

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

June 4, 2008

(approved as amended 6-18-08)

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
Ms. Amanda Lecaroz, Director of Curriculum & Instruction
Mrs. Michele E. Flynn, Secretary

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

Mr. Miller called the meeting to order at 6:52 p.m. The meeting is not being broadcast or recorded due to new equipment installation.

2) Review and Revision of Agenda

Revisions included a change of order of Committee Reports; add under New Business, 6th Period Classes at CHS, Review of Governor's Questions.

3) School Board Members' Comments

Mr. Boehm commented, in relation to the need for the access road at LMS, about the closing of Pinecrest Road during an LMS event resulting in a transportation problem.

Dr. Cutler stated that the perimeter fence bid includes the replacement of a small section of fencing at GMS that is damaged and in poor condition.

4) Committee Reports

1) Budget Committee

Mr. Miller reported that the Budget Committee met on May 22 where he presented the CHS traffic recommendations and the budgetary impact. He also presented 2008 year end fund purchases, which he explained were items that were cut from the FY09 budget. Mr. Miller also distributed the recent GMS Air Quality report and announced that CHS is accredited through NEASC.

2) Building Committee

Mrs. Beauregard reported that the Building Committee met on May 13, May 20, and June 3. Discussions included the reorganized Harriman GMS renovation cost report, a community information plan, and aging systems at GMS. The Committee is asking for a cost for repair or replacement of the GMS leach fields, as well as an opinion of their condition. They were also interested in the feasibility of an alternate leach field location if it is determined that the leach fields cannot be replaced in kind.

Mr. Martin indicated that Hamm Septic, a certified septic design engineer, is going to evaluate the water table at the leach fields to determine if they meet State requirements, which should be completed by the end of June. Mr. Martin also asked Hamm to assess the leach fields, however, Hamm will not be able to determine the life of the leach fields, only their condition. He also reported that Stantec (Vollmer) is determining the cost for a dewatering design for State approval [not including the construction cost], which also should be completed by the end of June. In a conversation with Mr. Martin, Mr. Leach of Stantec pointed out that a geotechnical study will be necessary to determine the settling of the building as a result of dewatering.

Mrs. Beauregard also reported that the Building Committee requested that Mr. Ed Murdough from the NH DOE be invited to a meeting to speak about school approval impact and building aid, as well as the consequences if our school buildings do not meet State approval. She added that Mr. Franck, Building Committee member, will be hosting tours of GMS for the new Committee members.

Mrs. Beauregard informed the Board that Building Committee members were concerned with the timing of the voter survey as well as the decision regarding a school on the March 2009 ballot. Mrs. Couture indicated that newer Committee members were troubled with the process of exploring options to the failed school article from March 2008 as they felt that proposal was the right one.

Mrs. Beauregard conveyed that there is a lot of perception from the new members about bias by the School Board. Committee members discussed a 'public relations' information plan. She mentioned that the Building Committee may recommend that there be no school on the March 2009 ballot. She added that the Building Committee will come before the Board on June 18 with a written plan.

3) **Selectmen**

Mrs. Jewett reported that a local church is looking for troops from Litchfield that are overseas as they have some items to ship to them. She also reported that Memorial Day was successful and sponsored by the Litchfield Historical Society; Family Fun Day was successful, as was the Clean Up Day. She thanked all volunteers.

5) **Community Input**

There was no community input.

6) **Recommended Action:**

a) **Business Affairs:**

1) **Board Direction – Building Project**

Mr. Martin indicated that the Building Committee has requested a new school design for grades prek-3 including floor and septic plans. He met with Dan Cecil of Harriman and Mrs. Beauregard to discuss what was actually needed. He is asking the Board for some direction regarding the request.

Mrs. Beauregard clarified that the Building Committee would like an estimated cost for a prek-3 school. She met with Dr. Cutler, Mr. Schlichter, and Mrs. Gregg. Using the prek-5 space allocation workbook, reduced café and library spaces to accommodate 500 students, reduced the number of classrooms to 18 [with 20 students per room], reduced one teacher workroom, one special education learning center, one PDD room, and two custodial closets for a total of 23,674 sq. ft. Although most of the classrooms were removed off the second floor plan, the structure would be designed for second floor expansion. The footprint of the building was not reduced. Mrs. Beauregard reported that the Building Committee would like café and library spaces to be used creatively by carving out classrooms. She felt that a new floor plan is not necessary at this time as the space reductions can be highlighted.

Items to be confirmed by Mr. Cecil include the size of the septic system, creative space use of the library and café, and capacities of core spaces. Mrs. Beauregard indicated that Mr. Cecil should cost the square footage of the revised building plan and update the space allocation workbook. Mrs. Couture suggested showing a comparison of the revised plan and the current prek-5 plan.

Mr. Martin indicated that Mr. Cecil would like consensus from the Board regarding his services. Mr. Cecil would also like to know if this plan will go to ballot.

Board members did not feel they have had enough input from the Building Committee to give direction at this time, however, we can ask him to cost the current square footage for a prek-3 building.

