

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

November 7, 2007

BUDGET WORK SESSION

(approved as amended 12-12-07)

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
Ms. Catherine Hamblett, Superintendent
Mrs. Ronda Gregg, Director of Special Services
Ms. Amanda Lecaroz, Director of Curriculum & Instruction
Mr. Steve Martin, Business Administrator
Mr. Martin Schlichter, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mr. Bob Manseau, Principal, CHS
Mrs. Michele E. Flynn, Secretary

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

Mr. Miller called the meeting to order at 5:37 p.m.

2) Revisions to the Agenda

There were no revisions to the agenda.

3) School Board Comments

Mrs. Couture brought to the Board's attention that the Building Committee received some questions from a Budget Committee member regarding the new school proposal. One question is more pertinent for the School Board: What will happen to GMS if a new school proposal is passed by the voters? She suggested that the Board review and discuss this question.

4) NHSBA Resolutions 2008

Mrs. Couture briefly explained that continuing resolutions [from 2007] are those that haven't changed in three years and unless there is any opposition or change to them they are proposed for re-adoption as a block. She asked for the Board's consensus on the proposed resolutions for 2008 as reviewed.

Mr. Boehm raised a question about the NHSBA's position on Resolution #7. Mrs. Couture indicated that there was much information about that resolution at the November 6 Legislative update meeting held by the NHSBA at CHS.

Resolution #15-#20 were submitted by member districts. Resolution #15 was supported by the NHSBA Board of Directors and it states: NHSBA supports the Legislature amending SB2 process allowing a legislative body to specifically vote by a 60% majority on a warrant article to create and fund a program that would then continue beyond the single year and its costs would be included as part of the following year's default budget.

The Board consensus was to support the Board of Directors' recommendation.

Resolution #16 was not recommended by the Board of Directors, and it states: NHSBA supports the Department of Revenue and or the Legislature in clarifying the phrase "adjusting for continuous contract" in RSA 192-C:9b. In explanation, a multi-district SAU currently may adopt an alternative budget approval process to allow each district to vote on SAU budget and if the proposed budget fails, the SAU budget is the same as the previous year with any

adjustments for continuing contracts. This resolution, if supported, would require that if the proposed budget failed, the DRA or Legislature would clarify with stricter language what constitutes allowable adjustments.

The Board consensus was to support the Board of Directors' recommendation.

Resolution #17 is not recommended by the Board of Directors, and it states: that it is proposed that if student tests significantly above grade level and is determined by the teacher to be a true measure of progress, then the student should not be retested for 2 years.

The Board consensus was to support the Board of Directors' recommendation.

Resolution #18 is not recommended by the Board of Directors, and it states: that it is proposed the NHSBA urges the U.S. Congress to fully fund the cost of IDEA and any new requirements.

The Board consensus was to support the Board of Directors' recommendation.

Resolution #19 is not recommended by the Board of Directors, and states: that it is proposed to support legislation to re-codify the statutes to be easier to understand and navigate.

The Board consensus was to support the Board of Directors' recommendation.

Resolution #20 is recommended by the Board of Directors, and states: NHSBA opposition for transfer of responsibility to provide and fund a free and appropriate education for special education students from resident districts attending districts when a non-resident student is placed in a district by a parent. In other words, the district of residence of the student would be responsible to pay for the provision of special education services.

The Board consensus was to support the Board of Directors' recommendation.

5) **Superintendent's Report**

a) **Student Representatives to the Board**

Ms. Hamblett reported that two male students were elected as representatives to the Board. Although the law states there will only be one student representative to the Board, the Board determined that there would be two; one would be female and one male. Historically, the two representatives to the Board consisted of one male and one female. This year they are both males. Following a conversation with the Student Council Advisor, elections next year will require representatives elected will be a male and a female. Mr. Manseau announced that Jared Davis and Michael Clark were elected as representatives to the Board. He recommended that the higher scoring student elected [Jared Davis] attend the Board meetings and if Michael Clark will attend in his absence.

