

*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**

**April 23, 2008**

**(approved as amended 5-14-08)**

Present:

Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Ralph Boehm, Board Member  
Mrs. Pat Jewett, Board Member  
Mrs. Dot Beaugard, Board Member  
Dr. Elaine Cutler, Superintendent  
Ms. Amanda Lecaroz, Director of Curriculum & Instruction  
Mr. Steve Martin, Business Administrator  
Mrs. Deb Mahoney, Director of Human Resources  
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 6:31 p.m.

**2) Presentations to the Board**

~ Robotics Proposal, Pat Kaplo

Mr. Kaplo, a CHS Physics teacher, presented a proposal for a robotics team at CHS. He explained that FIRST (For Inspiration & Recognition of Science & Technology) robotics competition was founded by local scientist and entrepreneur Dean Kamen in 1992. FIRST programs are active and successful in several surrounding school districts. Mr. Kaplo indicated that funding for a FIRST team requires a \$10,000-\$12,000 annual commitment. Grant funding and funding from area corporations would defer the operational costs. He explained that the CHS FIRST team would meet once a week starting in November to develop skills sets specific to robotics (i.e.: wiring, soldering, circuits, machine processes, etc.). The official season runs or 10 weeks, from January – April. Beginning in January, the team would meet every day from 2:30-5:30 p.m., including some Saturdays. Two faculty coaching positions would also be required. The goal of the program is to build a robot each year to compete in the regional competition in Manchester. The program has the potential of bringing high stakes engineering challenges to both students and their community partners in a competitive environment.

Board members were concerned about the potential for a loss in education funding and how that would impact new programs in the District. Dr. Cutler explained Board members' concerns with the potential loss in education funding to Litchfield and the financial burden of the retirement system bill.

Mrs. Couture indicated that she was in favor of the proposal and felt that the program costs could be deferred by funding from area companies and outside sources.

***Mrs. Couture made a motion to authorize Mr. Kaplo to go forward in the 2008-2009 school year with a survey of the FIRST program and pursue grants and donations to help fund the program. Mrs. Jewett seconded. The motion carried 5-0-0.***

Dr. Cutler thanked Mr. Kaplo for undertaking the project and commented that it is a wonderful opportunity for Litchfield students.

**3) Review and Revision of Agenda**

Revisions to the agenda included the addition of Kindergarten testimony under the Superintendent's Report; and Community Input after the Curriculum Report.

**4) School Board Members' Comments**

Mr. Boehm felt that the District offer a ¼ credit for Drivers' Education. Many CHS students go out of the district for drivers' education, which is identical to the course offered at CHS.

Mrs. Jewett suggested that the Board host a dinner meeting for the town committees (Selectmen, Budget Committee, Building Committee) on May 29, 2008 at 6:00 p.m. Board members and Dr. Cutler agreed.

**5) Principals' Reports**

1) GMS – 1<sup>st</sup> Grade Orientation

Mr. Schlichter reported on the GMS 1<sup>st</sup> grade parent information night, indicating that there was a video presentation for parents. He noted that it was well attended and there were many questions on transportation and lunches. He also reported that there will be a Screening on Friday.

2) LMS – Six Traits Writing

Mr. Lecklider reported that LMS held the Raider Run, which was well attended. Mr. Lubelczyk will be accompanying the students to Washington, D.C. this year. NWEA testing will begin on May 5 and the NECAP 8<sup>th</sup> Grade Science test will be held during the third week of May. He also reported that the Graduation promotion ceremony will be held on June 24 at 7:00 p.m. in the LMS gym, and DARE graduation will be held on May 13 at 8:30 a.m.

Mr. Lecklider presented a Six Traits Model for Writing Assessment as there is an area of concern in the NECAP writing assessment results. He explained that the six traits for writing assessment are: Ideas, Organization, Voice, Word Choice, Sentence Fluency, and Conventions. Teachers will be trained on the Six Traits Writing Assessment. Mr. Lecklider indicated that teachers will concentrate on certain traits for particular styles of writing and identifying areas of need.

