

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
March 21, 2007
PUBLIC SESSION
(approved as amended 4-11-07)

Present:

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

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

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

Mr. Miller made a motion to go into non-public session at 6:50 p.m. under RSA91-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 role call vote: Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mr. Miller, yes; Mrs. Jewett, yes.

2) **Return to Public Session**

Mrs. Beauregard made a motion to return to public session at 7:34 p.m. Mrs. Jewett seconded. The motion carried by role call vote: Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mr. Miller, yes; Mrs. Jewett, yes.

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

Ms. Hamblett called the meeting to order at 7:35 p.m.

4) **Review and Revision of Agenda**

Revisions to the agenda included: under Business Affairs: the addition of Deliberative Session 2008, and Distribution of Safety Plan; under Non-Public Session: Fulbright Teacher Exchange Program.

5) **School Board Reorganization**

1) School Board Welcome

Ms. Hamblett welcomed returning Board members Patricia Jewett and Ralph Boehm.

2) School Board Nominations

Ms. Hamblett accepted nominations for Board Chair and Vice-Chair.

Mrs. Couture nominated Mr. Miller as Board Chair. Mrs. Jewett seconded. The motion carried.

Mr. Miller thanked Board members and Mrs. Couture for her hard work as Board Chair. He commented that he appreciated her leadership and that she put forth her best effort.

Mrs. Jewett nominated Mrs. Beauregard as Vice Chair. Mrs. Beauregard declined the nomination.

Mrs. Beauregard nominated Mrs. Couture as Vice Chair. Mrs. Jewett seconded. The motion carried.

6) **Presentations to the Board**

>Grade Four & Five Programs

Mr. Schlichter introduced the GMS grade four teaching team: Paula Cullen-Kent, Stacy Paul, Amy Ashe, Chris Tateosian, Tanya Moesel and Margaret Parent. The teachers talked about some of the enrichment programs at GMS: Granite State Fit Kids, where a health educator comes into each class each week; Child Assault Prevention that helps students deal with potentially dangerous situations; the Tiger Program from Plymouth State; Scarecrow Jamboree; the Student Council that meets with the Assistant Principal; Move Up Day with LMS; Meet the Principal/Teachers; Parent Night; and Recognition/Moving On.

The team went on to give a brief explanation of the grade four academic program at GMS. In Science, classes cover four units: Plants, States of Matter, Energy & Machines, Planets & Space. They noted that the content is changing to avoid repetition. The emphasis is now on science process skills, critical thinking, and communication skills. It was noted that this spring science will be included in the fourth grade assessment tests administered by the State of NH.

In Math, the curriculum will be updated for the following year, but currently classes are reviewing place values, operations, and graphs. In the middle of the year, students work on multiplication, division and geometry. At the end of the year, students work on fractions, decimals, and measurement. Word problems and basic facts are focused on year round.

In Social Studies, students cover four units: NH Government, NH History, NH Economics & Tourism, and NH Geography. Each year a NH Historical Society representative visits three times and presents past historical information to the classes. Students take field trips during the year to the NH State House, the NH Historical Museum and Strawberry Banke.

In Language Arts, grade four classes are using the Trophies anthology series. Each week students learn a skill and a strategy, which includes a writing component, grammar and spelling. Students can also participate in a Tournament of Readers program, which is an enrichment reading club that promotes the fun of reading and understanding stories.

Mr. Miller commented that he was impressed with the list of enrichment opportunities in grade four. He thanked all the teachers for their efforts.

Mr. Lecklider introduced the LMS grade five teaching team: Beth Zingales, Holly Love, Nancy Brucker, Stephanie Hoelzel, Teresa Tarr, Karen Bowle and Amy Berube. The teachers explained that a typical day for fifth graders begins with the homeroom period, then students move on to math, science, specials [art, music, library, physical education], recess, language arts [using the same Trophies series used in grade four], reading, lunch, silent reading, social studies and end with homeroom. The teaching team produced a DVD showing fifth graders in their classes at LMS.

Mrs. Couture commented that the grade five presentation was wonderful and asked if the dvd could be run on the cable channel as it would be a great way for the community to get a glimpse of what goes on at LMS.

Mr. Miller asked the grade five team if there were any specific challenges to having fifth graders in the middle school. The teachers commented that there are no challenges, but there are advantages. There are many enrichment programs, clubs and sports that they can participate in and they like being a part of the school. Teachers felt that fifth graders weren't finding a challenge at GMS, but since they have moved up to the middle school they seem to mature, participate and are eager to be treated like young adults. Ms. Tarr commented that she has noticed that the fifth graders have tempered the eighth graders by allowing them to be mentors for the fifth graders.

Mr. Miller thanked the teachers and principals for their presentations.

7) Curriculum Report

1) February/March Curriculum Report

Ms. Lecaroz reported that the Language Arts, Math and World Language Curriculum Committees continue to work on translating the state standards into student friendly language and identifying teachable units. The Science Curriculum Committee has completed this process and is now working on identifying and choosing instructional resources to support these units by the end of March. The Social Studies Curriculum Committee has identified teachable units for each grade level and is working on filling in gaps identified in the curriculum.

