

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

July 30, 2008

(approved as written 8-22-08)

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 (*excused*)
Dr. Elaine Cutler, Superintendent
Mr. Steve Martin, Business Administrator
Mrs. Michele E. Flynn, Secretary (*excused*)

1) **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 6:03 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. Mr. Boehm seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Jewett, yes.

2) **Return to Public Session**

Mrs. Couture made a motion to return to public session at 6:33 p.m. Mrs. Jewett seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Jewett, yes.

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

Mr. Miller called the meeting to order at 6:36 p.m.

4) **Review & Revision of Agenda**

There were no revisions to the agenda.

5) **School Board Members' Comments**

Mr. Boehm commented on an article in the Nashua Telegraph that reported that Governor Lynch signed a bill to extend the deadline for Kindergarten. He also commented on a previous request for a policy regarding electioneering in schools. Mr. Boehm requested that the RSA be posted at the beginning of the school year. Mr. Miller queried on whether such a policy would be on the next agenda. Dr. Cutler indicated that it would be part of the policy work session.

Mrs. Jewett commented on the work done on the CHS parking lot. Board members discussed the entrance and exit problems that still exist as people are not reading the Do Not Enter signs. Board members also requested that the school sign be moved to the South entrance.

6) **Presentations to the Board**

~ Stantec Updated Dewatering Study and Underdrain System Design for GMS

Mr. Martin explained that it is the estimate of the cost to go from testing to design to state approval to dewatering the GMS site. This is the cost for the design to get state approval. It is not for the implementation of the design or dewatering. Dr. Cutler indicated that this report had been requested by the Building Committee. Mr. Miller suggested sending a file to members of the Building Committee. He also clarified that the Board did not expend any

funds from the 2008 budget for this proposal. Board members felt the report was very detailed in comparison to the cost of the study.

7) **Recommended Action**

a) **Business Affairs:**

1) Draft School Board Minutes:

a) Public Minutes of June 27, 2008

Mrs. Couture made a motion to approve the minutes as written. Mrs. Jewett seconded. The motion carried 4-0-0.

b) Public Minutes of June 30, 2008

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

2) 403(b) Contract

Mr. Martin presented the 403(b) contract to the Board for their review. He explained that the District hired a benefits attorney to review the contract. Mr. Martin indicated that he is comfortable with the agreement. He reviewed the contract with the Board, highlighted changes, and he and Mrs. Mahoney answered Board members' questions regarding contract information.

Mrs. Couture made a motion to approve the Certificate of Adoption of the SAU 27 403(b) Retirement Plan. Mr. Boehm seconded. The motion carried 4-0-0.

3) Approval of Donations

Mr. Martin reported that the GMS Library would like to donate a small 20 drawer card catalog to the Litchfield Historical Society. He also reported that the GMS Library would like to donate the golden shovel commemorating the 1970's addition to the Litchfield Historical Society.

Mrs. Jewett made a motion to approve the donation of a 20 drawer card catalog and the golden commemorative shovel from GMS to the Litchfield Historical Society. Mr. Boehm seconded. The motion carried 4-0-0.

4) Audit Risk Assessment Form

Mr. Martin explained that the new audit standards are being implemented this year. There are more extensive questionnaires to complete. The Board is required to complete the questionnaire and be signed by the Board Chair. Board members completed and signed the document at the meeting.

5) Update GMS

Mr. Martin distributed to Board members an update of the repairs/upgrades that are being completed at GMS. He indicated that the fire alarm system upgrade total cost is less than the amount encumbered on June 30. He reported that building construction work has begun. Mr. Martin noted that the egress near Room 5 will not include a bridge over the Anna Lane swale; instead students will exit onto a paved walkway that will extend around the back of the building to parking area by the kitchen. The cost for installing the smoke barriers and sealing 1,320 linear feet of corridor walls is \$43,613, which wasn't originally encumbered.

Mr. Martin reported that the Building Inspector and Fire Chief reviewed the plans for the egress near Room 5. The Building Inspector noticed two other egresses that required paving and recommended that they be paved. They also recommended that the existing handicap parking spot be removed and three additional handicap spaces be constructed in the parking lot. He also reported that storage items are being moved into the POD's, the lease for the portables has been signed, and paving for the portables has commenced. Mr. Martin indicated that the repairs and upgrades at GMS will run approximately \$19,000 over the appropriated amount. Items to be contracted include: asbestos abatement, portable utility connections, jersey barriers, and any change orders that are identified.

Dr. Cutler commented that she was pleasantly surprised at how much work has been accomplished in a short period of time. She noted that the two emergency egresses are almost complete, fire doors are installed, and the corridor walls have been completed.

Mr. Miller queried on the closing of the 1930's building. Mr. Martin reported that items are being moved out of the building and the building will be closed down.