Board members felt this model should be consistent throughout the District.

3) CHS

Mr. Manseau reported that the Student Council will be hosting Springfest and Field Day at CHS on Friday. He announced that a community member would like to make a donation to offset the expense of the event.

***Mrs. Couture made a motion to accept an anonymous \$500 donation to offset the cost of Field Day at CHS with much appreciation and thanks. Mr. Boehm seconded. The motion carried 5-0-0.***

Mr. Manseau also reported that Matt Palladino, a CHS senior, has submitted a plan for his senior project, which is linked to Arbor Day, and is proposing planting maple trees at specific locations on the CHS site. He shared the plan with the Board, which depicts the locations of the trees. A cherry tree will also be planted in memory of Scott Innes and Vincent Breen.

***Mrs. Jewett made a motion to accept the proposal with thanks. Mrs. Couture seconded. The motion carried 5-0-0.***

Mr. Manseau discussed course scheduling with the Board indicating that the goal is to distribute schedules by mid-July. The official make up day for seniors will be May 17 and will include a senior breakfast, an activity, and a senior project presentation seminar. Mr. Manseau reported that there was a safety search at CHS on April 17. Law enforcement officers commended the students on their behavior during the search on campus. He also reported that an 'All A's' celebration was held on April 2 and NECAP testing will be held May 20 and 21.

Mr. Manseau presented a clarification on high school credit for middle school courses, indicating that credit for middle school courses will appear under ‘previous credits’ on freshman report cards for the second semester, establishing a baseline with a grade requirement.

Mrs. Lecaroz further clarified that the State criteria has changed and Computer Literacy at the middle school level is no longer considered high school work and will not satisfy any part of credit for Computer courses in high school. 8<sup>th</sup> graders will no longer be awarded the ½ credit for the middle school course.

Mr. Miller suggested communicating the change in criteria to parents. Mr. Lecklider indicated a letter will be sent home for clarification in all levels and faculty will be notified as well. Mr. Boehm noted that the policy will have to be amended.

**6) Curriculum Report**

1) Proposed Math Curriculum

Ms. Lecaroz distributed and reviewed the proposed Math curriculum for grades K – 12. She explained that revising the math curriculum has been a year long process for the curriculum team. The number of Grade Level Expectations (GLE’s) have been notated with each objective for each grade level and is user friendly. She further explained that a more integrated approach is being considered at the middle school. Ms. Lecaroz reported that the middle school team met with different vendors and will be choosing their resources.

Board members discussed the proposed curriculum at length and were agreeable with the proposal overall. Mr. Miller queried about posting the objectives on Edline. Ms. Lecaroz indicated that essential standards for all grades are being identified and written in ‘student language’, which will be provided for parents. The curriculum will be posted on the District website.

Ms. Lecaroz also provided additional information regarding high school math programs around the State and NECAP proficiencies in math that the Board requested previously. She explained that it is not effective collaboratively for a math department to offer more than one math program. When questioned on the findings of professional development programs in relation to blended math curriculum, Ms. Lecaroz indicated that Bow has a significant professional development program in math with blended math curriculum. She included a graph of the percentage of students that scored proficient or below in integrated vs traditional math and reported that Litchfield is the only school district that offers two math programs, hence the recommendation for the blended math proposal.

Board members requested that the math courses be retitled as Integrated (i.e. Integrated Algebra, Integrated Geometry, etc.). Mrs. Beauregard commented that she supports the blended math program and feels we are headed in the right direction.

***Mrs. Couture made a motion to approve the proposed Math curriculum for grades K-12 as amended. Mr. Boehm seconded. The motion carried 5-0-0.***

**7) Community Input**

There was no community input.

**8) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of April 9, 2008

There were some minor revisions to the minutes.

