

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

July 9, 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
Mr. Steve Martin, Business Administrator
Mr. Martin Schlichter, Principal, GMS
Mrs. Michele E. Flynn, Secretary

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

Mr. Miller called the meeting to order at 6:05 p.m.

2) Review & Revision of Agenda

Revisions to the agenda included: Item #4, 403(b) Contract, under Business Affairs will be deferred to the next meeting; Item #6b, Co-curricular Job Descriptions, under Business Affairs will be deferred to the next meeting; Recommended Action, Business Affairs will be moved before GMS Fire/Safety Inspection Report.

3) School Board Members' Comments

There were no Board member comments.

4) Recommended Action

a) Business Affairs:

- 1) Draft School Board Minutes:
 - a) Public Minutes of June 18, 2008

A minor revision was made to the minutes.

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

2) Business Administrator's June 2008 Report

Mr. Martin reported that he is projecting a year-end fund balance of \$430,000. Major areas contributing to the fund balance include: unanticipated revenues; special education under-spending in professional services, tuition, transportation, paraprofessional salaries/benefits; self-funded program under-spending; vocational transportation under-spending; and a discount adjustment to the CHS textbook account. Salaries and benefits had a large under-spend due to staff turnover and leaves, a lower medical insurance rate, and a delayed teacher retirement. These under-spends were offset by the emergency year-end encumbering of approximately \$325,000 to implement the recommendations of the fire inspector's report on GMS. Food Services will inevitably see a loss for the 2007-2008 fiscal year as revenues totaled less than was budgeted.

Mr. Martin also reported that the District now has a signed 403(b) contract to administer, which has been revised by the vendor's attorney and will be reviewed next week. Energy bids went out for both fuel oil and propane; Energy North was awarded the propane bid at \$2.39 per gallon; oil bids were higher than expected with few responses and the Energy Group decided to go out to bid a second time. The Group discussed a bid strategy for the second round of bidding. Mr. Martin reported that the District has gone live with eFinancePlus, running its first payroll of the FY09 year, as well as the first round of purchase orders. The project implementation process will continue to its completion of closing the fiscal 2009 year in August 2009.

Mr. Martin reported that Buildings & Grounds staff at GMS and CHS will require a significant amount of staff time to be complete projects over the summer vacation. Major project work at GMS resulting from the recent Fire/Safety Inspection recommendations will begin on July 14 and is not expected to be fully completed by the opening of school. Mr. Martin also reported that we received a proposal from Paetec to solve network connectivity problems.

Mr. Boehm suggested looking into FairPoint FIOS connectivity. Mr. Martin will pass the request on to Mr. Ballou.

3) Authority to Sign Contracts

Mrs. Couture made a motion to authorize Dr. Elaine Cutler, Superintendent, and Mr. Steve Martin, Business Administrator, to sign all Office of Business Management forms, all contracts, and all grants on behalf of the Litchfield School Board for the 2008-2009 school year. Mrs. Jewett seconded. The motion carried 5-0-0.

4) 403(b) Contract

This item was deferred to the next Board meeting. Dr. Cutler recommended the Board to meet shortly on July 30 at 6:00 p.m.

5) A La Carte Prices

A la Carte price increases were presented to the Board. Mrs. Couture suggested no increase to vegetable and fruit prices.

Mrs. Couture made a motion to approve the Food Service Ala Carte amended price increases, which will be effective on September 2, 2008. Mr. Boehm seconded. The motion carried 5-0-0.

6) Job Descriptions:

a) Administrative Assistants

Minor revisions were made to the job descriptions.

Mrs. Couture made a motion to approve the Receptionist job description as amended. Mrs. Jewett seconded. The motion carried 5-0-0.

Mrs. Couture made a motion to approve the Administrative Assistant I-Athletics job description as amended. Mrs. Jewett seconded. The motion carried 5-0-0.

Mr. Boehm made a motion to approve the Administrative Assistant I-Guidance job description as amended. Mrs. Couture seconded. The motion carried 5-0-0.

Mrs. Couture made a motion to approve the Administrative Assistant I-Special Education job description as amended. Mrs. Beauregard seconded. The motion carried 5-0-0.

Mr. Boehm made a motion to approve the Administrative Assistant II-Special Education job description as amended. Mrs. Couture seconded. The motion carried 5-0-0.

Mrs. Couture made a motion to approve the Administrative Assistant I job description as amended. Mr. Boehm seconded. The motion carried 5-0-0.

Mrs. Couture made a motion to approve the Administrative Assistant II job description as amended. Mr. Boehm seconded. The motion carried 5-0-0.

b) Co-curricular

This item was deferred to the August 6 Board meeting.

7) Manifest

The manifest was circulated and signed by the Board.

5) **GMS Fire/Safety Inspection Report**
~ SFC Engineering

Chief Scofield introduced Captain Nichols, representatives from State Fire Marshal's office, a representative from Congressman Hodes office, and the author of the inspection report, Nicholas Cricenti, a licensed fire protection engineer.

Mr. Cricenti briefly reviewed the recommendations mentioned in the report, which included upgrading the fire alarm system, emergency lighting, new fire doors, new emergency egresses, to name a few. (*Please reference Litchfield School Board meeting minutes for June 27, 2008.*) He indicated that he determined that GMS does not meet code, but is close. Mr. Cricenti also mentioned that there was a question about 'grandfathering' items that do not meet code. He pointed out that under the chapter for new construction and existing construction in the fire code, there is no 'grandfathering'. He noted that if you do not meet code you must apply for a waiver, which in this case, you will not obtain.

