

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

January 21, 2009

(approved as written 1-28-09)

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
Ms. Amanda Lecaroz, Director of Curriculum & Instruction
Mrs. Michele E. Flynn, Secretary

1) Public Session – Call to Order – Pledge of Allegiance **6:30 p.m.**

Mr. Miller called the meeting to order at 6:34 p.m.

2) Review and Revision of Agenda

Mr. Martin added Board Signatures for the FY10 Default Budget under Business Affairs.

3) School Board Members' Comments

There were no Board member comments.

Mr. Miller announced that the Alert Now system will be informing parents that February 16 will be a regular school day for students in all schools in Litchfield.

Dr. Cutler asked Board members to reschedule the meeting with State Legislators that was originally discussed for January 28. Board members decided to schedule the meeting for Tuesday, March 3, 2009 at 7:00 p.m. in the CHS auditorium where Legislators will review any legislation that may impact Litchfield.

4) Warrant Article Review - Moderator, John Regan

Mr. Regan discussed Warrant Articles speakers and Deliberative Session procedures with the Board.

5) Community Input

There was no community input.

6) Presentations to the Board

1) CHS Senior Trip Itinerary Approval

Mr. Ballou presented the destination and itinerary of the CHS senior class trip. Class officers and the senior class advisor chose Williamsburg, VA as their destination for this year's trip. The trip will take place in two parts: Part I will be a 5 day/4 night trip to Williamsburg that includes a trip to Virginia Beach, Busch Gardens, and Kings Dominion with other activities for free time planned. Total cost of Williamsburg trip: \$675-\$700. The cost includes travel, accommodations, tickets to parks, and meals.

Part II will be a day trip to Boston, including a tour of Fanueil Hall, Fenway Park, and a matinee show of Blue Man Group, with dinner at Fire & Ice. This trip will give an opportunity to those students that do not or cannot travel to Williamsburg (due to other conflicts) to accompany their class on a trip. Total cost of Day trip to Boston: \$100-\$125.

Mr. Ballou indicated that the minimum number of students for the trip would be 40. A survey done earlier in the school year revealed that approximately 90 students were interested in the senior trip.

Mr. Boehm made a motion to approve the 2009 CHS Senior Trip to Williamsburg, VA and Boston, MA. Mrs. Jewett seconded. The motion carried 5-0-0.

2) Art Curriculum

Ms. Lecaroz and the Art faculty staff presented the K-12 Art curriculum to the Board. The Art Curriculum team members included: Kirk Romein, Denise Freeman, Paula Barry, Heidi Miller, and Kathy Garabedian who worked with Ms. Lecaroz to align the art curriculum to the State standards. This curriculum enables students to cultivate the understanding of art as a fundamental form of original thought and human experience. The mission is to inspire critical thinking and problem solving through the appreciation of aesthetic sensitivity and the history of ideas; and to apply the arts to other disciplines and the greater society. Team members included a video presentation of student art as they explained the seven elements of the art curriculum. Ms. Freeman mentioned that there are 11 pieces of art from CHS students that will be displayed and presented at the NH Scholastic Art Awards at Pinkerton Academy.

Mr. Miller queried about the changes in the curriculum prior to this proposal. Ms. (Heidi) Miller noted that prior to this proposal, art curriculum was based on one standard, but this curriculum is based on the seven elements of art from which the NH frameworks were developed. Ms. Freeman commented that the current curriculum is now based on the NH and National Art standards.

Mrs. Couture made a motion to approve the Art Curriculum as presented. Mr. Boehm seconded. The motion carried 4-0-0. (Mrs. Jewett was not present for the vote)

3) Initial NECAP Results

Dr. Cutler presented the Board with the initial 2008 NECAP results for the District that were released today from the NH DOE. Ms. Lecaroz presented the results and reported that every grade level and every subject area increased significantly. She noted the results indicated the number of students that are Proficient with Distinction has increased dramatically.

Dr. Cutler was very pleased with the results and commented that the administrative team is focused and teachers know the curriculum expectations. She commended the faculty's work, the students' efforts, and parents' support.

Ms. Lecaroz noted that AYP results have not been released. Dr. Cutler indicated that Ms. Lecaroz will have a full NECAP report at the February 18 meeting.