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

2) Energy Buying Group

Mr. Martin presented a proposal for Beacon Integrated Solutions and Axcess Energy Group (Beacon/Axcess) to provide comprehensive energy supply advisory and procurement services to the District as part of a multi-district buying group. Advisory services would provide a methodical approach to planning and execution to

receive the best energy value, inclusive of price, risk management, quality of service, and revenue generation. Energy Procurement services would assist in implementing competitive commodity procurements for electricity, natural gas, fuel and wood products for its facilities. The general oversight and management of the Buying Group would be committed to a collaborative effort to planning, execution, and advisory of energy commodity services.

Mr. Martin explained that membership in the Buyers Group would yield benefits to Litchfield that would reduce per unit prices through volume bidding, flexible bid options, and market intelligence. The cost of membership is annual: \$3,400 for Energy Supply Advisory Services and Buying Group Oversight & Management; \$2,250-\$2,750 for Energy Procurement. The total [\$5,650 - %6.150] is between 1.1% and 1.2% of the 2009 energy budget of \$509,000.

Mr. Martin reported that he spoke with Mr. Frank Byron, Selectman Chair, about inviting the town to benefit from the District membership [with no cost for membership to the town]. He will present an invitation to the Selectmen at their next meeting.

Board members felt the energy buying group membership was beneficial to the District.

***Mr. Boehm made a motion to approve the SAU's membership in the Energy Buying Group. Mrs. Couture seconded. The motion carried 5-0-0.***

3) Manifest

The manifest was circulated and signed by the Board.

9) **Superintendent's Report**

Dr. Cutler requested that the May 28 Board meeting date be changed to May 21 because the high school has scheduled a Spring Concert that was planned a year in advance for May 28. The Board members agreed to the meeting date change.

1) Superintendent's Report

The Superintendent's Report was included in the Board members' packets.

2) NH Retirement System Update

Dr. Cutler reported that she, Mr. Martin, Mrs. Mahoney, and members of the Board attended a dinner that was held by the Local Government Center to discuss the impact of HB 1645 relative to the NH Retirement System.

Mr. Martin indicated that New Hampshire Retirement System is under funded and towns/school districts can expect a significant increase in the retirement cost next year. If HB 1645 passes, the FY10 budget would increase by \$93,000 in retirement costs. If HB 1645 does not pass, the FY10 budget would increase by \$285,000.

Dr. Cutler urged the public to call their Representatives and Senators and ask them to support HB 1645.

***Mrs. Couture made a motion for the Litchfield School District to support the NH Municipal Association litigation against additional retirement costs. Mr. Boehm seconded. The motion carried 5-0-0.***

3) Update on Emergency Planning

4) Emergency Plan for GMS

The above two items were deferred to the May 14 meeting.

5) Education Funding Testimony

Dr. Cutler and Mr. Boehm testified in Concord to Education Funding on April 21. Copies of the following testimonies were included in Board members' packets: Dr. Cutler, Mr. Boehm, and Mrs. Beauregard. Mr. Boehm suggested that the Superintendent contact Governor Lynch to request a meeting with the Board to

discuss the impact of Education Funding on Litchfield. It was also suggested that a letter be drafted and mailed to the Governor as well.

10) **Old Business**

- 1) **Policies: 2<sup>nd</sup> Reading/Approval**  
a) Extended Learning Opportunities (IHBH)  
b) Summer Activities (IHCA)  
c) Alternative Credit Options (IMBC)

*Mrs. Couture made a motion to approve the Extended Learning Opportunities, Summer Activities, and Alternative & Interdisciplinary Credit Options policies. 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.]*

*Mrs. Couture made a motion to go into non-public session at 9:50 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 10:54 p.m. Mrs. Jewett seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.*

13) **Adjourn**

*Mrs. Couture made a motion to adjourn at 10:55 p.m. Mrs. Beauregard seconded. The motion carried 5-0-0.*

14) **Upcoming Meetings**

> *Litchfield School Board: May 7, 14, 28, 2008 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Secretary