

*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 21, 2008**

**(approved as amended 6-18-08)**

Present:

Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Ralph Boehm, Board Member (*arrived late*)  
Mrs. Pat Jewett, Board Member  
Mrs. Dot Beauregard, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Ronda Gregg, Director of Special Services  
Ms. Amanda Lecaroz, Director of Curriculum & Instruction  
Mr. Martin Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Robert Manseau, Principal, CHS  
Mrs. Michele E. Flynn, Secretary

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

Mr. Miller called the meeting to order at 6:32 p.m.

**2) Review and Revision of Agenda**

Revisions to the agenda included: under Business Affairs: Community Leadership Dinner date, June 13 Non-Public meeting location; under Old Business: appointment of new members to the Building Committee. The Music Curriculum presentation was moved before Principals' Reports.

**3) School Board Members' Comments**

There were no Board member comments.

**Curriculum Report**

**3) Music Curriculum**

Phil Martin, Jill Deleault, and Carolyn Leite presented a music curriculum program proposal to the School Board. Barbara Labelle and Yolanda Spearman have also worked on the curriculum, but were unable to attend the meeting.

Ms. Deleault reviewed a mission statement for the music department and indicated that they are trying to provide as many students as possible with meaningful independent and collaborative music experiences. Mr. Martin noted national standards were rolled out by the National Arts Organization in 1993 and in 2001 the NH Legislative Oversight Committee adopted the NH Frameworks for the Arts. He indicated that the State and National level standards have been combined for Litchfield's music curriculum.

Ms. Deleault reviewed the proposed music standards and justifications. She indicated that they align with core competencies that relate to performance, improvisation, notation, evaluation, and relation.

Ms. Leite commented that those involved worked hard trying to align the curriculum so that it is consistent throughout the grade levels. There are no core competencies developed at the middle school level. They are reading students who take band and chorus for high school level courses. She indicated that they are working on an assessment for next year to make sure alignments fit at the high school level. Ms. Leite noted that Barbara Labelle has worked on the elementary curriculum.

Board members discussed ways to offer music to all students at LMS. Mr. Lecklider concluded that the only way would be to hold after school band and chorus classes. LMS is considering combining 7<sup>th</sup> and 8<sup>th</sup> grade band and chorus to offer more general music classes. This would be subject to the impact on the Unified Arts schedule.

Mr. Martin commented that holding a music program after school disengages students from other activities, such as athletics, etc., and transportation becomes a problem. Dr. Cutler commended the music department staff noting their dedication to their students.

Mr. Martin announced that he will be traveling to Florida to give a presentation entitled, 'Formative Classroom Assessment' at a national conference.

***Mrs. Couture made a motion to approve the Music Department Mission Statement and standards. Mrs. Jewett seconded. The motion carried 4-0-0.***

**4) Principals' Reports**

1) **GMS**

a) **Kindergarten Update**

Mr. Schlichter reviewed a preliminary report on the location of kindergarten classes at GMS, which may commence in September 2009. The State will provide portable classrooms, however, there are limitations on locations where they can be placed. The portables would be placed where the storage pod is currently as this area is close to the main entrance to GMS providing bathrooms, nursing services, and administrative services. Mr. Schlichter reported that the portable classrooms would not be covering cables or water, would be heated by propane, and would be electrically tied into the main school system.

Board members expressed some concerns about the location and use of the portables. Mr. Schlichter indicated that he will update the Board as we progress.

b) **Use of the 1930's Building**

Mr. Schlichter acknowledged that the Board previously directed that the 1930's building would not be used next year. However, Mr. Schlichter indicated that some teacher work space, storage, and meeting area is needed at GMS and asked the Board's permission to use part of the basement area of the building for that purpose. Board members and Mr. Martin voiced their concerns with using the 1930's building.

***Board members agreed to allow use of 1930's building basement for adult staff use and some storage only.***

2) **LMS**

Mr. Lecklider reported that the 8<sup>th</sup> graders returned from Washington DC and had a positive and successful trip. He thanked the chaperones, nurse, and Mr. Lubelczyk for the success of the trip. He also reported that the 6<sup>th</sup> grade students went on a field trip to Exchange City in Portsmouth where students learned about how a city works. This educational trip aligned with economics and was tied to the curriculum. Grade 8 students will be taking the Science NECAP this month. He also reported that LMS did not make AYP in Reading, but did make AYP in Math. He indicated that the results showed that the special education students are showing individual growth, which is very encouraging.

a) **Summer School Update**

Mr. Lecklider reported that LMS will be offering English and Math during summer school this year, which will be individually based on students' needs. Letters will be sent to parents of students who are required to take summer school. These courses are also offered to students who need extra work over the summer.

b) **End of the Year Update**

Mr. Schlichter reported that June 3 is grade 4 Move Up Day at GMS. Mr. Lecklider reported that June 6 is the last 8<sup>th</sup> grade dance and June 24 is Promotion Night at LMS.

