

*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**  
**August 30, 2006**  
**PUBLIC SESSION**  
**(approved as amended 9-13-06)**

Present:

Mrs. Cindy Couture, Chair  
Mr. Ralph Boehm, Vice-Chair  
Mrs. Dot Beauregard, Board Member  
Mrs. Pat Jewett, Board Member  
Mr. Dennis Miller, Board Member  
Ms. Catherine Hamblett, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Ronda Gregg, Director of Special Services  
Mr. Bo Schlichter, Interim Principal, GMS  
Mr. Tom Lecklider, Interim Principal, LMS  
Mr. Michael Parent, Principal, CHS  
Mrs. Michele E. Flynn, Secretary - *excused*

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

Mrs. Couture called the meeting to order at 6:30 p.m.

2) **Review and Revision of Agenda**

One addition under School Board Member's Comments: NHSBA Policy Workshop

3) **Presentations to the Board**

There were no presentations.

4) **Recommended Action**

a) **Business Affairs**

1) Draft School Board Minutes:

a) Public Minutes of August 16, 2006 (Attachment #1)

A correction was made under Community Input – Mr. Latcher corrected to Mr. Latsha.

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

2) CHS Security Cameras Update

Mr. Martin reported that three companies submitted quotes; two were within \$500 of each other and the third was higher. The bid was awarded to One Source Security, a company referred by Chief O'Brion and that has worked with Mr. Ballou in the past. Mr. Martin complimented them on a professionally written bid at a cost of \$17,000, which is within the amount encumbered for the project. Mrs. Couture asked about the timeline for installing the security cameras. Mr. Martin indicated that the District pays the company 50% up front and Mr. Parent and Mrs. Ayer will work on the timeline.

Mr. Martin mentioned that the legislature has recently passed a law regarding audio recordings on school buses. Mr. Boehm pointed out that will only be implemented in districts with a policy in place. Such a policy could state that the District does not intend to use audio recording on school buses.

Mr. Martin also gave a brief update on the proximity lock system reporting that a purchase order was sent to the vendor, but the vendor is waiting for some parts to arrive. The system is not installed as yet, but when it is installed,

will allow all exterior doors other than the front entry to be locked at all times. Teachers, administrators and coaches would use the new lock system.

3) DOE-25 Status

Mr. Martin reported that the DOE-25 is completed with the exception of some supplemental Special Education data. He requested the Board come in to the SAU Office to sign it as it is due at the NH DOE by September 1<sup>st</sup>.

Mrs. Couture asked Mr. Martin to explain for the viewing audience what the DOE-25 is. Mr. Martin explained that it is the annual financial report the District submits to the NH DOE that details every piece of revenue, every expense, how funds were spent, where funds were spent, and what funds were spent on, as well as other supplemental data. All this data is used in analysis reports by the DOE and the NH Department of Revenue Administration, who in turn uses the information to set tax rates.

Mrs. Couture commented about using the DOE-25 to calculate the cost per student. Mr. Martin affirmed stating it is then used to set tuition rates.

4) Manifest

The manifests were circulated and signed by the Board.

5) Community Input

Mrs. Couture noted that at the August 16<sup>th</sup> meeting a community member raised questions on some issues at GMS and LMS. She reported the following answers:

For the question of the possibility of air conditioning for the computer lab at LMS: When we get to budgeting for FY08 we will discuss options.

For the question about the portables at LMS: The District is responsible for the upkeep and maintenance of the portables and the fire department evaluates and tests the fire alarms and systems.

For the question about the flagpole at GMS: The problem was resolved and the flag is now visible.

Mr. Schlichter commented on the issues surrounding the flagpole giving a brief history. Many years ago there was a tall flagpole at GMS. At the bottom of the pole is a memorial for a family affected by a tragic fire on Campbell Drive. The Cub Scouts held a memorial service for the family and gave a new State flag and American flag to the school. Eventually, the pole rusted and fell down. A smaller pole exists, however, there is no pulley system on the pole and it is not lighted. Because it is not lighted, the flag must be taken in each night. It is also taken in during the summer. When school is in session, the flag is visible. Mr. Schlichter would like to get the student council involved with a service project to get a new flagpole. He mentioned that he contacted Mr. Latsha with this explanation.

There was no community input.

