

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 23, 2008

(approved as written 2-13-08)

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, Interim Superintendent
Mr. Steve Martin, Business Administrator
Martin Schlichter, Principal GMS
Tom Lecklider, Principal LMS
Robert Manseau, Principal CHS
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 6:33 p.m.

2) Review and Revision of Agenda

There was one revision to the agenda: under Superintendent's report: Potential Mandate Litigation.

3) School Board Members' Comments

Mrs. Jewett commented that both concerts at LMS and CHS were excellent.

Mrs. Couture mentioned that she attended the NHSBA Delegates Assembly held on January 17. She offered to share the information she received with the Board at a future meeting.

4) Student Representatives' Comments

The Student Representatives did not attend the meeting.

5) Principals' Report

Mr. Lecklider reported that the girls' basketball team is undefeated and in the playoffs; the boys' basketball team has a record of 6 wins and 2 losses and the team is in the playoffs, as well. He congratulated both teams and coaches. The LMS Student Council has started a recycling program and is planning a beautification project for the front of the school, contacting local businesses for plant donations. The 5th grade has teamed up with Scholastic who is challenging schools to read books. For every 100 books read, Scholastic will donate money in the school's name to a particular agency [charity]. The students are very excited about it and have read more than 100 books.

Mr. Lecklider reported that the new NWEA reports were mailed home yesterday. Compared to the former test students have shown growth and will be tested again in the Spring. The faculty is using the test results to guide their instruction. Mr. Lecklider also gave the Board an update on the Academic Assistance Program, which is a program for students who have trouble with homework and staying organized. Teachers can recommend students into the program, which is going very well and is growing.

Mr. Lecklider also reported that three new clubs are being piloted for students who are interested: News, Current Events, and Trivia. Destination Imagination is made up of a small 5th grade team that we would like to expand to other grades next year.

Mr. Boehm asked about the after school program. Mr. Lecklider responded that Barbara Cooper has taken over for Bill Roy [Nashua Boys & Girls Club] and is working out well. She has great vision for the program.

Mr. Schlichter thanked Board members for their kind wishes for his family during a difficult time recently. He reported that things are going well at GMS. The Peaceful Playgrounds program data is being examined and shows that students are working out their issues. Also planned for this year is Kids Voting and naming the GMS mascot (tiger). NWEA test results were sent home today. Mr. Schlichter also reported that Dr. Cutler had principals go through an exercise at their December Administrative meeting that focused on challenges. He explained that staff was grouped in teams and they were told to list and rate three things they did well as a school and three things they saw as challenges for the school. At the January faculty meeting we talked about the changes we could make internally and those we cannot control. There were two major focus areas: the teacher mentoring program and a need for an enrichment program for higher achieving students. Mr. Schlichter observed that what was discovered was that administrators' priorities and perceptions were somewhat different from the teachers' responses.

Mr. Miller queried about support for elementary students in Math. Mr. Schlichter indicated that elementary Reading scores are solid, but Math scores are a bit lower. The Math curriculum is in the process of being revised. He added that we are currently participating in a broad math research study with McGraw Hill Publishing Co.

Dr. Cutler commented that we may be looking at a school based Math specialist position next year. The District needs to address higher performing groups and give students an optimal learning experience. Mrs. Couture noted that it would be nice to have an enrichment program for higher achieving students and we should encourage teachers to grasp the opportunity.

Mr. Manseau reported that this is exam week at CHS. It is very important that we make sure our curriculum is aligned with our expectations. He commented that when we receive the NEASC report, they will probably ask us to provide assessments that demonstrate that our students can write effectively. Mr. Manseau also reported that there is an exhibit of art work of students who received Gold Key awards for their portfolios at Pinkerton Academy. A total of 26 students statewide were awarded and two are from CHS. Also, four students from CHS were nominated for Scholar awards.

Mrs. Couture commented that the finals schedule and the planning was wonderful. It was very helpful to know the preparation in advance.

6) Community Input

Legislative Update: Definition of an Adequate Education – Lynne Ober

Lynne Ober, NH State Representative on the House Finance Committee, addressed the Board. She complimented the Board on their bond hearing presentation. Ms. Ober presented information from a briefing on defining an adequate education. She indicated that the Kindergarten proposal anticipates 20-24 students per classroom for a half-day program, a teacher salary of \$33,000, and a custodian salary of \$30,000. If a district does not have the space when Kindergarten is supposed to begin, it has been recommended to the Legislature that State fund the portables necessary for three years, as well as the installation of the portables. Mr. Murdough stated to Ms. Ober that if a district does not have a supporting septic system for the portables, the State will be required to fund it. She also noted that if enrollment is between 0-1000 only one administrator will be needed per building. When the legislature considers adequate education, they will be considering how many teachers they will perceive you will need and not how many you will actually need. Ms. Ober commented that these requirements are going to be shocking when they determine the cost. The report will be forthcoming from the community.