Ms. Lecaroz also reported that the School Improvement Monitoring Committee has been working on after school tutoring support, data analysis of individual student progress, peer to peer monitoring, and master scheduling. The reading strategies materials have been ordered, which will help LMS move closer to accomplishing their School in Need of Improvement Plan initiatives.

The October 2006 NECAP scores were released to school districts on January 29, 2007. All GMS teachers involved in NWEA testing as well as all LMS staff participated in an NWEA workshop on the most recent teacher workshop day, which was designed to inform about the variety of reports available through the NWEA website and how to use the individual student data to inform instruction.

Ms. Hamblett asked Ms. Lecaroz to comment on the MAPS testing in relation to the efficiency of instruction. Ms. Lecaroz explained that MAPS testing results are identified by grade and teacher and is done through by computer. This enables the teaching staff to receive data quickly and student scores are matched to suggested reading books appropriate for that student's level. Teachers also use the scores for flexible performance grouping.

Mr. Schlichter commented that before MAPS testing we had to wait until the end of the year to analyze students' progress. Now we can measure their progress during the year and make adjustments to improve their performance. Ms. Hamblett commented that MAPS testing helps meet the current goal to meet comprehensive standards for student performance. Ms. Lecaroz indicated that MAPS testing measures student growth where NECAP doesn't. Students are scheduled to take MAPS tests in September, January and June. Mrs. Couture suggested sharing information about NWEA through the community newsletter.

2) NECAP Scores

Ms. Lecaroz reviewed NECAP scores with the Board. She indicated that the majority of the students in the District are proficient or above in all subjects. The NH DOE is concerned that Math scores seemed to decrease consistently statewide.

Mr. Boehm requested a comparison of NECAP scores with other schools. Ms. Lecaroz shared that comparisons are no longer published. Ms. Lecaroz included a breakdown of grades and scores for the Board as well as a comparison of the same group of scores from the previous year. She indicated that it is evident that the new Harcourt Trophy series is helping students make progress in Reading. It is aligned to the grade level expectations and it is a tool that allows them to meet the needs and standards. She added that the NH DOE may release AYP in late June.

9) Community Input

There was no community input.

10) Recommended Action

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of March 14, 2007

Revisions to the minutes included: under Program of Studies – inclusion of the motion to approve the Program of Studies; Under Business Administrator’s Report – reflecting that the \$300,000 under spent in Special Education was from Special Education tuition and transportation accounts; also clarifying that the \$19,000 that was not included in the forecasted year-end fund balance was an under spend in a self-funded program. Other minor edits were made.

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

Mrs. Jewett wanted to know, if we are changing the failing grade in high school, why are we not changing the failing grade in elementary and middle schools. Ms. Hamblett indicated that the format is different in grade reporting and as part of the report card revision, changing the failing grade will be discussed at LMS.

Mrs. Couture commented on high school competencies, asking if we are moving more toward the middle school lining up with high school competencies. Ms. Lecaroz indicated that she met with the middle school leadership team and looked at power standards. The team would like to move toward power standards in the middle school. Power standards in high school are reflected in high school competencies. Mrs. Beauregard commented that the elementary report card gives a lot of detail in grade and mastery.

2) MS-22

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

4) Deliberative Session Date

Ms. Hamblett indicated that the tentative date for the Annual School District Deliberative Session for 2008 is February 9th, noting that the Town is first next year. The date is tentatively set at this time pending any legislation which might affect it at the close of this year’s session.

Mrs. Jewett made a motion to tentatively set the date for the School District Deliberative Session for February 9, 2008. Mr. Boehm seconded. The motion carried 5-0-0.

5) Safety Plan

Ms. Hamblett thanked Mrs. Mahoney and Mr. Martin for their work on the District Safety Plan. Mr. Martin thanked the Joint Loss/Safety Committee and acknowledged Mrs. Mahoney’s effort for her work on the Safety Plan.

Mrs. Mahoney briefly explained that the District is required to have a written safety plan. She asked the Board to review it and respond with feedback. Once the Safety Plan is approved it will be distributed to our employees and vendors and they will sign off on it to ensure that they will follow it. Mrs. Mahoney added that the Committee would like to have it printed by May in order to distribute it to employees and vendors before the school year’s end.

Mr. Martin indicated that there was an inconsistency between the current Safety Plan’s emergency drills procedures across the schools and the Emergency Drills Policy the Board recently approved. The policy will be on the April 4th agenda for revision. Mrs. Flynn indicated it was an addition to the types of drills.

6) CO Update

Mr. Martin reported that the Carbon Monoxide alarm at CHS went off recently. It was a warm, rainy day and the alarm worked well. All students and staff were moved to the gym and the building was checked for CO. Results indicated that the building was clear and no CO was present. Students returned to their classes.