3) **CHS**

Mr. Manseau reported that CHS has received NEASC accreditation, which is valid through 2018. He added that the NEASC committee had many good things to say about CHS in their letter. Mr. Manseau distributed an information program for senior activities for graduating seniors. He indicated that participation in senior activities prior to graduation is a privilege and not a right, and violation could exclude a student from his/her graduation ceremony.

a) NH State Scholars Program

Mr. Manseau indicated that we need to strengthen students' aspirations and make that desire stronger. NH State Scholars is a national program that uses business leaders to motivate students, beginning in Grade 8, to complete a rigorous course of study in high school that will give them a boost in college and careers. There are requirements and benefits to being a NH State Scholar and those enrolled will automatically qualify for scholarships for college.

Dr. Cutler indicated that there is no cost for the program. Students will be recognized at an award ceremony. A NH State Scholar notation will appear on their transcript. She added that this year's graduating seniors will be allowed to qualify for the program.

Mr. Miller queried about senior make up day. Mr. Manseau indicated that he was very proud of the senior class as all but one senior attended.

b) Book Disposal

Mr. Manseau reported that there are older high school textbooks that need to be disposed of and there is no storage space. He indicated that the books could be part of the May 31 technology equipment give away as many other methods of disposal have been exhausted.

*Board members concurred stating that first preference is given to students, and shredding/recycling is a last option.*

4) Grants, Partnerships & Donations Committee  
a) Wish Lists

Dr. Cutler reported that the Grants Committee asked for a list of wish list items from each school. GMS: playground equipment, storage shed, laptops for teachers, and a trailer; LMS: sprinklers for the front of the building and an additional mobile lab; CHS: a school van, outdoor message board, funds for needy senior students' activities, funds for career counseling services. Mr. Manseau indicated that he was considering implementing class dues at the high school to help offset the costs of senior activities.

5) **Curriculum Report**

1) AYP Results

Ms. Lecaroz reviewed the AYP reports for the District schools and explained how groups meet requirements, index targets, participation rates, and growth percentage. GMS made AYP as a whole school in Reading and Math, but not in the special education subgroup. LMS made AYP in Math, but not in Reading in the special education subgroup. CHS did not make AYP in Reading or Math due to a computer error that is under appeal. Ms. Lecaroz is confident CHS will make AYP.

Ms. Lecaroz also distributed the Safe Harbor calculations and reviewed them with the Board. Safe Harbor calculations show a growth percentage which is relative to AYP. Calculations represented 2006 and 2007 indices and the special education subgroup and economically disadvantaged group for GMS and LMS. Overall, results showed considerable growth between the two subgroups.

2) Mentoring Program

Ms. Lecaroz distributed and reviewed the Mentoring Program Handbook. Serving on the committee were Martin Schlichter, Sandra Doucette, Sarah Llewellyn, Peter Lubelczyk, Karen Bowie, Andrew Plantz, Laurie Rothhaus, Kathleen Reilly, and Margaret Sawicki. The overview of the program is a plan to have a mentor for each mentee. Each beginning teacher with 0-3 years experience will have a mentor for the first year. Mentors would be in a supportive role and will be performing observations. Training will be offered for mentors and mentees and will include an evaluation component. Mentors will receive a \$1,000 stipend/year

if assigned to a mentee. Building level coordinators will receive \$200 per mentor/mentee combination, with a cap of \$500. This program will be funded with Title IIA funds next year.

Mr. Boehm asked about the evaluation and control of mentors. Ms. Lecaroz indicated that there will be principal level control.

***Mrs. Couture made a motion to approve the Mentor Program. Mrs. Beauregard seconded. The motion carried 5-0-0.***

**6) Student Representatives' Comments**

Michael Clark reported that the Student Council is wrapping up the year. A Last Day Conference was held in Concord. The Council was honored as an Honor Society by the NH Council, and the Student Council is facilitating 8<sup>th</sup> grade Move Up Day.

**7) Community Input**

There was no community input.

**8) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of May 7, 2008

A minor revision was made to the minutes.

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

b) Public Minutes of May 14, 2008

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

2) 2008 Year End Funds

Mr. Martin indicated that FY08 year end fund balance is forecasted at \$600,000. Historically, a list of items that were cut during the budget process is presented to the Board for reconsideration. Board members may decide to use some year end funds for these items.

