

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
April 26, 2006
PUBLIC SESSION
(approved as written 6/7/06)

Present:

Mrs. Cindy Couture, Chair
Mrs. Dot Beauregard, Vice Chair
Mr. Ralph Boehm, Board Member
Mr. Dennis Miller, Board Member
Mrs. Pat Jewett, Board Member
Ms. Catherine Hamblett, Superintendent

1) **Public Session – Call to Order - 6:30 p.m. -Pledge of Allegiance**

Mrs. Couture called the meeting to order at 6:31 p.m.

2) **Review and Revision of Agenda**

There were no revisions to the agenda.

3) **Presentations to the Board**

There were no presentations to the Board.

4) **Recommended Action**

a) **Business Affairs**

1) Draft School Board Minutes:

a) Public Minutes of April 12, 2006 (Attachment #1)

Corrections included a spelling error and the rewording of the phrase "In other words...." to "In addition...".

Mr. Miller made a motion to accept the minutes as amended. Mrs. Jewett seconded. The motion carried 5-0-0.

2) Verification of Vehicle Ownership

Ms. Hamblett explained that First Student wishes to sell a bus, which originally belonged to Litchfield School District, but was transferred or sold to the company. There is a little documentation except that the transfer occurred and First Student would assume responsibility for replacement. Documentation is needed from the District in order for First Student to sell the vehicle. Mr. Martin, in absentia, has requested of the Board the authorization to sign an affidavit stating that the Litchfield School District does not currently own the bus and the bus was provided to First Student in a contract dated June 30, 2000.

Mr. Boehm, a town Budget Committee member at the time, recalled the transaction and encouraged the Board to validate the ownership as First Student.

Mrs. Jewett made a motion to give the Business Administrator the authority to sign an affidavit validating the ownership of a previously District owned bus to First Student. Mr. Boehm seconded. The motion carried 5-0-0.

3) Manifest

The manifest was circulated and signed by the Board.

5) **Community Input**

There was no community input.

6) Superintendent's Report

The Superintendent asked Mrs. Jewett to share the success of a CHS student's (Jessica Straitmater) Earth Day observance. Mrs. Jewett shared that one hundred bags of trash were removed from along Albuquerque Avenue and side streets, and an additional twenty-two bags from Cutler Road. She complimented Jessica on her receipt of a donation of flowering bulbs from Home Depot, which Jessica planted at Darrah Pond, Campbell High School, and the Town Hall.

7) School Board Members' Comments/Committee Reports

1) Budget Committee

Mr. Miller reported that the Budget Committee will meet at the Town Hall on April 27, 2006.

2) Building Committee

Mrs. Couture reported that 125 personal letters of invitation had been sent for the May 2nd forum to gather community input following the March vote on the new, proposed grade 1-5 elementary school and potential purchase and sale of the Griffin Memorial School. Mrs. Couture acknowledged Mrs. Beauregard's and Ms. Hamblett's assistance in reviewing the draft PowerPoint presentation.

3) Legislative Report

Representative Boehm shared that although there was no discussion of educational bills, the "voucher bill" was sent to the Ways and Means Committee.

4) Selectmen

Mrs. Jewett shared that the office has received many calls about the re-evaluation and wanted to reassure community members that the assessors are rescheduling appointments as necessary. The re-evaluation should be completed in time to be reflected on next December's tax bills.

The Superintendent shared that Mr. Martin had been requested to attend last Monday's Selectmen's meeting. When Cecile Durocher had called to make the request, he had shared that the Board would not be meeting until tonight and would take up the matter at that time. Board members shared that the broadcast of the Selectmen's meeting had included a conversation prior to the meeting during which it was stated that there was no reason not to approve the Impact Fee request by the school as it was in keeping with the ordinance. Mrs. Jewett shared the concern in greater detail noting that she didn't want hard feelings [between the two boards], however, there was concern that receiving Impact Fees to pay for the bond was double dipping as the bond payment was budgeted. Mrs. Couture reminded Board members this was originally a December request by the School Board for Impact Fees in which the School Board was clear on the Board expenditure for specific items as defined within the ordinance. It was on advice from the town attorney and confirmation by the school district attorney that the School Board resubmitted the request to cover a portion of the Bond payment for Campbell High School. Mrs. Beauregard requested that the Board respond by sending a plain letter asking for approval of the impact fees. Mr. Boehm observed the apparent difficulty of the Selectmen in releasing impact fees for both the town and school district. Mrs. Couture confirmed the appropriateness of requesting impact fees for equipment related to increased enrollment as fiscally responsible rather than increasing the budget and cost to the taxpayer when impact fees are available for such use. The Superintendent reminded Board members that a hearing is held to accept the impact fees as confirmation of an increase in the appropriated budget. Mrs. Beauregard repeated that this particular request should be approved on Monday. Mrs. Couture shared a draft letter to be sent to the Selectmen. Mr. Miller made an edit to include the specific date of the next meeting as the date for requested approval of the request. School Board members agreed to send the letter.

