

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
December 6, 2006
PUBLIC SESSION
(approved as amended 12-13-06)

Present:

Mrs. Cindy Couture, Chair
Mrs. Dot Beauregard, Vice Chair
Mr. Ralph Boehm, Board Member
Mr. Dennis Miller, Board Member
Mrs. Pat Jewett, Board Member
Ms. Catherine Hamblett, Superintendent
Mr. Stephen Martin, Business Administrator
Mrs. Amanda Lecaroz, Director of Curriculum & Instruction
Mrs. Michele E. Flynn, School Board Secretary

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

Mrs. Couture called the meeting to order at 6:40 p.m.

2) **Review & Revision of Agenda**

Mrs. Couture advised the Board of revisions made before the meeting. A revised agenda was distributed to the Board with the addition of a non-public session, the removal of the Wellness and Video Surveillance policies, and the addition of the Food Service Management procedures.

3) **Recommended Action**

a) **Business Affairs**

1) Public Minutes of September 6, 2006 (Attachment #1)

Mr. Boehm made a motion to approve the minutes as written. Mrs. Jewett seconded. The motion carried 5-0-0.

2) Public Minutes of November 8, 2006 (Attachment #2)

The minutes were revised to reflect that the meeting was moved to LMS because of air monitoring by the Fire Department and therefore was not broadcast or taped. Other revisions were made to the CHS Student Release item under Business Affairs and reflected minor wording changes throughout the paragraphs; under Budget Work Session, SAU Non-Administrative Salary Ranges: an addition was made to the statement, 'Mr. Martin proposed that the step schedule go into effect January 1, 2007' elaborating that the salary placement will be brought back to the Board at a later date.

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

3) Public Minutes of November 14, 2006 (Attachment #3)

Mr. Boehm made a motion to approve the minutes as written. Mrs. Jewett seconded. The motion carried 5-0-0.

4) Public Minutes of November 15, 2006 (Attachment #4)

Mr. Boehm made a motion to approve the minutes as written. Mr. Miller seconded. The motion carried 5-0-0.

4) **Lunch Prices: A La Carte Price Increases**

Mrs. Couture reminded the Board that when the Board previously discussed lunch price increases, it was noted that they would revisit a la carte item pricing later in the year.

Mr. Martin explained that this is the second phase of the initial pricing increase already approved for hot lunches and entrees. Price increases are needed to meet the revenue requirements of the remaining 2007 budget and the proposed 2008 budget. He added that some a la carte item prices will remain the same while others will increase between five cents and twenty-five cents per item. This increase is expected to generate approximately \$13,000 in revenue for Food Services. He reminded the Board that the previous hot lunch and entrees price increase was

because of a \$25,000 shortfall in Food Services funds, which was a direct result of the cost of food, equipment needs, and staff salaries and benefits.

Mrs. Jewett made a motion to approve the recommended increases in a la carte prices. Mrs. Beauregard seconded. The motion carried 5-0-0.

5) Default Budget

Ms. Hamblett complimented Mr. Martin for his work on defining the 2008 default budget. She added that since his arrival in the District, we are providing more detail to the Board and Budget Committee.

Mr. Martin presented the 2008 Default Budget to the Board commenting that he arrived at the total using the same process as last year. He reviewed the items noting changes in cost from last year's default budget. The difference between the 2008 default budget and the proposed 2008 budget is \$476,868. Proposed in the default budget is the CHS NEASC Accreditation, which totals \$23,837. Mr. Martin asked the Board for a vote to verify the NEASC item's inclusion in the default budget.

Mr. Miller made a motion to include \$23,837 in the 2008 Default Budget for the CHS NEASC accreditation. Mr. Boehm seconded. The motion carried 5-0-0.

Mr. Miller made a motion to provisionally approve the 2008 Default Budget pending any new required adjustments prior to posting. Mr. Boehm seconded. The motion carried 5-0-0.

