

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
May 24, 2006
PUBLIC SESSION
(approved as amended 6/7/06)

Present:

Mrs. Cindy Couture, Chair
Mrs. Dot Beauregard, Vice Chair
Mr. Ralph Boehm, Board Member (excused)
Mr. Dennis Miller, Board Member
Mrs. Pat Jewett, Board Member
Ms. Catherine Hamblett, Superintendent
Mr. Stephen F. Martin, Business Administrator
Mrs. Michele E. Flynn, School Board Secretary

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

Mrs. Couture called the meeting to order at 5:33 p.m.

2) Review and Revision of Agenda

There were no revisions to the agenda.

3) Work Session

>Board Goals 2006-2007

Mrs. Couture opened the discussion of the Board's goals over the past year. She explained that the focus is on accomplishments and to gather information and ideas for new goals. She shared a copy of the Board's goals from 1994, which was a three year plan. While reviewing the goals and status of the benchmarks, Ms. Hamblett interjected recommendations to the Board Goals. Mrs. Couture explained that many goals are ongoing, but the Board has made many achievements. For example, strides have been made in a plan for GMS; gains were made in the distribution of technology with current resources and is ongoing; the Partnerships, Grants & Donations Committee had its first successful meeting, but there is a need for members; the Safety/Joint Loss Committee held its first successful meeting; the SAU space needs were given a place in the long range plan; small steps have been taken to improve accessibility to school libraries; the expansion of Technology Education; support for the curriculum revision cycle. Proposed new goals include coordinating English Language Arts benchmarks; coordination of high school and middle school instruction; personalized education; program for at risk students and high achieving students. Ms. Hamblett would like the Board to give consideration for the Follow the Child program suggested by the NH Department of Education.

Ongoing goals include Health curriculum, a district-wide guidance plan, reviewing the implementation of the new Reading program to determine its success, working on emergency procedure plans district-wide coordinating with the town emergency plans, and community input to prioritize District needs; accreditation at CHS is moving forward, but lapsed at GMS and LMS because of budget restraints; communication with a district newsletter; website updating; maintaining open lines of communication; and a middle school after school enrichment program.

Goals to be met include drug and alcohol use/awareness programs, data analysis on grade distribution at middle school, an audio/visual coordinator, bringing cable programming into the schools, GMS/LMS websites need more activity and an Adult Education Program for community members and specific high school students.

4) Principals' Reports

Mrs. Couture asked the Principals to share their thoughts on the Board's goals.

Mr. Lecklider commented that technology is still a critical need at LMS, although the lab for the computer literacy program has been much appreciated. He would also like to see more growth with staff/faculty using the technology they are receiving. He also mentioned that a wireless lab would help with MAPS testing. The after school enrichment program piggy backs off of Board goals and is one avenue to use to strengthen students' participation and support of the school. He would like to continue PBIS; mentioned a need for more staffing; the need for a middle school based summer program; and would like further discussions with high school staff to help make the eighth grade transition to high school a smooth one.

Mr. Schlichter noted that the Board goals are encompassing. He suggested that the Board should have fewer benchmarks. He commented that it is better to do a few well rather than do a lot poorly. He shared that the Board should continue to be vigilant with class size in order to implement personalized instruction. He feels a need for public kindergarten and facilities is a major concern – there is a critical need for storage and class space. He also suggested that the Board think about a goal focused on attracting and retaining administrative staff in district.

Mr. Parent agreed with Mr. Schlichter that it would be better for the Board to have fewer goals. He shared that there are critical staffing needs; class sizes should be kept at workable numbers; expand the curriculum; and more dialogue between the schools is needed.

Mrs. Couture suggested implementing a three-year plan for goals. Ms. Hamblett noted a three-year plan would assist to target budgeting. Board members suggested goals including specific goals for the evaluation of the Superintendent; to enhance the trust level of the Board within the community; an annual evaluation document to record yearly facility space utilization/future needs; an annual facility maintenance report; technology grants; feedback, recommendations, and costs for long term space needs; review plans/application for kindergarten program and implementation; revise language/wording of the goals; a Schools to Careers Program at the middle and high schools; continue to work with the cable committee and develop programming for the Litchfield Education Channel; increase the publication of the district newsletter and updating the website; an Adult Education Program; and an analysis on per pupil cost, facilities age, and salaries compared to surrounding districts.

Mrs. Jewett agreed to have fewer goals and do a good job. She noted that the Board has too many and it is time to focus and prioritize. Mrs. Beaugard noted that many benchmarks are ongoing.

