

*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**  
**March 26, 2008**  
**(approved as written 4-9-08)**

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  
Mrs. Ronda Gregg, Director of Special Services  
Mr. Steve Martin, Business Administrator  
Ms. Amanda Lecaroz, Director of Curriculum & Instruction  
Mr. Bo 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**

Dr. Cutler called the meeting to order at 6:31 p.m.

**2) School Board Reorganization**

1) School Board Welcome

Dr. Cutler welcomed returning Board member Mrs. Couture. She suggested Board members to begin to consider goals for 2008-2009.

2) School Board Nominations (move up to #2)

Dr. Cutler asked for nominations for Board Chair.

*Mrs. Couture made a motion to nominate Dennis Miller as Board Chair. Mr. Boehm seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

*Mrs. Beaugard made a motion to nominate Cindy Couture as Vice Chair. Mr. Boehm seconded. The motion carried 4-0-1, with Mrs. Couture abstaining.*

**3) 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 6:35 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. Beaugard, yes; Mrs. Jewett, yes.*

**4) Return to Public Session**

*Mrs. Jewett made a motion to return to public session at 7:38 p.m. Mrs. Beaugard seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beaugard, yes; Mrs. Jewett, yes.*

**5) Review and Revision of Agenda**

Revisions to the agenda consisted of moving School Board Reorganization, #1 Welcome and #2 Nominations before Non-Public Session; the addition of Summer School, Adult Education, and Senior Class Trip under Principals' Reports, #3 CHS.

**6) Principals' Reports**

1) **GMS**

Mr. Schlichter reported that at Kids Voting GMS students voted to name the GMS Mascot, Stripes the Tiger. He also mentioned that the staff was disappointed in the failed new school warrant article. He added that there will be a final major workshop this week on NECAP scores.

2) **LMS – Summer School**

Mr. Lecklider presented a proposal for Summer School. He explained that in the past, students attending summer school at LMS enrolled in a general study skills class. This summer, a math and reading course will be offered to those students who fail three or more subjects for the 2007-2008 academic year. Those students who fail English or math for the year will be recommended to enroll in summer school. Mr. Lecklider also proposed an addition to the promotion policy to be implemented in 2008-2009 that states that a student who fails Math/English for the year be required to pass summer school or be considered for retention.

Mr. Lecklider also reported that the LMS Destination Imagination team competed recently and came in third place qualifying for the State Competition at Timberlane. Deb Mahoney is the team's coach and he noted she did an excellent job. He added that next week is Spirit week at LMS.

Mr. Boehm announced that there will be a Band/Music festival in Bow on Friday and all three schools will participate.

3) **CHS – NEASC Report**

Mr. Manseau reviewed the NEASC report with the Board. He is required to disseminate it widely (i.e. in the news media, at the public library, to the NH DOE). CHS hosted a follow-up seminar for NEASC and the complete follow-up procedure was explained to the Board. Mr. Manseau pointed out that in there are 27 recommendations in the NEASC report. The Committee is meeting at the end of the month to make its decision on accreditation. He indicated that the NEASC Committee will expect CHS to take care of the issues cited in the report. The Committee will expect a progress report in two years and expect all recommendations to be completed in five years.

Mr. Miller requested copies of the NEASC report for the Budget Committee members and Board of Selectmen. He thanked the faculty and staff that were involved with the accreditation process.

b) **Adult Education**

Mr. Manseau reported that the first session of Adult Education at CHS is concluding and was extended because of snow days. Session 2 starts April 7 with seven courses.

Mr. Manseau announced that a district-wide photo contest is being held and is open to all students in grades 1-12. Information can be found on the District website.

c) **Senior Class Trip**

Mr. Manseau reported that the Senior Class trip will be held on Monday and Tuesday of Senior Week. The seniors will be traveling to Boston for an overnight trip. Activities planned include a trip to the Aquarium, lunch, dinner, an evening activity, a trip to the Planetarium and return to the hotel. The next day will include two day activities, lunch, and a return trip to CHS. Mr. Manseau met with the tour director and expects to have the cost soon. Registrations will be due by April vacation. He added that the Friday prior to Senior Week is the Senior cruise.

***Mrs. Couture made a motion to approve the 2007-2008 Senior Class trip to Boston, MA during Senior Week, pending final details. Mr. Boehm. The motion carried 5-0-0.***

Mr. Lecklider reported that the Washington, D.C. trip is approaching soon.

**7) Student Representatives' Comments**

The Student Representatives did not attend the meeting.

**8) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of March 12, 2008

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

2) MS-22

Mr. Martin circulated the MS-22 for the Board members to sign.

3) Manifest

The manifest was circulated and signed by the Board.

Mr. Martin brought a matter to the Board's attention. Mr. Martin informed the Board that CHS received requests to use the baseball fields by two adult groups. The District is reluctant to extend use of fields to adults and non-Litchfield groups as there is concern for wear-and-tear of the fields. He plans to reject the requests. Board members concurred with the decision.