7) Manifest

The manifest was circulated and signed by the Board.

12) School Board Members’ Comments/Committee Reports

1) School Board Reorganization – Continued

a) School Board Code of Ethics

The Board reviewed and signed the Code of Ethics.

b) School Board Assignments

Board members were assigned to committees as follows: Budget Committee Representative, Dennis Miller; Building Committee Representative, Cindy Couture; Safety Committee Representative, Pat Jewett; Partnerships, Grants & Donations Committee, Dot Beauregard; LEA/LSB Negotiations, Ralph Boehm; Technology Committee, Ralph Boehm; SERESC Board Member, Ralph Boehm; NHSBA Delegate, Cindy Couture. Board members considered the introduction of a new committee, Prevention of the Use of Drugs/Alcohol by Students. Board members suggested Ms. Hamblett gather input from the Principals, students and PTO's rather than begin a new Board sub-committee.

2) Building Committee

Mrs. Couture reported that the GMS report resulting from the February walkthrough with Harriman's and JCN's engineers was not completed by the March 13th meeting. She added that the Building Committee agreed to meet on April 2 when they will receive the report on GMS from Harriman and JCN.

3) Redistricting Meeting

Mr. Boehm reported on the Redistricting Meeting that he attended to testify on a bill. He testified that he opposed it on behalf of Board. The bill has been named Applying the Amended Constitution to the Redistricting and is still in committee.

4) Selectmen

Mrs. Jewett reported that there are two new members – George Lambert and Andrew Santom. She also reported that Ray Peebles was elected Chair and that she was elected Vice Chair. Mr. Al Raccio was elected to be the liaison to the School Board.

Ms. Hamblett spoke with the Selectmen's Administrative Assistant, Cecile Durocher, about two meetings. The Board and Selectmen will meet jointly on March 26 from 7:00-7:30 p.m. and hear a presentation from the NRPC- The Future of the Nashua Region. She also mentioned a meeting at the Town Hall on April 2nd where representatives who are representing Litchfield will meet, however, this will conflict with the Building Committee meeting that Board members will be attending on April 2nd. Ms. Hamblett will look into rescheduling the representatives' meeting to April 9th. [Rescheduled to Monday April 16 at 7:00 p.m. at the Town Hall.]

Ms. Hamblett reported that she received a communication from Chief O'Brion informing the District that the School Resource Officer will be removed from CHS. The warrant article to add a police officer was defeated by the voters. Chief O'Brion agreed that a school resource officer is important and suggested placing a police liaison at the high school. Later, he also confirmed that Bob Bennett will be scheduled to come to CHS a couple of times each week.

Mr. Boehm commented that the School Resource Officer was voted on by residents as a warrant article some years ago and disagreed that it should be discontinued. Ms. Hamblett indicated that the warrant article will be researched.

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

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

Mr. Boehm made a motion to go into non-public session at 9:03 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. Couture seconded. The motion carried by role call vote: Mrs. Couture, yes; Mrs. Beauregard, yes; Mr. Boehm, yes; Mr. Miller, yes; Mrs. Jewett, yes.

14) Return to Public Session

Mrs. Couture made a motion to return to public session at 9:40 p.m. Mrs. Beauregard seconded. The motion carried by role call vote: Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mr. Miller, yes; Mrs. Jewett, yes.

It should be noted that this portion of the meeting was not televised.

1) Expanded Position Proposal: Building & Grounds Coordinator

Mr. Martin proposed a change to the District Grounds Manager position upon the resignation of the current manager. He explained that the employee currently occupying the position is working indoors performing custodial duties during the winter months. He is proposing changing the District Grounds Manager position to District Building & Grounds Coordinator and expanding the responsibilities of the position to replace the indoor winter custodial responsibilities with district-wide maintenance responsibilities. He reviewed the revised job description with the Board and asked Board members to consider the new job description for approval.

Mrs. Beauregard wanted to know why the position included performing preventative maintenance in the buildings. She was concerned that this is a responsibility of the facility managers. Mr. Martin indicated that adding this responsibility to the proposed position would help coordinate preventative maintenance tasks, something site facility managers do not have time to complete.

Mrs. Beauregard raised budget concerns regarding the salary of the position. Mr. Martin commented that we would have a budget problem in replacing the same position and that the added responsibilities will make it easier to recruit a fill a district need. A lengthy discussion followed.

Mr. Miller suggested that Mr. Martin present salary data at the next meeting.

Mrs. Jewett raised a concern about a magazine fundraiser where an LMS student turned in orders/money late and the supervisor wouldn't accept it.

15) Adjourn

Mrs. Couture made a motion to adjourn at 10:13 p.m. Mrs. Beauregard seconded. The motion carried 5-0-0.

16) Upcoming Meetings

> *Litchfield School Board: April 4, 11, 18, 2007 - CHS Media Room – 6:30 PM*

Respectfully submitted,

Michele E. Flynn
School Board Secretary