6) Principals' Reports

1) Opening Day Reports

GMS: Mr. Schlichter thanked the custodial crew for their hard work over the summer. He congratulated Dave Ross for his work with the challenge of intense humidity and heat in the building. There were no septic problems and he thanked Mr. Trott for his work on the grounds. Opening day went well and he recognized the custodial crew, Stacey Maghakian, Lori Martin, Deb Leary and Joyce Wilcox for the planning. He noted that there were a few minor glitches with the bus schedule, but commented there was much improvement on the second day. This year he reported there will be a focus on Peaceful Playgrounds, which is a program that focuses on activity levels, sportsmanship, and resolving conflicts for elementary students. The PTO would like to fund the program. Another area to focus on is the Healthy Kids program for fourth graders, which is free, sponsored by the State. Spring NECAP results were encouraging as the school made AYP for the year. He added that GMS has been asked to do a presentation on the SERFA program for the NHSAA in November.

Ms. Hamblett clarified for the viewing audience that the SERFA Program is a service delivery model which provides review, reinforcement, and enrichment. It is an intensive instructional program where all students are placed in performance groups and get an additional half hour reading instruction for four days a week. She added

that teachers can adjust to the performance levels and students move in and out of groups as they improve. Mr. Schlichter added that GMS Open House is September 14<sup>th</sup>.

LMS: Mr. Lecklider thanked the custodial crew for their work over the summer getting the building ready. He also noted that they did an excellent job updating the bathrooms and replacing equipment. He thanked Mr. Trott for his work on the grounds. This year there are changes to the fire drill evacuation routes. There are numbers in the driveway indicating where students should go and we are putting all the students in the same area, which makes it much easier for accountability. Opening day went smoothly with a few minor glitches in busing. There was much improvement on the second day. He noted that the bus company is putting the buses in same order every day making dismissal much easier. Mr. Lecklider thanked the Board and Ms. Hamblett for the new school day schedule and we are now getting more instructional time around the lunch period. He mentioned that LMS has some new staffing – Gabe Falzarano, Grade 8 Science; Andrew Plantz, Grade 7 Science; Erin Montgomery, Grade 7 Language Arts – noting that they have made a smooth transition. Ms. Montgomery is doing an outstanding job with her classroom on wheels. He also welcomed Debbie Varney, part time Grade 7 Paraprofessional.

Mr. Lecklider reported that the after school program started yesterday. The program is two-tiered: 1) custodial program is a supervisory after school care program in which twelve students attend from 2:00 pm to 6:00 pm with planned activities and physical activity; 2) enrichment program begins September 11<sup>th</sup> and will offer courses for students take. Bill Roy, who works for the Nashua Boys & Girls Club, is working in the custodial program and will direct the enrichment program, which will be an extension to classroom programs. The programs are self-funded and open to all students in LMS. Mr. Lecklider reported that LMS had its first staff meeting, which was very productive as they reviewed the goals the Board set and commented that they have a nice focus. The staff feels that these goals are manageable. They discussed how to connect their goals with the District/Board goals. They are currently doing a self-study with the LMS Improvement Team, looking at goals and trying to mirror what the District is doing. The group will continue to meet and will be adding parent and student representatives this fall. PBIS is year in its third year and Mr. Lecklider is confident that every student is trained in PBIS. Open House for LMS was September 7<sup>th</sup> and Nature's Classroom is coming up on September 26-29.

Mr. Lecklider noted that they are moving forward with the assistant principal process, having five candidates scheduled for interviews.

Mr. Schlichter pointed out that with the after school enrichment program it will be difficult to accommodate the Girl Scouts at LMS, however, he will do his best to accommodate them at GMS.

Mr. Miller commented that a brochure for the LMS Enrichment Program be put on the District website. Mrs. Couture commented on how nice it would be to get all the websites up and running and put more information on the website. She complimented CHS on their new website. Ms. Hamblett thanked Mr. Martin and Mr. Ballou for putting the bus schedules on the website.