7) **Recommended Action**

a) **Business Affairs**

1) Draft School Board Minutes:

a) Public Minutes of December 17, 2008

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

b) Public Minutes of January 8, 2009

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

c) Public Minutes of January 15, 2009

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

2) Business Administrator's Report – December 2008

Mr. Martin reviewed the December financial report with the Board. Highlights of the report included completion of the draft MD & A memo, which was sent to auditors in December; status of audit, which has not been completed by auditors; eFinancePLUS employee access center and 403(b) plan training completed by entire District staff;

termination of MUNIS is scheduled for January 31, 2009 [which will result in \$25,000 savings for the District, which will be used to offset the shortfall in energy or GMS building repairs].

Mr. Martin reported that the State Catastrophic Aid payment was 90% (originally anticipated at 70%), which gives the District \$27,000 in unanticipated revenue. Buildings & Grounds reports that that December ice storm resulted in some losses: a GMS ventilator, a compressor for the freezer in the café; an LMS heating unit and water damaged carpet; and at CHS, the boilers were fixed and checked in the switch from the emergency generators. Food Service reported the loss of spoiled food, as well as supplies they used for the shelter at CHS. Salary and benefits for the staff of Buildings & Grounds and Food Service were included in the amount of the loss from the ice storm. The total cost (losses) from the December ice storm is \$21,736, for which insurance claims will be filed with the District's carrier.

Mr. Martin reported that a snowmobiler broke through the fencing at CHS and tracked through the property. As a result, the Grounds crew purchased extra heavy duty locks for the gates.

Mrs. Couture suggested alerting the police to investigate.

3) Storage Facility at CHS Update

Mr. Martin updated the Board on the CHS storage facility. He asked GMS, LMS, and CHS to update their inventory lists. A meeting was held to discuss the development of an inventory of all items for additional storage. Mr. Martin asked Board members to reaffirm the location of the storage facility at CHS, which was to be located in the Northwest corner of the North lot next to the practice field. Mr. Martin indicated that there were concerns with that location (e.g. drainage). He also asked the Board to affirm the type of construction for the facility, noting that new construction would require hiring an architect.

Mrs. Beauregard suggested requesting a list of schools that may have done similar projects from the NH DOE. She also suggested that Mr. Lynch, Building/Health Inspector for the Town of Litchfield, would be a good resource.

Mr. Martin indicated that more research could be done, but was concerned with architect/engineering fees.

Board consensus: would like feedback from the NH DOE on schools that may have done similar projects; feedback from Mr. Lynch; reaffirmed location of storage facility in the NW corner of the North lot at CHS.

This item will be rescheduled for the February 11 School Board meeting.

***Note: Recording media was not functioning properly. The Board meeting may have been broadcasting live audio, but the video was not working properly. The meeting was being recorded.*

4) Acceptance of Final LEA Contract

Dr. Cutler asked Board members to accept the final LEA Contract for FY2010-FY2012. Board members agreed and Mr. Miller signed the Final LEA Contract for FY2010 through FY2012.

5) Board Signature of 2009 School District Warrant & FY2010 Default Budget

Mr. Martin asked Board members to sign the 2009 School District Warrant and Default Budget, which will be posted at each school and the Town Hall.

Warrant article explanations were distributed to and discussed by Board members. Revisions were suggested and will be made.

6) Audit Availability for Annual Report

Mr. Martin discussed the availability of the 2008 audit for the Annual Report with the Board. He noted that if the audit is completed by the printing deadline for the Annual Report, it will be included in the Annual Report. However, if the audit is not completed in that timeframe an addendum can be prepared and distributed to the community.

Mr. Miller suggested that if the audit is not included in the Annual Report, it should be posted on the District website and copies available at the SAU Office.

Mrs. Couture suggested that a statement of explanation regarding the exclusion of the audit in the Annual Report should be prepared and included for printing in the Annual Report. Dr. Cutler indicated that a draft statement will be prepared for the Board for the February 4 meeting.

7) Manifest

The manifest was circulated and signed by the Board.

8) **New Business**

1) Deliberative Session Update

This item was addressed earlier in the meeting.

2) December Enrollment

Dr. Cutler reviewed the December enrollment report with the Board. Total District enrollment is 1552 students.

3) 1st Grade Enrollment

Dr. Cutler reported that there are 75 students registered for 1st grade.

4) Synopsis of Building Committee Recommendation for Board Review

Board members reviewed a summary of actions/decisions by the Board for the remaining steps of the Building Committee's Recommendation. The Building Committee will reconvene on Monday, January 26.

5) FYI - Adult Education Session II

The registration and course schedule for the second session of the Adult Education program was distributed to the Board.

