

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

April 9, 2008

(approved as amended 4-23-08)

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
Mrs. Deb Mahoney, Director of Human Resources
Mrs. Michele E. Flynn, Secretary

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

Mr. Miller called the meeting to order at 6:30 p.m.

2) Review and Revision of Agenda

Revisions to the agenda included: the addition of CHS Traffic Recommendation Trial and the addition of Disposal of Equipment under Business Affairs.

3) School Board Members' Comments

Mr. Boehm was concerned over school closings for inclement weather as related to competitions that have been scheduled and not cancelled, in particular the Music competition in Bow in which all three Litchfield schools were entered. Dr. Cutler indicated that normally when the schools are closed for weather related issues all activities are cancelled as we cannot take risks with students and transportation.

Mr. Martin pointed out that when the schools are closed no bus drivers report to work and at the time we had to make a decision as it was snowing heavily.

Mrs. Couture expressed disappointment that the committee in Bow decided not to cancel the event as our District lost the entry fee and our students lost their opportunity to participate. She added that we should survey other districts that were scheduled to participate in the competition to determine if they traveled to Bow. Mrs. Couture suggested that the NHSBA may be able to survey districts on their school closing policies.

Mr. Boehm mentioned that two of Litchfield's students performed in the All State Band and Chorus recently.

4) Recommended Action

a) Business Affairs

- 1) Draft School Board Minutes:
 - a) Public Minutes March 26, 2008

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

- b) Public Hearing Minutes of April 2, 2008

Minor revisions were made to the minutes.

Mrs. Jewett made a motion to approve the minutes as amended. Mrs. Beauregard seconded. The motion carried

5-0-0.

c) Public Minutes of April 2, 2008

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

2) Business Administrator's Report – March 2008

Mr. Martin reviewed his financial report with the Board. Highlights from the report included the selection of Gatekeeper to develop and administer the District's new 403(b) plan; an exploratory meeting with a group of Business Administrators to form an energy buying group; eFinancePlus update; the purchase of a 2002 Ford F250 truck for the District Building & Grounds department. Mr. Martin complimented Matt Bennett, District Building & Grounds Coordinator for finding the District truck.

Mr. Martin indicated that the forecast of the year-end fund balance is estimated at \$171,000 at this time. He also reported that the Board the District website is operational; and the final three Food Service technicians have taken their certification tests.

3) FY09 Salary Ranges & Schedules Approval

Salary ranges & schedules were included in Board members' packets. Mrs. Mahoney reviewed the information with the Board. These are budget amounts that were approved by the Board and the voters.

Mr. Boehm made a motion to approve the recommended salary ranges and schedules for FY09. Mrs. Couture seconded. The motion carried 5-0-0.

Mrs. Couture made a motion to approve the recommended salary schedule for the Food Service Bookkeeper for FY08 & FY09. Mr. Boehm seconded. The motion carried 5-0-0.

4) Discussion Item: Generator at CHS

Dr. Cutler discussed the consideration of purchasing a generator for the high school as part of the District's emergency management plan. Board members queried as to the cost. Mr. Martin indicated that a previous inquiry yielded an estimate of over \$100,000. Board members felt the purchase was not feasible at this time, but indicated that the Fire Chief may have grant information for emergency management funding to share with the district.

5) Disposal of Equipment

Mr. Martin reviewed a list of obsolete technology that is being stored in a POD that was rented by the District and expressed a need to dispose of the items. Board members agreed, but suggested that the District research organizations that purchase used technology as a fundraiser.

Mr. Boehm made a motion to approve the disposal of the obsolete technology, pending research of a fundraising opportunity. Mrs. Jewett seconded. The motion carried 5-0-0.

6) CHS Traffic Recommendation Trial

Mrs. Beauregard distributed copies of a trial she suggested for the CHS traffic flow problem discussed at a public hearing on April 2, 2008. The suggestion requires the use of either a police officer or school resource officer. Dr. Cutler indicated that she will confirm the start date of the School Resource Officer at CHS.

Mrs. Beauregard also queried on stipends for the staff coverage in the CHS parking lot at dismissal and investigating numbering CHS student parking lot space numbering. Dr. Cutler indicated that she would present Mrs. Beauregard's suggestions to Mr. Manseau and Chief O'Brion.

Board members discussed the pros and cons of numbering student parking spaces in relation to enforcement. Mrs. Beauregard suggested surveying other schools to determine if they have numbered student parking spaces and if it has caused any problems.

7) Manifest

The manifest was circulated and signed by the Board.

5) **Old Business**

1) **Policies: 1st Reading**

- a) Extended Learning Opportunities (IHBH)
- b) Summer Activities (IHCA)
- c) Alternative Credit Options (IMBC)

Mrs. Couture made a motion to approve the above policies for a 1st Reading. Mrs. Jewett seconded. The motion carried 4-1-0, with Mr. Boehm voting in the negative.

