

*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**

**May 20, 2009**

**(approved as amended 6-17-09)**

Present:

Mr. Dennis Miller, Chair  
Mr. Ralph Boehm, Vice Chair  
Mrs. Cindy Couture, 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  
Mr. Robert Manseau, Principal, CHS  
Mr. Michael Clark, Student Representative  
Ms. Alison Lajoie, Student Representative  
Mrs. Michele E. Flynn, Administrative Assistant

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

Mr. Miller called the meeting to order at 6:35 p.m. The beginning of the meeting was not broadcast live.

**2) Review and Revision of Agenda**

Revisions included: under Business Affairs: the addition of Board Resolution, June 8 Selectmen’s Meeting, and Acceptance of Donation; under Superintendent’s Report: the addition of Teacher Administrative Leave, June 3 Meeting, and Memorial Day Parade.

**3) Summary of Non-Public Actions**

There was no non-public session at the May 13 School Board meeting. A summary of non-public actions of previous meetings will be presented at the next meeting.

**4) School Board Members’ Comments**

Mrs. Jewett attended the mock accident demonstration at CHS last week and commented that it was well done. She congratulated CHS students on the play held on Saturday.

Mr. Miller thanked the student representatives for their input and service this past year, indicating that they bring a valuable point of view from the students to the Board.

Mr. Guerrette commented that Board and Committee meetings are not run on a recurrent schedule on the local cable channel. He notified Mr. Penthany of the Cable Committee and Mr. Byron, Board of Selectmen Chair, and reported that the problem will be addressed. Mr. Guerrette also thanked Dr. Cutler and Mr. Schlichter for addressing the flag issue at GMS.

**5) Student Representatives’ Comments**

Michael Clark reported that AP exams went well. He also noted that the mock accident demonstration was a good reminder for students and well run. Mr. Clark also reported that a Student Forum on physical education credit for athletics was held last week; the excellent performance of the cast in the play; the band and chorus will be marching in the Memorial Day parade; Springfest is being held this week at CHS; CHS will host its own Council on Health & Fitness in conjunction with the Governor’s Council.

6) **Community Input**

There was no community input.

7) **Principals' Reports**

1) **GMS**

Mr. Schlichter reported that GMS completed the NECAP Science test for grade four as well as the NWEA tests, which are already yielding results. The recent Gates Reading test scores were received and showed much growth in grade one. Mr. Schlichter also reported that Dr. Cutler was contacted by a graduate student who queried about the GMS curriculum team's strategies for Reading that resulted in impressive results. Mr. Schlichter indicated that the Envisions math curriculum will be fully implemented next year at GMS. He reported that the observation team would like to film an Envisions math lesson at GMS and use it as a model for professional development and as a marketing tool.

*(Note: 6:50 p.m. - The Board meeting was recorded and televised from this point.)*

Mr. Schlichter recapped what he talked about prior to being broadcast live. Mr. Schlichter reported that the Student Council held its first car wash on Saturday and raised \$232. The Technology Give-Away and Lions Annual BBQ ran concurrently with the car wash at GMS. He has been coordinating with Mrs. Jewett and Ms. Jerry for the 275<sup>th</sup> Anniversary of the town, which will be held at GMS in the fall. Mr. Schlichter announced that there will be a kickball tournament at GMS between grades 3 & 4. He added that the GMS Student Council is fundraising for the Litchfield family affected by a recent fire.

Mr. Guerrette complimented Mr. Schlichter and the students at GMS on the great painting job completed in the café.

2) **LMS**

Mr. Lecklider reported that the Washington DC trip was very successful and went very well. He thanked all chaperones and students on their behavior. His report included: the Memorial Day ceremony held on Friday and the loss of Mr. Lippincott, the Tech Ed teacher at LMS. Mr. Lecklider noted important events at LMS: May 28- Band Concert, May 28- Project Safeguard Grade 8 at St. Anselm's; June 2 -DARE Graduation at CHS; June 4-Grade 4 Move Up Day; June 5 -8<sup>th</sup> Grade Dance; June 11- Chorus Performance; June 16- Student Council Karaoke; June 18-Class Acts Breakfast; June 19-Canobie Lake Day; June 22 - Terry Fox Walk and Academic Awards; June 23 – Promotion; June 24-Last Day of School. Mr. Lecklider reported that the NWEA tests continue with positive results and the Grade 8 NECAP Science test is being administered today through Friday. He added that Lea Green, an LMS student, won the Flag Essay contest and was honored yesterday by Lions Club.