6) **Old Business**

1) **Policies Review**

a) **Administering Medications to Students (JLCD/JLCD-R)**

Ms. Hamblett indicated that the older policy has been revised and school nurses Jackie Hoey, Maureen Carr and Sue Seabrook were instrumental in advising the revision. Ms. Hoey and Ms. Carr were in attendance this evening. Ms. Hamblett mentioned that the question of the Board centers on the law that requires students not to carry over the counter medications in school.

Ms. Hoey indicated that the revised policy is in alignment with the NH DOE. Over the counter medications can be dispensed by the school nurse with written permission from parents/guardians. It is a DOE regulation, but also part of the Nurse Practice Act. She observed that students are in our care during the day and we need to be aware of medications they are taking in relation to their medical conditions.

Mr. Boehm expressed his disagreement with the over the counter medication regulation. The law allows students to self-administer epi-pens and inhalers and both nurses agreed that students are responsible with their epi-pens and inhalers. At LMS, some parents of younger students opted that their children not carry inhalers and for the nurse to ensure the students use their inhalers as prescribed.

Board members discussed issues and concerns of students taking over the counter medications without supervision during the school day and after the school day ends with regard to athletic events/practice.

Ms. Hamblett asked nurses how their case load has increased over the last five years. Both nurses indicated that there are times when their stations are very busy and thanked the principals for standing in because of a shortage in nurse substitutes.

Mr. Manseau indicated that the principals feel students should not carry and/or take any over the counter medications for several reasons including safety. Mrs. Couture wanted to know why student athletes should carry over the counter medications [like ibuprofen] for issues that arise while practicing or playing a sport after school.

Board members expressed that all parental request to give prescribed and/or over the counter medication to students forms be consistent between schools.

The policy will return to the December 5 work session.

b) Drug & Alcohol Use by Students (JICH)

Ms. Hamblett informed Board members that revisions to the policy include definitions by law as advised by legal counsel. Mrs. Flynn proposed changing the name of the policy to Prevention of Drug & Alcohol Use by Students. Mr. Manseau reminded Board members that a section on the use of saliva strips was added to the policy and briefly explained the reason for the addition. He also reminded Board members in which cases saliva strips would be determined to be used. The section reflects that parents are notified and permission sought if a student that is being assessed for impairment refuses the saliva strip test.

Mrs. Couture wanted to know how a situation would be handled if it is determined that the student is not impaired and the behavior continues. Ms. Hoey indicated it would be the parent's responsibility to take the student for an evaluation. Mrs. Couture also felt that if the test is inconclusive the parent should be notified. Mrs. Hoey noted that parents are notified of everything and are never kept out of the loop. Some Board members expressed that parents should be notified prior to administering the saliva strip test to a student. Mr. Manseau responded that we would like to give the nurse the opportunity to administer the saliva strip test before contacting the parents/guardians in order to have accurate information when speaking to them.

Mr. Miller suggested changing the wording in the policy to reflect an attempt to notify parents/guardians prior to testing students. There were other changes as well.

The policy will return to the December 5 work session.

7) **Community Input**

There was no community input.

8) **New Business**

1) Comprehensive Guidance Plan

Mrs. Gregg introduced Fern Seiden, Guidance Counselor, GMS; Mary Cummings and Catherine Pignone, Guidance Counselors, LMS; Jeff Parson, Guidance Counselor, CHS; and Denise Totten, District Social Worker.

Mrs. Gregg briefly explained that the Guidance Plan has been based on the NH Administrative Rules. When reviewing the total system of support services with regard to a comprehensive guidance plan, it was apparent that the historical model has changed to a developmental model and that it should be more planned than reactive. The standards are from the national standards for counselors and the key elements are four structural components: career and life goals, academic learning skills, classroom social skills, and self-efficacy as a learner; as well as four delivery methods: guidance curriculum, individual student planning, responsive services, and system support.

Each counselor presented the curriculum component areas by grade level. They also presented the delivery methods for each component.

Mrs. Gregg indicated that the guidance goals were based on input from surveys of students, parents and staff. It is a three year plan [2008-2011] and can be fully implemented. The program can be evaluated annually or every three years.

Mr. Boehm raised questions concerning responsive services in relation to parental permission to place a child in a lunch program and the child's feelings of being singled out. He raised a question regarding individual planning and if a foster child is assisted with what happens after the child turns 18. Mrs. Gregg responded on the first question stating that the schools do not perform any responsive services without parental permission. She referred to his second questions concerning foster children by stating that it would be part of a future response.

