

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 28, 2009

(approved as written 2-11-09)

Present:

Mr. Dennis Miller, Chair
Mrs. Cindy Couture, Vice Chair (*excused*)
Mr. Ralph Boehm, Board Member
Mrs. Pat Jewett, Board Member
Mrs. Dot Beauregard, Board Member
Dr. Elaine Cutler, Superintendent
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
Mr. Michael Clark, Student Representative
Ms. Alison Lajoie, Student Representative
Mrs. Michele E. Flynn, Secretary

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

Mr. Miller called the meeting to order at 6:33 p.m.

2) Review & Revision of Agenda

Revisions to the agenda included: the addition of “LMS Leaders in Prevention” to Presentations to the Board; Donation to LMS for laptops under Business Affairs; and Job Descriptions will be tabled.

3) Community Input

There was no community input.

4) Presentations to the Board

1) LMS Student Council Mural Presentation

Mr. Lecklider introduced members of the LMS Student Council and their advisors. He commented that he is proud of the LMS Student Council and commended them on their excellent work. He noted that the Council has 60 participants.

Members of the LMS Student Council presented a slideshow outlining their way of work. Included in the presentation were committees that the Council established: Class Acts Committee, School Store Committee, Community Service Committee, Spirit Week Committee, Candy Grams Committee, Dance Committee, Office Committee, New Ideas Committee, and the Mural Committee. They highlighted some of the missions of the committees.

Mr. Lecklider indicated that the proposed mural will be located in the cafeteria and will reflect the Do Your Best theme. He pointed out that all students are in Best groups at a ratio of 12-14 students to 1 teacher. The mural will be a series of paintings in blocks on the cafeteria wall and will be a culminating activity until the end of the year. Students will raise funds for the supplies.

Mr. Miller thanked the members of the LMS Council and their advisors for their presentation.

2) LMS: Extended School Hours

Dr. Cutler reviewed a proposal to extend school hours for LMS next year. She indicated that 990 hours of instruction are required by the state for high schools and middle schools. LMS has exactly that number of hours with no opportunity for early releases or late arrivals in the schedule. She mentioned that the District cannot request a waiver of days [for an excess of snow days, for example] because LMS does not have any excess of hours. Dr. Cutler indicated that LMS teachers were in favor of adding 15 minutes per day to the schedule, but were not in favor of early release or late arrivals. The transportation company indicated that there would be no difficulty in the change in schedule. Dr. Cutler explained that adding 15 minutes per day to the schedule would result in LMS having 45 extra instructional hours at the end of next year. Currently, first period begins at 8:00 a.m. at LMS. If this proposal is approved, students would enter LMS at 7:30 a.m. with a homeroom period at 7:40 a.m. and first period at 7:45 a.m.

Mr. Boehm made a motion to approve the extended school hours for LMS for the 2009-2010 school year. Mrs. Beauregard seconded. The motion carried 4-0-0.

3) LMS: Leaders in Prevention

Mr. Lecklider introduced Christine Rooney, LMS Health teacher, and commended her work at LMS.

Ms. Rooney proposed the implementation of the Leaders in Prevention program at LMS. She explained that the NH Teen Institute in Nashua offers a comprehensive, dynamic leadership training program for middle and high school students to help them thrive in the midst of the pressure of growing up. She presented a slideshow of a weekend Leaders in Prevention retreat that was held at Camp Cody in Freedom, NH. Ms. Rooney explained further that the program offers learning opportunities that foster growth. The program is of no cost to students or parents as it is grant funded.

Ms. Lecaroz commented that this program presents a perfect opportunity to develop student leaders.

Mr. Boehm made a motion to approve the Leaders in Prevention program at LMS. Mrs. Beauregard seconded. The motion carried 4-0-0.

4) CHS: Pilot – Early Release Days

Dr. Cutler reviewed a proposal for late arrival days at CHS to provide release time for professional development for the 2009-2010 school year.

Mr. Manseau noted that this past fall he was asked to bring to the Board's attention any budget implications relative to the 41 recommendations from the recent NEASC evaluation report. Ten were listed and six of the ten required time for the staff to address rather than additional budget dollars. This proposal addresses the six recommendations. Mr. Manseau is asking for release time in the form of six late arrival days for students. This would allow the time necessary for staff to respond to the NEASC recommendations. There would be one late arrival day each month for six months. Teachers would begin their day at 7:30 a.m. and have two hours for professional development. Students would arrive at 9:30 a.m. Mr. Manseau mentioned that CHS will coordinate these late arrival days with Nashua schools, which will minimize the impact on our students who attend Nashua schools for some of their classes.