Mr. Guerrette queried about the NWEA, NECAP, and Gates Reading tests. Ms. Lecaroz indicated that the NWEA and Gates Reading tests measure growth and the NECAP measures if students have made adequate yearly progress.

3) **CHS**

Mr. Manseau reported on the following:

a) **Physical Education Credit for Athletics**

Mr. Manseau reported that a second Student Forum was held on May 13 to further discuss physical education credit for athletics. He distributed the minutes of the forum to Board members. Mr. Manseau indicated that Mr. Boehm and Mr. Kiestlinger, CHS Athletic Director, attended the forum.

Mr. Manseau presented and reviewed the proposal for Physical Education Credit for Athletics. The proposal states that all students must earn one credit for physical education in high school to graduate. Students meeting the requirements stated in the proposal can earn .5 credit as a participant in the CHS Varsity Athletic program based on the Alternative & Interdisciplinary Credit Options policy previously approved by the Board. The .5 credit will count toward the one credit physical education requirement. He explained that a student who participates would complete the appropriate application for eligibility that the student, parent, guidance counselor, and athletic director must sign. Mr. Manseau indicated that the request must be

submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a physical education credit course offered by the school; the plan includes clear expectations for performance; verification of the merit of the plan can be evaluated in a timely fashion and does not place an unnecessary burden on District resources; the student follows the regulations and procedures as described in the Alternative Credit Options policy and demonstrates mastery of the identified competencies. An athletic point scale is included that lists the Varsity sports offered at CHS and a numeric value assigned to each sport based on the length of its season. A participating student is required to have a total of three points to qualify. The grade for their successful completion will be Pass or Fail and the athletic administrator would determine the demonstration method of the competency. The varsity coach and athletic administrator would be required to sign the form for the student's successful completion.

Michael Clark, Student Representative, was concerned with the athletic point scale because the student(s) may not agree with the point valuation of the sport. He also expressed concern about the time to demonstrate mastery. Mr. Clark added that he was excited to see this proposal happen and felt it would help with course scheduling.

Mrs. Couture queried about other criteria that was used to determine the merit of a sport season. Mr. Manseau indicated that equity of seasons and physical level of the sport was discussed at the forum and a compromise was agreed upon to address the misgiving of the equity between sports.

Mr. Miller queried about athletic injuries to the participants and how their participation is impacted. Mr. Manseau indicated that when an athlete is injured s/he is still expected to be a member of the team, which would count toward successful completion of the program. However, if a student sits out the season (benched) and does not complete the season, it would not count as successful completion. Mr. Manseau added that we are prepared to make judgment calls based on these issues.

Mr. Guerrette commented that a student who participates in a sport should be eligible to earn an additional half credit.

Mr. Boehm commented that the NH DOE is considering more extended learning opportunities and that this is the first step to other levels of opportunities.

***Mr. Boehm made a motion to accept the Physical Education Credit for Athletics `proposal as presented. Mrs. Couture seconded. The motion carried 4-1-0, with Mr. Guerrette voting in the negative.***

b) Skateboard Policy Amendment Proposal

Mr. Manseau expressed concerns with children skateboarding in the parking lot after school, indicating that it presents a safety issue. He proposed a change to the Skateboards, Rollerblades, & Scooters policy prohibiting these activities.

Board members discussed concerns over skateboarding at CHS. Mrs. Couture gave a brief history of the skateboarding issue and suggested that another solution be sought. She suggested discussion with the students or a separate, existing paved area for children to use. Mr. Guerrette disagreed indicating that children should not be skateboarding in the parking lot.