6) FYI – NHIAA Sportsmanship Award for CHS

A copy of the NHIAA Sportsmanship Award for CHS in Golf was distributed to the Board. Mr. Miller congratulated the CHS Golf team.

9) **Old Business - Policies to 2nd Reading & Approval**

a) Emergency Care & First Aid Policy and Procedures (EBBC/EBBC-R)

Mrs. Couture made a motion to approve the Emergency Care & First Aid Policy and Procedures. Mrs. Jewett seconded. The motion carried 5-0-0.

b) School Ceremonies, Observances, & Patriotic Exercises (IND)

Mrs. Couture made a motion to approve the School Ceremonies, Observances, & Patriotic Exercises policy. Mrs. Jewett seconded. The motion carried 5-0-0.

c) Student Health Services (JLC)

Mrs. Couture made a motion to approve the Student Health Services policy. Mr. Boehm seconded. The motion carried 5-0-0.

d) Students Physical Examinations (JLCA)

Mr. Boehm made a motion to approve the Students Physical Examinations policy. Mrs. Couture seconded. The motion carried 5-0-0.

e) Immunizations of Students (JLCB)

Mrs. Couture made a motion to approve the Immunizations of Students policy. Mr. Boehm seconded. The motion carried 5-0-0.

f) School, Community, Media, & Home Relations (KA)

Mr. Boehm made a motion to approve the School, Community, Media, & Home Relations policy. Mrs. Couture seconded. The motion carried 5-0-0.

10) Community Input

There was no community input.

11) Committee Reports

1) Budget Committee

Mr. Miller reported that the Budget Committee completed its tasks and will not be meeting until after the election on March 10, 2009. Budget and bond hearings were held on January 15 with a Budget Committee meeting immediately following the hearings. Mr. Miller reported that the FY10 District Operating Budget remains unchanged and \$800 was added to the Health Insurance account in the Town Budget.

2) Grants Committee

Dr. Cutler reported that the Grants Committee meeting scheduled on January 9 was cancelled. It has been rescheduled for February 6.

3) Selectmen

Mrs. Jewett reported that the Selectmen signed the Default Budget for the Town this evening; all budgets have been completed; there are presently two candidates for Selectmen positions for the election on March 10, 2009. She announced to the public that there are committee vacancies and if anyone is interested in the positions they must submit their name(s) at the Town Hall by January 30.

4) Legislative

Mr. Boehm reported that the House of Representatives reviewed bills relevant to school districts this week, which included student membership on school boards; requiring a financial industry component in high school Economics courses; and charter schools. He also reported that he attended an NRCP meeting on January 15 where a New Hampshire Roads & Bridges presentation was given. Mr. Boehm elaborated that in New Hampshire there are two state road systems: the turnpike system that is completely paid for by tolls; and the state roads system which is paid for by gas tax. He noted that the gas tax was last raised in 1991 in New Hampshire. Also discussed was sources the state could acquire funds for the roads and bridges (i.e. block grant money given to towns each year).

Mrs. Couture reported that she attended the NHSBA Delegates Assembly on January 17 and asked for her report to be placed on a future agenda. It was decided that the NHSBA Delegates Assembly report will be scheduled for February 4. She also reported that the Wellness Committee met and scheduled a meeting for Health and Wellness on April 19, 2009.

The January 2009 edition of the District Highlander was distributed to Board members. Board members also briefly discussed an article about 'No School on the Ballot' written by Mrs. Couture for the newsletter. Revisions to the newsletter were also discussed.

Mr. Boehm indicated that Bedford High School has a list of the school track record on the wall of their auditorium/gym, which was suggested for CHS.

12) Non-Public Session: RSA 91-A:3II (c)

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

Mrs. Couture made a motion to go into non-public session at 9:10 p.m. under RSA 91-A:3II (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. Beauregard, yes; Mrs. Jewett, yes.

Date: January 21, 2009
Campbell High School

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

13) Return to Public Session

Mrs. Couture made a motion to return to public session at 9:28 p.m. Mrs. Couture seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Jewett, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

14) Adjourn

Mrs. Couture made a motion to adjourn at 9:30 p.m. Mrs. Jewett seconded. The motion carried 5-0-0.

15) Upcoming Meetings

>Litchfield School Board: January 28, 2009 - CHS Media Room - 6:30 PM

>Litchfield School Board: February 4, 11, 18, 2009 - CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn
School Board Secretary