Ms. Ober also briefly discussed the impact of the previous Kindergarten vote in Litchfield as relates to RSA 28A [State funding of a mandate].

Mr. Miller and the Board members thanked Ms. Ober for her presentation.

7) Recommended Action

- a) Business Affairs

- 1) Draft School Board Minutes:
 - a) Public Minutes of January 2, 2008

Mrs. Jewett made a motion to approve the minutes as written. Mr. Boehm seconded. The motion carried 5-0-0.

- b) Public Minutes of January 9, 2008

The minutes were amended to reflect, under Business Administrator's Report, that Mr. Martin and Mrs. Mahoney met with a vendor to discuss the possibility of the contracting the vendor to handle the District's 403b plan.

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

- c) Bond Hearing Minutes of January 11, 2008

The minutes were amended to reflect the correct date, pledge of allegiance, and a wording correction to a comment at the top of page 3: 'Mrs. Couture noted that an average yearly cost of more than \$100,000 has been spent on repairs at GMS.

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

- d) Public Minutes of January 11, 2008

The minutes were amended to reflect that Mr. Martin was not present for the meeting.

Mrs. Couture made a motion to approve the minutes as amended. Mrs. Beauregard seconded. The motion carried 3-2-0, with Mr. Boehm and Mrs. Jewett abstaining.

- 2) FY07 Audit Report

Mr. Martin distributed the audit report and highlighted the major points and changes. He explained that the new standards reflect that it is the District's responsibility to have staff that is capable of issuing the audit report and that auditor only assist in the process.

Mr. Martin reported that the CHS chimney repairs are completed. He sent Harriman the results of the test on the chimney exhaust. He added that the District will sign off on the project when an acceptance letter from Harriman is received.

- 3) CHS Traffic Update

Mr. Martin reported that the NRPC reviewed all the data from the traffic study at CHS and the layout that was temporarily implemented to alleviate problems. The NRPC queried about the effectiveness of the temporary solution. Mr. Martin asked the NRPC if they would observe the morning and afternoon temporary solution and share their concerns with the District prior to their meeting at the end of January. Mr. Martin indicated that there are two options: make the temporary solution work, or agree to the NRPC's first proposal allow two way traffic at the South entrance of the CHS parking lot.

Mr. Miller commented that parents are not able to pick up or drop off students on the North side of CHS and there is limited parking in South parking lot.

Mr. Martin distributed the Budget Committee's final reductions to the FY09 School Board operating budget and explained their changes. Mr. Miller reported that he attended the Budget Committee meeting that immediately followed the January 11 Budget Hearing and presented a case to reinstate administrators' salary increases that the Budget Committee had previously reduced. The Budget Committee agreed to the reinstatement.

- 4) Board Signatures: FY09 Warrant Articles

Mr. Martin distributed Warrant Articles for Board member signatures.

- 5) Board Signatures: FY09 Default Budget

Mr. Martin distributed the FY09 Default Budget for Board member signatures.

6) Manifest

The manifest was circulated and signed by the Board.

8) **Curriculum Report**

Dr. Cutler presented the curriculum report for Ms. Lecaroz who is attending classes for the next 3 weeks. Dr. Cutler commended Ms. Lecaroz' work. She commented on the assessment meeting scheduled for January 29. She added that the District has many good initiatives that we need to move forward and focus on student achievement.

9) **Superintendent's Report**

a) December 2007 Enrollment and Incoming First Grade Registrations

Dr. Cutler reported that the District enrollment is 1,647 and there are currently 89 first grade registrations.

b) Superintendent's Report

Dr. Cutler distributed the Superintendent's report and highlighted what was done at the Administrators' meetings: the development of a Principal/Assistant Principal evaluation instrument, NWEA parent notification, and the Alert Now system implementation.

c) Kindergarten Inquiry for 2008 & 2009

Dr. Cutler informed the Board that a survey was sent to parents, which is meant to determine potential Kindergarten age student enrollment for the fall of 2008 and 2009. A database has been established noting that there were 55 responses for potential Kindergarten students for fall 2008 and 59 for fall 2009; 57 responses of interest in Kindergarten; 10 noting no interest in Kindergarten. Dr. Cutler also reported that area Day Care establishments will help by providing a shuttle for these potential students.

d) Potential Mandate

Dr. Cutler reported that she received word from the NH Local Government Center that there is potential litigation regarding the NH Retirement System mandate for increased contributions from municipalities and schools. Commitments for contributions from school districts and municipalities toward the potential litigation would help eliminate additional employer contributions to the retirement system. She added that this is an unfunded mandate and suggested the Board review the documentation. Mrs. Couture indicated that this subject was commented on at the NHSBA Delegates Assembly and offered to share the information she received with the Board at a future meeting. This item will carry over to the February 6 agenda.

