access them if they wanted to use them.

As previously noted, Ms. Lecaroz reported that LMS is finalizing their school improvement plan, which focuses on increasing student achievement in the area of Informational Reading. The committee spent time processing data analysis to identify strengths and areas of growth in the areas of student achievement, student aspirations and school processes.

All three schools will be using classroom walkthroughs as a tool to document progress on NEASC initiative at CHS and school improvement progress at GMS and LMS, as well as Follow the Child initiatives.

Ms. Lecaroz reported that scores for the NECAP tests are due to be released on January 30, 2007. The Science pilot NECAP has been scheduled for grades 4, 8, and 11 for May 14-24, 2007. The NWEA (MAPS testing) assessment will be given again beginning January 29<sup>th</sup> with as many grades as possible (grades 3-10). Professional development for NWEA is being scheduled for the March and May workshop days to provide training on how to use the data to improve instruction.

7) **School Board Members' Comments/Committee Reports**

1) **Building Committee**

Mrs. Couture reported that the Building Committee met last night and are in the process of setting up a kickoff meeting with JCN and Dan Cecil of Harriman Associates. She added that the Committee felt now that they are finished with the historical data and have brainstormed some options for GMS. There isn't a lot to delve into until they meet with JCN and Dan Cecil, which will be either late January or early February 2007.

2) **Budget Committee**

Mr. Miller reported that the Budget Committee is slowly going through the School District budget. The Committee is a third of the way through it. We will be meeting this Thursday. The Committee has not reviewed Warrant Articles for the Town.

3) **Selectmen**

Mrs. Jewett indicated that the Selectmen are still working on the budget. She wanted to remind the public that the Town's Deliberative Session will be held on February 10, 2007 at 2:00 p.m. and the School District's Deliberative Session will be held on February 3, 2007 at 2:00 p.m.

8) **Old Business**

a) **Warrant Articles Update**

Article 2: CHS Chimney – Mr. Martin reported that we have received a proposal from Honeywell to correct the carbon monoxide potential backdraft problem at CHS. It is in addition to a monitoring system and is a permanent solution to pull exhaust out of the chimney to prevent carbon monoxide from being pulled into the air handling system. Honeywell is proposing to return the chimney to its original design. Mr. Martin noted that the cost is \$9,000 and he has forwarded the designs to Dan Cecil of Harriman Associates for review as it looks similar to a previous option, which did not seem to solve the issue. He added that he has concerns over the design and is not comfortable recommending this article for approval. He suggested labeling the article as a placeholder.

Mrs. Couture suggested preliminary approval of the Warrant Articles to go to the Budget Committee for review.

Article 3: GMS 1930's Building Roof – Mr. Martin reported that the revised amount is \$27,000 and includes a contingency to remove and replace the under structure of the roof.

***Mrs. Jewett made a motion to approve this special article. Mr. Boehm seconded. The motion carried 5-0-0.***

Article 4: GMS Swale – Mr. Martin reported that the article includes identification of the swale and noted that the dollar amount of the reconstruction of the swale is not a final number. He hopes to have a final number before Deliberative Session. Mr. Martin also raised a concern that was raised by Vollmer Associates: part of the swale along Anna Lane may be on an abutter's property. Vollmer also pointed out that the reconstruction of the swale will not solve the groundwater problem.

***Mr. Miller made a motion to approve this special article pending additional information. Mrs. Jewett seconded. The motion carried 5-0-0.***

Article 5: GMS Site – Mr. Martin clarified that this article is for a feasibility study, site testing, technical design, geotechnical review, and development and costing of an under-drain system to dewater the GMS site. This work would not be done until July 2007. The cost did not include the actual permitting process, which is an additional \$6400. The Board discussed including the permitting process fee in the article. The Board agreed to include the cost of the permitting process in the article. The revised amount is \$85,425 rounded up to \$86,000.

***Mrs. Beauregard made a motion to approve this special article. Mrs. Jewett seconded. The motion carried 5-0-0.***

Article 6: Locks/Security System GMS and LMS – Mr. Martin reviewed the article with the Board. Mr. Miller suggested replacing the wording of proximity locks with electronic locks. The Board agreed to move this article up in order.

**Mr. Miller made a motion to approve this special article. Mr. Boehm seconded. The motion carried 5-0-0.**

Article 7: LMS Emergency Access Road – Mr. Martin reported that he received a quote from Harriman Associates for the construction of the access road. The road will consist of gravel and a reclaimed asphalt mix and will handle the weight of the fire trucks. This is a temporary, low use road and using an asphalt mix makes it easier to plow. The road will be gated on either end-

**Mr. Boehm made a motion to approve this special article. Mr. Miller seconded. The motion carried 5-0-0.**

Mrs. Couture suggested presenting the Warrant Articles to the Budget Committee without priority to the articles' order.

Ms. Hamblett distributed the School District Annual Calendar to Board members. The Board discussed the timeline for the posting of the School Board Budget Hearing and posting of the Warrant Articles.

b) Mission Statement Revision Update

Ms. Hamblett reported that all three schools' faculty have met with Judy King regarding the mission statement revision. Sixty-five parent survey responses were received and one parent attended an open forum at LMS. We are still trying to schedule the 55+ communities residents for their input in the revision of the mission statement. The SAU Office completed their surveys. Ms. Hamblett indicated that she would like to ask the Budget Committee to participate in the survey at their next meeting. She would also like to ask the Selectmen to participate as well. Mrs. Couture observed that we should reach out to all the community members we can. She also suggested we ask the Selectmen and Budget Committee members to respond as community members and not elected officials.

1) School Board Members Individual Response

Ms. Hamblett distributed a survey to Board members pertaining to revision of the Mission Statement and asked that they return their responses at the January 3, 2007 meeting.

2) Timeline

Ms. Hamblett explained that the timeline is to finish gathering all the community groups and start a nine person drafting committee for the revision of the draft Mission Statement begun by the members of the School Board by early February.

3) Board Representative to Drafting Committee

Ms. Hamblett requested that a Board member represent Board members on the Drafting Committee for the Mission Statement revision. Mrs. Beaugard volunteered.

9) **Community Input**

There was no community input.

10) **Correspondence**

There was no correspondence.

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

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

**Mr. Miller made a motion to go into non-public session at 8:45 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: Mrs. Couture, yes; Mrs. Beaugard, yes; Mr. Boehm, yes; Mr. Miller, yes; Mrs. Jewett, yes.**

Date: December 20, 2006  
Campbell High School

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

12) **Return to Public Session**

*Mr. Miller made a motion to return to public session at 9:09 p.m. Mr. Boehm seconded. The motion carried by role call vote: Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mr. Miller, yes; Mrs. Jewett, yes.*

13) **Adjourn**

*Mr. Miller made a motion to adjourn at 9:10 p.m. Mr. Boehm seconded. The motion carried 5-0-0.*

14) **Upcoming Meetings**

*>Litchfield School Board: >Litchfield School Board: January 3, 17, 31 , 2007 - CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Secretary