

*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**

**May 7, 2008**

**(approved as amended 5-23-08)**

Present:

Mr. Dennis Miller, Chair (*excused*)  
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  
Mrs. Michele E. Flynn, Secretary

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

Mrs. Couture called the meeting to order at 6:31 p.m. Mr. Miller is at another engagement.

**2) Review and Revision of Agenda**

Revisions to the agenda included the addition of Superintendent's Comments under School Board Comments; under Recommended Action, the CHS Traffic Recommendation Update was moved before the Business Report.

**3) School Board Members' Comments**

Mrs. Couture commented that a Litchfield student, Chris Marr, was recognized in the media for his work with veterans.

Dr. Cutler announced that 2008 AYP results will be released tomorrow; DARE Graduation will be held on May 13 at CHS; the LMS Washington DC trip is scheduled for May 13; the Internet Safety Program will be held at CHS from 6:30 -8:30 p.m.; the Senior Prom is scheduled for May 10; and Senior Make-Up Day is scheduled for May 17.

Dr. Cutler reported that the Building Committee has begun to meet and a Board representative to the Building Committee is needed.

Dr. Cutler updated the Board on the status of their request for a meeting with Governor Lynch, noting that there has been no response from the Governor's office to date.

Dr. Cutler reported that Representative Lynne Ober informed her that the House of Representatives voted to allow districts without kindergarten to use private kindergarten and the State will pay the cost; the State will fund portables for 3 years, but will not fund septic hook ups; the State will fund [100%] a code compliant school building with no funding for heating or ventilation.

Student representative, Michael Clark, reported that a student forum was held today at 2:30 p.m. at CHS to talk about the parking situation; the Council held their Annual Springfest and Spirit Week, which were very successful; a CHS production, 'The Apple Tree' will be held May 8, 9, and 11.

**4) Recommended Action**

a) Business Affairs

1) Business Administrator's Report – April 2008

Mr. Martin reported that the District will be moving forward with a membership in the Energy Buying Group. Mr. Miller and Mr. Martin presented an invitation to the Board of Selectmen to be included in the buying group at the District's expense. The Selectmen chose not to participate this year, but may consider it in the future.

Mr. Martin updated Board members on the Gatekeeper contract to develop and administer the District's 403(b) plan; a NH Federal Funds Handbook workshop he and Mrs. Bellerive [Chief Accountant] attended; the eFinancePlus project; and the completed forecast. He indicated that the year-end fund balance is expected to be approximately \$620,000. In Buildings & Grounds, Mr. Martin reported that the air quality report on GMS was received and there were no major findings, but mentioned that moisture problems may be a concern and ventilation problems exist. He further reported that one of the GMS boilers has cracks in two sections and was leaking last week, and we are waiting for replace/repair costs; quotes are being sought for the CHS track repair and the perimeter fencing for the CHS multi-purpose field.

In Technology, Mr. Martin reported that May 31 is tentatively scheduled for residents of Litchfield to take outdated technology equipment; work continues on performance problems with our network with both Paetec and Fairpoint Communications/Verizon. We are in the process of replacing all three network routers that are no longer supported. In Food Service, Mr. Martin indicated that all food service technicians are now certified; revenues are forecast to be under budget, impacted by fewer students participating in hot lunches at GMS and LMS, as well as high school students unable to purchase breakfast during advisory; and expenditures are slightly under budget, resulting in a forecasted loss in the food service fund. However, any loss can be covered by the current fund balance. No price increase is recommended at this time.

2) CHS Traffic Recommendation: Update & Costs

Responding to previous cost item questions by the Board, Mr. Martin reported that SealTec advised changing parking spaces from perpendicular to parallel parking will result in a loss of up to 30 parking spaces and they do not recommend the change at this time. He also reported that a rough estimate for a remote gate off Talent Road would be \$10,200. The cost of sealcoating and striping the South lot is \$11,600, and he recommends sealing prior to striping. The sealing quote for the entire site is under \$20,000 and there is a minimal cost for street signs.

Mr. Manseau reported that he met with the Student Council, reviewed the traffic proposal and site map, and conveyed suggestions received by the students. Suggestions included posting signs for one-way patterns and parent pick up. The students felt that the proposed plan will work. Mr. Manseau added that the School Resource Office monitored dismissal and it was noticed that when there is police presence the students obey the traffic signs.

Mrs. Beauregard requested the School Resource Officer direct traffic at dismissal for two weeks with an update from Mr. Manseau on May 21. She also suggested leaving the Highlander Court stop sign up as its removal could cause an accident. Mr. Manseau suggested that numbering the parking spaces would be wise. He added that they do not have to be assigned, but the option would exist.

- 3) GMS Air Quality Report
- 4) CHS Track Update
- 5) CHS Fence Update
- 6) GMS Boiler Update

The above items were covered under the Business Administrator's report.

7) GMS Vollmer (Stantec) Update

Mr. Martin reported that Vollmer, which is now Stantec, recommended that their engineer attest to the water table at the GMS leach fields. The Board agreed.

Mr. Martin queried Stantec on the process of obtaining State approval for dewatering the GMS site. Stantec stated that all geotechnical studies must be done, all the design work for mechanicals must be done, and submitted to the State for approval. Mr. Martin also reported that Stantec pointed out that the site is mostly sand and dewatering could create a sinkhole causing the building to settle. Mrs. Couture suggested that Stantec put their opinion in writing. Dr. Cutler indicated that when we receive Stantec's letter, we will forward a copy to Mr. Murdough (NH DOE) and ask for his approval (or non-approval) in writing.

8) LSD Network Update

This item was covered under the Business Administrator's report.

Mr. Martin presented the Board with a list of some of the 2009 Budget Cuts for Potential 2008 Year-end Use of Funds for their consideration. Mrs. Beauregard commented that some items discussed earlier in this meeting could be added to the list as well. Mr. Martin will revise the list and the Board will revisit this item at the May 21 Board meeting.

**5) Community Input**

There was no community input.

**6) Policy Work Session:**

**SECTION G: Personnel**

a) Equal Employment Opportunity (GBA)

Mr. Boehm suggested listing the federal regulations under Legal References. The policy will go to a 1<sup>st</sup> Reading.

**SECTION J: Students**

a) Truancy (JHB/JHB-R)

There were no revisions to the policy or procedures. The policy/procedures will go to a 1<sup>st</sup> Reading.

b) Gang Activity (JICF)

There were no revisions to the policy. The policy will go to a 1<sup>st</sup> Reading.

**SECTION K: School & Community Relations**

a) School, Community & Home Relations (KA)

Mrs. Couture suggested that seven objectives from the older policy remain in the revised policy. The policy will go to a 1<sup>st</sup> Reading.

Dr. Cutler announced that NEASC granted CHS initial accreditation into the New England Association of Schools & Colleges. Items to follow up on are included in the report. She commended the hard work of the high school staff, faculty, and students that contributed to the accreditation. Dr. Cutler suggested that the NEASC Accreditation report be placed on the District website.

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

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

*Mr. Boehm made a motion to go into non-public session at 8:37 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: Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.*

**9) Return to Public Session**

*Mr. Boehm made a motion to return to public session at 9:00 p.m. Mrs. Beauregard seconded. The motion carried by roll call: Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.*

**10) Adjourn**

*Mr. Boehm made a motion to adjourn at 9:02 p.m. Mrs. Beauregard seconded. The motion carried 4-0-0.*

**11) Upcoming Meetings**

*>Litchfield School Board: May 14, 21, 2008 - CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn, School Board Secretary