6) Revenues Budget

Mr. Martin presented the 2008 Revenues Budget Report and noted that Tuition from Other LEAs has been reallocated among three or four categories. Although some items have increased, the report reflects a conservative approach.

Mr. Boehm made a motion to approve the 2008 Revenues Budget. Mrs. Beauregard seconded. The motion carried 5-0-0.

Mr. Martin informed the Board that there was an issue with the GMS septic. On November 30, 2006 a back up in the septic line occurred. It was discovered that a piece of wood had been jammed into the vent pipe, causing a build up of debris resulting in a blockage. Hamm Septic removed the blockage and confirmed that the flow through the pipe resumed. Mr. Martin reported that the problem was caused by vandalism and not a breakdown of the septic system. The vent pipe will be replaced with a manhole cover.

7) Warrant Articles Discussion

a) GMS Swale

The article denotes a sum for reconstruction of the surface water drainage swales at GMS. Mr. Martin informed the Board that he has issued a purchase order to Vollmer for a survey of the swale in December. Once the survey is complete, Vollmer will cost out the reconstruction of the swale. Mr. Miller suggested identifying the swale in the warrant article. Mr. Martin indicated that the wording will reflect the identity of the swale, footage and landmarks.

b) GMS Dewatering Design

The article indicates a sum for the technical design and costing of a plan to dewater the GMS site. Mr. Martin informed the Board that Vollmer is working on costing out a design and plan for dewatering. According to Mr. Martin, Vollmer's fee for the costing out work could be around \$15,000 - \$20,000.

c) GMS 1930's Building Roof Replacement

The article specifies a sum of \$25,000 for the replacement of the roof on the 1930's building at GMS. Mr. Martin indicated that the original budgeted amount to replace the roof was \$21,000, but he increased the amount \$4000 higher in order to cover unexpected expenses as the quote does not cover what is under the membrane. There was a recommendation for a heavier weight membrane.

Mrs. Couture suggested Mr. Martin ask the vendor for an estimate of what it would cost to repair the structure underneath the membrane of the roof.

d) Acoustic Shell

The article asks for \$11,491 for the purchase of an acoustic shell for CHS. Ms. Hamblett noted that the shell is a physical background for instrumental and choral concerts and would enhance our successful music program.

Mrs. Jewett made a motion not to put an acoustic shell on the 2007 warrant. Mr. Boehm seconded. The motion carried.

e) LMS Access Road

The article reflects the request for the construction of an emergency access road at LMS. Mr. Martin spoke with Chief Scofield who is in support of the article and he confirmed that installing a non-paved, temporary road would be acceptable as long as it supports the weight of the fire trucks. Mr. Martin indicated that he asked Mr. Cecil of Harriman Associates to cost out the construction of the road and include alternatives to support the weight of fire trucks. Mr. Cecil is in the process of the cost estimate, which should be available by December 20th.

f) Security System GMS/LMS

The article will denote the purchase and installation of security locks and cameras for both GMS and LMS at a cost of \$56,431, which includes \$5,000 for a District-wide picture ID system.

g) Building Capital Reserve (for long-range space needs solution)

The article indicates a sum of \$800,000 to be added to the existing Capital Improvements and Maintenance Expendable Trust Fund for repairs at GMS. Mrs. Jewett pointed out that we need to make it clear that this money is for GMS. Mr. Martin noted that if funds are to be for a specific school, we will have to create a separate fund. Mr. Boehm spoke against the motion as there is no design or specific plan for its use.

Mr. Miller made a motion not to include this article on the warrant. Mr. Boehm seconded. The motion carried 4-1-0, with Mrs. Jewett voting in the negative.

h) CHS Chimney

The article reflects a sum for the purpose of redesigning and constructing an improved chimney system at CHS. Mr. Martin noted that this is only a placeholder until we can determine its feasibility. He will provide more information on December 20th.