7) **Income Management**

Mr. Miller added the agenda item to inform the Board about a discussion he and Mr. Martin had about the confusion over payments from the town at the end of last year. He suggested asking for the District's percentage of the tax revenue collected in July and again in December. This would allow the District to invest the money and control it as needed without having to make repeated requests throughout the year for funds.

Mr. Boehm expressed concern with the investing of funds by the District. Mr. Martin indicated that the District would not invest aggressively. After speaking with the District's legal counsel, it was confirmed that the Selectmen are mandated to disburse the District funds to meet its requirements. It would be difficult for the District to request all if its funds immediately. It would then be within the Selectmen's legal rights not to honor the request for the complete disbursement of funds for the District. Mr. Martin added that that legal counsel noted the District has no legal grounds to make the request for the complete amount. An accounting change of such kind would increase the town tax rate even if the District tax rate is lowered. Mrs. Couture suggested speaking to the Chair of the Selectmen about the town's fiscal management of District funds.

2) Manifest

The manifest was circulated and signed by the Board.

8) **Curriculum Update**

Ms. Lecaroz gave a year end curriculum update. The report consisted of a summary of curriculum and instruction for the 2007-2008 school year. Included in the report was the state of curriculum, state of instruction, and state of assessment, as well as committee accomplishments. The report also mentions that an Assessment Institute will take place at the end of June to create assessment teams and plans for each school in the District.

9) **New Business**

a) Community Engagement Plan

Dr. Cutler distributed a draft of a plan to engage the community to in school district issues. She surveyed other school districts and found that the Barrington School District was successful in their quest for a building a new school by involving their community.

Board members reviewed the draft plan. Mr. Miller suggested adding parent forums at each school to the plan. Board members discussed ways to engage the community to attend the events outlined in the draft plan. The Board will revisit the Community Engagement Plan in July.

Dr. Cutler spoke with Mrs. Jewett regarding rescheduling the Community Leadership dinner. They discussed holding the meeting prior to a town department head meeting. Dr. Cutler will speak to Selectman Byron about scheduling a light dinner prior to the September 29 department head meeting.

b) Building Committee Mission Statement

Board members discussed a draft mission statement submitted by Mrs. Couture at the last Board meeting. Mr. Miller suggested adding that the Building Committee investigate the cost and feasibility of alternate building options, such as pre-fabricated buildings. Mrs. Beaugard did not agree that these types of construction are feasible for long term solutions. Mrs. Couture indicated that research of alternate building options had been done by a previous Committee. She suggested that Mr. Miller speak to a general contractor about the feasibility of using alternate building options. Mr. Miller felt that it was a disservice to the community by not considering lower cost options. Mrs. Beaugard noted that Ed Murdough, NH DOE Building Aid, had concerns on the durability and longevity of alternate building options. Mr. Miller will research a general contractor and bring his findings back to the Board.

Board members revised some wording and Mrs. Beaugard suggested adding a list of resources to the mission statement.

Mrs. Couture made a motion to approve the 2008 Building Committee Mission Statement with edits. Mrs. Jewett seconded. The motion carried 3-2-0, with Mr. Miller and Mr. Boehm voting in the negative.

Mr. Miller and Mr. Boehm felt that alternate building options should be explored. Mrs. Couture and Mrs. Beaugard disagreed. Board members discussed the exploration of alternate building options at length.

c) Emergency Plans: LMS & CHS

Dr. Cutler distributed the draft emergency plans for the Board to review. This item will be revisited on June 18.

d) CHS 6th Period Classes

Dr. Cutler reported that there have been an inordinate amount of requests for the following courses at CHS: Spanish III (85-86), FACS (131), Advanced English (64). The amount of requests will result in offering more sections of these courses. Dr. Cutler recommended offering two more sections of Spanish III, one more section of FACS, and two more sections of Advanced English. Board members agreed.

e) Questions for Meeting with Governor Lynch

Dr. Cutler reviewed with the Board a copy of the questions that will be presented to Governor Lynch on June 6.

10) **Policy Work Session:**

SECTION J: Students

- a) Manifest Educational Hardship (JEC)
- b) Student Publications (JICE/JICE-R)

SECTION K: School & Community Relations

- a) Use of School Buildings & Facilities (KF/KF-R)

The above policies were deferred to the June 18 meeting.

11) **Policies: 2nd Reading & Approval:**

- a) Equal Opportunity Employment (GBA)
- b) Truancy (JHB)
- c) Gang Activity (JICF)
- d) School, Community, & Home Relations (KA)

Mrs. Couture made a motion to approve the above policies. Mrs. Jewett seconded. The motion carried 5-0-0.

12) **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 9:42 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. Jewett seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

13) **Return to Public Session**

Mrs. Couture made a motion to return to public session at 10:03 p.m. Mrs. Beauregard seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

14) **Adjourn**

Mr. Boehm made a motion to adjourn the meeting at 10:05 p.m. Mrs. Couture seconded. The motion carried 5-0-0.

15) **Upcoming Meetings**

>Litchfield School Board: June 18, 25(if needed), 2008 – CHS Media Room – 6:30 PM - June 13, 2008 - SAU Office - 2:30 p.m.

Respectfully submitted,

Michele E. Flynn
School Board Secretary