Matt Bennett joined the meeting to provide background information and support for some items discussed by the Board.

Mr. Martin updated the Board on the CHS track explaining that the manufacturer evaluated it and indicated not to repair it, but to replace it. The cost would be \$120,000, however, Mr. Martin is not recommending replacement of the CHS track. He pointed out that there is damage at the northwest area and high jump area (rubber separating from the asphalt). Mr. Martin indicated that the manufacturer pointed out that this will likely happen elsewhere on the track. Mr. Martin recommended not to repair the high jump area, but to repair the area on the track itself; also to reseal and restripe the track, which will cost under the amount that was previously budgeted in the 2009 budget.

Mrs. Couture asked if the damage to the track is found to be a defect, do we have any recourse? Mr. Martin indicated that the track was not maintained [due to funds being cut in the budget] as recommended by the manufacturer, so it is likely we will not have any recourse. He added that there are sufficient funds in the FY09 budget to remove/replace the rubber on the recommended area and reseal and restripe it.

Board members discussed reserve funds and how they are used and decided to revisit the issue in the future.

Mr. Martin provided a list of FY09 budget items that were cut during the budget process for potential 2008 year-end use of funds.

Fencing for non-multi-purpose field: Mr. Martin presented a quote from Penney Fence and explained the fencing would be used around the perimeter of the baseball and softball fields and track on the east side of the school. The fencing will contain seven gates. A brief discussion followed.

***Mrs. Couture made a motion to encumber \$49,000 of 2008 year end funds for the purchase and installation of fencing for the non-multi-purpose fields at CHS. Mr. Boehm seconded. The motion carried 4-1-0, with Mrs. Jewett voting in the negative***

LMS PA system for use by choral/drama/music: Mr. Martin indicated that such a system is necessary for choral, theatrical, and musical performances. A brief discussion followed.

***Mrs. Jewett made a motion to expend \$6500 of 2008 year end funds for a PA system for LMS. Mrs. Couture seconded. The motion carried 5-0-0.***

Ex-Mark lawn tractor: Mr. Bennett provided a cost comparison and background information for the Board and explained that the current lawn tractor used by the Buildings & Grounds staff is older and not an efficient piece of machinery.

***Mr. Boehm made a motion to expend \$12,000 of 2008 year end funds for the purchase of a 2008 eXmark Lazer Z lawn tractor for Buildings & Grounds. Mrs. Couture seconded. The motion carried 5-0-0.***

Board members queried about trade-in value or resale of the older lawn tractor. Mr. Bennett reported that Chappell Tractor estimated the trade-in value of the used tractor at \$500-\$600. However, a former student who is starting a landscaping company was interested in purchasing the used tractor for \$1,500.

***Mrs. Couture made a motion to allow the District to dispose of the current lawn mower for the highest price. Mr. Boehm seconded. The motion carried 5-0-0.***

Mrs. Beauregard commented about a recent Building Committee meeting discussion revolving around the GMS septic fields. She reported that the Committee discussed obtaining a cost for replacement of the leach fields and relocation of the leach fields if they cannot be replaced in kind.

Mr. Martin indicated that Hamm Septic recommended a water table test to determine the height of the water table in the leach fields area. Mrs. Beauregard was concerned that a plan should be in place in case of a septic system failure. A discussion regarding past studies followed. Mr. Martin emphasized that since the geotechnical study failed on the March 2008 ballot, this year's funds cannot be used for that type of study.

### 3) CHS Traffic & Parking

Mr. Martin asked Board members for decisions on the CHS traffic recommendations. Board members voted on each of the seven recommendations.

***Mr. Boehm made a motion to change the Highlander Court north entrance/exit into the CHS property from a two-way street into a one-way exit only; and convert the current two exit lanes into both a left turn lane and a right turn lane; and to post one-way do not enter signs on Albuquerque Avenue, which will help improve the traffic flow offsite. The Board will bring this recommendation before the Planning Board and Selectmen. Mrs. Couture seconded. The motion carried 5-0-0.***

***Mr. Boehm made a motion to remove the stop sign on Highlander Court near the north entrance to the parking lot and replace it with stop signs for traffic exiting the north parking lot from both lanes, giving traffic on Highlander Court the right-of-way. Mrs. Couture seconded. The motion carried 4-1-0, with Mrs. Beauregard voting in the negative.***

***Mr. Boehm made a motion to change the south parking lot into two one-way lanes with the south lane closets to the athletic fields one-way heading east toward the soccer fields, and the inside lane one-way heading west toward Highlander Court. Mrs. Couture seconded. The motion carried 5-0-0.***

**Mr. Boehm made a motion to make the temporary stop sign on Highlander Court at the bus lane permanent so that traffic leaving from in front of CHS has the right-of-way; also continue to use cones to restrict traffic from cutting through the middle open divider with a do not enter sign. Mrs. Couture seconded. The motion carried 5-0-0.**

**Mr. Boehm made a motion to make permanent the temporary one-way going south traffic pattern on the perimeter road on the east side of the building near the athletic fields with a yield sign. Mrs. Couture seconded. The motion carried 5-0-0.**

**Mrs. Couture made a motion to convert the current emergency-only entrance into the CHS site off of Talent Road into a bus-only and emergency vehicle-only entrance controlled by a power gate. Traffic will be one-way only into the site with a dead end sign placed at the end facing the South parking lot. Mr. Boehm seconded. The motion carried 5-0-0.**

*There was no motion to construct a parent drop off lane for up to five cars and sidewalk on the southwest side of the building next to the SAU office area.*

Mr. Martin indicated that the first through the fifth recommendations will require resealing and restriping of the parking lot. Numbering the spaces in the South parking lot will be included with the cost.

Mrs. Beauregard voiced her concern over removing the stop sign on Highlander Court, which is part of the traffic study recommendations.

**Mrs. Couture made a motion to encumber \$21,000 of 2008 year end funds to reseal, restripe, and number the entire CHS parking lot, to be completed by the first day of the 2008-2009 school year. Mrs. Jewett seconded. The motion carried 5-0-0.**

Mr. Bennett updated the Board on the power gate proposed for the CHS traffic study. After surveying local fence companies, he discovered that the manufacturer who produces the mechanism that opens the gate will no longer be manufacturing that mechanism. However, he indicated that the quote for the power gate is being honored at \$10,200. There is power at the football field that can be accessed with conduit.

**Mrs. Jewett made a motion to encumber \$12,000 of 2008 year end funds to install a remote power gate for the Talent Road access entrance, which includes electrical and site work (digging to place conduit). Mrs. Couture seconded. The motion carried 5-0-0.**

4) Manifest

The manifest was circulated and signed by the Board.

9) **Superintendent's Report**

1) Superintendent's Report

The Superintendent's report was included in the Board packet for their review.

2) Enrollment Report

Dr. Cutler reported that as of the end of April there were 1,585 students in the District, with 108 1<sup>st</sup> grade registrations and 47 pre-kindergarten students.

3) Community Leadership Dinner Date

Dr. Cutler reported that she received responses for the dinner from several people, however, Selectman Byron is unable to attend, Mr. Lemire is unable to attend, and Mr. Harte cannot attend on May 29. She indicated that we can try to reschedule for June 17 and if it is not feasible, will postpone the dinner until the fall.

4) June 13 Non-Public Meeting Location

Dr. Cutler suggested the use of her office for the non-public Board orientation meeting on June 13. Board members agreed.

10) **Old Business**

a) Building Committee Mission Statement Development

Mrs. Couture distributed a draft for Board review and consideration at the Board's June 4 meeting.

b) Appointment of New Building Committee Members

Dr. Cutler recommended the Board officially appoint the three new Building Committee members.

***Mrs. Couture made a motion to appoint Chris Pascucci, John York, and Jason Guerrette official members of the Building Committee. Mrs. Jewett seconded. The motion carried 5-0-0.***

c) Meeting with Governor Lynch

Dr. Cutler queried the Board for discussion topics for Governor Lynch. Mr. Miller, Mrs. Couture, Dr. Cutler and Mrs. Flynn will meet with Governor Lynch on June 6. Board members suggested the following topics: Kindergarten, RSA 28-A, last minute funding decisions, the Evergreen clause, and funding calculations based on median household income. Education Funding and Kindergarten testimonies will be sent to the Governor prior to the meeting.

Mr. Martin recommended the Board accept the donation of a printer from Gail and Jim Bonin.

***Mrs. Couture made a motion to accept the donation of an Apollo Horizon II printer from Gail and Jim Bonin. Mrs. Jewett seconded. The motion carried 5-0-0.***

11) **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 10:44 p.m. under RSA91-A:3II (a-c); (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. Beauregard, yes; Mrs. Jewett, yes.***

12) **Return to Public Session**

***Mrs. Couture made a motion to return to public session at 11:01 p.m. Mr. Boehm seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.***

13) **Adjourn**

***Mr. Boehm made a motion to adjourn at 11:02 p.m. Mrs. Couture seconded. The motion carried 5-0-0.***

14) **Upcoming Meetings**

> *Litchfield School Board: June 4, 18, 25, 2008 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Secretary