Mrs. Beauregard shared with Board members work on the Partnerships, Grants, and Donations Committee draft guidelines and the tentative date for the meeting as Wednesday, May 17th.

Mr. Miller shared observations from his attendance at the State School Boards' Association orientation for new Board members. While the sessions were effective as an orientation for new Board members, he felt that they would be of interest to all Board members. The format included time for interaction and questions which was valuable. There were clear reminders that the School Board holds their meetings *in public*, that Board meetings are not interactive public meetings. During community input the Board members should receive comment without

response, in a sense, so these items can become future agenda items with notice. He encouraged resisting discussion with the public and between Board members regarding the community input or public comment. He also reviewed the judicial and legislative roles of the Board, the priority on policy making and then letting those you hire implement the policy thereby resisting a tendency to micromanage. Advice was given by the Association regarding a designated spokesperson for the Board to interact with media, not necessarily the Chair. The designation of one member ensures that the discussion with the media remains focused on the role of the Board and not reactions of individual Board Members as parents or taxpayers. He also learned that members can more frequently defer to the Chair within the Board meeting itself.

8) New Business

1) Discussion of RFP for Demographic Study of Litchfield

Discussion among Board members confirmed the need for such a study and the minimum use of current information from the Nashua Regional Planning Commission trends analysis and build out studies, as well as existing enrollment projections by the NHSBA.

2) Timeline for GMS Scope of Work Study

Mrs. Couture reviewed the Members' intent to release an RFP for the purpose of gathering estimates for renovation of GMS. A small group, including Steve Martin, Roland Bergeron and his Assistant Code Enforcement Officer, and Dan Cecil, Architect, will meet in May to bring to the Board a draft RFP document, which would be released in early June with a selection made by June 21st. Work would be expected to be completed over the summer to early fall. Impact Fee request to cover the expense of the work would need to be coordinated prior to July 1.

Mr. Boehm requested for a May meeting the cost per student with equalized tax rate to begin drafting clarification for taxpayers.

9) Old Business

1) Policies – 2nd Reading & Approval

a) Data & Records Retention (EHB, EHB-R)

The Superintendent requested the removal of the Data and Retention policy for further review before presenting for a second reading.

b) HIPAA Policy (GBJA)

c) Student Records/FERPA (JRA, JRA-R)

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

Mrs. Jewett made a motion to approve the HIPAA, Student Records/FERPA, and Use of Students in Non-School Public Information Program policies for a second reading and final approval. Mr. Miller seconded. The motion carried 5-0-0.

10) Community Input

There was no community input.

11) Correspondence

Mrs. Couture shared the drafted NHSBA resolutions and asked members to review them for the May 24th meeting.

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

Mrs. Couture made a motion to go into non-public session at 8:10 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: Mrs. Couture, yes; Mrs. Beauregard, yes; Mr. Boehm, yes; Mr. Miller, yes; Mrs. Jewett, yes.

Date: April 26, 2006
Campbell High School

Litchfield Board of Education
Public Session - 6:30 p.m.
Followed by Non-Public Session

13) **Return to Public Session**

Mr. Miller made a motion to return to public session at 9:10 p.m. Mrs. Jewett seconded. The motion carried by role call vote: Mrs. Couture, yes; Mrs. Beauregard, yes; Mr. Boehm, yes; Mr. Miller, yes; Mrs. Jewett, yes.

14) **Adjourn**

Mrs. Jewett made a motion to adjourn at 9:15 p.m. Mr. Miller seconded. The motion carried 5-0-0.

15) **Upcoming Meetings**

*>Litchfield School Board: May 3, 2006; May10, 2006; May 24, 2006 &June 7, 2006; June 21, 2006; June 28, 2006
- CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn
School Board Secretary