Mr. Martin commented that a safety issue exists and most school districts have banned skateboarding because it is a liability issue.

Mr. Clark noted that a discussion with the students regarding this issue would be beneficial.

Dr. Cutler suggested contacting the District's insurance carrier for an opinion on the activity on school property. Mr. Miller suggested surveying other districts for their experiences with this issue.

The topic will be revisited at the June 24 Board meeting.

c) New CHS Scholarship

Mr. Manseau presented an offer of a scholarship from the L. Dexter Woodman Scholarship Fund for CHS. The scholarship is being provided by the Woodman Family of Woodman's of Essex, who have recently opened a location in Litchfield. The scholarship would be presented at this year's graduation ceremony.

d) VLACS – Virtual Coursework

Mr. Manseau presented a VLACS (Virtual Learning Academy Charter School) proposal to the Board. VLACS offers free courses to students in New Hampshire and is used by over 75% of NH school districts. The courses serve the needs of courses currently not offered at CHS, credit recovery, enrichment, would relieve scheduling conflicts. Currently, CHS uses PLATO software for credit recovery, which has some shortcomings that are difficult to overcome. VLACS would serve as an alternative and also addresses core competencies, provides online science labs, and addresses the writing core competency our English courses require.

Mr. Manseau indicated that the proposal includes contracting an individual two afternoons a week for the entire school year to work directly with students to enroll in courses, monitor and assist them in completion of courses, and do follow up with grades and transcripts. The individual would also work with guidance, faculty, administration, and VLACS staff before the school year begins, during the school year, and after it ends. He suggested that Kerri Morrison, a CHS teacher who is currently on leave from CHS and works at VLACS, could train our staff and get the program up and running. The cost would be \$5,000 for the year. Mr. Manseau is seeking Board approval.

Ms. Lecaroz commented that a facilitator is essential in moving from PLATO to VLACS, which she believes will be an excellent fit for CHS.

***Mrs. Couture made a motion to approve the VLACS proposal as presented. Mr. Boehm seconded.***

Mr. Guerrette indicated that he needed more time to consider and review the proposal. Mr. Manseau pointed out that the timing is critical to students scheduling for the 2009-2010 year.

***Mrs. Couture withdrew the motion. The approval of the VLACS proposal was tabled until the June 3 Board meeting.***

e) Graduation Plans

Mr. Manseau presented Board members with a brochure of Senior Week activities that is being sent to parents of CHS seniors.

Mr. Guerrette queried about the number of field trips that are scheduled each year. Dr. Cutler offered to gather a list of field trips from each school.

**8) Curriculum Report**

a) May Curriculum Report

Ms. Lecaroz presented the May Curriculum Report. She reported that the FACS teachers met and began drafting a preliminary curriculum document. The technology and science curricula are in the final review phase. The mentoring program continues to support new teachers. The Title IIA redistribution grant and the Title V redistribution grant were completed and submitted. Discussions continue on the best use of ARRA stimulus funds to meet the needs of all our students in the District. Students in grade 3-10 engaged in the NWEA assessment. Grades 4, 8, & 11 engaged in the Science NECAP and scores are anticipated this coming fall.

Ms. Lecaroz also reported that the District will be receiving Title I stimulus funds, which are only for one year. The funding for Title I stimulus funds will be \$60,000. There is a \$25,000 Title I allocation reduction in the regular allocation. This raises a concern for the 2010-2011 school year Title I funding allocation, which could reflect a shortage.

**9) Recommended Action**

a) Business Affairs

- 1) Draft School Board Minutes:
  - a) Public Minutes of May 6, 2009

Mr. Martin previously suggested revisions to the minutes.

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

- b) Public Minutes of May 13, 2009

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

- 2) Board Resolution

Mr. Martin presented the Board with a Procurement Card resolution to review. The bank requires the School Board to adopt the resolution, which requires the signatures of the Chair and Board Secretary. The proposal was previously presented on May 6 and the Board approved that Mr. Martin go forward with the application process. Mr. Martin indicated that this document refers to the agreement of indemnity and that the employee agreement will refer to disciplinary action for misuse of the card.

