

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

September 3, 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 6:31 p.m.

2) Review and Revision of Agenda

The Board Secretary distributed a revised agenda to Board members. Mr. Miller asked for a moment of silence for the passing of Jackie Hunter, a Litchfield teacher.

3) School Board Members' Comments

Mr. Boehm queried about communicating information to parents about the eligibility of families for free/reduced lunch. Dr. Cutler noted that a Food Services booklet was printed and sent home to every family on opening day. The booklet included information about the lunch program and instructions and an application for free/reduced price lunch.

Mr. Miller reported that the Budget Committee voted to request the town and the school district to come forward with a flat budget, excluding salaries, fuel, and utilities.

Mrs. Couture cautioned Board members to monitor the building maintenance budget.

4) Community Input

There was no community input.

5) Opening Day Report

Dr. Cutler reported that a head count was taken at each school on opening day, September 2. At GMS: 480 students were registered, 471 attended; at LMS: 560 students were registered, 557 attended; at CHS: 558 students were registered, 535 were counted in attendance, however, the count may not be accurate as it was done at different times of the day. The District total on September 2 was 1563 with 1598 students registered. Dr. Cutler indicated that the October 1st report is the most accurate. Board members mentioned the 2nd Friday report to the Superintendent, which will be shared at the September 24 meeting.

Dr. Cutler reported that there have been some phone issues in the District, but it has been resolved. There were very few bus incidents. She added that she visited all three schools on opening day and staff, faculty and students seemed very pleased.

Mr. Martin reported that the power gate at CHS is not working properly. A new motor was ordered and received, and will be installed. He also reported that there have been no problems with the traffic flow at CHS. He added that a vendor was notified to move the CHS granite sign to the South entrance.

6) **New Business**

1) Energy Audit

Dr. Cutler asked for Board feedback on an energy audit, which would be performed by an outside vendor. She mentioned that Londonderry and Nashua have saved a lot of money since their audit was performed. Board members requested that the business office contact NHDES and PSNH for possible free evaluations. Dr. Cutler indicated that Mr. Murdough at the NH DOE sent a list of suggested vendors, which the SAU will research.

Mrs. Couture suggested that the audit include an inventory of building systems and their age, as well as how efficient they are in order for the Board to work on a replacement plan.

2) Resignation: Building Committee Member

Dr. Cutler discussed the resignation of a Building Committee member.

Mrs. Couture made a motion to accept the resignation of Jason Guerrette from the Building Committee. Mr. Boehm seconded. The motion carried 5-0-0.

Mrs. Jewett suggested sending Mr. Guerrette a thank you letter from the Board.

3) DOE-25 & MS-25 Signatures

Mr. Martin distributed the DOE-25 and the MS-25 for the Board to sign.

4) Manifest

The manifest was circulated and signed by the Board.

7) **Old Business**

1) Student Support Job Description (*formerly At-Risk Counselor*)

Dr. Cutler indicated that the job description title was revised.

Mrs. Couture made a motion to approve the Student Support Job Description as amended. Mr. Boehm seconded. The motion carried 5-0-0.

2) Voter Survey Cost Discussion

Dr. Cutler and Mrs. Flynn presented revised postage costs for the voter surveys.

The School Board consensus was to mail a survey to each registered voter and approved the revised postage costs.

8) **Policies for Work Session:**

Section A: Foundations & Basic Commitments

a) Procedural Safeguards Non-Discrimination on the Basis of Handicap or Disability (ACE) (*Old policy AC*)

Mrs. Couture was concerned with the wording of the chain of command under the grievance procedure.

This policy will go to a 1st reading.

Section I: Instruction

a) Programs for Students with Disabilities (IHBA) (*Old policy IGBA*)

There were no suggested revisions. This policy will go to a 1st Reading.

9) **Policies to be Rescinded:**

a) The People and their School District (AB)

Dr. Cutler indicated that this policy is a philosophy statement and is not in existence in the school approval standards.

Mrs. Couture made a motion to rescind the People and Their School District policy. Mr. Boehm seconded. The motion carried 5-0-0.

b) Occupational Education (IGAD)

Dr. Cutler indicated that occupational education is included in the state standards. Mrs. Beauregard noted that career education is included in the District's Comprehensive Guidance Plan.