**9) Curriculum Report**

Ms. Lecaroz presented her curriculum report for March 2008 to the Board.

Ms. Lecaroz reported that Math and Science curriculum are in the final phases of revision and will be presented to the Board for final approval this spring. The Language Arts curriculum will be coming to the Board for final approval this summer. Work continues on writing and aligning the Social Studies, ICT, Art, and Music curriculum for grades K-12.

The District has been approved as a participant in the Math Science Partnership Grant coordinated by Rivier College and a variety of science specific professional development is available to our science teachers at no charge.

A virtual book study on Common Formative Assessments is underway with over 20 participants in the District. The Teacher Mentoring Program Development Committee and Teacher Evaluation Revision Committee began meeting this month and will continue to work through the spring.

The District was awarded an additional \$22,000 to host an Assessment Institute for teams of teachers from each of the three schools within the District to be trained in the area of assessment tools and data. LMS and GMS participated in an item analysis of NECAP data and CHS is scheduled to participate on March 31. Individual student progress reports outlining NWEA data were sent home to all students grades 3-10 at the end of January. These reports will be disseminated again after the May round of assessments.

Ms. Lecaroz distributed NECAP comparisons to the State average in Reading, Math, and Writing that were previously requested by the Board.

**10) Superintendent's Report**

1) Superintendent's Report

Dr. Cutler reported that her report was included in Board members' packets.

2) Technology Proposal at LMS

Dr. Cutler and Mr. Lecklider presented a proposal for upgrading technology at LMS to provide the teachers with reliable computer equipment in order to improve student achievement, improve communication with parents, and initiate Edline in September 2008.

The proposal is to purchase 30 laptop computers for LMS teachers with current funds that are available for the 2007-08 fiscal year for a cost of \$26,083.50. The current computers are rebuilt/refurbished computers from CHS and are not able to support installation of critical software to meet daily technical needs where reliability is also critical. The teachers would also be able to use technology at LMS that current equipment is not able to support.

Mr. Martin explained that the funds that will be used are available due to an under spend in the general fund and will not cause an over spend in the FY08 budget.

***Mrs. Couture made a motion to approve the purchase of 30 laptops for LMS teachers at a total cost of \$26,083.50. Mr. Boehm seconded. The motion carried 5-0-0.***

**11) School Board Reorganization (resumed)**

3) School Board Code of Ethics (Signatures)

Board members read and signed the School Board Code of Ethics.

4) School Board Assignments

Mr. Miller directed Board members to volunteer for Committee assignments. The following were assigned: Mr. Miller – Budget Committee and LEA Negotiations; Mrs. Couture – NHSBA Delegate, Wellness Committee and Prevention of the use of Drugs/Alcohol by Students Committee; Mr. Boehm – LEA Negotiations, Technology Committee, SERESC Member, and C-TAP Member; Mrs. Beauregard – Partnerships, Grants, & Donations Committee; Mrs. Jewett – Safety Committee, Prevention of the Use of Drugs/Alcohol by Students Committee.

Board members decided to meet with the Building Committee members to discuss future plans on April 9.

**12) School Board Members' Comments**

Mrs. Beauregard distributed research and questions regarding the CHS traffic issue. She requested that a response be prepared for the April 2 Public Hearing.

Mr. Boehm voiced a concern about students who do not have a bus pass and need to get to school if they have no other means of transportation. Mr. Martin indicated that students do not need a bus pass in the morning and can ride the school bus if the need arises. To ride the bus in the afternoon, students without a bus pass must obtain a pass at the Main Office.

Mr. Miller thanked the Board for their confidence in voting him as Chair for a second year. He also raised concerns about replacing the Do Not Enter signs in the parking lot at CHS. Mr. Martin indicated that he will ask Mrs. Ayer if the signs have been ordered.

**13) Old Business**

1) Policies: 2<sup>nd</sup> Reading/Approval

a) Use of Private Vehicles to Transport Students (EEAG)

***Mrs. Couture made a motion to approve the policy. Mrs. Jewett seconded. The motion carried 5-0-0.***

b) Instructional Approach (IF)

***Mrs. Couture made a motion to approve the policy. Mrs. Jewett seconded. The motion carried 5-0-0.***

c) Assessment (ILBA)

***Mrs. Jewett made a motion to approve the policy. Mrs. Couture seconded. The motion carried 5-0-0.***

d) High School Competency Assessments (ILBAA)

***Mrs. Couture made a motion to approve the policy. Mrs. Jewett seconded. The motion carried 5-0-0.***

Date: March 26, 2008  
Campbell High School

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

e) Age of Entrance (JEB)

*Mrs. Couture made a motion to approve the policy with revision. Mrs. Jewett seconded. The motion carried 5-0-0.*

14) Adjourn

*Mrs. Couture made a motion to adjourn at 9:48 p.m. Mrs. Jewett seconded. The motion carried 5-0-0.*

15) Upcoming Meetings

> *Litchfield School Board: April 2, 9, 23, 2008 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Secretary