

*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**

**August 27, 2008**

**(approved as amended 9-10-08)**

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, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Secretary

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

Mr. Miller called the meeting to order at 6:32 p.m.

**2) Review & Revision of Agenda**

Revisions to the agenda included: Under Superintendent's Report, the addition of Fairpoint Good Neighbor Program, LMS Recycling Bins, Football Contest MVP, Meeting Date Conflicts, FYI – NH Retirement Litigation Fund; under School Board Comments, Building Committee Update and Summer 2008 GMS Update.

**3) School Board Members' Comments**

Mrs. Couture updated the Board on the August 26 Building Committee meeting. She indicated that Committee members expressed frustration as they wait for the Board's decision on the Building Committee recommendation. She reported that Committee members felt their role is finished and there is nothing more for them to do.

Mrs. Beauregard added that Building Committee members feel the Board has no credibility in the community and that perception is reality. She noted that Committee members indicated the Board is biased toward a new school. Committee members were concerned that the Board only releases reports that support a new school and that we do not give the public all the facts. Mrs. Beauregard conveyed that Committee members commented that the recent Hamm and Stantec (Vollmer) reports were not posted on the District website and they felt that we will not receive valid input from the voter survey. Committee members suggested sending the Hamm report with the voter survey. Mrs. Beauregard informed the Board that a Committee member felt that there is an adversarial relationship between the Committee and the Board. She added that the Committee would like the Board to address their recommendation. Mrs. Beauregard queried if the Board wanted to invite the Building Committee members to a meeting or go forward with the voter survey and address their recommendation after tabulating the results from the survey as planned.

Mr. Miller felt that he would personally like to have the information from the survey before making an informed decision. He expressed that he understands the Building Committee's frustration, but indicated that it is ultimately the Board's decision. Mr. Boehm and Mrs. Jewett agreed that the Board should consider all the information before making a decision on the Committee's recommendation.

**4) Community Input**

There was no community input.

**5) New Business**

a) CHS Quarterly Report Card

Mr. Manseau presented a draft of the high school quarterly report card to the Board. He indicated that an Academic Affairs Committee was established, with Mr. Martin as Chair. He thanked Mr. Phil Martin for and the Committee

for their work on the project. Mr. Manseau explained that currently CHS has semester report cards. The principal, Board, and faculty have been supportive of the quarterly report card. Board members discussed the inclusion of a grade for conduct, behavior, and effort.

Mr. Phil Martin explained that a traditional report card is not feasible because CHS is competency-based. A competency-based report card provides parents and students with as much information as possible. He added that effort is included in the grading. Mrs. Jewett commented that students should also be graded on conduct. Mr. Manseau will discuss her request with the team that is working on the report card. He indicated that grades will be reflected more accurately with a quarterly report card.

Mr. Boehm queried about accounts for multiple parents on Edline. Mr. Manseau indicated that he will investigate Mr. Boehm's request.

Mr. Manseau informed the Board that folders were distributed to freshmen that include daily schedules, instructions for lockers, and a scavenger hunt that was held during freshmen orientation. He provided samples for Board members.

Mr. Boehm suggested printing parking space numbers on CHS parking permits next year and queried about students' response to the numbered spaces. Mr. Manseau indicated that students are very supportive of the numbered parking spaces. Seniors had first choice in picking a space and all parking spaces are tracked on a map.

b) Substitute Handbook

Dr. Cutler reviewed the draft substitute handbook with the Board. She indicated that Ms. Maghakian chaired the committee that prepared the handbook. The committee reviewed handbooks from each school and prepared a draft that includes policies, the district calendar, and information substitutes need. A confidentiality statement will be given to all substitutes [new hires and those who have been with the district] to sign.

Board members expressed their support for the substitute handbook and the confidentiality statement.

c) Volunteer Handbook

Dr. Cutler reviewed a draft of the revised volunteer handbook with Board members. She indicated that each volunteer will attend an orientation in September and will receive a copy of the handbook. Dr. Cutler also reviewed the volunteer assurances form and designated volunteer form. Dr. Cutler reviewed and explained Phase II of the volunteer program, which is a partnership with local businesses.

Dr. Cutler reported that September 19 has been set to host the adult community members at a brunch meeting to discuss the adult education program and volunteer opportunities.