Mrs. Couture made a motion to rescind the Occupational Education policy. Mr. Boehm seconded. The motion carried 5-0-0.

c) Environmental Education (IGAL)

Dr. Cutler indicated that environmental education is included in Science Curriculum

Mr. Boehm made a motion to rescind the Environmental Education policy. Mrs. Beauregard seconded. The motion carried 5-0-0.

d) Student Social Events (IGDC)

Dr. Cutler indicated that this policy is obsolete. Rules and regulations are listed in the student handbooks.

Mrs. Couture made a motion to rescind the Student Social Events policy. Mrs. Jewett seconded. The motion carried 5-0-0.

e) Grouping for Instruction (IHA)

Dr. Cutler indicated that grouping for instruction is now called differentiated instruction.

Mr. Boehm made a motion to rescind the Grouping for Instruction policy. Mrs. Beauregard seconded. The motion carried 5-0-0.

f) Individualized Instruction (IHH)

Dr. Cutler indicated that individualized instruction is included under instructional approach.

Mrs. Couture made a motion to rescind the Individualized Instruction policy. Mr. Boehm seconded. The motion carried 5-0-0.

g) Guidance Program (IJ)

Dr. Cutler indicated that there is a Comprehensive Guidance Program in place that has been approved by the Board.

Mrs. Couture made a motion to rescind the Guidance Program policy dated 1987. Mr. Boehm seconded. The motion carried 5-0-0.

h) School Ceremonies & Observances (IND)

Dr. Cutler indicated that this policy is not found in any of the sample policies. School ceremonies and observances are included in State regulations and laws. Board members felt the policy should be updated.

i) Student Policies Goals (JA)

Dr. Cutler indicated that this policy is obsolete.

Mrs. Couture made a motion to rescind the Student Policies Goals policy. Mr. Boehm seconded. The motion carried 5-0-0.

j) Equal Educational Opportunities (JB)

Dr. Cutler indicated that this policy is included under Title IX.

Mrs. Couture made a motion to rescind the Equal Educational Opportunities policy. Mrs. Beauregard seconded. The motion carried 5-0-0.

k) High School Tuition Support Policy (JEDA)

Dr. Cutler indicated that the policy is no longer necessary since CHS has been built.

Mrs. Couture made a motion to rescind the High School Tuition Support policy. Mr. Boehm seconded. The motion carried 5-0-0.

l) High School Attendance (JEDAA)

Dr. Cutler indicated that the policy is no longer necessary since CHS has been built.

Mrs. Couture made a motion to rescind the High School Attendance policy. Mr. Boehm seconded. The motion carried 5-0-0.

m) Care of School Property by Students (JFCB)

Dr. Cutler indicated that this policy is included in the Student Conduct policy and student handbooks.

Mrs. Couture made a motion to rescind the Care of School Property by Students policy. Mrs. Jewett seconded. The motion carried 5-0-0.

n) Corporal Punishment (JGA)

Dr. Cutler indicated that this policy is obsolete and no longer necessary.

Mrs. Couture made a motion to rescind the Corporal Punishment policy. Mr. Boehm seconded. The motion carried 5-0-0.

o) Detention of Students (JGB)

Dr. Cutler indicated that this policy is included in the Student Conduct policy and student handbooks.

Mr. Boehm made a motion to rescind the Detention of Students policy. Mrs. Beauregard seconded. The motion carried 5-0-0.

p) News Media Relations (KBC)

Board members suggested that news media relations be included in policy KA, Home, School, and Community relations. Policy KA will be amended and revisited at the October policy meeting.

10) 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 7:57 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. Couture seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

11) Return to Public Session

Mrs. Jewett made a motion to return to public session at 8:03 p.m. Mrs. Couture seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

12) Adjourn

Mrs. Couture made a motion to adjourn at 8:05 p.m. Mr. Boehm seconded. The motion carried 5-0-0.

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

Respectfully submitted,

Michele E. Flynn
School Board Secretary