Mr. Boehm wanted to know if, when dealing with at-risk students, guidance counselors are confirming the student is at-risk. Mr. Parsons responded stating that each week there are weekly meetings and referrals are addressed.

Mr. Miller raised a concern about identifying attitudes, values and beliefs, which was discussed at length. Ms. Seiden assured the Board that students are taught to respect others and tolerate differences. Mr. Miller asked how counselors make sure they are not instilling values. Ms. Seiden responded that students are told all beliefs and values are accepted and that diversity is appreciated.

Mr. Miller raised a concern about parents objecting to their children participating in certain curriculum. Ms. Hamblett indicated that if a parent notifies us that they object to their child participating in a particular curriculum, the student will be given an alternate activity. The District follows the state curriculum frameworks. If an issue arises counselors will answer in a respective way, as will teachers.

Mrs. Couture made a motion to approve the 2008-2011 School District Comprehensive Guidance Plan. Mrs. Jewett seconded. The motion carried 5-0-0.

9) **FY09 Budget – Board Decisions**
1) Salaries & Benefits

Mr. Martin reviewed administrative and SAU reductions to the new and expanded positions for FY09. Requests that were removed include the reinstatement of a grade 2 special education teacher, expanding the LMS music teacher to full time, an additional English teacher at CHS, moving a special education teacher at LMS to the budget from the IDEA grant, and moving a paraprofessional from the IDEA grant to the budget. Additions included transfer of one GMS teacher to LMS or CHS and a part time paraprofessional at CHS required by an IEP.

Mr. Martin reported that 11 stipend requests were removed. Among those remaining are LMS PBIS coach, LMS academic assistant coach, LMS cross country coach, CHS assistant track coach, CHS chess club advisor, and CHS Women in Science & Engineering advisor.

Mr. Boehm requested the co-curricular enrollments. Ms. Hamblett will bring them to the next meeting.

Mr. Martin reviewed salary adjustments with the Board. A discussion ensued regarding salary range adjustments for administrators. Ms. Hamblett implored the Board to approve the adjustments noting that it is important to retain qualified staff.

Mrs. Beauregard made a motion to accept the budgeted salary adjustments to administrators' ranges for FY09. Mr. Boehm seconded. The motion carried 3-2-0 with Mrs. Jewett and Mr. Boehm voting in the negative.

Mr. Martin indicated that the salary schedules (custodians, administrative assistants, paraprofessionals, food service) are at a competitive market value. The Board should consider lowering the adjustment to the schedules from 3.5%. He added that the Board should also consider a budgetary number for a longevity payment for employees at the top step of the schedules.

Mrs. Couture made a motion to reduce the salary schedule increase for FY09 to 1%. Mrs. Beauregard seconded. The motion carried 4-1-0 with Mrs. Jewett voting in the negative.

Mrs. Couture made a motion to set aside \$9800 in the FY09 budget to set up a longevity plan for staff at the top step of the schedules. Mrs. Beauregard seconded. The motion carried 5-0-0.

Mr. Martin indicated that the salary ranges for non-administrative personnel (which includes SAU staff) are at a competitive market value. The Board may consider lowering the adjustment to the ranges.

Mrs. Couture made a motion to reduce non-administrative salary ranges to 3% with a 1% experience increase for FY09. Mrs. Beauregard seconded. The motion carried 5-0-0, with Mrs. Jewett voting in the affirmative reluctantly.

Mr. Martin indicated that the 'Other Salaries' are non-administrative District employees who are not on a range or schedule.

Mrs. Beauregard made a motion to approve a salary increase of 3.5% for other non-administrative District employees not on ranges or schedules for FY09. Mrs. Jewett seconded. The motion carried 5-0-0.

Mr. Martin reminded the Board that in the 2009-2010 school year the District will have a new Superintendent and asked Board members to consider setting aside an additional amount in the FY09 budget to attract and retain a highly qualified Superintendent. He provided a survey of surrounding district salaries as an indicator to assist in setting the Superintendent's salary for FY09, observing that next year's salaries in other districts will increase by 3% and suggested the Board budget a higher rate. Mr. Miller suggested adding \$5,000 to the Superintendent's salary for FY09.