CHS: Mr. Parent reported that the custodial crew did a nice job on the gym floor repair over the summer. He pointed out that this year enrollment has increased by fifty more students and they are utilizing every bit of space for classes. We have begun analyzing if students are getting enough time to eat lunch with the increase in students. He noted it will take a couple of weeks to work through. Mr. Parent commented that there were problems with scheduling as there is no instructional space for electives. There is one study hall for freshmen, sophomores, and juniors and two for seniors. Teachers do not have the common planning time they had before. The number of faculty compared to the number of rooms in use is problematic. He congratulated Pat Kaplo for his work on the CHS website over the summer. He did a great job in getting it organized and will continue to update it. Open house at CHS is September 20<sup>th</sup>. In October we will begin our parent/student forums. He touched upon the security issues saying that the security cameras will be a big help.

Mr. Parent reported that they are in the beginning stages of traffic flow changes, with students parking in the south parking lot and staff in the north lot. The problem is that the buses leave at the same time the students leave causing a traffic jam at the exit driveway. Mr. Martin noted that the NRPC is doing some preliminary studies to that reference. There was a meeting with the fire and police departments and the town planners. Depending upon what the NRPC comes up with, Mr. Parent and Mr. Martin may return to the Board with a request for the Board to ask for a formal change with the town. Ms. Hamblett added that there are many people that consulted and brought Mr.

Parent and Mr. Martin up to speed with the history of traffic patterns. All traffic concerns will be considered and any change will come back to the Board before moving forward. The town is involved to determine if a traffic pattern change is in fact possible.

Mr. Parent concluded with a brief update of NEASC stating that he held a two-hour staff meeting and workshop and would let to get the new staff involved. Three or four teachers are currently doing self-studies.

#### 7) Superintendent's Report

Mrs. Couture commented favorably on Ms. Hamblett's welcoming speech at a staff workshop on August 23<sup>rd</sup> at CHS. Ms. Hamblett explained to the Board that her speech centered on the mission statement and goal revision as she encouraged the staff to take it seriously. She asked for openness and honesty in discussions at staff meetings. She added that the mission statement reflects our values and beliefs and is directing what we are doing. Ms. Hamblett would like staff to focus on what maintains effective schools: to have a common purpose, and be mindful of instructional time, focus on intense professional development, and use data to drive their decision making. She gave her personal pledge not to forget that the thing that is most noted about American education is our creativity and problem-solving and it is recognized internationally.

Ms. Hamblett reported that we are waiting for input from community, faculty and staff on the mission statement and goals and she will send a letter to the editor at the HLN for a response from the community. She complimented Mrs. Couture for her opening remarks as she reminded us that we should not rest on our success.

Mrs. Couture noted that she had a lot to say about having two children go through the Litchfield school system. She recently accompanied her son to the college he will be attending and as she was listening to their expectations she noted that Litchfield students are reaching college expectations now. She received much feedback about how Litchfield's education is excellent. Mrs. Couture feels Litchfield has a lot to be proud of. She commented about being a fan of the District and stressed the need to let people know the good things going on in the schools. If we are doing a good job and stop to pat ourselves on the back, we could find ourselves falling behind, so don't stop and rest on success and let world pass by.

#### 1) Opening Day Enrollments

Ms. Hamblett reported that the student enrollments are being formatted differently. Listed are registrations and actual head counts for the first day. The actual head counts are low because they are reflecting absences of any kind (like vocations students who are not present at head count). Registrations are at 1679 and a first grade enrollment of 127. She suggested Mr. Schlichter prepare a 1<sup>st</sup> grade enrollment history report because grade one registrations have fluctuated so much. Also the report should indicate where those who registered but did not enroll went.

#### 2) Co-Curricular Update

Ms. Hamblett reminded the Board that many positions were recommended not to be filled. There is much interest in one of those activities – JV Winter Spirit. She may ask the Board to reinstate the position. She also indicated that the yearbook is a pressing need, but we are not able to find a staff member to teach yearbook as a class, so it was eliminated as a class and moved back to co-curricular. This means it is not budgeted so we will have to find the money to fill position.

Mr. Boehm commented that we should have waited to see what clubs were really needed. Ms. Hamblett informed the Board that we need to know who the advisors are by September 15<sup>th</sup> and by a second or third meeting of a club or activity a roster is required. Some clubs may not have enough participants and we could pick up these funds if the club is eliminated and the position is not filled. We need to proceed as if the positions are being filled. Mr. Schlichter will work with staff to research job descriptions for team leader positions. She indicated that there may be some funding saved from team leader positions. We are asking you to reinstate the Yearbook as a Co-curricular position.