6) **New Business**

a) **GMS Building Project: Next Steps**

Mr. Miller expressed disappointment over the failed new school article that was on the ballot this March. School Board members invited members of the Building Committee to attend this meeting to provide input on the next steps for the future of GMS.

Tracy Caprioglio, former Building Committee Chair, indicated that she met with the publicity committee last week to determine a direction for future plans for GMS. Members felt they had proposed the right solution this March in a warrant article that failed by 236 votes. Mrs. Caprioglio commented that the publicity committee had formed later than expected and did not have a sufficient opportunity to reach the voters. She added that there are concerns over education funding in Litchfield as well. Mrs. Caprioglio declared that the committee would like to keep the community informed and queried about direction from the Board regarding the next steps for GMS.

Dr. Cutler felt that this would be a good opportunity to brainstorm ideas regarding GMS. Mr. Boehm commented that without knowing the status of education funding, our options are limited.

Board members and Building Committee members discussed options such as using prefabricated buildings, private funding and public partnerships [a real estate developer builds and maintains the school and the District leases it], and grants and charitable foundations. Dr. Cutler discussed prefabricated schools with Ed Murdough, NH DOE, and indicated that he would consider this type of construction as an option for GMS. Mrs. Beauregard expressed concern over the durability of a prefabricated building. Board members discussed private partnership schools.

Mr. Scheiner, a Building Committee member, observed that any option that is brought forward will have to be compared with what it will cost to renovate and dewater GMS. He indicated that many residents want this information or proof that renovation and dewatering are not feasible. Mr. Scheiner pointed out that a comprehensive document should be prepared with a literal list of every item and its cost. Options and concerns were discussed.

A fire drill was conducted by the Litchfield Fire Department at 8:03 p.m. and the school was evacuated. The Fire Department allowed everyone back into the building 8:10 p.m. The Board meeting reconvened.

Board and Building Committee members continued their lengthy discussion about the next steps for GMS.

Mr. Boschi, a Building Committee member, observed that any options that are proposed should be communicated to the community early.

A Community Member commented that there is deniability in the community that there is nothing wrong with GMS. We need for officials from a regulatory level to place a timeline on repairing GMS or put in writing that repairs are not feasible. She added that until some people are pushed into a corner they will not believe there are problems.

A lengthy discussion followed that included a brainstorming session where the following was considered: communication of issues with GMS, education funding formula, double sessions for GMS/LMS in case of a catastrophic event at GMS, prefabricated buildings, grants, an addition for the fifth grade at LMS, proposing a smaller new school than what was proposed recently, and presenting renovations to GMS to the community.

Past dissemination of information was discussed. Building Committee members and community members agreed that a new survey was necessary to determine how to further communicate information regarding GMS to the community.

Concerns were raised about the leach fields at GMS. Mr. Martin reminded Board and Building Committee members that there are no funds allocated in the budget for the Building Committee or for research studies. Options for the GMS septic system and leach fields was discussed at length. Mrs. Couture indicated that assessing and replacing the leach field is a critical need and we need to start the process to get preliminary approval from the State. Mr. Scheiner disagreed with spending more money to perform studies that have already been done. Mr. Martin agreed to call Vollmer about the assessing the leach fields.

After much discussion, the Board directed the Building Committee to keep the community focused on GMS. They were also charged with the task of preparing a comprehensive document that will detail the renovation information received from Harriman and JCN Construction. Mr. Franck, a Building Committee member, commented that it is a popular myth that GMS can be renovated. We need to put together a concise document to debunk that myth and support the original plan and go forward with the new school. Mr. Scheiner reiterated that people in town want to know what it will actually cost to fix GMS and compare it to the cost of a new school. They want proof [in writing] when the State or a vendor states a task cannot be done.

The Board directed that the Building Committee continues and will advertise for members. Mr. Miller asked if any member of the audience that attended would like to volunteer for the Committee. Mrs. Caprioglio, Mr. Boschi, Mr. Franck, Mr. Egan, and Mr. Scheiner volunteered to continue on the Building Committee.

Mrs. Couture made a motion to reappoint the Building Committee members to continue with the creation of a comprehensive document, with great appreciation from the Board. Mrs. Beauregard seconded. The motion carried 5-0-0.

Mr. Miller thanked the Committee members for their past two years of work and congratulated them on their reappointment. Mrs. Jewett suggested that the Board schedule a Pot Luck Supper be held for the Building Committee, Budget Committee, and Selectmen to bring these groups together.

7) **Community Input**

There was no community input.

8) **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 9:55 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. Mr. Boehm seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

9) **Return to Public Session**

Mrs. Couture made a motion to return to public session at 11:07 p.m. Mrs. Jewett seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

10) **Adjourn**

Mrs. Jewett made a motion to adjourn at 11:08 p.m. Mrs. Couture seconded. The motion carried 5-0-0.

Date: April 9, 2008
Campbell High School

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

11) Upcoming Meetings

>Litchfield School Board: April 23, 2008 - CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn
School Board Secretary