Mr. Manseau mentioned that he would be filing the upcoming October 2009 Two Year Report with NEASC and will be required to state the status of each recommendation. He would like to state that all six recommendations have changed from Planned for the Future to In Progress.

Dr. Cutler indicated this would not hinder transportation or vocational education.

Mr. Boehm made a motion to approve the CHS Release Time Pilot Proposal for Professional Development for the 2009-2010 school year. Mrs. Beauregard seconded. The motion carried 4-0-0.

5) 2009-2010 School Calendar

Dr. Cutler reviewed the proposed 2009-2010 school district calendar with the Board. She indicated that the recommendation from the President of the teachers' union was to make January 18, 2010 a staff development day in place of March 15, as well as making Presidents' Day a regular school day.

Board consensus was to apply revisions and revisit the calendar when Hudson's calendar is set.

5) School Board Members' Comments

a) Board Member Comments

There were no Board comments.

b) Student Representative Comments

Michael Clark, Student Representative, noted that Alison Lajoie was not in attendance because she was participating in a track meet.

Mr. Clark reported on Student Council activities and events in December. The National Honor Society held a Blood Drive on December 2 and reached their goal. A Student Council Regional meeting with CHS, Goffstown, Londonderry, and Pinkerton was held last month; there were guest speakers and two leadership workshops. The Council made holiday crafts and collected books for the food pantry. The CHS Student Council sponsored some Santa bags for children. The CHS tree lighting was held on December 23. The CHS band/chorus held an excellent winter concert. The Key Club held a clothing drive, which was very successful. The FBLA opened the school store during lunches and after school. Eleven art students from CHS were recognized at the NH Scholastic Art Awards and their work is on display at Pinkerton Academy. The World Geography class is studying Darfur and has designed skateboards for an auction to raise money for the cause. Mr. Clark also reported that the Student Council's long term goals will be rolling out the annual carnation sale and hosting the 2nd annual CHS Oscars event.

Mr. Boehm mentioned that the bill he sponsored [to have two representatives at Board meetings] has passed the Education Committee.

6) Principals' Reports

Mr. Lecklider commented that he was proud of progress made by LMS students on the NECAP and the staff is seeing real results. He noted that goal setting was successful as there was much time invested to motivate individual students and have them reflect on their practices in taking tests. Mr. Lecklider reported that there are many changes at LMS including scheduling and content reading. LMS has put the emphasis on student learning, although there are still areas in which improvement can be made. He promised students if they met their goals they would have a special celebration before vacation.

Mr. Lecklider reported that ten laptops were donated to LMS from a local family and thanked them for their generous donation. He reviewed LMS athletic news and the new PBIS rollout during which students in BEST groups will promote activities about respect. Mr. Lecklider reported that Mr. Lubelczyk and Mrs. Rothhaus are working on Project Safeguard, which is a program that was started in Merrimack and promotes a healthy lifestyle. Parents and students will attend a day of the program together. They are considering May 28, 2009.

Mr. Schlichter reported that he expects 1st grade registrations to come close to the projection with a total 82 to date. Kindergarten registration is being held this week with a total of 32 registered to date (17 new registrations and 15 existing). He added that he has given several tours of GMS for prospective students. Mr. Schlichter also reported that Mr. Hicks, CHS Student Support Counselor, is heading a new tutoring program beginning this year, which he spoke about to GMS staff. He also reported that the NECAP test scores were very promising and he was very pleased that 88% of the students who took the test scored proficient or proficient with distinction in Reading. Test scores also showed that student improved in Math, but more improvement is needed. This is the fourth year of the new Language Arts program, which complements the NECAP. Mr. Schlichter commended Ms. Lecaroz on her work aligning the curriculum with instruction. He added that the faculty's daily common planning time is more structured and focused around the curriculum and instruction.

Mr. Manseau reported that CHS set a school improvement goal to raise the percentage of students scoring proficient and proficient with distinction on the NECAP in Reading and Math. He noted that students need more improvement in Writing. The CHS Course of Studies will be presented to the Board the first week of March. A Parent Night is planned for March 18 for incoming freshmen. Mr. Manseau and Mr. Lecklider worked together on transitioning eighth graders to high school. He reported that the Boys Track team finished in first place and the Girls Track team finished in second place. NHIAA designates senior scholars each year in Concord; 5 girls and 8 boys from CHS met the criteria. Mr. Manseau announced that CHS has been designated as a Lincoln Legacy school. He also announced that CHS is holding final exams this week and Mr. Harrigan is retiring. He reported that he spoke with the Student

Council and asked them to define the CHS core values (Respect, Responsibility, Courage, Character). Definitions that are currently displayed were originated from Project 230.