***Mr. Boehm made a motion to adopt the Procurement Card resolution as presented. Mrs. Couture seconded. The motion carried 5-0-0.***

- 3) June 8 Selectmen's Meeting

Dr. Cutler reported that, on June 8, the Selectmen will be discussing the impact fee request previously submitted by the Board. She suggested that the Business Administrator and a Board member be present at the meeting. She indicated that the District has been legally advised that the proposed storage facility is a viable solution and use of impact fees. Mr. Miller agreed to attend the Selectmen's meeting on June 8.

- 4) Acceptance of Donations

Dr. Cutler presented a donation from Lorraine Moore, the sister of the late Scott Innes. In Mr. Innes' memory, she is donating \$1000 to the Student Activity account for students who are in need to participate in school activities.

***Mr. Boehm made a motion to accept a \$1,000 donation from Lorraine Moore in memory of Scott Innes. Mrs. Couture seconded. The motion carried 5-0-0.***

- 5) Manifest

The manifest was circulated and signed by the Board.

Mr. Guerrette queried about the ASP hosting cost. Mr. Martin indicated that the cost is a monthly payment for hosting the finance and HR software.

#### **10) New Business**

- a) Board Approval: Building Committee 2009 FAQ Report

The FAQ Report was finalized by the Building Committee on May 7 and presented to the Board for approval. Board members asked for clarification on Question 9, which reflects that a Building Committee member was researching the information. Board members also requested the Draft Minutes of the May 7 Building Committee meeting. The updated FAQ report will be revisited at the June 17 Board meeting.

Mr. Guerrette was concerned about the GMS picture slide show that was moved from current plans and information to historical information. He felt that updated pictures should be taken and posted on the website.

Mrs. Couture suggested adding a disclaimer to the existing pictures stating that the condition of the building has improved and updated information can be requested from the building administrator. Mr. Guerrette disagreed and offered to take the pictures of issues that have been addressed at GMS to show that the work has been completed.

**Mr. Guerrette made a motion to take pictures (before and after) of work done to GMS. Mrs. Jewett seconded.**

Mrs. Jewett agreed that it is a good idea to show the public what has been done at GMS.

**The motion carried 5-0-0.**

**11) Superintendent's Report**

1) Superintendent's Report – April

Dr. Cutler presented a revised report to the Board for their review.

2) Teacher Administrative Leave

Dr. Cutler updated Board members about the teacher on administrative leave. She indicated that the SAU Office and District has been cooperating with the FBI. No children have been questioned by the FBI and no request has been made at this time. Parents can contact the Superintendent or principals with questions or concerns. Dr. Cutler pointed out that the matter is under investigation and the records sealed. She added that the District takes this matter very seriously and has complied with the authorities. Calls have been returned to many parents and guidance services will be available for the students. The District is doing everything possible to protect the safety and confidentiality of the students.

3) Swine Flu Update

Dr. Cutler indicated the H1N1 Flu cases are rising. Several schools in Massachusetts have been closed because many students and staff are sick and the cause is undetermined. We are asking parents to be careful and vigilant with preventative measures.

4) June 3<sup>rd</sup> Meeting

Dr. Cutler presented topics for the June 3 School Board Workshop meeting. Topics include: liability in the District as it pertains to School Board members, teacher dress codes, Right to Know, Manifest/Expenditure oversight, No means No, Board member positions vs individual positions, use of blogging in public forums, and non-public disclosure.

4) Memorial Day Parade

Dr. Cutler updated the Board on the Memorial Day Parade in Litchfield. The parade is scheduled for May 25, 2009 at 9:30 p.m. beginning at LMS. Mrs. Couture suggested asking the Student Council members at each school to march in the parade as well. Dr. Cutler offered to pass along the invitation, but felt that the students would not be able to be available at such short notice. She added that it will be notated for next year as well. Dr. Cutler reported that at the Budget Committee meeting in April, a request was made for a staff head count. Dr. Cutler distributed copies of the head count to Board members.