***Mr. Miller made a motion to reinstate the Yearbook as a co-curricular position. Mr. Boehm seconded. The motion carried 5-0-0.***

#### 3) 6<sup>th</sup> Period Update

Mr. Parent indicated that staffing at CHS is an issue. There has been dramatic interest in courses like Tech Ed, Art, Graphic Arts and Ceramics. Math and Science vacancies were filled, however there is one less faculty member in

Social Studies. These are some of the problems that occur when school size grows. We have added sixth periods and we can accommodate numbers and schedule a lot of students in needed courses. It is cost effective to create 6<sup>th</sup> period classes. Ms. Hamblett noted that Music and Art are good examples. We can accommodate more students in Art Introductory courses than in Music Theory courses, yet we must realize that the elimination of Music Theory because of low numbers impacts college preparation for some students.

Mr. Parent observed that although we cannot accommodate all students with college prep courses because of the numbers. We can give courses that provide a strong foundation for a good education. A Board member asked how many classes does a teacher have typically. Ms. Hamblett noted that teachers have five teaching assignments and some are asked to teach a 6<sup>th</sup> class. Mr. Parent added that as we were adding a 6<sup>th</sup> period to a teacher, we are now strapped for duties for study halls. We are using paraprofessionals, when able, for study hall coverage. Also, because of the lack of space, we have put study halls in the cafeteria. More students can be accommodated in a larger area with two or three supervising staff members. Decisions have to be made because it is not prudent to put study halls in the cafeteria because you cannot be sure how much studying is being done, especially with increased numbers.

Ms. Hamblett confirmed that we try to hold to the philosophy of one study hall per day. She indicated that when reviewing the budget and tabulating the current expenditures in salaries and benefits, she was able to find some funding to help with the problem. She also thanked Mr. Lecklider for his work on the middle school schedules.

Mr. Lecklider interjected that scheduling has been one of his focuses. He has held staff meetings regularly and looked at the Computer Literacy program. It was offered in grade 6 for 20 weeks (not daily) and students wouldn't have it again until high school. Middle school students are now being offered computers every day for 10 weeks in grades 6, 7, and 8, which will even out study halls.

Ms. Hamblett noted that there is still pressure at the high school. Mr. Parent indicated that the second semester schedules have not been completed yet and there may be a need for another block of 6<sup>th</sup> period classes. Ms. Hamblett noted that just one teacher will not suffice at the time. There is a critical need for 6<sup>th</sup> period classes. We can't really hire to fill a variety of positions, but during the budget process we can plan appropriately with expanded or new staff requests.

Mrs. Couture asked about hiring a 3/5 teacher. Mrs. Beauregard expressed concern about the cost. Mr. Martin pointed out that we would still be paying benefits with the salary for a 3/5 teacher. The Board discussed many options of hiring part time teachers to cover a sixth period class. Mrs. Beauregard brought up the idea of hiring monitors to cover study halls. Ms. Hamblett indicated that she and Mr. parent will look at the 1<sup>st</sup> and 2<sup>nd</sup> semester, cost out a monitor, and consider other staff options for the 2<sup>nd</sup> semester.

Mrs. Couture main concern was that we don't want to put students in study halls just because we don't have room in classrooms. Mr. Parent explained that freshmen, sophomores, and juniors are maxed out a seven classes and have only one study hall. The seniors have six classes and two study halls. That is a decision we had to make otherwise the freshmen schedules would not have been finished. Many seniors who have first and last study halls are late arrivals or early releases, which helps the space issue and is a well earned privilege. If attendance begins to wane, we will remove that privilege.

Mrs. Couture recapped that study hall groups are too large and need to be broken down into smaller groups for which coverage will be needed. Ms. Hamblett noted that Mrs. Beauregard will be working with room utilization. Mr. Parent cautioned that students be kept out of the computer and science rooms.

