

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

August 6, 2008

(approved as amended 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
Dr. Elaine Cutler, Superintendent
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 6:31 p.m.

2) Review and Revision of Agenda

A manifest was circulated and signed by the Board.

3) School Board Members' Comments

Mrs. Jewett queried about the height of the fencing that will be installed at CHS and GMS. It was noted that the fencing will be four feet high at both schools. Access gates will be installed in the field fencing at CHS. The fencing will prevent vehicles from riding on the fields at CHS.

4) Community Input

There was no community input.

5) New Business

1) School Board Goals – Update

Dr. Cutler and Ms. Lecaroz presented updates to the 2007-2008 goals. Ms. Lecaroz provided achievement data regarding assessment information as outlined in the goals.

Dr. Cutler reviewed the goals with the Board as follows:

Goal 1: Increase achievement for all students – (a) through (d): (a) – (c) have made much progress in assessment testing areas; (d) improving individual student achievement has gained progress through Project 230, CHAT meetings, YESS Program, PBIS, SERFA, and the Collaborative Assistance Team. It is recommended to continue Goal 1 (a) – (d).

Mr. Miller suggested that a support structure be implemented for freshmen students that are failing courses. Mrs. Couture suggested the development of a middle school policy for students with poor grades who are playing sports.

Goal 2: Develop confident, responsible, and productive students with post-graduate aspirations – (a) through (d): (a) guidance plan approved; (b) progress with health and wellness has been shown in improved nutritional choices at all schools, optional physical activity program at LMS, and re-implementation of a Wellness Committee for FY2009; (c) tracking alumni accomplishments will be met through forums with sophomores and freshmen at CHS; (d) this item has been met as the Board has developed a policy for Extended Learning Opportunities. It is recommended to continue Goal 2 (a) – (c).

Goal 3: Maintain a safe, supportive, and effective learning environment: (a) through (d): (a) registration as a Follow the Child district has been completed; (b) and (c) will be developed; (d) the District has been supporting teachers' professional development with an Assessment Institute, refining academic disciplines, and revision of multiple curriculum areas, a Mentorship Program was approved by the Board for the FY09 school year, the Teacher Evaluation Process in being revised, team leaders have assumed responsibility for curriculum collaboration, and training is provided for emerging leaders. It is recommended to continue Goal 3 (a) – (d).

Goal 4: Increase community awareness of and involvement in the Litchfield School District: (a) through (d): (a) an adult education program was implemented for FY08 and fall classes for FY 09 will be offered; (b) newsletter publication will continue; (c) the creation of a cable program that focuses on district issues was not implemented, but will be developed for the FY09 school year; (d) the Board continues to focus on the development of policies for the District, a Community Engagement Plan is in progress. It is recommended to continue Goal 4 (a) – (d).

2) GMS Approval Process

Dr. Cutler reviewed the approval process of schools that are not in compliance with State standards relative to GMS. She indicated that ten areas were cited as out of compliance, however, many were policies that have been completed. Two areas of concern are facilities and lighting. Dr. Cutler noted that she spoke with Ed Murdough at the NH DOE who indicated that twelve classrooms are less than the required 900 sq. ft.; there is no restroom in the kindergarten classroom; there is insufficient square footage for the special education classrooms and for associated work space including speech therapy, occupational therapy, and physical therapy; there is only one handicap accessible bathroom in the building; and there is no classroom dedicated for music. Lighting levels are very uneven in several areas. Referring to a Harriman lighting assessment, Dr. Cutler indicated that estimates can be obtained to be presented for inclusion in the FY10 budget. The lighting issue will require your appearance before the State Board of Education, who in turn will require you to implement repairs.

Dr. Cutler went on to note that the moisture issue is being addressed, as are the life safety issues per recent recommendations resulting from the GMS Fire/Life Safety Inspection Report. These repairs are being submitted to the DOE as they are completed. The Air Quality report reflects that the air quality in GMS is at acceptable levels. The deadline for implementing repairs to areas that are out of compliance with approval standards is June 30, 2009. Dr. Cutler also explained alternative compliance measures. She explained that possible sanctions for a school building that does not meet approval standards are: GMS may not be considered a NH public school and all students will be considered truant and not in attendance; the Litchfield School District may suffer the loss of state and federal funds that were earmarked for GMS students.

Board members will meet on August 22 at 9:00 a.m. to tour GMS and view the repairs and upgrades that are in progress and have been completed.

3) Summer School

Dr. Cutler presented the Summer School report for LMS and CHS. Ten students were enrolled at LMS with only one failure; 48 students were enrolled at CHS with only one failure in Math.

4) Co-Curricular/Athletic Job Descriptions

Dr. Cutler presented all co-curricular and athletic job descriptions to the Board. Due to the high volume of documentation, Board members suggested to defer this item to the August 27 meeting in order to have time to review the documentation.