Mr. Boehm was concerned that students do not take the NECAP seriously in high school because it isn't reflected in their transcript. He mentioned that the NH DOE is working on new test methods for high school students. He also mentioned that CHS should display sports records in the gym. Mr. Manseau indicated that team pictures are displayed and they are working on displaying the sports records.

7) **Curriculum Report**

1) January Curriculum Report

Ms. Lecaroz reviewed the NECAP scores with the Board. She indicated that the results are broken down into grade levels and she graphed the progress from 2005-2006 to 2008-2009 in Reading, Math, and Writing. She reported that scores rose significantly in grade 5 and grade 7 in Math, and overall scores rose significantly in middle school. The percentage of proficient students at every grade level and subject area has improved when compared to all previous years, with exception of one category where it matched the previous level.

Mr. Miller commended the principals and teachers district-wide, as well as Ms. Lecaroz for their efforts.

8) **Recommended Action**

a) **Business Affairs:**

1) Draft School Board Minutes:

a) Public Minutes of January 21, 2009

Mr. Boehm made a motion to approve the minutes as written. Mrs. Beauregard seconded. The motion carried 4-0-0.

2) FYI Highlander Newsletter

The District Highlander was distributed to Board members and has been mailed to residents.

3) Statement Regarding Audit for Annual Report

Mr. Martin distributed a draft statement for the Annual Report in the event the audit may not be completed in time to be included. Board members suggested including the website link where it can be viewed and the SAU contact information.

4) Donation for LMS

Dr. Cutler announced that 10 laptops were donated to LMS by NetScout Systems. The laptops total valuation is \$5000.

Mr. Boehm made a motion to accept the donation of 10 laptops, valued at \$5000, to LMS by NetScout Systems. Mrs. Jewett seconded. The motion carried 5-0-0.

5) Warrant Article Presentation Review

Mr. Martin distributed to the Board copies of the Warrant Article presentation for Deliberative Session, Saturday, January 31, 2009 for review. He mentioned that there is a correction on the teachers' contract impact chart.

Mr. Miller noticed that the impact chart and calculations for the cost of the first year of the contract on the warrant did not match. Mr. Martin indicated that an amendment would be necessary to correct it at Deliberative Session.

5) Manifest

The manifest was circulated and signed by the Board.

9) **Superintendent's Report**

1) Superintendent's Report

Dr. Cutler distributed and reviewed her report with the Board.

10) Committee Reports

a) Building Committee

Mrs. Couture attended meeting but was not present to give her report.

b) Selectmen

Mrs. Jewett reported that town budgets are completed and reminded the public that the Town Deliberative Session will be held on Saturday, February 7, 2009 at 2:00 p.m. in the CHS auditorium. She also commended the students in the District on their work collecting food for the food pantry.

c) Legislative

Mr. Boehm reported that he attended a meeting at Nashua Community College and indicated that students receive a good technical education. He mentioned that there is a website called NHTransfer.org for students who attend community colleges to determine if other colleges accept their credits.

Mr. Boehm also reported on a bill that the House of Representatives is discussing to eliminate median family income as a disparity formula for education. He was concerned that the number that is used is from the last census and there is no verification of those numbers. He also mentioned that he sponsored a bill to make it legal to have two student representatives to the Board.

11) Community Input

There was no community input.

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

[Minutes of Non-Public Session are written under separate cover.]

Mrs. Jewett made a motion to go into non-public session at 8:43 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: Mr. Miller, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

13) Return to Public Session

Mr. Boehm made a motion to return to public session at 9:00 p.m. Mrs. Beauregard seconded. The motion carried by roll call: Mr. Miller, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

14) Adjourn

Mrs. Beauregard made a motion to adjourn at 9:01 p.m. Mr. Miller seconded. The motion carried 4-0-0.

15) Upcoming Meetings

- > Litchfield School Board: February 4, 11, 18, 2009 – CHS Media Room - 6:30 PM
- > School District Deliberative Session: January 31, 2009 – CHS Auditorium - 2:00 PM

Respectfully submitted,

Michele E. Flynn
School Board Secretary