10) **Committee Reports**

1) **Budget Committee**

Mr. Miller reported that the Budget Committee agreed to his recommendation to reinstate administrators' salary increases. He added that when discussing the Town budget, he voted against the proposed fire station due to a lack planning and because he felt the Budget Committee did not apply the same scrutiny to the proposal for the new fire station as they did with the proposal for the new elementary school.

2) **Information Meeting**

Mr. Miller commented on the Informational Meeting held on January 16, which Board members attended. Dr. Cutler asked Mr. Schlichter and Mr. Lecklider if the PTO would sponsor an information meeting. Mr. Miller noted that a parent that attended the January 16 meeting offered to host a meeting. The Board discussed other methods of communicating the proposal for the new elementary school.

3) **Selectmen**

Mrs. Jewett reported that the Town held their Bond Hearing and proposed a new fire station. The draft report from the Municipal Resource Institute has been sent to the Selectmen and will be discussed at a meeting on February 5. She also reported that warrant articles will include: a proposed guardrail on Albuquerque Avenue, Corning Road drainage using the Highway Block Grant, a proposed new fire station, culverts on three roads, and a petition article to take \$400,000 out of the Conservation Fund. Mrs. Jewett also noted that the Mosquito Control District is unfunded in the Town budget.

4) Cable Committee

Mrs. Couture reported that the Cable Committee is working with a CHS student as part of a Sophomore project. Stipends will be paid to people who film meetings. The Cable Committee is increasing interactivity with cameras in order to provide better viewing opportunities for the community.

11) Old Business

a) Safe School Zone Notification for Student/Parent Handbooks

The Board reviewed and agreed on the revised Safe School Notification for student/parent handbooks.

b) Policies: 1st Reading:

1) Safe School Zone Policy & Procedures (JFCJ)

Mrs. Couture made a motion to approve the Safe School Zone Policy & Procedures for a 1st Reading. Mrs. Beauregard seconded. The motion carried 5-0-0.

c) Policies: Amended 2nd Reading & Approval

1) Administrative Procedure to Accompany Student Conduct, Discipline, Due Process, and Pupil Safety & Violence Prevention Policies (JICD-R)

Mrs. Jewett made a motion to approve the procedures for a final approval. Mrs. Couture seconded. The motion carried 5-0-0. 0

12) Community Input

There was no community input.

13) Correspondence/Information

>Gym Usage GMS, LMS, CHS

Dr. Cutler distributed information regarding gym usage at all three schools for Board members' review.

>Citation from Governor Lynch

Mr. Miller shared a citation from Governor Lynch to the CHS Girls Fall Spirit Team congratulating their success in winning the Fall 2007 Class M-S Championship.

>Scholastic Arts Awards for CHS

Mr. Miller repeated Mr. Manseau's announcement that the work of several CHS art students are part of an exhibition at Pinkerton Academy.

>Write Stuff Publication from GMS

Dr. Cutler shared the publication with Board members.

>Litchfield Adult & Community Education Program

Dr. Cutler shared with the Board a copy of the Adult & Community Education Program application that was mailed to residents.

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

Mrs. Jewett made a motion to go into non-public session at 8:55 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. Mr. Boehm seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mrs. Beauregard, yes; Mr. Boehm, yes; Mrs. Jewett, yes.

15) Return to Public Session

Mrs. Couture made a motion to return to public session at 9:58 p.m. Mrs. Jewett seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mrs. Beauregard, yes; Mr. Boehm, yes; Mrs. Jewett, yes.

Mr. Martin reported that he sent a letter to the Selectmen to request the approval of Impact Fees.

16) Adjourn

Mrs. Couture made a motion to adjourn at 10:00 p.m. Mrs. Jewett seconded. The motion carried 5-0-0.

17) Upcoming Meetings

>Litchfield School Board: February 6, 13, 20, 2008 - 6:30 PM - CHS Media Room
February 9, 2008 - 2:00 PM - Deliberative Session - CHS Auditorium
February 9, 2008 - Tentative Board Meeting Immediately Following
Deliberative Session

Respectfully submitted,

Michele E. Flynn
School Board Secretary