5) Recommended Action

a) Business Affairs

1) Year-End Expenditures

Mr. Martin reviewed year-end expenditures with the Board. He noted that the swale work needs to be discussed with the Department of Environmental Services before it can be done. He noted that Roland Bergeron has been talking with Keith Trott about the condition of the swales. He gave an update on the status of budget related items to be completed or to be included in year end expenditures. Mr. Martin recommended cleaning the swales, but he does not recommend spending for the GMS carpets, the flagpole, or the CHS athletic cardio equipment.

Mr. Miller made a motion authorizing the SAU Office to use projected year-end funds, if available, to pay for cleaning the swales at GMS and purchasing furniture and equipment as recommended, as well as identified items that were part of reductions to the 2006-2007 operating budget. Mrs. Beaugard seconded. The motion carried 4-0-0.

2) Timeline for GMS Renovations RFP

A meeting is scheduled on June 5th to scope out the work.

3) Manifests

The manifests were circulated and signed by the Board.

6) School Board Members' Comments/Committee Reports

1) Building Committee – Draft Mission Statement

Mrs. Couture introduced a draft of a mission statement for the Building Committee. The main points are to develop elementary space alternatives with all costs; determine the best educational and economic option; and prepare a

recommendation to School Board. Expanding on the main points, Mrs. Couture indicated that the Building Committee will assess space needs at elementary and middle schools; determine renovation/construction costs/site development/off-site developments; long term maintenance/operating costs for each alternative; select a plan that meets short/long term needs and is cost effective and bring that plan to the Board.

Mrs. Beauregard made a motion to approve the revised Building Committee mission statement, with edits. Mr. Miller seconded. The motion carried 4-0-0.

Mrs. Jewett raised a concern that the community is worried about the development of commercial land in Litchfield. Mrs. Beauregard commented that the Nashua Regional Planning Commission stated that they underestimated the development of land at build out because it is likely that some land designated as commercial may end up as residential through a variance or other means.

7) New Business

1) Current School Calendar

Ms. Hamblett discussed the current school calendar with regard to the last day of school with the Board. She pointed out that the emergency time off (because of the flooding) was one school day missed. Although waivers are available, she does not recommend applying for one. She stated that waivers are put into effect for extraordinary conditions and there were communities that had greater damage resulting in the closing of schools for three to five days. These districts, she noted, should request waivers. Ms. Hamblett recommended moving the last day of school for students to June 20th. This does not affect graduation. The last day for teachers will be June 21st.

Mrs. Couture commented that she can see both sides of the discussion, but if the District implemented a waiver students could lose some instruction, and that is a major concern. She felt that the District should not ask for a waiver. Mrs. Beauregard, Mr. Miller, and Mrs. Jewett agreed with the Superintendent's recommendation. Mr. Schlichter commented that the message being sent to the students, staff, and community is that the Superintendent values every day the students are in school.

Mr. Dennis Perreault, speaking personally, feels nothing will be accomplished by extending school for a single day. He commented that the Board was extending the school year for sake of extending the school year. He commented that this will actually put a burden on teachers, making it more difficult for them because there will be more to do in less time by extending school year because of adjustments to the exam schedule. Mrs. Couture asked him if there were no snow days this year, how would teacher have accomplished grading exams and posting grades? Mr. Perreault answered that they would have to make time to do it.

Ms. Hamblett commented that she appreciated Mr. Perreault's comments. She noted that although teachers are contracted for 187 days, school calendars are prepared for 190 days. She wishes to maintain the integrity of the waiver process for extraordinary conditions.

8) Community Input

There was no community input.

The Board recessed at 8:04 p.m. to attend the CHS Spring Concert. The Board reconvened at 9:40 p.m.

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

Mrs. Beauregard made a motion to go into non-public session at 9:45 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. Miller seconded. The motion carried by role call vote: Mrs. Couture, yes; Mrs. Beauregard, yes; Mr. Miller, yes; Mrs. Jewett, yes.

10) **Return to Public Session**

Mrs. Jewett made a motion to return to public session at 10:26 p.m. Mrs. Beauregard seconded. The motion carried 4-0-0.

11) **Adjourn**

Mrs. Beauregard made a motion to adjourn at 10:26 p.m. Mrs. Jewett seconded. The motion carried 4-0-0.

12) **Upcoming Meetings**

>Litchfield School Board: June 7, 2006; June 21, 2006; June 28, 2006 - CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn
School Board Secretary