5) CHS Emergency Plan

Dr. Cutler presented an Emergency Plan for CHS to the Board. In the event that CHS was unable to be used as a high school due to a catastrophic natural event or major mechanical failure, the plan would allow for CHS students to be placed at LMS with shortened blocks of 70 minutes, 10 minute advisories, and bagged lunches. LMS students would be able to have seven periods with one Unified Arts class. Athletic practices for CHS would be held in the second half of the gym in the afternoons, while LMS athletic practices would be held during blocks when the gym is available. Classroom assignments would be prepared by block and the SAU office would be housed in the Media Center until a double portable could be arranged. There would be no student parking and increased bus transportation.

This plan, along with the emergency plans for GMS and LMS will be available on the District website.
Dr. Cutler reported that Emergency Incident training will begin on August 20 conducted by the State of NH.

6) Old Business

1) Voter Survey

Board members reviewed and discussed the voter survey. Minor revisions were made to the survey. Board members also discussed the distribution and tracking of the surveys.

Mr. Miller queried Board members regarding their discussion of the Building Committee's recommendation. Mrs. Couture feels that she needs the survey results before making a decision on the recommendation. Mrs. Beauregard reported that the Building Committee is on hold pending the Board's decision.

Board consensus: To address the Building Committee's recommendation after reviewing the Voter Survey results in September.

7) Policies: 1st Reading

a) High School Interscholastic Athletics (IGDJ)

Board members reviewed the policy revisions from the last meeting and suggested additional minor revisions.

Mrs. Couture made a motion to approve the High School Interscholastic Athletics policy for a 1st Reading with revisions. Mr. Boehm seconded. The motion carried 5-0-0.

b) Community Use of School Facilities (KG)

Board members reviewed the policy revisions from the last meeting and suggested additional minor revisions.

Mrs. Couture made a motion to approve the Community use of School Facilities policy and procedures for a 1st Reading with revisions. Mr. Boehm seconded. The motion carried 5-0-0.

c) Manifest Educational Hardship (JEC)

Mrs. Couture made a motion to approve the Manifest Educational Hardship policy and procedures for a 1st Reading. Mrs. Jewett seconded. The motion carried 5-0-0.

8) Policies for 2nd Reading/Approval

a) Student Publications (JICE)

Board members reviewed the policy and suggested final revisions.

Mrs. Couture made a motion to approve the Student Publications policy and procedures for a 2nd Reading. Mrs. Jewett seconded. The motion carried 5-0-0.

9) Policies for Work Session:

Section G: Personnel

a) Sexual Harassment (GBAA/JBAA) (revised – legal opinion)

Dr. Cutler explained that the original policy was approved in 2001 and was not accurate. The District's legal counsel recommended a model policy, which the Board reviewed. Board members suggested that each member should sign a copy of the policy as well as staff and students. A signature page will be placed in the student handbooks at all grade levels for both students and parents to sign.

This policy will go to a 1st reading with minor revisions and clarifications.

b) Staff Participation in Political Activities (GBI) (new policy)

Board members reviewed the policy and suggested minor revisions. This policy will go to a 1st reading as amended.

Section I: Instruction

a) Character & Citizenship Education (IHAK) {Formerly Moral /Ethical Education IGAK}
(existing policy 10/15/86)

Board members reviewed the policy and suggested no revisions. This policy will go to a 1st reading.

Section J: Students

a) Cyberbullying (JICDD) (*new policy – legal opinion*)

Dr. Cutler presented the policy and letter attachments to the Board. She asked for Board approval to include the parent letter in the student packets at the beginning of the year.

Mrs. Flynn suggested that the Board amend the District Internet Use policy and procedures to include parameters of the Cyber-bullying policy for staff and students.

Mrs. Beauregard suggested Cyber-bullying as a topic for the District's cable programming. Dr. Cutler indicated that October 5-11 is National Bullying Prevention Week. This policy will go to a 1st reading.

Board consensus: To allow parent letter to be included in student packets for the beginning of the 2008-2009 school year.

b) Reporting Child Abuse (JLF) (*revised policy – legal references*)

Dr. Cutler presented the revised policy to the Board. Mrs. Flynn explained that the procedures are a State document and all definitions, reporting procedures, content criteria, and liability disclaimers are included. This policy and procedures will go to a 1st reading with the development of a reporting form.

Mr. Boehm queried about the school bus routes. He suggested that elementary and middle school students waiting for the bus at a corner where the bus does not normally stop should be picked up at that corner. He requested a list of the bus routes for 2008-2009 by August 22.

10) Adjourn

Mrs. Jewett made a motion to adjourn at 9:05 p.m. Mrs. Couture seconded. The motion carried 5-0-0.

11) Upcoming Meetings

> *Litchfield School Board: August 27, 2008 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn
School Board Secretary