Mr. Guerrette explained that he relayed the request from the Budget Committee to Mr. Martin, who asked the Committee Chair for affirmation of the request. He expressed that he took offense with the request for affirmation. Mr. Miller explained that typically any request from the Building Committee is made through the Chair.

Mr. Guerrette felt it was highly irregular for Mr. Martin to clarify the request with the Committee Chair. Mr. Martin explained that it has been Mr. Lemire's (Budget Committee Chair) practice for all requests to be made through the Chair and to be copied on any communication in relation to that request.

School Board members briefly discussed requests communicated to the School Board from the Budget Committee.

**12) Old Business**

1) Policies – 1<sup>st</sup> Reading

a) Student Accident Reports (EBBB)

A minor revision was made to the policy.

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

b) Emergency Plans (EBCA)

***Mrs. Couture made a motion to approve the policy for a 1<sup>st</sup> Reading. Mr. Boehm seconded. The motion carried 5-0-0.***

c) Authorized Use of School Owned Materials (EDC)

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

d) Facilities Development Goals/Priority Objectives (FA)

***Mr. Boehm made a motion to approve the policy for a 1<sup>st</sup> Reading. Mrs. Jewett seconded. The motion carried 5-0-0.***

e) Enrollment Projections (FBB)

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

f) Educational Specifications (FEA)

***Mrs. Couture made a motion to approve the policy for a 1<sup>st</sup> Reading. Mr. Boehm seconded. The motion carried 5-0-0.***

g) Selection of a Design Professional (FEB)

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

h) Supervision of Construction (Clerk of the Works) (old, FEG; rev. FEH)

A revision was made to the policy.

***Mr. Boehm made a motion to approve the policy for a 1<sup>st</sup> Reading. Mrs. Couture seconded. The motion carried 5-0-0.***

i) Inter-Organizational Relations (LA)

***Mr. Boehm made a motion to approve the policy for a 1<sup>st</sup> Reading. Mrs. Couture seconded. The motion carried 5-0-0.***

j) Relations with Education Research Agencies (LC)

A revision was made to the policy.

***Mrs. Couture made a motion to approve the policy for a 1<sup>st</sup> Reading. Mr. Boehm seconded. The motion carried 5-0-0.***

k) Student Teaching & Internships (LDA)

***Mr. Boehm made a motion to approve the policy for a 1<sup>st</sup> Reading. Mrs. Jewett seconded. The motion carried 5-0-0.***

**13) Committee Reports**

1) Grants – There was no report on the Grants Committee.

2) Selectmen

Mrs. Jewett reported that a guardrail was replaced on Albuquerque Avenue, and Litchfield's 275<sup>th</sup> Anniversary will be held September 19. She added that tours through the Library, church and meeting house have been planned.

3) Legislative

Mr. Boehm reported that legislators held session today. The Education Committee retained the bill relative to new construction, which mainly concerned cities. He also reported that there has been no Senate vote on the State budget.

Mr. Guerrette queried about budget book distribution. Mr. Martin indicated that budget books should be ready in June.

Date: May 20, 2009  
Campbell High School

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

Mr. Guerrette queried about a manifest item. He disagreed with the purchase of MS Office 2007 licenses. He indicated that although the expenditure was approved in the budget, does not mean that the funds should be spent. Mr. Guerrette felt that the District should be putting money aside to counter for the money that the District will be losing next year.

**13) Community Input**

There was no community input.

Mr. Guerrette informed the public viewers that the non-public actions will be included in public session.

**14) 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 10:06 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.*

**15) Return to Public Session**

*Mrs. Couture made a motion to return to public session at 10:25 p.m. Mr. Guerrette seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Jewett, yes; Mr. Guerrette, yes.*

**16) Adjourn**

*Mrs. Couture made a motion to adjourn at 10:26 p.m. Mr. Guerrette seconded. The motion carried 5-0-0.*

**17) Upcoming Meetings**

> >Litchfield School Board: June 3, 17, 24, 2009 - CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant