

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

October 22, 2008

(approved as amended 11-12-08)

Present:

Mr. Dennis Miller, Chair
Mrs. Cindy Couture, Vice Chair
Mr. Ralph Boehm, Board Member
Mrs. Pat Jewett, Board Member (*excused*)
Mrs. Dot Beauregard, Board Member
Dr. Elaine Cutler, Superintendent
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, Secretary (*excused*)

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

Mr. Miller called the meeting to order at 6:33 p.m. Mr. Miller announced that Mrs. Jewett would not be present at the meeting. Dr. Cutler wished her well and a speedy recovery.

2) Review & Revision of Agenda

Dr. Cutler announced that Michael Clark and Alison Lajoie were present for the meeting. The Board briefly discussed the RSA regarding student representatives to the Board.

3) Presentations

1) Senior Trip & Fundraiser

Mr. Justin Ballou and Senior class officers were present to make a proposal for the Senior Fundraiser. Alex Prolman, Senior Class President, explained that they were going to propose the Senior Trip, but have postponed that discussion. Mr. Prolman explained the Senior class proposal for a fundraiser, which will take place at Mel's Funway Park, Nightmare New England in Litchfield. The fee will be discounted for Senior Class members who have paid dues and NNE will donate \$3.00 for each student to the CHS Senior Class. For all other students of CHS who attend that evening, they will identify themselves as CHS students and \$3.00 for each student will be donated to the Senior Class. Mr. Ballou explained that the fundraiser is necessary to defer costs for other student activities and class memorabilia during the year.

Mrs. Couture made a motion to approve the NNE/Senior Class fundraiser as presented. Mr. Boehm seconded. The motion carried 4-0-0.

Board members suggested informing the community on the local cable channel, Edline for students, and Alert Now.

2) Project SafeGuard: Laurie Rothhaus

Mrs. Rothhaus presented a proposal for Project SafeGuard to the Board. Project SafeGuard is a family-based program that brings 8th grade students and their parents to an off-site facility, Daniel Webster College in Nashua, to attend workshops together to promote better communication and healthy lifestyles within the family. Schools throughout NH have been participating for many years. She explained that with Ms. Lecaroz' help the funding is provided through a Drug Free Schools grant. With an agreement from the founder of the program, Warren Barry, and the \$3000 grant, our participants will receive the full benefits of the program. The program will commence in

May, with costs for lunch and transportation. Mrs. Rothhaus suggested that those costs may be able to be deferred with fundraising.

Dr. Cutler indicated that she and Mr. Lecklider felt this was an excellent prevention program for substance abuse. She thanked Ms. Lecaroz for her grant writing efforts.

Mrs. Couture made a motion to approve the participation of the Litchfield School District in Project SafeGuard. Mrs. Beauregard seconded. The motion carried 4-0-0.

Mrs. Rothhaus also presented a proposal for Challenge Day for CHS. She explained that Challenge Day is an activity that improves the climate of a school. The program consists of two participating schools, in this case CHS and Nashua South, in which 100 high school students gather in the gym for one day (6.5 hours) working on connecting in empathy and compassion. Students work on bullying, leadership skills, self-advocacy and advocacy for others. At the end the students bring what they learned back to their school to share with other students. The date is April 2, 2009.

Mrs. Couture made a motion to approve Challenge Day for CHS. Mrs. Beauregard seconded. The motion carried 4-0-0.

3) Kindergarten Plan

Dr. Cutler explained that she, Mr. Schlichter, Ms. Lecaroz, and Ms. Cady have worked together to put together a presentation for the Kindergarten Plan. It is in a draft form.

Mr. Schlichter explained that he researched area private kindergartens to gather some information that included the number of our current grade one students that have attended private kindergarten, the number of certified teachers teaching in these private kindergarten programs [which may not be reliable information], and tuition. He indicated that out of 115 current grade one students, 98 attended private kindergarten.

Mr. Schlichter reviewed a summary of the non-consumable budget for the kindergarten program, which will total \$41,331.31 for two classrooms [four sessions]. This is what the State will fund. Dr. Cutler indicated that this plan is an update of the previous kindergarten plan that was submitted to the NH DOE.

Mr. Schlichter also reviewed transportation issues and options for kindergarten. He researched other districts that have kindergarten to determine their transportation policies. Some districts provide no transportation for kindergarten and some provide transportation for all students. He met with the District's transportation carrier to discuss additional transportation costs, which may include a fuel adjustment increase. Mr. Schlichter indicated that approximately 80 kindergarten students would be involved. Our carrier would be obligated to provide kindergarten transportation at no additional cost for the first year. Options for the following years included: providing no transportation; providing am/pm transportation with grades 1-4, with no mid-day transportation for kindergarten students; or providing transportation for all kindergarten students both coming in to school and going home. Mr. Schlichter spoke with other child care centers that provide transportation to their centers and they indicated they would be willing to do that in the future.

Mr. Schlichter reviewed staffing information. He indicated that 2 full-time kindergarten teachers are required, as well as 2 paraprofessionals. Currently we have one full-time kindergarten teacher and one paraprofessional working 4 days per week. Additional staffing costs would include: one full-time kindergarten teacher, one paraprofessional, and an additional day per week for the existing paraprofessional, for a total of \$73,732.67. He noted that the State is paying \$1200 per student for three years, which should covered the staffing costs.

Mr. Schlichter commented on the kindergarten voucher system. He indicated that if the District participated in a voucher system a part-time administrative assistant would be required to handle the bookkeeping, tracking teacher certification of the area schools, facility approval, billing, attendance, and other administrative tasks.

Dr. Cutler reviewed facility needs for a kindergarten program. The population of kindergarten students is approximately 80 students. The District would require 2 portable classrooms for the half-day program. The NH DOE will reimburse districts for the cost of portable classroom contracts, including the cost of sewer/water connections and other set-up costs. There are three options from Schiavi Leasing: Reconditioned portable – 28x68,

808 sq. ft., for 16 students at \$23,400/year; New 28x68, 808 sq. ft., for 16 students at \$31,712/year; or New 28x76, 916 sq. ft., for 18 students at \$34,784/year.

Mr. Boehm was concerned that we may go over on the enrollment of kindergarten students and may not have the room for the additional students. He felt we should request what we need, 3 portable classrooms. The Board agreed and noted that included in the proposed new school proposal was 3 – 4 kindergarten classrooms. Also needed would be an additional teacher and paraprofessional. Dr. Cutler suggested that the determination of the staffing and facilities that would be needed would be dependent on kindergarten registration, which would take place during 1st grade registration in January. Dr. Cutler pointed out that the State requirement for teacher per student ratio for kindergarten is 25:1. She cautioned that with more classrooms and less students in each class, there would be more of a taxpayer burden with additional staffing.

Dr. Cutler will revise the facilities cost at the Board's request: leasing 2 new 28 x 76, 916 sq. ft. portable classrooms, and 1 single classroom, and will return with updated costs for facilities and staffing.

Dr. Cutler continued with the proposed costs to the District for the Kindergarten program. She reviewed the requirements of the State and the District. The State will pay for the set-up and lease costs for the first three years and the District would assume the costs of utilities. The District will assume the lease/purchase cost after three years or provide a permanent solution. Transportation costs will depend on the alternative provided. For staffing, the State will pay \$1200/student enrolled [80 students] at \$96,000. The District would most likely assume some of the costs for benefits. The District would also likely have to assume the cost of an additional paraprofessional. The Supplies budget would be \$1300 for the 2009-2010 school year.

Dr. Cutler reviewed that the Board would have to make decisions on Transportation, Personnel, Placement for the Kindergarten program in the Budget Process. The Board will revisit the Kindergarten Program Proposal in November 2008. Mr. Miller requested a copy of the registration information from last year. Dr. Cutler indicated that she will provide a timeline for implementing the plan. Mrs. Beauregard requested the District's legal opinion regarding kindergarten and the default budget.

4) School Board Members' Comments

a) Student Representative Comments

Mr. Clark reviewed student elections and government with the Board. Student Council held a Welcome Freshmen Day; an Open House with a great turnout of both parents and students; and recently held a Pep Rally. Mr. Clark thanked the Senior Class Officers for their efforts to create a positive spirit in the school. Also held were inter-class competitions, chubby bunny, toilet paper wrapped teachers, played password, the seniors ran a relay race, and we elected a homecoming court. A Seniors' College Night was held with a great turnout. The All A's Celebration was held last week. Mr. Clark thanked Dr. Cutler, Mr. Manseau, Mrs. Rothhaus, and all the staff involved for recognizing those students. He reported that a student forum was held today and discussed and defined the core values of CHS. They are planning a school-wide competition where the grade levels and advisories define what the core values mean to them and select one as our motto for the year.

Ms. Lajoie reported on CHS sports. She indicated that the Girls' Varsity Soccer Team is 14-1 and will finish in second place. The Boys' Varsity Soccer Team is in fifth place 10-3-2. The Volleyball Team is 9-7, Cross Country Team will be running their State meet at the Derryfield School in Manchester, and the Football Team is 5-1 in third place.

Mr. Clark reported upcoming events: Trebuchet Day will be next Friday at 1 p.m., Student Council will go on the Waterville Valley Trip on November 7-8, Musical "Seussical" will be held on November 14 & 16, National Honor Society inductions are on November 20, and attended a regional meeting at Londonderry High School.

Mr. Miller asked the Student Representatives their opinion of homecoming in relation to the number of participants. Ms. Lajoie commented that in the past there has been a problem with school spirit at CHS, but she feels that, in light of recent activities, things are moving in the right direction. Board members briefly discussed the traditional activities of homecoming, as well as other activities that raise school spirit.

Mr. Clark commented that CHS did not host Make a Difference week this year because the Hudson Knights of Columbus did not help sponsor the event. He asked if an inter-district food drive would be of interest to the Board. Board members were very interested in hearing a proposal.

b) Board Member Comments

There were no Board member comments.

c) Grants, Partnerships, & Donations Committee: Member Appointment

Dr. Cutler explained that Mrs. Beauregard has been working on the Grants Committee and is presenting two candidates to be appointed to the committee.

Mrs. Couture made a motion to approve the appointment of Cindy Hansberry and Laurie Barry as members to the Grants, Partnerships, & Donations Committee. Mr. Boehm seconded. The motion carried 4-0-0.

5) **Community Input**

There was no community input.

6) **Principals' Reports**

Mr. Schlichter reported that GMS finished the NECAP tests and was pleased with the enthusiasm and effort the students put into taking the test. He also reported that two exceptional students were identified through NWEA testing at GMS. GMS will be piloting a program for Gifted & Talented students called Renzullo Learning from the University of Connecticut. It is a home-based online software program with resources for online mentors and tutors from the University of Connecticut. We will be looking to expand it in the future. Mr. Schlichter noted that there have been some new registrations from the private school sector.

Mr. Lecklider reported that the LMS Boys Soccer team lost their semi-final today. They had a great season. NECAP testing has been completed at LMS. Mr. Lecklider reported that the Best Group teachers met with a group of students that established goals for the year. He noted that students were motivated to achieve their goal when taking the NECAP this year. Mr. Lecklider announced that Lynn Ellis, Guidance Counselor at LMS, introduced a program called Mix It Up Lunch Day, where students are encouraged to sit with different students. The program is designed to help students identify and understand cliques. Mr. Lecklider mentioned that the LMS Student Council has up to 60 members and is divided into committees. Although there are no elected officers, there are students who take on leadership roles. Mr. Lecklider mentioned that he held a Parent Forum this evening that went well.

Mr. Miller invited members of the LMS Student Council to a future meeting.

Mr. Manseau reported that today CHS kicked off their NH Scholars program, in which there are 25 students signed up to date. Students were treated to a speaker with the theme "Making it Count". He also reported that at the Parent Forum this evening he demonstrated the Career Cruising online tool (www.careercruising.com) for use by students at CHS, which he would like to have students begin using. Mr. Manseau also announced that Mr. Perreault was an award recipient in Picture in America; Alison Lajoie was named the Commended Student in the National Merit Scholarship; Michael Clark received a certificate of achievement for Excellence in Economic Understanding. Mr. Manseau indicated that the CHS website has been updated often and have uploaded images in the Cougar gallery. In Adult Education, Session I is wrapping up and Session II is beginning soon. PSAT's were held last weekend where 74 students participated. Mr. Manseau reported that he, Mr. Grieve, and Mrs. Reilly performed a skit to encourage junior students to take the NECAP more seriously.

7) **Curriculum Report**

1) Curriculum Report

Ms. Lecaroz delivered her curriculum report. She highlighted a professional development program called "Teachers Teaching Teachers", in which teachers with specialized skills that are providing free professional development for teachers who want to enroll in the programs. Included in the packet are the course offerings, which focus on technology. Courses included: Word & PowerPoint in your Classroom, Digital Storytelling for Student Portfolios, Increasing Productivity, Grade Quick and Edline, Learning with ADD & ADHD, Differentiated Teaching, and Quia in the Classroom.

2) Curriculum Development Review Cycle

Ms. Lecaroz presented the revised Curriculum Development and Review Cycle to the Board. She explained that Reading/Language Arts was moved up as the middle school has not replaced its resources in eight years and in light of the middle school reading scores.

Board members requested that under the heading Revise/Develop a subheading be listed as Budgeting, under the heading Pilot the subheading be listed as Purchasing, and under the heading Implement the subheading be listed as Using.

Mrs. Couture made a motion to approve the revised Curriculum Development & Review Cycle. Mrs. Beauregard seconded. The motion carried 4-0-0.

Mr. Miller requested that the approved Curriculum Development & Review Cycle be presented with the FY10 Budget to the Budget Committee.

8) **Recommended Action**

a) **Business Affairs:**

1) Draft School Board Minutes:

a) Public Minutes of September 10, 2008

Minor revisions were made to the minutes.

Mrs. Couture made a motion to approve the minutes as amended. Mr. Boehm seconded. The motion carried 4-0-0.

2) 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's packets.

2) Community Engagement Plan Update

Dr. Cutler reported that the LMS Friends of Music would like to host the School Board at their November 20 meeting at 7:00 p.m. Mrs. Couture and Mr. Boehm will attend the meeting.

3) October 1st Enrollments

Dr. Cutler discussed District enrollments with the Board. As of October 1, 2008, the District enrollment total was 1,595. The October 1st enrollment report will be forwarded to the Budget Committee.

10) **Committee Reports**

a) Budget Committee

Mr. Miller reported that the Budget Committee spent most of their meeting on the Highway Department budget.

b) SERESC

Mr. Boehm reported that Dr. Cutler and he attended the SERESC meeting. They held a presentation on video conferencing. SERESC has purchased the software, hardware, equipment, and program resources and is offering use of the service to school districts for a fee for a license at \$1250 per year. He noted that it is a web-based program. It would be useful for students who may not be able to attend classes to participate in class, or for staff members who cannot attend an educational conference, or Board meetings. Mr. Boehm pointed out that it would be cost effective for home-based students who need to be tutored.

Dr. Cutler indicated that Timberlane is piloting the program and finds that is very useful for staff who cannot leave the building, but must participate in a meeting or conference. She commented that it is worth considering.

11) **Policy Discussion**

a) Use of Students in Non-School Information Program (KDCB)

Dr. Cutler reviewed the policy and the District's legal counsel's response to the concern over press reports of a lawsuit challenging Hudson's refusal to allow the distribution of flyers about a religious class. The concern of the attorney was that Litchfield's policy may be too vague [open]. His suggestion is to limit the distribution of non-school district notices to Litchfield. He suggested inserting the following in the first sentence of the policy:

'Only notices from the Litchfield School District, Federal, State, or Local government entities, nationally affiliated PTO's operating within Litchfield, and other non-profit organizations located in and operating in Litchfield or community organizations with a principal place of business within the Town of Litchfield may distribute information via students. Notices from such organizations will be distributed via students provided that:'

Dr. Cutler indicated that it is somewhat restrictive, but still addresses distribution of non-district information via students.

Mr. Miller was concerned over the clarification of a non-profit organization in relation to political organizations. Dr. Cutler will seek a clarification from the District's legal counsel. The policy will be revised and brought back to the Board at its next policy session.

12) Old Business

1) NHSBA Resolutions

Board members reviewed the NHSBA resolutions and discussed them briefly. Board members felt there was nothing new to submit.

13) 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 8:50 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. Mr. Boehm seconded. The motion carried by roll call: Mr. Miller, yes; Mr. Boehm, yes; Mrs. Beauregard, yes.

14) Return to Public Session

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

15) Adjourn

Mr. Boehm made a motion to adjourn the meeting at 9:10 p.m. Mrs. Couture seconded. The motion carried 4-0-0.

16) Upcoming Meetings

> *Litchfield School Board: November 5, 12, 19, 2008 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn
School Board Secretary