8) Kindergarten

Ms. Hamblett reminded the Board that the District still has \$880,000 set aside for the Kindergarten Construction grant voted on two years ago. The last action was at Deliberative Session 2005 to come back this March and appropriate the funds for the implementation of Kindergarten in 2008. The Kindergarten application is tied to one of two scenarios: either a new school or an addition to GMS. She noted that we are unable to add to GMS until the dewatering is solved nor is there a new school proposal on this year's ballot. Ms. Hamblett is recommending that the Board authorize her to withdraw the current Kindergarten application and immediately reapply for those funds plus additional money as costs have increased since the original application four years ago. The funds are available until June 2008, but grant funds have diminished since this fall. Ms. Hamblett recommended that the Board take action before January 2, 2007.

Mr. Boehm made a motion to authorize the Superintendent to prepare a recommendation and reapply for the Kindergarten grant in early January 2007. Mr. Miller seconded. The motion carried 5-0-0. [withdrawing the current application]

9) Policy Work Session:

Section E: Support Services

a) Food Service Management & Safety Procedures (EF-R)

Ms. Hamblett explained that the District is required to have a Food Safety Program because of Public Law 108-265: The Child Nutrition and WIC Reauthorization Act of 2004. She reminded the Board that the Food Services Policy had been previously approved and that these procedures are a necessary addition. She presented the procedures

noting that this document becomes part of a Food Services Operational Manual and includes guidelines and procedures for preparing hot and cold food, cooking food, cooling food, temperatures, washing food, control measures, inspections, monitoring, corrective actions and recordkeeping. The appendices include checklists, inventory, glossary, and resources. She also indicated that these procedures bring us closer to compliance for wellness.

Mr. Martin noted that Mrs. Lawrence has already started training her staff with regard to the procedural draft and have continued operational safety. Ms. Hamblett complimented Mr. Martin, Mrs. Lawrence and Mrs. Flynn for their work in preparing the draft. Mr. Miller suggested that the draft include the wearing and changing of gloves. The procedural draft will come back to the Board on December 13th for approval with revisions.

Section J: Students

a) Student Searches & Procedures (JIH/R)

Ms. Hamblett reviewed the policy and procedures with the Board. She noted that all revisions are in italics. Ms. Hamblett pointed out that the policy hasn't been revised since 1987 and that a well established policy with procedures needs to be in place. She directed the Board to discuss the section of the policy regarding the use of police drug interdiction dogs to search for drugs, weapons and contraband noting that the District can arrange for a demonstration of the use of these canines in searches. She added that the long term health, safety and welfare of the students is in mind with this policy and its procedures. Board members were concerned about the shared responsibility of shared lockers and storage areas and suggested that the wording be revised or perhaps moved into the procedures. The Board suggested the Superintendent arrange a police dog search demonstration for the January 3, 2007 meeting. The policy and procedures will come back to the December 13th meeting with revisions for a first reading.

10) Community Input

There was no community input.

11) Board Direction : (Decisions to move policies to 1st Reading or continue in Work Session)

The Board directed that the Food Service Management Procedures come back on December 13th for approval and the Student Searches policy and procedures come back for a first reading on December 13th.

12) Non-Public Session: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Mr. Miller made a motion to go into non-public session at 9:13 p.m. under RSA 91-A:3II 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 role call vote: Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beaugard, yes; Mr. Miller, yes; Mrs. Jewett, yes.

13) Return to Public Session

Mr. Miller made a motion to return to public session at 10:00 p.m. Mrs. Beaugard seconded. The motion carried by role call vote: Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beaugard, yes; Mr. Miller, yes; Mrs. Jewett, yes.

Mr. Miller made a motion to seal the legal matters portion of the minutes permanently. Mr. Boehm seconded. The motion carried 5-0-0.

Date: December 6, 2006
Campbell High School

Litchfield Board of Education
Policy Work Session – 6:30 p.m.
Followed by Non-Public Session

14) **Adjourn**

Mr. Miller made a motion to adjourn at 10:01 p.m. Mrs. Beauregard seconded. The motion carried 5-0-0.

15) **Upcoming Meetings**

> *Litchfield School Board: December 13, 20, 2006 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn
School Board Secretary