Mrs. Jewett observed that an article in the newspaper indicated that LMS did not make AYP. She expressed concern that students need to be able to read. Ms. Hamblett clarified that some Special Education students' scores contributed to LMS not making AYP. Mr. Lecklider pointed out that LMS is in year four of their developmental Reading Program for struggling readers. This year we will be evaluating the program to see how much progress has been made. Mrs. Couture noted that these are our struggling readers that are in the fourth year of this intensive program. Mrs. Jewett was concerned that students need to learn to read for content before entering high school. Ms. Hamblett indicated that NCLB stipulates that students should be reading on grade level by time they end third grade. Mrs. Couture indicated that students go from reading for fun to reading for content. Ms. Hamblett pointed out that

content reading is greater at the middle school level and is being implemented earlier. Mrs. Couture indicated that the NHEIAP scores were released on Monday and the Principals are working to analyze them. Information will be presented at the September 27<sup>th</sup> meeting.

**8) School Board Members' Comments/Committee Reports**

1) Budget Committee

Mr. Miller reported the Committee met on August 24<sup>th</sup>. Members expressed interest with two items: 1) 2<sup>nd</sup> Friday enrollments; 2) GMS renovations scope, which is requested to be distributed to members. Mrs. Couture asked if the Committee discussed a timeline on budgets. Mr. Miller reported that town budgets are due Friday and that the District budget is expected the Wednesday before Thanksgiving. Mr. Martin indicated that he will be meeting with everyone involved with the budget process to review guidelines and come back to the Board with a schedule

2) Selectmen

Mrs. Jewett reported that all town budgets are due for Friday, including warrant articles. September 12<sup>th</sup> is election day at CHS from 7 am to 7 pm.

Mr. Boehm brought up a concern about a middle school bus stopping at Gibson Road when there are no pick ups or drop offs on Gibson Road. Students are being dropped off there and are walking to High Plain. The bus needs to stop at High Plain. Ms. Hamblett asked Mr. Martin to submit a change request to the bus company. Mrs. Couture noted the determination of bus routes be an agenda item for September 13<sup>th</sup>. This will be held on September 27<sup>th</sup>.

Mrs. Couture reported that last Thursday, she and Ms. Hamblett attended the NHSBA policy workshop. Video surveillance and competency assessments for high school were covered. Mr. Paul Leather from the NH DOE talked about changes in the requirements for high school competencies and introduced three Litchfield staff members who were making a presentation on competencies. In his introduction, Mr. Leather stated that Litchfield was at the forefront of developing competencies for high school instruction and the leader in state of NH in developing competencies in assessments. The presenters were Phil Martin, Kathleen Reilly, and Scott Sarsfield who spoke about what a competency is, what is isn't, the pitfalls, and transitions in development. Mrs. Couture indicated that Mrs. Reilly as a veteran teacher made a powerful statement pointing out that as you develop these competencies for your classroom and you look back at how you used to teach and grade, you realize how much more effective you are as a teacher because you are now assessing students in your class and assessing their learning by actually looking at what they should be able to do and if they can do it. Mrs. Couture went on to say that she was very proud of our schools and our town, and after the presentation swarms of people were coming up to us thanking us for the presentation.

Mrs. Couture also reported that there has been much positive feedback with the latest edition of the District newsletter.

**9) Old Business**

1) Policies – 2<sup>nd</sup> Reading & Approval

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

Ms. Hamblett clarified that this policy refers to notices community organizations want send notices home with our students. These are not school sponsored events and notices must indicate that they are not school sponsored.

b) Skateboards, Rollerblades & Scooters (JHFF)

***Mr. Boehm made a motion to approve the Use of Students in Non-School Public Information Program and Skateboards, Rollerblades, & Scooters policies. Mr. Miller seconded. The motion carried 5-0-0.***

**10) Community Input**

There was no community input.

**11) Correspondence**

Ms. Hamblett distributed copies of an HLN article about a K-9 drug demonstration at Alvirne High School. Ms. Hamblett distributed copies of a nomination application for the 2006 Spirit of NH Awards Recognizing Outstanding Contributions to Volunteerism.

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 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. Beauregard seconded. The motion carried by roll call: Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mr. Miller, yes; Mrs. Jewett, yes.*

13) **Return to Public Session**

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

14) **Adjourn**

*Mr. Boehm made a motion to adjourn the meeting. Mrs. Jewett seconded. The motion carried 5-0-0.*

15) **Upcoming Meetings**

*>Litchfield School Board: >Litchfield School Board: September 6, 13, 27, 2006 - CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Secretary