6) **Recommended Action**

a) **Business Affairs:**

1) Draft School Board Minutes:

a) Public Minutes of July 9, 2008

A clarification was made to the discussion of the GMS Fire & Safety Report. The revision will reflect that Mrs. Couture queried about classroom and hall doors and that Mr. Cricenti responded that once the egress issues have been addressed, hall doors will be in sync with egress travel.

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

b) Public Minutes of July 30, 2008

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

b) Public Minutes of August 6, 2008

A clarification was made to the discussion of the Voter Survey. The revision will reflect that Mrs. Couture felt she needed the survey results before making a decision on the recommendation.

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

2) DOE-25 Status

Mr. Martin updated the Board on the status of the DOE-25 report. He indicated the report will be ready for Board signature next Wednesday. He added that the year-end fund balance was slightly higher than anticipated.

Mr. Martin briefly updated the Board on the audit.

3) Proposed FY10 Budget Calendar

Mr. Martin distributed and reviewed the proposed FY10 Budget calendar with the Board. He expressed concerns with this year's process as staff will need more time to input budget items with new software. Dr. Cutler and Mr. Martin discussed the needs based budget process with the Board. It was suggested that the needs of each school and the district be listed in a separate file [Excel] from the budget. Board members agreed to a list of the schools' needs in a separate file, but emphasized that it is important for the Board to have a history of what the schools need and what has been cut.

October meeting dates for budget work sessions will be October 1, 8, and 15. October 22 will be the meeting date for policies and curriculum.

4) 2008-2009 Bus Routes

Mr. Martin distributed and reviewed the proposed 2008-2009 bus routes with the Board. Mr. Boehm noted LMS Bus #2 omitted a stop at Gibson Dr. and Pinecrest.

5) Building & Grounds Update

Mr. Martin updated the Board on the progress and work of the Buildings & Grounds Department over the summer. He noted that the work was completed more quickly than anticipated, however, there are still some items that need to be completed. The fencing at GMS is not yet complete, the fencing at CHS will be completed this week, the fire alarm system at GMS must be thoroughly tested by the vendor's implementation crew, and the power gate at CHS needs to be installed.

Mr. Boehm suggested that the gate at the Talent Road entrance can be manually opened for buses in the morning and afternoon and closed after the last bus arrives or departs.

6) Job Description Approvals:

a) At-Risk Counselor Job Description

The At-Risk Counselor job description was reviewed by the Board. A suggestion was made to rename the job description. This item will be revisited at the September 6 Board meeting.

*The SchoolBoard Consensus is to rename the job description.*

b) Co-Curricular/Athletic Job Descriptions

Board members reviewed the job descriptions. Some revisions were suggested.

***Mrs. Couture made a motion approve the co-curricular and athletic job descriptions as amended. Mr. Boehm seconded. The motion carried 5-0-0.***

7) Manifest

A manifest was circulated and signed by the Board.

7) **Superintendent's Report**

1) Superintendent's Report for August 2008

Dr. Cutler reviewed her report with the Board.

2) LMS Business Partnerships

Mrs. Corbeil's computer class at LMS designed a series of menus for Romano's Pizza, a local business. Copies were distributed and reviewed by the Board.

3) Wellness Policy Profile

The Wellness Policy profile was reviewed by the Board. Dr. Cutler reported that Litchfield was compared with the rest of the state and scored significantly higher than the rest of the state in all categories.

4) Community Engagement Plan Update

Dr. Cutler reviewed the plan for September, which included the senior citizens' brunch, the joint leadership meeting/dinner with Selectmen, and the voter survey. Dr. Cutler reported that she sent an article to the HLN and asked principals to send the dates for their parent forums.

Mrs. Couture prepared an update on what has been done over the summer at GMS. Mrs. Couture explained that the Building Committee members' concerns that the community will not have enough information to complete the voter survey prompted her to prepare the update. Mrs. Couture's update will be sent to the Nashua Telegraph, HLN, and Union Leader, as well as posted on the District website.

*The School Board consensus is to publish the Summer 2008 GMS Update.*

5) Adult Education Program Update

Dr. Cutler reviewed the adult education program courses with the Board.

6) Fairpoint Good Neighbor Program

Dr. Cutler reported that Fairpoint will be in Litchfield on September 12 as part of their Good Neighbor Program. They would like to provide free ice cream at the soccer game. They would like to erect a demonstration dome to inform community members about fiber optic communication. On September 13 they would like to serve free ice cream at the CHS football game. She added that Fairpoint is excited to participate in the NH Scholars program.