Mrs. Couture made a motion to add \$5,000 to the Superintendent's salary budget for FY09. Mrs. Beauregard seconded. The motion carried 5-0-0 with Mrs. Jewett voting in the affirmative reluctantly.

10) FY09 Budget – Board Decisions

a) School Board (2310-2319)

Mr. Martin provided a revised proposed FY09 budget with administrative and SAU reductions included. Board members reviewed the FY09 budget accounts for additional reductions.

Mr. Miller made a motion to level fund the Board members' salaries. Mrs. Beauregard seconded. The motion carried 4-1-0, with Mr. Boehm voting in the negative.

Mr. Miller made a motion to reduce the travel line item by \$99. Mrs. Jewett seconded. The motion carried 5-0-0.

Mrs. Beauregard made a motion to reduce the conference line item by \$100. Mrs. Jewett seconded. The motion carried 5-0-0.

Mrs. Jewett amended the motion to reduce the conference line item by \$250. Mrs. Beauregard seconded. The motion carried 5-0-0.

Mrs. Beauregard made a motion to reduce the miscellaneous line item by \$500. Mr. Miller seconded. The motion carried 5-0-0.

b) SAU/District Administration (2320-2399)

Mr. Martin provided a revised proposed FY09 budget with administrative and SAU reductions included. Board members reviewed the FY09 budget accounts for additional reductions and reminded Board members that the Superintendent's salary line item has been increased by \$5,000.

Mr. Miller made a motion to reduce the shredding line item to \$500. Mrs. Beauregard seconded. The motion carried 5-0-0.

Mrs. Jewett made a motion to reduce the repairs and maintenance line item by \$500. Mrs. Beauregard seconded. The motion carried 5-0-0.

Mrs. Beauregard made a motion to reduce the advertising line item by \$600. Mrs. Jewett seconded. The motion carried 5-0-0.

Mrs. Jewett made a motion to reduce the textbooks line item by \$1,000. Mrs. Couture seconded. The motion carried 5-0-0.

Mrs. Couture made a motion to reduce the miscellaneous line item by \$500. Mrs. Jewett seconded. The motion carried 5-0-0.

Mr. Miller asked the Board to hold their review of the rest of the budget accounts until the November 14 meeting. Ms. Hamblett asked Board members, in order to meet the budget process deadline and deliver the proposed FY09 budget to the Budget Committee by November 21, to consider contacting Mr. Martin with a list of their suggested reductions for the remained of the budget accounts for review at the November 14 meeting. The Board agreed.

Mr. Martin asked the Board to review new/expanded positions and express their decisions. Mrs. Couture indicated that a health teacher is needed at LMS, but not a half time physical education teacher. Mrs. Beauregard suggested combining the part time physical education teacher position with the health teacher position.

Mrs. Couture suggested not to expand the CHS receptionist position by 2 hours, as well as zeroing out the new stipend positions and using the money as a pool for positions the District wants to fill.

Ms. Hamblett recommended that Board members expand the CHS tech education position to full time as that position has increased an additional period of classes.

Mrs. Beauregard suggested adding an additional part time custodian at LMS instead of expanding the existing part time custodian position to full time.

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

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

Mrs. Jewett made a motion to go into non-public session at 10:15 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 roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mrs. Beauregard, yes; Mr. Boehm, yes; Mrs. Jewett, yes.

12) Return to Public Session

Mrs. Jewett made a motion to return to public session at 10:33 p.m. Mrs. Beauregard seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mrs. Beauregard, yes; Mr. Boehm, yes; Mrs. Jewett, yes.

13) Adjourn

Mrs. Jewett made a motion to adjourn at 10:34 p.m. Mrs. Beauregard seconded. The motion carried 5-0-0.

14) Upcoming Meetings

>Litchfield School Board: November 14, 2007 – CHS Media Room – 5:30 PM

November 16, 2007 – CHS Teachers' Conference Room South – 9:00 AM

Respectfully submitted,

Michele E. Flynn
School Board Secretary