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Mr. Miller also inquired about the electrical work in the Main Office. Mr. Martin indicated that the electrical work in the office and the library will commence. He also reported that the staff is very appreciative of the work being completed at GMS.

Mrs. Couture queried where the appropriations for the recommended repairs and upgrades to GMS will appear in the budget. Mr. Martin reported that the appropriations will appear in the 2008-2009 budget.

6) PreK-3 Cost Estimates

Mr. Martin distributed the cost estimate from Harriman for a pre-k-3 school with kindergarten. The estimate was based on the space allocation workbook that was revised from the proposed pre-k-5 school plan from the March 2008 ballot. The total estimate for a pre-k-3 school is \$16,643,745, and \$1,510,790 for the public kindergarten classrooms.

Board members briefly discussed the cost estimate. Mrs. Couture reminded Board members and the public that the reason for this exercise was to compare the cost of the smaller school plus the renovation of GMS to the cost of building one larger school.

7) Hamm Septic Report on GMS Leach Fields

Mr. Martin distributed the report on the GMS leach fields to Board members. Hamm Septic concluded that at this time the water table would allow the leach field to be replaced in kind. He noted that should usage change, it would be fairly easy to add fill over leach fields. Mr. Martin pointed out that because the GMS site is not residential, the replacement would require a design. He also mentioned that Hamm Septic dug test pits and noted that the leach fields look good at this time, however, it is not a guarantee.

Board members discussed the impact on the leach fields if usage was increased. Mr. Martin indicated the leach fields would need to be expanded if usage increased. Board members queried about the capacity of the leach fields. Mr. Martin indicated that the vendor reported that we are not over-using the leach fields at this time. He also mentioned that the vendor offered to come to a future Board meeting to answer any questions Board members may have.

8) Manifest

A manifest was circulated and signed by the Board.

8) **Old Business**

1) High School Interscholastic Athletics Policy (IGDJ)

Dr. Cutler mentioned that Mr. Manseau and Mr. Kiestlinger were in attendance to review the policy revisions with the Board. Mr. Manseau indicated that Mr. Kiestlinger met with several area schools to compare their policies on the selection of athletic candidates and the hierarchy of candidate selection decisions. The suggested wording is to outline the methodology of the final selection of candidates.

Mr. Miller commented that the Board had concerns with the policy section regarding selection of candidates, in particular, the person(s) who is actually responsible for the final selection and how a balance in perspective is assured. Mr. Manseau reviewed the policy section that focuses on selection of athletic candidates and the suggested wording.

Board members were concerned with the policy section that focused on selection of candidates in respect to the candidates' privacy when told the outcome of their try outs. Mrs. Couture suggested that the Board consider a policy for middle school athletics as team selections are posted publicly and should be more private.

Mr. Boehm suggested referencing expectations for athletes who participate in independent sports (off-campus) in the student handbook.

Board members briefly discussed the policy section on physicals. Board members suggested revisions to the policy. The policy will go to a 1st Reading with revisions.

9) **Community Input**

Mrs. Susan Rafferty, 33 Century Lane, queried about the sports where cutting is necessary. Mrs. Couture indicated that NHIAA has limits on team sizes.

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Mrs. Rafferty asked for clarification on rewarding achievement with an effort to include as many students as possible on a sports team. Mr. Miller indicated that, to his understanding, if there are 15 slots open and 25 students try out, then only the 15 strongest candidates are rewarded by making the team.

Mrs. Rafferty queried if there are 15 slots open and 15 students try out, do all the students make the team.

Mrs. Couture indicated that if such a case presents, all the students should make the team. Mrs. Rafferty was concerned that if there are as many spots open as there are candidates, those candidates should make the team even if they need improvement.

Mrs. Rafferty asked about the criteria used to selected players and how it is determined. Mr. Miller indicated that the coaches would work with the Athletic Director on the criteria in relation to the selection of players.

Mrs. Rafferty asked for clarification of the drug/alcohol statement in the policy as the wording was not clear. Board members indicated that the wording will be revised.

Mrs. Rafferty queried about the administration of the policy. Mr. Miller indicated that Mr. Kiestlinger would administer the policy to the coaches.

Mrs. Rafferty commented on senior interviews, noting that they were not conducted this year. She felt senior interviews were valuable and would like to see them reinstated. Mr. Miller indicated that Dr. Cutler would look into the issue.

Mrs. Rafferty commented that during finals week, Edline was not updated until the morning of the first final exam. She was concerned that her son took the final exam, but was not prepared because Edline was not updated with study requirements for the exam. Board members will take it under advisement.

10) Adjourn

Mr. Boehm made a motion to adjourn at 8:58 p.m. Mrs. Jewett seconded. The motion carried 4-0-0.

11) Upcoming Meetings - Litchfield School Board: August 6, 27, 2008 – CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn
School Board Secretary