7) LMS Recycling Bins

Dr. Cutler explained that Mr. Plantz has been in contact with a paper retrieval company to place recycle bins at LMS at no cost to the district. The school will be paid by the ton. Mr. Plantz would like to start a "Green" Club and the funds received from the paper recycling will help fund the club.

8) Football Contest MVP

Dr. Cutler reported that the Telegraph would like to hold a contest for every high school in the area, asking fans to go to their website and vote for the Most Valuable Player. The Telegraph requested to hang a banner to promote the contest.

*The School Board Consensus is to allow the Telegraph to hang a banner at CHS to promote their contest.*

9) Meeting Date Conflicts

Dr. Cutler explained that there are four dates that will conflict with School Board meetings this year. November 12, which will be left open for budget work session; January 14, which will be moved to January 21; May 27, which will be moved to May 20; and June 10, which will be moved to June 17.

10) FYI – NH Retirement Litigation Fund

Dr. Cutler distributed a memo to update the Board regarding the retirement litigation fund and the status of the fund.

9) **Old Business**

1) Voter Survey

Final revisions were made to the voter survey, which is scheduled to be mailed on September 12.

10) **Policies: 1<sup>st</sup> Reading**

a) Sexual Harassment (GBAA/JBAA)

There were no revisions to the policy.

***Mrs. Couture made a motion to approve the Sexual Harassment policy for a 1<sup>st</sup> Reading. Mrs. Jewett seconded. The motion carried 5-0-0.***

b) Staff Participation in Political Activities (GBI)  
Revisions were made previously to the policy.

***Mrs. Jewett made a motion to approve the Staff Participation in Political Activities policy for a 1<sup>st</sup> Reading. Mrs. Couture seconded. The motion carried 5-0-0.***

c) Character & Citizenship Education (IHAK)  
A minor revision was made to the policy.

***Mrs. Couture made a motion to approve the Character & Citizenship Education policy for a 1<sup>st</sup> Reading as amended. Mrs. Jewett seconded. The motion carried 5-0-0.***

d) Cyberbullying (JICDD)  
There were no revisions to the policy.

***Mrs. Couture made a motion to approve the Student Conduct: Cyber-bullying policy for a 1<sup>st</sup> Reading. Mrs. Jewett seconded. The motion carried 5-0-0.***

e) Reporting Child Abuse (JLF/JLF-R, Attachments A-E, Reporting Form)  
There were no revisions to the policy.

***Mrs. Couture made a motion to approve the Reporting Child Abuse policy and procedures, attachments and reporting form for a 1<sup>st</sup> Reading. Mrs. Jewett seconded. The motion carried 5-0-0.***

**11) Policies: 2<sup>nd</sup> Reading & Approval**

a) High School Interscholastic Athletics (IGDJ)  
A revision was made to the policy in the paragraph regarding student try outs. The paragraph will reflect: *In some sports, NHIAA rules and regulations limit team size, therefore, more students try out than can be kept on a team.*

***Mrs. Jewett made a motion to approve the High School Interscholastic Athletics policy as amended. Mrs. Couture seconded. The motion carried 5-0-0.***

b) Manifest Educational Hardship (JEC/JEC-R)

***Mrs. Couture made a motion to approve the Manifest Educational Hardship policy and procedures. Mr. Boehm seconded. The motion carried 5-0-0.***

c) Use of School Buildings & Facilities (KF/KF-R)  
Board members requested clarification of the building specifications. The policy and procedures will be deferred to the September 10 Board meeting.

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

There was no other business to discuss in non-public session. The draft non-public minutes were approved in public session.

a) Draft School Board Meeting Minutes  
1) Non-Public Minutes of July 30, 2008

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

2) Non-Public Minutes of August 22, 2008  
Mrs. Couture recused herself from the discussion and vote at the non-public session of August 22, 2008. The vote was amended to reflect Mrs. Couture's recusal.

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

Date: August 27, 2008  
Campbell High School

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

**13) Adjourn**

*Mrs. Couture made a motion to adjourn at 9:46 p.m. Mr. Boehm seconded. The motion carried 5-0-0.*

**15) Upcoming Meetings - Litchfield School Board: September 3, 10, 24, 2008 – CHS Media Room - 6:30 PM**

Respectfully Submitted,

Michele E. Flynn  
School Board Secretary