Mr. Martin summarized decisions made by the Board on recommendations of the inspection report. (*Please reference Litchfield School Board meeting minutes for June 30, 2008.*) Board members voted on the following recommendations: upgrading the fire life safety system including audio/visual, the widening of the corridor by Room 5 and installing an egress, a new exit in the gym, new exit door Room 16, replace screen door in the kitchen, new fire doors, repair smoke barriers, add a new circuit panel, alleviating extension cord usage in building, exit lights, emergency lighting, and closing the 1930's building.

Mr. Martin asked Mr. Cricenti to clarify his reference to the recommendation for emergency lighting in his report. Mr. Cricenti indicated that the building needs interior emergency lights that will illuminate most of the area in a classroom, as well as illuminated exit signs for doors that run classroom to classroom or classroom to corridor. Mr. Miller also clarified that Room 5 would not be used as a classroom as the square footage would decrease due to the widening of the corridor near Room 5 for an emergency egress.

Mrs. Couture queried about classroom and hall doors that swing the wrong way. Mr. Cricenti indicated that once the egress issues are addressed, hall doors will be in sync with egress travel. Mrs. Couture was also concerned with the custodial sink in the main electrical closet. Mr. Cricenti recommended removing the faucets from the sink. He added that the pipes are in violation of the fire code as there is a required 3' clearance.

Mrs. Beauregard queried about the sprinkler system. Mr. Cricenti indicated that he recommended the building have a sprinkler system, but if the fire and life safety system is upgraded, a sprinkler system is not required by code. Mrs. Beauregard suggested that if Mr. Cricenti is recommending a sprinkler system he notate it in his next report.

Mrs. Beauregard inquired about the flammable materials on walls. Mr. Schlichter indicated that the Fire Marshal made it clear that we are not allowed to hang more than 20% of anything that is flammable on the walls (i.e. strings that papers hang on), which has been addressed this year. The Fire Marshall commented that anything that does not fit on a bulletin board does not go on the walls.

Mrs. Beauregard was concerned with a way to keep classroom doors open for ventilation without using door stops. Mr. Schlichter suggested that more modern doors with magnets that are linked to the fire/safety system would be more appropriate. Mrs. Beauregard suggested addressing this issue on the next list of recommendations.

Mr. Miller thanked Mr. Cricenti and Chief Scofield for their time, indicating that the Board appreciated their efforts.

9) Community Input

Joan Franklin of Litchfield queried about the book bags, hanging coats, and boots in the corridors at GMS. Mr. Schlichter indicated that the majority of the hooks will be moved to make the corridors more travelable.

Mr. Franklin asked about the snow load on portables. He was concerned about a particular part of the building that may be under the snow load requirement. Mr. Schlichter indicated that issue will be addressed. Mr. Miller clarified that the concern was about the areas of the roof where the walls do not meet the roof deck, however, custodians keep the roof clear of snow.

6) New Business

a) Interscholastic Athletics Policy (IGDJ)

Board members discussed revisions to the policy that included final decisions for athletic team members. More clarification is needed and will be discussed at the July 30 Board meeting with Mr. Kiestlinger and Mr. Manseau in attendance.

7) **Superintendent's Report**

Dr. Cutler announced that CHS has been awarded the 2007-2008 Class M NHIAA Sportsmanship Award.

1) Superintendent's Report

The Superintendent's report was included in the Board's packets.

2) June Enrollments

Dr. Cutler shared end of the year enrollments with the Board.

3) First Grade Registrations

Dr. Cutler shared the Annual CHS Library Report with the Board.

8) **Old Business**

1) Voter Survey

Board members discussed Mrs. Couture's revisions for the voter survey that is scheduled to be sent to registered voters in September. Board members discussed the wording of survey questions. A revised draft will be discussed on August 6.

10) **Committee Reports**

a) Budget Committee

Mrs. Couture attended the Budget Committee meeting for Mr. Miller. She reported that the Committee discussed planning for the budget presentations and the calendar for the budget schedule. Mrs. Couture indicated that she gave Budget Committee members copies of the GMS Fire & Safety Inspection report.

b) Building Committee

Mrs. Beauregard reported that the Building Committee has not met since June 17. Their next meeting is July 15.

c) Selectmen

Mrs. Jewett reported that town warrant articles must be in by September 15, the town received FEMA funds for the Brickyard culvert, Talent Road, and another road in the northern part of town.

11) **Policies:**

Work Session:

a) Manifest Educational Hardship (JEC)

Dr. Cutler discussed the policy and the RSA (legal reference) with Board members. She indicated that this policy would only be used in rare situations. Board members asked for clarification of the RSA. This policy will be discussed at the August 6 policy meeting.

b) Use of School Buildings & Facilities (KF/KF-R)

Board members were concerned with areas of the policies that referred to political organizations and affiliations. Removal of all references to political organizations was suggested. Some minor revisions were made to the policy. The policy will go to a first reading on August 6.

1st Reading:

a) Student Publications (JICE/JICE-R)

Mrs. Couture made a motion to approve the Student Publications Policy and Procedures for a 1st Reading. Mrs. Jewett seconded. The motion carried 5-0-0.

12) **Approval of Non-Public Minutes**

a) **Draft School Board Meeting Minutes:**

Date: July 9, 2008
Campbell High School

Litchfield Board of Education
Policy Work Session – 6:00 p.m.
Followed by Non-Public Session

1) Non-Public Minutes of June 18, 2008

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

13) Adjourn

Mrs. Jewett made a motion to adjourn at 10:02 p.m. Mr. Boehm seconded. The motion carried 5-0-0.

14) Upcoming Meetings - Litchfield School Board: August 6, 27, 2008 – CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn
School Board Secretary